



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE

PURCHASING DEPARTMENT

525 N. Main, Suite 823 ~ Wichita, KS 67203

Phone: 316 660-7255 Fax: 316 383-7055

<http://sedgwickcountv.org/finance/purchasing.asp>

REQUEST FOR PROPOSAL
#16-0106
CUSTODIAL SERVICES FOR PUBLIC WORKS
Addendum #3

December 16, 2016

The following is to ensure that vendors have complete information prior to submitting a bid. Here are some clarifications regarding the bid for Custodial Services for Public Works.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

PUBLIC WORKS

1. What is the cleaning schedule?

Answer: Monday - Friday, 8am-5pm.

2. How should the 1st & 3rd foyer floors be cleaned?

Answer: Damp mop only.

3. How should the carpets be cleaned?

Answer: Complete extraction, once per year.

4. Should vacant offices be cleaned?

Answer: Only when Ron Marsh requests it.

5. How can the vendor access the mechanical room?

Answer: If it is locked ask maintenance.

6. Should the director's office be cleaned?

Answer: No

7. How should the plan room be cleaned?

Answer: Mop only.

8. Is the vendor responsible for the recycling?

Answer: No

9. Is the vendor responsible to clean the glass around the 2nd floor foyer?

Answer: No, that ledge is not weight-bearing.

10. Is the empty area on the 1st floor part of the square footage?

Answer: Yes

11. What kind of cleaning is required for the conference room and stairwells?

Answer: Once per week and spot clean.

12. Should the maintenance office rooms be cleaned?

Answer: No

13. How much time does it take to clean on a daily basis?

Answer: Less than 8 hours. Vendor will be on-call; not day porter.

HOUSEHOLD HAZARDOUS WASTE

1. Will the vendor need to clean the front area that has all the chemicals?

Answer: No

Firms interested in submitting a proposal, must respond with complete information and **deliver on or before 1:45 p.m. CST Tuesday December 20, 2016**. Late proposals will not be accepted and will not receive consideration for final award.

Please remember that each individual RFP must be bid as all or nothing.

“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE BID RESPONSE PAGE.”



Britt Rosencutter
Purchasing Agent