



**SEDGWICK COUNTY, KANSAS**  
***DIVISION OF FINANCE***  
**PURCHASING DEPARTMENT**

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

**REQUEST FOR PROPOSAL**  
**#16-0107**  
**CUSTODIAL SERVICES FOR TAG OFFICES**  
**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 the Tag Offices.

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

**DOUGLAS AVE. TAG OFFICE**

**1. How often should the office be cleaned?**

*Answer: Weekly take out the trash and vacuum.*

**2. How often should the floors be cleaned?**

*Answer: Bi-annually; strip then six months later scrub.*

**3. How should the carpet be cleaned?**

*Answer: It should be cleaned biannually by extraction. Spot clean as needed.*

**4. If an office is locked should it be cleaned?**

*Answer: No*

**5. What is the cleaning schedule?**

*Answer: Night clean starting at 7:00pm - 7:30pm*

**6. Is a day porter required?**

*Answer: No, just be ready for emergency calls.*

**7. How often should the trash be taken out?**

*Answer: Each day. There are three bins for customers.*

**8. What does the vendor need to do about salt?**

*Answer: The vendor does not need to put down salt. Also don't sweep away the salt.*

**CHADSWORTH TAG OFFICE**

**1. Is the vendor responsible for the trash outside?**

*Answer: No*

**2. Is there a mop sink?**

*Answer: No*

**3. Should the counters be cleaned?**

*Answer: No*

**4. What should the vendor or county employee do to communicate with each other?**

*Answer: Write requests or questions in the custodial comment book.*

**5. What security measurers does the vendor need to follow?**

*Answer: When leaving through the back door turn on the alarm and lock the door.*

**BRITTANY CENTER TAG OFFICE**

**1. What should the vendor or county employee do to communicate with each other?**

*Answer: Write requests or questions in the custodial comment book.*

**2. Should the vendor go in the safe room?**

*Answer: No, it is off limits.*

**3. Do the windows need to be cleaned?**

*Answer: Yes, dust the window sills and clean the inside of the windows.*

**4. Is the vendor responsible for outside trash?**

*Answer: Yes*

**5. What will happen when this location closes?**

*Answer: Purchasing will notify the vendor and make appropriate adjustments with the finances.*

**DERBY TAG OFFICE**

**1. Is the vendor responsible for the outdoor trash?**

*Answer: Yes*

**2. What security measurers does the vendor need to follow?**

*Answer: When leaving through the back door turn on the alarm and lock the door.*

**3. Is the vendor responsible for the dishes in the break room?**

*Answer: No*

**4. Should the vendor move the computers to clean?**

*Answer: No*

**5. What should the vendor or county employee do to communicate with each other?**

*Answer: Write requests or questions in the custodial comment book.*

**6. Is the vendor responsible to get out the stains that are currently in the carpet?**

*Answer: Do your best and if it is not possible contact Randy Bargdill. He will contact Facilities to see about a better long-term solution.*

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