



SEDGWICK COUNTY, KANSAS

FINANCE DEPARTMENT

Purchasing Section

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

ADDENDUM #2

#18-0062

CUSTODIAL SERVICES FOR THE SEDGWICK COUNTY EXTENSION OFFICE

September 25, 2018

The following is to ensure that vendors have complete information prior to submitting a response. Below are some clarifications regarding the Custodial Services for the Sedgwick County Extension office.

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

1. How often is cleaning done?

Answer: 5 days a week (Monday through Friday unless otherwise instructed.)

2. What hours is custodial work to be done.

Answer: 5:00P.M. to 2:00 A.M. (unless otherwise instructed)

3. What is the cleaning square footage of the building?

Answer: Approximately 31,000 Square Feet.

4. How often do the carpets need scrubbing and extraction?

Answer: Quarterly

5. How often do the windows need to be cleaned at the 3 entrances?

Answer: The indoor of the Doors and adjacent windows are to be cleaned daily. The above windows and outside are to be cleaned quarterly.

6. How often do the offices need to be cleaned?

Answer: Weekly Trash and Vacuuming. (Dust as requested) NEVER MOVE ANYTHING ON THE DESKS.

7. Who is responsible for the trash cans in the halls and outside of the building?

Answer: Custodial service is responsible for all trash receptacles.

8. Is it the responsibility to clean around the entire outside of the building?

Answer: Custodial staff is only responsible for cleaning up to 25' outside of the 3 main entrances.

9. Is the custodial company responsible for the recycling?

Answer: The County is responsible for the recycling.

10. How often is the VCT flooring cleaned?

*Answer: Swept and auto scrubbed daily. Scrub and wax coat (3 coats) in the summer, fall, and winter. Strip and wax (3 coats) in the spring. **There is no auto scrubber on site. Winning contractor would have to provide their own equipment.***

11. On page #4 of the RFP, item #7 states that “the site supervisor shall preform supervisory duties not custodial duties”.

Answer: The site supervisor can assist in custodial duties but their main duty is to inspect that cleaning has been completed and communicate with Sedgwick County staff.

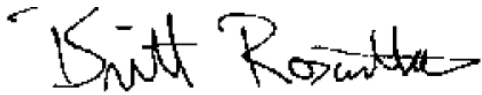
12. On page 24 of the RFP it asks for a price for “Dry Vapor Steam Clean”. This process is not needed at the Extension Office so please disregard.

13. On the proposal it refers to “Service Type A” and “Service Type B”. Service Type A refers to Daily, Service Type B refers to Weekly.

14. There is no current contract for this location available.

Firms interested in submitting a *proposal* must respond with complete information and **deliver on or before 1:45 CDT p.m. Tuesday, October 2, 2018**. Late proposals will not be accepted and will not receive consideration for final award.

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



Britt Rosencutter
Purchasing Agent