



SEDGWICK COUNTY, KANSAS
FINANCE DEPARTMENT
Division of Purchasing
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<http://sedgwickcounty.org/finance/purchasing.asp>

ADDENDUM 1
RFP #19-0081

CUSTODIAL SERVICES FOR THE MAIN COURTHOUSE AND THE ADULT DETENTIONAL FACILITY

November 12, 2019

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for Custodial services for the Main Courthouse and the Adult Detention Facility.

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

1. How often are stairs to be cleaned?

Answer: At least weekly.

2. Where should cleaning start?

Answer: Anywhere after 5pm.

3. What times can cleaning be performed?

Answer: Day cleaning can begin at 8am. Evening cleaning can begin after 5pm.

4. Does the contracted vendor need to clean computers?

Answer: No, please do not clean any electronic equipment.

5. How often are the tiles cleaned?

Answer: Daily. When needed during the winter months, lobby is cleaned at 10:30 and 2:00pm to keep ice melt salt off the tile.

6. Is there a custodial closet on each floor?

Answer: Only for mop water. All equipment and carts are stored in one of the two basement custodial closets.

7. How many total court rooms are there?

Answer: 16

8. Are offices cleaned during the daytime?

Answer: About 6 sensitive areas have been identified for day time cleaning. Most offices are cleaned after 5pm.

9. How many holidays' does the County recognize?

Answer: 11, specific dates are listed on our web site.

10. Is the frequency 5 days a week for all tasks within the new RFP's?

Answer: Frequency of specific tasks will be determined by your proposal.

11. What time of day we can start to clean and at what time we have to be completed?

Answer: Flexible, but we will need to know your planned schedule

12. Is there a floor plan available?

Answer: Yes, floor plans are attached to this addendum.

13. How many square feet per floor?

Answer: Basement: 10,775 sq. ft.

1st Floor: 32,450 sq. ft.

2nd Floor: 24,800 sq. ft.

3rd Floor: 18,375 sq. ft.

4th Floor: 19,000 sq. ft.

5th Floor: 18,125 sq. ft.

6th Floor: 17,725 sq. ft.

7th Floor: 19,000 sq. ft.

8th Floor: 19,225 sq. ft.

9th Floor: 14,675 sq. ft.

10th Floor: 14,575 sq. ft.

11th Floor: 15,000 sq. ft.

14. What products are provided by the County?

Answer: Paper products, can liners, and Hand Soap

Firms interested in submitting a proposal *must* respond with complete information and **deliver on or before 1:45 p.m. CST, Tuesday November 26, 2019**. 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, Buyer
Purchasing Agent

BR/hp