



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

ADDENDUM 1
RFP #20-0073
CUSTODIAL SERVICES FOR THE SEDGWICK COUNTY
KELLOGG AND DOUGLAS TAG OFFICES

January 11, 2021

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal to provide custodial services for the Kellogg and Douglas Tag Offices.

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

1. Is the cleaning to be performed in the daytime or overnight?

Answer: Regular cleaning service will occur after 5:00 pm, Monday through Friday. In addition, until the COVID crisis is over, high touchpoint cleaning will be performed twice daily. Preferably 10:00 am and 2:00 pm.

2. What is considered high touchpoint cleaning and what areas are to be cleaned?

Answer: High touchpoint cleaning would be a quick disinfecting of high touch areas such as door handles, light switches, counters, etc. Also, in the restrooms and breakrooms, faucet handles, door handles, towel dispensers, etc.

3. What percentage of the buildings are carpet and what percentage are hard floors?

Answer: Approximately 60% carpet and 40% hard floor in both buildings.

4. Are there mop sinks available in both buildings?

Answer: Yes.

5. How many windows per building?

Answer: There are 4 large windows and 2 double doors at the Kellogg location and 6-8 half windows and a glass vestibule at the Douglas location. Outside glass is not part of this proposal.

6. How often are the carpets cleaned and the hard floors scrubbed?

Answer: Twice annually.

7. Who provides the cleaning equipment and chemicals?

Answer: Cleaning equipment and cleaning chemicals are to be provided by the awarded vendor. Sedgwick County provides paper towels, toilet paper, can liners, hand soap, and hand sanitizer.

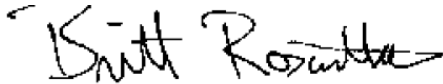
8. Is an electronic version of the proposal response required?

Answer: Yes. Please provide an electronic copy of your entire proposal response on a thumb drive or disc.

9. PLEASE NOTE: There is a revised pricing page (Attachment B) with this addendum. It includes a space to list your pricing for High Touchpoint cleaning. This service will only be required as long as COVID conditions continue.

Firms interested in submitting a proposal must respond with complete information and **deliver on or before 1:45 pm** CST, Tuesday, January 19, 2021. 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

BR/ch/lj

Attachment B

<u>CONTRACT GROUP</u>					
ID	COUNTY BUILDING	ADDRESS	APPROX SQ FT	BASE COST PER MONTH	BASE ANNUAL COST
1.	Douglas Tag Office	2525 W. Douglas	16,719		
2.	Kellogg Tag Office	5620 E. Kellogg	11,250		
<u>HIGH TOUCHPOINT CLEANNG (TWICE DAILY)*</u>					
COUNTY BUILDING		ADDRESS	BASE COST PER WEEK		
Douglas Tag Office		2525 W. Douglas			
Kellogg Tag Office		5620 E. Kellogg			

**High touchpoint cleaning would be a quick disinfecting of high touch areas such as door handles, light switches, counters, etc. Also, in the rest rooms and break rooms, faucet handles, door handles, towel dispensers, etc.*

High touchpoint cleaning will only be required as long as COVID conditions continue.