



SEDGWICK COUNTY, KANSAS  
DIVISION OF FINANCE  
*Purchasing Department*  
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<http://sedgwickcounty.org/finance/purchasing.asp>

**ADDENDUM 1**  
**RFP #21-0001**  
**CUSTODIAL SERVICES FOR THE SEDGWICK COUNTY**  
**PUBLIC WORKS AND HOUSEHOLD HAZARDOUS WASTE**

March 30, 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 Sedgwick County Public Works and Household Hazardous Waste.

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

**1. What timeframe will cleaning need to occur?**

*Answer: We prefer during business hours and finished by 3:30 no later than 5pm.*

**2. What time would you prefer cleaning to start?**

*Answer: The current cleaning crew comes in around 1 pm.*

**3. Will it only be three (3) or four (4) hours a day?**

*Answer: Yes.*

**4. Do you require a State of Kansas tax clearance? I read Kansas requires a state tax clearance to bid on proposals.**

*Answer: The County is tax exempt. Vendors must register with Kansas and meet minimum insurance requirements.*

**5. What is the square footage that will need to be cleaned?**

*Answer: The administration building is roughly 20,000 square feet. The majority needs to be cleaned, also some floors have 2 sets of bathrooms.*

**6. What floors do not need to be cleaned?**

*Answer: Everything will need to be cleaned except mechanical rooms and the atrium open space on the 1<sup>st</sup> floor. The basement storage and mechanical rooms and archive room do not need to be cleaned regularly. The third floor footprint is smaller.*

**7. What areas need to be cleaned at the Household Hazardous Waste building?**

*Answer: There are two (2) restrooms with showers and a kitchen. Most of the building is chemical storage that will not need to be cleaned.*

**8. How many days a week is cleaning required?**

*Answer: We are open Tuesday through Saturday. It will be four (4) days not including Saturday. We plan on adding another 6,000 square feet in the next few years, the contract will need to be readdressed at that time.*

**9. Are there any areas that are not included?**

*Answer: The chemical bays and the swap and shop area.*

**10. Is there a preference on specific days or times for cleaning?**

*Answer: We prefer between 9am and 4pm.*

**11. Do they need to be there on certain days?**

*Answer: No, whatever fits your schedule.*

**12. Is the restroom the biggest area?**

*Answer: Yes, the restrooms and kitchen area are the largest.*

**13. Will walkways need to be cleaned? Outside trash?**

*Answer: No, the walkways do not need to be cleaned, there will be some trash inside.*

**14. Will the trash need to be taken out of the chemical area?**

*Answer: No, we will take care of that.*

**15. Will we need to pick up/handle casings outside of sweeping?**

*Answer: No, pick up and maintenance of the range is taken care of by Sheriff Staff.*

**16. Can we have floor plan for the Household Hazardous Waste?**

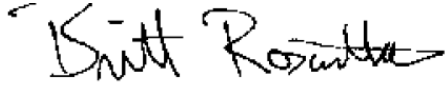
*Answer: Yes, floor plan is attached.*

**17. Does Sedgwick County supply the paper products, trash bags, etc.?**

*Answer: Yes, Sedgwick County supplies all paper products, can liners, hand soap for dispensers, and hand sanitizer.*

Firms interested in submitting a proposal must respond with complete information and **deliver on or before 1:45 p.m. CDT, Tuesday, April 6, 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.”**

A handwritten signature in black ink that reads "Britt Rosencutter". The signature is written in a cursive style with a horizontal line underneath it.

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Britt Rosencutter  
Buyer

BR/lj

