



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

ADDENDUM 1
RFP #21-0003
CUSTODIAL SERVICES FOR THE SEDGWICK COUNTY
SHERIFF'S OFFICE

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 Sheriff's Office.

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

1. What areas are included in the ORU floor plan?

Answer: Everything listed as ORU, clerical, and waiting room.

2. Does anything outside of ORU need to be cleaned?

Answer: No.

3. Are there preferred hours for cleaning?

Answer: Normal business hours 8am – 5pm.

4. Is two (2) hours a good approximation on how long it will take to clean?

Answer: Yes.

5. 8am – 5pm is a broad timeframe, do you have a preference within that timeframe?

Answer: We open at 9am, any time before that is helpful. We close to the public at 4pm, the staff will be there until 5pm Monday thru Friday.

6. What is the flooring type?

Answer: The waiting room is tile the rest is carpet.

7. What needs to be cleaned at the Squad Room?

Answer: Everything except that storage area. The evidence room on the floorplan is now an office and the storage room beside it is now the evidence room. Both of these areas will need to be cleaned as well. This location has a lot of counter tops, table tops, and desk tops that would need to be cleaned/disinfected daily. The floor is concrete throughout.

8. Is there anything that is off limits?

Answer: No. The data/phone room will only need to be cleaned periodically; the mechanical room will be for the vendor's janitorial use. Everything else will have daily cleaning.

9. Are there preferred hours for cleaning?

Answer: Monday through Friday 8am – 5pm is preferred but the current vendor has a key card for after hours if needed.

10. Is a day porter required, or does someone need to be there for a certain amount of time?

Answer: The current vendor takes well over an hour to clean.

11. What needs to be cleaned at the Firearms Range?

Answer: The bathrooms, two (2) offices and a full basement will need cleaning. The offices and the upstairs area are carpet; the other areas are tile or concrete.

12. Are any areas not need to be cleaned?

Answer: There is a caged area that will not need to be cleaned.

13. Will the range shack need to be cleaned?

Answer: Yes, a smaller, adjacent building will need to be cleaned as well.

14. Is there a floor plan for the Firing Range and the Range Shack?

Answer: No, not currently.

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. What are the preferred cleaning hours?

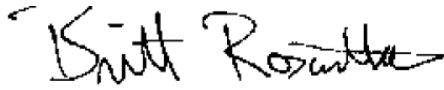
Answer: Business hours 8am – 5pm unless they are doing night qualifications, which will be scheduled in advance. The compound has a gated entrance; you cannot get in unless the gate is open.

17. Regarding the Certifications (3.6), the certifications that we carry are not in the company name, but in the name of the C.O.O. Will this be acceptable?

Answer: Yes.

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, appearing to read "Britt Rosencutter", written in a cursive style.

Britt Rosencutter
Buyer

BR/lj