



**SEDGWICK COUNTY, KANSAS**

***DIVISION OF FINANCE***

**Purchasing Department**

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**Request for Proposal  
07-0188**

**Custodial Services for the Division of Information and Operations**

**Addendum #2**

September 14, 2007

The following is to ensure that vendors have complete information prior to submitting a proposal; here are some clarifications for the Custodial Services proposal.

**Questions/Statements are in bold font, answers and clarifications are italicized.**

**Clarification of Section 11, paragraph 9 by replacing it in its entirety with the following:**

**11. CONTRACTOR'S PERSONNEL:**

*9. Contractor's employees shall clean work surfaces such as desktops and tables, but shall clean around anything that is setting on these surfaces. Contractor's employees shall NOT move any items on these work surfaces, and are NOT to move, turn-on, use, or tamper with office machines, computers, radios, TVs or any other equipment, papers or anything else whether County owned or County employee's personal property.*

- **LEED / Green Cleaning: Provide in detail the type of certification your firm holds, and what measures are included. This shall include:**
  - *Types of certification*
  - *Training provided (relative to custodians).*
  - *Methods Proposer uses to keep items out of the waste stream*
  - *Cleaning methods and products used.*
- **Who will be responsible to provide "Bloodborne Pathogen Training?"**
  - *The Contractor shall be required to provide Bloodborne Pathogen Training and "Right to Know Training" for all of their employees.*
  - *This training shall be given prior to anyone working at any County facilities; and verification that this training has been given shall be documented; and itemized documentation provided to County before any of Contractor's employees work at County facilities.*
- **Do any of the buildings have asbestos?**
  - *Some of the County buildings have asbestos. Although the actual materials containing asbestos are limited, the records are extensive. These records may be reviewed in the*

*Sedgwick County Facilities offices, 525 N. Main. The most notable products containing asbestos are:*

- *Some areas have textured ceiling paint*
  - *Some areas have 12” ceiling tiles*
  - *Some areas have 9” floor tile*
  - *Some areas have “mudded fittings” that are concealed above ceilings.*
  - *County shall make available to Contractor the asbestos records for these buildings and shall notify Contractor of any changes to the buildings that affect asbestos..*
  - *Contractor shall be responsible to provide Asbestos Operations & Maintenance (O&M) training (16-hr Class III O&M OSHA Asbestos Certification Training) to at least one “O&M Supervisor” that will be on-duty at all times.*
  - *An O&M Trained Supervisor must be available at all times for staff working in certain buildings that are known to contain asbestos.*
  - *These O&M Certified persons are qualified to provide “Awareness” training to others. O&M Certified persons shall provide “OSHA Class IV Asbestos Awareness” 2-hour training to each person working in a building that the Contractor or Contractor’s workers have potential for asbestos contact. This training must be provided before Contractor’s employees can work in buildings known to contain asbestos.*
  - *In subsequent years, O&M Re-Certification is required (8-hr class) annually, as is the annual Awareness training for the custodians.*
  - *Each person successfully completing an asbestos-related training class must sign and date the class roster. Each and every Class Rosters shall be provided to County.*
  - *Contractors O&M Certified employee shall train all custodians how to properly clean and maintain 9” floor tile or while cleaning air grills on ceilings that may contain asbestos, etc.*
  - *Contractor shall keep Contractor’s employees up-to-date on other locations of possible asbestos exposure and shall instruct the Contractor’s staff how to avoid the damaging or otherwise causing an asbestos fiber release.*
  - *Verification that this training has been given shall be documented; and itemized documentation provided to County before any of Contractor’s employees work at County facilities.*
  - *Asbestos O & M Training and Awareness Training shall be kept current; and copy of current certificate shall be provided to County for each person working in a building known to contain asbestos.*
  - *Buildings known to contain asbestos are:*
    - *Main Courthouse*
    - *Historic Courthouse*
    - *Munger Building*
    - *Juvenile DA (Gables)*
- **How will requests for cleaning services not specifically required by the contract specifications be handled?**
    - *Any cleaning tasks that County asks Contractor to perform that are not included in the Request For Proposal shall be an “extra charge”. Proposers shall provide with their Proposal the hourly cost per person to perform additional cleaning services.*
    - *However, County would appreciate cooperation from Contractor if (occasionally upon special request from County) Contractor could shift some of their regularly scheduled work-time without extra charge to perform work not identified in contract.*
  - **Will the Contractor clean the desktops and consoles in the Public Safety Emergency Call Center?**
    - *Contractor will not touch any of the 911 consoles, “desktop” areas or similar surfaces. Call Center staff will clean their own consoles and desktops.*

- *Other offices in the Public Safety Center as well as offices throughout all of these buildings will be cleaned in a manner that does not disturb anything on desktops. Clear areas on desktops should be dusted if this can be done without disturbing anything on the desks.*
- **What do we do with items left on the floor or setting on top of a trash can?**
  - *Items on the floor that are not trash cans shall be left in-place, unless specifically marked “TRASH” in large letters on the item, and the item is also placed immediately next to a trash can.*
  - *Items marked “TRASH” shall not be disturbed or removed unless the items were placed on top of a trash can or immediately beside a trash can AND marked “TRASH”.*
  - *Items not marked “TRASH” and are not obviously trash shall be set on the floor and left there.*
- **How often does the Jail Lobby floor need to be re-finished?**
  - *The Sedgwick County Jail main lobby areas are VCT; and require re-finishing at least once per month.*
- **What products will Sedgwick County provide?**
  - *Sedgwick County will provide toilet paper, paper towels, trash liners and hand soap. Contractor will check-out these supplies at the Sedgwick County Courthouse and update an inventory list that will identify quantities of each product, and identify the building to which the products are being transported to.*
- **Is equipment storage provided?**
  - *Storage is limited at most sites to supplies, and most custodial rooms can also handle a vacuum cleaner and trash cart. The Main Courthouse has space available to store some larger equipment similar to floor scrubbers.*
- **The estimated number of people that may be in the buildings at any given time during regular working hours:**
  - *Main Courthouse (staff)*
    - *Staff- Courthouse Annex 100*
    - *Staff- Main Courthouse 535*
    - *Visitors- 165*
  - *Historic Courthouse (staff)*
    - *Staff 132*
    - *Visitors 20*
  - *Munger*
    - *Staff 51*
    - *Visitors 3*
  - *Jail lobby*
    - *Staff 2*
    - *Visitors 20*
  - *Juvenile Court*
    - *Staff 50*
    - *Visitors 20*
  - *Juvenile DA- Gables*
    - *Staff 40*
    - *Visitors 5*
  - *Public Safety Center 75*
- **When an office door is closed and not locked, does the cleaning crew go in and clean and re-close the door and lock or not lock the door?**
  1. *If an office door is closed in the Juvenile District Attorney (DA) area or the Courthouse DA area, (either locked or unlocked) no cleaning is to be done in that room. If any office door is left standing open in either DA area that office shall be cleaned without moving any items in the*

room, except such things as chairs to enable vacuuming, etc.. These offices are then to be closed and locked upon completion of the cleaning.

2. For all other offices at all sites that are locked (besides DA areas); these offices are to be unlocked, cleaned and relocked upon completion of cleaning.

3. For all other offices at all sites that are closed but unlocked (Besides DA areas); these offices are to be cleaned and closed the when cleaning is complete.

4. For all offices that are found with the doors open, clean the offices and close the door (but do not lock) when cleaning is complete.

5. The "closed door" policy described in item #1 above applies only in DA areas.

6. Should any exceptions to the items above develop, County will notify Custodial Contractor in writing specifically identifying areas not to be cleaned or any other special instructions..

- **If an office door is locked and we have a key, does the cleaning crew unlock the door and clean and relock the door?**

*See paragraph 1 above.*

- **Attachment D calls for a two year fixed cost. Was that for the last contract which was for two years followed by two one year contracts or is the fixed cost for this contract for a three year period followed by two one-year contracts?**

*The initial 3-year contract shall have the first two-years at a rate that does not change as stated on the second page of Attachment D. In Attachment D item 2.2 instructs Proposers to illustrate exactly how their firm will calculate contract-cost increases in future years. This specifically means for year 3; and also for year 4 and year 5 should County elect to continue the contract through those years. The first page, second paragraph of Attachment D should read "Contractor agrees to provide custodial service in compliance with the scope of work and terms and conditions at a fixed price per month for the entire first 24-month period of the contract for the following location."*

- **Do we have to re-print the specifications in our bid or can we just refer to the specifications in the RFP in our contract bid?**

*As stated on the second page of the RFP "PROPOSAL CONDITIONS" Item 7. "Proposers MUST return one (1) original and four (4) copies of the entire document with any supplementary materials...". In other words, return five complete sets, with each of the five sets including the RFP in its totality.*

- **Can you give examples of defects so egregious that they would incur a \$50.00 fine?**

*The defects in services do not necessarily need to be major or "egregious". RFP, Section 10 paragraph 2a. Facility Inspection states the parameters. This paragraph is intended to minimize any and all repeated missed services in the same area (such as a suite of offices). The \$50 penalty begins with the second similar failure in the same "area" within 30-days. Each recurrence within 30-days of the last occurrence will result in the penalty being increased by \$50. This is not intended to penalize the Contractor for every single failure, but is intended to be a deterrent of poor quality custodial services. "Egregious" or serious failures will result in a phone call to the Contractor and the requirement of immediate correction by the Contractor. Note that the \$50 penalty does not go into effect until the 2<sup>nd</sup> similar offense in the same area.*

- **Current Contract Price?**

*\$26,650 per month for all services throughout the 4-year term of the current contract until July 2007 when a monthly increase of 9.6% was granted to the current vendor to offset costs incurred*

when the US Congress approved the first federally mandated minimum wage increases in 10-years.

- **Is current scope and square footage the same as in this RFP?**

The scope and square footage remains essentially unchanged from the scope and square footage for services provided by the current contractor, except that the Public Safety Center was opened in July 2007. The monthly cost is \$2,904 to provide services in the Public Safety Center. The square footage will increase when the migration of Juvenile Court and Juvenile DA is completed; this increase in square footage is detailed in the Request For Proposal.

- **There is no day porter service required?**

Sedgwick County has two day-custodians that primarily work in the Downtown Complex (Main Courthouse, Historic Courthouse, Munger Building and Jail lobby). These custodians are not intended to correct any shortcomings of the custodial contractor, but are to maintain satisfactory levels of cleanliness throughout the working day.