



KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

REQUEST FOR PROPOSAL ADDENDUM

BID NO.: BID-01123
ADDENDUM NO.: 1
BID ISSUE DATE: June 20, 2018
ADDENDUM DATE: July 11, 2018
OPENING DATE: July 18, 2018, 4:00 PM EST
TITLE: Janitorial Services

I. The following information is provided in response to questions submitted by potential bidders:

1. The RFP has 115,000 cleanable square feet. Would it be possible to either return so I can accurately measure the building or have someone within your facility provide these measurements?

KCTCS Response: *We are unable to schedule additional site visits at this time. The accurate measurement of cleanable square feet is 102,100.*

2. How many total sinks, toilets and urinals are in the facility?

KCTCS Response: *There are 47-sinks, 33-toilets, 8-urinals.*

3. How many windows and the average size of the windows are there? (Page 24, Section 40, A.

KCTCS Response: *There are 445 windows. Please see attached Estimated Window Sizes*

4. Please verify how many times per year the outside windows are to be done.

KCTCS Response: *Please refer to section 40: Exterior Window Cleaning: Successful contractor will be responsible for exterior window cleaning of all windows once quarterly or as may be requested by KCTCS Facilities Management.*

5. Page 24, Section 40, A. Would it be possible to take out or at least clarify "care for plants, shrubs and other landscape."

KCTCS Response: *This means that the contractor must use care when cleaning exterior windows so as not to damage/step on any shrubs, plants or other landscape.*

6. Is there a way to get a monthly usage amount for paper towels, paper towels, toilet seat covers, and toilet paper? Can these products be invoiced by case for a few months until we can get an accurate quantity?

KCTCS Response: *Estimation: Toilet paper-144 rolls of 2ply a mouth, kitchen towels 40 rolls, toilet seat covers half a case monthly.*

7. We background check all our employees. Do you also require pre-employment drug tests?

KCTCS Response: *It is not a requirement of KCTCS. However, it is encouraged.*

8. Page 22, section 1.31. This section concerning stripping and waxing VCT. I did not see any in the facility. Is there any VCT and if so how much?

KCTCS Response: *No.*

9. Please explain shampooing and extraction of carpet. Is there a frequency on these services?

KCTCS Response: *Cleaning of all carpet and extraction of as much water as possible twice yearly and spot clean as needed.*

10. I want to know the window sizes and how many too if it is possible.

KCTCS Response: *See #3.*

11. What is the current price for the company who has the contract?

KCTCS Response: *Monthly: \$6,795 / Annually: \$81,540. INTEC Property Services, Inc.*

12. If I'm submitting as a joint venture with a subcontractor with over 15 years of experience. Would that count as a minimum of 2 years in business providing commercial cleaning requirement?

KCTCS Response: *Yes, with proof of a qualified subcontractor.*

13. Can, I request the open records for current pricing?

KCTCS Response: *Monthly: \$6,795 / Annually: \$81,540*

14. Requirements for cleaning operations: Since, you have budgeted 24 for night shift staffing. Can you bring in (6) employees and work (4) hrs?

KCTCS Response: *You must bid on the current requirements of the bid in order for your bid to be evaluated. Per section 31-Hours of Coverage, KCTCS Facilities Management reserves the right to adjust as necessary, hours of coverage and number of personnel required. This would occur later on in the contract.*

15. Why isn't there a day porter during 7:00am-4:00pm shift?

KCTCS Response: *Since the building is being 100% cleaned at night there is not a need for anyone to come in that early.*

16. Does it matter what color paper towel we use? White or brown?

KCTCS Response: *Brown paper towels are acceptable for the bathrooms only. The paper towels for the break rooms must be white.*

17. What type of background clearance are you requiring?

KCTCS Response: *That is up to the contractor.*

18. Can we have a copy of the sign in sheet?

KCTCS Response: An open records request must be submitted to openrecords@kctcs.edu to request completed copies of bid/award documents.

The timeline to submit additional questions has passed.

All other terms, conditions & specifications remained unchanged.

Offerors must acknowledge receipt of this and any addenda either with proposal or by separate letter prior to award of contract. If by separate letter, the following information should be placed in the lower left hand corner of the envelope:

Bid No.: KCT-01123
Title: Janitorial Services
Opening Date: July 18, 2018 4:00 PM EST

Name of Firm: _____

Signature: _____