



OKLAHOMA DEPARTMENT OF HUMAN SERVICES
Contracts and Purchasing Unit
Sequoyah Memorial Office Building
PO Box 25352
Oklahoma City, Oklahoma 73125-0325



ADDENDUM 1

P/A NUMBER: 19008893

OKLAHOMA DEPARTMENT OF HUMAN SERVICES (DHS) ADULT AND FAMILY SERVICES (AFS) INVITATION TO BID FOR JANITORIAL SERVICES FOR WASHINGTON COUNTY DHS OFFICE.

QUESTIONS AND ANSWERS:

Question 1. Can you provide the current monthly or annual price you are paying for the janitorial services at the Washington County DHS Office in Bartlesville, OK?

Answer 1. The current monthly payment for the building is \$2,199.00 a month.

Question 2. Are carpet cleaning and extraction, floors waxing and buffing prices included in the monthly price for this contract?

Answer 2. Responding Bidders should provide an all-inclusive price. Please refer to the Task Frequency Chart to determine the cost.

Question 3. Does a contractor routinely mow the grass outside the building during summer?

Answer 3. Solicitation 19008893 is to provide Janitorial Services only, please refer to the specifications listed in Attachment A.

Question 4. Will the bid need to be mailed in and emailed in?

Answer 4. A complete response may be returned by either mail or email.

Question 5. How many employees did the last contract require?

Answer 5. The contract did not require a minimum amount of employees as the task list was not time sensitive but task oriented. The current vendor used two people to complete the task list, an average of three to four hours to complete the task list.

Question 6. What was the last contract award price?

Answer 6. The total contract award is at \$26,388.00 a year.

Question 7. Is the most recent contract rate public record? If so, how would I go about getting that information?

Answer 7. The recent rate is public records and at \$2,199.00 a month. The rate can also be obtained through our formal process for making what we call an Open Records Request. The requestor sends the completed OKDHS Form 23RM023E through mail or via facsimile to

"DHS Open Records Section, P.O. Box 25352, Oklahoma City, OK 73125" or "FAX: 405-521-0789". Please reference the Solicitation Number and / or DHS Agency Contract ID/ PA when providing identifying information.

Web link to obtain the form: <http://www.okdhs.org/aboutus/fin/Pages/openrec.aspx>

Question 8. You recognize service disabled-do you recognize veteran owned?

Answer 8. Award will be based on lowest and best.

Question 9. What are the hours you want the office cleaned it is not specified if the cleaning is to be done at night or during the day. Service provided after hours.

Answer 9. The office is cleaned after hours, after 5:00 PM in the evening.

Question 10. What is the Tennis ball cleaner item (b) of 2.02 Attachment A.?

Answer 10. The tennis ball is to remove black marks from the floor. Many times it is attached to the top of a broom handle and used to rub out black marks from tile floors.

Question 11. Parking area is this just picked up or what is expected?

Answer 11. Parking area is to have trash picked up according to the frequency chart.

Question 12. The Attachment A, Section I- General: What do you consider incidental?

Answer 12. Incidentals would include but not limited to unforeseen accidentals e.g. spills and debris.

Question 13. You asked for a complete criminal history but then you go on to say "files maintained by the OSBI pursuant to the Sex Offender Registration Act (SORA). So do you just want us to have OSBI do a SORA search?

Answer 13. Supplier must complete Criminal History including Sex Offender Registration for each employee and provide to Agency Contact (Denise McKinnon or Janet Bates) prior to performing work under this contract.

Question 14. The square foot of the building is: 25151. How much is carpet? How much is tile? How much is concrete?

Answer 14. Carpet: approximate square feet *11,223
Tile: approximate square feet *11,034
Concrete: approximate square feet *2894