

Date: May 20, 2021

ADDENDUM NO. 1

To the Request for Proposal Documents for the
CROOK COUNTY JANITORIAL SERVICES

TO ALL PLANHOLDERS AND/OR PROSPECTIVE PROPOSERS:

The following changes, additions, clarifications, and/or deletions are hereby made a part of the Request for Proposal Documents for the **Crook County Janitorial Services** RFP dated May 11, 2021, as fully and completely as if the same were fully set forth herein.

RFP – Sections 1.A.; 2.B.; 4.A.; 4.B.; etc.

- Due to expressed concerns regarding the short timeline to complete proposals, the County is **EXTENDING THE PROPOSAL DUE DATE FROM TUESDAY MAY 25, 2021 TO THURSDAY, MAY 27, 2021 AT 2:00 PM**. The extension of the due date also extends various other scheduled events accordingly, i.e., modification or withdrawal of proposals (corresponding with the new due date), opening of proposals (now at 2:05 p.m. on May 27), etc.
- The recommendation of award to the County Court will still be announced on Wednesday, June 2, 2021, but will now be done via a Special Meeting at approximately 10:30 a.m.

RFP – Section 3.C.iii.

- A potential proposer raised a question regarding the sentence in this section which reads, “For reasons of safety and security, all personnel performing services under this Contract shall be able to communicate clearly in English” and compliance with EEOC’s “Speak-English-Only-Rules.” To clarify, that sentence does not require a proposer’s employees to speak *only* English; it requires that the proposer’s employees are *able to* communicate with County staff when needed in English for reasons of safety and security. Moreover, the County is not the employer of the proposer’s employees, it is their customer—which is an enumerated justifiable circumstance to require “English-*only*” (which, as stated above, the County is not requiring). *See also* RFP Section 4.E. Regardless, should a proposer not be able to meet this requirement by its terms, the County will consider a proposal responsive that details an appropriate alternative arrangement in which proposer’s onsite staff will be able to communicate clearly with County staff on-demand as needed.

General Questions and Clarifications

- **RFP section 9: A question was asked on whether only page 13 needs to be returned with the proposal and if the signature represents only a response to section 9.**
 - **Answer: Please see section 5 for required submittals. The entire proposal packet should be returned (with the proposer's information on page 1 and the signatures on page 13), excluding the attachments not mentioned as required in section 5. A completed and submitted proposal represents an offer to provide the services described in the RFP. See section 8. The signatures on page 13 thus represent an acknowledgment of the entire RFP.**

- **Are the hand sanitizers a responsibility of the janitorial crew to replace or refill or is that something Facilities handles?**
 - **Answer: Crook County will supply the sanitizer; the janitorial crew will be responsible to replace them during their regular scheduled cleaning.**

- **The Sheriff's Office states that the square footage is 3,397. The building looks bigger. There is an add on/extension to the building. Can you please verify the square footage or is the admin building supposed to be a part of that square footage? The square footage effects the production rate.**
 - **Answer: The square footage is correct. The add on/extension is the new jail and is separated internally. The new jail will NOT be included in your square footage and production rate.**

- **Health Department - confirming 5 exams rooms that are being utilized? Is the Mosaic side of the building a part of the County or is that separate? Hedco Conference room a part of the square footage?**
 - **Answer: Yes, there are 5 exam rooms. The Mosaic side is not our responsibility and the Hedco conference room is not included in the janitorial services for this RFP.**

- **Library building - towards the end of the scope, the RFP mentions "Day Specific Duties," does that refer to a Day Porter?**
 - **Answer: These are tasks to be completed daily, not by a day porter.**

- **Also, I did not see any high dusting requirements (over 10').**
 - **Answer: This will be a task bid and will be as needed.**

- **Are the Dog Poop containers included?**
 - **Answer: These will be emptied by County staff.**

- **Museum building - is there any other water source besides the restrooms? Anywhere to store the janitorial supplies? Also, the hard surface flooring has no care instructions in the RFP.**
 - **Answer: There is an additional water source in the basement as well as restrooms. There is a part basement that can store janitorial supplies on site.**
 - **This should be applicable to all hard surface floorings. Not specific to just the Courthouse. All hard surface floors should read:**
 - **Annual:**
 - **If applicable, 2 year alternating floor care plan. Any hard surface that requires a strip and refinish will be a task bid.**
 - **Alternating years of Hard Surface Scrub/Buff**
 - **Hard Surface Strip/Refinish**
- **Can we Separate the window cleaning out as a task bid?**
 - **Answer: The windows' exterior will be included in your bid but may be called out as a separate task if you choose. Just be sure to delineate your costs so as to provide an equal opportunity for all bidders.**

All bidders shall acknowledge receipt and acceptance of this Addendum No. 1 in the Proposal or by submitting the Addendum with the bid package. Proposals submitted without acknowledgement or without this Addendum will be considered nonresponsive.



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