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Addendum

SOLICITATION NAME	Custodial Services Q1802	ADDENDUM NUMBER	1	DATE	09-15-17
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This addendum answers questions raised about this solicitation. To aid in readability, the questions are in black, the answers are in **bolded blue**, and the answers follow immediately below.

Q1	Explain the details of cleaning in the IT area.
	The successful proposer receives a key to the IT office door. You do not have to clean the sink. You will not clean in the control room. The proposer will primarily empty the trash and sweep in the workroom. The proposer may ask KCDC for assistance moving the large trashcan if it is too heavy to transport.
Q2	Explain the details of cleaning in the Human Resources office area.
	Clean according to the published schedule in this area everyday but not in the file room. Once a month the proposer will clean the file room (according to the published schedule) while Human Resources personnel are present. Thus the proposer must come to the facility before Human Resources staff leave. The proposer is responsible for this coordination.
Q3	Concerning paragraph 23, does this apply if we hire a subcontractor?
	No. It only applies when you hire employees. However, we hope that you would encourage your subcontractors to participate too.
Q4	Concerning Solicitation Document G, how many references do you want?
	3 or more.
Q5	Please clarify how many copies of the proposal you want.
	Submit one original on paper and one electronic copy (emailed, flash drive, CD).
Q6	Do you prefer a typed proposal?
	KCDC strongly prefers a typed proposal.
Q7	When is the start date?
	Approximately 11-01-17 but this is, to some degree, negotiable.
Q8	How is the extra day during leap years handled?
	KCDC pays the calculated daily rate for the extra day.
Q9	What happens during inclement weather?
	KCDC's Executive Director determines whether or not to delay opening or to close or to remain open. When KCDC closes or delays opening, there is a text and email chain to employees and KCDC will add the successful proposer to the chain.



Q10	How often is the Boardroom cleaned?
	Monthly. This room typically does not have a lot of usage. The KCDC Board meets there at 5:00 (currently) on the last Thursday of the month. There are periodic meetings in addition to the Board meeting but overall the room is not generally heavily used. However because the Board Room has increased usage now, the successful proposer will check the room daily for evidence of use and clean as appropriate.
Q11	How often are the tables in the meeting rooms to be cleaned?
	The proposer will wet clean these tables weekly.
Q12	Does the proposer clean the glass on the stairwell on the backside of the building?
	Yes the work includes cleaning the glass-weekly.
Q13	Do we clean the sink and the dishwasher?
	Yes (provided there are no dishes in the sink)-see paragraphs 37-3-g and k.
Q14	Who handles the recycling bins?
	The proposer will pick up the recycling bins and dump them into the larger recycling container under the stairs on the backside of the building.
Q15	Clarify policing the grounds.
	Please see paragraph 34a4 which says Sweep and pick-up trash and debris on, in or around, dumpsters, flowerbeds, parking lots, porches, steps, sidewalks, lawn, et cetera, up to the City's sidewalks. Sweep off outside mats at exterior entrances. 37c4 and 38L provide additional clarifications and information.
Q16	Does the proposer provide toilet paper and paper towels?
	Yes-see paragraph 36.
Q17	Does KCDC want the stairwell handrails sterilized? If so, how frequently?
	Yes and once per week is satisfactory.
Q18	Does the supplier empty the shredder in the Human Resources office area? Who supplies the bags?
	Yes when you are cleaning the file room (once per month). The supplier is responsible for providing these bags.