



PURCHASING DEPARTMENT

COLE COUNTY COMMISSION

311 East High Street, Room 200 | Jefferson City, MO 65101
Tel 573-634-9168 | Fax 573-634-8031
jbryant@colecouny.org

To: All Interested Parties
From: Jessica Bryant, Cole County Purchasing Agent
Date: April 11, 2024
Re: Addendum One to Cole County Bid No. 2024-13 Cleaning Services

The following information hereby becomes part of the above-referenced Request for Bid and shall be fully considered in the preparation of your response.

1. Under Section 3.1.1 Monthly Cleaning Services, buffing has been added. Below are the monthly services that must be included within your response:
 - Vacuum and clean along baseboards, in corners and under desks and furniture to remove debris not easily picked up by weekly sweeping and moping.
 - Buffing
2. Under Section 3.1.4 Yearly Cleaning Services, strip and wax floor will be changed to Bi-Yearly. Strip and waxing of the floors must occur twice per year.
3. Section 3.1.5 Quarterly Cleaning Services will be added has a new category. Below are the quarterly services that must be included with your response:
 - Wax floors
4. The language currently in Section 3.6 of the bid documents is replaced with the following:

3.6 **CONTRACT TERM.** It is the intent of Cole County to establish a one-year contract, starting May 1, 2024, with the inclusion of an option for renewal under the same terms and conditions, at the County's option, for up to two (2) additional one (1) year periods beyond the initial term. Any subsequent extension agreement must take place between Cole County and the successful respondent at least 30 days prior to contract expiration. Price adjustment for inflation for any subsequent extension must not exceed 5% (five percent) per year and must be agreed upon both parties. Price adjustments must only occur during the renewal timeframe.
5. The language currently in Section 2.23 of the bid documents is replaced with the following:

2.23 **BASIS OF AWARD.** Award shall be made to the lowest responsible bidder whose offer best responds to the quality, capacity, and service requirements of Cole County, as determined by the County. Award may be made to the lowest and best bids or award may be made to the lowest and best bid overall, whichever the County determines is in its best interest.
6. Included in Addendum One is an updated Cleaning Service Bid Form to submit pricing. Be sure to use the updated form when submitted your response.

The bid receipt date and time HAVE NOT CHANGED; submissions will be received until Thursday, April 25, 2024 at 3:00 p.m.

I/We have received Addendum Number One to Bid No. 2024-13 and have fully considered the information provided in preparing a response.

Name of Company

Agent and Title

Authorized Signature

BID NUMBER 2024-13
CLEANING SERVICES BID FORM

The Bidder Response Form must include all services described in Section 3.1 within the above RFP as well as any information added by an addenda. Be sure to include ALL services within this form.

COLE COUNTY PUBLIC WORKS

Number of Hours per Day: _____hours

Number of Staff Members per Day: _____ staff members

Cleaning Services included:

Daily

- Empty all trash cans, replace the liner and take trash to the dumpster
- Disinfect all restrooms – all sinks, toilets, cleaned inside and out, countertops. Wet mop all floor surfaces and clean mirrors. Replenish all paper towels, toilet paper, and soap dispenser as needed
- Sweep and mop all hard surface floors

Weekly

- Wipe down walls and stalls in bathroom
- Wipe down walls and cabinets in kitchen

Monthly

- Vacuum and clean along baseboards, in corners and under desks and furniture to remove debris not easily picked up by weekly sweeping and moping.
- Buffing

Quarterly

- Wax floors

Bi-Annually

- Strip and wax floors

TOTAL ANNUAL FEE FOR ALL ABOVE SERVICES: \$ _____

Name of Company

Authorized Signature

Date