



PURCHASING DEPARTMENT

COLE COUNTY COMMISSION

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To: All Interested Parties
From: Jessica Bryant, Cole County Purchasing Agent
Date: August 14, 2025
Re: Addendum One to Cole County Bid No. 2025-23 General Cleaning & Janitorial 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.

A mandatory pre-bid meeting was held on Monday, August 11th. A tour was given at each facility, and contractors were allowed to view the scope of work areas. The following topics were discussed:

- The contract is labor only. The County will provide the supplies and equipment
- The contractor will have to stock the soap, toilet paper, and paper towels in the restrooms and kitchen areas. Not items like coffee filters. Our maintenance team will stock the supply closet for these items.
- Our maintenance team will take care of items that come up during the day, if the contractor is not onsite.
- The County will do another walk thru with the awarded contractor.
- There are the two auto scrubbers, but hand mopping is at every location.
- Our Maintenance Director does not have a maintenance schedule for the floors.
- The Emergency Services Building (1736 Southridge Drive), the cleaning square footage is approximately 1500 square feet.
- The contractor will be responsible for cleaning the whole Prenger Family Center (400 Stadium Blvd). It will not be split up between the administrative side and detention. The contractor will have to work closely with the staff at the Prenger Family Center regarding when is a good time to clean. The contractor **MUST** also sign a confidentiality clause.
- Interior windows (for each building) need to be cleaned quarterly.
- There are 15 kitchenettes throughout the County Buildings.
- Please include cost for striping and waxing of the floors.

The bid receipt date and time HAVE NOT CHANGED; submissions will be received until Thursday, August 21, 2025 at 3:00 p.m.

I/We have received Addendum Number One to Bid No. 2025-23 and have fully considered the information provided in preparing a response.

Name of Company

Agent and Title

Authorized Signature