

Addendum #1 – RFP Questions

November 21, 2022

This Addendum #1 exists to respond to prospective bidder questions regarding the original Request for Proposals – Janitorial Services.

Question:	NCW Response:
Should the (11) skylights at the Distribution Center (DC) be included in the requested twice annual window washing?	Yes, please include skylight cleaning in the window washing. There is easy access to the roof.
Should the replacement of public hand sanitizer as needed at the Wenatchee Public Library (WPL) be in the scope of the janitor?	No. The hand sanitizer will be replaced by NCW Libraries' staff as needed.
Clarify the process of removing garbage and recycling at both the DC and WPL.	<p>DC: The janitorial firm will be responsible for trash removal including taking it out to the dumpster in front of the building near the south garage. Individual trash liners do not need to be replaced each time the bin is emptied, but rather on an as-needed basis. Recycling should be brought to the blue bins on the ramp of the south garage to be taken out by DC staff.</p> <p>WPL: The janitorial firm will be responsible for trash removal including taking it out to the dumpster. Individual trash liners do not need to be replaced each time the bin is emptied, but rather on an as-needed basis. Recycling should be brought to the ramp of the loading dock on the lower level of the building for removal by NCW Libraries staff.</p>
Should computer monitors be wiped down by the janitorial firm?	Only the patron computers at WPL should be wiped clean by the janitorial firm. NCW Libraries' IT Dept. to approve of cleaning solution prior to use.
How frequently should deep cleaning, like high dusting, cleaning of light fixtures, ceiling HVAC vents, etc. occur?	Removal of cobwebs inside the buildings was noted on the scope lists on an as-needed basis. However, high dusting should occur once monthly.
How frequently should the back stairwell of the DC that accesses the alley be swept/mopped.	In the summer (June-October) just once monthly. All other months, once weekly.
Does the monthly electric scrubber at WPL include the tile floors of the bathroom.	Yes.
Is it in the scope of the janitorial firm to clean the handheld phones at both the DC and WPL?	Each staff desk has a handheld phone both at WPL and the DC. Only the handheld phones used by multiple staff members should be cleaned by janitorial staff. This includes phones at the WPL circulation desk, and basement shared staff work areas.

How many staff work at the DC?	Between 45-50 staff members.
Who does NCW Libraries use for background checks?	Pinnacles Investigation.
How early could the contract for services begin.	NCW Libraries would ideally begin the new contracts for service as early as February 1, 2023.
Please send a photo of the Bookmobile interior.	Please see photos below.



