



February 20, 2026

ADDENDUM #2  
RFP NUMBER 25-02  
CUSTODIAL SERVICES-MULTIPLE SCHOOL SITES

## IMPORTANT NOTICE

Please note the following responses to questions asked by prospective Responders:

Question 1. Can the attached Addendum #1 be provided in an EXCEL file format so that bidders can enter in the pricing?

**Answer:** Price Sheets in an Excel format will be posted on our webpage at <https://ocde.us/Administrative/Pages/Bids-and-RFP%27s.aspx>

Question 2. The scope of work includes pressure washing of exterior walkways, stairwells, lunch areas, lunch tables, and benches on a monthly frequency. During the site visit, it was stated that pressure washing is only provided "as needed". Please confirm what frequency that bidders should include in their bids.

**Answer:** PG. 53 – Exterior Monthly service – Yes, please include in monthly frequency for sites noted. There may be needs for extra exterior maintenance requested by the District from time to time.

Question 3. Should the pressure washing tasks be included in the monthly cost by location (pgs. 1-3 of Addendum #1) or included in the Deep Cleaning (pgs. 6-7 of Addendum #1)?

**Answer:** Please include in the monthly cost of the specific (5) sites requested.

Question 4. Please confirm that awarded bidder will be required to complete exterior window washing for all exterior windows on a quarterly frequency per pg. 53, Section D Item #2 – Windows.

**Answer:** Yes, this is correct.

Question 5. In addition to the required documents and proposal requirements listed in the RFP, can vendors also include additional information specific to the vendor (value added features and extras) in the proposal submission?

**Answer:** Yes, they may be included as a separate item.

Question 6. In the RFP under the scope of work, section B on pg. 51, it states the 'Weekly Services' expected to be performed in this contract. However, it also states that these services are daily service – Monday through Friday. Can you please confirm the frequency of the Weekly Service tasks listed in Section B on pg. 51?

Answer: Section B (pg. 51) –Please disregard daily and review as weekly service. This would be referred to specifically “detail weekly cleaning” not specifically done on a daily basis.

Question 7. Is the quarterly services (sweep, strip, wax, burnish resilient flooring and exterior window cleaning) expected to be included in the total monthly cost per building?

Answer: Yes, please include in the price of the monthly cost per building.

Question 8. Can you provide the percentages or total square footage amount of hard floor in each building?

Answer: The pricing sheets (addendum 1) determine the total area of cleaning square footages for all sites. The price sheet also includes the amount of carpet care needed per site, the difference would be the amount of hard surface floors. It is also upon the bidder to field verify if necessary to submit their bids.

Question 9. On Addendum #1, the price sheet form, there are a few discrepancies in buildings listed. Can you please review and confirm if that is intentional?

- a. Grand Education Center is listed on the carpet cleaning and deep cleaning but is not listed on the nightly janitorial cleaning.
- b. Otto A. Fischer is listed on the carpet cleaning and deep cleaning but is not listed on the nightly janitorial cleaning.
- c. Skyview is listed on the carpet cleaning and deep cleaning but is not listed on the nightly janitorial cleaning.
- d. Area 7 is blank on the carpet cleaning and deep cleaning list.

Answer:

- a. Grand Education Center is listed on the carpet cleaning and deep cleaning but is not listed on the nightly janitorial cleaning. – Grand Education center has been consolidated into Santiago Creek, please disregard Grand education center in the price sheet. Santiago Creek suites are L,E,G for price sheet purposes.
- b. Otto A. Fischer is listed on the carpet cleaning and deep cleaning but is not listed on the nightly janitorial cleaning. – Correct, area is serviced by another entity for this location.
- c. Skyview is listed on the carpet cleaning and deep cleaning but is not listed on the nightly janitorial cleaning. – Please disregard as we have consolidated locations with our Harbor North location.
- d. Area 7 is blank on the carpet cleaning and deep cleaning list. – Please disregard.

Question 10. Can you please confirm the carpet square footage amounts listed on Addendum #1, the price sheet form, are correct? Some carpet square footages are the same as the total building square footage, and we want to confirm this means the entire building is carpeted if it is listed that way.

- a. Additionally, CHEP Central says the total carpet square footage is 17,000 but the total square footage provided on the cleaning specs says 13,712.

**Answer:** CHEP total square footage is : 13,712 The amount of hard floor surface is 760 sf. the Amount of carpeted space is 12,952 sf.

Question 11. Are the holidays listed in the RFP that the contractor will not be required to perform custodial services on paid holidays?

**Answer:** Correct, as all sites are closed.

Question 12. For the LEIN/Other Security Checks on pg. 59, are these checks required to be paid for and handled by the contractor during the hiring process or is this done through your department?

**Answer:** All background security checks/clearances are done by the contractor for their personnel they will employ.

Question 13. On pg. 53 of the RFP, it lists the semi-annual tasks required in the scope of work. Section 1. A. states -- shampoo/steam clean carpets. Can you provide more information on the required scope for this task? Does this include any full carpet extraction or just the shampoo and steaming? Additionally, is this cost to be provided in the 2x/year cost on the Addendum #1 price sheet form?

**Answer:** This would be for shampoo & steaming. This cost is to be provided for addendum #1 price sheet 2x/year.

Question 14. Can you provide any more information or scope requirements for the deep cleaning tasks listed on pg. 53 of the RFP? How often do you require these deep cleaning tasks be completed?

**Answer:** Deep cleaning tasks are a specific focus on high touch areas, or a need to disinfect areas (COVID) or where there is a need to clean biohazard areas due to an accident occurring in a classroom or work space. The frequency is sporadic and is considered above and beyond the daily cleaning routine – the District will notify the contractor of such specific needs.

Question 15. Can you please provide more information on how the cost of services will be evaluated during the evaluation process? It states on pg. 8 of the RFP under section I. that Fees/Billing rates for all personnel and/or categories of employees as well as any overhead or other special charges. All costs for labor and materials required to accomplish the services required will be evaluated but does not provide any scoring or rubric information regarding how these will be scored. Is there a certain percentage or number of points being allocated toward the different categories (night cleaning cost, carpet cleaning cost, deep cleaning cost, etc.)?

- a. How will the price sheet form be calculated and evaluated for points in this evaluation process?

**Answer:** A finalized scoring matrix has not yet been established.

Question 15. What is the desired start date and contract term for this contract?

**Answer:** April 2026

All Project Documents remain unchanged except sections or parts of sections added to, revised, deleted or clarified by this Addendum.

This Addendum shall be considered part of the Project Documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally herewith. Where provisions of the following supplementary data differ from those of the original Project Documents, this Addendum shall govern and take precedence.

Bidders are hereby notified that they shall make any necessary adjustments in their bid on account of this Addendum. It will be construed that each Bidder's bid is submitted with full knowledge of all modifications and supplemental data specified herein.

Sincerely,

*Kristin Lange*

Kristin Lange  
Purchasing & Contracts Manager