



OKLAHOMA DEPARTMENT OF HUMAN SERVICES

Contracts and Purchasing Unit
Sequoyah Memorial Office Building
PO Box 25352
Oklahoma City, Oklahoma 73125-0325



ADDENDUM 1

P/A NUMBER: 19005623

OKLAHOMA DEPARTMENT OF HUMAN SERVICES (DHS) ADULT AND FAMILY SERVICES (AFS) INVITATION TO BID FOR JANITORIAL SERVICES FOR MCCLAIN COUNTY DHS OFFICE.

QUESTIONS AND ANSWERS:

Question 1. May we know the square footage and how many times per week you need it cleaned?

Answer 1. The facility square footage is 5,427. The facility will be cleaned 4 days per week however the four (4) day week may increase or decrease throughout the life of the contract. DHS reserves the right to determine days and frequency of service.

Question 2. What is the current monthly payment for this building?

Question 2.1. Is someone cleaning this building now?

Answer 2. The current monthly payment for the building is \$900.00 a month.

Answer 2.1. The building is currently being cleaned till September 30, 2018.

Question 3. What is the anticipated award date?

Answer 3. We anticipate review and selection will occur within a few days from the date we receive responses. Note: There may be several days delay between the submission deadline and delivery of the responses.

Question 4. On A.2.4 it states that we cannot submit using PDF for the electronic submission. I have always used PDF when submitting electronic copies and the solicitation came to me in PDF format, so I don't know how I would send to you in word or excel format? I just wanted to clarify if indeed it was ok to submit the electronic copy in PDF format?

Question 4.1. Also we must submit a hard copy by mail or hand delivery plus an electronic copy via email to you? Or is one electronic copy enough?

Answer 4. Responding Bidder can submit their response using PDF format.

Answer 4.1. Responding Bidder does not need to submit a hard copy by mail and hand deliver plus send an electronic copy via email. Completed response may be returned via e-mail in PDF format to Argelia.Morrow@okdhs.org with solicitation number 19005623 in the subject line or by Sealed Bid Carrier Delivery with solicitation number 19005623 in the subject line to Argelia Morrow (Angie), Contracts and Purchasing 2400 N. Lincoln Blvd, Oklahoma City Oklahoma 73105 (Sequoyah Building). Overall, one method of delivery will suffice.

Question 5. On the Non-collusion certification, what should we put as the Supplier LegalName? Is it the name of our company or the name of the owner of the company?

Answer 5. The name of the company.