



ATHABASCA COUNTY

RFP – CUSTODIAL CONTRACT 2026

RFP #AB-2026-00191

ADDENDUM #01

JANUARY 16, 2026

1. Instructions:

This addendum forms part of the contract documents and is to be read, interpreted, and coordinated with all previous documents issued. The following information supplements and supersedes information previously issued in the Invitation. Acknowledge receipt of this addendum in your RFP submission.

2. Questions and Responses:

Question 1	Could you please provide a breakdown of the areas that require floor waxing versus steam carpet cleaning?
Response 1	<p><i>Waxing areas:</i></p> <ul style="list-style-type: none">• <i>Administration Building: lobby and bathrooms;</i>• <i>Public Works Building: offices, bathrooms, hallway, lunchroom;</i>• <i>Potential Infrastructure Building 1 –everywhere except offices;</i>• <i>Potential Infrastructure Building 2 – washrooms, lobby, offices;</i> <p><i>Carpet areas:</i></p> <ul style="list-style-type: none">• <i>Administration Building: offices, hallways, meeting rooms;</i>• <i>FCSS Building: offices, meeting room, hallways;</i>• <i>Potential Infrastructure Building 1 – offices;</i> <p><i>Deep Clean (powered scrubber):</i></p>

	<ul style="list-style-type: none"> <i>FCSS Building: entry way, play areas, hallway, kitchens, bathrooms.</i>
Question 2	Does the County provide paper products, hand soap, and plastic products (garbage bags)?
Response 2	<i>Yes the County provides paper products, hand soap, sanitizer, and garbage bags. The contractor monitors inventory and informs the County representative when ordering supplies is required.</i>
Question 3	The RFP notes that the County will provide cleaning chemicals and equipment—could you share more details on the type of equipment that will be supplied?
Response 3	<i>Each site has a vacuum, mop bucket, janitorial cart, mops, brooms, spray bottles, papertowel, chemicals (disinfectant, bleach, glass cleaner, porcelain cleaner, degreaser, dishwasher tablets, etc.)</i>
Question 4	Can you please confirm that all buildings require cleaning five (5) days per week?
Response 4	<i>Yes they require cleaning 5 days a week. Friday cleanings can occur on Sunday to ensure the sites are clean and fresh for Monday. The times and dates available for cleaning are: between 5:00 p.m. and 11:59 p.m., Monday through Friday, and anytime Sunday, although other times may be negotiated. There may be occasional events that will alter the hours of availability; however, at least 72 hours notice will be provided.</i>
Question 5	Is there a specific type or brand of wax and floor stripper that the County requires the service provider to use?
Response 5	<i>The County does not have a specific brand. The wax should hold up well to traffic and only have to be redone once a year. To ensure longevity of the wax, the</i>

	<i>contractor should provide the names of the cleaning chemicals that work best with the wax chosen.</i>
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3. Additional Information/Requirements:

Item #01:

There was a missing item in the potential Infrastructure Building 2 – there are a total of 3 washrooms (2 in shop area and 1 outside of the shop area).

Item #02:

There was an error in the hours of work provided (under Project Description and Scope of Work section V General Conditions of Work for All Buildings). The section is corrected, as below:

V) GENERAL CONDITIONS OF WORK FOR ALL BUILDINGS

- *Security: Immediately upon entering the building lock the doors and ensure that the entire perimeter of the building is secure. This procedure must be repeated upon leaving the building. Upon leaving the premises, all lights except the main entry area must be turned off and the security alarm system must be activated if no other personnel are in the building.*
- *Hours: The contractor will carry out the duties required when the County Office is closed to the general public. Normal hours of cleaning will be between 5:00 p.m. and 11:59 p.m., Monday through Friday, and anytime Sunday, although other times may be negotiated. There may be occasional events in any building that will alter the hours it is available; however, at least 72 hours notice will be provided.*
- *Supplies and Equipment: the County will provide cleaning supplies and equipment which the County deems necessary to carry out the duties related to the daily and weekly Custodial Contract. The Contractor will provide the equipment and supplies required for: external window cleaning, carpet shampooing, floor deep cleans, and floor stripping and waxing. The contractor will be held accountable for proper use of all equipment and supplies.*

4. End of Addendum #01.