



**ATHABASCA COUNTY**

**RFP – CUSTODIAL CONTRACT 2026**

**RFP #AB-2026-00191**

**ADDENDUM #02**

**JANUARY 23, 2026**

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**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	We understand that three (3) references are required. Could you please confirm whether all references must be from previously completed custodial contracts, or whether recent custodial work performed within the subject facilities (for a different client) may be included as references or project experience?
Response 1	<i>Any custodial work performed can be submitted as a reference.</i>
Question 2	Can proponents include in the experience or qualifications sections of the proposal recent custodial work performed in the subject facilities (for a different client) to demonstrate familiarity with the buildings and operational requirements?
Response 2	Yes.
Question 3	The RFP notes that the organization must be informed of staffing changes. Our current staffing model consists of two consistent custodial staff (the owners), with the ability to scale as required. Any

	personnel changes will be communicated to the Contract Administrator in accordance with RFP requirements. Please confirm that this approach aligns with the organization's expectations.
Response 3	<i>Yes. Personnel changes would need to be communicated to and then approved by the County.</i>
Question 4	The area (square footage) of carpeted flooring and flooring requiring wax in each building.
Response 4	<i>Please see additional information Items #01 and #02 below for corrected information on which areas require waxing and carpet cleaning. The square footage should be estimated by the proponent based on the overall square footage provided in the RFP and the site visit.</i>
Question 5	Confirmation on who will be providing the floor stripper and wax.
Response 5	<i>The proponent would provide the floor stripper and wax.</i>
Question 6	Whether steam cleaning of chairs is included in our scope of work.
Response 6	<i>No. If this was required, it would be an added service at additional cost.</i>
Question 7	The number of windows in each building.
Response 7	<i>Exterior windows: Administration building – 90 FCSS building – 25 Public Works Building – 6</i>
Question 8	Confirmation that semi-annual and annual tasks will be priced separately from daily services.
Response 8	<i>Yes. As per the table in 4.2.3 and Appendix D, semi-annual and annual tasks are to be priced separately from the daily/weekly services.</i>
Question 9	For any potential additional buildings, could you please provide the number of windows, carpeted area, and flooring area requiring wax.

Response 9	<p><i>Windows:</i></p> <ul style="list-style-type: none"> <li>• <i>Potential Infrastructure Building 1- estimated 11 main level exterior windows (Note: exterior of the second floor windows are not part of this RFP due to height)</i></li> <li>• <i>Potential Infrastructure Building 2 – estimated 5 exterior windows</i></li> </ul> <p><i>Square footages (estimates only):</i></p> <ul style="list-style-type: none"> <li>• <i>Potential Infrastructure Building 1: ~3,000ft<sup>2</sup> carpet - offices, open work area</i></li> <li>• <i>Potential Infrastructure Building 2: ~300ft<sup>2</sup> carpet – 1 office</i></li> </ul> <p><i>Please see Additional Information Item #01 and #02 below for corrected information on which areas require waxing and carpet cleaning.</i></p>
Question 10	<p>I have a couple more of items to confirm please:</p> <p><i>ADMIN Building:</i></p> <ol style="list-style-type: none"> <li><i>STEM clean carpets and wax floors once a year (Annual)</i></li> <li><i>Windows and kitchen appliances 2 times a year (Semi-annual)</i></li> </ol> <p><i>FCSS Building:</i></p> <ol style="list-style-type: none"> <li><i>Windows and appliances 2 times a year (Semi-annual)</i></li> <li><i>Steam Clean carpets and wax floors 2 times a year (Semi-annual)</i></li> </ol> <p><i>PW</i></p> <ol style="list-style-type: none"> <li><i>Floors (Wax ~ 3000 sqft) 2 times a year (Semi annual)</i></li> </ol>
Response 10	<p><i>Please see Additional Information Item #01 and #02 below.</i></p>

**3. Additional Information/Requirements:**

Item #01: There was an error in the flooring for the potential new building when answering question 1 of Addendum #01: “Could you please provide a breakdown of the areas that require floor waxing versus steam carpet cleaning?”

Corrected response:

*Waxing areas:*

- *Public Works Building: entrance, offices, bathrooms, hallway, lunchroom;*

*Carpet areas:*

- *Administration Building: offices, hallways, meeting rooms;*
- *FCSS Building: offices, meeting room, hallways;*
- *Potential Infrastructure Building 1 – offices, open area;*

- *Potential Infrastructure Building 2 – one office;*  
*Deep Clean (powered scrubber):*
- *FCSS Building: entry way, play areas, hallway, kitchens, bathrooms.*
- *Administration Building: bathrooms, lobby, mailroom, small area outside of vault.*
- *Potential Infrastructure Building 1 –everywhere except offices;*
- *Potential Infrastructure Building 2 – everywhere except one carpeted office*

Item #02: the requirements for semi -annual and annual requirements are changed as follows:

I) Administration Building:

Semi-annually As scheduled by the County

- Clean outside surface of all windows in early spring and late fall.
- Empty the fridge/freezer, clean the interior, and put the food back.
- Deep cleaning of tile flooring and vinyl flooring.

Annually As scheduled by the County

- Dust, wash floors and vacuum in the vaults, dead vault, computer server room and warehouse.
- Carpet shampooing.

II) FCSS Building:

Semi-annually As scheduled by the County

- Clean outside surface of all windows in early spring and late fall.
- Empty the fridge/freezer, clean the interior, and put the food back.
- Deep cleaning of tile flooring and vinyl flooring.
- Carpet Shampooing

Annually As scheduled by the County

- Dust, wash floors and vacuum in the server room, mechanical room, and storage rooms.

III) PW Yard – Public Works Office:

Semi-annually As scheduled by the County

- Clean outside surface of all windows in early spring and late fall.
- Empty the fridge/freezer, clean the interior, and put the food back.
- Stripping and waxing of floor surfaces

IV) Potential Infrastructure Buildings:

Semi-annually As scheduled by the County

- Clean outside surface of all main level windows in early spring and late fall.
- Empty the fridge/freezer, clean the interior, and put the food back.
- Deep cleaning of tile flooring and vinyl flooring.

Annually As scheduled by the County

- Dust, wash floors and vacuum in the maintenance room and parts room
- Carpet shampooing.

Item #03: PW YARD - there is a second washroom in the West Wing Shop building as was viewed on the site tour.

**4. End of Addendum #02.**