

CITY OF BEL AIRE, KANSAS
RFB No. 2026-003
Commercial Custodial and Janitorial Services
ADDENDUM NO. 1

Date Issued	August 10, 2026
Issued By	James Miller, Facilities Director
Distribution	All registered bidders; posted at belaireks.gov/bids
Bid Due Date	August 12, 2026, 4:00 PM CST (unchanged)

This Addendum responds to written questions received from a prospective bidder prior to the questions deadline of August 6, 2026, 5:00 PM CST. It is issued under Section VI.A of the RFB.

Bidders must acknowledge receipt of this Addendum in two places: the Addendum Acknowledgment required by Section VII, item 2, and the acknowledgment block at Exhibit D, Section 5. A bid that does not acknowledge this Addendum may be found non-responsive.

Except as expressly stated below, all terms, conditions, specifications, scope, and pricing requirements of RFB No. 2026-003 remain unchanged. The information provided in response to Questions 1 through 3 is furnished for bidder planning purposes only and does not establish a contractual guarantee of occupancy, traffic, staffing, or event levels.

Questions and Responses

Question 1: Approximately how many employees work in each building?

Approximate employee counts, excluding pool staff and seasonal employees:

- City Hall: 17
- Police Department: 17
- Recreation Center: 9
- Public Works: 13

Counts are approximate and provided for planning purposes only.

Question 2: Approximately how many public visitors does each building receive on a typical day?

Approximate typical-day public visitor volume:

- City Hall (7651 E. Central Park Ave.), including community and senior center activities: 40 to 50 per day
- Police Department (7651 E. Central Park Ave.): not applicable; the facility does not receive regular public throughput
- Recreation Center (5251 E. 48th St.): approximately 50 per day
- Public Works (9800 E. 58th St.): not applicable; the facility does not receive routine public visitor traffic

Figures represent a typical business day and exclude the events identified in Question 3.

Question 3: Are there seasonal events or programs that significantly increase building traffic?

Yes. The following recurring events and programs increase traffic above typical daily levels.

City Hall

Event / Program	Timing	Approx. Attendance
Municipal Court	1st and 3rd Wednesday, monthly	~200
National Night Out	One-day event, summer; date TBD	~1,000
Elections	2 to 3 times per year	Varies
Senior dinners (community room)	March, September, December	~40

Recreation Center, major events

Event / Program	Timing	Approx. Attendance
Spring Festival	Weekend before Easter	~3,000
Christmas in Bel Aire	First Saturday in December	~3,000

Recreation Center, sports programs

Program	Season
Basketball	January to February, and December
Indoor soccer	February to April
Baseball programs	April to early July
Outdoor soccer, flag football, volleyball	August to October
Summer Day Camp	Last week of May to second week of August

Indoor sports programs draw approximately 50 participants and spectators per weekday and approximately 400 on Saturdays.

Clarification: this Addendum does not add event-based or post-event cleaning to the base scope. The task tables and frequencies in Section III are unchanged. If the City requests cleaning associated with a specific event beyond the scheduled visits, it would be requested and invoiced under Service Rate: Unplanned Additional Service, Exhibit D, Section 3.

Question 4: On average, how many inclement weather cleanings have been requested each year?

The City's historical experience is that no additional inclement weather cleanings were requested while operating on a three-times-per-week service schedule. The City does not have historical data for a two-times-per-week schedule.

The one additional visit per week described in Section III.A.3 remains available at the City's discretion under either service option and is included in the annual contract price.

Question 5: Is the additional inclement weather cleaning limited to entryways and weather-affected areas, or does it include all hard floors and trash throughout the building?

It is limited to entryways and weather-affected areas. The scope is as stated in Section III.A.3: entry area mopping, mat service, floor protection treatment, salt and debris removal from hard floors and mats, and trash removal as needed. It is not a full building service visit.

Question 6: If occupancy or public traffic materially increases during the contract term, would the City consider an equitable contract adjustment to account for increased consumable usage?

Pricing is firm for the initial contract term under Section V.2, and the Contractor furnishes all consumable supplies at its own expense under Section III.A.2 and the certification at Section VIII.B. The RFB does not provide for a

mid-term price adjustment based on occupancy or public traffic volume, and no such mechanism is added by this Addendum. Bidders should price the base contract accordingly.

Two existing mechanisms remain available under the RFB as written:

- Section III provides that additional tasks or frequencies may be added by mutual written agreement.
- Section V.2 permits a price adjustment for renewal terms, submitted in writing no fewer than sixty (60) days prior to renewal, not to exceed the three-year average of the CPI-U for the Midwest Region unless otherwise approved by the Facilities Director.

Acknowledgment

Bidders shall acknowledge this Addendum by marking Addendum #1 at Exhibit D, Section 5, and by including it in the signed Addendum Acknowledgment required under Section VII, item 2.

Date: _____

James Miller, Facilities Director
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