



Addendum 1

**Request for Proposals #
ESD 112-2-18
Custodial Services - Child Care Centers**

ADDENDUM No. 01

SUBJECT **Corrections to Instructions**

- RFP – Page 5 – Scope of Services
- RFP – Page 8 – Proposal Format
 - Section 1: Overview
 - Section 3: Ongoing Evaluation and Performance Measurements
 - Section 4: Financial and Compliance

DATE ISSUED..... December 6, 2017

Important Note to Bidders:

Only the items referenced in this addendum shall be revised. All other provisions, requirements, and terms and conditions of RFP ESD 112-2-18 shall remain the same.

Instructions to Bidders:

Bidders shall sign, date and submit the form on this page with the rest of your company’s bid materials. Insert all signed addenda pages, in sequential order with your proposal documents.

Name of Company _____

Name of Authorized Representative (Please print) _____

Signature of Authorized Representative _____

Date Signed _____

- **In reference to Page 5 of the Request for Proposals, Scope of Services:**

The section regarding the Patricia Nierenberg Early Learning Center mistakenly referenced work to be performed on Saturday. It should now read:

- **Patricia Nierenberg Early Learning Center - 10,000 sq. ft.**
105 S. Lieser Rd - Vancouver, WA 98664

- **In reference to Page 8 of the Request for Proposals, Proposal Format, Section 1:**

Additional clarification was needed and a typo was corrected. Section 1 shall now read:

SECTION 1: OVERVIEW

1. Describe your experience providing staff for early learning facilities.
2. Explain your process for ensuring that staff are hired, trained and available.

- **In reference to Page 8 of the Request for Proposals, Proposal Format, Section 3:**

An additional requirement, "4.", has been added. Section 3 shall now read:

SECTION 3: ONGOING EVALUATION AND PERFORMANCE MEASUREMENTS

1. Describe your process for collecting data on staff turnover and how you will use this data to keep staff turnover low.
2. Describe your system for ongoing communication with ESD 112 including correspondence, reports and updates.
3. Explain your process for including
4. Describe how you will be responsive to service issues brought forward by ESD 112.

- In reference to Page 8 of the Request for Proposals, Proposal Format, Section 4:

Some requirements have been deemed unnecessary and removed. Section 4 shall now read:

SECTION 4: FINANCIAL AND COMPLIANCE

1. Provide a detailed billable service rate monthly by service location.
2. Describe the billing process and payment requirements.
3. Provide summary of Insurance that meets the ESD 112 insurance requirements.
4. Describe your assurance that you will provide staff with personnel policies that address confidentiality, sexual harassment, bullying, social media, and boundary invasions

Thank you.



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