



March 10, 2026

To: All Potential Respondents

From: Katelyn Howells, Senior Statewide Procurement Officer

Subject: 005-RFP-2409-2026 Custodial Services - Iowa Department of Revenue and Alcoholic Beverages Division

**Question Due Date: March 17, 2026 at 4:00PM**

**Proposal Due Date: March 26, 2026 at 2:00PM**

### Addendum One

**Please amend the subject RFP as follows:**

**Attachments:**

- Site Visit Sign-In Sheet
- Cleaning Schedule

**Please amend the subject RFP to include answers to the following timely received questions:**

- Q1. What is the total square footage of the building?
- A1. The building consists of approximately 20,000 square feet of office space and 175,000 square feet of warehouse. The awarded contractor will be responsible for cleaning approximately 20,000 square feet. This includes the bathrooms, breakrooms, and offices along the South wall of the Warehouse.
- Q2. Is it possible to provide the current annual or monthly contract value for the existing custodial services agreement?
- A2. The current rate is \$3,169.82 per month, \$38,037.84 per year.
- Q3. Are background checks required of all staff who will be providing these services?
- A3. The Department of Revenue will conduct background checks of all staff who work on premises. This will include a State of Iowa Criminal History Check, Tax Filing Check and Fingerprinting. They will also be required to comply with the 'Lottery Prohibited Player' policy.
- Q4. The RFP references AM and PM services. What is the current schedule of services provided under this contract?
- A4. Currently, custodial staff work 6AM-2:30PM. Tasks are performed according to the attached cleaning schedule. The AM and PM services are referring to the warehouse bathrooms and breakrooms being serviced in both the morning and afternoon.

**Please acknowledge receipt of this addendum by answering "Yes" on the appropriate question in IMPACS.**



# Sign-In Sheet

MANDATORY Pre-Bid Meeting & Site Visit – Tuesday, March 10, 2026 1:00PM  
Custodial Services - Iowa Department of Revenue and Alcoholic Beverages Division in Ankeny, IA  
005-RFP-2409-2026

Name	Company	E-Mail	Phone #
Shonda Smith	ABM	Shonda.Smith@abm.com	515 202 6741
Grant Peltier	ABM	Grant.Peltier@ABM.com	515-903-5289
LANCE LENHART	LLAMA, LLC	llama bus 29@gmail.com	515-201-9727
Jeff Kosalik	Marsden	JKosalik@marsden.com	952-300-3277
Ken Frederick	Kleon up Service Solutions	Michael.fredrick@kleonupservice.com	515-710-7011
Note Warnock	VCS of Iowa	nwarnock@vanguardcleaning.com	(515) 478-8610

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Custodial Services - Iowa Department of Revenue and Alcoholic Beverages Division in Ankeny, IA  
005-RFP-2409-2026

Name	Company	E-Mail	Phone #
<i>John Richardson</i>	<i>Pristine Green</i>	<i>John.Richardson@pristinegreen.com</i>	<i>612-300-8779</i>
<i>Savannah Dame</i>	<i>Pristine Green</i>	<i>savannah.dame@pristinegreemcc.com</i>	
<i>Ryan Murphree</i>	<i>Perfection Plus Inc.</i>	<i>Ryan@perfectionplus.net</i>	<i>804-357-0517</i>
<i>Matt Hull</i>	<i>Musden</i>	<i>mhull@musden.com</i>	<i>515-328-6214</i>
<i>Pedro Araujo</i>	<i>ServiceM</i>	<i>Pedro@ServiceMastergreen.com</i>	<i>615-865-6955</i>
<i>Carsen Shelton</i>	<i>Nationwide</i>	<i>Carsen@nationwideofficelcare.com</i>	<i>515-702-6241</i>
<i>Rudy Perez</i>	<i>Sanitize 360 LLC</i>	<i>sanitize360@gmail.com</i>	<i>402-915-0455</i>
<i>Bob McVey</i>	<i>FBG Facility Services</i>	<i>BMcVey@FBGservices.com</i>	<i>515-782-4475</i>
<i>John Alessio</i>	<i>PuroClean</i>	<i>JAlessio@puroclean.com</i>	
<i>Milton Anania</i>	<i>Cleaning Connection</i>	<i>amiltona@cleaningconnect.com</i>	

# **ABD CLEANING SCHEDULE**

0600 - 0800 - VACUUM - **DAILY**- North entrance, hallway, 1st floor break room and mail room.  
Front Lobby entrance and waiting area.  
A different section of the 1st or 2nd floor.

**WEEKLY**- All hallways, open spaces, board rooms and offices.  
Everything should be vacuumed every week.

**ALL VACUUMING IS TO BE DONE BEFORE 8AM.**

0800 - 1000 - BATHROOMS - 2nd floor, 1st floor North, Lobby then Warehouse bathrooms.  
Empty trash, scrub toilets, urinals and sinks, refill toilet paper, paper towels  
and soap as needed, sweep and mop floors.  
Clean the stainless steel stall dividers at least once a week, or as needed.

1000 - 1030 - ½ hour break

1030 - 1130 - TRASH - Collect and dump trash from the 1st and 2nd floor offices, break rooms,  
Training and Board rooms, locker room, Freight office

1130 - 1230 - RECYCLE - Collect, sort and dump recycling for 1st, 2nd floor and warehouse  
office.

1230 - 1330 - Dust cabinets, clean glass doors and windows, spot clean

1330 - 1400 - Wipe down tabletops in break rooms, spot clean, check trash

1400 - 1430 - Check, spot clean and stock bathrooms