



**WICHITA STATE  
UNIVERSITY**  
**OFFICE OF PURCHASING**

**TO:** Interested Bidders,  
**DATE:** 07/16/2025  
**SUBJECT:** Wichita 100005 – Janitorial Services – NIAR 13L and 23L Locations Only  
Addendum #1

**CLARIFICATIONS TO THE BID SPECIFICATIONS:**

**Item #1**

Under 2.6 Citizenship Verification Pre-Approval Process:

***Bidders shall submit their responses to the email address listed on the front page of this RFP with attention to the buyer's name listed.***

***Do not submit it through the Unimarket Supplier Portal as it will not be accessible until the bid closing date and time.***

**UPDATES TO THE BID SPECIFICATIONS**

- 1. Suppliers must respond to the registration link to access the bid request.** Click on “Join”. Once you are registered you can sign in to view the bid request. <https://supplier.unimarket.com/app/supplier/bid-request/view/rfq-uuid/73a6b7ae-ed5-42bb-8416-c97ce441de71>
- 2. Pricing must be submitted electronically via Unimarket.** The link to the bid details is provided below: <https://supplier.unimarket.com/app/supplier/bid-request/view/rfq-uuid/73a6b7ae-ed5-42bb-8416-c97ce441de71>
- 3. The following link provides information about the bid process in Unimarket.** <https://unimarketsupplier.zendesk.com/hc/en-us/categories/10262323057423-Quotes-Bid-Requests>
- 4. For any additional assistance, please see the full catalog of Supplier Help topics.** <https://unimarketsupplier.zendesk.com/hc/en-us>
- 5. If you need further assistance, please contact the office of purchasing at [purchasing.office@wichita.edu](mailto:purchasing.office@wichita.edu)**

**NO. OF PAGES (including cover sheet): 1**

**Bid Responses must be submitted to WSU Office of Purchasing prior to the bid closing date and time in the format as described in the original bid solicitation!**

**Wichita State University**  
**Office of Purchasing**  
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