

RFP 15165004 – Janitorial Services  
Questions and Answers

**Q:** When does the contract start?

**A:** Contract begins September 1, 2016

**Q:** There is no mention of hard floors being stripped and refinished in the RFP cleaning specifications. The floors are looking discolored because of this. Is your intent to continue with not stripping floors?

**A:** To my knowledge the floors are stripped or at least are super cleaned every couple of months. If that is stripping, yes please continue.

**Q:** Can you explain how the background check process is today?

**A:** Our HR department has a form that we can get to you. Contractor will fill it out and go to the Sheriff's Department to have them done. Contractor will pay the fee and they will send us the results.

**Q:** The RFP mentions utilizing Green processes and supplies for this contract. How would you like for us to address this in the RFP Response? Example, types of chemicals used, supply types, training, recycling and so on.

**A:** Any green materials will need to be used during the day. Contractor may use other cleaners at night. We have so many members of the public in the building during the day that we can't use any chemical that will set off any type of medical issue.

**Q:** On page 8 letter h., it mentions having samples of all consumables with our proposal. Is this what you want?

**A:** We need to make sure that all the provided materials will work in all of the provided dispensers. We don't need to see them prior, but if there is an issue once your products are on-site, you will have to change them.

**Q:** You mentioned the Courts will provide a cell phone to the day matron at 800 I Street. Is that still the case?

**A:** Yes, we have a cell phone that will be provided daily. The day porter will pick it up from my staff in the mornings and drop off in the evenings to be charged.

**Q:** With regards to the day porter, is gender an issue?

**A:** No. Either will be fine.

**Q:** Some of the carpets look quite old, do we still clean them even if they begin to denigrate?

**A:** Contractor shall clean. If they start to tear or break apart, please inform the Facilities Manager so Court can see about getting them replaced by maintenance.

**Q:** How often do we need to clean the carpets?

**A:** Spot clean weekly. Deep clean 2X per year.

**Q:** Where is the water source in the main court house? We utilize dilution control systems so it is very important for us to be able to hook it our systems to a water source.

**A:** There is a janitorial closet between the public restrooms on each floor. If Contractor requires more than that, there is a faucet in the back parking lot.

**Q:** What is the current billing amount for each building?

**A:** Main Courthouse \$ 8871.08  
Juvenile Court \$ 534.06  
Traffic Court \$ 1479.08  
Expanded Traffic Suite \$ 309.00  
Turlock \$ 550.00  
Refrigerator Cleaning (main courthouse) - \$ 185.40  
Dept. 26 – \$475.00 per mo.

**Q.** Could you provide the last fiscal year total amount spent for this contract?

**A.** FY 14/15 \$ 139,887.27 FY 15/16 to date \$ 132,534.18

**Q.** Can you provide the current head count or labor hours being used?

**A.** Current labor hours are 579 per month.

**Q:** How should supplies be billed?

**A:** These should be billed at a monthly flat rate and included in your monthly invoice for services.

**Q.** Can you provide current consumables supply usage or dollar amounts for supplies each month?

**A.** Current contractor includes supplies in their billing amount. It is not broken down.

**Q:** Will there be quarterly “sit down” meetings with the Facilities manager?

**A:** Yes.

**Q:** What is the prevailing wage scale for janitors in Stanislaus County?

**A:** We have confirmed with the Department of Industrial Relations Prevailing Wage Unit that janitorial of a routine or recurring nature is excluded from the prevailing wage regulations. See the attached letter and determination for further information.

**Q.** Can you confirm that no mandated wage is required for this contract such as prevailing or living wage?

**A.** There are no additional mandated wages other than those already in affect by any State or Federal mandates.

**Q:** Do our employees need to be citizens of the US?

**A:** They need to be legally able to work in the US. Contractor must verify citizenship or validity of any work Visas.

**Q:** Is there any confidential trash to deal with?

**A:** No, all confidential trash is put into Shred-It bins or big blue bins that the County picks up for burning.

**Q:** Is there any recycling trash to deal with?

**A:** There is recycling. We will research this one as to who takes to recycler and keeps funds.

**Q:** Is there any shredding trash to deal with?

**A:** No.

**Q:** Are there any areas of the cleaning service that you'd like to see improved with the next contractor?

**A:** All restrooms and floors.

**Q:** Do we have access to the buildings any day during the year?

**A:** Yes, the Court will need to know if you plan to be in the building during one of our scheduled holidays as we usually have another agency in the building doing training.

**Q:** Are there court staff in any of the buildings on the court holidays as written in the RFP?

**A:** There could be. If it is an issue, we can ask they not be in the building on a particular day.

**Q:** What is the prevailing wage audit process? How do you want the prevailing wage payroll form submitted? How often is the prevailing wage payroll form submitted?

**A:** Since the determination by the DIR, there will be no prevailing wage paperwork necessary.

**Q:** Where would our employees park at the Main Courthouse (day or night)?

**A:** There is no designated parking. Your staff can park in any garage, at their expense. There is also free parking within two blocks and some free street parking. Please be aware of the parking signs and hours as they are strictly enforced.

**Q:** Can we deliver supplies during the workday to any of the buildings? What time, where and how?

**A:** You can deliver supplies during the work day. There is a basement entrance to the building on the 12<sup>th</sup> street side of the building. You can have your day porter meet you there and help to unload.

**Q:** What is the process when requesting an increase due to government mandated increase to the contractor's cost?

**A:** We understand that a minimum wage increase is being mandated shortly. For this, or any other type of increase, please submit a written or e-mail request for the increase citing justification as to why this should be increased and the amount of the increase. When approved an amendment will be issued for the increase for the remainder of the contract.

**Q.** Is the scope of work or square footage proposed in this bid opportunity different from what is currently being serviced under this contract? If so, please elaborate.

**A.** There is no difference.

**Q.** Are there pricing specific sheets the Court would like completed for this RFP?

**A.** No, there is nothing Court specific, however, we would like to see pricing sheets that are as detailed and item specific as possible i.e. Number of personnel , labor costs, supplies, supply cost per month, etc.

**Q.** On Attachment 6- Client References – references are requested for Interior Painting. Shall we submit references for Janitorial Services?

**A.** Attachment 6 has been corrected to read for janitorial services.