



Superior Court of California, County of San Benito

TO: Potential Proposers

FROM: Superior Court of California, County of San Benito

DATE: January 16, 2019

SUBJECT: **QUESTIONS AND ANSWERS NO. 1**
RFP Title: **Janitorial Services**
RFP Number: **JS2019**

ACTION REQUIRED: Please review the following questions and answers.

RFP CONTACT: admin@sanbenito.courts.ca.gov
(include the words "RFP Number JS2019" in the subject line of any communication via this email address)

NOTE: The capitalized term “Contract” used in answers below refers to the contract included as Attachment 5 to the RFP.

Question 1:	Who has the current contract for janitorial services and what is the amount or worth of that contract?
Answer 1:	<p>Currently, the Court has an agreement with Universal Building Services and Supply Co. (“UBS”) for the provision of janitorial services at the Courthouse. The Court currently pays UBS \$3,469.00 per month for such services (excluding any additional or emergency services requested by the Court).</p> <p>Please note that the scope of services in this RFP is not identical to the scope of services in the current agreement with UBS.</p>
Question 2:	With regard to the interior of the courthouse, what glass surfaces must be cleaned and at what frequency?
Answer 2:	Please see Appendix A, section 2 of the Contract. That section contains a list of tasks that must be completed, as well as the minimum frequency at which they must be completed. There are several entries regarding the cleaning of glass surfaces in this list.
Question 3:	With regard to the surfaces of tables, desks, counters and cabinetry, how are these surfaces to be cleaned? For example, does the surface of a conference table need to be dusted, wiped down with a wet cloth, or polished?
Answer 3:	<p>Please see Appendix A, section 2 of the Contract. That section contains a list of tasks that must be completed, as well as the minimum frequency at which they must be completed. There are several entries regarding the cleaning of surfaces in this list.</p> <p>Please also see Appendix A, section 3 of the Contract, which contains cleaning requirements and standards for most of the tasks.</p>
Question 4:	Part 2 of the Technical Proposal requires submission of employee information such as name, job history, and ability and experience. If a proposer does not have staff currently available to work at this location, what information should be entered?
Answer 4:	Please submit information regarding current employees, if any, who will provide services. This includes any managers or supervisors who will oversee the performance of services at the Courthouse. At a minimum, please submit information regarding the person who will act as the “project manager” (see Appendix A,

	<p>section 11 of the Contract).</p> <p>Please note that the selected proposer must complete a background check, in accordance with Appendix A, section 9.1 of the Contract, on all personnel assigned to work in the Courthouse, before such personnel start working in the Courthouse. Such background checks are completed at the selected proposer’s expense. This requirement applies both to existing employees as well as employees hired after a proposal is submitted.</p>
Question 5:	What is the incentive for hiring a disabled veteran?
Answer 5:	Three points will be awarded to a proposer who successfully claims the DVBE incentive. For detailed information on claiming the DVBE incentive, please see section 12.0 of the RFP and Attachment 4 to the RFP (“DVBE Forms”).
Question 6:	What janitorial supplies are provided or stocked by the Court?
Answer 6:	Please see Appendix A, section 10.1 of the Contract, which contains a list of Court-provided supplies and materials.
Question 7:	Are proposers required to wet clean the mats located at the public entrance of the courthouse?
Answer 7:	Yes, the entrance mats must be wet cleaned every Wednesday (or on the following workday, if Wednesday is a Court Holiday). Please see Appendix A, section 2.4 of the Contract.
Question 8:	What types of insurance must be carried by the proposer who is ultimately awarded the contract?
Answer 8:	<p>The selected proposer will be required to have commercial general liability insurance, commercial automobile liability insurance, workers compensation/employer’s liability insurance (if applicable), and commercial crime insurance.</p> <p>Please see Appendix C, section 3 of the Contract for more information regarding insurance requirements, including minimum policy values.</p>
Question 9:	Does the court have an estimate of the budget for this contract?
Answer 9:	No, the Court does not have an estimate of the budget for this contract. Instead, the cost and reasonableness of budget will be used to evaluate the proposals as described in the RFP.
Question 10:	What is the square footage of each area of the building?
Answer 10:	The Courthouse is approximately 41,500 square feet, but numerous areas within the Courthouse are outside of the janitorial service area. Please see the following question for related

	information. Courthouse floor plans are confidential, and will be made available to any proposer that submits a request in writing.
Question 11:	Will the vendor have to clean every part of the Courthouse?
Answer 11:	<p>No, certain areas of the Courthouse are excluded from the service area.</p> <p>Appendix D of the Contract contains the definition of “No Service Areas.” That definition reads:</p> <p>“No Service Areas” means Security Interview (103), Security Control (104), Building Automated Systems Room (123), Electrical (124), Building Support Central Storage (132), Janitor (134) Elevator Machine Rooms (137, 147, 156), Main Distribution Frame (143), Evidence Storage (145), Storage (164B, 165), Electrical (190), Boiler (192), Sally Port (door X1), Service Yard (door X2), Trash Area (doors X3 and X4), Judge’s Parking (door X6), Recycle Yard (doors X7 and X10), Workshop Yard (doors X8 and X9), Intermediate Distribution Frame (223), Electrical (224), closets (doors 276A, 276B, 276C, and 276D), Closet (237A), AV Closets (272, 263),and Janitor (255).</p> <p>The numbers in parentheses refer to the numbers used on the floor plans.</p>
Question 12:	The description of services in the contract lists days when cleaning occurs. For example, carpeted areas are to be vacuumed Tuesday and Thursday. Are these days and frequencies required, or are they suggestions?
Answer 12:	The specified timing and frequency of services is a minimum requirement, not a guideline.
Question 13:	Typically, our personnel work late into the night. Will this be possible while working at the courthouse?
Answer 13:	No. In general, all janitorial services are to be provided on workdays between the hours of 8:00 a.m. and 8:00 p.m. Please see Appendix A, section 8.4 of the Contract for additional information, including limited exceptions when services may or must be performed outside of these hours.