



Superior Court of California, County of San Benito

TO: POTENTIAL PROPOSERS
FROM: Superior Court of California, County of San Benito
DATE: January 12, 2016
SUBJECT: **ADDENDUM NO. 1 AND
QUESTIONS AND ANSWERS NO. 2**

Request For Proposal (RFP) Title: **Janitorial Services**
RFP Number: JS036

ACTION REQUIRED: Please review the Addendum and Questions and Answers.

RFP CONTACT: admin@sanbenito.courts.ca.gov
(include the words "RFP Number JS036" in the subject line of any communication via this email address)

ADDENDUM NO. 1 TO RFP NO. JS036

This Addendum No. 1 hereby modifies the Superior Court of California, County of San Benito Janitorial Services, RFP # JS036, as follows:

Deletions in the RFP or any of its attachments are shown in red strikeout font (**strikeout font**); insertions are shown in blue underline and bold font (**underline and bold font**). Section and paragraph numbers refer to the numbers in the original RFP document. Ellipses (“...”) are used to indicate the omission of unaffected text.

ATTACHMENT 2, APPENDIX A, SECTION 2.1

2.1 Daily Service. Every Workday.

Area	Task	Requirements/Standards
...
Public Elevator	Clean all surfaces inside elevators, including walls, <u>elevator doors</u> , metal floor plates, and rails. <u>Clean surfaces of elevator doors that face the hallway.</u>	S4
	Clean textured tile on elevator floor.	S25
...

ATTACHMENT 2, APPENDIX A, SECTION 2.2

2.2 MWF Service. Every Monday, Wednesday, and Friday (except Court Holidays).

Area	Task	Requirements/Standards
...
Inmate Elevators and Judges’ Elevator	Clean all surfaces inside elevators, including walls, <u>elevator doors</u> , metal floor plates, and rails. <u>Clean surfaces of elevator doors that face the hallway.</u>	S4
<i>(NOTE: Wednesday and Friday only)</i>	Dust mop and wet mop elevator floors.	S14, S15, S16, S17

ATTACHMENT 2, APPENDIX A, SECTION 6.4

6.4 Work Hours. Services will be performed only during Workdays between the hours of 8:00 a.m. to 8:00 p.m. (except for the Quarterly Service, ~~and the~~ Bi-Annual Service, **and Annual Service**, which will be performed on the indicated weekends). Services performed during the Workday shall be performed according to a schedule that does not conflict with

courtroom proceedings or counter transactions with the public. Weekend work (except for the Quarterly Service and the Bi-Annual Service) will not be permitted unless specifically authorized by the Court Executive Officer or designee and scheduled in advance. Additional or Emergency Services shall be performed at times specified by the Court.

ATTACHMENT 2, APPENDIX C, SECTION 9.2

9.2 Domestic Partners, Spouses, and Gender Discrimination. If the Contract Amount is \$100,000 or more, this section is applicable. Contractor is in compliance with, and throughout the Term will remain in compliance with, **(i) PCC 10295.3** which places limitations on contracts with contractors who discriminate in the provision of benefits regarding marital or domestic partner status, **and (ii) PCC 10295.35 which places limitations on contracts with contractors who discriminate in the provision of benefits between employees on the basis of an employee's or dependent's actual or perceived gender identity, including, but not limited to, the employee's or dependent's identification as transgender.**

RESPONSES TO BIDDER QUESTIONS

The deadline for the receipt of questions was January 8, 2016. The Court posted answers to a number of questions on December 31, 2015. The answers below address the remaining questions received prior to the deadline for the receipt of questions.

Question:	Appendix A states that all surfaces inside the public elevator must be cleaned every workday. Does the side of the elevator door that faces the hallway also need to be cleaned daily?
Response:	<p>The complete surface of both sides of the public elevator doors (the inner side facing into the elevator and the outer side facing the hallway) must be cleaned every workday. If necessary, a ladder must be used to ensure that both sides of the public elevator doors are cleaned from top to bottom every workday. Similarly, if necessary, a ladder must be used to ensure that the walls inside the public elevator are cleaned from top to bottom every workday.</p> <p>The same is true for the other elevators, although the other elevators are cleaned only Monday, Wednesday, and Friday.</p> <p>This has been clarified in Addendum No. 1.</p>
Question:	Are all or some of the interior office lights controlled by an automated system?
Response:	Some of the interior office lights are controlled by an automated system. However, regardless of the automated system, janitorial staff must turn off lights once they have completed their work in any office area.
Question:	Does the contractor have to clean windows and glass?
Response:	<p>Interior windows: The contractor must clean both sides of all interior windows as part of the Quarterly Service. "Interior windows" are windows that have both sides inside the building (e.g. windows next to door frames, etc.).</p> <p>Exterior windows: The contractor is not required to clean the glass of exterior windows. "Exterior windows" are windows that have one side inside the building and the other side outside the building.</p> <p>Other glass: The contractor must clean all interior glass (such as the glass partitions at the public counter and elsewhere, the glass doors at the entrance and elsewhere, etc.) at specific intervals. For more details, see Appendix A, Section 2 of the Standard Agreement (Attachment 2 to the RFP).</p>