


ADDENDUM TO IFB CUSTODIAL SERVICES

	ADDENDUM #02
	San Mateo County, 555 Government Center, Fifth Floor, Redwood City, CA 94063
	RFP/IFB: CUSTODIAL AND JANITORIAL SERVICES
	Date: June 2, 2021

INTENT:

This Addendum is issued by the County of San Mateo to provide for modification and clarification of the RFP/IFB Custodial and Janitorial Services dated May 10th, 2021. Proposers shall ascertain prior to submitting its Proposal that it has received all addenda issued. Please clearly note the addendum date and number on the proposal form.

In the event of a conflict between the terms and provisions of this Addendum No. 2 and the terms and provisions of the RFP/IFB Custodial and Janitorial Services, the terms and provisions of this Addendum No.2 shall control. In all other respects, the RFP/IFB Custodial and Janitorial Services shall remain unchanged and in full force and effect.

A. Answer to questions from bidders:

Q#1. Do we need to register on a site to start receiving emails in regard to this bid?

A#1. No, you do not need to register on a website. All contractors are responsible for following the bid process instructions, to include updates per <https://publicworks.smcgov.org> Projects Out to Bid for Custodial and Janitorial Services.

Q#2. We are interested in bidding on IFB 2021-01 - Custodial and Janitorial and Services County of San Mateo but see that Section XIV. BONDS AND INSURANCE (see below) states there may be performance and payment bonding requirements if awarded. Additionally, will any portion of this contract fall into what would be outlined in Section X. PUBLIC WORK AND PREVAILING WAGE RATES?

A#2. Selected contractor will be expected to have minimum 1,000,000 per item insurance coverage for the full duration of the contract and must have County of San Mateo as secondary insured on the certificate.

Q#3. Can I please include my associate to the bid walk?

A#3. Of Course, as long as Covid-19 regulations are followed

Q#4. Could you please let us know how we can find the scope of work for the locations that you are taking out to bid. Please send us the link for the web page

A#4. Please refer to page 24 of the IFB.

Q#5. Canyon Oaks- please clarify the residential bedroom cleaning frequency? Also, will the annual carpet cleaning include the bedrooms? It is not specified.

A#5. At this time the room cleaning is posted at the facility indicating the cleaning of one room per day, for 10 days, each month. (10 rooms) Annual carpet cleaning will include bedrooms.

Q#6. Do you have a sign in sheet from the mandatory Prebid meeting for Custodial & Janitorial Services - County of San Mateo that was on 5/24?

A#6. The County of San Mateo is not able to release sign in sheets from the mandatory bid walk through due to the personal information of attending contractors.

Q#7. I am trying to access <https://www.publicpurchase.com> to get everything ready to upload the bid. I can't find the bid in the list. I searched for it in San Mateo County.

A#7. Please refer to the website <https://publicworks.smcgov.org/>, then using the drop down menu on the left side seek "Projects" select "Projects Out to Bid".

Q#8. 1. Could you please clarify how the bid will be submitted?

According to the bid, it must be sent electronically and also gives an email for submission. Will it have to be submitted both ways?

If submitted electronically, specify to which email or on which bid platform.

Note: Public Purchase does not show the information of this bid.

<https://www.publicpurchase.com/gems/sanmateo,ca/buyer/public/home>

A#8. 1. For this bid please refer to; page 3 - Section: Part 1 Definitions:

Public Purchase: The County's online portal used to advertise solicitations and accept responses, found at <http://www.publicpurchase.com/>. For this bid, submit your bids to Department of Public Works @ 555 County Center 5th Floor, Redwood City, CA 94063: Attention: Duane Minor. Business Services Manager.

Or page 5, Part 2. Instructions to Bidders

Note: Submit Bid Package to:

Department of Public Works
555 County Center 5th Floor
Redwood City, CA 94063:
Attention: Duane Minor; Building Services Manager

Q#8. 2. Regarding Part IV - Bonds and Insurance

Does this clause apply to the awarded contractor? Payment Bonded and Labor and Material Bonded will be 100% of the first year's payment?

A#8. 2. Selected contractor will be expected to have minimum 1,000,000 per item insurance coverage for the full duration of the contract and must have County of San Mateo as secondary insured on the certificate.

Q#8. 3. About cleaning supplies and consumables products:

Do you have a yearly estimate for consumable products (toilet paper, soap, etc.) for this bid? Do you have a preference for any particular brand of consumables products and cleaning supplies? Should hand sanitizer for all dispensers also be included? If so, how many dispensers are there in the locations or how much is the annual consumption?

A#8. 3. The estimate for your consumable Products, (toilet paper, soap, etc.) would be based on the Employee Count document provided in the IFB. Consumable products must be non-recyclable/regular products, and cleaning supplies must be green/eco-friendly based products. At this time hand sanitizer dispensers are being provided by the individual departments within the facility.

Q#8. 4. May I know the approximate area of carpet floors and bare floors in each of the locations for this bid?

A#8. 4. Please refer to Janitorial Specification Sheets found in the IFB that indicates approximate square footage for each facility.

Q#8. 5. Regarding exterior pressure washing service: Are there any specifications for the use of street drains? Are there any San Mateo County permits that must be applied for? Do the locations have water access on the outside of the buildings? Is it allowed to use city water? Are any permits required for water use? Drains are located in the Parking Areas of each facility, we ask that the contract utilize waddles in order to prevent any debris from clogging drains. Reminder, cleaning solutions/products must be green/eco-friendly based products. Water access is located at each facility. City Water use is not allowed, and no permits are needed.

Q#8. 6. About the cleaning service hours and cleaning shifts:

Safe Harbor and Canyon Oaks are the only locations that will be cleaned in the morning shift? Are there specific hours for these locations. Could you specify what the porter service schedule will be at the EPA Government Center location?

A#8. 6. Safe Harbor service hours are provided between 10:30am. and 2:30pm, 7 days a week. Canyon Oaks service hours are 8am – 10: 30am, Monday thru Friday. Porter Service at our East Palo Alto Government Center is provided between the hours of 11am – 4pm Monday thru Friday. Evening service is provided between 5pm – 12am, Monday thru Friday. Weekend Service, (1st floor only) is provided Saturday and Sundays 5:30pm – 10:30pm.

Q#9. 1. 1 What is the cost to the contractor for each background check performed by the County?

County of San Mateo Invitation for Bid
Addendum No. 02 – IFB-

A#9. 1. The cost for each background check is approximately \$80.00 payable in cash only. Note: contractor is responsible for exact cash amount-checks are not accepted.

Q#9. 2. Is there a prescribed form for the performance bond, or can the surety use its own bond form?

A#9. 2. Selected contractor will be expected to have minimum 1,000,000 per item insurance coverage for the full duration of the contract and must have County of San Mateo as secondary insured on the certificate.

Q#9. 3. Can the performance bond be issued annually?

A#9. 3.

Refer to answer (A#9.2) above

Q#9. 4. Is your current vendor union?

A#9. 4. Yes, current Contractor is a member of the Union

Q#9. 5. Is desk side recycling the responsibility of the janitorial company to collect?

A#9. 5. The Janitorial Specification Sheet for each facility indicates the frequency in which each 55 gallon recycle tote is to be removed from the facility for pickup. It is the departments responsibility to empty desk side receptacles into the larger "slim jim" type receptacles located at various locations throughout the department.

Q#10. Please provide the actual 2021-22 Prevailing Wage pay rate scale, and/or union contract, that such may be based upon. Also, please include the dollar values of applicable fringe benefits such as: vacation, retirement, holidays, paid sick leave, and any others that may apply. As we understand that prevailing wages are determined by the Director of the Department of Industrial Relations, according to the type of work and location of the project, we have not been successful in finding this information as it pertains to Janitorial Service Workers.

A#10. Prevailing wages do not apply to Janitorial services unless those services are related to the cleanup services at the end of a Public Work project (e.g., site clean-up for a newly constructed building). If the custodial services are related to standard/routine cleaning/maintenance of existing facilities, then prevailing wages do not apply.

Please refer to the County Contract Sample provided in the IFB.

See Section 12, h. Compliance with Living Wage Ordinance

As required by Chapter 2.88 of the San Mateo County Ordinance Code, Contractor certifies all contractor(s) and subcontractor(s) obligated under this contract shall fully comply with the provisions of the County of San Mateo Living Wage Ordinance, including, but not limited to, paying all Covered Employees the current Living Wage and providing notice to all Covered Employees and Subcontractors as required under the Ordinance.

Bidder Signature: _____ Date: _____