



**Superior Court of California
COUNTY OF ALAMEDA**

Finance and Facilities Division
René C. Davidson Courthouse
1225 Fallon Street, Oakland, CA 94612
Telephone: (510) 891-6279

Memorandum

Date: August 5, 2016

To: Potential Bidders

From: Linda Salcido, Sr. Fiscal Services Specialist **Contact:** bidquestions@alameda.courts.ca.gov

Subject: Responses to Questions
RFP SC 016/059 Janitorial Services

This Addendum No. 1 is issued for Janitorial Services RFP No SC 016/059 which was issued on Wednesday, July 20, 2016.

The following questions/items were discussed in the bidder's conference and/or submitted during the time permitted to do so according to the timeline within the RFP. Included are the responses to those questions received.

QUESTIONS:

Q1: What is the population count by building?

- A1: George E. MacDonald Hall of Justice – 19 Staff;
Average population count 5,951 monthly

- Berkeley Courthouse – 25 staff;
Average population count 2,386 monthly

- Fremont Hall of Justice – 45 staff;
Average population count 17,902 monthly

- Hayward Hall of Justice – 162 staff;
Average population count 31,071 monthly

- Juvenile Justice Center – 26 staff;
Average population count 8,288 monthly

Office of Information Technology – 39 staff;
Average population 45 monthly; no public access

Rene C. Davidson Court – 273 staff;
Average population county 59,701 monthly

Wiley W. Manuel Court – 87 staff;
Average population count 26,477 monthly

Q2: Please provide the numbers of day porters per building as well as their hours?

A2: This information is being provided for informational purposes only. The Court is relying on each vendor to provide their own assessment of staffing based upon the transactional data that is being provided.

Fremont Hall of Justice – 2 full-time day porters
Hayward Hall of Justice – 2 full time day porters
Rene C. Davidson Court - 2 full time day porters
Wiley W. Manuel Court – 1 full time day porter
Juvenile Justice Center – 1 full time day porter

Coverage for all other facilities is on an as needed basis and is provided for by current day porter staffing from the nearest Court location.

Q3: Can we get the current pricing?

A3: The Court currently pays \$129,212.05 per month for the current vendor.

Q4: Can the Court supply building drawings for each site?

A4: These were given to potential bidders at the bid walk that was completed on August 4, 2016.

Q5: Do the janitors clean the café areas?

A5: Janitors clean the floors only, nothing else.

Additional questions asked that vendors must address and include in their submittals:

1. As a janitorial company what are your challenges?
2. What are you least and most satisfied with?

3. What mechanism do you use for service requests? How do you communicate those with staff and what is the response time?
4. What type of training program do you have for new hires and existing staff?

Important Dates:

Proposals due: August 24, 2016, no later than 3:00PM

Anticipated interview dates: Week of August 29, 2016

Evaluations: September 6, 2016

Notice of Intent: September 14, 2016

Contract start: November 1, 2016