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Superior Court of California,
County of Imperial
939 W. Main Street
El Centro, CA 92243
(760) 336-3522

R2324-02 Janitorial Services RFP

Questions & Answers

issued 10/11/2023

1. Who is the current contractor?

Mylo Janitorial

2. What is the current monthly charge of the current contractor?

\$20,918

3. What is the term & value of the current contract?

\$1,261,260 for Five years. Contract was for three years with options to extend to five years.

4. What is the square footage of the following locations?

- a. El Centro Courthouse, 939 W. Main St., El Centro, CA 92243 - 65,000 sq. ft
- b. Winterhaven Court, 2124 Winterhaven Dr., Winterhaven, CA 92283 - 2,100 sq. ft.
- c. El Centro Criminal Courthouse, 650 Wake Ave., El Centro, CA 92243 - 46,000 sq. ft.

5. Is there additional buildings/locations or scope of work added from the previous contract?

Current contract includes Brawley court while new contract will include new El Centro Criminal Court and does NOT include Brawley.

6. Will the awarded contractor provide the paper products/toiletries for this project? If yes, what are those products and what is the monthly consumables value?

Yes, awarded contractor will provide consumables. Refer to attachment 10 for description of goods. The Court does not have record of how much goods are used.

7. What is the FREQUENCY, DAY and TIME cleaning schedule for each location?

Refer to Attachment 9

8. Is a bid bond required for this project?

No.

9. The solicitation mentions cleaning the building's exterior twice a month. Should this be integrated into the monthly cost, or is it billed as a distinct line item?

Refer to attachment 9 for frequency. All items must be integrated into monthly cost.

10. Does weekend work incur a separate charge, or is it incorporated into the monthly invoice

irrespective of operations?

It is incorporated in monthly invoice.

11. We initially do a comprehensive deep cleaning for each to establish a benchmark of excellence.

Are you ok with the deep cleaning being invoiced separately and not part of the cost of the bid?

Deep cleaning is not necessary. The awarded contractor would need to stick to the schedule provided in our SOW.

12. Contractor would need to stock two different soap dispensers?

Yes, Liquid and foam.

13. Would contractor be responsible for hand sanitizer stations?

No, the Court staff refills the hand sanitizer.

14. The Historic court floor is marble & terrazo?

Yes, the terrazo/marble floor is not to be waxed.

15. Contractor will need to provided all items needed for outdoor window washing?

Yes, includes plywood if placing heavy equipment on grass. It would be coordinated with Court so the grass in not watered before the cleaning. Heavy equipment should be kept Off new concrete.

16. Are there exceptions to the Scope of Work schedule?

Yes...

- a. At times an area (e.g. jury room, HR) will have a DO NOT CLEAN sign & the area will be skipped
- b. If there is an urgent clean up needed, contractor will be called, to respond ASAP and this will be invoiced separate from monthly cost. Frequency is unknown, it is on as needed basis.

17. Would we be able to drop ship a pallet of goods?

No, the storage is limited, at best there is storage for 1/2 a pallet.

18. What supplies do you require?

Refer to attachment 10

19. Is new contractor required to keep current janitorial staff?

Yes, agreement Appendix C, Section 10.11 states in part:

If this Agreement requires Contractor to perform Services at a new site, Contractor shall retain for sixty (60) days all employees currently employed at that site by any previous contractor that performed the same services at the site. Contractor shall provide upon request information sufficient to identify employees providing janitorial or building maintenance services at each site and to make the necessary notifications required under Labor Code section 1060

20. Is there a DVBE incentive? Do I just turn in the certificate?

To receive DVBE incentive, submit certificate AND submit Bidder declaration found at "RFP Information" at:
<https://www.imperial.courts.ca.gov/general-information/requests-proposals>

21. Do you have preference of how many staff is used?

No preference, it's up to contractor to ensure work is completed timely.

22. Is there a mop sink at Main Court?

Only in mechanical room.

23. Do the separate trash bins need to be respected?

Yes, place in correct dumpster outside. Except rectangular CRV (bottles, cans) are emptied by court staff.

24. Do we need to move the rolling files?

Yes, move one at a time to vacuum all area underneath.

25. What is the square feet of the Brawley courthouse that is part of the current contract?

The 1st floor is approx. 10,000 sq. ft. and the Court only occupies part of the 1st floor.

26. Do you want anti-static floor finish?

No, it is not needed for either of our buildings.

27. What is the square feet of the Brawley courthouse that is part of the current contract?

The 1st floor is approx. 10,000 sq. ft. and the Court only occupies part of the 1st floor.

28. The RFP states a conflicting due date of Wednesday, October 16, 2023 (October 16 falls on a Monday). Can you please clarify the due date and time?

File on website was updated & corrected shortly after posting on Court website. Proposal must be received by Court no later than Monday, October 16, 2023 4pm PST.

29. Are you able to provide flooring breakdown percentages or estimated square footages for hard floor surfaces and carpet at each location?

No, refer to diagrams for square feet & your notes on floor types should have been made during the mandatory walk thru.

30. Can you provide the estimated square footages of the exterior walkways that are to be pressure washed?

You are welcome to come and measure.

31. Is there on-site storage for Contractor's equipment at each location? (ie. vacuums, mop buckets, janitor carts)

There are currently four janitorial rooms locations for El Centro Courthouse & an estimated three janitorial rooms for the Criminal Courthouse & one janitorial closet for Winterhaven Courthouse.

32. During the job walk it was mentioned that the Winterhaven courthouse is open on Tuesday's, Wednesday's and Thursday's. In Attachment 9- Scope of Work, it does not state anything that differentiates the days of service for this location. Is the Winterhaven Courthouse serviced five days per week of "Daily Service"?

It is currently to be cleaned three times (once after each work day).

33. At the new El Centro Criminal Courthouse, will roof access be granted for window cleaning?

Yes.

34. Are employee benefits required?

Compliance with federal, state and local laws is required.

35. Is DVBE Participation required?

DVBE is optional, not required. Refer to question 20.

36. Could you confirm how many janitors are currently providing the services at each location?

No.

37. Will the contract be awarded to one company for all the buildings or separate buildings to more than one contractor?

Award will be to one contractor.

38. What are the net terms for payment?

Payment is Net30. Invoice should be monthly in arrears. See also attachment 2, Appendix B section 4.

39. Will the cleaning contractor be responsible for the move-in cleaning for staff of the new courthouse or the construction company is responsible for that task?

The construction contractor will turn in a clean building.