

**QUESTIONS AND ANSWERS BY POTENTIAL BIDDERS
FOR RFP #2023-02 (COURTHOUSE CLEANING)**

Updated May 23, 2023

Question 1. Can you please set up a walk thru for the new courthouse as soon as possible.

Answer 1. The Court has scheduled a voluntary, non-mandatory walk through of the new facility for **Monday, May 8, 2023 at 9:00 a.m.** The new facility is under the control of the contractor, so protective measures will be required as outlined below. The Court will not reimburse vendors for any cost associated with participation in the walkthrough, including travel, mileage, or time spent. This walk through will be conducted in a building that is still under construction, so vendors are advised that there may be hazards and the walk through is at your own risk.

Vendors interested in participating in the walk through must follow the following guidelines:

- Every person entering the new facility must wear close-toed boots or walking shoes
- Protective gear such as helmets, gloves, and vests, are required and may be borrowed from contractor if available, but please come prepared
- Interested vendors must notify the Court of their intent to participate no later than Monday, May 8 at 8:00 a.m. by emailing purchasing@shasta.courts.ca.gov
- Prompt arrival is imperative. Vendors should meet at the corner of Butte and Oregon Street no later than 8:55 a.m. Please be aware that parking may be difficult and plan for early arrival.

Question 2. The state is talking about raising the minimum wage to \$18 by 2025. This is not law at this point. We can bid at today's rate but if the state increases the minimum wage could the contract be renegotiated base on the increase for that year?

Answer 2. The Court is willing to consider language in the final contract addressing an adjustment to comply with state law regarding minimum wage increases.

Question 3. Please provide the total square footage of holding cells between the court rooms and the basement holding area. If these areas are to be cleaned by the day porter I think it would be difficult to clean between court sessions and prisoners coming and going.

Answer 3. Holding cells shall be cleaned before or after inmates are brought into courtrooms or into central holding. Marshal staff is available between 0730 and 1830 and will work with the vendor to ensure sufficient time to perform duties based on inmate transportation needs.

Square footage information was not immediately available and has been requested from the contractor. If available, that information will be provided as soon as it is received. If necessary, bids may specify a cost per square foot.

Question 4. Please provide the square footage of the concrete storage / receiving area and if there is cleaning required

Answer 4. Square footage information was not immediately available and has been requested from the contractor. If available, that information will be provided as soon as it is received. If necessary, bids may specify a cost per square foot.

<p>Loading dock maintenance includes litter removal weekly or more frequently as needed, weekly blowing, and hosing as needed.</p>
<p><u>Question 5.</u> Are the janitors responsible for cleaning the sally port?</p>
<p><u>Answer 5.</u> Yes. Maintenance includes litter removal weekly or more frequently as needed, weekly blowing, and hosing as needed.</p>
<p><u>Question 6.</u> All towel dispensers are battery operated. Are the batteries to be part of the supplies provided by the janitorial company? Can you tell me how many dispensers thru out the building?</p>
<p><u>UPDATED Answer 6.</u> Batteries shall be supplied by the vendor. There are approximately 70 battery-operated paper towel dispensers throughout the building.</p>
<p><u>Question 7.</u> Are the feminine hygiene products part of the supplies we are responsible for?</p>
<p><u>Answer 7.</u> Yes.</p>
<p><u>Question 8.</u> Is the court opposed to the installation of dilution stations for the chemicals in the janitor closets?</p>
<p><u>Answer 8.</u> The Court may consider this if a) such station meets all of the other requirements listed in the RFP (particularly the green standards) and b) the parties mutually agree on the specifics. Additional information would be required.</p>
<p><u>Question 9.</u> Can we receive written consent of the Court to approve subcontracting for confidential shredding and exterior window washing?</p>
<p><u>Answer 9.</u> These requirements have been omitted as of May 10, 2023, in Addendum 1. The Court will accept bids that include pricing for the subcontracting of these confidential shredding services, but those prices should be submitted separately from the cleaning bid.</p> <p>The mandatory requirement to collect confidential shredding and provide a secure storage bin remains.</p>
<p><u>Question 10.</u> Please provide the square footage of each different type of flooring.</p>
<p><u>Answer 10.</u> Square footage information was not immediately available and has been requested from the contractor. If available, that information will be provided as soon as it is received. If necessary, bids may specify a cost per square foot.</p>
<p><u>Question 11.</u> Can we receive more information on the mini-blinds: size and quantity?</p>
<p><u>Answer 11.</u> Mini-blinds were included in the RFP in error. Blinds in the courthouse are limited to the large window coverings in the jury assembly room.</p>
<p><u>Question 12.</u> Please provide the amount, location, and square footage of each type of flooring.</p>
<p><u>Answer 12.</u> The Court will provide access to view Finish Plans upon request. Finish plans include floor plans for each floor, which lay out the type and location of each type of flooring. Due to security concerns and copying costs, plans must be viewed on-site by appointment only. Viewing</p>

the plans is not mandatory, and the Court will not reimburse vendors for travel or mileage in order to participate in this non-required review. Interested vendors should contact Court Administration at (530) 245-6761 to set up an appointment to review plans. At the scheduled appointment time, vendors will check in with Human Resources in room 106. All plans must remain in their original condition. Please note that vendors will have to pass through courthouse security screening in order to participate. Photography is strictly prohibited within the courthouse.