



**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA BARBARA**  
**REQUEST FOR QUOTE – SERVICES**

**RFQ NO.: 2008-04**

**Date Issued: April 15, 2008, Addendum 04**

**From:**

**To: (Vendor to Complete)**

Superior Court of California  
 County of Santa Barbara  
 1100 Anacapa Street, 2<sup>nd</sup> Floor  
 Santa Barbara, CA 93101

Vendor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Attention: Ammon M. Hoenigman  
 Phone: 805-568-3101 Fax: 805-884-8071

Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: sbsolicitation@sbcourts.org (All questions to be submitted via email only)

E-mail: \_\_\_\_\_

Acceptable Delivery Methods: Mail or Express Delivery:  Hand Delivery:  Facsimile:

**ADDENDUM**

**Bid Submittal Date:** April 18, 2008

**Service to Begin:** July 1, 2008 **Payment:** Net 30 days

**Description of RFQ Modifications**

Bidders are hereby given notice of all Questions and Answers regarding this Request for Quote No. 2008-04 for Janitorial Services. This Question and Answer Addendum includes a chart of Court Restrooms, and a Revised Pricing Sheet to include Santa Maria Building D.

**Question 1:** Can you provide the total count of restrooms by locations?  
 Please refer to the chart in this Addendum labeled “Restrooms at each Location”

**Question 2:** Can you provide the percentage of tile vs. carpet for each location? Or is the square footage of tile vs. carpet by location?  
 This information is not available. A walk-through was mandatory so that the prospective bidder could estimate the proportions.

**Question 3:** Is there a prevailing wage determination requirement under the RFQ?  
 Yes. Please refer to Section 10. Contractor Status, Subsection D.4 and D.5 under Permits, Laws and Regulations, which states:

D.4 In compliance with California Public Utilities Code Section 465, Contractor agrees to pay its employees the prevailing wages. For purposes of this paragraph, “prevailing wages” shall be deemed to include employer payments, if applicable, for health and welfare, pension, holidays, sick leave, vacation, apprenticeship, or other training programs when required. Public Utilities Code, Section 465(d) provides that the Director of the Department of Industrial Relations shall determine the prevailing wage for custodial or janitorial employees in accordance with the standards set forth in Section 1773 of the Labor Code. Failure to pay the prevailing wage, as determined by the Director of the Department of Industrial Relations shall be cause for the termination of this Agreement.

D.5 Contractor shall comply with all applicable state laws, rules and regulations, including but not limited to, Public Utilities Code 465 and 466, for the performance of the Work to be performed under this Agreement.

- Question 4:** Who is the current contractor?  
ServiceMaster of Santa Barbara, Menendez of Goleta, ServiceMaster of Santa Maria.
- Question 5:** What are the current monthly costs? Or the annual contract amount?  
Costs unknown. Current Contracts with the County of Santa Barbara not the Court.
- Question 6:** Is the scope of work similar to this solicitation? If not what are the changes?  
Identical except for the addition of cleaning the transaction windows in the Figueroa Division. In the current addendum, cleaning of the transaction windows at Lompoc, Solvang, Building's C and E have been added.
- Question 7:** Can you please provide the names of the vendors who attended the site walkthrough?  
Vendor information will not be given out at this time.
- Question 8:** Total number of contractor employees working onsite?  
Unknown
- Question 9:** Is there any collective bargain (union employees) agreement in place for this solicitation?  
No
- Question 10:** Is the contractor required to provide any supplies including soap (if so, what kind of soap)? Wax for floors, bottles, gloves, cleaning products or other supplies?  
  
Please refer to Exhibit B - Statement of Work, Sections 2.2.2 General Requirements and 2.4 Materials and Supplies. Sec 2.2.1 states "Contractor shall furnish all necessary labor, supervision, travel, equipment, Materials, and supplies to perform the services described in Section 2.1 of this Statement of Work, except as set forth in Section 2.4.4." Section 2.4.4 states." The Court will supply to the Contractor light, power and hot and cold water as may be required for the performance of the Work. The Court will also supply all toilet paper, paper towels, bag liners and trash receptacles. Using a standard Court form, the Contractor shall notify the Project Manager when replenishment of any of these items is necessary and before the stock of any item is depleted so that a sufficient supply remains until the stock is replenished." Section 2.4.1. states that "Only materials and supplies meeting industry standards will be acceptable in the performance of this work...."
- Question 11:** Does the contractor need to provide mops, brooms, buckets or janitor's trash baskets(s)?  
Please see answer to Question 10 above.
- Question 12:** How many staff currently works in each building on a daily basis?  
Unknown
- Question 13:** Approximately how many visitors are in the buildings each day?  
Unknown
- Question 14:** What is the current price for each building? Or the total?  
Costs unknown. Current Contracts with the County of Santa Barbara not the Court.
- Question 15:** Is the square footage provided, all serviceable square footage, or does this include areas the contractor may not be responsible for?  
The square footage may include some square footage that will not require services, i.e. Human Resources Accounting, Exhibit Rooms, File Rooms, storage rooms.
- Question 16:** Is there a wage requirement for contract personnel?  
Contractor must pay its employees the prevailing wages in accordance with the standards set forth in Section 1773 of the Labor Code.

- Question 17:** How many custodial staff are currently performing services at each of these locations, and what are their hours of service?  
Unknown
- Question 18:** Can we have a breakdown of square footage of private versus public areas in each building?  
This information is not available. A walk-through was mandatory so that the prospective bidder could estimate the proportions. Vendors are free to measure the common areas. But we cannot let the vendors into the private areas.
- Question 19:** What is the current contract dollar amount?  
Costs unknown. Current Contracts with the County of Santa Barbara not the Court.
- Question 20:** What is the square footage breakdown of carpets and hard floors in each building?  
This information is not available. A walk-through was mandatory so that the prospective bidder could estimate the proportions.
- Question 21:** For confirmation: Is there a mandatory wage or benefit requirement?  
Contractor must pay its employees the prevailing wages in accordance with the standards set forth in Section 1773 of the Labor Code.
- Question 22:** The total number of bathroom facilities in each building?  
Please refer to the chart in this Addendum labeled “Restrooms at each Location”
- Question 23:** **A.** What is your definition of “Interior Windows”?  
“Interior Windows” are the inside portions of the windows that are part of the exterior walls of the building and any glass doors. Also included are the transoms windows (see 2.1.5)
- B.** Are you referring to partition glass that is in cubicles and is part of interior walls of the building?  
Glass that is part of cubicle panels are not included in this bid.
- C.** Are you also referring to the interior side of the glass windows that are part of an exterior wall [a wall on the perimeter] of the building?  
Yes
- Question 24:** Page 22, Item 2.1.7 Floors – Annual Strip, seal, refinish, machine polish hard surface  
  
Are the Spanish tile pavers with the hand painted designs in the common areas of the Historic Courthouse at 1100 Anacapa Street included in the floors that will need to be stripped annual. [Editorial Note: This is a huge expense and would alter the bids significantly. It also would shorten the life span of the tile pavers to strip them that frequently.]  
For the Spanish tile pavers we would ask that the floor be treated as all other public area floors but not stripped, sealed, refinished per Sec. 2.1.7. When the floor needs to be stripped, the Court will contract separately with the vendor.
- Question 25:** Santa Maria Building D is not listed on the pricing sheet for RFQ 2008-04. Will you please advise. Building D has two Courtrooms (SM1 and SM2) and a common area in between. It is approximately 6,000 square feet. The Law Library is located in the building but is not a Court responsibility. It is a County responsibility.

## Restrooms at each Location:

|    |  | Total Number of Restrooms | Number of Restroom Stalls in Each Restroom |   |   |   |   |   | # of Urinals | Showers/Saunas |
|----|--|---------------------------|--|---|---|---|---|---|--------------|----------------|
|    |  |                           | 0  | 1 | 2 | 3 | 4 | 5 |              |                |
| 1  | Anacapa Division                       | 23                        | 18   | 2 | 2 | 0 | 1 | 0 | 1            | 0              |
| 2  | Figueroa Division                      | 24                        | 16   | 1 | 2 | 4 | 0 | 1 | 4            | 0              |
| 3  | Santa Barbara Jury Services            | 4                         | 2  | 0 | 1 | 0 | 1 | 0 | 2            | 0              |
| 4  | Santa Barbara Juvenile Court           | 3                         | 3  | 0 | 0 | 0 | 0 | 0 | 0            | 0              |
| 5  | Santa Barbara Court Modular (Archives) | 1                         | 1  | 0 | 0 | 0 | 0 | 0 | 0            | 0              |
| 6  | Lompoc Division                        | 9                         | 7  | 1 | 1 | 0 | 0 | 0 | 2            | 0              |
| 7  | Solvang Division                       | 2                         | 1  | 0 | 1 | 0 | 0 | 0 | 0            | 0              |
| 8  | Santa Maria Building B                 | 2                         | 1  | 0 | 1 | 0 | 0 | 0 | 0            | 0              |
| 9  | Santa Maria Building C                 | 10                        | 7  | 2 | 1 | 0 | 0 | 0 | 3            | 0              |
|    | Santa Maria Building D                 | 6                         | 5  | 1 | 0 | 0 | 0 | 0 | 1            | 0              |
| 10 | Santa Maria Building E                 | 6                         | 6  | 0 | 0 | 0 | 0 | 0 | 0            | 0              |
| 11 | Santa Maria Building F                 | 2                         | 0  | 0 | 1 | 1 | 0 | 0 | 1            | 3              |
| 12 | Santa Maria Building G                 | 14                        | 10   | 0 | 2 | 0 | 2 | 0 | 6            | 0              |
| 13 | Santa Maria Building H                 | 2                         | 2  | 0 | 0 | 0 | 0 | 0 | 0            | 0              |
| 14 | Santa Maria Juvenile Court             | 5                         | 3  | 1 | 1 | 0 | 0 | 0 | 1            | 0              |
| 15 | Miller Street – Mediation              | 1                         | 1  | 0 | 0 | 0 | 0 | 0 | 0            | 0              |
| 16 | Miller Street – Investigators          | 1                         | 1  | 0 | 0 | 0 | 0 | 0 | 0            | 0              |

Example: If there are 6 Judges Chambers with no stalls, 2 staff restrooms with no stalls, and 1 restroom with 2 stalls, and 1 restroom with 4 stalls

|   |                    | Total Number of Restrooms | Number of Restroom Stalls in Each Restroom |   |   |   |   |   | # of Urinals | Showers/Saunas |
|---|--------------------|---------------------------|--|---|---|---|---|---|--------------|----------------|
|   |                    |                           | 0  | 1 | 2 | 3 | 4 | 5 |              |                |
| 1 | Example Building X | 10                        | 8  | 0 | 1 | 0 | 1 | 0 | 0            | 0              |

**PRICING SHEET**

Please provide your total monthly costs and total hourly rates in the appropriate space in the table below to perform the Work as described in Section II of this RFQ. The quoted costs and rates shall include all taxes and shall be fixed for a period of at least one year, unless a change in governmental regulations, such as a change in the prevailing wage, necessitates a revision to the costs or rates.

| <b>Item</b> | <b>Facility</b>                        | <b>Optional /Trash for Judges &amp; Secretarial</b> | <b>Total Monthly Cost</b> |
|-------------|--|---|---------------------------|
| 1           | Anacapa Division                       | \$  | \$                        |
| 2           | Figueroa Division                      | \$  | \$                        |
| 3           | Santa Barbara Jury Services            | \$  | \$                        |
| 4           | Santa Barbara Juvenile Court           | \$  | \$                        |
| 5           | Santa Barbara Court Modular (Archives) | \$  | \$                        |
| 6           | Lompoc Division                        | \$  | \$                        |
| 7           | Solvang Division                       | \$  | \$                        |
| 8           | Santa Maria Building B                 | \$  | \$                        |
| 9           | Santa Maria Building C                 | \$  | \$                        |
| 10          | Santa Maria Building E                 | \$  | \$                        |
| 11          | Santa Maria Building F                 | \$  | \$                        |
| 12          | Santa Maria Building G                 | \$  | \$                        |
| 13          | Santa Maria Building H                 | \$  | \$                        |
| 14          | Santa Maria Juvenile Court             | \$  | \$                        |
| 15          | Miller Street – Mediation              | \$  | \$                        |
| 16          | Miller Street – Investigators          | \$  | \$                        |
| 17          | Santa Maria Building D                 | \$  | \$                        |

| <b>Item</b> | <b>Miscellaneous Services As Requested By The Court</b> | <b>Total Hourly Rate</b> |
|-------------|---|--------------------------|
| 1           | Exterior Window Cleaning                                | \$                       |
| 2           | Emergency Services As Requested By The Court            | \$                       |

*End of Pricing Sheet*