



Purchasing Department
530 Water Street
Oakland, CA 94607

October 9, 2015

ADDENDUM No. 1

RFP No. 15-16/02 - Janitorial Services for 530 Water St. and Other Port Assets

This Addendum modifies the original RFP Documents for the above mentioned RFP. **Acknowledge receipt of this addendum in the space provided on the RFP Acknowledgement and Signature Form (Attachment 3). Failure to do so may disqualify your proposal.**

The following corrections have been made to the above referenced proposal:

A. Correction:

- On the Scope of Services, Page 2 of 14, under item B- **Staffing Requirements and Hours of Operation**: the Day Porter hours state “7:30 pm – 4:00 pm”. This is a typo and the correct reference should be “**7:30 am – 4:00 pm**”.

Position	Hours	Responsibility
Day Porter	7:30 am – 4:00 pm	All assets
Night Crew	6:00 pm – 12:00 am	All assets
Parking Lot/Garage Staff	6:00 am – 10:00 am	Two garages and 1 surface lot

B. Floor Plans:

- During the pre-proposal meeting on October 1, 2015, Port staff handed out floor plans for 530 Water St. If your firm attended this meeting and didn't receive a copy of the floor plans, please contact Nickulaus Sioson at nsioson@portoakland.com to request a copy.

Notice: All floor plans distributed during the mandatory pre-proposal meeting must be destroyed if the proposer elects not to submit a proposal or if the proposer submits an unsuccessful proposal for this project. No part of the document may be disclosed to any person without the permission of the Port.

The following questions were submitted by the deadline and are answered in this addendum:

- Question: Please confirm number of cleaning square footage required for all site location listed in the RFP documents, are they all correct?

Answer: Yes, the listed square footage for all location under Scope of Services, item A – “Site Locations and Description” are all correct.

- Question: In regards to the insurance requirements, will a subcontractor or subs be required to provide the same level of insurance as stated in attachment 9 of the RFP document?

Answer: Yes, all subcontractors shall comply with all of the insurance and indemnity requirements.

3. Question: Please clarify number of pages required to response for this proposal. Are 16 pages one sided or 8 pages double sided enough to explain work plan and intelligent response based on the submission requirements?

Answer: While we understand that proposers want to provide background information on their company such as the history and mission of their firm, the Port will be primarily focused on the Submission Requirements and requested forms. Please use your best judgement when packaging your proposals with an effort to keep it informative and substantive.

Note: *The requested forms required to be submitted with your proposal do not count against the 16 page limit.*

4. Question: In regards to the Non-Discrimination and Small Local Business Utilization Policy, if the Prime contractor uses a subcontractor can we still earn points based on Subs status for the Non-Discrimination and Small Business? And if we used Subs say for example, for 25% of the contract can we still earn up to the 15% points awarded? Is there a percentage of the work Subs must perform to earn those points?

Answer: Proposers do not have to be Port certified to pursue this offering. However, preference points shall be awarded ONLY to small/local businesses that are certified with the Port. Preference points will be credited proportionately based on the percentage of work being performed by Port certified prime and subs (counting the whole team). Please refer to Attachment 5 “Non-Discrimination and Small Local Business Utilization Policy” for a description of how the Port awards preference points. There is not a set percentage of work Subs must perform to earn local preference points.

5. Question: Can we subcontract out the power sweeping if needed to be more cost competitive?

Answer: Yes, however your firm will be responsible for insuring this work is completed pursuant to our contract, as well as paying your subcontractor directly.

6. Question: The RFP states that a lead person must be on site during work hours but there are 3 different sets of work hours: Day porter 7:30 a.m.-4:00 p.m., night crew 6:00pm-12 midnight and garage staff 6:00 a.m.-10:00 a.m. Would it be fair to assume that you mean during the time the night crew are working?

Answer: Our request for a lead person applies to the Night Crew and should not necessarily be interpreted as a supervisory position. The lead person must be able to communicate with the Port and security personnel if need be, is trained and knowledgeable on the scope of work and frequencies, is aware of the location of keys, equipment and supplies and capable of training new hires if need be. The Port anticipates the lead person would just be a member of the night crew who acts as the lead in corresponding with the Port.

7. Question: Who is the sweeping subcontractor for the Washington Street Garage? Is this firm LIA or LBA certified?

Answer: Perfection Sweeping. This firm is not Port certified.

8. Question: Can we earn preference points as a Western Regional Minority Supplier Development Council (WRMSDC) certified firm? If so, how do we submit that information?

Answer: For this project, the Port of Oakland will not accept certification from other public agencies. In order to receive small/local business preference points on this RFP, your firm must be Port certified. In Attachment 5 of the RFP, it states that “Consultants or any team members wishing

to be certified by the Port must submit a Certification Application with all supporting documents seven (7) business days prior to the proposal due date". You can apply certification on line: <http://www.portoakland.com/srd/>. For questions on certification, please contact Pamela Bell (510) 627-1419 or pbell@portoakland.com.

9. Question: Can you clarify the Washington Street Garage sweeping schedule?

Answer: Sweeping in the Washington Street Garage (all floors) and Underground Garage is required weekly and is currently done on Sunday night/Monday morning while the garage is closed to the public. The contract awardee is required to provide their own power sweeper. As part of your proposal submission you may propose a more suitable time to conduct the sweeping if the hours stated in the RFP don't work for you.

In addition to the sweeping, the contract awardee is required to perform floor scrubbing in the Washington Street Garage and Underground Garage. The Port will provide a scrubber but not fuel. Scrubbing rotates weekly (currently performed on Wednesday evening) with Floors 1 and 2 performed one week, Floors 3 and 4 on the next week, Floors 5, 6, and 7 on the next week, and the Underground Garage on the 4th week. The contract awardee may also propose scrubbing hours that are more suitable to the parking lots being empty.

10. Question: Who is the current Janitorial Services provider?

Answer: Able Building Maintenance

11. Question: What is the current contract price?

Answer: The current contract price is not relevant as the scope of work in the existing contract is different to what we are specifying in this Request for Proposal.