



Purchasing Department
530 Water Street
Oakland, CA 94607

Date: **March 17, 2022**

ADDENDUM No. 1

Bid No. 21-22/37 – Building D-510 Janitorial Services

This Addendum modifies the original Bid Document for the above referenced Bid. **Acknowledge receipt of this addendum in the space provided on the Bid Form Addenda Acknowledgement (Attachment 2). Failure to do so may disqualify your bid.**

The following correction has been made to the above referenced Bid:

1. Port of Oakland has updated 2nd Floor maps titled “ADMINISTRATION SECOND FLOOR PLAN – AREA 1” with the revised “HFC BUILDING – 2ND FLOOR PLAN” maps for Daily and Weekly; Monthly, and Quarterly, see Attachment 1 of this Addendum for revised floor maps.

There are no other changes to Bid No. 21-22/37.

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

1. **Supplier Question:** Can bid documents be bound together?

Port Response: *Bid response documents may printed on 8 ½” x 11” paper, submitted materials can be bound together in whatever manner deemed needed (example stapled or binder clip) but is not required.*

2. **Supplier Question:** Do I only submit a bid on the Port Bid sheets supplied, or can additional information be included in the bid response.

Port Response: *All Port Bid forms noted in “Table of Contents” that “Must Be Returned with Your Bid” must be included with your bid response, additional information may be included with your bid response but not in lieu of required Port forms. The Port’s Bid Form must be filled out and submitted.*

3. **Supplier Question:** Is there any stripping/waxing of other floors required?

Port Response: *Currently there is no stripping/waxing as part of this contract.*

4. **Supplier Question:** How many janitors currently do the cleaning?

Port Response: *One janitor*

5. **Supplier Question:** Who is the incumbent janitorial company?

Port Response: *Metropolitan Maintenance*

6. **Supplier Question:** What is the incumbent janitorial company's monthly charges?

Port Response: *Monthly invoicing various based on the service schedule provided.*

7. **Supplier Question:** Has there been any significant changes in the Scope of Work in this bid from the prior bid for the same services?

Port Response: *No significant changes from the previous contract.*

8. **Supplier Question:** Will the contractor's cleaning staff be required to comprehend and speak English? Is there a U.S. Citizen requirement for the cleaning contract?

Port Response: *The staff must be able to legally work in the United States and there shall be a lead person or other responsible member at least 18 years old, on site who shall be able to speak, read, and write the English language to the extent required for proper communication in-person, via telephone, and in writing. Further, such person shall be properly trained to be able to telephone law enforcement agencies and/or the alarm company in the event of break-in or inadvertent activation of the security alarm system..*

9. **Supplier Question:** Is the City of Oakland's Living Wage Requirement required to pay our employees at \$17.56 per hour without benefits as listed in Attachment 6, City of Oakland City Charter §728, item 1?

Port Response: *Indeed, the City of Oakland adopted a Living Wage Ordinance through an enterprise department, the Port of Oakland. The Living Wage rate is adjusted every July 1 and is currently \$17.56 per hour without health benefits and \$15.30 with health benefits. The Living Wage requirements apply under the following conditions: (1) contracts over \$50,000; (2) businesses with more than 20 employees; and (3) employees spend 25%+ of their time on the Port of Oakland contract activities.*

10. **Supplier Question:** What is the current term of the incumbent's agreement?

Port Response: *Currently the services are month to month.*

11. **Supplier Question:** Can you confirm that no bid bond is required for this project?

Port Response: *Please refer to Bid document Attachment 1, Instruction to Bidder's, item 10; if box is checked then Bid Security (or Bid Bond) is required, this box is NOT checked, therefore none is required.*

12. **Supplier Question:** What type of bonds will be necessary for the successful bidder?

Port Response: *No bonds are required with the submission of your bid; however, you will be required to provide employee dishonesty bond coverage for janitorial services in and around Port building or facilities, prior to the issuance of a contract.*

13. **Supplier Question:** What specific insurances will be required for this project?

Port Response: *Please refer to Attachment 4, Supplier Insurance Requirements in bid document for all insurance requirements.*

14. **Supplier Question:** Is there a monthly budget/allowance for the cleaning products that need to be provided?

Port Response: *There is no monthly budget/allowance allowed, it should be encompassed as part of your bid.*

15. **Supplier Question:** Is there a list of preferred cleaning products that will be used and/or any specific color and brand of plastic garbage liners?

Port Response: *There is no preferred list of products. Products must comply with what is listed within the scope of services 1.vii. As far as garbage liners, the Port will provide garbage liners and paper products.*

16. **Supplier Question:** Is a California seller's permit license required for the products to be provided?

Port Response: *No*

17. **Supplier Question:** When ordering products, can they be delivered straight from the supplier to the Port of Oakland work site? If so, does a contractor representative need to be present or the Port of Oakland representative can receive the products from supplier? Or does the successful bidder/contractor need to deliver the products?

Port Response: *Contractor will need to deliver and store products themselves. Port will not be responsible for accepting deliveries on behalf of the contractor.*

18. **Supplier Question:** Does the contractor's employee need to clock in or clock out at any place required by the Port of Oakland?

Port Response: *No clocking in or out is required at this time.*

19. **Supplier Question:** In case that a badge or keys are lost, what is the procedure and fees to regain access/obtain new keys?

Port Response: *We will go over that process with the successful bidder/contractor upon the initial contract walkthrough.*

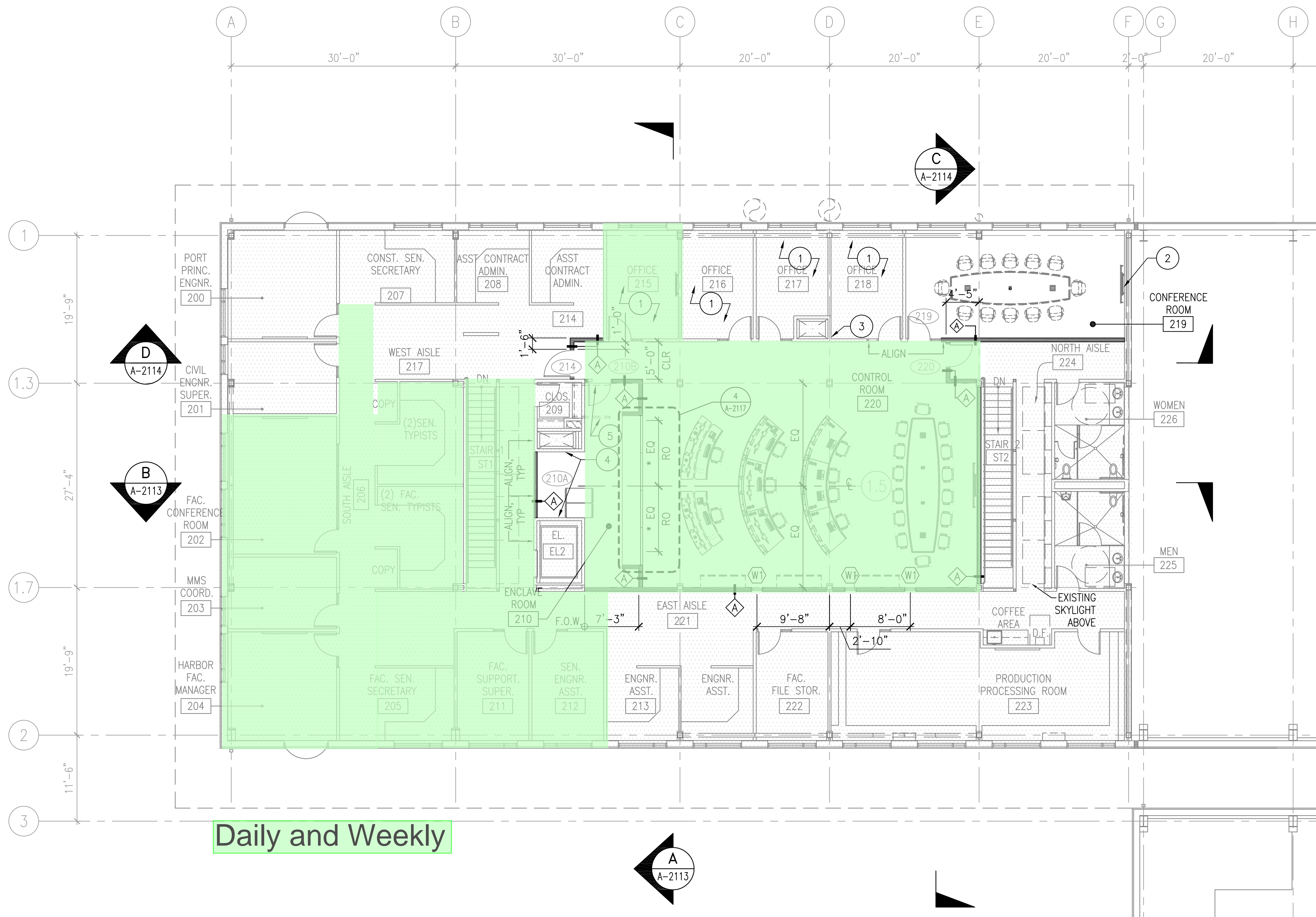
20. **Supplier Question:** When submitting the quarterly payroll reports to allow Port representatives access to payroll records in order to monitor compliance and labor organization representatives, what type of program/software is used? Are there any fees involved to gain access and be able to submit the payroll records?

Port Response: *No are no current payroll reports required under this bid by the Port, but janitorial services contractors with one or more employees and one or more janitorial workers must register with the Labor Commissioner's Office and renew every year of the agreement. There may be payroll requirements with the Labor Commissioner's Office, so please check with them.*

End of Addendum Questions. Please see the attached floor plan.

ATTACHMENT 1

Revised Maps – 2nd Floor Plan



HFC BUILDING – 2ND FLOOR PLAN
SCALE: 1/8"=1'-0"

GENERAL NOTES:

1. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS IN FIELD AND NOTIFY ARCHITECT OF ANY DISCREPANCIES PRIOR TO PROCEEDING. GENERAL CONTRACTOR TO VERIFY ALL EXISTING GRID DIMENSIONS.
2. NEW CONSTRUCTION SHOWN ALIGNED WITH EXISTING CONSTRUCTION SHALL BE FLUSH AND SMOOTH, UNLESS OTHERWISE NOTED.
3. PROVIDE AND INSTALL ALL NEW CONSTRUCTION TO MEET APPLICABLE CODES AND REGULATIONS.
4. INSTALL PARTITIONS TO CONFORM TO MANUFACTURERS' INSTRUCTIONS, ANCHORED FIRMLY TO SLAB AND TIGHTLY SECURED TO CEILING SUSPENSION SYSTEM OR DECK ABOVE AS INDICATED.
5. WHERE ACOUSTICAL PARTITIONS ARE INDICATED, ACOUSTIC BATT INSULATION SHALL CONTINUE BEHIND ALL ELECTRICAL AND TEL/DATA DEVICES/BOXES, ACOUSTIC BATT INSULATION SHALL EXTEND FULL HEIGHT OF PARTITION. CONTRACTOR SHALL BE REQUIRED TO FILL ALL PENETRATIONS MADE FOR ROUTING OF CABLING, ETC.
6. ALL PARTITIONS ARE DIMENSIONED TO FACE OF FINISH UNLESS OTHERWISE NOTED. ALL "HOLD" DIMENSIONS SHALL NOT BE CHANGED. ALL "CLEAR" DIMENSIONS ARE NOT ADJUSTABLE UNLESS APPROVED BY ARCHITECT DEVIATION GREATER THAN 1/4" WILL RESULT IN REJECTION OF WORK.
7. SET FINISH DOOR OPENINGS IN ALL PARTITIONS 4" FROM ADJACENT PERPENDICULAR PARTITION, UNLESS OTHERWISE NOTED.
8. COORDINATE ALL FLOOR POKE THROUGH LOCATIONS WITH FURNITURE ONCE SPECIFIED.
9. EXISTING FLOOR SLAB SHALL BE PATCHED, PREPARED, REFINISHED, LEVELED AND SEALED AS REQUIRED FOR PROPER INSTALLATION OF FINISH MATERIALS.
10. ALL AREAS WITHIN "LIMIT OF WORK" TO BE PAINTED GWB WITH RUBBER BASE UNLESS OTHERWISE NOTED.
11. CONTRACTOR TO COORDINATE WITH VIDEO EQUIPMENT VENDOR FOR REQUIRED WALL OPENING.

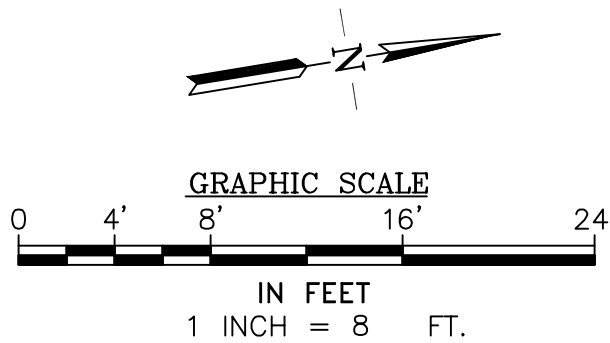
KEY NOTES:

- 1 NO NEW ARCHITECTURAL WORK
 - 2 NEW APPROX 60" DISPLAY / MONITOR, PROVIDE STUD REINFORCEMENT – FUTURE SUBMITTAL TO INCLUDE SPEC AND DETAIL
 - 3 EXISTING SHAFT WALL AND DUCT WORK TO REMAIN
 - 4 PATCH WALL TO MATCH EXISTING WHERE PARTITION WAS DEMOLISHED
 - 5 (N) 3-3" & 3-4" Ø CONDUIT FROM RM #209 TO ENCLAVE RM #210; SEE DETAIL 7/A-2118
- 4"X 18GA. MTL STUDS @ 16" OC W/ 1 LAYER PAINTED FULL-HEIGHT 5/8" GYP BD EA SIDE W/ 4" MINERAL WOOL SOUND ATTENUATION BLANKETS – PER DETAILS 6 + 8 / A-2113
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LEGEND:

- NOT IN SCOPE
- NEW WALLS
- EXISTING WALLS TO REMAIN
- PARTITION TYPE
- FURNITURE – REFER TO A-2112

KEY PLAN



CAUTION: THIS PLAN MAY BE REDUCED

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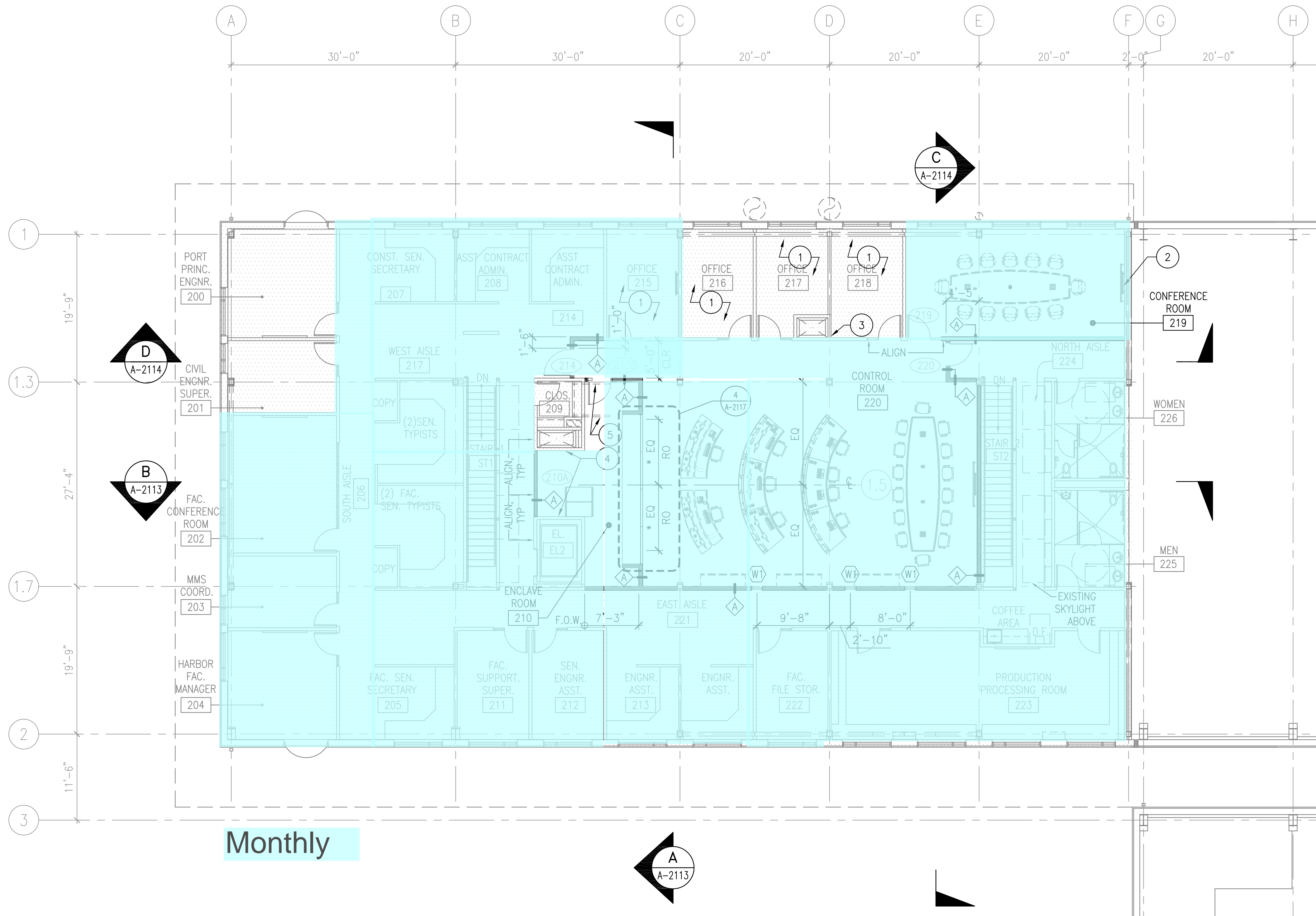
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DESIGNED	J.MAGSAYSAY
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PORT OF OAKLAND
FREIGHT INTELLIGENT TRANSPORTATION SYSTEMS (FITS) JOINT TMC/EOC
ARCHITECTURAL 2ND FLOOR PLAN

DATE: 02-28-2019
SCALE: 1/8"=1'-0"
SHEET: 18 OF 74 SHEETS
A-2110 AA-4249



HFC BUILDING – 2ND FLOOR PLAN
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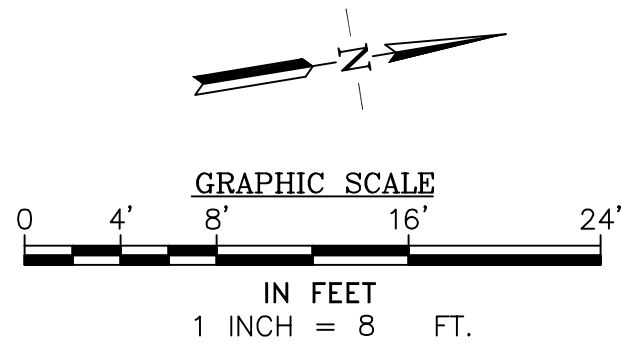
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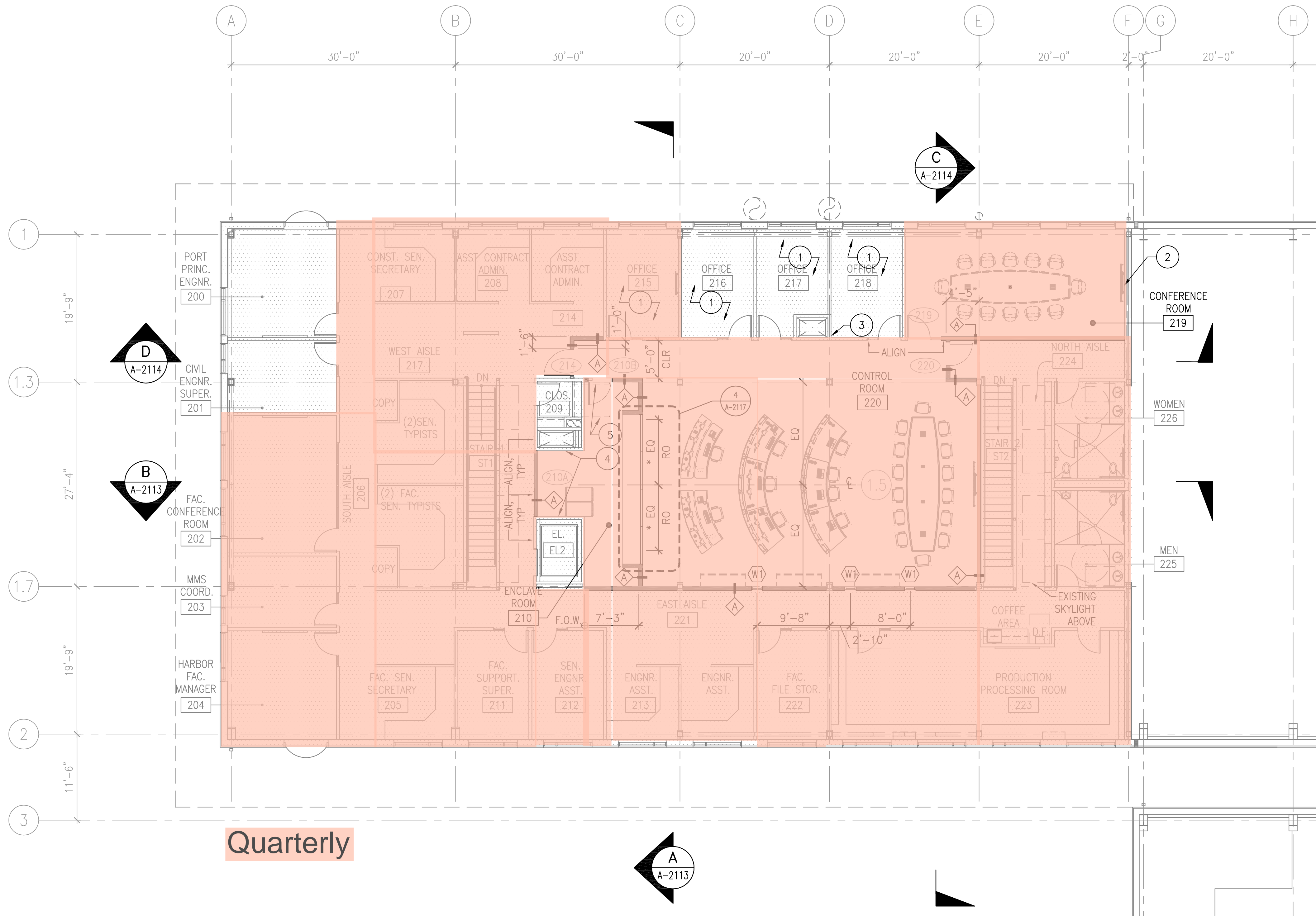
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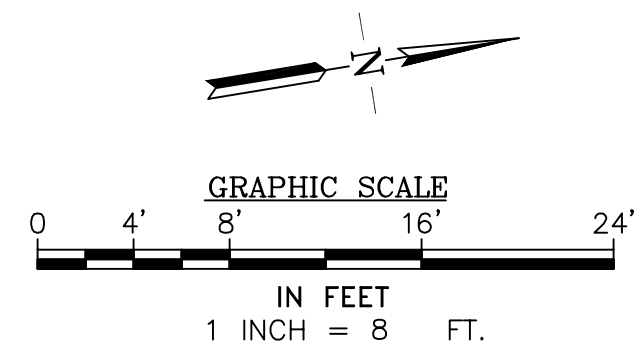
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