



Purchasing Department
530 Water Street
Oakland, CA 94607

January 30, 2020

ADDENDUM No. 1

Bid No.: 19-20/09 – Building D-510 Janitorial Services

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

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

1. Question: If I might not be able to make the pre-mandatory meeting, but could I still apply for this bid?
Answer: No, the pre-bid meeting was a mandatory meeting. Prospective bidders not attending this meeting may not bid on this contract.
2. Question: Please confirm that a Bid Bond/Bid Security and/or Performance Bond are NOT required to be submitted with the bid, is this correct?
Answer: No Bid Bond/Bid Security and/or Performance Bond are required.
3. Question: I would like to know if companies from NY are allowed to bid on this?
Answer: Answer: Yes, but all interested bidders must attend the pre-mandatory meeting in order to participate.
4. Question: How many janitors are currently performing under the existing janitorial contract?
Answer: Currently one active janitor provides service to this location.
5. Question: Of those janitors that are currently performing on the current janitorial contract, how many of them are part-time, and full-time?
Answer: The workload is anticipated to consume 6-8 hours per day depending on the daily, weekly, monthly, quarterly, and semi-annual service needed to be done.
6. Question: What are the working hours for the work that is outlined in this solicitation?
Answer: Work may commence after 3:30 PM and must be complete by 6:00 AM.
7. Question: During the life of the current contract, how many times has the current contractor received a complaint about their performance?
Answer: We currently are not able to disclose this information at this time.

8. Question: Who's the current vendor for this contract?

Answer: Metropolitan Maintenance Service

9. Question: What is the current monthly price?

Answer: Because we are in a competitive Bid situation we are not able to disclose this information at this time as it would not be fair to the incumbent.

10. Question: If the City of Oakland Living Wage rate increases during the course of the agreement, are we allowed to submit an increase?

Answer: Living wage rates are adjusted annually by the City of Oakland. Bidders will need to calculate a flat rate that will be inclusive of any anticipated annual increases accordingly.

11. Question: What is the living wage currently in force in Oakland?

Answer: The current Living Wage rate as of July 1, 2019 is at least \$14.35 per hour with health benefits, and \$16.47 without health benefits.

12. Question: Will the Employee Dishonesty Bond still be required for this BID?

Answer: Yes, this bond is still required.

13. Question: What is the square footage of the Building D-510?

Answer: Approximately 25,000 sq. ft.

14. Question: Do you have the checklist of the required documents that need to be included when submitting bid?

Answer: Please refer to the table of contents page of the bid document and the column titled "Must Be Returned with Your Bid" for all documents to be submitted.

15. Question: At Attachment 6-B "Certificate of Compliance – Living Wage", what do we need to fill in at the _____ area of the 2nd paragraph?

Answer: "Certificate of Compliance" is not required to be submitted by the bidder until the contract is awarded.

16. Question: Is the Employer Identification No. (EIN) same as Tax ID number?

Answer: An EIN number is the Employer's Identification Number for when a business has employees and it is their Tax ID number. For business that operate as a sole proprietor a social security number (SSN) may work as their Tax ID number.

17. Question: Are we required to attach a cashier check when submitting bid?

Answer: No, Bid Bond/Bid Security is not required.

18. Question: If the bidder's company is an affiliate of a parent's company, can the Director of the bidder's company sign the bid form? Or the CEO of the parent's company should sign?

Answer: For the purpose of submitting a bid, the CEO of the Parent Company and the Director of the Affiliate who can commit the company to the services should sign the form. When it comes time to sign

the contract, the CEO should sign the Contract and another company executive should "attest" to his/her signature.

19. Question: If the parent's company is one of the bidder's company clients, can the bidder's company list the parent's company on the client reference?

Answer: We would like three independent client references, but if you choose to list your parent company as a reference, please make sure to indicate this is your parent company.

20. Question: If the bidder's company doesn't have a DIR, will it be ineligible of this bidding process?

Answer: Bidders are required to register with Department of Industrial Relations prior to submitting a bid.

There are no other questions to Bid No. 19-20/09