

RFP for Facilities Maintenance Questions and Answers

1. Will the city accept incidental E&O insurance under contractor's GL policy (\$20M) in the amount of \$1M
We can lower the limits down to \$5M... and don't need professional liability.
2. Are materials, parts and supplies etc. (other than janitorial) needed to complete the scope of work re-billable to the city? **YES**
3. Does the city currently have a sewer video system for use by the contractor or is it to be provided; if it is to be provided is the system/service re-billable?
The Facility section owns a Sewer Video System
4. Can the city provide a work order report covering one quarter that includes amount of work orders by service category? **The City will post a quarterly report to the website.**
5. Will the city provide office and or shop area(s) for contractor's operations
Proposers may identify any City owned facilities or property which Proposer would propose to use or lease, purchase, or rent from the City in connection with the services to be performed, including information about the terms of any proposed lease, purchase or use of such equipment and facilities, and how this proposed structure affects the overall cost proposal to the City.
6. Will the city provide a location for equipment, material and vehicle storage?
See Question #5
7. Will the city consider having a pre proposal meeting to discuss?
Proposers are welcome to visit any public facility, however given the number of facilities the City will not be having a proposal meeting at this time
8. The scope of work requires various specialty contractor work that is not recurring such as infrared testing; switch gear testing, roof moisture surveys etc. Are these types of services re-billable to the city? **TBD**
9. I can't see anything in the bid about a walk through. Is there one? **NO – The Janitorial Section provides floor plans of areas to be cleaned and identifies equipment areas as well.**
10. I was wondering, who is your current vendor and what is monthly cost that your city is paying for Janitorial Services? **CCS OF COSTA MESA - \$26,918.26 as per the January 2012 invoice.**
11. Page 3 requires journey-level workers. Why? **To maintain the same level and quality of service.**
12. After the initial background checking we are required to pay the cost for background checks. What will that cost be? **TBD**

13. Page 5 says we shall provide all paper supplies and then it says that we shall indicate whether supplies sold include a markup. Are we supplying you with supplies and the billing you back for them or are they to be included in the price?

YES

14. On page 5 it talks about "Existing Service Contracts". Can you please explain what you mean about wanting us to take over current contracts? **Manage the contracts that are in place to maintain the same level of service.**

15. Do any of the buildings have more than 3 stories other than City Hall? **The Training Tower at the Placentia Street Fire Station #4 (Five stories with a roof access).**

16. Can you please give us a percentage of flooring in each building? Like 80% carpet and 20% VCT? **Don't know at this time.**

17. Are we to take the excluded square footage off the total or has it already been taken off? **Proposers are to bid on the square footage as reflected in the RFP.**

18. Is any special equipment being used currently? Golf carts, etc? **Specialized equipment relative to building maintenance & construction – No Golf Carts.**

19. On page 52 it's asking for hourly rates to trades we don't provide. I'm not sure what this is about. We have never been asked to provide all these services before from a City. Do we have to provide these services to be part of the bid? **The work stated in the RFP is work the City staff performs.**

20. What holidays are we expected to work and for what locations? **Facility Maintenance Staff DO NOT work on Holidays unless called out for Emergency overtime work.**

21. Is there any prevailing wage that the City is requiring? **Yes, all labor must be paid at prevailing wage rates.**

22. At the parks are we only responsible for the restrooms only? **Restrooms ONLY**

23. Page 27, 28, 29 – are all of the square footages cleanable or gross? If gross what is the cleanable square footage - example Fire Stations **Custodial work in Fire Stations are performed by Fire Staff. All cleanable square footages are identified in the Custodial Section of RFP.**

24. Can you provide a breakdown of tile, carpet and cement per site in square footage? **No**

25. Can you provide the number of fixtures per restrooms including showers? **No**

26. What is exactly the prevailing wage amount? **See DLSE Prevailing Wage Rate Determinations at: <http://www.dir.ca.gov/dlsr/PWD/index.htm>**

