



City of El Segundo

PUBLIC WORKS DEPARTMENT

CUSTODIAL SERVICES RFP **Additional and Final Q&A**

RFP #: 20-01
RFP Title: Custodial Services
Due Date: April 3, 2020 at 3:00 PM PST
Contact Person: Jasmine Allen, Senior Management Analyst
E-Mail/Phone: jallen@elsegundo.org 310.524.2365

- 1. Would you prefer that pricing be provided for years 1, 2 & 3?**
A: The agreement between the City and the selected contractor will allow minimum wage increase adjustment if the increase exceeds the CPI adjustment.
- 2. Does the City have an idea of how much the current spend is on supplies (paper towels, hand towels, etc.)? Who furnishes and pays for consumable supplies (trash liners, Restroom soap, paper, seat covers, sanitary bags, urinal blocks, sanitizer gels and wipes, air fresheners, etc.)? If the contractor is expected to pay, we need a usage history so we can estimate the monthly cost for these items, all of which are used and consumed by city employees and visitors to city facilities, and are not needed for cleaning tasks. Can we get a cost history? If you don't have one, the distributor who furnishes them should have a good idea of the monthly cost. We need the distributor's name and/or phone #.**
A: Supplies are provided by the vendor/custodian services and the cost is not broken down in our current contract; labor and materials are included for the price.
The City has ~350 employees + visits from residents/ businesses. City's Internal Custodian will clean the secure areas, which is 25% of PD (includes jail cells).
- 3. Can the City please provide additional detail on the Zonar GPS system?**
A: This pertains only if the custodial services provider uses the type of system (or any other system/app).
- 4. Due to sites being close and unavailable to visit, is it possible to postpone the due date of the RFP to ensure we are able to see all locations included in the RFP?**
A: No. The time is of essence. The facility tour was provided on March 11th, after the pre-proposal meeting.
- 5. On Exhibit E – it is requested that we provide the No. of Staff per day dedicated to the location. Would you like vendors to provide the daily hours instead? i.e. 10 hours per day, 3 hours per day?**
A: Please provide the number of staff per day dedicated to the location.
- 6. Whose name goes on the Cover Letter and the envelope? Should it be Jasmine Allen, Senior Management Analyst, or simply City Clerk?**

A: The RFP states: "Name, title, address, telephone number and e-mail address of the individual to whom correspondence and other contact should be directed during the RFP and selection process". All information for Senior Management Analyst, Jasmine Allen, is provided in the RFP.

7. And are we supposed to mark the outside of the envelope with the Bid Description and Due Date and Time, or do you just open them when they arrive, and not hold them unopened until the actual Due Date and Due Time?

A: Please follow directions on the RFP: All proposals, whether accepted or rejected, shall become the property of the City upon submission. Proposers shall provide five (5) complete paper copies and one (1) electronic copy of the proposal on a flash/thumb drive in PDF or Word format. The naming convention for the file is "Bid No. 20-01 for Custodial Services - company name".