

ANSWERS TO QUESTIONS FOR RFP# LASSEN-052024 JANITORIAL SERVICES

Issue Date:
June 14, 2024, *Estimate*

The following document shall be incorporated as part of the above-mentioned RFP.

ALL OTHER REQUIREMENTS, TERMS, AND CONDITIONS REMAIN UNCHANGED

1. As far as I understand, both questions and answers will be posted on June 14, 2024. This is past the due date for allowed questions. If I have any follow-up questions after reading answers on June 14th, may they be asked?

Answer: No, per the RFP document June 14, 2024, is the deadline for reviewing answers to all questions. Read through the RFP documents for any additional information.

2. To submit, which of the following is the correct way to fill out and submit documents?
 - open each attachment, fill it out on the computer, save it, and then attach the typed-out document to an email to submit?
 - print off the documents, fill them out by hand, scan, and attach them to an email?

Answer: Proposals can be completed via computer or by hand. Please read through the RFP document for instructions on how to submit your proposal.

3. **Exhibit 1 – Cost Proposal Sheet**

The form states the service days are Monday, Wednesday, and Friday. The service days are Monday through Friday, correct?

To calculate my bid, would the number of work hours per week be multiplied by 52 weeks?

Answer: Yes, the days of service are Monday-Friday. Please provide an annual cost or monthly cost.

4. CERTIFICATIONS, ATTACHMENTS, AND OTHER REQUIREMENTS

6.1 Proof of Good Standing

Is there a document to sign and submit for this?

Answer: Please read section 16.6, Certifications, Attachments, and Other Requirement of the RFP document. This section states that “if the proposer is a California corporation, limited liability company, limited partnership, or limited liability partnership, proof that the Proposer is in good standing in California. Please contact the State website for more information. If you do not have this, then this may not be applicable.

5. 6.2 Business License

Is this a City of Susanville business license?

Answer:

If you have a business license, regardless of what city it is issued for, please submit it. If you do not have this, then this may not be applicable.

6. 6.3 Certificate of Insurance

Under 3.0 General requirement is says “...The JBE may, in its sole discretion, accept self-insurance or risk-pool coverage as a substitute for any of the required insurance policies under this agreement.” Does this mean the bidder can use their own personal insurance for coverage and does not have to purchase general liability insurance? If that’s not what it means, there are many insurances listed: commercial general, commercial auto, workers comp/employer liability, professional liability, cyber, & technology. Are these insurances to be purchased and submitted before the bidder knows if they are being awarded the contract? Do all insurances listed need to be purchased, and if not, which insurance purchases are mandatory?

Answer: No, it means that if a vendor is part of a risk-pool insurance, which is part of an alliance or insurance program where a pool from a county or some type of organization has the funds in a pool for those vendors who participate in this group can leverage the funds and insurance.

Vendors should have at a minimum a Business Owner’s Policy (BOP Contractors should have workers comp, general liability and automobile liability. Commercial crime if dealing with money. If you are self-proprietary, does not need workers comp, if you do not have employees. Only automobile and general liability if no employees. If and when a contract is awarded. The appropriate insurances listed above will be the only ones listed. All others that do not apply will be removed. As per that document sections state, if not applicable will be removed.

7. 6.7 Attachment 6

Under Vendor category would 'contractor' be the correct box to check instead of 'employee?'

Answer: No. As per Attachment 6, section 6, is to be completed by the court. If you are already in our system, no need to complete this form.

8. 6.8 Attachment 7

I am currently receiving electronic payments and no information has changed. Would I mark "certification?"

Answer: As per the RFP document, item 12.0, RFP Attachments, Attachment 7, Electronic Funds Transfer Authorization form, in parenthesis it states (" this form is optional). If you are already in our system, no need to complete this form.

9. Exhibit 2 - Proposers Response Template

Would 1.0 (proposer information) and 2.0 (company overview) be typed out on a piece of paper to answer questions instead of using a specific form?

Answer: Exhibit 2, Proposers Response Template is a fillable form and can be used to complete each section with the information required. It is up to the proposer if they want to hand write in this form or type in the information. It is also up to the proposer if they want to add additional separate documents with this information.

10. Exhibit 2 - Proposers Response Template

Under 3.0 (Financial statements) would 3 paystubs be sufficient with a letter from the CEO of Lassen Superior Court?

Answer: Please read through this section again. This is asking for the Proposers' last three years' financial statements and for the Proposers Chief Financial Officer or someone in that capacity to certify. It can be the owner if there is no CFO. Annual amount is ok to provide. No need to provide itemized finances.

11. Exhibit 2 - Proposers Response Template

5.0 (overview of proposer's qualifications) Who is writing up the overview on the bidder?

5.1 (Resumes) The bidder needs to submit a resume?

5.4 (references) would this be 3 staff members of Lassen County Superior Court who would be used for the bidder's references?

Answer: Please read these sections again in the RFP document. It is the Proposers responsibility to complete these sections. Section 16.4 of the

RFP document has subsections for the information that is required. It has 16.4.1. Resumes (proposer is required to submit resumes of their employees, if they have any and of themselves), 16.4.2, Capabilities, 16.4.3, References (you can use current and prior customers). It describes what is needed from each section.