



SUPERIOR COURT OF CALIFORNIA  
COUNTY OF MERCED

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**Questions and Answers**

1. Q: Who has the current Janitorial contract? What is the current contract amount?

A: To maintain the integrity of the court's procurement process, we will not be sharing this information. Pursuant to California Rules of Court Rule 10.500, providing this information will compromise the competition of this solicitation.

2. Q: Are samples of products only required if the bid is submitted in person? What about the electronic submittal?

A: Product samples are required regardless of how the proposal is submitted.

3. Q: Approximately how many employees per site to better estimate the supply cost?

A: Old Courthouse - 46  
Ogletree - 77  
Traffic - 13  
Storage – 0  
Juvenile - 2  
Los Banos - 19

4. Q: What is the current monthly charge of the current contractor?

A: To maintain the integrity of the court's procurement process, we will not be sharing this information. Pursuant to California Rules of Court Rule 10.500, providing this information will compromise the competition of this solicitation.

5. Q: How many restrooms and offices per building?

A: Below are the number of restrooms per building which includes the public, jury, employees, judges, and holding cells. For the number of offices, please refer to the floor plans. There are multiple offices throughout each building serving different purposes.

**Old Courthouse** – 11 restrooms. Offices include Finance, Civil, Administration, Human Resources, Court Investigators, Court Reporters, Courtroom Clerks, Collections, Judges, etc.

**Ogletree – 1<sup>st</sup> Floor** – 19 restrooms. Offices include Criminal, Self Help, Judges, Maintenance, Court Reporters, Courtroom Clerks, etc.

**2<sup>nd</sup> Floor** – 16 restrooms. Offices include Family Law, Family Court Services, Jury,

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Collections, Judges, Court Reporters, Courtroom Clerks, Information Technology, Collections, etc.

**Traffic** – 2 restrooms. Offices include Traffic and Administrative Support.

**Storage** – 1 restroom.

**Juvenile** – 6 restrooms. Offices include Juvenile, and Judge, etc.

**Los Banos – 1<sup>st</sup> Floor** – 6 restrooms. Offices include Los Banos, Court Reporters, Courtroom Clerks, etc.

**2<sup>nd</sup> Floor** – 17 restrooms. Offices include Jury, Judges, etc.

6. Q: How do you want the supply cost calculated? As a separate line item for each building or do you want us to incorporate the total cost in the monthly billing for each site?

A: Please include the supply cost with the total cost, see §8.2.A of the RFP.

7. All sites are to be serviced 5 days a week: Including Storage and Juvenile?

A: All sites are serviced 5 days a week except for Storage. Storage needs to be cleaned every 2 weeks. It has 1 bathroom that needs to be restocked and cleaned, trash/boxes taken out, clean spider webs and debris from doorways (inside and outside). Juvenile is 5 days a week at night.

8. Q: Visitors a day for the Juvenile center and Storage?

A: Juvenile has up to 50 visitors per day. Storage is not accessible to the public but court staff use it about once a week.

9. Q: Question regarding section 8.2 B and C. Letter A seems to explain what they want in B and C- Could you please elaborate on B and C? B-What are they considering proposed services? C Could they provide an example of Budget justification?

A: §8.2.A is filling out the pricing sheet. §8.2.A provided some sample items as to what should be included in the total cost. §8.2.B is the line item breakdown of the total cost. §8.2.C is the budget narrative as to how you came up with the cost for each line item, etc.

10. Q: I had down 160 visitors a day for Traffic, 202 old court, 830 people a day new court, 200 for Los Banos. Are these numbers close enough? I didn't get a number for visitors or juveniles on average at the facility.

A: Here are the average number of visitors per locations.

Old Courthouse – 202 visitors/day

Ogletree (New Courthouse) – 830 visitors/day

Traffic – 160 visitors/day

Los Banos – 300 visitors/day

Juvenile – 50 visitors/day

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11. Q: Does every building need Day Porter service?

A: The day porter is needed at Los Banos, Old Main, and Ogletree daily. One in Los Banos and one in Merced at a minimum. There may also be times where the Day Porter in Merced will need to respond to janitorial needs at Traffic. Additionally, the Day porter will need to clean storage every other week.