

SAN FRANCISCO SUPERIOR COURT

RFP-38-21-007

JANITORIAL SERVICES

FAQs

QUESTION	ANSWER
Who is the current contractor?	The current contractor for janitorial services at the San Francisco Superior Court is C&W Facilities Services, Inc.
Can you please share the "sunshine ordinance" or amount of the last awarded contract for this project?	The amount of the contract awarded from the last RFP for janitorial services was \$1,737,388.86 for combined fiscal years 2019-20 and 2020-21.
Breakdown costs? [of current contractor] 1. Total Monthly cost 2. Total Annual cost 3. Number of employees 4. Total Number of Hours per Month (FTE) 5. Supplies and Materials	1. Total Monthly cost for fiscal year 2021-22 is \$81,012.99. 2. Total Annual cost is \$972,155.88 for fiscal year 2021-22. 3. Number of employees is 11.5. 4. Total Number of Hours per Month (FTE) is 40 for each employee (all are 1.0 FTE) except for one who is .5 FTE. 5. Supplies and Materials is \$67,822.45 for fiscal year 2021-22.
How many daily porters and night janitors are currently on duty at the Civic Center Courthouse and Hall of Justice Facilities?	The CCC location has two day porters; five janitors; and one utility. (Note: one day porter works half day); The HOJ location has one day porter and three night janitors.
Regarding consumable supplies: "All paper goods (2-ply toilet paper, paper towels, seat covers), liquid antibacterial hand soaps, sanitary napkins/tampons required in refilling dispensers, including trash receptacle liners will be furnished by the Contractor." Since this includes the public areas and RFP does not include the number of visitors, I would like to know what is the current charge for consumable supplies in the current contract?	The current janitorial contract budget has a line item for Supplies and Materials as follows: Supplies and Materials is \$67,822.45 for fiscal year 2021-22. This rate was included in the original RFP proposal three years ago and is the pre-pandemic rate. Though the court does not track, the pre-pandemic number of visitors is roughly estimated to be about 200-400 per day at CCC and about 50 per day estimated at Polk Street. (The HOJ public restrooms are not included in

	this janitorial contract, so only court personnel numbers apply.)
If building is not at full occupancy, what is the return to work plan for full occupancy?	The Court continues to monitor surges in the pandemic. The current occupancy can be expected while coronavirus variants continue.
What is the current occupancy of each building?	The current occupancy of each building is stated in the RFP packet on page 3 in Table 2, "Number of Court Personnel."
Is it possible to get copies of the building floorplans for each location?	For security reasons, the Court will not release building floor plans.
Are Contractors required to use Union workers/laborers?	No. There is no union labor requirement.
Are there any Union dues Contractor must pay?	There are no union dues collected by the Court. If the contractor uses union labor, then their union would be the resource for that answer.
Are there any Project Stabilization Agreements or Project Labor Agreements with the Labor Unions associated with this contract?	There is no requirement to provide unionized labor for the janitorial services for the Court.
What rate of pay is required under the terms of this contract?	Since the staff in the janitorial contract are not Court staff, please consult any San Francisco and/or California labor ordinance(s) to answer this question.
Is [the rate of pay] subject only to the City & County of San Francisco Prevailing Wage rates?	Please consult any San Francisco labor ordinance to answer this question.
For the HOJ location, is the listed square footage of 118,247 the cleanable area or is this the total square footage of the entire building?	The listed square footage of 118,247 at the HOJ location is the cleanable area.
Are the listed numbers of 22 courtrooms and 48 bathrooms the numbers that the contractor is required to clean or are these the total numbers of the entire building?	These are the numbers for the contractor to clean.

<p>Is there parking provided at either CCC or HOJ locations for Contractor vehicles?</p>	<p>There is no parking provided at any of the three court location for janitorial staff.</p>
<p>For the CCC location, it was mentioned during the walkthrough that the locker rooms and showers were not believed to be included in the scope of work. Please confirm whether or not they are to be cleaned. If included in the scope of work, please provide information regarding how many locker rooms there are, including square footages and number of showers for each (as we were not shown these areas during the job walk).</p>	<p>The locker rooms are indeed included in the areas to be cleaned and are included in the square footages as stated in Table 1 on page 3 of the RFP.</p> <p>The areas include: One 308sf locker room for court staff women (no shower); One 308sf locker room for court staff men (no shower); One 300sf locker room for Sheriff (women) with one shower stall; One 270sf locker room for Sheriff (men) with one shower stall; One 110sf locker room with shower stall for the judges.</p> <p>Square footages are approximate and were roughly measured to answer this question.</p>
<p>Can there be an addendum to stipulate change in rate in case there is no timeline for full return to occupancy? In other words, if the return to work is sped up, or slowed down, can we adjust the billing?</p>	<p>Please make this part of your proposal to state if you would require adjustments.</p>
<p>SIMILAR QUESTIONS THAT HAVE BEEN ANSWERED ABOVE</p>	
<p>What is the total awarded contractor for current provider of services for the 3 locations? What is the price of the current janitorial service contract?</p>	
<p>END OF FAQs</p>	