

Superior Court of California, County of Kings
Janitorial Services Request For Quotation
Clarifications & Revisions
October 31, 2006

A D D E N D U M

Date November 1, 2006	Action Requested Please review the attached changes to the Request For Quotation - K16-6701
To Potential Proposers	Deadline N.A.
From California Superior Court, County of Kings	Contact TCsolicitation@jud.ca.gov
Subject Addendum No. 1 Superior Court of California, County of Kings Janitorial Services Request for Quotation Request for Quotation Number: K16-6701	

1. The evaluation criterion “Cost/Pricing factors” in the “Evaluation Criteria” section on Page 1 shall be revised to read:

- Cost/Pricing factors. *(As requested on the Pricing Sheet).*

2. Section II in the “Bid Instructions” page shall be revised to include the following:

Upon completion, sealed bid packages must be delivered to the Court on or by Proposal Due Date and Time and addressed to:

Superior Court of California, County of Kings
1426 South Drive
Hanford, CA 93230
Attention: Sandy Salyer

3. The “Miscellaneous Services As Requested By The Court” section of the “Pricing Sheet” shall be revised to read:

Item	Miscellaneous Services As Requested By The Court	Total Hourly Rate
1	Carpet Cleaning (deep cleaning extraction process)	\$
2	Exterior Window Cleaning	\$
3	Hard Surface Floor Cleaning (stripping and waxing process)	\$
4	Additional Janitorial Services As Requested By The Court	\$

4. Paragraph 18.B.1 in “Exhibit B – General Terms and Conditions” shall be revised to read:

Project Manager shall use the Performance Acceptance Form (in the form provided as Attachment 1) to notify the Contractor of acceptance or non-acceptance.

5. Paragraph 18.B.2 in “Exhibit B – General Terms and Conditions” shall be revised to read:

If the Work is not acceptable, Project Manager shall detail its failure to meet the acceptance criteria. Contractor shall have ten business days from receipt of Performance Acceptance Form to correct the failure(s) to conform to the acceptance criteria. Contractor will re-submit the Work and the Project Manager shall re-apply the acceptance criteria to determine its acceptance or non-acceptance. Thereafter, the parties shall repeat the process set forth in this section 18 until Contractor’s receipt of Court’s written acceptance of such corrected Work; provided, however, that if Court rejects any Work on at least two (2) occasions, Court may terminate that portion of this Agreement which relates to the rejected Work at no expense to Court.

6. Paragraph 1. “Exhibit D – Statement of Work” shall be revised to read:

- a) Lemoore Superior Court (2,941 square feet)
449 “C” Street
Lemoore, CA. 93245
- b) Lemoore Branch Library (3,822 square feet)
457 "C" Street
Lemoore, CA 93245
- c) Corcoran Superior Court (4,341 square feet)
1000 Chittenden Avenue
Corcoran, CA. 93212
- d) Corcoran Sheriff Substation (2,336 square feet)
1000 Chittenden
Corcoran, CA 93212

7. Paragraph 2.1.1 in “Exhibit D – Statement of Work” shall be revised as follows:

- a) Add the following job tasks:
 - Pressure wash all exterior walls; biannually.
 - Clean all exterior and interior floor mats; weekly.

- b) Delete the job task “Empty wastebaskets; daily” and replace with “Empty all indoor and outdoor wastebaskets and replace the plastic liners; daily.”
 - c) Delete the job task “Dustmop resilient and hard floors or vacuum carpeted floors in traffic lanes only; daily.” and replace with “Dustmop resilient and hard floors.”
 - d) Delete the job task “Spot clean reception lobby glass including from door and any other partition or door glass; daily.” and replace with “Spot clean all display case glass and reception lobby glass including from door and any other partition or door glass; daily.”
8. **Paragraph 2.1.2 in “Exhibit D – Statement of Work” shall be revised as follows:**
- a) Delete the job task “Empty all containers and disposals, insert liners as required, spot clean and sanitize container; daily.” and replace with “Empty all wastebaskets and disposals, replace the plastic liners and spot clean and sanitize container; daily.”
 - b) Add the following job task:
 - Remove dust and cobwebs from ceiling areas; weekly.
9. **Paragraph 2.1.3 in “Exhibit D – Statement of Work” shall be revised as follows:**
- a) Delete the job task “Empty all containers and disposals; spot clean exterior; daily.” and replace with “Empty all wastebaskets and replace the plastic liners and spot clean exterior; daily.”
 - b) Add the following job task:
 - Remove dust and cobwebs from ceiling areas; weekly.
10. **Paragraph 2.1.5 in “Exhibit D – Statement of Work” shall be revised to read:**
Miscellaneous Services – services performed as directed by Court and performed at an additional cost for all Court locations.
- Carpet cleaning, using a deep cleaning extraction process.
 - Exterior window cleaning
 - Hard Surface Floor Cleaning, using a stripping and waxing process.
 - Additional Services As Requested By The Court.
11. **Paragraph 2.7.1 in “Exhibit D – Statement of Work” shall be revised to read:**
The Contractor is responsible for providing services as described herein Monday through Sunday, between 5:00pm and 7:30am regardless of the Contractor’s holiday schedule. The Contractor shall review the Court’s observed holiday schedule with the Court annually.
12. **Paragraph 2.7.3 in “Exhibit D – Statement of Work” shall be revised to read:**
The Contractor shall be available twenty-four (24) hours a day, seven (7) days a week to perform additional services as requested by the Court and shall begin to perform these services within two hours after receiving the court’s service request. Such services shall be provided at a rate as set forth in Exhibit C, Payment Terms.
13. **Paragraph 2.8.1 in “Exhibit D – Statement of Work” shall be revised to read:**
The Court’s Project Manager or his or her designee will make field inspections of the Contractor’s Work at their discretion and will be responsible for signing-off acceptance of all the Work submitted. Prior to sign-off, Project Manager will apply the acceptance criteria (including timeliness, completeness, technical accuracy and conformance to statistical, industry or marketplace standards) to determine if Contractor’s Work is

acceptable. Contractor shall provide the Work to Court, and Court shall accept that Work, if delivered in accordance with the criteria. Project Manager shall use the Performance Acceptance Form, as provided in Exhibit E, Attachment 1, to notify the Contractor of the Work's acceptability. If rejecting the Work, Project Manager shall detail its failure to meet the criteria. Contractor shall have ten business days from receipt of Notice of rejection to correct the failure(s) to conform to the criteria. For Contractor's ongoing failure to meet the acceptance criteria, parties should refer to the dispute resolution provisions in section 11 of Exhibit B, General Terms & Conditions.

14. **The page titled "Exhibit E – Attachments" shall be revised to read:**

EXHIBIT E
ATTACHMENTS

Attachment 1: Performance Acceptance Form

(Go on to Page 5)

15. The page titled “Attachment 1 – Acceptance and Sign-Off Form” shall be revised to read:

ATTACHMENT 1
PERFORMANCE ACCEPTANCE FORM

2.1.1 Regular Services – General, Private Offices, Lobby and Lounge			
WORK TASK	PERFORMANCE: ACCEPTABLE	PERFORMANCE: UNACCEPTABLE	COMMENTS
Empty all indoor and outdoor wastebaskets and replace the plastic liners; daily.			
Empty and damp clean ashtrays; daily.			
Dust all furniture including desks, chairs and tables; daily.			
Dust all exposed filing cabinets, bookcases and shelves; daily.			
Dust all telephones; daily			
Clean and sanitize telephones; weekly.			
Clean and sanitize drinking fountains; weekly.			
Low dust all horizontal surfaces to hand height (70 degrees) including sills, ledges, moldings, shelves, picture frames, ducts, radiators, etc.; weekly.			
High dust above hand height all horizontal surfaces, including shelves, moldings, ledges; weekly.			
Spot clean desk tops; daily.			
Spot clean all display case glass and reception lobby glass including from door and any other partition or door glass; daily.			
Clean entire interior glass in partitions, windows and doors; monthly.			
Dust Venetian blinds; monthly.			
Remove dust and cobwebs from ceiling areas; weekly.			
Dustmop resilient and hard floors.			
Damp mop resilient and hard floors; daily.			
Vacuum carpets; daily.			
Pick up staples, paper clips and paper scraps; daily.			
Remove graffiti as needed.			
Pressure wash all exterior walls; biannually.			
Clean all exterior and interior floor mats; weekly.			

2.1.2 Regular Services – Washrooms			
WORK TASK	PERFORMANCE: ACCEPTABLE	PERFORMANCE: UNACCEPTABLE	COMMENTS
Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals and hand basins; daily.			
Clean all glass and mirrors; daily.			
Empty all wastebaskets and disposals, replace the plastic liners and spot clean and sanitize container; daily.			
Empty and sanitize interior of sanitary container; daily.			
Spot clean all walls, doors, light switches and partitions; weekly.			
Remove graffiti as needed.			
Remove dust and cobwebs from ceiling areas; weekly.			
Refill all dispensers to normal limits: napkins, soap, tissue, towel, liners, seat holders, cups; daily.			
Low dust all horizontal surfaces below 36 degrees including sills, moldings, ledges, shelves, frames, ducts and heating outlets; weekly			
High dust above hand height all horizontal surfaces including shelves, ledges and moldings; weekly.			
Sweep, damp mop and sanitize hard floor; daily.			

2.1.3 Regular Services – Eating Areas			
WORK TASK	PERFORMANCE: ACCEPTABLE	PERFORMANCE: UNACCEPTABLE	COMMENTS
Damp clean and sanitize table tops, seats and back of chairs; daily.			
Damp clean pedestals or legs; daily			
Clean, polish and refill napkin holders; daily.			
Empty all wastebaskets and replace the plastic liners and spot clean exterior; daily			
Spot clean doors, frames, light switches, kick and push plates, handles, walls and interior glass; weekly.			
Low dust (below 36 degrees) and high dust (above 72 degrees) all horizontal surfaces; weekly.			
Remove dust and cobwebs from ceiling areas; weekly.			
Dust mop resilient and hard floors; daily.			
Damp mop resilient and hard floors; daily.			
Vacuum carpeted floors in their entirety; daily.			

2.1.5 Miscellaneous Services – Services performed as directed by Court and performed at an additional cost.			
WORK TASK	PERFORMANCE: ACCEPTABLE	PERFORMANCE: UNACCEPTABLE	COMMENTS
Carpet cleaning, using a deep cleaning extraction process.			
Exterior window cleaning			
Hard Surface Floor Cleaning, using a stripping and waxing process.			
Additional Services As Requested By The Court.			

16. **The following section will be added to “Exhibit D – Statement of Work”:**
 2.2.14 Contractor employees are prohibited from using the bathroom facilities in the judges’ chambers for any personal needs.

End of Addendum 1