



CALIFORNIA STATE UNIVERSITY FRESNO
PROCUREMENT AND SUPPORT SERVICES
5150 N. MAPLE AVENUE M/S JA111
FRESNO CA 93740-8026

ADDENDUM NO. 1
RFP No. 86509

June 9, 2011

Temporary Employee Services – Custodial

Pre-Bid Conference Information and Prospective Bidder Questions

TO: All bidders of record and holders of bid documents.

This addendum forms a part of the Contract Documents and modifies the original Contract Documents dated May 31, 2011, only to the extent stated. All other provisions of the Bidding, Contract Documents, and Specifications remain unchanged.

Attached, please find information from the Pre-Bid Conference held on June 6, 2011, questions from prospective bidders, and the answers provided by California State University Fresno.

Please contact Virginia Mathew, Contract Administrator, with further questions at vmathew@csufresno.edu or phone (559) 278.2111.

1. Delivery of proposals as stated on Page 16 of the RFP:

For bidders that intend to mail their proposal or hand deliver their proposal prior to June 14, 2011, use the following address:

Procurement and Support Services
California State University, Fresno
5150 N. Maple Avenue M/S JA 111
Joyal Administration Room 148
Fresno, CA 93740-8026

For bidders that intend to hand deliver their proposal immediately prior to the bid opening on June 14, 2011, use the following address:

Procurement and Support Services
California State University, Fresno
5150 N. Maple Avenue M/S JA 111
Joyal Administration Room 148
Fresno, CA 93740-8026

2. Will the RFP's be opened publicly? The RFP submittals will be opened on June 14, 2011 at the Procurement and Support Services Office, 5150 N. Maple Avenue M/S JA111, Joyal Administration Building, Room 148, Fresno, CA 93740-8026, starting at 2:00 PM. Refer to the following link for map location: <http://www.csufresno.edu/ucomm/maps/pdf/CampusMapLTR.pdf>. The public opening of the RFP submittals is for informational purposes only and is not mandatory for bidders to attend. If a bidder comes to the bid opening, only the names of submitting bidders will be given. After award, documents are open for review. Composite RFP evaluation scores are available for review after award.
3. The University is aware that the industry standard varies regarding invoicing cycle(s) as follows: Weekly, Bi-Weekly, Monthly, Bi-Monthly. To remain consistent with the current contract, the University's preference is a Monthly invoicing cycle with payment issued on a Monthly basis. Bidder must state in their RFP response their standard invoicing cycle. This information is to be included in the Method of Approach, Item No. 6 on Page 19 of the RFP.
4. Under customized billing you ask for one invoice per employee, please explain? Under Method of Approach, Page 19 of the RFP, Item No. 6, we are requesting 2 copies of a separate invoice for each individual employee.
5. What do you mean by "unbound" for the original copy of the proposal? The original copy will be utilized to make additional copies as needed. Do not bind the original copy in any fashion. Binders are not necessary and/or required.
6. While reviewing the required submittal forms, Page 24 of the RFP, it was emphasized: All Exhibits and Attachments must be submitted with the Contractor's RFP response and it was also reiterated that the Proposal Form Signature Page must be signed and returned with bid; otherwise bid will be considered non-responsive.

7. Cost Proposal, Page 28 of the RFP. Whatever percentage number is listed in the Escalation Percentage for the 3rd, 4th, and 5th Period will be evaluated as the actual number listed. There will be no evaluation adjustments for additional notations such as “minimum” or “maximum”. The percentage number listed will be evaluated as stated. There is a bid escalation cap of no more than 3%.
8. Does the Small Business Preference and Certification Request form (Exhibit 3) have to be returned if it doesn't apply to bidder? Yes. Bidder should note on form “not applicable” or “does not apply.” The University has to document its efforts to utilize Certified Small Businesses.
9. What are the potential shift assignments as referenced on Page 4 of the RFP under Custodian Qualification Requirements? The University has three (3) shift schedules as follows:
 - a. 4:00 AM – 12:30 PM (Monday through Friday)
 - b. 5:00 PM – 1:30 AM (Monday through Friday)
 - c. 10:00 PM – 6:30 AM (Sunday through Thursday)

The University conveyed that currently the temporary staff is working predominantly the 5:00 PM – 1:30 AM and 10:00 PM – 6:30 AM shift schedules. However, temporary staffing must be available to work all three (3) shift schedules if needed.

10. Is the Contractor responsible to pay night shift pay differential? The Contractor is not required to pay night shift pay differential. However, overtime pay is occasionally required.
11. Is the Contractor required to provide other benefits? The Contractor is not required to provide additional benefits. However, if additional benefits are provided, this information is to be included under Method of Approach, Item No. 7 on Page 20 of the RFP and will be considered in the RFP evaluation.
12. Bidders requested clarification on type of work required. In addition to the Custodian Qualification Requirements listed on Page 4 of the RFP the work duties will be predominantly in-door work, sweep, mop, clean, dust, run floor cleaning equipment. Ladder work will occasionally be required but not above 12 feet.
13. What key access will the temporary employees have available to them? They will only have key access to the buildings that they will be cleaning during a specified shift. Keys are to be picked up at the beginning of the shift and must be returned at the end of each shift.
14. While reviewing the Scope/Requirements on Page 4 of the RFP, Bullet Point No. 3 was reiterated: The Contractor shall submit a listing of employees proposed for the University's account with verification of previous employment and assignments prior to contract start-up. The University, specifically Art Gonzalez (or his designee) from the Plant Operations Department will approve or disapprove each employee proposed by the Contractor. The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to their employees as may be necessary.

15. Can the temporary employees be Spanish speaking? Yes. However, in the Custodian Qualification Requirements on Page 4 of the RFP, Bullet Point No. 2, Knowledge and Abilities it states the following requirement: Ability to read and write at a level appropriate to the duties of the position; follow simple oral and written directions; use and care for janitorial supplies and equipment; observe and use safe working practices; and maintain cooperative working relationships with all those encountered in the performance of the duties of the position.

Additionally, the temporary employee's language skills must be at a level appropriate for the project as written. As such, English is the preferred language. The University, specifically Art Gonzalez (or his designee) from the Plant Operations Department has the authority or right to accept or reject any candidate that may speak or read a different language that does not meet the abilities as stated above.

16. While reviewing the Management and Supervision on Page 5 of the RFP is was reiterated: The Contractor MUST have a supervisor on site, at all times when ten (10) or more of the Contractor's workers are present. The supervisor shall have the appropriate authority from the Contractor to resolve all matters regarding the employees that represent the Contractor, as well as evaluating employee performance. The supervisor will not be responsible for assignment or oversight of custodial work. Employees are to deal with the Contractor and the duly authorized representative on pay and employment matters. Employees are to be paid in a timely manner and in accordance with all State laws.

Additionally, if any cost is associated with providing this liaison, it is at the expense of the Contractor.

Can the Supervisor be one of our workers who will have the authority to resolve all matters regarding our other workers? Yes, this individual can be one of the Contractor's employees; however, they will not be acting as a supervisor/lead individual with designated supervisor authority. Please note: This individual will be acting as a liaison between the University and the Contractor's employees. This person will not be directly supervising any assigned work duties or any work locations.

17. Under Qualifications and Experience, it says to describe the number of employees etc . . . are you talking about management or all employees? Under Qualifications & Experience on Page 20 of the RFP, Item No. 1: The intent is to receive individual bios for Management as well as any of the Contractor's employees that would be directly involved in the University's account, for example, but not limited to: Oversight of the University account, designated contact person to handle the University account, recruiter(s) of temporary employees, billing/invoicing staff, staff responsible for security/background check(s) and previous employment history, etc.
18. All of the wording is geared towards Temporary Agencies; will the fact that we are a Janitorial Service hinder us in any way? No. However, the intent of the RFP is to establish a contract to provide for temporary custodial staffing only. No janitorial cleaning supplies or cleaning equipment is required. As long as the Contractor is submitting their proposal under these guidelines, it will be accepted and evaluated as such.
19. Is the company who is awarded the contract going to be able to conduct on-site drug testing of their employees (i.e., pull the employee from the job for drug testing in a situation such as where an injury has occurred)? Yes. The Plant Operations Department, specifically Art Gonzalez (or his designee), must be notified of the injury and the removal of the Contractor's employee for testing purposes.

20. Under Security Requirements and Identification Requirements on Page 5 of the RFP:

Bullet Point No. 1: Contractor must conduct pre-employment background checks of its employees . . . What test level result does the University require for drug screening in the pre-employment security background check? **Pass/Fail**

Bullet Point No. 3 states: The Contractor must provide the Plant Operations Department with the background check findings prior to employees working on campus. **The Contractor must obtain from each of their employees a signed release to submit this information to the University.**

Bullet Point No. 8: Individuals will be required to wear a Photo ID and a Company Shirt, Jacket or other readily identifiable item of clothing clearly showing the company name/logo. **These identification items are at the cost of the Contractor.**

21. Parking Permit, Page 5 of the RFP. **The University reiterated that the Contractor shall be responsible for the cost of providing parking permits for temporary employees.**

22. Prevailing Wage, Page 5 of the RFP. **Prevailing Wage is not applicable to the current scope of work of this agreement. However, Prevailing Wage will be applicable for any work or service performed under this agreement that is a trade requiring prevailing wage according to the Department of Industrial Relations. The state sets the rate. This information can be found at the Department of Industrial Relations website: <http://www.dir.ca.gov>. The prevailing wage information must also be posted in the Contractor's office.**

23. Will the Contractor's employees be driving any State owned vehicles? **No.**

24. Under Personnel, Item No. 14 on Page 9 of the RFP: What is the University's anticipated turnaround time for a "replacement" employee due to illness, resignation, disciplinary action, etc. **Maximum 24 hours.**

25. Under Insurance Requirements, Page 13 of the RFP, Bullet Point No. 3 for Automobile Liability: What is this insurance request for? **This is to cover any of the Contractor's staff that will be coming on the University campus for purposes of contract execution, maintenance, and follow up.**

In addition to the Insurance Requirements listed Page 13 and 14 of the RFP, there is additional Employee Dishonesty / Fidelity Insurance required as noted at the bottom of Page 18 of the RFP.

26. Will the Contractor be provided a route list for assignments that their staff is required to fill? **A Plant Operations supervisor will be available upon the temporary employee's arrival and direct them to their assigned location.**

27. On the average how many custodians are hired for temporary services through the college, and how many are hired permanently through temporary services? **The University does not directly hire temporary employees for custodial services. The number of temporary employees utilized fluctuates depending on the Plant Operations work requirements and the available budget. The University conveyed that currently the number of temporary custodial staff being utilized fluctuates between 12 – 18 custodians. However, the total number of hours listed on the Cost Proposal Page (Exhibit E), Page 28 of the RFP, is an estimated annual figure to facilitate the bid**

process. The number of employees hired on a permanent basis from temporary staffing also varies depending on open positions and available budget.

28. What is the University's anticipated turnaround time to fill a "new" temporary custodial staff position? Two (2) – Three (3) days maximum from the time of notification from the University.

29. What is the current contract rate that the University is paying? \$11.79/Hour

Please acknowledge receipt of this addendum by signing below and returning it with your RFP. If you have any questions regarding this addendum, please contact Virginia Mathew at vmathew@csufresno.edu or phone (559) 278.2111.

Signature _____ Date: _____

Name of Company _____