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Santa Ana College • Santiago Canyon College

April 22, 2013

REFERENCE: Bid #1209 – Janitorial Services

ADDENDUM NO. 1

This addendum forms a part of the contract documents and modifies the original bidding requirements as noted below.

ADDENDUM NO. 1

Question: On page 3 of the General Conditions - Bidder Qualifications 12.1a, it states "...providing similar services to similar facilities in this community for the past 5 years." Is this requesting the janitorial company must have experience in cleaning a educational institutions in Santa Ana or is it stating the janitorial company needs over 5 years experience in janitorial with the same scope of work? We have cleaned educational institution in the past but not in the City of Santa Ana. Is this an issue?

Answer: Remove "in this community" in the following paragraph, "The bidders submitting bids for this work must have been in the business of providing similar services to similar facilities ~~in this community~~ for the past five years. This experience shall be in Class A commercial facilities with positive references from the clients served."

Question: What is the actual square footage of the DMC?

Answer: The total square footage of the DMC is 28,000.

Question: Will we be responsible to reseal the floor at the DMC?

Answer: No, just regular cleaning.

BOARD OF TRUSTEES:

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CHANCELLOR:

Raúl Rodríguez, Ph.D.

Question: Who is the current vendor providing janitorial services?

Answer: Team One Management

Question: Would it be acceptable to use a Notary Service Seal for authentication of the signature forms for Bid #1209 – Janitorial Services?

Answer: If your business is a corporation, you must use your corporate seal where applicable. The notary service seal is required only on the Performance Bond

Question: Is only one copy of the Bid submission required?

Answer: Yes.

Question: Is current Certificate of Insurance required at bid submission?

Answer: No. The successful bidder must submit it after the award.

Question: The District schedule referenced on page 8 General Conditions is not attached. Please provide.

Answer: Attached is the current RSCCD Employee Calendar 2012-13. Our 2013/14 calendar will not be Board approved until the June 17, 2013 Board meeting. As soon as it's available we will forward it to the successful bidder.

Question: May we provide a cover letter.

Answer: Yes.

Question: May we provide documentation to support our ability to perform under Sections 12.1 to 22.1 General Conditions?

Answer: Yes.

Question: Under Service Requirements page 4 for the Digital Center it refers to Semi-annual conduit and cable trays and cabling. Please clarify if this is done for the Filming Studios.

Answer: Yes, it is for the whole building.

Question: For the Digital Media Center will Saturday and Sunday service be added and will that just entail trash removal?

Answer: We are only asking for Monday-Friday services.

Question: Does the DMC follow the RSCCD Employee Calendar? Are you open 7 days/week?

Answer: The DMC follows the RSCCD Employee Calendar; however, the incubator residents have access to the facility 7 days/week.

Failure to include the addendum may subject the bidder to disqualification.

END OF ADDENDUM NO. 1

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Tracey Conner-Crabbe
Director of Purchasing Services

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H: Bid #1209 Addendum