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COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE

REFER TO FILE: **BRC-1**

October 5, 2020

SOCIAL ENTERPRISE REQUEST FOR PROPOSALS - ADDENDUM 1 ONE WORK ORDER FOR COUNTY AIRPORTS JANITORIAL SERVICES (BRC0000180)

Please note the deadline for Proposal submission is Wednesday, October 14, 2020, by 5:30 p.m.

All addenda and informational updates will be posted at <http://pw.lacounty.gov/brcd/servicecontracts>. Please check the website frequently for any changes to this solicitation.

Please take note of the following revisions to the SERFP. (Note that the changes that have been added are in **boldface** and deleted languages are ~~strikethrough~~.) Section A is the Addendum and Section B is the Questions and Answers.

Important Note:

Please be reminded that participation in this solicitation is restricted only to Social Enterprises that have been awarded a Master Agreement for Social Enterprise Employment and Training Program Services by the County of Los Angeles Workforce Development, Aging and Community Services (WDACS)(Master Agreement) and their contract is in good standing.

A. ADDENDUM

1. The Hours of Service for each airport has been revised. Hours of Service ~~10 pm - 6 am~~ **5 pm - 6 am**. Please see the updated Exhibits which reflect these changes, and are attached as Enclosure A:

Old Exhibits	Updated Exhibits
I.4 Scope of Service for Compton/Woodley Airport (CPM) Scope of Service for Brackett Field Airport (POC)	I.2 Scope of Service for Compton/Woodley Airport (CPM) Scope of Service for Brackett Field Airport (POC)

J.4 Scope of Service for Compton/Woodley Airport (CPM)	J.2 Scope of Service for Compton/Woodley Airport (CPM)
K.4 Scope of Service for Fox Airfield (WJF)	K.2 Scope of Service for Fox Airfield (WJF)
L.4 Scope of Service for San Gabriel Valley Airport (EMT)	L.2 Scope of Service for San Gabriel Valley Airport (EMT)
M.4 Scope of Service for Whiteman Airport (WHP)	M.2 Scope of Service for Whiteman Airport (WHP)

B. QUESTIONS AND ANSWERS

The following answers are in response to the request for information and clarification and other questions submitted by Proposers for the Social Enterprise Request for Proposals for Airport Janitorial Services. Questions presented in this Addendum represent the questions asked by the Proposers in the form and context submitted.

1. **Question:** We are a certified SB, is DVBE participation required?

Response: No, DVBE certification is not required to submit a proposal for this solicitation. However, as indicated in the Notice of Social Enterprise Request for Proposal for One Work Order for the County Airports Janitorial Services (BRC0000180), Important Notes 2. Participation in this solicitation is restricted only to Social Enterprises that have been awarded a Master Agreement for Social Enterprise Employment and Training Program Services by the County of Los Angeles Workforce Development, Aging and Community Services (WDACS) Master Agreement and their contract shall be in good standing.

2. **Question:** Our company was officially registered to the secretary of state in April of 2017, but I have personal experience in the Janitorial industry prior to the 2017 company registration. Will the company qualify?

Response: We are not able to verify or evaluate your experience unless we receive a proposal from your firm. In accordance with the SERFP, Exhibit B.1, Service Contract General Requirements, Section 1.B, Definitions, Proposer is defined as any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity submitting a proposal for the work, acting directly or through a duly authorized representative (page B.2.). Therefore, if you are submitting a proposal as a sole proprietor, you may use your personal years of

experience to meet the minimum requirements. If you are submitting a proposal as a company, you would use your company's years of experience to meet the minimum requirements. Please also see the *Important Note* section of this Addendum.

3. **Question:** Who will provide consumable items like toilet paper, paper towels, seat covers, hand soap, etc.?

Response: As indicated in Exhibit A.1, Scope of Work, Section N, Responsibilities of Public Works, Item No. 4, Public Works will supply paper supplies (e.g., toilet tissues, hand towels, etc.), waste receptacle plastic liners, and restroom soap.

4. **Question:** Will this bid require a bond?

Response: No, this solicitation does not include any bond requirement.

5. **Question:** For Brackett Field Airport (POC) and all other locations, the minimum required number of hours per day is 2. The minimum required number of staff per day is 2. Is it 2 hours per day per staff member for a total of 4 hours per day? Or 1 hour per day, per staff member for a total of 2 hours a day?

Response: For Brackett Field Airport (POC), Fox Airfield (WJF), San Gabriel Valley Airport (EMT), and Whiteman Airport (WHP), each location requires a minimum of two staff per day, serving a minimum of 1 hour per day for each staff, for a total of 2 hours per day minimum. For Compton/Woodley Airport (CPM), this location only requires one staff per day, serving a minimum of 2 hours per day. Please also see the chart below for a detailed breakdown of the required minimum number of staff and minimum hours for each airport location.

Janitorial Service Airport Location	Minimum Number of Staff	Mandatory Minimum Hours (per staff)	Mandatory Minimum Hours Total
Brackett Field Airport (POC)	Two Staff/day	1 hour/day	728 hours per year
Compton/Woodley Airport (CPM)	One Staff/day	2 hour/day	728 hours per year
Fox Airfield	Two Staff/day	1 hour/day	728 hours

(WJF)			per year
San Gabriel Valley Airport (EMT)	Two Staff/day	1 hour/day	728 hours per year
Whiteman Airport (WHP)	Two Staff/day	1 hour/day	728 hours per year

6. **Question:** The required document lists 15 documents required (bidexpress.com), however, it does not specify which documents they are. Can you confirm the number of documents and the name of those documents? Also, will the documents be scanned and sent?

Response: The 15 required documents shown in bidexpress.com allow your company to upload as much as 15 files (if needed). Each upload allows 10 MB per file. Therefore, if your completed proposal is more than 10 MB, you may need to split and upload separate files.

As stated in Part I, Section 2.B, Proposal Submission:

PROPOSALS MUST BE SUBMITTED ELECTRONICALLY USING THE FOLLOWING METHOD:

Proposals must be submitted electronically on www.bidexpress.com, a secure online bidding service website. To submit your proposals electronically, register with BidExpress, by the due date. A new registration page must be signed, notarized, and received by BidExpress Customer Support for processing before the due date. There is a nominal service fee to use BidExpress.

Please note, each upload of file in BidExpress is limited to 10 MB per file up to 50 files for a total of 500 MB. Proposers shall plan ahead and allow sufficient time to account for the file size limitation before the proposal submission deadline to complete the uploading of proposal files. If proposer submits a proposal through BidExpress, proposer should not send hard copies, CDs, or any other materials to the County.

Proposals received after the closing date and time specified in the Notice of Social Enterprise Request for Proposals will be rejected by Public Works as nonresponsive.

If you have any technical questions when you are uploading your completed proposal, you will need to contact BidExpress customer support. Customer support for the Bid Express service is available by phone or email, Monday through Friday from 7 am - 8 pm Eastern Time, excluding legal holidays.

e-mail: support@bidexpress.com

Toll Free Phone: (888) 352-BIDX (2439)

7. **Question:** The office hours end at 5:00 p.m. yet the cleaning window is from 10 p.m. to 6 a.m. Can the window of opportunity be modified to be cleaned starting after the offices close? This modification would give us more flexibility for the use of full-time workers.

Response: Please refer to Addendum Item No. 1. The service hours for all five airports have been changed.

8. **Question:** Who is the current incumbent?

Response: The current contract is on a lease agreement, in which the contractor oversees the current management and operations at the county-owned airports. We are not able to provide further information.

9. **Question:** What is the current contract price?

Response: There is no contract amount for janitorial services. As mentioned in Questions No. 8 above, the current contract is on a lease agreement, in which the contractor oversees the current management and operations at the county owned airports. The janitorial service requirements under the current contract are handled by the contractor as part of a revenue generating lease agreement. We are not able to provide further information.

If you have any questions concerning the above information, please contact Ms. Jessica Dunn at (626) 458-4169 or Mr. Jairo Flores at (626) 458-4069, Monday through Thursday, 7 a.m. to 5 p.m.

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We encourage you to follow us on Twitter [@LACoPublicWorks](https://twitter.com/LACoPublicWorks) for information on Public Works and instant updates on contracting opportunities and solicitations.

Very truly yours,

MARK PESTRELLA
Director of Public Works



for JOSE QUEVEDO
Assistant Deputy Director
Business Relations and Contracts Division

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Scope of Services- Janitorial Services for Los Angeles County Airport Terminal Building Areas

Brackett Field Airport (POC)

Address: 1615 McKinley Avenue, La Verne, CA 91705-5846

Public Works Division: Aviation Division

Public Works Contract Manager: Jason Morgan

Phone Number: 626-300-4608

Email: jmorgan@dpw.lacounty.gov

Office Hours: 7 am - 5 pm

Required Service Hours, Days, and Staffing

Days of Service: Monday-Sunday

Hour of Service from: 5 pm - 6 am

Minimum Required Hours Per Day*: 2 hours/ day

Minimum Required Number of Staff*: 2 staff/ day

Description of Service Areas	Sq Ft
2 Bathrooms (total):	400
4 Offices (total):	920
Conference rooms, Terminal lobbies, and hallways:	2,330
Total Square Footage:	3,650

Each Business Day

Weekly

Monthly

Quarterly

Semi-Annually

Annually

As-Needed

On-call

Terminal Building Internal Offices, Conference Rooms, Lounges, Hallways, and Lobby Areas

Floors											
Sweep and mop noncarpeted floors.		X									
Scrub and buff all noncarpeted floors.			X								
Vacuum carpeted areas.		X									
Dry foam shampoo carpet in all assigned areas and any other areas required. Carpet is to be thoroughly vacuumed before shampooing. Furniture to be moved as needed.						X					
All edges, corners, and underneath furniture are to be vacuumed, mopped, and cleaned thoroughly.		X									
Walls											
Wipe clean all terminal building walls removing smudges, finger prints, and dirt.			X								
Clean all partitions.		X									
Dust all internal terminal building walls beginning from baseboards and ending at wall to ceiling edge.			X								
Ceilings											
Clean all terminal building ceilings.				X							
Clean all terminal building ceiling vents, and all fixtures i.e. lights, fire alarms.				X							
Windows											
Clean/wash all interior and exterior windows.					X						
Clean all interior and exterior window frames.				X							
Doors											
Clean all doors.			X								
Clean all door frames.			X								
Clean all door knobs, kickplates, threshold plates, and hinges.			X								
Furniture											

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Scope of Services- Janitorial Services for Los Angeles County Airport Terminal Building Areas

Compton/Woodley Airport (CPM)

Address: 901 West Alondra Boulevard Compton, CA 90220-3528

Public Works Division: Aviation Division

Public Works Contract Manager: Jason Morgan

Phone Number: 626-300-4608

Email: jmorgan@dpw.lacounty.gov

Office Hours: 7 am - 5 pm

Required Service Hours, Days, and Staffing

Days of Service: Monday-Sunday

Hour of Service from: 5 pm - 6 am

Minimum Required Hours Per Day*: 2 hours/ day

Minimum Required Number of Staff*: 1 staff/ day

Description of Service Areas

2 Bathrooms (total):	210
6 Offices (total):	1,020
Conference rooms, Terminal lobbies, and hallways:	870
Total Square Footage:	2,100

Each Business Day

Weekly

Monthly

Quarterly

Semi-Annually

Annually

As-Needed

On-call

Terminal Building Internal Offices, Conference Rooms, Lounges, Hallways, and Lobby Areas

Floors

Sweep and mop noncarpeted floors.

Scrub and buff all noncarpeted floors.

Vacuum carpeted areas.

X

X

X

Dry foam shampoo carpet in all assigned areas and any other areas required. Carpet is to be thoroughly vacuumed before shampooing. Furniture to be moved as needed.									
All edges, corners, and underneath furniture are to be vacuumed, mopped, and cleaned thoroughly.									
Walls									
Wipe clean all terminal building walls removing smudges, finger prints, and dirt.									
Clean all partitions.									
Dust all internal terminal building walls beginning from baseboards and ending at wall to ceiling edge.									
Ceilings									
Clean all terminal building ceilings.									
Clean all terminal building ceiling vents, and all fixtures i.e. lights, fire alarms.									
Windows									
Clean/wash all interior and exterior windows.									
Clean all interior and exterior window frames.									
Doors									
Clean all doors.									
Clean all door frames.									
Clean all door knobs, kickplates, threshold plates, and hinges.									
Furniture									
Clean all furniture, fixtures, equipment.									
Clean all chairs, cabinets, shelves, partition ledges.									
Clean all office desks and equipment.									
Clean all tops, sides and lower surfaces of furniture, including hardware.									
Clean all furniture.									
Remove/ Clean any stains, smudges, dirt of terminal furniture.									

Trash Receptacles												
Empty waste containers.		X										
Empty recycling containers and dump in designated containers.		X										
Clean waste and recycling containers.			X									
Terminal Building Restrooms												
Floors												
Wet mop floors with disinfectant detergent.		X										
Clean basin and floor drains.			X									
Walls												
Wash walls, partitions and doors with disinfectant detergent.			X									
Clean wall area behind basins and toilet bowls.		X										
Sinks, Toilets, Urinals, and Fixtures												
Clean all fixtures.		X										
Disinfect sinks, toilets, toilet seats and urinals.		X										
Remove mineral deposits around faucets.			X									
Remove stains in toilet bowls and urinals.			X									
Polish all chrome fixtures.			X									
Clean drinking fountains and sinks. Also, remove hand prints around fountains.		X										
Clean toilet bases.			X									
Doors, and Stalls												
Wash kick plates and push plates on doors.			X									
Clean restroom stall partitions, and doors with disinfectant detergent.		X										
Wash partition stalls with disinfectant detergent.		X										
Clean partitions between toilets, and urinals.			X									
Clean all doors including restroom entry doors and stall doors.		X										
Restock Restroom and Shower Room Supplies												
Soap.		X										X

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Scope of Services- Janitorial Services for Los Angeles County Airport Terminal Building Areas

Fox Airfield (WJF)

Address: 4725 William J Barnes Avenue, Lancaster, CA 93536-8401

Public Works Division: Aviation Division

Public Works Contract Manager: Jason Morgan

Phone Number: 626-300-4608

Email: jmorgan@dpw.lacounty.gov

Office Hours: 7 am - 5 pm

Required Service Hours, Days, and Staffing

Days of Service: Monday-Sunday

Hour of Service from: 5 pm - 6 am

Minimum Required Hours Per Day*: 2 hours/ day

Minimum Required Number of Staff*: 2 staff/ day

Description of Service Areas	Sq Ft
2 Bathrooms (total):	275
4 Offices (total):	850
Conference rooms, Terminal lobbies, and hallways:	2875
Total Square Footage:	4,000

Each Business Day

Weekly

Monthly

Quarterly

Semi-Annually

Annually

As-Needed

On-call

Terminal Building Internal Offices, Conference Rooms, Lounges, Hallways, and Lobby Areas

Floors:

Sweep and mop noncarpeted floors.

Scrub and buff all noncarpeted floors.

Vacuum carpeted areas.

X

X

X

[illegible]

Trash Receptacles												
Empty waste containers.		X										
Empty recycling containers and dump in designated containers.		X										
Clean waste and recycling containers.			X									
Terminal Building Restrooms												
Floors												
Wet mop floors with disinfectant detergent.		X										
Clean basin and floor drains.			X									
Walls												
Wash walls, partitions and doors with disinfectant detergent.			X									
Clean wall area behind basins and toilet bowls.		X										
Sinks, Toilets, Urinals, and Fixtures												
Clean all fixtures.		X										
Disinfect sinks, toilets, toilet seats and urinals.		X										
Remove mineral deposits around faucets.			X									
Remove stains in toilet bowls and urinals.			X									
Polish all chrome fixtures.			X									
Clean drinking fountains and sinks. Also, remove hand prints around fountains.		X										
Clean toilet bases.			X									
Doors, and Stalls												
Wash kick plates and push plates on doors.			X									
Clean restroom stall partitions, and doors with disinfectant detergent.		X										
Wash partition stalls with disinfectant detergent.		X										
Clean partitions between toilets, and urinals.			X									
Clean all doors including restroom entry doors and stall doors.		X										
Restock Restroom and Shower Room Supplies												
Soap.		X										X

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Clean steps, pedestrian walkways and sidewalks immediately adjacent to Airport Terminal Building.	X							
Remove graffiti on Terminal Building.							X	X
Clean/ wash all exterior walls.						X		
Clean air vent grills and fixtures around walls and ceiling areas.				X				
Clean sidewalks, remove gum and stains from sidewalks around outside of building.			X				X	X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container.	X							X
Pick up loose trash from around buildings and landscapes areas.	X							X

Scope of Services- Janitorial Services for Los Angeles County Airport Terminal Building Areas

San Gabriel Valley Airport (EMT)

Address: 4233 North Santa Anita Avenue, El Monte, CA 91731-1670

Public Works Division: Aviation Division

Public Works Contract Manager: Jason Morgan

Phone Number: 626-300-4608

Email: jmorgan@dpw.lacounty.gov

Office Hours: 7 am - 5 pm

Required Service Hours, Days, and Staffing

Days of Service: Monday-Sunday

Hour of Service from: 5 pm - 6 am

Minimum Required Hours Per Day*: 2 hours/ day

Minimum Required Number of Staff*: 2 staff/ day

Description of Service Areas	Sq Ft	Each Business Day					
		Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
3 Bathrooms (total):	490						
2 Offices (total):	1,200						
Conference rooms, Terminal lobbies, and hallways:	2910						
Total Square Footage:	4,600						

Terminal Building Internal Offices, Conference Rooms, Lounges, Hallways, and Lobby Areas

Floors

Sweep and mop noncarpeted floors.	X						
Scrub and buff all noncarpeted floors.		X					
Vacuum carpeted areas.	X						

[illegible]

Trash Receptacles												
Empty waste containers.		X										
Empty recycling containers and dump in designated containers.		X										
Clean waste and recycling containers.			X									
Terminal Building Restrooms												
Floors												
Wet mop floors with disinfectant detergent.		X										
Clean basin and floor drains.			X									
Walls												
Wash walls, partitions and doors with disinfectant detergent.			X									
Clean wall area behind basins and toilet bowls.		X										
Sinks, Toilets, Urinals, and Fixtures												
Clean all fixtures.		X										
Disinfect sinks, toilets, toilet seats and urinals.		X										
Remove mineral deposits around faucets.			X									
Remove stains in toilet bowls and urinals.			X									
Polish all chrome fixtures.			X									
Clean drinking fountains and sinks. Also, remove hand prints around fountains.		X										
Clean toilet bases.			X									
Doors, and Stalls												
Wash kick plates and push plates on doors.			X									
Clean restroom stall partitions, and doors with disinfectant detergent.		X										
Wash partition stalls with disinfectant detergent.		X										
Clean partitions between toilets, and urinals.			X									
Clean all doors including restroom entry doors and stall doors.		X										
Shower Room												
Clean and disinfect shower room floors.			X									

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Scope of Services- Janitorial Services for Los Angeles County

Whiteman Airport (WHP)

Address: 10000 Airpark Way 2nd Floor, Pacoima, CA 91331-2104

Public Works Division: Aviation Division

Public Works Contract Manager: Jason Morgan

Phone Number: 626-300-4608

Email: jmorgan@dpw.lacounty.gov

Office Hours: 7 am - 5 pm

Required Service Hours, Days, and Staffing

Days of Service: Monday-Sunday

Hour of Service from: 5 pm - 6 am

Minimum Required Hours Per Day*: 2 hours/ day

Minimum Required Number of Staff*: 2 staff/ day

Description of Service Areas	Sq Ft
2 Bathrooms (total):	520
4 Offices (total):	1,035
Conference rooms, Terminal lobbies, and hallways:	2,645
Total Square Footage:	4,200

Each Business Day

Weekly

Monthly

Quarterly

Semi-Annually

Annually

As-Needed

On-call

Terminal Building Internal Offices, Conference Rooms, Lounges, Hallways, and Lobby Areas

Floors

Sweep and mop noncarpeted floors.

Scrub and buff all noncarpeted floors.

Vacuum carpeted areas.

X

X

X

[illegible]

Trash Receptacles												
Empty waste containers.		X										
Empty recycling containers and dump in designated containers.		X										
Clean waste and recycling containers.			X									
Terminal Building Restrooms												
Floors												
Wet mop floors with disinfectant detergent.		X										
Clean basin and floor drains.			X									
Walls												
Wash walls, partitions and doors with disinfectant detergent.			X									
Clean wall area behind basins and toilet bowls.		X										
Sinks, Toilets, Urinals, and Fixtures												
Clean all fixtures.		X										
Disinfect sinks, toilets, toilet seats and urinals.		X										
Remove mineral deposits around faucets.			X									
Remove stains in toilet bowls and urinals.			X									
Polish all chrome fixtures.			X									
Clean drinking fountains and sinks. Also, remove hand prints around fountains.		X										
Clean toilet bases.			X									
Doors, and Stalls												
Wash kick plates and push plates on doors.			X									
Clean restroom stall partitions, and doors with disinfectant detergent.		X										
Wash partition stalls with disinfectant detergent.		X										
Clean partitions between toilets, and urinals.			X									
Clean all doors including restroom entry doors and stall doors.		X										
Restock Restroom and Shower Room Supplies												
Soap.		X										X

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EXHIBIT M.2

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