

California Department of Transportation**DEPARTMENT OF TRANSPORTATION**

ADMINISTRATION

DIVISION OF PROCUREMENT AND CONTRACTS

1727 30th STREET, MS-65

SACRAMENTO, CA 95816

PHONE (916) 227-6000

TTY 711

<https://dot.ca.gov/programs/procurement-and-contracts/>**July 23, 2026**

**Addendum No. 2
Invitation for Price Quote (IFPQ) 04A7487
Janitorial Services in Contra Costa County, CA**

NOTICE TO ALL PROSPECTIVE BIDDERS:

Addendum No. 2 is issued for the above-referenced IFPQ. Price quote for this work shall be with the full understanding of this Addendum.

**THE FOLLOWING REPRESENTS QUESTIONS RECEIVED FROM PROSPECTIVE CONTRACTORS
AND DEPARTMENT OF TRANSPORTATION (CALTRANS) ANSWERS.**

Question 1: Who is the current contractor?**Answer 1:** Current contractor is Erika Linares Sorto dba Green Leaf Janitorial and Residential Cleaning.**Question 2:** What is the current contract amount?**Answer 2:** The Agreement amount was \$49,944.00.**Question 3:** If you are unable to provide the current contract amount, what is the current budget your agency has for this project?**Answer 3:** The current budget amount for this solicitation is \$160,000.00.**Question 4:** Square footage of each facility?**Answer 4:** Please refer to **IFPQ, Attachment 3, Exhibit A, Item 3.****Question 5:** Frequency of Services?**Answer 5:** Please refer to **IFPQ, Attachment 3, Exhibit A, Item 8** and **IFPQ, Attachment B - Janitorial Services Duty Statement.****Question 6:** Number of custodians required?**Answer 6:** Caltrans does not specify the number of custodians. Contractor is responsible for providing sufficient staffing to meet the requirements. Please refer to **IFPQ, Attachment 3, Exhibit A.**

Question 7: Time frame to clean? Between hours?

Answer 7: The time frames for cleaning both buildings A and B vary and could take up to 4-5 hours which also depends on the number of custodians. Please refer to **IFPQ, Attachment 3, Exhibit A, Item 5.**

Question 8: Is there a DVBE requirement?

Answer 8: No, DVBE is not required.

Question 9: Scope of work states under Semi-Monthly Services-Clean windows in the lobbies, inside and outside. It came up in the walk through that all windows needed cleaning, inside and outside, including 2nd story. Is the Contractor responsible for all windows?

Answer 9: Yes, second-story window cleaning services are required including exterior. Please refer to **IFPQ, Attachment 3, Exhibit A, Item 8.**

Question 10: Mandatory Jurisdictional Minimum Wage vs. CalHR Rate Exhibit B, Section 8(B)(1) states that the 2026 CalHR Custodian I base hourly wage rate is \$16.31, but explicitly specifies that if the local jurisdictional minimum wage is higher, the higher rate shall prevail and be paid. Because Richmond, CA maintains a localized minimum wage that exceeds the CalHR baseline, will Caltrans formally publish an addendum adjusting the contract labor rate specifications, or should bidders independently scale the base wage while keeping the mandatory \$15.51/hour blended benefits rate intact?

Answer 10: Please refer to **IFPQ, Attachment 3, Exhibit B, Item 8. B.**

Question 11: Total Proposal Calculation with Item 7 (Reimbursables) Attachment 1 (Price Quote Proposal, Page 2) hardcodes a fixed total of \$10,000.00 for Line Item 7 regarding light bulbs, LED lights, and fluorescent tubes. When calculating the definitive "Total this Proposal" at the bottom of the page, should bidders calculate the sum of Items 1 through 6 inclusive of this predefined \$10,000.00 allowance, or should the total reflect the service line items exclusively?

Answer 11: Please calculate lines 1-7 for the total of the proposal.

Question 12: Floor Care Scope within Semi-Annual Line Items Attachment B (Janitorial Services Duty Frequency) designates "Machine Scrub & Refinish tile floor" and "Shampoo and Spot Clean Carpet" as Semi-Annual duties (performed twice per year in June and December). Can you confirm if the "Semi-Annual" unit-of-measure line items on Attachment 1 (Items 3 and 6) are strictly intended to cover these specialized floor care operations, or do they include other comprehensive deep-cleaning provisions for Buildings A and B?

Answer 12: Please refer to **IFPQ, Attachment 3, Exhibit A, Item 8. C.**

Question 13: Standardized Reporting Formats for Government Code Section 19134 Exhibit B, Section 1(E) requires contractors to submit Government Code Section 19134 employee wage and benefit compliance reports alongside each monthly invoice. Since subcontracting is entirely prohibited under this agreement and all personnel must be direct employees of the prime contractor, will Caltrans provide a specific, mandatory reporting template, or are standard corporate payroll benefit summaries acceptable?

Answer 13: Caltrans does not provide a specific reporting template. Please refer to **IFPQ, Attachment 3, Exhibit D, Item 4**. Subcontractors are not permitted regarding the duties in the scope of work, **IFPQ, Attachment 3, Exhibit A**.

Question 14: Operational Logistics for SB 1383 Organic Waste Compliance Exhibit A, Sections 8(A)(23) and 18 mandate strict adherence to SB 1383 guidelines and the weekly separation and transfer of recyclable white paper to exterior commercial bins. Will Caltrans provide the interior color-coded recycling and organic waste sorting bins throughout the office spaces, or is the contractor required to procure these internal facilities as part of the initial supply baseline under Exhibit A, Section 9?

Answer 14: The Caltrans Richmond location does not have any organic waste sorting bins, only trash and recycling bins located outside. Please refer to **IFPQ, Attachment 3, Exhibit A, Item 11** regarding necessary equipment necessary to perform janitorial services.

Question 15: Existing Contract Information:

Who is the incumbent contractor and what was his pricing for this contract?

Has the scope changed from the previous contract?

What issues has Caltrans experienced with the current contractor?

What improvements are they expecting from the new contractor?

Answer 15: Please refer to the answer provided for questions 1 and 2. There have been changes from the previous Agreement. Not many issues, however, the previous contractor at one time had to be reminded to restock paper towels in the restrooms. Improvements could be proper invoicing, proper stocking, and completing the sign in sheet.

Question 16: Staffing Requirements:

Approximately how many janitors currently service this facility?

How many total labor hours are worked each day?

Is daytime cleaning expected throughout the day or only after office hours?

Approximately how long does Building A take to clean?

Approximately how long does Building B take?

Is there any requirement for an on-site supervisor?

Answer 16: Please refer to the answers provided for questions 6 and 7. The number of custodians that currently service building A and B varies from 1-2 custodians. Please refer to **IFPQ, Attachment 3, Exhibit A, Item 13. C.**

Question 17: Building Occupancy:

Approximately how many employees occupy Building A?

Approximately how many employees occupy Building B?

Are there kitchens or breakrooms in each building?

How many restrooms are in each building?

Answer 17: The daily in-office staff count varies, as staff members may be assigned to fieldwork or teleworking on different days, but it can reach over 30 people when meetings are held. Each building has a kitchen and breakroom. There is one men's restroom, and one women's restroom in each building.

Question 18: Cleaning Supply Consumption:

Approximately how many cases of toilet paper are used each month?

Paper towels?

Hand soap?

Trash liners?

Toilet seat covers?

Air fresheners?

Carpet mats?

Floor cleaner?

Disinfectant?

Glass cleaner?

Answer 18: Caltrans is unable to provide estimated quantities or case amounts for consumable supplies, as usage varies based on facility occupancy and operational needs.

Question 19: Floors & Carpet:

Approximately how much carpet vs. hard flooring?

Floor material (VCT, tile, concrete, vinyl, etc.)?

Any specialty flooring?

Condition of carpets?

Any areas requiring extra attention?

Answer 19: Building A and Building B both have carpet. Building A had new carpet installed earlier this year. Building B carpet is old and will need proper care as to not ruin the carpet further. No special flooring or areas requiring extra care.

Question 20: Restrooms:

Number of restrooms?

Number of toilets?

Number of urinals?

Number of sinks?

Number of soap dispensers?

Number of paper towel dispensers?

Number of sanitary waste receptacles?

Answer 20: Each Building has one men's restroom and one women's restroom.

Building A Women's restroom - 3 toilet stalls, 2 paper towel dispensers, 2 soap dispensers, 3 waste bins. Men's restroom - 3 toilet stalls, 1 urinal, 2 paper dispensers, 2 soap dispensers, 2 urinals.

Building B Women's restroom - 4 toilet stalls (1 out of order), 2 waste bins, 1 soap dispensers, 1 paper dispenser. Men's restroom - 1 soap dispenser, 1 paper dispenser, 3 urinals, 4 toilet stalls.

Question 21: Light Bulbs:

Although the solicitation states these are reimbursable, please clarify:

Is the \$10,000 reimbursement line typically fully utilized or simply a not-to-exceed allowance?

Answer 21: Please refer to **IFPQ, Attachment 1 - Price Quote Proposal, line 7.**

Question 22: Pricing Questions:

Is there an estimated budget for this procurement?

What was the previous contract value?

Answer 22: Please refer to the answer provided for questions 2 and 3.

ALL OTHER TERMS AND CONDITIONS SET FORTH IN THE IFPQ REMAIN IN FULL FORCE AND EFFECT.

Sincerely,

John Leyva, Contract Analyst