

DEPARTMENT OF MOTOR VEHICLES

ADMINISTRATIVE SERVICES DIVISION

P.O. BOX 932382

SACRAMENTO, CA 94232-3820

**QUESTIONS & ANSWERS****After-Hours Janitorial Services at the Ridgecrest DMV Field Office****26-109 SB Solicitation**

1. Minimum Hourly Rate: Please confirm whether the \$36.20 minimum Hourly Rate stated in Exhibit E represents the combined value of an employee's Hourly Wages plus qualifying Hourly Blended Benefits, rather than a mandatory cash wage of \$36.20 per hour.

Answer: Yes, \$36.20 hourly rate is the combined Hourly Wage and Hourly Blended Benefits.

Bureau of Labor Statistics Hourly Rate under Occupation Code 37-2011 (janitorial and cleaners) of \$20.69 plus the current CalHR hourly blended benefits rate of \$15.51 = \$36.20 hourly rate

2. Social Security and Medicare: Exhibit E states that "Wages include hourly wage, Social Security, and Medicare." Please clarify exactly how Social Security and Medicare should be valued and reported in the "Hourly Wages" column of Exhibit F. Specifically, may the employer-paid portion of Social Security and Medicare be credited toward the required \$36.20 Hourly Rate.

Answer: \$20.69 wage included hourly wage, Social Security, and Medicare. \$15.51 included blended benefits include: health, dental, vision care, holiday pay (holiday pay is pay to custodians who are unable to work because the facility at which they would normally be expected to provide services at is closed due to a state holiday), vacation pay, sick pay, and retirement benefits. Hourly rate must minimally equal to \$36.20.

3. Comprehensive Employee Benefit Plan Exception: Attachment 2 states that the Hourly Rate may be below the stated Janitor rate when a bidder satisfies Government Code Section 19134 by providing a comprehensive employee benefit plan. However, Exhibit F, Note 3 states that the Hourly Rate must minimally equal the Hourly Rate in Exhibit E. Please clarify which requirement controls and provide the required calculation methodology.

Answer: See Item #1 above.

Hourly Wages for janitors classified as "Owner".

Attachment 2, the owner hourly rate of \$20.69, which is below the minimum hourly rate that does not include the hourly blended benefits rate.

Hourly Blended Benefits Rate only applies to janitors classified as "Employee".

Attachment 2: "Hourly Rate indicated must equal or exceed the Hourly Rate specified for Janitor unless you are a non-profit, community-based rehabilitation program pursuant to Welfare and Institutions Code 19404, or you meet Government Code 19134 requirements by providing a comprehensive employee benefit plan. Proof must be provided with your bid."

4. CalHR Rate Source: Please identify the CalHR classification, hourly wage rate, blended benefit rate, and calculation used by DMV to establish the \$36.20 minimum Hourly Rate for this solicitation.

Answer: Bureau of Labor Statistics Hourly Rate under Occupation Code 37-2011 (janitorial and cleaners) of \$20.69 plus the current CalHR hourly blended benefits rate of \$15.51 = \$36.20 hourly rate.

5. Valuation of Blended Benefits: Please confirm how contractors should convert actual health, dental, vision, retirement, vacation, sick leave, and holiday benefits into the Hourly Blended Benefits Rate reported on Exhibit F. [See answer for #2 above.](#)

Please also identify the supporting documentation DMV expects contractors to maintain or provide during an audit. [Contractor shall identify and maintain their own supporting documentation](#)

6. Cash Payments in Lieu of Benefits: Please confirm whether cash payments in lieu of benefits may be used to satisfy the blended-benefit component under Government Code Section 19134 for this Agreement. If permitted, please explain how such payments should be reported on Exhibit F.

Answer: The CalHR hourly blended benefits rate of \$15.51 is considered the cash payment in lieu of benefits dollar amount. On Exhibit F, \$20.69 hourly wage; \$15.51 hourly blended benefits.

7. Owners Performing Janitorial Services: Please define "Owner" for purposes of Exhibit F and identify the acceptable documentation demonstrating payment of the required Hourly Wages to an owner who personally performs janitorial services under the Agreement.

Answer: Owner means a person who owns something; one to whom property belongs. In Exhibit F, Owner would check the appropriate classification and fill in the appropriate boxes.

8. Subcontractor Personnel: Exhibit F provides only "Owner" and "Employee" classifications. Please clarify how an individual performing janitorial services through an approved subcontractor should be classified and reported on Exhibit F.

Answer: Subcontractor is considered as "Employee".

9. **Holiday Pay:** Under Addendum #1, services are scheduled for Monday, Wednesday, and Friday. Please confirm whether holiday pay is required only when a State holiday falls on a day on which the affected janitor would normally have been scheduled to perform services at the Ridgecrest DMV location.

Answer: Yes. Holiday pay shall be provided to employees of contractors providing services on a state holiday that the state facility in which the services are being provided is closed.

10. **Future CalHR Rate Adjustments:** If the applicable CalHR hourly wage and blended-benefit rates increase during the 36-month Agreement, please confirm whether the corresponding contract amendment will also increase the Monthly Contract Amount. Please also confirm whether such an adjustment would become effective as of the effective date of the new CalHR rate.

Answer: CalHR establishes the wages and blended benefits rates for janitorial services on an annual basis, and the annual established rates are in effect from February 1st. An amendment will be processed to adjust the monthly rate and retroactive to the February 1st date if the combined total for the wages and blended benefits exceeds the current hourly rate in the contract.

11. **Cost Sheet – Employer Labor Burden and Additional Costs:** Please confirm whether employer payroll taxes, Workers' Compensation, FUTA, UI, ETT, insurance allocations, uniforms/PPE, training, travel, administrative overhead, and other related employer costs should be included under Item D, "Additional Costs Per Month," rather than incorporated into the Janitorial Hourly Rate under Item A.

Answer: Complete the appropriate Items B, C, and D in Attachment 2, Cost Sheet.

12. **Disability Insurance Percentage:** Item G of the Cost Sheet requests the percentage rate paid by the business for "Disability Insurance." Please confirm whether DMV is requesting the California SDI employee-withholding rate or a separate employer-paid disability insurance rate.

Answer: The percentage rate of Disability Insurance shall be determined by the employer to pay the employee.

13. **Displaced Janitor Opportunity Act:** Please advise whether the current contractor has employees at the Ridgecrest site who may be subject to the transition requirements of Labor Code Sections 1060–1065. If applicable, please also advise when the incumbent janitor information would be made available to the successful bidder.

Answer: Janitorial services are currently being performed at the Ridgecrest site under an existing agreement. DMV does not employ the incumbent contractor's personnel or maintain the employment records needed to determine whether an individual is covered by Labor Code Sections 1060–1065

After the contractor is selected and the incumbent contractor is notified, the incumbent contractor is responsible for providing the required employee information in accordance with Labor Code Section 1061. The successful bidder is responsible for complying with all applicable employee-transition requirements.

- 14. Bid Submission Deadline:** The Schedule of Events displays the final bid submission date as "9/1/20206." Please confirm that the intended deadline is September 1, 2026, at 2:00 p.m.

Answer: The deadline is September 1, 2026 at 2:00 pm.

- 15. Service Hours, Staffing, and Required Labor Hours:** Addendum #1 states that after-hours janitorial services are to be performed on Monday, Wednesday, and Friday after the close of DMV business hours, excluding State holidays. Please confirm whether there is a specific time window during which the contractor must perform the janitorial services on each scheduled service day. Additionally, please confirm whether DMV has established or estimated a required number of janitorial labor hours per service day or per month, or whether it is the bidder's responsibility to determine the number of labor hours, number of employees, and staffing configuration necessary to satisfactorily complete all services required under Exhibit A.

Answer: DMV has not established a specific service window beyond the requirement that services be performed after the close of DMV business hours on Monday, Wednesday, and Friday, excluding State holidays. The successful contractor shall coordinate the specific service and building-access times with the Ridgecrest Office Manager.

DMV has not established a required number of janitorial labor hours per service day or per month. The bidder is responsible for determining the labor hours, number of employees, and staffing needed to satisfactorily complete all services required under Exhibit A.

- 16. Estimated 36-Month Budget:** The solicitation identifies an Estimated Budget for 36 months of \$70,000.00. Please confirm whether the \$70,000.00 represents. a) the maximum total amount available for the entire 36-month Agreement; or b) an estimated budget provided for bidding and planning purposes only. Please also confirm whether a bidder's 36-Month Grand Total in Attachment 2, Cost Sheet, may exceed \$70,000.00, or whether a bid exceeding the stated estimated budget would be considered non-responsive or otherwise ineligible for award.

Answer: \$70,000 is an estimate only.

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