



TO: All Plan holders and Prospective Bidders  
FROM: City of Capitola Public Works  
DATE: September 27, 2024  
RE: **Janitorial Services for City Facilities**

### RFP Questions & Answers

#### **September 13, 2024**

1. Will the awarded contractor provide paper products, garbage can liners, cleaning supplies and other consumables? **No, the City of Capitola will provide.**
2. Is there a prevailing wage?  
**As an ongoing service contract, it is not under the requirements of prevailing wage.**
3. Is a bid bond required/mandatory for this project?  
**No**
4. Who is the current contractor?  
**Clean Building Maintenance**
5. Item 13 of RFP states 3 weeks during winter months for the Community Center, is that 15 days or 21 days?  
**It would be 15 days, specified each year. This has been clarified in the Scope of Services, see Addendum 1.**

#### **September 17, 2024**

6. Under Weekly Janitorial Services point 8 it states machine scrubbing of shower floor.  
**This has been removed from the Scope of Services, See Addendum 1.**
7. What is the current monthly charge of the current contractor?  
**The current annual budget for janitorial services is \$70,000**
8. Are there additional locations or scope of work added from the previous contract?  
**The current janitorial services contract in place 2012, has undergone modifications over time based on need and budget. This RFP seeks to clearly define the locations and scope of work required for the new contract.**