February 4, 2014

REQUEST FOR PROPOSAL #34-0000
CAMPUS-WIDE CUSTODIAN AND PORTER SERVICES

ADDENDUM #3

Q&A

Q1. Wage Structure- What is the prescribed wage structure for this contract? Is it any of the following:
   a. City of San Francisco Living Wage Ordinance
   b. Prevailing Wage by the CIR applicable in the City and County of San Francisco
   c. Wages per SEIU Local 87?

A1. UC Hastings requires prevailing wage (see section 1. T., page 10, of the RFP).

Q2. What wage structure is being followed? It is not un-common for some union companies to have side agreements to follow government wage structures so a clarification on this question can be beneficial to UCH as the differences on wage differential can be significant.

A2. UC Hastings has only the prevailing wage requirement.
The incumbent provides union employees.
UC Hastings does not have a side agreement with the local.

Q3. Current staff count? Perhaps length of service and age ranges? Defining this is important as the calculation for health and welfare is based on seniority and status of the employees.

A3. The current agreement structure has a set staffing level of:
   o Twelve (12) for 198 and 200 McAllister,
   o Four (4) for 100 McAllister.

Note: The go-forward strategy is not focused on staffing level, but on task performance.
Q4. Previous award documents.
A4. Under separate consideration.

Q5. On page 16 at the bottom; Custodian/Porter are to attend off site events. How many off site events are there typically? How long are these events? Are the custodial/porters transported to these events or do they take personal vehicles?
A5. Primarily this refers to one event, commencement, in early May. Typically commencement is held on a weekend day at the Bill Graham Civic, or Masonic Hall. Goods and materials are transported from UC Hastings to the site in Hastings vehicles.

Q6. What has been the practice when doing carpet extraction/floor stripping/wax/buffing in terms of personnel? Are these utility people or are they part of the custodial/porter services staff?
A6. These are performed by staff utility persons as well as custodial/porter services, but primarily the utility personnel. Currently, the custodial service personnel on site perform all the utility jobs.

Q7. Managed time? Who would be responsible for any OT that might occur if during needed Porter services, personnel works over time?
A7. Under the go-forward management strategy for this agreement, overtime should be rare to none. As a contractor, the firm would be responsible for overtime.

Q8. Are there shift changes during any course of duties? Meaning, if some are day workers, but to compensate hours and porter services these day workers are assign evening work?
A8. Shift change issues should be mitigated with the personnel/time management the college is seeking. Shift assignments would be handled between custodian/porter staff and their employer.

Bidder acknowledgement
SIGN AND RETURN WITH YOUR RESPONSE

Date
Sincerely,

Brian N. Agius
Lead Buyer