

**Sacramento Employment and Training Agency (SETA)
Children and Family Services Department
Warehouse/Workshop/Office Space RFP
Offeror's Telephone Conference Call
June 17, 2020
Questions and Responses**

Question #1: Is there a specific template to fill out to respond to the RFP?

Response: In the RFP, there is an Exhibit, *Exhibit C*, to complete as part of the response. Also, *Section G/Responsiveness* outlines the expected elements for submission.

Question #2: Can you describe days/hours of operation for this location?

Response: Typical office hours, Monday through Friday; 8:00 a.m. – 5:00 p.m. The crew generally works 6:30 a.m. – 3:30 p.m.

Question #3: For the workshop area, does this need to be 1,000 sq. ft. of conditioned space? What does the space look like?

Response: The workshop does not need to be conditioned space. The workshop will be used for heavy equipment, drills, saws, etc. It will need electrical for power tools. It also does not have to be separate from the warehouse. It can be contiguous space.

Question #4: Will the warehouse need air conditioning/heating?

Response: No, typical warehouse conditions are acceptable. Office space does need working heat/air.

Question #5: Is there a minimum ceiling height?

Response: No, but no less than 16-18 ft. of clear height would be needed. There will be tall racks in the warehouse. Agency vehicles are also stored inside warehouse during evenings and weekends. The vehicle fleet includes a mid-size moving truck.

Question #6: What does the file storage space need to have? Does it just need to be walkable with 4 walls and lights only?

Response: Yes. This space will store many boxes of archive files. Space should be self-contained with four walls, lighting, and lockable.

Question #7: Is there an existing location that we can visit to see use of electricity in the warehouse?

Response: A tour of the current location can be arranged in advance by contacting Mike Riley, SETA's broker of record, to schedule a visit.

Question #8: Do you know what the monthly electrical costs, on average, are for the current location?

Response: No, we do not have access to that information.

Question #9: What about janitorial?

Response: The tenant will be responsible for janitorial services.

Question #10: What type of trash service is required? Are dumpsters used, typically office trash or is there something else disposed of at this facility?

Response: SETA has a contract with the County of Sacramento for dumpsters. Service comes twice per week. Regular trash is disposed of in the dumpsters.

Question #11: Is garbage refuse the responsibility of the tenant?

Response: Yes

Question #12: The RFP states 4 separate bathrooms. Can any of them be multi-use? Do they need to be separate rooms?

Response: Yes, restrooms can be multi-use, but the preference is individual space for different genders.

Question #13: What type of security is needed for the space?

Response: A basic business alarm system is required, with window, door and motion detectors.

Question #14: Who is your current alarm company?

Response: Seta has many but Bay Alarm services our current warehouse location.

Question #15: On liquidated damages, it states \$1,500/day, is that correct?

Response: Yes, this is correct.

Question #16: For the alarm, does the landlord pay for installation and take on the cost of monthly monitoring?

Response: The landlord installs it and tenant will pay the monthly cost.

Question #17: Could you explain a little more about the specifics of the existing alarm system?

Response: We currently have motion detectors in the offices with exterior windows and doors, including the main entrance and on the rolling doors. A keypad is at the main entrance. Do not need anything fancy.

Question #18: Are there any flexibilities in the terms? Is there any consideration of a longer initial term than five years?

Response: It would be 5-year lease with two 5-year options to extend. Once the SETA Governing Board approves the staff recommendations to this solicitation, terms can be negotiated with the successful proposer(s). Keep in mind to be responsive to the RFP, the proposer needs to respond in accordance with the RFP guidelines. Bidding something different could be considered non-responsive.

Question #19: Are there any expectations for electrical distribution in the shop?

Response: Standard 110v is used in most of the areas with exception of one 220v needed in the workshop for the table saw and dust collector equipment. Staff will get floor plan to show electrical outlets, 110v and 220v areas.

Question #20: how large is your current location?

Response: SETA's current warehouse space is approximately 12,000 sq. ft. but is in need of additional space under this RFP.

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Question #21: How many trucks or vehicles will be parked inside the warehouse overnight?

Response: Approximately 12, including a mid-sized moving vehicle.

Question #22: Will there be any vehicles or equipment left outside at night?

Response: No, SETA prefers all equipment and vehicles to be stored indoors.

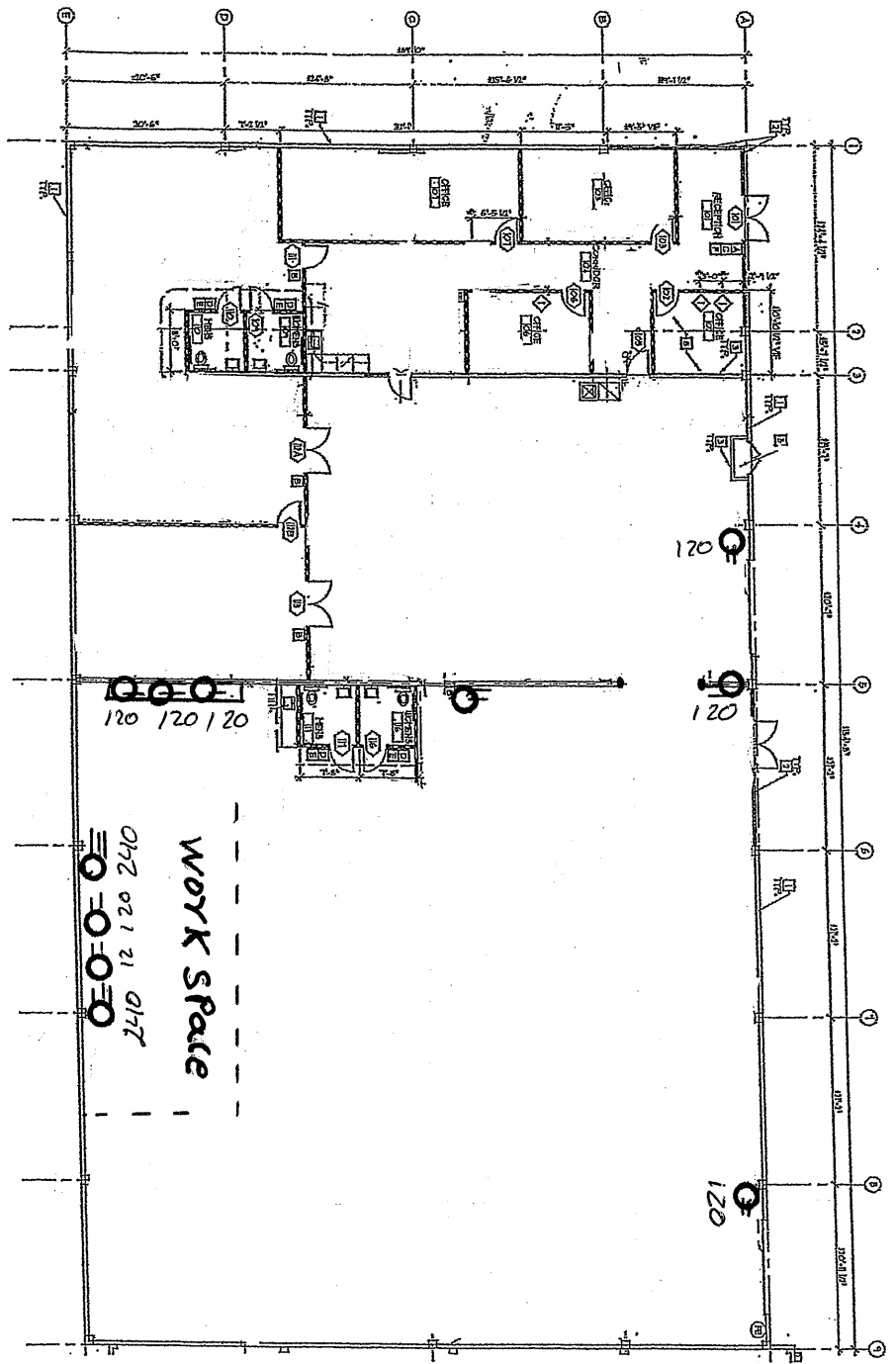
Q/A Posted: June 24, 2020.

**Question submitted to the Broker outside of the
Offeror's Telephone Conference Call**

Question #1: Does the rent during the lease term needed to be flat?

Response: Yes, as per the RFP, SETA's preference is that the lease rate be flat during the term.

FLOOR PLAN



WORK SPACE

120 120 120

240

120

120

⊖ 240 volt
 ⊖ 120 volt

GENERAL NOTES