

REQUEST FOR QUALIFICATIONS (RFQ)
by
THE CITY OF CALIFORNIA CITY
for
JANITORIAL SERVICES



City of California City
21000 Hacienda Blvd
California City, CA 93505
760-373-7482
alinn@californiacity-ca.gov

Prepared by Robert Stockwell
August 1st, 2018

CITY OF CALIFORNIA CITY

Proposers are not allowed to use any California City Logos without the written permission of the City Council. Proposers are specifically directed not to contact any City personnel, other than the Contact Person indicated below, for any purpose related to this RFP. Unauthorized contact of any City personnel may be cause for rejection of a vendor's proposal.

All inquiries concerning this RFQ should be directed to the following Contact Person:

Anna Linn
alinn@californiacity-ca.gov
661-433-5773

Envelopes/packages containing the proposals are to be marked:

“PROPOSAL” and delivered to:
City Clerk of California City
21000 Hacienda Blvd.
California City, CA. 93505
cityclerk@californiacity-ca.gov

Projected Timetable

The following dates are set forth for information and planning purposes only. These dates may be changed by the City upon notice to prospective proposers:

Issuance Date _____ August 27, 2018
Question Submission Date ____ September 18, 2018
Proposal Due Date _____ September 25, 2018
Proposal Due Time Before 2:00 p.m.

Postmark date will not constitute timely delivery. Responses received after the above time **will not** be considered. Proposers are solely responsible for ensuring timely receipt of their proposals.

Request for Qualifications
by
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for
Janitorial Services

A. OVERVIEW

The City of California City is invites your company to submit a proposal for the provision of janitorial services at our public, City owned buildings. The City's intent in issuing this RFQ is to receive proposals from Bidders prepared in accordance with this RFQ and consistent with the scope of services required as set forth in this RFQ

B. TIMELINE

1) Mandatory site visit.

All Bidders **MUST** attend the site visit at the buildings and will sign in at each location as there will be no additional opportunities to view the sites due to access restrictions. A Bidder's failure to attend a site visit at a building will result in the Bidder being eliminated from consideration for contract. The site visit is scheduled for Thursday, September 11, 2018 at 9:00am. We will begin at California City Hall **21000 Hacienda Blvd. California City, CA. 93505**

2) Inquiries.

All questions must in writing and e-mailed to alinn@californiacity-ca.gov. The deadline for all questions will be **September 18, 2018**.

3) Form of Submission of Proposals and Closing Date.

Proposals must be submitted in writing, in both hard copy and PDF format. Envelopes/packages are to be marked:

“PROPOSAL” and sent to:
City Clerk of California City
21000 Hacienda Blvd.
California City, CA. 93505
cityclerk@californiacity-ca.gov

Proposals must be received by September 25th, 2018, by 2:00pm.
Postmark date will not constitute timely delivery. Responses received after the above time **will not** be considered.

C. GENERAL CONDITIONS AND RESERVATIONS.

1) Proposals and signatures.

An authorized official must sign the proposal.

2) Proposal modifications.

Clarifications, modifications, or amendments to any proposal must be submitted, in writing, before the final due date and upon the discretion of the City Manager

3) Compliance with state and local laws.

The Bidder must comply with all federal, state and local laws.
The Bidder must be licensed and bonded. The Bidder must also supply proof of all required insurances, permits, and business licenses.

4) Non-Discrimination.

The City will not contract with any person or company that discriminates Against employees or applicants for employment because of any factor not related to job performance, including race, color, creed, age, marital status, sexual orientation, religion, height or weight.

5) Disqualifications of Bidders

Any Bidder may be disqualified, resulting in the rejection of the proposal if there is evidence of collusion among Bidders, lack of competency as revealed by the contents of the proposal, lack of responsibility as revealed by references and failure to pass a background livescan check for all owners and personnel.

D. Proposal content.

The proposal shall be organized in the following format:

1) Bidder:

List the full name of your company, union affiliation, subsidiaries and parent organization. List the full of the Bidder.

2) Proposal Contact Person

List the full name, title, address, phone and fax number, and email address of the individual who will be the designated contact for your company for subsequent communications in reference to this Request for Qualifications. Give the name of the person who will be authorized to execute the contract for the Bidder.

3) Experience requirements

In the proposal include a detailed description of your companies experience and expertise in janitorial services. Demonstrate having 3 years+ of janitorial services in the public sector and understanding of full confidentiality. List current and past (within 3 years) buildings that are serviced by you, including a description of the size and type of buildings, the service you provided, the number of personnel assigned under each contract, and cost of the contract. Provide an organizational chart indicating the key personnel who will provide services resulting from this RFQ.

4) Janitorial services plan.

Describe your cleaning supplies, equipment, and what products the Bidder proposes to use for the delivery of services. Describe your employee training procedures. Describe your security clearance procedures and measures to enforce it.

5) Cleaning Specifications will be given at the mandatory walk through.

EXHIBITS

EXHIBIT A (1) – CLEANING SPECIFICATIONS FOR THE CITY OF CALIFORNIA CITY

EXHIBIT A – CLEANING SPECIFICATIONS

1. LOBBY AREA AND COUNCIL CHAMBERS

FREQUENCY	TASK
Weekly	Empty trash receptacles
Weekly	Spot clean all walls, switches, doors signs and directions
Weekly	Vacuum clean walk off mats
Weekly	Dust mop entire floor (where needed)
Weekly	Sweep and Mop floor in all areas (where needed)
Weekly	Dust all reach areas
Weekly	Dust and clean seating areas
Weekly	Check and stock hand sanitizer dispensers
Weekly	Dust and damp wipe information desk surfaces and security tables
Weekly	Dust and damp wipe window sills
Weekly	Clean door's glass and frames
Weekly	Clean doors top to bottom and inside/outside
Weekly	Clean / Extract walk off mats
Monthly	Vacuum and clean window sills and floor corners
Yearly	Machine scrub and shampoo carpets
Yearly	Machine scrub and buff lobby floor at entrances (where needed)

2. OFFICE AREAS, COMPUTER ROOMS AND SUPPLY ROOMS

FREQUENCY	TASK
Weekly	Empty trash receptacles
Weekly	Spot clean walls, switches, phones and doors
Weekly	Dust and spot clean furniture, fixtures, telephones, seals/emblems, equipment and accessories
Weekly	Vacuum all carpet areas
Monthly	Vacuum and clean window sills and floor corners and baseboards (both)

3. STAFF AND PUBLIC RESTROOMS

FREQUENCY	TASK
Weekly	Empty trash receptacles
Weekly	Sweep and Mop floor in all areas
Weekly	Wipe and clean all Tile Walls
Weekly	Clean doors top to bottom and inside/outside
Weekly	Clean all mirrors, water closets, lavatories, urinals, etc.
Weekly	Fill soap and hand sanitizer dispensers
Weekly	Stock all paper towel receptacles, soap dispensers, hand sanitizer dispensers, toilet paper dispensers, etc.
Weekly	Clean all paper towel receptacles, soap dispensers, hand sanitizer dispensers, toilet paper dispensers, etc.

4. KITCHEN AND BREAKROOMS

FREQUENCY	TASK
Weekly	Empty trash receptacles and recycle container
Weekly	Sweep and Mop floor in all areas
Weekly	Wash all dishes and put them away
Weekly	Machine Wash the kitchen towels
Weekly	Clean the small and large appliances inside and out
Weekly	Clean doors top to bottom and inside/outside
Weekly	Clean all cabinets and counters top to bottom and inside/outside
Weekly	Clean and wipe all appliances
Weekly	Stock all paper towel receptacles, soap dispensers, hand sanitizer dispensers, etc.
Weekly	Clean all paper towel receptacles, soap dispensers, hand sanitizer dispensers, toilet paper dispensers, etc.
Monthly	Throw away all items in the refrigerator that are expired or do not have initials and date.
Monthly	Clean the refrigerator inside and out.