

**REQUEST FOR PROPOSALS
BY THE PLACER MOSQUITO AND VECTOR CONTROL DISTRICT
FOR A JANITORIAL SERVICES CONTRACTOR**

Proposals Due By: Monday, November 17, 2014 at 12:00 p.m.

1. PROPOSALS REQUESTED:

The Placer Mosquito and Vector Control District (the “District”) solicits proposals from qualified contractors (“Contractors”) to provide janitorial services for the facility described below. Both small and large qualified contractors with competitive prices are encouraged to apply.

2. BACKGROUND:

It is the intent of this specification to secure a contract for professional janitorial services, which will provide necessary routine interior cleaning, and specified building maintenance services for the District main facility.

The District is an independent special district that provides mosquito and vector control services to residents of Placer County. (See www.placermosquito.org)

The District main facility is comprised of office space, laboratory space, and warehouse space. Janitorial service is required for the office and laboratory spaces, totaling approximately 8,800 square feet, of which approximately 4,400 square feet of flooring is carpeted, and 4,365 has vinyl flooring.

5. PROPOSAL CONTENT:

Interested and qualified contractors are requested to submit to the District no later than 2:30 p.m. on the date set forth above one copy of a written proposal to provide janitorial service for the District. It is the contractor’s responsibility to ensure that proposals are submitted and received in a timely manner. The submittal materials shall provide the following information:

- a. Contractors name, address, telephone number and website, and principal contact name, telephone number and e-mail address.
- b. Name of the principal staff person(s) who will be primarily responsible for providing service. If the contractor has provided janitorial service to public agencies or private companies, a description of up to three relevant services, including the client, and contact information for the person at the agency or company that was responsible for overseeing the agency’s or company’s janitorial contract.

- c. Itemized description of all charges and fees related to the proposed scope of work (Exhibit A) and definitions of tasks (Exhibit B).
- d. Proof of insurance that meet the standards contained in Exhibit C.

Proposals shall be addressed and delivered to:

Placer Mosquito and Vector Control District
Attn: RFP – Janitorial Services 2014
2021 Opportunity Drive
Roseville, CA 95678

Or submitted electronically by email to:

info@placermosquito.org.

Email submittals must have “RFP-Janitorial 2014” in the subject line of the email for the proposal to be accepted. Emails and attachments that do not have the above text in the subject line will not be accepted.

Questions regarding this request for proposals may be directed to Joel Buettner at the above address or joelb@placermosquito.org or (916) 380-5444.

6. EVALUATION AND SELECTION CRITERIA AND PROCESS:

The District will review all submitted proposals and evaluate them against any or all of the following selection criteria: vendor’s capability to provide service to the District without unreasonable delay; contractor’s reputation in the community; references for similar service and cost. The District may schedule interviews with contractors prior to selecting any contractor. Interviews may be conducted in person or by telephone.

Proposals will be reviewed and considered by the District Board of Trustees, based on a recommendation from District staff. Contract award, if any, will be on the basis of the selection criteria set forth above. Proposal price alone shall not be the determinative criterion.

If, after receiving and reviewing all proposals, the Board decides to proceed with District staff recommendation, then the District will enter into contract negotiations with the selected contractor.

7. GENERAL CONDITIONS AND REQUIREMENTS:

- a. The District reserves the right to conduct contract negotiations with any vendor (whether or not it has submitted a proposal), to verify the information in any proposal, to waive any informality in the process, to alter the selection process in any way, to request additional information or clarifications, to allow corrections of errors or omissions, to revise the list or specifications of the vehicle, to extend the deadline for submission, to withdraw this request for proposals at any time without prior notice, to reject any and all proposals, and/or to decide whether or not to contract with any contractor.

- b. The District makes no representation that any contract will be awarded to any contractor responding to this request. Nothing in this request for proposals shall be construed to obligate the District to negotiate or enter into a contract with any particular contractor. This request for proposals shall not be deemed to be an offer to contract.
- c. All costs of response and proposal preparation shall be borne by the contractor. The District shall not be liable for any pre-contractual expenses incurred by the contractor, including any time and costs associated with the preparation and submission of the proposal and any interview.
- d. All submitted proposals shall become the property of the District. The District shall have the right to copy, reproduce, publicize, retain or otherwise dispose of each proposal. All responses received by the District will be considered public records subject to disclosure under the California Public Records Act.

Proposals must be submitted in writing as paper copy or as an electronic document such as .pdf. Please be succinct. Unnecessarily elaborate or lengthy responses or other presentations beyond those needed to give sufficient and clear response to the request for proposals requirements are not desired. Generally, proposals should not exceed five (5) pages.

Exhibit A – JANITORIAL SPECIFICATIONS AND SCOPE OF WORK

Janitorial services are provided weekly (1 night a week) to the District main facility.

This service is contracted with and supervised by the Placer Mosquito and Vector Control District.

Although each area has its own special requirements, with service tailored to its specific needs, there are some basic procedures that will apply to all areas.

If, at any time, these requirements are not completed in a satisfactory manner, or a change in these requirements is needed, please contact the General Manager.

Restrooms

1. Clean and sanitize toilets, wash basins, overflow outlets and urinals.
2. Clean and fill dispensers - towels, soap, napkin, seat cover and tissues. Check dispensers for proper operation. Report if faulty.
3. Wash walls by toilets, urinals, basins.
4. Clean mirrors and chrome hardware.
5. Damp-wipe ledges.
6. Floors, (a) sweep, damp mop. (b) floor drains flushed.
7. Dust and damp-wipe air vents.
8. Refill sanitary machines.
9. Control appearance, sanitation and odor.

Floors

1. Control floor appearance by vacuuming and/or sweeping with chemically treated dust mop. Change cloths as often as necessary to ensure a thorough cleaning.
2. Damp-wipe spillage or soil on resistant floors and spot clean carpets.
3. Control surface of entry areas to reduce amount of dirt tracked into building; sweep or wash walks as necessary.
4. Vacuum clean all carpeted areas.
5. Completely scrub and re-wax with anti-slip, non-powdering wax, and buff all hard surface floors to renew their appearance in accordance with floor manufacturer recommendations. Special attention will be given to keep baseboards clean and polished. Strip floors when necessary to prevent wax buildup.

(continued on next page)

Exhibit A

Walls, Partitions, Doors & Glass

1. Spot clean to remove smudges and unsightly marks around doorjambs, doors, push plates, light switches, walls, glass and other partitions.
2. Clean entry glass nightly to remove fingerprints and marks.
3. Attention shall be given to dusting low moldings, sills, picture frames, and partition tops.

Miscellaneous

1. Empty and damp-wipe waste baskets.
2. Dust and clean cleared surfaces of desks, telephones, chairs, tables, filing cabinets, flat surfaces and other office furniture. Desks are to be cleared for cleaning.
3. Dust clocks, pictures, fire extinguishers, cabinets, window sills and ledges.
4. Attention will be given to dusting of all chair rungs and wheel bases.
5. Sweep or wash entrances, steps, and walks.
6. Damp-wipe or vacuum upholstered furniture. (weekly)
7. Clean, polish and sanitize drinking fountains.
8. Sweep and pick up debris in designated disposal areas.
9. Brush down cobwebs at all entrances and office areas.
10. Thoroughly clean all louvers and ceiling vents. (weekly)
11. Report all unusual occurrences, malfunctions, or damages to property whenever noticed to the District.
12. Check and lock all exterior doors and gates. Turn out all lights not in use, or as instructed.

Weekly Service

Office Areas / Lobby Areas:

- Inspect and clear areas around entrance doors of debris.
- Entrance doors and glass (inside & outside, public notice case) and board room glass partition spot cleaned of fingerprints and marks.
- Empty and clean all waste receptacles and remove trash to designated area.
- Dust all furniture, fixtures, equipment and accessories.
- Dust all horizontal surfaces.
- Spot clean all walls, light switches and doors.
- Vacuum all hallways, all foot traffic areas, open office areas and enclosed offices.
- Spot clean carpet as necessary.
- Clean and polish all drinking fountains.

Restrooms and Locker rooms

- Clean and sanitize all restroom fixtures.
- Clean mirrors, wipe clean all counters.
- Clean and sanitize floors.
- Empty and wipe out all waste containers.
- Restock all supplies, completely.
- Spot clean all walls, light switches and doors.

Breakroom:

- Clean and sanitize tables and chairs. Replace neatly.
- Spot clean all walls, light switches and doors.
- Glass doors and glass panels spot cleaned of fingerprints and marks.
- Clean all counter tops, clean and sanitize sink.
- Wipe down all stainless steel surfaces to remove dirt and marks.
- Mop all hard surface floors with sanitizing mop.
- Empty and clean all waste receptacles and remove trash to designated area.

Laboratory – open lab, walkway to lab, and private office areas only

- Mop all hard surface floors with sanitizing mop, and vacuum carpeted areas in main open lab area and private office areas. (See note below)
- Entrance door and glass (inside and outside) spot cleaned of fingerprints and marks.

NOTE: All adjacent workrooms including: Bio-Safety Lab, dead bird processing room, equipment room, chemical room and mosquito-rearing rooms are off-limits to janitorial staff. District laboratory staff is responsible for cleaning in these sensitive areas. All laboratory benches and horizontal surfaces with the exception of baseboard areas in open lab are off-limits to janitorial staff.

Monthly Service

Office Areas:

- Thoroughly clean all interior glass.
- Thoroughly vacuum all carpet.
- Thoroughly clean all light fixtures (dust, webs, etc.)
- Vacuum all air vents, return and supply.
- Vacuum all fabric furniture.
- Vacuum multi-purpose/training room
- Walls cleaned of spots and marks.
- Perform high dusting (ledges, partitions, windowsills, etc.).

Breakroom:

- Walls cleaned of spots and marks.
- Perform high dusting (ledges, windowsills, etc.).
- Clean exterior of refrigerator with supplied stainless steel cleaner/polish.
- Clean range, and microwave thoroughly.
- Perform high dusting. (ledges, window sills, etc.)

All General Public Service Entrances:

- Clean all entrance glass and board room glass partition.

Laboratory – open lab, walkway to lab, and private office areas only

- Walls cleaned of spots and marks.
- Perform high dusting (ledges, windowsills, etc.).
- Thoroughly clean all interior glass.
- Perform high dusting (ledges, partitions, windowsills, etc.). (See Note Below)

NOTE: All adjacent workrooms including: Bio-Safety Lab, dead bird processing room, equipment room, chemical room and mosquito-rearing rooms are off-limits to janitorial staff. District laboratory staff is responsible for cleaning in these sensitive areas. All laboratory benches and horizontal surfaces with the exception of baseboard areas in open lab are off-limits to janitorial staff.

Bi-annual Service (to be scheduled twice a year):

- Seal and or refinish all hard floors as necessary.
- Extract all carpeted areas.

Additional Services

- Coordinate and schedule the outsourcing of extra-ordinary cleaning services.
- Exterior pressure washing of all buildings.
- Exterior washing of windows and glass.

Exhibit B - DEFINITIONS OF JANITORIAL TERMS AND CARPET CLEANING SPECIFICATIONS

CLEAN	Remove all dirt, stains and marks with approved cleaner.
CLEAN & FILL	Clean receptacles, dispensers, etc. and fill with appropriate supply.
DAMP WIPE	Remove all surface dirt with damp cloth.
DUST	Remove all loose dirt and debris. Laundered type or disposable treated cloths shall be used for dusting in all areas.
EMPTY & DAMP WIPE	Remove contents and damp wipe interior and exterior with damp cloth to remove all dust and dirt.
MOP (DAMP OR WET)	Remove all surface dirt and stains with a cotton mop and warm water (damp mopping) or with a cotton mop and warm water containing soap, detergent, or floor cleaner as required, and rinse (wet mopping). If mopping operation results in removal of floor finish from resilient floor, restore surface with one coat of approved (anti-slip) floor finish.
POLISH	Apply approved polish and rub with a dry cloth.
SPOT CLEAN	Remove noticeable fingerprints, stains, glass smudges, gum and marks from walls, doors, furniture, floors and fixtures.
SPOT MOP	Remove spillage marks, stains and dirt.
STRIP & REFINISH	Remove accumulation of old floor finish, all surface dirt, stains and marks. Rinse with clear warm water, allow to dry, and then apply appropriate number of coats of approved (anti-slip) floor finish. Allow each coat to dry thoroughly before applying next coat.
SWEEP	In areas with smooth floors, such as linoleum, asphalt tile, terrazzo remove all loose dirt and litter with sweeping tool and disposable or laundered type of treated cloth. For other types of floors remove loose dirt and litter with a hair floor brush or other sweeping tool. In places difficult to sweep with regular sweeping tools, use a brush or vacuum to remove dirt and litter.
VACUUM	Remove all surface and embedded dirt with a suction cleaner. Give extra attention to areas along the walls.

Exhibit B

WASH Remove all dirt, stains and marks with approved cleaner, then rinse with clean water.

GENERAL INSTRUCTIONS:

Check and lock all exterior doors and gates. Turn out all lights not in use. All trash will be placed in proper exterior containers. Arm security system as instructed. Review any special instructions.

CARPET CLEANING SPECIFICATIONS

The major purpose of these specifications is to preserve, as nearly as practicable, the original beauty and appearance of the carpet and to prolong its useful life. This specification confines the majority of maintenance efforts to the areas needing the most attention.

Typical trouble spots are those track-off areas that collect foot soil tracked in from outdoors or from hard surface floors indoors. Also requiring attention, are funnel areas where foot traffic is squeezed through concentrated areas such as doorways, corners, stairwells and in front of drinking fountains.

Vacuuming:

Machines with cylinder brushes should be used. The vacuum equipment must be set so that brushes are in contact with the pile surface. Twin motor machines with independent motors for suction and brushing are preferred for this task. Unless power heads are used, canister type machines are generally not recommended. Vacuums with top load using paper bags are highly recommended. Frequent vacuuming in heavy traffic areas will eliminate much of the soil and prevent it from tracking onto other areas, thereby reducing vacuuming time in other areas. Light traffic areas usually require vacuuming once or twice weekly.

Spot Cleaning:

Effective spot removal procedures are an integral part of this specification. Special attention is given to high-risk sources of spills and stains such as washrooms and vending areas with coffee machines.

Suggestion 1: Treat stained area with a heavy duty spot remover not to exceed a pH level of 10.4 and extract area with a portable Hot Water Extractor.

Suggestion 2: Removal of unidentifiable stains requires a careful approach. If the stain is dry, brush the area with a stiff bristle brush to remove excess solids. Apply a dry cleaning fluid to a soft absorbent cloth; gently agitate the pile surface, working from the outer edge of the stain to its center. Blot the area dry and check for effectiveness of stain removal. If the stain remains, use water in the same manner as above.

Hot Water Extraction:

- Vacuum and pre-spot before cleaning.
- Use traffic lane pre-spray on heavily soiled areas.
- Apply minimum amounts of cleaning solution by moving applicator swiftly and evenly across surface.
- Be sure that at least 75% of cleaning fluid is recovered.
- Mix chemicals carefully. Do not exceed concentration recommended by chemical manufacturer.

EXHIBIT C - INSURANCE REQUIREMENTS

Contractor shall procure and maintain, at its own expense, for the duration of the contract, insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work hereunder by contractor, his agents, representatives, or employees. Certified copies of such policies, including endorsements and renewals, shall be given to District prior to the effective date of the policies, endorsements or renewals.

A. Minimum Scope of Insurance

Coverage provided by Contractor shall include the following:

1. Automobile Liability coverage that is at least as broad as CA 00 01 06 92 covering Automobile Liability, code 1 (any auto).
2. Workers' Compensation insurance as required by the State of California and Employer's Liability insurance.

B. Minimum Limits of Insurance

1. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
2. Workers' Compensation: Benefits as per California statutory requirements.
3. Commercial General Liability: \$1,000,000 and \$2,000,000 aggregate.

C. Other Insurance Provisions

The Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

1. The District, its officers, officials, employees, agents, and volunteers are to be named as additional insured's as respects liability arising out of the operations of the Contractor including automobiles owned, leased, hired or borrowed by Contractor.
2. The insurance policy required shall be endorsed to state that District will be notified of any material change to the policies, and that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except the reduction of aggregate limits by payments of claims, without thirty (30) days prior written notice being given to District.
3. ***Insurance Provisions Subparagraph 1.***, the Contractor's insurance coverage shall be primary insurance as respects to the District, its officers,

Exhibit C

officials, employees, agents, or volunteers. Any insurance or self-insurance maintained by District, its officers, officials, employees, agents, or volunteers shall be excess of Contractor's insurance and shall not contribute with it to the extent the Contractor's policies apply.

4. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice has been given to the District.
5. Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

D. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by District. At the option of District, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects District, its officers, officials, employees, agents, and volunteers; or Contractor shall provide a financial guarantee satisfactory to District guaranteeing payment of losses and related investigations, claim administration and defense expenses.

E. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII unless otherwise acceptable to District.

F. Verification of Coverage

Contractor shall furnish District with certified copies of the insurance policies, including all endorsements and renewals. All policies and endorsements are to be received and approved by District prior to commencement of performance under this Agreement.

G. Subcontractors

Contractor shall obtain prior approval and consent from District prior to utilizing any subcontractor with respect to the services to be provided.

- H. If any of the insurance requirements are not met, the District may obtain the necessary insurance and pay the necessary premiums. In that event, the premium cost shall be charged back and deducted from any monies due Contractor for the performance of work under this Agreement.