

CITY OF PLACERVILLE



REQUEST FOR PROPOSALS FOR CUSTODIAL SERVICES FOR CITY HALL, 3101 CENTER STREET THROUGH AN ANNUAL RENEWABLE CONTRACT BEGINNING APRIL 1ST, 2024

RFP Release: February 1st, 2024

RFP Due Date: February 15th, 2024, 3:00 PM

RFP Award Date: February 26th, 2024

Introduction

The City of Placerville, Community Services Department, is requesting proposals for qualified contractors (Respondents) to provide custodial and janitorial services at City Hall, 3101 Center Street in Placerville, CA in accordance with the included specifications, terms and conditions shown in this Request for Proposals (RFP). The City has historically contracted with independent custodial contractors for this City property, with a contractual arrangement that calls for a set monthly fee for cleaning services performed every Tuesday and Thursday night (after business hours) and one day during the weekend.

Description of Services

Custodial and Janitorial services are defined as the regular cleaning and sanitation of restrooms and kitchenettes, emptying of trash and recycling receptacles, dusting, sweeping and mopping of all hard surface floors and stairs, vacuuming all carpeted areas and rugs, and wiping down of doors, doorframes, light switches, walls, and any other surfaces that present dirt, fingerprints or other issues that can be readily cleaned with normal cleaning products. The cleaning of individual workstations and desktops is to be avoided, but the vacuuming of workstations and private office floors are a mandatory task to be done at each visit. Dusting window frames should also be included in the daily tasks, but interior and exterior window cleaning is not in this work scope.

Trash and recycling that is collected from within the building will be taken out on cleaning nights and deposited in the correct waste or recycling dumpster located in the parking garage adjacent to the building. The dumpster enclosure has a combination lock that the contractor will be issued a unique number in order to keep track of who accesses the dumpster area, as there are other private businesses that use these dumpsters also.

Proposal Outline and Format:

The following outline shall be followed for the submission of proposals.

Statements submitted in response to this RFP shall include a complete response to the ability to perform the requirements included in the scope of services.

Prospective Respondents are advised to read this information over carefully prior to

submitting a proposal.

Proposals shall be printed double sided on letter-sized paper, with easy to read font size and style. Pages shall be numbered.

Proposals shall contain the following information in the order listed:

Proposal letter:

The letter should be addressed to:

Terry Zeller
Director of Community Services
City of Placerville
549 Main Street
Placerville CA 95667

The letter shall include the Service Provider's name submitting the proposal, their mailing address, telephone number, and contact name. The letter shall address the Service Provider's understanding of the work scope based on this RFP and the attached sample contract and work scope, and any other information the Service Provider has gathered. Include a statement discussing the Service Provider's interest and qualifications for this type of work. A principal of the firm (if appropriate) authorized to legally bind the firm shall sign the letter.

Qualifications and Experience:

Describe the Respondent's capability for actually undertaking and performing the work, including any professional licenses and certificates held by the Responder. List types and locations of similar work performed by the Responder in the last five (5) years that best characterizes the quality and past performance. Include names and current phone numbers for contact on work quality and performance. References may be contacted as part of the selection Process.

Work Plan:

The work plan must state the Respondent's ability to meet each specification as outlined in this document. This requirement may seem redundant but ensures that the Responder has carefully considered and read through the scope of work and understands all the requirements.

Conflict of Interest Statement:

Any activities or relationships of the Respondent that might create a conflict of interest for themselves or the City, and, if such activities or relationships exist, a description of the facts, legal implications, and possible effects sufficient to permit the City to appreciate the significance of the conflict and to grant any conflict waiver, if appropriate and necessary.

Supportive Information/References:

This section may include marketing information, references, and any other relevant information in support of the Respondent’s qualifications.

Respondent’s Monthly Fee for Services:

A clearly stated lump sum fee must be provided that represents the compensation required by the Respondent calculated on a monthly basis considering the total scope of work to be done.

Two signed originals of the proposal must be submitted to the Office of the Community Services Director by 3:00 p.m. on Thursday, February 15th, 2024. Proposals shall be submitted in a sealed envelope clearly marked Custodial Services RFP-City Hall and addressed to:

**Community Services Department
City of Placerville, CA
549 Main Street
Placerville, CA 95667
Attention: Terry Zeller**

Questions regarding this RFP are to be directed by e-mail to Terry Zeller, Director of Community Services, at tzeller@cityofplacerville.org. Such contact shall be for clarification purposes only. The City must receive all questions no later than Monday, February 12th 2024. Proposals shall not be accepted by fax or electronically. Please mail or walk the proposal into the office before the deadline.

Please refer to the sample contract and attached scope to calculate your company’s ability to perform the work described and the answers you provide in your proposal letter.

The City reserves the right to reject any or all proposals or any parts thereof and waive any irregularities or informalities in any proposal to the extent permitted by law and to make awards in all or part of the best interest of the City.

Late Proposals:

Proposals arriving after the specified date and time shall not be considered, nor will late proposals be opened. Each Respondent assumes responsibility for timely submission of their proposal.

Withdrawal or Modifications of Proposals:

Any proposal may be withdrawn or modified by a written request signed by the Respondent and received by the Community Services Director prior to the final time and date for the receipt of proposals. Once the deadline is past, Respondents are obligated to fulfill the terms of their proposal.

Proposal Acceptance and Rejection:

The City reserves the right to accept any proposal, reject any and all proposals, and to call for new proposals or dispense with the proposal process in accordance with the City of Placerville Municipal Code.

Proposal Evaluation and Award:

A contract or contracts may be awarded to the Respondent or Respondents who best meet the City's needs by demonstrating the competence and qualifications necessary for the satisfactory performance of the required services. Award shall also be based on past history of performance of past contracts (if applicable), and also by determination of which services offered serve the best interest of the City, except as otherwise provided by law, taking into consideration adherence to the included specifications. A contract may be awarded to the next responsible Respondent if the successful Respondent refuses or fails to execute the contract. Nothing herein shall obligate the City to award a contract to any Respondent. Any contract awarded will be non-exclusive, and the City reserves the right to seek services from other sources, at the City's discretion.

Waiver of Irregularities:

The City retains the right, in its sole discretion, to waive any irregularities in proposals that do not comply with the strict requirements of this RFP, and the City reserves the right to

award a contract to a Respondent submitting any such non-compliant proposal, all in the City's discretion.

Use of Other Governmental Contracts:

The City reserves the right to reject any part or all of any proposals received and utilize other available government contracts.

Qualification/Inspection:

Proposals will only be considered from Respondents normally engaged in providing the services specified herein. By responding to this RFP, the Respondent consents to the City's right to inspect the Respondent's products, personnel, and organization at any time, or take any other action necessary to determine Respondent's ability to perform. The City reserves the right to reject proposals where evidence or evaluation is determined to indicate inability to perform. The City reserves the right to interview any or all Respondents and/or to award a contract without conducting interviews.

Performance:

It is the intention of the City to acquire services as specified herein from a Respondent that will give prompt and convenient service.

Term of Contract:

The term of the contract will be for a specific period of time, commencing upon execution. The City anticipates the contract to be for a term of one (1) year with three (3) one year extensions, at the option of the City. The City reserves the right to set the term for a period deemed to be in the best interest of the City, and terminate the contract as set forth therein.

Amendments:

If, in the course of the performance of the contract, Respondent or the City proposes changes to the vendors and services provided, and informal consultation with the other party indicates that a change in the terms and conditions of the contract may be warranted, Responded or the City may request a change in the contract. The parties to the contract will meet to discuss and negotiate the required documents. Upon completion of those negotiations, the negotiated documents will be submitted to the City for approval. Upon approval by the City, an "Order to Proceed" with the approved changes will be

submitted to Respondent. Any amendment to the Contract will not render ineffective or invalidate any unaffected portions of the Contract. Nothing in this section obligates the City to agree to any change order or other amendment, and the City may withhold such agreement in its sole discretion.

Rejection of Proposals:

Prospective Proposers interested in being considered must submit a Proposal in compliance with this notice. Failure to meet the minimum requirements of the RFP shall be cause for rejection of the Proposal by the City. City reserves the right, in its sole discretion, to reject any or all Proposals. The City may reject a Proposal if it is conditional, incomplete, contains irregularities, or reflects inordinately high cost rates. City may waive immaterial deviations in a Proposal. Waiver of an immaterial deviation shall in no way modify the RFP documents or excuse the proposing organization from other requirements of the RFP.

ATTACHMENT "A"

**SAMPLE AGREEMENT FOR SERVICES BETWEEN CITY OF
PLACERVILLE AND XXX JANITORIAL**

THIS AGREEMENT made and entered into this _____ by and between the CITY OF PLACERVILLE, hereinafter referred to as CITY, and xxxxx JANITORIAL, hereinafter referred to as CONTRACTOR.

WITNESSETH

WHEREAS the parties hereto desire to contract for the furnishing of services for the City of Placerville Recreation and Parks Department as more particularly described in Appendix A hereto.

NOW THEREFORE, in consideration of mutual covenants and agreements between the parties hereto, it is agreed as follows:

Performance of Service

The CONTRACTOR agrees to perform services in accordance with the attached Appendix A at the compensation set forth in Appendix A.

Payment Cycle

In consideration for the services rendered, the CITY agrees to pay on a monthly basis as per billing from CONTRACTOR. The amounts to be paid to the CONTRACTOR under the terms of this agreement will be those amounts stipulated in Appendix A hereto, unless otherwise specified by the modification to the contract. An invoice must be submitted by the CONTRACTOR to the CITY prior to any processing of payment. CITY will make full payment to CONTRACTOR within (4) weeks of receiving invoice.

Employer-Employee Relationship

CONTRACTOR and any and all agents and/or employees of CONTRACTOR shall perform services required pursuant to this Agreement as an Independent CONTRACTOR and not as an officer, employee or agent of the CITY. Payments to CONTRACTOR will be reported to state and federal tax authorities as required by law and the CITY will not withhold any sums from compensation payable to CONTRACTOR. CONTRACTOR is independently responsible for payment of all applicable taxes. CONTRACTOR shall be liable for CONTRACTOR'S own actions, omissions and errors, including CONTRACTOR'S negligence or gross negligence and shall be liable for acts, omissions or errors of CONTRACTOR'S agents or employees. CONTRACTOR understands and acknowledges that as an Independent CONTRACTOR, CITY shall not be required to and will not maintain Workers Compensation insurance coverage or any other type of insurance coverage for CONTRACTOR or any other agent or employee of CONTRACTOR.

Indemnification

Each party shall indemnify and hold the other party harmless from all liability for damages, actual or alleged, to persons or property arising out of or resulting from negligent acts or omissions by the indemnifying party. The indemnifying party shall also pay all reasonable attorney fees and costs arising from litigation resulting from negligent acts or omissions of the indemnifying party.

Licenses, Taxes, Permits and Fees

The CONTRACTOR is fully cognizant that this contract is a contract for services and that an employer-employee relationship does not exist between the CONTRACTOR and the CITY. Therefore, it is the CONTRACTOR'S responsibility to obtain, at its own expense, all licenses and permits, and to pay such taxes and fees as may be required of the CONTRACTOR by federal, state and local governments in the execution of the terms of this contract.

Livescan- Department of Justice

Prior to working at the City Hall location, each employee that enters the building to perform custodial services must undergo a Livescan process by which their fingerprints are taken at At the Police Department Building on 730 Main Street, Placerville. The Livescan cost (\$32 per person) will be the responsibility of the CONTRACTOR to pay, and any employee with A negative result from the DOJ will not be allowed to provide custodial services.

Insurance

Prior to any performance under this agreement by CONTRACTOR, CONTRACTOR shall provide the CITY with a Certificate of Insurance evidencing general liability insurance of not less than One Million Dollars (\$ 1,000,000) aggregate. CITY shall be named as additional insured with a provision providing CITY with not less than ten (10) days prior written notice of policy cancellation.

Term of Agreement

This Agreement shall commence on the date first written above and will carry forward in full force and effect until and through _____, unless terminated by either party in accordance with the provisions set forth in paragraph 9 below. The Agreement may be extended upon approval in writing from both parties.

Termination of Agreement

- a. In the event that CONTRACTOR fails to meet the terms and conditions set forth in this Agreement, CITY may, in its sole discretion, terminate this Agreement by providing CONTRACTOR with fifteen (15) days written notice of the breach and a demand to cure the breach, which if such breach is not cured within fifteen (15) days of receipt of said written notice, to CITY'S satisfaction which shall not be unreasonably withheld, shall result in termination of this Agreement.
- b. Either party may terminate this Agreement, as a matter of convenience, upon thirty (30) days written notice to the non-terminating party.

Modification

This Agreement may be modified by mutual consent and in writing only and will be attached as additional Appendices.

Notices. Notices shall be given pursuant to this Agreement by personal service on the party to be notified, or by written notice upon such party deposited in the custody of the United States Postal Service addressed as follows:

A. CITY: Attention: Community Services Director
City of Placerville
549 Main Street
Placerville, CA 95667

B. Contractor: _____

The notices shall be deemed to have been given as of the date of personal service, or three (3) days after the date of deposit of the same in the custody of the United States Postal Service.

CITY OF PLACERVILLE _____

BY: _____ BY: _____

DATE: _____ DATE: _____

CONTRACTOR agrees to:

1. **WORK FORCE:** Provide a crew. All participating persons shall be paid by CONTRACTOR during the term of this contract.
2. **FLAT RATE:** A flat monthly rate of _____ for the staff and services to be Provided by the CONTRACTOR.
3. **WORK DAYS/HOURS:** Work days are Tuesday, Thursday, and once per weekend for City Hall cleaning.
4. **WAGE RESPONSIBILITIES:** CONTRACTOR assumes all responsibility for wage payment and benefits to workers assigned to the crew to include salaries, workers compensation, sick/vacation, and all other legal requirements of State & Federal regulations.
5. **WORK SPECIFICATIONS:** CONTRACTOR agrees to provide the maintenance needs for various City facilities as specified by CITY. Time requirements and work specifications will be mutually agreed upon using acceptable Task Analysis and Time Studies.
6. **SERVICES:** Although maintenance needs may vary by facility, the typical services will include cleaning bathroom, litter control, and disposal of garbage completed to the satisfaction of CITY.
7. **BILLINGS:** CONTRACTOR agrees to bill CITY monthly. CITY shall make payment to CONTRACTOR within thirty (30) days after the receipt of said billing.

CITY agrees to:

8. **MATERIALS:** Provide necessary materials to maintain locations to their specifications.
3. **SAFETY:** CITY assumes responsibility for providing a safe work environment. CITY further agrees to repair/replace materials reported as unsafe.
4. **PAYMENT:** CITY agrees to pay CONTRACTOR within thirty (30) days from the receipt of billing for services rendered.

Mutually agreed:

9. Both CONTRACTOR and CITY agree to cooperatively coordinate priorities and maintenance needs.
10. This Agreement may be amended upon mutual consent by both parties and said amendments will be put in written form and signed by both parties.

AGREED

Date: _____
Authorized Representative, CONTRACTOR

Date: _____
Authorized Representative CITY OF PLACERVILLE

APPENDIX A –

Scope of Services

- **DAILY CLEANING**
- **Offices, Lobby, Conference Rooms**
- Empty all trash receptacles and replace liners as needed. Remove trash and recycling to designated dumpsters
- Vacuum carpeting
- Clean and polish drinking fountains
- Thoroughly dust all horizontal surfaces, including desktops, files, windowsills, chairs, tables, pictures and all manner of furnishings (If cleared of documents and other items)
- Damp wipe all horizontal surfaces to remove coffee rings and spillage
- Dust telephones
- Dust mop hard surface floors with a treated dust mop
- Spot Damp mop hard surface floors to remove any spillage from soiled areas
- Damp wipe entryway and clean fingerprints from entrance glass

- **Restrooms**
- Stock towels, tissue, seat covers, air freshener dispensers and hand soap
- Empty sanitary napkin receptacles and wipe with a disinfectant
- Empty trash receptacles and wipe and replace liners as needed
- Clean and polish mirrors
- Wipe paper towel covers
- Toilets and urinals to be cleaned and sanitized inside and outside.
- Toilet seats to be cleaned on both sides using a disinfectant
- Scour and sanitize all basins.
- Remove splash marks from walls around basins
- Mop and rinse restroom floors with a disinfectant

- **Lunch/ Breakroom**
- Empty all trash receptacles and replace liners as needed. Remove trash and recycling to designated dumpsters
- Dust mop hard surface floors with a treated dust mop
- Damp mop hard surface floors to remove spillage from soiled areas
- Clean and wipe tables and chairs
- Spot clean walls near trash receptacles

- Clean fronts, tops, and sides of trash receptacles with a disinfectant
- Damp wipe countertops to remove coffee rings and spillage
- Clean and sanitize sink
- Spot clean cabinets and exterior of appliances to present a neat appearance

- **TWICE WEEKLY CLEANING**
- Thoroughly Sweep Stairwells
- Disinfect Door Handles and area around Door Handles

- **WEEKLY CLEANING**
- Offices, Lobby, Lunchroom, Conference Room
- Dust all vertical surfaces of desks, file cabinets, chairs, tables and other office furniture
- Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture
- Damp mop Stairwells
- Disinfect Door Handles and area around Door Handles

- **MONTHLY CLEANING**
- **Offices, Lobby, Lunchroom, Conference Room**
- Complete all high dusting not reached in the above-mentioned cleaning
- Remove fingerprints and marks from around light switches and doorframes
- Vacuum all upholstered furniture; Wipe down all non-upholstered chairs with disinfectant
- Damp wipe telephones using a disinfectant
- Clean entryway glass, inside and outside