

REQUEST FOR QUOTE # FCARC-00146

JANITORIAL SERVICES



By:
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Riverside County Flood Control
and Water Conservation District
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NIGP Code(s): 91039; 91003

INSTRUCTIONS TO BIDDERS

1. **Vendor Registration** - Vendor Registration is a two-step process vendor registration; the first step is to register your company on the County's website to receive purchase orders and payments, and the second step is a third party website, Public Purchase, for bidding opportunities
2. **First Step - County of Riverside Purchasing Website** - Unless stated elsewhere in this document, vendors may participate in the bidding process; however, the County does encourage all bidders to register online at <http://www.purchasing.co.riverside.ca.us/Vendorsregistrationmaintenance.aspx>. If awarded a contract, bidder must be registered with the County of Riverside within five days of announced award. This will avoid delays in the purchasing and payment process.
3. **Second Step - Public Purchase** - Public Purchase is a third party web based e-procurement service provider utilized by the County of Riverside for RFQs and RFPs. It will take only minutes to register and it is free. For future bidding opportunities please also register online at <https://www.publicpurchase.com/gems/register/vendor/register>. For all RFQs, Riverside County's Purchasing website will post a notification on its website, and will provide a direct link to PublicPurchase.com.
4. **Format** - All bids must be submitted as stipulated in the instructions within the RFQ. The bid shall be delivered (no email delivery) to the District at the address stated below on or before 1:30 PM PST on the closing date. The RFQ number, title and closing date and time shall appear on both the envelope and the bid cover sheet. Under no circumstances will a bid be accepted after the closing date and time. Bids shall be delivered to Riverside County Flood Control and Water Conservation District, 1995 Market Street, Riverside, CA 92501, Attn: Samuel Cox.
5. **Pricing/Delivery/Terms/Tax** - All pricing shall be quoted F.O.B. destination (e.g., cash terms less than 20 days should be considered net) excluding applicable tax, which is a separate line item. The District reserves the right to designate method of freight. The District pays California Sales Tax and is exempt from federal excise tax. In the event of an extension error, the unit price shall prevail.
6. **Other Terms and Conditions** - The terms and conditions as indicated in this document and/or attached are hereby included with full force and like effect as if set forth herein. Copies of the applicable Terms and Conditions may be obtained by visiting the Purchasing website at www.Purchasing.co.riverside.ca.us.
7. **Period of Firm Pricing** - Unless stated otherwise elsewhere in this document, prices shall be firm for 90 days after the closing date, and prior to an award being made.
8. **Specification/Changes** - Wherever the District requests a brand name, and if the District asks for an "or equal" it shall be considered as part of the specification. Therefore, when the District requests "or equal," bidder may quote another service, make or model, and shall submit the proposed "or equal" and attach applicable specifications and/or brochures. If no service, make or model is stipulated, bidder is to propose product/services that meets fit, form or function of the specifications delineated in this procurement. Variations in manufacturers, design, etc. may be acceptable and bidders are encouraged to offer them as alternatives; however, the District reserves the right to reject those alternatives as nonresponsive.
9. **Recycled Material** - Wherever possible, the District is looking for items made from, or containing in part, recycled material. Bidders are encouraged to bid items containing recycled material as an alternative for the items specified; however, the District reserves the right to reject those alternatives as nonresponsive.
10. **Method of Award** - The District reserves the right to reject any or all offers, to waive any discrepancy or technicality and to split or make the award in any manner determined by the District to be most advantageous to the District. The District recognizes that prices are only one of several criteria to be used in judging an offer and the District is not legally bound to accept the lowest offer.
11. **Return of Bid/Closing Date/Return to** - The bid response shall be submitted electronically to PublicPurchase.com by 1:30 PM PST on the closing date listed above. Bid responses not received by the District by the closing date and time indicated above will not be accepted. The County will not be responsible for and will **not** accept late bids due to slow internet connection or incomplete transmissions. If the bidder cannot upload their bid, delivery of the bid response is accepted at Riverside County Flood Control and Water Conservation District, 1995 Market Street, Riverside, CA 92501 on or before 1:30 PM PST.
12. **Local Preference** - The County of Riverside has adopted a local preference program for those bidders located within the County of Riverside. A five percent (5%) price preference may be applied to the total bid price during evaluation of the bid responses. If the overall low responsible and responsive bidder is a nonlocal vendor, the low local vendor who is within five percent (5%) of that overall low bidder may, where applicable, be offered the opportunity to meet the overall low bidder's price and will receive the award. To qualify as a local business, the business must have fixed offices within the geographical boundaries of Riverside County and must credit all sales taxes paid resulting from this RFQ to that Riverside County location and file the Local Preference Affidavit with their bid submittal. To qualify for local preference Bidder must include a copy of a Riverside Business Tax Certificate that supports the local preference status and complete Form 116-260 Local Business Qualification Affidavit. Application of this local preference may be waived if funding sources disallow it.

- or -
13. **Veterans Incentive Purchasing Program** - The County of Riverside has implemented a Veteran Business and Veteran Qualified Business preference policy. Where applicable, a five percent (5%) preference shall be applied to the total bid price of all quotes/bids/proposals received by the County from veteran owned business or veteran qualified business. A veteran business is one where at least 51% of the business is owned by an honorably discharged veteran. A veteran qualified business is one

where at least 10% their workforce is honorably discharged veterans. This preference does not apply to all types of bids such as public works projects and some grant funded programs. To qualify bidders must complete the Veteran Business and Veteran Qualified Affidavit, Form 116-261.

14. **Federal Exclusion List** - If federally or state funded, the potential bidder must go to the following website (<https://www.sam.gov/portal/public/SAM>) and submit a printout with their proposal that verifies that the contractor is not listed on the Excluded Parties Listing System (EPLS) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). If awarded a contract, awarded vendor must notify the District immediately if debarred at any time during the contract period.

Terms and Conditions Acknowledgement (Please Insert Vendor Company Name):
IF CHECKED, THE FOLLOWING DOCUMENTS ARE HEREBY MADE PART OF THIS RFQ:
<input checked="" type="checkbox"/> APPENDIX "A" <input checked="" type="checkbox"/> EXHIBIT(S) A, B, C, D <input checked="" type="checkbox"/> PLANS/DRAWINGS
<input checked="" type="checkbox"/> #116-260 Local Business Qualification Affidavit <input checked="" type="checkbox"/> #116-261 Veterans Business Qualification Affidavit
IF CHECKED, THE FOLLOWING GENERAL CONDITIONS ARE INCLUDED WITH FULL FORCE AND LIKE EFFECT AS IF SET FORTH HEREIN:
<input checked="" type="checkbox"/> #116-200 General Conditions Product/Personal/Professional Services <input checked="" type="checkbox"/> #116-210 General Conditions Materials and/or Services
<input checked="" type="checkbox"/> #116-230 General Conditions - Equipment
To access any of these General Conditions, go to www.purchasing.co.riverside.ca.us , located in vendor link. If an addendum is issued for this procurement, it will be the vendor's responsibility to retrieve all applicable addendum(s) from the Public Purchase website.

APPENDIX A

1.0 INFORMATION

- 1.1 "Electronic or physical bid submission hereof is certification that the Bidder has read and understands the terms and conditions hereof, and that the Bidder's principal is fully bound and committed." All County terms and conditions are found at www.purchasing.co.riverside.ca.us. Bidders must acknowledge the applicable terms and conditions that are checked at the bottom of Page 3 of this document and submit and upload with your bid submission.
- 1.2 PROMPT PAYMENT DISCOUNT _____% at _____ days from receipt of good or invoice, whichever is later. (Terms less than 20 days will be considered net.) Cash discount shall be applied to grand total. Indicate prompt payment discount amount and terms.
- 1.3 Delivery: ___ calendar days after receipt of order. Indicate delivery lead time.
- 1.4 Electronic Delivery of Licenses: ___ calendar days after receipt of order. Indicate delivery lead time.
- 1.5 Please Check: ___ Veteran ___ Local Business If either preference is checked, the submitter certifies that the above business meets all requirements as outlined in Form 116-260 for Local Business Qualification or Form 116-261 for Veteran Business and Veteran Qualified Business. If claiming the Local or Veterans Preference, please submit the appropriate Form 116-260 or 261 along with your bid response. Both Forms are included with as part of this bid document.
- 1.6 If bidder experiences technical issues with the online bidding process, please contact Public Purchase's Vendor Support at support@thepublicgroup.com. Please refer to Point 11 on Page 2.

2.0 PURPOSE / BACKGROUND / SCOPE OF WORK

The Riverside County Flood Control and Water Conservation District (District) is soliciting quotations for Janitorial Services as detailed in this Request for Quote (RFQ).

The District is a public agency formed for the purpose to protect people, property and watershed from damage or destruction from flood and storm waters, and to conserve, reclaim and save such waters for beneficial use. This RFQ is for the procurement of public works services, namely Janitorial Services, for its building(s) located at 1995 Market Street, Riverside, CA 92501. The District currently has eight buildings located on its campus; of those eight, five of them require janitorial services.

The five buildings that will require janitorial services are Buildings 1 and 1A, which are connected with breezeways on both the east and west sides of the buildings, Building 2, Building 4 and Building 6. The dumpsters are located outside of the westerly breezeway connecting Buildings 1 and 1A. The District's public office hours are 8:00 AM to 5:00 PM Monday through Friday. However, staff with flexible schedules are in the buildings from 6:00 AM to 6:00 PM on most days, and a minimal number of staff are in the buildings on Fridays. The District recognizes approximately 11 legal holidays throughout a calendar year; the list of holidays will be provided to the awarded contractor.

2.1 Request for Quote Overview - The District is seeking janitorial cleaning services, inclusive of all the required labor, cleaning equipment, tools and materials as outlined in the more detailed Scope of Work section of this RFQ. The District is offering a one-year agreement with two one-year extensions. It is the contractor's responsibility to assess the necessary labor required based on the Scope of Work.

The bid shall be quoted based on an all-inclusive, lump sum, per month cost for the agreed Scope of Work including an additional hourly rate for any ad hoc work requested that is outside the regular Scope of Work. The agreed price shall be constant with annual increase considered on a performance based review.

The District is seeking services commencing July 1, 2018. Either party may cancel the contract with a 30-day written notice.

Services are broken down by building, area, daily, weekly, monthly, quarterly, semi-annual and annual. Most of the services are to be performed after public office hours. Contractor shall also be available for ad hoc cleaning services on an on-call agreed upon fee for after public hours work and during the day for restricted area work (Server Room). Contractor may perform window washing during public hours with prior approval of the Building Facility Manager.

2.2 Scope of Work Cleaning - Janitorial services required for Buildings 1 and 1A, which are connected with breezeways on both the east and west side of the buildings, Building 2, Building 4 and Building 6. The square footages are as follows:

- Building 1 27,150 sf
- Building 1A 33,069 sf
- Building 6 2,163 sf
- Building 2 Garage Break Room 340 sf
- Building 2 Garage Supervisors Office 300 sf
- Building 2 Garage Receiving Office 150 sf
- Building 2 Garage Restroom 240 sf
- Building 4 Locker and Restroom 412 sf
- Building 4 Common Area, Offices, Hallways 1,809 sf

Dumpsters are accessible to janitorial staff and locations:

- One Trash Dumpster
- One Recycle Dumpster

Both are located outside of the westerly breezeway connecting Buildings 1 and 1A.

Janitorial Services will be conducted in the evening starting no earlier than 5:30 PM Monday through Friday.

Scope of Work Table

	TASK	DAILY	EVERY OTHER DAY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL
BLDG. 1A - LOBBY								
1	Empty wastebaskets, insert new liners	X						
2	Empty recycle trash and shredders	X						
3	Clean lobby countertop with spray provided	X						
4	Dust and clean glass on Survey, LID and Public Notice display cases	X						
5	Spot clean Reception Lobby glass including front doors and windows surrounding doors	X						
6	Dust furniture (seating, tables, large file cabinet between cubicles)	X						
7	Clean and sanitize drinking fountains	X						
8	Remove fingerprints from doors, frames, light switches, kick and push plates	X						
9	Dust pictures, certificates on walls, exposed shelves			X				
10	Remove dust and cobwebs from ceiling areas, around doors and windows (floor to ceiling)			X				
11	Dust air diffuser outlets in ceiling				X			
12	Damp clean diffuser outlets					X		
13	Wash wastebaskets	As Needed						
LOBBY FLOORS (including under furniture)								
1	Detail vacuum common area and cubicles	X						
2	Dust mop	X						
3	Spot mop	X						
4	Damp mop			X				
5	Machine scrub, spray buff, refinish tile floor					X		
6	Clean and polish baseboards					X		

	TASK	DAILY	EVERY OTHER DAY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL
BLDGS. 1 AND 1A CONFERENCE ROOMS AND ENCLOSED OFFICES								
1	Empty wastebaskets, insert new liners	X						
2	Empty recycle trash and shredders	X						
3	Spot clean windows in offices and Watershed Conference Room	X						
4	Dust furniture (seating, tables, file cabinets and shelving)	X						
5	Remove fingerprints from doors, frames, light switches, kick and push plates	X						
6	Dust pictures, certificates on walls, exposed shelves, window sills			X				
7	Remove dust and cobwebs from ceiling areas, around doors and windows (floor to ceiling)			X				
8	Dust venetian blinds			X				
9	Dust air diffuser outlets in ceiling				X			
10	Damp clean diffuser outlets					X		
11	Vacuum			X				
12	Wash wastebaskets	As Needed						
BLDGS. 1 AND 1A RESTROOMS, BLDG. 1A SHOWER AREAS, CHIEF'S RESTROOM								
1	Clean, sanitize and polish all fixtures including sinks, toilet bowls, toilet seats and urinals.	X						
2	Clean and sanitize all flush rings, drain and over-flow outlets	X						
3	Clean and polish mirrors/dust mirror frames	X						
4	Empty all containers and disposal units, insert liners as required	X						
5	Clean and sanitize exterior of all containers	X						

	TASK	DAILY	EVERY OTHER DAY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL
BLDGS. 1 AND 1A RESTROOMS, BLDG. 1A SHOWER AREAS, CHIEF'S RESTROOM (CONTINUED)								
6	Remove spots, stains, splashes from wall area adjacent to sinks	X						
7	Remove fingerprints from doors, frames, light switches, handles, push and kick plates, etc.	X						
8	Refill all dispensers to normal limits - soap, tissue, towel and seat covers	X						
9	Spot clean stall partitions	X						
10	Sweep, clear debris from floors	X						
11	Damp mop all floor surfaces, vacuum where carpeted	X						
12	Wash and sanitize stall partitions			X				
13	Replace urinal screens				X			
14	Clean shower units			X				
15	Dust diffuser outlets in ceiling				X			
16	Damp clean diffuser outlets					X		
17	Fill automatic soap dispensers	As Needed						
18	Replace room deodorizer cans	As Needed						
19	Replace batteries in room deodorizers (2 D batteries) and automatic soap dispensers (3 C batteries)	As Needed						
DESIGN LIBRARY, ADMIN. FILE ROOM, COPIER ROOMS, PLOTTER ROOM								
1	Empty wastebaskets, insert new liners	X						
2	Empty recycle trash and shredders	X						
3	Dust furniture (seating, tables, file cabinets and shelving)	X						

	TASK	DAILY	EVERY OTHER DAY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL
DESIGN LIBRARY, ADMIN. FILE ROOM, COPIER ROOMS, PLOTTER ROOM (CONTINUED)								
4	Remove fingerprints from doors, frames, light switches, kick and push plates	X						
5	Remove dust and cobwebs from ceiling areas, around doors and windows (floor to ceiling)			X				
6	Dust air diffuser outlets in ceiling				X			
7	Damp clean diffuser outlets					X		
8	Vacuum			X				
9	Wash wastebaskets	As Needed						
SERVER ROOMS – Must be Supervised by District Staff and is to be scheduled.								
BLDGS. 1 AND 1A BREAKROOMS								
1	Empty all containers and disposal units, insert new liners as required	X						
2	Clean and sanitize exterior of all containers	X						
3	Dust furniture (seating, tables, bookshelves), around bulletin boards and framed awards	X						
4	Clean and sanitize drinking fountains	X						
5	Remove fingerprints from cabinets with specified cleaner	X						
6	Clean countertops and sinks	X						
7	Sweep, clear debris from floors, including under furniture and vending machines	X						
8	Clean, sanitize and polish all fixtures and all appliances, wipe down inside of microwaves and exterior of refrigerators and toaster oven	X						
9	Dust venetian blinds			X				
10	Damp mop all floor surfaces			X				
11	Dust wall behind coffee machine				X			
12	Wax floors per specs attached				X			

BLDGS. 1 AND 1A BREAKROOMS (CONTINUED)								
	TASK	DAILY	EVERY OTHER DAY	WEEKLY	MONTHLY	QUARTERLY	SEMI- ANNUAL	ANNUAL
13	Dust diffuser outlets in ceiling				X			
14	Damp clean diffuser outlets					X		
BLDG 6 TRAILER, COMMON AREAS AND OFFICES								
1	Empty wastebaskets, insert new liners	X						
2	Empty recycle trash and shredders	X						
3	Empty all containers and disposal units, insert new liners as required	X						
4	Clean and sanitize exterior of all containers	X						
5	Clean countertops and tabletops	X						
6	Clean, sanitize and polish all fixtures, appliances and sink	X						
7	Remove fingerprints from doors, frames, light switches, kick and push plates	X						
8	Dust tables, bookshelves, exposed filing cabinets, bookcases, shelves and dividers, around bulletin boards and framed pictures	X						
9	Remove dust and cobwebs from ceiling areas, around doors and windows (floor to ceiling)			X				
10	Dust air diffuser outlets in ceiling				X			
11	Damp clean diffuser outlets					X		
12	Vacuum			X				
13	Wash wastebaskets	As Needed						
14	Clean and sanitize drinking fountains	X						
BLDG 2 GARAGE RESTROOM								
1	Clean, sanitize and polish all fixtures including sinks, toilet bowls, toilet seats and urinals	X						

BLDG 2 GARAGE RESTROOM (CONTINUED)								
	TASK	DAILY	EVERY OTHER DAY	WEEKLY	MONTHLY	QUARTERLY	SEMI- ANNUAL	ANNUAL
2	Clean and sanitize all flush rings, drain and over-flow outlets	X						
3	Clean and polish mirrors	X						
4	Empty all containers and disposal units, insert new liners as required	X						
5	Clean and sanitize exterior of all containers	X						
6	Remove spots, stains, splashes from wall area adjacent to sinks	X						
7	Remove fingerprints from doors, frames, light switches, handles, push and kick plates, etc.	X						
8	Refill all dispensers to normal limits - soap, tissue, towel and seat covers	X						
9	Spot clean stall partitions	X						
10	Sweep, clear debris from floors	X						
11	Damp mop all floor surfaces, vacuum where carpeted	X						
12	Wash and sanitize stall partitions			X				
13	Replace urinal screens				X			
14	Clean shower units			X				
15	Dust diffuser outlets in ceiling				X			
16	Damp clean diffuser outlets					X		
17	Fill automatic soap dispensers	As Needed						
18	Replace room deodorizer cans	As Needed						
19	Replace batteries in room deodorizers (2 D batteries) and automatic soap dispensers (3 C batteries)	As Needed						

	TASK	DAILY	EVERY OTHER DAY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL
BLDG 2 GARAGE BREAKROOM								
1	Empty all containers and disposal units, insert new liners as required	X						
2	Clean and sanitize exterior of all containers	X						
3	Dust furniture (seating, tables, bookshelves), around bulletin boards and framed awards/pictures	X						
4	Clean countertops	X						
5	Sweep, clear debris from floors, under furniture and vending machines	X						
6	Dust mop	X						
7	Damp mop			X				
8	Clean, sanitize and polish all fixtures, appliances and sink	X						
9	Spot clean windows	X						
10	Wipe down lockers			X				
11	Clean and sanitize drinking fountains	X						
GARAGE SUPERVISOR'S OFFICE, RECEIVING OFFICE								
1	Empty wastebaskets, insert new liners	X						
2	Empty recycle trash and shredders	X						
3	Dust furniture (seating, tables, file cabinets and shelving)	X						
4	Remove fingerprints from doors, frames, light switches, kick and push plates	X						
5	Remove dust and cobwebs from ceiling areas, around doors and windows (floor to ceiling)			X				
6	Dust air diffuser outlets in ceiling				X			
7	Damp clean diffuser outlets					X		
8	Wash wastebaskets	As Needed						

	TASK	DAILY	EVERY OTHER DAY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL
BLDG. 4 RESTROOMS, LOCKER ROOMS AND SHOWERS								
1	Clean, sanitize and polish all fixtures including sinks, toilet bowls, toilet seats and urinals.	X						
2	Clean and sanitize all flush rings, drain and overflow outlets	X						
3	Clean and polish mirrors	X						
4	Empty all containers and disposal units, insert new liners, as required	X						
5	Clean and sanitize exterior of all containers	X						
6	Remove spots, stains, splashes from wall area adjacent to sinks	X						
7	Remove fingerprints from doors, frames, light switches, handles, push and kick plates, etc.	X						
8	Refill all dispensers to normal limits - soap, tissue, towel and seat covers	X						
9	Spot clean stall partitions	X						
10	Sweep, clear debris from floors	X						
11	Damp mop all floor surfaces	X						
12	Wash and sanitize stall partitions			X				
13	Replace urinal screens				X			
14	Clean shower units			X				
15	Dust diffuser outlets in ceiling				X			
16	Damp clean diffuser outlets					X		
17	Fill automatic soap dispensers	As Needed						
18	Replace room deodorizer cans	As Needed						
19	Replace batteries in room deodorizers (2 D batteries) and automatic soap dispensers (3 C batteries)	As Needed						
20	Wipe down benches and lockers			X				

	TASK	DAILY	EVERY OTHER DAY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL
BLDG. 4 RESTROOMS, LOCKER ROOMS AND SHOWERS (CONTINUED)								
21	Clean and sanitize drinking fountains	X						
BLDG. 4 COMMON AREA, ASSISTANT SUPERVISOR'S OFFICE, HALLWAY, SURVEY FIELD OFFICE								
1	Empty wastebaskets, insert new liners	X						
2	Empty recycle trash and shredders	X						
3	Dust furniture (seating, tables, file cabinets and shelving)	X						
4	Remove fingerprints from doors, frames, light switches, kick and push plates	X						
5	Remove dust and cobwebs from ceiling areas, around doors and windows (floor to ceiling)			X				
6	Dust air diffuser outlets in ceiling				X			
7	Damp clean diffuser outlets					X		
8	Wash wastebaskets	As Needed						
MISCELLANEOUS								
1	Vacuum hallways and common areas in all Bldgs.	X						
2	Spot clean carpet hallways and common areas			X				
3	Clean and service cigarette urns	X						
4	Clean calcium off spout of all faucets					X		
5	Clean exterior windows						X	
6	Clean interior windows						X	
7	Wash venetian blinds						April & November	
8	Spot carpet cleaning 5 hours per week (District designates areas, monthly)				X			

2.2A Maintenance of Vinyl Floor in Breakrooms - Building 1 and 1A

Routine Maintenance

- Vacuum or dust mop to remove all surface oil, sand and grit.
- Dried adhesive residue may be remove using lighter fluid or naphtha and clean white rag.
- Wipe up spills promptly.
- **DO NOT STRIP THE FLOOR.**
- Scrub the floor with neutral PH detergent such as Hilway Direct Neutral Cleaner or use 2 ozs. of ammonia per gallon of water.
- Clean the floor using a microfiber mop with microfiber pads.
- Rinse with clean water and clean pad.

2.2B Maintenance of Cabinets in Breakrooms - Building 1 and 1A

- Dusted and initially cleaned with a soft sponge and water.
- Spots to be treated with a mild detergent or hand soap can be used.

2.2C Window Cleaning - Semi-Annually

- There is approximately 5,100 square feet of window glass to clean.

2.2D Miscellaneous Information

- Overall in Buildings 1, 1A, Garage (Building 2), Building 4 (includes Locker Room) and Building 6, there are 236 employees (171 men and 65 women).
- Janitorial Service to supply feminine products to the Women's Restroom in Building 1.
- Currently the cleaning crew ranges between 3-5 people nightly. **The District's expectation is a minimum crew of three people nightly.**

2.2E Scope of Work - As Needed, Out of Scope Cleaning - The District requests an hourly rate for as-needed Janitorial Services due to extra building activity (training classes or meetings). Generally, these services would be wiping down conference room tables and counters, emptying trash in the conference rooms and any additional cleaning the restrooms may require. Actual work is coordinated by the Building Facility Manager.

2.2F Carpet Cleaning - 5 hours per week (preferably Fridays)

- High traffic hallways once a month.
- Three areas per month (one per week) that are need of cleaning. The Janitorial Supervisor should work out which areas per week / per month with the Facilities Manager at the District.

The following is not included in the Scope of Work:

Unsupervised access to the Sever Room - Janitorial Services in the Server Room will go on a supervised, on-call basis, with work coordinated by the Building Facility Manager, using the out of scope hourly rate for services.

2.3 General Assumptions

- The contractor shall provide competent, trained and experienced staff of the highest standards.
- The contractor shall consider and plan for appropriate labor resources for illness, vacation and other loss time events so service to the District continues uninterrupted.

- The contractor shall provide all necessary equipment, tools and materials for cleaning services with the exception of what is provided by the District. Materials to be included, but not limited to, are:
Paper towels, toilet paper, toilet seat protectors, foaming hand soap (that works with our dispensers and also batteries for dispensers and air fresheners), garbage bags, disinfectant, vacuum, dusters, buckets, squeegee, personal protective equipment and other items needed to complete work as outlined. EXCLUDED are hand lotion and dish soap. Please see Exhibit B for further details.
- The contractor shall be responsible for any costs, fees, or fines due to misuse of the building's alarm system.
- The contractor will work cooperatively with the Building Facility Manager.
- The contractor will be responsible for any loss of District property due to errors, mistakes, malfeasance or misfeasance of its employees.
- The contractor shall maintain appropriate insurance and Worker's Compensation coverage for their employees.

2.4 Required Proposal Format (contractor's proposal must include the following)

- An outline of work to be completed addressing the Scope of Work.
- An outline of equipment, materials and supplies the contractor will provide for the project.
- Contractor's experience in delivery of the services requested.
- A biography of the primary contact person assigned to the project that will be completing services.
- Project bid quoted as outlined in cost sheet / Exhibit A.
- References (minimum of three to include business name, contact name and contact phone number and email).
- Signed and completed Exhibit A
- Signed and completed Exhibit B
- Local Business Qualification Affidavit Exhibit C. (If not applicable, please indicate with a red "NA" in the center of the document.)
- Exhibit D Veteran Business and Veterans Qualified Business Affidavit. (If not applicable, please indicate with a red "NA" in the center of the document.)

2.5 Undocumented Workers - This contract involves the employment of unskilled labor. Such employment may be attractive to persons coming from foreign countries, sometimes illegally. C contractors are reminded that it is a crime to bring into the United States, transport within the United States and to harbor aliens who do not have a proper visa to enter and work in this Country (8 U.S.C. 1323-1325). If violations are suspected or discovered during payroll or other audits during the performance of work on this project, they shall be reported to the U.S. Immigration and Naturalization Service for investigation and appropriate action. Conviction of the contractor for commission of a criminal offense referred to herein shall be deemed sufficient cause for default and the initiation of debarment or suspension proceedings to prevent the contractor from receiving future District contracts.

2.6 Janitorial Scope of Work Limits - See attached Plans/Drawings.

3.0	TIMELINE	DATES
	1. RELEASE OF REQUEST FOR QUOTATION	April 9,2018
	2. <u>MANDATORY PRE-BID MEETING/JOB WALK</u> Location: Riverside County Flood Control and Water Conservation District 1995 Market Street Riverside, CA 92501	April 24, 2018 Time: 9:00 AM PST
	3. DEADLINE FOR SUBMISSION OF QUESTIONS Bidders must submit their questions online at PublicPurchase.com. All questions submitted are within the correct RFQ located on PublicPurchase.com.	Must be submitted by: Date: April 26, 2018 Time: 3:30 PM PST RESPONSE BY May 2, 2018 3:30 PM PST
	4. DEADLINE FOR QUOTATION SUBMITTAL Bid results are posted on PublicPurchase.com.	May 10, 2018 at 1:30 PM PST
	5. TENTATIVE DATE FOR AWARDING CONTRACT	5-90 days, contingent upon lowest bidder meeting all of the bid specifications

4.0 PERIOD OF PERFORMANCE

The period of performance shall be for three year(s) with the completion date of June 30, 2021, with no obligation by the District to purchase any specified amount of goods or services.

5.0 GENERAL REQUIREMENTS

Procedures for Submitting Quotations

All quotations must be submitted in accordance with the standards and specifications contained within this Request for Quote (RFQ). **Please refer back to Page 2, Item 11. The pricing submission must be completed on publicpurchase.com and the completed Pages 25-28 must be uploaded to publicpurchase.com. All items must be received by the specified date and time to be considered.**

The District reserves the right to waive, at its discretion, any irregularity which the District deems reasonably correctable or otherwise not warranting rejection of the quotation.

The District shall not pay any costs incurred or associated in the preparation of this or any quotation or for participation in the procurement process.

Quotes must be specific unto themselves. For example, "See Enclosed Manual" will not be considered an acceptable quotation. Receipt of all addenda, if any, must be acknowledged in the quotation.

Late quotations will not be accepted. Postmarks will not be accepted in lieu of this requirement. Quotations submitted to any other County office will be rejected.

6.0 METHOD OF AWARD (Specifications)

Quotations will be evaluated based upon criteria determined to be appropriate by the District, which may include but are not necessarily limited to the following:

- a. Lowest overall purchase price
- b. Adherence to specifications as detailed in this RFQ
- c. Prompt payment discounts on 30 days or less
- d. Warranties
- e. All associated delivery costs
- f. Delivery date
- g. Product acceptability
- h. Service/Customer support

The District reserves the right of award in regard to any other factors the District determines to be appropriate.

7.0 EVALUATION PROCESS

All quotations will be given thorough review. All contacts during the review selection phase will be only through the District Purchasing Department. Attempts by the bidder to contact any other County representative may result in disqualification of the bidder. The District recognizes that prices are only one of several criteria to be used in judging an offer, and the District is not legally bound to accept the lowest offer.

8.0 INTERPRETATION OF RFQ

The contractor must make careful examination and understand all of the requirements, specifications and conditions stated in the RFQ. If any contractor planning to submit a quote finds discrepancies in or omissions from the RFQ or is in doubt as to the meaning, a written request for interpretation or correction must be given to the District. Any changes to the RFQ will be made only by written addendum and will be posted on the District website at <http://rcflood.org/> and PublicPurchase.com. The District is not responsible for any other explanations or interpretations. If any provision in this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way. All notices regarding this procurement will be posted on the District's website at <http://rcflood.org/> and PublicPurchase.com.

9.0 CANCELLATION OF PROCUREMENT PROCESS

The District may cancel the procurement process at any time. All quotations become the property of the District. All information submitted in the quotation becomes "public record" as defined by the State of California upon completion of the procurement process. If any proprietary information is contained in or attached to the quote, it must be clearly identified by the bidder; otherwise, the bidder agrees that all documents provided may be released to the public after bid award.

The District reserves the right to withdraw the Request for Quote (RFQ), to reject a specific quote for noncompliance within the RFQ provisions or not award a bid at any time because of unforeseen circumstances or if it is determined to be in the best interest of the District.

10.0 COMPENSATION

- 10.1** Expenses incurred and compensation shall be paid in accordance with an invoice submitted to District by awarded bidder. The District shall pay the acceptable invoice within thirty (30) working days from the date of receipt of the invoice or the goods/services are received, whichever is later.
- 10.2** No price increases will be permitted during the first year of the award. All price decreases (for example, if contractor offers lower prices to another governmental entity) will automatically be extended to the District. The District requires written proof of cost increases prior to any approved price adjustment. After the first year of the award, a minimum of 30-days advance written notice is required for consideration and approval by the District. No retroactive price adjustments will be considered. The net dollar amount of profit will remain firm during the period of the Agreement. Annual increases shall not exceed the Consumer Price Index - All Consumers, All Items - Greater Los Angeles, Riverside and Orange County areas Janitorial/Custodial, all state and federal laws, and be subject to satisfactory performance review by the District and approved (if needed) for budget funding by the Board of Supervisors.

11.0 "OR EQUAL"

If a reference to a specific brand name is made in these bid specifications, the brand name is illustrative and to be construed as a specification, which describes a component that has been tested or evaluated by the District as best meeting specific operational, design, performance, maintenance, quality, reliability standards and requirements of the District, thereby incorporating these requirements by reference within the specification. An equivalent ("or equal") may be offered by the bidder, subject to testing or evaluation by the District prior to award of contract. The District shall be the sole judge of whether any proposed item will fulfill its requirements for the District's intended purpose and reserves the right to reject proposed item as non-responsive. It shall be the sole responsibility of the bidder to provide, at bidder's expense, any product information, test data and other information or documents the District may require fully evaluating or demonstrating the acceptability of the offered substitute. Where appropriate, independent testing or evaluation (including destructive testing) may be required as a condition of acceptance at a qualified test facility at the bidder's expense.

12.0 DELIVERY

Delivery appointments **MUST** be made with the District 72 hours prior to scheduled delivery date. The contact person will be provided upon award of bid. The District will not be responsible for cost incurred due to shipments attempted during non-receiving hours or unscheduled deliveries. All delivery of products must be F.O.B. Destination. Delivery address:

Riverside County Flood Control
and Water Conservation District
1995 Market Street
Riverside, CA 92501
Attn: Mark Luna
Ph. 951.955.1310
Between 8:00 AM to 3:30 PM PST

13.0 WARRANTY – Not Applicable

Bidder shall provide a warranty that includes all parts and labor. Awarded bidder shall handle all repairs/services of equipment(s) under warranty, manufacture warranty or awarded bidder's company warranty. Awarded bidder shall assume all responsibilities pertaining to shipping and handling of equipment that has to be sent back to the manufacture for repairs/services. In the event the equipment is beyond repair, a replacement of a brand new equipment of the same model or equivalent shall be provided by awarded bidder. Remanufactured equipment is not accepted.

14.0 USE BY OTHER POLITICAL ENTITIES

The contractor agrees to extend the same pricing, terms and conditions as stated in this agreement to every political entity, special district and related non-profit entity in Riverside County. It is understood that other entities shall make purchases in their own name, make direct payment and be liable directly to the contractor, and the District shall in no way be responsible to contractor for other entities' purchases.

15.0 CONFIDENTIALITY AND PROPRIETARY DATA

Subsequent to the District's evaluation, bids/proposals which were required to be submitted in response to the solicitation process become the exclusive property of the District. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code section 6250 et. seq. (Public Records Act) and which are marked "trade secret," "confidential," or "proprietary." The District shall not in any way be liable or responsible for the disclosure of any such records, including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction. In the event the District is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records and/or contents of a proposal marked "trade secret," "confidential," or "proprietary," the vendor agrees to defend and indemnify the District from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act. Where applicable, federal regulations may take precedence over this language.

16.0 INSURANCE

Without limiting or diminishing the contractor's obligation to indemnify or hold the District harmless, contractor shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this agreement.

A. Workers' Compensation:

If the contractor has employees as defined by the State of California, the contractor shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of District.

B. Commercial General Liability:

Commercial General Liability insurance coverage including, but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may

arise from or out of contractor's performance of its obligations hereunder. *Policy shall name the Riverside County Flood Control and Water Conservation District, the County of Riverside, its agencies, districts, special districts and departments, their respective directors, officers, Board of Supervisors, elected or appointed officials, employees, agents or representatives as Additional Insured.* Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two times the occurrence limit.

C. Vehicle Liability:

If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then the contractor shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two times the occurrence limit. *Policy shall name the Riverside County Flood Control and Water Conservation District, the County of Riverside, its agencies, districts, special districts, and departments, their respective directors, officers, Board of Supervisors, elected or appointed officials, employees, agents or representative as Additional Insureds.*

D. General Insurance Provisions - All lines:

- 1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A.M. BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer, such waiver is only valid for that specific insurer and only for one policy term.
- 2) The contractor must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence, each such retention shall have the prior written consent of the County Risk Manager before the commencement of operations under this agreement. Upon notification of self-insured retention unacceptable to the District, and at the election of the Country's Risk Manager, contractor's carriers shall either 1) reduce or eliminate such self-insured retention as respects this agreement with the District; or 2) procure a bond which guarantees payment of losses and related investigations, claims administration and defense costs and expenses.
- 3) Contractor shall cause contractor's insurance carrier(s) to furnish the District with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of endorsements effecting coverage as required herein; and 2) if requested to do so orally or in writing by the County Risk Manager, provide original certified copies of policies including all endorsements and all attachments thereto showing such insurance is in full force and effect. Further, said certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the District prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration or reduction in coverage, this

agreement shall terminate forthwith, unless the District receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. Contractor shall not commence operations until the District has been furnished original Certificate(s) of Insurance and certified original copies of endorsements and, if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.

- 4) It is understood and agreed to by the parties hereto that the contractor's insurance shall be construed as primary insurance, and the District's insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory.
- 5) If, during the term of this agreement or any extension thereof, there is a material change in the scope of services; or there is a material change in the equipment to be used in the performance of the scope of work; or the term of this agreement, including any extensions thereof, exceeds five (5) years, the District reserves the right to adjust the types of insurance and the monetary limits of liability required under this agreement, if in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the contractor has become inadequate.
- 6) Contractor shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this agreement.
- 7) The insurance requirements contained in this agreement may be met with a program(s) of self-insurance acceptable to the District.
- 8) Contractor agrees to notify District of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this agreement.

EXHIBIT "A"

COST SHEET

Provide cost for the services listed below:

Cost for Janitorial Service: Monthly: _____ Yearly: _____

Hourly Rate for "ad hoc" work: _____

Window cleaning semi-annually Bldgs. 1 and 1A: _____

Cost for "ALL AREAS" carpet cleaning annually for Bldgs. 1 and 1A: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

REPRESENTATIVE: _____
(Print Name)

SIGNATURE: _____
(Date)

PROMPT PAYMENT DISCOUNT: _____

Bid must be complete and signed by the company's Authorized Agent.

Signed Cost Sheet denotes that all services requested in this RFQ and, particularly, in the Scope of Work Limits, Pages 7 through 18, can be provided for the monthly cost as stated above.

EXHIBIT "B"

**Requested supply list or comparable.
 (If comparable please provide list.)**

LETTER REFERENCE FOR "OR EQUAL"	WAXIE ITEM #	DESCRIPTION
A	850232	2001 Clean & Soft White Multifold Towels, EPA compliant. Premium towel that provides softness, absorbency and ultimate hand drying performance, 9.25" x 9.4" sheet size, 16/250/cs
B	850630	3085 Clean & Soft Roll Towels, White, 11" x 8.8", 2-Ply, Perforated, 30/85 sheets/cs
C	851530	#47041 WAXIE Half-Fold Seat Covers, 20/250/cs
D	851166	1965 Clean & Soft White 2-Ply Toilet Tissue, 96/500 sheets/cs
E	385630	1200ml Green Certified Foam Soap (touch free), 2/cs
F	704515	24 x 33 WAXIE Coreless Roll Liners, 8 Mic, Natural, 20/50/cs (1000)
G	704525	30 x 37 WAXIE Coreless Roll Liners, 10 Mic, Natural, 20/25/cs (500)
H	704500	40 x 48 WAXIE Coreless Roll Liners, 16 Mic, Natural, 10/25/cs (250)
I	386010	Pink Lotion Soap, formulated with natural moisturizers and vitamins A and E, 4/2000 ml

*If you are providing products that are not listed but considered "or equal," please provide a list of the products that includes the brand, item number and the "letter A-I" that it is replacing.

REPRESENTATIVE: _____
 (Print Name)

SIGNATURE: _____
 (Date)

Please check the box if an "or equal" list is being provided with the bid documents.

EXHIBIT "C"

Local Business Qualification Affidavit

The County of Riverside Local Business Preference may be applied to this Request for Proposal/Quotation. If you qualify for this preference, this form must be submitted along with each bidder's response to this RFP/Q. If a bidder fails to provide a completed Local Business Qualification Affidavit form with their bid submittal, the bidder may be disqualified from obtaining local preference. It is the sole responsibility of the bidder to identify local preference with each bid submittal. The County does not track local businesses that qualify for the 5% preference.

Definition of Local Business

A local business shall mean a business firm meeting the following requirements:

1. Fixed offices located within the geographical boundaries of Riverside County, authorized to perform business within the county, and in doing so, credit all sales tax from sales generated within Riverside County to the county, and provides, produce/s, or performs contracted work using employees, of whom the majority are physically located in said local offices; and
2. A Riverside County business street address shall be open and staffed during normal business hours; and
3. The business must establish proof that it has been located and doing business in Riverside County for at least six (6) months preceding its certification to the county as a local business.

Post office box numbers shall not suffice to establish status as a "local business". For the complete Board of Supervisors Policy (B-17 Disabled Veteran and Local Business Enterprises), please refer to the Riverside County Clerk of the Board website at <http://www.rivcocob.org/board-policies/>.

Additional supporting documentation that may be requested by the County to verify qualification includes:

1. **A copy of their current BOE 531-A and/or BOE 530-C Form** (State, Local & District Sales, and Use Tax Return Form). This is what businesses submit to the State Board of Equalization when paying the sales tax to the State of California indicating the amount of the payment to be credited to each jurisdiction (i.e., Counties, Cities).
2. **A current business license** if required for the political jurisdiction the business is located.
3. **Proof of the current business address. The business address must match for points 1, 2 and 3.**

Business Name: _____

Physical Address: _____

Phone: _____ FAX: _____ E-mail: _____

Length of time at this location: _____ Number of Company Employees at this address: _____

If less than 6 month, list previous

Riverside County location: _____

Business License # (where applicable): _____ Jurisdiction: _____

Hours of Operation: _____

Primary function of this location (i.e., sales, distribution, production, corporate, etc.):

Signature of Company Official

Date

Print Name, Title

Submittal of false data will result in disqualification of local preference and/or doing business with the Riverside County.

EXHIBIT "D"

Veteran Business and Veteran Qualified Business Affidavit

The County of Riverside Veteran Business and Veteran Qualified Business Preference may be applied to this Request for Proposal/Quotation. If you qualify for this preference, please submit this form along with your response to this RFP/Q.

Definition of Veteran Business and Veteran Qualified Business

A **Veteran Business** shall mean a business that is at least fifty-one percent (51%) owned by one or more veterans.

A **Veteran Qualified Business** shall mean a business which can provide proof of their workforce containing no less than ten percent (10%) veterans.

Veterans as used in this policy means a person who has served or is currently serving in the U. S. armed services, reserves or active, and is serving honorably or has been honorably discharged.

Additional supporting documentation that may be requested by the County to verify qualification includes:

Please check the category you are applying for:

Veteran Business:

Company must be registered with Vet Biz at www.vetbiz.gov/eve_completed_s.jpg: This site provides verification information about Service-Disabled Veteran-Owned Small Businesses (SDVOSBs) and Veteran-Owned Small Businesses (VOSBs). Companies who want to participate in the County's Veterans Preference Program must be listed in this database in order to be eligible for veteran preferences.

Company must submit DUNS # for website verification.

Veteran Qualified Business:

Company must submit payroll records that demonstrate that 10% of your workforce is comprised of veterans. DD214 Forms must be submitted for all employees claiming veteran status.

Business Name: _____

Physical Address: _____

Phone: _____ FAX: _____ E-mail: _____

Total Number of Company Employees (where applicable): _____ Total Number of Veteran Employees: _____

DUNS # (where applicable): _____

Hours of Operation: _____

Signature of Company Official

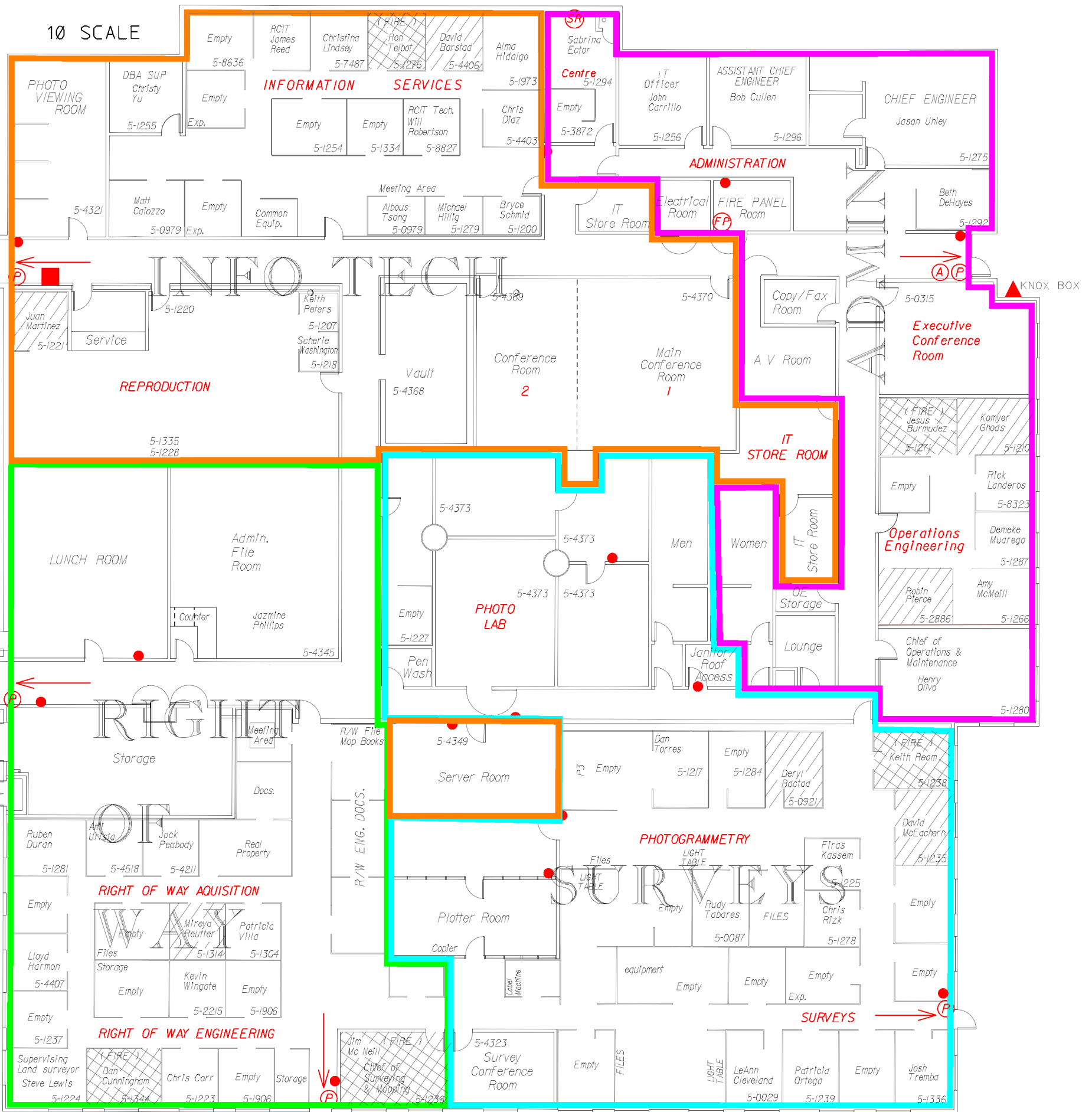
Date

Submission of false data will result in disqualification of Veteran Preference and/or doing business with Riverside County.

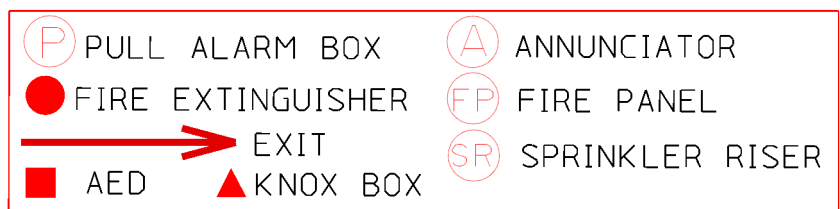
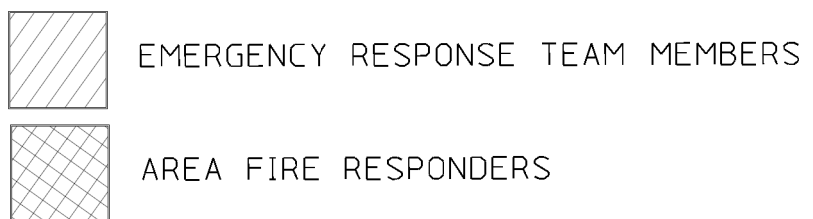
Form # 116-261 Rev 10/14

BUILDINGS 1 CUBICAL SEATING CHART

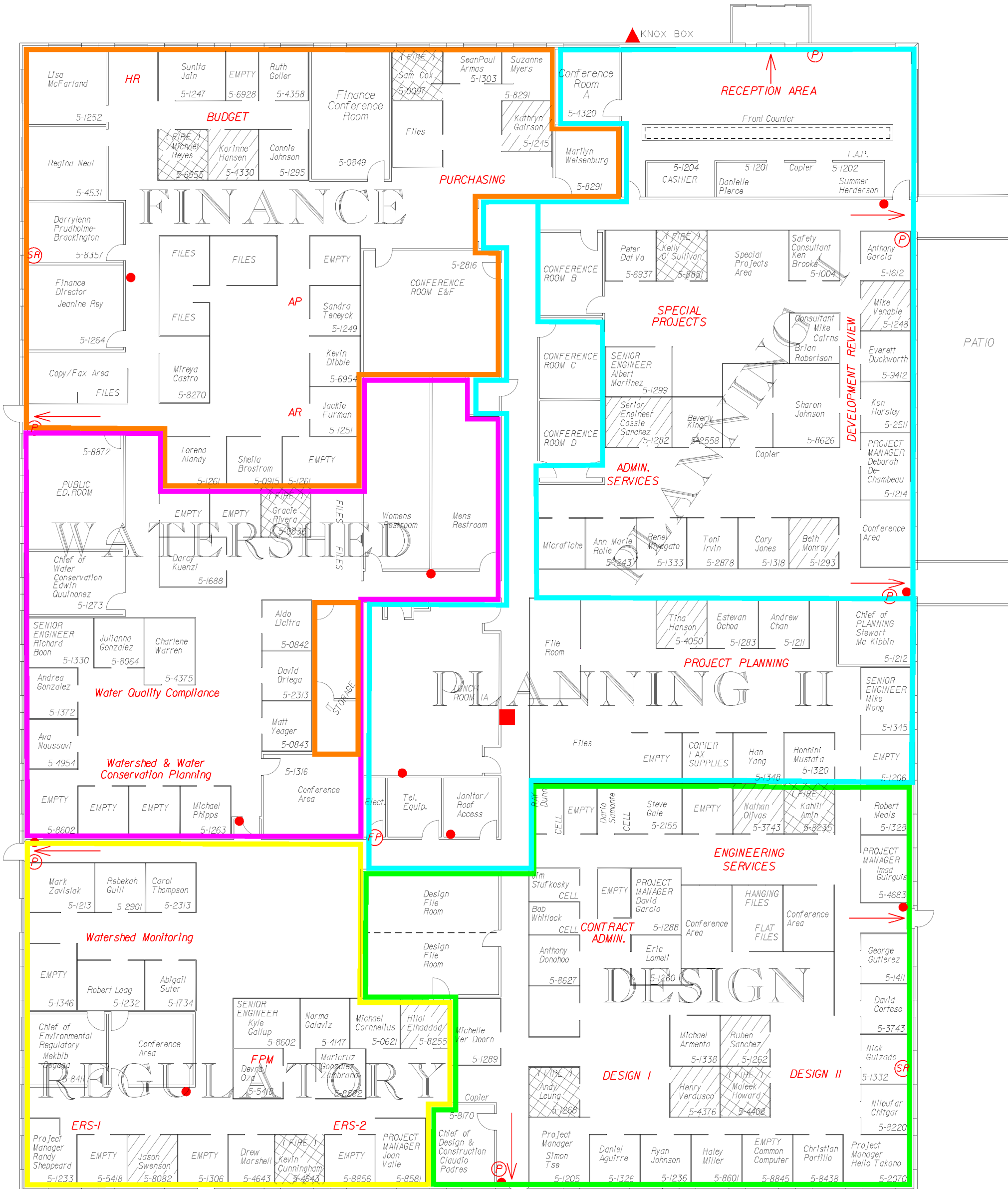
10 SCALE



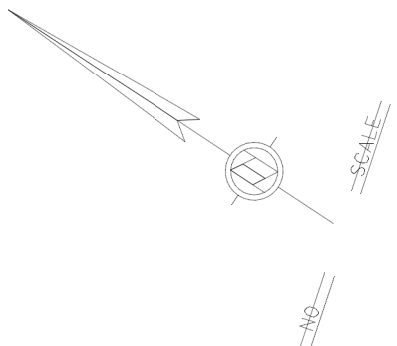
UPDATED: 1/24/2018













BUILDINGS 1A CUBICAL SEATING CHART



UPDATED: 1/24/2018



-  EMERGENCY RESPONSE TEAM MEMBERS
-  AREA FIRE RESPONDERS
-  PULL ALARM BOX
-  ANNUNCIATOR
-  FIRE EXTINGUISHER
-  FIRE PANEL
-  EXIT
-  SPRINKLER RISER
-  AED
-  KNOX BOX