

Request for Proposal (RFP) for Custodial / Janitorial Services for Woodland Community College's Colusa County Outreach Facility (RFP No. 11-004)

1) INTRODUCTION

The Yuba Community College District, ("District") is seeking a contractor experienced in providing janitorial services for the Woodland Community College, Colusa County Outreach Facility located at 99 Ella Street Williams, CA 95987

It is expected that a Contract will be awarded following public advertisement for competitive proposals, evaluation of those proposals, selection of the best proposal and approval by the "District".

Parties interested in competing for the project must attend the Mandatory Site Walk to be held on Tuesday, October 11, 2011 at 10:00 A. M. in the Lobby, at the Colusa County Outreach Facility 99 Ella Street Williams, CA 95987 and submit proposals in accordance with the instructions contained herein.

SERVICE LOCATION

Woodland Community College, Colusa County Outreach Facility 99 Ella Street Williams, CA 95987

JANITORIAL SERVICE RFP REVIEW CRITERIA:

District staff will review the bid proposals based on the following list of criteria:

- (1) Bidder's examples of providing janitorial services for similar sized buildings for a minimum of five years.**
- (2) Years in business, amount of relevant experience (breadth and length) for a minimum of five years and evidence of a variety of experiences in the business.**
- (3) Bidder's must meet or exceed District's required minimum insurance requirements of this Contract:**
 - (a) Contractor shall maintain a Commercial General Liability insurance policy (on Insurance Services Office form number CG 0001 – "occurrence" form) insuring Contractor for an amount not less than One Million Dollars (\$1,000,000.00) per occurrence with an annual aggregate limit of not less than Two Million Dollars (\$2,000,000.00) for bodily injury, personal injury and property damage.**
 - (b) Contractor shall maintain an Automobile Liability insurance policy (on Insurance Services Office form number CA 0001 covering Automobile Liability, code 1 "any auto," and endorsement CA 0025) insuring Contractor for an amount not less than One Million Dollars (\$1,000,000.00) combined single limit per accident for bodily injury and property damage.**
 - (c) Contractor shall maintain a Crime insurance policy in an amount not less than One Hundred Thousand Dollars (\$100,000) with the District named as Joint Loss Payee. Coverage shall include coverage for District's Property on the District's premises, with coverage, at minimum, as broad as ISO endorsement form CR 04 01 03 00.**
 - (d) Contractor shall maintain a Workers' Compensation and Employers' Liability policy written in accordance with the laws of the State of California and providing coverage for any and all employees of Contractor as follows:**

(1) This policy shall provide coverage for Workers' Compensation (Coverage A) in accordance with California law.

(2) This policy shall also provide coverage for One Million Dollars (\$1,000,000.00) Employers' Liability (Coverage B).

(e) All of the following endorsements are required to be made a part of each of the required policies, except for the Workers' Compensation and Employers' Liability policies:

(1) "The Yuba CCD and its Board of Trustees, officers, employees, officers and agents are hereby added as additional insured's, but only as respects work done by, for on behalf of the named insured."

(2) "This policy shall be considered primary insurance as respects any other valid and collectible insurance, self-insurance or joint self-insurance the District may possess, including any self-insured retention the District may have, and any other insurance the District does possess shall be considered excess insurance only and shall not contribute with it."

(f) Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

2) INSTRUCTIONS

PURPOSE

This Request for Proposal (RFP) provides all potential Contractors with relevant information and the necessary forms required to submit a proposal for providing janitorial services at the Woodland Community College, Colusa County Outreach Facility located at 99 Ella Street Williams, CA 95987

PROCEDURES

Proposals must be submitted according to the following instructions. Sealed proposals will only be received at the District's Purchasing Department located at Yuba College 2088 North Beale Road Room 1309 Marysville, CA 95901, no later than Tuesday November 8, 2011 at or before the hour of 2:00 p.m. At this time, all proposals will be publicly opened in the Purchasing Department.

INSTRUCTIONS FOR SUBMITTING PROPOSALS.

All proposals must be submitted with original signatures.

If the RFP is hand delivered the RFP must be submitted in a sealed envelope with the following on the outside of the envelope:

(1) Bidder's name including full address with street, city and zip

(2) RFP opening date and time

(3) "Woodland Community College, Colusa County Outreach Facility Janitorial Services Request for Proposal 11-004" printed in bold letters

(4) Hand delivered or mailed RFP's will only be accepted prior to 2:00 p.m. on Tuesday November 8, 2011.

INTERPRETATION OF DOCUMENTS AND ADDENDA.

The Contractor must carefully examine the requirements and conditions expressed in the attached documents and become fully informed as to the quality and character of facilities and actions required. If any contractor planning to submit a proposal finds any discrepancy or omissions from the proposal documents, or has a question concerning this RFP an email request for interpretation must be submitted to the District's Senior Buyer at 2088 North Beale Road Marysville CA 95901, dbachman@yccd.edu no later than Tuesday, October 18, 2011 at 5:00 pm. The district is not responsible for any explanations or interpretations obtained in any other manner. Any change or modification to this RFP shall be issued in the form of an addendum to the request for proposals. Addendum prepared for this Request for Proposals will be posted to the District's website <http://www.yccd.edu/purchasing/bids.html> at least 5 calendar days prior to the proposal opening date. This practice shall be observed even if the proposal opening date must be postponed.

SITE VISITATIONS AND DISCUSSION

Mandatory Site Walk to be held on Tuesday, October 11, 2011 at 10:00 A. M. in the Lobby, at the Colusa County Outreach Facility 99 Ella Street Williams, CA 95987

(1) 10:00 A.M. - RFP overview discussion in the Lobby

All bidders are invited to tour the properties at that time. Each bidder will be allowed to ask questions via index cards (provided) and will be provided with property information. Inquiries for specific information will not be entertained prior to the aforementioned tours.

Bidders must attend the mandatory site walk through to submit bid proposals.

This will be the only opportunity for bidders to tour the facility.

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn only in person by the Contractor or his identifiable representative prior to the time set in the advertisement for the opening of proposals. No Contractor shall be permitted to withdraw a proposal after the specified proposal opening time, unless the award is delayed by action of the District for a period exceeding 120 days.

REJECTION OF IRREGULAR PROPOSALS

Proposals not meeting the stated minimum terms and qualifications may be rejected by the District as non-responsive. The District reserves the right to waive any irregularities, technicalities, or informalities in any proposal, and to reject any or all proposals without cause.

REVIEW OF PROPOSALS

Following the opening, all proposals will be reviewed by a committee consisting of representatives of District staff. This committee will review all proposals, which meet the minimum qualifications.

REQUIRED FORMS

All forms shall be submitted in duplicate (one original and one copy) on District forms where provided, and in accordance with these instructions. Provided forms should not be modified. Extra sheets may be added to provide additional information.

FORMS PROVIDED

Statement of Bidder's Principals - Supplement A: Contractor shall utilize the attached form to supply the indicated information about each person who will have primary management responsibility for each component for the janitorial service.

Statement of Personal History and Experience - Supplement B: Each Contractor shall provide a statement of personal history and experience covering their background, knowledge and hands-on experiences for janitorial services.

Statement Regarding Proposed Work – Supplement C: Contractors to list services needed to accomplish the necessary janitorial services for the General Contractor Responsibilities and the Optional Specialty Services. A detailed plan describing the necessary steps needed in priority with a breakdown of actions and equipment needed. Provide a brief description of methods for accomplishing each task identified.

Statement Regarding Proposed Equipment Use - Supplement D: Contractors shall list all equipment needed to accomplish the necessary janitorial services.

Bidder's References, Supplement E: Bidder's shall provide at least three references of similar size building in which they provide janitorial services.

3) BASIS OF AWARD

To the BOARD OF TRUSTEES YUBA COMMUNITY COLLEGE DISTRICT:

The undersigned have visited the site, made inspections and investigated the location and conditions of the Colusa County Outreach Facility to our satisfaction. We have read and understood the Request for Proposals, including the attached Contract for Service Agreement in accordance with this proposal and propose to enter into the Agreement. We have had and used the opportunity to obtain relevant information from the District, but agree that all such information must be checked by us since we can rely only on the written material in the RFP. We also agree that any clerical, mathematic, or other errors made by us in preparing this Proposal shall not relieve us of our obligation to enter into the Contract for Services Agreement as proposed.

\$ _____ Annual Total

A) ROUTINE JANITORIAL SERVICE

As A leading community college district, the YCCD takes pride in providing an exceptionally clean and safe environment at all times for its patrons and employees and expects the janitorial service to demonstrate this same pride in their work performed. The District will investigate the financial capability, reputation, integrity, skill, relevant experience, and quality of performance of each Contractor, including its stockholders and principals, before making an award. Award of a Contract for Service agreement, if any, will be based on both objective and subjective comparison of proposals and Contractors. Information being solicited from Contractors is intended to provide the District with adequate knowledge of Contractors and proposals in order that the District can judge the relative merits of each of the proposals. Evaluation will be based on the items listed below. The order of the items below is not intended to portray any ranking of the relative priority.

GENERAL CONTRACTOR RESPONSIBILITIES

The undersigned has carefully examined the site and the attached Contract for Services agreement and the Janitorial Services Specifications. Based on that information the undersigned hereby proposes to furnish all labor, materials, services and equipment required to complete the GENERAL SCOPE OF WORK, at the WCC Colusa County Outreach Facility for the following amount:

\$ _____ Monthly Total

\$ _____ Annual Total

Affidavit of CONTRACTOR. Each of the undersigned hereby represents warrants and certifies to the Yuba Community College District that: The proposal is genuine and not a sham or collusive or made in the interest or on behalf of any person not named, and neither the Contractor nor the undersigned have directly or indirectly induced or solicited any other person, firm, or corporation to refrain from submitting a proposal or to submit a sham proposal, and that the Contractor has not in any manner sought by collusion to secure for himself an advantage over any other Contractor. There are no material misstatements or withholding of facts in this proposal or in any of the attachments supplied with the proposal. The Contractor acknowledges that any such misstatement or withholding shall constitute good cause for cancellation at any time by District of the Contract for Service Agreement. The undersigned hereby respectfully submits this proposal as of ____ / ____ / 2011

Signature

Print name and Title

SUPPLEMENT A

STATEMENT OF CONTRACTOR'S PRINCIPALS

a) List the person who will have primary management responsibility to serve as the Project Manager for the janitorial services at the Colusa County Outreach Facility.

Name Title

(_____) _____
Daytime telephone

(_____) _____
Fax

Email address

_____/_____/2011
Initial Date

SUPPLEMENT B

STATEMENT OF PERSONAL HISTORY AND EXPERIENCE

This statement forms a part of the proposal for the janitorial services at the WCC Colusa County Outreach Facility
(USE ADDITIONAL SHEETS IF NECESSARY TO FULLY ANSWER THE FOLLOWING QUESTIONS)

Company Name

Print Name Title

Street Address

City, State, Zip

(_____) _____
Daytime telephone

(_____) _____
Fax

Email address

a) Are you its full _____ or partial (_____ %) owner?

b Is your business a: Sole proprietorship Corporation Partnership

Or other? Explain: _____

c) If a sole proprietorship, are you the owner? Yes No

d) What year did your business start _____

e) Has any corporation in which you were an officer filed bankruptcy during the time you were an officer? Yes No

i) If yes, state: _____

i) Name of such corporation: _____

ii) Your position: _____

iii) Date: _____

iv) Court jurisdiction: _____

v) Amount of liabilities: _____

ii) Amount of assets: _____

f) List any additional evidence of your qualifications to provide janitorial services to the District facilities:

I certify that the foregoing is true and correct. Material falsification is grounds for rejection of the Proposal and/or termination of the Agreement.

_____/_____/2011
Initial Date

SUPPLEMENT C

PERSONNEL, TRAINING AND WORK SCHEDULES

a) Steps to assure the DISTRICT that the CONTRACTOR will provide adequate personnel and training for workers that will complete the necessary requirements as described in Exhibit A:

b) Proposed work schedule to complete the General CONTRACTOR Responsibilities:

i) Monday

ii) Tuesday

iii) Wednesday

iv) Thursday

v) Friday

SUPPLEMENT D

EQUIPMENT USE

a) List the equipment to be used for the janitorial services at the WCC Colusa County Outreach Facility.

Equipment necessary to perform work:

SUPPLEMENT E

BIDDER'S REFERENCES

Minimum of three references for similar size buildings

Company Name

Print Name Title

Street Address

City, State, Zip

(____) _____
Daytime telephone

(____) _____
Fax

Email address

Company Name

Print Name Title

Street Address

City, State, Zip

(____) _____
Daytime telephone

(____) _____
Fax

Email address

Company Name

Print Name Title

Street Address

City, State, Zip

(____) _____
Daytime telephone

(____) _____
Fax

Email address

Company Name

Print Name Title

Street Address

City, State, Zip

(____) _____
Daytime telephone

(____) _____
Fax

Email address

Company Name

Print Name Title

Street Address

City, State, Zip

(____) _____
Daytime telephone

(____) _____
Fax

Email address

Company Name

Print Name Title

Street Address

City, State, Zip

(____) _____
Daytime telephone

(____) _____
Fax

Email address

EXHIBIT A

GENERAL SCOPE OF WORK

The following information is provided to assist the Contractor in understanding the scope of services needed by District for the facility.

STAFFING

The Contractor shall provide adequate personnel, Green Seal Certified (or equivalent), trained in proper cleaning and janitorial methods and techniques to properly and satisfactorily maintain the facilities on a day-to-day basis during the scheduled times indicated.

CONTRACT FOR SERVICES EMPLOYEE RECRUITMENT

The Bidder must demonstrate the ability to provide trustworthy, reliable employees and shall make a good faith effort to retain the same employees on the same schedule in the same area for as long as possible. If a change of staff is to occur, the District shall be notified prior to the change when possible or as quickly as possible thereafter. In addition, staff shall:

- Have the necessary skills to deal with employees and customers in a professional, courteous, businesslike manner.
- Have the ability to understand written and oral rules and regulations and apply them in a tactful and non-confrontational manner.

EMPLOYEE ACCEPTANCE BY THE DISTRICT

The District will be the sole judge of the efficiency and acceptability of each janitorial employee's performance while on site. The District reserves the right to require the Bidder to remove any janitorial personnel from further duty at the WCC Colusa County Outreach Facility, without cause and without the right to recover damages by such janitorial employee or by the Contractor from the District. If the District requires the removal of any janitorial personnel from duty, the District will attempt to provide the Contractor reasons for the removal demand. However, the District is not required to provide such reasons, the Contractor may not challenge such reasons, and the Contractor shall promptly remove and replace an individual janitorial employee when requested to do so by the District.

UNIFORM AND APPEARANCE STANDARDS

The selected Contractor's employees shall be neat and clean in appearance and shall wear a uniform or other identification that clearly identifies them as an employee of the Contractor.

GENERAL CONTRACTOR RESPONSIBILITIES

The successful Contractor shall be responsible for all coordination and supervision of personnel associated with the janitorial service at the District facilities. These activities include, but may not be limited to, the following:

- Recruit, screen, and train personnel.
- At the Woodland Community College Colusa County Outreach Facility the Contractor is required to supply one (1) employee to work 10:00 P.M. to 12:00 A.M. Monday through Thursday (District holidays excluded). Other options may be considered by the District.
- Provide a Project Manager who shall be responsible for the performance of the contract and remain the Contractor's contact person for the duration of the contract.
 - a. The Project Manager shall establish a routine for communications with the District to provide a prompt and timely response to any concerns or problems that may arise. Time and frequency of direct meetings may vary as determined by the District.
 - b. The Project Manager shall contact the District to review overall performance, receive special instructions regarding cleaning items, or discuss other pertinent items regarding the contract and the Contractor's performance.
 - c. The Project Manager shall provide adequate field supervision to ensure janitorial staff arrive at assigned post on time, perform their duties throughout their assigned shift, and provide backup as needed during all required hours. A detailed plan for providing supervision must be included with proposal.
 - d. The Project Manager shall develop a monitoring system that will be used to ensure service quality that shall include quarterly written inspections with a copy to the District.
- Provide all necessary cleaning equipment including, but not limited to, buffing machines, vacuum cleaners with HEPA filters, carpet extractors, etc., needed for the performance of the work of this contract. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the District, which shall not be unreasonably withheld. Equipment deemed by the District to be of improper type or design or inadequate for the purpose intended shall be replaced by the Contractor.
- The Contractor shall not use any material or supplies, which the District determines, would be unsuitable for the purpose, or offensive or harmful to any part of the facility, its contents, equipment, employees, or patrons.
- Inform Contractor's employees that District equipment including vehicles, office equipment, etc., shall not be used by the Contractor or the

Contractor's employees. Contractor employees will not use District phones for personal calls. (Emergency phone calls are permitted.)

- Breakdown any cardboard boxes generated by supplies, materials, or equipment used by the Contractor, as well as District supplied consumables and place in the dumpster area for recycling.**
- Report vandalism and/or damage to District's property to the District immediately upon discovery.**
- Contractor employees will not engage in the use of illegal drugs or alcohol on the job.**
- Contractor employees will not bring firearms, weapons or explosives on the premises.**
- Contractor employees will not smoke on the Property. The use of tobacco is prohibited.**
- Contractor employees will only take meal breaks in the staff lunchroom.**

SECURITY

Failure to comply with any of the following security procedures will result in termination of the Contract for Services agreement as specified per the terms of the agreement.

- Upon completion of activities each day, Contractor shall be responsible for securing all entries to offices and to buildings prior to departure.**
- Contractor will be held strictly accountable for damages or breaches of security caused by its employees.**
- Contractor will not prop doors open or admit non-District personnel entry into the building.**
- Contractor employees cannot share District provided keycard/Security Code. If a Contractor employee keycard/Security Code is lost revealed the Contractor must immediately notify the District.**
- The Contractor MUST notify the District of new employees at least one week prior to the new employee start date.**
- If an employee terminates from the Contractor's employment the Contractor MUST immediately notify the District. The Contractor is responsible to have the employee return all keys and the keycard that the District provided to the employee.**
- Contractor employees will immediately notify the District's Facilities Manager or the District's Police Department's Dispatch Center of any**

burglary alarm malfunction or accidental trip.

– If the Contractor employee(s) is the last person to leave they are required to secure the facility burglary alarm system.

ROUTINE JANITORIAL SCOPE OF WORK

GENERAL SERVICES

WCC Colusa County Outreach Facility is a Tobacco-Free Campus. Tobacco-Free policies prohibit the use of any tobacco products on campus (smoke-emanating and smokeless).

WCC Colusa County Outreach Facility Is A LEED Certified Building And The Highest Degree Of Sustainable Cleaning Practices As Outlined In GS-42 From Green Seal Must Be Observed. These Guidelines Will Be Provided. No Other Cleaning Supplies May Be Used Unless Approved By WCC Colusa County Outreach Facility.

Cleaning Services Shall Be Performed 4 Times Per Week From Monday Through Thursday 10:00 P.M. To 12:00 A.M.

Cleaning Chemicals, Equipment, Restroom Supplies And Trash Can Liners Will Be Supplied By WCC Colusa County Outreach Facility

DAILY RESTROOM SERVICE

- Empty all waste paper receptacles and replace clean liners as necessary.**
- Empty any other waste receptacles in restrooms.**
- Polish all metal and mirrors.**
- Clean and disinfect washbasins, toilet bowls and urinals.**
- Disinfect underside and tops of toilet seats.**
- Clean floors with germicidal solution; clean tile walls and toilet partitions.**
- Clean all dispensers.**
- Refill soap, towel, tissue and seat cover dispensers.**
- Stock sanitary pad containers.**

DAILY STAFF AND BREAK ROOM KITCHEN SERVICE

- Empty all waste paper receptacles and replace clean liners as necessary.**
- Empty any other waste receptacles.**
- Clean and wet-mop floor.**

- Wash and clean sink, tabletops, chairs, kitchen counters, inside and outside of Microwaves, outside of refrigerators.
- Wash and clean vending machines in the staff kitchen.

DAILY FLOOR SERVICE

- Clean and wet-mop floor. (Resilient, Tile, Concrete)
- Clean and Vacuum Carpets, Floor Mats.
- Clean and Vacuum Edges, and Hard to Reach Areas (Detail Vacuum)

DAILY WINDOW SERVICE

- Clean and Polish All Glass Doors.
- Clean and Polish All Office Glass.
- Clean and Polish all Door Side Lites.

DAILY EXTERIOR SERVICE

- Clean and Sweep all Entrance Doorways.
- Clean and Remove all Gum around the Entrance Doorways.
- Empty all Exterior Trash Receptacles and replace clean liners as necessary.
- Clean and Remove all Gum from around and on top of the Trash Receptacles.

DAILY OFFICE AND CLASSROOM SERVICE

- Empty all waste paper receptacles and replace clean liners as necessary.
- Empty any other waste receptacles.
- Clean and disinfect all Drinking Fountains
- Polish and Dust Desk Areas, Tables, File Cabinets, Sills, Horizontal Surfaces.
- Clean and disinfect all Light Switches, Phones, Door Handles
- Clean and Polish All Classroom Glass.
- Polish and Dust Lamps in the Reception Area.

DAILY CLOSING CHECKLIST SERVICE

- Push Chairs into Desks and Tables

- Turn Off Designated Lights**
- Shut Designated Doors**
- Secure and Lock Entrances, Exits and Activate Alarm System**

WEEKLY INTERIOR SERVICE

- Polish and Dust Vents, Lights, Corners, Blinds, Items on Walls.**
- Polish and Dust Chair Legs, Table Legs Sides of Desks, Cabinets.**
- Clean and Polish Push Plates, Kick Plates, Baseboards**

EXHIBIT B

DISTRICT RESPONSIBILITIES

District will be responsible for providing direction to the Contractor. These activities include, but may not be limited to, the following:

- Identify a Contract Administrator at the time of award for the facility. The Contract Administrator will submit in writing to the Contractor the names of District personnel that will have authority to make changes or additions to the contracted items. Changes or additions made by anyone other than District authorized personnel will not be accepted or paid for by the District.**
- Furnish electrical power at existing power outlets for the Contractor's use to operate equipment as is necessary in the conduct of the required work. Hot and cold water will also be made available as necessary for that purpose.**
- Provide all Green Cleaning Products**
- Supply all consumable supplies for restrooms to include hand soaps, paper towels, toilet tissue, sanitary napkins and tampons, toilet seat covers.**
- Provide storage for the Contractor to store any necessary supplies, materials and equipment.**
- Establish time and frequency of direct meetings with the Contractor's Project Manager.**
- Schedule inspections with the Contractor's Project Manager. Quality service and strict adherence to the contract will be expected from the Contractor.**
- The District Holiday Schedule will be provided to the Contractor.**

SECURITY

- Keys to various areas of the facilities will be made accessible to the Contractor, but shall not be removed from the premises. All costs accrued by District in reinstating facility security occasioned by loss of facility keys due to the Contractor’s and/or its employees’ negligence will be billed to the Contractor.**
- The Contractor will be given instructions on District’s sign-in/out procedures. It shall be the Contractor’s responsibility to assure procedures are strictly followed.**
- The Contractor shall ensure that only their properly identified employees listed with the District are permitted on the premises during the performance of daily duties.**

EXHIBIT C

The DISTRICT shall compensate the Contractor for services performed under the following arrangements:

If the District extends the terms of the contract, the Contractor shall submit all compensable hours and reimbursable expenses until the end of the extension.

Rate increase will only be allowed at the time an extension of the Contract for Services is granted. Any increase in the compensable hours and reimbursable expenses rate shall be submitted to DISTRICT, in writing, forty-five days before the contract expires.

Within 30 days, the DISTRICT shall make payments on the approved Optional Specialty Services reimbursable expenses until the term of the contract expires.