



REQUEST FOR PROPOSALS

#RFP-2023-07

PROJECT: JANITORIAL SERVICES FOR 33 LAS COLINAS LANE

The Authority is issuing this Request for Proposals for regular janitorial services at the Santa Clara Valley Open Space Authority headquarters facility, 33 Las Colinas Lane.

**PROPOSALS DUE: FRIDAY, JUNE 02, 2023
by 5PM PACIFIC STANDARD TIME**

Request for Proposals

Janitorial Services for 33 Las Colinas Lane

BACKGROUND & SCOPE OF WORK

PURPOSE OF REQUEST FOR PROPOSALS

The Santa Clara Valley Open Space Authority (Authority) is soliciting proposals from qualified firms for janitorial services at the Authority headquarters facility located at 33 Las Colinas Lane, San Jose, CA 95119.

BACKGROUND

The Authority is an independent special district created on February 1, 1993, by an act of the Legislature and is governed by a seven-member elected Board of Directors. The Authority serves a large portion of Santa Clara County by protecting sensitive lands, preserving natural communities, and managing open space. The Authority has preserved over 28,000 acres, which include three preserves with over 20 miles of trail. Activities on the preserves include hiking, cycling, horseback riding, and nature study.

The Authority operates all functions out of a headquarters location at 33 Las Colinas Lane, San Jose, CA 95119. This facility houses fifty-one (51) employees in six departments as well as volunteers and an elected Board of Directors. The facility is comprised of public meeting space, conference rooms, private office and workstation space for all staff, restrooms, and warehouse space.

OBJECTIVES

The objectives of the Authority are:

- To secure a timely, consistent, and cost-effective janitorial service from one contractor.
- To ensure clean and safe office facilities for employees and visitors,
- To ensure the use of environmentally conscious cleaning methods and supplies, following Green Seal Standards.
- To award a three-year contract (with option to renew for one (1) three-year term) for services to commence in July 2023.

SCOPE OF WORK

The work covered in this scope includes furnishing all labor and equipment, some supplies, and supervision necessary to complete janitorial service. In addition to these services, all tasks incidental to cleaning functions not specifically listed but normally included in general janitorial practices will be provided. Vendors must be registered with the Labor Commissioner's Office pursuant to the Property Service Workers Protection Act. The Authority will consider innovative solutions and alternatives that will best accomplish the desired outcome.

Project tasks include but are not limited to:

1. Scheduling of work.
 - a. The contractor shall provide janitorial services Monday through Thursday evenings (after 9:00 p.m.), and once between Saturday at 2:00 p.m. and 5:00 a.m. Monday morning, not including recognized holidays.

- b. Note, the Authority has staff who works in the facility 365 days per year and some staff may be onsite during completion of janitorial services.
2. Ongoing tasks to be completed at the intervals described in the table below.

AREA REQUIREMENTS	WEEKLY Frequency	ANNUAL Frequency
BUILDING ENTRANCES, LOBBY, ENTRYWAYS & STAIRWELLS (If Applicable)		
Detail entry glass doors	5x	
Empty / Clean all trash cans & replace liners	5x	
Dust/clean lobby furniture & fixtures	5x	
Vacuum carpeted areas / mats	5x	
Dustmop and damp mop hard surface floors with appropriate method for the surface	5x	
Sweep and mop (if applicable)	5x	
Wipe down doorknobs and signs	5x	
Spot clean walls and doors (if applicable)	1x	
Detail vacuum corners / edges	1x	
Clean walls, doors, frames, switches, baseboards, high and low dust (if applicable)	1x	
RESTROOMS		
Empty / Clean all trash cans & replace liners	5x	
Clean / disinfect counter	5x	
Clean / disinfect all fixtures	5x	
Clean / shines mirrors and bright metal	5x	
Clean / fill all dispensers	5x	
Sweep and damp mop restroom floor areas with a germicidal solution.	5x	
Dust all horizontal surface	5x	
Clean / disinfect shower areas	1x	
Spot clean walls, doors, frames, switches	1x	
Dust vent, light fixtures, and lavatory partitions	1x	
Pour water down floor drains	1x	
OFFICE AREAS		
Empty / Clean all trash cans & replace liners	5x	
Dust furniture without moving files & paperwork	5x	
Dust partition tops, wall hangings, ledges & other horizontal surfaces within reach	5x	
Vacuum carpet traffic areas and spot clean as needed	5x	

Sweep floors and mop with appropriate method for the surface	5x	
Properly arrange office furniture	5x	
Spot clean all glass	1x	
Remove all fingerprints and smudges from doors and light switches	1x	
Dust vent covers and blinds, remove cobwebs	1x	
Detail vacuum corners/edges	1x	
Clean baseboards, high and low dust	1x	
KITCHEN /BREAKROOMS		
Empty / Clean all trash cans & replace liners	5x	
Clean / disinfect counters, sinks, and backsplash	5x	
Sweep & mop floors	5x	
Clean tables & chairs	5x	
Wipe / Clean exterior of cabinets and appliances	5x	
Dust horizontal surfaces	5x	
Clean and refill dispensers	5x	
Wipe down walls, doorknobs, frames, switches, baseboards, high and low dust	5x	
ELEVATORS		
Clean elevator doors and walls (interior and exterior)	1x	
Vacuum, spot clean carpet or floor	1x	
JANITORIAL CLOSET		
Organize and maintain	5x	
PROJECTS		
Carpet Extraction and Cleaning		2x
Window Cleaning Interior & Exterior		2x
COMMUNICATIONS		
Report any observed facilities maintenance needs	As needed	
Conduct regular inspection of work completed and assure adequate supervision	1x	
Meet with Authority staff bi-monthly for site walks		6x

3. Work not included:

- a. Contractor is not required to wash any dishes, or kitchen utensils as part of his/her work.

4. Supplies and equipment:

- a. The Authority will supply all restroom and employee kitchen supplies, such as paper towels, toilet paper, and liquid, anti-bacterial soap.

- b. The contractor is responsible for all janitorial supplies and equipment necessary to properly perform the above work. These supplies and equipment consist of mops, dusting cloths, polishes, vacuum cleaners, brushes, buckets, detergent, scouring powders, ladders, disinfectants, shampoo or steam cleaning equipment, and low VOC commercial grade disinfectant.
 - c. Selected contractor will be asked to provide a list of all cleaning products to be used, with Material Safety Data Sheet and Green Seal Standards information for each product.
 - d. Contractor may use a fragrant air freshener in the employee rest room; unscented or lightly scented products are to be used in all other areas of the office.
 - e. Limited space is available for contractor to store equipment and supplies on site. Areas designated for supply storage will be kept clean and free of debris and odor at all times.
5. Supervision of work:
- a. Contractor shall conduct regular inspection of work crew and shall be responsible for providing adequate supervision to assure competent and satisfactory performance of the services required under this scope.
 - b. No portion of the work included in this scope is to be subcontracted or assigned without prior approval of the Authority.
6. Building security:
- a. Contractor is responsible for ensuring that crew maintains the security of facility while completing work.
 - b. Selected contractor will be issued keys and alarm access necessary for entry to the building; keys are not to be duplicated, if additional are needed they will be provided by the Authority after a request is made.
 - c. Security system shall be properly disarmed and armed each time after-hours access is made.
 - d. All contractor personnel shall be required to provide proof of identity and employment with contractor when on site.
7. Facility description:
- a. Located at 33 Las Colinas Lane San Jose, CA 95119.
 - b. 18,971 total square feet (14,306 square footage of office space; 4,665 square footage of warehouse).
 - c. Two- story building with functioning elevator and two staircases.

SUBMISSION, REVIEW & SPECIAL CONDITIONS

REQUIRED INFORMATION

1. A fee proposal that includes a fixed monthly cost for the janitorial services identified in the scope of services, inclusive of all services at daily, weekly, quarterly, and semi-annual intervals. Responses must also include a detailed rate sheet for other services that contractor can provide or recommend for the building.
2. A detailed description specifying the contractor's approach to completing the project tasks and deliverables, including cleaning methods used, supervision approach, and account management system if applicable.
3. A detailed description of contractor's experience in providing regular janitorial services utilizing environmentally conscious methods and supplies for facilities of this size or larger.

4. A list of at least three (3) references documenting the contractor’s experience. Each reference should include a named contact with their title and a current telephone number.
5. Review sample contract and provide a statement that indicates agreement to its terms including the insurance requirements. (See Attachment A.)

PREPARATION OF RESPONSES

All responses to the items in the REQUIRED INFORMATION section must be answered fully and must be able to be substantiated by the contractor.

KEY DATES*

Event	Tentative Date
Request For Proposals Issuance	05/12/2023
Required Site Walkthrough	05/25/2023 at 3:30 p.m.
Questions About the RFP Due	05/30/2023 at 5:00 p.m.
Response Provided to Questions Received	05/31/2023 at 5:00 p.m.
Contractor Responses Due	06/02/2023 by 5:00 p.m.
Award Bid	06/22/2023

* Dates subject to change

SUBMISSION OF RESPONSES

Proposals must be delivered by email (with attachments, if any) to the following email address: proposals@openspaceauthority.org, with the following language in the subject line of the email “Attention: RFP-2023-07 re: 33 Las Colinas Janitorial Services”

The Authority cautions vendors to assure actual delivery of emailed responses directly to the address noted above by the established deadline. File attachments recommended to be under 10MB; emails with attachments greater than 20MB may not be successfully delivered. A response received by the Authority after the established deadline will not be considered.

Proposals will be received only at the email address identified above. All proposals must be received by email only by the Authority prior to 5:00 p.m. PST, June 02, 2023.

- A. Email ONLY. Mail and facsimile responses will not be considered. Proposals will NOT be accepted via fax, mail, or by courier. Late responses will not be considered. Vendors shall have sole responsibility for delivery of responses on time and to the proper email address.
- B. Response Format:
To facilitate the analysis of responses to this Request for Proposals, vendors are required to prepare their responses in accordance with the instructions outlined in this section. Vendors whose responses deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the Authority.

Responses should be prepared as simply as possible and provide a straightforward, concise description of the vendor’s capabilities to satisfy the requirements of this Request for Proposals. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures and tables should be numbered and clearly labeled. No

page limit, however, responses should be comprehensive, succinct and direct. Font size should be no less than 11 points.

The responses should be organized into the following major sections:

1. PROPOSED FEE SCHEDULE

Proposal must include a fee schedule that includes a fixed monthly cost for the janitorial services identified in the scope of services, inclusive of all services at daily, weekly, quarterly, and semi-annual intervals. Responses must also include a detailed rate sheet for other services that contractor can provide or recommend for the building.

2. DESCRIPTION OF PROPOSED SERVICES

Proposal must address each of the tasks requested in the scope of work described above, and any additional tasks that may be necessary to accomplish the stated goals.

3. DESCRIPTION OF EXPERIENCE

The contractor must provide a description of experience, including detailed descriptions of contractor's experience in providing regular janitorial services utilizing environmentally conscious methods and supplies for a facility of similar or larger size. Please do not include information on projects that are not similar in scope and character to the scope of work described in this RFP.

4. CLIENT REFERENCES

Contractors should provide a list of at least three (3) clients (include names of contact persons, telephone numbers, brief description of the work performed) for whom the contractor has performed services similar to those required by this RFP.

5. STATEMENT OF AGREEMENT WITH TERMS OF CONTRACT

The contractor must provide a statement that indicates agreement to the terms of the contract including an agreement to meet the insurance requirements.

- C. No Deviation: Any deviation from the requirements listed below may result in the response being considered non-responsive, thus eliminating a vendor from further consideration.

SELECTION CRITERIA

Responsive proposals will be evaluated pursuant to the criteria set forth in the RFP, including completeness of response and quality of response; contractor's approach and execution to complete tasks; proposed fees and rates; ability to provide environmentally conscious services in line with Green Seal Standards; relevant experience of the contractor, and previous client satisfaction.

The contract shall be awarded to the most responsible and qualified bidder. The "most responsible and qualified bidder" means the bidder deemed by the governing board that best fits the needs of the service contract based upon the following criteria:

- A. Experience, including past performance on contracts of similar size and scope.
- B. Experience and qualifications of personnel employed by the bidder.
- C. Demonstrated understanding of the scope of the services to be requested under this contract, including demonstrated responsiveness to scope, schedule and fees for similar projects.
- D. Best overall financial return to the governing board on the contract.

- E. A responsible bidder who has demonstrated the attribute of trustworthiness, as well as quality, fitness, and experience to satisfactorily perform the work or provide the goods required.

Staff may conduct in person interviews as part of the selection process.

ADDENDA

Authority will post any addenda on Authority's website and notify properly registered contractors of such postings. Contractors shall be responsible for ensuring that all addenda are included in their responses.

REJECTION OF RESPONSES

The Authority may reject any proposal if:

1. The contractor fails to respond to the RFP Required Information, or otherwise fail to comply with the format and submission required set forth in this RFP, or
2. The contractor misstates or conceals any material fact in the response.

The Authority may reject all nonconforming, non-responsive or conditional proposals, and may waive any minor informalities or irregularities in any proposal and at the Authority's sole discretion.

The Authority governing board may reject all bids.

CONTRACTOR QUESTIONS

Any questions about this RFP shall be submitted in writing to proposals@openspaceauthority.org on or before May 30, 2023 at 5pm PDT. Agency will post written responses to questions and email answers to contractors no later than May 31, 2023 at 5:00 p.m. PDT. Any addenda necessary as a result of questions or clarifications will be posted and delivered to all registered contractors no later than May 31, 2023 at 5:00 p.m. PDT. Responses may be posted incrementally as received.

PUBLIC RECORDS LAW

Pursuant to the California Public Records Act (California Government Code Section 6250 and following), public records are open to inspection at all times during the office hours of the Authority and every person has a right to inspect any public record or request copies of public records. All submitted responses are public records and are subject to public disclosure pursuant to the California Public Records Act.

ACCEPTANCE

Submission of any response indicates acceptance of the conditions contained in this Request for Proposals.

RESPONSE COSTS

Those submitting responses do so entirely at their own expense. The Authority will not be responsible for reimbursement to any individual or firm for any costs incurred in preparing or submitting responses, providing additional information when requested by the Authority, or for participating in any selection interviews or meetings.

NON-DISCRIMINATION

No person shall be excluded from participation in, denied any benefits or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age (over 40), military and veteran status of any person, or any other non-merit factor unrelated to job duties and protected by law.

List of Attachments

Attachment A –Contract Template