SAN DIEGO WORKFORCE PARTNERSHIP®

Date: Wednesday, February 15, 2017

To: Qualified Janitorial Companies

Subject: RFQ for Janitorial Services for the San Diego Workforce Partnership offices

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REQUEST FOR QUOTE

The San Diego Workforce Partnership (SDWP) is looking to procure a janitorial services firm to perform basic janitorial cleaning services, supplies, and basic maintenance for approximately 21,000 square feet of general office space, primarily on the fourth floor of the 3910 University avenue, San Diego, CA, 92105 building. Responses will be accepted via email at procurement@workforce.org up until March 1, 11:59 PST.

ORGANIZATIONAL OVERVIEW

SDWP is a 501(c)(3) tax-exempt organization chartered by the County and the City of San Diego to fund job training programs in the San Diego region.

For additional information, please visit www.workforce.org.

BACKGROUND

SDWP seeks to procure a qualified contractor to provide general cleaning services, supplies, and building maintenance for SDWP general office space on the 4th floor of the 3910 University Avenue Building, San Diego, CA, 92105.

The period of performance will be from April 1st 2017 through June 30th 2017, with the option to extend an additional 12 months.

DELIVERABLES/SCOPE OF WORK

The following services will be performed five nights per week during the contract period:

FLOORING – Vacuum traffic areas, sweep, and/or wet mop vinyl & ceramic flooring surfaces. Spot clean carpets.

BREAKROOMS – Clean and wipe all plastic laminate surfaces, kitchen sinks and hardware to keep surfaces free from debris, dust and smudges. Clean microwaves, and toaster ovens.

DOORS/HARDWARE – Spot clean doors and door hardware to remove dust and/or smudges.

INTERIOR GLASS – Clean glass windows and surfaces to remove dust, fingerprints, and smudges. This includes interior glass windows entering offices and windows inside the offices.

TRASH – Empty all trash containers including recycling containers, wastebaskets and any additional items marked as trash. Replace trash liners. Dispose of all waste in designated receptacles outside in the enclosed trash housing.

DRINKING FOUNTAINS/WATER COOLERS – Clean all drinking fountains and water coolers. Drain the overflow water reservoir in the water cooler in the 4th floor lobby.

RESTROOMS – Clean and wash all sinks, urinals and commodes (including hardware), toilet, partitioning, mirrors, metal trim, dispensers. Empty all waste paper cans and receptacles. Spot clean restroom walls, doors, shelves and counters. Check and replace air deodorizer dispenser when it's been used up. Cleaning will be accomplished with an approved germicidal bacteria-destroying agent.

The following to be performed once a week during the project timeline:

DUSTING – Dust furniture, tables, telephones, and shelving units with specially treated clothes. Polish glass surfaces and tabletops, damp dust vinyl, plastic or leather-type chairs. Dust chair rugs, baseboards and low reach areas. Dust windowsills and ledges. Dust high reach areas; partition tops, file cabinet tops, ceiling tiles, picture frames, etc.

SPECIALISED CLEANING – Clean entrance door trims, Flush restroom floor drains with ot water and disinfectant. Polish wood surfaces with NON greasy protectant.

STAFF/PUBLIC BREAKROOMS – Empty and clean interior of refrigerators. Discard contents as directed. Clean interior of microwave.

The following to be performed once a month during the project timeline:

TELEPHONES – Sanitize all telephones with an acceptable sanitizing agent.

VACUUMING – Detail vacuum all carpeted areas; offices, corners, edges and upholstered chairs.

GENERAL CLEANING – Vacuum ceiling vents. Dust blinds.

BEFORE LEAVING – Arm security system and lock all common area doorways. Make sure building lights are turned off.

Other weekly, monthly, and or one time cleaning and routine maintenance services may come up in addition to these daily activities.

PROJECT TIMELINE

The planned contract term will be from 4/1/2017 through 6/30/2017, with the option to extend beyond 6/30/2017 based on available funding, need, and contractor performance.

SUBMITTAL SCHEDULE

2/16/2017 - RFQ Release

3/1/17 - RFQ Responses Due by 11:59 PST to procurement@workforce.org

4/1/2017 - Contract Start

QUOTE FORMAT

Bidders must submit the following information:

- Name and contact information of the bidder
- SSN or tax ID
- Organization background
- Experience/expertise related to the scope of work
- Most recent audited financial statements*
- Budget broken down by:
    - Monthly cleaning fee for nightly cleaning services
    - Hourly rate for maintenance, etc.
    - Supplies will be reimbursed at cost.

  *If your business does not have audited financial statements, other financial documents that shows financial stability/viability.

EX-PARTE COMMUNICATION

All inquiries must be emailed directly to procurement@workforce.org. No phone calls will be accepted. Respondents are advised that no other SDWP individuals are to be contacted in this regard. No other sources of responses or clarifications are considered valid.

Respondents are strictly prohibited from contacting other SDWP staff or members with questions about this procurement.

SELECTION

Selection will be based on the approach, demonstrated expertise, and budget.

LIMITATIONS

Right to Cancel

SDWP reserves the right to cancel all or part of this Request for Quote at any time without prior notice. This Request for Quote does not commit SDWP to award a contract or to pay any cost incurred in the preparation of a response to the solicitation. SDWP reserves the right to reject any and all quotes, to accept or reject any or all items in the quotes, and to award the contract in whole or in part as deemed to be in the best interest of SDWP. SDWP reserves the right to negotiate with any bidder after the quote(s) are reviewed, if such action is deemed to be in the best interest of SDWP. Such negotiation should not be viewed by any bidder as an indication of contract award.

SDWP reserves the right to delay, amend, or reissue the RFQ at any time.