CITY OF ALBANY

**REQUEST FOR PROPOSALS (RFP) FOR**

**JANITORIAL SERVICES FOR CITY OF ALBANY FACILITIES**

April 4, 2018

Dear Proposed Vendor:

The City of Albany is soliciting written proposal from qualified firms for janitorial services for our Administrative Office, EOC Building, Police Station both located at 1000 San Pablo Ave. Community Center and Library located at 1249 Marin Ave. Senior Center located at 846 Masonic, Senior Youth Annex located at 842 Masonic Ave, Public Works Service Center located at 540 Cleveland Ave, Ocean View Child Care Center located at 900 Buchanan Ave, Memorial Park Child Care Center located at 1331 Portland Ave, Peggy Thompson Park Restrooms on 700 Pierce Street, Albany, CA. As a Request for Proposal (RFP) this is an invitation to bid and, although price is very important, other factors will be taken into consideration.

The project scope, content of proposal, and vendor selection process are summarized in the RFP (attached). **Proposals must be received no later than 2:00 pm, Thursday, May 10, 2018.** All responses must be in a sealed envelope and have **“Janitorial Services for City of Albany”** clearly marked on the **outer most mailing envelope**. PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY. Please submit one original and two copies of the proposal as follows:

**Mail or Hand Deliver To:** Public Works Service Center

540 Cleveland Ave,

Albany, CA 94710 Attn: Gale Rossi

Proposals will not be accepted after the date and time stated above. Incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate City of Albany (COA) to award a contract, nor is COA liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. COA retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

A pre-bid site walk through of all the Cities facilities will be conducted on **Thursday, May 3, 2018 at 9:00 a.m.** Vendors who attend this walk through and must sign in between 8:45 and 9:00 a.m. Please meet at the Council Chambers located at 1000 San Pablo Ave, Albany.

**For questions** concerning the anticipated work, the walk through or scope of the project, please **contact Gale Rossi** via email at [**grossi@albanyca.org**](mailto:grossi@albanyca.org) **or at (510) 524-8170.**

We look forward to receiving and reviewing your proposal. Sincerely,

Gale Rossi

Facilities and Maintenance Manager

# BACKGROUND /SUMMARY/or INTRODUCTION

It is the intent of this specification to secure a contract for professional janitorial services, which will provide necessary routine interior cleaning, and specified building maintenance services for the City of Albany.

Contractor will use “environmental preferable” cleaning products when available for the required cleaning. All individuals performing on the project must clear a criminal background check.

Employees must refrain from use of any City of Albany telephones, photocopy machines, fax machines, computers or other equipment in the office.

# SCOPE OF SERVICES

* 1. Scheduling of work. The contractor shall provide janitorial services Monday through Sunday evenings (after 6:00 p.m.) Days of the week by facility are noted on Exhibit C.
  2. Regular Daily Services Required. Contractor shall furnish a crew of reliable and experienced janitors to perform all night janitorial services to accomplish the following janitorial and building maintenance services:
     1. Empty and clean all wastebaskets and other waste containers and insert new appropriate plastic liners in all wastebaskets and containers on a daily basis.
     2. Clean by sweeping and/or dust mop all floors, including halls and interview rooms. Spot vacuum all carpeted areas. Spot clean or damp mop all spots/stains. Return furniture, chairs, etc to their appropriate location.
     3. Clean and disinfect the drinking fountain and all kitchen and bathroom sinks.
     4. Clean all marks, and smudges from the reception windows, counters, chairs, and other furniture in the lobby area.
     5. Thoroughly clean all urinals, toilets and lavatories with a solution containing a commercial grade, approved disinfectant. Damp mop lavatory floor area with a germicidal solution. Clean mirrors and bright metal. Spot clean walls around sinks, urinals and toilet bowls. Refill all soap, towel and paper product dispensers. Dust top of lavatory partitions.
     6. Wash both entrance door glass and frames to remove hand marks and smudges.
     7. Remove and deposit trash in the designated containers daily. Empty recycle bins and shredders at each work station daily. On the night before pick-up for trash and recyclables, place containers in the appropriate pick-up area.
     8. Leave written notice of any irregularities noted during servicing, i.e. defective plumbing fixtures, electrical problems, burned-out lights and breakage or damage to bulbs.
     9. Turn our all lights except those required and designated to be left on. Set automated

alarm system upon completion of janitorial service.

* 1. Weekly Service. Contractor shall perform the following services during the 6th day of service:
     1. Clean the microwave ovens in Kitchens.
     2. Clean and disinfect the table in the employee lounges
     3. Clean windows/glass in conference rooms
     4. Vacuum all carpeted areas
  2. Quarterly Service. Contractor shall perform the following services each quarter:
     1. Dust/wax each desk top
     2. Dust/wax tops of all filing cabinets
     3. Wipe down/disinfect chairs in lobby
     4. Strip and wax VCT floors
     5. Move all telephone and electrical cords and sweep and/or vacuum all walking surfaces
     6. Clean all trash containers with detergent
     7. Wipe/clean/remove any visible dust from heating/air conditioning vents
  3. Semi Annual Service. Contractor shall perform the following services every six months
     1. All carpeted areas shall be steam cleaned or shampooed, using industry approved cleaning methods and equipment
     2. Clean all windows in building interior and exterior
     3. Remove all cobwebs from corners, ceilings and window frames
  4. Work not included
     1. Contractor shall not be required to wash any dishes, pots, pans, or kitchen utensils as part of his/her work.
     2. Exterior Park Restrooms located at Terrace Park, Memorial Park, and Ocean View Park.
  5. Supplies and Equipment.
     1. The City of Albany will supply all the restroom and employee lounge supplies such as paper towels, toilet paper and liquid, anti-bacterial hand soap and are not part of this contract.
     2. The Contractor is responsible for all janitorial supplies and equipment necessary to properly perform the above work. These supplies and equipment consists of mops, dusting cloths, polishes, vacuum cleaners, brushes, buckets, detergents, scouring powders, disinfectants, wax, wax machines, shampoo or steam cleaning equipment, and commercial grade approved disinfectant.
     3. Contractor to provide a fragrant air freshener in the employee rest room; Contractor may use unscented or lightly scented products, if desired, in all other areas of the office.
     4. Limited space is available for contractor to store basic equipment and supplies on site.
  6. Supervision of Work. Contractor shall conduct regular systematic inspection of his/her/their work crew, and shall be responsible for providing adequate supervision to assure competent and satisfactory performance of the services required under this Contract. Contractor shall notify the Facility Maintenance Manager or other designated person by phone or letter or email of any special comments on janitorial needs.

1. **REFERENCES**

Provide a list of at least three (3) references documenting your experience. Each reference should include the individuals name, title and a current telephone number. In addition, please provide:

1. A listing of all buildings where the company is currently providing janitorial services; and
2. Information on the experience and/or qualifications of personnel to be assigned to project;

Individuals identified as references will be assured of anonymity to the fullest degree possible under the Freedom of Information Law.

# QUANITITIES BY FACILITY

See attachment “A” and “B”

# ADDITIONAL INFORMATION

City of Albany retains the right to request any additional information pertaining to the company ability, qualifications, and procedures used to accomplish all work under the contract as it deems necessary to ensure safe and satisfactory work.

# SELECTION CRITERIA

The following criteria will be considered, although not exclusively, in determining which firm is hired.

* 1. References 15 points
  2. Costs 30 points
  3. Interview 20 points
  4. Experience in sensitive environments 25 points
  5. Local Business 10 points

A selection panel will be convened of to evaluate the proposals.

# PAYMENT

Invoices must be fully itemized and provide sufficient information for approving payment and for auditing purposes. Invoices must be accompanied by receipt for services in order for payment to be processed. Invoices shall reference contract number and project title and shall be mailed to the Facilities Maintenance Manager.

Example: City of Albany

540 Cleveland Ave

Albany, CA 94710

The City of Albany will make payment to the vendor within 30 days of receipt of a correct and complete invoice.

# OTHER REQUIREMENTS

* 1. City of Albany Living Wage Ordinance:

The COA requires that all contractors comply with the City of Albany Living Wage Ordinance. The Living Wage rate is currently $11.39 (if medical benefits are provided) or $13.28 (if medical benefits are not provided). The Living Wage rate is adjusted automatically effective June 30th of each year commensurate with the corresponding increase in the Consumer Price Index published in April of each year. If the Living Wage rate is adjusted during the term of your agreement, you must pay the new adjusted rate to all eligible employees, regardless of what the rate was when the contract was executed.

* 1. Worker’s Compensation Insurance:

A selected contractor who employs any person shall maintain workers' compensation insurance in accordance with state requirements. Sole proprietors with no employees are not required to carry Worker’s Compensation Insurance.

(Worker’s Compensation Insurance cannot be waived for any person who employs others.)

* 1. Business License

Virtually every contractor that does business with the COA must obtain a City of Albany business license. The business license requirement applies whether or not the contractor has an office within the City limits. Vendor must apply for a City business license and show proof of application within seven days of being selected as intended contractor.

**VIII . SCHEDULE (dates are subject to change)**

Issue RFP to potential bidders:

Mandatory walk through Deadline for Proposals Interviews

Board Approval of Contract

Award of Contract

Start of Contract

April 4, 2018

May 3, 2018

May 10, 2018

May 16, 2018

June 4, 2018

June 5, 2018

July 1, 2018

Thank you for your interest in working with the City of Albany for this service. We look forward to receiving your proposal.

**VIV . EXHIBITS AND ATTACHMENTS**

* Janitorial Specifications
* Janitorial Specifications for the Library
* Schedule Days of Week for Cleaning
* Additional Billable Work
* Insurance Requirements
* Draft Copy of Contract
* Recycling Program
* Quantities of Facilities
* Floor Plans of Facilities

END OF REQUEST FOR PROPOSAL

Exhibit A Exhibit B Exhibit C Exhibit D Exhibit E Exhibit F

Exhibit G

Attachment A

Attachment B