

# **REQUEST FOR PROPOSALS (RFP)**

**Cleaning and Janitorial Service**



**Yolo County Housing**  
147 West Main Street, Woodland, CA 95695

**Proposals Due**  
**Wednesday, November 21, 2018 at 3:00pm**

**Request for Proposals**

## **A. General Information**

Yolo County Housing (YCH) is seeking proposals from qualified firms/contractors for janitorial and cleaning services. In the scope of work, YCH is seeking qualified firms to provide pricing for three different levels of services: Vacant Unit Cleaning, Administrative/Business Office Cleaning, Common Areas, Community Room and Computer Learning Center Classroom Cleaning.

Interested proposers may submit proposals for all three levels of services or for one or more selected level of service. Yolo County Housing reserves the right to issue a single contract, multiple contracts or to issue no contracts as a result of this RFP.

## **B. Background**

Yolo County Housing was created in 1950 and its primary programs are federally-funded through the United States Department of Housing and Urban Development (HUD) and through the State of California (Office of Migrant Services and HCD).

Yolo County Housing and its allied organizations provide assistance to approximately 8,000 low to moderate income persons through their various programs and agencies. Total assisted units from all programs is over 2,700. Additional agency information can be found at [www.ych.ca.gov](http://www.ych.ca.gov).

## **C. Term of Agreement**

The anticipated term of the agreement is from December 1, 2018 through December 31, 2021 with an option of extension of up to two additional years

## **D. Instructions to Proposers**

### 1. Submission of Proposals:

All proposals shall be submitted to:

Yolo County Housing  
Attn: Tom Dogias  
147 W. Main Street  
Woodland, CA 95695  
Or via email at [tdogias@ych.ca.gov](mailto:tdogias@ych.ca.gov)

### 2. Clarifications to RFP

Clarifications or substantive changes to the RFP specifications, if any, prior to the proposal submission due date will be disseminated to all interested parties.

1. Bid Summary Sheet (to be completed by proposer)
2. Sample Yolo County Housing Agreement for Professional Services including Specifications of YCH Insurance Requirements (Exhibit Attached)
3. Form 5369-C: Certifications and Representations of Offerors

**F. Deadline for Submittal is Wednesday, November 21, 2018 at 3:00pm.**

1. Submission can be mailed or delivered to Yolo County Housing, 147 West Main Street, Woodland, CA 95695 or faxed to 530-662-5429.
2. Electronic submissions will be accepted via email to [tdogias@ych.ca.gov](mailto:tdogias@ych.ca.gov)

**I. Scope of Services**

**VACANT UNIT CLEANING**

1) Clean all assigned vacant residential units after tenant move-out. Comprehensive cleaning services will include the following (to price, see matrix in "Cost Summary" document):

- Sweep, mop, scrub and/or vacuum floors
- Strip, seal, finish, and polish floors
- Wash/clean baseboards
- Carpet cleaning (non-soap based cleaning preferred)
- Wash and clean all walls
- Clean windows, glass partitions, and mirrors
- Thoroughly clean bathroom, kitchen fixtures, and appliances (refrigerators, stoves, etc.)
- Clean stoves, stovetops, and all range hoods
- Perform basic cleaning duties, such as cleaning floors, shampooing rugs, washing walls
- Other cleaning duties may be assigned by property manager which will be negotiated at an additional hourly cost.

**ADMINISTRATIVE/BUSINESS OFFICE CLEANING (MONTHLY)**

2) At a frequency of once a month (or upon request by Facilities Director) provide cleaning and janitorial services at the Yolo County Housing Administrative Office (25,000 square feet) located at 147 W. Main Street in Woodland. These tasks will include the following:

- Vacuum all offices, hallways, conference rooms, meetings rooms, and lobby areas
- Spot clean carpets.
- Dust all offices and lobby surfaces, remove any spider webs
- Dust and polish all office furniture

### 3. Examination of Proposal Documents

The submission of a proposal shall be deemed a representation and certification by the Proposer that they:

- a) Have carefully read and fully understand the information that was provided by YCH to serve as the basis for submission of this proposal.
- b) Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- c) Represent that all information contained in the proposal is true and correct.
- d) Did not, in any way, collude; conspire to agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms or conditions of this proposal.
- e) Acknowledge that YCH has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants YCH permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on grounds that Proposer was not fully informed to any fact or condition. YCH shall not be responsible for, nor be bound by, any oral instructions, interpretations or explanations issued by YCH or its representatives.

YCH reserves the right to accept or reject any and all proposals, to waive any irregularities in any proposal process, and to make an award of contract in any manner in which YCH, acting in the sole and exclusive exercise of its discretion, deems to be in YCH's best interest. The award of the contract will not necessarily be made to the firm offering the lowest price.

Firms who meet the criteria as a Section 3 Business or Business Concern will be provided priority points as outlined in the YCH Section 3 Policy which can be found on our website at [www.ych.ca.gov](http://www.ych.ca.gov).

At the option of YCH, finalists may be selected for a final round of negotiations; however, proposers are encouraged to present their best offers with their initial submission.

### 4. Questions regarding Proposal

All questions regarding this RFP should be directed to Tom Dogias, Real Estate Services Supervisor, 530-669-2220, [tdogias@ych.ca.gov](mailto:tdogias@ych.ca.gov) or Janis Holt, General Director, 530-669-2211 or [jholt@ych.ca.gov](mailto:jholt@ych.ca.gov).

## **E. Attachments**

The attachments below are included with this Request for Proposals (RFP) for your review and/or submittal:

- Deep clean all bathrooms – scrub toilet bases and bowls, scrub sinks, clean window mirrors, disinfect handles using Lysol, wipe down and dust all bathroom surfaces. Clean all bathroom stalls, urinal walls, and any other assigned areas. Wipe down bathroom walls, doors and door handles.
  - Clean drinking fountains
  - Sweep and mop all bathrooms, break rooms, and lobby
  - Wipe down and clean tables
  - Empty all garbage cans
  - Clean main entrance doors
- 3) At a frequency of annually, deep clean carpets throughout.

#### COMMUNITY ROOMS AND COMMUNITY CLASSROOM CLEANING

- 4) At a frequency of once a month, provide cleaning and janitorial services at YCH owned community rooms, common areas and computer learning centers at the following locations:
- 685 Lighthouse Drive, West Sacramento (3,400 sq ft., 2 bathrooms)
  - 664 Cummins Way, West Sacramento (6,750 sq ft., 2 bathrooms)
  - 62 Shams Way, Winters, (1,800 sq. ft., 2 bathrooms)
  - 1752 Drew Circle, Davis (6 Floors, 6 communal bathrooms w/showers, 6 common areas/hallways, and 2 kitchens and laundry areas)
  - 1230-A Lemen Avenue, Woodland (1,000 sq ft., 1 bathroom)

All of which are owned or managed by Yolo County Housing. These tasks will include the following:

- Vacuum and/or sweep all offices, hallways, classrooms, lobby and common areas
- Sweep and mop all bathrooms, break rooms, classrooms, common areas and lobby
- Dust all offices and lobby surfaces, remove any spider webs
- Deep clean all bathrooms – scrub toilet bases and bowls, scrub sinks, clean window mirrors, disinfect handles using Lysol, wipe down and dust all bathroom surfaces. Clean all bathroom stalls, urinal walls, and any other assigned areas. Wipe down bathroom walls, doors and door handles.
- Clean drinking fountains
- Empty all garbage cans
- Clean main entrance doors

- Other cleaning duties may be assigned by property manager which will be negotiated at an additional hourly cost. (such as strip and wax floors or clean carpets)

## II. Information to be Submitted:

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of YCH's requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal should be submitted.

All proposals shall address the following items in the order listed:

### 1. Profile of the firm

This section shall include a brief description of the proposer's firm and may include size, structure, capacity and resources. The firm may want to include if they are a women or minority owned business and/or a registered Section 3 business.

### 2. Qualifications

This section shall include a description of qualifications, the qualifications of those assigned to the project and experience in cleaning and janitorial services. This section shall include a minimum of three (3) references with contact information.

### 3. Compliance with "Green Product" Use

This section shall list all cleaning products used by the proposer (this can be an attached list). YCH requires the use of green, environmentally safe cleaning products.

### 5. Proposal Costs

This section shall present the fee information for providing the services required. Include all potential costs or other price information that would be contained in a potential agreement with YCH. Refer to attached "Cost Summary" document. Confirmation must be provided that all employees are paid a minimum of the HUD approved wage of \$11.00/hour.

### 6. Compliance and Potential Conflicts

*Audit or investigation.* Has your firm been audited or investigated by any regulatory agency within the past five (5) years? If yes, discuss the outcome of the audit or investigation and any changes that were made as a result.

*Litigation or proceedings.* Please list all lawsuits or litigation and the result of that action resulting from (a) any public project undertaken by the Proposer or by its subcontractors where litigation is still pending or has occurred within the last five (5) years or (b) any type of project where claims or settlements were paid by the Contractor or its insurers within the past five (5) years.

*Conflict of Interest.* Describe in detail any potential conflicts of interest your firm may have in regards to this engagement.

*Exceptions.* The Proposer is expected to agree with the form of the contract and its terms and conditions (Attachment 1). However, if the Proposer has any specific exceptions, such exceptions should be set forth in a separate document included with its response to this RFP. Yolo County Housing is under no obligation to entertain or accept any such specific exceptions. Failure to raise issues at the time of Proposal submission shall preclude the raising of such issues at a later time.

### III. Review and Selection Process

Proposals will be evaluated to determine the extent to which the firm's proposal meets the needs of Yolo County Housing. The following point values will be used for evaluation purposes:

<u>Criteria</u>	<u>Points</u>
Quality and completeness of proposal;	25
Qualifications and experience (staff, complexity of projects, etc.);	25
Cost to YCH;	30
Prior record of performance with other governmental agencies (PHA's).	10
Section 3 Business	10
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

## Attachment A – Bid Summary Sheet

Request for Proposals (RFP)  
**Cleaning and Janitorial Service**  
Bid Summary of Cleaning Services  
For Yolo County Housing

Name of Firm \_\_\_\_\_

### I. VACANT UNIT CLEANING PROPOSED FEES

<b>Cost for Residential Unit Cleaning Service</b>	<b>One-Bedroom</b>	<b>Two-Bedroom</b>	<b>Three-Bedroom</b>	<b>Four-Bedroom</b>
Light Cleaning				
Medium Cleaning				
Heavy Cleaning				

Description of Light Cleaning:

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Description of Medium Cleaning:

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Description of Heavy Cleaning:

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Estimated Hourly Rate for Additional Services \$ \_\_\_\_\_/hour.



**II. YCH ADMINISTRATIVE OFFICE, 147 W. MAIN STREET, WOODLAND PROPOSED FEE**

Flat Fee Proposal for monthly cleaning of Yolo County Housing Administrative Office at 25,000 square feet:

\$ \_\_\_\_\_

**III. COMMUNITY ROOMS AND COMMON AREAS, VARIED SITES PROPOSED FEE**

Proposal for monthly cleaning of community rooms, common areas and computer learning centers by location:

<b>Location</b>	<b>Proposed Bid</b>
685 Lighthouse Drive, West Sacramento (3400 sq. ft./2 bathrooms)	
664 Cummins Way, West Sacramento (6,750 sq. ft./2 bathrooms)	
62 Shams Way, Winters (1,800 sq. ft./2 bathrooms)	
1230-A Lemen Avenue, Woodland (1,000 sq. ft./1 bathroom)	
1752 Drew Circle, Davis (6 Floors, 6 communal bathrooms w/showers, 6 common areas/hallways, and 2 kitchens and laundry areas)	

**IV. HOURLY WAGE CONFIRMATION PAID TO EMPLOYEES**

Hourly wage rate paid to workers must meet HUD guidelines/requirements. Please indicate the hourly rate that would be paid to workers assigned to this contract:

Janitorial Worker/Cleaner: \$ \_\_\_\_\_

Supervisor: \$ \_\_\_\_\_

Other(s) (Please List): \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_