



May 21, 2018

**REQUEST FOR PROPOSAL  
Janitorial Services**

The City of Desert Hot Springs, hereinafter referred to as the City, is inviting proposals from qualified janitorial firms to provide city-wide janitorial services. To be considered for this contract, your firm must meet the qualifications and satisfy the requirements as stated in the Request For Proposal (RFP).

**Tentative Time Schedule:**

The following is the City's tentative schedule for the selection of Janitorial Services contractor:

1. Request for Proposal mailed: May 21, 2018
2. **Deadline for filing RFP:** ***June 11, 2018 no later than 2:00 p.m.***
3. City review of proposals: June 11 - June 18, 2018
4. Award Contract: June 19, 2018

**Prior to 2:00 p.m., on June 11, 2018. All proposals shall be mailed or hand carried to the City Clerk at:**

**City of Desert Hot Springs  
11999 Palm Drive  
Desert Hot Springs, CA 92240**

The proposals must be submitted to the City Clerk's Office, located at 11999 Palm Drive, Desert Hot Springs, CA 92240, before 2:00 p.m. on Monday June 11 2018. **Public Works "Bid: Janitorial Services"** shall appear on the envelope of each sealed bid proposal. The proposals will be reviewed and evaluated by Staff, and a recommendation to the City Council for award will be made during the City Council meeting on June 19, 2018.

**OBTAINING REQUEST FOR PROPOSAL DOCUMENTS:** The Request For Proposal Package for the **Janitorial Services** is ONLY available to be ordered online at; [www.planitreprographics.com](http://www.planitreprographics.com). For orders by phone, contact: Planit Reprographics at (760) 345-2500.

The City has a Local Business Preference Program which promotes employment and business opportunities for local residents and firms on all contracts and gives preference to local residents, workers, businesses, contractors, and consultants to the extent consistent with the law and interests of the public. IN ORDER FOR A LOCAL BUSINESS TO BE ELIGIBLE TO CLAIM THE PREFERENCE, THE BUSINESS MUST REQUEST THE PREFERENCE IN THE SOLICITATION RESPONSE AND PROVIDE A COPY OF ITS CURRENT BUSINESS LICENSE FROM A JURISDICTION IN THE COACHELLA VALLEY.

The Coachella Valley means the area between the Salton Sea on the south, the San Jacinto and Santa Rosa Mountains on the west, the Little San Bernardino Mountains on the east and north. For the purposes of this definition, "Coachella Valley" includes the nine (9) cities of the valley and the cities of Beaumont and Banning and the unincorporated areas.

All questions regarding this RFP must be directed to Lynne A. Paul, Public Works Administrative Assistant at [lpaul@cityofdhs.org](mailto:lpaul@cityofdhs.org). **Contact with City of Desert Hot Springs personnel other than those listed above regarding this RFP may be grounds for elimination from the selection process.**

Sincerely,

**Daniel Porras PE,  
Community Development Director**

**CITY OF DESERT HOT SPRINGS  
REQUEST FOR PROPOSAL  
JANITORIAL SERVICES**

**PART I: SELECTION CRITERIA**

A final contract will be awarded to the Contractor who can best meet the requirements as specified; and provide high quality, cost effective Janitorial Services, as determined by the City Staff/Council based on the following factors which are listed without implication of priority. All proposals will be reviewed and scored according to the categories/points below. The proposal with the highest score will be selected as the most qualified Contractor. A contract will be awarded to the most qualified Contractor. Although price is of prime consideration, it is not the sole determining factor

**CONTRACTOR QUALIFICATIONS/EXPERIENCE**

1. Contractor's experience and qualifications (10 POINTS)
  - a. Submit company resume of the company's experience in / with municipal Janitorial Services, provide a brief description of each and explain the service performed.
2. Performance of previous contracts (10 POINTS)
  - a. Provide a list of client references including the name, address and telephone number of client references that may be contacted.
3. Thoroughness/Completeness of the proposal package (10 POINTS)

**CONTRACTOR FEE SCHEDULE**

3. Provide an estimate and compensation schedule on the scope of work as outlined in Exhibit A and a proposed fee for each maintenance component. The City reserves the right to clarify and further define the scope of work and pricing.

**PART II: INSTRUCTIONS, CONDITIONS, and LEGAL REQUIREMENTS**

1. The City of Desert Hot Springs has outlined the requirements herein in as much detail as is currently known. Please provide any exceptions, additional information, or suggestions that will aid in the City's selection process (attachments are acceptable).
2. The Contractor shall defend, indemnify, and hold the City of Desert Hot Springs, its officers, agents, volunteers, and employees free and harmless from any and all causes of action or claims of damages arising out of or related to the Contractor performance under this contract.
3. The City reserves the right to negotiate terms and scope of work with the highest ranked Contractor. If an agreement cannot be negotiated the City reserves the right to negotiate with any other Contractor.

4. Contractor shall identify those services that will be out-sourced to a sub-Contractor. The Contractor will be responsible for verifying the qualifications and validity of all licenses or permits for any out-sourced work to sub-Contractors. The Contractor is also responsible for paying its employees and any sub-Contractors the Contractor hires.
5. Selected Contractor is required to comply with all existing State and Federal labor laws. Selected Contractor is also responsible for complying with all OSHA standards and requirements. If Contractor out-sources any work or job to a sub-Contractor, it will be the prime Contractor's responsibility to ensure that all sub-Contractors meet the requirements as stated in this RFP.
6. A contract will be awarded to the most qualified Contractor. Although price is of prime consideration, it is not the sole determining factor. The City reserves the right to select the appropriate firm based on the most qualified proposal. The determination of the most qualified and most competitively priced proposal may involve all or some of the following factors: price, thoroughness of the proposal package, previous experience and performance; conformity to scope of work in Exhibit A; financial ability to fulfill the contract; ability to meet scope of work; terms of payment; compatibility, as required; number of sub-Contractors the main Contractor may need to employ for out-sourced work; other costs; and other objectives and accountable factors which are reasonable. The City reserves the right to select a Contractor to perform all of the work identified in the RFP, or only selected portions based on price and/or other factors.
7. Before execution of the contract, the selected Contractor is obligated to provide evidence of liability insurance to include: Worker's Compensation, General Liability, and Automobile Liability of \$2,000,000 per occurrence.
8. The successful Contractor shall be an independent contractor, and nothing shall be construed to cause the Contractor to be deemed or represent itself as an agent or employee of the City.
9. Any evidence of agreement or collusion among Contractors acting illegally to restrain freedom of competition by agreement to propose a fixed price, or otherwise, will render the proposal of such Contractors void.
10. The selected Contractor agrees to maintain a City of Desert Hot Springs Business License for the duration of the contract.
11. Contractor agrees that all service by the Contractor shall be to the satisfaction of authorized City personnel. In the event that the Contractor defaults on performance of any of these requirements, then the City shall have the right to terminate this agreement upon thirty (30) days written notice delivered to the Contractor by certified mail or courier. Termination of the contract will not relieve the Contractor of any liability to the City for damages sustained by the City because of any breach of contract by the Contractor, and the City may withhold any payments to the Contractor until such time as the exact amount of damages due the City from the Contractor is determined.

12. The Contractor shall submit a list of at least five (5) references that have purchased similar services from the Contractor. Contractor shall provide company name, contact name and phone number for each reference.
13. The term of the contract shall commence upon execution by the City Council or authorized City representative and continue for a term of three(3) years. The City reserves the option to extend the contract(s) administratively under the same terms and conditions for a maximum of two (2) additional one-year terms at current price levels.
14. The contract between Contractor and the City is non-transferable. Contractor shall under no circumstances assign the agreement without written permission of the City. Contractor shall notify the City, in writing, of any change in ownership at least thirty (30) days prior to said change.
15. The standard form of the City's contractor services agreement is attached hereto as Exhibit B. The selected Contractor will be required to enter into this Agreement. By submitting a proposal, Contractor certifies to the City that he/she has reviewed the Specifications of the RFP and the terms of the agreement and has incorporated all direct and indirect costs of complying with the scope of work and the agreement into the Proposal.
16. The City's terms for payment are net 30 upon receipt of invoice. Contractor shall submit invoices between the first and fifteenth business day of each month for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all undisputed fees.
17. Prohibited Interest – No officer, or employee of the City of Desert Hot Springs shall have any financial interest, direct or indirect, in this Agreement, the proceeds thereof, the Contractor, or Contractor's sub-Contractors for this project, during his/her tenure or for one year thereafter. The Contractor hereby warrants and represents to the City that no officer or employee of the City of Desert Hot Springs has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the Contractor or Contractor's sub-Contractors on this project. Contractor further agrees to notify the City in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement.
18. The selected Contractor must be livescanned (fingerprinted) before execution of an official agreement by the City of Desert Hot Springs Police Department at the Contractor's expense.

### **PART III: GENERAL INFORMATION**

1. Contractor is required to carefully and fully investigate all of the requirements of this RFP. By submitting a proposal, Contractor represents and certifies to the City that such investigation has been completed and that it fully understands the scope of work.
2. The City reserves the right to reject any and all proposals where deemed necessary.
3. The City will not reimburse Contractors for any costs involved in the preparation and submission of proposals. Furthermore, this RFP does not obligate the City to accept or contract for any expressed or implied services.
4. The City reserves the right to request any Contractor submitting a proposal to clarify its proposal or to supply additional material deemed necessary to assist in the selection process.
5. If an Exhibit "A" requirement cannot be met by a Contractor, then the Contractor should submit a "No Proposal" response for the items affected. Alternate or equivalent items may be submitted for consideration by the City, unless otherwise specified.
6. All submitted proposals and information included therein or attached thereto shall become public records upon contract award.
7. Contractor is requested to provide any exceptions, additional information or suggestions that will aid in the City's selection process.
8. Any questions regarding this RFP should be referred, to Lynne A. Paul, Public Works Administrative Assistant at [lpaul@cityofdhs.org](mailto:lpaul@cityofdhs.org).

## **EXHIBIT A**

### **The Scope of Work**

#### **Janitorial Services:**

Janitorial services firm must have a proven track record in the janitorial services industry. The selected firm will provide all services as listed below and with the identified work schedule for the following City locations and sites:

<b>Office and Public Building</b>		
<b>Facility</b>	<b>Location</b>	<b>Cleaning Frequency</b>
Carl May	11-777 West Drive, Desert Hot Springs, CA 92240	M, Th
Senior Center	11-777 West Drive, Desert Hot Springs, CA 92240	M,T,W,TH,F,Su
Police Department	65-950 Pierson Blvd, Desert Hot Springs, CA 92240	M,TH
City Hall Modular Building A	65-950 Pierson Blvd, Desert Hot Springs, CA 92240	T, Th
City Hall Modular Building B	65-950 Pierson Blvd, Desert Hot Springs, CA 92240	T
City Hall Modular Building C	65-950 Pierson Blvd, Desert Hot Springs, CA 92240	T, Th
New City Hall	11999 Palm Dr, Desert Hot Springs, CA 92240	T, Th
City Hall Buildings (A, B, C and New City Hall) - refrigerators / freezers	see above	Last Thursday of every month.
Construction Trailer	11999 Palm Dr, Desert Hot Springs, CA 92240	T, Th
Animal Shelter	65810 Hacienda Ave, Desert Hot Springs, CA 92240	T, Th
Cabot's Museum	67-616 East Desert View, Desert Hot Springs, CA 92240	TH,F,Sat
<b>Parks &amp; Sport Fields</b>		
Mission Springs Park Restrooms*	66750 Park Lane, Desert Hot Springs, CA 92240	M,T,W,TH,F,Sat,Su
Guy Tedesco Park Restrooms*	66140 West Arroyo, Desert Hot Springs CA 92240	M,T,W,TH,F,Sat,Su
Wardman Park Restrooms*	66150 8 <sup>th</sup> Street, Desert Hot Springs, CA 92240	M,T,W,TH,F,Sat,Su
Lozano Community Center	12800 West Arroyo, Desert Hot Springs, CA 92240	M,T,W,TH,F,Sat, Su
Lozano Community Center Floor Strip & Wax	12800 West Arroyo, Desert Hot Springs, CA 92240	As Needed at City Request, estimate 4 times a year
Health and Wellness Center	11750 Cholla Dr Desert Hot Springs CA 92240	M,T,W,TH,F

**Carl May Community Center:**

Water must be flushed down restroom drains Mondays and Thursdays.

**Parks:**

All fixtures in the Park restrooms shall be cleaned and disinfected daily, sweep daily, rinse walls, ceilings and floors daily, remove cobwebs and toilet paper wads daily, pick up and disinfect feces trash inside and outside the restrooms and restock expendable products i.e., paper products daily or as needed. Most Buildings will be cleaned 4 to 5 times per week. On occasion, services other than the regular scheduled janitorial services may be required. The services shall be performed when requested, and invoiced separately from the general cleaning contract. Restrooms must be ready and open by 7:00 a.m., seven days a week (Monday through Sunday).

\*Open 7 days a week and Holidays, Close Nightly at 10:00pm

**Building Areas Services:**

Entrance	Waiting Areas
Lobby/Reception Areas	General Office
Private Offices	Executive Offices
Conference rooms	Copy Room Area
File Room Area	Restrooms
Lunch Room / Kitchen	Kitchenette/Coffee Area
Hallways	

**General Cleaning Specifications:**

Floor Maintenance Vacuum with approved back pack unit and remove fresh spots from all carpeted areas using approved disinfectants and encapsulating carpet spotting tools.

Dust and damp Mop all hard surface areas using color coded microfiber flat mopping system and disinfecting finished floor cleaner, changing pad often to ensure removal of soil.

Kitchens, Cafeterias, Lunch Room & Coffee Areas Clean and disinfect all kitchen counters, tables and sinks with color coded microfiber cloths using hospital grade disinfecting all purpose spray and glass cleaner.

Clean and disinfect exterior of appliances with color coded microfiber cloths using hospital grade disinfecting all purpose spray and glass cleaner.

Clean Microwaves inside and out using all-purpose spray glass cleaner and wipe inside with cleaner cloth and water to remove any disinfectant residue.

Clean refrigerators freezers inside and outside using all-purpose spray glass cleaner and wipe inside with cleaner cloth and water to remove any disinfectant residue.

Restock kitchen paper and soap products as needed.

Restrooms Clean and polish all dispensers and fixtures. Clean and disinfect wash basins, toilet bowls, urinals, and counter tops using color coded microfiber cloths using hospital grade disinfecting all-purpose spray and glass cleaner.



Spot clean walls and toilet partitions with color coded microfiber cloths using hospital grade disinfecting all-purpose spray and glass cleaner.

Mop all floors using coded microfiber flat mopping system and disinfecting finished floor cleaner changing pad often to ensure removal of soil and materials.

Polish all metal and mirrors using coded microfiber cloths using hospital grade disinfecting all-purpose spray and glass cleaner.

Wash off and remove all paper and other items thrown on walls and ceilings.

Restock expendable paper products, soaps, trash liners and deodorant products.

Inventory and Ordering of Supplies: Keep an accurate inventory of supplies needed and with approval from City, order items as needed.

### **Building Specifications:**

#### **Police Building**

11,700 Square Feet	Lobby
Records/ Inside Counter	Report Writing Room/Dispatch Area
Chief's Office and Restroom	Locker Rooms
Supply Room	Patrol Commander's Office
Administration Area	Records Area
Holding Cells	Restrooms
Kitchen Area	Hallway
Janitor's Closet	Back Office
Briefing Room	Modular Building Behind Police Department main building
Support Services Commander's Office	
Code Enforcement Offices	Any other open offices/areas

#### **Building A**

5,640 Square Feet	Lobby Area
14 Offices	2 Restrooms
1 Conference Room	1 Break room / Kitchen
4 Cubicles	File Cabinets

#### **Building B**

2,828 Square Feet	11 Offices
2 Restrooms	1 Conference Room
File Cabinets	

#### **Building C**

2,160 Square Feet	6 Offices
2 Open Cubicles	1 Restroom
File Cabinets	

New City Hall

2,475 Square Feet	7 Offices
File Cabinets	2 Restrooms

Construction Trailer

900 Square Feet	2 Offices
File Cabinets	1 Restrooms

Animal Shelter

3,200 Square Feet	Offices
Open Cubicles	Restrooms
Filing Cabinets	

Senior Center

11,495 Square Feet	6 Offices
4 Restrooms	Kitchen
Dining Room	

Carl May Center (Community Center)

3,500 Square Feet	Kitchen
3 Restrooms	2 Meeting Rooms

Health and Wellness Center – Furbee Pool

1 Office	2 Restrooms
2 Team Rooms	Pool Area Trash Receptacles

**Cabot's Museum**

1,040 Square Feet	Offices
Open Cubicles	Restrooms
Filing Cabinets	

**Lozano Community Center**

3360 Square Feet	2 Offices
Kitchen	2Restrooms

### DHS Janitorial Services - Bid Form

Facility	Service Days Per Week	Days	Price Per Day	Weekly Total	Monthly Total
Carl May	M,Th	2			
Senior Center	M,T,W,Th,F,Su	6			
Police Department (entire facility including Jail)	M,Th	2			
City Hall Modular Building A	T,Th	2			
City Hall Modular Building B	T	1			
City Hall Modular Building C	T,Th	2			
New City Hall	T,Th	2			
Construction Trailer	T,Th	2			
Animal Shelter	T,Th	2			
Cabot's Museum	Th,F,Sat	3			
<b>Parks &amp; Sports Field</b>					
Mission Springs Park Restroom	M,T,W,TH,F,Sat,Su	7			
Guy Tedesco Park restroom	M,T,W,TH,F,Sat,Su	7			
Wardman Park Restrooms	M,T,W,TH,F,Sat,Su	7			
Lozano Community Center	M,T,W,TH,F,Sat, Su	7			
<b>Health and Wellness Center</b>					
Furbee Aquatics Center	M,T,W,TH,F	5			
<b>TOTAL</b>					

**DHS Janitorial Services - Bid Form (continued)**

<b>Facility</b>	<b>Service Times</b>	<b>Times Per Year</b>	<b>Price Per Service</b>	<b>Annual Total</b>
* Lozano Community Center Floor Strip and Wax	Quarterly and/or As Needed at City Request	4		
City Hall Buildings (A, B, C and New City Hall) - refrigerator / freezer cleaning	The last Thursday of every month.	12		
<b>TOTAL</b>				