



REQUEST FOR QUALIFICATION AND PROPOSAL (RFQ/P) PROFESSIONAL JANITORIAL SERVICES

RFQ/P # 06-2024 -03

June 14th, 2024

NOTICE IS HEREBY GIVEN that the San Joaquin County Office of Education (“SJCOE”) is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide professional janitorial Day Porter services for the selected site(s):

[See the attachment of the site locations for providing **Day Porter Services**]

Respondents to this RFQ/P should mail or deliver one (1) bound copy of the Statement of Qualifications (“SOQ”) and one (1) Fee Proposal in a sealed envelope (together, “Submittal”), as further described herein, labeled, “Submittal for Professional Janitorial Services” to:

San Joaquin County Office of Education

Attention: Tim Sutton

Operations and Support Services

2707 Transworld Drive

Stockton, CA 95206

ALL SUBMITTALS ARE DUE BY **2:00 P.M. on Wednesday, 7/10/2024**. Any Submittal received after that date and time will not be accepted and will be returned unopened.

FAXED OR EMAILED RESPONSES WILL NOT BE ACCEPTED.

Each Submittal must conform and be responsive to the requirements set forth in this RFQ/P.

If you have any questions regarding this RFQ/P, you shall submit questions in writing to [Katie Dominquez] at [kdominquez@sjcoe.net] before 5:00 p.m. on [6/28/2024]. Substantive questions and answers will be provided to all RFQ/P recipients.

The SJCOE reserves the right to waive any informalities or irregularities in received Submittals. Furthermore, the SJCOE reserves the right to reject any and all Submittals and to negotiate contract terms with one or more Respondents for one or more of the work items. The SJCOE reserves the right to seek supplementary information from any respondent at any time after submittal and before the award. The SJCOE retains the sole discretion to determine issues of compliance and to determine whether a Respondent is responsive, responsible, and qualified. The SJCOE reserves the right to modify this RFP at any time in the event it becomes necessary to modify or revise the RFP.

INSTRUCTIONS AND CONDITIONS

A. RFQ/P RESPONSE SCHEDULE SUMMARY

The SJCOE reserves the right to change the dates on the schedule without prior notice.

DATE	EVENT	TIMELINE
06/14/2024	Release of RFQ/P # [06-2024 -03] .	5:00 P.M.
06/25/2024	A Pre-Bid Walkthrough	9:00 A.M.
06/28/2024	Deadline for submission of written questions to SJCOE concerning RFQ/P # [06-2024 -03] .	5:00 P.M.
07/10/2024	Deadline for the Submittals to RFQ/P # [06-2024-03]	2:00 P.M.
TBD	Interviews of short-listed Respondents.	
07/19/2024	Notification to Respondent(s) selected for award.	5:00 P.M.

B. SUBMITTAL REQUIREMENTS

A. Format Requirements

Respondents to this RFQ/P must comply with the following format requirements. Material must be in 8-1/2 x 11-inch format with no less than 11-point font size. Submittals shall include the title with boldface headers below, e.g. the first section would be entitled, “Cover Letter”, the second section would be entitled, “Business Information”, etc.

Submittals shall be no more than twenty (20) single-sided pages or ten (10) double-sided pages in length. This page limitation excludes front/back covers and allowed appendices. Submittals containing more than the authorized number of pages will not be considered.

Provide one (1) bound copies of RFQ and one (1) Fee Proposal Form completely filled out and in a sealed envelope.

- The unbound copy shall be marked, “Copy for Reproduction” and shall be formatted as follows:
 - No divider sheet(s) or tab(s).
 - Pages with proprietary information removed.

- A cover sheet listing Respondent's name, the total number of pages, and identifying those pages that were removed due to proprietary information.
- The electronic copy will only be accepted via flash drive or CD in the following programs: Microsoft Office Suite or PDF.

B. Content Requirements

1. Cover Letter (maximum of 2 pages)

- Provide a letter of introduction signed by an authorized officer of Respondent. If Respondent is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party of the joint venture.
- Include a brief description of why Respondent is well suited for, and can meet, the SJCOE's needs.
- Clearly identify the individual(s) who are authorized to speak for Respondent during the evaluation process.
- Respondent shall certify that no official or employee of the SJCOE, nor any business entity in which an official of the SJCOE has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the SJCOE.
- Respondent shall certify that no official or employee of Respondent has ever been convicted of an ethics violation.
- Respondent shall sign and add the following language: *“By virtue of submission of this Submittal, [INSERT RESPONDENT’S NAME] declares that all information provided is true and correct.”*

2. Business Information

- Company name
- Address
- Telephone and fax
- Website
- Name and email of main contact
- Federal Tax I.D. Number
- License or Registration Number (if applicable)
- Type of organization (e.g., corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating firms, offices (location) that would be the primary participants, and percentage interest of each firm.
- A brief description and history of the firm, including number of years the firm has been in business

and the date the firm was established under its given name.

- Number of employees (licensed professionals/technical support, etc.).
- Location of office where the bulk of services solicited will be performed.
- State of California certification for Respondent of Small Business or Disabled Veteran Business Enterprise status (if any).

3. Janitorial Capabilities / Experience / References

- Outline the Janitorial capabilities and experience with regards to the requested services. The response should address the following:
 - Experience with similar projects. Provide references.
 - List available equipment.
 - Response time.

4. Project Team

- Outline the Company's personnel who would work with the County. The response should address the following:
 - Extent of principal involvement.
 - Names of key members who will be performing the work on these projects and their responsibilities.
 - Anticipated number of crew members for the proposed services.
 - Qualifications and relevant individual experience including sub-consultants.

5. Method of Approach

- Outline the Company's approach to working with other organizations on similar projects.

6. Understanding of Requested Services and Local Area Factors

- Outline the Company's understanding of the requested services and the impact of local area factors on these services. The response should address items such as experience and familiarity with problem areas.

7. Fee Proposal

- A **FEE PROPOSAL FORM** is included in this RFP. Respondents should include monthly fee, describe how many times per week the services will be provided at the location, and the total annual fee.

8. Appendix

- Firm brochure/history/background, reprints, etc.
- Key team member resumes.

- Comments/objections to form of Agreement (if any).

C. SCOPE OF SERVICES

Any firm selected based on this RFQ/P process must be capable of providing full scope of services in accordance with the detailed scope of services set forth in the specifications (see **EXHIBIT I and II of the AGREEMENT**) which, in addition to the RFP and these instructions, are basis for evaluation and will be part of any agreement with the successful respondent. Any deviation from the specifications in this notice shall be proper reason for rejection of all or any part of the bid proposal. The exact scope of services may be negotiated if a Respondent is selected by the SJCOE.

Each Respondent shall carefully examine each and every term of this RFQ/P and its specifications; and each Respondent shall judge all the circumstances and conditions affecting his/her proposal. Failure on the part of any Respondent to make such examination and to investigate thoroughly shall not be grounds for any declaration that the Respondent did not understand the conditions of this RFQ/P.

TERM OF AGREEMENT

Any Respondent selected based on this RFQ/P process must be able to execute the SJCOE's form of Agreement ("**Agreement**"), which is distributed with this RFQ/P as **AGREEMENT** and incorporated herein by this reference.

The term of this agreement shall be from August 1st, 2024 to June 30th, 2027 unless otherwise noted. The SJCOE may elect to extend the agreement for additional one (1) year periods on a year to year basis, for a maximum of 2 extension years, on the same terms and conditions, upon providing written notice to Contractor not less than thirty (30) days prior to expiration of the Agreement.

SELECTION PROCESS

A. Criteria

The SJCOE will evaluate all submissions. Each Submittal must be complete. Incomplete Submittals will be considered nonresponsive and grounds for disqualification. The SJCOE retains the sole discretion to determine issues of compliance and to determine whether a Respondent is responsive, responsible, and qualified. The SJCOE will not consider any objections/proposed changes to the Agreement that are raised after the deadline for Submittals. Based upon the information presented in the submissions, the SJCOE may elect to conduct interviews with some or all of the Respondents.

The criteria for evaluating submissions may include, without limitation, the following:

- Experience and performance history of Respondent with similar services.
- Experience and results of proposed service team.
- References from clients contacted by the SJCOE.
- Technical capabilities and track record of use.

- Sufficient crew size.
- Value of services under proposed fees.
- Overall responsiveness of the Submittal.

B. Interviews

The SJCOE, at its sole discretion, may elect to interview selected Respondents. If a Respondent is requested to come for an interview, the key proposed lead staff will be expected to attend the interview. The interview will be an opportunity for the SJCOE to review the Submittal and any other matters the SJCOE deems relevant to its evaluation. Any objections and/or proposed changes to the form of Agreement attached hereto as APPENDIX A shall be stated in writing in the Submittal and may be the subject of inquiry at the interview.

C. SJCOE Investigations

The SJCOE may perform investigations of Respondents that extend beyond contacting the references identified in the Submittals. The SJCOE may request a Respondent to submit additional information pertinent to the review process. The SJCOE also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

D. Determination and Award

An award under this RFP will not be based solely on the lowest price. Proposals will be evaluated by a committee and each Respondent will be scored on a point system based on the set criteria. If an award is made, it will go to the Respondent with the highest score.

Each Respondent will be scored on the following point system, with a maximum of 100 points.

Price	60 points
References	20 points
Overall Qualifications & Experience	15 points
Overall Quality of Offer	5 points

A Pre-Bid Walkthrough is scheduled for June 25, 2024. Please meet at 9:00 A.M. by the flagpole at Nelson Center, located at 2922 Transworld Drive, Stockton, CA. Those interested in the additional walkthrough should call [Katie Dominquez at 209.468.9122] for the arrangement.

FINAL DETERMINATION AND AWARD

Any proposal may be withdrawn at any time prior to the hour fixed for the submission deadline, provided that a request in writing executed by the Respondent, or his/her duly authorized representative, for the withdrawal of such proposal, is filed with The SJCOE Purchasing Department. The submittals shall remain valid for at least sixty (60) days after the submission deadline. No submission may be withdrawn after the submission deadline.

The SJCOE reserves the right to contract with any entity or entities responding to this RFQ/P for all or any portion of the work described herein, to reject any Submittal as non-responsive, and/or not to contract with any Respondent for the services described herein. The SJCOE makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The SJCOE reserves the right to contract with any firm not participating in this process. The SJCOE shall in no event be responsible for the cost of preparing any Submittal in response to this RFQ/P, including any supporting materials.

Award of the contract(s) is at the sole discretion of the SJCOE. The SJCOE may, at its option, determine to award contract(s) only for portions of the scope of work identified herein. In such case, the successful firm(s) will be given the option not to agree to enter into the Agreement and the SJCOE will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the SJCOE will retain the right to enter into negotiations with any other firm responding to this RFQ/P.

WE THANK YOU FOR YOUR INTEREST IN THESE EXCITING SERVICES!



FEE PROPOSAL FORM

RFQ/P 06-2024-03: JANITORIAL DAY PORTER SERVICES – Transworld Campus

To the Superintendent of the San Joaquin County Office of Education:

The undersigned respondent hereby offers, in the amount stated below, to furnish all labor, materials, tools, equipment, apparatus, facilities, transportation, and permits for providing professional janitorial services at the following **location**:

Services	Location	Description (Describe how many times per week the services will be provided at such location)	Qty (Number Of Month)	Monthly Fee	Total
Day Porter	Transworld Campus	Provide TWO Day Porters, 5 days a week, year-round.	12	\$	\$
			Hourly Rate	Overtime Rate	
Day Porter	Transworld Campus	Weekend, Holiday, or Special Event	\$	\$	

The fee proposal must be submitted on this Proposal Form, completely filled out, placed in a sealed envelope, and delivered with the RFQ packet to the Operations & Support Services Office – Wentworth Education Center (2707 Transworld Drive, Stockton, CA 95206) on the SJCOE campus, before **2:00 p.m. on [July 10], 2024** or it will be disregarded.

____ Initial - I have signed and will adhere to the SJCOE Conflict of Interest Policy.

Offered by _____ of _____

on this _____ day of _____, 20__ . X _____

(Signature)

SPECIFICATIONS DAY PORTER SERVICES

Day Porters will be on-site for 8 hours per day, Monday – Friday.
Hours to be specified upon awarding of contract.

DAILY

- Restock all restroom products.
- Spot clean mirrors, counters, sinks, urinals and toilets.
- Polish paper towel dispensers.
- Spot clean restroom doors and light switch.
- Vacuum all carpets (including edges and stairwells).
- Damp mop all tile / hard surface floors where applicable.
- Spot clean all glass entrances.
- Clean complete interior and exterior of elevator cab including vacuuming, wiping elevator thresholds/tracks, mirrors (if required).
- Clean directory glass, drinking fountains and fire hose glass as needed.
- Empty all entry trash receptacles (interior and exterior) and wash all trash tops.
- Sweep and clean all walkways.
- Spot sweep trash enclosure and building entrance breezeways.
- Sweep and pick up trash & debris on all Transworld Drive lots.
- Clean smudges, marks, etc. on all doors; (i.e. restrooms, department suites, meeting rooms; janitorial closets, electrical rooms, etc.).
- Clean all kitchen areas including counters, cabinets, vending machines and microwaves in common areas.
- Clean all tables in lobbies.
- 2814 Transworld Drive – Ropes Course – restroom & outside garbage
- Outside garbage taken out daily – garbage cans to be washed & returned to original location on (exhibit II #7)

WEEKLY

- Clean all railings where applicable.
- Dust stairwells.
- De-web and sweep out trash enclosures.

MONTHLY

- Dust all horizontal surfaces to include picture frames, woodwork, doorjambs, window mullions, etc.
- Dust all air vents and signs.
- Clean kickplates and thresholds.

Initials: _____
 SJCOE Contractor

EXHIBIT I
SCOPE OF SERVICES

- A. Contractor shall provide all material and labor set forth under Specifications for Janitorial Services, attached hereto as Exhibit I and II and incorporated herein as a part of this Contract.
- B. Within sixty (60) days after the start of the work specified herein, Contractor's representative shall submit to County's representative any recommendations for modifying the service schedules.

Superintendent approved modifications that result in an increase or decrease in the work specified herein shall be reflected by a change in the Contract's price.

- C. Contractor shall furnish an adequate number of properly trained cleaning personnel together with sufficient, competent supervision in order to at all times provide the proper work and services.

The Contractor will furnish personnel for one (1) shift, time to be scheduled with the Superintendent's representative. Employees of the Contractor shall be neatly attired.

- D. Contractor shall employ a supervisor who shall:
 - 1. Be a full-time salaried employee of the Contractor. Supervisor may be a working janitor who "supervises" as an added duty. Such employee shall have full authority to act for the Contractor.
 - 2. Visit each job location and inspect the work regularly; counseling and training the janitor as necessary to ensure specification compliance.
 - 3. Provide proper and consistent training to janitors to maintain the frequency schedule and quality of work specified herein.
 - 4. Accompany County's representative on inspection tours, twelve (12) or more times annually, per schedule furnished by Superintendent's representative.

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 SJCOE Contractor

Additional Agreements

- Contractor shall provide all labor, equipment, supplies, and materials necessary for the proper completion of the specifications.
- San Joaquin County Office of Education shall provide all paper, plastic, and soap products.
- Contractor shall provide the San Joaquin County Office of Education with the "Material Safety Data Sheets" for all cleaning materials used.
- Contractor shall use only the appropriate floor care/supplies approved by the SJCOE Operations' staff.
- Contractor agrees that building cleaning will take place (except on holidays as specified below) from Monday through Friday evenings, on a weekly basis.
- Special Tasks: Contractor will respond to special cleaning tasks (such as additional carpet cleaning) as requested by the Superintendent's representative. Additional cleanings shall be billed separately.
- Special events: Contractor will respond to special cleaning tasks (such as weekend or post special events cleaning) as requested by the Superintendent's representative. Additional cleanings shall be billed separately.
- Holidays: The San Joaquin County Office of Education observes the following holidays:

New Year's Eve
New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day

Initials: _____
 SJCOE Contractor

EXHIBIT II

SERVICE SCHEDULE DEFINITION

A. FLOOR AREAS

1. SWEEP AND/OR DUST MOP - Floor surfaces including corners, behind doors, and under furniture are free of litter, dirt, spills, and dust. All dust mops must be cleaned and chemically treated regularly.
2. BUFF - Floors present a clean, high-gloss appearance. Areas adjacent to walls are free of wax build-up and baseboards are free of spots or streaks. Floors are to maintain an even appearance throughout by buffing. Surfaces that have been allowed to deteriorate through improper buffing (wax over dirt, etc.) will be stripped and refinished at Contractor's expense.
3. SWEEP TERRAZZO AND CONCRETE FLOORS - Floor surfaces are free of litter, dirt, and dust. Spills are removed with a damp cloth or mop. A nonflammable sweeping compound shall be used.
4. VACUUM CARPETS - All Areas - All carpeted surfaces are thoroughly vacuumed including corners, behind doors, and under furniture. Carpet is free of litter, dirt, and dust. Spills have been removed by spot cleaning.

B. GENERAL CLEANING

1. DUST FURNITURE - Vacuum/wipe all furniture and counters.
2. CLEAN FURNITURE - All furniture has been wiped free of dirt, grime, ink stains, and handprints.
3. CLEAN TELEPHONES - Telephones are free of dirt and handprints. Receiver has been wiped clean with a disinfectant cleaner.
4. CLEAN DRINKING FOUNTAINS AND SINKS - All surfaces are wiped clean with a disinfectant cleaner and are free of spots. The adjoining wall surfaces are free of water spots, streaks, and handprints.
5. EMPTY WASTEBASKETS - All wastebaskets are to be emptied and put back in place, clean and ready for use. Liners, if used, are clean and free of tears and holes. Waste is deposited in the area designated by Superintendent's representative.
6. CLEAN SURFACES - If surface is free of work materials, surfaces shall be thoroughly cleaned.
7. WASH WASTEBASKETS - Wastebaskets are empty, clean, and free of dirt and grime. They have been returned to their original location after cleaning.

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 SJCOE Contractor

8. CLEAN VERTICAL SURFACES - All vertical surfaces (walls, doors, partitions, etc.) up to the height of the doors, are free of fingermarks and other dirt spots of any kind.

C. TOILET AREAS

1. CLEAN AND DISINFECT FLOORS - Floors have been swept and (wet) mopped using a disinfectant cleaner. All surfaces have been cleaned including corners, under waste receptacles, and are free of stains.
2. CLEAN AND DISINFECT FIXTURES - All surfaces including metal work of wash basins, water closets, and urinals are free of dust and dirt. Water closet seats have been cleaned with a germicidal cleaner and are left in a raised position after cleaning.
3. CLEAN PARTITIONS AND WALLS - Partitions and walls have been cleaned and are free of dust, dirt spots, and smears. Lodges, baseboards, ventilating grills, and fans are free of dust and dirt.
4. CLEAN URINAL PARTITIONS - All partitions adjacent to urinals have been cleaned with a germicidal cleaner and are free of spots and smears.
5. REFILL DISPENSERS - All toilet room supply dispensers have been filled with an adequate supply to last until the next regular service.
6. CLEAN MIRRORS, FIXTURES, AND DISPENSERS - The chrome or stainless-steel surfaces of mirrors, fixtures, and dispensers are clean and free of dust and dirt. Painted metal dispensers are free of dust, dirt, and grime.
7. EMPTY RECEPTACLES - All toilet room receptacles are empty. Liners, if any, are clean and free of tears and holes.
8. CLEAN RECEPTACLES - All toilet room receptacles are free of dust, dirt, and grime.

D. GLASS CLEANING

1. ENTRY GLASS - Doors and glass panels adjacent to the doors are clean and free of dirt, grime, streaks, and are clear of all excess moisture. Door, window frames, and sash are free of dust and loose dirt.
2. FRONTAGE GLASS - All ground level windows facing on sidewalks and interior glass doors are clean and free of dirt, grime, streaks, and are clear of all excess moisture. Window frames, sash, and sills are free of dust, dirt, drippings, and other watermarks.
3. INTERIOR GLASS - All interior surfaces of windows in exterior walls are clean and free of dirt, grime, streaks, and are clear of all excess moisture. Window frames, sash, and sills are free of dust, dirt, drippings, and other watermarks.

Initials: _____
 SJCOE Contractor

E. DUSTING

1. PARTITIONS, LEDGES, AND BASEBOARDS - The horizontal surfaces of partitions including all wall-mounted items, ledges, and baseboards are free of dust.
2. BLINDS AND GRILLS - All window blinds and H.V.A.C. grills (including the drinking fountain diffuser) are free of dust.
3. HIGH DUSTING - All walls above the top of doors, ceiling surfaces including the exterior surfaces of light fixtures, tops of bookcases, cabinets, and vents are free of dust and cobwebs.
4. VACUUM UPHOLSTERED FURNITURE - All upholstered surfaces of furniture are free of dust when hit with the palm of the hand. All dust spots have been removed by spot cleaning.

F. LIGHTING

1. DUST - All exposed surfaces of light fixtures are free of dust.

G. SHAMPOOING

1. CARPETS - All carpet surfaces are shampooed with a rotary brush and good grade cleaner, then vacuumed so that carpets are free of dust, dirt, grime, and stains.
2. SPOT CLEAN CARPETS – Spills, dirt, grease, and grime are spot cleaned.

GENERAL - Contractor shall comply with all local, state, and federal safety regulations governing conduct of such work.

No product shall be used which may prove damaging to interior or exterior finishes.

Whenever possible, Contractor shall complete washing both interior and exterior surfaces in a certain area before moving on to the next area.

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 SJCOE Contractor