



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

April 15, 2011

Request for Proposals 2011-005

Request for Janitorial Services

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SECTION I – SUMMARY

The Air District is looking for a firm to provide janitorial services at the Air District's headquarters, located at 939 Ellis Street, San Francisco, CA.

To respond to this RFP, an interested company should submit two hard (2) copies via mail or courier, plus one (1) electronic copy via email (in Microsoft Office or Adobe format), of its proposal to:

Matt Serier, Administrative Analyst, mserier@baaqmd.gov
Bay Area Air Quality Management District
939 Ellis Street San Francisco, CA 94109

**Proposals must be received at the Air District offices at
939 Ellis Street, San Francisco, California, 94109 by 4:00 p.m.
Friday, May 13, 2011.**

Late proposals will not be considered.

Proposals must address all information requested in this RFP. A proposal may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women's business enterprises, veteran's business enterprises, and Certified Green Businesses are encouraged to submit proposals. **Any questions regarding this RFP should be directed to Matt Serier at: mserier@baaqmd.gov**

SECTION II – BACKGROUND

A. Air District Overview

The Bay Area Air Quality Management District (Air District) was created by the California Legislature in 1955 as the first regional agency to deal with air pollution in California. The Air District jurisdiction includes Alameda, Contra Costa, Marin, Napa, Santa Clara, San Francisco, San Mateo, southwestern Solano, and southern Sonoma counties.

The State Legislature originally gave the Air District the authority to regulate stationary sources of air pollution, such as factories, oil refineries, chemical plants, gasoline stations, and agricultural burning. With more recent legislation, the Air District was granted authority to enact certain transportation and mobile source measures.

The Air District is governed by a twenty-two member Board of Directors, consisting of elected officials, including county supervisors, mayors, and city council members. The chief executive officer of the Air District is the Air Pollution Control Officer (APCO), a position currently held by Jack Broadbent.

SECTION III – INSTRUCTIONS TO BIDDERS

A. General

1. All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements is grounds for rejection of this proposal.
2. All information should be complete, specific, and as concise as possible.
3. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
4. The District may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the due date. Please check our website for updates.
5. Proposals shall constitute firm offers. Once submitted, proposals cannot be altered without the written consent of the District, but proposals may be withdrawn.
6. The District reserves the right to reject any and all proposals.
7. There will be a mandatory walkthrough for all interested firms on Tuesday May, 3, 2011 at 10:00am. All firms interested in attending the walkthrough must RSVP with Matt Serier at mserier@baaqmd.gov
8. All questions must be in written form and directed to Matt Serier at mserier@baaqmd.gov and arrive no later than one week prior to RFP due date. All questions will be answered in writing and posted on the BAAQMD RFP webpage at least one week prior to the due date.

9. The cost for developing the proposal is the responsibility of the bidder, and shall not be chargeable to the Air District.

B. Submittal of Proposals

All proposals must be submitted according to the specifications set forth in Section V (A) – Contents of Proposal, and this section. Failure to adhere to these specifications may be cause for the rejection of the proposal.

1. Due Date – All proposals are due no later than 4:00 p.m., May 13, 2011 and should be directed to:

Matt Serier, Administrative Analyst
Bay Area Air Quality Management District
939 Ellis Street
San Francisco, CA 94109

2. Proposals received after the time and date provided previously specified will not be considered.
3. Signature – All proposals should be signed by an authorized representative of the bidder.
4. Submittal – Submit two hard (2) copies and one (1) electronic copy (in Microsoft Office or Adobe format) of the proposal in a sealed envelope. Electronic submissions will be acknowledged with a return email. Plainly mark the upper, left-hand corner with the name and address of the bidder and the RFP number. Late proposals will not be accepted. Any correction or re-submission of proposals will not extended the submittal due date.
5. Grounds for Rejection – A proposal may be immediately rejected at any time if it arrives after the deadline; is not in the prescribed format; or is not signed by an individual not authorized to represent the firm.
6. Disposition of the Proposals – All responses to this RFP become property of the Air District and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of its submittal is exempt from public disclosure, it may mark that portion “confidential.” The District will use reasonable means to ensure that such confidential information is safeguarded, but will not be held liable for inadvertent disclosure of the information. Proposals marked “confidential” in their entirety will not be honored, and the District will not deny public disclosure of any portion of submittals so marked.

By submitting a proposal with portions marked “confidential,” a respondent represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act and agrees to reimburse the District for, and to indemnify, defend, and hold harmless the District, its officers, employees, and agents, from and against any and all claims,

damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys' fees, expenses, and court costs of any nature whatsoever, arising from or relating to the District's non-disclosure of any such designated portions of a proposal.

7. Modification – Once submitted, proposals, including the composition of the contracting team, cannot be altered without prior written consent of the Air District. All proposals shall constitute firm offers valid for ninety (90) days from the due date.

C. Interviews

1. The Air District, at its option, may interview bidders. The interviews will be for the purpose of clarifying the proposals.
2. Submittal of new proposal material at an interview will not be permitted.
3. Interviews may involve a presentation or a question-and-answer format or any combination of these.

SECTION IV – SCOPE OF WORK

A. Areas To Be Serviced

- Entrance way
- Lobby Area
- All Unlocked Offices
- Boardroom/Meeting Rooms
- Kitchenette /Coffee Areas
- Restrooms/Shower
- All hallways and Common Areas
- Lab Areas/ Libraries
- Roof Area (Tuesday and Friday)

B. Basic Services

Item:	Frequency:
Police front of building for debris and sweep as needed	3 X /week
Dust PCs (do not touch keyboards)	2 X/month
Clean and disinfect drinking fountains and water dispenser	3 X /week
Clean and straighten reception area	3 X /week
Wipe and/or dust all open flat spaces (do not move papers or personal items)	As needed
Empty all waste receptacles, replace fresh liner if needed (place in designated location)	3 X /week

Item:	Frequency:
Remove recycling, place in proper bins	As needed
Wipe and dust top of partitions	2 X/week
Polish elevators inside and out including thresholds	3 X /week
Clean exterior windowsills on entryways	2 X/month
High dusting; inspect for cob webs and clean as necessary	1 X/month
Vacuum air conditioning and heating grills	4 X/year
Spot clean doors, door frames and light switches	As needed
Dust file cabinets, chairs, and other office furniture	As needed
Clean all thresholds and door jams	As needed

C. CARPETS

Item:	Frequency:
Spot vacuum all carpeted areas	3 X /week
Detail vacuum all carpeted areas	1 X/week
Vacuum and clean all mats	3 X /week
Vacuum corners, edges and non-traffic areas	1 X/month
Remove all spots	As needed
Pre-spot and extract all carpeted areas	1 X/year

D. HARD SURFACE FLOORS

Item:	Frequency:
Sweep all hard surface floors	3 X /week
Spot mop all hard surface floors	3 X /week
Thoroughly mop all VCT flooring	1 X/week
Strip, seal, and wax all VCT flooring	2 X/year

E. RESTROOMS

Item:	Frequency:
Clean and sanitize doors and partitions	3 X /week
Wipe counter tops, dispensers, and toilets	3 X /week
Sanitize door handles and light switches	3 X /week
Clean and disinfect toilets and urinals (incl. base and rear)	3 X /week

Item:	Frequency:
Polish all chrome fixtures and stainless steel	3 X /week
Clean all mirrors	3 X /week
Dispose of waste and install new liners	3 X /week
Spot clean and wipe waste receptacles	3 X /week
Sweep and wet mop floor using disinfectant	3 X /week
Restock hand soaps and paper towels	3 X /week
Wipe all partition tops	3 X /week
Clean and sanitize showers	3 X /week

F. KITCHENETTES & BREAK AREAS

Item:	Frequency:
Clean and wipe all cabinet faces and countertops	3 X /week
Clean and wipe all tables and appliance surfaces	3 X /week
Clean and disinfect sinks	3 X /week
Restock and paper towels	3 X /week
Wipe down interior and exterior of microwaves	3 X /week
Clean and wipe trash receptacle tops/lids	As needed
Empty trash/recycling/compost receptacles	3 X /week
Clean and wipe interior of all refrigerators	3 X /week

G. WINDOWS & GLASS

Item:	Frequency:
Spot clean entrance way door and glass and windows, inside and out	3 X /week
Spot clean glass partitions	As needed
Clean all window sills and ledges in entry way	1 X/month

H. VIII. SECURITY AND COMMUNICATION

Item:	Frequency:
Make sure all windows and doors are locked	3 X /week
Report all out of order items to proper personnel	ASAP

Item:	Frequency:
Check in/out with security guard as start/end of shift	3 X /week

I. MATERIALS AND EQUIPMENT

CONTRACTOR shall provide all cleaning solutions and equipment. DISTRICT shall supply restroom products and liners.

J. ADDITIONAL SERVICES (BILLED SEPARATELY)

Please provide your estimated costs for the services listed below. This will be provided on an as needed basis, upon written approval from DISTRICT.

- Window cleaning other than services listed above in the “Windows & Glass” section of this RFP
- Carpet cleaning
- Strip, seal and wax hard surface flooring
- Strip and seal restrooms
- High pressure spraying

K. SERVICE SCHEDULE

Service to be provided three (3) days per week, Monday-Wednesday-Friday, beginning at 5pm.

SECTION V – PROPOSAL FORMAT, CONTENT, AND SUBMITTAL

A. Contents of Proposal

Submitted proposals must follow the format outlined below and include all requested information. Failure to submit proposals in the required format can result in the proposal being eliminated from evaluation and consideration.

1. Technical Proposal

- a. Cover Letter (Section I) – Must include the name, address, and telephone number of the company, and must be signed by the person(s) authorized to represent the firm.
- b. Firm Contact Information – Provide the following information about the firm:
 - Address and telephone number of office nearest to San Francisco, California and the address and phone number of the office that each of the proposed staff members are based out of if different.
 - Name of firm’s representative designated as the contact
 - Name of project manager, if different from the individual designated as the contact

- c. Table of Contents – Clearly identify material contained in the proposal by section
 - d. Summary (Section II) – State overall approach to janitorial services including the objectives and scope of work.
 - e. Firm Organization (Section II) – Provide a statement of your firm’s background and related experience in providing similar services to governmental organizations. Describe the technical capabilities of the firm and, in particular, the firm’s exposure with working with environmental regulations, if any. Provide references of other, similar projects including contact name, title, and telephone number for all references listed.
 - f. Project Organization (Section IV) – Describe the proposed management structure, program monitoring procedures, and organization of the engagement team. Provide a statement detailing your approach to the project, specifically address the firm’s ability and willingness to commit and maintain staffing to successfully conclude the project on the proposed schedule.
 - g. Subcontractors (Section V) – List any subcontractors that will be used, the work to be performed by them, and the total number of hours or percentage of time they will spend on the contract.
 - h. Additional Data (Section VI) – Provide other essential data that may assist in the evaluation of the proposal (e.g. green business certification, etc).
2. Cost Proposal
- a. Name and Address – The Cost Proposal must have the name and complete address of the bidder in the upper, left hand corner.
 - b. Cost Proposal – The cost proposal must list the fully-burdened hourly rates and the total number of hours estimated for each level of professional and administrative staff to be used to perform the tasks required by this RFP. In addition, costs should be estimated for each of the components of the Scope of Work.
 - c. The Cost Proposal does not need to be a separate, sealed document.

SECTION VI – PROPOSAL EVALUATION

A panel of Air District staff will evaluate all proposals. The panel will recommend the selection of the contractor to the Air Pollution Control Officer (APCO), who will, in turn, make a recommendation to the Air District Board of Directors. The Air District Board of Directors must approve the contract to carry out the work described in this RFP. An example of a typical contract for professional services used by the Air District is included in Section VII.

Proposals will be evaluated on the following criteria:

Technical expertise, size and structure of the firm and personnel assigned to RFP tasks; firm's ability to perform and complete the work in a professional and timely manner.*	30%
Past experience of the firm and, in particular, experience of the team working on projects of similar scope for other governmental agencies.	20%
Responsiveness of the proposal, based upon a clear understanding of the work to be performed.	20%
Cost	20%
References of the firm, local business/Green Business**	10%

- * "Size and structure of firm" refers to the ability of a firm's size to meet the needs of the District. It does not give absolute preference to larger or smaller firms.
- ** The District gives preferences to local businesses and those that are certified as green businesses by a government agency or independent private rating organization.

The Air District reserves the right to reject any and all proposals submitted and/or request additional information. During the selection process, the Air District's evaluation panel may interview bidders. The interviews will be for clarification only. The submittal of new material will not be permitted at that time. Interviews may involve a presentation or a question-and-answer format or any combination of these.

If two or more proposals receive the same number of points, the Air District will accept the lower cost offer.

SECTION VII – SAMPLE CONTRACT

A sample contract to carry out the work described in this RFP is available [upon](#) request.