



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

December 5, 2019

Request for Proposals# 2019-020

**Janitorial Services for  
Air District's East Bay Headquarters**

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**SECTION I – SUMMARY**

The Bay Area Air Quality Management District (“Air District”) seeks proposals from qualified bidders and contractors for janitorial services for the Air District’s East Bay headquarters located at 4114 Lakeside Drive in Richmond, California. Janitorial services are needed for a portion of the building initially (Phase 1), with services potentially expanding to a larger area of the building in the future at the Air District’s discretion (Phase 2). Interested bidders are required to attend a mandatory pre-proposal walk-through as detailed in the Request for Proposals (“RFP”).

To respond to this RFP, an interested company should submit its proposal electronically (in Adobe Acrobat PDF file format) to the Air District’s Procurement Portal (Portal):

Cynthia Zhang, Staff Specialist  
Bay Area Air Quality Management District  
375 Beale Street, Suite 600; San Francisco, CA 94105  
Portal link: <https://baaqmd.bonfirehub.com>

**Proposals must be submitted and received by  
4:00 p.m. on Friday, January 17, 2020.  
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 submitted through the Portal.**

## SECTION II – BACKGROUND

### A. Air District Overview

The 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-four-member Board of Directors, consisting of elected officials, including county supervisors, mayors, and city council members. The Executive Officer / Air Pollution Control Officer for the Air District is Jack P. Broadbent.

### B. Janitorial Services

The Air District is consolidating some of its field offices in the East Bay into one building located in Richmond, CA. The building is currently being renovated in two phases as specified below. Routine interior cleaning and specified janitorial services is needed as the Air District occupies the space.

#### Phase 1:

- *Address:* 4114 Lakeside Drive, Richmond, CA 94806
- *Approximate Square Footage:* +/- 7,848 square feet.
- Approximately 14 cubicle workstations, 6 offices, 3 meeting rooms, kitchen/pantry and multi-purpose room.
- Move-in date is tentatively scheduled for early December 2019.

#### Phase 2:

- *Addresses:* 4102, 4104, 4108, a portion of 4114 and 4124 Lakeside Drive, Richmond, CA 94806
- *Approximate Square Footage:* +/- 37,264 square feet.
- Number of cubicle workstations, offices, and meeting rooms are to be determined.
- Move-in date is to be determined; renovations are currently scheduled to be completed by January of 2021.

### C. Pre-Proposal Walk Information

A pre-proposal walk-through will be held for a walk-through of the proposed service location as well as an opportunity for Questions and Answers. ***This pre-proposal walk is mandatory.*** Interested bidders are required to pre-register by e-mail to Cynthia Zhang at [czhang@baaqmd.gov](mailto:czhang@baaqmd.gov).

**Date:** Wednesday, December 18, 2019  
**Time:** 10:00 a.m. to 12:00 p.m.

**Location:** 4114 Lakeside Drive, Richmond, CA 94806  
**Parking:** At parking lot located at 4114 Lakeside Drive, Richmond, CA 94806



### SECTION III – SCOPE OF WORK

The selected contractor will be responsible for the following:

1. **Work Schedule.** Monday through Friday evenings (after 6:00 p.m.), not including recognized Air District holidays.
2. **Daily Service.** Provide a crew of reliable and experienced custodian(s) to perform all night janitorial services to accomplish the following janitorial and building maintenance services daily:
  - a. **Waste Baskets / Recycling Bins:**
    - i. Empty all wastebaskets and other waste containers.
    - ii. Empty all recycling bins and other recycling containers.
    - iii. Remove all trash, recyclables, including broken down boxes from the floor, to designated trash areas.
  - b. **Carpet Vacuuming:**
    - i. Vacuum all rugs and wall-to-wall carpeting in all areas unobstructed by furniture.
    - ii. Chairs should be moved from desks and conference room tables, and then returned to their original position after completion vacuuming.
    - iii. Carpets are to be spot cleaned as needed.
  - c. **Hard Surface Floors:**

- i. Clean by sweeping and/or dust mop all floors, including pantries, halls and conference rooms.
    - ii. Wet mop if spillage has occurred.
    - iii. Wipe down baseboards as needed.
  - d. Pantry Sinks and Countertops:**
    - i. Clean and disinfect all pantry sinks and countertops with cleaning products that are EPA registered as disinfectants or hard surface sanitizers.
  - e. Restrooms:**
    - i. Thoroughly clean all urinals, toilets and lavatories with a solution containing a commercial grade disinfectant – products must be EPA registered as disinfectants or hard surface sanitizers.
    - ii. Damp mop lavatory floor area with a germicidal detergent of neutral odor.
    - iii. Clean and polish mirrors and all bright work which will include paper towel dispensers, soap dispensers, flush meters, piping, disposal receptacles, urinal partitions or any other metal accessory.
    - iv. Spot clean walls around sinks, urinals and toilet bowls.
    - v. Remove all waste paper and refuse, including soiled sanitary napkins into proper containers to be collected for removal. All receptacles are to be thoroughly cleaned and washed and wiped dry with new liners installed.
    - vi. Check and restock all toilet paper, seat covers, paper towels and soap to ensure an ample supply of products is available for the following business day.
    - vii. Dust top of lavatory partitions.
- 3. Weekly Service.** Perform the following services weekly:
  - a. Clean the inside/outside of microwave(s).
  - b. Clean and disinfect the tables in the employee lounge area.
  - c. Clean windows/glass in conference room.
  - d. Edge vacuum all common corridor carpet.
  - e. Flush all restroom floor drains with 2 gallons of water and appropriate "LEED" certified product, to prevent sewer gasses from escaping into the restroom areas.
  - f. Power wash sidewalk/walkway surrounding building including accessible parking spaces.
- 4. Quarterly Service.** Perform the following services quarterly:
  - a. Dust/wipe each desk top.
  - b. Dust/wipe tops of all filing cabinets.
  - c. Wipe down/disinfect chairs in lobby.
  - d. Strip and wax floors.
  - e. Clean all trash containers with detergent.
  - f. Wipe/clean/remove any visible dust from heating/air conditioning vents.
  - g. Wipe clean all common area walls so that they are free of smudge marks.
  - h. Wash all restroom walls and metal partitions with water and germicidal solution detergent and polish to a uniformly bright condition.
  - i. All restroom floors will be machine scrubbed using a germicidal solution, detergent and water. After scrubbing, rinse floors with clean water and then dried.

5. **Semi-Annual Service.** Perform the following services every six months:
  - a. Steam-clean or shampoo all carpeted areas using Air District approved cleaning methods and equipment.
  - b. Clean all interior and exterior windows in building.
  - c. Remove all cobwebs from corners, ceilings and window frames.
  
6. **On-Demand Service.** Provide services as needed or on short-notice, upon request from the Air District:
  - a. One-time cleanup of building or parking lot areas, after-hours event/workshop cleanup, graffiti removal, etc.
  
7. **Supplies and Equipment.**
  - a. The Air District will supply all the restroom, pantry and employee lounge area supplies such as paper towels, toilet paper and liquid hand soap.
  - b. Contractor is responsible for all janitorial supplies and equipment necessary to properly perform the above work. These supplies and equipment consist of mops, dusting cloths, polishes, vacuum cleaners, brushes, buckets, detergents, scouring powders, disinfectants, wax, wax machines, shampoo or steam cleaning equipment, and commercial grade EPA registered disinfectant or hard surface sanitizers.
  - c. Limited space is available for contractor to store basic equipment and supplies on site.
  
8. **Supervision of Work.**
  - a. Conduct regular systematic inspection of the work crew and shall be responsible for providing adequate supervision to assure competent and satisfactory performance of the services required under this RFP.
  - b. Notify the Air District's designated contact by phone, letter or email of any special comments on janitorial needs.
  
9. **Security and Communication.**
  - a. Ensure all windows and doors are locked.
  - b. Disarm/arm security system.
  
10. **General Requirements.**
  - a. Report routine, non-emergency maintenance or repair needs to Air District (e.g., burned out light bulbs or fluorescent tubes, broken fixtures or fixtures not working properly, etc.).
  - b. Report any security breaches, emergency maintenance or repair needs to Air District (e.g., broken exterior locks, doors or windows; electrical hazards; flooding, etc.).
  - c. Maintain janitorial supply and equipment storage areas neat and clean.
  - d. Close and lock any normally locked interior doors upon completion of work.
  - e. Close and lock all outside doors upon completion of work.
  - f. Use of a Hepa vacuum, or a vacuum with a .3-micron air filtration system, when vacuuming.
  - g. When scheduling substantial or disruptive cleaning activities (interior window cleaning, carpet shampooing, etc.), provide Air District with sufficient notice to pick up, clear away and/or remove items in the way.

## SECTION IV – INSTRUCTIONS TO BIDDERS

### A. General

1. Interested firms must create an account through the Portal described on p. 1 of this RFP to view RFP documents and addenda, and to submit questions and bid documents.
2. 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.
3. All information should be complete, specific, and as concise as possible.
4. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
5. The Air District may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the due date. Please check our [Portal](#) for updates prior to the due date.
6. Proposals shall constitute firm offers. Once submitted, proposals may be withdrawn, modified and resubmitted through the Portal up until the January 17, 2020 due date.
7. The Air District reserves the right to reject any and all proposals.
8. All questions must be in written form and submitted through the Portal no later than **4:00 p.m. on Thursday, January 2, 2020**. Firms will not be able to submit questions after this time. All questions will be answered in writing and posted on the [Portal](#) by **6:00 p.m. on Thursday, January 9, 2020**.
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., January 17, 2020, and should be submitted via the Portal to:

Cynthia Zhang, Staff Specialist  
Bay Area Air Quality Management District  
375 Beale Street, Suite 600; San Francisco, CA 94105  
Portal link: <https://baaqmd.bonfirehub.com>

2. Uploading large documents may take significant time, depending on the size

of the file(s) and Internet connection speed. Bidders should plan sufficient time before the due date to begin the uploading process and to finalize their submissions. Bidders will not be able to submit documents after the due date. Proposals received after the date and time previously specified will not be considered.

3. Signature – All proposals should be signed by an authorized representative of the bidder.
4. Submittal – Submit one (1) electronic copy (in Adobe Acrobat PDF file format). Electronic submissions submitted via the Portal will be acknowledged with a confirmation email receipt. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal due date.
5. Grounds for Rejection – A proposal may be rejected at any time if it arrives after the deadline, or is not in the prescribed format, or is not signed by an individual 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 Air 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 Air 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 Air District for, and to indemnify, defend, and hold harmless the Air 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 Air District’s non-disclosure of any such designated portions of a proposal.

7. Modification – Once submitted, proposals, including the composition of the contracting team, may be altered up until the due date. Proposals may not be modified after the due date. All proposals shall constitute firm offers valid for ninety (90) days from the January 17, 2020 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 and/or a question-and-answer session.

## **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 and email address
  - 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 III) – Provide a statement of your firm's background and related experience in providing similar services to governmental organizations, if any. 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 addressing the firm's ability and willingness to commit and maintain staffing to successfully provide the services outlined in this RFP.
- g. Assigned Personnel (Section V) – Provide the following information about the staff to be assigned to the project:



- List all key personnel assigned to the project by level and name. Provide a description of their background, along with a summary of their experience in providing similar services for governmental agencies, and any specialized expertise they may have. Background descriptions can be a resume, CV, or summary sheet. Substitution of project manager or staff will not be permitted without prior written approval of the Air District's assigned program manager.
  - Provide a statement of the availability of staff in any local office with requisite qualifications and experience to conduct the requested services.
  - Provide a statement of education and training programs provided to, or required of, the staff identified for participation in the project. Make particular mention of with reference to experience dealing with governmental agencies, procedures, and environmental regulations.
- h. Retention of Working Papers (Section VI) – All working papers are the property of the Air District. Include a statement acknowledging that if your firm is awarded the contract, you will retain project related papers and related reports for a minimum of five (5) years.
- i. Subcontractors (Section VII) – 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.
- j. Conflict of Interest (Section VIII) – Address possible conflicts of interest with other clients affected by contractors' actions performed by the firm on behalf of the Air District. The Air District recognizes that prospective bidders may have contracts to perform similar services for other clients. Include a complete list of such clients for the past three (3) years with the type of work performed and the total number of years performing such tasks for each client. The Air District reserves the right to consider the nature and extent of such work in evaluating the proposal.
- k. Additional Data (Section IX) – 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 (i.e. custodian hourly rate, supervising custodian hourly rate) to be used to perform the tasks required by this RFP. In addition, costs should be estimated for monthly janitorial services for Phase 1, not including on-demand services.

- 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 may be required to approve the contract to carry out the work described in this RFP. A link to a typical contract for professional services used by the Air District is included in Section VII.

Proposals will be evaluated on the following criteria:

Criteria	Description	Weight
Expertise	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. *	25%
Cost	Cost or cost effectiveness and resource allocation strategy	25%
Skill	Past experience of the firm and, in particular, experience of the team working on projects of similar scope for other governmental agencies.	20%
Approach	Responsiveness of the proposal, based upon a clear understanding of the work to be performed.	10%
References	References of the firm	10%
Firm's Specialty Focus Area	Local business/Green Business**	10%
	<b>Total</b>	<b>100%</b>

\* "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 Air District gives preferences to local business and those that are certified as green businesses by a government agency or independent private rating organization. "Local business" means that a firm's headquarters is located within the nine counties of the Air District's jurisdiction.

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.