



BAY AREA  
 AIR QUALITY  
 MANAGEMENT  
 DISTRICT

May 5, 2023

Request for Proposals# 2023-020

**Janitorial Services for  
 Air District’s East Bay Headquarters  
 and Richmond Parkway Offices**

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**SECTION I – SUMMARY**

The Bay Area Air Quality Management District (“Air District”) seeks proposals for routine interior cleaning and janitorial services for the Air District’s Headquarters East (HQE) and Richmond Parkway offices. Janitorial services for the Richmond Parkway offices are anticipated to commence as soon as July 1, 2023 and continue through January 31, 2027 or until Air District vacates the office, whichever occurs first. Janitorial services for HQE are anticipated to commence February 1, 2024 and continue through January 31, 2027.

The Air District intends to select one (1) or more qualified contractor(s) to provide the services outlined in this Request for Proposals (“RFP”). **Interested bidders are required to attend the mandatory pre-proposal walk-through described in Section II of this RFP.**

To respond to this RFP, an interested bidder 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. PDT on Monday, June 5, 2023 (“deadline”).  
 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 is the government agency responsible for protecting air quality in the San Francisco Bay Area. The Air District is tasked with regulating stationary sources of air pollution in the nine counties that surround San Francisco Bay: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma counties. It is governed by a 24-member Board of Directors composed of locally elected officials from each of the nine counties. The Air District's mission is to create a healthy breathing environment for every Bay Area resident, while protecting and improving public health, air quality and the global climate.

The Air District aims to achieve its mission through many strategic goals, including reducing and eliminating health problems caused by air pollution, achieving, and maintaining air quality standards, leading the Bay Area's efforts to fight global climate change, creating high-quality regulatory programs, and applying environmental best practices in all operations. To do so, the Air District regulates air pollution emissions from stationary emission sources such as factories, refineries, and power plants, and from smaller facilities like gas stations and dry cleaners. The Air District ensures that such facilities comply with air pollution laws and regulations, provides incentives to replace older, higher-emitting vehicles and equipment with cleaner alternatives, and gives grants and provides outreach to encourage healthy clean air choices by businesses and consumers. The Air District implements these efforts with an equity focus, aiming to reduce air quality disparities and promote environmental justice by targeting local air pollution in overburdened communities.

### **B. Janitorial Services for HQE and Richmond Parkway Offices**

The Air District currently occupies a portion of HQE ("Phase 1"), in which janitorial services are needed. Janitorial services may potentially expand to a larger area of HQE ("Phase 2") at a future date to be determined by the Air District. The Air District's leases the Richmond Parkway offices and the leases expire on June 30, 2024. Renewal of the leases will be determined by the Air District.

Contractors must be licensed in accordance with all federal, state, and local laws governing the janitorial industry and must demonstrate the ability to provide and maintain administrative, operational, and logistical support for the Air District. In addition, contractors must adhere to all federal, state, and local regulations and labor laws.

**C. Pre-Proposal Walk Information**

A pre-proposal walk will be held for a walk through of both office locations and 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).

**The walk-through will begin at HQE (4114 Lakeside Drive, Richmond), followed immediately by a walk-through of the Richmond Parkway offices (3033 Richmond Parkway, Suite 300). Temporary parking is available in the parking lots at both locations.**

Please plan to attend at the date, start time, and location indicated below:

**Date:** Friday, May 19, 2023  
**Start Time:** 10:30 a.m. PDT  
**Meeting Location:** 4114 Lakeside Drive, Richmond, CA 94806



**SECTION III – FACILITY LOCATIONS AND SERVICE FREQUENCY**

The Air District requires janitorial services for the locations listed in the table below.

Location	City	Approx. Square Footage	Restrooms Onsite	Frequency of Service
3033 Richmond Pkwy., Suites 300-303	Richmond, CA	15,905	YES	Semi-Weekly (2x/Week)

Location	City	Approx. Square Footage	Restrooms Onsite	Frequency of Service
3065 Richmond Pkwy., Suite 109	Richmond, CA	3,715	YES	Semi-Weekly (2x/Week)
4114 Lakeside Drive, Phase 1 area	Richmond, CA	8,348	YES	Daily (5x/Week)

## SECTION IV – SCOPE OF WORK

The selected contractor(s) shall provide all labor, material, equipment, and supervision of reliable janitorial staff to perform janitorial services for the offices outlined in this RFP. Contractors shall ensure that Air District facilities are maintained at the highest standard of cleanliness and in a manner that is clean, safe, and healthy for employees and public enjoyment.

1. **Routine Janitorial Services.** The contractor shall provide reliable, experienced, and fully equipped staff to perform the following janitorial and building maintenance services.
  - a. **Basic Services**
    - Spot clean light switches, doors, and door frames.
    - Wipe down desks and countertops.
    - Wipe down handrails and banisters.
    - Dust office furniture.
    - Wipe down windowsills.
    - Dust computer screens.
    - Dust partition tops.
    - Dust picture frames and light fixtures.
    - Dust baseboards and chair bases.
    - Dust window blinds.
    - Empty all wastebaskets and recycling containers and install new liners.
    - Remove all trash, recyclables, including broken down boxes from the floor, to designated trash areas.
    - Clean and disinfect waste receptacles (inside and out).
  - b. **Carpet:**
    - Vacuum all rugs and wall-to-wall carpeting in all areas unobstructed by furniture. Chairs should be moved from desks and conference room tables, and then returned to their original position after completion of vacuuming.
    - Spot clean carpets as needed.
  - c. **Hard Surface Floors:**
    - Sweep and/or dust mop all floors, including pantries, halls, and conference rooms.
    - Wet mop if spillage has occurred.
    - Wipe down baseboards as needed.
  - d. **Pantry/Kitchen and Break Area:**
    - Clean and disinfect all pantry sinks and countertops with cleaning products that are Environmental Protection Agency (EPA) registered as disinfectants or hard surface sanitizers.

- Clean and disinfect tables.
  - Wipe down inside/outside of microwave.
  - Clean and rinse coffee machine.
- e. Restrooms (if applicable):
- Thoroughly clean all urinals, toilets and lavatories with a solution containing a commercial grade disinfectant – products must be registered by the EPA as disinfectants and/or hard surface sanitizers.
  - Clean and disinfect all restroom sinks and countertops with cleaning products that are EPA registered as disinfectants or hard surface sanitizers.
  - Damp mop lavatory floor area with a germicidal detergent of neutral odor.
  - Clean and polish mirrors and all bright work which will include paper towel dispensers, soap dispensers, flushometers, flush levers, piping, disposal receptacles, urinal partitions or any other metal accessory.
  - Spot clean walls around sinks, urinals, and toilet bowls.
  - Remove all wastepaper and soiled sanitary napkins into proper containers to be collected for removal. All receptacles are to be thoroughly cleaned, washed, and wiped dry with new liners installed.
  - 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.
  - Dust top of lavatory partitions.
- 2. Additional Services.** The contractor shall provide the following services on an as-needed basis upon the Air District's request:
- a. Carpet cleaning/shampooing.
  - b. Window cleaning.
  - c. Emergency cleaning or one-time cleanup after events or workshops
  - d. Strip and seal restrooms.
  - e. Power wash sidewalk and surrounding building areas.
- 3. 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 work described in this RFP. 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.
- 4. Supervision of Work.**
- a. Contractor shall 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. Contractor shall notify the Air District's designated contact by phone or email of any special comments on janitorial needs.

**5. Security and Communication.**

- a. Contractor shall ensure all windows and doors are locked upon completion of work.
- b. Contractor shall disarm/arm security system.
- c. Contractor shall check communication log and respond accordingly.

**6. General Requirements.** Contractor shall be responsible for the following:

- a. Report routine, non-emergency maintenance or repair needs to the 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. Use a high-efficiency particulate absorbing (HEPA) filter vacuum, or a vacuum with a .3-micron air filtration system, when vacuuming.
- e. 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.
- f. Attend meetings with Air District staff upon request. The following personnel will be required to attend the meetings: an officer of the company and the manager or supervisor responsible for the janitorial staff providing on-site services.

**7. Work Schedule.** Monday through Friday evenings (after 6:00 p.m.) and weekends at any time, not including recognized Air District holidays. Schedules will be determined and agreed upon between the selected contractor and the Air District.

## **SECTION V – INSTRUCTIONS TO BIDDERS**

### **A. General**

- 1. Interested firms must create an account through the Portal described in 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 deadline. Please

check our [Portal](#) for updates prior to the deadline.

6. Proposals shall constitute firm offers. Once submitted, proposals may be withdrawn, modified, and resubmitted through the Portal up until the deadline.
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. PDT on Wednesday, May 24, 2023**. 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. PDT on Wednesday, May 31, 2023**.
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. Deadline – All proposals are due no later than **4:00 p.m. PDT on Monday, June 5, 2023**, and must 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 deadline to begin the uploading process and to finalize their submissions. Bidders will not be able to submit documents after the deadline. 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 deadline.
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 deadline. Proposals may not be modified after the deadline. All proposals shall constitute firm offers valid for ninety (90) days from the deadline.

### **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 VI – 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 History (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 experience working with environmental regulations, if any.
- f. References (Section IV) – Provide a minimum of three (3) references for other, similar projects including company name, contact name, title, and telephone number for all references listed. For each reference, include a description of services provided and dates the services were provided.
- g. Project Organization (Section V) – Describe the proposed management structure and organization of the janitorial team. Provide a statement detailing your approach to the work, specifically addressing the firm's ability and willingness to commit and maintain staffing to successfully provide the services outlined in this RFP.
- h. Assigned Personnel (Section VI) – 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 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 assigned to provide janitorial services. Make particular mention of with reference to experience dealing with governmental agencies, procedures, and environmental regulations.

- The Air District desires that full-time staff be assigned to the maximum extent possible to ensure consistency in quality and staffing. Indicate whether full-time or part-time staff will be assigned to perform the services outlined in this RFP. If non-full-time employees are assigned, the firm must provide a detailed explanation for the necessity to use non-full-time employees.
  - i. Retention of Working Papers (Section VII) – 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.
  - j. Subcontractors (Section VIII) – 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.
  - k. Conflict of Interest (Section IX) – Address possible conflicts of interest with other clients affected by contractors’ actions performed 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.
  - l. Additional Data (Section X) – Provide other essential data that may assist in the evaluation of the proposal.
  - m. Self-Certification for Local Business or Green Business (XI) - If applicable, include a statement self-certifying that your firm qualifies as a local business and/or certified green business. “Local business” means that a firm’s headquarters is located within the nine counties of the Air District’s jurisdiction. A green business must be certified by a government agency or independent private rating organization.
2. Cost Proposal
- a. Complete Attachment A, Cost Proposal with the fixed monthly service charges for the janitorial services outlined in this RFP. Costs should be inclusive of all labor and expenses, including profit/overhead, transportation expenses, and fuel surcharges. In addition, list the rates for the additional services that may be required by the Air District on an as-needed basis.
  - b. The Cost Proposal does not need to be a separate, sealed document.

## **SECTION VII – PROPOSAL EVALUATION**

A panel of Air District staff will evaluate all proposals. The panel will recommend the

selection of the contractor to the 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	Points
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 effectiveness and resource allocation strategy.	30
Skill	Past experience of the firm and, in particular, experience of the firm providing similar services for other governmental agencies.	25
References	Quality and applicability of references.	10
Firm's Specialty Focus Area**	Local business	5
	Green Business	5
<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 preference to local businesses 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. The bidder must self-certify to receive points for these criteria.

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

## SECTION VIII – SAMPLE CONTRACT

A sample contract to carry out the work described in this RFP is available on the Air District's website at <http://www.baaqmd.gov/about-the-air-district/request-for-proposals-rfp-rfq/samples-previous>. (Click the "+" to the left of Sample Contracts, and then click on the Professional Services Contract link)

## SECTION IX – ATTACHMENTS

- Attachment A – Cost Proposal

**Janitorial Services for HQE and Richmond Parkway Offices  
RFP# 2023-020**

**ATTACHMENT A – COST PROPOSAL**

**A. Monthly Costs**

Location	Frequency of Service	Term	Monthly Cost	Total Cost Through January 31, 2027
3033 Richmond Pkwy., Suites 300-303	Semi-Weekly (2x/Week)	July 1, 2023 – January 1, 2027*	\$	\$
3065 Richmond Pkwy., Suite 109	Semi-Weekly (2x/Week)	July 1, 2023 – January 1, 2027*	\$	\$
4114 Lakeside Drive, Phase 1 Area	Daily (5x/Week)	February 1, 2024 – January 1, 2027	\$	\$
<b>Total Cost</b>			<b>\$</b>	<b>\$</b>

\*Janitorial services for the Richmond Parkway offices are anticipated to commence July 1, 2023 and continue through January 31, 2027 or until Air District vacates the office, whichever occurs first.

**B. Additional Services**

Service	Rate	Unit of Measure	Description/Notes
Carpet cleaning/shampooing	\$		
Window cleaning	\$		
Emergency cleaning or one-time clean-up	\$		
Strip and seal restrooms	\$		
Power wash sidewalk and surrounding building areas	\$		