



Request for Quotes – Janitorial Services

City of San Rafael
Department of Library, Recreation & Childcare

Introduction

The City of San Rafael is soliciting quotes for janitorial services for the Department of Library, Recreation & Childcare. Issuance of this informal RFQ does not obligate the City of San Rafael to award a contract, nor is the City liable for any costs incurred by the proposer in the preparation and submittal of a quote for this work. The City retains the right to award all or parts of this contract to several bidders, to not select any bidders and/or to re-solicit proposals. The act of submitting a quote is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

Scope of Services

The contractor shall provide janitorial services at the following locations:

1. Downtown Library (1100 E St, San Rafael): 15,000 square feet, 2 stories, 2 public restrooms, 2 staff restrooms, break room, kitchen, 3 main offices, 3 public areas
2. Terra Linda Community Center Pool Restrooms (670 Del Ganado, San Rafael): Women's, Men's, Unisex single stall
3. Childcare Facilities:
 - a. Coleman Childcare Portable (800 Belle Ave, San Rafael): 1,920 square feet, open children's area, kitchen, office, restroom
 - b. Dixie Childcare Portable (1175 Idylberry Rd, San Rafael): 1,920 square feet, open children's area, kitchen, restroom
 - c. Glenwood Childcare Portable (25 W Castlewood Dr, San Rafael): 1,920 square feet, open children's area, kitchen
 - d. Mary Silveira Childcare Portable (375 Blackstone Dr, San Rafael): 1,920 square feet, open children's area, kitchen
 - e. Parkside Childcare Center (51 Albert Park Lane, San Rafael): 7,000 square feet, open children's area, kitchen, offices, break area, restrooms
 - f. Pickleweed Childcare Center (40 Canal St, San Rafael): 3 buildings, 800 square feet each, open children's area, kitchen, restrooms
 - g. Vallecito Childcare Portable (50 Nova Albion Way, San Rafael): 1,920 square feet, open children's area, kitchen

Downtown Library

Scheduling of Work. Facility shall be cleaned daily in the evening after closing (8pm Mon-Thurs, 5pm Fri-Sun) and a cleaning of the 4 restrooms Monday-Thursday between 3-4pm.

Daily Services. Contractor shall furnish a crew of reliable and experienced janitors to perform all janitorial services to accomplish the following services:

1. Vacuuming upstairs and downstairs, staircase treads, children's room, and offices on the lower level. Spot clean carpets as needed and straighten furniture.

2. Empty paper, garbage, and compost bins in dumpster on the north side of the library by the side door.
3. Scrub and mop all bathroom floors and baseboards. Wash basins, toilet seats, toilet bowls, toilet partitions, paper towel dispensers, and refuse bins. Line bins with liner.
4. Stock all dispensers.
5. Dust mop all bare floors.
6. Dust tabletops, lower book shelving, countertops, and desks tops where accessible. No feather dusters – only vacuum and dust treated cloth shall be used.
7. Wash and clean doors, handles, glass panels in doors, front doors, staircase partitions, and banister rails.
8. Sweep and clean entrance areas, doormats, and thoroughly clean elevator.
9. Particular attention must be given to maintain janitorial lockers and basins in a very clean and orderly manner.
10. Patios and driveways are maintained by City Parks crew and not by the janitorial service.

Quarterly Services. Contractor shall perform the following services each quarter:

1. Dust air vents.
2. Wash lobby windows.

Supplies and Equipment. Contractor shall provide all labor, chemicals, liners, equipment, and supervision. All paper products and soap shall be supplied by the city.

Terra Linda Community Center Pool Restrooms

Scheduling of Work. Facility shall be cleaned two times per week on Thursday nights after 9pm and Sunday evenings after 7pm from April through the third week in September.

Bi-Weekly Services. Contractor shall furnish a crew of reliable and experienced janitors to perform all janitorial services to accomplish the following services twice a week:

1. Spot clean walls and doors
2. Wipe down all partitions
3. Clean and disinfect counter tops, dispensers, toilets, and urinals
4. Clean and disinfect showers
5. Polish all fixtures
6. Clean all mirrors
7. Dispose of waste and install new liners
8. Clean all lockers inside and outside
9. Wet mop hard surface floors using germicidal product that smells fresh

Monthly Services. Contractor shall perform the following services each month:

1. High dusting: air grills, ceiling fixtures

Supplies and Equipment. Contractor shall provide all labor, chemicals, liners, equipment, and supervision. All paper products and soap shall be supplied by the city.

Childcare Facilities

Scheduling of Work. Facilities shall be cleaned Monday through Friday in the evening after closing (6:30pm).

Daily Services. Contractor shall furnish a crew of reliable and experienced janitors to perform all janitorial services to accomplish the following services five times a week:

1. Dispose of all waste in the correct bins and replace liners
2. Vacuum all carpets and rugs
3. Sweep/vacuum and mop all hard surface floors
4. Remove any paints from floors
5. Dust windowsills
6. Clean and disinfect sinks, counter tops and tables
7. Wipe down inside/outside of microwave
8. Wash any leftover dishes and set aside to dry (City will put away)
9. Clean entry door glass
10. Make sure all doors are locked
11. Make sure heating/AC system is off before leavings
12. Turn lights off before leaving
13. Disarm/arm security system

For facilities with restrooms, daily services will also include:

14. Clean and disinfect restroom counters and sinks
15. Clean and disinfect toilets, including base and rear
16. Spot clean partitions, walls and doors
17. Polish fixtures and clean mirrors
18. Mop hard surface floors
19. Restock hand soaps and paper disposables

Monthly Services. Contractor shall perform the following services in each facility once a month:

1. Clean air vents

Annual Services. Contractor shall perform the following services in each facility once a year:

1. Deep clean the carpets, floors and windows

Supplies and Equipment. Contractor shall provide all labor, chemicals, liners, equipment, and supervision. All paper products and soap shall be supplied by the city.

Supervision of Work

Contractor shall conduct regular systematic inspection of his/her/their work crew and shall be responsible for providing adequate supervision to assure competent and satisfactory performance of the services required under this Contract. Contractor shall notify the department Director or other designated person by phone or letter or email of any special comments on janitorial needs.

Insurance Requirements

The selected contractor will be required to maintain a commercial general liability insurance policy in the minimum amount of one million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) aggregate and an automobile liability insurance policy in the minimum amount of one million dollars (\$1,000,000) dollars per occurrence. The general liability and automobile insurance must name the City of San Rafael, its officers, agents, volunteers and employees as additional insureds and shall be "primary and non contributory" with respect to any insurance or coverage maintained by the City.

A selected contractor who employs any person shall maintain worker's compensation insurance, as required by the State of California, with statutory limits, and employer's liability insurance with limits of no less than one million dollars (\$1,000,000) per accident for bodily injury or disease. The contractor's worker's compensation insurance shall be specifically endorsed to waive any right of subrogation against the City.

Business License

The selected contractor will be required to obtain and maintain during the duration of the Agreement, a City of San Rafael business license as required by the San Rafael Municipal Code. The contractor shall pay any and all state and federal taxes and any other applicable taxes.

Submission of Bids

Submitted bids should include an overview of the respondent's qualifications, a list of relevant buildings where the company is currently providing janitorial services, references and costs. Submissions should include at least three (3) references documenting the respondent's experience. Each reference should include the individuals name, title, a current telephone number and/or email address.

For the cost of services, submissions should include:

- a. A fixed monthly cost for each site for the janitorial services identified in the scope of services;
- b. An hourly rate for additional, ad hoc janitorial services.

If you would like to participate in a viewing of the facilities included in the scope of services, please contact Catherine Quffa (Catherine.Quffa@cityofsanrafael.org) before August 12, 2019.

Interested and qualified providers should email their bids for the above outlined janitorial services to Catherine.Quffa@cityofsanrafael.org by 5pm on September 6, 2019.