

# County of Siskiyou

## Department of General Services

### **REQUEST FOR BIDS (RFB) # 18-002:**

### **THREE YEAR CONTRACT (7/1/2018-06/30/2021)**

### **FOR JANITORIAL SERVICES FOR**

### **THE SISKIYOU COUNTY TRANSIT CENTER**

190 GREENHORN ROAD  
YREKA, CALIFORNIA

Bid Start Date: MARCH 8, 2018  
Bid End Date: APRIL 5, 2018  
Question & Answer End Date: MARCH 28, 2018

Bid Contact: Amanda Kimball  
P: 530.842.8220  
akimball@co.siskiyou.ca.us

Bid Due Date/Time: APRIL 5, 2018 at 3:00 PM

Siskiyou County Department of General Services is requesting a qualified bidder for Janitorial Services for the Siskiyou County Transit Center located at 190 Greenhorn Road, Yreka, CA 96097.

SCOPE OF WORK: See Attachments Exhibit "A", Exhibit "B" is Janitorial Service Checklist and "C" is the Janitorial Contract.

#### **Instructions for Proposers:**

##### **General:**

The proposal should display clearly and accurately the capability, knowledge, experience and capacity of the proposer to meet the requirements of this RFP. Proposals shall be brief and concise, and provide a quote of services.

Submit two (2) original copies by APRIL 5, 2018 at 3 p.m.

**Prior Experience:**

Provide documentation demonstrating experience for the past three (3) years performing janitorial services for a business office.

**Proposed Contract**

Please review and evaluate “Contract for Janitorial Services”- attached as Exhibit “C”. Successful bidder will be required to coming into a contract with the County.

**Capabilities:**

Must be qualified and able to do the duties set forth in Exhibit “B”.

**Insurance Requirements:**

See Exhibit “C” proposed Contract item number 11.

**References:**

Provide name and contact information for a minimum of two other companies to whom you have provided similar services.

**Proposal Submission:**

All proposals shall be enclosed in a single sealed package plainly marked with the words "Proposal Responding to Transit Center Janitorial Services”.

The County assumes no obligation in the solicitation of this Proposal and all costs of responding to this solicitation shall be borne by the interested parties. The County of Siskiyou reserves the right to request additional information from the Bidder in writing.

All proposals shall be received no later than 3:00 p.m., APRIL 5, 2018 at the Siskiyou County Transit Center office located at 190 Greenhorn Road, Yreka, California 96097.

Late proposals shall not be accepted. The County of Siskiyou assumes no responsibility for “late proposals” and it is the sole responsibility of the responder to ensure that the proposal is received by the deadline. No postmarks, faxes or emails will be accepted.

**Selection Process and Criteria:**

An evaluation committee composed of County staff will review and screen all proposals. The committee will select one proposal. The final contract will be authorized and executed by the Siskiyou County Board of Supervisors.

**Questions Concerning Proposal Requirements**

All questions and/or inquiries regarding the RFP shall be submitted in writing and directed to:

Amanda Kimball, Transportation Services Analyst  
Email: [akimball@co.siskiyou.ca.us](mailto:akimball@co.siskiyou.ca.us)

Bid Submission for Siskiyou County Department of General Service Janitorial Services

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Monthly Base Bid Amount: \_\_\_\_\_

I am authorized to submit the enclosed bid on behalf of myself and/or my organization.

\_\_\_\_\_

## EXHIBIT A

**For Services at:** Siskiyou County Transit Center  
190 Greenhorn Road, Yreka, CA 96097

### **Scope of Janitorial Services**

Janitorial services shall be provided for the Siskiyou County Transit Center located at 190 Greenhorn Road, Yreka, CA 9609.

Cleaning is to be performed after tenant work hours (5:30 p.m.), Monday through Friday or on weekends, unless otherwise agreed upon by both parties.

### **Governmental Furnished Property**

- a. Keys for access to work areas
- b. Alarm code for access to building
- c. Toilet tissue (2- ply), paper towels, hand soap, toilet seat covers and air freshener
- d. All wastebasket liners (plastic or cloth) in all sizes required
- e. Water hose
- f. Any special tools
- g. Garbage dumpsters or containers will be located on the premises as indicated by the County. Removal of garbage from these dumpsters or containers will be the responsibility of the County. The County will provide power and water necessary to accomplish the work.

### **Janitorial Contract Furnished Property**

- a. Vacuum cleaner
- b. Carpet Shampooer
- c. Cleaning products
- d. Mop heads, handles and mop bucket with press, cleaning rags, dust rags and necessary hand tools

## EXHIBIT B

### JANITORIAL SERVICE SATISFACTION CHECKLIST

**For Services at:** Siskiyou County Transit Center  
190 Greenhorn Road, Yreka, CA 96097

#### **DAILY (Consistently)**

\_\_\_\_ Empty and reline all trash receptacles (inside, outside including the ones attached to the bus shelters), clean ashtrays as needed (outside)

\_\_\_\_ Sweep polished floors and spot vacuum carpets

\_\_\_\_ (Outside) Clean and disinfect all drinking fountains, Bus shelters benches; public waiting area benches, door handles, service area counter and windows

\_\_\_\_ (Inside) Replenish toilet supplies with toilet paper; fill hand soap, paper towel dispensers, toilet seat covers, waste receptacles liners and clean mirrors (inside employee restrooms) and clean/disinfect drinking fountain.

\_\_\_\_ (Outside) Replenish toilet supplies with full roll each day; fill hand soap, waste receptacles liners and clean mirrors, mop floor, disinfect the whole restroom (outside public restrooms), clean window on outdoor display case.

\_\_\_\_ (Inside) Remove carpet stains as needed, (in accordance with carpet manufacturer)

\_\_\_\_ (Inside and Out) Clean three windows in the ticket area (in accordance with glass manufacturer)

\_\_\_\_ Wipe down kitchen and coffee areas (including sink; and outside of the stove; microwave; refrigerator) and lunch room tables. Mop any food stains from floor. Do not clean dishes.

#### **WEEKLY (Consistently)**

\_\_\_\_ Clean and disinfect floor drains in all restrooms

\_\_\_\_ Damp mop and disinfect the floors in the hallways, break room, vestibule entryway and ticket areas.

\_\_\_\_ Thoroughly dust inside of the building including furniture, office equipment, display cases, pictures in all rooms and window sills.

\_\_\_\_ Thoroughly wipe down and disinfect the waiting lobby

\_\_\_\_ Completely vacuum all carpets

#### **MONTHLY (Consistently)**

\_\_\_\_ Dust cedar walls, Window sills and cabinets in conference room; main office area; staff offices; electrical room; break room; mail room

**Every Four Months (three time/year) (Consistently)**

- \_\_\_\_\_ Dust all wall surfaces, exposed beams and track lights
- \_\_\_\_\_ Clean restroom ceiling exhaust grill
- \_\_\_\_\_ Wash all exterior windows

**Every Six Months (twice/year) (Consistently)**

- \_\_\_\_\_ Wash all interior windows

**Security**

The janitor shall be required to ensure that all outside and applicable inside doors are locked and all exterior windows are closed and locked both during work and upon departure. The County will issue keys to the janitor for access to perform the work necessary. Keys shall be accounted for at all times by the janitor and reported immediately if lost, misused, or destroyed. The loss of such keys may require reimbursement for the rekeying costs, if required for security purposes

- OVERALL RATING:** \_\_\_\_\_ Satisfactory  
\_\_\_\_\_ Needs Improvement  
\_\_\_\_\_ Unsatisfactory

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
**Name of County Department Head**

Date: \_\_\_\_\_

Exhibit C

**CONTRACT FOR JANITORIAL SERVICES**

This Contract is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2018, by and between the County of Siskiyou, a political subdivision of the State of California, hereinafter referred to as "County," and \_\_\_\_\_, an independent contractor, hereinafter referred to as "Contractor".

1. **Purpose of Contract:** The purpose of this Contract is to state the terms and conditions under which Contractor will provide janitorial and cleaning maintenance services for County facility located at 190 Greenhorn Road, Yreka, CA 96097.
2. **Services to be Performed:** Contractor agrees to perform in a workmanlike manner and at the times indicated, those janitorial and cleaning maintenance services as set forth in Exhibit "A", which is attached hereto and hereby incorporated by reference.
3. **Materials and Supplies:** Contractor shall furnish all materials and equipment necessary to perform the services required by this Contract as listed in Exhibit "A".
4. **Compensation:** County shall pay Contractor at rate of (spell out dollar amount) (\$\_\_\_\_) per month, the not-to exceed annually of (spell out dollar amount) (\$\_\_\_\_) for the services herein agreed to be performed. This compensation shall be made by an automatic payment through the Auditor's office unless otherwise agreed to by both parties.
5. **Term of Contract:** This Contract shall commence on July 1, 2018, and shall terminate on June 31, 2021, unless terminated earlier as provided herein.
6. **Termination on Occurrence of Stated Events:** This contract shall terminate automatically on the occurrence of any of the following events:
  1. Bankruptcy or insolvency of Contractor;
  2. Death of Contractor.
- 6a. **Termination by County for Default of Contractor:** Should Contractor default in the performance of this Contract or materially breach any of its provisions, County, at County's option, may terminate this Contract by giving written notification to Contractor.
- 6b. **Termination for Convenience of County:** County may terminate this Contract at any time by providing a notice in writing to Contractor that the Contract is terminated.

Said Contract shall then be deemed terminated and no further work shall be performed by Contractor. If the Contract is so terminated, the Contractor shall be paid for that percentage of the phase of work actually completed, based on a pro rata portion of the compensation for said phase satisfactorily completed at the time the notice of termination is received.

6c. **Termination of Funding:** County may terminate this Contract in any fiscal year in that it is determined there is not sufficient funding. California Constitution Article XVI Section 18.

7. **Maintenance:** Contractor shall notify County immediately of any maintenance problem it becomes aware of, but which is not included in this Contract, such as electrical or plumbing problems, roof leaks, broken windows or locks, vandalism and so forth.

8. **Provisions for Unsatisfactory Service:** For the benefit of the County and Contractor, Exhibit "B" has been attached identifying a County employee and providing the means by which this employee can confirm that services as set forth in this Contract are being adequately performed by the Contractor. The Contractor shall provide the designated County employee with Exhibit "B" or some other document designated by County on a monthly, quarterly or annual basis, as directed by County. The designated County employee shall initial the form to indicate that services were satisfactory or indicate any problems with service. The form shall then be forwarded to the Department Head for review. Should the Contractor fail to perform services at any time as set forth in this Contract, the Department Head shall contact the Contractor in an effort to resolve any issues and facilitate the performance of services as set forth in this Contract. If, after contact is made, the services are still unsatisfactory in the opinion of County, County shall have the option to bring in janitorial services to perform the janitorial needs as set forth herein and deduct the cost of such services from the monthly rate established in this Contract.

9. **Compliance with Applicable Statutes, Ordinances and Regulations:** In performing the services required, Contractor shall comply with all applicable Federal, State, County and City Statutes, Ordinances and Regulations.

10. **Indemnification:** Contractor shall defend, indemnify, and hold harmless the County, its officers, agents and employees, from and against any and all claims, demands, damages, costs, expenses, judgments or liability arising out of this Contract or occasioned by the performance or attempted performance of the provisions hereof, including, but not limited to, any act or omission on the part of the Contractor or his agents or employees or other independent contractors directly responsible to him; except those claims resulting solely from the negligence or willful misconduct of County. Contractor shall also defend, indemnify, and hold harmless the County, its officers, agents and employees, from and against any adverse determination made by the



Internal Revenue Service or the State Franchise Tax Board with respect to Contractor's "independent contractor" status that would establish a liability for failure to make social security and income tax withholding payments.

11. **Insurance:** Contractor shall obtain and maintain for the entire term of this Contract comprehensive general public liability and property damage insurance in an amount acceptable to County. Where the services to be provided under this contract involve or require the use of any type of vehicle by Contractor in order to perform said services, Contractor shall also provide comprehensive business or commercial automobile liability coverage including non-owned and hired automobile liability in an amount acceptable to County. Said policies shall be payable on a "per occurrence" basis unless County specifically consents to a "claims made" basis. Contractor shall be insured against liability for workers' compensation unless Contractor has no employees and such insurance is not required by state law.

All insurance required herein shall be provided by a company authorized to do business in the State of California and possess at least a Best A:VII rating or as may otherwise be acceptable to County. Contractor shall furnish evidence of insurance prior to commencing work under this Contract. The certificate shall provide for ten (10) day advance notice to County of any termination or reduction in coverage.

12. **Employment Status:** Contractor shall, during the entire term of this Contract, be construed as an independent contractor, and nothing in this Contract is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow County to exercise discretion or control over the professional manner in which Contractor performs the services which are the subject matter of this Contract; provided, always however, that the services to be provided by Contractor shall be provided in a manner consistent with all applicable standards and regulations governing such services.

Contractor understands and agrees that his personnel are not, and will not be, eligible for membership in, or any benefits from, any County group plan for hospital, surgical or medical insurance, or for membership in any County retirement program, or for paid vacation, paid sick leave, or other leave, with or without pay, or for any other benefit which accrues to a County employee.

In the event Contractor is subsequently determined to be an employee of County by the Internal Revenue Service, Contractor waives any right to recover employee benefits for the period during which County considered Contractor to be an independent contractor.

13. **Withholding for Non-Resident Contractor:** Pursuant to California Revenue

and Taxation Code Section 18662, payments made to nonresident independent contractors, including corporations and partnerships that do not have a permanent place of business in this state, are subject to 7 percent state income tax withholding. Withholding is required if the total yearly payments made under this contract exceed \$1,500.00.

Unless the Franchise Tax Board has authorized a reduced rate or waiver of withholding and County is provided evidence of such reduction/waiver, all nonresident contractors will be subject to the withholding. It is the responsibility of the Contractor to submit the Waiver Request (Form 588) to the Franchise Tax Board as soon as possible in order to allow time for the Franchise Tax Board to review the request.

14. **Confidentiality:** Because of the nature of information potentially available or accessible to employees of Contractor, County reserves the right to either screen or reject actual or potential employees of Contractor, in County's sole discretion, when County has concerns regarding the ability of Contractor or its employees to maintain the integrity of certain confidential records or to have potential access to such records. If requested by County, Contractor shall provide a list of all employees who will or may be providing services under this Contract.

Contractor acknowledges that services may be performed on premises containing confidential, privileged, sensitive or proprietary documents or information. Contractor shall make all reasonable efforts to safeguard the premises while services are being performed and only employees of Contractor providing services are to be granted access to the premises. Contractor shall not knowingly read, review, copy, disturb or tamper with any information or documentation encountered while services are being performed and any information inadvertently obtained shall be kept confidential by Contractor. Contractor shall comply with all federal, state and local confidentiality laws and regulations.

15. **Non-Assignment of Contract:** Inasmuch as this Contract is intended to secure the specialized services of Contractor, no interest herein may be assigned, transferred, sold, or delegated without the County's prior written consent and any such assignment, transfer, or delegation without prior written County approval shall, in County's discretion, be considered null and void.

16. **Entire Agreement:** This Contract supersedes all previous contracts and constitutes the entire understanding of the parties hereto. Contractor shall be entitled to no other benefits than those specified herein. No changes, amendments, or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this Contract, Contractor relies solely upon the provisions contained in this Contract and no others.

17. **Covenant:** This Contract has been executed and delivered in the State of California, and the validity, enforceability, and interpretation of any of the clauses of this Contract shall be determined and governed by the laws of the State of California.

18. **Severability:** If any provision in this Contract is held by any court to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect.

IN WITNESS WHEREOF, County and Contractor have executed this agreement on the dates set forth below, each signatory represents that he/she has the authority to execute this agreement and to bind the Party on whose behalf his/her execution is made.

CONTRACTOR:

Date: \_\_\_\_\_

\_\_\_\_\_  
[Contractor Signatory Name and Designate  
official capacity in the business]

License No.: \_\_\_\_\_

(Licensed in accordance with an act providing for the registration of contractors)

Note to Contractor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.)

TAXPAYER I.D. \_\_\_\_\_

COUNTY OF SISKIYOU  
BOARD OF SUPERVISORS

\_\_\_\_\_  
Ray A. Haupt, Chair  
Siskiyou County Board of Supervisors

ATTEST:  
COLLEEN SETZER  
Clerk, Board of Supervisors

By: \_\_\_\_\_  
Deputy

APPROVED AS TO ACCOUNTING FORM:

Fund	Org	Account	Activity Code (if applicable)
<u>FY 2018/2019</u>			
5660	303010	714000	
5350	404010	714000	
2501	205010	714000	

FY 2019/2020

5660	303010	714000
5350	404010	714000
2501	205010	714000

FY 2020/2021

5660	303010	714000
5350	404010	714000
2501	205010	714000

If not to exceed, include amount not to exceed:

*If needed for multi-year contracts, please include separate sheet with financial information for each fiscal year.*