



County Of Siskiyou

Request for Proposals (RFP) RFP #2021-01 General Services

for

**Janitorial Services for County Owned Buildings Located
at:**

1312 Fairlane Rd., 311 Fourth St., & 305 Butte St. Yreka CA

Proposals may be mailed, delivered, or emailed to:

Joy Hall
Project Coordinator
General Services
190 Greenhorn Rd.
Yreka, CA 96097
jdhall@co.siskiyou.ca.us

Proposals Due by:

**May 21, 2021
3:00 P.M.**

County of Siskiyou
Request for Proposals
Janitorial Services

Proposed Timeline

Date	Activity
May 07, 2021	Release of Request for Proposals (RFP)
May 14, 2021	Mandatory Pre-Bid Meeting or Walk Through
May 19, 2021	Deadline to Submit Questions
May 21, 2021	Submission of Proposals due by 3:00 PM
May 24, 2021	Review of Proposals
May 28, 2021	Notification of Final Selection
Estimated June 15, 2021	Janitorial Contract Processed & BOS Approval
July 1, 2021	Professional Service Agreement Start Date

Preface

The County of Siskiyou, hereafter referred to as “The County,” is located in Northern California and borders Oregon. The County Department of General Services is requesting a qualified bidder for Janitorial Services for county owned buildings located at 1312 Fairlane Road, 311 Fourth Street, and 305 Butte Street, Yreka CA 96097. Awarded contract will be two (2) years from July 1, 2021 to June 30, 2023.

Estimated Timeline of Events

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

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May 07, 2021	Release of Request for Proposals (RFP)
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Scope of Work

To perform janitorial services at County owned facilities. Services will include, but are not limited to, disinfecting restrooms, countertops, elevator, and handrails. Empty trash receptacles, sweep, mop, vacuum, dusting, cleaning windows/glass doors, and replenishing supplies. See Exhibit "A" (attached) for an all-inclusive list of duties.

County offices may house confidential or sensitive information. All proposers must complete and show proof of background checks for all employees that will be working in County owned buildings.

Submission Requirements

Proposal Format: Proposals must contain the following:

1. Cover Letter

- a. Please provide the proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the proposer.

2. Qualifications

- a. Provide specific information concerning the proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.
- b. Include all safety data sheets for chemicals and a list of disinfectants

3. Company Profile

- a. Provide a brief description of your company, including structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

4. References:

- a. Please include at least three (3) references, including name, address, telephone number, and email, for whom similar services have been provided

5. Price Proposal:

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services and materials, broken down by category of products and services, and all on-going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

Conflict of Interest: Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. **Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected.** A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Experience and references
3. Proposed costs

The County may meet or interview with any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entity or entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

General Information

Proposals must be submitted by way of mail or hand delivery, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at the Siskiyou County General Services Department, 190 Greenhorn Road, Yreka CA 96097 on or before **3:00 PM, May 21, 2021** (ATTN: Joy Hall, Project Coordinator).
- **Mailing:** Hard copy proposals by way of mail must be mailed to 190 Greenhorn Road, Yreka CA 96097 and postmarked by **3:00 PM, May 21, 2021**
- **Electronic Submittal:** Submit an electronic copy of the proposal via email. Electronic copies should be emailed to Joy Hall, Project Coordinator, at jdhall@co.siskiyou.ca.us

Proposers shall provide one (1) original copy with signature and four (2) exact copies of the original by hand delivery, mail, as instructed above.

Proposers submitting electronically will only be required to send one copy to the email address as instructed above.

Proposers are asked to direct all inquiries related to the project(s) to Joy Hall, Project Coordinator, jdhall@co.siskiyou.ca.us or 530-842-8272.

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.
- Review and validation of project deliverables.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

Attachments:

- Attachment 1 – Exhibit A Scope and Responsibilities
- Attachment 2 – Exhibit B Janitorial Checklist
- Attachment 3 – Contract Template for Janitorial Services