

**MONTEREY BAY
AIR RESOURCES DISTRICT**



REQUEST FOR PROPOSALS

JANITORIAL SERVICES

**Monterey Bay Air Resources District
24580 Silver Cloud Court
Monterey, CA 93940
831-647-9411**

PROPOSALS DUE BY 4:45 PM, September 27, 2021

**MONTEREY BAY AIR RESOURCES DISTRICT
REQUEST FOR PROPOSAL
JANITORIAL SERVICES**

SUMMARY STATEMENT

The Monterey Bay Air Resources District (MBARD) requests proposals from qualified vendors for professional janitorial services for the District's office building located at 24580 Silver Cloud Court in Monterey, California. The District is intending to contract with the most qualified vendor for an initial period of two years.

I. INTRODUCTION AND GENERAL INSTRUCTIONS

Inquiries and proposals should be directed to:

Rosa Rosales, Administrative Services Manager
Monterey Bay Air Resources District
24580 Silver Cloud Court
Monterey, CA 93940
831-718-8019
Email: rrosales@mbard.org

Qualified firms are invited to submit two (2) copies along with one (1) electronic copy (PDF via email) that meet the requirements described in this Request for Proposal (RFP). The deadline for submitting proposals is:

4:45 p.m., September 27, 2021

Proposals arriving after the specified date and time will not be considered. Each proposer assumes responsibility for timely submission of its proposal.

Withdrawal or Modifications of Proposals: Any proposal may be withdrawn or modified by a written request signed by the firm and received by MBARD prior to the final time and date for the receipt of proposals. Once the deadline is past, firms are obligated to fulfill the terms of their proposal.

MBARD is not liable for any cost incurred by proposers prior to the issuance of a contract. MBARD reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Proposal. MBARD further reserves the right to accept the proposal that it considers to be in the best interest of MBARD.

MBARD encourages participation in all of its contracts by companies qualified by the U.S. Department of Commerce's Minority Business Development Agency (MBDA). Participation may be either on a direct basis in response to this RFP or on a subcontractor basis. However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award, and proposals will not be rejected on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in contract documents will apply. For more information about the MBDA, contact the San Jose regional office at 408-998-8058 or at www.mbda.gov.

MBARD reserves the right to obtain clarification of any information in a bidder's proposal or to obtain

additional information necessary to properly evaluate a proposal. All proposals become the property of MBARD and are subject to disclosure under public disclosure laws. MBARD will consider a bidder's request for exemption from disclosure to the extent permitted by law.

The District also encourages local businesses to apply per its *Local Preference Policy* which can be found on the District's website: <http://mbard.org/district/local-preference/>.

ABOUT THE DISTRICT

The Monterey Bay Air Resources District (MBARD) is a special district under the California Health and Safety Code. The administrative office is located at 24580 Silver Cloud Court, Monterey, CA 93940.

The air district was created by the Monterey County Board of Supervisors in 1965. Three years later, Santa Cruz County joined Monterey County to form a two-county unified district. In 1969, the state designated the three counties of Monterey, San Benito, and Santa Cruz as the North Central Coast Air Basin, a single region sharing the same air pollution problems. A year later, the federal Clean Air Act formalized the responsibility of state and local governments to manage air quality in their regions. On July 1, 1974 Monterey and Santa Cruz County Unified Air Pollution Control District merged with the San Benito County Air Pollution Control District to form the Monterey Bay Unified Air Pollution Control District. The District adopted a "doing business as" (dba) name of *Monterey Bay Air Resources District* in February 2016.

The District is governed by an 11-member Board of Directors appointed from the elected governing bodies of our member jurisdictions. Six Board members are county supervisors; five are mayors or city council members. The number of representatives on the Board from each of the member cities and counties is based on the relative population in each county.

As required by the California Clean Air Act and Amendments (HSC Section 40910 et seq.) and the Federal Clean Air Act and Amendments (42 U.S.C. Section 7401 et seq.), the District is responsible for air monitoring, permitting, enforcement, long-range air quality planning, regulatory development, education and public information activities related to air pollution. California Health and Safety Code Sections 39002, et seq. and 40000, et seq. requires local districts to be the primary enforcement mechanism for air pollution control. Districts must have rules and regulations for the implementation and enforcement for the attainment and maintenance of federal and state ambient air standards.

DISTRICT'S OFFICE BUILDING

The District's headquarters in Monterey consists of 3 levels of which the first level serves as a parking garage. The second floor is the main entry and reception area, and includes several offices and shop areas. The second floor area totals approximately 12,000 square feet of which approximately 8,500 square feet are office space. The third floor includes the Board Room, an atrium and six offices. The third floor has approximately 3,500 square feet of office space. Five employees will occupy the third floor offices.

On the second floor, MBARD's 25 employees occupy the majority of the office space. Another agency, the Association of Monterey Bay Area Governments (AMBAG), occupies another portion of the office space with about 15 employees.

II. SCOPE OF SERVICES

A. Work Schedule

The contractor shall provide janitorial services on Monday, Wednesday, and Friday starting after 6:00 p.m. MBARD may require schedule changes at certain times and shall notify the contractor

in advance.

B. Regular Service Required

The contractor shall furnish a crew of one (1) or more reliable and experienced janitors to accomplish the following on each day of service:

- a. Empty all wastebaskets and trash containers, including shredders and recycling bins, and, where appropriate, insert new plastic liners in wastebaskets and containers.
- b. Dispose of regular and recyclable waste (including cardboard materials) in the appropriate containers and keep recyclable waste separate from regular waste.
- c. Sweep and wet-mop all non-carpeted, tile, and restroom floors, including stairs.
- d. Vacuum all carpet areas and stairs, if applicable.
- e. Clean and disinfect all kitchen, breakroom, and bathroom sinks, countertops, fixtures, mirrors, shower areas, and outside surfaces of microwaves and refrigerators.
- f. Refill all soap, towel, and paper product dispensers.
- g. Clean glass doors in front lobby area.
- h. Clean and disinfect all door handles and bars.
- i. Sweep all outside entrances and exits including stairwells.
- j. Properly position furniture to maintain a neat appearance.
- k. Close all office doors. Turn out all lights. Lock doors and set alarm upon completion of janitorial service.

C. Weekly Service Required

The contractor shall furnish a crew of one (1) or more reliable and experienced janitors to accomplish the following one day per week:

- a. Move recycling containers from building to outside curb on Friday evenings.
- b. Dust desk tops, workstation surfaces, file cabinets, book shelves, chairs and conference tables.
- c. Clean and polish metal on elevator inside and out.
- d. Clean and disinfect the table in the 3rd floor breakroom.
- e. Clean insides of microwaves in the 2nd and 3rd floor breakrooms.
- f. Clean counter tops and stove top in the 2nd floor breakroom.

D. Monthly Service Required

The contractor shall furnish a crew of one (1) or more reliable and experienced janitors to

accomplish the following once per month:

- a. Clean insides of refrigerators in the 2nd and 3rd floor breakrooms.
- b. Clean vents in all bathrooms.
- c. Sweep/blow out parking garage.
- d. Dust light fixtures in lobby outside of Board Room.

E. Semi-Annual Service Required

The contractor shall furnish a crew of one (1) or more reliable and experienced janitors to accomplish the following twice every 12 months:

- a. Strip and wax all tile and linoleum floors.
- b. Wash windows on the inside and outside.
- c. Steam clean or shampoo all carpeted areas.

III. SUPPLIES AND EQUIPMENT

- A. Contractor must supply all cleaning equipment and supplies to complete the scope of work. This includes, but is not limited to mops, dusting cloths, polishes, vacuum cleaners, brushes, buckets, detergents, scouring powders, disinfectants, wax, and shampoo or steam cleaning equipment.
- B. Cleaning products are to be environmentally safe, Green Seal certified products. Contractor shall provide material data safety sheets (MSDS) for all products used.
- C. MBARD shall provide the contractor with a storage closet on the 2nd floor for storing supplies and equipment.

IV. PROPOSAL FORMAT AND CONTENT

Proposals shall include, at a minimum, the following information (provide additional information, as appropriate):

1. Executive Summary – Include a one page overview describing the highlights of the proposal.
2. Scope of Work – Include a detailed breakdown and description of services to be provided as a result of the Scope of Services listed in this RFP (Section II).
3. Detailed Cost Proposal – Provide an itemized cost proposal for the period November 1, 2021 through October 31, 2023 to cover services for both the second and third floors.
4. Contractor References – Provide a list of at least three recent customers, including the organization name, contact person, address, and telephone number.
5. The contractor shall be required to present proof of insurance and indemnify the District in accordance with the enclosed “Professional Services Agreement form (Attachment A).

V. TIME CONSIDERATIONS AND REQUIREMENTS

- | | | |
|----|--------------------|--------------------------------------------|
| a. | August 23, 2021 | Requests for Proposals distributed |
| b. | September 8, 2021 | Mandatory site walk-through at 11:00 a.m. |
| c. | September 27, 2021 | Deadline for submitting proposals to MBARD |
| d. | October 1, 2021 | Evaluation of proposals completed |
| e. | November 1, 2021 | Tentative contract effective date |

VI. SUBMITTAL

Responses to this Request for Proposals must be received by 4:45 p.m. on September 27, 2021. Two copies of the submittal in a sealed envelope that is marked “**MBARD Janitorial Services Proposal**” plus a PDF copy of the proposal via email are required. Responses are to be sent to:

Rosa Rosales, Administrative Services Manager
Monterey Bay Air Resources District
24580 Silver Cloud Court
Monterey, CA 93940
831-718-8019
Email: rrosales@mbard.org

MBARD reserves the right to reject any or all proposals and to waive any irregularities or informality in any proposal whenever such rejection of waiver is in the interest of MBARD. In the event that MBARD cannot negotiate a satisfactory contract with the top ranked contractor or the contractor does not execute the contract, MBARD may give notice to said contractor of its intent to negotiate a contract with the next most qualified contractor, and so on, or may, if it so chooses, call for new proposals. MBARD reserves the right to select the proposal which, in MBARD’s opinion, will provide services best matching MBARD’s needs, not necessarily the lowest bidder.

CONTACT FOR QUESTIONS AND COMMENTS

Contact Administrative Services Manager, Rosa Rosales 831-718-8019 or via email at rrosales@mbard.org for questions and clarifications regarding this request for proposal.