

INVITATION FOR BIDS

LBCAP-JS-15

JANITORIAL SERVICES FOR

LONG BEACH

COMMUNITY ACTION PARTNERSHIP

2015

Prepared By:
Long Beach Community Action Partnership
Operations Department
Long Beach Office
117 West Victoria Street
Long Beach, CA 90805

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I. PROPOSAL

Definitions:

"**LBCAP**" or "**Agency**" is Long Beach Community Action Partnership, a California nonprofit corporation.

"**Bidder**" an individual or business submitting a proposal to LBCAP.

Purpose of Proposal:

LBCAP is seeking proposals from qualified bidders to provide janitorial services to the Agency. Specifically, the Agency contracts with an individual or company to provide daily, quarterly and semi-annual cleaning services at its headquarters, located at 117 West Victoria Street in Long Beach, California.

This service contract will be funded with a combination of private and public funds, including government contract funds. **LBCAP will have this IFB open until 12:00pm on Friday, November 13.** The initial decision will be made by December 1, 2015 as to which bidder will satisfy the IFB's need. **The initial term of any contract executed will be January 1, 2016 – December 31, 2016.**

LBCAP reserves the right to reject any or all proposals, to waive informalities in the proposal process, or to accept any proposal considered most advantageous to LBCAP.

ACTION REQUIRED: You are invited to review and respond to the Invitation For Bids. For questions on this IFB or to submit a proposal please contact LBCAP:

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II. OVERVIEW

LBCAP provides education, training, energy conservation services and community development to over 50,000 individuals and families in Southern California annually. Thousands of clients, funder representatives, government officials and members of the community attend programs and events at the Agency's headquarters. In order to present a tasteful and professional environment to its participants and stakeholders, the Agency relies upon its janitorial service provider to thoroughly clean its offices on a regular basis.

The Agency's headquarters consists of approximately 11,700 square feet of office, program and meeting space, with vinyl, concrete, epoxy and carpeted floors throughout. The facility has five restrooms (3 public, 2 staff-only) and a break area with a refrigerator, sink and microwave. A facility plan is attached for reference.

Facility Tour

Bidders may attend one of the following facility tours:

Wednesday, October 28 at 10:00am

Wednesday, October 28 at 11:00am

Wednesday, October 28 at 1:00pm

Please call the Director of Administration at (562) 216-4610 to RSVP for a facility tour.

III. SCOPE OF WORK

The successful bidder will provide cleaning services to LBCAP on a regularly-scheduled basis, as well as before and/or after special events upon request. Most cleaning services will need to be provided before or after the Agency's normal business hours: Monday to Friday 8:00 a.m. to 6:00 p.m. The Agency can provide all cleaning supplies and consumables (bathroom tissue, paper towels, etc.), or may purchase supplies and consumables from the bidder if cost-effective. Specific services to be provided are as follows:

1. ***Daily Services – Entrances, Reception Areas, Conference Rooms, Break Room, Hallways, Offices, Common Areas***
 - a. Empty all trash and remove to a collection point. Replace liners as necessary.
2. ***Daily Services – Restrooms***
 - a. Empty trash receptacles and wash, if necessary.
 - b. Disinfect door handles and light switches.
 - c. Clean all dispensers, mirrors, and fixtures.
 - d. Clean and disinfect sinks, toilets, urinals and toilet seats.
 - e. Clean and sanitize restroom walls around toilets.
 - f. Spot clean walls to remove smudges and marks.
 - g. Restock all paper products and hand soap.
 - h. Sweep hard surface floors with a micro-fiber mop.
 - i. Mop floor with a chemically treated mop head.
3. ***Twice Weekly Services – Entrances, Reception Areas, Conference Rooms, Break Room, Hallways, Offices, Common Areas***
 - a. Surface dust horizontal surfaces of desks; counter tops, credenzas, lunchroom tables and filing cabinets.
 - b. Spot clean horizontal surfaces for removal of spillage and debris.
 - c. Empty all trash and remove to a collection point. Replace liners as necessary. Sanitize each trash receptacle.
 - d. Clean fingerprints and smudges from entry doors.
 - e. Spot clean fingerprints and smudges from partition glass.
 - f. Wipe down the outside of break room refrigerator and microwaves.
 - g. Clean inside of break room microwave.
 - h. Sweep hard surface floors with a micro-fiber mop
 - i. Spot mop all hard surface floors with a chemically treated mop head.
 - j. Vacuum any carpeted areas.
 - k. Spot check large meeting room.
 - l. Report all maintenance issues encountered.

4. *Weekly Services – Entrances, Reception Areas, Conference Rooms, Break Room, Hallways, Offices, Common Areas*

- a. Thoroughly dust all horizontal surfaces of office furniture, including desks, computer monitors, tables, file cabinets, window sills and pictures.
- b. Wipe clean all telephone receivers and dust the bases
- c. Disinfect all skin-touch surfaces (light switches, door handles etc).
- d. Clean glass panel partitions.
- e. Thoroughly mop all hard surface floors.

5. *Weekly Services – Restrooms*

- a. Clean and sanitize the outside of trash receptacles and dispensers.
- b. Polish all dispensers, mirrors, and bright work.
- c. High dust tops of doors, partitions, mirrors, and air vents.
- d. Clean and sanitize restroom walls around toilets.

6. *Monthly Services – Entrances, Reception Areas, Conference Rooms, Break Room, Hallways, Offices, Common Areas*

- a. Thoroughly dust all vertical surfaces of office furniture, including desks, tables, chairs, file cabinets, etc.
- b. High dusting of air vents, tops of doors, door frames, ceiling corners, and edges etc.
- c. Wipe clean under break area microwave.
- d. Dust all baseboards & window ledges.
- e. Vacuum upholstered furniture to remove dust and lint.
- f. Clean spots/smudges from walls.
- g. Dust mop hard surface floors in large conference room.

7. *Additional services that should be quoted individually*

- a. Window Cleaning – interiors, exteriors and blinds; please quote pricing based on one cleaning of all windows every six months.
- b. Floor Cleaning – machine-cleaning and waxing (as applicable) of floors to remove scuff marks and stains and protect floors; please quote pricing per square foot
- c. Break Room – sanitizing the refrigerator interior and cleaning cabinet interiors; please quote pricing based on one cleaning performed every three months.
- d. Lighting
 - i. Cleaning lights and light fixtures; please quote pricing for cleaning all lights and light fixtures every three months.
 - ii. Replacing fluorescent tubes; please quote pricing on a per-tube basis

8. *Handyman services that are typically charged on a time-and-materials basis*

If handyman-type services are available, please provide a description of those services.

IV. EVALUATION OF PROPOSALS

LBCAP plans to evaluate proposals based on the criteria listed below. Each bidder must include in their proposal a detailed response to all criteria. Proposals must specifically reference each criteria number.

Response Form: Please complete all field in the Form as requested. LBCAP will not be responsible for any change in this information unless notification in writing is received.

1. **Profile:** Provide a description of company and its history.
2. **Project Staffing:** Identification of the qualifications of staff who will be assigned to service provision and customer relations.
3. **Price:** The Agency is seeking a single contract price to cover the daily, twice-weekly, weekly and monthly scope of work described in this proposal for the period of January 1, 2016 to December 31, 2016 with an option to renew for additional years. The Agency would also like individual service pricing as specified in Item 7 above.
4. **References:** Provide the names and contact persons of at least three clients where similar work has been provided as contained in this IFB.

V. PAYMENT AND SUBMISSION OF INVOICES

1. Payment for work performed will not exceed the agreed upon amount, unless additional payments are agreed upon in advance and in writing, signed by both parties.
2. Payment will be made to the contracted bidder based on invoices submitted. Invoices may not be accepted on more frequent intervals than once per month. If the Agency is billed for a standard set of services prior to those services being performed, the Agency should receive the invoice for those services no later than the 10th calendar day of each month. All work performed outside of the standard set of services must be invoiced by the 10th calendar day after the month in which the work was performed.
3. The Agency will pay all approved invoices submitted within thirty (30) days of receipt.

VI. RIGHTS

LBCAP reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar IFBs in the future. This IFB is in no way an agreement or obligation and in no way is LBCAP responsible for the cost of preparing the responsive proposal. One copy of a submitted proposal will be retained for official files and may later become a public record. Only electronic and written responses will be accepted. Responses should be sent via email or in a sealed envelope, clearly marked with the IFB number, by registered, certified mail, overnight delivery with proof of delivery service, or by hand delivery to the name and address specified in Section I of this IFB. Delivery to other than the name and address specified in this IFB may render the bidder's proposal non-responsive.

VII. AGREEMENT CONDITIONS

LBCAP will make a reasonable effort to execute an agreement based on this solicitation document within sixty (60) days of selecting a proposal that best suits LBCAP. The period for execution may be changed by mutual agreement of the parties. Any agreements to be executed are not effective until the agreement is signed by a person holding the required authority for both parties. Failure of bidder to execute the agreement within the time frame identified above will be sufficient cause for voiding the award of the contract. If a successful person or business submitting a proposal refuses or fails to execute the agreement, LBCAP may award the contract to the next qualified person or business submitting a proposal.

VIII. AWARD

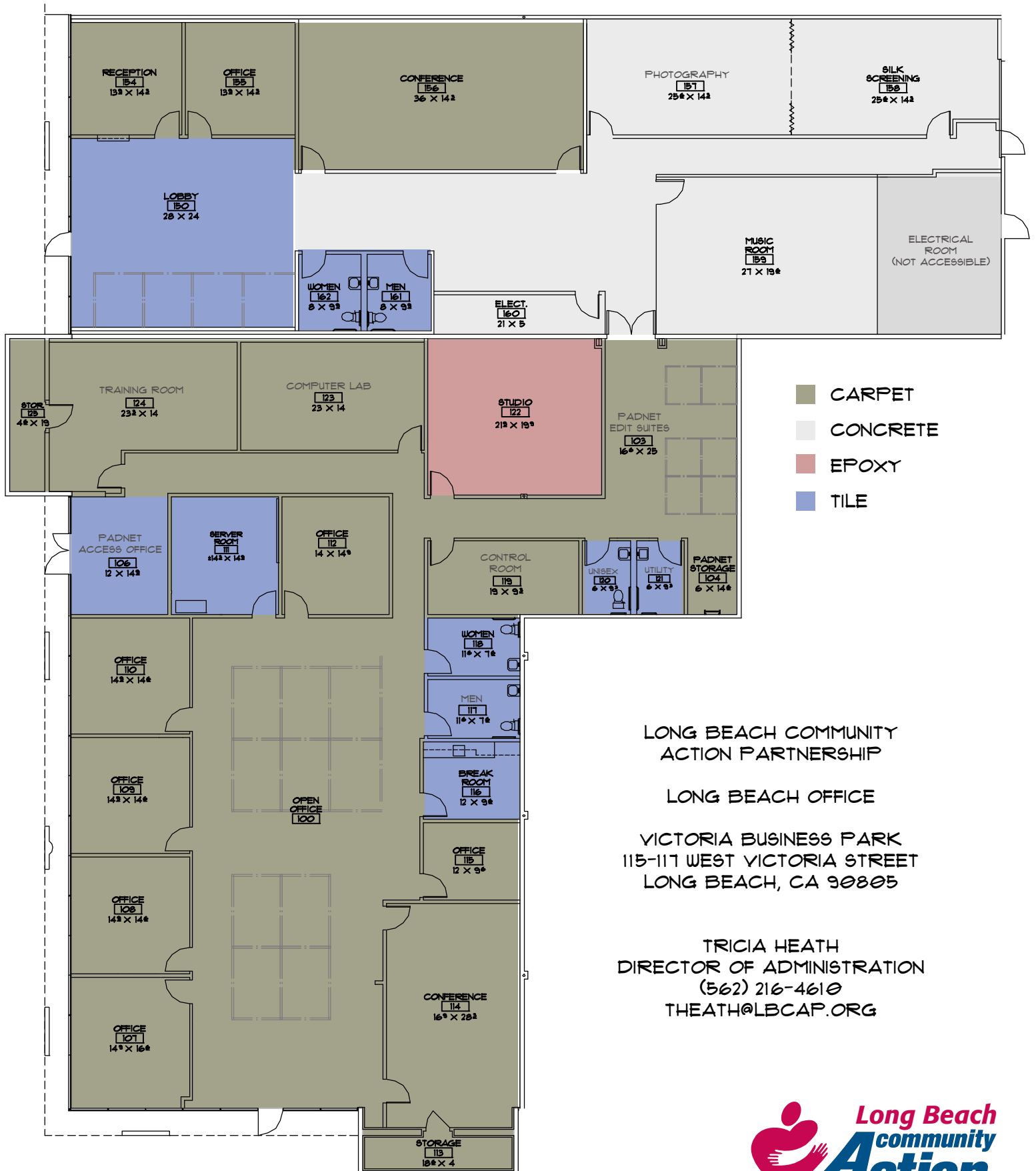
Award will be made to the responsible and responsive bidder whose bid meets the requirements of the Invitation for Bids and offers the best value to LBCAP.

LONG BEACH COMMUNITY ACTION PARTNERSHIP

Invitation for Bids Janitorial Services

Response Form

BIDDER NAME		EIN or SSN	
CONTACT NAME			
CONTACT PHONE NUMBER			
CONTACT EMAIL ADDRESS			
CONTACT FAX NUMBER			
CONTACT ADDRESS			
PROPOSAL PRICE			
Monthly Charge for Janitorial Services (Items 1-6)			
Window Cleaning (Item 7a, every six months):			
Floor Cleaning (Item 7b, per square foot):			
Break Room Cleaning (Item 7c, every three months):			
Light Fixture Cleaning (Item 7d i, every three months):			
Fluorescent Tube Replacement (Item 7d ii, per tube):			
Handyman Services		<input type="checkbox"/> Provided, description attached <input type="checkbox"/> Not provided	
Reference Name	Company	Phone Number	Number of Years Served
Reference Name	Company	Phone Number	Number of Years Served
Reference Name	Company	Phone Number	Number of Years Served
Material Litigation		Federal Debarment	
Please indicate if the company or its principals are currently involved, or have been involved within the last three years, in any of the following actions: <input type="checkbox"/> Material Litigation <input type="checkbox"/> Arbitration <input type="checkbox"/> Bankruptcy		Your signature below certifies that your company, and its principals, have not been debarred; suspended; proposed for debarment; declared ineligible; are not in the process of being debarred; or are voluntarily excluded from conducting business with a federal department or agency of the federal government. This status will be confirmed with the federal System for Award Management.	
BY MY SIGNATURE, I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE IFB INSTRUCTIONS AND AGREE TO THE TERMS DEFINED WITHIN.			
Signature:			Date:



LONG BEACH COMMUNITY ACTION PARTNERSHIP

LONG BEACH OFFICE

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