



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

REQUEST FOR QUOTES

Janitorial, Maintenance, and Facilities Support Services

Quotes Due by Monday, April 17, 2023 at 4:00 p.m. PST

Introduction

The Workforce Development Board (WDB) of Solano County is seeking quotes from qualified consultants that can deliver professional janitorial, maintenance, and facilities support services at the Workforce Development Board (WDB) of Solano County's 500 Chadbourne Road, Fairfield facility with some off-site services.

Background

The WDB is a 501(c)(3) nonprofit organization that works to build and sustain a skilled workforce, support a vibrant economy, and create a shared prosperity for the community of Solano County. The WDB oversees federally-funded workforce services through the Workforce Innovation and Opportunity Act (WIOA) on behalf of Solano County, as well as other special projects. 45 staff members provide tailored job search services, job preparation, training, and placement services to job seekers, as well as work with local businesses to support both business-specific talent development efforts and industry-wide initiatives.

Scope of Services

Janitorial Services

Daily Duties

- Inspect & clean all entrances
- Reset training rooms and wipe down all tabletops
- Clean all bathrooms and restock supplies
- Empty all bathrooms and kitchen waste baskets
- Empty trash in public spaces
- Sanitize door handles, light switches, tables in all public areas including all computer keyboards & mouse
- Sanitize kitchen counter tops, tables, chairs, exterior cabinets, drawers, microwave & coffee machine
- Verify completion of sanitization with initialed/posted checklist in kitchen, public rooms & bathrooms

Twice Weekly

- Vacuum common areas: All hallways, lobby and One Stop Areas
- Mop kitchen floor
- Pick up & empty all employee trash
- Empty ash trays at side entrances of building

Weekly

- Vacuum all carpeted areas
- Dust/mop all areas
- Empty all recycling bins
- Clean main entrance glass doors, and interior lobby doors Monthly
- Buff all hard surface floors
- Clean interior/exterior of all kitchen appliances including microwave ovens and toaster oven

Quarterly

- Wax all hard surface floors
- Dust all blinds and window sills
- Clean computer equipment and tables
- Clean air vents

Annually

- Shampoo all carpets
- Thoroughly clean the interior of refrigerators

As Needed

- Inventory supplies/notify staff of items needed (in a timely manner) including but not limited to the following items:
- Bathroom paper supplies
- Soap, cleaners, scent, disinfectants
- Cleaning tools
- Electronic items such as batteries, battery packs, light bulbs
- Electrical equipment such as extension cords, etc.
- Special Event room cleanup

Maintenance Services

Monthly

- Check fire extinguishers for change and current inspection

Semi-Annually

- Reset clocks after the Spring and Fall time changes

As Needed – Work Orders Required for Non-Routine Tasks

- report plumbing, restroom, sink deficiencies
- Report electrical problems
- Inspect furniture and fixtures for defects, wear and tear, safety, and operation.
- Repair minor defects as needed/directed. Secure and report major defects immediately
- Safely handle, store and identify all facility related materials and supplies
- Dispose hazardous and expired materials safely and legally
- Prep, paint any/all interior areas. Maintain clear and specific paint/primer information
- Maintain, documented record of requests, work completed and referrals and contacts
- Inspect for proper operation of smoke detectors, emergency lights and panic system (moved from semi-annual)

Facilities Support Services

Daily

- Open building, and disarm alarm, no later than 7:00 a.m. Monday – Friday and be readily available until 11:00 a.m. (earlier or later, as needed)

Monthly

- Room set-up (tables and chairs) for Staff meeting
- Board Meeting set-up (table and chairs) every other month

As Needed – Work Orders Required for Non-Routine Tasks

- Morning/afternoon/evening hours required for physical set-up of any Career Fair and/or Gala, and provide any additional needed staff

- Morning/afternoon/evening hours required for physical set-up of special events and meetings, and provide any additional needed staff at 500 Chadbourne Rd. or other sites
- Move/transport furniture, cabinets, supplies, equipment, etc. within same room, building, complex of other sites
- Maintain paper supply/inventory for specific locations (e.g., near copy machines)
- Dispense, deliver or store supplies/equipment deliveries within same day or next morning
- Install, repair or report signage problems
- Maintain the organization, cleanliness, security of maintenance rooms, WDB storage equipment or storerooms
- On-call must be available by cell phone between the hours of 6:00 a.m. – 6:00 p.m. and available to respond to urgent calls within one hour between 8:00 a.m. – 5:00 p.m.

Quote Submission

Quotes should concisely respond to this RFQ, reflect a three-year lease period, remain valid for 120 days following the RFQ submittal deadline date and include the following:

1. Business Name, Address, Business Hours, Contact Person, Phone Number, and Email
2. Pricing and/or Rate Schedule:
 - a. Standard monthly fees to fulfill the Scope of Services of janitorial services, maintenance, and facilities support.
 - b. Standard hourly rates
 - c. Discounted rates
 - d. Any additional fees, if applicable
3. A brief description of how your business will provide support for all of the items identified in the RFQ under "Scope of Services."
4. Include answers to the following questions: *(omission will be deemed non-responsive to the requirements of this request)*
 - a. How many years have you operated your business?
 - b. What is your experience in the area of janitorial, maintenance, and facilities support?
 - c. What is your staffing plan to meet the needs of the specified services?
 - d. Describe your organization's ability to provide janitorial services?
 - e. Describe your organization's ability to provide maintenance services?
 - f. Describe your organization's ability to provide facilities support services?
 - g. What is your availability, staffing and scheduling to provide the specified services?

NOTE: Prospective vendors are required to provide their own cleaning equipment (e.g., floor buffers, vacuums, extractors), tools, materials (e.g., broom, mop, carts, ladders), and transport vehicle in order to perform their work. The WDB will provide all consumable products (e.g., bathroom supplies, light bulbs), cleaning chemicals, plastic bags, etc. Describe your janitorial services structure.

Discussions with prospective vendor may or may not be required to clarify portions of the quote. The WDB reserves the right to negotiate with the selected vendor on deliverables, scheduling, and fee/rate elements. The WDB shall not be obligated to accept the lowest quote submitted but shall make awards in the best interest of the organization.

Quote Submission Requirements

Quotes are due no later than Monday, April 17, 2023, at 4:00 p.m. PST via email. Documents must be in Word, Excel or PDF format. Narratives shall not exceed 5 pages.

Contract Requirements

The successful vendor may be required to provide all, but not limited to, the following items to complete contract negotiations:

- WDB's Confidentiality Agreement
- Proof of Insurance
- Provide proof of registration of a Unique Entity Identifier or System for Award Management (SAM) within sam.gov
- W-9 Form

Note: Changes in ownership are required to be disclosed to the WDB within ten (10) working days.

Fee and Method of Payment

The WDB will pay the VENDOR based on tasks set forth in the agreement. Payments will be made no more frequently than at monthly intervals. Payment will only be made on submitted claims describing work completed prior to the close of the billing period and approved as to content. Payment for work completed can be expected within 30 days of invoice receipt and verification of work performed.

Payments will be partially made with federal dollars; therefore, all respondents will be required to certify that they are not debarred from doing business with the federal government and are not in default on any obligations due to the federal or state government before a contract is issued.

Termination

The service agreement may be terminated by the WDB or vendor, at any time with or without cause, upon thirty (30) days written notice from one to another. The WDB may terminate the service agreement immediately upon notice of the vendor's malfeasance. Following termination, the WDB will reimburse the vendor for all expenditures made in good faith that are unpaid at the time of termination not to exceed the maximum amount payable under this agreement unless the VENDOR is in default under this agreement.

Technical Assistance/Email Q&A

If you have any RFQ questions, you may submit them to tgallentine@solanowdb.org. Deadline to submit questions is Wednesday, April 12, 2023, at 5:00 p.m. PST. All questions and answers will be made publicly available on Friday, April 14, 2023 and posted to the WDB website: www.solanoemployment.org/opportunities. ***No answers will be considered final until posted on the website.***

Email Your Response To

RFQ's should be submitted via email to Tammy Gallentine at tgallentine@solanowdb.org for review and consideration