



County Of Siskiyou

Request for Proposals (RFP) RFP #23-247 – Health & Human Services Agency For Janitorial Services

Proposals may be mailed, delivered, or emailed to:

Seth F. Worthen

Administrative Services Manager

Health & Human Services Agency

1312 Fairlane Road – Suite 1, Yreka, CA 96097

RFP_RFB_Submissions@co.siskiyou.ca.us

Proposals Due by:

October 4th, 2023

3:00 PM

County of Siskiyou Request for Proposals for Janitorial Services

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.

Estimated Timeline of Events

Date	Activity
09/15/2023	Release of Request for Proposals (RFP)
09/21/2023	Mandatory Pre-Bid Walkthrough - 818 South Main Street – Building 1, Yreka, CA 96097 – 10:00AM - 818 South Main Street – Building 2, Yreka, CA 96097 – 11:00AM - 912 South Main Street, Yreka, CA 96097 – 11:30AM - 2060 Campus Drive, Yreka, CA 96097 – 12:00PM 1107 Ream Avenue, Mount Shasta, CA 96067 – 2:00 PM
09/28/2023	Deadline to Submit Questions
09/29/2023	Release of “Questions & Answers” by 3:00PM
10/04/2023	Submission of Proposals due by 3:00 PM
10/05/2023	Review of Proposals
10/06/2023	Notification of Final Selection
11/14/2023	Janitorial Contract Processed with Board of Supervisor Approval
11/20/2023	Janitorial Service Agreement Start Date

1.0 Preface

The County of Siskiyou, hereafter referred to as the "County," is located in Northern California and borders Oregon. The County is requesting a licensed, bonded, insured janitorial firm for Janitorial Services. Services will be required at:

1. 818 South Main Street, Yreka, CA 96097
 - a. Square Footage: 17,600
 - i. 2,200 square footage of non-carpeted area
 - ii. 15,400 square footage of carpeted area
 - b. 85 Rooms (5 bathrooms, 2 kitchens, 4 drinking fountains)
2. 818 South Main Street – IT Building, Yreka, CA 96097
 - a. Square Footage: 1,166
 - i. 1,166 square footage of non-carpeted area
 - b. 4 Rooms (1 bathroom, 0 kitchen, 0 drinking fountains)
3. 912 South Main Street, Yreka, CA 96097
 - a. Square Footage: 1,833
 - i. 120 square footage of non-carpeted area
 - ii. 1713 square footage of carpeted area
 - b. 7 Rooms (1 bathroom, 1 kitchen, 0 drinking fountains)
4. 2060 Campus Drive, Yreka, CA 96097
 - a. Square Footage: 25,924
 - i. 4,415 square footage of non-carpeted area
 - ii. 21,509 square footage of carpeted area
 - b. 111 Rooms (13 bathrooms, 4 kitchens, 6 drinking fountains, 1 elevator)
5. 1107 Ream Avenue, Mount Shasta, CA 96097
 - a. Square Footage: 5,848
 - i. 620 square footage of non-carpeted area
 - ii. 5,228 square footage area carpeted
 - b. Rooms 31 (3 bathrooms, 1 Kitchen, 1 drinking fountain)

2.0 Scope of Work

Services the successful Proposer will be expected to provide, include but are not limited to:

To perform janitorial services at the Health & Human Services Agency facilities. Please see Attachment 1 - Exhibit A & Attachment 1 – Exhibit B for contract and an all-inclusive list of duties, respectively. Janitorial services shall be performed after tenant work hours (5:30pm) unless otherwise agreed upon by both parties.

County offices house confidential or sensitive information. All proposers must complete and show proof of background clearances for all of their employees, agents, subcontractors, partners and affiliates who would perform work under an awarded contract through the Department of Justice, which will require fingerprinting.

Proposers should feel free to include any other services not specified that they deem necessary to achieve the goals of this RFP.

It is anticipated that the contract will become effective on November 20th, 2023, and terminate June 30th, 2028.

3.0 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 licensing, bonding, insurance, staff background checks, and experience with the janitorial services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.

3. Company Profile

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

4. Approach:

- a. Provide an analysis of the methodology developed to perform all required janitorial services and your response to the Scope of Work as referenced above.

5. Mandatory Walkthrough of HSA Buildings:

- a. A person, with the authority to bid on projects, within your organization, must attend all mandatory pre-bid walkthroughs on September 21st, 2023.
 - i. 10:00AM – 818 South Main Street – Building 1, Yreka, CA 96097
 - ii. 11:00AM – 818 South Main Street – Building 2, Yreka, CA 96097
 - iii. 11:30AM – 912 South Main Street, Yreka, CA 96097
 - iv. 12:00PM – 2060 Campus Drive, Yreka CA 96097
 - v. 2:00 PM – 1107 Ream Avenue, Mount Shasta, CA 96067

6. References:

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

7. Price Proposal:

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services, 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.

4.0 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. Approach
3. Experience and references
4. Proposed costs

The County may meet or interview any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified 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.

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

5.0 General Information

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

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at Siskiyou County Administration, **1312 Fairlane Road – Suite 1, Yreka, CA 96097** on or before **3:00 PM, October 4th, 2023**. (ATTN: Seth Worthen, Admin Services Manager). Please note “RFP #23-247” on front of envelope.
- **Mailing:** Hard copy proposals by way of mail must be mailed to **1312 Fairlane Road – Suite 1, Yreka, CA 96097** and postmarked by **3:00 PM, October 4th, 2023**. Please note “RFP #23-247” on front of envelope.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to **Seth Worthen, Admin Services Manager** at RFP_RFB_Submissions@co.siskiyou.ca.us and must be received by **3:00 PM, October 4th, 2023**. Please include “RFP # 23-247” in subject line.

Proposers shall provide One (1) original copy with signature and Three (3) exact copies of the original by hand or mail delivery, as instructed above.

Proposers submitting proposals electronically will only be required to send one signed copy.

Proposers are asked to direct all inquiries related to the project(s) to **Seth Worthen** by email, sfworthen@co.siskiyou.ca.us, or by phone at **530-598-7229**.

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.

6.0 Attachments

1. Attachment 1 – (Contract for Janitorial Services with Exhibit A & B)