



Request for Proposal: Janitorial Service For 3 Offices

ISSUE DATE: 5/15/2019

DUE DATE: 6/4/2019, 4:00 PM, PST

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REQUEST FOR PROPOSAL

Health Plan of San Joaquin Facilities Department is issuing a Sealed Request for Proposal (RFP) for janitorial services for 3 different offices.

Sealed Proposals: Vendor will deliver one (1) original and one (1) copy to the following address:

Health Plan of San Joaquin
Attn: Gina Mims, Facilities Supervisor
7751 South Manthey Road
French Camp, CA 95231

By 4:00 pm on TUESDAY, JUNE 4, 2019

MANDATORY WALK-THROUGH FOR EACH OFFICE IS SCHEDULED AS FOLLOWS:

- Modesto Office - Meet in the lobby of the HPSJ Building
 - 10:00 am, on Tuesday, May 28, 2019
 - 1025 J Street, Modesto, CA 95354

- French Camp Office - Meet in the lobby of the HPSJ Building
 - 10:00 am, on Wednesday, May 29, 2019
 - 7751 South Manthey Road, French Camp, CA 95231

In order to bid you MUST attend both walk-throughs. If you do not attend the walk-through for one of the locations, you will not be able to submit a bid for the entire proposal.

Submissions shall include the entire Request for Proposal document.

Proposals received after the above cited time will be considered a late quote and are not acceptable unless waived by the Facilities Supervisor.

- Clearly mark the envelope "SEALED JANITORIAL RFP"
- All questions concerning this RFP should be directed to Gina Mims via email at gmims@hpsj.com

I. PROPOSAL

Purpose of Proposal: Health Plan of San Joaquin has several offices that require Janitorial Services.

Proposal Terms:

- A. Health Plan of San Joaquin (HPSJ) reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Contractors qualifications and capabilities to provide the specified service, and other factors which HPSJ may consider. HPSJ does not intend to award a contract fully on the basis of a response made to the proposal; HPSJ reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with the provider whose proposal is deemed to best meet HPSJ's specifications and needs.
- B. HPSJ reserves the right to reject any or all bids, and to accept or further negotiate cost, terms, or conditions of any bid determined by HPSJ to be in the best interests of HPSJ even though not the lowest initial bid.
- C. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.
- D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided, deadlines for submission of the RFP's may be adjusted to allow for revisions. The entire proposal document with any amendments should be returned in duplicate. To be considered, original proposal and one copy must be at Health Plan of San Joaquin French Camp office on or before the date and time specified.
- E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the Vendor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

II. PROPOSAL SPECIFICATIONS

The proposal shall include all of the following information. Failure to include all of the required information may result in disqualification of a Bidder.

- A. The responding vendor's qualifications, years in business, staff profile and experience to provide janitorial services. **(Attach as Addendum A)**
- B. The bidder shall identify the business entity as individual, assumed name, partnership (naming partners), or corporation. Indicate the official capacity of the person(s) executing the proposal and bid. **(Attach as Addendum B)**
- C. The number of hourly employees assigned to our facilities to ensure job is completed. **(Attach as Addendum C)**
- D. The number of Supervisors assigned to our facilities. **(Attach as Addendum E)**
- E. A list of not less than five (5) organizations where the Vendor is currently providing janitorial services. This list is to include the names and telephone numbers and contact personnel of each organization. **(Attach as Addendum F)**
- F. A list of three (3) organizations where the contractor is no longer providing janitorial services. This list is to include the names and telephone numbers of contact personnel at each organization. **(Attach as Addendum G)**
- G. The number of square footage and type of facilities presently being serviced and for how many years for each facility. **(Attach as Addendum H)**
- H. Concur that the vendor will adhere to all contract provisions in Section III. **(Attach as Addendum I)**
- I. Concur that the vendor will adhere to all general proposal requirements in Section IV. **(Attach as Addendum J)**

III. INSURANCE QUALIFICATIONS FOR PROSPECTIVE BIDDERS

INSURANCE REQUIREMENTS:

During the term of the contract, Bidder will carry and maintain in full force, insurance of the following types and minimum amounts with a company or companies as are acceptable to the Health Plan of San Joaquin, insuring Bidder while Bidder is performing duties under the contract.

Bidder agrees that Bidder is responsible to ensure that the requirements set forth in this article/paragraph are also being met by Bidder's subcontractors/consultants who provide services pursuant to this contract. Copies of insurance certificates shall be filed with the Health Plan of San Joaquin.

Workers' Compensation:

A program of Workers' Compensation Insurance or a state approved self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California

Comprehensive General Liability Insurance:

The policy shall have combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000).

Automobile Liability:

Bidder agrees to defend, hold harmless and indemnify the Health Plan of San Joaquin from any and all liabilities associated with the use of any automobiles in relation to tasks associated with this agreement.

Additional Names Insured:

All policies, except for Workers' Compensation shall contain additional endorsements naming the Health Plan of San Joaquin and its officers, employees, agents and volunteers as additional insured with respect to liabilities arising out of performance of services.

Policies Primary and Non-Contributory:

All policies required above are to be primary and non-contributory with any self-insurance programs carried or administered by the Health Plan of San Joaquin.

Proof of Coverage:

Bidder shall immediately furnish certificates of insurance to the Health Plan of San Joaquin evidencing the insurance coverage, including endorsements for each separate policy, prior to the commencement of performance of service, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Health Plan of San Joaquin and Bidder shall maintain such insurance from the time Bidder commences performance of services hereunder until the completion of such services.

IV. TERMS AND CONDITIONS

Award:

Health Plan of San Joaquin reserves the right to reject any and all proposals received as a result of the RFP. If a proposal is selected it will be the most advantageous regarding price (See: "Low Bidder" following), quality of service, the Vendors qualifications and capabilities to provide the specified service, and other factors which HPSJ may consider. HPSJ does not intend to award a contract fully on the basis of any response made to the proposal; HPSJ reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that vendor whose proposal is deemed to best meet HPSJ's specifications and needs.

HPSJ at its sole discretion may award this bid to one vendor whom is deemed in the best interest of HPSJ.

Low Bidder:

The lowest responsive, responsible bid will be based on the cost per month, demonstrated ability to perform the work and history of performance. HPSJ is most interested in the quality of work to be performed and will exercise a high degree of evaluation on the bidder's historical performance.

Term of Contract:

The term of the contract is for a three (s) year term beginning August 1, 2019 through July 30, 2022.

Bid Response:

Vendor must affirm that the costs stated in this RFP will be valid for the three (3) year period after proposal is submitted.

Invoices:

Invoices must be submitted monthly and itemized to include the location and time period (month/year). Any additional charges need to be detailed on the invoice.

V. GENERAL CONDITIONS

Part 1 - SERVICE INFORMATION

1.1 AREAS:

The approximate square footage to be cleaned is as follows:

7751 South Manthey Road, French Camp, CA – 42,000

1025 J Street, Modesto, CA – 10,500

1012 10th Street, Modesto, CA – 3,600

Other future sites: The most responsive, responsible bidders awarded a contract can quote on any additional sites that are added after this bid.

1.2 DAYS/HOURS OF WORK:

- A. The specified janitorial services are to be provided five (5) evenings per week, Monday through Friday, starting time will be 5:00 pm. HPSJ reserves the right to modify and/or change the starting time if necessary.
- B. The specified janitorial services are to provide a Day Porter five (5) days per week, Monday through Friday, starting time will be 11:30 am. HPSJ reserves the right to modify and/or change the starting time if necessary.
- C. The Vendor will schedule all work to be done on a non-interfering basis with the building operation as far as is practical. The work schedule is to be approved by Facilities Management.
- D. The Vendor's proposal is to include a schedule of the total number of employees and labor hours to be worked on a daily and yearly basis for each location.

1.3 HOURLY RATE AND PAYMENT:

- A. In the proposal, the Vendor is to establish an hourly charge rate for each classification of employee for the janitorial services specified. This rate is to include all labor, overhead and profit.
- B. HPSJ shall provide in writing to the Vendor all scheduled holiday closures.

PART 2 - GENERAL SPECIFICATIONS

2.1 SCOPE OF WORK:

- A. The work covered in this specification includes furnishing all labor, equipment, some supplies and supervision necessary for complete janitorial service. It shall be understood that in addition to these services, all tasks incidental to cleaning functions not specifically listed but normally included in general janitorial practices will be provided.
- B. These specifications will apply to the present locations of rooms. Minor alternations in the physical layout or change in operation will not affect the provisions of the contract.
- C. The janitorial task and frequency schedule indicates the minimum acceptable cleaning frequencies. (See Part 3)
- D. The Vendor will employ only personnel who are trained and proficient in performing janitorial services, using modern equipment, methods, and techniques. All janitorial personnel shall present a neat, clean and well-groomed appearance and be of good moral character. HPSJ reserves the right to require the replacement of any employee whose deeds or conduct is believed to be detrimental to HPSJ.
- E. The Vendor's employees shall not utilize any HPSJ telephones, office equipment or furnishings.
- F. The Vendor shall provide HPSJ, Facilities Management Department, and keep current, a list of all employees, by name, title and address, which are under the employ of the Vendor and assigned work under this contract.
- G. The Vendor shall sign a Business Associate Agreement (BAA) provide to them by HPSJ
- H. All janitorial employees are required to:
 - 1. Wear a distinctive and/or identifiable uniform.
 - 2. Wear clearly readable identification card and Green Approved Vendor Badge issued by HPSJ.
 - 3. Pass background clearance provided by Vendor (Vendor will provide cleared background checks to HPSJ).
 - 4. Adhere to the BAA signed by the Vendor
- I. Upon completion and during the sequence of their duties, janitorial personnel will turn off all lights in unoccupied areas unless otherwise directed. It is also the responsibility of the janitorial personnel to check for open or unlocked doors and windows and to close and secure them.
- J. Building Security
 - 1. The Vendor shall be responsible for maintaining the security of the building. Lock and unlock doors as required to clean an immediate area. Entire floors shall not be unlocked at any one time, as this reduces security.

2. The Vendor shall not leave any outer doors propped open at any time.
 3. HPSJ employees with keys and/or badges may enter the building at any time that their specific badge allows. Under no circumstance should the door be opened for a HPSJ employee they MUST use their own badge to enter the building.
 4. Prior to leaving the building each night, the Vendor shall check to see that all outside doors are locked and that the building is secure.
 5. Prior to leaving the property if there is an outside gate the Vendor will ensure that it is closed properly.
 6. Emergency phone numbers will be provided to the Vendor. The Vendor shall notify the appropriate person in a timely manner of any difficulties in securing the building.
- K. Any conditions in the facility that may require repair shall be reported to HPSJ Facilities Management Department in writing. For example: dripping faucets, clogged toilets, damaged walls, etc.

2.2 EMPLOYEE SAFETY AND COMPLIANCE TRAINING

- A. The Vendor is responsible for instructing and training their employees in appropriate safety measures. Janitorial employees will be responsible for maintaining a safe work environment while completing their tasks.
- B. The Vendor shall comply with federal Hazard Communications Standards. The Vendor needs to develop a written hazard communication program, which is to be made available for workers following OSHA and/or CalOSHA standards. This should include 1) Labeling of chemical containers. 2) Listing chemicals found in each workplace. 3) Furnishing MSDS sheets (called Material Safety Data Sheets). 4) Providing training to employees who are exposed to chemicals on the work site.
- C. The Vendor shall comply with the OSHA and/or CalOSHA Bloodborne Pathogens Standard.
- D. Contracts will only be awarded to firms with an approved exposure control plan.
- E. All employees must have annual compliance HIPAA & Privacy training.
 1. This can be performed by your company with an attestation provided to HPSJ for our records within 30 days of execution of contract.
 2. If your company does not have this type of training we will offer ours to be completed within 30 days.

2.3 SUPERVISION AND CONTRACT ADMINISTRATION

- A. A checklist will be completed by the Vendor, or his designated supervisor, ensuring that all required tasks are completed on a daily basis. This checklist shall be turned in to the Facilities Management Department weekly.
- B. A monthly review of the contractor performance will be conducted between Facilities and the contractor. Any deficiencies in performance will be delivered to the contractor in writing.
- C. Failure to provide supervision, adequate to ensure conformance with the specifications will be considered deficient performance. Failure to correct a notice of deficient performance from HPSJ will constitute cause for termination of the Vendor.
- D. In the event daily tasks are not completed daily, HPSJ will deduct the daily costs for that day's tasks. The Vendor needs to assure all tasks listed for daily have been completed each scheduled day. The Vendor will correct, within 48 hours, any deficiencies for any task labeled as weekly, monthly, quarterly, semi-annually or annually. Should the Vendor fail to correct these deficiencies within the time stated, HPSJ may take one or more of the following actions.
 - 1. Correction of the deficiencies may be made by HPSJ and billed to the contractor or deducted from the monthly billing.
 - 2. Procure service for correction of the deficiency from other sources and hold the Vendor responsible for any costs incurred.
 - 3. Terminate the contract.
- E. The Vendor shall distribute to all employees assigned duties under this contract a copy of "Part 3, Tasks and Frequencies." The Vendor shall provide HPSJ with a signed distribution sheet of all employees that they have received a copy of "Part 3, Tasks and Frequencies."
- F. HPSJ will provide the Vendor "Part 3, Task and Frequencies" as part of the contract so that all persons assigned duties under this contract, can be supplied with a copy.

2:4 SUPPLIES

- A. For the treatment of various types of flooring, carpeting, furniture, etc., only such material recommended by the manufacturers shall be used.
- B. The Vendor will provide all cleaning products to complete the contract.
- C. HPSJ will provide hand soap for dispensers, paper products such as roll paper towels, toilet paper along with trash can liners and trash bags.
 - 1. It is the responsibility of the Contractor to take inventory of said products and order them through the account set-up for the Contractor by HPSJ.

2. It is also the responsibility of the Contractor to put away products when they are delivered.

2:5 EQUIPMENT

- A. All power and hand equipment will be furnished by the Vendor. The Vendor shall be responsible for keeping all equipment and tools in good repair. Any damage caused to the building or furnishings shall be the responsibility of the Vendor. HPSJ shall repair said damage and back charge the Vendor for the costs. Any equipment found defective will be removed from the premises by the Vendor.
- B. Non-expendable items must be identified as the Vendor's by marking it as such in an identifiable manner.
- C. The Vendor is solely responsible for equipment and tools stored on the property.

2:6 TASK FREQUENCY SCHEDULE

- A. The Task Frequency schedule (PART 3 – JANITORIAL TASK & FREQUENCY SCHEDULE) is defined to be a minimum expectation of cleaning frequency. Failure to complete the tasks in the frequency listed will be determined to be a deficiency in performance which may lead to termination of contract.
- B. These levels of acceptable cleanliness are to be obtained without the avoidance of those tasks outline in the "Part 3 Tasks and Frequencies."
- C. It is the intention of HPSJ to provide a level of cleanliness suitable for a "World Class Service Organization". Those Vendors unable to provide an appropriate level of service will be terminated.

2:7 MISCELLANEOUS SERVICES – ADDITIONAL NEEDS:

- A. All additional services outside the scope of services will be performed based on a written proposal and HPSJ's authorization for those services. Examples: construction debris clean-up, additional floor care, other locations not listed in the proposal.

PART 3 JANITORIAL DETAILS, TASKS, AND FREQUENCY

3:1 MINIMUM ACCEPTABLE LEVEL OF CLEANLINESS

- A. HPSJ will expect this level of cleanliness to be maintained throughout the duration of the contract. The following minimum acceptable level of cleanliness shall include, but not limited to, the following:

<u>Item</u>	<u>Acceptable Level</u>
All Tile	Clear of all dirt and marks, no accumulation of cleaning product or wax,

	spray buffed to a shine and/or mopped.
Carpeting	Clear of spots and stains. Previous shampoo schedule will be provided.
Wall, Ceilings	Free of spots, handprints, dirt, cobwebs, switch plates clean.
Plumbing Fixtures	Metal faucets and controls, toilets and popes cleaned to a bright appearance.
Bathroom Stall	Wiped down clean and polished.
Furniture	Wiped down clean and polished.
Break Areas	Cabinets, appliances, table tops and countertops wiped down clean and polished. Free from all dirt and marks.
Fridge/Freezer	Throw out all items that are non-compliant items (list of non-compliant items to be given to Vendor). Wipe down and disinfect inside/outside of fridge and freezer.

3:2 JANITORIAL TASK DEFINITIONS:

- A. Dispose of all debris and trash from floor: All debris to be removed from floor areas either mechanically or by hand.
- B. Vacuum carpeted areas: All carpeted floors shall be vacuumed including floors under desk, tables and other furniture.
- C. Detail vacuum carpet and edges: Detail vacuum all carpeted areas which includes moving furniture and chairs, as needed, to reach all room edges and corners.
- D. Damp mop and disinfect floor: After sweeping, floors shall be damp mopped with a germicidal solution.
- E. Wet mop/dry mop floors: After tiled floors have been swept and spot cleaned, they shall be wet mopped with water and a cleaning agent. After wet mopping, the floors shall be clean, free of dirt stains, spills, mars, mop marks and properly rinsed and dry mopped to present a clean appearance.
- F. Spot clean floors: Carpeted, tiled and ceramic floors shall be spot cleaned to remove stains and abnormal accumulations.
- G. Buff tile/linoleum floors: Spray floors and buff to high shine.
- H. Strip and refinish tile/linoleum floors: Strip all way and residue from tile/linoleum floors. After stripping, floors shall be clean, free of dirt stains, spills, mars and mop marks. Apply industrial way and buff to shine.

- I. Scrub ceramic tile floors: With mechanical buffer, scrub ceramic tile and grout to clean appearance, free of any dirt stains, spills or mars.
- J. Shampoo carpet: Carpets shall be cleaned with an enzyme type foamer/scrubber with water pickup capable of reducing remaining water to a minimum of 10% by weight moisture content.
- K. Spot clean walls: With water or gentle cleaner, clean fingerprints, dirt, stains and streaks from walls. Cleaners may need to be tested to prevent damage to paint.
- L. Disinfect counter: After dusting, spray with disinfect cleaner, wipe with damp cloth to remove any fingerprints, dirt, stains and streaks.
- M. Clean toilet stall partitions: All toilet stall partitions and doors shall be wiped down with a germicidal disinfectant and be left clean of marks, streaks and dirt.
- N. High dust and vacuum ceilings, vents and walls: With a vacuum or hand duster, remove any dust, cobwebs, or debris on ceiling, vents, walls and electrical fixtures.
- O. Clean partition glass and mirrors: Spray with glass cleaner, wipe with damp cloth to remove any fingerprints, dirt, stains and streaks.
- P. Clean cubicle glass and fire extinguisher cabinets: After dusting, spray with glass cleaner, wipe with damp cloth to remove any finger prints, dirt, stains and streaks.
- Q. Clean corridor signage and light switches: Spray with cleaner, wipe with damp cloth to remove any fingerprints, dirt, stains and streaks.
- R. Clean white boards, marker tray and trim: Spray with white board cleaner, wipe with damp cloth to remove all marks and dust. Metal trim should be clean or marks and dust to present a clean appearance.
- S. Dust artwork: After dusting, spray with cleaner as needed, wipe with damp cloth to remove any fingerprints, dirt, stains and streaks.
- T. Wash entrance way glass inside and out: Spray with glass cleaner, wipe with damp cloth to remove any fingerprints, dirt, stains and streaks.
- U. Clean doors, door handles, windows, metal trim and frames: Spray with cleaner. Wipe with damp cloth to remove any fingerprints, dirt, stains and streaks.
- V. Clean baseboards: Spray with cleaner, wipe with damp cloth to remove any scuffmarks, dirt, stains and streaks.
- W. Empty and reline waste baskets: Remove all trash and debris from wastebaskets and reline.

- X. Clean all waste basket surfaces with damp cloth: Wipe with damp cloth inside and out to remove any dirt or stains.
- Y. Remove trash to dumpsters: Take all trash to dumpsters next to building, including any items clearly marked trash that may not be in trash containers.
- Z. Clean and disinfect plumbing fixture including sinks: All plumbing fixtures, including but not limited to sinks, toilets, urinals, and related piping shall be wiped down with a germicidal disinfectant and be left clean or marks, streaks and dirt.
- AA. Clean and disinfect outside of kitchen appliances: Spray with disinfect cleaner, wipe with damp cloth to remove any fingerprints, dirt, stains or streaks.
- BB. Clean fridge and freezers: Empty and throw away all items in fridge and freezers that are non-compliant items including lunch bags, food containers and expired items. Wipe with damp cloth inside and out to remove any food debris and stains.

3:3 DAILY SERVICES MONDAY THRU FRIDAY

- A. Room Cleaning: Open Cubicle Areas, Office Areas, File/Copy Rooms, Conference Rooms, Mailroom, Break Areas etc.
 1. Empty waste receptacles and remove waste to designated areas.
 2. Wash or damp wipe, inside and outside, all waste receptacles presenting a soiled or odorous condition.
 3. Replace liners when torn or soiled.
 4. Dust-mop all non-carpeted floors. Damp-mop all spills, buff floors, applying spray wax if needed.
 5. Thoroughly vacuum all carpeted floors, including corners, and underneath partitions every day.
 6. Spot clean all carpeted areas.
 7. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
 8. Wipe down all counter tops, tables and chairs in break areas.
 9. Wash all dishes either by hand or in dishwasher and put away in cabinets.
 10. Clean and disinfect drinking fountains.
 11. Clean and polish all entrance glass.
 12. Move all lobby chairs, tables and children's items and clean floor area underneath and replace chairs in proper place.
 13. Tear down boxes left for garbage and place in outside recycling dumpster.
- B. Restrooms:
 1. Clean and sanitize all units. Clean pipes beneath all sinks.
 2. Clean mirrors and counters and polish all chrome.
 3. Restock restroom supplies.
 4. Empty and disinfect all sanitary napkin receptacles.
 5. Sweep and damp mop floors with a germicidal solution paying special attention around the wash bowls, toilets and urinals.

6. Empty waste receptacles.
7. Clean switch, door and kick plates.
8. Maintain floor traps free of odor.

C. Day Porter:

1. To service all restrooms.
 - a. Wipe down all restrooms counters.
 - b. Clean all toilets and urinals.
 - c. Restock restroom supplies.
 - d. Take out trash.
2. To service all break areas.
 - a. Wipe down all counters and dining tables
 - b. Clean sinks.
 - c. Empty trash.

3.4 WEEKLY SERVICES:

A. Room Cleaning: Open Cubicle Areas, Office Areas, File/Copy Rooms, Conference Rooms, Mailroom, Break Areas etc.

1. Dust high and low, including clocks, window seals, all surface on which dust gathers except for desk tops. All desks tops, computer monitors, phones etc. should NOT be touched.
2. Clean all cleared counter tops areas with approved counter cleaner.
3. Remove all cobwebs, clean baseboards.
4. Clean, spray wax and buff all hard surface floors.
5. Clean by most appropriate means all lobby furniture. Wash thoroughly all children's furniture and fiberglass/vinyl furniture.

B. Restrooms:

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floor, with special attention to grouting, corners of floors, baseboards and sills.
3. Spot clean walls around sinks, waster receptacles, behind urinals and toilet.
4. Dust.

C. Elevators/Stairwells:

1. Police for litter and clean all stairwells and elevator floors.
2. Dust all handrails.
3. Damp mop/vacuum stairwells and elevator floors.

3:5 MONTHLY SERVICE:

A. Room Cleaning: Open Cubicle Areas, Office Areas, File/Copy Rooms, Conference Rooms, Mailroom, Break Areas etc.

1. Dust/vacuum blinds.

2. Clean all carpeted areas of heavy traffic showing noticeably greater soil than general areas.
 3. Spot clean walls, doors, etc., remove all cobwebs, fingerprints, smears and stains.
 4. Clean partition glass.
 5. Vacuum dust all ceiling vents.
- B. Restrooms:
1. Scrub, buff floors.
 2. Wash with germicidal solution entrance doorways, ledges, etc.
- C. Windows:
1. Wash all interior office windows.
Window cleaning services are relative to only office windows reachable or reachable by stepladders. All other window cleaning services must be contracted separately and not a part of this specification.
- D. Elevators/Stairwells
1. Clean thoroughly and scrub all stairwell stairs and handrails.
 2. Clean by most appropriate method elevator wall surfaces.
 3. Spot clean stairwell wall areas, removing all cobwebs, finger prints, stains etc.

3:6 QUARTERLY SERVICES:

- A. Quarterly services include strip seal, wax and buff all surface floors: Heavy traffic areas including lobby, break areas and restrooms.
- B. Wipe down all walls and light fixtures.
- C. Clean the Community Room floors. Scrub and buff hard surface floors, vacuum and shampoo carpeted floors.
 1. First quarterly work must be performed during the 3rd month of contract
 2. Second quarterly work must be performed during the 6th month of contract
 3. Third quarterly work must be performed during the 9th month of contract
 4. Fourth quarterly work must be performed during the 12th month of contract

3:7 OPTIONAL SERVICES:

- A. Other optional services may be requested and pricing will be requested before time of service.

D=Daily... W=Weekly... M=Monthly... Q=Quarterly...
 SA= Semi-Annual

	Restrooms	Offices	Conference Rooms	Lobby	Open cubicle Spaces	Entrances & Hallways	Stairways & Landings	Elevators	Break Areas
FLOORS									
Dispose of all debris and trash from floor	D	D	D	D	D	D	D	D	D
Vacuum carpeted traffic areas		D	D		D	D	D	D	
Damp mop and desinfect floor	D			D		D	D	D	D
Spot clean floors	D			D		D	D	D	D
Wet mop/Dry mop floors	D			D		D	W		D
Vacuum all carpeted areas		D	W		D	D	D	D	
Strip and refinish tile floors		Q		SA		SA			Q
Shampoo carpet		SA			M	M		M	
WALLS									
Spot clean walls	D	M	M	M	M	M		D	D
Disinfect surfaces	D		D	D					D
Clean toilet stall partitions	D								
High dust, wipe down and desinfect ceilings, vents and walls	Q	Q	Q	Q	Q	Q	Q	Q	Q
Clean partition glass				D	D	D			
Wash entrance glass inside and out				D	W	D			
Clean doors and frames	W	W	W	W	W	W		W	W
SERVICES, FURNITURE & FIXTURES									
Empty and refline waste baskets	D	D	D	D	D	D		D	D
Clean and desinfect drinking fountains				D					
Clean and desinfect plumbing fixtures	D								D
Restock paper supplies, soap and hand sanitizer	D								D
Empty & desinfect sanitary namkin receptacles	D								
Dusting tops of high cabinets & partitions		W		W	W				W
Clean chair bases		M	M	M	M				M
Clean break room and sitting area tables			W	D					D
Clean sit area furniture upholstery				W					W
Descalc toilets, walls and partitions	W								
Remove trash from all receptacles and put in dumpsters	D	D	D	D	D	D	D	D	D

ANTICIPATED SCHEDULE

It is HPSJ’s intent to complete its RFP issuance, review, and selection process by May 10, 2019 . The anticipated schedule is listed below:

Task	Date	Activity
RFP release	5/15/2019	Releases RFP’s to prospective bidders
Modesto Walk-thru	5/28/2019	To gain a better understanding of the property
French Camp Walk-thru	5/29/2019	To gain a better understanding of the property
RFP responses due back to HPSJ	6/4/2019	Documents submitted to HPSJ by 4 PM 6/4/19
Contract awarded	6/7/2019	Notification made to awarded vendor
F&I Approval	6/19/2019	F&I approval
Commission Approval	6/26/2019	Commission approval
Contract signed	7/1/2019	Contract signed
Contract Work Begins	8/1/2019	Required on-boarded

SITE WALK-THRU

Vendors are encouraged to come to the site walk-thru to get a better understanding of the properties represented in the proposal (this is not mandatory). Because we have 1 location in French Camp and 2 locations in Modesto the walk-thru’s will be held on different days.

- Modesto Walk-thru
 - 5/28/2019 at 10:00am
 - 1025 J Street, Modesto, CA 95354
- French Camp Walk-thru
 - 5/29/2019 at 10:00am
 - 7751 S. Manthey Rd, French Camp, CA 95231