



Request For Proposal

Janitorial and Facility Services

Release Date: October 3, 2022
Proposals Due: November 4, 2022

I. About the Agency

StopWaste is the Alameda County Waste Management Authority and the Source Reduction and Recycling Board operating as one public agency. Since 1976, we've been helping residents, businesses, schools, and governments to become better stewards of the environment by preventing waste, saving energy, conserving resources, and taking action to increase community resilience to climate change. StopWaste is committed to promoting sustainable consumption and disposal patterns through programs that are designed to promote:

- **Waste prevention and reduction** – ways to prevent and reduce the creation of waste;
- **Reuse** of natural resources; and
- **Recycling** of materials and resources once they have been used.

For more information regarding our organization and programs, visit our website:

www.StopWaste.org

StopWaste is requesting proposals from janitorial companies that employ environmentally preferable “green” practices and use environmentally preferable products as part of their janitorial service. These products include those that minimize environmental impacts, toxics, pollution, and hazards to workers, and products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, and use wood from sustainably harvested forests. The Agency requires general janitorial services five days per week (Monday through Friday). The Agency also requires housekeeping and facility services, e.g. nightly kitchen duties and general handyman duties, as well as scheduled interior and exterior window washing. In addition, graffiti removal (as needed), occasional painting and emergency cleanup will also be required. The contract will commence January 1, 2023 through June 30, 2024 and may be renewed on an annual basis through June 30, 2025. The Agency encourages local small businesses with ties to the community and women- and BIPOC-owned and run entities to apply.

The Agency office located at 1537 Webster is a two story, 14,000 square foot building which was extensively renovated to meet the Agency’s organizational and philosophical needs.

Green building principles with respect to both the design and construction of the building were implemented and the Agency achieved the highest Leadership in Energy and Environmental Design (LEED) rating possible: LEED Platinum. As such, it is essential that the janitorial service provider understands green building practices including the use of environmentally preferable products.

A mandatory pre-proposal walk through of the building will be conducted on October 24, 2022 at 10:00 am.

II. List of Services Required

BASIC DAILY SERVICES

- Monday – Friday janitorial service and kitchen duties (after normal business hours) which includes the following:
- For the entire building (both upstairs and downstairs): vacuuming (including cubicles and conference rooms), restroom clean up, restocking of restroom supplies, replenishing batteries in no touch equipment (when necessary), loading and starting both dishwashers, cleanup of conference rooms including wiping down all tables and removing dishware when necessary, wiping down appliances in kitchens, monthly clean out of both refrigerators including interior cleaning and removal of spoiled food. In addition, food scraps, recyclables and garbage must be collected from conference rooms, cubicles, kitchens, and restrooms and disposed of in the proper containers and set out for collection (on the appropriate day). Dusting of offices.

ADDITIONAL SERVICES

- Scheduled window washing (interior and exterior)
- General Facilities duties and light maintenance duties, e.g. changing light bulbs, touch up painting, and small repair projects. Graffiti removal – may involve exterior painting.
- Interior painting
- Emergency or additional cleaning
- Plumbing, electrical, and mechanical services as needed (list sub-contractors as appropriate)
- Carpet cleaning

Vendor will supply all products in accordance with the Agency's Environmentally Preferable Purchasing policy (<http://www.stopwaste.org/resource/stopwaste-environmentally-preferable-purchasing-policy>) A list of proposed products and supplies including but not limited to paper towels, toilet paper, liquid hand soap, dishwashing detergent, plastic bags, carpet cleaner, cleaning solutions, surface cleansers, etc, to be used must be included in the proposal. At a minimum, this listing should include manufacturer and product lines that meet the specifications outlined in "A Guide to Green Maintenance & Operations" pages

15-16. This guide can be found at <http://www.stopwaste.org/resource/guide-green-maintenance-operations>.

III. Professional Services Agreement including Insurance Requirements:

Vendor must be able to comply with the terms of our professional services agreement (<http://www.stopwaste.org/file/alameda-county-waste-management-authority-service-contract>) which includes the following insurance requirements:

- Comprehensive general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage. The combined single limit for bodily injury and property damage shall be not less than \$2,000,000.
- Automobile bodily injury and property damage liability insurance covering owned, non- owned, rented, and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.
- Statutory workers' compensation and employer's liability insurance as required by state law.

Please state your current level of coverage for the above listed insurance requirements and your ability to attain the required levels indicated above. Please note that professional liability insurance as specified in the attached contract may be waived.

IV. Submittal Requirements and Local Preference

Firms responding to this RFQ must provide:

- Costs for the services outlined above. For example, cost for the “basic” Monday-Friday cleaning, cost for the additional cleaning such as facility services listed above and emergency cleaning, etc.
- Hourly handyman rate (if applicable).
- A price list for the products referenced above including the specified recycled content information (if applicable), environmental certifications and any other environmentally friendly aspects of the product.
- A brief overview of your company, including how long it has been in operation and the name(s) of the primary contact. In addition, include experience utilizing green cleaning products and methodologies.
- List of three client references (past & current), preferably from small to medium sized operations.

Format

All materials and work samples as applicable are to be printed double-sided on 8-1/2” x 11” recycled content paper. Please do not submit plastic covers.

Please note the following:

- Faxed responses will **not** be accepted.
- E-mailed responses should be sent to aramirez@stopwaste.org. (email submittals are preferred)

Responses may also be mailed, or hand delivered to

StopWaste
1537 Webster St.
Oakland, CA 94612

Attention: Adrienne Ramirez

Proposals received after 5:00 p.m. on November 4, 2022, will **not** be accepted.

Local Preference

The Agency will give a 2.5% vendor bid preference to a local business for goods, materials and general services provided that the goods, materials and/or general services meet the standards set forth in the Agency’s Environmentally Preferable Purchasing Policy (EPP). The Agency will give an additional 2.5% vendor bid preference to a local business that is also a certified small or emerging business for goods, materials and general services provided that the goods, materials and/or general services meet the standards set forth in the Agency’s Environmentally Preferable Purchasing Policy (EPP).

- A. A small or emerging business must be certified by the Alameda County Small Local & Emerging Business Program (SLEB).
- B. A local business must be in operation in Alameda County for at least six (6) months to qualify for the local preference.
 - 1. The business must have a verifiable address in Alameda County and must be able to prove that the business has been in operation in Alameda County for at least six months.
 - 2. The business must have a valid business license with the local jurisdiction in which the business resides.

Release of RFP	October 4, 2022
Mandatory Walk through.....	October 24, 2022
Proposals Due	November 4, 2022
<i>Proposals are due at 5:00 p.m. and will not be accepted after this time.</i>	
Interviews if required (tentative schedule)	November 14, 2022
Notification of selected vendor (tentative schedule)	December 9, 2022
Contract start date	January 3, 2023

V. Application Deadline and Instructions

The deadline for application submittal is **5:00 p.m., Thursday, November 3, 2022.**

VI. General Conditions

All materials submitted become the property of StopWaste and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements.

The Agency reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the quote, to accept or reject any or all quotes received, and/or to cancel all or part of this RFQ at any time prior to awards.

Questions: Please send questions to aramirez@stopwaste.org