Beach Cities Health District
BCHD
A Public Agency

Live Well. Health Matters.

BEACH CITIES HEALTH DISTRICT
REQUEST FOR PROPOSAL (RFP)
JANITORIAL SERVICES BCHD-JAN-2023

Issue Date: December 12, 2022

Proposal Due Date: January 18, 2023

Proposals Directed To: Beach Cities Health District

Proposal Contact: Finance Department

Number of Proposal Copies: 1 in E-mail or 1 hard copy with attachments

In compliance with this Request for Proposals (RFP) and to all conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation. By signature hereto, the proponent certifies that all representations and certifications contained in its proposal are complete and accurate as required.

Name and Address of Firm:

Name:

Signature:

Title:

Date:

Phone #:

Federal Emp. ID#

Fax #:

Department of Industrial Relations Janitorial Services Registration #:

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SECTION 1: GENERAL INFORMATION

1.1 Purpose

The intent of this Request for Proposal ("RFP") is to enter into a contract with one Vendor who can provide services consistent with the scope of work attached to this document, to Beach Cities Health District, a public agency that serves the cities of Hermosa Beach, Redondo Beach and Manhattan Beach.

Vendors must adhere to rigid performance standards that are mission critical to our facility's success. Expertise in the highly sensitive and specialized environment of a recreation, sports and office facilities is preferred.

This document will provide Vendors with the information necessary to prepare and submit proposals for consideration of this service.

Vendors responding to this RFP are expected to provide Beach Cities Health District (hereafter referred to as BCHD) with information and evidence which will enable the evaluation of the information in expectation of awarding a contract in a manner which best serves BCHD. BCHD has the right to use any and all ideas presented in any response to this RFP. BCHD reserves the right to award a contract based solely on what it considers providing the greatest long-term benefit to BCHD and the best quality of service to the community and customers.

The District is planning to hold two pre-bid meeting/job walks scheduled for Wednesday, January 4, 2023, at 2:00 p.m. PST and Thursday, January 5, 2023, at 2:00 p.m. PST. Attendance at one of these meetings is mandatory for all responding vendors. Meetings will start at 1200 Del Amo Street, the District Administrative Office lobby and will go through each location.

1.2 Beach Cities Health District Overview

The Beach Cities Health District (BCHD) is a dynamic public health agency serving over 120,000 residents of Hermosa Beach, Manhattan Beach and Redondo Beach through a wide range of innovative health and wellness programs that promote healthy lifestyles, physical health and fitness, and emotional balance. The organization strives to develop programs and services that meet our mission:

To enhance individual and community wellbeing in the cities of Hermosa Beach, Manhattan Beach, and Redondo Beach through a broad array of innovative health services, collaborative partnerships, and community programs.

A tax-free public agency, BCHD manages for the community approximately annually a $14 million operating budget in services, programs and support.

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1.3 Contact Point and Issuing Office

The sole point of contact for questions or additional information is:

Beach Cities Health District
Monica Suua, CFO
Monica.Suua@bchd.org
Voice: (310) 374-3426 Ext: 8210

All responses to this RFP must be delivered to the point of contact shown above. All questions and requests for additional information must be in writing and received through the point of contact shown above (email is acceptable).

SECTION 2: SCOPE OF SERVICES

2.1 Scope of Work

The Vendor shall -

1. See attachment 6.1 – Work Schedules
2. See attachment 6.2 – Floor Plans

2.2 Pricing Schedule

Vendors are requested to submit specific pricing by month for each of the 4 areas of service to be provided to BCHD:

1) BCHD Administrative Offices:
    - 1200 Del Amo Street, Redondo Beach
        - Nightly Service
            - Monday through Friday

2) BCHD allcove:
    - 514 N. Prospect Avenue, Redondo Beach
        - Day Service
            - Monday through Friday

3) BCHD Center for Health & Fitness:
    - 514 N. Prospect Avenue, Redondo Beach
        - Day Service
            - Monday through Friday
        - Nightly Service
            - Monday through Sunday

4) Adventure Plex:
    - 1701 Marine Avenue, Manhattan Beach
        - Day Service
            - Monday through Sunday
        - Night Service
            - Twice a month

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SECTION 3: PROPOSAL FORMAT AND CONTENTS

To be considered, Vendors shall submit a complete response to this Request for Proposal (RFP) using the format outlined below. Proposals by a joint team or a prime / subcontractor team shall list the full names and addresses of all team members and the proposed relationship / role of each.

3.1 Letter of Transmittal

The prospective Vendor's proposal shall include a brief letter of transmittal signed by an individual or individuals authorized to bind the prospective Vendor contractually.

3.2 Qualifications and Experience of Firm, Including Subcontractors

The Vendor shall provide information on their business, applicable certificates of recognition, and other pertinent information that demonstrates their qualifications to perform the contract. Information on education, training, certification, awards, etc. for individual employees of the Vendor or Subcontractor may be supplied.

The firm should have a minimum of 5 years commercial office and/or medical office janitorial experience.

The Vendor shall designate a project team comprised of experienced professional and technical staff to competently and efficiently perform the work with either their own personnel, Subcontractors, or commitment to hire additional staff. The proposal shall identify the project team composition, project leadership (i.e. principle, project manager), reporting responsibilities, and address how Subcontractors will fit into the management structure. As a minimum, the principle in charge and manager shall be designated. Other key personnel may also be designated. The manager must have adequate experience in managing services of similar nature and scope.

3.3 Required Disclosures

In addition to all other requests listed in Section 3 of this RFP, Vendors responding to this RFP will provide the following disclosure:

A disclosure of the Vendor's name and address and, as applicable, the name and address of any company or venture that owns or has majority stake in the vendor and the names of key officers and directors of the Vendor. A disclosure providing information regarding any major contract that has been terminated for any reason within the last year by division of vendor /company responding to this RFP.

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3.4 Insurance Requirements

Please attach copies of all proof of insurance as described below that qualifies you to provide the service requested.

Contractor shall provide and maintain insurance coverage of adequate levels in compliance with the following:

- Comprehensive Public/General Liability
- Worker's Compensation
- Bodily injury & Property Damage
- Comprehensive Automobile Liability
- Property Damage Liability
- Contractual Liability (Hold Harmless Coverage) – Beach Cities Health District to be named as additional insured
- Contractual Liability (Hold Harmless Coverage) – Division of Labor Standards Enforcement Licensing Registration Unit to be named as additional insured

SECTION 4: SUMMARY OF KEY DATES

4.1 Key Dates

The following dates are shown for informational and planning purposes only. BCHD reserves the right to change any of the dates. If changes are made, those Vendors responding to the RFP will be notified in writing of those changes.

• Public Notice Invitation	December 12, 2022
• Mandatory pre-bid meeting	January 4, 2023
• Mandatory pre-bid meeting	January 5, 2023
• RFP replies due from vendors	January 18, 2023
• BCHD Board Approval	January 25, 2023
• Commence contract services	March 1, 2023

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SECTION 5: CRITERIA FOR EVALUATION OF PROPOSALS

5.1 Evaluation Criteria & Award Notice

BCHD staff will review the responses. Proposals will be received and evaluated on the understanding that the Vendor accepts full responsibility for, and will be contractually bound by, all statements made within the proposal and by sales and/or technical representatives. This responsibility extends to verbal sales commitments, vendor literature and claims of the capacity and ability of the proposed vendor and its representatives to meet the specified scope of service requirements contained in this RFP.

The evaluation of proposals will include, but may not be limited to, the items listed in this RFP. Additional significant consideration will be given to the quality and comprehensiveness of each vendor's response to this RFP and to pricing for like services.

BCHD reserves the right to accept responses in whole or in part, and to negotiate with any Vendor in any manner necessary to serve the best interests of BCHD. Vendors may be strictly held to the terms submitted in their responses as maximums but may be required to reduce costs depending upon aspects of the services which may be determined by BCHD to be unnecessary, or aspects for which BCHD decides to assume the responsibility. The response submitted by any successful Vendor, and accepted by BCHD whether in whole or in part, will become part of the contract awarded as a result of this RFP and the Vendor will be expected to sign a contract with BCHD, consistent with the RFP, and such contract may include additional terms and conditions.

BCHD reserves the right to withdraw or cancel this RFP at its own discretion. BCHD also reserves the right to reject any and all responses resulting from this solicitation. BCHD reserves the right to obtain any information from any lawful source regarding past business history and practices and the ability of Vendor to supply janitorial services that BCHD has a right to expect from a Vendor with a good reputation. Such information may be taken into consideration in evaluating the responses.

All notices and communications regarding this RFP will solely be conducted through the vendor's point of contact listed in the response and the BCHD contact identified in this document. Awards will follow the timeline outlined in Section 4.1.

SECTION 6: ATTACHMENTS

6.1 Scope of Services

6.2 Service Area Floor Plans

BCHD ADMINISTRATIVE OFFICES, DEL AMO BUILDING

General Cleaning	X Week	X Month	X Year
Dust & Clean Cleared Desks	5		
Dust & Clean Filing Cabinets	5		
Empty recycle cans	5		
Dust & Clean Counters	5		
Empty Wastebaskets	5		
Dust Air Vents & Grills	5		
Sweep & Clean Entrance Ways	5		
Vacuum General Offices	5		
Vacuum Stairs & Landing	5		
Vacuum Hallways	5		
Dust & Clean Conference Rooms	5		
Dust Under Chairs & Desks	5		
Dust Partitions & Ledges	5		
Dust Window Sills & Ledges	5		
Spot Clean Wall Switches & Controls	5		
Spot Clean Walls (Up to 5 ft.)	5		
Dust Blinds	5		
Dust Wall Fixtures & Frames	5		
Spot Clean Baseboards & Kick Plates	5		
Dust & Mop Kitchen Floor	5		
Clean Lunchroom Counters & Tables	5		
Clean Kitchen & Sinks	5		
Clean Exterior Microwave	5		
Clean Exterior Refrigerator	5		
Lobby Glass at Front Entrance	5		

Restroom Service	X Week	X Month	X Year
Clean & Disinfect Sinks	5		
Clean Mirrors & Bright Work	5		
Clean & Disinfect Toilets	5		
Empty Wastebaskets	5		
Refill Soap Dispensers	5		
Refill Paper Towel Dispenser	5		
Refill Toilet Paper Dispensers	5		
Spot Clean Walls & Partitions	5		
Deodorants & Disinfectants	5		
Mop & Disinfect Floors	5		

Floor Maintenance	X Week	X Month	X Year
Sweep & Clean	5		
Wood Floor Sweep & Mop	5		

Carpet Maintenance	X Week	X Month	X Year
Spot Clean (common areas)	5		
Shampoo Carpets As Needed			2
Spot Cleaning is Only for Reasonable Clean Carpeting	AS NEEDED		

Closing Procedure	X Week	X Month	X Year
Arrange Furniture in Orderly Manner	5		
Secure/Lock Doors & Windows	5		

Customer Supplies & Disposables
Hand Soaps
Paper Towels
Toilet Paper
Toilet Seat Covers
Trash Can Liners
Deodorants & Miscellaneous
Customer Disposable Supplies

BCHD REAL ESTATE & ALLCOVE, 1ST FLOOR & 4TH FLOOR

General Cleaning	X Week	X Month	X Year
Dust & Clean Cleared Desks	3		
Dust & Clean Filing Cabinets	3		
Empty recycle cans	3		
Dust & Clean Counters	3		
Empty Wastebaskets	3		
Dust Air Vents & Grills	3		
Sweep & Clean Entrance Ways	3		
Vacuum General Offices	3		
Dust & Clean Conference Rooms	3		
Dust Under Chairs & Desks	3		
Dust Partitions & Ledges	3		
Dust Window Sills & Ledges	3		
Spot Clean Wall Switches & Controls	3		
Spot Clean Walls (Up to 5 ft.)	3		
Dust Blinds	3		
Dust Wall Fixtures & Frames	3		
Spot Clean Baseboards & Kick Plates	3		
Dust & Mop Kitchen Floor	5		
Clean Lunchroom Counters & Tables	5		
Clean Kitchen & Sinks	5		
Clean Exterior Microwave	5		
Clean Exterior Refrigerator	5		
Lobby Glass at Front Entrance	5		

Restroom Service	X Week	X Month	X Year
Clean & Disinfect Sinks	5		
Clean Mirrors & Bright Work	5		
Clean & Disinfect Toilets	5		
Empty Wastebaskets	5		
Refill Soap Dispensers	5		
Refill Paper Towel Dispenser	5		
Refill Toilet Paper Dispensers	5		
Deodorants & Disinfectants	5		
Mop & Disinfect Floors	5		

Carpet Maintenance	X Week	X Month	X Year
Spot Clean (common areas)	5		
Shampoo Carpets			2
Spot Cleaning is Only for Reasonable Clean Carpeting	AS NEEDED		

Closing Procedure	X Week	X Month	X Year
Arrange Furniture in Orderly Manner	5		
Secure/Lock Doors & Windows	5		2

Customer Supplies & Disposables
Hand Soaps
Paper Towels
Toilet Paper
Toilet Seat Covers
Trash Can Liners
Deodorants & Miscellaneous
Customer Disposable Supplies

CENTER FOR HEALTH & FITNESS, 2ND FLOOR

General Cleaning	X Week	X Month	X Year
Dust & Clean Cleared Desks	3		
Clean Sanitize Telephones	3		
Dust & Clean Filing Cabinets	3		
Dust & Clean Counters	3		
Empty Wastebaskets	3		
Dust Mop Floors	3		
Wet Mop Floors	3		
Sweep & Clean Entrance Ways	5		
Vacuum Stair & Landing	5		
Vacuum Lobbies & Hallways	5		
Vacuum General Offices	5		
Vacuum Executive Offices	5		
Dust & Clean Conference Rooms	5		
Dust Under Chairs & Desks	1		
Dust Partitions & Ledges	1		
Dust Window Sills & Ledges	1		
Spot Clean Partitions & Doors	1		
Spot Clean Wall Switches & Controls	5		
Spot Clean Walls (Up to 5 ft.)	5		
Dust Blinds	1		
Dust Wall Fixtures & Frames	5		
Spot Clean Baseboards & Kick Plates	1		
High Areas (Lights & Fixtures)	1		
Dust Air Vents & Grills	1		
Brush or Vacuum Upholstered Chairs	3		
Dust & Clean Lobby Furniture	3		
Clean Coffee Stations & Sinks	5		
Clean Lunchroom Counters & Tables	5		
Clean Kitchen & Sinks	5		
Clean Exterior Microwave	3		
Clean Exterior Refrigerator	3		
Gym Areas	**X Week**	**X Month**	**X Year**
Clean Showers	7		
Wipe down tops of equipment	7		
Wipe down window ledges	7		
Clean mirrors	7		

Restroom & Locker Room Service	X Week	X Month	X Year
Clean & Disinfect Sinks	7		
Clean Mirrors & Bright Work	7		
Clean & Disinfect Toilets	7		
Clean & Disinfect Urinals	7		
Empty Wastebaskets	7		
Refill Sanitary Napkin Disposal	7		
Refill Soap Dispensers	7		
Refill Paper Towel Dispenser	7		
Refill Toilet Paper Dispensers	7		
Deodorants & Disinfectants	7		
Spot Clean Walls & Partitions	7		
Pour Deodorant in Floor Drains	1		
Mop & Disinfect Floors	7		

Floor Maintenance	X Week	X Month	X Year
Wax or Spray Buff		1	
Scrub & Wax		1	
Strip & Wax as needed			1
Scrub Lobby Floor	5		
Wood Floor Sweep & Mop	5		

Carpet Maintenance	X Week	X Month	X Year
Spot Clean (common areas)	7		
Dry Clean Carpets			2
Shampoo Carpets as Needed		1	
Spot Cleaning is Only For Reasonable Clean Carpeting	7		

Window Cleaning	X Week	X Month	X Year
Outside Glass Windows @ CHF		1	
Inside Glass			4
Inside Glass Partitions or Dividers		1	
Lobby Glass at Front Entrance	7		
Entrance Door Glass	7		
Glass Counter Tops	7		
Spot Clean Partitions, Dividers & Doors	7		

Closing Procedure	X Week
Clean Janitor Closet	7
Arrange Furniture in an Orderly Manner	7
Secure/Lock Doors & Windows	7
Turn on Night Lights	7

Other assignments	X Week
Meeting room set-ups	7
Memo distribution	5
Daily event log for mgmt review	7

Owner Supplied Items
Hand Soap
Paper Towels
Toilet Paper
Toilet Seat Covers
Trash Can Liners
Deodorants & Miscellaneous
Customer Disposable Supplies

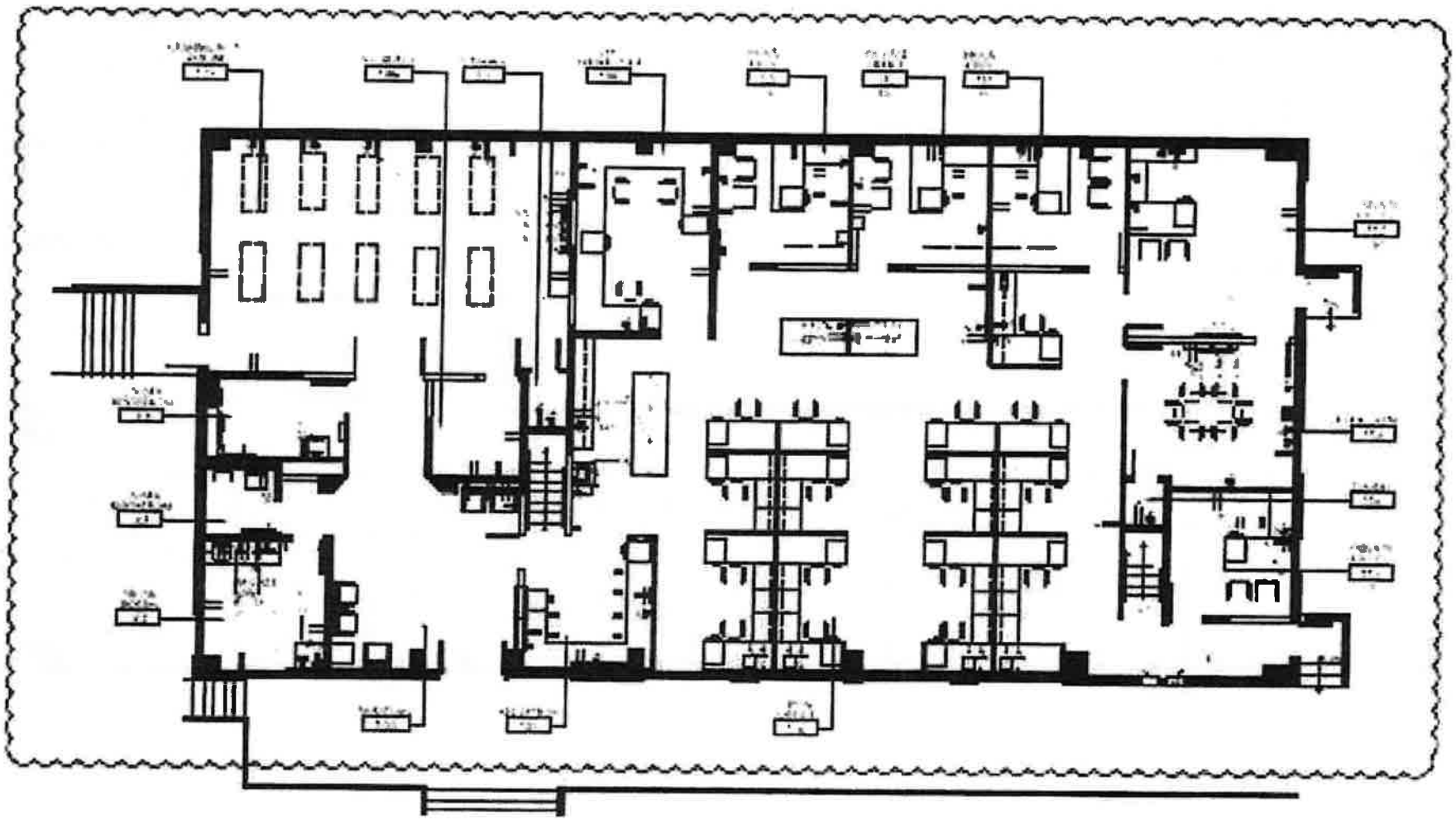
Vendor Supplied Items
Brooms, mops, buckets
Cleaning solutions – all surfaces
Safety equipment (caution boards, gloves, bibs, etc.
Vacuum cleaners, buffers, steam cleaners
Sponges, scrubbers
Portable supply carts

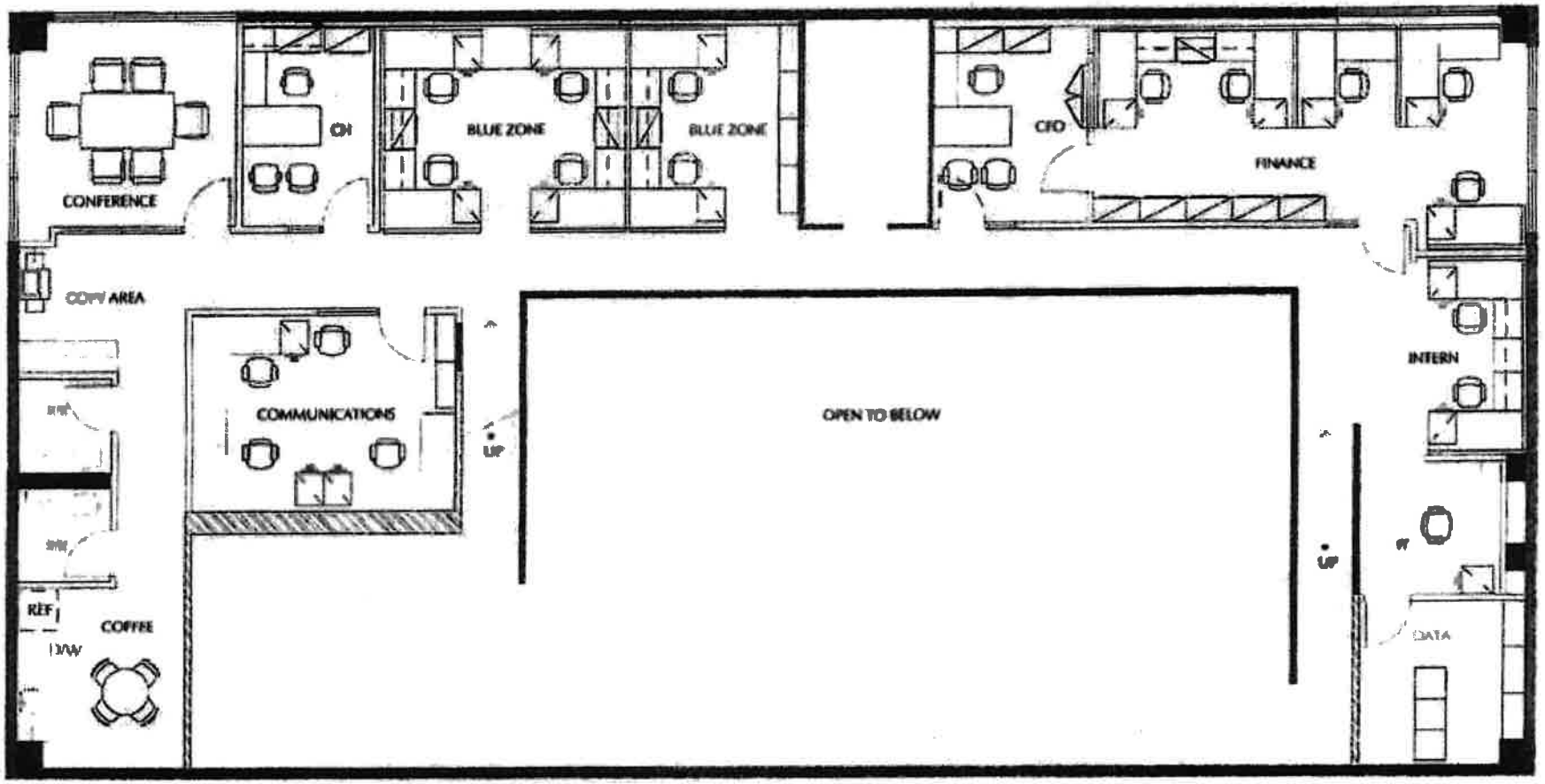
ADVENTUREPLEX

General Cleaning	X Day	X Week	X Month	X Year
Outside – Sweep Entrance, Parking Lot	2			
First Floor - Vacuum Entrance, Library, Front Desk, Café Area, Structure		7		
First Floor - Mop Entrance, Library		7		
First Floor & Second Floor - Clean Restrooms (Scrub Toilets, Sinks, Take Out Trash, Clean Mirrors, Clean Counters, Sweep and Mop)	2			
First Floor – Vacuum Sports Court		7		
First Floor – Clean All Windows, Inside and Outside	3			
First Floor – Scrub Sinks				
Second Floor - Vacuum Toddler Area		7		
Second Floor – Mop Toddler Area		7		
Second Floor - Clean Windows		7		
Second Floor - Take Trash Out		7		
Second Floor - Scrub Sinks		7		
Toddler Town Stairs – Swept and Handrails Wiped Down		7		
Rock Wall Stairs – Swept and Handrails Wiped Down		7		
First Floor & Second Floor - Restrooms Check	2	7		
Deep Clean Rooms (Dust Ceilings, A/C, Walls, Cabinets, Counters, Mirrors, Windows, Tables, Benches, Remove Tape or Stickers, Vacuum, Mop)		As Needed		
Clean Patio (Dust Umbrellas, Tables, Chairs, Remove Spiderwebs from Windows, Corners, Under Tables & Benches, Wipe Tables & Chairs, Sweep Area		7		
First Floor & Second Floor – Clean Shoe Boxes		7		
First Floor & Second Floor – Empty All Trashcans		7		
Second Floor – Dust Lounge Area		5		

Clean Inside & Outside of Elevator		5		
Dust Off A/C, Lights, Restroom Borders		5		
Dust Off Spiderwebs, Walls from Inside/Outside, Borders and Top of Vending Machines		5		
Wipe Down Benches at Entrance, Handles, Doorknobs		5		
Dust, Vacuum, Mop Sports Court		1		
Carpet Cleaning in Studio		As Needed		
Deep Clean Play Structure			2	
Deep Clean Toddler Town			1	

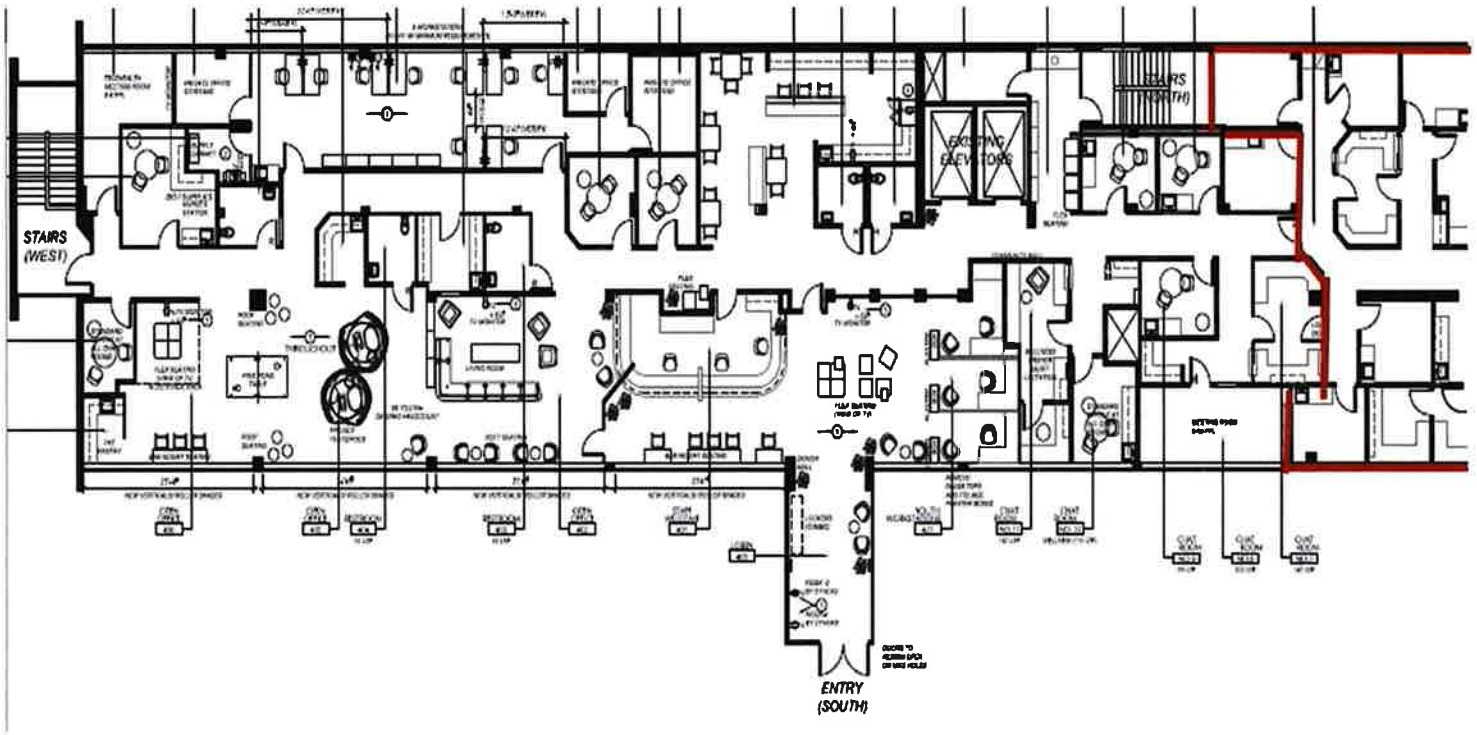
BCHD ADMINISTRATIVE OFFICES



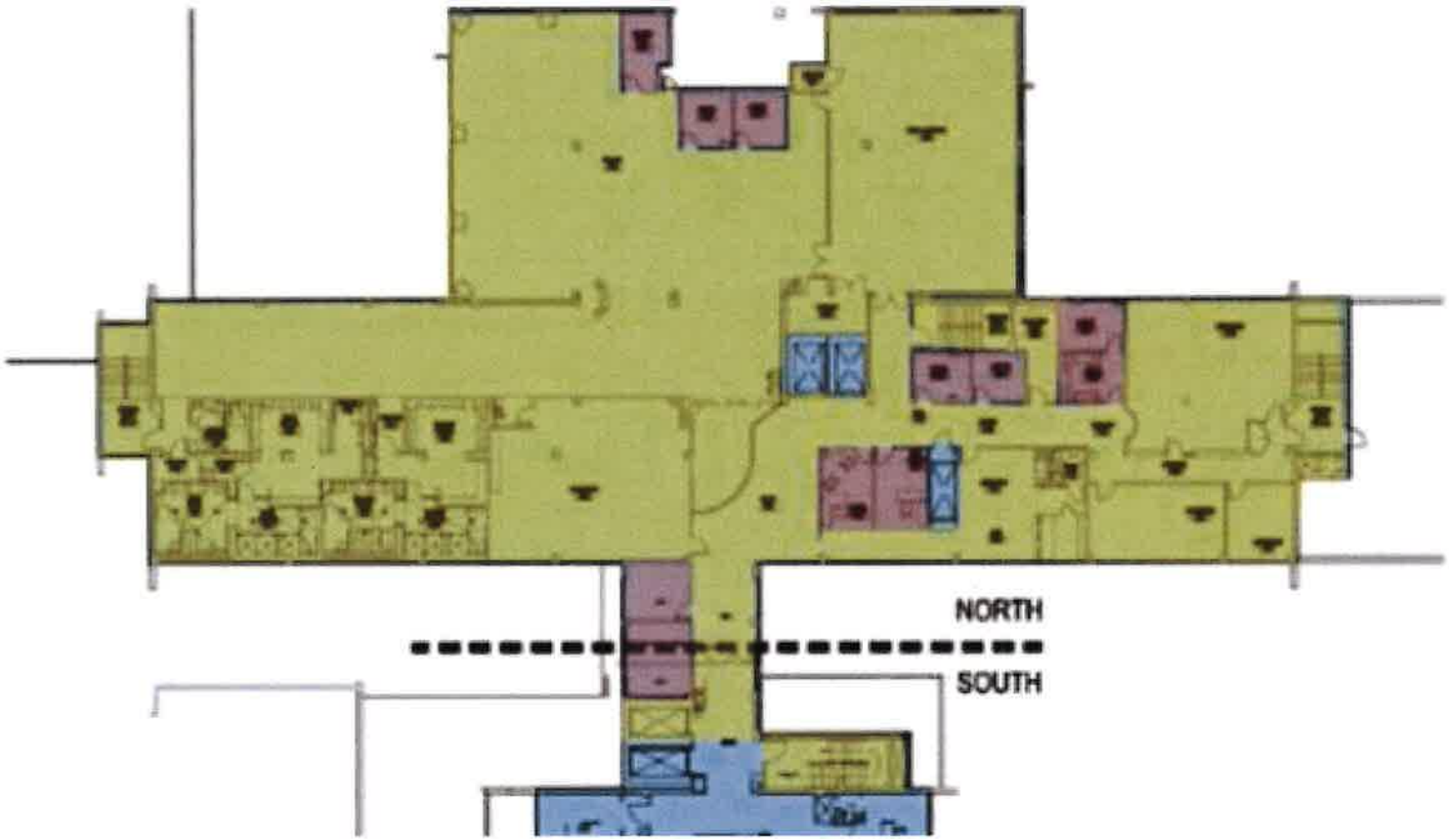


SECOND FLOOR

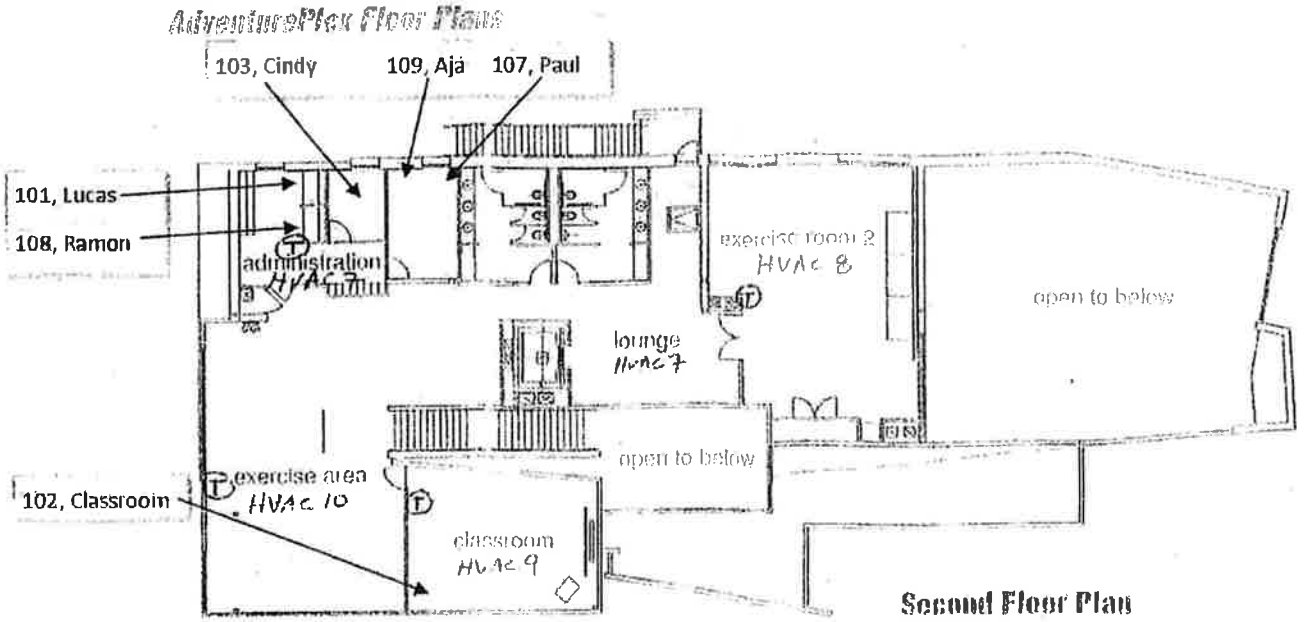
ALLCOVE, 4th FLOOR



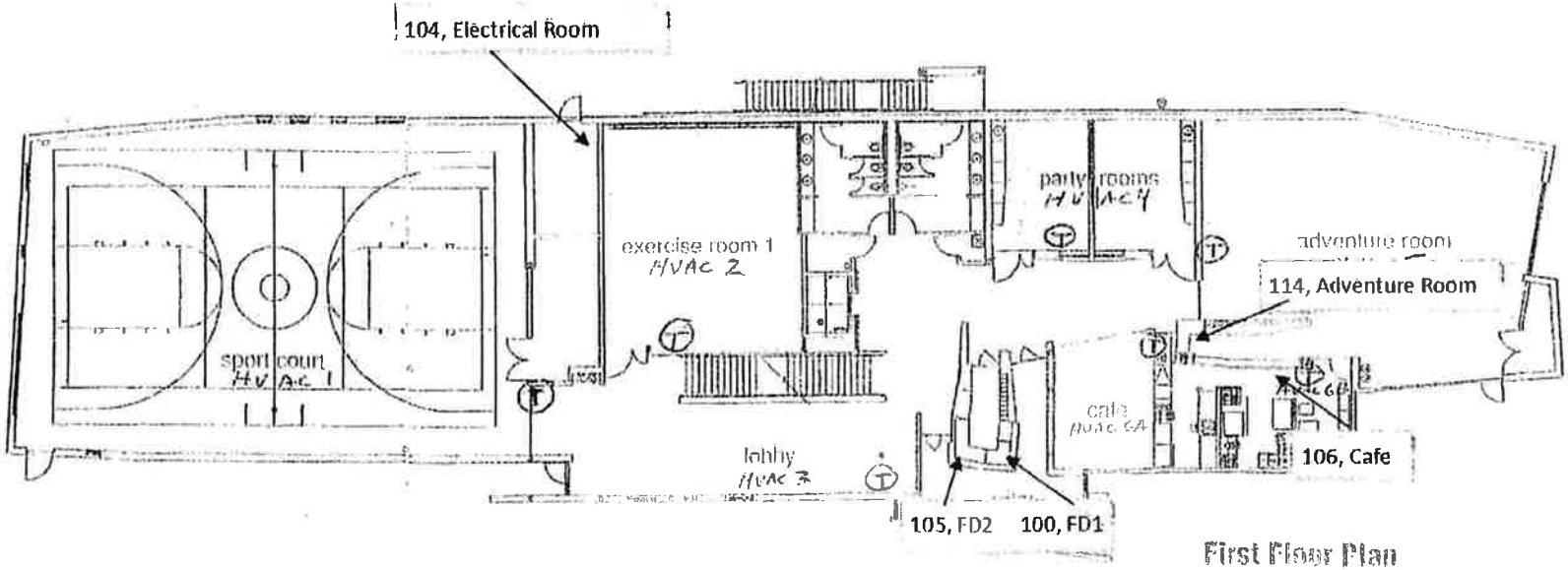
CENTER FOR HEALTH & FITNESS, 2ND FLOOR



AdventurePlex Floor Plans



Second Floor Plan



First Floor Plan