

COUNTY OF FRESNO



REQUEST FOR QUOTATION

NUMBER: 27-020

JANITORIAL SERVICES AT SOCIAL SERVICE REGIONAL OFFICES

Issue Date: October 1, 2026

Closing Date: OCTOBER 23, 2026 AT 10:00 AM

All Questions and Responses must be electronically submitted on the Bid Page on Public Purchase.

For assistance, contact Amber Siner at Phone (559) 600-7110.

BIDDER TO COMPLETE

Undersigned agrees to furnish the commodity or service stipulated in the attached at the prices and terms stated in this RFQ.
Bid must be signed and dated by an authorized officer or employee.

COMPANY

CONTACT PERSON

ADDRESS

CITY

STATE

ZIP CODE

()

TELEPHONE NUMBER

E-MAIL ADDRESS

AUTHORIZED SIGNATURE

PRINT NAME

TITLE

Purchasing Use: AS:jm

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KEY DATES

RFQ Issue Date: **October 1, 2026**

Written Questions for RFQ Due: **October 12, 2026 at 10:00 AM**

Questions must be submitted on the Bid Page at Public Purchase.

RFQ Closing Date: **October 23, 2026 at 10:00 AM**

Quotations must be electronically submitted on the Bid Page.

OVERVIEW

The County of Fresno on behalf of the Department of Social Services is requesting quotations from qualified vendors to provide the following Janitorial Services at our regional offices located in Coalinga, Selma, and Reedley.

BID INSTRUCTIONS

- Bidders must electronically submit bid package in pdf format, no later than the quotation closing date and time as stated on the front of this document, to the Bid Page on Public Purchase. The County will not be responsible for and will not accept late bids due to slow internet connection or incomplete transmissions.
- Bids received after the closing time will NOT be considered.
- All quotations shall remain firm for 180 days.
- Bidder may not submit links of any kind. Links will not be reviewed and may be cause for rejection.
- Interpretation: Should any discrepancies or omissions be found in the bid specifications or doubt as to their meaning, the bidder shall notify the Buyer in writing at once. The County shall not be held responsible for verbal interpretations. Questions regarding the bid must be received by Purchasing prior to the date and time stated within this document. All addenda issued shall be in writing, duly issued by Purchasing and incorporated into the contract.
- ISSUING AGENT/AUTHORIZED CONTACT: This RFQ has been issued by County of Fresno, Purchasing. Purchasing shall be the vendor's sole point of contact with regard to the RFQ, its content, and all issues concerning it.

All communication regarding this RFQ shall be directed to an authorized representative of County Purchasing. The specific buyer managing this RFQ is identified on the cover page, along with their telephone number, and they should be the primary point of contact for discussions or information pertaining to the RFQ. Contact with any other County representative, including elected officials, for the purpose of discussing this RFQ, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal protest against the RFQ, such vendor may contact the appropriate individual, or individuals who are managing that protest as outlined in the County's established protest procedures. All such contact must be in accordance with the sequence set forth under the protest procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board.

- APPEALS: Appeals must be submitted in writing within seven (7) working days after notification of proposed recommendations for award. A "Notice of Award" is not an indication of County's acceptance of an offer made in response to this RFQ. Appeals shall be submitted to County of Fresno Purchasing, 333 W. Pontiac Way, Clovis, CA 93612 **and** in Word format to CountyPurchasing@fresnocountyca.gov. Appeals should address only areas regarding RFQ contradictions, procurement errors, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFQ process.

Purchasing will provide a written response to the complainant within seven (7) working days unless the complainant is notified more time is required. If the appealing bidder is not satisfied with the decision of Purchasing, bidder shall have the right to appeal to the County Administrative Office within seven (7) working days after Purchasing's notification; if the appealing bidder is not satisfied with CAO's decision, the final appeal is with the Board of Supervisors. Please contact Purchasing if the appeal will be going to the Board of Supervisors.

GENERAL REQUIREMENTS & CONDITIONS

LOCAL VENDOR PREFERENCE AND DISABLED VETERAN BUSINESS ENTERPRISE BID

PREFERENCE: The Local Vendor Preference and Disabled Veteran Business Enterprise Preference **do not** apply to this Request for Quotation.

DEFINITIONS: The terms Bidder, Proposer, Contractor and Vendor are all used interchangeably and refer to that person, partnership, corporation, organization, agency, etc. which is offering the quotation and is identified on page one of this Request For Quotation (RFQ).

INTERPRETATION OF RFQ: Vendors must make careful examination of the requirements, specifications and conditions expressed in the RFQ and fully inform themselves as to the quality and character of services required. If any person planning to submit a quotation finds discrepancies in or omissions from the RFQ or has any doubt as to the true meaning or interpretation, correction thereof may be requested in writing from Purchasing by October 12th, 2026 at 10:00 AM, cut-off.

Questions must be submitted on the Bid Page at Public Purchase or contact Amber Siner at (559) 600-7110.

NOTE: Time constraints will prevent County from responding to questions submitted after the cut-off date.

Any change in the Request for Quotation will be made by written addendum issued by the County. The County will not be responsible for any other explanations or interpretations.

EXCEPTIONS: Please provide any exceptions to the general requirements and conditions taken by the bidder. If exceptions are not noted, the County will assume that the bidder's quotation meets those requirements.

AWARD: Award will be made to the vendor(s) offering the services, products, prices, delivery, equipment and system deemed to be to the best advantage of the County. Past performance (County contracts within the past seven years) and references may factor into awarding of a contract. The County shall be the sole judge in making such determination. Award Notices are tentative: Acceptance of an offer made in response to this RFQ shall occur only upon execution of an agreement by both parties or issuance of a valid written Purchase Order by Fresno County Purchasing.

RIGHT TO REJECT BIDS: The County reserves the right to reject any and all bids and to waive informalities or irregularities in bids. Failure to respond to all questions or not to supply the requested information could result in rejection of your quotation.

CODES AND REGULATIONS: All work and material to conform to all applicable Federal, State, local and special district building codes, laws, ordinances, and regulations.

SALES TAX: Fresno County pays California State Sales Tax regardless of vendor's place of doing business.

TAXES, PERMITS & FEES: The successful bidder(s) shall pay for and include all federal, state and local taxes direct or indirect upon all materials; pay all fees for, and obtain all necessary permits and licenses, unless otherwise specified herein.

TAXES, CHARGES AND EXTRAS:

- A) **DO NOT** include Federal Excise Tax. County is exempt under Registration No. 94-73-03401-K.
- B) County is exempt from Federal Transportation Tax. Exemption certificate is not required where shipping papers show consignee as County of Fresno.
- C) Charges for transportation, containers, packing, etc. will not be paid unless specified in bid.

VENDOR ASSISTANCE: Successful bidder shall furnish, at no cost to the County, a representative to assist County departments in determining their product requirements.

MINOR DEVIATIONS: The County reserves the right to negotiate minor deviations from the prescribed terms, conditions and requirements with the selected vendor(s). The County may require additional items from those in bid schedule.

BIDDERS' LIABILITIES: County of Fresno will not be held liable for any cost incurred by vendors in responding to the RFQ.

PRICE RESPONSIBILITY: The selected vendor(s) will be required to assume full responsibility for all services and activities offered in the quotation, whether or not they are provided directly. Further, the County of Fresno will consider the selected vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The contractor may not subcontract or transfer the contract, or any right or obligation arising out of the contract, without first having obtained the express written consent of the County.

PRICES: Bidder(s) agrees that prices quoted are for the five-year contract period, and in the event of a price decline such lower prices shall be extended to the County of Fresno. Prices shall be quoted F.O.B. destination.

CONFIDENTIALITY: Bidders shall not disclose information about the County's business or business practices and safeguard confidential data which vendor staff may have access to in the course of system implementation.

NEWS RELEASE: Vendors shall not issue any news releases or otherwise release information to any third party about this RFQ or the vendor's quotation without prior written approval from the County of Fresno.

BACKGROUND REVIEW: The County reserves the right to conduct a background inquiry of each proposer/bidder which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a quotation/bid to the County, the vendor consents to such an inquiry and agrees to make available to the County such books and records the County deems necessary to conduct the inquiry.

ADDENDA: In the event that it becomes necessary to revise any part of this RFQ, addenda will be provided to all agencies and organizations that receive the basic RFQ.

CONFLICT OF INTEREST: The County shall not contract with, and shall reject any bid or quotation submitted by the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or public agencies for which the Board of Supervisors is the governing body.
2. Profit-making firms or businesses in which employees described in Subsection (1) serve as officers, principals, partners or major shareholders.
3. Persons who, within the immediately preceding twelve (12) months, came within the provisions of Subsection (1), and who were employees in positions of substantial responsibility in the area of service to be performed by the contract, or participated in any way in developing the contract or its service specifications.
4. Profit-making firms or businesses in which the former employees described in Subsection (3) serve as officers, principals, partners or major shareholders.
5. No County employee whose position in the County enables them to influence the selection of a contractor for this RFQ, or any competing RFQ, and no spouse or economic dependent of such employee, shall be employees in any capacity by a bidder, or have any other direct or indirect financial interest in the selection of a contractor.

INVOICING: All invoices are to be emailed to Department of Social Services at DSSFacilitiesandSafety@fresnocountyca.gov. Each invoice shall reference the contract number and the equipment number if applicable.

PAYMENT: County will make partial payments for all purchases made under the contract/purchase order and accumulated during the month. Terms of payment will be net forty-five (45) days.

CONTRACT TERM: It is County's intent to contract with the successful bidder(s) for a term of three (3) years.

RENEWAL: Agreement may be renewed for a potential of two (2) one (1) year periods, based on the mutual written consent of all parties.

QUANTITIES: Quantities shown in the bid schedule are approximate and the County guarantees no minimum amount. The County reserves the right to increase or decrease quantities.

ORDERING: Orders will be placed as required by County of Fresno Department of Social Services.

TERMINATION: The County reserves the right to terminate any resulting contract upon written notice.

INDEPENDENT CONTRACTOR: In performance of the work, duties, and obligations assumed by Contractor under any ensuing Agreement, it is mutually understood and agreed that CONTRACTOR, including any and all of Contractor's officers, agents, and employees will at all times be acting and performing as an independent contractor, and shall act in an independent capacity and not as an officer, agent, servant, employee, joint venturer, partner, or associate of the COUNTY. Furthermore, County shall have no right to control or supervise or direct the manner or method by which Contractor shall perform its work and function. However, County shall retain the right to administer this Agreement so as to verify that Contractor is performing its obligations in accordance with the terms and conditions thereof. Contractor and County shall comply with all applicable provisions of law and the rules and regulations, if any, of governmental authorities having jurisdiction over matters the subject thereof.

Because of its status as an independent contractor, Contractor shall have absolutely no right to employment rights and benefits available to County employees. Contractor shall be solely liable and responsible for providing to, or on behalf of, its employees all legally-required employee benefits. In addition, Contractor shall be solely responsible and save County harmless from all matters relating to payment of Contractor's employees, including compliance with Social Security, withholding, and all other regulations governing such matters. It is acknowledged that during the term of the Agreement, Contractor may be providing services to others unrelated to the County or to the Agreement.

SELF-DEALING TRANSACTION DISCLOSURE: Contractor agrees that when operating as a corporation (a for-profit or non-profit corporation), or if during the term of the agreement the Contractor changes its status to operate as a corporation, members of the Contractor's Board of Directors shall disclose any self-dealing transactions that they are a party to while Contractor is providing goods or performing services under the agreement with the County. A self-dealing transaction shall mean a transaction to which the Contractor is a party and in which one or more of its directors has a material financial interest. Members of the Board of Directors shall disclose any self-dealing transactions that they are a party to by completing and signing a Fresno County Self-Dealing Transaction Disclosure Form and submitting it to the County prior to commencing with the self-dealing transaction or immediately thereafter.

HOLD HARMLESS CLAUSE: Contractor agrees to indemnify, save, hold harmless and at County's request, defend the County, its officers, agents and employees, from any and all costs and expenses (including attorney's fees and costs), damages, liabilities, claims and losses occurring or resulting to County in connection with the performance, or failure to perform, by Contractor, its officers, agents or employees under this Agreement and from any and all costs and expenses (including attorney's fees and costs), damages, liabilities, claims and losses occurring or resulting to any person, firm or corporation who may be injured or damaged by the performance, or failure to perform, of Contractor, its officers, agents or employees under this Agreement.

SAFETY DATA SHEETS: With the invoice or within twenty-five (25) days of delivery, the seller must provide to the County a Safety Data Sheet for each product, which contains any substance on "The List of 800 Hazardous Substances", published by the State Director of Industrial Relations. (See Hazardous Substances Information and Training Act, California State Labor Code Sections 6360 through 6399.7.)

RECYCLED PRODUCTS/MATERIALS: Vendors are encouraged to provide and quote (with documentation) recycled or recyclable products/materials which meet stated specifications.

DAMAGE TO EXISTING WORK: Damage to existing construction, equipment, planting, etc., by the contractor in the performance of their work shall be replaced or repaired and restored to original condition by the contractor.

CLEAN UP: The Contractor shall at all times, keep the premises clean from accumulation of waste materials or rubbish caused by their employees or work and shall remove all resulting work debris from the job site.

WATER, POWER & TOILET FACILITIES: Successful bidder(s) may use County owned water, power and toilet facilities at job site (when existing) at no expense to the successful bidder(s). Successful bidder(s) will be required, however, to provide piping, fittings and other items as necessary to bring water and power from existing service to job site.

COORDINATE WORK WITH OWNER: Successful bidder(s) shall coordinate and schedule the work with the County so that any interruption to the normal business operations be kept to a minimum.

INSPECTION: All material and workmanship shall be subject to inspection, examination and test by the County at any and all times during which manufacture and/or construction are carried on. The County shall have the right to reject defective material and workmanship or require its correction.

SUPERVISION: The Contractor shall give efficient supervision to the work, using therein the skill and diligence for which they are remunerated in the contract price.

STANDARD OF PERFORMANCE: All work shall be performed in a good and workmanlike manner.

SAFEGUARDS: The contractor shall provide safeguards, in conformity with all local codes and ordinances as may be required.

DISPUTE RESOLUTION: The ensuing contract shall be governed by the laws of the state of California. Any claim which cannot be amicably settled without court action will be litigated in the U.S. District Court for the Eastern District of California in Fresno, CA or in a state court for Fresno County.

DEFAULT: In case of default by the selected bidder(s), the County may procure the services from another source and may recover the loss occasioned thereby from any unpaid balance due the selected bidder, or by any other legal means available to the County.

Regardless of F.O.B. point, vendor agrees to bear all risks of loss, injury or destruction to goods and materials ordered herein which occur prior to delivery and such loss, injury or destruction shall not release vendor from any obligation hereunder

ASSIGNMENTS: The ensuing proposed contract will provide that the vendor may not assign any payment or portions of payments without prior written consent of the County of Fresno.

ASSURANCES: Any contract awarded under this RFQ must be carried out in full compliance with the Civil Rights Act of 1964, the Americans With Disabilities Act of 1990, their subsequent amendments, and any and all other laws protecting the rights of individuals and agencies. The County of Fresno has a zero tolerance for discrimination, implied or expressed, and wants to ensure that policy continues under this RFQ. The contractor must also guarantee that services, or workmanship, provided will be performed in compliance with all applicable local, state, or federal laws and regulations pertinent to the types of services, or project, of the nature required under this RFQ. In addition, the contractor may be required to provide evidence substantiating that their employees have the necessary skills and training to perform the required services or work.

OBLIGATIONS OF CONTRACTOR: Contractor warrants on behalf of itself and all subcontractors engaged for the performance of the ensuing contract that only persons authorized to work in the United

States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.

TIE BIDS: With all other factors being equal, the contract shall be awarded to the Fresno County vendor or, if neither or both are Fresno County vendors, the tied vendors will be granted the opportunity to submit new bids or the entire bid may be rejected and re-bid. If the General Requirements of the RFQ state that they are applicable, the provisions of the Fresno County Local Vendor Preference shall take priority over this paragraph.

DATA SECURITY: Individuals and/or agencies that enter into a contractual relationship with the County for the purpose of providing services must employ adequate controls and data security measures, both internally and externally to ensure and protect the confidential information and/or data provided to contractor by the County, preventing the potential loss, misappropriation or inadvertent access, viewing, use or disclosure of County data including sensitive or personal client information; abuse of County resources; and/or disruption to County operations.

Individuals and/or agencies may not connect to or use County networks/systems via personally owned mobile, wireless or handheld devices unless authorized by County for telecommuting purposes and provide a secure connection; up to date virus protection and mobile devices must have the remote wipe feature enabled. Computers or computer peripherals including mobile storage devices may not be used (County or Contractor device) or brought in for use into the County's system(s) without prior authorization from County's Chief Information Officer and/or designee(s).

No storage of County's private, confidential or sensitive data on any hard-disk drive, portable storage device or remote storage installation unless encrypted according to advance encryption standards (AES of 128 bit or higher).

The County will immediately be notified of any violations, breaches or potential breaches of security related to County's confidential information, data and/or data processing equipment which stores or processes County data, internally or externally.

County shall provide oversight to Contractor's response to all incidents arising from a possible breach of security related to County's confidential client information. Contractor will be responsible to issue any notification to affected individuals as required by law or as deemed necessary by County in its sole discretion. Contractor will be responsible for all costs incurred as a result of providing the required notification.

AUDITS AND RETENTION: The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three (3) years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

BIDDER TO COMPLETE THE FOLLOWING:**PARTICIPATION**

The County of Fresno is a member of the Central Valley Purchasing Group. This group consists of Fresno, Kern, Kings, and Tulare Counties and all governmental, tax supported agencies within these counties.

Whenever possible, these and other tax supported agencies co-op (piggyback) on contracts put in place by one of the other agencies.

Any agency choosing to avail itself of this opportunity, will make purchases in their own name, make payment directly to the contractor, be liable to the contractor and vice versa, per the terms of the original contract, all the while holding the County of Fresno harmless. If awarded this contract, please indicate whether you would extend the same terms and conditions to all tax supported agencies within this group as you are proposing to extend to Fresno County.

☐

Yes, we will extend contract terms and conditions to all qualified agencies within the Central Valley Purchasing Group and other tax supported agencies.

☐

No, we will not extend contract terms to any agency other than the County of Fresno.

(Authorized Signature)

Title

TRADE SECRET ACKNOWLEDGEMENT

Each proposal submitted is public record under the California Public Records Act (Cal. Gov. Code, secs. 7920.000 and following) and is therefore open to inspection by the public as required by Section 7922.525 of the California Government Code. The County will not exclude any proposal or portion of a proposal from treatment as a public record except information that it is properly submitted as a "trade secret" (described below) and determined by the County to be a "trade secret" (if not otherwise subject to disclosure, as stated below).

Information submitted as "proprietary", "confidential" or under any other terms that might state or suggest restricted public access will not be excluded from treatment as public record.

A general description of a "trade secret" is information, including a formula, pattern, compilation, program, device, method, technique, or process that derives independent economic value, actual or potential, from not being generally known to the public or to other persons who can obtain economic value from its disclosure or use and is the subject of efforts to maintain its secrecy.

Requirements for Consideration as a Trade Secret:

- 1. Information must be submitted in a separate PDF file titled "Trade Secret"**
- 2. Information must include a clear and concise statement that sets out the reasons the information qualifies as a Trade Secret.**
- 3. Information must conform to the above description of a Trade Secret.**

Information submitted by a bidder as trade secret will be reviewed by County of Fresno's Purchasing Division, with the assistance of the County's legal counsel, to determine conformance or non-conformance to the foregoing description.

Information that is properly identified as "trade secret" and which the County determines to conform to the description will not become public record (if not otherwise subject to disclosure, as stated below). The County will safeguard this information in an appropriate manner, provided however, in the event of a request, demand, or legal action by any person or entity seeking access to the trade secret information, the County will inform the bidder of such request, demand, or legal action, and the bidder shall defend, indemnify, and hold harmless the County, including its officers and employees, against any and all claims, liabilities, damages, or costs or expenses, including attorney's fees and costs, relating to such request, demand or legal action, seeking access to the trade secret information.

Information submitted by bidder as trade secret and determined by the County not to be in conformance with the above requirements for consideration as a trade secret shall not be treated as a trade secret.

The County shall not in any way be liable or responsible for the disclosure of any proposals or portions thereof, if (1) they are not electronically submitted in a separate PDF that is marked "Trade Secret"; or (2) disclosure thereof is required or allowed under the law or by order of court.

Bidders are advised that the County does not wish to receive trade secrets and that bidders are not to supply trade secrets unless they are absolutely necessary.

BIDDER MUST CHECK ONE OF THE FOLLOWING:

Has bidder complied with all of the requirements for consideration as a trade secret listed above?

By marking "**NO**", bidder does not claim any bid information submitted to the County is a trade secret.

☐ **YES** ☐ **NO**

I have read and understand and agree to the above "Trade Secret Acknowledgement."

ACKNOWLEDGED AND AGREED BY BIDDER:

Signature

Date

Print Name

Title

VENDOR MUST COMPLETE AND RETURN WITH REQUEST FOR QUOTATION.

Firm: _____

REFERENCE LIST

Provide a list of at least five (5) customers for whom you have recently provided similar products/services. If you have held a contract for these or similar services with the County of Fresno within the past seven (7) years, list the County as one of your customers. Please list the person most familiar with your contract. Be sure to include all requested information.

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Failure to provide a list of at least five (5) customers may be cause for rejection of this RFQ.

SCOPE OF WORK

SERVICE LOCATION:

Services to be performed at the following locations. In the event of an emergency relocation, the County and the awarded vendor(s) may amend the contract to include services at the temporary location. Pricing will be determined and mutually agreed upon in writing by both parties prior to implementation.

1195 E Manning Ave, Reedley, CA 93654	Approximately 18,414 square feet housing approximately 50 staff members in a one-story building.
3830 N. McCall Ave, Selma, CA 93662	Approximately 21,440 square feet, housing approximately 70 staff members in a one-story building.
311 Coalinga Plaza, Coalinga, CA 93210	Approximately 24,000 square feet, housing approximately 50 staff members in a three-story building. There is only one (1) elevator. Most used spaces (kitchenettes, restrooms) are in the upon two floors while the basement has less used spaces like storage, conference, and training rooms.

***Floorplans are provided as separate attachments for reference.**

PREVAILING WAGE: The County's understanding is that the requested janitorial scope of work in this RFQ is exempted from state prevailing wage requirements, however, the bidding vendor bears the responsibility for the same verification due to state compliance and financial risk.

SITE INSPECTION: County will not be providing an onsite inspection. Bidders are free to visit the public lobby of the buildings, but they will not be given access beyond the public lobby.

FLOORING: Flooring for the buildings is generally estimated to be a combination of carpet, tile, VCT, and concrete. Generally, the buildings have approximately 50-70% of the floor space carpeted, with the exception of restrooms, common hallway areas, and public lobbies.

RESTROOM QUANTITY:

- Reedley and Coalinga: Each location has four restrooms: two public lobby restrooms (one men's and one women's) and two employee restrooms (one men's and one women's).
- Selma: The location has four restrooms: two single-use public lobby restrooms and two employee restrooms (one men's and one women's).

SUPPLIES:

Contractor shall furnish all supplies, including but not limited to paper supplies (toilet paper and paper towels), hand soap, toilet deodorizers, air fresheners and refills, disinfectant and cleaning materials, and other related supplies. Bidder's Quotation Schedule and Additional Service Needs must include/absorb all cost of supplies needed for this solicitation.

The Contractor is responsible for providing and updating the County on Safety Data Sheets for each cleaning agent used.

Products must be of standard commercial quality. The final product list will be agreed upon with the awarded Contractor after award and contract execution but before services begin. If the Contractor or County requests an alternative product, the parties shall discuss and mutually agree on a suitable replacement.

The county cannot provide historical monthly usage or dispensing volumes for supplies or products used in relation to the scope of work described in this request for quotation.

SERVICE TIMES:

Service Days: Services shall be performed each workday, Monday through Friday, except County observed holidays.

Service Hours: Services shall be performed between the hours of 5:30 p.m. and 12:00 a.m. or another agreed upon time between both parties, except for services following Friday workdays which may be performed at any time after 5:30 p.m. on Friday and prior to 7:00 a.m. on the following Monday.

County Approved Holidays: No services will be required on County-observed holidays when County offices are closed. The County will only pay for services actually performed.

The contractor's Quotation Schedule shall not include costs for the holidays listed below.

If for any reason, the contractors monthly invoice includes service costs for a county holiday, contractor must reduce the monthly invoice to exclude county holidays or any other date when services are not provided; the credit will be based on the average daily cost for the month in which the holiday or missed service date occurs.

- New Year's Day, January 1st or closest Friday or Monday, if on weekend
- Martin Luther King Day, 3rd Monday in January
- Presidents Day, 3rd Monday in February
- Farmworkers Day, March 31st or closest Friday or Monday, if on weekend
- Memorial Day, last Monday in May
- Juneteenth, June 19th or closest Friday or Monday, if on weekend
- Independence Day, July 4th or closest Friday or Monday, if on weekend
- Labor Day, first Monday in September
- Veteran's Day, November 11th or closest Friday or Monday, if on weekend
- Thanksgiving, 4th Thursday in November
- Friday following Thanksgiving
- Christmas Day, December 25th or closest Friday or Monday, if on weekend

TERM: The term of the resulting Agreement will be for a potential three (3) year term with two (2) optional one (1) year extensions.

LAWS AND REGULATIONS: The successful bidder(s) shall comply with all laws, rules and regulations whether they be Federal, State or municipal, which be applicable to Contractor's business, equipment and personnel engaged in service covered by any Agreement resulting from this Request for Quotation.

JANITORIAL SERVICE REQUIREMENTS:

1. The general day-to-day housekeeping activities are performed in accordance with commercial building housekeeping standards. All areas of the building (including less used areas like conference rooms and basements) shall receive the same services at the frequencies established in this request for quotation (ex: daily, weekly, monthly, quarterly).
2. Contractor shall provide, if requested by the county, a Housekeeping Schedule, an example is attached ("Attachment A"). This is to be used as a daily check-off list by the contractor and are to be retained by contractor's supervisor and made available upon county request. County may modify the daily checklist to better reflect or clarify duties if needed.
3. Contractor shall perform services with minimal interference to facility operations

and must coordinate scheduling in advance with county when work impacts operational areas.

4. Housekeeping cleaning supplies and equipment shall be stored in designated housekeeping closets or areas. Cleaning tools and chemicals shall not be left unattended during normal business hours.
5. A detergent germicide shall be used for all cleaning and dusting purposes.
6. Mopheads shall be removable and changed regularly for sanitary purposes.
7. There shall be sufficient housekeeping personnel to maintain the interior of the buildings in a safe, clean, orderly, attractive manner and free from offensive odors.
8. Lights shall be turned off upon completion of daily services, and the building must be fully secured. At no time shall doors be left open or ajar during service activities. All entry points must remain closed and secured immediately after use.
9. Contractor shall not carry out janitorial services on electronic or powered office machines (televisions, computers, monitors, keyboards, phones, printers, copiers, etc.).
10. Contractor's point of contact for all work resulting from this RFQ shall be with the County Representative. Contact information will be provided to the awarded contractor during contract negotiations. If any onsite staff request additional services outside of this RFQ or modifications to the scope of work in this RFQ, the contractor shall obtain prior authorization from the County Representative before proceeding.
11. Janitorial staff may be required to arm and disarm the building alarm system as part of their routine duties.
12. Contractor shall maintain a 24-hour telephone number answered by a live person or answering service (voice mail is not acceptable) and respond to County calls within fifteen (15) minutes if requested by the county. This requirement will only be needed when the county needs to make contact with the contractor regarding onsite janitorial having issues with the alarm of the building, no-shows of janitorial staff, or other troubleshooting issues.
13. **Additional Service Needs:** Unexpected or unscheduled needs for janitorial services shall be categorized into the following priority levels. Contractor shall bill county at the rates provided in the Additional Service Needs section of the Quotation Schedule that is part of this RFQ.
 - a. The highest priority services shall be those required for safety and sanitation hazards during normal work hours (7:00 am – 5:30 pm). Contractor shall acknowledge the call within fifteen (15) minutes and provide onsite services as follows:
 - Reedley and Selma – 1 hour
 - Coalinga – 1.5 hours
 - b. The second priority level shall be services required for safety and sanitation hazards during non-normal work hours (5:30 pm – 7:00 am).

Contractor shall acknowledge the call within fifteen (15) minutes and provide onsite services as follows:

- Reedley and Selma – 1.5 hours
- Coalinga – 2 hours

DAILY CLEANING:

1. Vacuum all carpets thoroughly:
 - a. Under and around furniture.
 - b. Corners, behind doors and along the baseboards.
 - c. Spot clean spills, stains and remove gum.
2. Empty wastebaskets and waste containers and replace liners daily, and as additionally needed.
 - a. Blue wastebaskets are not to be emptied unless specifically requested.
3. Damp wipe all counters, furniture work surfaces, and desktops, provided they are free of work materials, including kitchenette and conference room areas.
4. Dust (with treated mop), spot clean and damp mop hard surface floors and all outside and inside entry floors.
5. Clean elevator:
 - a. Stainless steel areas are to be cleaned with a metal polish.
 - b. Wood finish areas are to be cleaned with furniture polish.
 - c. Damp wipe walls.
 - d. Floors/carpets are to be vacuumed.
 - e. Elevator tracks are to be cleaned and vacuumed.
6. Clean up all spillage.
7. Clean all entry/exit doors and door glass, inside and outside.
8. Restrooms:
 - a. Floors are to be mopped with a disinfectant approved by Fresno County.
 - b. Fixtures on the sinks, toilets, urinals, and the mirrors are to be cleaned with a disinfectant approved by Fresno County.
 - c. Toilets and urinals, plus the surrounding wall areas, are to be cleaned with a disinfectant approved by Fresno County.
 - d. A cleaning agent shall be poured down restroom drains to keep the smell down.
 - e. Tile surrounding sinks are to be cleaned using a disinfectant approved by Fresno County.
 - f. Empty wastebasket containers.
 - g. Refill toilet paper, paper towel, soap dispensers, sanitary products, air freshener dispensers,
and seat covers.
 - h. Other cleaning agents to remove resistant soil, polish metal, or preserve floors should be used as needed, after any required treatment with disinfectant cleaner. Cleaning agents to be approved by Fresno County.
 - i. Separate mops/tools shall be used for restrooms; water/disinfectant mop solution shall be changed when dirty and never used on a non-bathroom floor.

9. Clean all toilet paper, paper towel and soap dispensers.
10. Spot clean windows, walls, doors, door jams and area around light switches.
11. Clean with sanitizing disinfectant doorknobs and stairwell handrails.
12. Remove empty boxes, cardboard and miscellaneous material and place in appropriate containers.
13. Damp wipe chairs and/or benches in lobby/waiting room.
14. Remove staples and paper clips from carpet.
15. Clean sinks and counters in break rooms.
16. Remove cobwebs.
17. Clean door thresholds.
18. Wash fingerprints from walls.
19. Remove graffiti from wall areas.

WEEKLY CLEANING:

1. Sweep, remove trash, clean and damp mop all stairwells and stairwell landings.
2. Damp wipe all metal and wood window ledges.
3. Clean both sides of all interior/exterior window glass.
4. Damp wipe tops of all furniture partitions and furniture systems.
5. Vacuum upholstered furniture as needed/weekly where specified.

MONTHLY CLEANING:

1. Clean and dust air vents.

QUARTERLY CLEANING (Every three (3) months):

1. Strip and wax all linoleum flooring.
2. Shampoo carpets (using extraction method) throughout the building, including all waiting/lobby and reception areas. This work must be coordinated with designated County Representative to minimize disruption to staff.
3. Remove cobwebs from all ceilings, doors, and corners within the building.

QUOTATION SCHEDULE

The County of Fresno is soliciting firm, fixed pricing for janitorial services at three (3) regional facilities.

All quoted costs for both Monthly Rate per Year and Additional Service Needs must be firm and fixed for the potential 5-year term of the agreement.

Contractors typically structure their pricing in one of two ways: they either apply escalating annual rates or they provide pricing that remains identical across all contract years. Contractor is responsible solely, for providing Quotation Schedules that meet the requirements of this RFQ. The Quotation Schedules provided by the contractor will not be later modified or increased.

All costs must include all administrative and operational costs, that include but are not limited to inflation, minimum wage changes or statutory labor adjustments for labor, overhead, supervisory/management costs, insurance, uniforms, equipment, travel, mobilization, gas, or any other cost. No exceptions.

The above requirements apply to both quotations schedules in the Monthly Rate per Year and Additional Service Cost sections below.

Monthly Rate per Year

Bidders are required to complete the quotation schedule in full, as specified below.

Bidders are to submit a monthly rate per year for the site(s) they are bidding on. Bidders may submit to more than one site. The lowest bidder for each site will be awarded. It is possible a bidder may be awarded multiple locations.

Award for this solicitation will be given to the lowest monthly rate bidder(s) in this Monthly Rate per Year category if they meet all other expectations and criteria set in this RFQ.

The department reserves the right to award multiple vendors. Vendors are encouraged to submit bids for all sites. The award will be considered for the lowest cost at each individual site.

	<u>Reedley</u>	<u>Selma</u>	<u>Coalinga</u>
Year 1:	\$_____ per month	\$_____ per month	\$_____ per month
Year 2:	\$_____ per month	\$_____ per month	\$_____ per month
Year 3:	\$_____ per month	\$_____ per month	\$_____ per month
Year 4:	\$_____ per month	\$_____ per month	\$_____ per month
Year 5:	\$_____ per month	\$_____ per month	\$_____ per month

Additional Service Needs

The county estimates 15 labor hours a year for these services across all three (3) buildings.

If contractor has a minimum charge for services, the hourly rates the contractor provides will be the minimum charge for services.

Additional shampooing of carpets has been included in this section as the county may request this service in addition to the quarterly frequency previously described in the Janitorial Service Requirements.

Bidders must provide an hourly rate for services described in the quotation schedule below. All Additional Services must be pre-approved by the Department Representative.

Description of Service	Year	Reedley	Selma	Coalinga
Biohazardous Waste Cleanup (ex: blood, bodily fluids)	Year 1:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 2:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 3:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 4:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 5:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
Terminal Cleaning (Lice, Scabies, bedbugs, MRSA)	Year 1:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 2:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 3:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 4:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 5:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
Pressure Washing	Year 1:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 2:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 3:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 4:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 5:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
Replace light bulbs as needed (materials shall be provided by county)	Year 1:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 2:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 3:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 4:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 5:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
Shampoo upholstered furniture (can includes staff desk chairs)	Year 1:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 2:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 3:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 4:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 5:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
Additional shampooing of carpets	Year 1:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 2:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 3:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 4:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour
	Year 5:	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour

CHECK LIST

This Checklist is provided to assist the vendors in the preparation of their bid response. Included in this list, are important requirements and is the responsibility of the bidder to submit with the bid package in order to make the bid compliant. Because this checklist is just a guideline, the bidder must read and comply with the bid in its entirety.

Check off each of the following:

1. _____ The Request for Quotation (RFQ) has been signed and completed.
2. _____ Addenda, if any, have been signed and included in the bid package.
3. _____ Signed *Trade Secret Form* as provided with this RFQ (Trade Secret Information, if provided, must be electronically submitted in a separate PDF file and marked as Confidential.)
4. _____ The completed *Reference List* as provided with this RFQ.
5. _____ The *Quotation Schedule* as provided with this RFQ has been completed, price reviewed for accuracy and any corrections initialed.
6. _____ Indicate all of bidder exceptions to the County's requirements, conditions and specifications as stated within this RFQ.
7. _____ The *Participation* page as provided within this RFQ has been signed and included
8. _____ Return checklist with RFQ response.
9. _____ Bidder's response does not contain any links as stated in the Bid Instructions.
10. _____ **Completed RFQ in pdf format, electronically submitted to the Bid Page on Public Purchase.**

ATTACHMENTS

- A. Housekeeping Schedule Example**
- B. Insurance Requirements**
- C. Coalinga Floorplan**
- D. Reedley Floorplan**
- E. Selma Floorplan**