



**Public Works Department  
Engineering Division  
One North San Antonio Road  
Los Altos, California 94022-3087  
(650) 947-2780  
Fax (650) 947-2732**

May 3, 2016

**SUBJECT: Request for Proposal – Custodial Cleaning Services of City Buildings, Gymnasiums, Park Restrooms and Litter Control**

Dear Contractor,

You are invited to submit proposals to provide custodial services within the City of Los Altos outlined and delineated on the enclosed Scope of Services. Proposals are due to the office of the Public Works Department **before 4:00 P.M., Thursday, May 26, 2016.**

**PROJECT REQUIREMENTS**

The work includes furnishing all labor, tools, shop facilities, equipment, and material required to complete the work at various sites throughout the City.

Sites include:

1. Grant Park – 1575 Holt Avenue
  - a. Multi-Purpose room will require service six (6) days a week Saturday through Thursday
  - b. Rooms 1 thru 4 will require service Monday through Friday after 5:00 PM.
  
2. Municipal Service Center – 707 Fremont Avenue
  - a. Administration building
  - b. Will require service five (5) days a week (Monday through Friday) service, after 5:00 PM.
  
3. Hillview Community Center – 97 Hillview Avenue
  - a. Children’s Corner Day Care site
    - 1) Rooms 3, 5, 6, and C
  - b. Senior Center Rooms 10, 11 and 12
  - c. Room 14 Kinder-Prep
  - d. Room A
  - e. Multi-Purpose Hall and kitchen
  - f. Social Hall
  - g. Recreation office
  - h. Back Restrooms in hallway near Room 15
  - i. Front Restrooms near Room 2

- 1) All will require service five (5) days a week (Monday through Friday) service, after 5:00 PM.
4. Police Department – 1 N. San Antonio Road
  - a. The Police Department (Main Building and Modular Offices) will require six (6) days a week (Monday through Saturday) service. The work shall be scheduled after 5:00 PM and completed by 11:00 PM.
  - b. The Police Annex and IT Annex Modular offices in the Police parking yard will require six (6) days a week (Monday through Saturday) service. The work shall be scheduled after 5:00 PM and completed by 11:00 PM.
5. City Hall – 1 N. San Antonio Road
  - a. The City Hall will require five (5) days a week (Monday through Friday) service. The work shall be scheduled after 5:00 PM and completed by 11:00 PM.
  - b. Los Altos Youth Center Building will require service six (6) days a week Saturday through Thursday
6. Gymnasiums
  - a. Blach Intermediate School, 1120 Covington Road
  - b. Egan Intermediate School, 100 W. Portola Avenue.
  - c. Rosita Building, 401 Rosita Avenue (3 day a week service)
  - d. This service will be required throughout the calendar year and will require seven (7) days a week (Monday through Sunday) service 12 months out of the year. The work shall be scheduled after 11:00 PM and completed by 6:00 AM.
7. City Parks
  - a. From Memorial Day weekend to Labor Day weekend, cleaning of the public restrooms in the City parks as well as scheduled litter control and emptying of trash receptacles will be seven (7) days per week (i.e., summer month). From the weekend following Labor Day to the weekend prior to Memorial Day (i.e., winter month), service would be five (5) days per week including two (2) weekend days.
  - b. All park work shall start after 7:00 AM and be completed by 11:00 AM including holidays.
8. Garden House – 400 University Avenue
  - a. Upstairs Main Hall & Kitchen: Provide (5) days a week (Monday through Friday) service.
  - b. Underground Teen Center: Provide (2) days a week service September through May and (3) days a week service June through August.

There are a total of ten (10) legal holidays in which the City honors. Custodial services will not be required on holidays with the exception of the Police Department and City Park restrooms and trash receptacle emptying.

### **TIME SCHEDULE**

The initial contract period for the custodial services shall be from July 1, 2016 to June 30, 2017, a twelve (12) month period. The contract may be renewed subject to successful completion of the initial contract term, in up to four (4) one-year (12 months) increments.

### **INSURANCE REQUIREMENTS**

The contractor will be required to maintain insurance coverage for Personal Injury and Worker's Compensation, with the City of Los Altos named as "Additional Insured." Level of coverage is outlined in the attached sample Agreement for Services.

### **FEE SCHEDULE**

Not to exceed fees should be listed in the Proposal Form:

- Fee for monthly service of listed facilities
- Unit cost for hourly rates including equipment for additional services (emergency, after hours, and regular hours)

Payment for work completed will be based on progress to date each month for the work described in the Scope of Services. The contractor should include all incidental costs in each item of the Fee Schedule listed above.

### **PROPOSALS**

Please submit five (5) copies of the proposal incorporating all requirements set forth in this Request for Proposal along with a statement of qualifications for undertaking the proposed services. Proposals shall include the following information:

Cover Letter (1-page) containing at a minimum:

- Company name, contact name, address, fax number, and email address
- Acknowledge receipt of any and all addenda (list number and date of issuance)

(1) General Information

- a. Description of firm/team
- b. Legal company organization; organization chart with names
- c. List of applicable licenses

(2) Team Experience & Qualifications

- a. Applicant's overall reputation, service capabilities and quality as it relates to this project.
- b. Briefly describe each team member's role.
- c. Each bidder must provide a list of other cities and towns in Northern California, for which contracts have been completed or are currently in force, during the past five (5) years.
- d. Identify proposed sub consultants/subcontractors, and your method of sub consultants/subcontractor selection, if applicable.
- e. Current workload and ability to proceed promptly.
- f. Willingness to abide by the City's standard form Agreements with few or no objections or changes.

- g. Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
- h. Relevant factors impacting the quality or value of work

Include the completed **BID PROPOSAL FORM** in as a separate sealed envelope.

Proposals will be evaluated based on the information outlined in this Request for Proposal. Proposal price alone will not be the sole determining factor in the selection of the contractor for this work. The City will evaluate each of the contractor's qualifications and references and may conduct interviews with the contractors that demonstrate the best qualifications for the proposed services. From this evaluation and the possible interviews, the City will select a contractor and negotiate a fee for the services delineated in the Scope of Services. The contractor must be ready to execute a standard Contractor Services Agreement (draft version is attached) within ten (10) days of award of the contract. The proposal submitted in response to this Request for Proposal will be included as part of the Agreement with the selected contractor.

If you need assistance or have questions, please contact the Engineering Services Manager at [clamm@losaltosca.gov](mailto:clamm@losaltosca.gov).

Sincerely,

Christopher Lamm  
Engineering Services Manager

Enclosures:

- (1) Scope of Services, dated April 2016;
- (2) Contractor Services Agreement (draft version)
- (3) City of Los Altos Bid Proposal Form