



**Invitation for Bid (IFB) Number MID-IFB-2017-08  
Janitorial Management & Maintenance Services**

**I. INTRODUCTION:**

The Merced irrigation District (MID) is inviting responses from qualified janitorial service providers for the Invitation For Bid **MID-IFB-2017-08** Janitorial Management & Maintenance Services for facility located at 744 West 20<sup>th</sup> Street, Merced, CA in accordance with the minimum Scope of Work ("SOW") and Specification Requirements indicated herein.

**II. DESCRIPTION OF LOCATION:**

The Administrative Office building is located at 744 West 20<sup>th</sup> Street in Merced. The building consists of office and meeting space of approximately 20,000 square feet over three floors housing approximately 65 employees. The building contains 5 restrooms, 3 storage areas and multiple cubicle and office structures. The building contains both hard flooring and carpeting. The areas to be cleaned include the main lobby, office areas, restrooms, break rooms and work areas. Expected frequency of cleaning is five evenings per week in all areas.

**III. REQUIREMENTS:**

Merced Irrigation District may only award public works projects contracts to contractors and subcontractors that comply with the new Public Works Contractor Registration Law (SB 854).

Labor Code Section 1771.1(a): A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for Public Work, as defined in this chapter, unless currently registered and qualified to perform Public Work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

**IV. SCOPE OF WORK:**

The vendor must demonstrate its ability to deliver competitive rates for the services described in EXHIBIT "A" in this IFB. Specific descriptions of the requirements for services are outlined in this section. MID wishes to ensure a scent free/allergen free workspace, in as much as possible. Proponents will be required to verify and ensure that products used are environmentally sound cleaning products.

MID expects to enter into an initial three-year contract with one, three-year extension, subject to annual evaluation of the firm's performance.

**V. GENERAL PROVISIONS:**

This solicitation does not commit MID to award a contract, pay any costs incurred in the preparation of the response, or to procure or contract for the articles of goods or services. MID reserves the right to accept or reject any or all IFB responses or portions thereof and to cancel in part or in its entirety this IFB, if it is in the best interest of MID to do so.

Questions regarding this IFB may be addressed in writing and sent to Jason Perez, Purchasing Agent, via E-mail at [jperez@mercedid.org](mailto:jperez@mercedid.org) prior to **Friday, August 25, 2017, before 3:00 PM**, unless the question is in writing, it will not be considered.

**VI. INSURANCE:**

Winning bidder shall provide proof of, or otherwise comply with, the following prior to commencement of work:

1. Commercial Liability insurance as follows (primary and sub-contractors):
  - a. \$2,000,000 each occurrence;
  - b. \$5,000,000 aggregate;
  - c. \$2,000,000 auto;
  - d. Merced Irrigation District as "Additional Insured."
2. Workers Compensation Insurance
  - a. \$1,000,000.
3. The required policy(s), noted above, shall be endorsed to provide MID with thirty (30) calendar days prior written notice of cancellation. Additionally, the policies shall also be endorsed by the insurance company (not the agent) to modify the policies to include Merced Irrigation District, its officers, agents, and employees as additional insured. MID is not liable for the payment of premiums or assessments on the policy.

## VII. BID SUBMISSION:

**Responses will be accepted by Friday, September 1, 2017 at 3:00 PM.** Late responses will not be accepted and will be returned unopened. Please send your response to Jason Perez at the address listed below. **Proposal responses must be SEALED and clearly marked as follows on the outermost packaging envelope or container:**

**“Invitation for Bid (IFB) Number MID-IFB-2017-08”  
Janitorial Management & Maintenance Services**

**INCLUDE ONE SIGNED ORIGINAL AND THREE (3) COPIES FOR REVIEW**

1. Cover letter indicating your understanding of the requirements of the IFB and identifying the primary contact for the contract. At least three references from similar sized/type clients including current contact information. Outline for each client:
  - Type of service provided;
  - Number of years services have been provided;
  - Square footage of facility(s);
  - Approximate annual cost of services provided.
2. Estimates of cost for the services outlined in EXHIBIT “A” of the IFB.

Proposal will be received by the Purchasing Agent at the District office located at 744 West 20<sup>th</sup> Street, Merced, California. To be considered, bids must be **received** by the Purchasing Agent no later than **Friday, September 1, 2017 at 3:00 PM.**

## VIII. SCHEDULE:

- ✧ IFB out on **Wednesday, August 16, 2017.**
- ✧ Mandatory Site Walk on **Wednesday, August 23, 2017.**
- ✧ Questions due (generated from site walk) by **Friday, August 25, 2017.**
- ✧ MID will respond to questions (generated from site walk) by **Tuesday, August 29, 2017.**
- ✧ Bids will be due on **Friday, September 1, 2017 at 3:00 PM.**
- ✧ Estimated contract award date is **Wednesday, September 6, 2017.**
- ✧ Anticipated start date is **Tuesday, September 12, 2017.**

## EXHIBIT "A" MID-IFB-2017-08

### REQUIREMENTS & SCOPE OF WORK

<b>1. GENERAL SERVICE:</b>	Please provide
Monthly Billing for general janitorial service ( 5 nights per week)	\$
Separately Billed Items: <i>Consumable supplies (toilet paper, paper towels)</i>	\$
Initial Clean-up Maintenance Service Fee	\$
Tenant Moving Adjustment Rate (price per sq ft)	\$
Carpet Cleaning –price per sq. foot calculated by building sq ft (Extracted)	\$
Carpet Cleaning –price per sq. foot calculated by building sq ft (Dry Clean)	\$

<b>2. FLOOR CARE SERVICES:</b>	Please provide
Scrub & Wax Hard Surface Floors – upon request	\$
Spray Buff Hard Surface Floors – upon request	\$
Carpet Cleaning - upon request	\$

<b>3. WINDOW CARE SERVICES:</b>	Please provide
Window Cleaning inside and out – 2 X Annually	\$

<b>4. DAILY SERVICES:</b>	Included
Control floor appearance by vacuuming or sweeping with chemically treated dust mop.	<input type="checkbox"/>
Mop other hard surface floors (restrooms, breakrooms, stairwells etc.) to remove soil and spillage.	<input type="checkbox"/>
Remove small water-soluble spots, such as coffee and soft drinks, from the carpets. (Note: supervisory personnel will remove non-soluble spots as soon as possible.)	<input type="checkbox"/>
Dust all cleared surfaces of desks, chairs, tables, filing cabinets, and other office furniture.	<input type="checkbox"/>
Empty all trash baskets and shredders into designated trash bins.	<input type="checkbox"/>
Remove smudges and unsightly appearances on door jambs, push plates, light switches, glass partitions, desks, and counters.	<input type="checkbox"/>

Sanitize and polish all drinking fixtures	<input type="checkbox"/>
Mop / Clean Lobby	<input type="checkbox"/>
Remove soil on entrance doorframes, handles, glass, and threshold. Control surface of immediate exterior/entry areas to reduce amount of dirt tracked into building.	<input type="checkbox"/>
Maintain supply and equipment storage area	<input type="checkbox"/>
Provide a report of unusual occurrences, malfunctions, or damages to your property whenever noticed.	<input type="checkbox"/>
<b>Restrooms:</b> Special attention to dispensers, receptacles, and fixtures, as well as to adjacent walls, partitions, and floor tile.	<input type="checkbox"/>
Refill soap, paper seat covers, tissue, and other restroom dispensers and supplies.	<input type="checkbox"/>
Consistently control the appearance, sanitation, and odor of restrooms by mopping floors with a selected germicide.	<input type="checkbox"/>
Polish mirrors and bright metal.	<input type="checkbox"/>
Clean and sanitize all urinals, toilets, and sinks.	<input type="checkbox"/>
Special attention to dispensers, receptacles, and fixtures, as well as to adjacent walls, partitions, and floor tile.	<input type="checkbox"/>

<b>5. WEEKLY SERVICES:</b>	<b>Included</b>
Extra attention given to dusting chair rungs, wheel bases, low moldings, sills, picture frames, and partition tops.	<input type="checkbox"/>
Clean locked offices	<input type="checkbox"/>
Interior office partition glass spot cleaned.	<input type="checkbox"/>
<b>Supervisor Inspection</b> of your building to insure that the service is done correctly, consistently, and to your satisfaction.	<input type="checkbox"/>

<b>6. MONTHLY SERVICES:</b>	<b>Included</b>
Dust all louvers mini blinds, and ceiling vents.	<input type="checkbox"/>
Clean Upper Patio	<input type="checkbox"/>
Supervisor will complete Written Inspection Reports. This <b>internal Quality Control Report</b> will be reviewed by the Director of Operations to insure that the service is done correctly, consistently, and to your satisfaction.	<input type="checkbox"/>
<b>Personal visit from Director of Operations</b> during daytime hours to insure that the service is done correctly, consistently, and to your satisfaction.	<input type="checkbox"/>

<b>7. PAYMENT TERMS:</b>	
	Please provide
Monthly Billing Invoice for general janitorial service due on:	\$

**DELINQUENCY TERMS:** *Please provide*

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**8. EQUIPMENT AND SUPPLIES PROVIDED:**

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**9. CUSTOMER SUPPLY SERVICE:**

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*End Requirements & Scope of Services Section*