



February 13, 2024

The Alameda Boys & Girls Club (ABGC) is requesting proposals from qualified vendors for commercial janitorial services located at 1900 Third Street in Alameda, CA.

Bid Publication Date: Tuesday, February 13, 2024

Pre-Bid Conference: Tuesday, February 27, 2024 at 1:30pm, 1900 Third Street, Rear Building (behind NEA/ACLC Schools)

Bid Deadline: Friday, March 15, 2024 by 5:00pm

Contractors should participate in the Pre-Bid Conference at the advertised time and location. If qualified vendors cannot attend the Pre-Bid Conference, they may reschedule by contacting Marc Morales, Director of Operations, at marc@alamedabgc.org.

All bidders must acknowledge that they understand the project requirements, have thoroughly examined the facilities, and submit bids that are informed and accurate.

Bidder must be actively licensed and insured for a minimum of (2) two consecutive years, and must demonstrate experience in commercial janitorial services.

Bids should be received by the advertised date and time either by mail or email. Bids can be mailed to:

Alameda Boys & Girls Club
P.O. Box 1069
Alameda, CA 94501

OR

Emailed to: marc@alamedabgc.org

No award will be made on the bid due date.

For questions, please contact Marc Morales, Director of Operations, at marc@alamedabgc.org.

I. CONTRACT AWARD

ABGC will analyze all bids and **may** interview bidders who meet the requirements as set forth in this **RFP**.

II. INDEMNIFICATION AGREEMENT

The vendor will protect, defend and indemnify the Alameda Boys & Girls Club, its officers, agents, services, volunteers and employees from any and all liabilities, claims, liens, fines, demands, and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Vendor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the Alameda Boys & Girls Club in connection with or in any way incident to or arising out of the occupancy, use, service, operation, performance, or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of the Vendor, sub-contractor, or any employee, agent or representative of the Vendor.

III. INSURANCE REQUIREMENTS

- A. Vendor must provide Commercial General Liability insurance with a limit of not less than \$2,000,000.
- B. Vendor must list Alameda Boys & Girls Club, Inc., as additional insured.
- C. All insurance policies shall be written with insurers that are licensed to write insurance coverage in the State of California and who have consistently maintained an AM Best Rating of A-, A, A+ or A++ since January 1, 2013.
- D. Vendor shall furnish the Alameda Boys & Girls Club with certification of insurance evidencing such coverages and endorsements at least ten (10) working days prior to commencement of services under this contract.

Certificates of insurance shall be addressed to:

Alameda Boys & Girls Club
P.O. Box 1069
Alameda, CA 94501

The Vendor shall provide thirty (30) days written notice from certificate holder for cancellation of insurance coverage.

IV. COMPLIANCE WITH LAWS AND REGULATIONS

Vendor will comply with all federal, state and local regulations, including, but not limited to, all applicable Cal/OSHA and OSHA requirements and the Americans with Disabilities Act.

V. EQUAL EMPLOYMENT OPPORTUNITY

Vendor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion or political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business). Vendor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on behalf of

the independent contractor, shall state that all qualified applicants shall receive consideration for employment without regard to race, color, creed, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion or political belief.

VI. EQUAL ACCESS

Vendor shall provide the services without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap or age.

VII. ASSIGNS & SUCCESSORS

This contract is binding on the Club and the Vendor. Neither the Club nor the Vendor will assign or transfer its interest in this contract without the prior written consent of the other.

VIII. TERMINATION OF CONTRACT

In cases of termination without cause, either party may terminate the contract by giving thirty (30) days written notice to the other party.

IX. PAYROLL TAXES

Vendor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the Club against such liability.

X. CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the Club and the Vendor will be incorporated into this contract by written amendments signed by both parties.

XI. CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of California. The parties agree that the proper forum for litigation arising out of this contract is Alameda County, California.

XII. EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements, whether written or oral.

XIII. TERMS AND SPECIAL CONDITIONS

A. **Term of Contract:** The initial term of the contract will be for a **twelve (12) month term** from the date of award. The contract may be renewed for one-year extensions following the initial 12-month contract, if the Club and Vendor agree, for up to three (3) annual renewals. Additionally, each subsequent renewal will follow the same terms and conditions of the original contract. Notice of intent to renew would be issued in writing by the Alameda Boys & Girls Club thirty (30) days prior to the expiration date of the contract.

B. **Equipment, Supplies and Materials:** Vendor will provide all necessary equipment required in order to perform the services of this contract. Such equipment shall be approved by the Club. Vendor is responsible for keeping the equipment safe and operable at all times.

The Club will supply electrical power, hot and cold water, hand soap for designated dispensers, toilet paper, paper towels, bags for soiled sanitary napkins and in-office receptacle plastic bags used for the collection of trash. Vendor must maintain a record of the supplies used from the Club's stock inventory.

Vendor will provide all other cleaning materials and supplies for the satisfactory cleaning of the facilities. All cleaning products shall be compatible with the building materials. Compatibility shall be determined by the manufacturer's recommendations and approved by the Club. No additional charges shall be made for these items.

- C. **Initial Cleaning Requirement:** The Vendor, in addition to the initial month's services, shall bring all facilities up to contract standards during the first month of the contract. This initial cleaning will be in addition to routine cleaning tasks, but will not be billable as additional work performed. The Vendor, their supervisor(s) and the Club's designated representative will meet prior to the first week of the contract to ensure that the facilities will meet the contract standards. Failure to successfully complete this initial phase may be a determining factor in assessing non-performance.
- D. **Quality Control Program (QCP):** Vendor will be expected to maintain a quality control program. Vendor shall submit a draft quality control plan for review and approval prior to the start of the contract. The QCP shall be a system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable and/or the Club's designated representative points out the deficiencies. Vendor shall perform QCP inspections, outside of facility operating hours, no less than quarterly. This QCP is of paramount importance. The Vendor's quality control records shall be available and open for the Club's review at all times. Copies of all quality control inspection reports completed by the Vendor shall be provided to the Club on a regular basis.

The Vendor's representative may be asked to accompany a Club representative on tours of the Club's facilities being serviced. The purpose of these tours shall be to discuss cleaning improvements, additions, deletions, changes and deficiencies. Vendor will be responsible for documenting deficiencies identified during the inspections with Club representatives and shall enact procedures to verify that identified deficiencies are noted and resolved to the satisfaction of the Club's designated representative. Work not meeting the requirements of the contract as determined by Club representatives shall be corrected within two (2) days.

Upon any complaint received by the Club's designated representative regarding the Vendor, Vendor shall make inspections and furnish a written plan of action as to how, who and when (within 2 days) they propose to correct any discrepancies.

- E. **Personnel Qualifications:** Vendor shall have an active, experienced, trained, competent and reliable supervisor/lead dedicated to the Club facilities during contract hours to supervise the janitorial services provided hereunder; and they shall be authorized to represent and act for the contractor. All supervisors should be fluent in English and have an intimate knowledge of the various cleaning tasks, equipment and materials, so as to be able to maintain and control an effective quality control program.

Employees are required to wear clean company uniforms and display company picture identification badges while on Club premises to clearly identify themselves as employees of the Vendor.

- F. **Scheduling and Access to Buildings:** Access to the buildings shall be as directed by the Club. Vendor's employees are not to be accompanied in their work areas on the premises by any other person (adult or minor) unless said persons are authorized Vendor employees. Vendor shall be responsible for all persons admitted to the facility by the contractor, its officers, agents or employees. Vendor shall establish procedures to ensure that all building spaces are secured as required by the Club.

Vendor shall schedule all required services so as not to interfere with Club operations. Normally, work will not begin prior to 9:00 pm, Monday through Friday. Variances in schedules shall require prior approval of the Club's designated representative.

- G. **Billing and Payments:** Vendor shall submit a monthly invoice. The invoice should include Vendor's detailed report of hours worked and personnel used at the facility, supporting the amount billed.

Vendor shall submit monthly invoices via email or mail to:

Alameda Boys & Girls Club
PO Box 1069
Alameda, CA 94501

Email to: mbumstead@alamedabgc.org and bookkeeper@alamedabgc.org.

Payment from the Club for work performed in accordance with the contract shall be due thirty (30) days from receipt of the monthly invoice. The Club may withhold any payment or partial payment otherwise due the contractor on account of unsatisfactory performance by the contractor. The amount shall be withheld until such work is corrected.

XIV. CLEANING SPECIFICATIONS FOR COMMON AND PUBLIC AREAS

Daily Tasks:

1. Sweep, pick up and dispose of debris in entry approach areas
2. Dust mop/damp mop all hard surface flooring (including hallways and restrooms)
3. Dust furniture, desks, chairs, credenzas, tables and cabinets
4. Vacuum carpeted traffic areas in all offices; spot treat spills/soiled areas and remove gum
5. Damp-wipe and disinfect drinking fountains
6. Empty all waste and recycle receptacles into appropriate collection containers
7. Clean both sides of entry doors glass; dry frames
8. Spot clean doors and walls, as needed
9. Damp-wipe clear conference tables and countertops
10. Clean and sanitize all sinks and countertops in activity rooms

11. Clean canteen and kitchen (in addition):
 - a. Clean interior and exterior of microwave oven
 - b. Wipe down exterior of appliances (refrigerator, freezer, etc.)
 - c. Clean and sanitize all sinks and countertops
12. Return chairs, furniture, and waste containers to proper positions
13. Lock designated office doors upon completion of cleaning
14. Clean and disinfect restrooms:
 - a. Ceramic tile floor – sweep and mop with germicide
 - b. Wall surfaces – remove spots with germicide
 - c. Hand sinks – clean with germicide; scour if needed
 - d. Mirrors – clean with glass cleaner and dry
 - e. Commodes – clean entire fixture with germicide; brush interior under flush rim; dry exterior, seat and polish plumbing
 - f. Urinals – clean entire fixture with germicide; brush interior under flush rim; dry exterior and polish plumbing
 - g. Stall partitions – clean with germicide and dry
 - h. Trash receptacles – empty (reline if soiled) and reposition; damp wipe with germicide
 - i. Hand soap dispensers – refill, unplug nozzle and clean with germicide
 - j. Paper towel dispensers – refill, clean with germicide and dry
 - k. Toilet tissue dispensers – refill, clean with germicide and dry Sanitary napkin receptacle – empty, reline with waxed bag liner; clean interior and exterior with germicide
 - l. Electric hand dryers – clean with germicide and dry

Weekly Tasks:

1. Clean both sides of glass, including sidelight glass, hall glass and office/partition glass; dry frames
2. Dust/damp wipe file cabinets, wall shelving and bookshelves
3. Vacuum all carpeted areas including seating areas, around and under desks, including edge work; perform detail vacuum
4. Dust wall decorative items
5. Scrub restroom flooring
6. Remove spots from carpeted areas
7. Clean and sanitize telephones

Monthly Tasks:

1. Remove cobwebs
2. Dust high reach areas including shelves, ledges, and vents
3. Dust window blinds and ledges; spot clean windows

Twice-Yearly Tasks:

1. Scrub and rinse hard surface flooring
2. Detail edge work on all hard surface flooring
3. Clean all baseboards
4. Power scrub gymnasium flooring with light buffer and neutral floor cleaner

Yearly Tasks:

1. Clean outside windows

2. Carpet deep cleaning
3. Power wash entry areas
4. Deep clean window blinds

XIV. FACILITIES LISTING

The following Club facilities are covered in this RFP. The list below identifies the offices/classrooms, special janitorial needs (in addition to the daily, weekly, monthly and yearly tasks identified in Section XIV.) and other relevant comments for each facility.

Club offices/spaces

Entrance Area (east and west entrances to the Club)

Reception Area (Club side)

Main Hallway

Program Director's Office

Teen Center

Diplomas to Degrees Center

Athletic Director's Office

Canteen

Game's Room

Learning Center

Arts & Crafts

Tech Lab

Director of Operation's Office

Health Office

Kitchen

Restrooms

Gymnasium offices/spaces

Restrooms

Music Room

EA Studio

Classroom of the Future

Administrative Offices/spaces

Reception area

Executive Director's office

Director of Resource Development's office

Community Offices

Conference Room

Restroom



**BOYS & GIRLS CLUB
OF ALAMEDA**

VENDOR REFERENCES FORM

All persons submitting a bid must submit at least three references for projects of similar scope. If you choose to provide pre-printed company reference materials, it must be attached to this form. Please provide name of company/agency or person for whom the service was performed, the contact person, address, phone number and e-mail address.

1.	Company Name:	
	Description of Facility:	
	Contact Person:	
	Address:	
	Phone Number:	
	E-mail Address:	

2.	Company Name:	
	Description of Facility:	
	Contact Person:	
	Address:	
	Phone Number:	
	E-mail Address:	

3.	Company Name:	
	Description of Facility:	
	Contact Person:	
	Address:	
	Phone Number:	
	E-mail Address:	