



REQUEST FOR PROPOSAL

For

**MAAC Head Start/Early Head Start
Janitorial Services**

Release Date:

February 24, 2023

Due Date:

March 17, 2023

The responsibility for submitting a response to this RFQ at the offices of MAAC on or before the stated time and date will be solely and strictly the responsibility of the Respondent. MAAC will in no way be responsible for delays caused by the United States Postal Service or any other occurrence.

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SECTION A: REQUEST FOR PROPOSAL

MAAC is soliciting proposals for Janitorial Services to establish a three-year contract agreement with an additional one year renewal option. Proposals will be accepted **by 4:00 p.m.** pacific standard time, **March 17, 2023**. Proposals received after this time will not be accepted. E-mail proposals and accessory documents to:

Laura Camou, Procurement Manager at lcamou@maacproject.org

Proposals must be manually signed on this MAAC form in the space provided below.

MAAC reserves the right to accept or reject any or all proposals and to award a contract in the best interests of MAAC. Proposals should be complete on their face. However, after opening of responses, MAAC reserves the right to waive irregularities in any proposal and/or, to request clarifying information it deems appropriate from one or more respondents

I have read the terms and conditions of this RFP and submit for consideration the attached proposal and exhibits, if any. I also affirm that I am authorized to offer this proposal on behalf of my company, and may bind the company under contract if selected.

The fees and costs in this proposal have been arrived at independently, and have not been divulged, discussed, or compared with the proposals of other respondents. No attempt has been made nor will be made to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

By signing, below, Contractor agrees to the Terms and Conditions for this Request for Proposal.

Company Name _____ Telephone Number _____

Company Address _____ Fax Number _____

City, State, Zip _____ Email _____

Authorized Signer's Full Name and Title Authorized Signature Date

SECTION B: PRGRAM DESCRIPTION

1. MAAC

MAAC is a 501(c)3 nonprofit organization. Founded in 1965, MAAC was formed by a group of citizens to address the increasing crisis of hunger and poverty in the community. Today, MAAC provides life- changing services to over 70,000 individuals annually throughout San Diego County. Its wide range of programs addressing child development, education, poverty, housing, employment, and substance abuse establishes MAAC as a major provider of social services in our region. Since our beginnings, the focus of MAAC's has remained constant: to assist individuals and families to create the lives they want and deserve.

For more information regarding MAAC please visit our website: www.maacproject.org

SECTION C: INSTRUCTIONS TO CONTRACTORS

1. Submission of Proposal

- MAAC reserves the right in its sole discretion to reject any or all proposals in whole or in part, without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. If a proposal fails to meet the minimum requirements of the RFP is incomplete, or if it contains irregularities, the proposal may be rejected by MAAC.
- **Vendor staff requirements**
All staff providing services at any MAAC sites must be an hourly employee of the janitorial company, franchisees will not be allowed. MAAC reserves the right to view vendor payroll at any time.
- A mandatory walk through will be conducted at **956 Vale Terrace Drive, Vista, CA 92084** on **02/28/2023**. All vendors **"MUST REGISTER PRIOR TO THE WALK THROUGH"** via email to lcamou@maacproject.org by 3 P.M. on **02/27/2023**. Please meet MAAC staff at the front entrance at 9:45AM to sign in.
- Sites are available to walkthrough on **February 28, 2023, through March 2, 2023**. All vendors **"MUST REGISTER PRIOR TO THE WALK THROUGH"** via email to lcamou@maacproject.org by 3 P.M. on **02/27/2023**. There will not be an additional walk through. (**SEE Schedule A for site details**).

2. Specifications/Statement of Work: Cleaning Services

Daily:

Daily Cleaning to be performed daily on days when the school building is in use (Unless otherwise noted). ALL CLEANING SERVICES WILL BE PERFORMED WHEN SITES ARE CLOSED AND NO CHILDREN ARE PRESENT.

- All trash and recycling receptacles are to be emptied and removed to a collection point

- Vacuum carpeted areas and rugs in hallways, stairwells, and classrooms
- Vacuum carpeted areas and scatter rugs in administrative offices and teacher workrooms
- Clean, polish and disinfect drinking fountains and sinks,
- Maintain dust free horizontal surfaces including window sills, ledges and work surfaces, in hallways and stairwells
- Maintain dust free horizontal surfaces, including window sills, ledges cabinets, and work surfaces in classrooms, administrative offices classrooms and multipurpose rooms
- Dust mop hard surfaces a with treated dust mop in hallways, stairwells, classrooms, community room (cafeteria), administrative offices, teacher workrooms, and break rooms
- Damp mop all hard surfaces to remove any spillage from any and all soiled areas,
- Damp mop kitchen area floor
- Re-stock all classroom soap and paper product dispensers
- Remove scuff marks from floors and walls as needed
- Wipe and disinfect counters, tables, shelves, and appliances in the community room (cafeteria)
- Stock tissues, soap, hand sanitizer, and towels,
- Wipe and disinfect desktop surfaces in offices, common areas and classrooms,

Bathroom Scope:

- Mop and rinse bathroom floors
- Scour and sanitize sink basins and all bright work
- Toilets, urinal, and dividers to be cleaned and sanitized inside and out
- Clean and polish mirrors and chrome
- Stock soap, hand towels, hand sanitizer, and toilet paper

Janitorial Closets:

- Store supplies in Janitorial Closets

Weekly Cleaning:

- Spot clean interior glass
- Spot clean carpets and rugs
- Damp mop all hard surfaces taking care to get into all comers, along edges and beneath furniture,
- Empty trash receptacles on the exterior of the building

Exterior:

- Blow leaves and debris in yard/playground areas and dispose (Saturday/Sunday service)

Monthly Cleaning:

- Accomplish all high dusting, up to ceiling, not reached in above mentioned cleaning
- Clean air intakes and vents to ensure they are free of dust and debris
- Dry mop and dust all in-use storage closets and rooms
- Clean kitchen area ceiling pipes
- Clean doors and interior windows

Quarterly Cleaning (March, June, August, December)

- Deep cleaning of all carpets and scatter rugs 2 times per year,
- Deep cleaning and sanitizing of all bathrooms paying particular attention to the grout work,

- Strip and wax tile floors once per year – Olive Center (summer break).

3. Communication/Question:

- Any questions or requests for clarifications must be directed **in writing via email** to: lcamou@maacproject.org by the deadline noted in the Schedule of Events below.

4. E-mail your Proposal

Laura Camou, Procurement Manager @ lcamou@maacproject.org

5. Schedule of Events

- MAAC intends to finalize the contractor selection process according to the following schedule. The dates set forth below are for informational purposes only. All dates are tentative and subject to change.

No.	Schedule of Events	Key Dates
1	Mandatory pre-walkthrough meeting	February 28, 2023
2	Site available to walkthrough (9 -11 am & 3 – 5pm	Feb 28, 2023, through March 2, 2023
3	Deadline for Questions & Clarifications	March 6, 2023
4	Questions & Answers Posted	March 8, 2023
5	Proposal Due Date & Time	March 17, 2023, by 4 P.M.
6	Interview Top Three Candidates	March 22, 2023
7	Notice of Award	March 23, 2023
8	Contract Start Date	April 1, 2023

Failure to comply with any of the above shall be a reason for rejection of the proposal.

SECTION D. EVALUATION ELEMENTS

The elements that will be used to evaluate each proposal include:

1. Pricing

- Please submit a proposal in response to the **“Specification/Statement of Work”** outlined in **Section C**. The bidder will furnish a proposal in response to this RFP that responds to the following description: Respondents should clearly state their firm's pricing structure in response to this RFP. All fees, charges, billing rates, etc. should be explained in detail. Charges must be tied to deliverables, which must be identified.

2. Quality of Service

- Quality will be determined by checking current professional references. Please submit no less than three (3) organizations with which your company currently has contracts and/or has previously provided goods and/or services of equal type and scope, as requested herein, within the last five (5) years. The reference list must include company name, contact person, telephone number, project description and length of business relationship.

3. Women/Minority Business or Section 3 Enterprise

- Efforts will be made by MAAC to utilize small business, women, and/or minority

owned businesses. An applicant qualifies firm if it meets the definition of “small business” as established by the Small Business Administration.

4. Company Background and References

- The list of questions below represent the key areas MAAC will focus on during the proposal review and selection process. Please answer these questions thoroughly and provide separately:

1. Agency Overview Questions

- Provide a brief overview of your company history
- Provide a brief overview of your company philosophy
- Provide an in-depth list of your company capabilities
- Describe your strongest competitive advantages

2. Contractor Related Questions

- Provide a list of education clients for the past two years with contact information, including reference, address, contact name, phone number, and description of services provided

3. Account Team Questions

- Describe team structure and how resources are allocated
- Provide brief bios for team assigned to account
- Describe how staff turnover is handled
- Describe regular review process with management for on-site performance

5. Evaluation Criteria

- Although cost is a significant the RFP will provide MAAC with proposals to evaluate and select a contractor to provide the required services. This RFP outlines the overall objectives and expectations of the contract and will provide MAAC with information such that MAAC can make an informed and prudent decision on the acquisition of the services described herein. Responses shall be reviewed on these critical factors with the indicated relative importance factors:

Proposals will be evaluated based on the following criteria:

Criteria	Description	Points
Cost	Cost effectiveness of service	30%
Quality	Quality assurance	30%
Service	Cleaning specifications	15%
Qualification /Experience	Vendor expertise and commitment to support	15%
References	Satisfaction of previous clients	10%

SECTION E: MAAC REQUIRED DOCUMENTATION

If selected for this contract, the following documents will be required from Contractor and Sub-Contractors prior to contract execution:

W-9

Contractors State Licensing Board License

Certificate of General Liability Insurance naming MAAC as an additional insured and Certificate Holder. Each site must be listed as additional insured.

Certificate of Worker's Compensation Insurance

Waiver of Subrogation

SECTION F: SPECIFICATIONS:**1. Term of Contract**

Contracts resulting from this RFP shall begin upon the execution date of the contract and shall terminate on the expiration date of the contract.

2. Billing – send all invoices to:

Accountspayablecdp@maacprojcet.org

- For billing contractor shall submit an itemized invoice to MAAC. Payments will be made as specified in the contract.

3. AWARD

- MAAC reserves the right to determine which vendor, in its sole judgment; best meets the MAAC's needs. Notification of the award will be accomplished by notifying all parties of the award via email.

Schedule A: List of Child Development Centers

Center	Address	Square Footage	# of Children	# of Staff	# of Bathrooms	# of Classrooms
Del Dios	835 W. 15th Avenue Escondido, CA 92025	3,408	120	22	4	5
Eureka	3368 Eureka Drive Carlsbad, CA 92008	3500	140	22	4	4
Fallbrook St.	405 W. Fallbrook Street, Fallbrook, CA 92028	4370	90	18	6	4
Fallbrook View	901 Alturas #A Fallbrook, CA 92028	3632	46	9	4	2
Foothill View	1410 Foothill Drive Vista, CA 92083	2750	39	10	2	2
Gosnell	139 Gosnell Way San Marcos, CA 92069	6000	157	33	4	4
Hickory	635 North Hickory St Escondido, CA 92025	5823	84	14	4	4
Laurel Tree	1307 Laurel Tree Lane, Carlsbad, CA 92011	5390	60	14	4	3
Linda Vista	1587 Linda Vista Drive San Marcos, CA 92069	4200	54	16	4	4
Los Niños	221 West 7th Avenue Escondido, CA 92025	9455	108	25	5	6
North Coast	1501 Kelly Street Oceanside, CA 92054	3600	60	13	4	3
Old Grove	235 Via Pelicano Oceanside, CA 92057	2030	36	8	2	1
Pauma	33158 Cole Grade Road Pauma Valley, CA 92061	3600	40	11	3	2
Rincon	33509 Valley Center Road, Valley Center, CA 92082	4090	54	14	3	3
Island Club	2322 Catalina circle, Oceanside, CA 92057	2846	48	9	3	2
Weslake	415 Autumn Dr. San Marcos, CA 92069	3200	46	10	2	1
North Campus	956 Vale Terrace, Vista, CA					