



Request for proposals

Notice is hereby given that proposals will be received by El Dorado Community Health Centers for:

Janitorial / Cleaning Services for El Dorado Community Health Centers

File with Finance Department, 3108 Ponte Morino Drive Suite 130, Cameron Park, Ca 95682.

Proposals received later than **5:00 P.M PST March 26th, 2021** will not be considered.

El Dorado Community Health Centers (EDCHC) reserves the right to reject all proposals, and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate EDCHC to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, this RFP does not obligate EDCHC to accept or contract for any expressed or implied services.

If the successful service provider indicates a need for additional information regarding this RFP, the information provided at the sole discretion of EDCHC. If the data is not acceptable to the provider and requires additional charges, it may disqualify the proposal from consideration.

EDCHC assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. EDCHC further assures that every effort will be made to ensure non-discrimination in all of its programs and activities whether those programs are federally funded or not.

In addition to non-discrimination compliance requirements, the service provider shall comply with federal, state and local laws, and statutes / ordinances relative to the execution of the work.

Patrick Klein
Development Director



Background Information

EDCHC is a Federally Qualified Health Center (FQHC) 501(c)(3) that serves El Dorado County and provides a full range of family practice services. The center's focus is to provide exceptional healthcare for every age. We accept most private insurances including Medi-Cal, Medicare, Covered California, under-insured, and those without insurance. The service in our centers also include patient advocacy, pharmacy program with patient assistance program for medications, dental, podiatry, behavioral health, and referrals to collaborative organizations within the community.

Scope of work

EDCHC is seeking proposals from qualified commercial janitorial firms to provide customized healthcare grade cleaning services for leased rental properties. Sites include (4) which are located in Cameron Park (Approximate total square footage = 17500), (2) in Placerville (Approximate square footage = 9000) and (1) in Diamond Springs, (Approximate square footage = 3700). The service provider should have the capacity to meet the demanding technical and health-related cleaning standards of an outpatient clinic by reducing cross-contamination built on Hospital grade cleaning solutions and adhering to the leading level of cleaning and decontamination set by the CDC.

Project Description

The purpose of this RFP is to solicit proposals from service providers to act as the exclusive agent for properties set forth in this document with the responsibilities and upon the terms and conditions set forth herein. The ideal agent will have experience cleaning / sanitization of commercial healthcare clinics. Service provider must adhere to the Health Insurance Portability and Accountability Act (HIPPA). The Parties agree the successful organization granted this proposal is an independent contractor and shall be responsible for his/her own work and payment of all his/her taxes. EDCHC shall not be responsible for the withholding of all taxes and similar items. The service contractor shall be responsible for payment of all applicable federal, state and local taxes, Social Security contributions, federal and/or state unemployment compensation insurance contributions and similar statutory obligations. The service contractor agrees to indemnify and hold EDCHC harmless for any payroll, income or other taxes that may be due a taxing authority for payments made hereunder. The successful candidate will enter into an agreement personal to the Contractor and may not be assigned to another party **Pre-Qualification**



To be considered as eligible to submit a Proposal, the applicant must be legally licensed under applicable laws in the State of California and must have experience with the maintenance of healthcare facilities in California for at least 5 years.

Insurance

The successful service provider shall furnish EDCHC with original insurance certificates and endorsements affecting coverage. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the EDCHC contract administrator(s).

Response Requirements

- **Qualifications and Experience** – Summarize your firm’s qualifications, experience and special expertise in providing the type of services identified in the project description, include resumes of key personnel.
- **Project Approach** – Provide an overview of your cleaning standard philosophies, methods and practices, and how they would meet / exceed the needs identified in the requested services section, and process for initiating immediate on-demand service needs. Describe how communication and reporting would occur between your firm and leadership at EDCHC.
- **Pricing Methodology** – Provide cost of services broken down in accordance with Scope of Services, i.e. base cleaning services expressed as a fixed monthly fee for cleaning services. Any charges for specialized services exceeding the fixed monthly fee must be itemized as separate line items and priced as a cost reimbursements on the invoice. Any administrative markup related to specialized charges must be outlined on the monthly invoice.
- **References** – Provide at least (2) professional references (including contact names, telephone numbers and email addresses) by your firm within the last four years. EDCHC reserves the right to contact references without prior notification.
- **Proposals** – Proposals must be submitted in the official name of the firm or individual under which the business is conducted (showing official business address) and must be signed by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. A corporation must indicate place and date of incorporation. Please provide Evidence of License in the State of California.



- EDCHC leases properties in Cameron Park, Placerville, and Diamond Springs, which is subject to change. Release of existing property leases will reduce service costs for the portion of the facilities being released. Each party will be provided a written 30- day notice of any reduction of facility services. The addition of any new facilities to the service agreement will require a separate contract. We are seeking a janitorial cleaning service to clean / sanitize the properties currently under lease to include:

Address	Sq. Footage
4327 Golden Center Drive	7,500
4340 B Golden Center Drive (PV Admin)	1,546
4641 Missouri Flat Road	3,689
3100 Ponte Morino CP2 Medical & Dental	5,530
3104 Ponte Morino #100 CP1& CP3	8,400
3108 Ponte Morino #118, 120, 122, 124 CP ADMIN	23,150
3108 Ponte Morino #130 CP2 ADMIN	1,240

CLEANING SPECIFICATIONS FOR ALL SITES			
<u>FACILITY GENERAL CLEANING</u>	ONCE A MONTH	ONCE A WEEK	DAILY
VACUUM CARPETS – OFFICES / CUBICLES			X
VACUUM CARPETS - HALLWAYS			X
VACUUM CARPETS - CONFERENCE ROOMS			X



VACUUM CARPETS - COUNTER AREA(S)			X
VACUUM MATS AT ENTRANCES / EXITS			X
CLEAN SPOTS ON CARPETS			X
<u>FACILITY GENERAL CLEANING</u>	ONCE A MONTH	ONCE A WEEK	DAILY
MOP / SANITIZE TILE FLOORS			X
DUST / CLEAN OFFICE COMPUTERS, ETC.			X
DUST LIGHT FIXTURES, LAMPS, PICTURES		X	
DUST FILING CABINETS		X	
DUST PARTITIONS & LEGDES		X	
DUST AIR VENTS / GRILLS		X	
DUST BLINDS		X	
MAINTAIN JANITOR CLOSET		X	
DUST WINDOW SILLS		X	
SECURE ENTRY DOORS AND WINDOWS			X
DUST / CLEAN DISPLAY CASE		X	
REMOVE SPIDER WEBS FROM WALL & WINDOWS		X	
EMPTY WASTE BASKETS AND RECYCLED BASKETS			X
SPOT CLEAN KICK PLATES & BASEBOARDS			X
SPOT CLEAN PARTITIONS & DOORS			X



SANITIZE / SPOT CLEAN WALLS (TO 5FT)			X
SWEEP / CLEAN ENTRANCE			X
CLEAN & SANITIZE DOOR HANDLES & PUSH PLATES			X
CLEAN & SANITIZE WATER COOLER / DRIP PAN			X
CLEAN INTERIOR & EXTERIOR GLASS DOORS			X

<u>FACILITY RESTROOM CLEANING AND SANITIZING</u>	ONCE A MONTH	ONCE A WEEK	DAILY
CLEAN MIRRORS & BRIGHTWORK			X
CLEAN & SANITIZE SINKS			X
CLEAN & SANITIZE TOILETS, TOILET SEATS, AND URINALS			X
CLEAN & SANITIZE DISPENSERS			X
EMPTY / FILL SANITARY NAPKIN DISPENSERS			X
EMPTY TRASH RECEPTACLES AND REPLACE LINERS			X
FILL SOAP DISPENSERS			X
FILL TOILET PAPER AND TOWEL DISPENSERS			X
SPOT CLEAN RESTROOM PARTITIONS			X
REPLACE DEODORANT BLOCKS	X		
SANITIZE & MOP RESTROOM FLOORS			X



<u>FACILITY CLOSING INSTRUCTIONS</u>	ONCE A MONTH	ONCE A WEEK	DAILY
ARRANGE CHAIRS			X
CLOSE OFFICE AND HALLWAY DOORS			X
FLATTEN CARDBOARD BOXES BEFORE PLACING IN DUMPSTERS			X
ACTIVATE ALARM SYSTEM / TURN OFF LIGHTS			X

Length of Contract

The successful service provider will enter into a contract effective as of the date first written above and will continue through 2023 with an expiration date of April 28, 2023. The contract may be renewed for an additional year with a signed agreement from both parties. Either party may terminate this agreement for any reason upon 30 days written notice.

Official Contract

Upon release of this RFP, all vendor communications concerning the overall RFP will be directed to the RFP Coordinator listed below. Any oral communications will be considered unofficial and non-binding. Service providers should rely only on written statements issued by the RFP Coordinator.

Proposed Submittal Instructions

Proposals should be submitted by email to pklein@edchc.org and should include "Proposal / EDCHC" in the subject line. Proposals must be in MS Word or PDF format and cannot exceed 20MB. As an alternate to email submittal, proposals can also be mailed or delivered to: 3108 Ponte Marino Drive Suite 122 **Att: Patrick Klein – Proposal / EDCHC**. When delivering or mailing your proposal, please provide the original plus two (2) copies in a sealed envelope or



box with ***“Janitorial Services RFP”*** clearly marked on the outside of container. Company name and address must also be clearly indicated on the outside of the envelope or box.

Submittal Deadlines

March 12th 2021	Deadline to submit questions
March 19 2021	Response to questions due
March 26th 2021	Proposals due
April 2nd 2021	Interviews
April 5th 2021	Notify selected proponent: Contract preparation/processing
TBD	Anticipated start date

Evaluation Process

The RFP coordinator, administrators, and staff will evaluate the submitted proposals. The evaluators will consider how well the vendor’s proposal meets the needs of EDCHC as described in the Project description of this RFP. It is important the responses be clear and complete so the evaluators can adequately understand all aspects of the proposal. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to help EDCHC select the vendor with the best combination of attributes, including price and demonstrated experience providing comprehensive Janitorial cleaning services for multi-unit and commercial properties. EDCHC reserves the right to require a subset of finalist vendors to make a presentation to a selection team. Following selection, EDCHC selected firm will negotiate the services to be provided. Any agreement resulting from acceptance of a proposal by EDCHC shall be in the form supplied by EDCHC similar to our Standard Services Agreement. EDCHC reserves the right to reject any proposed agreement that does not conform to the specifications in the RFP and which is not approved by EDCHC senior leadership.

Required Information



Proposal must include the following:

- ✓ Cover Letter
- ✓ Proposal Summary
- ✓ General Vendor Information
- ✓ Customer Reference
- ✓ Fee Schedule

Pricing Request

Pricing included in the proposal must be complete and should include any available discounts. Pricing information supplied with the response must be valid for at least 180 days. All one-time and recurring costs must be fully defined by duration and value, including estimates of total hours and hourly rates associated to each requested services associated with this RFP.