

**Request for Proposals for  
Janitorial Services at ICLS Branch Offices**



**ISSUED BY**

Inland Counties Legal Services  
1040 Iowa Ave., Suite 109  
Riverside, CA 92507

**PROPOSAL DUE**

June 16 ,2020

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## 1. Description, Purpose, and Objectives

Inland Counties Legal Services (ICLS) is issuing this Request for Proposal (RFP) for nightly janitorial services located at the following ICLS branch offices:

- San Bernardino Branch Office: 455 N. D Street, San Bernardino, CA 92401
- Riverside/Executive Office: 1040 Iowa Avenue, Suite 106 and Suite 109, Riverside, CA 92507
- Victorville Branch Office: 13911 Park Avenue, Suite 210, Victorville, CA 92392
- Indio Branch Office: 82632C US Highway 111, Indio, CA 92201

Proposals are requested from companies that have demonstrated the ability to perform the tasks identified in this RFP. Janitorial services must be provided five (5) days per week, Monday through Friday after 5:00 P.M. Weekend services will not be required.

Restroom cleaning services and paper supplies will not be required in the Riverside, Executive and Victorville offices. The selected vendor must provide paper goods for the San Bernardino and Indio office.

Please see **Attachment A** for a list of janitorial services required.

Janitorial services will not be required on holidays and weekends. Please see **Attachment B** for a list of ICLS holidays.

All proposals must include the following:

- Pricing options for janitorial services listed
- Pricing for any additional services that may be required

ICLS will contract with the successful vendor for one year. A thirty (30) day written termination notice will be required by both parties to end the contract. The selected vendor must provide general liability insurance to ICLS upon execution of the contract.

## 2. Budget and Timeline

Event	Date	Time
Request for Proposal Released	06/04/2020	N/A
Final Questions Due	06/09/2020	Before 12:00 p.m.
Responses to Questions Released	06/11/2020	Before 3:00 p.m.
<b>Proposals Due</b>	<b>06/16/2020</b>	<b>Before 5:00 p.m.</b>

Proposals are open from June 4, 2020 through June 16, 2020. A vendor will be selected by June 22, 2020.

ICLS will be required to obtain prior approval from the Legal Services Corporation (LSC). This process can take a minimum of sixty (60) days from submission of request for approval. Once approval is received, ICLS will notify the successful vendor to begin services.

### **3. Format for Proposals (Response Requirements)**

All proposals must adhere to the format below.

1. Vendors name, address, telephone number, email, and a description of the vendor's legal status, e.g., corporation, sole proprietor, etc.
2. A statement that guarantees that the response constitutes a firm offer valid for sixty (60) days following receipt and that ICLS may accept the offer any time within the 60-day period
3. Detailed timeline for the services, services budget estimates and cost projections including:
  - A breakdown of all costs associated with the janitorial services
  - Identify any additional expenses, reoccurring fees, etc. that you will require to provide services

### **4. Evaluation Process**

Deadline for questions regarding this service is June 9, 2020. Please email inquiries to the following:

➤ [atoerge@icls.org](mailto:atoerge@icls.org)

We will respond within a 72-hour period. Our staff will review proposals, and select a vendor by June 22, 2020. The selected vendor will be expected to enter into a contract with ICLS. Vendors whose responses are not chosen for further negotiations or award will be notified via email.

**DEADLINE: Proposals must be delivered via email to Amanda Toerge at [atoerge@icls.org](mailto:atoerge@icls.org) no later than 5:00 PM on June 16, 2020. All proposals must include a statement of authorization to bid signed by a person who is authorized into entering contracts. Bidders must provide a statement that guarantees that the response constitutes a firm offer valid for ninety (90) days following receipt and that ICLS may accept the offer any time within the 90-day period.**

# Attachment A

## Daily Tasks

### General Office:

1. Empty all trash bins in kitchen area, conference rooms, employee trash cans, and bathrooms (if applicable) and place trash in pick up areas
2. Provide the following paper supplies:
  - a. Large trash bags
  - b. Small trash can liners
  - c. Paper towels
  - d. Soap for restroom dispensers (if applicable)
  - e. Toilet paper (if applicable)
  - f. Toilet seat covers (if applicable)
3. Vacuum all public areas such as hallways, lobby floors, conference rooms, and private offices twice a week and additional vacuuming when requested
4. Dust and vacuum private offices when left unlocked. No papers on desks to be touched.
5. Sweep and spot clean laminate/tile floors in lobby, workrooms and hallways
6. Spot clean glass doors and windows
7. Remove spillage spots from carpet
8. Disinfect and clean doorknobs and light switches to private offices, conference room, and lobby doors

### Kitchen:

1. Empty all trash cans and replace liners/trash bags
2. Empty recyclables monthly
3. Wipe down break room tables and chairs daily
4. Clean and disinfect counter tops
5. Sweep and mop breakroom floor

### Restrooms:

***\*These services only apply to the San Bernardino and Indio office***

1. Empty all trash bins and replace trash can liners
2. Replace napkins in dispenser and soap
3. Clean bathroom mirrors
4. Clean and disinfect all dispensers
5. Clean and disinfect all sinks, toilets bowls and urinals
6. Mop bathroom floors- tile or laminate
7. Clean underside of toilet bowls
8. Refill toilet paper dispensers and toilet seat dispenser

9. Provide air freshener for each restroom or automatic air freshener device
10. Make sure all bathrooms are stocked at the end of the night

### **Other Services:**

#### **General Area:**

1. Steam carpet cleaning of hallways, lobby area, and conference rooms every 3 months upon request

#### **Bathroom:**

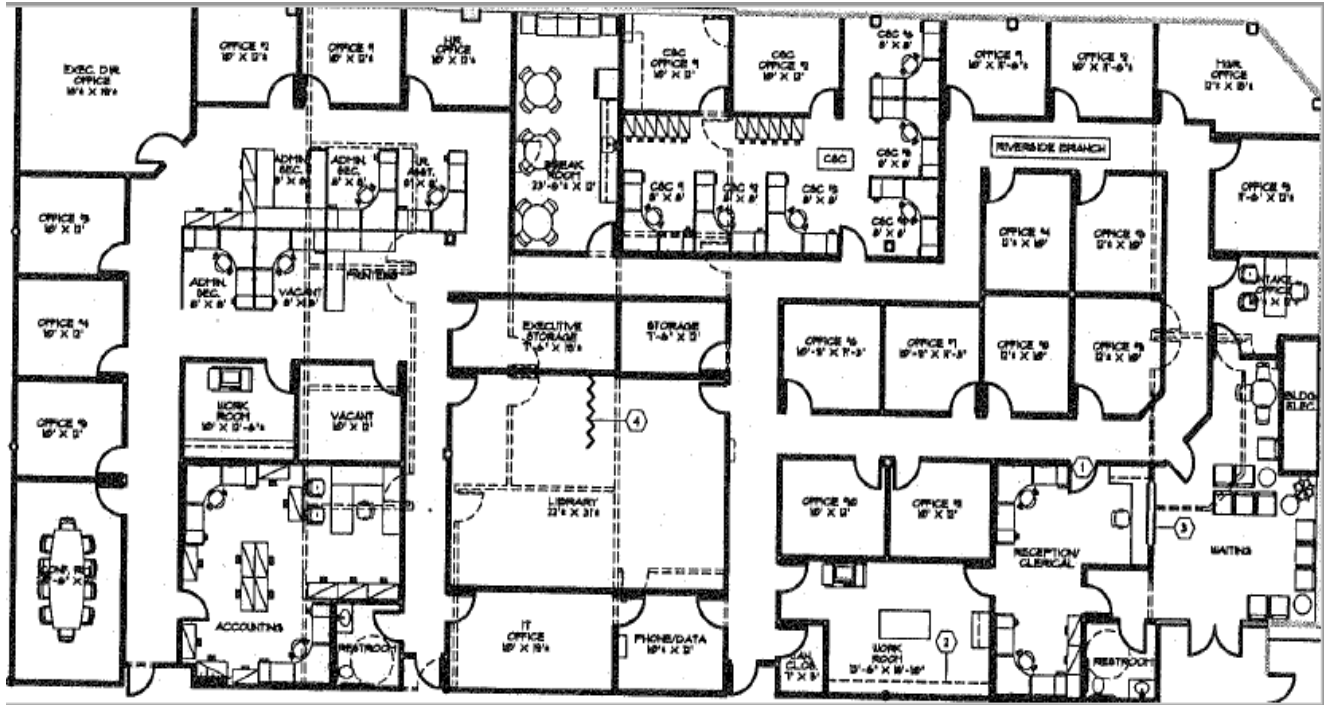
***\*These services will only apply to our San Bernardino and Indio office***

1. Treat toilet bowls to prevent sewage smell
2. Treat floor drains to prevent sewage smell- may need to be performed weekly

## **Attachment B: ICLS 2020 Holiday Schedule**

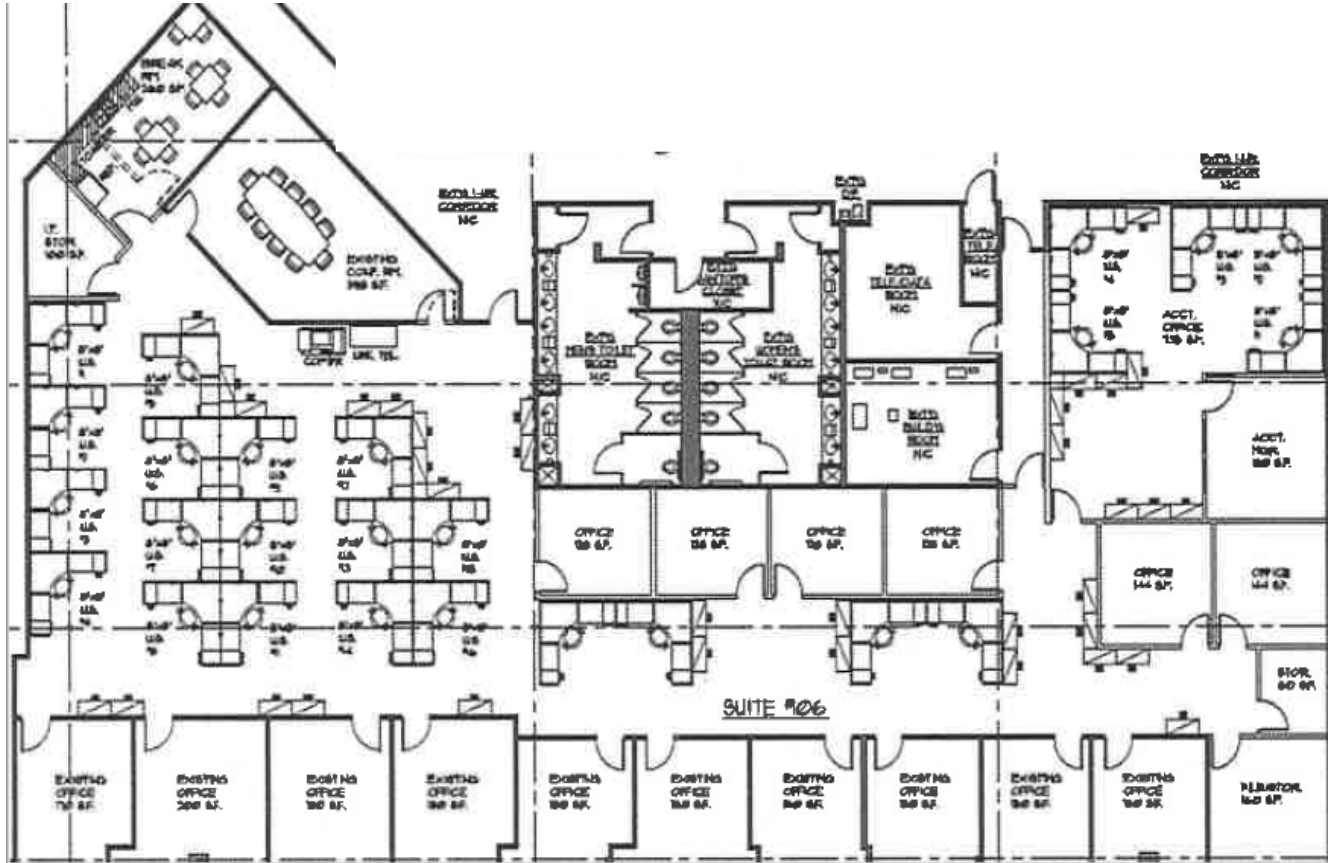
Wednesday, January 1	New Year's Day
Monday, January 20	Martin Luther King Day
Monday, February 17	President's Day
Monday, May 25	Memorial Day
Friday, July 3	Independence Day
Monday, September 7	Labor Day
Monday, October 12	Columbus Day
Wednesday, November 11	Veterans Day
Thursday, November 26	Thanksgiving Day
Friday, November 27	Floating Holiday
Thursday, December 24	Floating Holiday
Friday, December 25	Christmas Day
Thursday, December 31	New Year's Eve

# Attachment C- Riverside Office, Suite 109

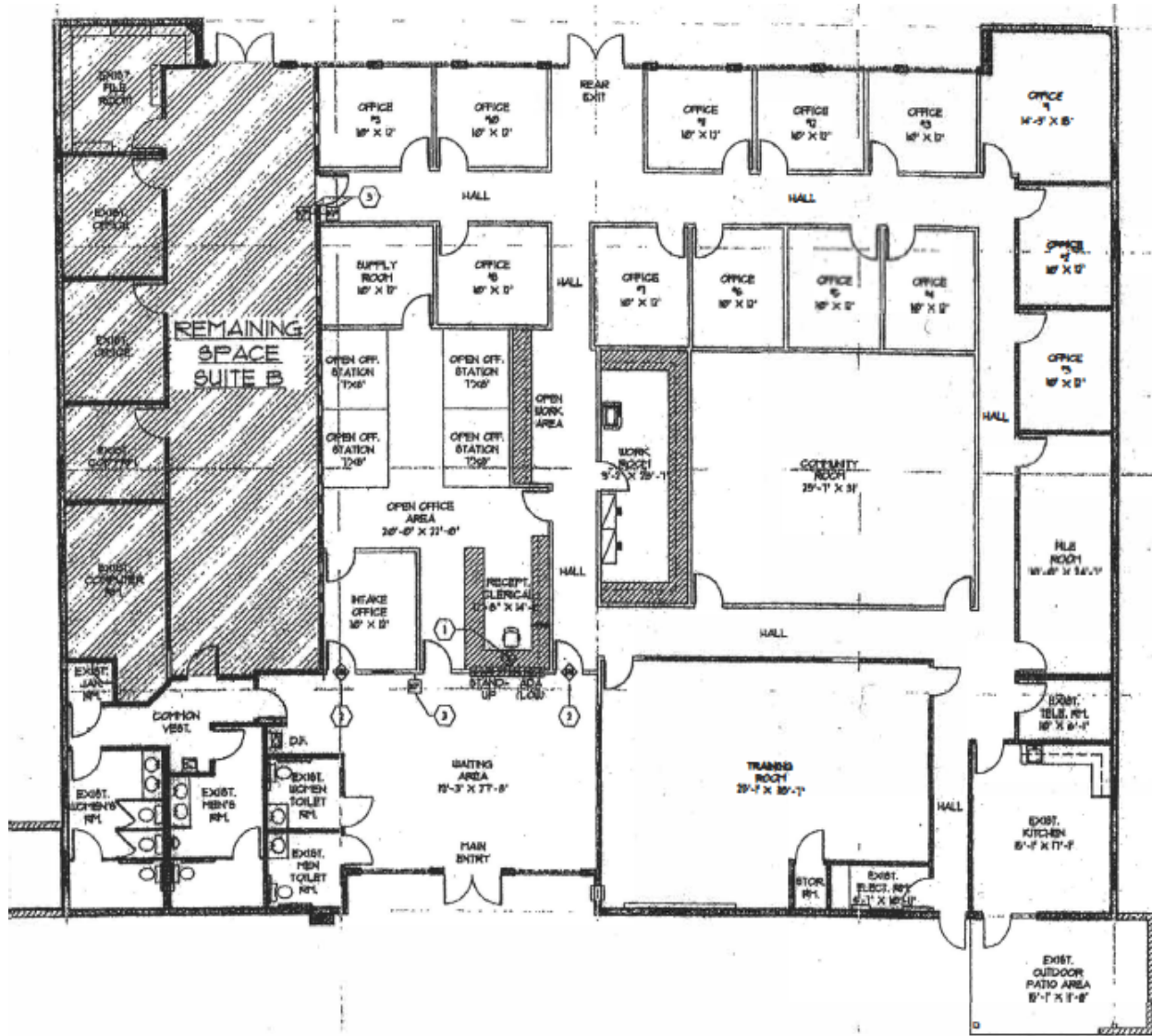




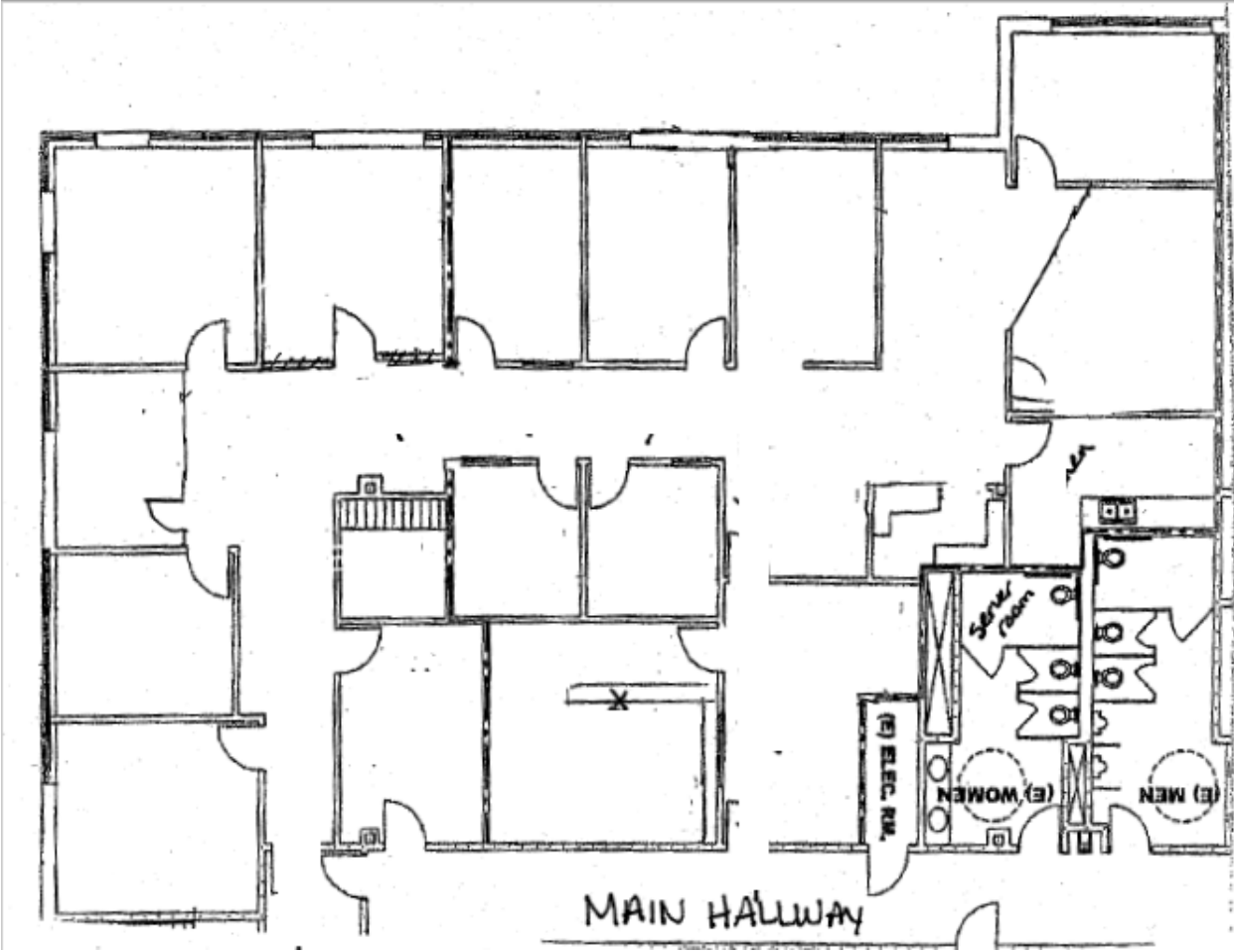
# Attachment D- Executive Office, Suite 106



# Attachment E- San Bernardino Office



**Attachment F- Victorville Office**



# Attachment G- Indio Office

