



Community Action Partnership of Kern  
300 19<sup>TH</sup> Street, Bakersfield, CA 93301  
661-336-5236 Fax: 661-336-5228

## REQUEST FOR PROPOSAL

Date: May 2, 2013

Community Action Partnership of Kern (CAPK) issues this Request for Proposal (RFP) to find a qualified Vendor interested in providing the services as described in Attachments A and B.

### LOCATION:

- **Administrative Offices: 300 19<sup>TH</sup> Street, Bakersfield, CA 93301**
- **WIC Office: 500 E. California Ave., Bakersfield, CA 93307**

**SITE REVIEW:** There will be **mandatory** site reviews of the buildings on **Tuesday, May 14, 2013**. RSVP is required and to be received prior to Monday, May 13, 2013. RSVP to lbjackson@capk.org.

### SUBMITTALS:

- 300 19<sup>TH</sup> Street Bid Form (Attachment B)
- 500 E. California Bid Form (Attachment D)
- Certifications (Attachment E)

Written Quotes may be faxed, mailed or emailed to:

Community Action Partnership of Kern – **Attention: Lori B. Jackson**  
Address: 300 19<sup>TH</sup> Street, Bakersfield, CA 93301  
Fax: (661) 336.5228 Email: lbjackson@capk.org

**RSVP DUE DATE:** On or before Monday, May 13, 2013

**DUE DATE:** **2:00 p.m., Tuesday, May 21, 2013, Late proposals will not be considered. Confirmation of receipt is the sole responsibility of Proposer.**

### NOTICES:

1. You are hereby notified that as a bidder, your company will need to comply with Executive Order No. 11246 and with all other applicable Equal Opportunity wage and employment regulations. Minority business enterprises will be afforded full opportunity to submit bids in response to this invitation. CAPK is an equal opportunity employer and prohibits discrimination based on the grounds of race, color, religious creed, ancestry, disability, medical condition, age, marital status, sex or national origin in consideration for this award.
2. No responder may withdraw his bid for at least 30 days after the scheduled time for receipt of quotes.
3. Time is of the essence.
4. CAPK reserves the right to reject any or all bids and to waive any and all irregularities or informalities and the right to determine what constitutes any and all irregularities or informalities. CAPK will base award of this project to the vendor who meets or exceeds the requested specifications.

All inquiries regarding this Request for Quote should be directed to: Lori B. Jackson (661) 336.5236 x 1151

**Decline to Quote at this time:**

**REASON:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Community Action Partnership of Kern accepts this signed and dated faxed document as a declination of quote.

**OPTION 1:** All chemicals, cleaning/maintenance tools, and supplies are furnished by Janitorial Service. All trashcan liners and restroom paper supplies are to be supplied by Community Action Partnership of Kern. Janitor is to notify when inventory is running low.

**OPTION 2:** All chemicals, cleaning/maintenance tools, restroom paper supplies and trashcan liners, are furnished by Janitorial Service.

**DAILY - 5 DAYS A WEEK**

**GENERAL SERVICES**

- Clean glass doors & windows in offices
- Clean and sanitize all water dispensers
- Clean and sanitize all coffee units
- Clean and sanitize interior and exterior of microwave
- Damp wipe any vending machines
- Dust desks, chairs, tables, counters, file cabinets, telephones, and other office furniture; Dust all ledges and other flat surfaces within reach
- Empty, reline all wastebaskets, and dispose of trash in dumpsters behind buildings
- Remove cobwebs from light fixtures, walls, pillars, that can be reached with a broom, indoors and out as needed
- Remove fingerprints/clean cabinets, desks, doors, partitions, switch covers, tables, walls, and woodwork
- Sweep exterior entrance of building
- Wash entrance doors

**FLOOR CARE:**

- Sweep and wet mop all vinyl composite tile and hard surface floors, each service day
- Vacuum all carpeted areas to include lobby area and offices
- Vacuum all mats and runners

**KITCHEN:**

- Clean and sanitize sinks, counters, stove, and water cooler dispensers

**RESTROOMS:**

- Clean and sanitize toilets, toilet seats, urinals, floors, tile, fixtures, sinks, counters, mirrors; Refill soap dispensers, paper seat covers, toilet paper, and deodorant containers

**WEEKLY**

- Dust ledges, window sills, all blinds, and vents
- FRIDAY: Clean and wipe the inside of the refrigerator in the break room, including throwing away any food containers. Bagged ice is to remain.
- Spot clean carpets

**MONTHLY**

- Buff Floors
- Clean and polish kick plates and thresholds
- Clean and sanitize walls by sinks, and urinals in restrooms
- Clean baseboards throughout building
- Clean walls throughout building
- Vacuum blinds, fans, louvers and vents
- Wash all exterior windows

**QUARTERLY**

- Strip, wax and buff floors

**SEMI-ANNUAL**

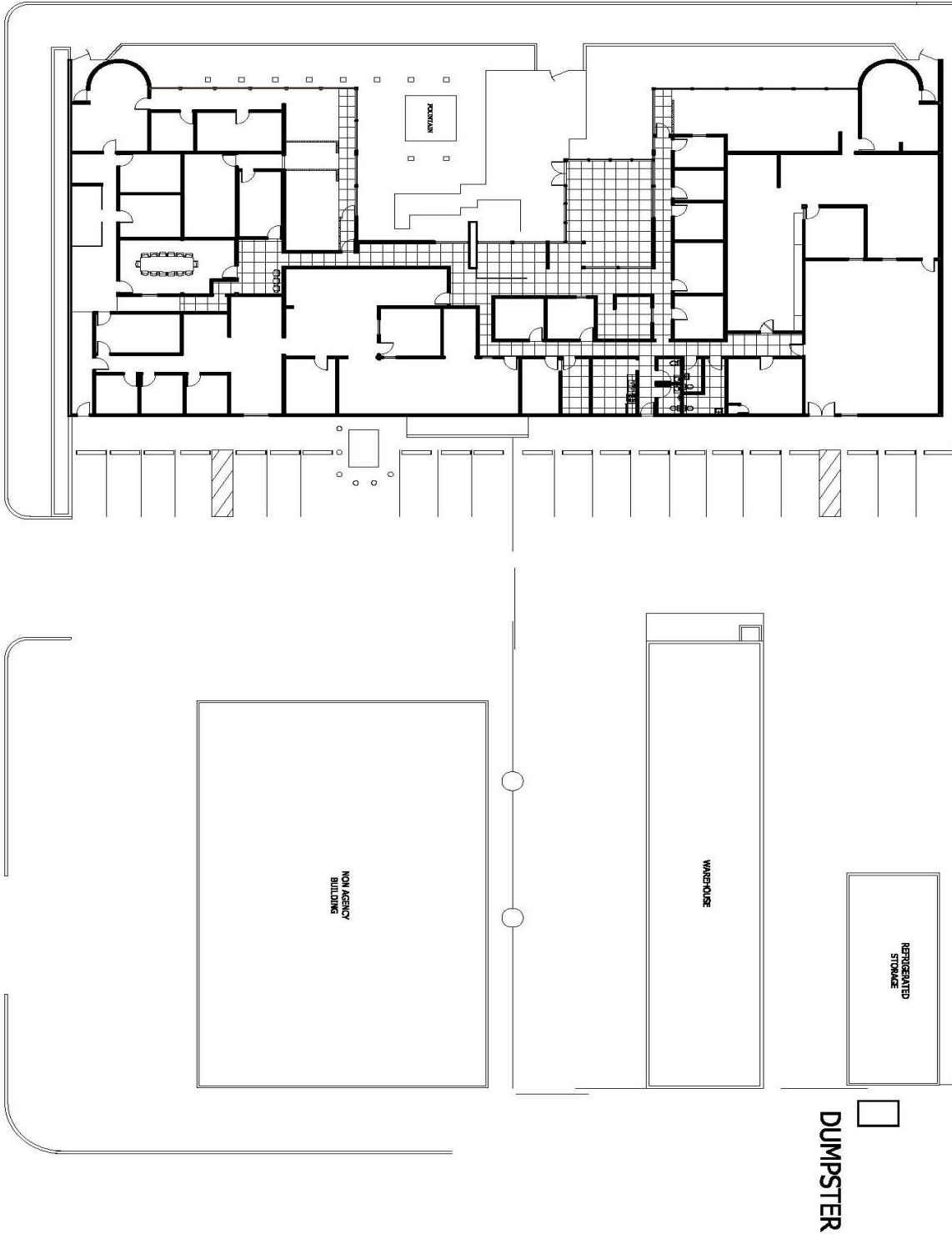
- Shampoo all carpets

**Upon completion of work:**

- **Leave on only designated night-lights on**
- **Secure and lock all exterior/interior doors**
- **Secure alarm before leaving facility**

NOT TO SCALE

VCT FLOORS  
REST OF BUILDING IS CARPETED



 <b>Community Action Partnership of Kern</b>	<b>19TH ST ADMIN</b>	
	300 19TH STREET	
	BAKERSFIELD, CA 93301	
	Date Revised: <b>05-31-07</b>	Scale: <b>1/16" = 1'</b>
Drafted by: <b>Emilio Wagner</b>	Page: <b>1 OF 1</b>	

ATTACHMENT B

**400015 BID FORM– 300 19<sup>TH</sup> Street Janitorial**

Price Quote: Please provide a **flat fee** price quote for the scope of work described fully is Attachment A. The price quote must include furnishing all labor, including supervision, materials, insurance, State and Local sales tax (7.50%), and all other services and expenses necessary to perform the work.

**OPTION 1: JANITORIAL SERVICES AND CAPK TO PROVIDE MATERIALS**

Monthly Cost: \$ \_\_\_\_\_

Annual Cost: \$ \_\_\_\_\_

**OPTION 2: JANITORIAL SERVICES TO PROVIDE ALL MATERIALS**

Monthly Cost: \$ \_\_\_\_\_

Annual Cost: \$ \_\_\_\_\_

**ADDITIONAL EXPENSES:**

Carpet cleaning (upon request): \$ \_\_\_\_\_

Window washing (upon request): \$ \_\_\_\_\_

Buff Floors (upon request): \$ \_\_\_\_\_

Special Event cleaning (upon request): \$ \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature of Person Authorized to Bind Vendor: \_\_\_\_\_

Date: \_\_\_\_\_

Signatories Printed Name & Title: \_\_\_\_\_

**OPTION 1:** All chemicals, cleaning/maintenance tools, and supplies are furnished by Janitorial Service. All trashcan liners and restroom paper supplies are to be supplied by Community Action Partnership of Kern. Janitor is to notify when inventory is running low.

**OPTION 2:** All chemicals, cleaning/maintenance tools, restroom paper supplies and trashcan liners, are furnished by Janitorial Service.

**SITE:** A map showing the building is provided and is NOT TO SCALE.

**DAILY - 5 DAYS A WEEK**

**GENERAL SERVICES**

- Clean glass doors & windows in offices
- Clean and sanitize all water dispensers
- Clean and sanitize all coffee units
- Clean and sanitize interior and exterior of microwave
- Damp wipe any vending machines
- Dust desks, chairs, tables, counters, file cabinets, telephones, and other office furniture; Dust all ledges and other flat surfaces within reach
- Empty, reline all wastebaskets, and dispose of trash in dumpsters behind buildings
- Remove cobwebs from light fixtures, walls, pillars, that can be reached with a broom, indoors and out as needed
- Remove fingerprints/clean cabinets, desks, doors, partitions, switch covers, tables, walls, and woodwork
- Sweep exterior entrance of building
- Wash entrance doors
- Wipe down toys in waiting area with sanitation wipes

**FLOOR CARE:**

- Sweep and wet mop all vinyl composite tile and hard surface floors, each service day
- Vacuum all carpeted areas to include lobby area and offices
- Vacuum all mats and runners

**KITCHEN:**

- Clean and sanitize sinks, counters, stove, and water cooler dispensers

**RESTROOMS:**

- Clean and sanitize toilets, toilet seats, urinals, floors, tile, fixtures, sinks, counters, mirrors; Refill soap dispensers, paper seat covers, toilet paper, and deodorant containers

**WEEKLY**

- Dust ledges, window sills, all blinds, and vents
- FRIDAY: Clean and wipe the inside of the refrigerator in the break room, including throwing away any food containers. Bagged ice is to remain.
- Spot clean carpets

**MONTHLY**

- Buff Floors
- Clean and polish kick plates and thresholds
- Clean and sanitize walls by sinks, and urinals in restrooms
- Clean baseboards throughout building
- Clean walls throughout building
- Vacuum blinds, fans, louvers and vents
- Wash all exterior windows

**QUARTERLY**

- Strip, wax and buff floors

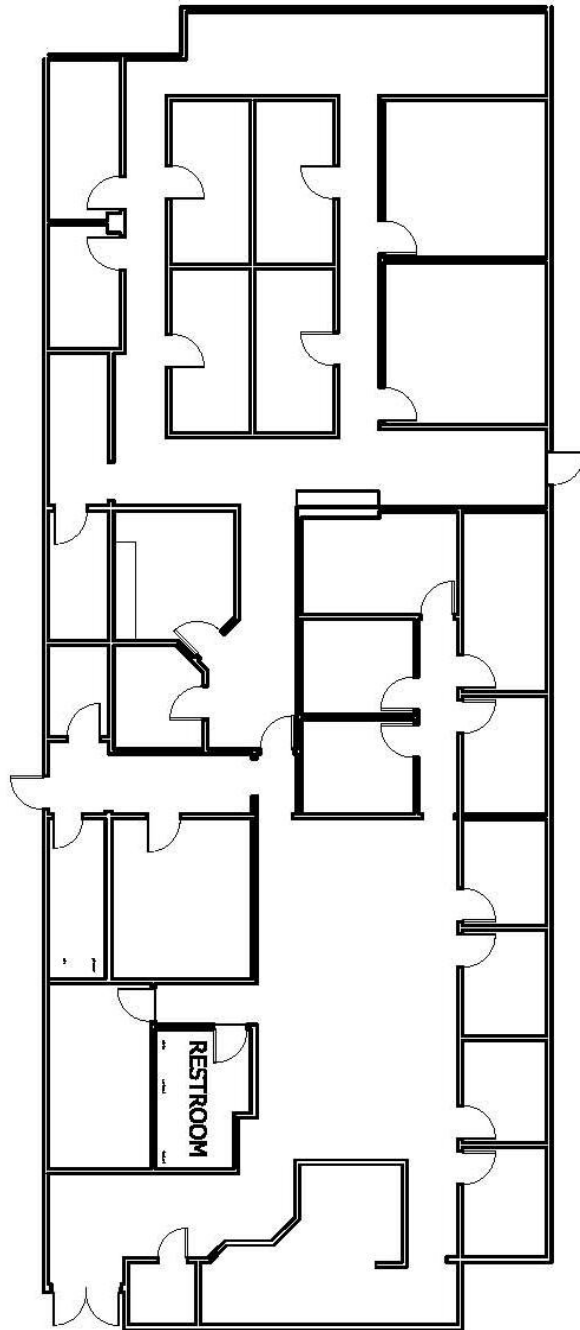
**SEMI-ANNUAL**

- Shampoo all carpets

**Upon completion of work:**

- **Leave on only designated night-lights on**
- **Secure and lock all exterior/interior doors**
- **Secure alarm before leaving facility**

NOT TO SCALE



SCALE:  $\frac{1}{16}'' = 1'$  0 16' 32'



Community Action Partnership of Kern

WIC  
500 E. CALIFORNIA  
BAKERSFIELD, CA 93304

Date Revised: 6-21-11 Scale:  $\frac{1}{16}'' = 1'$

Drafted by: Emilio Wagner Page: 1 OF 1

ATTACHMENT D

**400015 BID FORM– 500 E. CALIFORNIA Janitorial**

Price Quote: Please provide a **flat fee** price quote for the scope of work described fully is Attachment B. The price quote must include furnishing all labor, including supervision, materials, insurance, State and Local sales tax (7.50%), and all other services and expenses necessary to perform the work.

**OPTION 1: JANITORIAL SERVICES AND CAPK TO PROVIDE MATERIALS**

Monthly Cost: \$ \_\_\_\_\_

Annual Cost: \$ \_\_\_\_\_

**OPTION 2: JANITORIAL SERVICES TO PROVIDE ALL MATERIALS**

Monthly Cost: \$ \_\_\_\_\_

Annual Cost: \$ \_\_\_\_\_

**ADDITIONAL EXPENSES:**

Carpet cleaning (upon request): \$ \_\_\_\_\_

Window washing (upon request): \$ \_\_\_\_\_

Buff Floors (upon request): \$ \_\_\_\_\_

Special Event cleaning (upon request): \$ \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature of Person Authorized to Bind Vendor: \_\_\_\_\_

Date: \_\_\_\_\_

Signatories Printed Name & Title: \_\_\_\_\_

ATTACHMENT E

**CERTIFICATIONS**

On behalf of the Vendor:

1. The individual signing certifies that he/she is authorized to contract on behalf of the Vendor.
2. The individual signing certifies that the Vendor is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Vendor.
3. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Vendor prior to an award to any other Vendor or potential Vendor.
5. The individual signing certifies that there has been no attempt by the Vendor to discourage any potential Vendor from submitting a proposal.
6. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.
7. The individual signing certifies that the Vendor, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state or local government.
8. The individual signing certifies that he/she has read and understands all of the following Addendums (Addendum A: Certification Regarding Lobbying; Addendum B: Debarment and Suspension Certification; Addendum C: Noncollusion Affidavit; Addendum D: Equal Opportunity; Addendum E: Utilization of Women & Minority Business Enterprises; Addendum F: Equal Opportunity for Special Disabled Veterans; Addendum G: Certification of Workmen's Compensation; Addendum H: Insurance Requirements; Addendum I: Prevailing Wage Compliance Certification if required); Addendum J: Material and Workmanship Warranty; and if required Appendix A: Central Contractor Registration (CCR)/ Data Universal Numbering System (DUNS) number; Federal Assurances, Contract Terms & Additional Terms & Conditions as made available at: <http://www.capk.org/store/files/87.pdf>

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Vendor's Firm Name)

\_\_\_\_\_  
(Signature of Vendor's Representative)

\_\_\_\_\_  
(Printed Name and Title of Individual Signing)