

**County of El Dorado  
Chief Administrative Office  
Procurement and Contracts Division**  
on behalf of

**All County Departments**



**Request for Qualifications (RFQ)  
#24-0043**

for

**Janitorial Services**

**Submittal Deadline:**

**June 7, 2024, not later than 3:00:00 PM (Pacific)**

## Table of Contents

1.0	INTRODUCTION.....	1
2.0	SCOPE OF WORK.....	2
3.0	SUBMITTAL FORMAT REQUIREMENTS .....	3
4.0	RESPONDENT QUESTIONS .....	4
5.0	SUBMITTAL INSTRUCTIONS .....	5
6.0	EVALUATION PROCESS .....	6
7.0	SELECTION PROCEDURE .....	7
8.0	EL DORADO COUNTY WEBSITE REQUIREMENTS .....	8
9.0	REJECTION OF SUBMITTALS.....	8
10.0	VALID OFFER.....	9
11.0	COUNTY’S RIGHTS.....	9
12.0	CONFLICT OF INTEREST.....	9
13.0	PUBLIC RECORDS ACT .....	9
14.0	BUSINESS LICENSE REQUIREMENT.....	10
15.0	PUBLIC AGENCY .....	10

Attachment A – Sample Agreement for Janitorial Services\*

Attachment B – RFQ Response Document Questionnaire – Janitorial Services

Attachment C – References

\*The attached Sample Agreements for Services are for reference only. Other terms and conditions may apply based on the types of services and funding involved. If grant funds are utilized to fund any contract awarded pursuant to this RFQ, the requirements related to the use of those funds will be incorporated into the contract provisions.

## 1.0 INTRODUCTION

The County of El Dorado (hereinafter referred to as County) is located in Northern California and is bordered by Sacramento, Placer, Amador and Alpine counties in California, and Douglas County, Nevada. The two (2) incorporated cities in the County are Placerville and South Lake Tahoe. The United States (US) Census estimates that, as of 2020, the population of the County is 194,940. The largest city in the County is South Lake Tahoe, a resort city located in the Sierra Nevada Mountains, with a reported US Census 2020 population of 22,487.

The County's Procurement and Contracts Division, on behalf of all County departments, is soliciting sealed Statements of Qualifications (SOQ) from highly qualified and experienced firms (hereinafter referred to as "Respondent") to provide janitorial services within the County boundaries (both East and West Slopes).

The purpose of this Request for Qualifications (RFQ) is to establish a qualified list for janitorial services. Firms must have and demonstrate their experience in providing the services identified herein (experience with California local governments is desirable). The County makes no guarantee as to a minimum or maximum number of successful Respondents that will be named to the resulting Qualified List (hereinafter referred to as "QL"), which shall be valid for a maximum period of three (3) years from the date of award.

The County makes no specific guarantee of a minimum or maximum amount of services which shall be requested of any successful Respondents named to the resulting QL. The County will assign work by either selecting a Respondent from the QL and negotiating a contract with that firm or soliciting informal submittals from at least three (3) of the Respondents from the QL for specific tasks and will negotiate a contract with the selected Respondent based on the experience and expertise required for the work, Respondent's current workload, ability to respond, or other relevant criteria. This RFQ includes a description of the scope of work, submittal requirements, and instructions for submitting your SOQ.

The County of El Dorado is an equal opportunity employer (EOE). All individuals are encouraged to participate. The County will not discriminate against any individual because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, genetic information, military or veteran status, marital status, age, gender, gender identity, gender expression, or sexual orientation.

The following schedule for this RFQ process is listed below for reference purposes and is subject to change:

RFQ Issuance	May 8, 2024
Deadline for Final Questions	May 14, 2024
Answers Posted on or About	May 22, 2024
Due Date for Submissions	June 7, 2024

In the event that it becomes necessary to revise any part of this RFQ, written addenda will be issued and posted at:

<https://pbsystem.planetbids.com/portal/48157/portal-home> (“PlanetBids”).

Any amendment to this RFQ is valid only if in writing and issued by the Chief Administrative Office, Procurement and Contracts Division. Verbal conversations or agreements with any officer, agent, or employee of the County that modify any terms or obligations of this RFQ are invalid.

All interpretations or corrections, as well as any additional RFQ provisions that the County may decide to include, will be made only as an official addendum that will be posted to PlanetBids and it shall be the Respondent’s responsibility to ensure they have received all addendums before submitting their submittal. Any addendum issued by the County shall become part of the RFQ and shall be incorporated into the submittal.

County will not be bound by oral responses or inquires or written responses other than written addenda.

## **2.0 SCOPE OF WORK**

Any reference in this RFQ to specific terms of the agreement are for illustrative purposes only and shall not limit the scope of the obligations to be assumed by the successful Respondent under the agreement. In the event of any conflict between a provision of this RFQ and the provisions of the agreement attached as Attachment A, Sample Agreement for Janitorial Services the terms of the agreement shall govern.

The County is seeking to establish a QL for janitorial services that consist of qualified and experienced firms to provide services that are available for use by all County departments. The County makes no specific guarantee of a minimum or maximum number of services which shall be requested of any successful Respondents named to the resulting QL. Respondents should be the primary service provider with minimal use of subcontracted services (subcontractors / subconsultants).

Successful Respondent(s) shall provide janitorial services at various County-operated facilities located within the County boundaries. Services may: dusting, vacuuming, sweeping, wet mopping floors, wax and polishing floors as applicable, cleaning and disinfecting urinals, toilet seats, and commodes, shampooing carpet, cleaning mirrors and fixtures, washing windows, emptying wastebaskets and replacing liners, wiping down tables and other commonly touched surfaces, restocking supplies, and adhering to security protocols and procedures.

Respondent and any authorized subcontractors shall comply with the requirements of California Labor Code Section 1420 et seq. which includes registration with the Division of Labor Standards Enforcement of the Department

of Industrial Relations (DIR). Successful Respondent(s) must possess a current and valid registration issued by the DIR at the time of execution and at all times during the term of any resulting agreement and any amendment(s).

### 3.0 SUBMITTAL FORMAT REQUIREMENTS

Each response to this RFQ shall include the information described in this section. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided but should be succinct and relevant to the goals of this RFQ. Excessive information will not be considered favorably. The response documents shall be 8-1/2 inches by 11 inches in size or shall be folded to that size. Unnecessarily elaborate responses, enclosures, and specialized binding are not desired, and may be construed as an indication of Respondent's lack of cost consciousness.

All Respondents must fully and properly complete the RFQ Response Document Questionnaire-Janitorial Services, Attachment B and provide all requested materials. Upon receipt, the County will review the responsiveness of each submittal and then rank the firms based solely on their qualifications and materials submitted in response to this RFQ.

A firm may be disqualified if the Response Document Questionnaire-Janitorial Services is not completed properly, if all required materials are not submitted, or any falsification of information submitted to the County.

All submittals shall contain the following elements, and in the order given:

- 3.1 **RFQ Response Document Questionnaires:** Respondents must submit a completed and signed Attachment B, RFQ Response Document Questionnaire-Janitorial Services.
- 3.2 **Licenses:** Include verification of all applicable valid and current licenses, permits, and certifications that are legally required for Respondent and its subcontractors (if applicable) to practice its profession or provide the services or work contemplated under each service category listed in this RFQ in the State of California.
- 3.3 **References:** Include at least three (3) references of related projects, including client's name, name of the project, contact person's first and last name with current email address and direct phone number along with a brief description of the project (including project completion date). Respondent is responsible for ensuring that all reference information is current and accurate especially that of the contacts and contact information prior to submitting a response. Respondents must submit a fully completed Attachment C, References (included in this RFQ).
- 3.4 **Fee Schedule:** Fee schedule submission will be required for all Respondents; however, fee schedules will only be retained for the successful Respondents named to the resulting QL. The fee schedule must include all positions at the firm, and the maximum hourly rate charged for each position for the first year of the resulting QL.

Please include the firm's rates for standard hours, after-hours, weekends, County-recognized holidays, and emergency services. Unless otherwise specified, all rates in this fee schedule shall apply to work performed throughout the County, regardless of location. Proposed fees should include information on the hourly billing rates of each position that may provide services under any resulting contract as well as any other applicable charges or fees for expenses, if any, such as travel, parts, materials, and mobilization fees.

The successful Respondents will be required to submit any updated fee schedules for the second and third year of the resulting QL at a mutually agreed upon time. Updated fee schedules will be subject to County Contract Administrator approval.

**IMPORTANT:** Firms submitting electronic submittals to the PlanetBids website must not include their fee schedule submittal in their main submittal. PlanetBids will allow Respondents to submit their fee schedule information as separate response attachments (one electronic file per response attachment). Firms that submit hard-copy responses shall follow the instructions in Section 5.2 below.

- 3.5 Exceptions:** List all exceptions to this RFQ and related attachments, if applicable.

#### **4.0 RESPONDENT QUESTIONS**

- 4.1** Questions regarding this RFQ must be submitted in writing by email or U.S. mail to the Procurement and Contracts Office, or using the PlanetBids website, and must be received no later than 5:00:00 p.m. (Pacific) on **May 14, 2024**.
- 4.2** All emails must have "**RFQ #24-0043 – QUESTION**" as their subject, and all envelopes or containers must be clearly marked "**RFQ #24-0043 – QUESTION**" for convenience purposes. Emails, envelopes, and/or containers not clearly labeled may be overlooked and not responded to.
- 4.3** Questions will not be accepted by telephone, facsimile (fax), or orally.
- 4.4** The County reserves the right to decline a response to any question if, in County's assessment, the information cannot be obtained and shared with all potential organizations in a timely manner.
- 4.5** A summary of the questions submitted, including responses deemed relevant and appropriate by County, will be posted to the PlanetBids website on or about **May 22, 2024**. Any addenda to this RFQ are valid only if in writing and issued by the County Procurement and Contracts Division.
- 4.6** All inquiries shall be submitted by email to: [annika.andersson@edcgov.us](mailto:annika.andersson@edcgov.us) or by U.S. Mail to:

County of El Dorado  
Procurement and Contracts  
330 Fair Lane  
Placerville, California 95667  
RFQ #24-961-002 – Question

- 4.7 Respondents are cautioned that they are not to rely upon any oral statements that they may have obtained. Respondents shall direct all inquiries to the contact above and shall not contact the requesting department directly regarding any matter related to this RFQ. Information provided by persons other than Procurement and Contracts staff may be invalid and responses which are submitted in accordance with such information may be declared non-responsive.

## 5.0 SUBMITTAL INSTRUCTIONS

- 5.1 Respondents are strongly encouraged to submit their responses online to assure a complete and timely response. To respond online firms must register with the County's online bidding system, PlanetBids, at <https://pbsystem.planetbids.com/portal/48157/portal-home>. Respondents are cautioned that the timing of their online submission is based on when the submittal is RECEIVED by PlanetBids, not when a submittal is initiated by a Respondent. Online submittal transmissions can be delayed in an "Internet Traffic Jam" due to file transfer size, transmission speed, etc. For these reasons, the County recommends that Respondents allow sufficient time to upload their response and attachment(s) (if applicable) and to resolve any issues that may arise. The closing date and time shall be governed by the PlanetBids' web clock, which does not allow submittals after the closing date and time. PlanetBids will send a confirmation email to the Respondent advising that their online submission (eBid) was submitted. If you do not receive a confirmation email you are advised to contact the PlanetBids Support team by phone (818-992-1771 Monday through Friday between 7 a.m. and 5 p.m. Pacific, excluding statutory U.S. holidays) or by submitting a Support Ticket (visit: <https://home.planetbids.com/support/> to complete and submit the ticket form).
- 5.2 Respondents that decide to submit a hard-copy response do so at their own risk. All hard-copy submittals must include all of the same information required for online submittals. Incomplete submittals will be rejected as non-responsive. Respondents shall submit one (1) original copy and one (1) electronic copy of your submittal in PDF format on a flash/USB drive. IMPORTANT: Respondents who submit hard-copy responses must submit their Fee Schedules (refer to Section 3.4 above) in a separate, sealed envelope clearly marked "**RFQ 24-0043 – Fee Schedule**" on the outside of the envelope. All hard-copy submittals shall be submitted in a sealed envelope or container and clearly marked with the RFQ number, title, and closing date and time noted on the outside of the parcel.

- 5.3** It is the sole responsibility of the Respondent to ensure that the submittal is received in the Procurement & Contracts Division prior to the RFQ submittal deadline. All responses must be submitted not later than the date and time posted on PlanetBids. Hard-copy responses shall be submitted ONLY to:

County of El Dorado  
Procurement and Contracts Division  
330 Fair Lane  
Placerville, CA 95667

- 5.4** The County shall not be responsible for submittals delivered to a person or location other than specified herein. Submittals submitted to a location other than the above will not be considered duly delivered or timely. The County shall not be responsible for rerouting submittals delivered to a person or location other than that specified above.
- 5.5** Faxed or emailed submittals will not be accepted.
- 5.6** Late submittals will not be accepted or considered.
- 5.7** All submittals, whether selected or rejected, shall become the property of the County and shall not be returned.
- 5.8** The County reserves the right to waive minor defects and/or irregularities in submittals and shall be the sole judge of the materiality of any such defect or irregularity.
- 5.9** All costs associated with submittal preparation and submission, including any interviews conducted at the sole discretion of the County, shall be borne by the Respondent.
- 5.10** County staff will open submittals following the submittal deadline. The only information that will be made available to the public after the submittal deadline has passed will be the names of the Respondents that submitted submittals. The contents of all submittals, or any other medium which discloses any aspect of the submittal, shall be held in strictest confidence until the County releases a Notice of Award or Notice of Intent to Award.
- 5.11** Any hard-copy submittal received prior to the date and time specified for receipt of submittals may be withdrawn or modified by written request of the Respondent. Requests for modification must be received in writing, and in the same number of copies as the original submittal, prior to the date and time specified above for receipt of submittals.

## **6.0 EVALUATION PROCESS**

All submittals will be evaluated initially to determine if they are responsive to the requirements of this RFQ. An evaluation panel, consisting of County staff and members selected by County staff, will review and evaluate all responsive



submittals received by the submittal date as set forth in this RFQ, or as amended by addenda, and the submittals will be evaluated based on the thoroughness, clarity, and quality of the material presented. The County reserves the right to request additional information and clarification of any information submitted and to allow corrections of errors or omissions.

Respondents who have the qualifications (expertise and skills) and experience (documented, successful, and relevant) necessary to meet the requirements of this RFQ will be scored and ranked using the criteria and point assignments listed below.

	<b>Evaluation Criteria – Written Submittals</b>	<b>Maximum Possible Points</b>
A.	Questionnaire Responses (Section 3.1)	70
B.	Licenses (Section 3.2)	20
C.	References (Section 3.3)	10
	<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

NOTE: Fee Schedules will remain unopened until the County’s selection committee has identified the top-ranked Respondent(s) as the result of the evaluation processes described above. Once the County has awarded the successful Respondent(s) to the resulting QL the County will return all unopened (hard-copy) Fee Schedules to the unsuccessful Respondents.

**7.0 SELECTION PROCEDURE**

- 7.1 Submittals will be reviewed for responsiveness. A selection committee will then evaluate responsive submittals in accordance with the criteria specified in Section 6.0 above. The County reserves the right to select the most qualified firm solely on the content of the submittal. The Committee will recommend the firm(s) with the highest overall value, based on evaluation ranking, for approval by the County Purchasing Agent or Board of Supervisors.
- 7.2 The County reserves the right to make an award without further discussion of the submittal with the Respondent. Therefore, the submittal should be submitted initially on the most favorable terms that the firm or individual may propose.
- 7.3 The County reserves the right to award one or more contracts to the firms or individuals who, in the sole judgment of the County, present the most favorable response to this RFQ pursuant to the evaluation criteria indicated above.

**7.4** The County reserves the right to reject any and all submittals, or to waive minor irregularities in said submittals, or to negotiate minor deviations with the successful firm. The County shall be the sole judge of the materiality of any such defect or irregularity.

**7.5** The Procurement and Contracts Division does not mail out hard copy letters advising participating Respondents of RFQ results. For RFQ results, please visit the PlanetBids website at:

<https://pbsystem.planetbids.com/portal/48157/portal-home>

RFQ results are also available at:

<https://www.edcgov.us/Government/Contracts/Pages/Bid-Results.aspx>

**7.6** The results of this RFQ will be posted on the PlanetBids and County websites listed in Section 7.5 above at the earliest possible opportunity in accordance with County policy. The timeline for posting RFQ results may vary depending on the nature and complexity of the RFQ.

**7.7** Response and selection of a submittal will not necessarily result in the award of a contract with the County. The act of opening a submittal and selecting a Respondent does not constitute awarding of a contract. Contract award is by action of the Purchasing Agent or Board of Supervisors and is not in force until fully executed.

**7.8** Once contract negotiations are initiated, the County reserves the right to select the next ranked Respondent if for any reason a contract cannot be negotiated with the selected Respondent.

## **8.0 EL DORADO COUNTY WEBSITE REQUIREMENTS**

It is the Respondent's responsibility to monitor the PlanetBids website for possible addenda to this RFQ to inform him/herself of the most current specifications, terms, and conditions, and to submit his/her submittal in accordance with original RFQ requirements and all required addenda. All available RFQs and related addenda can be found at:

<https://pbsystem.planetbids.com/portal/48157/portal-home>

Failure of Respondent to obtain this information shall not relieve him/her of the requirements contained therein. Those Respondents not acknowledging and returning Addenda as required will not be considered and will be rejected as "non-responsive."

## **9.0 REJECTION OF SUBMITTALS**

Respondents interested in being considered must submit a submittal in compliance with this RFQ. Failure to meet the minimum requirements of the RFQ shall be

cause for rejection of the submittal. The County reserves the right to reject any or all submittals. The County may reject a submittal if it is conditional, incomplete, contains irregularities, or reflects inordinately high-cost rates.

## **10.0 VALID OFFER**

Submittals shall remain valid for one hundred twenty (120) days from the due date. The County reserves the right to negotiate with the successful Respondent any additional terms or conditions not contained in their submittal which are in the best interest of the County or to otherwise revise the scope of this RFQ. This RFQ does not constitute a contract or an offer of employment.

## **11.0 COUNTY'S RIGHTS**

The County reserves the right to:

1. Request clarification of any submitted information.
2. Waive any irregularity or immaterial deviation in any submittal.
3. Not enter into any agreement.
4. Not select any Respondent.
5. Cancel this process at any time.
6. Amend this process at any time.
7. Interview Respondents prior to award.
8. To request additional information during an interview.

Waiver of an immaterial deviation shall in no way modify the RFQ documents or excuse the Respondent from full compliance with the contract requirements if the Respondent is awarded the contract.

## **12.0 CONFLICT OF INTEREST**

Respondents warrant and covenant that no official or employee of the County, or any business entity in which an official of the County has an interest, has been employed or retained to solicit or aid in the procuring of the resulting agreement, nor that any such person will be employed in the performance of such agreement without immediate divulgence of such fact to the County. Submittals shall contain a statement to the effect that the Respondent is not currently committed to another project that would constitute a conflicting interest with the project defined in this RFQ.

## **13.0 PUBLIC RECORDS ACT**

Pursuant to the California Public Records Act, the County may be required to produce records of this transaction, upon third party request, subject to various statutory exemptions. Please indicate what exemptions may apply to the information you submit (such as a 'proprietary information' exemption – refer to Section 3 for submittal instructions).

In the event of a request for such information, the County will make best efforts to provide notice to Respondent prior to such disclosure. If Respondent contends that any documents are exempt from the CPRA and wishes to prevent disclosure, it is required to obtain a protective order, injunctive relief or other appropriate remedy from a court of law in El Dorado County before the County's deadline for responding to the CPRA request. If Respondent fails to obtain such remedy within County's deadline for responding to the CPRA request, County may disclose the requested information. The County shall not in any way be liable or responsible for the disclosure of any such records.

Respondent further agrees that it shall defend, indemnify, and hold County harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees, and attorney's fees) that may result from denial by County of a CPRA request for information arising from any representation, or any action (or inaction), by the Respondent.

#### **14.0 BUSINESS LICENSE REQUIREMENT**

It is unlawful for any person to furnish supplies or services or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070. Contact the Tax Collector's Office at 360 Fair Lane, Placerville, CA 95667, or phone (530) 621-5800, for further information.

It is not a requirement to possess a County business license at the time of submittal. Selected Respondents may be required to possess a County business license to award contract.

#### **15.0 PUBLIC AGENCY**

It is intended that other public agencies (i.e., city, special district, public authority, public agency, and other political subdivisions of the State of California) shall have the option to participate in any agreement created as a result of this RFQ with the same terms and conditions specified therein, including pricing. The County shall incur no financial responsibility in connection with any agreement from another public agency. The public agency shall accept sole responsibility for contracting for services and making payment to the vendor.