

Janitorial Services
RFP SC 1806.2023.1.JG

Pre-Proposal Conference

April 18, 2023



Objectives

Introduction

- Introductions
- Background Information

Statement of Work

- General Overview: Attachment 18 – Scope of Work
 - Inventory, Materials, and Equipment
 - Security and Field Inspection
 - Hours of Work, Customer Service, and Labor Compliance

RFP Process and Timeline

- Proposal Development
 - Technical Proposal
 - Cost Proposal
 - Certifications, Attachments, and other Requirements
- RFP Timeline
- Prospective Bidder's Responsibilities
- Submissions

Evaluations

- Scoring process
- Intent To Award
- Questions

Introduction

Court Personnel

Melanie Lewis, Director, Finance

Vicki Leung, Facilities Specialist

Eduardo Sanchez, Procurement and Contract Analyst

Kyle Hall, Management Analyst

Jenny Buentello-Gilligan, Fiscal Services Specialist

Background information

The Superior Court of California, County of Alameda is one of 58 superior courts in the State of California. The Court operates ten facilities within the County of Alameda and employs over 600 employees stationed across courthouses with varying worksite locations.

The Court is accepting proposals from qualified firms to provide onsite janitorial services for its ten Court facilities. This includes interior and exterior cleaning services as noted in the description of services and deliverables.

Statement of Work

Attachment 18

Scope of work, schedule, cleaning standards, tasks and frequencies can be found on Attachment 18 of the RFP.

This includes:

- Daily responsibilities
- Weekly responsibilities
- Monthly responsibilities
- Quarterly responsibilities
- Semi-Annual responsibilities
- After hours services
- General cleaning standards

Inventory, Materials, and Equipment

- The Contractor shall obtain prior approval from the designated Court representative for any space or area required for storage of the Contractor's equipment and materials.
- Only material meeting industrial standards will be acceptable in the performance of this work.
- Additional requirements can be found on pages 9 and 10 of the RFP.

Security and Field Inspection

- Contractor shall ensure all employees assigned to the Court adhere to the requirements provided by the Court Human Resources Division and pass a LiveScan background check prior to the start of the contract.
- The work shall be under the inspection of the Court Project Manager. Written reports on the findings from inspections will be furnished to the Contractor for corrective action.
- Additional requirements can be found on page 10 - 12 of this RFP

Hours of Work, Customer Service, and Labor Compliance

- For Hours of Work, please refer to specifications provided in Attachment 17.
- The Contractor's customer service process shall ensure that all customer service issues are addressed in a consistent manner.
- Prevailing Wage Compliance Monitoring.
- Contractor Registration.
- Additional requirements can be found on page 12 and 13 of this RFP

Proposal Development

Technical Proposal Attachment 14

The Prospective Bidder's name, business address, telephone and fax number, and federal tax identification number

Certifications, Attachments, and other requirements

Contact information of the Prospective Bidder's designated representative for purposes of this RFP

Proof that Contractor is in good standing in California

Provide detailed responses in Attachment 14

Copies of current business licenses, professional certifications, or other credentials

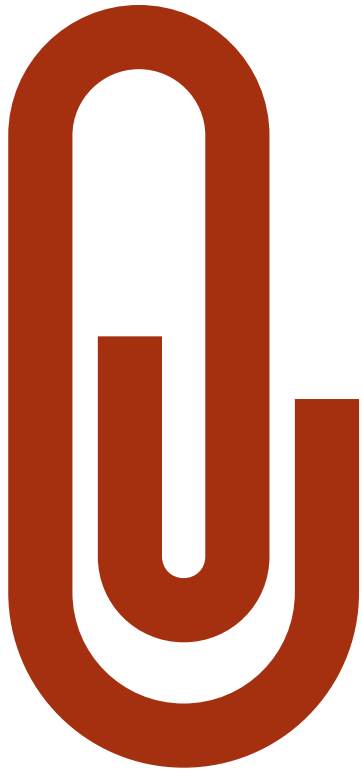
Cost Proposal Attachment 15

An all-inclusive total cost budget for each month and every year of the contract term

A comprehensive pricing sheet for Special Services provided

A full explanation of the budget methodology used

Detailed justification for any price increase in the proposed budget for the contract term



RFP Checklist

Attachments

- Acceptance of the Terms and Conditions (Attachment 3)
- General Certifications Form (Attachment 4)
- Darfur Contracting Act Certification (Attachment 5)
- Payee Data Record Form (Attachment 6)
- Iran Contracting Act Certification (Attachment 7)
- Unruh and FEHA Certification (Attachment 8)
- Bidder Declaration (Attachment 9)
- DVBE Declaration Form (Attachment 10)
- Question and Answer Form (submit questions, Attachment 11)
- Contact Sheet (Attachment 12)
- Experience and Financial Qualifications Form (Attachment 13)

Required Documents – Technical Proposal and Cost Proposal

Technical Proposal (RFP Section 8.1)

- Technical Proposal Template (Attachment 14)

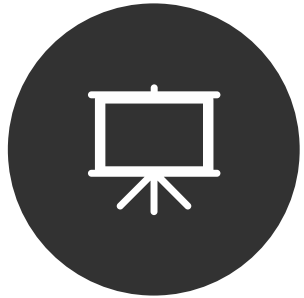
Cost Proposal (RFP Section 2.2)

- Cost Proposal Template (Attachment 15)

RFP Timeline

RFP Issue Date	March 28, 2023
Mandatory Pre-Proposal Site Visit	April 11, 2023, 10:00am Pacific Time
Pre-Proposal Conference	April 18, 2023, 2:00pm-3:00pm Pacific Time
Deadline for Questions	April 25, 2023
Questions and Answers posted	May 2, 2023
Proposal Due	May 25, 2023, No later than 2:00pm Pacific Time
Evaluation of Proposals (estimate only)	May 30, 2023 – June 27, 2023
Anticipated interview dates (estimate only)	June 6, 2023 – June 8, 2023
Notice of Intent to Award (estimate only)	June 29, 2023
Negotiations and Execution of Contract (estimate only)	July 5, 2023 – August 4, 2023
Contract Duration (estimate only)	September 1, 2023 – August 31, 2026

Prospective Bidder's Responsibilities



Review this presentation, along with requirements and key dates (email presentation)



Review the entire RFP and complete Technical Proposal and all required attachments (See attachment 16 Check List)



Complete Cost Proposal (Attachment 15)

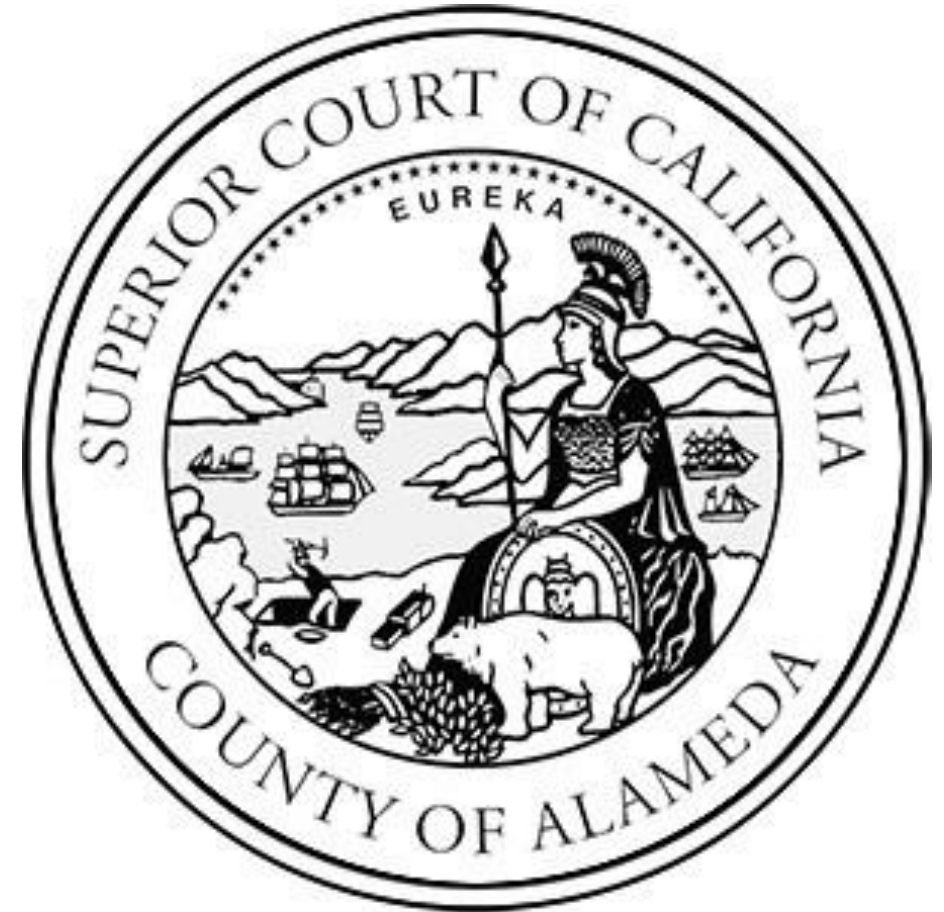


Submit finished proposal by the due date in the RFP timeline (May 25, 2023, by 2:00pm)

Submissions

- The Prospective Bidder must submit its proposal in two parts, a completed technical proposal and a completed cost proposal template.
- Proposals must be emailed to bidquestions@alameda.courts.ca.gov and received no later than May 25, 2023 by 2:00 PM Pacific Time.
- Late proposals will not be accepted.

The Court will not accept proposals that are hand delivered or delivered by a carrier or mail service provider at this time.



Evaluation of Proposals

The Court will evaluate the proposals on a 100-point scale using the criteria listed in the RFP. Award, if made, will be to the highest-scored proposal.

Although some factors may be weighted more than others, all are considered necessary, and a proposal must be technically acceptable in each area to be eligible for award. With regard to cost, the Court reserves the right, in its sole discretion, to reject any proposal whose price is outside the competitive range.

Score Card / Possible Points

Cost/Pricing factors: 40 points

Technical Proposal: 50 points

Experience on Similar Assignments and Financial Qualifications: 5 points

Acceptance of Terms and Conditions: 5 points

Total Points: (not including DVBE Incentive) : 100 Points

DVBE: 5 points



Intent to Award

- Intent to Award Notice: June 29, 2023
- Notice of Intent to award posted on Court website:
<https://www.alameda.courts.ca.gov/general-information/contract-opportunities>
- Awarded bidder will be notified via email
- Court representative will contact vendor representative to begin contract negotiation and execution.

Questions

