



Request for Quotations

Janitorial Services

Quotations must be submitted electronically by:
Friday, February 11, 2022 at 12:00 p.m.

First 5 Fresno County
2405 Tulare Street, Suite 200
Fresno, CA 93721
(559) 558-4900 | www.first5fresno.org/funding

Overview of Request for Quotations

The Children and Families Commission of Fresno dba First 5 Fresno County (F5FC) desires to solicit qualified quotations for janitorial services at the Lighthouse for Children (LFC) Facility in accordance with a Request for Quotations (RFQ).

Intent of RFQ

The purpose of this RFQ is to contract complete janitorial services for the LFC Facility (www.lcfresno.org), from a certified, bonded Contractor. The LFC Facility has a total square footage to be cleaned of approximately 43,300 square feet. F5FC reserves the right to either add or delete locations, square footage and/or frequency of service(s). The successful contractor will provide quality proactive service with minimal service call backs.

Contract Period

The contract for these services will be awarded for a one (1) year period, from an agreed upon start date, with the option for renewal based on performance, as determined by F5FC.

F5FC reserves the right to negotiate the proposed activities and/or budget of any proposed activities or components of said contract.

Eligibility

Experienced certified, bonded contractors interested in providing these services are encouraged to submit a quotation as detailed in this document.

Timeline

January 12, 2022	Release of Request for Quotations
January 25, 2022* - 10:00 a.m.	Pre-Submission Site Visit (attendance is optional)
February 8, 2022	Deadline to submit questions
January 19, 26, February 2, 9	Responses to submitted questions posted on the F5FC website
February 11, 2022 - 12:00 p.m.	SUBMISSION DEADLINE
March 11, 2022	Notification of selection
April - June, 2022	Contract development and finalization
July, 2022	Contract start date

Janitorial Services

Request for Quotations (RFQ)

ABOUT

At First 5 Fresno County (F5FC), we know that children thrive when their families thrive. We envision a future where all children and their families are healthy, loved and nurtured. We run after this vision by partnering with our community to create a seamless system of quality, accessible services that support the well-being of every child and family. The First 5 Fresno County Commission (the Commission) was created in 1998 when voters passed Proposition 10, which added a 50-cent sales tax to every pack of cigarettes or tobacco product sold in California. The State of California collects the money and distributes it to each county based on birthrate. The Commission is responsible for developing a strategic plan to guide local funding decisions that are consistent with the purpose of Proposition 10, which is to promote, support and improve the early development of children from the prenatal stage to five years of age.

In 2015, F5FC created the Lighthouse for Children Facility, a space, in the heart of downtown Fresno, where Fresno County families can access services and receive resources and information on how to support the transformative first 5 years of their child's life. F5FC manages the three-story building which houses a Child Development Center, the Community Learning Center, office and meeting spaces for community agencies, and First 5 Fresno County's administrative offices.

INTENT

The purpose of this RFQ is to contract complete janitorial services for the Lighthouse for Children Facility, from a certified, bonded Contractor. The LFC Facility has a total square footage to be cleaned of approximately 43,300 square feet. F5FC reserves the right to either add or delete locations, square footage and/or frequency of service(s). The successful contractor will be required to provide quality service with minimal service call backs.

Experienced contractors interested in providing these services for LFC are encouraged to submit a quotation for fulfilling general janitorial services at the LFC. The contractor selected will have demonstrated understanding in providing similar services and must be exceptionally capable of producing the desired services in a highly professional, timely and cost-conscious manner.

CONTRACT PERIOD

The contract period will run from an agreed start date (estimated: July 2022) through one fiscal year. Based on performance of the contractor in the initial contract period, the contractor may have the option of up to three one-year extensions.

Note: F5FC reserves the right to negotiate the proposed activities and/or budget of any proposed activities or components.

ELIGIBILITY

Experienced contractors interested in providing these services at the LFC facility are encouraged to submit a quotation. The respondent must have demonstrated 1) an understanding of the service details and the unique nature of the janitorial service needs at the LFC facility, 2) experience in providing similar services and 3) must be exceptionally capable of producing the desired services in a highly professional, timely and cost-conscious manner.

COST QUOTATIONS

Submitters shall provide a quotation including all costs in a format shown in the attached Form "B" Scope of Work and Budget sample. All cost quotations shall remain intact for a period of 120 days and sales tax must be applied and shown clearly only where applicable and prices need to be itemized.

Contractors are required to submit a quotation on all items – services and supplies. Quotations which do not respond to all items outlined in this RFQ document may not be considered. All prices and quotations must be typewritten. All quotations must be signed by a responsible officer or employee of the entity/company. Obligations assumed by such signature must be fulfilled.

F5FC understands that costs associated with these services fluctuate based on things like minimum wage requirements and market rate. These factors should be noted and accounted for within the provided quotation.

SERVICE & RESPONDENT REQUIREMENTS

The Lighthouse for Children facility requires that the entity, submitting a quotation under this RFQ, be able to provide the services being requested five (5) days a week. Two day porter positions will be stationed out of the Lighthouse for Children Facility. One full time porter will be staffed from 8 am to 4:30 pm, and the other part time porter will be staffed from 2 pm to 7 pm on Monday through Friday. Such hours are subject to change at any time. Contractor is responsible to provide sick leave or vacation coverage. This is a minimum staffing level.

The work covered under this contract consists of performing all operations in connection with the accomplishment of janitorial services at the Lighthouse for Children Facility. The contractor shall furnish all labor, supplies, materials, equipment, and supervision to perform satisfactorily the services specified herein, but not limited to, at the frequencies and during the times shown.

At minimum, vendors must hold the following qualifications when submitting a proposal for this project. The Respondent:

- Shall have no less than five (5) years of professional experience in providing and managing janitorial services and providing these or similar services in similar settings such as the LFC.
- Must have trained janitors/day porters.
- Must have adequate staff of trained janitors/day porters to meet the demand.
- Must have all appropriate licenses and certificates required in the state of California.

- Must have certificate of insurance with letter of endorsement.
- Must have the capacity to coordinate ordering and delivery of relevant supplies as outlined.

SCOPE OF WORK

The details enclosed below are what is expected of an eligible service provider and will act as the guide for the selected contractor and stands as a reference for bidders. When developing the quote, shown in the attached Form “B”, generalized details of services should be included. Take note that two - three staff, on varied schedules, are required in order to perform the work outlined.

1. General Tasks - Daily

- A. Trash and Recycling Receptacles - All waste receptacles, recycling containers, and other trash containers within the building shall be emptied each night and returned to their initial locations. Trash and recyclables shall be separately transported and emptied into designated containers (e.g. recycling goes into recycling container and trash goes into trash container). Boxes, cans, papers, etc., placed near a trash receptacle and marked “trash” shall also be removed. Any other items not marked shall not be removed. The interior, exterior and housing of trash and recycling receptacles, and walls next to the receptacles, shall be damp-wiped to remove soil. Wet spills on the interior of wastebaskets shall be cleaned and dried. Trash receptacle plastic liners shall be replaced as needed, when dirty, wet or torn. Transporting of trash within and from the buildings to outside trash dumpsters shall be accomplished using leak-proof plastic transports with wheels. Carry or roll all trash/recycle containers to exterior dumpster and dispose trash/recycle into dumpster. **DO NOT DRAG TRASH BAGS.** Liquid leaking from plastic bags being moved from trash receptacles shall be immediately cleaned.
- B. Trash and Recycling Storage Areas - All trash shall be placed inside trash dumpsters. All recycling shall be placed inside recycling totes or dumpsters. The area around all dumpsters shall be kept clean of all materials, paper, litter, etc. Dumpsters shall be closed after use. Recycle container areas shall be kept clean and free of trash. Recycling materials shall not be placed in trash dumpsters.
- C. Outside Entrances and Steps - Porches, handicap ramps, steps, fire escape stairways, basement stairways, and any other areas within 20 feet of entryways outside the buildings shall be swept to remove all soil, litter, and trash. All visible surface litter, soil, dirt, cobwebs, etc., shall be removed from the area. Waste receptacles adjacent to the entrance shall be emptied and cleaned.
- D. Entrance Mats - Entrance mats located in either the exterior or the interior of entrances shall be cleaned. If vacuuming does not remove the soil, the mats shall be taken outside and swept with a stiff broom until all visible soil has been removed. Entrance mats shall be lifted to remove soil and moisture underneath and shall then be returned to the normal location after cleaning. No entrance mat shall be placed upon a damp or wet floor surface. Outside entrance mats shall be picked up and shaken to remove sand, dirt, dust, and any other debris.
- E. Entrance Doors - Completely clean both sides of glass entrance door and windows immediately adjacent to the entrance doors. Spot clean both sides of the entrance door frames. After cleaning, the surface shall present a uniform appearance free of all smudges, fingerprints, stains, streaks, lint, etc.
- F. Entrance Floors Inside - The surfaces shall be swept or dust-mopped prior to wet mopping

to remove all loose soil and dust. All accessible areas shall be mopped to remove all soil, scuff marks, and non-permanent stains. After mopping, the floor shall have a uniform appearance with no streaks, film, swirl marks, detergent residue, mop strings or other evidence of soil. Baseboards shall be wiped to remove all splash marks.

- G. Drinking Fountains - Remove all streaks, smudges, stains, scales and other obvious soil from drinking fountains and entire cabinet. Disinfect all porcelain and metal surfaces including the orifice and drain. Stainless steel sections shall be polished with an appropriate cleaner.
- H. Internal Building Surfaces and Walls - Remove smudges, fingerprints, pen marks, streaks, etc., from washable surfaces including brass, stainless steel, around light switches, doors, doorways, door handles and casings, telephone stations, interior glass (such as reception counters and reception windows), bulletin boards and display cases, laminated plastic surfaces, clear sections of office cubicles, kick and push plates, and vertical/horizontal blinds with a treated cloth. After cleaning, the surface shall present a uniform appearance free of all smudges, fingerprints, stains, streaks, lint, etc. Areas adjacent to entrance glass within buildings that lead into offices shall also be completely cleaned and restored free of soil and streaks.
- I. Carpeted Areas - All carpeted areas shall be vacuumed free of all visible debris at every service (Goal for 100% of all areas to be vacuumed a minimum of once per week). Prior to vacuuming, all surface litter such as paper, gum, rubber bands, paper clips, staples, etc., shall be picked up. Furniture and trash receptacles shall be moved, as necessary, to vacuum underneath. After vacuuming the floor, including corners, next to baseboards, and behind doors, it shall be free of all visible litter, soil, dust, and embedded grit.
- J. Carpet Spot Cleaning - Carpets shall be checked daily for stains and gum. All dirty spots/stains/gum shall be treated with a carpet spot cleaning solution, following the direction of the manufacturer for the specific carpet and stain involved. After cleaning, the carpet shall be free from visible spots, gum and stains, and the nap should be brushed all in one direction. A single spot or stain is defined as an area with a definite continuous outline of a substance within the texture of the carpet (or less than 4 inches in diameter) that is not a part of the manufacturing process.
- K. Non-Carpeted Floors - Pick or sweep up all surface litter such as paper, gum, rubber bands, paper clips, staples, spills, etc. Sweep or vacuum the entire area, including under chairs, trash receptacles, desks, and other furnishings, behind doors, and corners, which are accessible prior to mopping. The entire area (100%) will be thoroughly dry-mopped or cleaned with appropriate solution, to remove dust, dry soil, and other surface debris every service.
- L. Tables, Counters, Desks, Chairs, and Sofas - Remove any non-permanent stains, spots, spills and pencil marks from tables, counters, and desks using a sponge or cloth dampened in mild detergent solution. The cleaning shall not be of such a degree as to remove the finish or leave abrasive marks. This includes all surface areas such as cabinets, bookcases, etc. that are empty. Chairs and sofas, where applicable, shall have cushions lifted for the purpose of the removal of any trash. Information written on whiteboards (dry/wet erase boards) shall not be cleaned off by Contractor unless requested by organization.
- M. Elevators - Remove all soil, dirt, graffiti, and fingerprint marks on external and internal surfaces with an approved cleaner. Polish metal surfaces with an approved metal polish; the surface shall be free of smudges, soil, and excess polish and have a shiny appearance. Inside shall be cleaned and polished with an approved cleaner/polish. Carpeted elevator floors shall

be vacuumed. Exhaust fan vents shall be cleaned. Threshold tracks shall be cleaned on a weekly basis.

- N. Stairs and Stairwells - Stairwells, stairs, landings, rails and steps shall be cleaned, vacuumed and/or mopped. Flights include the landings and steps on stairways between floors. All trash shall be picked up.
- O. Break room/Concession/Kitchenette Area - Refill soap dispensers and paper dispensers. Clean and disinfect sinks, floor sinks, counters, exterior of appliances and cabinets, tables and chairs.

2. Restroom Cleaning – Daily

- A. Clean and Disinfect Toilets and Urinals - Completely clean and disinfect all exposed surfaces of the toilets and urinals. A non-abrasive cleaner shall be used on the exposed hardware. The cleaning includes the drying and polishing of all exposed hardware. All foreign material shall be removed from the urinal drain trap. A special set of sponges, cloths, scouring pads and brushes shall be maintained and used only for cleaning the urinals and toilets. Remove scale, scum, mineral deposits, rust stains, etc., from the interior of toilet bowls and urinals. After cleaning, the toilet seat must be completely dried and placed in an upright position. All fixtures shall present a clean, bright shiny appearance and shall be free of all streaks, spots, stains, rings, foreign material, etc., including the metal hardware. Stopped-up toilets shall be plunged free of obstructions. Only if obstructions cannot be dislodged completely shall it be reported along with other inoperable or broken fixtures. The Contractor's supervisor shall report all plumbing discrepancies to the facility manager or agent.
- B. Paper Products Dispensers - At a minimum, re-supply all paper towel dispensers to their maximum level when stock is down to 40%, but do not overfill. Dispensers shall be refilled with the proper product for that dispenser (NOT just laid on top of dispenser or on top of the counter). Re-supply toilet paper by placing the product in the dispenser. Replace consumed rolls and partial rolls, which appear to be down to the last 10-15%. Toilet seat cover dispensers shall be filled with a new package when empty or when less than 10-15% of the sheets remain in the package. The dispenser interior, exterior and adjacent surfaces shall be wiped with a sanitizer to remove fingerprints and smudges when filling. The dispensers shall be checked for proper operation after filling and inoperable devices shall be reported daily to supervisors who in turn shall notify the facility manager or agent. In addition, feminine product dispensers shall be kept stocked and the exterior cleaned as indicated above. Feminine products disposal containers shall have a waxed paper liner or similar-type product at all times, to be replaced daily or when they have been used.

Coreless bathroom tissue and other similar products may be considered but cannot be utilized without prior approval from the facility manager or agent.

- C. Soap Dispensers - At minimum, soap dispensers shall be filled to within 2" of the tops with foam or liquid soap when there is 15% of product left (most dispensers have been converted to foam). Soapbox cartridges shall be replaced prior to becoming empty. The dispensers and adjacent surfaces shall be wiped with a germicidal detergent to remove fingerprints and smudges. The device shall be checked after filling for proper operation, and inoperable devices shall be reported daily. The wall and floor area under soap dispensers shall be cleaned of all soap residues.

- D. Trash Receptacles - All waste receptacles and feminine product receptacles shall be emptied. Emptying includes removing the liner and disposing of it. The inside, outside, and housing of the receptacles shall be cleaned with a germicidal cleaner.
- E. Counter Tops and Sinks - Completely clean and disinfect all exposed surfaces of the sink. A non-abrasive cleaner shall be used on the exposed hardware. The cleaning includes the drying and polishing of all exposed hardware. After cleaning, the fixture shall present a clean, bright and shiny appearance and shall be free of all visible soil, streaks, oily smudges, residue of cleaning agents, etc. All metal hardware, such as faucet valves, drain and faucets, shall be free of streaks, spots, stains, etc. Inoperable or broken fixtures shall be reported daily to supervisors. Different cloths, sponges, brushes and scouring pads shall be used to clean the sinks than the ones used for cleaning the toilets and urinals.
- F. Diaper Changing Stations and Other Surfaces - Remove all surface litter such as paper towels, etc. Using a treated duster, remove all loose dust and soil from the tops of lockers, cabinets, etc. Dust other flat surfaces with a cloth or sponge dampened in a germicidal detergent solution. Dusting shall be accomplished by the complete removal of soil from the area - this includes the dispensers. Any graffiti on changing stations shall be removed to the extent feasible.
- G. Walls, Partitions, and Doors - Clean the partition walls, partition doors, and walls surrounding the urinals and toilets. Remove any nonpermanent stains, spots, streaks and graffiti using a cloth/sponge dampened with a germicidal detergent solution. This also includes the light switches, and doors, and any of the walls within the restroom. After cleaning the walls, they shall be free of fingerprints, smudges, grease, soil, mildew, or stain.
- H. Floors - Prior to mopping, any mats shall be lifted to remove soil underneath, and the floor surface shall be vacuumed for removal of loose dirt and soil. Mop the floor with a germicidal detergent solution, using a non-abrasive mop (no metal or plastic). After mopping, the floor shall have a uniform appearance free of hair, spots, spills, stains, dirt, and oily film, mop strings, etc. Mats shall be disinfected with a germicidal detergent solution. Any mats removed shall be replaced, with the surface dry prior to replacement.
- I. Mirrors - Remove soil, streaks, smudges, film etc., from the surface of the mirrors. The frame of the mirror and shelves and other adjacent areas also shall be cleaned.

3. General Tasks - Weekly

- A. Vertical/Horizontal Blinds - Dust all vertical and horizontal blinds with a treated cloth or yarn duster. A properly dusted blind shall be free of all dust, dirt, lint, and cobwebs.
- B. A/C Supply Vents, Returns and Exhaust Fan Grills - Clean all particles from vents and wall or ceiling area adjacent to the vent. This is very important for indoor air quality.
- C. Dusting - Dust all surfaces, including windowsills, banisters, hand rails, ledges, pictures, plaques, cubicle wall tops, door tops, tops and sides of book shelves and cabinets, etc. with a treated microfiber cloth, or yarn duster up to 80 inches from the floor. Dusting shall NOT be done on shelving within a bookcase.
- D. Non-Carpeted Floors - Wet-mop 100% of floor areas on a weekly basis. Floor shall be swept

of vacuumed first to remove all surface litter such as paper, gum, rubber bands, paper clips, staples, etc.

- E. Storage Areas/Closets - Sweep non-carpeted floors and vacuum carpeted floors to remove all debris. Damp mop non-carpeted floors, removing all marks and dirt.
- F. Mop Heads - Mop heads need to be non-abrasive (no metal or plastic). Replace mop heads at least weekly with new mop heads. Old dirty mop heads shall be removed from the building and discarded. Use of reusable, washable microfiber mops is encouraged.

4. Restroom Cleaning - Weekly

- A. Floor Drains - Remove all built up deposits, embedded hairs, etc., from the grate and neck of the drain. Replace the grate properly.

5. General Tasks - Monthly

- A. Furniture - Vacuum all cloth furniture. Removable cushions shall be lifted and vacuumed underneath. Wipe down all vinyl and hard surfaces with a damp cloth.
- B. Modular Walls - Clean all modular walls.

6. General Tasks - Quarterly

- A. High Dusting - Dust all surfaces between 80" and 18', including walls and ceiling tiles/vents. Remove all dust and cobwebs.
- B. Woodwork - Clean and polish all real woodwork furniture. Woodwork shall be free of smudges, fingerprints and shall have a uniform appearance.
- C. Carpet/Tile Cleaning - Clean all carpet in high traffic areas. Resilient tile floor shall also be scrubbed and refinished.

7. General Tasks - Semiannually

- A. Interior Window Cleaning - clean all interior windows below '10.

8. Facilities, Utilities, Supplies and Equipment

A. Facilities - The LFC shall provide, without cost to the Contractor, janitorial closets or a designated place in each building. These areas shall be kept clean and neat by the Contractor at all times and shall only be used for the intended use (i.e. eating may not occur nor storage of any food or personal items). Supplies shall be stored in their proper place when they arrive. Empty boxes, bottles, containers, etc. shall be properly discarded (including recycling, where appropriate). Mop buckets shall be emptied and cleaned, and mops shall be washed out, before storing in the designated janitorial space. Mop heads shall be replaced at a minimum of once a week to prevent odors.

B. Utilities - The LFC shall furnish all utilities to the Contractor at existing outlets. Any modifications to existing outlets for the Contractor's convenience shall be at the Contractor's expense. Prior written approval for any alteration shall be obtained from the facility manager or

agent. The Contractor's Project Manager shall arrange for the work to be done and the costs shall be charged to the Contractor.

C. Telephones - The LFC telephone policy limits use of its telephone extensions on the LFC system to calls relating to LFC business. The Contractor shall ensure that employees observe this policy. The costs of unauthorized telephone usage, which can be directly attributed to an employee of the Contractor, shall be the responsibility of the Contractor.

D. Communication - The on-site Contractor staff shall be in regular communication with facility management, Security, and/or the facility maintenance technician in the event of an emergency, hazard, or need for a repair/replacement of janitorial or other equipment.

E. Janitorial Supplies - The Contractor shall provide all cleaning supplies, chemicals, and equipment necessary to perform the cleaning standards of the contract. The Contractor is required to use floor care products that meet and are guaranteed by the manufacturer, to equal or surpass the test method developed by the American Society of Testing Material (ASTM) for determining the slip resistance of floor finishes (ASTM D2047).

It is encouraged that the Contractor emphasize sustainability and considers the effect on the environment and their carbon footprint when purchasing supplies (along with their cleaning supplies). Contractor must comply with all applicable environmentally Preferable Purchasing (EPP) Policy including, but not limited to:

- Contractors shall supply industrial and institutional cleaning products, including general-purpose, bathroom, glass and carpet cleaners, that meet Green Seal's Industrial and Institutional Cleaning Standard, GS-37. To the extent practical, Contractor shall use products that meet Green Seal's standard for industrial and institutional Floor Care Products, GS-40, and Green Seal's industrial and institutional Hand Cleaners, GS-41 (please note at this time, City hand soap dispensers are being changed out to foam, the non-cartridge format).

RFQ PROCESS

Pre-Submission Site Visit

There will be a **pre-bid site visit on Tuesday, January 25, 2022 at 10:00 a.m. to 11:00 a.m.** at the LFC building site located at **2405 Tulare Street, Fresno, California, 93721**. Bidders will be provided this opportunity to view the project site to become familiar with the facility in order to make a full and comprehensive bid. **Bidders shall meet at the main entrance, on the first floor of the facility at 9:50 a.m. am to be a part of the site visit.** Masks will be required to be worn through the entirety of the visit. Bidders are NOT REQUIRED to attend in order to provide a quotation.

Questions

Any questions about this RFQ must be submitted via email to funding@first5fresno.org with the subject line: "Question RFQ - Janitorial Services." Questions will be accepted until **Tuesday, February 8, 2022**. If questions are received, responses will be posted on the funding page (www.first5fresno.org/funding) of the F5FC website by 5:00 p.m. every Wednesday beginning January 19, 2022, through Wednesday, February 9, 2022.

Submission Deadline

Completed quotations **must** be submitted via the F5FC website (www.first5fresno.org/funding) by no later than **12:00 p.m. on Friday, February 11, 2022**. Respondents are responsible for ensuring that submissions are received by F5FC on time. Late proposals will not be accepted.

Review Process and Notification

A Community Review Committee will evaluate and score each submission that complies with the purpose and requirements of this RFQ. Following the review process, F5FC will work with the recommended agencies to develop and finalize a contract agreement, including scope of work and budget that will be presented to the F5FC Board, known as the Commission, for consideration and ultimate approval for funding.

The contact person for each submission will be notified via email of F5FC's decision. All submitters, including the recommended agency, will be notified by **March 11, 2022** of the status of their submission. Upon notification, the selected entity will be contacted by F5FC to confirm requirements prior to consideration by the F5FC Commission.

SUBMISSION REQUIREMENTS

All proposals must be submitted via the **F5FC website** (www.first5fresno.org/funding) **by no later than 12:00 p.m. on Friday, February 11, 2022**. All material received in response to this RFQ will become the property of F5FC and will not be returned to the bidder. Regardless of the entity selected, F5FC reserves the right to use any information presented in a quotation. The content of each vendor's quotation shall become public information once a contract has been awarded.

To complete the submission process, follow the steps on the website to enter all required information and upload the required forms and attachments listed below. All documents must be submitted in PDF form. Each form is available as an individual PDF file on the F5FC website.

Please note, after completing the submission on the F5FC website, proposers will receive an email from funding@first5fresno.org as proof of submission with the submission documents attached. Please verify all required documents were submitted. If the proposer identifies an error, they may resubmit using the same process. Only the most recent submission will be accepted.

Submitting agencies should add funding@first5fresno.org to their approved contact list to avoid interference from spam filters. If the submitter does not receive an email or experiences any technical difficulties, please contact funding@first5fresno.org. Proposers are responsible for ensuring that submissions are received on time. Late proposals will not be accepted.

RFQ SUBMISSION COMPONENTS

- A. Narrative – FORM A:** Please submit, in writing, the requested narrative information outlined in the attached "Form A" in brief, narrative form and, to the extent possible, organize the narrative using

headers. The content of your submission, not including Form B or the attachments as outlined below, should **not exceed 10 pages**, typewritten with a font size of no less than 11-point size for legibility.

B. Scope of Work & Budget – FORM B: The format of Form B may be used by the bidder to outline the requirement of this portion of the RFQ. Provide proposed fees and cost information for all services and supplies. Include the following:

- Submitting agency should review the requirements of this RFQ and address all services in the fee schedule that might reasonably be expected to support the request. The submitting agency should provide a comprehensive, itemized annual fee schedule including staffing rates per hour, the supplies as outlined in this RFQ and other expenses or costs associated with the performance of this work. Bidders should show a clear picture of the costs they are proposing.
 - This information should be detailed and broken down by type of service and units of work or other applicable measure, separately. First 5 Fresno County reserves the right to not include compensation for items not addressed in the submitted quote.
- Describe the methodology for any future increases in costs of service. Include the method in which pricing adjustments will be calculated.
 - COVID-19 Cleaning - In the event that LFC management decides an auxiliary cleaning is needed due to a COVID-19 exposure in the LFC Facility, the area of exposure may require cleaning and disinfecting. We take this sort of cleaning seriously as this site includes a childcare facility. In your submission, please note if these types of services are part of your overall bid or come at an additional cost.
- Include the signature of an authorized staff person attesting that they have the authority to provide this quote for these services and this quote will remain valid for 120 days.

Note: The fee quotation submitted along with the proposed approach will be used as a basis for any contract negotiations. The actual scope of work and fees included in the contract may be negotiated and may vary to satisfy First 5 Fresno County's needs.

C. Attachments (not a part of the narrative page limit) – Submissions must include the following:

- a. Business License
- b. W-9 Form or IRS Tax Exempt Letter

OTHER IMPORTANT INFORMATION

Protest Process

Upon notice by F5FC of a proposed award, any proposer may file a formal written protest regarding a potential or recent procurement by F5FC. The protest shall be filed with the Executive Director no less than forty-eight

(48) hours before the day of the meeting at which F5FC Commission is scheduled to award the relevant contract. The protest shall be in writing addressed to and filed with the Executive Director and contain the exact basis for the protest, and proof that the protestor is a viable and responsible provider of the services sought. The protest should provide evidence that the award violated F5FC's procurement procedures or State law. Mere disagreement with F5FC or the Executive Director's decision shall not be the basis for a successful protest.

Confidentiality of Responses

F5FC cannot guarantee the confidentiality of information submitted by the organization/agency. In the event that F5FC receives a request for records or court order that F5FC reasonably determines compels its disclosure of the submission, F5FC shall provide such records as it deems appropriate. All materials submitted as part of a proposer's response to this RFQ become the property of F5FC.

Communication

As of the issue date of this RFQ and continuing through the public notification of the award, agencies submitting qualifications are specifically directed not to hold any meetings, conferences, or technical discussions regarding this RFQ with F5FC staff, Commissioners or the Community Review Committee. "Off the record" contacts can potentially taint F5FC's decision-making process. Interested agencies may only submit inquiries through the **fundings@first5fresno.org** email address in response to any matter pertaining to the RFQ. Any prohibited contact may result in disqualification of the potential contractor's submission.

Contracts

Issuance of this RFQ does not constitute a commitment by F5FC to award a contract. F5FC reserves the right to reject any or all submissions received in response to this RFQ, or to cancel this RFQ if F5FC deems that it is in the best interest of F5FC to do so. In addition, F5FC staff reserves the right, after contract award, to amend the resulting contract as needed throughout the term of the contract to best meet the needs of all parties.

If applicable, F5FC staff reserves the right to approve all subcontractors proposed by the primary contractor. Approval is based on the subcontractor contract language and budget with the primary contractor.

Any contract awarded by F5FC will contain various terms and conditions that will not be negotiable, including, but not limited to, proposer's obligation to indemnify, defend, and hold F5FC harmless from and against proposer's negligence and willful actions, insurance requirements as determined by F5FC, and compliance with various F5FC policies.

The contact person for each quotation, whether selected for award or denied, will be notified in writing of the decision. Upon notification of an award, representatives of the firm will meet with staff to finalize a detailed scope of work and budget.

Supplanting

No F5FC funds shall be used to supplant (i.e., take the place of or replace) state or local General Fund money for any purpose. This prohibition does not apply to federally funded or privately funded programs.

Conflicts of Interest

Proposers must adhere to F5FC's Conflicts of Interest Policy and Conflicts of Interest Code, as amended, as applicable. No Commissioner or designated staff may make, participate in making, or use their official position to influence the making of any governmental decision which may have a direct or indirect foreseeable material financial effect on the Commissioner or designated staff person. Therefore, no entity in which a Commissioner or designated staff person has a material financial interest may submit a proposal to F5FC.

Additionally, under no circumstances, may a financial dependent of a F5FC Commissioner or staff respond to this RFQ. Relatives (which shall include, but not be limited to, adult children, siblings, aunts and uncles) of F5FC Commissioners or staff who are not dependents are discouraged from submitting.

MISCELLANEOUS INFORMATION:

- By submitting a quotation, bidders authorize F5FC staff to verify any or all information and/or references given in the quotation.
- Insurance. On or before the Effective Date of any agreement, Contractor shall furnish to F5FC satisfactory proof of the required insurance (Certificates of Insurance), which shall include a commitment by Contractor's insurers that they will mail notice of any cancellation or reduction of coverage below the amounts herein required by F5FC, at least thirty (30) days prior to the effective date of such cancellation or change. Such required insurance shall include General Liability, Automobile Liability, and Workers' Compensation.