



# City of Martinez REQUEST FOR PROPOSAL (RFP) Janitorial Services

RFP Issued: April 8, 2024  
Proposals Due: Wednesday, April 30, 2024, by 2:00 PM  
Submittals to: Joe Enke, Public Works Director  
City of Martinez  
525 Henrietta Street  
Martinez, CA 94553

Email: [jenke@cityofmartinez.org](mailto:jenke@cityofmartinez.org)

## 1. INTRODUCTION

### 1.1. Invitation

The City of Martinez (City) is seeking proposals from professional janitorial companies (Provider) to provide routine janitorial services of several City's facilities including City Hall and Police Station, Library, Corporation Yard and Water Treatment Plant located throughout the city. Each facility requires varying levels of janitorial maintenance based on the facility function and amount of use. A combination of after-hours custodial, and specialty planned cleaning services are required. Some facilities have extensive public use, such as the library and some facilities provide services to city operational staff. Janitorial Services will be performed under an Agreement for General Services (Agreement) included as **Attachment B**. Provider will be required to have a valid City Business license.

## 2. SCOPE OF SERVICES

Description of scope of services, for routine maintenance services, are shown on **Attachment C**.

### 2.1. Routine Maintenance Services

The services to be provided are at the following four (4) city facilities.

1. City Hall, Police Department, 525 Henrietta Street
2. Corporation Yard, 300 Alhambra Avenue
3. City of Martinez Library, 740 Court Street
4. City Water Treatment Facility, 3000 Pacheco Boulevard

### 2.2. Term

The Agreement term is anticipated to be three years with an option to renew and extend up to five years total.

## 2.3. Payment

City agrees to pay Provider for services specified in accordance with the terms and conditions of the Agreement. Provider shall submit an itemized invoice showing work done during the previous month. Payments shall be approved and made within thirty (30) days once the City approves the work completed.

## 3. Proposal Requirements

The Proposal submission shall be on single-sided letter sized (8½" x 11"), minimum font size of 12 required. Costs for preparing and submitting a response to this RFP are entirely the responsibility of the Provider. All expenses related to the Provider's response to the RFP, or other expenses incurred during the period of time the selection process is underway, are the sole obligation and responsibility of that Provider. The City will not directly, or indirectly, assume responsibility for such costs.

The submittal content shall include the following:

### 3.1. Cover Letter (4 page limit)

#### 3.1.1. Summary

Provide information of the Provider's background and experience with similar work that is described in this RFP, including qualifying statements and understanding of Janitorial services. Include statement of commitment to maintain availability of key personnel and staff.

#### 3.1.2. Agreement for General Services Acceptance Statement

A statement indicating that Provider can execute the City's Agreement for General Services in this RFP, including required insurance and indemnity. Any requested exceptions or modifications shall be vetted through the Questions and Answers portion of the RFP process.

#### 3.1.3. Signature and Contact Information

The cover letter shall be signed by the official authorized to contractually bind the Provider with the City regarding the requested services, and shall also include the name, address, and phone number of the Provider's contact person for the remainder of the selection process.

### 3.2. Qualifications and Experience

The Provider shall submit a statement of qualifications form for the services specified in this RFP using the forms provided in **Attachment A**, and provide resumes of key staff, list of equipment to be used under this Agreement and proof of insurance.

### 3.3. Cost

The Provider shall submit a detailed cost proposal for all services to be provided under the Agreement. Pricing submitted will apply for services performed in Fiscal

Year 2024/25 (July 1, 2024, to June 30, 2025), which will increase by 3% each fiscal year for the duration of the Agreement.

#### **4. EVALUATION CRITERIA AND SELECTION PROCESS**

##### **4.1. Evaluation Criteria**

Proposal submittals are to be reviewed by an evaluation committee using a rating matrix to determine the ranking of consultants. Submittals will be rated on the basis of demonstrated experience on similar services, key staff and equipment proposed for services, references, licensing/registration/insurance requirements, proximity, and cost proposal.

##### **4.2. Selection**

Based on the Proposal review, the evaluation committee will recommend which Provider shall be awarded Agreement for General Services.

The City reserves the right to waive minor irregularities, modify the selection process at any time, seek any clarification or additional information from Providers to evaluate a response, and not enter into a contract. The City reserves the sole right to evaluate each submittal and to accept or reject any or all submittals received as a result of the RFP process. The selection of the Providers for this Agreement and services resulting from the RFP is dependent on the approval by the City of Martinez City Council.

#### **5. SUBMITTAL OF PROPOSALS**

##### **5.1. Submittal**

Please submit an electronic pdf and one hardcopy of your Proposal by **Tuesday, April 30, 2024, no later than 2:00 PM**, to:

**Joe Enke, Public Works Director  
City of Martinez  
525 Henrietta Street  
Martinez, CA 94553**

**Email: [jenke@cityofmartinez.org](mailto:jenke@cityofmartinez.org)**

Proposals shall be submitted in a sealed envelope, with the Provider's name and address provided, and shall be labeled: **City of Martinez – Proposal for Janitorial Services**

Proposals received by the due date will be ranked by a selection committee. **Late submittals will not be accepted; post marks will not be accepted.**

## 5.2. Questions

Please submit any questions regarding this RFP, including the Agreement for General Services in writing to Joe Enke, at [jenke@cityofmartinez.org](mailto:jenke@cityofmartinez.org)

by **Wednesday, April 17, 2024, no later than 4:00 PM**. Answers to all questions will be posted on the City's website on Monday April 22, 2024. Questions will only be accepted via e-mail and responses will be compiled and posted on the City's website at <https://www.cityofmartinez.org/departments/engineering/rfq-rfp> . It is your responsibility to obtain the answers from the City's website and the City shall not be responsible for transmitting the answers to any holders of the RFP.

## 5.3. City Reservation of Rights

### 5.3.1. RFP Process Modifications

The City reserves the right to waive minor irregularities, modify the selection process at any time, seek any clarification or additional information from consultants to evaluate a response, and not enter into a contract. The City reserves the sole right to evaluate each submittal and to accept or reject any or all submittals received as a result of the RFP process. The selection of the consultant may be dependent on the approval by the City Council.

### 5.3.2. Ownership of Proposal

All responses to the RFP become the property of the City. Once a final award is made, all RFP responses become a matter of public record and shall be regarded by the City as public records. The City shall not in any way be liable or responsible for the disclosure of any such records or portions thereof if the disclosure is made pursuant to a request under the Public Records Act.

### 5.3.3. Agreement Award

The RFP does not commit the City to award an agreement or contract or to pay any cost incurred in the preparation of the Proposal or response to RFP. Award of an agreement or contract does not guarantee that a Provider or its sub-Providers will actually receive any work, including any additive work.

**6. SCHEDULE OF EVENTS**

<b>Milestone</b>	<b>Date*</b>
Request for Proposal Issued	April 8, 2024
Written Questions Deadline	Wednesday, April 17, 2024
Answers Posted on City Website	Monday, April 22, 2024
<b>Proposal Submittal Deadline</b>	<b>Tuesday, April 30, 2024 (2:00 PM)</b>
Consultant Selection	May 6, 2024
City Council Approval of Agreement	May 15, or June 5, 2024
City Signs and Executes Agreement	Dependent on requirement for Council Approval

\*Dates are subject to change

**7. ATTACHMENTS**

- A.** Qualifications and Experience Form (Required with Proposal Submittal)
- B.** Sample Agreement for General Services
- C.** Scope of Services