



SAN JOAQUIN COUNTY OFFICE OF EDUCATION
Troy A. Brown, Ed.D., County Superintendent of Schools

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(209) 468-4800
www.sjcoe.org

April 1, 2024

To Whom it May Concern,

San Joaquin County Office of Education (SJCOE) is seeking proposals from qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide professional janitorial services. The purpose of this Request for Qualification & Proposal ("RFQ/P") is to ensure the delivery of superior janitorial services specifically designed for the SJCOE Special Education Program.

We value your review and appreciate your consideration in submitting a proposal for evaluation for this focused partnership. If you have any questions, please feel free to reach out to our office at any time via the contact information included in the request for proposals.

Thank you,

Monica Vallerga
Division Director
Special Education
San Joaquin County Office of Education



**REQUEST FOR QUALIFICATION AND PROPOSAL (RFQ/P)
PROFESSIONAL JANITORIAL SERVICES**

RFQ/P # 04012024

April 1st, 2024

NOTICE IS HEREBY GIVEN that the San Joaquin County Office of Education (“SJCOE”) is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide professional janitorial services for the selected site(s):

List sites here: (It is acceptable to attach a separate site list.)

 McFall School, McKinley, Jacobson, Monte Vista, West Valley Young Adult

 Manteca Young Adult, BELIEVE! Waverly, Marina Young Adult, Redwood

Respondents to this RFQ/P should mail or deliver three (3) bound copies of their Statement of Qualifications (“SOQ”) and one (1) Fee Proposal in a sealed envelope (together, “Submittal”), as further described herein, labeled, “Submittal for Professional Janitorial Services” to:

San Joaquin County Office of Education

Attention: Monica Vallerga, Division Director, Special Education Programs

2707 Transworld Drive

Stockton, CA 95206

ALL RESPONSES ARE DUE BY 5/3/2024. Any Submittal received after that date and time will not be accepted and will be returned unopened.

FAXED OR EMAILED RESPONSES WILL NOT BE ACCEPTED.

Each Submittal must conform and be responsive to the requirements set forth in this RFQ/P.

If you have any questions regarding this RFQ/P, you shall submit questions in writing to Monica Vallerga at mvallerga @sjcoe.net before 5:00 p.m. on 4/26/2024. Substantive questions and answers will be provided to all RFQ/P recipients.

The SJCOE reserves the right to waive any informalities or irregularities in received Submittals. Furthermore, the SJCOE reserves the right to reject any and all Submittals and to negotiate contract terms with one or more Respondents for one or more of the work items. The SJCOE reserves the right to seek supplementary information from any respondent at any time after submittal and before the award. The SJCOE retains the sole discretion to determine issues of compliance and to determine whether a

Respondent is responsive, responsible, and qualified. The SJCOE reserves the right to modify this RFP at any time in the event it becomes necessary to modify or revise the RFP.

INSTRUCTIONS AND CONDITIONS

A. RFQ/P RESPONSE SCHEDULE SUMMARY

The SJCOE reserves the right to change the dates on the schedule without prior notice.

DATE	EVENT	TIME DEADLINE
04/01/2024	Release of RFQ/P # <u>04012024</u> .	5:00 P.M.
04/18/2024 04/19/2024	A Pre-Bid Walkthrough	
04/26/2024	Deadline for submission of written questions to SJCOE concerning RFQ/P # <u>04012024</u> .	5:00 P.M.
05/03/2024	Deadline for all Submittals in response to RFQ/P # <u>04012024</u> .	2:00 P.M.
05/07/2024	Interviews of short-listed Respondents.	
05/10/2024	Notification to Respondent(s) selected for award.	5:00 P.M.

B. SUBMITTAL REQUIREMENTS

A. Format Requirements

Respondents to this RFQ/P must comply with the following format requirements. Material must be in 8-1/2 x 11-inch format with no less than 11-point font size. Submittals shall include the title with boldface headers below, e.g. the first section would be entitled, “Cover Letter”, the second section would be entitled, “Business Information”, etc.

Submittals shall be no more than twenty (20) single-sided pages or ten (10) double-sided pages in length. This page limitation excludes front/back covers and allowed appendices. Submittals containing more than the authorized number of pages will not be considered.

Provide three (3) bound copies of RFQ and one (1) Fee Proposal Form completely filled out and in a sealed envelope.

- The unbound copy shall be marked, “Copy for Reproduction” and shall be formatted as follows:

- No divider sheet(s) or tab(s).
- Pages with proprietary information removed.
- A cover sheet listing Respondent's name, the total number of pages, and identifying those pages that were removed due to proprietary information.
- The electronic copy will only be accepted via flash drive or CD in the following programs: Microsoft Office Suite or PDF.

B. Content Requirements

1. Cover Letter (maximum of 2 pages)

- Provide a letter of introduction signed by an authorized officer of Respondent. If Respondent is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party of the joint venture.
- Include a brief description of why Respondent is well suited for, and can meet, the SJCOE's needs.
- Clearly identify the individual(s) who are authorized to speak for Respondent during the evaluation process.
- Respondent shall certify that no official or employee of the SJCOE, nor any business entity in which an official of the SJCOE has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the SJCOE.
- Respondent shall certify that no official or employee of Respondent has ever been convicted of an ethics violation.
- Respondent shall sign and add the following language: *“By virtue of submission of this Submittal, [INSERT RESPONDENT’S NAME] declares that all information provided is true and correct.”*

2. Business Information

- Company name
- Address
- Telephone and fax
- Website
- Name and email of main contact
- Federal Tax I.D. Number
- License or Registration Number (if applicable)
- Type of organization (e.g., corporation, partnership, etc.). If a joint venture, describe the division

of responsibilities between participating firms, offices (location) that would be the primary participants, and percentage interest of each firm.

- A brief description and history of the firm, including number of years the firm has been in business and the date the firm was established under its given name.
- Number of employees (licensed professionals/technical support, etc.).
- Location of office where the bulk of services solicited will be performed.
- State of California certification for Respondent of Small Business or Disabled Veteran Business Enterprise status (if any).

3. Janitorial Capabilities / Experience / References

- Outline the Janitorial capabilities and experience with regards to the requested services. The response should address the following:
 - Experience with similar projects. Provide references.
 - List available equipment.
 - Response time.

4. Project Team

- Outline the Company's personnel who would work with the County. The response should address the following:
 - Extent of principal involvement.
 - Names of key members who will be performing the work on these projects and their responsibilities.
 - Qualifications and relevant individual experience including sub-consultants.

5. Method of Approach

- Outline the Company's approach to working with other organizations on similar projects.

6. Understanding of Requested Services and Local Area Factors

- Outline the Company's understanding of the requested services and the impact of local area factors on these services. The response should address items such as experience and familiarity with problem areas.

7. Fee Proposal

- A **FEE PROPOSAL FORM** is included in this RFP. Respondents should include monthly fee, describe how many times per week the services will be provided at the location, and the total annual fee.

8. Appendix

- Firm brochure/history/background, reprints, etc.
- Key team member resumes.
- Comments/objections to form of Agreement (if any).

C. SCOPE OF SERVICES

Any firm selected based on this RFQ/P process must be capable of providing full scope of services in accordance with the detailed scope of services set forth in the specifications (see **EXHIBIT I and II of the AGREEMENT**) which, in addition to the RFP and these instructions, are basis for evaluation and will be part of any agreement with the successful respondent. Any deviation from the specifications in this notice shall be proper reason for rejection of all or any part of the bid proposal. The exact scope of services will be negotiated if a Respondent is selected by the SJCOE.

Each Respondent shall carefully examine each and every term of this RFQ/P and its specifications; and each Respondent shall judge all the circumstances and conditions affecting his/her proposal. Failure on the part of any Respondent to make such examination and to investigate thoroughly shall not be grounds for any declaration that the Respondent did not understand the conditions of this RFQ/P.

TERM OF AGREEMENT

Any Respondent selected based on this RFQ/P process must be able to execute the SJCOE's form of Agreement ("**Agreement**"), which is distributed with this RFQ/P as **AGREEMENT** and incorporated herein by this reference.

The term of this Agreement shall be from July 1st, 2024 to June 30th, 2027 unless otherwise noted. All rates and fees shall be fixed through the initial three (3) year term of the Agreement. The SJCOE may elect to extend the Agreement for additional one (1) year periods on a year-to-year basis, for a maximum of two (2) extension years, on the same terms and conditions, upon providing written notice to Contractor not less than thirty (30) days prior to the expiration of the Agreement.

SELECTION PROCESS

A. Criteria

The SJCOE will evaluate all submissions. Each Submittal must be complete. Incomplete Submittals will be considered nonresponsive and grounds for disqualification. The SJCOE retains the sole discretion to determine issues of compliance and to determine whether a Respondent is responsive, responsible, and qualified. The SJCOE will not consider any objections/proposed changes to the Agreement that are raised after the deadline for Submittals. Based upon the information presented in the submissions, the SJCOE may elect to conduct interviews with some or all of the Respondents.

The criteria for evaluating submissions may include, without limitation, the following:

- Experience and performance history of Respondent with similar services.

- Experience and results of proposed service team.
- References from clients contacted by the SJCOE.
- Technical capabilities and track record of use.
- Value of services under proposed fees.
- Overall responsiveness of the Submittal.

B. Interviews

The SJCOE, at its sole discretion, may elect to interview selected Respondents. If a Respondent is requested to come for an interview, the key proposed lead staff will be expected to attend the interview. The interview will be an opportunity for the SJCOE to review the Submittal and any other matters the SJCOE deems relevant to its evaluation. Any objections and/or proposed changes to the form of Agreement attached hereto as APPENDIX A shall be stated in writing in the Submittal and may be the subject of inquiry at the interview.

C. SJCOE Investigations

The SJCOE may perform investigations of Respondents that extend beyond contacting the references identified in the Submittals. The SJCOE may request a Respondent to submit additional information pertinent to the review process. The SJCOE also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

D. Determination and Award

An award under this RFP will not be based solely on the lowest price. Proposals will be evaluated by a committee and each Respondent will be scored on a point system based on the set criteria. If an award is made, it will go to the Respondent with the highest score.

Each Respondent will be scored on the following point system, with a maximum of 100 points.

Price	60 points
References	20 points
Overall Qualifications & Experience	15 points
Overall Quality of Offer	5 points

A Pre-Bid Walkthrough is scheduled for 4/18/2024 and 04/19/2024. Those interested in the walkthrough should call 209-468-9279 in advance of their attendance.

FINAL DETERMINATION AND AWARD

Any proposal may be withdrawn at any time prior to the hour fixed for the submission deadline, provided that a request in writing executed by the Respondent, or his/her duly authorized representative, for the withdrawal of such proposal, is filed with The SJCOE Purchasing Department. The submittals shall remain

valid for at least sixty (60) days after the submission deadline. No submission may be withdrawn after the submission deadline.

The SJCOE reserves the right to contract with any entity or entities responding to this RFQ/P for all or any portion of the work described herein, to reject any Submittal as non-responsive, and/or not to contract with any Respondent for the services described herein. The SJCOE makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The SJCOE reserves the right to contract with any firm not participating in this process. The SJCOE shall in no event be responsible for the cost of preparing any Submittal in response to this RFQ/P, including any supporting materials.

Award of the contract(s) is at the sole discretion of the SJCOE. The SJCOE may, at its option, determine to award contract(s) only for portions of the scope of work identified herein. In such case, the successful firm(s) will be given the option not to agree to enter into the Agreement and the SJCOE will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the SJCOE will retain the right to enter into negotiations with any other firm responding to this RFQ/P.

WE THANK YOU FOR YOUR INTEREST IN THESE EXCITING SERVICES!



FEE PROPOSAL FORM

PROJECT NAME: JANITORIAL SERVICES

To the Superintendent of the San Joaquin County Office of Education:

The undersigned respondent hereby offers, in the amount stated below, to furnish all labor, materials, tools, equipment, apparatus, facilities, transportation, and permits for providing professional janitorial services at the following **location:** _____,

Address: _____, if this offer is accepted by the Superintendent or his designee. (It is acceptable to attach separate site lists if there are multiple sites).

Qty (Number of Months)	Description (Describe how many times per week the services will be provided at such location)	Monthly Fee	Total

Total _____

The fee proposal must be submitted on this Proposal Form, completely filled out, placed in a sealed envelope, and delivered with the RFQ packet to the Operations & Support Services Office – Wentworth Education Center (2707 Transworld Drive, Stockton, CA 95206) on the SJCOE campus, before **2:00 p.m.** on May 5, **2024** or it will be disregarded.

____ Initial - I have signed and will adhere to the SJCOE Conflict of Interest Policy.

Offered by _____ of _____

on this _____ day of _____, 20__ X _____

(Signature)