



**REQUEST FOR PROPOSAL**  
**Custodial Services for Pleasant Hill Aquatic Park**

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**Objective:** Pleasant Hill Recreation & Park District (District) is requesting proposals for custodial services for Pleasant Hill Aquatic Park, located at 147 Gregory Lane, Pleasant Hill, CA 94523. The services requested include regularly scheduled and as needed cleaning services from July 1, 2017 through June 30, 2019, with a District option to renew the contact for two (2) additional years for superior service.

**Key Dates:**

Optional Walk-Through: Thursday, May 11, 2017 at 1:00 p.m.  
Meet at the District Office Conference Room, 147 Gregory Lane.

Proposals Due: Proposals must be **received** by May 19, 2017 by 5:00 p.m.  
Postmarks not accepted; faxes not accepted

All submissions must be hand delivered, mailed or emailed to Korey Riley.

**Contact:**

Korey Riley, Aquatics Supervisor  
Pleasant Hill Recreation & Park District  
147 Gregory Lane  
Pleasant Hill, CA 94523  
(925) 682-0896  
[kriley@pleasanthillrec.com](mailto:kriley@pleasanthillrec.com)

## Custodial Services for Pleasant Hill Aquatic Park

### I. **SCOPE OF SERVICES**

- A. Operational Schedule
  - 1. March 31-November 1
  - 2. 7 days per week
- B. Area covered by this Request For Proposal
  - 1. Approximately 1,500 square foot building with:
    - a) Women's locker room
    - b) Men's locker room
    - c) ADA/single gender bathroom stall
    - d) Pool office and lobby
    - e) Custodial closet
  - 2. Dumpster in parking lot
- C. Daily Services
  - 1. Clean and disinfect showers, sinks, utility sinks, water fountains, toilets, urinals and toilet stalls
  - 2. Empty all waste cans and replace liners as needed
  - 3. Clean counters and desks
  - 4. Polish Brightwork and mirrors and wipe down all surfaces
  - 5. Wipe down around lavatories
  - 6. Spot wash walls and partitions
  - 7. Sweep and damp mop hard surface floors leaving no residue or standing water
  - 8. Restock soap and paper products
  - 9. Dust and wipe desks, chairs, tables and other furniture
  - 10. Clean entrance door glass, front windows and service counter windows
- D. Weekly Services
  - 1. Complete custodial inventory form and submit to Aquatics Supervisor II
- E. Monthly Services
  - 1. Wash all walls and partitions
  - 2. Clean wall and ceiling vents
  - 3. Clean thresholds and door jams
  - 4. Perform high dusting. Search and wipe down cobwebs
  - 5. Detail all corners and edges
  - 6. Dust and wipe doors, windowsills, and ledges
- F. General Service Frequency

The service frequency below is to give prospective vendors an overview of the District's service frequency needs. The District reserves the right to change the service frequency based on the needs of the District at any time.

  - 1. One time initial cleaning in late March prior to the facility opening for the season.
  - 2. 3 days per week from April 1 to June 15 (generally Tuesday, Thursday & Sunday)
  - 3. 7 days per week from June 15 to August 31
  - 4. 3 days per week from September 1 to October 31 (generally Tuesday, Thursday & Sunday)

5. The facility is closed November 1 to March 31.
6. On service days, cleaning can be done after 9:00pm.

**II. GENERAL MAINTENANCE**

- A. Maintain janitorial storage areas in neat and orderly manner
- B. Make sure all doors and windows are locked
- C. Leave designated lights on
- D. Disarm and arm alarm system
- E. Identify leakage or plumbing problems
- F. Identify defective lights
- G. Report any other facility concerns
- H. Coordinate with Aquatics Supervisor or designee regarding seasonal opening/closing, changes in service frequency and ordering of custodial supplies.

**III. FINANCIAL RELATIONSHIP**

- A. The proposal should include all fees for the described maintenance services.
- B. Invoices should be submitted to the District on a monthly basis.
- C. The District agrees to pay contractor 30 days after receiving a completed service invoice.
- D. The District has the right to contest an invoice prior to making payment.

**IV. SUBMISSION OF THE PROPOSAL**

- A. One original proposal and Bid Form (reproducible and submitted in loose-leaf, letter sized 8.5" x 11" format, with numbered pages) must be received by Pleasant Hill Recreation & Park District, 147 Gregory Lane, Pleasant Hill, CA, 94512, by May 19, 2017 by 5:00 p.m. Faxes will not be accepted.
- B. A complete proposal should contain:
  1. Biography of the organization.
  2. Listing of current clients.
  3. A minimum of 3 client references.
  4. Proposal of all fees for services (see Bid Form).
- C. All proposals, as well as any modifications, received at the District after the hour and date specified above, will not be accepted. Postmarks not accepted. All proposals will become the property of the District and will not be returned.
- D. The proposal shall be signed by an officer or officers authorized to execute legal documents on behalf of the Proposer and shall contain a statement to the effect that the proposal is a firm offer for a 60-day period.

**V. PROPOSAL ACCEPTANCE**

Primary consideration will be given to the general appropriateness and completeness of the proposal for the services, and the company's willingness to work cooperatively with District Staff. The District reserves the right to reject all proposals.

**VII. DISTRICT REQUIREMENTS**

The contract will be awarded only to a responsible company. In order to qualify as responsible, a prospective vendor must meet the following standards, as they pertain to this Request for Proposals.

- A. The Vendor must have adequate experience, financial resources for performance, and staffing to coordinate the services as required during the performance period of the proposed contract.
- B. The Vendor must be able to comply with the proposed or required performance schedule.
- C. The Vendor must have a satisfactory record of contractual performance.
- D. The Vendor must maintain all liability insurance, including worker’s compensation, and agree to hold the Pleasant Hill Recreation & Park District harmless, consistent with the following:

CONTRACTOR further agrees to assume all hazards and risks which CONTRACTOR may incur in the course of performing this contract and agrees to indemnify and hold the Pleasant Hill Recreation & Park District harmless and release the Pleasant Hill Recreation & Park District, its officers, employees, agents and participants, from any and all liability for any injury arising out of, or in any way connected with participating in this program. CONTRACTOR understands that DISTRICT has no accident or Workmen’s Compensation insurance for persons performing services as an independent contractor.

- E. The selected vendor must comply with all applicable laws including, but not limited to, prevailing wage and Business License requirements.

**VIII. DISTRICT CRITERIA FOR SELECTING VENDOR**

The District’s criteria in selecting a Company will include but is not limited to:

- A. The Vendor’s bid prices, qualifications, current and past service performance as well as meeting the District’s background and reference checks.

**IX. SELECTION PROCESS**

- A. All proposals are due by May 19, 2017 by 5:00 p.m.
- B. A Committee of District Staff, which may include the General Manager, Aquatics Supervisor and Parks Superintendent, will review the proposals and select the vendor based on the responsiveness to the RFP.
- C. A decision should be made on or before May 31, 2017 and will be followed by approval at a Board of Directors meeting on June 8, 2017 for services beginning July 1, 2017.
- D. The Company would begin work following the signing of the Agreement.

**XI. LIMITATIONS**

- A. The District reserves the right to extend the time allotted for the proposal to examine verbally the bidder in person, and to request and review a best and final offer, should the District deem that it is in its best interests to do so.
- B. This Request for Proposal does not commit the District to award a contract, or to pay any costs incurred in the preparation of the proposal. The District reserves the right to accept or reject any or all proposals received as a result of this Request for Proposal, to negotiate with any qualified vendor, or to cancel this request in part or in its entirety. The District may require the selected Company to participate in negotiations and to submit such technical, price, or other revisions to their proposal as may result from negotiations.

**PLEASANT HILL RECREATION & PARK DISTRICT  
POOL CUSTODIAL SERVICES - BID FORM**

Company	
Address	
City, State, ZIP	
Phone	
Email	
Authorized Representative	
Signature	
Date	

**Pleasant Hill Aquatic Park  
Regular Custodial Services**

\$ \_\_\_\_\_ per one time initial cleaning

\$ \_\_\_\_\_ per month for service 7 days/week

\$ \_\_\_\_\_ per month for service 3 days/week

**Other Charges (if any)**

\$ \_\_\_\_\_ for \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_