



**SAN FRANCISCO UNIFIED SCHOOL DISTRICT
PROPOSITION A 2011 BOND PROGRAM**

**REQUEST FOR QUALIFICATIONS (RFQ)
for
PROFESSIONAL CLEANING SERVICES PROVIDERS**

March 2012



ANNOUNCEMENT
REQUEST FOR QUALIFICATIONS NOTICE
PROPOSITION A 2011 BOND PROGRAM
PROFESSIONAL CLEANING SERVICES PROVIDERS

The San Francisco Unified School District intends to create a pool of Professional Cleaning Services Providers from which it can assign specific projects from the 2011 Proposition A Bond Program and is seeking Statements of Qualifications (SOQ) from Professional Cleaning Services Providers. Proposals are to be submitted to Room 217 at 135 Van Ness Avenue, San Francisco no later than 2:00 P.M., **March 30, 2012**.

This request for qualifications seeks the following type of service providers:

Professional Cleaning Service Providers to provide professional janitorial cleaning services, including personnel and all materials, equipment and tools required to complete the work. The services included detail cleaning but not limited to classrooms, cafeteria, auditorium, hallways, science lab, restrooms & staff areas. Work includes but not limited to dusting windows, floor mopping, stripping & sealing, and associated furniture moving required to perform the work for the Prop A 2011 Bond Program projects. Services may include professional janitorial cleaning services for over 40 modernization projects of varying sizes. Professional Cleaning Services Providers shall be experienced and able to demonstrate history of success in providing professional janitorial cleaning services for California K-12 public schools.

Request for Qualification information packages will be available at the District Website:

<http://www.sfusd.edu/en/doing-business-with-sfusd/current-rfps-rfqs-and-rfis.html>

The information package will provide a detailed description of the information required in the submission package. In addition, the District will conduct a pre-submittal conference on **March 13, 2012** at 2:00 p.m. at 135 Van Ness Avenue, Room 210, San Francisco. Those who plan to submit statements of qualifications are encouraged to attend.

The provisions of Public Contract Code Sections 101 15 et seq. as defined in the State Allocation Board regulation 1862.12.5(g) for implementation of Disabled Veteran Business Enterprise Goals shall apply to these projects.

REQUEST FOR QUALIFICATIONS
PROFESSIONAL CLEANING SERVICES PROVIDERS

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I. INTRODUCTION TO RFQ SUBMITTAL PROCESS

The San Francisco Unified School District Bond Program is seeking SOQs from qualified Professional Cleaning Service Providers to develop a pool of providers to provide professional cleaning services for the SFUSD Proposition A 2011 Bond Program. Selected Professional Cleaning Service Providers shall be an advocate for the District and represent the best interests of the owner in the performance of services and quality. The Prop A 2011 Bond Program consists of over 40 modernization projects of varying sizes included in Exhibit B.

Professional Cleaning Services are anticipated to start in summer 2012 and continue through summer 2017. Professional Cleaning Services Providers must be able to start work immediately upon selection, in order to provide professional cleaning services for the upcoming 2012 summer projects.

The provisions of Public Contract Code Sections 101 15 et seq. as defined in the State Allocation Board regulation 1862.12.5(g) for implementation of Disabled Veteran Business Enterprise Goals shall apply to projects in this program.

SOQs submitted shall be limited to 20 pages and provide three (3) bound copies of the Statement of Qualifications should be submitted in 8-1/2" x 11" format with any supporting materials or documentation in a sealed envelope and delivered or mailed to:

Fe Bongolan, Contracts Administrator
San Francisco Unified School District
135 Van Ness Avenue, Room 217
San Francisco, California 94102

Pre-proposal meeting shall be held on March 13, 2012 at 2pm at 135 Van Ness Ave, Room 210.

All questions and comments from Professional Cleaning Service Providers must be in written format and addressed to William Chow, Project Manager in writing via email to choww@sfusd.edu or via fax at (415) 241-6635 by the close of business March 20, 2012.

Applicants shall submit Qualifications by 2:00 PM, March 30, 2012.

Late submittals shall not be considered.

1. Methodology of Contracting for Professional Cleaning Service Providers Services and Basis of Fees

The District will create a pool of Professional Cleaning Service Providers from which the District can award specific projects. Selection will be made based on Statement of Qualifications received and reference checks. SOQ's will be ranked based on points indicated below. Project assignments will be determined at a later date. Contracts will be awarded based on approved cost proposals.

2. Insurance Requirements

Provide copy of current insurance coverage issued by Consultant's Insurance carrier that meets minimum District requirements:

Each firm awarded a contract will be required to maintain, in full force and effect and at their own expense, insurance policies with companies certified with the California Insurance Commission. Please

include the name of your insurance providers in your response. The following minimum insurance is required in order for your firm/joint venture group to qualify for participation in these projects:

- Worker's Compensation Insurance (\$1 million)
- General Liability Insurance (\$1 million/per occurrence)
- Automobile Insurance (\$1 million/per occurrence)
- Professional Liability Insurance (\$1 million per occurrence and \$2 million aggregate)

If any policy is written on a Claims Made Form, the consultant must provide a project specific policy to continue the coverage for two (2) years beyond the date of the individual project completion.

Prior to issuance of a Notice to Proceed, each firm must provide the District with original "wet signature" certificate(s) of insurance that includes the following: The San Francisco Unified School District and its Board, Officers and employees, shall be named as additional insured parties on General Liability and Automobile policies. Endorsements must be submitted with the certificate(s)

Should any of the above described policies be canceled before the expiration date thereof, the issuing company will provide written notice to the certificate holder a minimum of 30 days prior to said cancellation.

3. Description of Projects and Scope of Work

The scope of each contract will be specific for each project. Professional Cleaning Services Providers shall provide all labor and materials required to perform the work. Projects include Professional Cleaning Services to provide District Standard cleaning services for specific school sites, classrooms, cafeteria, auditorium, hallways, science lab, restrooms & staff areas. Work includes, but is not limited to, floors, windows, floor mopping, stripping & sealing, and associated furniture moving required to complete the services for the Prop A 2011 Bond Program projects. All work shall be completed per the District Standard Professional Cleaning Procedures included in Exhibit A.

II. DISTRICT PROCESS FOR PROFESSIONAL CLEANING SERVICES PROVIDER SELECTION

The District will create a pool of Professional Cleaning Service Providers from which it can assign specific projects. All SOQ's will be scored through a preliminary screening process which will include Part III below and may include contact of references.

The District will accept written questions and comments from prospective providers from March 13 through March 20, 2012 close of business. Addenda will be posted to the web site after March 23, 2012.

The District reserves the right to make a selection anytime during the selection process in the event that the District can readily make a clear determination and selection from the proposals.

III. CONTENTS OF PROPOSALS AND EVALUATION CRITERIA

Please provide the following information, in the order given below. Proposals will be carefully reviewed and assigned evaluation points based on the information you provide with a maximum score of 45 points in the following categories:

1. Introductory/Cover Letter (maximum length: 1 page; no points possible).

2 Professional Qualifications and Experience, Project Approach (suggested length: 15 pages; 20 points possible).

- a) Please provide information regarding the size of your firm, and include any joint venture, partnering, sub-consultants or subcontractors that you intend to include in your project team.
1. The full name and address of the Company and its location in the state of California
 2. A brief description of your Company including a description of your typical services
 3. Name, email address and phone number of a designated contact person.
- b) Describe the company's approach on providing the requested services listed in Exhibit A.
- 1) Provide a chart identifying individuals who will comprise the SFUSD Team. Include any immediate subcontractors or consultants.
 - 2) Provide brief resumes of key team members listed on the chart in an appendix to the SOQ
 - 3) Include brief description of sub-consultants/ subcontractors and role in helping provide Modular Services
 - 4) Quality Control - Your team's approach to quality assurance and your process for quality control.
 - 5) Availability – Provide a description of your company's ability to provide modular buildings and the time frame in which they can be provided.
- c) References – Provide a verifiable list of representative projects (minimum of 10 projects) undertaken in the last five years demonstrating your team's K-12 public school experience. Include project title, description of services provided, project duration, owner contacts and telephone numbers. The District may contact those listed on this reference list.

3 Insurance (10 points max.) - 1 page

Provide copy of current insurance coverage issued by Consultant's Insurance carrier that meets minimum District requirements:

Each firm awarded a contract will be required to maintain, in full force and effect and at their own expense, insurance policies with companies certified with the California Insurance Commission. Please include the name of your insurance providers in your response. The following minimum insurance is required in order for your firm/joint venture group to qualify for participation in these projects:

- Worker's Compensation Insurance (\$1 million)
- General Liability Insurance (\$1 million/per occurrence)
- Automobile Insurance (\$1 million/per occurrence)
- Professional Liability Insurance (\$1 million per occurrence and \$2 million aggregate)

If any policy is written on a Claims Made Form, the consultant must provide a project specific policy to continue the coverage for two (2) years beyond the date of the individual project completion.

4. Prior Claims (10 points max. and max. deduct 10) - 5 pages

Provide a complete listing of the formal (written) claims presented to the firm, joint venture partners, outside consultants, and/or subcontractors in the past three years. Include:

- a. The name of the claimant.

- b. A brief description of the claim.
- c. The dollar value of the claim.
- d. Whether the claim was accepted, rejected, or if settlement of any type was made in full or part without admission of guilt or negligence. If handling of the claim is still in process, clearly indicate "resolution pending".
- e. End the list with statement "Under penalty of disbarment I certify this list to be complete and accurate." Have the statement dated and signed by a company principal or senior representative. In the case that the firm, joint venture partners, outside consultants, and/or subcontractors as a group do not have any errors or liability claims presented in the past three years submit the statement "Under penalty of disbarment I certify that firms, joint venture partners, outside consultants, and/or subcontractors represented by this Qualifications do not have any claims associated with errors or liability in the past three years.". Have this statement signed and dated by a company principal or senior representative.

5. Disabled Veteran Business Enterprise - DVBE Goals (5 points max.) - 2 pages

Describe your firms approach in meeting DVBE goals and include a copy of the DVBE.

6. EVALUATION CRITERIA SCORING SHEET

Evaluation Criteria	Points	Score
1. Introductory/Cover Letter	0	
2. Professional Qualifications and Experience, Project Approach	20	
a) Describe the company's approach on providing requested services listed in Exhibit A	<i>Poor: 0-5</i>	
b) Provide a verifiable list of representative projects (min of 10) undertaken in the last 5 years demonstrating your team's K-12 public school experience.	<i>Marginal: 6-10</i> <i>Acceptable: 11-15</i> <i>Exceeds: 16-20</i>	
3. Insurance	10	
a) Provide a copy of current insurance coverage that meets minimum District requirements: <ul style="list-style-type: none"> • Workers Compensation Insurance - \$1 million • General Liability Insurance - \$1 million/occurrence • Automobile Insurance - \$1 million/occurrence • Professional Liability Insurance - \$1 million/occurrence and \$2 million aggregate 	<i>Poor: 0-3</i> <i>Marginal: 3-5</i> <i>Acceptable: 5-8</i> <i>Exceeds: 8-10</i>	
4. Prior Claims	10	
Provide complete listing of formal claims for the past three years including: <ul style="list-style-type: none"> a) Name of claimant b) Description of the claim c) Dollar value of claim d) Status of claim e) Signature on list of claims 	<i>Poor: 0-3</i> <i>Marginal: 3-5</i> <i>Acceptable: 5-8</i> <i>Exceeds: 8-10</i>	
5. <u>DVBE Goals</u>	5	
Completed State forms for DVBE participation or describe how your firm/joint venture group will encourage DVBE participation in these projects.		
TOTAL SCORE	45	

SUGGESTED LENGTH OF PROPOSAL/SUBMITTAL: 24 pages, single sided and appendix for resumes

MAXIMUM POINTS POSSIBLE: 45 points

IV. RFQ SCHEDULE (Subject to change)

The San Francisco Unified School District reserves the right to withdrawal this RFQ at any time.

- Advertise RFQ Advertisement: March 6, 2012 & March 12, 2012
- RFQ Available March 5, 2012
- Pre-proposal Meeting: March 13, 2012 at 2pm
- Written Questions Accepted: March 13 – March 20, 2012
- Addenda Posted to Website By: March 23, 2012
- Proposals Due no later than: March 30, 2012 at 2:00 P.M.
- Shortlist Notification: April 2012

The District reserves the right, at its sole discretion, to modify RFQ requirements, cancel the selection process, amend the schedule.

Proposers shall not be reimbursed for any costs associated with the preparation of proposals in response to this RFQ.

The District will be confirming accuracy of all information submitted in response to this RFQ.

EXHIBIT A

San Francisco Unified School District
PROP A 2011 BOND PROGRAM
District Standard Professional Cleaning Procedures

CLEANING AND MAINTENANCE REQUIREMENTS

PART 1 – GENERAL

1.1 WORK INCLUDED

- A. This summary outlines the cleaning services that must be completed by the end of the summer recess at the San Francisco Unified School District school sites. Contractual arrangements for completion of this work must be made at schools where construction interrupts or does not allow summer general cleaning.

PART 2 – PRODUCTS

2.1 MATERIALS

- A. Commercial floor wax stripper, Waxie Green Stripper By Waxie Sanitary Supply.
- B. Floor finish shall be minimum 20% solids content high-gloss wax. The following have been approved by Custodial Services:
 - 1. Waxie Green Floor Finish by Waxie supply and green finish NZ
 - 2. Spotlight (Brulin Company-800-776-7149)
 - 3. Champion Chemical: Once-A-Year
- C. Graffiti Remover (non-toxic): SO-SAFE BY Envirosafe, Inc.
- D. Wood Floor Finish acceptable products: Johnson Diversey Wood Care Ultra Low Odor Water Base By Waxie Sanitary Supply.
- E. Johnson Diversey Alpha Multi Surface Cleaner is a E.P.A. registered germicidal cleaner and deodorizer appropriate for use in public school buildings.
- F. All other cleaners shall be specifically designed for the purpose intended, safe for use on the intended object to be cleaned, and safe to students, staff and the public.

All cleaning and application of protective materials/finishes shall be in strict compliance with the manufacturers' recommendations and these specifications.

PART 3 – EXECUTION

3.1 FINAL AND END-OF-PHASE CLEANING

- A. General: Provide final cleaning at the final project completion as notified by the District project managers. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ professional cleaning service for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
 - 1. Complete the following cleaning operations before requesting inspection for certification of entire Project:
 - a. Clean Project site, yard, and grounds in areas disturbed by construction activities including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
 - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - e. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - f. Horizontal surfaces: All horizontal surfaces must be dusted and/or washed until free of dust and grime.
 - g. Furnishings and equipment:
 - 1) Remove all gum and sticky substances from all surfaces. Wash all furniture and equipment with a neutral cleaner. Use specialized cleaner appropriate for wood and/or excessively dirty surfaces.

- 2) Dust all machinery and equipment located in any shop area.
 - 3) Clean all chalkboards and chalk rails by washing with water and/or chalkboard cleaner. Re-chalk chalkboards after completing cleaning process.
 - 4) Clean exterior of all locked lockers and interior of unlocked ones.
 - 5) Graffiti must be removed from all furnishings and equipment.
- h. Walls: Wash all wall surfaces with detergent and water. Remove all graffiti. All restroom walls should be washed with a disinfectant cleaner.
- i. Doors: Wash all doors, frames and hardware.
- j. Floors:
- 1) Resilient Floors (except linoleum flooring) – Clean and refinish flooring, using appropriate procedures and finishes/sealers. Strip existing wax from all existing resilient flooring (using appropriate safety measures as recommended by the E.P.A. for any tile containing asbestos) and re-wax as follows:
 - Classrooms, offices, and rooms - two coats of wax.
 - Corridors - Three coats of wax.

These floors should be scrubbed with detergent – not stripped. Seal as recommended by flooring manufacturer and re-wax as indicated above.
 - 2) Concrete Floors - Scrub using water and detergent.
 - 3) Ceramic Floors - Scrub using water and detergent.
 - 4) Wood Floors - Clean, screen and apply gym seal per manufacturer's recommendation. All gym seal to be approved by Custodial Services Department.

Recommended product: Johnson Diversey Wood Care Ultra Low Odor by Waxie Company.
 - 5) Carpeted Floors - Vacuum all carpets and clean by hot water extraction.

Recommended product: Waxie Green Fiber Can #2 Shampoo Solution by Waxie Company

- 6) Other Floors - Marble, terrazzo and rubber floors should be cleaned and refinished using appropriate procedures and finishes/sealers.
- k. STAIRS: All stairs to be scrubbed with detergent including walls, handrails and ledges. Finish not to be applied to stairs unless necessary and approved by the District (Custodial Services Department).
- l. RESTROOMS: Thoroughly clean and disinfect all surfaces and fixtures. Remove all foreign objects from walls/ceilings and eliminate all graffiti. Specifications provided above for fixtures, walls and floors are applicable.
- m. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
- n. Sweep concrete floors broom clean in unoccupied spaces.
- o. Vacuum carpet and similar soft surfaces, removing debris and excess nap; shampoo if visible soil or stains remain.
- p. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
- q. Remove labels that are not permanent.
- r. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
 - 1) Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
- s. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
- t. Replace parts subject to unusual operating conditions.
- u. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
- v. Clean exposed surfaces of diffusers, registers, and grills.
- w. Clean all new and existing light fixtures, lamps, globes, and reflectors to function with full efficiency. Leave Project clean and ready for occupancy.

- C. Final Inspection: Any surface still exhibiting dirt, graffiti or dust shall be re-cleaned/re-stripped/refinished until free of dirt, graffiti or dust.
- D. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on District's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove materials from Project site and dispose of lawfully.

PART 4 - CUSTODIAL SERVICES DEPARTMENT

Any further inquiries may be directed to:

SFUSD
Custodial Services Department
834 Toland Street
San Francisco, CA 94124
Phone: (415) 695-5535

EXHIBIT B

PROPOSITION A 2011 BOND PROJECT SITES

Argonne Elementary School	680 18th Avenue
Bret Harte Elementary CDC	950 Hollister Avenue
Cesar Chavez Elementary School	825 Shotwell Street
Daniel Webster Elementary School & CDC	465 Missouri Street
El Dorado Elementary School	70 Delta Street
Enola Maxwell Campus (ISA)	655 De Haro Street
Frank McCoppin Elementary School & CDC	651 6th Avenue
Garfield Elementary School & CDC	420 Filbert Street
George Moscone Elementary School	2576 Harrison Street
George Peabody Elementary School	251 6th Avenue
Gordon J Lau Elementary School	950 Clay Street
Guadalupe Elementary School	859 Prague Street
Ida B Wells High School	1099 Hayes Street
James Lick Middle School	1220 Noe Street
Jean Parker Elementary School & CDC	840 Broadway Street
John Yehall Chin Elementary School	350 Broadway Street
Jose Ortega Elementary School	400 Sargent Street
Junipero Serra Elementary School & CDC	625 Holly Park
Lafayette Elementary School	4545 Anza Street
Las Americas CDC	801 Treat Avenue
Longfellow Elementary School	755 Morse Street
McAteer Campus (School of the Arts)	555 Portola Drive
McKinley Elementary School	1025 14th Street
Miraloma Elementary School	175 Omar Way
Mission Annex Child Development Center	421 Bartlett Street
Monroe Elementary School & CDC	260 Madrid Street
Paul Revere Annex	610 Tompkins Street
Paul Revere Elementary School	555 Tompkins Street
Philip & Sala Burton High School Campus	400 Mansell Street
Presidio Middle School	450 30th Avenue
Redding Elementary School & CDC	1421 Pine Street
Robert Louis Stevenson Elementary School	2051 34th Avenue
Rooftop Elementary School - Nancy Mayeda Campus	500 Corbett Avenue
Roosevelt Middle School	460 Arguello Street
Sarah B. Cooper Child Development Center	940 Filbert Street
Sheridan Elementary School	431 Capitol Avenue
Starr King Elementary School	1215 Carolina Street
Sunnyside Elementary School	250 Foerster Street
Tule Elk Park Child Care Center	2110 Greenwich Street
Visitacion Valley Elementary School	55 Schwerin Street

Visitacion Valley Middle School	450 Raymond Street
Yick Wo Elementary School	2245 Jones Street
George Washington High/Seismic Retrofit	600 32nd Avenue
Lowell High School/Seismic Retrofit	1101 Eucalyptus Drive
Willie L. Brown, Jr. School	2055 Silver Avenue*
Mission Bay School	To be determined
Former San Miguel Elementary School	300 Seneca Street
Children's Center Administration Building	20 Cook Street
McLaren School	2055 Sunnydale Avenue
Florence Martin Center	1155 Page Street
Central Office Annex	601 McAllister Street
Student Nutrition Center	841 Ellis Street