



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

**REQUEST FOR QUALIFICATIONS (RFQ)  
for  
SPECIALIZED POST-CONSTRUCTION  
CLEANING SERVICES**

**October 24, 2013**

**REQUEST FOR QUALIFICATIONS**

# **SPECIALIZED POST-CONSTRUCTION CLEANING SERVICES**

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## ANNOUNCEMENT

### REQUEST FOR QUALIFICATIONS NOTICE PROPOSITION A 2011 BOND PROGRAM

#### SPECIALIZED POST-CONSTRUCTION CLEANING SERVICES

The San Francisco Unified School District intends to create a pool of Specialized Cleaning firms from which it can assign specific professional cleaning projects from the 2011 Proposition A Bond Program and is seeking Statement of Qualifications (SOQ) from qualified Professional Cleaning firms. Proposals must be received by the District in Room 207 at 135 Van Ness Avenue, San Francisco, California no later than **2:00 P.M., November 13, 2013.**

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

Professional Cleaning firms to provide specialized post-construction cleaning services, including personnel and all materials, equipment and tools required to complete the work. The services included post-construction detail cleaning not limited to classrooms, cafeterias, auditoriums, hallways, science labs, restrooms & staff areas. Work includes but is not limited to dusting windows, floor mopping, stripping & sealing, and associated furniture moving related to post-construction activities required to perform the work for the Prop A 2011 Bond Program projects. Services may include professional janitorial cleaning services for over 40 Bond projects involving modernization and minor additions. Professional Cleaning firms must have experience and be able to demonstrate a history of success in providing professional cleaning services for California K-12 public schools, especially post-construction. All participating Professional Cleaning firms must have an existing and working business location within a 60 mile radius of the city limits of San Francisco, CA.

Request for Qualification information packages will be available for pick-up **or can be downloaded at SFUSD website [here](http://www.sfusd.edu/en/assets/sfusd-staff/RFQ%20Professional%20Cleaning%202013.pdf)** (<http://www.sfusd.edu/en/assets/sfusd-staff/RFQ%20Professional%20Cleaning%202013.pdf>) at the Bond Program Office, Room 207, 135 Van Ness Avenue, San Francisco, California beginning **October 25, 2013**. 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 **November 4, 2013**, at 1:00 p.m. at 135 Van Ness Avenue, Room 210, San Francisco. Firms that 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

The provisions of State Allocation Board regulation 1862.12.5(g) for implementation of Disabled Veteran Business Enterprise Goals shall apply to this SOQ.

## I. INTRODUCTION TO RFQ SUBMITTAL PROCESS

The San Francisco Unified School District Bond Program is seeking SOQs from qualified Professional Cleaning Firms to develop a pool of firms to provide Specialized Post-Construction Cleaning services for the SFUSD Proposition A 2011 Bond Program. The Prop A 2011 Bond Program consists of over 40 modernization projects of varying sizes.

Cleaning Services are anticipated to start in winter 2013 and continue through summer 2017. Professional Cleaning firms must be able to start work immediately upon selection.

The provisions of State Allocation Board regulation 1862.12.5(g) for implementation of Disabled Veteran Business Enterprise Goals apply to this procurement.

SOQs shall be limited to 25 pages (resumes may be included as appendix). 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 208  
San Francisco, California 94102

A pre-proposal meeting shall be held on **November 4, 2013** at 1pm at 135 Van Ness Ave, Room 210.

**All participating Professional Cleaning Services Firms must have an existing and working business location within a 60 mile radius of the city limits of San Francisco, CA.**

**All questions and comments** must be in written format and addressed to Andrea Dawson, Project Manager, in writing via email to [dawsona1@sfusd.edu](mailto:dawsona1@sfusd.edu) or via fax at (415) 241-6152, Ext. 1555 by the close of business **November 7, 2013**.

**The District must receive submitters' SOQ by 2:00 PM, November 13, 2013.**

**Late submittals will not be considered.**

### 1. Methodology of Contracting for Janitorial Cleaning Services

The District will determine project assignments for the selected pool of Professional Cleaning firms. Contracts will be awarded to selected firms based on accepted project assignments and agreed to cost proposals. Being selected to the pool does not commit the District to contracting with any given firm nor does selection guarantee any work will be assigned.

Fees shall be negotiated based on the firm's project assignments and current standard billing rate as submitted in the SOQ.

### 2. Insurance 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 coverages are required in order for a 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 contractor 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:

1. 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);
2. 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

Professional Cleaning firms to provide specialized post-construction cleaning services, including personnel and all materials, equipment and tools required to complete the work. The services included post-construction detail cleaning not limited to classrooms, cafeterias, auditoriums, hallways, science labs, restrooms & staff areas. Work includes but is not limited to dusting windows, floor mopping, stripping & sealing, and associated furniture moving related to post-construction activities required to perform the work for the Prop A 2011 Bond Program projects. Services may include professional cleaning services for over 40 Bond projects involving modernization and minor additions to District school sites and other properties. Professional Cleaning firms must have experience and be able to demonstrate a history of success in providing professional cleaning services to California K-12 public schools, especially for post-construction activities.

The scope of District Standard Procedures is included in Exhibit A.

## II. DISTRICT PROCESS FOR FIRM SELECTION

All Statements of Qualifications will be scored through a preliminary screening process that will include scoring outlined in Part III below, along with reference checks. Those firms who qualify for the short list through the preliminary screening process may be invited to participate in the final screening process, which will include an interview.

All questions and comments must be in written format and addressed to the District contact no later than 4 working days prior to the deadline date for submission of the SOQs.

## III. SOQS AND EVALUATION CRITERIA

Please provide the following information in the order given below. SOQs will be carefully evaluated for completeness and ability to perform the work indicated based on the information provided in the following categories:

1. Introductory/Cover Letter (maximum length: 2 pages, 5 points max.).  
Please provide information regarding the size of your firm, and include any joint venture, partnering, or subcontractors that you intend to include in your project team.
2. Professional Qualifications and Experience, Project Approach (40 points max.)
  - a) Firm information:
    1. The full name and address of the firm or project team. Confirm that the office is within 60 miles of the SFUSD facilities office located at 135 Van Ness Avenue in San Francisco.
    2. Name, email address and phone number of a designated contact person
    3. A brief description of your firm or team including a description of your typical services.
    4. Describe the firm or project team's professional qualifications and experience. Clearly demonstrate your ability to successfully furnish the services described in Exhibit A of this Request for Qualifications.
  - b) Staffing Approach:
    1. Provide the names and brief resumes of the supervisors, project managers and/or other key staff members who will comprise the management of your firm's project team and will oversee the work. Identify the number of licensed/certified members on your staff. Also, provide brief resumes for any key sub-contractors.
    2. Provide a narrative discussing your approach to staffing, sub-contractor management and delivering timely and quality professional cleaning services on multiple assignments running concurrently. Discuss your firm's understanding of the cleaning services required for these projects and provide an outline, organizational chart and/or description that clearly demonstrates:
      - a. Staffing/organizational chart – Explain your project team's ability to deliver the necessary staffing required to successfully deliver cleaning services that meet District Standard for at least **five (5) projects** running concurrently.
      - b. Provide you firm's ability to respond to request for cleaning on a Friday afternoon and staff up for the whole weekend.

- c. References - List of representative projects (minimum of 5 projects) undertaken in the last five years demonstrating your team's experience in delivering quality professional cleaning services. Include project title, description of services provided, project duration, owner contacts and telephone numbers. The District may or may not contact those listed on this reference list.
  - c) Quality Control - Your team's approach to quality assurance and your process for quality control.
3. Billing Rates and Fees (5 points max.)  
Provide fee schedule with the hourly billing rates for each type of employee anticipated to be assigned to the project.
  4. DVBE Goals (5 points max.)  
If your firm or team can meet DVBE goals, indicate how, either directly or through sub-contractors.
  5. Insurance (5 points max.)  
Provide copy of current insurance coverage issued by the firm's Insurance carrier that meets minimum District requirements (see page 5, section I.2).
  6. Prior Claims (10 points max. and max. deduct 10)  
Provide a complete listing of the formal (written) claims presented to the firm, joint venture partners, outside contractors, 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 contractors, 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 contractors, 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.

#### IV. RFQ SCHEDULE and INFORMATION

1. Schedule
  - a) RFQs available for pickup October 25, 2013, or can be downloaded at SFUSD website [here](http://www.sfusd.edu/en/assets/sfusd-staff/RFQ%20Professional%20Cleaning%202013.pdf) (<http://www.sfusd.edu/en/assets/sfusd-staff/RFQ%20Professional%20Cleaning%202013.pdf>)
  - b) SOQs must be submitted no later than 2:00 P.M., November 13, 2013.
2. Information
  - a) The District reserves the right, at its sole discretion, to modify RFQ requirements, and/or cancel interviews if selection can be made based upon written SOQs received, cancel the selection process, amend the schedule, or select two or more "pools" of firms.
  - b) RFQ applicants will be notified of any changes to this schedule.

- c) Firms responding to this RFQ shall not be reimbursed for any costs associated with the preparation of a SOQ in response to this RFQ.



# EXHIBIT A

San Francisco Unified School District  
PROP A 2011 BOND PROGRAM  
District Standard Profession 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's school and property construction 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

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