



Bid Name: Office Janitorial Services
Due Day / Date / Time: Monday / February 13, 2023 / 2 PM
Bid Location / Address: 1402 D Street
Bid Contact: Alex Celis / (760) 351.7000 ext. 121 / acelis@ivha.org
Bid Issue Date: January 17, 2023
Payment: 30-day net from date of the invoice

I. Introduction:

The Imperial Valley Housing Authority (IVHA) was organized in 1950. The mission of the Imperial Valley Housing Authority, through non-discriminatory practices, seeks to leverage resources to promote affordable, decent, safe, and stable housing to enable communities to thrive and low-income families to increase their potential for long-term economic self-sufficiency and a high sustained quality of life. The IVHA is headed by an Executive Director and is governed by board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations and the HA’s procurement policy.

II. Purpose:

In keeping with its mandate to provide efficient and effective services, the Imperial Valley Housing Authority is soliciting bids from qualified, licensed, and insured entities to provide assisted services in **Office Janitorial Services** at IVHA Administration Building. All bids submitted in response to this solicitation must conform to all of the requirements and specifications outlined with in this document and any designated attachments in its entirety.

III. Service Area Listing:

Property listing is located in the Imperial County, California at:

Imperial Valley Housing Authority Admin Building	Maintenance Building
1402 D Street	1401 D Street
Brawley, CA 92227	Brawley, CA 92227

IV. Scope of Services:

Contractors will be expected provide skilled Janitorial Services as outline in “**Scope of Work**” **section IX, pg. 4 – 6.**
 Contractor shall provide a bid with Option A: 1402 Admin Building Office Cleaning and Option B: Maintenance Department Building Office Cleaning. IVHA may choose to go with either option or both depending on the funding available.

V. Bid Instructions:

A. Contact Information

The contact person for the IVHA is:

Alex Celis, Purchasing Agent 1402 D Street Brawley, CA 92227 Ph.: 760.351.7000 ext. 121 Fax: 760.344.9712 Email: acelis@ivha.org	Phillip Grant, Contract Administrator 1402 D Street Brawley, CA 92227 Ph.: 760.351.7000 ext. 130 Fax: 760.344.9712 Email: pgrant@ivha.org
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B. Bid Submission and Format:

It shall be the responsibility of each Vendor to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by IVHA. By completing signing and submitting the documents, the Vendor is stating he agrees to comply with the instructions, conditions and requirements set forth within all documents.

By this Request for Proposals, the IVHA solicits proposals to be received by 2 p.m. (PST) on February 13, 2023, in the form outlined below.

Late submittals will not be accepted.

1. Proposals must be submitted by mail or in person. Any general information not specifically relevant to the proposal shall be omitted or bound in a separate document. The proposals shall include the following:
 - Identification of the company or individual(s) including name, address, telephone number, fax number, and email address:

- Name, title address and telephone number of contact person during the period of the evaluation process;

2. Proposals shall be submitted by mail to:

Imperial Valley Housing Authority
Attn: Alex Celis
1402 D Street
Brawley, CA 92227

The envelope must be **sealed** and include the following notation on the bottom left-hand corner of the proposal, **“Office Janitorial Services.”**

C. BID Terms and Conditions:

The Imperial Valley Housing Authority reserves the right to select more than one respondent or reject any and all bids or to waive any in-formalities in the bidding as 24CFR 85.36(b)(9) of the Procurement Policy.

D. Restrictions of Board and Staff Communications:

Under no circumstances may any member of the IVHA or any staff member other than the contact specified on Section V:A., may be contacted during this BID process by any entity intending to submit a response to this Bid. Failure to comply with this request will result in disqualification. All questions should be address to the individual identified in Section V:A.

E. Timetable:

If you have questions regarding this proposal, you must submit them to Alex Celis or Phillip Grant no later than 5 p.m. (PST) on Thursday, February 9, 2023.

The deadline for submission in response to this Request for Proposals is 2 p.m. (PST), February 13, 2023. Telephone or fax responses will not be accepted for this request. It is the intent of the IVHA to award and agreement for Janitorial Services no later than February 2023.

F. Release of Information:

Information submitted in response to this BID will not be released by the IVHA during the proposal evaluation process or prior to a contract award. However, a bid tabulation of the price submittal will be available upon request.

G. Terms of Contract:

IVHA intends to award the contract to the successful proposer base(s) on a **“Low Bid, Quality basis, and all qualifications requirements.”**

IVHA shall contract services for 1 year with an option to extend for additional years, but not to exceed 5 years.

The IVHA reserves the right to terminate a contract awarded to this BID, at any time for its convenience upon 10 days written notice to the successful bidder(s).

H. IVHA reserves the Right to:

1. Request an interview with, and additional information from, companies/individuals prior to final selection of a provider.
2. Consider information about a company/individual in addition to the information submitted in the response or interview.
3. Reject any and all responses and waive any irregularities as mentioned in detail within as 24CFR 85.36(b)(9) of the Procurement Policy, Section 8(d) of form HUD-5369 and Section 7(b)(3) of form HUD-5369-B.

VI. BID Opening & Review:

IVHA set date and time for BID opening is set as February 13, 2023, at 2:15 pm. At the bid opening IVHA will only disclosed the following information:

1. Company Name
2. Calculated Price of Bid
3. The identity of the lowest Bid

The IVHA Purchasing Agent will then review all details pertaining to the bid in a timely manner. Should more information be required the Contracting Officer shall reach out to the Contractor.

IVHA may request a meeting to review the company submittal and to clarify any questions IVHA may have.

VII. **Company Qualifications:**

Proposals shall be considered from responsible organizations or individuals engaged in the performance of Janitorial Services. Proposals must include information on competency in performing comparable Janitorial Services, demonstration of acceptable financial resources, and personnel staffing. The vendor shall furnish detailed information on references, as well as background experience with projects of a similar type and scope to include as a minimum:

A. **Brief History of company**

B. **Client Reference List:**

The proposing entity must submit a list of at least three (3) former or current clients for whom the proposer has performed similar services to those being proposed herein, within the proceeding twelve (12) months. The list should include:

1. The client's name
2. The client's contact name
3. The client's telephone number
4. A description of the service(s) provided

C. **Vendor Profile Form:**

The Profile Form and Section 3 must be fully completed, submitted with the following forms as a part of the proposal.

1. A copy of the business entity, license etc.
2. Certificate from the entity's liability insurance carrier.
3. Proof of workers compensation insurance, if applicable.

***By delivering such certificates to IVHA, the successful proposer is in possession of such coverage and certifications during the entire term of the contract.**

VIII. **RFP REQUIREMENTS AND CONDITIONS**

A. **Minimum Requirements:**

This RFP set forth the minimum requirements that all submissions shall meet. Failure to submit proposals in accordance with this request may render the proposal unacceptable.

B. **Subcontractor / Joint Venture Information (Optional Item):**

Contractor shall describe whether or not the proposer intends to use any sub-contractor for this job, if awarded, and/or if this proposal is a joint venture with another firm. Provide a list of sub-contractors. **Contractors shall list the sub-contractor on the bottom of the bid proposal in the bidder note section.**

C. **Assignment of Personnel:**

IVHA shall retain the right to demand and receive a change in personnel assigned to the work if IVHA believes that such change is in the best interest of IVHA and the completion of the contracted work.

D. **Unauthorized Sub-Contracting Prohibited:**

The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this BID without the prior written consent of IVHA. Any delegation of duties, without the prior written consent of IVHA shall be void and may result in the cancellation of the contract with IVHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by IVHA.

E. **Cost of the Proposal:**

All cost incurred by any proposer for preparation of its response toward the BID will not be added this proposal. It is the responsibility of the proposer.

F. **Clarification to Proposals:**

The IVHA reserves the right to obtain any clarification pertaining to the proposal. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the company's response or responses.

G. **Waiver of Informalities:**

The Contracting Officer may waive minor informalities or allow the bidder to correct them. Minor informalities are defined as minor deviations, insignificant mistakes, and matters of form rather than substance of the bid, proposal, or contract document which can be waived or corrected without prejudice to other offerors, potential offerors, or the governmental body.

H. Cancellation of the BID:

The IVHA reserves the right to cancel this BID at any time, for any reason, and without liability if cancellation is deemed to be in the best interest of the IVHA. The proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

I. Collusion

Proposer, by submitting a proposal, hereby certifies that no officer, agent, or employee of the IVHA has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer; and that the proposer is competing solely in its own behalf without connection with, or obligation to any undisclosed person or company.

J. Contacts

All questions concerning the BID shall be directed to Alex Celis, Purchasing Agent, whose contact information is provided above on Section V-A.

IX. INSURANCE REQUIREMENTS

As required by IVHA and State of California law, the contractor shall have a business license.

- A. Proof of Insurance:** Commercial General Liability: \$1,000,000; combined single limit bodily and property damage liability per occurrence.
- B. Workers' Compensation:** statutory limits
- C. Failure to provide proof of insurance** or failure to maintain insurance as required in this bid, or by law; are grounds for immediate termination of the contract. In addition, the awarded bidder should be liable for all re-procurement costs and any other remedies under law.

*By delivering such certificates to IVHA, the successful proposer is in possession of such coverage and certifications during the entire term of the contract.



X. SCOPE OF WORK

A. Location:

- **Imperial Valley Housing Authority Admin Building / 1402 D Street / Brawley, CA 92227**
- **Imperial Valley Housing Authority Maintenance Building / 1401 D Street / Brawley, CA 92227**

The character of the work of this project is such that the extent of existing conditions at the project site cannot be adequately conveyed in this document. Contractors are urged to call for an appointment to visit the site and fully familiarize themselves with the character and the scope of the project and all existing condition which will affect the work.

Please direct all inquiries as to this request to the Imperial Valley Housing Authority (760) 351-7000 x 121.

B. Surface Preparation:

Perform preparation and cleaning procedures in strict accordance with the manufacturer’s instructions for the particular substrate condition.

C. Detailed Description of Work:

Contractor shall provide all equipment and labor as required to complete the task.

Option A – 1402 Admin Building

Description of Service/Task	Frequency of Service/Task
Proposed	
Lobby Area – Clean, vacuum, sweep, and mop	4 times/week
Empty all office trash cans	4 times/week
Clean Client and Staff Restroom (6 - total restroom)	4 times/week
Break room - Clean, Sweep, and Mop	4 times/week
Restock Toilet Paper, Hand Towels, Soap, Sanitizer	4 times/week
Vacuum hallways / Copier Area / Common Areas	Every other day or as needed.
Vacuum Boardroom	Once a week
Spider web removal	As needed

Option-B – 1401 D Street

Description of Service/Task	Frequency of Service/Task
Proposed	
Common Area, Break Room, Hallway – Sweep and mop	4 times/week
Empty all office trash cans	4 times/week
Clean Staff Restroom (4- Restroom)	4 times/week
Clean Break Room, Sweep, and Mop	4 times/week
Restock Toilet Paper, Hand Towels, Soap, Sanitizer	4 times/week
Spider web removal	As needed



Administrative Office - 1402 D Street – Brawley – CA 92227
 P: (760) 351-7000
 F: (760) 344-9712
 1690 West Adams Ave. – El Centro – CA 92243
 P: (760) 337-7500
 F: (760) 337-1585
 www.ivha.org

Special Projects

Grout Cleaning Tile Floor Areas – request quote as needed		(Y or N)
Window Cleaning – request quote as needed		(Y or N)
Carpet Cleaning/Shampoo – request quote as needed		(Y or N)

*All cleaning will be done after IVHA working hours.

D. Materials & Color:

Material – Imperial Valley Housing Authority will provide cleaning products. (Example: soap, pine cleaner, trash bags, glass cleaner, paper towels, etc.)

***Contractor must furnish their own equipment and vacuum.**

E. Protection:

Contractor shall be responsible for correcting any damages cause by janitorial cleaning services as acceptable to the Owner.

F. Invoices/N30:

All billing invoices for services must be delivered to the designated HA contact within no more than 30 days of completion of completion of the work. A copy of the applicable report shall accompany the billing invoice. The HA shall endeavor to pay within 30 days of receipt all such invoices that are properly submitted.

G. Normal Business Hours:

Imperial Valley Housing Authority business hours are Monday – Thursday (8 – 5:30pm), with every other Friday off. On the Friday IVHA works the hours are 8 – 4:30pm.

H. Additional Work:

The contractor shall perform additional work only if IVHA Contracting Officer has given prior written permission to do so.



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X. LETTER OF INTENT

**Re: Office Janitorial Services – I.V.H.A. Admin Building
 (To be completed by the Bidder)**

Date:

Name and Title:

Address:

City, State & Zip:

Phone Number:

This is to inform you that it is our present intent to do the following regarding the above referenced BID (Bidder shall specify):

- We intend to submit a proposal, and we have no problem with the BID requirements.
- We intend to submit a proposal, but we have one or more questions regarding the BID requirements stated in an attachment to this letter.
- We do not intend to submit a proposal for reasons stated below.

(Please return this “Intent” Form even if your intent is not to submit a proposal for this project. Please indicate your desire to receive future Invitations. Please include a current email to receive future job opportunities.)



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XI. FORM OF BID

Bid for: Office Janitorial Services
Imperial Valley Housing Authority Admin Building
1402 D Street
BRAWLEY, CA 92227

To: IMPERIAL VALLEY HOUSING AUTHORITY

The undersigned, having familiarized () himself or herself, () themselves with the local conditions affecting the cost of the work, and with the Specifications (including Invitation for Bids, this Bid, the Form of Contract, the General Conditions, the Supplementary Conditions, and the General Scope of Work, hereby propose(s) to furnish all labor and equipment, transportation and services required to complete the work designated as janitorial services for

Option A - I.V.H.A. Admin Building at

1402 D Street for the amount of _____,

Option B - I.V.H.A. Maintenance Office

1401 D Street for the amount of _____,

and for the total sum amount of _____ Dollars.

Special Projects: (Quote available upon request)

Grout Cleaning Window Cleaning Carpet Cleaning / Shampoo

In submitting the above Bid, it is understood that the Imperial Valley Housing Authority reserve the right to reject any or all bids and to waive any informality in the bids.

Date: _____

(Name of Bidder)

By: _____
(Signature)

(Print name and title of Signature)

Official Address:

Telephone: _____

BIDDERS NOTE: _____

With this form, please submit the following documents: Section 3 Form C



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XV. VENDOR PROFILE FORM

To be completed by Contractor and turn in with bid proposal

Name of Firm: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Names of Owner(s)

Firm's Federal Tax ID No: _____

Business License No: _____

State Contractor's License No. _____ Classification: _____

General Liability Insurance: (Provide Certificate)

Policy No: _____ Carrier: _____

Workers Compensation Insurance: (Provide Certificate)

Policy No: _____ Carrier: _____

Name and Title of individual acting as Project Manager/Supervisor

***By delivering such certificates to IVHA, the successful proposer is in possession of such coverage and certifications during the entire term of the contract.**