



HOUSING AUTHORITY OF THE
COUNTY OF SAN BERNARDINO

REQUEST FOR PROPOSAL

CARPET CLEANING SERVICES (PC685)

Issue Date: July 19, 2012

Proposals Due: August 13, 2012 @ 2PM PST

Issued by:

**Housing Authority of the County of San Bernardino
715 E. Brier Drive
San Bernardino, CA 92408**

REQUEST FOR PROPOSAL

CARPET CLEANING SERVICES – RFP#PC685

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HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO

CARPET CLEANING SERVICES – RFP#PC685

I. INTRODUCTION

The Housing Authority of the County of San Bernardino (HACSB) is one of the nation's most progressive and proactive housing authorities and the largest provider of affordable housing in the County. HACSB owns 2,514 affordable housing units located throughout the County of San Bernardino. We proudly serve in excess of 30,000 people, most of whom are seniors, disabled individuals, and children.

In 2008, the agency embarked on an agency wide strategic planning process with the following objectives: help clients achieve economic independence, ensure freedom of housing choice, and save tax payer dollars through efficient work. This has allowed us to enhance our work around our mission and service philosophy. Ultimately, our Mission of empowering all individuals and families in need to achieve an enriched quality of life by providing housing opportunities and resources throughout San Bernardino County is our top priority.

As we see the demand for affordable housing increase, the limited affordable housing supply we currently have available is not enough to house the thousands of families in need. As a developer of sustainable affordable and market rate housing, over the years we have expanded our housing stock in an attempt to meet the county's growing needs. Working diligently to acquire, build, and renovate properties, we incorporate the concept of mixed income communities, build utilizing green technology, and provide recreational and educational facilities for everyone's use.

Additionally, we are here as a stepping stone for families who need help building a foundation for a brighter future. Therefore, aside from providing housing, we assist our customers with ways of becoming economically independent. In collaboration with our partners, we provide: family/individual case management and counseling; career training and job placement; program integrity; homeownership assistance; college scholarships, to name a few.

We value our vendors and contractors as partners in our mission to empower all individuals and families in need to achieve an enriched quality of life by providing housing opportunities and resources throughout San Bernardino County.

The HACSB is seeking proposals from interested, qualified, companies/individuals to provide Carpet Cleaning Services.

II. PURPOSE

The purpose of this Request for Proposal is to solicit responses from qualified companies to furnish Carpet Cleaning Services on an as-needed basis, as identified in the "Scope of Work" which is included with this request.

III. BOARD

The powers of the HACSB are vested in its Board of Commissioners.

IV. ADMINISTRATIVE PERSONNEL

Daniel J. Nackerman is the President/CEO of the HACSB.

V. SCOPE OF SERVICES

Respondents will be expected to provide Carpet Cleaning Services on an “as-needed” basis as outlined in the Statement of Work – Exhibit A.

VI. RFQ INSTRUCTIONS

a. Contact Information

This RFP is being issued, as will any addenda by the HACSB. The contact person for the HACSB is:

Angie Lardapide, Procurement Officer
715 E. Brier Drive
San Bernardino, CA 92408-2841
(909) 332-6340
alardapide@hacsb.com

b. RFP Submission and Format

By this Request for Proposal, the HACSB solicits quotes to be received **by 2:00 p.m. (PST) on August 13, 2012** in the form outlined below. **Late submittals will not be accepted.**

1. Proposals may be submitted by mail or hand-delivered with **one (1) signed original and four (3) copies.** Any general information not specifically relevant to this RFP shall be omitted or bound in a separate document. At a minimum, the proposal 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. Proposal may be submitted by mail or hand-delivered only to:

**Housing Authority of the County of San Bernardino
Procurement & Contracts Department
Attn: Angie Lardapide
715 East Brier Drive
San Bernardino, CA 92408-2841**

The envelope must be **sealed** and include the following notation on the bottom left hand corner of the proposal, **“Request for Proposal, #PC685 for Carpet Cleaning Services”**. Please also include company /individual name on outside of envelope. The proposals will be evaluated based on the criteria established in this document. Proposals received after the specified date and time will

not be accepted. Two or more companies may be selected for an interview.

3. Facsimile Copies or emails will not be accepted. All proposals will become property of the HACSB upon submission.

c. RFP Terms and Conditions

The HACSB reserves the right to select more than one respondent, to select a respondent(s) for specific purposes or for any combination of specific purposes, and to defer the selection of any respondent(s) to a time of the HACSB's choosing.

d. Board and Staff Communications

Under no circumstances may any member of the HACSB or any staff member other than the contact specified in Section VI. a. above be contacted during this RFP process by any entity intending to submit a response to this RFP. Failure to comply with this request will result in disqualification. All questions should be in writing and directed to the individuals identified in Section VI. a above.

e. Timetable

If you have questions regarding this proposal, you must submit them in writing to alardapide@hacsb.com no later than **2:00 PM PST on Wednesday, August 1, 2012.**

<u>Event</u>	<u>Date</u>
Request for Proposal Released	July 19, 2012
Due Date for Questions	August 1, 2012 @ 2PM PST
Posting of Responses for Questions	August 6, 2012
Proposals Due	August 13, 2012 @ 2PM PST
Evaluation Process	August 22, 2012
Board Approval (if required)	September 12, 2012
Award Contract	September 20, 2012

Responses to all appropriately submitted questions will be posted on the HACSB's website on or before **Monday, August 6, 2012.**

The deadline for submissions in response to this Request for Proposal is 2:00 p.m. (PST), August 13, 2012. Telephone or fax responses will **not** be accepted for this request. It is the intent of the HACSB to select a vendor to provide Carpet Cleaning Services on an as-needed basis no later than **October 2012.**

f. Release of Information

Information submitted in response to this RFP will not be released by the HACSB during the proposal evaluation process or prior to a contract award.

g. Proprietary Information

If a respondent does not desire certain proprietary information in their response disclosed, the respondent is required to identify all propriety information in the response, which identification shall be submitted concurrently with the response. If the respondent fails to identify proprietary information, it agrees by submission of its response that those sections shall be deemed nonproprietary and may be made available upon public request after a contract award.

h. Term of Contract

HACSB intends to award a contract for its requirements as follows:

The contract period of performance is for one (1) year, beginning on or about October 2012 and expiring September 2013, with one (1) single year option to extend the contract or until such time as terminated per the terms of the agreement. The Contractor shall perform its services hereunder in a prompt and timely manner and shall commence performance upon receipt of a written Notice to Proceed from HACSB. The Notice to Proceed shall set forth the precise date of commencement of the work.

Contractor shall make its non-exclusive services available during the entire contract period.

HACSB may award the contract at a time other than that stated in the Schedule. In which case HACSB, at its option, may shorten the duration of the contract or change the beginning and end dates, but in no case will the contract exceed the duration in as aforementioned.

i. HACSB Reserves the Right to:

1. Request an oral 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.

VII. RFP QUESTIONS FOR PROVIDERS

a. Organizational and Personnel Background

Provide an overview of your company, emphasizing its qualifications and major organizational strengths.

- b. Experience**
Discuss your experience, in serving as a provider of Carpet Cleaning Services.
- c. Miscellaneous Discussion Question**
 - 1. Identify the specific individual(s) who would be assigned to work with the HACSB and specify which person would be the primary contact person with the HACSB.
- d. Price**
Provide a cost by square foot for the provision of Carpet Cleaning Services per the specifications in this RFP and clearly specify if any additional expenses will be charged to the HACSB in connection with this proposal.
- e. Affirmative Action**
The HACSB requires that each respondent be an Equal Opportunity Employer:
State that the respondent complies fully with all government regulations regarding nondiscriminatory employment practices.

VIII. COMPANY QUALIFICATIONS

Proposals shall be considered from responsible vendors who are engaged in the business of providing Carpet Cleaning Services. Proposals must include information on competency in providing these materials and supplies, demonstration of acceptable financial resources, and personnel staffing. The vendor shall furnish detailed information on references, as well as background and experience with projects of a similar type and scope to include as a minimum:

- a.** Brief history of company
- b.** A listing of five (5) references where similar services have been provided. The client reference shall include the name of organization, contact person, address, and telephone numbers.
- c.** Vendor shall describe their understanding of the project scope, and their proposed approach to provide the services identified.

IX. SELECTION CRITERIA

All proposals will be initially evaluated to determine if they meet the following minimum requirements:

Minimum Proposer Qualifications (pass/fail):

- a. Experience of organization: Have at least three (3) years experience in providing Carpet Cleaning Services for other similar sized entities with similar scope;
- b. Provide at least five (5) references for which like services have been provided within the past five (5) years; The HACSB reserves the right to contact any party that the Proposer has provided services to in the past and to reject a Proposer based on past poor performance.
- c. Valid State of California contractor's License, Class B or appropriate specialty contractors license. (If applicable)
- d. Meet other participation requirements listed in this RFP;
- e. Have no outstanding or pending complaints as determined through the Better Business Bureau, State of California Contractor's State License Board and State of California Department of Consumer Affairs, and have no unsatisfactory record of performance with any public agency; and
- f. Have the administrative and fiscal capability to provide the proposed materials and supplies.

Contract shall be awarded to the most responsible and lowest priced BIDDER who fulfills the minimum requirements of this proposal.

In the event of a tie low bid, the proposer who offers and guarantees superior service times, bettering the requirements in this solicitation, shall be considered the top candidate for contract award.

X. RFQ REQUIREMENTS AND CONDITIONS

Minimum Requirements

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

Cost of the Proposal

Costs incurred by any proposer in the preparation of its response to the RFP are the responsibility of the proposer and will not be reimbursed by the HACSB. Proposers shall not include any such expenses as part of their proposals.

Clarification to Proposals

The HACSB reserves the right to obtain clarifications of any point in a company's proposal or to obtain additional information necessary to properly evaluate a particular 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.

Cancellation of the RFP

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

Collusion

Proposer, by submitting a proposal, hereby certifies that no officer, agent, or employee of The HACSB 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.

Contacts

All questions concerning the RFP shall be directed to Angie Lardapide, in the Procurement and Contracts Department, whose contact information is provided above. To avoid all appearances of impropriety proposer should only contact the above referenced staff person and should not attempt to contact any HACSB Commissioner or the President/CEO. No oral request for clarification or information will be accepted. All such requests must be in writing (by email, mail, fax, or hand delivery) and submitted to the HACSB no later than **2:00 PM PST on Wednesday, August 1, 2012**. All questions and clarifications shall be answered in one written addendum, which will be posted to the HACSB website, and issued to all respondents who have been duly recorded as having received a copy of the RFP in the HACSB's distribution log, no later than **Monday, August 6, 2012**.

Disputes

In case of any doubt or differences of opinions as to the participation sought hereunder, or the interpretation of the provisions of the RFP, the decision of the HACSB shall be final and binding upon all parties.

XI. INSURANCE REQUIREMENTS

A. **Proof of Insurance**, shall not be terminated or expire without thirty (30) days written notice, and are required to be maintained in force until completion of the contract. The Contractor shall require all subcontractors used in the performance of this contract to name HACSB as an additional insured. Following are the standard types and minimum amounts.

- General Liability:** \$1,000,000; per occurrence for bodily injury, personal injury and property damage liability; *HACSB Additional Insured* or,
- Commercial General Liability:** \$3,000,000; combined single limit bodily and property damage liability per occurrence; *HACSB additional named insured*.

- Comprehensive Automobile Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence and aggregate; *HACSB Additional Insured.*
- Errors and Omissions Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence and \$3,000,000 aggregate or,
- Professional Liability:** \$1,000,000; per occurrence and aggregate.
- Workers' Compensation:** statutory limits or,
- Self Insurance Program:** a State Approved program in an amount and form that meets all applicable requirements of the Labor Code of the State of California.
- Environmental Liability:** \$500,000; per occurrence and aggregate; *HACSB Additional Insured.*
- Owner's Liability:** 100% of insurable value of the work, Builder's Risk, Extended coverage for Vandalism and Malicious Mischief, if required; *HACSB additional named insured.*
- Fire Insurance with Extended Coverage:** 100% of insurable value of the work; Builder's Risk, Extended coverage including Vandalism and Malicious Mischief, if required; *HACSB Additional Insured.*

B. 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.

C. Indemnification and Insurance Requirements

1. Indemnification

The Contractor agrees to indemnify, defend and hold harmless HACSB and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by HACSB on account of any claim therefore, except where such indemnification is prohibited by law.

2. Additional Named Insured

All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain additional endorsements naming HACSB and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder.

3. Waiver of Subrogation Rights

The Contractor shall require the carriers of the above required coverages to waive all rights of subrogation against HACSB, its officers, employees, agents, volunteers, Contractors and subcontractors.

4. Policies Primary and Non-Contributory

All policies required above are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by HACSB.

6. Proof of Coverage

The Contractor shall immediately furnish certificates of insurance to HACSB Procurement Department administering the Contract evidencing the insurance coverage, including the endorsements above required, prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department. Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within sixty (60) days of the commencement of this Agreement, the Contractor shall furnish certified copies of the policies and all endorsements.

7. Insurance Review

The above insurance requirements are subject to periodic review by HACSB. HACSB's Risk Manager is authorized, but not required, to reduce or waive any of the above insurance requirements whenever the Risk Manager determines that any of the above insurance is not available, is unreasonably priced, or is not needed to protect the interests of HACSB. In addition, if the Risk Manager determines that heretofore, unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager is authorized but not required, to change the above insurance requirements, to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against HACSB, inflation, or any other item reasonably related to HACSB's risk. Any such reduction or waiver for the entire term of the Agreement and any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

XII. CONTRACT CONDITIONS

Americans with Disabilities Act

Proposer must comply with all applicable requirements of federal and state civil rights law and rehabilitation statutes.

Law of the State of California

The resulting contract will be entered into within the State of California and the law of said state, whether substantive or procedural, shall apply to the contract, and all statutory, charter and ordinance provisions that is applicable to public contracts within the County of San Bernardino and the State of California shall be followed with respect to the contract.

Contract Terms and Final Selection

The selected company/individual will be expected to sign the HACSB's Contract Agreement, which will specify the term of service, likely to be annually. If the selected applicant and the HACSB cannot come to terms with respect to the contract, the HACSB reserves the right to select the next most qualified applicant or to terminate this RFP and to re-issue a new RFP if no Proposer is acceptable to the HACSB.

The HACSB recognizes that price is only one of several criteria to be used in judging a product or service, and HACSB is not legally bound to accept the lowest bid.

Verify your bids for accuracy prior to submission, as they cannot be withdrawn or corrected after submission.

Proposal must be signed by a responsible officer or employee of the Vendor's firm. Obligations assumed by such signature must be fulfilled.

The HACSB reserves the right, unless otherwise stated, to accept or reject any or all bids, or any part thereof, either separately or as a whole, or to waive any informality in a bid.

Quotations are subject to acceptance at any time within 60 days after receiving same, unless otherwise stipulated.

Neither party shall be liable for failure or delay of fulfillment if hindered or prevented by fire, strikes, or Acts of God. (Force Majeure)

In case of default by the Vendor, the HACSB may procure the product(s) or service from other sources and may deduct unpaid balance due to the Vendor, or may bill Vendor for excess costs so paid. Prices paid by the HACSB shall be considered the prevailing market prices paid at the time such purchase is made.

The Vendor guarantees that the goods supplied under this Request for Proposal and any purchase order resulting from award of same will meet all the express warranties and the implied warranties of merchantability and fitness for the intended purpose(s). The Vendor assumes responsibility for damages caused by any defective units supplied and/or for breach of these warranties, including incidental and consequential damages that might arise.

Cost of transportation, handling, and/or inspection on deliveries which do not meet specifications shall be the responsibility of the Vendor.

Assignment of the agreement by the Vendor to other suppliers/contractors must be approved by the HACSB Director of Facilities Management.

The Vendor shall hold the HACSB, its officers, agents, servants and employees harmless and defend same from liability of any nature or kind on account of use of any copyright, or uncopyrighted composition, secret process, patented or unpatented invention, article, or appliance furnished or used under this bid.

The Vendor agrees to comply with Executive Orders 11246, 11375, 11625, 12138, 12432, 1150, Title VII of the Civil Rights Act of 1964, the California Fair Employment Practice Act, Equal Opportunity, San Bernardino County, San Bernardino County Emerging Small Business Enterprise program, and other applicable Federal, State, and County laws, regulations, and policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted. The articles covered by this bid must conform with safety orders of OSHA, CALOSHA, and/or NIOSHA, and OSH-POD.

Vendors making delivery of goods or providing services on HACSB premises shall carry liability insurance and Worker's Compensation coverage in accordance with the HACSB's Standard Practice requirements.

This "Request For Proposal" is not an order. This request is a solicitation only, and is not intended or to be construed as an offer to enter into any contract or other agreement. No acquisition can be made from this Request for Proposal without a purchase order issued by the Housing Authority Procurement and Contracts Department.

Vendor represents that the prices quoted in this proposal do not exceed existing selling prices to other customers for the same or substantially similar items or services for comparable quantities under similar terms and conditions.

Vendor shall ensure that it has all necessary licenses and permits required by the laws of Federal, State, County and Municipal laws, ordinances, rules and regulations. The vendor shall maintain these licenses and permits in effect for the duration of the contract period. Vendor will notify the HACSB immediately of loss or suspension of any such licenses and permits. Failure to maintain a required license or permit may result in immediate termination of the contract.

EXHIBIT A

Carpet Cleaning Services Statement of Work

A. INTENT

It is the intent of these specifications, terms and conditions to describe Carpet Cleaning Services required by various HACSB Developments located throughout the County of San Bernardino. The HACSB is committed to using products and procuring services that are environmentally responsible and to providing the healthiest and safest work environment for its employees. To achieve this objective, the HACSB prefers to procure cleaning services which make use of environmentally preferable products.

B. SCOPE

HACSB is soliciting bids from Contractors who are capable of providing qualified personnel, transportation and supplies necessary to perform carpet cleaning services for various HACSB Developments throughout the County of San Bernardino. Contractor(s) shall be available to perform these services at the times requested by the HACSB, to include Saturdays and during an emergency. Contractor(s) shall be responsible for cleaning all types of carpet materials in different sizes on request from the HACSB.

C. SPECIFIC REQUIREMENTS

1. LAW AND LIMITATIONS

- a) Contractor(s) shall be responsible for providing carpet cleaning services to the HACSB and shall be certified by the Institute of Inspection, Cleaning and Restoration Certification (IICRC). Services shall be performed according to minimum industry standard for this type of service.
- b) Contractor(s) shall be required to comply with all applicable Federal and State laws and regulations. Any finding and/or recommendations shall conform to the codes, laws, rules and regulations governing the agencies and departments involved.
- c) On HACSB's request, Contractor(s) shall provide a Material Safety Data Sheet (MSDS) for all chemicals used for cleaning carpets, draperies, blinds, partitions and upholstery.
- d) All products used in HACSB units shall meet or exceed the requirements for Volatile Organic Compounds (VOC) content outlined in the California Consumer Products Regulation, codified in sections 94507-94517 of Title 17 of the California Code of Regulations (CCR). In this case, "exceed the requirements" means the products shall have lower VOC levels than those specified in the CCR. All products shall be compliant with California OSHA requirements. The table of VOC standards can be found at <http://www.ca.gov/consprod/regs/cp.pdf>.

2. CONTRACTOR RESPONSIBILITY

- a) Contractor(s) shall provide all personnel, uniforms, tools, equipment, parts, records/logs, cleaning chemicals etc., necessary to perform the services described herein. All other materials/supplies required to perform this service and not otherwise mentioned, shall be provided by Contractor(s) at his/her expense.
- b) Contractor(s) certifies that all furnished cleaning supplies and materials are of equal or better quality than those used by the HACSB and not harmful to the surfaces being cleaned. All supplies and materials are subject to HACSB approval.
- c) Contractor(s) are required to Pre-vacuum all carpets before cleaning.
- d) Carpet cleaning shall be done with mobile van units using a hot water extraction method. In areas where mobile van units cannot reach because of the height of the building, portable hot water extraction units shall be used.

- e) A second clean/clear water rinse shall be performed after initial chemical treatment when cleaning carpets.
- f) Contractor(s) shall use a Pet Odor treatment (when needed) and will be responsible for removing stains from carpets. If after various attempts stains can not be removed please note and list on the report/billing.
- g) Contractor(s) shall use mild chemicals that are quick to dry and low in toxics that meet the HACSB's Persistent Bioaccumulative Toxins (PBT) Resolution requirements, which are as follows:

In January 2002, the County passed a resolution "to encourage the reduction and where feasible, the elimination of [persistent, bioaccumulative and toxic chemical] (PBT) emissions". The United States Environmental Protection Agency has established a list of twelve priority PBT's including dioxins, polychlorinated biphenyls, mercury and its compounds, lead and others. The most current list can be found at the EPA's website at: www.epa.gov/opptintr/pbt/.

- h) Carpet cleaning shall be done on site during normal business hours, between 7:00 p.m. and 5:00 a.m. on weekdays, unless otherwise requested due to an emergency. Contractor(s) shall complete cleaning of carpet in sufficient time to allow for proper drying before the start of business the next day.
- i) Contractor(s) shall be responsible for all damages, which occurred to HACSB property while performing services, regardless of whether it's damage to item(s) being cleaned or other item(s) in and around unit where services are being performed.

3. CONTRACTOR PERSONNEL

- a) Contractor(s) shall assign a sufficient number of employees to perform the required service. Contractor(s) shall designate one (1) employee as principal with full responsibility for directing the entire crew. Each principal shall be authorized to act for Contractor in every detail and must speak and understand English.
- b) Contractor(s) employees are subject to reasonable dress codes when in a HACSB facility; shall not bring visitors into the facility; shall not bring into the facility, any form of weapons or contraband; shall not bring in any alcohol or drugs or be under the influence of alcohol/drugs; are subject to authorized search; shall conduct themselves in a reasonable manner at all times; shall not cause any disturbance in the facility; and otherwise are subject to all rules and regulations of the facility.
- c) Contractor(s) shall furnish and require every on-duty employee to wear a company shirt or a visible photo identification badge identifying employee by name, physical description and company.
- d) Contractor(s) shall immediately report to HACSB Facility Manager, any accidents and/or loss of equipment, supplies, etc.

4. EMPLOYEE CONDUCT

- a) Contractor's employees shall not disturb papers on desks, open drawers or cabinets, use telephones, radios, or television sets, or tamper with personal property while performing services.
- b) If HACSB personnel occupy the building after normal working hours when Contractor has completed his/her service, Contractor(s) shall notify HACSB personnel of their departure and leave the door locked. Contractor(s) shall ensure that persons other than Contractor's personnel cannot gain access to rooms, areas, or building under the control of its personnel. At no time shall Contractor(s) violate building and/or room security by propping doors open and leaving them unattended, unless the HACSB has provided its own security door monitor. All entrance and exit doors shall be locked at all times.
- c) Only those lights necessary for cleaning in the immediate area where employees are working shall be lighted. In areas not in use, lights shall be turned off and doors locked before leaving facilities that have been serviced.

D. DELIVERABLES/REPORTS

Contractor(s) shall provide quarterly reports to include, but not be limited to:

1. A detailed listing of all chemical products used to service the HACSB for the previous quarter. The reports shall, at a minimum, outline whether environmentally preferable products were used in providing cleaning services and if so, include the brand, quantity and a description of why the product is considered to be environmentally preferable. The report shall include copies of receipts and invoices for products used.

Reports shall be submitted to:

Angie Lardapide, Procurement Officer
715 E. Brier Drive
San Bernardino, CA 92408

E. GENERAL ENVIRONMENTAL REQUIREMENTS

The requirements outlined in this section apply to all products used for services contained in this bid:

1. Environmentally Preferable Cleaners

For purposes of this RFQ, environmentally preferable cleaners are those that meet the “Green Seal Environmental Standard” for General Purpose, Bathroom, Glass and Carpet Cleaners used for Industrial and Institutional Purposes, GS-37. Any products which are Green Seal certified are considered environmentally preferable for the purposes of this contract. As noted on Green Seal’s website, Green Seal is an independent, non-profit organization that strives to achieve a healthier and cleaner environment by identifying and promoting products and services that cause less toxic pollution and waste, conserve resources and habitats and minimize global warming and ozone depletion. Green Seal has no financial interest in the products that it certifies or recommends or in any manufacturer or company. Green Seal’s evaluations are based on state-of-the-art science and information using internationally recognized methods and procedures. For a list of products approved by Green Seal and for the GS-37 standard, visit their website at www.greenseal.org. Because the carpet cleaning portion of the Green Seal specification is relatively new, the HACSB also considers carpet/upholstery cleaners that were previously qualified under the National Consensus Based Standard as environmentally preferable. A national effort was undertaken to use the GS-37 environmental criteria, in conjunction with other environmental criteria to evaluate products for which there is no Green Seal standard. Out of this effort, a list of products that meet the “Product – Specific Health and Environmental Requirements” of GS-37 standard was developed. This effort was undertaken by the Cleaning Products Work Group and the result is referred to as the “National Consensus-Based Standard”. The list of cleaners qualified under this standard can be found at the following website: www.newdream.org/procure/products/approved.php. If Bidders intend on using environmentally preferable cleaners as part of this contract award, they shall submit a brief summary of what products and practices are used in their operations that are considered to be environmentally preferable. As stated in The Statement of Work, Exhibit A, Section A “Intent” of this RFQ, the use of environmentally preferable cleaners are not mandatory for bid award but are desirable.

2. Regulatory Compliance

Manufacturers and service providers shall be in compliance with all local, state, and federal environmental and worker health and safety regulations that apply to their operation.

3. Persistent Bio-accumulative Toxins (PBT’s)

The United States Environmental Protection Agency has established a list of twelve priority PBTs including dioxins, polychlorinated biphenyls, mercury and its compounds, lead and others. The most current list can be found at the EPA’s website at www.epa.gov/opptintr/pbt/. Additionally, PBTs are listed in the California Code of Regulations (CCR) in Section 66261.24. Contractors shall provide products and services that allow the HACSB to comply with the PBT Resolution and must complete Exhibit K, “Environmental Certification” included in this RFQ. The Resolution requires that the HACSB eliminate and reduce the procurement of products and services which contain or cause the generation and release of PBTs into the environment during their manufacture, use, or destruction/disposal. Bidders should provide products that do not contain, use, or generate PBTs. If no alternative materials are available, Bidders should notify the HACSB in writing prior to providing such materials to the HACSB or using these materials when providing services to the HACSB.

EXHIBIT B

Contact Information Form

To: Angie Lardapide, Procurement and Contracts Dept.
(909) 332-6340, (909) 890-2349 Fax, e-mail: alardapide@hacsb.com

This fax is to acknowledge that we are in receipt of your RFP #PC685 Carpet Cleaning Services as needed and have noted our intention to bid.

Vendor Name: _____

Address: _____

Contact/Title: _____

Phone: _____

Fax: _____

Email: _____

I PLAN TO SUBMIT A BID.

- Yes, I will be submitting a bid.
- Maybe, I need to research and get more information (contact HACSB-information listed above)

NO BID. Indicate *any* of the following. We:

- Do NOT desire to be retained on the vendor list.
- Desire to be retained on the vendor list, but decline to bid based on the following:
 - Cannot comply with specifications/scope of work, Explain: _____

 - Cannot meet delivery requirements, Explain: _____

 - Do not regularly provide this type of product/service
 - Other, Explain: _____
 - Please update my information as listed above.

HOW YOU FOUND OUT ABOUT THE BID. Indicate *any* of the following. We:

- Checked the agency website
- Received notice by fax or e-mail
- Newspaper Ad, please list paper: _____
- Trade Publication, please list: _____
- Plan Room, please list: _____
- Other, Explain: _____

**EXHIBIT C
PROPOSAL FORM**

Proposal: **Carpet Cleaning Services – RFP #PC685**

Vendor Name: _____

To: The Housing Authority of the County of San Bernardino
715 E. Brier Drive
San Bernardino, CA 92408

- The undersigned, having familiarized themselves with the local conditions affecting the cost of the work, and with the Specifications, if any thereto, hereby proposes to furnish Carpet Cleaning Services as described in the Scope of Work in accordance therewith, for the sum of:

Item	Description	Yr1 2012-13	Yr2 2013-14
1	<u>Provide “Cost Per Square Foot” to clean carpets as per the “Statement of Work”, Exhibit A for this RFP.</u> Cost per square foot shall include all materials, equipment and labor.		

- Proposer may submit bids by service area location and/or the entire proposal. Proposals will be accepted and awarded by geographic area. Contractors may submit proposals for all or some of the service areas. Successful Contractor(s) awarded for a service area will be required to provide their services to all locations within the geographic service area.

This proposal submission covers the following areas: (check Yes or No)

<u>Service Area Locations:</u>	<u>Yes or No:</u>
Chino, Colton, Ontario, Montclair, Rancho Cucamonga, Fontana, Bloomington, Rialto Chino Affordable Housing Community 13088 Monte Vista Avenue Chino, CA 91710	
Waterman Gardens-San Bernardino 425 Crestview Avenue San Bernardino, CA 92410	
Barstow Barstow Affordable Housing Community 421 South 7 th St. Barstow, CA 92311	
Housing Programs Office 672 South Waterman Ave. San Bernardino, CA 92408	
Maplewood Homes-San Bernardino 1738 West 9 th St. San Bernardino, CA 92411	
Redlands, Highland, Loma Linda Yucaipa Redlands Affordable Housing Community 803 W. Brockton Redlands, CA 92374	
Ontario HCV Office 424 North Lemon Ave. Ontario, CA 91764	
Victorville HCV Office 15465 Seneca Rd. Victorville, CA 92392	

2. In submitting this proposal it is understood that the right is reserved by the Housing Authority of the County of San Bernardino to reject any and all proposals. If written notice of the acceptance of this proposal is mailed, telegraphed, faxed, or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to a contract/agreement in the prescribed form and furnish any required insurance requirements within ten (10) days after the contract is presented to him for signature.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Date _____, 20____

(Company Name)

(Official Address)

(By)

(Title)

(Contractors State License Number)

(Telephone Number)

CURRENT CLIENT REFERENCES (REQUIRED) FOR RFP #PC685 – CARPET CLEANING SERVICES

Submit this form with the BID, failure to do so is grounds for disqualification.

Company	_____
Address	_____
City, ST, Zip	_____
Fax/Phone/Email	_____
Contact Name/Title	_____
Type of Engagement	_____
<hr/>	
Company	_____
Address	_____
City, ST, Zip	_____
Fax/Phone/Email	_____
Contact Name/Title	_____
Type of Engagement	_____
<hr/>	
Company	_____
Address	_____
City, ST, Zip	_____
Fax/Phone/Email	_____
Contact Name/Title	_____
Type of Engagement	_____
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Company	_____
Address	_____
City, ST, Zip	_____
Fax/Phone/Email	_____
Contact Name/Title	_____
Type of Engagement	_____
<hr/>	
Company	_____
Address	_____
City, ST, Zip	_____
Fax/Phone/Email	_____
Contact Name/Title	_____
Type of Engagement	_____

Bidder's Company Name	_____
Legal Structure (corp./partner/proprietor)	_____
Principle Office Address	_____
City, ST, Zip	_____
Phone Number & Fax Numbers	_____
Email	_____
Federal Employer Identification Number	_____
Title of Person Authorized to Sign	_____
Print Name of Person Authorized to Sign	_____
Date Signed and Authorized Signature	_____

EXHIBIT D

RFP PC685 – Carpet Cleaning Services As-Needed

Checklist – Please include the items below to ensure a complete proposal package

Document	Page
Organizational and personnel background, experience, and misc. discussion questions	Page 6
Brief history of your company	Page 7
Include 5 references	Page 20
Proof of Insurance	Page 9
Contact information form	Page 17
Proposal form with pricing	Page 18
Service areas to be included in bid	Page 18
Complete Signed Bid	Page 19

Please remember:

1. If you plan to submit a bid, please email the completed contact information form located on page 17 immediately to alardapide@hacsb.com
2. All questions need to be submitted in writing **ONLY** to alardapide@hacsb.com no later than: August 1, 2012 @ 2PM PST.
3. Bid copies – One (1) original and four (3) copies.
4. Bids must be in a **sealed** envelope delivered by mail or in person only. Envelope must have “Request for Proposal PC685 for Carpet Cleaning Services As-Needed” written on the bottom left hand corner.
5. Please verify that all requested documents are complete and included in your bid.
6. Bids are due no later than: August 13, 2012 @ 2PM PST.