
Request for Proposal (RFP) for Cleaning Services

Issuing Organization: Hi-Desert Water District

Contact Information:

- **Contact Person:** Vince Westover
- **Title:** Purchasing Technician
- **Phone Number:** 760.228.6274
- **Email Address:** vincentw@hdwd.com
- **Address:** 55439 29 Palms Highway, Yucca Valley, CA 92284

Date Issued: 11/27/2024

1. Introduction

Hi- Desert Water District invites qualified cleaning service providers to submit proposals for cleaning services at our three sites and 5 buildings total located at 55439 29 Palms Hwy, 58950 Sunnyslope Dr, and 6955 Old Woman Springs Rd. We require a cleaning service that can maintain a high standard of cleanliness and hygiene across all buildings.

2. Scope of Work

The selected cleaning service provider will be responsible for the following tasks in each of the three sites:

- **Two Times a Week Cleaning Schedule:**

Tuesday Cleaning Schedule

55439 29 Palms Hwy

1. Bathrooms/Ice Machine Area

Empty, clean and disinfect outside of waste receptacles. Replace liners. Replenish all paper towels, tissue and hand-soap. Clean all toilets, urinals, sinks, dispensers and counters using disinfectant cleaner. Spot clean partitions and walls. Clean mirrors. Sweep and dry mop floors. Wet mop floors with disinfectant cleaner. Clean both sides of restroom doors. Report any malfunctioning equipment to District.

2. Lunchrooms/Break Room

Empty all trash cans, Disinfect and replace liners. Clean and disinfect sinks, tabletops, chairs, counters and cabinet fronts. Wipe exterior microwave and refrigerator(s). Dust mop all floors. Damp mop to remove spills. Refill dispensers.

3. All Offices

Empty trash.

6955 OWS Road

Main Office & Warehouse

a. Bathrooms

Empty, clean and disinfect outside of waste receptacles. Replace liners. Replenish all paper towels, tissue and hand-soap. Clean all toilets, urinals, sinks, dispensers and counters using disinfectant cleaner. Spot clean partitions and walls. Clean mirrors. Sweep and dry mop floors. Wet mop floors with disinfectant cleaner. Clean both sides of restroom doors. Report any malfunctioning equipment to District.

b. Lunchrooms/Break Room

Empty all trash cans, Disinfect and replace liners. Clean and disinfect sinks, tabletops, chairs, counters and cabinet fronts. Wipe exterior microwave and refrigerator(s). Refill dispensers.

58950 Sunnyslope Dr

Tuesday Cleaning Service

Main Building and Collections Building

1. Bathrooms

Empty, clean and disinfect outside of waste receptacles. Replace liners. Replenish all paper towels, tissue and hand-soap. Clean all toilets, urinals, sinks, dispensers and counters using disinfectant cleaner. Spot clean partitions and walls. Clean mirrors. Sweep and dry mop floors. Wet mop floors with disinfectant cleaner. Clean both sides of restroom doors. Report any malfunctioning equipment to District.

2. Lunchrooms/Break Room

Empty all trash cans, Disinfect and replace liners. Clean and disinfect sinks, tabletops, chairs, counters and cabinet fronts. Wipe exterior microwave and refrigerator(s). Dust mop all floors. Damp mop to remove spills. Refill dispensers.

3. All Offices Including Lab

Empty trash.

4. All Offices

Empty Trash

Weekend Cleaning Schedule

55439 29 Palms Hwy

Weekend Cleaning (Friday, Saturday or Sunday)

1. Include Daily Services

2. General office cleaning

Empty all waste receptacles. Replace all liners. Dust all furniture, Window ledges, telephones, partitions, file cabinets and horizontal surfaces. Clean all interior partition glass, entry doors, and mirrors. Clean light switches and walls. Vacuum all carpeted areas. Dust mop and wet mop floors where applicable. Damp wipe all counters and tables.

3. Lobby & Entry

Sweep and clean building entrances. Empty all waste receptacles & Replace liners. Vacuum carpeted areas. Clean both sides of entrance doors. Dust all ledges. Spot clean walls.

4. Hallways

Empty all waste receptacles. Replace liners. Vacuum carpeted areas. Clean and disinfectant drinking fountains. Clean both sides of entrance doors and glass. Sweep hard surface floors. Vacuum all carpeted areas. Dust mop and wet mop

floors where applicable. Damp wipe all counters and tables. Clean doors and door frames.

6955 OWS Road

Weekly office service (Friday, Saturday or Sunday)

1. Include Daily Services

2. General office cleaning all Areas

Empty all waste receptacles. Replace all liners. Dust all furniture, Window ledges, telephones, partitions, file cabinets and horizontal surfaces. Clean all interior partition glass, entry doors, and mirrors. Clean light switches and walls. Vacuum all carpeted areas. Dust mop and wet mop floors where applicable. Damp wipe all counters and tables.

3. Hallways

Empty all waste receptacles. Replace liners. Vacuum carpeted areas. Clean and disinfectant drinking fountains. Clean both sides of entrance doors and glass. Sweep hard surface floors. Vacuum all carpeted areas. Dust mop and wet mop floors where applicable. Damp wipe all counters and tables. Clean doors and door frames.

58950 Sunnyslope Dr

Weekly office service (Saturday or Sunday)

1. Include Daily Services

2. General office cleaning

Empty all waste receptacles. Replace all liners. Dust all furniture, Window ledges, telephones, partitions, file cabinets and horizontal surfaces. Clean all interior partition glass, entry doors, and mirrors. Clean light switches and walls. Vacuum all carpeted areas. Dust mop and wet mop floors where applicable. Damp wipe all counters and tables.

3. Lobby & Entry

Sweep and clean building entrances. Empty all waste receptacles & Replace liners. Vacuum carpeted areas. Clean both sides of entrance doors. Dust all ledges. Spot clean walls.

4. Hallways

Empty all waste receptacles. Replace liners. Vacuum carpeted areas. Clean and disinfectant drinking fountains. Clean both sides of entrance doors and glass. Sweep hard surface floors. Vacuum all carpeted areas. Dust mop and wet mop floors where applicable. Damp wipe all counters and tables. Clean doors and door frames.

Site Details

- **Number of Buildings:** 5 total. 1 at 29 Palms Hwy site, 2 at OWS site and 2 at Sunnyslope site.
- **Number of Restrooms per Building:** 2 at 29 Palms Hwy site, 4 at OWS site and 3 at Sunnyslope site.
- **Number of Offices/Workspaces per Building:** 17 at 29 Palms Hwy site, 8 at OWS site and 6 at Sunnyslope site
- **Special Areas per Building:** 3 at 29 Palms Hwy site, 2 at OWS site and 2 at Sunnyslope site.

3. Proposal Requirements

Proposals must include the following information:

- **Company Profile:** Provide a brief history of the company, experience with similar contracts, and qualifications of key personnel.
- **Scope of Services:** Detailed description of the cleaning services provided, including the frequency of each task.
- **Pricing:** Detailed breakdown of costs, including hourly rates, materials, and any other applicable charges. Provide a cost estimate for cleaning each building three times a week.
- **Insurance and Bonding:** Proof of insurance and bonding coverage.
- **References:** Contact information for at least three references from similar contracts.
- **Cleaning Schedule:** Proposed cleaning schedule outlining the one day of regular cleaning and one day of deep cleaning for each building.

4. Evaluation Criteria

Proposals will be evaluated based on:

- **Experience and Qualifications:** Relevant experience and qualifications of the cleaning service provider.
- **Cost:** Overall cost-effectiveness and value for the services provided.
- **References:** Quality of references and feedback from previous clients.
- **Compliance:** Ability to meet the scope of work and specific needs of Hi-Desert Water District.

5. Submission Instructions

- **Proposal Submission Deadline:** January 6th, 2025, by 10am.
- **Submission Method:** Proposals should be submitted electronically via email to vincentw@hdwd.com or delivered physically to 55439 29 Palms Hwy.
- **Questions:** Direct all questions regarding this RFP to Vincent Westover at 760-228-6274 or vincentw@hdwd.com by January 6th, 2025, by 10am.

6. Terms and Conditions

- **Contract Term:** 1 year with option for renewal after satisfactory performance review.
- **Termination:** 30 day notice from either party and can happen before end of the first year of contract.
- **Payment Terms:** Net 30

We look forward to receiving your proposal and working with a dedicated cleaning service provider to maintain the cleanliness of our facilities.

Sincerely,

Vincent Westover
Purchasing Technician
Hi-Desert Water District