

IFB Title: *Housekeeping/Janitorial Services*

IFB Number: *4/2 IFB 25/26-01*

INVITATION FOR BIDS

***COURT OF APPEAL, FOURTH APPELLATE DISTRICT,
DIVISION TWO***

REGARDING:

*Housekeeping/Janitorial Services Agreement
4/2 IFB 25/26-01*

BIDS DUE:

May 20, 2025 NO LATER THAN ***4:00 P.M.*** PACIFIC TIME

1.0 BACKGROUND INFORMATION

1. The Court seeks the services of a person or entity with expertise in housekeeping, janitorial and other related services for a five (5) year period, with four (4) one-year options. The Court requires a qualified service provider to provide cleaning services and supplies for the Court.

2.0 TERMS OF THE AGREEMENT

1. The services are expected to be performed by the selected service provider between **July 1, 2025 and June 30, 2026 (“Initial Term”)** with four (4) possible consecutive one-year option terms, to extend the agreement under the same terms and conditions in effect for the Initial Term, not to exceed a total contract period of five (5) years. The consecutive one-year option shall be exercised at the discretion of the Court.

These Options Terms are defined as follows:

First Option Term:	July 1, 2026 through June 30, 2027
Second Option Term:	July 1, 2027 through June 30, 2028
Third Option Term:	July 1, 2028 through June 30, 2029
Fourth Option Term:	July 1, 2029 through June 30, 2030

3.0 DESCRIPTION OF SERVICES

- 1.1 **Description of Services.** Service Provider shall perform the following services (“Services”):
- 1.2 **Court Requirements:** Service Provider is responsible for damaged or lost materials of tenant caused by Service Provider. Any accidental damage to any tenant property must be reported to court management in the Housekeeping Log. The Service Provider must leave a note to the tenant if any property is accidentally damaged. Service Provider is expected to reimburse tenant for the cost of any damaged property.

Service Provider is not responsible for removing materials from desks, shelves, counters, files, or any other areas for cleaning purposes. Service Provider must not remove anything from premises except items in wastebaskets or items clearly marked trash. Service Provider is responsible for any items not marked trash removed from premises, including items left next to wastebaskets or normal trash disposal areas.
- 1.3 **Doors:** Court security personnel will ensure that all doors are closed and locked when leaving.
- 1.4 **Reporting:** Service Provider will provide a representative to walk the building with court management on a **monthly** basis. Problems and corrections will be reported to court management in writing.
- 1.5 **Supplies:** Service Provider will provide all expendable supplies: Housekeeping and cleaning supplies and equipment (i.e. trash liners, toilet paper, towels, seat covers, etc.), and feminine supplies. All chemicals must be green and in compliance with EPA standards as far as possible. No bleach is to be used. Preference is for light or non-scented chemicals.
 - (1) Equipment is to be clean and in good working condition. Vacuums will have HEPA filters and to be replaced monthly. Vacuum bags to be changed weekly.
 - (2) Equipment is to be maintained and cleaned as needed.
 - (3) Paper products such as paper towels, toilet paper, hand towels, kitchen roll towels, feminine products or supplies must be of quality, non-recycled, 2 ply in all areas. Paper products are subject to approval before acceptance of contract and or changing of products during contract term.

- (4) Service Provider will ensure that a chemical center is installed in a location determined by court management to dispense all cleaning chemicals and solutions. Material Safety Data Sheets (MSDS) will be provided to court management for approval before bringing any cleaning materials on site. Service Provider will maintain current MSDS records on site in an area designated by court management.

2. **Work Specifications:** The Service Provider will provide four (4) housekeepers and the services three days a week, Monday, Wednesday and Friday with the exception of holidays. The standing shift hours will be from 4:15 p.m. – 6:45 p.m. Monday and Wednesday and 4:00 p.m. – 6:30 p.m. on Friday. If any cleaning or work is needed on Saturday, that may be scheduled between 7:00 a.m. and 3:00 p.m., only. All housekeeping personnel must be out of the building by 6:45 p.m. Monday and Wednesday and 6:30 p.m. on Friday. One housekeeper will be assigned to the upstairs; one to the downstairs; one to clean/mop floors and restrooms; and one for dusting.

No vacuuming is allowed until 5:30 p.m. Monday, Wednesday or Friday.

- Cords from any equipment are not to hit the corners or walls.
- Downstairs and upstairs restrooms must not be closed for cleaning at the same time.

Holidays honored are New Year's Day, Martin Luther King Jr., Day, Lincoln's Birthday, Washington's Birthday, César Chávez Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Native American Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day. Service staff will be compensated for all closed Court holidays as if they were normal workdays.

3. **General:**

On days scheduled Service:

- A. WASTEBASKETS emptied and replaced with new liners if liner is soiled, ripped or torn. Wastebaskets washed out as needed. Exterior of wastebasket cleaned.
- B. DUSTING all furniture, chair legs, both sides of entry window frames, partition/workstation tops, accessories, ledges and all horizontal surfaces, including desktops, credenzas, file cabinets, windowsills and bookcases using a dust cloth, only. The dust cloth is to be clean with no chemicals used. Spot clean any cup rings, fingerprints, splash marks and spills. Feather dusters are not to be used. Papers, file folders and anything else belonging to tenants must not be disturbed. Books are to be returned to the shelf in the proper order with the spine located at the edge of the shelf.
- C. FLOORS/CARPETS must be policed for scraps of paper, paper clips, etc. Swept and mopped, removing all debris. Carpeted areas vacuumed with special attention to the stairways/stairwells. Pile lifter used to remove all embedded dirt and grit and restore pile to a uniformity upright condition. Carpets clean and free from dust balls, dirt, and other debris. Carpet to be spot cleaned as needed. Special care must be taken when vacuuming and carpet cleaning so that walls, baseboards and furniture of any kind are not scratched or damaged. Dirt cleaned from corners and behind doors. Tile/linoleum floors to be swept and/or dust mopped and wet mopped.
- D. LUNCHROOM sinks cleaned with non-abrasive cleaner/polish. Microwaves wiped inside and out. Exterior of refrigerators to be wiped down. Tabletops cleaned with disinfectant green chemical(s). Granite countertops to be cleaned with disinfectant green chemicals designed for specific surface type. Chairs to be wiped off. Base of tables to be cleaned. Cabinets to be wiped down and free of marks. Floor swept/mopped.
- E. GENERAL cleaning: smudges and fingerprints on doors and light switches and walls around light switches spot cleaned with non-abrasive mild detergent cleaner. Smudges and fingerprints on entry window, clerk's reception area glass, and lobby glass partitions cleaned with window cleaner. All doorplates kick plates, brass and metal fixtures, and other bright work wiped with a nonabrasive cleaner.

Quarterly Service – To be scheduled at start of contract:

- F. LOBBY/ROTUNDA FLOORS – Buff lobby and rotunda marble floors.

- G. CARPETS – Corners, baseboards of all carpeted floors vacuumed with detail tool.
- H. KITCHEN TILE FLOORS – Grout and tile cleaned, floor buffed with machine and sealed. Walls, baseboards and other surfaces free of “splash” or buffing marks. Corners scoured. Any dirt, wax, etc. buildup removed. Baseboards and coving wiped free of “splash” marks, buffing marks and stains.
- I. LUNCHROOM – Refrigerators moved away from the wall and floor and wall behind cleaned.
- J. DUSTING – High surfaces and objects 96 inches or more from the floor dusted or vacuumed. Includes, but not limited to ledges, ceiling molding, file cases, bookcases, ledges, tops of drapes/blinds. Performed on an as-needed basis, not less frequently than every 90 days.
- K. UPHOLSTERED workstation partitions vacuumed with detail tool.
- L. WOOD surfaces including, but not limited to, furniture, fixtures, and wood doors cleaned using a clean dust cloth containing no cleaning agents.
- M. PAINTED metal doors and jambs washed down with clean water using a mild cleaning agent, rinsed with clean water if necessary, and dried with no streaks, marks or smudges.

Yearly Service – To be scheduled at start of contract:

- N. FLOORS – all carpeted floors steam cleaned using the deep clean extraction method. Schedule to be coordinated with Court management.
- O. LOBBY/ROTUNDA FLOORS – Clean grout and floors, buff and polish lobby and rotunda marble floors at same time.
- P. LUNCHROOM cupboards emptied and wiped out.
- Q. KITCHEN TILE FLOORS – Deep clean grout and tile, floor buffed with machine and sealed. Walls, baseboards and other surfaces free of open “splash” or buffing marks. Corners scoured. Any dirt, wax, etc. buildup removed. Baseboards and coving wiped free of “splash” marks, buffing marks and stains.
- R. RESTROOM TILE FLOORS – Clean grout, floors stripped and re-waxed and polished with buffing machine. Walls, baseboards and other surfaces free of “splash” or buffing marks. Corners scoured. Any dirt, wax, etc. buildup removed. Baseboards and coving wiped free of “splash” marks, buffing marks and stains.

4. Restrooms:

On days scheduled Service:

- A. DUSTING – behind doors, top ledges of all partitions, ledges, mirror tops, walls and all other horizontal surfaces.
- B. FLOORS swept clean and wet-mopped using a germicidal detergent approved by Court management. Areas around urinals scrubbed. Floors mopped dry and all watermarks dried from walls and partition bases to include hall floors and public entrance.
- C. TOILET PARTITIANS damp wiped with approved germicidal solution. All surfaces wiped dry, all wipe marks removed. All surfaces maintained with uniformly bright appearance.
- D. FIXTURES – Mirrors cleaned and polished with glass cleaner. Shelves and sinks washed and polished with non-abrasive, non-acidic cleaner. Bright work (including exposed piping below wash basins and toilets), towel dispenser receptacles and any other metal accessories cleaned and polished. All basins, bowls and urinals scoured, washed and disinfected with approved germicidal detergent solution including tile walls near and under urinals. Areas of difficult access, such as the underside of the toilet bowl rings and urinals, inspected and cleaned of mineral deposits. Both sides of all toilet seats washed with approved germicidal solution and wiped dry. Toilet seats left in upright position.

- E. RECEPTACLES – all receptacles (waste, sanitary napkins, etc.) emptied. New liner/disposal bags placed in receptacles.
- F. DISPENSERS – Toilet paper, toilet seat covers, hand towels, soap, sanitary napkins filled. Toilet paper rolls replaced if less than ¼ roll left.
- G. ANY VANDALISM, missing equipment, graffiti, etc., to be reported to building security.

Weekly Service:

- H. WATER poured down restroom floor drains/shower drains to prevent sewer gas leaks.
- I. TILE WALLS damp wiped with approved germicidal solution.
- J. ALL SURFACES wiped dry, all wipe marks removed, and leaving all surfaces with uniformly bright appearance and no water spots.

Three Times Per Year – To be scheduled at start of contract:

- K. TILE FLOOR – Grout cleaned, floors waxed and polished with buffing machine every 90 days after the yearly service. Walls, baseboards and other surfaces free of “splash” or buffing marks. Corners scoured. Any dirt, wax, etc. buildup removed. Baseboards and coving wiped free of “splash” marks, buffing marks and stains.

5. Lobby and Entrances:

On days scheduled Service:

- A. FLOOR/CARPET areas vacuumed or dust mopped. Move entry floor mats, sweep and deep vacuumed, mop mats and floor to be cleaned beneath the mats according to Manufacturers/Service Providers specifications and recommendations supplied by Court management.
- B. DUSTING of all window sills and baseboards.
- C. GENERAL – all office entrance doors, doors to restrooms, elevator doors, and elevator cabs spot cleaned. Interior and exterior doors’ glass wiped clean using an approved glass cleaner and all glass left in a bright condition, free of streaks and dust.
- D. All metalwork including, but not limited to, door hardware and frames, metal lettering, wiped clean and polished and left in a bright condition, free of all dust and streaks.

Yearly Service – To be scheduled at start of contract:

- E. WOOD surfaces including, but not limited to, furniture and fixtures cleaned with a clean dust cloth only.
- F. PAINTED metal doors and jambs washed down with clean water using a mild cleaning agent, rinsed and clean water if necessary, and dried with no streaks, marks or smudges.
- G. LOBBY/ROTUNDA FLOORS – Clean grout and floors, buff and polish lobby and rotunda marble floors at same time. Schedule to be coordinated with Court management.

6. Elevator:

On days scheduled Service:

- A. INSIDE DOOR – inside painted elevator door cleaned with mild, non-abrasive detergent cleaner. Left in bright, clean condition free of all dust, marks, stains and streaks.
- B. OUTSIDE DOOR – outside painted elevator door cleaned with mild, non-abrasive detergent cleaner. Left in bright, clean condition free of all dust, marks, stains and streaks.
- C. DOOR TRACKS – all dirt and debris removed from door tracks using vacuum crevice tool. Smudges and spills removed and tracks left in bright, clean condition.
- D. HANDRAILS wiped down and polished with non-abrasive metal cleaner/polish, and left in a bright, clean condition free of all dust, marks, stains and streaks.

- E. WALLS spot cleaned with non-abrasive mild detergent cleaner to remove smudges and fingerprints.
- F. CARPET vacuumed.

7. **Stairways:**

On days scheduled Service:

- A. All Stairways and landings vacuumed.
- B. All horizontal surfaces dusted including hand rails.

8. **Common Areas:** All Common Areas including, but not limited to, elevator, lobbies, corridors, and all heavy traffic areas.

On days scheduled Service:

- A. DUSTING – all horizontal surfaces, including but not limited to, tops of baseboards and coving, and signage.
- B. FLOORS – Carpets vacuumed completely using a pile lifter to remove all embedded dirt and grit and restore pile to a uniformly upright condition. Carpet clean and free from dust balls, dirt and other debris. Corners and behind doors dirt free. Carpets spot cleaned as required.
- C. GENERAL – Drinking fountains cleaned and polished with non-abrasive, non-acidic cleaner. Sides included. Smudges and fingerprints on entry glass cleaned with window cleaner. Smudges and fingerprints on elevator lobby signage glass cleaned with window cleaner. Doorplates, brass and metal fixtures, and other bright work wiped with non-abrasive cleaner.
- D. Housekeeper's closets left tidy. Supplies organized. No food, paper/cans, personal items, etc. left in closets. Floors swept, sinks and drains left clean. Mop strings, debris, and paper not left in drains.

Weekly Service:

- E. FLOORS – corners, baseboards of all carpeted floors vacuumed with detail tool.
- F. GENERAL – Water poured down drains in housekeeper's closets to prevent sewer gas. Housekeeper's closet sinks scoured with non-abrasive cleaner.

Yearly Service – To be scheduled at start of contract:

- G. FLOORS – All carpeted floors steam-cleaned using the deep clean extraction method. Schedule to be coordinated with Court management.

4.0 TIMELINE FOR THIS IFB

The COURT has developed the following list of key events related to this IFB. All dates are subject to change at the discretion of the COURT.

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IFB Number: *4/2 IFB 25/26-01*

EVENT	DATE
IFB issued	<i>April 1, 2025</i>
Deadline for questions	<i>April 15, 2025 by 4:00 P.M.</i>
Questions and answers posted	<i>April 18, 2025</i>
Voluntary Walk Through at 3389 12th Street, Riverside, CA 92501	<i>April 29, 2025 at 10:00 A.M.</i>
Latest date and time bids may be submitted	<i>May 20, 2025 by 4:00 P.M.</i>
Notice of Intent to Award (<i>estimate only</i>)	<i>June 3, 2025</i>
Execution of contract (<i>estimate only</i>)	<i>June 10, 2025</i>

5.0 IFB ATTACHMENTS

The following attachments are included as part of this IFB:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing IFBs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: COURT Standard Agreement Terms and Conditions	
Attachment 3: Bidder's Acceptance of Terms and Conditions	On this form, the Bidder must indicate acceptance of the Terms and Conditions listed in the Court's Standard Agreement or identify exceptions to the Terms and Conditions. Note: A material exception to the Terms and Conditions (addition, deletion, or other modification) will render a bid non-responsive.
Attachment 4: Darfur Contracting Act Certification	Bidder must complete the Darfur Contracting Act Certification and submit the completed certification with its bid.
Attachment 5: Payee Data Record Form	This form contains information the COURT requires in order to process payments and must be submitted with the bid.
<i>[Only for solicitations of \$100,000 or more]</i> Attachment 6: Unruh and FEHA Certification	Bidder must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification.

6.0 SUBMISSIONS OF BIDS

- 6.1 Bids should provide straightforward, concise information that satisfies the requirements of the “Bid Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the IFB’s instructions and requirements, and completeness and clarity of content.
- 6.2 The Bidder must submit its bid in two parts, the non-cost information and the cost information.
- a. The Bidder must submit **one (1) original and three (3) copies** of the non-cost information. The original must be signed by an authorized representative of the Bidder. The non-cost information (including all copies thereof) must be submitted to the COURT in a single sealed envelope, separate from the cost information. The Bidder must write the IFB title and number on the outside of the sealed envelope.
 - b. The Bidder must submit **one (1) original and three (3) copies** of the cost information. The original must be signed by an authorized representative of the Bidder. The cost information (including all copies thereof) must be submitted to the COURT in a single sealed envelope, separate from the non-cost information. The Bidder must write the IFB title and number on the outside of the sealed envelope.
- 6.3 Bids must be delivered by the date and time listed on the coversheet of this IFB to:
- Court of Appeal, Fourth Appellate District, Division Two
AnnDee Smith, Assistant Clerk/Executive Officer
3389 12th Street, Riverside, CA 92501*
- 6.4 Late bids will not be accepted.
- 6.5 Only written bids will be accepted. Bids must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Bids may not be transmitted by fax or email.

7.0 BID CONTENTS

- 7.1 Non-Cost Information. The following must be included in the non-cost information. A bid lacking any of the following may be deemed non-responsive.
- a. Bidder’s name, address, telephone and fax numbers, and federal tax identification number. Note that if Bidder is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
 - b. Name, title, address, telephone number, and email address of the individual who will act as Bidder’s designated representative for purposes of this IFB.
 - c. Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Bidder has provided similar goods. The COURT may check references listed by Bidder.
 - d. Acceptance of the Terms and Conditions.

- i. On Attachment 3, the Bidder must either indicate acceptance of the Terms and Conditions or clearly identify exceptions to the Terms and Conditions. An “exception” includes any addition, deletion, or other modification.
 - ii. If exceptions are identified, the Bidder must also submit a red-lined version of the Terms and Conditions that clearly tracks proposed changes, and a written explanation or rationale for each exception and/or proposed change.
 - iii. **Note: A material exception to the Terms and Conditions (addition, deletion, or other modification) will render a bid non-responsive.**
- f. Certifications, Attachments, and other requirements.
- i. Bidder must include the following certifications in its bid:

Bidder certifies that it has no interest that would constitute a conflict of interest under California Public Contract Code sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or rule 10.103 or rule 10.104 of the California Rules of Court, which restrict employees and former employees from contracting with judicial branch entities.

Bidder certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Bidder would provide to the COURT are not related to products or services that are the reason the Bidder must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a “scrutinized company” as “a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.”)
 - ii. Bidder must submit with its bid, for itself and each of its affiliates that make sales for delivery into California, a copy of either (a) a California seller's permit issued under Revenue and Taxation Code section 6066 et seq. or (b) a certificate of registration issued under Revenue and Taxation Code section 6226.
 - iii. Bidder must complete the Darfur Contracting Act Certification (Attachment 4) and submit the completed certification with its bid.
 - iv. If (i) Bidder is a corporation, limited liability company, or limited partnership, and (ii) the agreement resulting from this IFB will be performed in California, proof that Bidder is in good standing and qualified to conduct business in California.
 - v. *[for solicitations of \$100,000 or more]* Bidder must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (Attachment 6) and submit the completed certification with its bid.

7.2 **Cost Information.** The following must be included in the cost information.

- i. A detailed line-item budget showing total cost of the proposed services. Budget shall include rate per hour and number of hours per service.

NOTE: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code.

8.0 OFFER PERIOD

A Bidder's bid is an irrevocable offer for ninety (90) days following the bid due date. In the event a final contract has not been awarded within this period, the COURT reserves the right to negotiate extensions to this period.

9.0 EVALUATION OF BIDS

The COURT will evaluate the bids as described in the Administrative Rules. Award, if made, will be to the lowest responsible bidder meeting specifications.

The COURT may conduct interviews with Bidders to clarify aspects of their bids. The interview process may require a demonstration of equivalence if a brand name is included in the specifications. The interviews may be conducted in person or by phone. If conducted in person, interviews will likely be held at the COURT's offices. The COURT will not reimburse Bidders for any costs incurred in traveling to or from the interview location. The COURT will notify eligible Bidders regarding interview arrangements.

If a contract will be awarded, the COURT will post an intent to award notice at www.courtinfo.ca.gov.

10.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

One copy of each bid will be retained by the COURT for official files and will become a public record. The Public Contract Code requires that bids be publicly opened and made available for public inspection. Accordingly, Bidder should not include confidential or proprietary information in its bid.

11.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

"The COURT has waived the inclusion of DVBE participation in this solicitation."

12.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract Manual (see www.courts.ca.gov/documents/jbcl-manual.pdf). Failure of a Bidder to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest. The deadline for the COURT to receive a solicitation specifications protest is: the bid due date (May 20, 2025). Protests should be sent to:

*Court of Appeal, Fourth Appellate District, Division Two
Manuel A. Ramirez, Presiding Justice
3389 12th Street, Riverside, CA 92501*