



**REQUEST FOR PROPOSALS**

**#24-08223**

**DISTRICT CARPET CLEANING  
AND SANITIZING**

**FOR AREA 3 SCHOOLS**

**SEE EXHIBIT "A"**

**Sacramento City Unified School District Purchasing Services  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824  
(916) 643-9460**

**A. PURPOSE OF THE REQUEST FOR PROPOSALS**

The Sacramento City Unified School District (SCUSD) is seeking proposals from commercial vendors to provide carpet cleaning and carpet sanitizing services for all district locations including 51 Elementary, 12 Middle and 12 High Schools. For purposes of ensuring vendor capacity and meet district timelines to complete the work, 4 separate RFP's will be issued by geographic location and awarded by area for this project, work will be performed during the district's Summer Break between June 20 – July 30, 2024.

The selected company or companies will be a qualified and experienced commercial carpet cleaning company with proven experience at large public institutions or complexes. SCUSD has a variety of carpet cleaning and sanitizing services needs and will select a vendor based on demonstrated ability to provide services that are safe, efficient, effective and cost conscious. Each commercial vendor must be appropriately licensed and have the skills and network necessary to be responsive and support SCUSD with appropriate services.

**RFP SCHEDULE (SUBJECT TO CHANGE)**

Release of RFP	April 4, 2024
Site Visit – mandatory: John Still (5-8) 2200 John Still Dr. Sacramento, CA 95832. Meet in front of the school main entrance.	April 18, 2024 – 9 am
Deadline for vendors to submit questions via Planet Bids to: Robert Aldama- Purchasing Manager II by end of business day 5 pm (PT)	April 25, 2024
Responses to Proposer Questions via RFP Addendum (if needed)	April 30, 2024
Proposal submittal deadline by 2:00 pm (PT)	May 14, 2024
Proposal Evaluations	Week of May 21, 2024
Board of Trustees Meeting Approval of Contract Award	June 6, 2024
Anticipated Contract Start date	June 20, 2024

**B. PROPOSAL SUBMISSION VIA ELECTRONIC BID PORTAL**

Interested vendors must submit responses through the district's electronic bidding portal. In order to download the RFP document and vendor requirements, the vendor registration may be completed here: <https://pbsystem.planetbids.com/portal/61521/portal-home>

### C. DEADLINE FOR PROPOSAL SUBMISSION

Vendor proposals must be received on or before at 2:00pm and must be submitted electronically via the electronic bid portal, no paper proposals or emailed proposals will be accepted.

### D. GENERAL INFORMATION

Sacramento City Unified School District is one of the oldest K-12 districts in the western United States (established in 1854). SCUSD serves 40,711\* students on 75 campuses spanning 70 square miles.

The Sacramento City Unified School District (SCUSD) is seeking proposals from commercial Vendor to provide carpet cleaning and sanitizing services for all district locations including 51 Elementary, 12 Middle and 12 High Schools. The selected company or companies will be an experienced commercial carpet cleaning company with proven qualifications at large public institutions or complexes.

Vendor selection will be based on based on demonstrated ability to provide services that are efficient, effective and cost conscious. Each vendor must be appropriately licensed and have the skills and network necessary to be responsive and responsible to provide the required services.

### E. PROJECT DESCRIPTION

The Contractor shall furnish all management, supervision, cleaning personnel, equipment, tools, and other materials as required for Carpet Cleaning Services. Cleaning chemicals and materials must be provided with the carpet cleaning service. All chemicals, application of chemicals, and use of equipment will meet all governmental requirements for safe conditions for the employees and the district students, staff, and faculty.

This project requires deep carpet cleaning and sanitizing of carpets at all district locations. Interested commercial carpet cleaning Vendor s will submit a cost proposal inclusive of the supervision, labor, materials, and equipment necessary to provide services for carpet cleaning and sanitizing services.

### F. SCOPE OF WORK

#### a) Conduct Initial Assessment:

Evaluate the condition of the carpets in the classroom.

Identify any stains, spots, or heavily soiled areas that require special attention.

#### b) Pre-Treatment:

Vacuum to remove loose dirt and debris, ensuring a more effective cleaning process.

Apply pre-treatment solutions to stains and heavily soiled areas to loosen dirt and grime.

Allow the pre-treatment solution to dwell for a specified period to maximize effectiveness.

#### c) Moving Furniture:

Safely move furniture in the classroom to access all carpeted areas for thorough cleaning. Take precautions to prevent damage to furniture and ensure it is properly relocated.

d) Deep Cleaning Process:

Utilize hot water extraction or steam cleaning methods for deep cleaning. Water temping at approximately 180 degrees and not exceeding 200 degrees.

Employ high-quality, environmentally friendly cleaning agents to lift embedded dirt and stains from the carpets.

Ensure thorough extraction of water and cleaning solutions to minimize drying time.

e) Dry Time:

Estimate the drying time based on factors such as carpet material, ambient temperature, and humidity levels.

Provide ventilation to expedite the drying process and prevent mold or mildew growth.

Communicate expected dry time to the client for their convenience and planning.

f) Post-Cleaning Inspection:

Conduct a final inspection to ensure all areas of the carpet are clean and free of stains.

Address any remaining spots or stains as needed to achieve satisfactory results.

Return furniture to its original position in the classroom once the carpets are completely dry.

g) Customer Satisfaction:

Seek feedback from the client to ensure their expectations have been met or exceeded.

Address any concerns or issues promptly and professionally to ensure customer satisfaction.

h) Documentation:

Maintain detailed records of the cleaning process, including pre-treatment applications, cleaning methods used, and any challenges encountered.

Provide the client with a summary of services rendered for their records.

Note: The scope may vary based on the specific requirements of the classroom and the site needs. Adjustments can be made accordingly with district approval.

## G. VENDOR RESPONSIBILITIES

a) Only personnel who have been properly trained shall be assigned duties under this contract.

All personnel shall be dressed in a manner authorized by the Contractor and approved by the Owner. Owner may require the school systems colors or other logos be included on the contractor's uniforms.

The personnel shall be neat and clean in appearance. Name tags are required and shall be furnished by the Contractor. No employee with a police record, other than minor traffic violations, may be assigned duties under this contract.

b) Contractor shall be responsible for the submission of a police clearance record and required

background check before any employee begins work.

- c) Contractor will pay all taxes pertaining to its employees as required by law. Any employee whose work habits and/or conduct is deemed objectionable shall be removed from the work force upon request of the authorized Sacramento City USD representative.
- d) No Subcontractors allowed. All carpet cleaning personal must be employed by the contracted service provider.
- e) Safety - The Contractor(s) shall be responsible for the training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for the employees and the Owner's students, staff, and faculty. All Contractor(s)'s employees working on a DPS campus must complete annual Asbestos training
- f) Security - The Contractor shall be responsible for training employees in security requirements of Sacramento City USD and shall be responsible for the enforcement of the same.
- g) The Contractor shall be responsible for safeguarding against loss, theft, or damage of all Owner's property, materials, equipment, and accessories which might be exposed to the Contractor's personnel.
- h) Guns, knives, or other dangerous weapons shall not be allowed on campus.
- i) Alcohol and drugs are prohibited on campus.
- j) Tobacco use of any type (smoking/chewing/etc.). is prohibited on campus.
- k) Keys and card access, which may be distributed at the beginning of each work period, shall be returned to the appropriate supervisor at the end of each work period. Keys and card access which will be required by the Contractor and employees will be approved by the Owner and will be controlled by a person to be named after award of contract. In any event, the Contractor shall be fully responsible for the security and appropriate use of the keys and card access which may be issued.
- l) Additionally, the Contractor shall be fully responsible for the replacement of any keys and card access that are lost and any additional cost resulting due to loss of keys or card access. Contractor's personnel shall not allow any unauthorized persons in Owner's facilities. Exceptions require Owner's written approval. When it is determined that a building has been left unsecured due to negligence on the part of the Contractor, there will be a charge-back of \$25.00 per hour, time determination being from when the on-call person leaves home until they return home from securing the building. Additional charges to the contractor(s) will be apply if property is damaged during the time when the facility was left unsecured
- m) Supervision - All supervision as required for the execution of those contractual responsibilities

assumed by the Contractor shall be done by the Contractor or designated representative.

- n) **Damage** - The Contractor shall be responsible for the repair and replacement to the satisfaction of the Owner's representative for any damage to the facility caused by any employee of the Contractor.
- o) **Equipment, Supplies and Materials** - The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the Contractor's responsibility. All equipment shall be maintained properly, and in clean condition. The Contractor(s) shall be responsible for the acquisition of all equipment necessary to fulfill all specifications stated herein. A listing of all equipment which will be used by the successful Contractor(s) must be submitted for approval prior to initial service under the contract. Changes may be made only after being duly authorized by Owner. All equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Manufacturer's Data Sheets will be maintained on each job site for all equipment used in the cleaning processes, with copies given to Owner's personnel and updated regularly.
- p) The Contractor(s) shall be responsible for the acquisition of all chemicals, materials, and supplies necessary to fulfill all specifications stated herein. A listing of all chemicals, materials, and supplies which will be used by the successful Contractor(s) must be submitted for approval prior to initial service under the contract. Changes may be made only after being duly authorized by Owner. All chemicals, materials, and supplies must meet or exceed OSHA requirements and commonly recognized safety requirements. Material Safety Data Sheets will be maintained on each job site for all chemicals, materials and supplies used in the cleaning processes, with copies given to Owner's personnel and updated regularly.
- q) The Contractor(s) must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of the Owner.
- r) The Contractor(s) bears all responsibility for determining the amount of items needed and all cost associated with all equipment, chemicals, materials, and supplies.
- s) **Training** - Contractor must have a training program specifically designed for school technicians, including training to meet all Local, State, and Federal guidelines.
- t) **Emergencies** - All emergency conditions shall be promptly reported to the Owner's authorized representative.
- u) **Contractor's Representative** - A representative of the Contractor shall be appointed within 24 hours after receipt of the contract, and this person shall be available as deemed necessary by the representative for purposes of reporting problems, requesting schedule changes, etc. This individual shall be someone other than the job supervisor and they shall be the sole contact person for routine matters.
- v) **Program Responsibility** - The Contractor shall assume full responsibility for all carpet

cleaning services program as agreed to in the award notification.

- w) The Contractor shall be responsible for moving furniture before cleaning and returning furniture to its original location after the cleaning the carpet. Contractor shall also be responsible for other duties as required such as moving risers, bleachers, wrestling mats, moving and setting up school event areas as needed to complete the carpet cleaning services. Contractor shall allow for flexibility in the work schedule or provide part time workers for these duties as required. Sacramento City USD reserves the right to adjust any work schedule to accommodate events and functions as needed.
- x) Contractor will comply with the requirements of the Federal System for Award Management (SAM), be registered and approved as a vendor to receive federal funds for services, as applicable for this RFP.
- y) Contractor will comply with the district's fingerprinting requirements.

#### H. DISTRICT RESPONSIBILITIES

- a) Utilities - All necessary utilities will be furnished by the Owner.
- b) Trash Disposal - The Owner shall furnish in a reasonably convenient location a container for use by the Contractor in the removal of wastepaper, trash, debris, etc.
- c) Work Schedule – The district will provide vendor with a detailed schedule of dates and times when the work will be done.
- d) Keys and Card Access - Keys and Card Access which may be utilized for the Contractor(s)'s employees will be furnished by the Owner.
- e) Assign District contacts for each location where work will be performed

## I. VENDOR PROPOSAL REQUIREMENTS

(must be submitted and outlined in the order provided below- limit your response to a maximum of 20 pages):

### 1. Introduction and Executive Summary (1 page)

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

### 2. Service Approach (1 page)

- a. Describe three examples from large institutions equal in size and scope to Sacramento City Unified School district, where your firm has provided services as requested in this RFP in the past 3 years.
- b. Provide project summary, budget information if appropriate, and contact information for references at the facility involved.

### 3. Firm Qualifications (up to 7 pages)

- a. Name, address, and telephone number of a primary contact person.
- b. A brief description of your firm, certifications held, professional organization affiliations.
- c. Address and location(s) of local offices and service headquarters that would be involved in servicing this contract.
- d. Names of all staff and supervisors who would work on the contract
- e. The firm must have sufficient licensed employees to cover the property's needs. Provide the following:
  - i. The role each staff member would play in the project (onsite service technician, onsite supervisor, manager, owner, etc.) and your hourly rate charged to us for their work.
  - ii. Experience, education, and qualifications of each staff member, including licenses and certifications held, verification that license(s) are valid, and other relevant training or skills.
  - iii. Written assurance that the staff members listed above will be performing the work and will not be substituted with other personnel or reassigned to another project without prior approval. Assurance must also be made that any substitute personnel be fully qualified.



4. Certifications The contractor shall provide the following: (7 pages)

- a) Certificate of Contractor General Liability Insurance, with the contracting party named as an additional insured in a limit of \$2 million dollars per occurrence and aggregate limit of \$4 million dollars.
- b) Auto Insurance naming the district additional insured in limits of 2 million dollars per accident.
- c) Certificate of Workers' Compensation Insurance with statutory employer's liability of \$1 million dollars.
- d) Complete the finger printing and criminal background for as required by the district.
- e) A copy of all applicable carpet cleaning and sanitizing services licenses which will be used to complete the work of this contract: (Operators license, Applicator's licenses and Field Representative licenses of all staff assigned to the contract)
- f) Listing of any violations of state regulations within the past three years.
- g) Description of in-house training program for employees.
- h) Description of in-house health & safety program.

5. Quality Control: (3 pages)

The contractor must commit to providing qualified, professional personnel and will provide a written statement to ensure the following:

- a) Understand current practices in this field and have experience providing carpet cleaning and sanitizing services in a large institutional environment;
- b) Conduct themselves in a professional manner, with minimal noise and disruption;
- c) Cooperate with the building occupants to assure the progress of this work;
- d) Have good communication skills and will speak with personnel who are present during a visit.
- e) Wear a distinctive uniform that has the contractor's name easily identifiable, affixed in a permanent or semi-permanent manner while working at SCUSD-owned or leased properties;
- f) Use additional personal protective equipment required for safe performance of work as determined and provided by the contractor that, at a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for products being used;
- g) Use only contractor vehicles identified in accordance with state and local regulations;
- h) Observe all safety precautions throughout the performance of this contract. Certain areas within some buildings may require special instructions for persons entering these areas;
- i) Will comply with all government regulations as are applicable during the time spent on SCUSD property;
- j) Obtain parking passes, if needed, as supplied by SCUSD

k) Take precautions to ensure student, visitor and employee safety.

**6. References (1 page)**

The Contractor must submit a list of at least four (4) verifiable references, including company name, current contact information for company principal, description and term of services provided, for work comparable to that included in these specifications that has been completed during the past three (3) years or is currently in progress.

**7. Cost Proposal**

Submit prices under the Line Items Tab that includes the total cost inclusive of the RFP scope and requirements as provided in the RFP document.

**8. Contract Award**

Contract will be awarded to the best qualified vendor offering the most comprehensive services at a reasonable cost. The term of the award will be effective until all services are completed.

The district reserves the right to cancel the contract for no cause.

**J. VENDOR PROPOSAL EVALUATION**

Vendor Proposal evaluation will be done on a scoring basis as per below:

a) Company Experience and Qualifications	35
▪ Company Experience	
▪ Staff Experience	
▪ Certifications	
▪ References	
b) Service approach & quality control assurance	15
c) Cost proposal	50
Total Points	100

The selected vendor award will be presented to the governing Board for approval and contract execution. Work to start upon Board approval and District approved schedule.

## EXHIBIT "A"

RFP#24-08223	Area 3 - Sacramento USD Schools	Number of Rooms with Carpet	Square Footage
Caroline Wenzel	6870 Greenhaven Drive, Sacramento, CA 95831	25	24,540
Genevieve F. Didion	6490 Harmon Drive, Sacramento, CA 95831	30	25,440
H. W. Harkness	2147 54th Avenue, Sacramento, CA 95822	20	21,155
John Bidwell	1730 65th Avenue, Sacramento, CA 95822	26	24,598
John Cabrillo	1141 Seamas Avenue, Sacramento, CA 95822	12	18,873
John D. Sloat	7525 Candlewood Way, Sacramento, CA 95822	21	20,621
John F. Kennedy	6715 Gloria Drive, Sacramento, CA 95831	39	20,249
John Morse Therapeutic Ctr	1901 60th Avenue, Sacramento, CA 95822	17	9,192
John Still (5-8)	2200 John Still Drive, Sacramento, CA 95832	24	23,201
John Still (K-4)	2250 John Still Drive, Sacramento, CA 95832	27	28,643
Martin Luther King, Jr.	480 Little River Way, Sacramento, CA 95831	32	24,277
Pony Express	1250 56th Avenue, Sacramento, CA 95831	23	24,554
Rosa Parks	2250 68th Avenue, Sacramento, CA 95822	17	16,913
Sam Brannan	5301 Elmer Way, Sacramento, CA 95822	22	20,179
School of Engr & Sciences	7345 Gloria Drive, Sacramento, CA 95831	21	15,000

Success Academy	2221 Matson Drive, Sacramento, CA 95822	27	24,576
New Tech	1400 Dickson St, Sacramento, CA 95822	10	21,960

SCHOOL FINDER LINK: <https://scusd.schoolmint.net/school-finder/home>

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