

## **REQUEST FOR PROPOSALS**

WEST VALLEY SANITATION DISTRICT  
OF SANTA CLARA COUNTY, CALIFORNIA  
100 East Sunnyoaks Avenue  
Campbell, California 95008

### **JANITORIAL SERVICES CONTRACT**

Notice is hereby given that the West Valley Sanitation District of Santa Clara County (District) is accepting proposals for janitorial services to be performed at the District Office in Campbell, California.

RECEIPT OF PROPOSALS - Sealed proposals will be received at the District office at 100 East Sunnyoaks Avenue, Campbell, California, 95008, until 2:00 PM (local time), on **Thursday, March 28, 2019**. Proposals received will not be publicly opened or read aloud. All proposals shall be enclosed in an opaque clasped envelope clearly marked as "PROPOSAL FOR JANITORIAL SERVICES. The proposals will be referred to and considered by the Board at a subsequent meeting.

PRE-BID MEETING - All bidders interested in submitting proposals for janitorial services are required to attend a **mandatory Pre-bid and Facility Inspection Meeting** to be held at the District office on Thursday, March 21, 2019, at 10:00 AM.

DESCRIPTION OF SERVICES – Janitorial services are to be provided for two buildings located at the District office with a total area to be serviced of approximately 9,000 sf. Typical janitorial services include vacuuming, mopping, sanitizing, dusting, trash collection, filling dispensers, etc. on an established frequency. All consumable supplies required by the janitorial service contractor are to be provided by the District. All cleaning supplies, tools, and equipment needed to perform janitorial services are to be provided by the janitorial services contractor. The Janitorial Services Contract will be issued for an initial three-year term, and may be extended for an additional two (2) three-year terms (for a total possible contract term of nine years, ending June 30, 2028). The RFP package includes a more detailed and complete description of janitorial services and facilities to be serviced.

REQUEST FOR PROPOSAL (RFP) PACKAGES – RFP Packages are available to interested parties at no cost beginning March 14, 2019 at the District Office, or requested by telephone at (408) 378-2407, or on the District's website at [www.westvalleysan.org/documents/](http://www.westvalleysan.org/documents/).

DISTRICT'S RIGHT - The District will review all proposals for the purpose of determining that they are responsive and responsible bids. The District will consider the Contractor's experience and satisfactory performance in previous janitorial contracts. The District reserves the right after opening proposals to reject any or all proposals, waive any informality (non-responsiveness) in a proposal, or to make award to the lowest responsive and responsible proposer and reject all other proposals, as it may best serve the interest of the District.

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