



October 13, 2017

REQUEST FOR PROPOSALS FOR JANITORIAL AND MAINTENANCE SUPPLIES

The Sunrise Recreation and Park District is soliciting proposals from interested, highly qualified, and experienced firms for the District's Janitorial and Maintenance Supplies. A Request for Proposal (RFP), which includes instructions for its completion, is attached.

Respondents to this RFP shall submit completed proposals in a sealed envelope, clearly marked with "Bid for District's Janitorial and Maintenance Supplies" and the name of the bidder. Proposals must be submitted by 2:00 pm on November 17, 2017, to the following address:

Sunrise Recreation and Park District
Attention: Finance Manager
7801 Auburn Blvd.
Citrus Heights, CA 95610

If you have any questions about the RFP, please submit your inquiries in writing, via e-mail to:

Sunrise Recreation and Park District
Finance Manager
7801 Auburn Blvd.
Citrus Heights, CA 95610
ap@sunriseparks.com

QUESTIONS - Please direct questions in writing to Finance Manager of the Sunrise Recreation & Park District, by e-mail at ap@sunriseparks.com. Deadline for questions is 5:00 pm on October 27, 2017. Addendums and answers to all questions will be posted on the District's website (www.sunriseparks.com) no later than 48 hours prior to the Request for Proposal due date and time. It is the Contractors responsibility to check the District's Website for updates.



REQUEST FOR PROPOSAL

Janitorial and Maintenance Supplies



SEALED SUBMITTALS DUE:
Friday, November 17, 2017 by 2:00 PM

CONTACT:

Sunrise Recreation and Park District
Finance Manager
7801 Auburn Blvd.
Citrus Heights, CA 95610
ap@sunriseparks.com

Notice to Suppliers Inviting Fee Proposals

Notice is hereby given that the Sunrise Recreation and Park District is requesting proposals for the DISTRICT's janitorial and maintenance supplies.

Project Scope

Description of Facilities

The Sunrise Recreation and Park District services 43 parks within the Citrus Heights, Antelope, and Foothill Farms communities. 18 of those park locations include public restroom facilities. The District also includes a District Office, an Auditorium, three Community Centers, a Corporation Yard, and three Daycare buildings. These facilities are serviced by District Staff.

The parks and facilities are owned and managed by the Sunrise Recreation and Park District, a special district of Sacramento County.

Scope of Services

The DISTRICT is seeking a company to provide janitorial and maintenance supplies to support its year-round needs. The types of janitorial and maintenance supplies used are listed on the Bid Sheet on page 5. Delivery must be made to the District Corporation Yard. Business hours are Monday through Friday 6:00 am to 2:30 pm.

Timeline

The following timeline is an estimation of the schedule expected for proposals. The timeline for proposals received (completed proposals) is fixed and non-negotiable. Staff recommendation to Advisory Board of Directors and Award of Contract – Finalize Agreement may vary due to unforeseen occurrences.

Date: October 13, 2017 Friday	<u>Release RFP/RFP Period Starts</u>
Date: October 27, 2017 Friday	<u>Questions Received, 5:00 pm Deadline</u>
Date: November 17, 2017 Friday	<u>Proposals Received, 2:00 pm Deadline</u>
Date: November 20, 2017 thru December 31, 2017	<u>District Requested and Received Samples of Products</u>
Date: January 18, 2018	<u>Staff Recommendation to Advisory Board of Directors</u>

Thursday	
Date: January 25, 2018 Thursday	<u>Award of contract – Finalize Agreement</u>

Request for Proposals and Selection Process

Selection Process

Only responsive proposals received at the designated location at or prior to the submittal deadline will be considered. Each proposal must identify the individual who will be the prime contact person to district staff. All responsive proposals will be reviewed by the DISTRICT for accuracy and identification of lowest responsible bidder.

Bid shall include:

1. Completion of the Bid Sheets on Page 5.
2. Completion of the Contractor Agreement on Page 7.

The DISTRICT reserves the right, without limitation, to:

- Reject any or all proposals;
- Waive any minor defects, irregularities or informalities in any proposal;
- Determine in its sole discretion which proposal, if any, should be accepted;
- Cancel award of this agreement;
- Re-advertise for new proposals; and
- Split the bid award between multiple vendors
- Request samples of product

Although the intent of this RFP is to result in an agreement with one low bid vendor, the DISTRICT reserves the right to split the award between multiple vendors if deemed in the best interest of the DISTRICT. The Board reserves the right to reject any or all bids, to waive any informality in any bid, and to determine which bid in the judgment of the Board is the lowest responsive bid of a responsible bidder. By order of the Board of Directors of the Sunrise Recreation and Park District, a Special District of the County of Sacramento, California, dated July 21, 2011.

Terms and Conditions

Terms

This Agreement shall commence on the date specified in the agreement and shall continue in effect for an initial period of two (2) years; unless otherwise stated in the Bid Sheet. After this period, the agreement will continue month to month or until either party gives the other party written notice of not less than thirty (30) days in advance, specifying the date of termination.

Invoices

CONTRACTOR will submit invoices to the Sunrise Recreation and Park District, Attention: Finance, 7801 Auburn Blvd, Citrus Heights, CA 95610 and if correct are payable within forty-five (45) days from receipt.



BID SHEET

FOR

Janitorial and Maintenance Supplies

The table shown below represents the janitorial and maintenance supplies that were used to maintain the DISTRICT'S facilities for the year listed below. The 2016 volume column is for informational purposes only. Your prices should not be calculated using the volume column. Please provide the DISTRICT with your current prices including 7.75% sales tax and any applicable charges that are not listed below.

Type	Size	2016 Volume	Units	Price Per Unit
Toilet Paper 2-PLY	Regular Roll 4.5" x 4.0"	233	30/Case	
Toilet Paper, 2-PLY	Jumbo Roll 9" Wide	30	12/Case	
Paper Towels	7.7" x 700ft	480	Roll	
Trash Liners Clear	33" x 46" 1.8MIL (low density)	360	100/Case	
Liners for Wall Mount Sanitary Container Clear	9" x 5" x 16" 1.5 MIL	1	1000/Case	
Enzymes	3 Liter	75	4/Case	
Disinfectant	1 Gallon	60	Each	
Coveralls, Tyvek Brand Zipper Front	Various Sizes	280	25/Case	
Gloves, Nitrile Powder-Free	Various Sizes 4.0 MIL	175	50/Box	
Gloves, Nylon	Various Sizes	36	Each	
Gloves, Cowhide	Various Sizes	36	Each	
All Purpose Cleaner, Simple Green or Comparable Product	1 Gallon	13	Each	
Air Freshener (aerosol)	10 oz	48	Each	
Urinal Screens		55	Each	
Safety Glasses Smoke & Clear Lenses		56	Each	
Seat Covers		60	250/Box	
Hand Soap, Liquid	800ML	100	Bags	
Hand Soap, Liquid	1000ML	100	Bags	
Cut Cloth Rags	Various	6	Various/Case	
Total Amount				

Turnaround time for ordering and delivery _____



CONTRACTOR AGREEMENT

FOR

Janitorial and Maintenance Supplies

I, we, the undersigned, hereby agree to provide janitorial and maintenance supplies at the price listed on the completed Bid Sheet, named herein in accordance with the specifications and conditions contained in the Request for Proposal. The Sunrise Recreation and Park District reserves the right to reject any and all bids.

Bidder: _____ CA License# _____

Address: _____

Telephone: _____ Fax: _____

Signed by: _____ Date: _____

Name: _____ E-mail _____

Deadline for Proposal

Proposals must be sealed and submitted no later the 2:00 pm, Friday, November 17, 2017. Proposals shall be received at the Sunrise Recreation and Park District Office
Location:

**Sunrise Recreation and Park District
Attention: Finance Manager
7801 Auburn Blvd.
Citrus Heights, CA 95610**

Contact:
Finance Manager
ap@sunriseparks.com