



REQUEST FOR PROPOSAL

**Jurupa Area Recreation
and Park District
12/27/2021**

Item: Custodial Services & Floor Maintenance

PROPOSAL RESPONSES DUE:

**Must return by mail, E-mail or in person on or before
Wednesday, 01/26/2022 at 3:00 p.m.**

to

**JARPD • Attn: Zina Whitney, Recreation Manager
8621 Jurupa Rd • Jurupa Valley, CA 92509**

The Jurupa Area Recreation and Park District is currently seeking proposals from licensed, bonded, and insured companies for Custodial Services and Floor Maintenance for the Park District Office, Jurupa Community Center, Veterans Memorial Community Center and Skyview Event Center, located in Jurupa Valley CA. Individual addresses are listed below. Specifications of service requested are attached. Quotes for service should include all facilities listed

Site Walk- Wednesday, January 12, 2022 at 10:00 am.

Facility Name	Address		Monthly Price
District Office (service 2x week)	8621 Jurupa Rd., JV 92509		
Jurupa Community Center (service 2x week)	4810 Pedley Rd., JV 92509		
Veterans Memorial Community Center (service 1x week)	4393 Riverview Dr., JV 92509		
Skyview Event Center at Vernola Park (service 2x week)	5257 Wineville Ave., JV 91752		
		Total	

Vendor is to complete the following information:

VENDOR:	

ADDRESS:	

PHONE: _____	E-mail: _____
SSN or FEDERAL ID NUMBER:	

CONTRACTOR'S LICENSE - TYPE AND NUMBER:	

PRINT NAME OF AUTHORIZED COMPANY AGENT:	

DIR NUMBER	

SIGNATURE: _____	DATE: _____

Vendors having comments or questions should contact the following District Employee:

Zina Whitney, Recreation & Community Partnership Manager
Jurupa Area Recreation and Park District
E-mail: Zina@jarpd.org
Phone: (951) 361-2090

If the quote is a request for site work the contract entered into pursuant to this notice will incorporate the provisions of the State Labor Code. Pursuant to the provisions of Section 1773.2 of the Labor Code of the State of California, the minimum prevailing rate of per diem wages for each craft, classification or type of workman needed to execute the contract shall be those determined by the Director of Industrial Relations of the State of California, which are on file at the District Office, Jurupa Area Recreation and Park District, 8621 Jurupa Road, Jurupa Valley, and are available to any interested party on request. All contractors and sub-contractors must be register with the California Department of Industrial Relations prior to bid submittal.

Jurupa Area Recreation and Park District
Janitorial Services and Floor Care for District Facilities

For the Following Facilities: District Office (DO), Jurupa Community Center (JCC), Veterans Memorial Community Center (VMCC), and Skyview Event Center (SEC):

OFFICE SPACE / MEETING ROOMS / CLASSROOMS

Clean & disinfect/sanitize, dust all fixtures, office furniture/tables, display units and counter tops each service day.

Empty all trash receptacles and place liners each service day.

Clean and disinfect/sanitize telephones as needed or requested.

Dust light fixtures and ceiling vents as needed or requested (monthly)

Clean and disinfect/sanitize high touch areas, including door handles and light switches.

CARPETED FLOORING

Clean baseboards

Vacuum all carpeted areas each service day

Vacuum walk off-mats each service day.

Spot clean as needed or requested.

HARD FLOOR SERVICES

Dust mop and wet mop, including kitchen, each service day.

Polish/burnish twice each month or recommended frequency

Scrub and wax twice a year to maintain "wet" look (JCC and VMCC only)

Janitorial rooms swept and wet mop weekly

Clean baseboards each service day

KITCHEN SERVICES

Clean and sanitize sinks, tables, chairs, countertops, and all high contact areas.

Dust and wet mop floors each service day.

Polish appliances once a week.

Empty trash receptacles and replace liners each service day.

Clean/disinfect all outside surfaces of appliances.

**Skyview Event Center
Janitorial Services and Floor Care**

Front Desk Reception and Office Space

Dust all fixtures, office furniture, display units, and counter tops each service day.

Disinfect/sanitize all counter tops and high contact areas including door handles.

Dust windowpanes in staff office area. Clean windows twice a week.

Empty trash receptacles and replace liners each service day.

Dust light fixtures and ceilings as requested/needed.

Director Office

Dust all fixtures, office furniture, display units, and counter tops each service day.

Disinfect/sanitize all counter tops and high contact areas including door handles.

Dust windowpanes in staff office area.

Empty trash receptacles and replace liners each service day.

Dust light fixtures and ceilings as requested/needed.

Lobby and Hallways

Dust all fixtures, office furniture, and display units.

Disinfect/sanitize all high contact areas including door handles.

Dust windowpanes along hallways.

Empty trash receptacles and replace liners each service days.

Carpeted Flooring

Clean baseboards once a week.

Vacuum all carpeted areas each service day.

Vacuum all mats each service day.

Spot clean as needed or requested.

Hard Floors

Dust and wet mop each service day.

Clean baseboards once a week.

Restrooms

Clean and disinfect toilets, sinks, countertops, walls below dispensers and hand dryers, and high contact areas including door handles each service day.

Dust and wet mop floors each service day.

Empty trash receptacles and replace liners each service day.

Restock paper products, soap, towels, and dispensers.

Catering Kitchen / Staff Lounge

Clean and sanitize sinks, tables, chairs, countertops, and all high contact areas.

Dust and wet mop floors each service day.

Polish stainless-steel appliances once a week.

Empty trash receptacles and replace liners each service day.

Clean/disinfect all outside surfaces of appliances.

Event Room

Dust windows each service day.

Spot clean as needed.

Disinfect all high contact areas including door handles.

Clean and sanitize countertops on east end of the event room.