



Request for Quotations

Janitorial Services

Ensuring the safety of children, families and employees at the Lighthouse for Children facility.

Deadline to submit quotations via email to funding@first5fresno.org
by 12:00 p.m. on Friday, February 20, 2026

First 5 Fresno County
2405 Tulare Street, Suite 200 | Fresno, CA 93721
(559) 558-4900

Overview of Request for Quotations

The Children and Families Commission of Fresno County, referenced in this document as First 5 Fresno County (F5FC), is soliciting quotations for qualified janitorial services at the Lighthouse for Children (LFC) facility in accordance with a Request for Quotations (RFQ).

Intent of RFQ

The purpose of this RFQ is to contract complete janitorial services for the LFC facility (<https://lfcfresno.org/about-us/>), from a certified, bonded Contractor. The janitorial services will be for the entire LFC facility, which has a total square footage of approximately 43,300 square feet. The selected contractor will provide quality proactive service with minimal service call backs.

Contract Period

The contract for these services will be awarded for a one (1) year period, from an agreed upon start date, with the option for renewal for up to four (4) additional years, based on performance, availability of funds, and as determined by F5FC in its sole discretion.

F5FC reserves the right to negotiate any and all terms of the contract, including but not limited to the proposed activities and/or budget of any contract awarded by F5FC.

Eligibility

Experienced, certified, bonded contractors interested in providing these services are encouraged to submit a quotation as detailed in this RFQ.

Timeline

January 6, 2026	Release of RFQ
January 27, 2026 - 10:00 a.m.	Pre-Submission Site Visit (attendance is optional)*
February 17, 2026	Deadline to submit questions regarding this RFQ
January 14, 21, 28, February 4, 11, 18	Responses to submitted questions posted on the F5FC website
February 20, 2026 - 12:00 p.m.	SUBMISSION DEADLINE
March 13, 2026	Notification of selection
April - June, 2026	Contract development and finalization
July 1, 2026	Estimated contract start date

***Pre-Submission Site Visit:** There will be one, one-hour optional pre-submission site visit at 10:00 a.m. on Tuesday, January 27, 2026, at the LFC building site located at **2405 Tulare Street, Fresno, California 93721**. Bidders will be provided with this opportunity to view the project site to become familiar with the facility.

Bidders shall meet at the main entrance, on the first floor of the facility at 9:50 a.m. to be a part of the site visit. Bidders are NOT REQUIRED to attend in order to provide a quotation.

Janitorial Services

Request for Quotations (RFQ)

ABOUT

At First 5 Fresno County (F5FC), we know that children thrive when their families thrive. We envision a future where young children and their families are healthy, loved and nurtured. We pursue this vision by partnering with, advocating for, and investing in our community to create a seamless system of quality, accessible services that support the well-being of every child and family.

In 1998 California voters passed Proposition 10, increasing the state's tax on tobacco products and creating an initiative called "The Children and Families Act." The legislation established First 5 (the California Children and Families Commission), and it was charged with implementing an integrated system of services to support the optimal development of children from the prenatal stage to age five, so they are ready to succeed in school and life. The Commission is responsible for developing a strategic plan to guide local funding decisions that are consistent with the purpose of Proposition 10, which is to promote, support and improve the early development of children from the prenatal stage to five years of age.

In 2015, F5FC created the Lighthouse for Children facility, a space in the heart of downtown Fresno, where Fresno County families can access services and receive resources and information on how to support the transformative first 5 years of their child's life. F5FC owns and manages a three-story building which houses an all-day child care facility called the Child Development Center, a Community Learning Center, tenant office space, meeting spaces, and First 5 Fresno County's administrative offices.

INTENT

The purpose of this RFQ is to solicit quotations for complete janitorial services for the Lighthouse for Children facility, from a certified, bonded Contractor. The LFC facility has a total square footage of approximately 43,300 square feet that require janitorial services. F5FC reserves the right to either add or delete locations, square footage and/or frequency of service(s). The successful contractor will be required to provide quality service with minimal service call backs.

Experienced contractors interested in providing these services for LFC are encouraged to submit a quotation for fulfilling general janitorial services at the LFC. The Contractor selected will have demonstrated understanding in providing similar services and must be exceptionally capable of producing the desired services in a highly professional, timely and cost-conscious manner.

CONTRACT PERIOD

The contract period will run from an agreed start date (estimated: July 1, 2026) through one fiscal year (Jul-Jun). Based on performance of the contractor in the initial contract period, at F5FC's sole discretion, F5FC shall have the option of up to four one (1)-year renewals. These renewals will be determined by F5FC in its sole discretion based on performance and availability of funds.

Note: F5FC reserves the right to negotiate the proposed activities and/or budget of any proposed activities or components. F5FC reserves the right to either add or delete locations, square footage and/or frequency of service(s).

ELIGIBILITY

Experienced and qualified contractors interested in providing these services at the LFC facility are encouraged to submit a quotation. The respondent must have demonstrated 1) a clear understanding of the service details and the distinct, facility-specific janitorial needs of the LFC building; 2) experience in providing similar services; and 3) must be exceptionally capable of producing the desired services in a highly professional, timely and cost-conscious manner.

COST QUOTATIONS

Submitters shall provide a quotation including all costs in a format shown in the attached Form “B” Scope of Work and Budget sample. All cost quotations shall remain intact for a period of 120 days after submission quotation, sales tax must be applied and shown clearly only where applicable and prices need to be itemized.

Contractors are required to submit a quotation on all services and supplies. Quotations which do not respond to all items outlined in this RFQ document may not be considered. All prices and quotations must be typewritten. All quotations must be signed by a responsible officer or employee of the entity/company. Obligations assumed by such signature must be fulfilled.

F5FC understands that costs associated with these services fluctuate based on factors like minimum wage requirements and market rate. These factors must be noted and accounted for within the provided quotation.

SERVICE & RESPONDENT REQUIREMENTS

The Lighthouse for Children facility requires that the entity submitting a quotation under this RFQ be able to provide the services being requested five (5) days a week. Two (2) Day Porter positions will be stationed at the LFC facility as follows: One (1) full-time Porter will be staffed from 7:00 a.m. to 3:30 p.m., Monday through Friday, and one (1) part-time porter will be staffed from 2:00 p.m. to 6:30 p.m., Monday through Friday. Such hours are subject to change at any time. Contractor is responsible for providing sick leave or vacation coverage. This is the minimum level of staffing.

The requested services shall require the contractor to perform all operations in connection with the accomplishment of janitorial services at the LFC facility. The contractor shall furnish all labor, supplies, materials, equipment, and supervision to perform satisfactorily the services specified herein, but not limited to, at the frequencies and during the times shown.

At minimum, vendors must hold the following qualifications when submitting a proposal for this project. The Respondent:

- Shall have no less than five (5) years of professional experience in providing and managing janitorial services and providing these or similar services in similar settings such as the LFC.
- Must have adequate staff of trained janitors/day porters to meet the demand.
- Must have all appropriate licenses and certificates required in the state of California.
- Must have certificate of insurance.
- Must have the capacity to coordinate ordering and delivery of relevant supplies as outlined.

SCOPE OF WORK

The details enclosed below are what is expected of an eligible service provider and will act as the guide for the selected contractor and stands as a reference for bidders. When developing the quote, shown in the attached Form “B”, generalized details of services should be included. Take note that, as stated above, the facility currently has one (1) full-time Porter staffed from 7:00 a.m. to 3:30 p.m. and one (1) part-time porter staffed from 2:00 p.m. to 6:30 p.m., Monday through Friday in order to perform the work outlined.

1. General Tasks – Daily

- A. Trash and Recycling Receptacles - All waste receptacles, recycling containers, and other trash containers within the building shall be emptied each morning and throughout the day as needed and returned to their initial locations. Trash and recyclables shall be separately transported and emptied into designated containers (e.g. recycling goes into recycling container and trash goes into trash container). Boxes, cans, papers, etc., placed near a trash receptacle and marked “trash” shall also be removed and placed in appropriate containers. Any other items not marked shall not be removed. The interior, exterior and housing of trash and recycling receptacles, and walls next to the receptacles, shall be damp wiped to remove soil. Wet spills on the interior of wastebaskets shall be cleaned and dried. Trash receptacle plastic liners shall be replaced as needed, when dirty, wet or torn. Transporting trash within and from the buildings to outside trash dumpsters shall be accomplished using leak-proof plastic transport with wheels. Carry or roll all trash/recycle containers to exterior dumpster and dispose trash/recycle into dumpster. **DO NOT DRAG TRASH BAGS.** Liquid leaking from plastic bags being moved from trash receptacles shall be immediately cleaned.
- B. Trash and Recycling Storage Areas - All trash shall be placed inside trash dumpsters. All recycling shall be placed inside recycling totes or dumpsters. The area around all dumpsters shall be kept and maintained clean of all materials, paper, litter, etc. Dumpsters & trash enclosure gate shall be closed and locked after use. Recycle container areas shall be kept clean and free of trash. Recycling materials shall not be placed in trash dumpsters. No bags shall be left outside of the exterior trash house/receptacles at any point.
- C. Outside Entrances and Steps - Porches, handicap ramps, steps, fire escape stairways, basement stairways, and any other areas within 20 feet of entryways outside the building shall be swept to remove all soil, litter, and trash; picking up any litter each morning as needed. All visible surface litter, soil, dirt, cobwebs, etc., shall be removed from the area. Waste receptacles adjacent to the entrance shall be emptied and cleaned.
- D. Bodily Fluid/Waste Cleanup - If human bodily fluids or human waste are discovered outside of designated restrooms (e.g., landscaped areas, exterior building perimeters, entryways, or surrounding grounds), the Contractor shall be responsible for the safe and timely cleanup of the affected area. Contractor must ensure that staff follow all required health and safety protocols with proper equipment and properly disinfect and dispose of all contaminated materials. Cleanup shall occur promptly upon discovery by any part including but not limited

to Contractor, First 5 Fresno County staff, or Facilities Manager.

- E. Entrance Mats - Entrance mats located in either the exterior or the interior of entrances shall be cleaned. If vacuuming does not remove the soil, the mats shall be taken outside and swept with a stiff broom until all visible soil has been removed. Entrance mats shall be lifted to remove soil and moisture underneath and shall then be returned to the normal location after cleaning. No entrance mat shall be placed upon a damp or wet floor surface. Outside entrance mats shall be picked up and shaken to remove sand, dirt, dust, and any other debris.
- F. Entrance Doors - Completely clean both sides of glass entrance door and windows immediately adjacent to the entrance doors. Spot clean both sides of the entrance door frame. After cleaning, the surface shall present a uniform appearance free of all smudges, fingerprints, stains, streaks, lint, etc.
- G. Entrance Floors Inside - The surfaces shall be swept or dust-mopped prior to wet mopping to remove all loose soil and dust. All accessible areas shall be mopped to remove all soil, scuff marks, and non-permanent stains. After mopping, the floor shall have a uniform appearance with no streaks, film, swirl marks, detergent residue, mop strings or other evidence of soil. Baseboards shall be wiped to remove all splash marks.
- H. Drinking Fountains - Remove all streaks, smudges, stains, scales and other obvious soil from drinking fountains and entire cabinet. Disinfect all porcelain and metal surfaces including the orifice and drain. Stainless steel sections shall be polished with an appropriate cleaner.
- I. Internal Building Surfaces and Walls - Remove smudges, fingerprints, pen marks, streaks, etc., from washable surfaces including brass, stainless steel, around light switches, doors, doorways, door handles and casings, telephone stations, interior glass (such as reception counters and reception windows), bulletin boards and display cases, laminated plastic surfaces, clear sections of office cubicles, kick and push plates, and vertical/horizontal blinds with a treated cloth. After cleaning, the surface shall present a uniform appearance free of all smudges, fingerprints, stains, streaks, lint, etc. Areas adjacent to entrance glass within buildings that lead into offices shall also be completely cleaned and restored free of soil and streaks.
- J. Carpeted Areas - All carpeted areas shall be vacuumed free of all visible debris at every service (100% of all areas to be vacuumed a minimum of once per week, preferably before or after office hours). Prior to vacuuming, all surface litter such as paper, gum, rubber bands, paper clips, staples, etc., shall be picked up. Furniture and trash receptacles shall be moved, as necessary, to vacuum underneath. After vacuuming the floor, including corners, next to baseboards, and behind doors, it shall be free of all visible litter, soil, dust, and embedded grit.
- K. Carpet Spot Cleaning - Carpets shall be checked daily for stains and gum. All dirty spots/stains/gum shall be treated with a carpet spot cleaning solution, following the direction of the manufacturer for the specific carpet and stain involved. After cleaning, the carpet shall be free from visible spots, gum and stains, and the nap should be brushed all in one direction.

A single spot or stain is defined as an area with a definite continuous outline of a substance within the texture of the carpet (or less than 4 inches in diameter) that is not a part of the manufacturing process.

- L. Non-Carpeted Floors - Pick or sweep up all surface litter such as paper, gum, rubber bands, paper clips, staples, spills, etc. Sweep or vacuum the entire area, including under chairs, trash receptacles, desks, and other furnishings, behind doors, and corners, which are accessible prior to mopping. The entire area (100%) will be thoroughly dry-mopped or cleaned with appropriate solution, to remove dust, dry soil, and other surface debris every service.
- M. Tables, Counters, Desks, Chairs, and Sofas - Remove any non-permanent stains, spots, spills and pencil marks from tables, counters, and desks using a sponge or cloth dampened in mild detergent solution. Wipe down any dust from interior of offices, every two weeks, including desks, bookshelves, tables, etc. with care to not disrupt cords or equipment. The cleaning shall not be of such a degree as to remove the finish or leave abrasive marks. This includes all surface areas such as cabinets, bookcases, etc. that are empty. Chairs and sofas, where applicable, shall have cushions lifted for the purpose of the removal of any trash. Information written on whiteboards (dry/wet erase boards) shall not be cleaned off by Contractor unless requested by organization.
- N. Elevators - Remove all soil, dirt, graffiti, and fingerprint marks on external and internal surfaces with an approved cleaner. Polish metal surfaces with an approved metal polish; the surface shall be free of smudges, soil, and excess polish and have a shiny appearance. Inside shall be cleaned and polished with an approved cleaner/polish. Carpeted elevator floors shall be vacuumed. Exhaust fan vents shall be cleaned. Threshold tracks shall be cleaned on a weekly basis.
- O. Stairs and Stairwells - Stairwells, stairs, landings, rails and steps shall be cleaned, vacuumed and/or mopped. Flights include the landings and steps on stairways between floors. All trash shall be picked up.
- P. Break room/Concession/Kitchenette Area - Refill soap dispensers and paper dispensers. Clean and disinfect sinks, floor sinks, counters, exterior of appliances and cabinets, tables and chairs.
- Q. Conference Room Use - Ensure conference meeting rooms are free from trash after each event held in the facility. In the case of multi-day events, first thing in the morning remove excess trash and survey the space for need of cleaning.

2. Restroom Cleaning – Daily

- A. Clean and Disinfect Toilets and Urinals - Completely clean and disinfect all exposed surfaces of the toilets and urinals. A non-abrasive cleaner shall be used on the exposed hardware. The cleaning includes the drying and polishing of all exposed hardware. All foreign material shall

be removed from the urinal drain trap. A special set of sponges, cloths, scouring pads and brushes shall be maintained and used only for cleaning the urinals and toilets. Remove scale, scum, mineral deposits, rust stains, etc., from the interior of toilet bowls and urinals. After cleaning, the toilet seat must be completely dried and placed in an upright position. All fixtures shall present a clean, bright shiny appearance and shall be free of all streaks, spots, stains, rings, foreign material, etc., including the metal hardware. Stopped-up toilets shall be plunged free of obstructions. Only if obstructions cannot be dislodged completely shall it be reported along with other inoperable or broken fixtures. The Contractor's supervisor shall report all plumbing discrepancies to the facility manager or agent.

- B. Paper Products Dispensers - At a minimum, re-supply all paper towel dispensers to their maximum level when stock is down to 40%, but do not overfill. Dispensers shall be refilled with the proper product for that dispenser (NOT just laid on top of dispenser or on top of the counter). Re-supply toilet paper by placing the product in the dispenser. Replace consumed rolls and partial rolls, which appear to be down to the last 10-15%. Toilet seat cover dispensers shall be filled with a new package when empty or when less than 10-15% of the sheets remain in the package. The dispenser interior, exterior and adjacent surfaces shall be wiped with a sanitizer to remove fingerprints and smudges when filling. The dispensers shall be checked for proper operation after filing and inoperable devices shall be reported daily to supervisors who in turn shall notify the facility manager or agent. In addition, feminine product dispensers shall be kept stocked and the exterior cleaned as indicated above. Feminine products disposal containers shall always have a waxed paper liner or similar-type product, to be replaced daily or when they have been used.

Coreless bathroom tissue and other similar products may be considered but cannot be utilized without prior approval from the facility manager or agent.

- C. Soap Dispensers - At minimum, soap dispensers shall be filled to within 2" of the tops with foam or liquid soap when there is 15% of product left (most dispensers have been converted to foam). Soapbox cartridges shall be replaced prior to becoming empty. The dispensers and adjacent surfaces shall be wiped with a germicidal detergent to remove fingerprints and smudges. The device shall be checked after filling out proper operation, and inoperable devices shall be reported daily. The wall and floor area under soap dispensers shall be cleaned of all soap residues.
- D. Trash Receptacles - All waste receptacles and feminine product receptacles shall be emptied. Emptying includes removing the liner and disposing of it. The inside, outside, and housing of the receptacles shall be cleaned with a germicidal cleaner.
- E. Counter Tops and Sinks - Completely clean and disinfect all exposed surfaces of the sink. A non-abrasive cleaner shall be used on the exposed hardware. The cleaning includes the drying and polishing of all exposed hardware. After cleaning, the fixture shall present a clean, bright and shiny appearance and shall be free of all visible soil, streaks, oily smudges, residue of cleaning agents, etc. All metal hardware, such as faucet valves, drain and faucets, shall be

free of streaks, spots, stains, etc. Inoperable or broken fixtures shall be reported daily to supervisors. Different cloths, sponges, brushes and scouring pads shall be used to clean the sinks than the ones used for cleaning the toilets and urinals.

- F. Diaper Changing Stations and Other Surfaces - Remove all surface litter such as paper towels, etc. Using a treated duster, remove all loose dust and soil from the tops of lockers, cabinets, etc. Dust other flat surfaces with a cloth or sponge dampened in a germicidal detergent solution. Dusting shall be accomplished by the complete removal of soil from the area - this includes the dispensers. Any graffiti on changing stations shall be removed to the extent feasible.
- G. Walls, Partitions, and Doors - Clean the partition walls, partition doors, and walls surrounding the urinals and toilets. Remove any nonpermanent stains, spots, streaks and graffiti using a cloth/sponge dampened with a germicidal detergent solution. This also includes the light switches, and doors, and any of the walls within the restroom. After cleaning the walls, they shall be free of fingerprints, smudges, grease, soil, mildew, or stain.
- H. Floors - Prior to mopping, any mats shall be lifted to remove soil underneath, and the floor surface shall be vacuumed for removal of loose dirt and soil. Mop the floor with a germicidal detergent solution, using a non-abrasive mop (no metal or plastic). After mopping, the floor shall have a uniform appearance free of hair, spots, spills, stains, dirt, and oily film, mop strings, etc. Mats shall be disinfected with a germicidal detergent solution. Any mats removed shall be replaced, with the surface dry prior to replacement.
- I. Mirrors - Remove soil, streaks, smudges, film etc., from the surface of the mirrors. The frame of the mirror and shelves and other adjacent areas also shall be cleaned.

3. General Tasks - Weekly

- A. Vertical/Horizontal Blinds - Dust all vertical and horizontal blinds with a treated cloth or yarn duster. A properly dusted blind shall be free of all dust, dirt, lint, and cobwebs.
- B. A/C Supply Vents, Returns and Exhaust Fan Grills - Clean all particles from vents and wall or ceiling area adjacent to the vent. This is very important for indoor air quality.
- C. Dusting - Dust all surfaces, including windowsills, banisters, hand rails, ledges, pictures, plaques, cubicle wall tops, door tops, tops and sides of book shelves and cabinets, etc. with a treated microfiber cloth, or yarn duster up to 80 inches from the floor. Dusting shall NOT be done on shelving within a bookcase.
- D. Non-Carpeted Floors - Wet-mop 100% of floor areas on a weekly basis. Floor shall be swept of vacuumed first to remove all surface litter such as paper, gum, rubber bands, paper clips, staples, etc.

- E. Storage Areas/Closets - Sweep non-carpeted floors and vacuum carpeted floors to remove all debris. Damp mop non-carpeted floors, remove all marks and dirt.
 - F. Mop Heads - Mop heads need to be non-abrasive (no metal or plastic). Replace mop heads at least weekly with new mop heads. Old dirty mop heads shall be removed from the building and discarded. Use of reusable, washable microfiber mops is encouraged.
4. Restroom Cleaning – Weekly
- A. Floor Drains - Remove all built up deposits, embedded hairs, etc., from the grate and neck of the drain. Replace the grate properly.
5. General Tasks – Monthly
- A. Furniture - Vacuum all cloth furniture. Removable cushions shall be lifted and vacuumed underneath. Wipe down all vinyl and hard surfaces with a damp cloth.
 - B. Modular Walls - Clean all modular walls.
6. General Tasks – Quarterly
- A. High Dusting - Dust all surfaces between 80” and 18’, including walls and ceiling tiles/vents. Remove all dust and cobwebs.
 - B. Woodwork - Clean and polish all real woodwork furniture. Woodwork shall be free of smudges, fingerprints and shall have a uniform appearance.
 - C. Carpet/Tile Cleaning - Clean all carpet in high traffic areas. Resilient tile floor shall also be scrubbed and refinished.
7. General Tasks - Semiannually
- A. Interior Window Cleaning – clean all interior windows below 10’.
8. Facilities, Utilities, Supplies and Equipment
- A. Facilities - The LFC shall provide, without cost to the Contractor, janitorial closets or a designated place in each building. These areas shall be kept clean and neat by the Contractor at all times and shall only be used for the intended use (i.e. eating may not occur nor storage of any food or personal items). Supplies shall be stored in their proper place when they arrive. Empty boxes, bottles, containers, etc. shall be properly discarded (including recycling, where appropriate). Mop buckets

shall be emptied and cleaned, and mops shall be washed out, before storing in the designated janitorial space. Mop heads should be replaced at a minimum of once a week to prevent odors.

B. Utilities - The LFC shall furnish all utilities to the Contractor at existing outlets. Any modifications to existing outlets for the Contractor's convenience shall be at the Contractor's expense. Prior written approval for any alteration shall be obtained from the facility manager or agent. The Contractor's Project Manager shall arrange for the work to be done, and the costs shall be charged to the Contractor.

C. Telephones - Work-related calls are to be taken in a quiet place, free from places that may distract LFC business. Use of personal telephone, although it is not discouraged, is expected to take place outside of LFC clients' point of view. Telephone usage, by an employee of the Contractor, shall be the responsibility of the Contractor. Contractor job-related communications, and supplying of devices for communication, between management and Porters shall be the responsibility of the Contractor.

D. Communication - The on-site Contractor staff shall be in regular communication with facility management, Security, and/or the facility maintenance technician in the event of an emergency, hazard, or need for a repair/replacement of janitorial or other equipment.

E. Janitorial Supplies - The Contractor shall provide all cleaning supplies, chemicals, and equipment necessary to perform the cleaning standards of the contract. The Contractor is required to use floor care products that meet and are guaranteed by the manufacturer, to equal or surpass the test method developed by the American Society of Testing Material (ASTM) for determining the slip resistance of floor finishes (ASTM D2047).

It is encouraged that the Contractor emphasize sustainability and considers the effect on the environment and their carbon footprint when purchasing supplies (along with their cleaning supplies). Contractor must comply with all applicable environmentally Preferable Purchasing (EPP) Policy including, but not limited to:

- Contractors shall supply industrial and institutional cleaning products, including general-purpose, bathroom, glass and carpet cleaners, that meet Green Seal's Industrial and Institutional Cleaning Standard, GS-37. To the extent practical, Contractor shall use products that meet Green Seal's standard for industrial and institutional Floor Care Products, GS-40, and Green Seal's industrial and institutional Hand Cleaners, GS-41 (please note at this time, City hand soap dispensers are being changed out to foam, the non-cartridge format).

RFQ PROCESS

Pre-Submission Site Visit

There will be one, one (1)-hour optional pre-submission site visit on **Tuesday, January 27, 2026, at 10:00 a.m.** at the LFC building site located at **2405 Tulare Street, Fresno, California, 93721**. Bidders will be provided with this opportunity to view the project site to become familiar with the facility in order to make a full and comprehensive bid. **Bidders shall meet at the main entrance, on the first floor of the facility at 9:50 a.m. to be a part of the site visit.** Bidders are NOT REQUIRED to attend to provide a quotation.

RFQ Questions

Any questions about this RFQ must be submitted via email to funding@first5fresno.org with the subject line: **“Question RFQ – Janitorial Services.”** Questions will be accepted until **Tuesday, February 17, 2026**. If questions are received, responses will be posted on the funding page (www.first5fresno.org/funding) of the F5FC website by 5:00 p.m. every Wednesday beginning January 14, 2026, through Wednesday, February 18, 2026.

Submission Deadline

Completed quotations **must** be submitted via email to funding@first5fresno.org in PDF form no later than **12:00 p.m. on Friday, February 20, 2026**. Respondents are responsible for ensuring that submissions are completed and received by F5FC on time. Late proposals will not be accepted.

Review Process and Notification

A Community Review Committee will evaluate and score each submission that complies with the purpose and requirements of this RFQ. Following the review process, F5FC will work with the recommended contractor to develop and finalize a contract agreement, including scope of work and budget that will be presented to the F5FC Board, known as the Commission, for consideration and ultimate approval for funding.

The contact person for each submission will be notified via email of F5FC’s decision. All submitters, including the recommended contractor, will be notified by **March 13, 2026**, of the status of their submission. Upon notification, the selected entity will be contacted by F5FC to confirm requirements prior to contract approval consideration by the F5FC Commission.

SUBMISSION REQUIREMENTS

All proposals must be submitted via email to funding@first5fresno.org **by no later than 12:00 p.m. on Friday, February 20, 2026**. All material received in response to this RFQ will become the property of F5FC and will not be returned to the bidder. The content of each vendor’s quotation shall become public information once a contract has been awarded.

To complete the submission process, email funding@first5fresno.org with Form A, Form B, and the attachments listed below. All documents must be submitted in PDF form. Form B is available as an individual file on the F5FC website for use.

Please note, after emailing their submission, proposers will receive an email from funding@first5fresno.org as proof of submission with the submission documents attached. Please verify all required documents were

submitted. If the proposer identifies an error, they may resubmit using the same process. Only the most recent submission will be accepted.

Submitting agencies should add funding@first5fresno.org to their approved contact list to avoid interference from spam filters. If the submitter does not receive an email or experiences any technical difficulties, please contact funding@first5fresno.org or call 559-558-4900. Proposers are responsible for ensuring that submissions are received on time. **Late proposals will not be accepted.**

RFQ SUBMISSION COMPONENTS

- A. **Narrative – FORM A (70 total points):** Please submit, in writing, the requested narrative information outlined in the attached “Form A” in brief, narrative form and, to the extent possible, organize the narrative using headers.

The content of your submission, not including Form B or the attachments as outlined below, should **not exceed 10 pages**, typewritten with a font size of no less than 11-point size for legibility.

- B. **Budget & Scope of Work – FORM B (30 total points):** The format of Form B may be used by the bidder to outline the requirement of this portion of the RFQ. Provide proposed fees and cost information for all services and supplies. Include the following:

- Address all services in the fee schedule that might reasonably be expected to support the request. Provide a comprehensive, itemized annual fee schedule including staffing rates per hour, the supplies as outlined in this RFQ and other expenses or costs associated with the performance of this work. Bidders should show a clear picture of the costs they are proposing.
 - This information should be detailed and broken down by type of service and units of work or other applicable measures, separately.
- Describe the methodology for any future increases in costs of service. Include the method in which pricing adjustments will be calculated.
- Include the signature of an authorized staff person attesting that they have the authority to provide this quote for these services and this quote will remain valid for 120 days.

Note: The fee quotation submitted along with the proposed approach will be used as a basis for any contract negotiations. The actual scope of work and fees included in the contract may be negotiated and may vary to satisfy First 5 Fresno County’s needs. First 5 Fresno County reserves the right to not include compensation for items not addressed in the submitted quote.

- C. **Attachments (not a part of the narrative page limit) (5 points) –** Submissions must include the following:

1. Business License Number
2. W-9 Form

OTHER IMPORTANT INFORMATION

Protest Process

Upon notice by F5FC of a proposed award, any proposer may file a formal written protest regarding a potential or recent procurement by F5FC. The protest shall be filed with the Executive Director no less than forty-eight (48) hours before the day of the meeting at which F5FC Commission is scheduled to award the relevant contract. The protest shall be in writing addressed to and filed with the Executive Director and contain the exact basis for the protest, and proof that the protestor is a viable and responsible provider of the services sought. The protest should provide evidence that the award violated F5FC's procurement procedures or State law. Mere disagreement with F5FC or the Executive Director's decision shall not be the basis for a successful protest.

Confidentiality of Responses

F5FC cannot guarantee the confidentiality of information submitted by the organization/agency. In the event that F5FC receives a request for records or court order that F5FC reasonably determines compels its disclosure of the submission, F5FC shall provide such records as it deems appropriate. All materials submitted as part of a proposer's response to this RFQ become the property of F5FC.

Communication

As for the issue date of this RFQ and continuing through the public notification of the award, agencies submitting qualifications are specifically directed not to hold any meetings, conferences, or technical discussions regarding this RFQ with F5FC staff, Commissioners or the Community Review Committee. "Off the record" contacts can potentially taint F5FC's decision-making process. Interested agencies may only submit inquiries through the funding@first5fresno.org email address in response to any matter pertaining to the RFQ. Any prohibited contact may result in disqualification of the potential contractor's submission.

Contracts

Issuance of this RFQ does not constitute a commitment by F5FC to award a contract. F5FC reserves the right to reject any or all submissions received in response to this RFQ, or to cancel this RFQ if F5FC deems that it is in the best interest of F5FC to do so. In addition, F5FC staff reserves the right, after contract award, to amend the resulting contract as needed throughout the term of the contract to best meet the needs of all parties.

If applicable, F5FC staff reserves the right to approve all subcontractors proposed by the primary contractor. Approval is based on the subcontractor contract language and budget with the primary contractor.

Any contract awarded by F5FC will contain various terms and conditions that will not be negotiable, including, but not limited to, proposer's obligation to indemnify, defend, and hold F5FC harmless from and against proposer's negligence and willful actions, insurance requirements as determined by F5FC, and compliance with various F5FC policies.

The contact person for each quotation, whether selected for award or denied, will be notified in writing of the decision. Upon notification of an award, representatives of the firm will meet with staff to finalize a detailed scope of work and budget.

Conflicts of Interest

Proposers must adhere to F5FC's Conflicts of Interest Policy and Conflicts of Interest Code, as amended, as applicable. No Commissioner or designated staff may make, participate in making, or use their official position to influence the making of any governmental decision which may have a direct or indirect foreseeable material financial effect on the Commissioner or designated staff person. Therefore, no entity in which a Commissioner or designated staff person has a material financial interest may submit a proposal to F5FC.

Additionally, under no circumstances may a financial dependent of a F5FC Commissioner or staff respond to this RFQ. Relatives (which shall include, but not be limited to, adult children, siblings, aunts and uncles) of F5FC Commissioners or staff who are not dependents are discouraged from submitting.

Miscellaneous

- By submitting a quotation, bidders authorize F5FC staff to verify any or all information and/or references given in the quotation.
- Insurance. On or before the Effective Date of any agreement, Contractor shall furnish to F5FC satisfactory proof of the required insurance (Certificates of Insurance), which shall include a commitment by Contractor's insurers that they will mail notice of any cancellation or reduction of coverage below the amounts herein required by F5FC, at least thirty (30) days prior to the effective date of such cancellation or change. Such required insurance shall include General Liability, Automobile Liability, and Workers' Compensation.



FORM A – NARRATIVE

Janitorial Services RFQ

Please provide the responses to the following questions in a brief narrative and, to the extent possible, organize using headers. The narrative should not exceed **10 pages**. Please do not use a font size smaller than **11-point** size for legibility.

1. Based on the RFQ requirements outlined, describe your agency's proposed service(s) to the facility and agency. Please include the following:
 - Provide an overview of your firm's services and management approach. The narrative should demonstrate the bidder's ability to customize services to the client's needs and express how the bidder is qualified and capable of providing services at the LFC.
2. Describe your company's relevant experience and background in janitorial services. Include a statement affirming the agency's ability to deliver the scope of work consistent with the purpose of the RFQ. F5FC is seeking a broad range of expertise to perform the janitorial tasks mentioned herein.
 - Identify the key staff, maybe management staff if you are unable to identify on-site janitorial staff currently, to be assigned to this facility and provide a background of each staff member's relevant experience and why that matters for this RFQ.
 - Provide three (3) references in which similar services were delivered, including contact name, address, and phone. Please briefly describe the nature of the work performed and the relevant parallels to the LFC facility needs.
 - If applicable, include at least one reference for a public sector client, including state or local agencies, authorities, and municipalities.
3. Based on the nature of the LFC facility, F5FC views all vendors, contractors, tenants, and partners as a part of a team to help carry out the mission of the LFC (www.lfcfresno.org). Share about your agency's mission and history of service and how it relates to the proposed LFC facility setting/environment with the intended services.
4. Share and describe how assigned personnel to the LFC facility will be evaluated on performance and delivery of services.
5. Describe the steps your team will take to ensure all serviced areas are left clean before departing the facility. This includes how staff will perform a final walkthrough to catch any missed items or areas needing attention and what communication methods will be utilized amongst their team when shift changes take place. This includes things like table marks, spills, or floors that may require vacuuming even if those tasks fall outside of the daily routine scope. Please outline your quality-control process for end-of-shift checks and how you will ensure consistent standards.



FORM B –BUDGET AND SCOPE OF WORK

Janitorial Services RFQ

FORM B is posted as a separate word document for bidder's utilization but should be submitted as a PDF. Utilize the following sample table, or create your own version, to capture quoted dollar amounts for one year of service. Bidders must detail and itemize services. Only a few rows for cost/deliverables are included in this sample, but companies should include all details requested within the RFQ to deem their submission complete. Please note: A final scope of work and budget will be agreed upon between F5FC and the identified contractor upon recommendation for funding.

One-Year Budget & Scope of Work				
SERVICES				
Name of Service	Brief Description of Services Being Provided	Hourly Rate	Monthly Rate	Annual Rate
Services Category Sub-total				
SUPPLIES				
Supply Item	Description	Cost per Item	Qty	Total
Supplies Category Sub-total				
OTHER				
Item	Description	Cost per Item	Qty	Total
Other Category Sub-total				
Total Annual Contract Cost				
Supplemental Information:				
<i>Describe the methodology for any future increases in costs of service, etc. Include the method in which pricing adjustments will be calculated. Utilize this space for other relevant information for your quotation. If a bidder is unable to provide one or more of the services outlined in the Scope of Work section of this document, the bidder should document said service(s) and describe what is preventing them from supplying the service.</i>				

By signing below, I attest that I have the authority to provide this quotation and its details on behalf of the company that I represent. I also attest that this quote will remain valid for 120 days.

Name & Title of Authorized Personnel

Signature

Date