



**COUNTY OF ALAMEDA  
GENERAL SERVICES AGENCY-PURCHASING DEPARTMENT**

**REQUEST FOR INTEREST  
#10117/AN//04  
for  
CARPET/UPHOLSTERY & DRAPERY CLEANING SERVICES**

**NOTICE TO VENDORS**

REQUESTS FOR QUOTATION (RFQ) ISSUED AS A RESULT OF THIS REQUEST FOR INTEREST (RFI) WILL BE ISSUED ELECTRONICALLY VIA E-MAIL. PLEASE BE SURE TO PROVIDE THE COMPLETE AND ACCURATE E-MAIL ADDRESS ON THE ATTACHED VENDOR APPLICATION TO RECEIVE RFQS. PLEASE IMMEDIATELY UPDATE THE COUNTY CONTACT NOTED BELOW OF ANY E-MAIL ADDRESS CHANGES. ANY RFQ ISSUED AS A RESULT OF THIS RFI WILL ALSO BE POSTED ON THE GENERAL SERVICES AGENCY CONTRACTING OPPORTUNITIES WEBSITE LOCATED AT [HTTP://WWW.ACGOV.ORG/GSA/PURCHASING/BID\\_CONTENT/CONTRACTOPPORTUNITIES.JSP](http://www.acgov.org/gsa/purchasing/bid_content/contractopportunities.jsp).

TO VENDORS REGISTERED OR CERTIFIED IN THE SMALL LOCAL EMERGING BUSINESS VENDOR DATABASE: MAINTAIN CORRECT AND ACCURATE E-MAIL ADDRESS INFORMATION TO ENSURE RECEIPT OF FUTURE RFIS.

**INTENT**

The intent of this Request for Interest (RFI) is to search for qualified vendors who are interested in providing Carpet/Upholstery and Drapery Cleaning services as required by the Alameda County General Services Agency (GSA) Building Maintenance Department and the Department of Child Care Services.

The County intends to issue a Request for Quotation (RFQ) to award a three (3) year contract (with option to renew) to the bidder(s) selected as most capable of meeting the County's requirements. The County of Alameda does not guarantee that a subsequent RFQ will be issued. Should an RFQ be issued, the terms and conditions described in this RFI are not guaranteed to remain exactly the same.

**SCOPE**

Contractor(s) shall provide personnel, transportation and supplies necessary to perform carpet, upholstery and drapery cleaning services and shall be available to perform services at the times requested by the County, to include Saturdays and emergencies. Contractor(s) shall be responsible for cleaning horizontal and vertical blinds, draperies, carpet, office partitions and chairs of various sizes on request from the County. Some drapes cannot be removed from window; therefore, Contractor(s) shall be capable of cleaning these types of drapes on site. In most cases, items that need to be cleaned shall be removed from the building and returned the next day. Carpet cleaning shall be done with mobile van units using a hot water extraction method. In areas where mobile van units cannot reach because of the height of the building, portable hot water extraction units shall be used. On County's request, Contractor(s) shall provide a Material Safety Data Sheet (MSDS) for all chemicals used to perform this service.

## **VENDOR QUALIFICATION CRITERIA**

Vendor minimum qualification criteria includes, but is not limited, to the following:

- Shall be regularly and continuously engaged in the business of providing carpet, drapery and upholstery cleaning services for a minimum of three years.
- Shall have the ability to provide necessary equipment, transportation and personnel to perform the service.
- Shall be capable of providing service on site, if necessary.
- Shall be certified by the Institute of Inspection, Cleaning and Restoration Certification (IICRC).

## **COUNTY PROVISIONS**

- A. The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services.

In order to encourage businesses to locate and remain in the County, to provide and enhance employment opportunities for persons living in the County, and to contribute to the economic environment of the County, the General Services Agency will incorporate the following requirements into any subsequently issued RFQ.

A small business for purposes of this RFI is defined by the United States Small Business Administration as having no more than Four Million Dollars (\$4,000,000.00) in average annual gross receipts over the last three (3) years. An emerging business, as defined by the County is one having annual gross receipts of less than one-half (1/2) of the above amount over the same period of time. In order to participate in any contract awarded as a result of this RFI and subsequently issued RFQ, the small or emerging business must also satisfy the locality requirements and be certified by the County as a Small or Emerging, local business. A certification application package (consisting of Instructions, Application and Affidavit) will be included in any subsequently issued RFQ to be completed and returned by a qualifying contractor. The certification application package is also available at [https://acecom01.co.alameda.ca.us/Alameda\\_SLEB/EntryFormServlet](https://acecom01.co.alameda.ca.us/Alameda_SLEB/EntryFormServlet).

A locally owned business, for purposes of satisfying the locality requirements of this provision, is one which holds a valid business license issued by the County or a city within the County and where the owner maintains a fixed office located in and having a street address within the County for at least six (6) months prior to the date upon which a request for sealed bid or proposal is issued.

As a result of the County's commitment to advance the economic opportunities of small and emerging local Businesses, the following provisions will apply to any subsequently issued RFQ:

1. If bidder is certified by the County as either a small and local or an emerging and local business, the County will provide a five percent (5%) bid preference, in addition to a five percent (5%) local preference, for a total bid preference of ten percent (10%). However, a bid preference cannot override a State law, which requires the granting of an award to the lowest responsible bidder.
2. Bidders not meeting the small or emerging local business requirements set forth above do not qualify for a bid preference **and** must partner, joint venture or subcontract with one or more County certified small and/or emerging local businesses for at least twenty percent (20%) of bidder's total bid amount in order to be considered for the contract award.

The County reserves the right to waive these small/emerging local business participation requirements for this contract, if the additional estimated cost to the County, which may result from inclusion of these requirements, exceeds five percent (5%) of the total estimated contract amount or Ten Thousand Dollars (\$10,000), whichever is less.

If additional information is needed regarding this requirement, please contact Linda Moore, Business Outreach Officer, Alameda County General Services Agency, at (510) 208-9717 or via E-mail at [linda.moore@acgov.org](mailto:linda.moore@acgov.org).

- B. **First Source Program:** The First Source Program has been developed to create a public/private partnership that links CalWORKs job seekers, unemployed and under employed County residents to sustainable employment through the County's relationships/connections with business, including contracts that have been awarded through the competitive process, and economic development activity in the County. Welfare reform policies and the new Workforce Investment Act require that the County do a better job of connecting historically disconnected potential workers to employers. The First Source program will allow the County to create and sustain these connections.

Vendors awarded contracts for goods and services in excess of \$100,000 as a result of this RFQ are required to provide Alameda County with ten (10) working days to refer to Vendor, potential candidates to be considered by Vendor to fill any new or vacant positions that are necessary to fulfill their contractual obligations to the County, that Vendor has available during the life of the contract before advertising to the general public. Potential candidates referred by County to Vendor will be pre-screened, qualified applicants based on vendor specifications. Vendor agrees to use its best efforts to fill its employment vacancies with candidates referred by County, but the final decision of whether or not to offer employment, and the terms and conditions thereof, rest solely within the discretion of the Vendor.

For additional information regarding the First Source Program requirements, please contact Linda Moore, Alameda County, EDAB, at (510) 208-9717 or via e-mail at [linda.moore@acgov.org](mailto:linda.moore@acgov.org).

## **COUNTY CONTACTS**

Questions regarding this RFI must be submitted in writing to:

Art Nero, Buyer II  
Alameda County, GSA-Purchasing  
1401 Lakeside Drive, Suite 907  
Oakland, CA 94612  
FAX: 510-208-9626  
Mail to: [art.nero@acgov.org](mailto:art.nero@acgov.org)

## **ESTIMATED CALENDAR OF EVENTS:**

<b>Event</b>	<b>Date</b>
Request for Interest (RFI) Issued	April 5, 2004
RFI Response Due	<b><i>BEFORE</i></b> 2:00 p.m. June 9, 2004
Request for Quotation (RFQ) Issued	June 9, 2004
RFQ Response Due	July 14, 2004
Contract Start Date	August 23, 2004

**Note:** Dates indicated are approximate.

**REQUEST FOR INTEREST RESPONSE FORMAT**

Alameda County GSA-Purchasing intends to issue an RFQ in order to establish a contract for the above-referenced service in the near future.

Vendors who meet the Qualification Criteria and are interested in receiving an RFQ, should it be issued, must complete the attached Vendor Application and return it **preferably via e-mail** to [purchbid@acgov.org](mailto:purchbid@acgov.org) by **2:00 p.m. on June 9, 2004**. Note that if issuance of the RFQ is delayed, the County will accept responses to the RFI until the RFQ is issued or cancelled.

The subject of the e-mail must read: **(Buyer A. Nero) RFI No. 10117/AN/04**. On-line Vendor Applications are available on the Alameda County Web Site at [http://www.acgov.org/gsa/Vendor\\_App/](http://www.acgov.org/gsa/Vendor_App/). See below for alternatives to submitting via e-mail. RFI responses received after the due date and time above are not guaranteed to be included on the RFQ bid list referenced herein.

To be included on the bid list in order to receive an RFQ, vendors are required to:

1. Complete the following Vendor Application. All areas above “Purchasing Department Use Only” must be completed. If utilizing the on-line Vendor Application, “**(Buyer A. Nero) RFI-No. 10117/AN/04, Carpet/Upholstery & Drapery Cleaning Services**” must be typed where requested to **List the Supplies and/or Services Vendor is interested in Providing**.
2. E-mail, fax, or post U.S. Mail the Vendor Application by the due date and time referenced above. Responses received after the due date and time are not guaranteed to be included on the RFQ bid list referenced in this RFI.

E-Mail: [purchbid@acgov.org](mailto:purchbid@acgov.org)

**Subject: (Buyer A. Nero) RFI – No. 10117/AN/04, Carpet/Upholstery & Drapery Cleaning Services**

Mail: Attn: Aisha McElroy, Buyer’s Assistant  
Alameda County, GSA-Purchasing  
1401 Lakeside Drive, Suite 907  
Oakland, CA 94612

Envelopes must be clearly marked: **(Buyer A. Nero) RFI - No. 10117/AN/04**

Fax: Attn: Aisha McElroy, Buyer’s Assistant

**Subject: (Buyer A. Nero) RFI – No. 10117/AN/04, Carpet/Upholstery & Drapery Cleaning Services**

(510) 208-9626

**VENDOR APPLICATION**

**Mail or FAX to: ALAMEDA COUNTY GENERAL SERVICES AGENCY, PURCHASING DEPARTMENT**

1401 Lakeside Drive, Suite 907, Oakland, California 94612

FAX NUMBER: (510) 208-9626

E-MAIL: [purchbid@acgov.org](mailto:purchbid@acgov.org)

- Request:  Add new vendor  
 Add new doing-business-as (DBA) name for existing vendor  
 Add new address for existing vendor  
 Change:  Name  DBA  Address for existing vendor **(Check one)**  
 Other

**Vendor Information:**

Full Legal Business Name: \_\_\_\_\_

DBA Name: \_\_\_\_\_

- Type of Entity :  Individual  Sole Proprietor  Partnership  
 Corporation  Tax-Exempted  Government or Trust

Check the boxes that apply :

- Goods Only  Goods & Services  Rents/Leases  Legal Services  
 Rents/Leases paid to you as the agent  Medical Services  
 Non-Medical Services – Describe: \_\_\_\_\_  
 Other \_\_\_\_\_

Federal Tax ID Number (required): \_\_\_\_\_

PO Box/Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Vendor Contact's Name: \_\_\_\_\_

Contact's Telephone: \_\_\_\_\_ FAX \_\_\_\_\_ Toll-Free \_\_\_\_\_

Vendor Contact's E-mail address: \_\_\_\_\_

**VENDOR'S E-MAIL ADDRESS TO RECEIVE RFQS:**

**Composition of Ownership – This is a Mandatory Section - Please check all that apply:**

- LOC  Local Vendor (Has street address and business license within Alameda County)  
SML  Small Business (as defined by Small Business Administration)  
FEM  Female (> than 50% Ownership) MLE  Male (> than 50% Ownership)  
AFA  Black or African American (> than 50%) WHT  White (> than 50%)  
ASN  Asian (> than 50%) HIS  Hispanic or Latino (> than 50%)  
NAT  Native Hawaiian or Other Pacific Islander (> than 50%) FIL  Filipino (> than 50%)  
AIN  American Indian or Alaskan Native (> than 50%) POE  Publicly Owned Entity

**The Collection of ethnicity and gender data is for statistical and demographic purposes only.**

**List the Product and/or Services Vendor is Interested in Providing; include North American Industry Classification System (NAICS) Code (available at <http://www.sba.gov/size/SIC2NAICSmain.html>)**

**A. Nero/RFI #10117/AN/04 Carpet/Upholstery & Drapery Cleaning Services NAICS Codes #561740 & #812320**

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**To be Completed by Auditor's Office/GSA Purchasing**

Acknowledged by: \_\_\_\_\_ on \_\_\_\_\_ (date)

\_\_\_\_\_ The Auditor's Office/GSA Purchasing Department added/modified the vendor record according to the information provided above. **The assigned vendor number is:** \_\_\_\_\_

\_\_\_\_\_ The Auditor's Office/GSA Purchasing Department could not add or modify the vendor record for the following reason(s): \_\_\_\_\_

- Please resubmit this form with the requested information.