



May 21, 2018

**NOTICE INVITING BIDS
REQUEST FOR PROPOSAL
Janitorial Services**

The City of Desert Hot Springs, hereinafter referred to as the City, is inviting proposals from qualified janitorial firms to provide city-wide janitorial services. To be considered for this contract, your firm must meet the qualifications and satisfy the requirements as stated in the Request For Proposal (RFP).

Tentative Time Schedule:

The following is the City's tentative schedule for the selection of Janitorial Services contractor:

1. Request for Proposal mailed: May 21, 2018
2. **Deadline for filing RFP:** ***June 11, 2018 no later than 2:00 p.m.***
3. City review of proposals: June 11 - June 18, 2018
4. Award Contract: June 19, 2018

Prior to 2:00 p.m., on June 11, 2018. All proposals shall be mailed or hand carried to the City Clerk at:

**City of Desert Hot Springs
11999 Palm Drive
Desert Hot Springs, CA 92240**

The proposals must be submitted to the City Clerk's Office, located at 11999 Palm Drive, Desert Hot Springs, CA 92240, before 2:00 p.m. on Monday June 11 2018. **Public Works "Bid: Janitorial Services"** shall appear on the envelope of each sealed bid proposal. The proposals will be reviewed and evaluated by Staff, and a recommendation to the City Council for award will be made during the City Council meeting on June 19, 2018.

OBTAINING REQUEST FOR PROPOSAL DOCUMENTS: The Request For Proposal Package for the **Janitorial Services** is **ONLY** available to be ordered online at; www.planitreprographics.com. For orders by phone, contact: Planit Reprographics at (760) 345-2500.

The City has a Local Business Preference Program which promotes employment and business opportunities for local residents and firms on all contracts and gives preference to local residents, workers, businesses, contractors, and consultants to the extent consistent with the law and interests of the public. IN ORDER FOR A LOCAL BUSINESS TO BE ELIGIBLE TO CLAIM THE PREFERENCE, THE BUSINESS MUST REQUEST THE PREFERENCE IN THE SOLICITATION RESPONSE AND PROVIDE A COPY OF ITS CURRENT BUSINESS LICENSE FROM A JURISDICTION IN THE COACHELLA VALLEY.

The Coachella Valley means the area between the Salton Sea on the south, the San Jacinto and Santa Rosa Mountains on the west, the Little San Bernardino Mountains on the east and north. For the purposes of this definition, "Coachella Valley" includes the nine (9) cities of the valley and the cities of Beaumont and Banning and the unincorporated areas.

All questions regarding this RFP must be directed to Lynne A. Paul, Public Works Administrative Assistant at lpaul@cityofdhs.org. **Contact with City of Desert Hot Springs personnel other than those listed above regarding this RFP may be grounds for elimination from the selection process.**

Sincerely,

**Daniel Porras PE,
Community Development Director**