

**VENTURA PORT DISTRICT  
VENTURA, CALIFORNIA**

**NOTICE INVITING BIDS**

**REQUEST FOR PROPOSAL**

**VENTURA HARBOR VILLAGE AND PORT DISTRICT ADMIN BUILDING  
JANITORIAL CLEANING SERVICES FOR FY2024-2025**

- I. NOTICE IS HEREBY GIVEN** that sealed bids will be received by the Ventura Port District, Ventura, California for furnishing all labor, services, and all other items and facilities necessary therefore, for providing janitorial cleaning services for the Ventura Harbor Village and Ventura Port District administration building.
- II. DATE OF OPENING BIDS** – Bids must be filed with the Ventura Port District at the office of the Ventura Port District, 1603 Anchors Way Drive, Ventura California, 93001 no later than Tuesday, June 11, 2024, by 3:00PM, at which time and place the bids will be publicly opened and read aloud. Bids shall be submitted in sealed envelopes marked on the outside, “Ventura Harbor Village and Ventura Port District Janitorial Services.”
- III. LOCATION OF WORK** – The work is located at the Ventura Harbor Village, 1431 Spinnaker Drive to 1691 Spinnaker Drive, approximately one-half mile north of the Santa Clara River and westerly of Harbor Boulevard in the City of San Buenaventura and at the Ventura Port District administration building located at 1603 Anchors Way Drive, Ventura, CA 93001.
- IV. DESCRIPTION OF WORK** – The work consists of:
1. **Ventura Harbor Village Restrooms.** Provide janitorial cleaning services to all listed Ventura Harbor Village restroom facilities consisting of.
    - 1449 Spinnaker Drive Ventura Ca. 93001
      - Men’s restroom / 49 square foot / single use
      - Women’s restroom / 49 square foot / single use
    - 1559 Spinnaker Drive Ventura Ca. 93001
      - 1<sup>st</sup> floor men’s restroom / 102 square foot / multiuse 1 partition
      - 1<sup>st</sup> floor women’s restroom / 102 square foot / multiuse 2 partitions
      - 1<sup>st</sup> floor all-gender restroom / 49 square foot / single use
      - 2<sup>nd</sup> floor men’s restroom / 220 square foot / multiuse 2 partitions
      - 2<sup>nd</sup> floor women’s restroom / 220 square foot / multiuse 4 partitions
    - 1567 Spinnaker Drive Ventura Ca. 93001
      - Men’s restroom / 189 square foot / multiuse 2 partitions
      - Women’s restroom / 189 square foot / multiuse 3 partitions
    - 1575 Spinnaker Drive Ventura Ca. 93001
      - Men’s restroom / 317 square foot / multiuse 4 partitions
      - Women’s restroom / 429 square foot / multiuse 10 partitions
    - 1583 Spinnaker Drive Ventura Ca. 93001
      - Men’s restroom / 141 square foot / multiuse 1 partitions
      - Women’s restroom / 138 square foot / multiuse 2 partitions

- 1591 Spinnaker Drive Ventura Ca. 93001
  - Men's restroom / 161 square foot / multiuse 2 partitions
  - Women's restroom / 161 square foot / multiuse 3 partitions
- 1691 Spinnaker Drive Ventura Ca. 93001
  - Men's Marina shower/restroom / 270 square foot / multiuse 7 partitions
  - Women's Marina shower/restroom / 270 square foot / multiuse 7 partitions
  - Marina laundry room / 280 square foot / multiuse
  - Island Packers men's restroom / 98 square foot / multiuse 2 partitions
  - Island Packers women's restroom / 98 square foot / multiuse 3 partitions
  - Island Packers all-gender restroom / 49 sq

1(A) The base scope of work for all **Ventura Harbor Village Restrooms** includes providing janitorial services:

- a. Twice a day (2X) 7 days a week 365 days a year including holidays
  - b. First daily cleaning to be performed before 9:00 am
  - c. Second daily cleaning to be performed before 6:00 pm but not earlier than 3:00 pm
  - d. Services to be performed per cleaning:
    - Clean, sanitize and polish to maintain luster all vitreous fixtures including bowls, urinals, hand basins, fixture faucets, toilet/urinal flush valves and exposed plumbing piping.
    - Clean all glass and mirrors
    - Empty all containers and disposals, insert liners as required, spot clean and sanitize containers
    - Spot clean all door handles, light switches, walls, doors and vents, ceiling vents and partitions.
    - Refill all dispensers to normal limits – toilet tissue, roll towels, seat covers, hand soap, liners. Janitorial supplies to be provided by the Port District.
    - High dust above hand height all horizontal surfaces including sills, molding, ledges, shelves, frames, ducts, hand dryers, hardware and appliances.
    - Sweep, damp mop, and sanitize floor. Place proper wet floor signage.
    - Sweep immediate area outside restrooms.
    - Report to management or staff of any irregularities, graffiti, vandalism, out of service fixtures, supply inventory issues.
  - e. Janitorial Supplies to be provided by the Ventura Port District with full use of janitorial closets and utility rooms necessary to accomplish such tasks.
2. **Ventura Port District Administration Building.** Provide janitorial cleaning services to the Ventura Port District administration building consisting of.
- 1603 Anchors Way Drive Ca. 93001
    - 2nd floor administration / 3,716 square foot
    - 10 offices
    - 2 restrooms
    - 1 kitchenet
    - 1 conference room
    - 1 lobby

- 2(A) The base scope of work for all **Ventura Port District** includes providing janitorial services
- a. Once (1X) a week on to be determined designated day of the week before or after business hours (8:00am – 5:00pm Monday-Friday)
  - b. Services to be performed per cleaning:
    - Offices, lobby, and conference room:
      - Empty waste/recycle baskets
      - Low dust all horizontal surfaces to hand height including sills, ledges, moldings, shelves, picture frames, ducts etc.
      - High dust above hand height all horizontal surfaces including shelves, molding, ledges
      - Remove dust and cobwebs from ceiling areas
      - Vacuum all carpeted areas
      - Damp mop hard floors
      - Window cleaning interior (To be performed on a quarterly basis)
    - Kitchenet:
      - Clean and sanitize counters and cabinet drawers
      - Damp mop hard floors
      - Empty all containers and disposals, insert liners as required, spot clean and sanitize container
      - Clean exterior of refrigerator and microwave
      - Clean interior of refrigerator and microwave (To be performed on a monthly basis)
    - Restrooms:
      - Clean, sanitize and polish to maintain luster all vitreous fixtures including bowls, urinals, hand basins, fixture faucets, toilet/urinal flush valves and exposed plumbing piping.
      - Clean all glass and mirrors
      - Empty all containers and disposals, insert liners as required, spot clean and sanitize containers
      - Spot clean all door handles, light switches, walls, doors and vents, ceiling vents
      - Refill all dispensers to normal limits – toilet tissue, roll towels, seat covers, hand soap, liners. Janitorial supplies to be provided by the Port District.
      - Dust all surfaces including walls, sills, base boards, molding, ledges, shelves, frames, ducts, vents, hand dryers, hardware and appliances
      - Sweep, damp mop, and sanitize floor. Place proper wet floor signage
      - Report to management or staff of any irregularities, out of service fixtures, supply inventory issues.
  - c. Janitorial Supplies to be provided by the Ventura Port District with full use of janitorial closets and utility rooms necessary to accomplish such tasks.
3. The term of this contract with selected entity will be from July 1, 2024, thru June 30, 2025. Termination of the contract will be allowed, by both parties, with 60 days written notice.

**V. REQUIREMENTS FOR RFP RESPONSE** – Proposals should include statements of qualifications concisely describing the organization’s capabilities including the following:

1. **MANDATORY PRE-BID CONFERENCE.** A mandatory pre-bid conference will be conducted at the site at **10:00AM on Wednesday, May 22, 2024.** The meeting location will be outside the Ventura Port District administration building at 1603 Anchors Way Drive for jobsite review to be continued at 1559 Spinnaker Drive. At this time bidders may tour the facilities. None of the information transmitted in this meeting will be construed in any way to modify the specifications. Any modifications will be forwarded to all bidders as an addendum.
2. A list of references including contact names and phone numbers.
3. Detailed summary of responding entity or organization.
4. Insurance credentials.
5. A one-page statement of any other relevant factors that should be considered by the DISTRICT in evaluating the proposal.
6. A proposed annual cost estimate, based on a year service agreement which will commence on July 1, 2024, and shall conclude on June 30, 2025.
7. Compensation/Hourly rate fee for non-scheduled janitorial services requested per employee/custodian.
8. Awarded service provider will enter into a service contract with the District. Upon execution of service agreement terms for payment will be agreed on a monthly net 30 schedule.

#### **VI. REVIEW & SELECTION PROCESS**

The DISTRICT reserves the right to reject any or all proposals submitted. The DISTRICT reserves the right to compare the relative merits of the respective bids and to choose that which in the opinion of the DISTRICT will best serve the interests or need of the DISTRICT.

During the evaluation process, the DISTRICT reserves the right to request additional information or allow corrections of errors or omissions.

The DISTRICT reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

It is anticipated the selection of the janitorial services firm will be completed by June 19, 2024.

#### **VII. BACKGROUND**

The District is the owner/operator of the Ventura Harbor and Ventura Harbor Village. The Harbor is a 274-acre multiple use recreational and commercial fishing small craft harbor. The Ventura Harbor is a premier recreational harbor in Ventura County offering a variety of amenities for boater enthusiasts and visitors, including easy access to the Channel Islands, recreational fishing activities, boatyards, fuel docks, tours, rentals, cruises, yacht clubs and public launch ramp. Ventura Harbor has five marinas with 1,500 boat slips.

The Ventura Harbor Village is a vibrant mixed-use seaside attraction with boutiques, art galleries, and waterfront restaurants, plus entertainment venues, Island Packers whale watching and island tours, monthly and seasonal events, harbor boat tours, and more. The Ventura Harbor is also home to the Channel Islands National Park Headquarters and Visitor Center, along with being one of the largest offloading harbors for squid.

**VIII. CONTACT INFORMATION**

If you have questions, please contact Sergio Gonzalez, Facilities Manager at (805) 914-0102 or via email at [sgonzalez@venturaharbor.com](mailto:sgonzalez@venturaharbor.com), Monday through Friday, 8:00AM to 5:00PM.