



**CONTRA COSTA COUNTY
EMPLOYMENT AND HUMAN SERVICES DEPARTMENT**

Request for Proposal (RFI) 756

Heavy-duty Housecleaning Services for Seniors and Dependent Adults

The Contra Costa County Employment and Human Services Department (EHSD) announces a Request for Interest (RFI) 756 seeking individuals or companies to provide Heavy-Duty Housecleaning under contract for the Department's Aging and Adult Services Bureau Adult Protective Services (APS).

EHSD APS provides services to seniors and dependent adults to promote self-determination, dignity and quality of life. Our program addresses abuse and neglect, which at times can be alleviated by meeting the needs of frail, elderly individuals who can and want to live more independently but need extra support. The language of the contract will reflect APS contract requirements to comply with the State of California Department of Social Services Regulations can be found at the following website:

<http://www.cdss.ca.gov/inforesources/Adult-Protective-Services>

EHSD will award a fee-based, one-year contract to the selected individual or organization for up to \$55,000. Contract(s) may be renewed for two additional years depending on the Contractor's performance and available funding.

Essential Functions

Examples of heavy-duty cleaning may include:

1. Clean and disinfect surfaces to include walls, flooring, fixtures and appliances.
2. Cleaning or removal of feces-caked or urine-soaked carpeting or other materials.
3. Remove and dispose of all furniture, personal items and debris as directed.
4. Major mildew or mold cleanup (exclusive of mold remediation).
5. Other types of damage caused by improper pet or human care.

Selection Criteria

Respondents that are able to service Contra Costa County in its entirety will be given preference over companies that only serve a portion or region of the county.

Selection Criteria is as follows:

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| 1. Knowledge/Experience working with elderly and disabled adult clients | 20% |
| 2. Experience/capacity to provide housecleaning services | 50% |
| 3. Fee Costs | 10% |
| 4. Narrative description of respondent's possession of adequate financial resources to deliver services in a timely manner; proposed budget with budget narrative | 20% |

Estimated labor and expenses for hauling and dumping as related to heavy duty cleaning services should be listed. Fees will be subject to mutual approval on a case per case basis.



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The County is requesting the following information from individuals and CBO(s) that wish to respond to the RFI:

1. **Introduction Letter** – The introduction letter must be on the individual’s or CBO’s letterhead and include:
 - a. CBO’s or individual’s full legal name.
 - b. Name and title of the individual authorized to make representations for the CBO.
 - c. CBO’s or individual’s mailing address.
 - d. Contact individual’s name, telephone, and email address.
2. **Additional requirements:** All individuals performing the services must:
 - a. Be a US citizen or legal alien.
 - b. Be at least 18 years of age.
 - c. Have a valid Social Security card.
 - d. Be able to read, write, carry out directions, and maintain simple records.
 - e. Have transportation available.
 - f. Be able to communicate changes in the client’s status and/or family.
 - g. Be physically capable of performing the work required.
3. **CBO’s or Individual’s Experience and Capabilities** – Please describe and provide a summary of the following:
 - a. CBO’s or individual’s capacity and readiness to deliver the planned services by the execution date of the contract. Include in your description the following:
 - i. Organization’s experience serving seniors 60 years of age and older, disabled adult population, 18 years of age to 59 years of age.
 - ii. Experience delivering heavy duty household cleaning for the targeted population.
 - iii. Availability of staffing that will deliver and administer the program(s).
 - iv. Organization or individual must demonstrate the ability to obtain the required licensing and insurance coverage.
 - v. Organization or individual must have adequate financial resources or the ability to obtain such resources during the performance of the contract to timely deliver services specified in “Essential Functions”.
 - vi. An adequate accounting system and/or application in place to properly account for the funds and to segregate expenses by funding source (if/as needed).
4. **Insurance** – Provide evidence of insurance at the coverage levels required by the County. Following are the insurance requirements: Liability; Commercial General; Automobile; Workers Comp/Employer Liability; Professional Liability.
 - a. **Commercial General Liability Insurance.** For all contracts where the total payment limit of the contract is \$500,000 or less, Contractor will provide commercial general liability insurance, including coverage for business losses and for owned and non-owned automobiles, with a minimum combined single limit coverage of \$500,000 for all damages,



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- including consequential damages, due to bodily injury, sickness or disease, or death to any person or damage to or destruction of property, including the loss of use thereof, arising from each occurrence. Such insurance must be endorsed to include County and its officers and employees as additional insureds as to all services performed by Contractor under this Contract. Said policies must constitute primary insurance as to County, the state and federal governments, and their officers, agents, and employees, so that other insurance policies held by them or their self-insurance program(s) will not be required to contribute to any loss covered under Contractor's insurance policy or policies. Contractor must provide County with a copy of the endorsement making the County an additional insured on all commercial general liability policies as required herein no later than the effective date of this Contract. For all contracts where the total payment limit is greater than \$500,000, the aforementioned insurance coverage to be provided by Contractor must have a minimum combined single limit coverage of \$1,000,000.
- b. **Workers' Compensation.** Contractor must provide workers' compensation insurance coverage for its employees.
 - c. **Certificate of Insurance.** The Contractor must provide County with (a) certificate(s) of insurance evidencing liability and worker's compensation insurance as required herein no later than the effective date of this Contract. If Contractor should renew the insurance policy(ies) or acquire either a new insurance policy(ies) or amend the coverage afforded through an endorsement to the policy at any time during the term of this Contract, then Contractor must provide (a) current certificate(s) of insurance.
 - d. **Additional Insurance Provisions.** No later than five days after Contractor's receipt of: (i) a notice of cancellation, a notice of an intention to cancel, or a notice of a lapse in any of Contractor's insurance coverage required by this Contract; or (ii) a notice of a material change to Contractor's insurance coverage required by this Contract, Contractor will provide Department a copy of such notice of cancellation, notice of intention to cancel, notice of lapse of coverage, or notice of material change. Contractor's failure to provide Department the notice as required by the preceding sentence is a default under this Contract.

Deadline for Submission of Letter of Request for Interest

In order to be considered as a Respondent for this RFP, interested parties must submit the completed Letter of Request for Interest including requested documentation above, not to exceed 10 pages (including attachments), along with the Respondent's name, title, email address and contact phone number to:

Contra Costa County – Employment and Human Services Department
Contracts Unit, Attention: RFI #756
40 Douglas Drive
Martinez, CA 94553



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Telephone: (925) 608-4969
Email: contractbid@ehsd.cccounty.us
Website: www.ehsd.org/rfp

Submissions must be sent **via e-mail only to contractbid@ehsd.cccounty.us**. Attachments must be in MS Word, MS Excel, and/or pdf file format.

Responses must be received no later than 12:00 p.m. Friday, February 3, 2023 without exception. Please note that responses will not be returned, and late deliveries will **NOT** be accepted.

Restriction and Disclosure

NOTHING IN THIS DOCUMENT SHALL BE CONSTRUED AS OBLIGATING THE COUNTY TO ISSUE AN RFP, RFSQ, OR NEGOTIATE A CONTRACT.

This RFI does not constitute a solicitation for contracting and should not be construed as a RFP or a Request for Statement of Qualifications (RFSQ). All information received in response to this RFI shall become the property of Contra Costa County.

Any information deemed confidential or proprietary by the Respondent must be clearly marked and identified by the Respondent as such and include an explanation of why such information is exempt from disclosure under applicable law. Such clearly marked and identified confidential or proprietary information will be protected and treated with confidentiality only to the extent permitted by law. Information not protected from disclosure by law will be considered a public record.

Letters of Request for Proposal and accompanied documents will be received, maintained, and may be disclosed to the public consistent with the California Public Records Act (PRA) and the Freedom of Information Act. Responses will be exempt from disclosure until the evaluation process has been completed. Respondents should be aware that EHSD is required by law to make its records available for public inspection and copying, with certain exceptions. (See California Public Records Act, California Government Code Section 6250 et seq. and the Freedom of Information Act - 5 U.S.C. Sec. 552).

EHSD will not notify Respondent of requests for release of information or that EHSD released data unless EHSD receives a request for information previously marked and identified by the Respondent as confidential or proprietary. If EHSD receives a request for release of such previously marked and identified confidential or proprietary information, EHSD will notify the Respondent of such request to allow the Respondent to challenge such request consistent with applicable law.