



First5LA.org

**JANITORIAL SERVICES
REQUEST FOR QUALIFICATIONS (RFQ)**

Los Angeles County Children and Families First –
Proposition 10 Commission (aka First 5 LA)

RELEASE DATE: MARCH 22, 2023

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I. TIMELINE FOR SELECTION PROCESS¹

ACTIVITY	DATE
RFQ Released on First 5 LA's Funding Center	March 22, 2023
Mandatory Job Walk	March 29, 2023
Final date to submit questions regarding the solicitation	April 4, 2023
Posting of responses to questions regarding the solicitation	April 7, 2023
Proposal Submission Deadline	April 11, 2023
Interviews	April 19, 2023
Contractor Selected	May 5, 2023
Contract Start Date	July 1, 2023

First 5 LA will accept proposals responding to this Request for Qualifications (RFQ) from proposers through First 5 LA's online application system. First 5 LA will accept proposal submissions from the date of the release of this RFQ through **5:00 p.m. PT on April 11, 2023. Proposals submitted after 5 p.m. will not be considered.** It is the proposer's responsibility to verify submission prior to the deadline. First 5 LA will not be responsible for any technical problems or submission failure. **Failure to submit ALL required documents as identified by Section X. Required Documents by 5:00 p.m. PT may constitute an incomplete proposal and may be grounds for disqualification.**

Questions and requests for additional information must be submitted in writing to:

Terrie Johnson, Contract Officer
E-mail: tjohnson@first5la.org

All questions and requests for additional information regarding this RFQ must be received in writing by First 5 LA via email before **5 p.m. PT on April 4, 2023**. First 5 LA reserves the sole right to determine the timing and content of the responses to all questions and requests for additional information, First 5 LA may respond to individual inquiries and then post replies to all questions on F5LA's website by the posting date.

Mandatory Job Walk

¹ Note: Dates are subject to change at First 5 LA's sole discretion.

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The Mandatory job walk will be on March **29, 2023, from 10 am to 11:30 am**. Please register for the job walk by emailing Terrie Johnson at tjohnson@first5la.org no later than March 27, 2023, 5:00 PM PST. After registering, you will receive a confirmation email containing information about joining the job walk.

Updates and Addenda

Please check the Funding Opportunities webpage regularly for updates and addenda. First 5 LA has the right to amend this solicitation by written addendum. First 5 LA is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addenda shall be made available via the online funding center. Failure to address the requirements of such addendum may result in the proposal not being considered, at the sole discretion of First 5 LA. Addenda to this solicitation, if any, will be posted on First 5 LA's website, which may be accessed by clicking [Janitorial Services for First 5 LA - Request For Qualifications \(RFQ\) - First 5 Los Angeles](#). It is the responsibility of proposers to ensure, prior to submission, that their application reflects the most recent information and RFQ requirements.

II. BACKGROUND

First 5 LA — Giving Kids the Best Start

In 1998, California voters passed Proposition 10, which levied a 50-cent per pack tax on all tobacco products. The resulting tax revenues were earmarked for the creation of a comprehensive system of information and services to advance early childhood development and school readiness within each county in California. In Los Angeles County, the First 5 LA Commission was formed as a public entity to develop and oversee various early childhood initiatives and to manage the funding from Proposition 10.

The First 5 LA 2020-28 Strategic Plan

In November 2019, First 5 LA's Board of Commissioners approved the 2020-28 Strategic Plan, which can be accessed at <https://www.first5la.org/2020-2028-strategic-plan/> that boldly articulates the goal of the organization's "North Star" – that by 2028, all children in Los Angeles County will enter kindergarten ready to succeed in school and life. The new plan will help guide and accelerate all First 5 LA does to make a tangible difference in the lives of children today and tomorrow.

First 5 LA will seek these results through policy change, practice change and public-will building. It will do so with diverse partners who share First 5 LA's aspirations for children and bring an intentional focus on equity for children and families facing disparities in outcomes and opportunities.

III. PROJECT OVERVIEW

First 5 LA seeks to hire a janitorial services firm to clean its office building of approximately 44,000 square feet covering three floors. The office building is located on the Union Station campus in downtown Los Angeles at 750 N. Alameda Street, Los Angeles 90012. First 5 LA currently employs 104 staff members. A hybrid work schedule is currently in effect at First 5 LA with a percentage of staff visiting the building each week. The second and third floors of the building contain offices and cubicles for First 5 LA staff. The first floor contains conference rooms and storage rooms. A portion of the first floor was previously used as a daycare center. The former classrooms are presently used as

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conference rooms. All three floors include bathrooms and kitchens. Janitorial services are needed to maintain a clean, healthy, safe, and orderly workspace for First 5 LA employees and visitors.

First 5 LA may perform building renovations or maintenance-related construction at any time. Additional dust and debris should be expected during the renovation period. This may mean additional cleaning is required. The janitorial firm is responsible for maintaining the cleaning tasks as listed in the scope of work, although a deeper cleaning may be required during the renovation period or upon request. First 5 LA would provide advance notice to the selected Contractor.

First 5 LA employs a contracted property management firm, currently Morlin Asset Management, who will monitor and oversee the awarded contractor.

IV. SCOPE OF WORK

First 5 LA is seeking proposals from qualified organizations (with or without subcontractors) to serve as a janitorial services provider.

The janitorial firm shall provide all personnel, equipment, tools, and supervision necessary to perform janitorial services for the First 5 LA office building. Janitorial work shall be performed at identified frequencies between 6:00 pm and no later than 9:00 pm, Monday through Friday. Weekend/holiday service may be requested on an as-needed basis. First 5 LA reserves the right to modify the frequency of tasks at its discretion. The janitorial firm shall provide services including but not limited to the following activities:

Lobby Area (Daily)

- Clean entrances and thresholds
- Spot clean entrance doors
- Sweep and mop Terrazzo floor
- Vacuum carpeted waiting areas and spot clean spills
- Dust and/or damp clean lounge seating and coffee table
- Empty all waste containers and carry trash to pick-up area
- Replace plastic liners in trash containers as needed
- Dust and/or damp clean reception counter, office furniture, chairs and equipment (desks will be cleared off by First 5 LA staff prior to cleaning); for First 5 LA's security and confidentiality, papers, folders and other materials shall not be touched
- Clean elevator floor selection panels, walls, floor and thresholds
- Spot clean wall switches, doors, door frames and furniture

Conference Rooms, Collaboration/Waiting Areas, Offices and Workstations (Daily)

- Sweep and mop elevator landings
- Vacuum carpet and clean spills
- Dust and/or damp mop all hard floor surfaces
- Spot clean wall switches, doors, door frames and furniture
- Dust and/or damp clean conference room tables, office furniture and chairs
- Dust and/or damp clean offices, work areas, office furniture, chairs and equipment (desks will be cleared off by First 5 LA staff prior to cleaning); for First 5 LA's security and confidentiality, papers, folders and other materials shall not be touched – ***Due to First 5 LA's hybrid work***

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schedule, all staff are not in the building each day. A list of offices/cubicles used each day will be provided for cleaning.

- Properly align all chairs and office furniture unless directed otherwise by staff
- Empty all waste containers and carry trash to pick-up area
- Replace plastic liners in trash containers as needed
- Clean the conference room dry erase walls, as needed
- Spot clean all surface furniture tops, partitions, and partition glass (remove all fingerprints)

Lunchrooms (Daily)

- Clean sinks, countertops and backsplash
- Wipe down cabinet faces
- Clean inside and outside of microwaves, toasters and toaster ovens
- Clean/wash any dishes left in sink
- Rinse out coffee machines/carafes
- Clean lunch tables and chairs
- Properly align all furniture
- Empty all waste containers and carry trash to pick-up area
- Replace plastic liners in trash containers
- Replenish paper goods such as paper towels and napkins
- Sweep and mop floors
- Clean water dispensers

Restrooms (Daily)

- Clean vanity tops and double sinks
- Clean and polish all bathroom fixtures including sink faucets, urinal flush handles and piping, toilet flush handles
- Clean mirrors
- Clean and disinfect toilets and urinals
- Wipe down walls and spot clean where necessary
- Empty all waste containers and carry trash to pick-up area
- Empty all sanitary napkin containers
- Replace plastic liners in trash containers
- Replenish paper goods and hand soap
- Sweep and mop floors

Other Services (Daily)

- Vacuum both interior stairway carpets, clean and disinfect metal handrails
- Clean drinking fountains
- Empty outside trash receptacles
- Clean large outside balcony terrace on 3rd floor – remove all trash, wipe down tables and chairs, dust handrails, wipe access door glass
- Clean small outside balcony terrace opposite the 3rd floor large main balcony

Weekly Service

- Wash down restroom walls, stall doors and partitions
- Clean/dust tops of restroom partitions
- Clean all wall mounted electrical switches

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- Perform high/low dusting including cubicle dividers, file cabinets, pictures, baseboards, lights, etc.
- Clean and dust all interior windowsills and blinds where accessible
- Clean inside of refrigerator
- Clean and disinfect workstation and conference room phones
- Wipe down doors and kick plates

Monthly Service

- Brush down HVAC wall and ceiling vents
- Replace restroom air fresheners
- Flush out toilets and urinals with drain cleaner

Service Every 120 Days

- Scrub and wax all tile floors

Miscellaneous

- Optional, on call basis (Include per service fee as part of budget)
 - Strip and wax vinyl/Terrazzo floors
 - Steam clean carpets
 - Deep clean conference room/lobby/collaboration area chairs and upholstery
 - Deep clean interior windows
 - Clean and disinfect areas due to COVID exposure

Additional

- For security and energy conservation purposes, perform services one area at a time, turn off lights, lock and secure each area immediately upon completion.
- Break down boxes and place them in the appropriate recycling bin
- Event and large meeting clean-up is considered part of the normal janitorial services listed above.
- The janitorial firm shall notify First 5 LA, in writing, of any irregularities noted during performance of services including, but not limited to, defective plumbing, broken windows, broken bathroom fixtures, unstable or broken furniture, graffiti, vandalism and/or damage to the building or its contents. The janitorial firm shall also notify First 5 LA, in writing, if unable to perform any services and provide the reason why.
- During any renovation period, there will be additional dust and debris that may require deeper cleaning as part of the regular cleaning tasks. Staff will potentially be relocated to other areas of the building and/or in or around the current building which will require cleaning by the janitorial firm as well.
- The janitorial firm shall maintain and post, visible to First 5 LA, the daily, weekly, and monthly schedule of activities.

Supplies & Storage

First 5 LA shall provide all restroom and kitchen supplies such as paper towels, toilet paper, soap, aerosols, trash container liners, and seat covers. The janitorial firm is responsible for all janitorial supplies and equipment for the aforementioned scope of work. These supplies and equipment consist of mops, dusting cloths, polishes, vacuum cleaners, brushes, buckets, detergents, scouring powders, disinfectants, wax, wax machines, and shampoo or steam cleaning equipment.

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First 5 LA shall provide the janitorial firm with the use of its facilities for on-site storage. There is limited storage space for the storage of bulk supplies and equipment. The Facilities Manager shall provide the location for storing bulk supplies and equipment, if available. The location may be changed at any time. The janitorial firm shall keep the assigned storage space clean, neat, and in orderly condition.

General Staff Administration

The janitorial firm is responsible for maintaining satisfactory standards for their employees regarding conduct, appearance and integrity (i.e., use of foul language, use of First 5 LA staff's personal items, use of phones and TVs, use of computers or other office equipment).

The janitorial firm shall provide employees with suitable uniforms or smocks to be worn at all times when performing custodial services at First 5 LA.

The janitorial firm shall ensure that no person(s) not employed by the janitorial firm (i.e., spouse, children, brothers, sisters, friends, etc.) shall be allowed to enter the premises during performance of services.

The janitorial firm must notify First 5 LA of the assigned staff for all services at least two (2) weeks in advance and must have photo ID on file. The janitorial firm shall provide relief personnel as necessary to ensure that each assignment is performed per specifications regardless of employee absenteeism. All employees servicing First 5 LA must pass a background check and the background checks must be submitted to and maintained on file by First 5 LA.

Building Security

The janitorial firm will ensure that the building is properly secured and locked when they are the last ones to leave the facility after hours. In addition, the Contractor shall ensure that all employees are properly trained on safety and emergency procedures (such as building fire evacuations, etc.).

V. ELIGIBILITY

Proposers must meet the following minimum requirements:

- Proposing firm must be registered with Department of Industrial Relations
- Proposing firm must be a commercially licensed janitorial service provider
- Proposing firm must have a minimum of three (3) years' experience in providing cleaning services in a similar office environment (i.e., size and scope)

Eligibility requirements are the minimum requirements to apply. If your entity is required to register with the California Secretary of State's website, First 5 LA will verify an "active" status via California Secretary of State's website: <http://BusinessSearch.sos.ca.gov/>.

Proposers that do not meet the requirements above or have an "active" status via California Secretary of State's website (if applicable) will not pass the first level of review (see *Section IX. Selection Process*).

VI. DESIRED QUALIFICATIONS

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The following qualifications are desired:

- Proposing firm has experience providing green, non-toxic, non-VOC janitorial services

VII. EVALUATION CRITERIA

Proposals will be reviewed based on the following evaluation criteria.

- **Qualifications & Experience** – 10 maximum points possible
- **Desired Qualifications** – 5 maximum points possible
- **Proposed Budget** – 10 maximum points possible
 - **Total possible points – 25**

VIII. TERMS OF PROJECT

First 5 LA expects to enter into a 12-month initial agreement with the selected contractor with an anticipated start date of July 1, 2023, subject to approval by the First 5 LA Board of Commissioners. First 5 LA, at its discretion, has the option to renew for an additional 12-month term. Subsequent budgets will be determined by the scope of work and needs of this project. Contract renewal will be based on contractor performance and contingent upon approval by the First 5 LA Board of Commissioners. First 5 LA reserves the right to terminate the contract if the quality of services is not to First 5 LA's satisfaction.

A schedule of regular reports will be jointly determined by First 5 LA and the selected proposer. Additional contract management requirements and/or reports will be determined by First 5 LA and selected proposer during negotiations. The selected proposer shall have technological capabilities for efficient phone and email communication to facilitate interaction with First 5 LA staff and other partners as necessary.

This will be a Fixed Fee contract.

- This will be a fixed-price contract. Services shall be based on a fixed price that is not subject to any adjustment by reason of costs experienced by the contractor in the performance of the contract. A final budget will be negotiated with the selected proposer.

IX. SELECTION PROCESS

First 5 LA will review proposals based on the multi-stage review process detailed below. Reviewers will be assessed for conflicts of interest with proposers and sign a Conflict-of-Interest form to certify that there are no conflicts of interest.

Level 1 Internal Review

First 5 LA will evaluate all proposals for completeness and minimum requirements. Basic requirements include timely receipt of the proposal, and submission of all required documents sought in Section X. Required Documents, and adherence to eligibility requirements described in Section V. Eligibility. Proposals with omissions of any required documentation are subject to disqualification.

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First 5 LA will also conduct a due diligence review which includes a review of the Litigation and Contract Compliance form (**Appendix G: Litigation & Contract Compliance Form**), a review of whether proposers (that are current and former contractors, grantees and vendors) currently remain placed in non-compliant status by First 5 LA under any existing and past agreement with First 5 LA and verify an “active” status via California Secretary of State (if applicable). First 5 LA reserves the right to request additional information, if needed, to validate eligibility and/or minimum requirements.

Additionally, First 5 LA will conduct a conflict-of-interest review for proposers including subcontractors.

Level 2 Proposal Review

Reviewers will score proposers using the evaluation criteria set forth in Section VII. Proposers must score a minimum of 70% or higher to continue past Level 2. Reviewers may participate in a calibration session prior to finalizing scores.

Level 3 Interview

Only key personnel included in the proposal can participate in the interview. Tentative interview dates are included in *Section I: Timeline for Selection Process* and are subject to change at First 5 LA’s sole discretion. Interviews will be held either at First 5 LA or via telephone or a virtual platform (e.g., Zoom or Microsoft Teams). Reviewers may participate in a calibration session prior to finalizing scores. Further written materials may be requested prior to or after the interview. First 5 LA reserves the right to schedule additional interviews/meetings.

Reference Checks

Reference checks will be completed after Level 3 Interview. Information obtained through reference checks will complement the results of Level 3 review. First 5 LA must be able to contact two (2) references provided by the proposer. If two (2) references cannot be reached or the proposer does not pass the reference checks, First 5 LA may deem the proposer ineligible for this opportunity.

Award of Contract

The highest-scoring proposer with combined scores from Level 2 (Proposal Review) and Level 3 (Interview) will be awarded the contract agreement or recommended to First 5 LA’s Board of Commissioners for the award of the contract or grant agreement.

X. REQUIRED DOCUMENTS

The documents listed in this section are required in proposer’s response to this RFQ to be considered a responsive proposal. **Appendix A – Application Checklist** is available to assist in application completion. Omission of any document/form will constitute an incomplete proposal and may be grounds for disqualification. Proposals that exceed First 5 LA’s page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the Level 2: Proposal Review. The removed page(s) will not be made available to reviewers.

Unless explicitly requested below, do not embed hyperlinks in your proposal documents. Any hyperlink included in proposal documents will be deactivated before the Level 2: Proposal Review and will not be made available to reviewers.

- **Online Application:** In order to respond to this RFQ, proposers must complete an online application form and submit all required documents specified below through the online

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application system. Proposers must set-up an online account in order to access the application form. Instructions on setting up the account and accessing the online application may be found at [First 5 LA Online Application Help - First 5 Los Angeles](#)

To access the online application: [Online Application can be found here.](#)

- **Qualifications/Experience Narrative:** (4 pages maximum) Proposer shall submit a completed Experience Questionnaire (see **Appendix D**) which includes a summary of the firm's overall experience including, but not limited to:
 - Company background and capabilities
 - Number of years in business
 - Number of years of experience providing the services requested
 - Experience, if any, providing green, non-toxic, non-VOC janitorial services.
- **Proposed Budget/Pricing:** Proposer shall include a detailed line-item budget (see **Appendix E**) showing:
 - Monthly fee and total fee of the proposed services, including optional on-call services
 - Any notes on the proposed pricing such as assumptions on which the firm's fee would be predicated and any factors that would change the actual fee, potential fee increases including the rationale for the increase, etc.
- **References:** Please submit three references for which the proposer has performed similar work as described by the RFQ. The reference information should include the company name, contact person, address, and telephone number. See **Appendix F**.
- **Litigation and Contract Compliance Form:** Please read the information on the required Litigation and Contract Compliance form thoroughly and include a signed copy by the proposal deadline. If you checked "Yes" to any of the questions on this form, please explain whether this will impact the project on this solicitation. See **Appendix G**.
- **Conflict of Interest Form** See **Appendix H**.
- **Provide Department of Industrial Relations (DIR) Registration Number**
- **Business License, if applicable** (e.g., Business license, if required by the City or County in which your organization operates)

Failure to submit all required attachments may constitute an incomplete proposal and may be grounds for disqualification. Proposers are responsible for any errors and omissions in their proposals and applications. In order to respond to this RFQ, please complete and submit your proposal and all required documents to First 5 LA via online portal no later than **5:00 PM PST on April 11, 2023.** **Proposals received after this deadline will not be considered and will be automatically disqualified.**

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It is the responsibility of the proposer to ensure, prior to submission, that its proposal reflects the requirements of this solicitation, including any addenda First 5 LA may have issued. Proposers should not wait to submit documents through the online application system minutes before the submission deadline. First 5 LA will not be responsible for any delays proposers may encounter with the online application system.

XI. TERMS OF THE RFQ

First 5 LA has the right to amend this solicitation by written addendum. First 5 LA is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addenda shall be made available via the online funding center. Failure to address the requirements of an addendum may result in the proposal not being considered, at the sole discretion of First 5 LA. It is the responsibility of proposers to ensure, prior to submission, that their application reflects the most recent addenda information and RFQ requirements. Addenda to this solicitation, if any, will be posted on First 5 LA's website at <https://www.first5la.org/news-resources/funding-center/>

First 5 LA reserves the right to reject all bids and re-advertise for bids, and that failure to comply with bid specification may be grounds for disqualification of bids. Each bidder or proposer shall be required to honor the price and specifications quoted for a minimum of ninety (90) calendar days following submission of the bid unless otherwise approved by First 5 LA. First 5 LA may waive any irregularity in bids or proposals if the irregularity does not provide an unfair competitive advantage over other bidders or proposers. First 5 LA also reserves the right to cancel this RFQ, in its sole discretion, at any time before execution of a contract.

The Fiscal Sponsor is considered the Contractor/Grantee and therefore it is responsible for all legal aspects of the contract/grant. As the Contractor/Grantee, the Fiscal Sponsor agrees to be accountable to First 5 LA for the programmatic and financial outcomes of the contract/grant. All information requested in the on-line application for the applicant organization is that of the Fiscal Sponsor.

First 5 LA shall not be liable for any costs incurred in connection with a proposer's preparation of a proposal in response to this RFQ. Any cover letters, résumés, and curriculum vitae, including attached materials, submitted in response to this RFQ shall become First 5 LA's property and subject to public disclosure.

Each proposal shall be retained for official files and will become public record upon submittal unless the proposal or specific parts of the proposal can be shown to be exempt from disclosure by law. The budget, scope of work, and other contractual information may be included in board materials which are made public if the contract requires board approval. Each proposer may clearly label parts of a proposal as "CONFIDENTIAL" if the proposer thereby agrees to indemnify and defend First 5 LA for honoring such a designation. The failure to so label any information that is released by First 5 LA shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for information labeled confidential is received by First 5 LA, First 5 LA will notify the proposer of the request. Within seven (7) calendar days after First 5 LA's notification to the proposer, it will be the proposer's duty to act in protection of the labeled information. The proposer's failure to so act shall constitute a complete waiver.

The proposer agrees that, by submitting the application proposal, the proposer authorizes First 5 LA to verify any or all information and/or references submitted in the proposal.

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False, misleading, statements in connection with a proposal shall be sufficient cause for rejection of the proposal at any time. The evaluation and determination in this area shall be at First 5 LA's sole judgment.

First 5 LA may waive any irregularity in bids or proposals if the irregularity does not provide an unfair competitive advantage over other bidders or proposers.

XII. CONTRACTUAL CONSIDERATIONS

The successful proposer must sign and adhere to the provisions of the First 5 LA Contract (see sample Contract - **Appendix B**). The successful proposer must execute the Contract without substantive alteration. All proposers must review the sample Contract in detail and fully understand the contractual obligations described in the Contract, including all insurance requirements. If a satisfactory agreement cannot be negotiated within 30 days of award, First 5 LA may, at its sole discretion, begin negotiations with the next qualified proposer, as determined by First 5 LA. First 5 LA may, after contract award, amend the awarded contract, scope of work, and any other exhibits in accordance with the terms of the contract and as needed throughout the contract term to best meet the needs of First 5 LA.

First 5 LA may, at its discretion, request that the Contractor undertake additional, unanticipated, activities that are aligned to the project objectives of this RFQ and incorporate such activities into the final Scope of Work/Performance Matrix and Budget, if applicable.

Current and former First 5 LA grantees, contractors and vendors must be in good standing and compliant with all aspects of current and former agreements with First 5 LA in order to be eligible to respond to this RFQ. First 5 LA may deem a proposer ineligible to respond to this RFQ if it finds, in its sole discretion, that the proposer has done any of the following: (1) violated any term or condition of a First 5 LA agreement; (2) committed any act or omission, or engaged in a pattern or practice, that negatively reflects on the proposer's quality, fitness or capacity to perform services listed in this RFQ; (3) committed an act or offense that indicates a lack of business integrity or business dishonesty; or (4) made or submitted a false claim to First 5 LA or any other public entity.

As stewards of public funds First 5 LA's Funding Guidelines (<https://www.first5la.org/article/funding-guidelines/>) are intended to provide information about the restrictions on the use of First 5 LA funds. Although these Funding Guidelines are applicable generally, the terms of individual funding agreements will always take precedence over these guidelines.

The award of a contract by First 5 LA to an individual/agency/organization that proposes to use subcontractors for the performance of work under the contract resulting from this RFQ process shall not limit First 5 LA's right to approve subcontractors, assemble teams and/or assign leads. Each proposer will be evaluated independently for added value to the overall team. A copy of executed subcontract(s) related to Program funding must be provided to First 5 LA.

The commencement of any activities under the contract's Scope of Work/Performance Matrix (Exhibit A) will not begin until the contract execution date (the date all parties have signed and delivered the contract) and the successful proposer will not be eligible to obtain reimbursement for any costs incurred prior to the contract execution date, unless otherwise approved in writing by First 5 LA. If the awarded contract is not signed by the successful proposer within thirty (30) calendar days from the proposed intended start date, First 5 LA may withdraw the contract award. First 5 LA may revise the proposed effective date prior to the final execution of the awarded contract.

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If the value of the contract is \$150,000 or more in the aggregate in any fiscal year, the award and execution of the contract is subject to First 5 LA's Board approval. Any performance of services commenced prior to obtaining all written approvals by First 5 LA shall be considered voluntary prior to final execution of the contract.

The Contractor shall ensure that the Contractor, its employees and subcontractors, as well as the participants in any program or service conducted hereunder, comply with all applicable federal, State and local public health orders to protect against the spread of the COVID-19 virus or other public health threat, including, without limitation, maintaining social distancing requirements, avoiding unnecessary or non-essential gatherings, and providing or requiring personal protective devices such as face masks, gloves and cleaning supplies.

Unless otherwise submitted during the RFQ process, the successful proposer will be required to submit additional required documentation including, but not limited to, the following documents before the awarded contract can be fully executed:

- Litigation and Contract Compliance Form
- Signature Authorization Form and supporting documents as described in form

If Applicable:

- By-laws
- Articles of Incorporation
- Board of Directors or List of Partners
- Annual Independent Audit for prior fiscal year or calendar year
- Appropriate business licenses
- IRS (Internal Revenue Service) Determination Letter for non-profit status
- Completed IRS Form W-9
- Memorandums of Understanding and Subcontracts (for any sub-contractors, collaborators, and/or partners)

It is First 5 LA's intent to contract with independent contractors as defined under California's AB (Assembly Bill) 5 and not to create an employer/employee relationship.

XIII. APPEALS POLICY

First 5 LA reserves the right, without prejudice, to reject any or all submitted proposals. An appeal shall be permitted only on the grounds that the decision violated applicable law, First 5 LA policies and procedures, or the terms of the solicitation. Appeals challenging First 5 LA's decisions on the merits or qualifications of bidders or proposers, or the scoring of proposals shall not be permitted. Appeals regarding First 5 LA's decisions on procedural or formatting errors, such as failure to include required documentation or failure to comply with page limits, shall not be permitted. An appeal of a First 5 LA decision shall be in writing and filed within ten (10) business days following the date the notification of decision is made by First 5 LA. The appeal must be filed by email to the designated contact person on the solicitation or other method described in the solicitation. An appeal shall be deemed filed on the date it is received by First 5 LA. Any appeal received by First 5 LA after the close of business on the tenth (10th) business day following the date the notification of the decision is issued shall be rejected. Please be advised that your agency has the right to appeal the decision. First 5 LA's Appeals Policy

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can be found at <https://www.first5la.org/wp-content/uploads/2021/10/Procurement-Policy-2021.pdf>.
Please refer to Section XI. Appeals for more information.

XIV. APPENDICES

For Informative Purposes:

- **Appendix A** – Application Checklist
- **Appendix B** – Sample Contract
- **Appendix C** – First 5 LA Building Floorplan & Associated Pictures

For Submission:

- **Appendix D** – Experience Questionnaire
- **Appendix E** – Proposed Budget/Pricing
- **Appendix F** – References
- **Appendix G** – Litigation and Contract Compliance Form
- **Appendix H** – Conflict of interest Form
- DIR Registration Number
- Business License (*If applicable*)