

JANITORIAL SERVICES

REQUEST FOR QUALIFICATIONS(RFQ)

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

RELEASE DATE: APRIL 29, 2025

TABLE OF CONTENTS

I. TIMELINE FOR SELECTION PROCESS	3
II. BACKGROUND	4
III. PROJECT OVERVIEW	4
IV. SCOPE OF WORK.....	5
V. ELIGIBILITY	8
VI. DESIRED QUALIFICATIONS	9
VII. EVALUATION CRITERIA	9
VIII. TERMS OF PROJECT	9
IX. SELECTION PROCESS.....	10
X. REQUIRED DOCUMENTS.....	11
XI. TERMS OF THE RFQ	12
XII. CONTRACTUAL CONSIDERATIONS	13
XIII. APPEALS POLICY	15
XIV. APPENDICES	15

I. TIMELINE FOR SELECTION PROCESS¹

ACTIVITY	DATE
RFQ Released on First 5 LA's Funding Center	April 29, 2025
Mandatory Job Walk	May 9, 2025
Final date to submit questions regarding the solicitation	May 12, 2025
Posting of responses to questions regarding the solicitation	May 13, 2025
Proposal Submission Deadline	May 14, 2025
Interviews	May 27-28, 2025
Contractor Selected	June 4, 2025
Contract Start Date	July 1, 2025

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 May 14, 2025. 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:

Inesa Papazyan, Contract Officer
E-mail: ipapazyan@first5la.org

All questions and requests for additional information regarding this RFP must be received in writing by First 5 LA via email before **5 p.m. PT on May 12, 2025.** 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

The mandatory job walk will take place on **May 9, 2025, from 10 am – 11:30 am.** Please register for the job walk by emailing Inesa Papazyan at ipapazyan@first5la.org no later than May 2, 2025, 5:00 pm

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

Janitorial Services RFQ

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 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 RFP 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 2024-29 Strategic Plan

On Nov. 9, 2023, First 5 LA's Board of Commissioners approved the agency's 2024-2029 Strategic Plan ([First 5 LA 2024-2029 Strategic Plan | First 5 Los Angeles](#)), introducing our vision to build a future where every child is born healthy and thrives in nurturing, safe and loving communities. To achieve this vision, First 5 LA has articulated a clear set of goals and objectives that refine our focus and center our work on a more equitable future for our youngest children and their families. On Nov. 14, 2024, to advance our strategic plan from vision to action, the agency introduced four initiatives that focus on every child reaching their full developmental potential. Our priorities of prevention first, vibrant environments, maternal and child well-being, and whole child, bright futures, call on us to innovate, partner, and amplify community input that collectively ensures every child's needs are met throughout the critical first five years of life.

III. PROJECT OVERVIEW

First 5 LA seeks to hire a janitorial services organization to clean its office building of approximately 47,000 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 95 staff members. A hybrid work schedule is currently in effect at First 5 LA with a portion of staff visiting the building each day. The second floor of the building contains offices and cubicles that are leased to a third-party entity. The third floor also contains offices and cubicles for First 5 LA staff as well as two balconies. The first floor contains conference rooms, storage rooms, and a patio. All three floors include

Janitorial Services RFQ

bathrooms and kitchens. Janitorial services are needed to maintain a clean, healthy, safe, and orderly workspace for First 5 LA employees, tenants, and visitors.

First 5 LA is in the process of completing building renovations and/or maintenance-related construction. Additional dust and debris should be expected during the renovation period. This may mean additional cleaning is required. The work is expected to be completed by the end of July 2025. The janitorial organization 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 of deeper cleaning requests to the selected Contractor.

First 5 LA contracts a property management organization, currently Morlin Asset Management, who will monitor and manage the awarded contractor. The property management team currently consists of a Facilities Manager and Building Engineer.

IV. SCOPE OF WORK

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

The janitorial organization 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 after 7:00 pm and completed as soon as possible thereafter, 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 organization 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/entry 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,

Janitorial Services RFQ

papers, folders and other materials shall not be touched – ***Due to First 5 LA's hybrid work schedule, all staff are not in the building each day, but offices/cubicles should be checked and cleaned appropriately.***

- 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 boards, as needed
- Spot clean all surface furniture tops, partitions, and partition glass (remove all fingerprints smudges)

Breakrooms (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, recycle, compost containers and carry trash/recyclables/compost to main dumpster pick-up area outside of building and wipe down wall behind containers
- 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 (including toilet seat covers) and hand soap
- Sweep and mop floors

Other Services (Daily)

- Vacuum both interior stairway carpets (landings and all steps), clean and disinfect metal handrails
- Clean drinking fountains
- Empty any outside trash receptacles on the patio and/or balconies
- Clean outside balcony terraces on 3rd floor (two balconies) – remove all trash, wipe down tables and chairs, dust handrails, wipe access door glass
- Clean side patio on 1st floor – remove all trash, wipe down tables and chairs

Janitorial Services RFQ

Weekly Service

- Wash down restroom walls, stall doors and partitions
- Clean/dust tops of restroom partitions
- Clean all wall mounted electrical switches
- 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
- Deep clean all trash cans, trash bins, recycle containers, compost containers

Miscellaneous

- Optional, on call basis (Include per service fee as part of budget)
 - Scrub and wax tile floors
 - Strip and wax vinyl/Terrazzo floors
 - Steam and deep clean carpets
 - Deep clean conference room/lobby/lounge area chairs and upholstery
 - Deep clean interior windows

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.
- The janitorial organization will ensure the building is properly secured and locked when they are the last ones to leave the facility after hours. After hours, all entrance doors are to be kept locked during entire cleaning operation. **NO UNAUTHORIZED PERSONNEL ARE ALLOWED TO ENTER THE BUILDING.**
- Break down boxes and place them in the appropriate recycling bin in the main dumpster area outside of building.
- Event and large meeting clean-up are considered part of the normal janitorial services listed above.
- The janitorial organization 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 organization 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 organization as well. Advance notice will be provided if required.
- The janitorial organization shall maintain and post, visible to property management, the daily, weekly, and monthly schedule of activities.

Janitorial Services RFQ

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 organization is responsible for all janitorial supplies and equipment to carry out 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.

First 5 LA shall provide the janitorial organization 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 organization shall keep the assigned storage space clean, neat, safe and in orderly condition.

General Staff Administration

The janitorial organization is responsible for maintaining satisfactory standards for their employees regarding conduct, appearance and integrity. This includes refraining from the 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 organization shall provide employees with suitable uniforms or smocks to be worn at all times when performing custodial services at First 5 LA.

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

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

Janitorial Services RFQ

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: [Search | California Secretary of State](#).

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

The following qualifications are desired:

- Proposing organization has experience providing green, non-toxic, non-VOC (volatile organic compounds) 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, 2025, subject to approval by the President & CEO or signatory designee. The contract may renew annually at First 5 LA's sole discretion for a total project term of up to 5 years through June 30, 2030. Subsequent budgets will be determined by the scope of work and needs of this project. Contract renewal will be based on First 5 LA business need, contractor performance and may be 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. The project will be subject to annual review and renewal based on business need, contractor performance and compliance with the terms of the contract. Contract renewals and annual budgets are subject to approval by First 5 LA. Nothing in this RFQ shall be construed as a continuing entitlement or right to contract renewal beyond First 5 LA's discretion.

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-for-services contract. Payments will be based on a fixed fee for services that is not subject to any adjustment due to costs experienced by the contractor in performing the contract. A final budget will be negotiated with the selected proposer.

Janitorial Services RFQ

IX. SELECTION PROCESS

First 5 LA and a representative from Morlin Asset Management 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 proposal, 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.

First 5 LA will also conduct a due diligence review which includes a review of the Litigation and Contract Compliance form (**Appendix G: Due Diligence Assessment Form**), a review of whether proposer (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 and minimum requirements.

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

Level 2 Proposal Review

Proposers that pass Level 1 review will proceed to Level 2 review. The review panel will be comprised of First 5 LA staff. Prior to beginning their review, reviewers will be assessed for conflicts of interest with proposers, including subcontractors, and sign a Conflict of Interest form to certify that there are no conflicts of interest. Reviewers will score proposers using the criteria set forth in *Section VII. Evaluation Criteria*. Reviewers may participate in a calibration session prior to finalizing scores. Reviewers will score proposers using the evaluation criteria set forth in Section VII. Evaluation Criteria.

Level 3 Interview

The three (3) highest scoring proposers from Level 2 review will proceed to 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, 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.

Janitorial Services RFQ

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 application system. *If applying with a Fiscal Sponsor, all information requested in the on-line application for the applicant organization must be that of the Fiscal Sponsor.* Proposers must set-up an online account in order to access the application form. Instructions on setting up the account and access 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:** (5 pages maximum) Proposer shall submit a completed Experience Questionnaire (see **Appendix D**) which includes a summary of the organization's overall experience including, but not limited to:
 - Company background and capabilities
 - Department of Industrial Relations (DIR) Registration Number
 - 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 organization'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**.

Janitorial Services RFQ

- **Due Diligence Assessment Form:** Please read the information on the required Due Diligence Assessment 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**.
- **Organizational Conflict of Interest Form** See **Appendix H**.
- **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 RFP, 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 May 14, 2025**. **Proposals received after this deadline will not be considered and will be automatically disqualified.**

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.

Janitorial Services RFQ

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 vita, 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 application proposal, the proposer authorizes First 5 LA to verify any or all information and/or references submitted in the proposal.

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;

Janitorial Services 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 final execution of the awarded contract.

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:

- Due Diligence Assessment 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 Determination Letter for non-profit status
- Completed IRS Form W-9

Janitorial Services RFQ

- 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 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 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 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** – Qualifications/Experience Narrative
- **Appendix E** – Proposed Budget/Pricing
- **Appendix F** – References
- **Appendix G** – Due Diligence Assessment Form
- **Appendix H** – Organizational Conflict of Interest Form
- **Business License (if applicable)**

Janitorial Services RFQ