

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) #27-003
CONSTRUCTION CLEANING SERVICES POOL**

NOTICE IS HEREBY GIVEN that South San Francisco Unified School District ("District") is seeking to create a pool of qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide professional public sector **Construction Cleaning Services** for selected projects under the District's Measure T Bond Program and District's Facilities Department. The District intends to create a pool of qualified **Construction Cleaning Services**.

Respondents to the RFQ should email one (1) electronic copy of their Submittal, labeled "**RFQ#27-003 Construction Cleaning Services Submittal**," to:

Calvin Wong, Bond Program Manager at clwong@ssfusd.org, **Paul Anderson, Program Manager**, pjanderson@kitchell.com and **Gina DeMartini, Sr. Administrative Assistant**, gdemartini@ssfusd.org.

ALL RESPONSES ARE DUE BY 2:00 P.M. ON TUESDAY, AUGUST 11, 2026. Oral, telegraphic, facsimile, telephone, and/or telephone submittals will not be accepted. Submittals received after this date and time will not be accepted.

Questions regarding the RFQ may be directed in writing to **Paul Anderson** at pjanderson@kitchell.com and **Calvin Wong** at clwong@ssfusd.org and must be submitted in writing on or by **2:00 P.M. ON MONDAY, July 27, 2025**.

Each Submittal must conform and be responsive to the requirements set forth in the RFQ. District reserves the right to waive any informalities or irregularities in received Submittals. Further, District reserves the right to reject any and all Submittals and to negotiate contract terms with one or more Respondents for any portion of the services. District retains sole discretion to determine issues of compliance and to determine whether any Respondent is responsive, responsible, and qualified.

The RFQ documents will be available online July 15, 2026 at the following link: <https://www.ssfusd.org/departments/business-services/facilities-department/business-with-ssfusd/bids-and-rfps/rfps-rfqs-rfos-rfis> under Measure T Bond Projects.

It is the responsibility of the respondent to check the District's construction website regularly for updates and addenda related to the RFQ.

I. RFQ RESPONSE SCHEDULE

DATE/TIME	EVENT
Wednesday, July 15, 2026	Release of RFQ
Wednesday, July 15, 2026	First Advertisement of RFQ in local newspaper.
Wednesday, July 22, 2026	Second Advertisement of RFQ in local newspaper.
Monday, July 27, 2026 at 2:00 P.M.	Deadline to receive written questions from Respondents.
Monday, August 3, 2026 at 4:00 P.M.	Deadline for District to issue Addenda to answer questions / clarifications.
Tuesday, August 11, 2026 at 2:00 P.M.	Deadline for Submittals in response to RFQ.
Anticipated by September 14, 2026	Notice to selected Respondent(s) for inclusion in pool

*RFQ Schedule. The District reserves the right to change the dates on the schedule without prior notice.

II. BACKGROUND

South San Francisco Unified School District ("District") is located in San Mateo County and services approximately 8,485 K-12 students. District's mission is to graduate responsible, productive, and environmentally aware citizens who have the academic and social skills necessary to contribute to a changing global society. We pride ourselves on our quality instructional program defined by a challenging and creative curriculum that serves our diverse population.

District is seeking experienced and proven firms to provide construction cleaning services for selected projects under District's \$436 million Measure T Bond Program. This RFQ explains the services sought and generally outlines the requirements.

Based on responses to this RFQ, it is the intent of the District to create a pre-qualified pool of Construction Cleaning Services contractors from which it will select for the District's Measure T Bond Program and District's Facilities Department projects requiring Construction Cleaning Services on an as-needed basis. The District invites firms to submit qualifications in response to this RFQ to be included in a pool for a period of five years.

This request for SOQs seeks the following type of service providers:

Construction Cleaning Services firms to provide construction cleaning services, including personnel and all materials, equipment and tools required to complete the work. The services include construction detail cleaning not limited to classrooms, cafeterias, auditoriums, hallways, science labs, restrooms & staff areas. Work includes but is not limited to dusting windows, floor mopping, stripping & sealing, and associated furniture moving related to construction activities required to perform the work for the Measure T Bond Program and District Facilities projects. Services may include professional janitorial cleaning services for

Bond and Facilities projects involving over 15 modernizations and minor additions. Construction Cleaning Services firms must have experience and be able to demonstrate a history of success in providing professional cleaning services for California K-12 public schools, especially post-construction. All participating Construction Cleaning Services firms must have an existing and working business location within a 60 mile radius of the city limits of South San Francisco, CA.

Construction Cleaning Services are anticipated to start in Fall 2026 and continue through Fall of 2031. Construction Cleaning Services firms must be able to start work immediately upon selection.

III. SCOPE OF SERVICES

Any firm selected based on this RFQ process must be capable of providing full construction cleaning services for any and all selected projects.

The selected Respondent must be capable of performing the full Scope of Services set forth at **Exhibit A** to the District's form of Independent Consultant Agreement for Construction Cleaning Services ("Agreement"), which is distributed with this RFQ as **Attachment A** and incorporated herein by this reference. The exact scope of services and final fee, however, will be negotiated with the selected firm and finalized in any resulting contract.

IV. FORM OF AGREEMENT

Respondent must be capable of executing and performing in accordance with District's form of Independent Consultant Agreement for construction cleaning services ("Agreement"), which is distributed with this RFQ as **Attachment A** and incorporated herein by this reference. **Any proposed changes to the form of Agreement must be identified in Respondent's Submittal**; undisclosed change requests may not be entertained.

V. QUALIFIED POOL AND RECERTIFICATION

District may use this RFQ to maintain a pool of qualified Respondents for future consideration. Requests for recertification may be sent in District's sole discretion. Respondents who do not timely satisfy recertification requirements may be deleted from the prequalified pool, at sole discretion of District. Additional firms may be added to the pool, at District's sole discretion.

VI. LIMITATIONS

This RFQ is neither a formal request for bids, nor an offer by District to contract with any party responding to this RFQ. All decisions concerning selection will be made in the best interests of District. The awarding of a contract pursuant to this RFQ, if at all, is at sole discretion of District.

District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. District shall in no event be responsible for the cost of preparing any Submittal in response to this RFQ.

Submittals and any other supporting materials submitted to District in response to this RFQ will not be returned and will become the property of District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind District to protect the designated matter from disclosure.

Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, Submittals shall be held confidential by District and shall not be subject to disclosure under the California Public Records Act until after either: (1) District and the successful Respondent have completed negotiations and entered into an Agreement, or (2) District has rejected all Submittals. Furthermore, District will have no liability to Respondent or other party as a result of any public disclosure of any Submittal.

VII. FULL OPPORTUNITY

No Respondent will be discriminated against on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status in any consideration leading to the award of the contract. District also affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), and Disabled Veterans Business Enterprises ("DVBE") shall be afforded full opportunity to respond to this RFQ.

VIII. RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no person, or entity submitting in response to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ, the evaluation or selection process/or the award of the contract with any member of District, Governing Board, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of Respondent.

IX. [RESERVED]

X. SUBMITTAL REQUIREMENTS

A. Format

Respondents to this RFQ must comply with the following format requirements. Material must be in 8-1/2 x 11 inch format. Submittals shall be submitted via email, as a tabbed, pdf bundle with boldface headers below; e.g. the first tab would be entitled "Cover Letter", the second tab would be entitled "Business Information", etc. Submittals shall be no more than twenty (20) single-sided pages or ten (10) double-sided pages in length. This page limitation excludes front/back covers, and allowed appendices. Submittals containing more than the authorized number of pages will not be considered.

B. Content

1. Cover Letter

Provide a letter of introduction signed by an authorized officer of Respondent. If Respondent is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.

Include in the cover letter all of the following:

- Brief description of why Respondent is well suited for, and can meet, District's needs.
- Identification of individual(s) who are authorized to speak for Respondent during the

evaluation process.

- One (1) of the follow statements:

"[INSERT RESPONDENT'S NAME] received a copy of District's form of Independent Consultant Agreement for construction cleaning services ("Agreement") attached as Attachment A to the RFQ. [INSERT RESPONDENT'S NAME] has reviewed the Agreement, including, without limitation, the indemnity provisions and insurance provisions. If given the opportunity to contract with District, [INSERT RESPONDENT'S NAME] has no objections to the use of the Agreement."

OR

"[INSERT RESPONDENT'S NAME] received a copy of District's form of Independent Consultant Agreement for construction cleaning services ("Agreement") attached as Attachment A to the RFQ. [INSERT RESPONDENT'S NAME] has reviewed the Agreement, including, without limitation, the indemnity provisions and insurance provisions. If given the opportunity to contract with District, [INSERT RESPONDENT'S NAME] has objections to the use of the Agreement, all of which are identified in the Appendix to this Submittal."

A copy of District's form of Agreement is attached to this RFQ as **Attachment A**. To the extent Respondent has any objections to the form Agreement, Respondent must state the objection, and must provide a reasonable description of its requested change in response to the objection. **District will not entertain unidentified objections or vaguely described objections during any contract negotiation.** Objections may be attached as an Appendix to Respondent's response and will not count toward the page limit.

- Certification that no official or employee of District, nor any business entity in which an official of District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to District.
- Certification that no official or employee of Respondent has ever been convicted of an ethics violation.
- Evidence that Respondent is legally permitted to conduct business in the State of California and properly licensed (as applicable) for the scope of services.
- Confirmation that Respondent is aware of any and all addenda to the RFQ. **List each addendum reviewed and acknowledged.**
- Above the signature(s) the following language: *"By virtue of submission, [INSERT RESPONDENT'S NAME] declares that all information provided in the Submittal is true and correct."*

2. Business Information

- Company name.
- Address.

- Telephone.
- Website.
- Name and email of main contact.
- Federal Tax I.D. Number.
- License or Registration Number (if applicable).
- Type of organization (e.g., corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- Number of employees.
- State of California certification of Small Business or Disabled Veteran Business Enterprise status, if any.

3. Relevant Qualifications, Experience and Staffing Approach

All respondents are required to answer in narrative form the following requested information:

- Indicate number of years in business and date established (minimum qualification is 2 years)
- Indicate location of office or offices from which work will be performed or dispatched (must be within 60 miles of South San Francisco).
- Provide a brief description of your firm or team including a description of basic cleaning services provided by the firm.
- List a minimum of three (3) similar type projects worked on in the past three (3) years for a school district or another public agency. Provide References.
- Provide a staffing/organizational chart explaining your team's ability to deliver the necessary staffing required to successfully deliver cleaning services that meet the District's requirements for at least three (3) project running concurrently.
- Provide your firm's ability to respond to a request for cleaning on a Friday afternoon and staff up for the whole weekend.

4. Litigation History

Provide a comprehensive five (5)-year summary of Respondent's litigation history (including arbitration and mediation) with any clients (current or previous). This includes current/ongoing matters. State the issues in the litigation, the status of the litigation, names of parties, and outcome. A Submittal failing to provide the requested information on litigation history, will be considered non-responsive.

5. Rates & Services Costs

Respondents shall submit a fee schedule showing billing rates for each type of employee anticipated to be assigned to the project.

6. Appendix

Shall include:

- Executed Non-Collusion Declaration (**Attachment B**)
- Rates and Service Costs
- Certificate(s) of Insurance identifying Respondent's current insurance coverages.

May include:

- Key team member resumes.
- Identification and explanation of any and all objections to the form of Agreement.

XI. SELECTION PROCESS

A. Selection Criteria

Each Submittal must be complete. Incomplete submittals will be considered nonresponsive and grounds for disqualification. District retains sole discretion to determine issues of compliance and to determine whether a Respondent is responsive, responsible, and qualified. District may elect to conduct interviews with some or all of Respondents.

The criteria for evaluating Respondents may include, without limitation, the following:

- Overall responsiveness of the Submittal (5 points);
- Cover letter & acknowledgement of form of agreement (5 points);
- Qualifications and Experience (30 points);
- Litigation History (5 points);
- Rates and service costs; (30 points);

District will identify Respondent(s) that can provide the greatest overall benefit to District and may also identify Respondent(s) for inclusion in a qualified pool for consideration for future contracts.

B. District Investigations

District may perform investigations of Respondents that extend beyond contacting the references identified in the Submittal. District may request a Respondent submit additional information pertinent to the review process. District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

C. Final Determination and Award

District reserves the right to contract with any entity responding to this RFQ for all or any portion of the services described herein, to reject any Submittal as nonresponsive, and/or not to contract with any Respondent for the services described herein. District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. District reserves the right to contract with any person or firm not participating in this process. District shall in no event be responsible for the cost of preparing any Submittal in response to this RFQ, including any supporting materials.

Awarding of contract(s) is at sole discretion of District. District may, at its option, determine to award contract(s) only for portions of the scope of services identified herein. In such case, the successful Respondent(s) will be given the option not to agree to enter into the contract and District will retain the right to negotiate with any other Respondent selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, District will retain the right to enter into negotiations with any other Respondent to this RFQ.

ATTACHMENT A
Form of Agreement

Attached under separate cover

ATTACHMENT B

**NON-COLLUSION DECLARATION
(Public Contract Code Section 7106)**

The undersigned declares:

I am the _____ of _____, the party making the foregoing
[Title] [Name of Firm]
bid/proposal.

The bid/proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid/proposal is genuine and not collusive or sham. The bidder/proposer has not directly or indirectly induced or solicited any other bidder/proposer to put in a false or sham bid/proposal. The bidder/proposer has not directly or indirectly colluded, conspired, connived, or agreed with any bidder/proposer or anyone else to put in a sham bid/proposal, or to refrain from bidding/proposing. The bidder/proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid/proposal price of the bidder/proposer or any other bidder/proposer, or to fix any overhead, profit, or cost element of the bid/proposal price, or of that of any other bidder/proposer. All statements contained in the bid/proposal are true. The bidder/proposer has not, directly or indirectly, submitted its bid/proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, depository, or to any member or agent thereof, to effectuate a collusive or sham bid/proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder/proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder/proposer.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____,
[Date]

at _____,
[City] [State]

Date: _____
Proper Name of Bidder/Proposer: _____
Signature: _____
Print Name: _____
Title: _____

END OF DOCUMENT