

REQUEST FOR PROPOSALS

Janitorial Services

SRTA Solicitation Number: S-00033

Issued: May 23, 2025

Contract Capacity: Estimated budget of \$42,000

Performance Period: Project to be completed by June 30, 2030

Payment Method: Fixed Price

Submissions Due: 3:00 p.m. PDT on June 13, 2025

Contact Person: Amy Lindsey, Executive Assistant

Interested applicants must [subscribe](#) to SRTA's bid posting webpage to receive notices when information and possible RFP addenda become available.

Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001
(530) 262-6190



Table of Contents

<i>Procurement Summary</i>	<i>3</i>
<i>About the Shasta Regional Transportation Agency (SRTA)</i>	<i>4</i>
2025 SRTA Board of Directors	4
<i>Project Background.....</i>	<i>4</i>
<i>About Your Proposal</i>	<i>4</i>
Project Scope of Work	4
Task 1: Contract Initiation and Management	4
Task 2: Weekly Cleaning	5
Task 3: Provide Cleaning Equipment and Supplies	5
Proposal Contents	6
Site Visit.....	7
Addenda and Questions About This RFP	7
Procurement Schedule.....	8
Proposal Submittal	8
Proposal Evaluation	9
Contract Amount and Award	10
<i>Additional Information and Terms</i>	<i>10</i>
<i>Appendix</i>	<i>12</i>
PROTEST PROCEDURES FOR PROCUREMENTS	12

Procurement Summary

SRTA seeks proposals from qualified vendors to provide onsite Janitorial services at our office located at 1255 East Street, Suite 201, Redding, CA 96001.

This project is funded by multiple federal and state funds within our indirect cost allocation plan within our Overall Work Program. The estimated contract award budget is \$42,000 over 5 years and is not subject to prevailing wage. The contract is expected to be completed by June 30, 2030.

About the Shasta Regional Transportation Agency (SRTA)

2025 SRTA Board of Directors

Board Member	Affiliation
Greg Watkins, Chair	Council Member, City of Shasta Lake
Tenessa Audette	Council Member, City of Redding
Erin Resner	Council Member, City of Redding
Mike Gallagher, Vice-Chair	Council Member, City of Anderson
Kevin Crye	Supervisor, County of Shasta – District 1
Matt Plummer	Supervisor, County of Shasta – District 4
Chris Kelstrom	Supervisor, County of Shasta – District 5

Shasta Regional Transportation Agency (SRTA) is the designated Metropolitan Planning Organization (MPO) for the Shasta County region. Member agencies are the cities of Anderson, Redding, and Shasta Lake; the county of Shasta; and the Redding Area Bus Authority (RABA). Information regarding SRTA, regional plans and programs, and this procurement are available online at www.srta.ca.gov.

Project Background

The Shasta Regional Transportation Agency owns a two-story building at 1255 East Street, Redding, California. The 10,250 square-foot building sits on an approximately 21,000 square-foot lot. SRTA's regular office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday (except legal holidays), however some staff work alternative schedules and may arrive as early as 6:30 a.m. and work until 6:00 p.m., or later. The chosen vendor will be responsible for providing janitorial services for a majority of the building, minus the second-floor tenant space in Suite 201 and the single downstairs tenant (Suite 100) space, who clean their own office spaces separately. Please see the highlighted floorplan provided as Attachment B.

About Your Proposal

Project Scope of Work

SRTA is seeking a qualified vendor to provide janitorial services. **The proposals submitted must include the tasks outlined below as well as the detailed work plan in Attachment A.**

Task 1: Contract Initiation and Management

A kick-off meeting with SRTA and the selected vendor will be held at the beginning of the contract to establish and agree upon communication protocols, roles and responsibilities,

and expectations. SRTA staff will explain the expected deliverables and invoicing procedures.

Deliverables:

- Kick-off meeting.
- Monthly invoices may be submitted electronically via email to srta@srta.ca.gov.

Task 2: Weekly Cleaning

The vendor shall be responsible for janitorial services for Suite 202 which includes all SRTA offices, a conference room, kitchen/break room, three restrooms, hallways, and public space areas only (approximately 6,000 square feet) inside the SRTA building at 1255 East Street, Redding, California, one (1) night per week. Public spaces include the inside stairwells at the back and front of the building as well as the “landing area” at the front entrance to the building, next to the elevator and the entrance to Suite 100. Janitorial services for Suites 100 and 201 are the responsibility of the tenants and should not be considered part of this proposal.

Typical weekly cleanings shall take place between Friday and Sunday. If cleaning activities are proposed for Fridays, they shall start no earlier than 6:00 p.m., and finish by 11:00 p.m. If cleanings are proposed on the weekend, cleanings shall be between the hours of 8:00 a.m. and 11:00 p.m. Other cleaning days/times can be proposed by vendors and considered during contract negotiations.

Deliverables:

- Invoicing shall be monthly, received no later than the tenth (10th) day of each month. Invoicing shall include line items for any supply purchases, or any extra services provided in an itemized statement. All invoices shall be sent to srta@srta.ca.gov.

Task 3: Provide Cleaning Equipment and Supplies

Janitorial service shall furnish all cleaning supplies and equipment used to provide cleaning services. All other supplies, such as toilet paper, toilet seat liners, bathroom paper towels, personal wastebasket and larger kitchen trash can liners, hand soap in restrooms, etc., shall be a reimbursable expense negotiated during the contract phase. SRTA has a janitor closet to store equipment and supplies. It is expected that the janitor’s closet be kept neat and tidy, and stored materials will not block access to any mechanical equipment or doorways. Hand soaps and other cleaning items should be free of all scents to the extent practicable. The janitorial service is expected to break down and haul away any empty supply boxes. SRTA expects an ample number of extra supplies on hand for busier weeks where supplies may need to be refilled by SRTA staff.

Deliverables:

- Extra/back-up supplies *must* be kept onsite in the SRTA Janitor closet.

- If SRTA runs out of any supplies, the janitorial service provider will need to bring them that evening for the next business day.

Proposal Contents

Written proposals submitted in response to this RFP shall not exceed 35 pages (excluding attachments). At a minimum, the following information should be included and clearly labeled as follows:

Introduction

- A transmittal letter should be included, signed by an officer who may contractually bind the firm or joint venture. The signature of the authorized representative attests that the information contained in the proposal is truthful, accurate, and complete at the time of submittal. The letter should include how the respondent heard of the procurement.
- The introduction should include a description of the firm including the firm's name, address, legal form of the company (e.g., partnership, corporation, joint venture, etc.), status as a Disadvantaged Business Enterprise (DBE) or non-DBE, North American Industry Classification System (NAICS) code, Tax Identification Number (TIN), annual gross receipts (may be a range), and the number of years the firm has been in business.
- *Note – If primary vendor, or any sub-vendors, indicate they are a DBE firm, they must provide certification showing proof that they are an identified DBE firm in the State of California, which typically includes a DBE certification number.*

Proposal and Work Plan

- Statement of understanding of the scope of work that illustrates the vendor's familiarity with the services to be provided.
- Work plan and schedule to complete the project scope of work.

Project Team

- A staffing plan identifying the approximate number, expertise, and experience level of staff by role and responsibility based on anticipated work.

Team Experience

- This segment should highlight or expand upon project experience.
- Describe staffing capability, workload, and also describe ability to adapt to unexpected work. Finally, describe the feasibility of oversight, ability, and willingness to respond to SRTA requirements for this procurement.

Example Projects

- A representative list of similar projects completed within the last five years including:
 - Client
 - Client contact and/or project manager
 - Client contact information

- Contract amount
- Date of contract
- Date of completion
- Vendor project manager and contact information
- Project description

Additional Information

- Proposer should explain its approach and strategy for successfully completing similar project. The project approach should be sufficient in detail to demonstrate the proposer's understanding of the project, its unique challenges, and the processes and procedures that must be followed. The proposer should identify the most critical steps in the successful completion of similar projects.
- Proposer should provide a summary of experience achieving requirements.
- Proposer should explain why their team should be selected and include any other information they feel is relevant.

Cost Proposal

- The proposal shall be a firm offer for a minimum of 90 days and contain a statement to that effect. The proposal shall contain a statement that all activities performed within the proposed scope of work will be performed at a not-to-exceed price. Cost proposal should include both regular monthly costs as well as appropriate periodic line-item costs (e.g., supplies, hours for additional cleaning if requested, etc.).

Site Visit

One site visit will be held on June 2, 2025, at 2:00 p.m. No other on-site visit opportunities will be permitted in order to maintain a fair and competitive procurement process. Please indicate your interest in a site visit to the contact person listed below via email. Questions asked during the site visit may be responded to during the visit or via written collective response on the SRTA website by the deadline below for Questions and Answers. Attendance at the site visit is not required in order to submit a proposal, however, it is highly encouraged for interested vendors to attend.

Addenda and Questions About This RFP

Interested applicants must subscribe to SRTA's bid posting webpage at <http://www.srta.ca.gov/bids.aspx> so that they are notified of any addenda to the RFP or responses to questions received. All questions regarding this RFP will be responded to collectively and made available for all interested applicants via the bid posting webpage on SRTA's website.

Questions may be submitted via email to srta@srta.ca.gov in advance of the site visit to be addressed by SRTA staff during the meeting. After the visit, questions will continue to be taken via email from prospective vendors until 3:00 p.m. on June 4, 2025. All responses to questions will be posted on the [SRTA website](#) no later than June 6, 2025.

Procurement Schedule

The anticipated procurement schedule is shown below in Table 1. Firm deadlines are shown in bold text.

Table 1 – Procurement Schedule

Tasks	Deadline
Release RFP	May 19, 2025
Site Visit	2 p.m. PDT June 2, 2025
Interested Vendor Questions Due	3:00 p.m. PDT, June 4, 2025
SRTA Response to Vendor Questions	No later than 5:00 p.m. on June 6, 2025
Vendor Proposals Due	3:00 p.m. PDT on June 13, 2025 (no postmarks accepted)
Evaluation and Ranking of Proposals	June 16-18, 2025
Interviews (if necessary)	June 20, 2025
Vendor/SRTA contract negotiation, including budget and scope of work	June 23, 2025 – June 27, 2025
SRTA Executive Director Approval	June 30, 2025
Anticipated Contract Start	July 1, 2025

Proposal Submittal

Please submit vendor proposals via email, USPS, or delivery to:

Shasta Regional Transportation Agency
Attn: Amy Lindsey
1255 East Street, Suite 202
Redding, CA 96001
srta@srta.ca.gov

Proposal submittals must be received at the SRTA office before 3:00 p.m. PDT on June 13, 2025. No proposals will be accepted after this time. **Postmarks are not acceptable.** Proposal receipt will be acknowledged by email.

The cost of preparing and submitting a proposal, pre-contract meetings, and participating in an interview—if held—are at the sole expense of the proposer. SRTA reserves the right to reject any or all proposals, and to waive any informality, technical defect, or clerical error in any proposal at SRTA's discretion. Solicitation of proposals in no way obligates SRTA to contract with any firm or individual. The decision to approve and award a contract is at the discretion of SRTA.

Proposal Evaluation

A panel will be formed to evaluate the proposals via consensus scoring and make a recommendation. The proposal evaluation will be based on the scoring criteria presented in Table 2.

Table 2 – Proposal Scoring Criteria

Criteria	Maximum Possible Points
Thoroughness of proposal at addressing the project's scope of work and the project's overarching objectives	25
Qualifications and similar experience of the vendor firm and project team, including sub-vendors.	30
Cost and value of services to be provided	40
DBE participation level	5
Total	100

In circumstances where a recommendation cannot be made based on the proposals alone, the highest ranked vendors may be invited to an interview where they may give a brief presentation of no more than 15 minutes followed by up to 15 minutes of Q&A. SRTA will evaluate the interview using the criteria presented below in Table 3, and the interview score will then be added to the proposal score above to determine the final ranking. The evaluation panel will then make a recommendation based upon the final cumulative ranking to the executive director.

Table 3 – Interview Scoring Criteria (if conducted)

Criteria	Maximum Possible Points
Quality of vendor's presentation (content and visuals)	20
Quality of responses to interview questions	20
Qualifications and experience of the vendor's team	10
Total	50

Contract Amount and Award

The anticipated start date is July 1, 2025, with a June 30, 2030, contract expiration. Vendor selection will be based on a combination of funding availability and the value of the services to be provided. The total amount budgeted for this effort is \$42,000.

The agreement is not in force until approved by SRTA and written authorization to proceed is provided to the selected vendor.

Additional Information and Terms

Standard Consulting Agreement

SRTA's standard Technical Services Agreement (TSA) will be used for the agreement between SRTA and the selected vendor. SRTA's TSA template is provided by separate attachment (Attachment A) to the RFP distribution.

Protest Procedure

All protests will follow the SRTA protest procedures for procurements as delineated in the appendix.

Debriefing

SRTA will provide an informal debriefing to interested vendors not selected for this contract upon request once a final contract has been negotiated and executed.

Public Records Act

All proposals submitted in response to the RFP will become the exclusive property of SRTA. At such time as a contract is executed, all bids and proposals related to that contract become a matter of public record and will be regarded as public records and subject to the Public Records Act (Gov. Code Section 6254 et. seq.).

If vendor feels that any information in their proposal is "proprietary" in nature, then vendor must provide a second proposal (clearly labeled) with that information removed, which would be shared in the event of any Public Records Act request. Otherwise, their submitted proposal will be provided in the event of a Public Records Act request and vendor, by submitting a proposal to this RFP, waives any claims against and hold SRTA harmless for the release of their proposal.

In the event of litigation concerning the disclosure of any records, SRTA's sole involvement will be as a stakeholder, retaining the records until otherwise ordered by a court. The proposer, at its sole expense and risk, shall be fully responsible for any, and all, fees for prosecuting or defending any action concerning the records and shall indemnify and hold SRTA harmless from all costs and expenses, including attorney's fees, in connection with, any such action.

Modification or Withdrawal of Proposal

Any proposal received prior to the deadline may be withdrawn or modified either personally, through e-mail, or by written request of the vendor. To be considered, the modification must be received in writing (email acceptable) prior to the deadline. Proposals may be withdrawn following the proposal deadline for good cause; please consult with the RFP contact person to discuss this.

RFP Addendum or Addenda

Any changes to the RFP will be made by written addenda issued by SRTA and shall be considered part of the RFP. The RFP deadline may be extended dependent upon the nature of the changes issued. Upon issuance, such addenda shall be incorporated into the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation. Any addenda will be posted on-line only. It will be the vendor's responsibility to assure that all addenda are incorporated into the proposal as required according to all the terms and conditions for submittal of the proposal. In no event will SRTA modify the RFP with less than five (5) days remaining to the deadline, without extending the RFP deadline.

Verbal Agreement or Conversation

No prior, current, or post-award verbal conversations or agreement(s) with any officer, agent, or employee of SRTA shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.

Special Funding Considerations

Any contract resulting from this RFP will be financed with funds available to SRTA. The contract for this service is contingent upon the provision of these funds to SRTA. In the event these funds are reduced or eliminated, SRTA reserves the right to terminate or revise any contract.

Alternatives

Vendors may not alter objectives and deliverables of the RFP in the response to the RFP. If the vendor brings to SRTA's attention, at least ten (10) days before the RFP deadline, an alternative end product than the RFP delineates, SRTA reserves the right to cancel the RFP and re-bid the project.

DBE Requirement

SRTA has determined that disadvantaged business enterprises, as defined in 49 CFR Part 26, will have the opportunity to compete fairly for contracts financed, in whole or in part, with federal funds. For this procurement, SRTA has a disadvantaged business enterprise (DBE) goal of 22.22%. SRTA encourages respondents to include the participation of DBE businesses within your proposal. *If primary vendor, or any sub-vendor, indicate they are a DBE firm, they must provide certification showing proof that they are an identified DBE firm in the State of California, which should minimally include a DBE certification number.*

Equal Employment Opportunity/Affirmative Action

In awarding a contract to a vendor, SRTA includes language within the contract which requires the vendor to certify their compliance with federal regulations.

PROTEST PROCEDURES FOR PROCUREMENTS

I. PROTESTS

The following procedures shall be used by Shasta Regional Transportation Agency (SRTA) to fairly and promptly respond to any protests received regarding third-party contracts or the contracting process. SRTA will consider all protests or objections regarding the contracting process, or the award of an Agreement received by SRTA by 4 p.m. on the deadlines discussed below. SRTA will review only protests submitted by an actual or prospective Proposer. Protests by prospective subcontractors will be rejected. A protest by any adversely affected Proposer must be made in writing and must be mailed or hand delivered to SRTA. A protest which does not strictly comply with the SRTA protest procedures will be rejected.

A. Protests Before Bid/Proposal Opening

Protests relating to the content of the solicitation (i.e., RFP, IFB, RFQ), including protests related to DBE/UDBE requirements, must be filed within five (5) business days after the date the solicitation or addendum with the revised content is released to the public by SRTA. Failure to file a protest concerning the content of the solicitation or addendum prior to this deadline constitutes a waiver of any protest on these grounds.

B. Protests Related to Determination of Responsiveness

In the event the RFP contains a DBE/UDBE goal and SRTA makes a determination that Proposer has not met the goal or good faith effort requirements set forth in this RFP, SRTA will send the Proposer a Notice of Non-Responsiveness. Protests relating to any Notice of Non-Responsiveness must be filed within five (5) business days after the date of such notice. Failure to file a protest concerning the non-responsiveness determination prior to this deadline constitutes a waiver of any protest on these grounds and SRTA shall not be obligated to send Proposer any further notices.

C. Protests After Bid/Proposal Due Date

After Proposers are shortlisted and/or selected for negotiations, notices will be sent to all relevant Proposers. Protests relating to failure to make the shortlist must be filed within five (5) business days following protester's receipt of a notice regarding the shortlisting. Protests relating to the intent to make an award must be filed within five (5) business days following the protester's receipt of the notice regarding the intent to negotiate. The date of filing shall be the date SRTA receives the protest. Untimely protests will be rejected. If deemed necessary, SRTA shall notify all Proposers of record that a protest has been filed, and the award has been postponed until further notice. If necessary, Proposers will be asked to extend the time for acceptance of their proposal in order to avoid the need for readvertisement of the solicitation.

D. Protest Contents

A letter of protest must set forth detailed grounds for the protest and be fully supported with technical data, documentary evidence, names of witnesses, and other pertinent information related to the subject being protested. The protest also must state the law, rules, regulation, or policy upon which the protest is based. Protests concerning the relative weight of the evaluation criteria or the formula used in assigning points to make an award determination will be rejected. The protester must allege or establish a clear violation of a specific law, rule, regulation, or policy. If the protester considers that the protest contains proprietary material that should be withheld, a statement advising of this fact must be affixed to the front page of the protest document, and alleged proprietary information shall be so identified wherever it appears. Protests shall be mailed to:

The Protest Administrator

Reference: SRTA Contract Solicitation No. S-00033

E. Role of the Protest Administrator

If a protest raises solely a question of law, the Executive Director shall retain the services of SRTA Legal Counsel to serve as the Protest Committee. SRTA Legal Counsel will prepare a recommendation regarding the protest, in writing, to the SRTA Executive Director within ten (10) business days.

The Protest Administrator shall review each protest to determine if it is in compliance with the deadline, format, content, and notice requirements set forth in this Section. If a protest does not meet such requirements it may be rejected without further consideration. A written notice of such rejection shall be sent to the protester.

If the protest requires resolution of questions of fact, the Protest Administrator, his/her designee will appoint individuals to participate on a Protest Committee. The Protest Administrator will endeavor to appoint at least one of the Protest Committee members from an outside agency, and no one may sit on the Protest Committee that has a known and direct connection to the procurement that is the subject of the protest. The Protest Administrator also will appoint a chairperson for the Protest Committee. The Protest Administrator will gather the documents that the Protest Committee will need for its investigation and prepare a memo to the Protest Committee containing background information regarding the protest. Any communication regarding the protest between the protester and SRTA shall be through the Protest Administrator during the protest proceedings. Protesters may not contact anyone at SRTA other than the Protest Administrator. Protest Committee

The Protest Committee shall ensure the protest was received within the timeline specified and review the protest to determine if it itemizes in appropriate detail each matter contested as well as any factual reason(s) for the requested protest. The Committee chairperson shall schedule the date of the Protest Committee meeting, contact the Committee panel members, and distribute all protest documentation.

F. Reply to Protest

The Protest Committee will review all qualifying protests in a timely manner and may hold an informal hearing if deemed necessary in order to complete its investigation. The Protest Committee will prepare a recommendation regarding the protest, in writing, to SRTA's Executive Director within ten (10) business days of the date of receipt of the protest. All materials included with the original protest at the time of submittal will be considered. Supplemental materials filed by a protester after the protest deadline will not be considered unless there are extenuating circumstances in the opinion of the Protest Committee. Protest documents will not be withheld from any interested party outside of SRTA, with the exception that information will be withheld when required by law or regulation. The Executive Director or his/her designee will either sustain or reject the protest in writing based upon the recommendation of the Protest Committee and the best interests of SRTA. This decision will be communicated in writing to the protestor and/or the party whose proposal is the subject of the protest and delivered by email or overnight delivery.

G. Results Of the Protest

If the protest relating to a contract award is sustained, the original Notice of Intent to Award may be withdrawn after the deadline for protest reconsideration has passed. SRTA then may issue a new Notice of Intent to Award to a different bidder/Proposer and a new protest period will commence using the same timelines discussed above. If the protest is rejected, the original Notice of Intent to Award will stand and SRTA will continue with contract negotiations with the awardee.

H. Federal Transit Administration Requirements Not Applicable in the absence of FTA Funding

1. FTA Review of Protests

- a. In the case of contracts funded by the FTA, the FTA will review only protests regarding the alleged failure of SRTA to have written protest procedures or alleged failure to follow such procedures.
- b. Alleged violations on other grounds are under the jurisdiction of the appropriate state or local administrative or judicial authorities. Alleged violations of a specific federal requirement that provides an applicable complaint procedure shall be submitted and processed in accordance with that federal regulation. See Buy America Requirements, 49 C.F.R. 661.15; Participation by Minority Business Enterprise in DOT Programs, 49 C.F.R. 26.
- c. The FTA will review only protests submitted by an interested party defined as an actual or prospective bidder or Proposer whose direct economic interest would be affected by the award of the contract or by failure to award the contract in accordance with FTA Circular 4220.1F. A subcontractor does not qualify as an "interested party." (See FTA Circular 4220.1E, Chapter VII, Section I (1)(c))."

2. Time for Filing

- a. Protesters shall file a protest with the FTA not later than five (5) business days after a final decision is rendered under the SRTA protest procedure. A copy of any protest documents filed with the FTA must be provided concurrently to SRTA. In instances where the protester alleges that SRTA failed to make a final determination on the protest, protesters shall file a protest with the FTA not later than five (5) business days

after the protester knew or should have known of the failure of SRTA to render a final determination on the protest.

- b. SRTA shall not award a contract for five (5) business days following its decision on a bid protest except in accordance with the provisions and limitations of subparagraph 6. After five (5) business days, SRTA shall confirm with the FTA that the FTA has not received a protest on the contract in question.
3. Submission of Protest to the FTA
 - a. The protester must exhaust its administrative remedies by pursuing the recipient's protest procedures to completion before appealing the recipient's decision to the FTA. (FTA Circular 4220.1F, Page VII-3, November 1, 2008).
 - b. Protests should be filed with the FTA Region 9 office and a copy must be sent to SRTA by the protester.
 - c. The protest filed with the FTA shall:
 - Include name and address of protester
 - Identify SRTA as the grantee, the SRTA Contract Administrator, and number of the contract solicitation
 - Contain a statement of the grounds for protest and any supporting documentation. This should detail the alleged failure to follow protest procedures or the alleged failure to have procedures and be fully supported to the extent possible
 - Include a copy of the local protest filed with SRTA and a copy of the SRTA decision, if any
4. SRTA Response
 - a. The FTA shall notify SRTA in a timely manner of receipt of a protest.
 - b. SRTA shall submit the following information not later than ten (10) business days after receipt of notification by the FTA of the protest:
 - A copy of SRTA's protest procedure;
 - A description of the process followed concerning the protester's protest; and
 - Any supporting documentation.
 - c. SRTA shall provide protester with a copy of the above submission.
5. Protester Comments

The protester must submit any comments on the SRTA submission not later than ten (10) business days after the protester's receipt of the SRTA submission.

6. *Withholding of Award*

When a protest has been timely filed with SRTA before award, SRTA shall not make an award prior to five (5) business days after the resolution of the protest, or if a protest has been filed with the FTA, during the pendency of that protest, unless SRTA determines that:

- a. The items to be procured are urgently required;
- b. Delivery or performance will be unduly delayed by failure to make the award promptly;
or
- c. Failure to make prompt award will otherwise cause undue harm to SRTA or the federal government.

The FTA reserves the right not to participate in the funding of any contract awarded during the pendency of a protest.

7. FTA Action

Upon receipt of the submissions, the FTA will either request further information or a conference among the parties or will render a decision on the protest.

ATTACHMENT A - WORK SCHEDULE
Suite 202, Common Areas on First Floor & Stairwells

OFFICE SPACE

- **All offices must be cleaned, even if individual doors are closed upon arrival.**
- Empty and wipe all wastebaskets, including personal blue office paper recycle bins, and replace wastebaskets with appropriate liners.
- Clean all baseboards and trim, removing cobwebs, debris and marks if possible.
- Remove all cobwebs and bugs on windowsills and stairwells.
- Dust high and low in all areas.
- Dust personal décor.
- Vacuum all carpeted areas.
- Sweep and mop all tile/linoleum flooring.
- Feather dust all blinds.
- Remove fingerprints and smudges from all desks.
- Spot clean spills on walls.
- *Note – Vendor should not move paperwork on office desks, but may clean around them. SRTA will remind staff to clean up their spaces in preparation for weekly cleaning.*

COMMUNAL AREAS (COPY ROOM, BREAK ROOM, SUITE 202 RECEPTION AREA, 1ST FLOOR ENTRY AREA, FRONT AND BACK STAIRWELLS, AND LANDING AREA ON 2ND FLOOR)

- Empty and damp wipe wastebaskets, including blue office paper recycle bin.
- Clean all baseboards & trim, removing debris and marks if possible (including the stairwells).
- Remove all cobwebs. ***Specifically:***
 - First and second floor foyer windowsill areas, removing bugs and cobwebs.
 - First and second floor ceiling areas especially around the lights.
 - Both stairwells removing bugs and cobwebs.
- Wipe/disinfect handrails in both stairwells.
- Wipe/disinfect common area door handles (bathrooms, front entry doors, etc.).
- Dust personal décor.
- Dust and/or wipe reception area furniture.
- Feather dust all blinds.
- Vacuum all carpeted areas.
- Sweep and mop all tile/linoleum flooring.
- Remove any litter from exterior entryways.
- Clean exterior & interior door glass.
- Clean and disinfect all drinking fountains.

KITCHEN

- Wipe/disinfect countertops.
- Clean and sanitize sink.
- Wipe tables with damp cloth.
- Wipe/disinfect refrigerator door.

- Clean inside & out of microwave.
- Empty and sanitize wastebaskets.
- Remove cobwebs.
- Dust personal decor.
- Feather dust blinds.
- Spot clean spills on walls.
- Clean all baseboard and trim, removing debris and marks if possible.
- Sweep and mop all tile/linoleum.

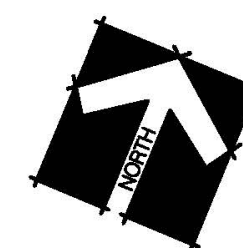
RESTROOMS (3)

- Empty and wipe all wastepaper receptacles.
- Clean fixtures and chrome fittings.
- Clean all mirrors.
- Clean and refill all dispensers, *specifically* the hand soaps on bathroom counters.
- Clean and sanitize toilets and toilet seats.
- Clean and sanitize washbasins and countertops.
- Clean walls and floors using germicidal solution.
- Dust mop and wet mop floors.

GENERAL

- Janitors are responsible for turning out lights and rearming the office alarm systems (per discussed protocols) when cleaning is complete.
- Check all doors upon completion of work for security.
- Place all trash in dumpster outside of building (make sure to relock outside dumpster) and return dumpster key to assigned area.
- Extra supplies (i.e., toilet paper, toilet seat covers, restroom paper towels, hand soap, and garbage bags(both for personal trash bins and large kitchen size) must be kept onsite.

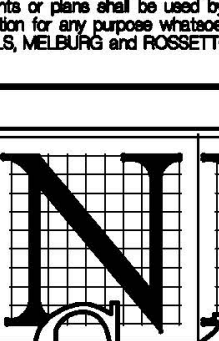
Login Name: Devan C
 Plot Date: May 04, 2016 - 7:28 am
 File Name: N:\Projects\6000\CMC\2016\15-6402 Shasta Regional Trans Agency\Drawings\SRT-1fr2dwg



SCALE: 1/4" = 1'-0"

*Highlighted Areas Not Included in Total Square Footage to be Cleaned. Not Picture

ALL ITEMS ARE NEW, UNLESS NOTED AS (E) OR EXISTING.

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REFER TO DRAWING G12 FOR CONSTRUCTION ASSEMBLIES.

- ### LICENSE STAMPS



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