



Janitorial Services Pre-Proposal Meeting *Minutes*

Date and Time:

Thursday, September 9, 2021 at 9:00 AM

Location:

Start at OMWD's Main Office at 1966 Olivenhain Rd, Encinitas, CA 92024 and follow OMWD staff to the remaining facilities for site walks:

- ~~— Elfin Forest Reserve Interpretive Center — 8833 Harmony Grove Rd, Escondido, CA 92029~~
- ~~— Elfin Forest Reserve Park Ranger's Office Trailer — 19090 Via Ambiente Rd, Escondido, CA 92029~~
- ~~— David C. McCollom Water Treatment Plant — 19090 Via Ambiente Rd, Escondido CA 92029~~
- ~~— 4S Ranch Water Reclamation Facility — 16595 Dove Canyon Rd, San Diego, CA 92127~~

**Note: Only one (1) janitorial contractor, San Diego Building Maintenance (SDBM) showed up to the mandatory Pre-Proposal meeting to tour OMWD facilities for proposal of janitorial services. SDBM is OMWD's current janitorial contractor, and given SDBM's knowledge and experience with OMWD facilities, SDBM and OMWD agreed a site tour was not needed. The following agenda was provided and reviewed with SDBM.*

Attendees:

Marvin Cohen, Facilities Coordinator, OMWD
Tess Garnica, Engineering Department Assistant, OMWD

1. INTRODUCTIONS & SIGN-IN

- Sign-in sheet is attached and will be distributed via email with the meeting minutes

2. THE WORK

- OMWD is seeking proposals from qualified janitorial contractors to provide janitorial services for a three (3) year term beginning January 1, 2022
- Work shall generally consist of routine cleaning of all offices, restrooms, and common areas. Each site has a specific site plan and task list as posted in the RFP
- The majority of work shall be concentrated at the Olivenhain Municipal Water District Main Office

3. PROPOSALS DUE

- Proposals must be stamped as received by OMWD staff before **2:00 PM on September 17, 2021** at the OMWD Main Office, 1966 Olivenhain Road, Encinitas, CA 92024
- The proposal package shall include the following completed documents:
 - Provide one (1) executed original, clearly marked on the cover with all required attachments
 - A digital copy of the proposal should be sent to prebid@olivenhain.com

4. KEY DATES

- Pre-Proposal Questions due to prebid@olivenhain.com before **5:00 PM on September 16, 2021**
- Notification of Selection on **September 24, 2021**
- Consideration of award of contract at the regularly scheduled Board of Directors meeting on **October 13, 2021**
- If awarded, the selected contractor will be required to sign an Agreement for Professional Services and

provide the Insurance Certificates and all other required documentation within ten (10) calendar days of OMWD Board of Directors approval

5. PROPOSAL INFORMATION

- Janitorial Contractor must maintain and provide Certificates of commercial liability insurance, workers compensation insurance, and professional liability insurance to do business in the State of California
- California Prevailing wage rates apply, and certified payroll records shall be provided to OMWD with each monthly billing
- The proposal documents are posted on OMWD’s website at www.olivenhain.com
 - Select the “About Us” Tab and scroll down to “Bids and Planning” to access the document links

6. BID SCHEDULE

- Completely fill in the lump sum and/or unit price amount for all items in the Bid Schedule

7. ADDITIONAL ITEMS TO CONSIDER

- Hours of Work: Monday through Friday (frequency varies)
 - OMWD Main Offices (including Building J Receiving and Mechanic Office and Wellness Center)
 - Five days per week, Monday through Friday
 - 6:00 p.m. to 10:00 p.m.
 - 4S Ranch Water Reclamation Facility
 - Two days per week, Tuesday and Friday
 - 6:00 p.m. to 10:00 p.m.
 - David C. McCollom Water Treatment Plant (DCMWTP)
 - One day per week, Tuesday and Friday
 - 8:00 a.m. to 3:00 p.m.
 - Elfin Forest Reserve Interpretive Center
 - One day per week, weekday to be determined
 - 8:00 a.m. to 3:00 p.m.
 - Elfin Forest Reserve Park Ranger Office Trailer
 - One day per week, weekday to be determined
 - 8:00 a.m. to 3:00 p.m.
 - Any changes in the days and hours of operation requires prior written approval by OMWD
 - No work on OMWD recognized holidays

8. OMWD CONTACT INFORMATION

Engineering Manager

Jason Hubbard
760-632-4640
jhubbard@olivenhain.com

Engineering Services Supervisor

Steve Weddle
760-632-4221
sweddle@olivenhain.com

Facilities Coordinator

Marvin Cohen
760-415-8744
mcohen@olivenhain.com

Engineering Dept. Assistant

Tess Garnica
760-632-4235
tgarnica@olivenhain.com

9. OPEN AGENDA

