



# **REQUEST FOR PROPOSAL CLEANING SERVICES**

**Issued April 24, 2026**

**Responses Due May 22, 2026, 5:00 PM**

**82-925 Avenue 52  
Coachella, CA 92236  
760-398-3221  
[coachellavalleycemeterydistrict.gov](http://coachellavalleycemeterydistrict.gov)**

**COACHELLA VALLEY PUBLIC CEMETERY DISTRICT  
REQUEST FOR PROPOSAL  
CLEANING SERVICES**

**I. GENERAL**

The Coachella Valley Public Cemetery District (“District”) is requesting proposals for professional cleaning services. The primary goal of this Project is to maintain an aesthetically appealing, clean, and safe cemetery operation for staff and the public

**II. SCOPE OF SERVICES; PROFESSIONAL SERVICES AGREEMENT**

The scope of services (“Services”) sought under this RFP are set forth in more detail in Exhibit “A”, as attached.

The final scope of Services negotiated between District and the successful Proposer shall be set forth in the Professional Services Agreement (“Agreement”) executed by and between District and the successful Proposer. A copy of the Agreement is attached as Exhibit “B”.

The principal contact for the District will be Joshua Bonner, General Manager, (760) 574-9906 (cell), [josh.bonner@cvpcd.org](mailto:josh.bonner@cvpcd.org) (email) or a designated representative, who will coordinate the assistance to be provided by the District to the Proposer.

**III. SUBMITTING PROPOSAL**

Proposals should be submitted to the District via electronic mail no later than May 22, 2026, at 5:00 PM. Proposals may be emailed to [josh.bonner@cvpcd.org](mailto:josh.bonner@cvpcd.org), Subject Line: “Cleaning Proposal”.

Proposals should be submitted in the following format:

1. Company Information, including background, key contacts, and structure.
2. Minimum three references, please include government agency references if available.
3. Description of approach to work, including days and times of service and other important details.
4. Detailed pricing structure. Quote may include price breakout but must contain a “total” or not to exceed sum.

**IV. EVALUATION CRITERIA**

A District evaluation team will evaluate the RFP responses received from each vendor. Prior to the selection of the award to the apparent successful vendor, the District reserves the right to require any vendor to participate in a presentation to the evaluation team and/or the District Board of the items contained in the RFP response and any other items deemed appropriate by the District.

If an award is made as a result of this RFP, it shall be awarded to the vendor whose proposal will lead to the best product for the District with the quality of work, professionalism, price and other factors including, but not limited to: demonstrated technical ability and expertise; reference calls and/or recommendations; licenses, Certifications or any other applicable membership or certifications; presentations to the District (if applicable); product; any additional criteria deemed appropriate by the District which would lend itself to establishing the service provider's viability to perform the work as outlined in this RFP.

When determining whether a vendor is responsible, or when evaluating a vendor's response, the following factors will be considered, any one of which will suffice to determine whether a potential vendor is a responsible vendor or if the vendor's proposal is the most advantageous to the District:

1. The ability and skill of the vendor to perform/provide the service required.
2. The character, integrity, reputation, judgment, experience, and efficiency of the vendor.
3. The quality of performance of previous public and private contracts or services, including, but not limited to, the vendor's ability to perform satisfactorily and complete items specified in the contract agreements.
5. The vendor is not qualified for the work or to the full extent of the RFP.
6. There is uncompleted work with the District or others, or an outstanding dispute on a previous or current contract that might hinder, negatively affect, or prevent the prompt completion of the work bid upon.
7. Such other information as may be secured having a bearing on the decision to award the contract.
8. Any other reason deemed proper by the District.

## **V. NOTICES**

### **1. Good Faith**

This RFP has been compiled in good faith. The information contained within is selective and subject to the District's updating, expansion, revision, and amendment.

### **2. Right to Cancel**

The District reserves the right to change any aspect of, terminate, or delay this RFP, the RFP process and/or the program, which is outlined within this RFP at any time.

### **3. Not an Award**

Recipients of this RFP are advised that nothing stated herein, or any part thereof, or any communication during the evaluation and selection process, shall be construed as constituting, offering, or awarding a contract.

### **4. Property of the District**

Responses to this RFP will become the property of the District and will form the basis of negotiations of an agreement between the District and the apparent successful vendor.

Proposals are subject to the California Public Records Act and may be provided to anyone properly requesting same, after contract award.

#### 5. District not Liable for Costs

The District is not liable and will not be responsible for any costs incurred by any vendor(s) for the preparation and delivery of the RFP responses, nor will the District be liable for any costs incurred prior to the execution of an agreement, including but not limited to, presentations by RFP finalists to the District.

#### 6. District's Expectations

During the review of this document, please note the District's emphasis on the expectations, qualities, and requirements necessary to be positioned as an RFP finalist and successful vendor.

#### 7. Proposal Rejection; No Obligation to Buy

The District reserves the right to reject any or all proposals at any time without penalty. The District reserves the right to refrain from contracting with any vendor. The release of this RFP does not compel the District to make an award. The District may elect to proceed further with this project by interviewing firm(s) well-suited to this project, conducting site visits, or proceeding with an award.

#### 8. Right to Award

The District reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially with the most favorable terms the vendor can offer.

#### 9. Non-Endorsement

As a result of the selection of a vendor to supply products and/or services the District is neither endorsing nor suggesting that the vendor's product is the best or only solution. The vendor agrees to make no reference to the District in any literature, promotional material, brochures, sales presentation, or the like without the express written consent of the District.

#### 10. Errors in Proposal

The District will not be liable for any errors in vendor proposals. Vendors will not be allowed to alter proposal documents after the deadline for proposal submission. The District reserves the right to make corrections or amendments due to errors identified in proposals by the District or the vendor. This type of correction or amendment will only be allowed for such errors as typing, transposition, or any other obvious error. Vendors are liable for all errors or omissions contained in their proposals.

#### 11. Scoring the Submissions

Each submission will be judged according to a fixed set of criteria. The criteria are:

- 40% on the approach of the proposal, including the ability to meet the RFP requirements
- 30% on the experience level and references of the contractor
- 30% on the total cost of the proposal

The District reserves the right to negotiate material aspects of proposals received, including costs, services and scheduling, when determined to be in the best overall interest of the District.

**VI. TIMELINE**

- RFP Issued: April 24, 2026
- Questions Due to District: May 11, 2026
- Responses to Questions Posted: May 13, 2026
- RFP Responses Due: May 22, 2026, 5:00 PM
- Response Evaluations: May 25-27, 2026
- Award of Contract: June 12, 2026
- Contract Start Date: August 1, 2026

## EXHIBIT "A"

### PROPOSED SCOPE OF SERVICES

The following is a general summary of the scope of Services for the Project. The scope will be utilized to evaluate the Proposals received as the baseline for comparison.

(#) denotes number of units.

#### 1. **Project Goals**

The primary goal of this Project is to maintain an aesthetically appealing, clean, and safe cemetery operation for staff and the public.

##### 1.1 **Administrative Office Cleaning (82925 Ave. 52, Coachella)**

- Clean all common areas including the lobby, kitchen, private bathroom (1), and offices. Cleaning shall include vacuuming, sweeping/mopping, dusting, trash collection and disposal, interior window and mirror cleaning, toilet and bathroom cleaning, and other general cleaning as required to achieve project goals.
- Frequency shall be once per week, day of week and time is flexible.
- See Exhibit C for images of work area.

##### 1.2 **Maintenance Breakroom Cleaning (82925 Ave. 52, Coachella)**

- Clean all common areas including the breakroom and private bathrooms (2). Cleaning shall include sweeping/mopping, dusting, trash collection and disposal, interior window cleaning, toilet(s) and bathroom(s) cleaning, and other general cleaning as required to achieve project goals.
- Frequency shall be once per week, day of week and time is flexible.
- See Exhibit C for images of work area.

##### 1.3 **Public Restroom Cleaning (82925 Ave. 52, Coachella)**

- Cleaning shall include bathrooms (2) cleaning, sweeping/mopping, trash collection and disposal, and other general cleaning as required to achieve project goals.
- Frequency shall be once daily.
- See Exhibit C for images of work area.

##### 1.4 **Executive Office Cleaning (44801 Village Ct., Palm Desert)**

- Clean all common areas including the boardroom, private bathrooms (2), and offices. Cleaning shall include vacuuming, dusting, sweeping/mopping, trash collection and disposal, interior window and mirror cleaning, toilet(s) and bathroom(s) cleaning, and other general cleaning as required to achieve project goals.
- Frequency shall be once every other week, day of week and time is flexible.
- See Exhibit C for images of work area.

**EXHIBIT B  
CONTRACT FOR SERVICE**

Agreement for Cleaning Services

Parties: This shall be our Agreement (“Agreement”) regarding the cleaning services described below (“Services”) to be provided by [INSERT NAME OF PERSON OR FIRM AND INDICATE IF IT IS A CORPORATION, PARTNERSHIP, SOLE PROPRIETORSHIP OR OTHER LEGAL ENTITY] (“Contractor”) as an independent contractor to the Coachella Valley Public Cemetery District, a California public cemetery district (“District”) for the District’s Cleaning Service (“Project”). Contractor is retained as independent contractor and is not an employee of the District. District and Contractor are sometimes referred to herein as “Party” or “Parties.”

Services; Schedule of Performance: The Services to be provided include all items as described in Exhibit A of this contract. Services on the Project shall begin immediately and shall continue for a period of two (2) years unless both parties agree in writing to mutually extend the duration for a period of one additional year.

Standard of Care: Contractor shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California, and consistent with all applicable laws. Contractor represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a Business License, and that such licenses and approvals shall be maintained throughout the term of this Agreement.

Substitution of Key Personnel: Contractor has represented to District that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Contractor may substitute other personnel of at least equal competence upon written approval of District. In the event that District and Contractor cannot agree as to the substitution of key personnel, District shall be entitled to terminate this Agreement for cause. The key personnel for performance of this Agreement are as follows: [\*\*\*INSERT NAMES\*\*\*].

Compensation: Compensation shall be based on the actual amount of time spent in adequately performing the Services, and shall be billed at the rate(s) set forth in Exhibit “B” attached hereto and incorporated herein by reference. The total compensation shall not exceed \$[insert dollar amount] without written approval of the [insert position/title of Department Head, or District Manager]. Contractor’s invoices shall include a detailed description of the Services performed. Invoices shall be submitted to the District on a monthly basis as performance of the Services progresses. District shall review and pay the approved charges within thirty (30) days of receipt of such invoices. If the District disputes any of Contractor’s fees, the District shall give written notice to Contractor, within thirty (30) days of receipt of an invoice, of any disputed fees set forth therein. The District shall review and pay the approved charges on such invoices in a timely manner.

Prevailing Wages: Contractor is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on “public works” and “maintenance” projects. If the Services are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. District shall provide Contractor with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Contractor’s principal place of business and at the project site. Contractor shall defend, indemnify and hold the District, its officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

If the Services are being performed as part of an applicable “public works” or “maintenance” project and the total compensation exceeds \$25,000, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Contractor and all Subcontractors performing such Services must be registered with the Department of Industrial Relations. Contractor shall maintain registration for the duration of the Project and require the same of any subcontractors, as applicable. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Contractor’s sole responsibility to comply with all applicable registration and labor compliance requirements.

Insurance: Contractor shall take out and maintain: A. Commercial General Liability Insurance, of at least \$1,000,000 per occurrence/\$2,000,000 general aggregate for bodily injury, personal injury and property damage, at least as broad as Insurance Services Office Commercial General Liability most recent Occurrence Form CG 00 01; B. Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, of at least \$1,000,000 per occurrence for bodily injury and property damage, at least as broad as most recent Insurance Services Office Form Number CA 00 01 covering automobile liability, Code 1 (any auto); C. Workers' Compensation Insurance in compliance with applicable statutory requirements and Employer's Liability Coverage of at least \$1,000,000 per occurrence; and D. Professional Liability (Errors and Omissions) Insurance, if required by the District, that covers the Services to be performed, in the minimum amount of \$1,000,000 per claim and in the aggregate, with conditions and for a term acceptable to the District. Insurance carriers shall be licensed and authorized to do business in California. Such insurance carrier shall have not less than an "A:VII" rating according to the latest Best Key Rating unless otherwise approved by District. Contractor shall add District, its officers, officials, employees, agents, and volunteers as additional insureds on Contractor's Commercial General Liability and Automobile Liability. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against the District, its elected or appointed officers, agents, officials, employees and volunteers, or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Coverage provided by Contractor shall be primary and any insurance or self-insurance procured or maintained by District shall not be required to contribute with it.

Termination: The District may terminate this Agreement at any time with or without cause. If the District finds it necessary to terminate this Agreement without cause before Project completion, Contractor shall be entitled to be paid in full for those Services adequately completed prior to the notification of termination. Contractor may terminate this Agreement only upon 30 calendar days' written notice to the District only in the event of District's failure to perform in accordance with the terms of this Agreement through no fault of Contractor.

Indemnification: To the fullest extent permitted by law, Contractor shall defend (with counsel of District's choosing), indemnify and hold the District, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Contractor, its officials, officers, employees, subcontractors, Contractors or agents in connection with the performance of the Contractor's Services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Contractor, the District, its officials, officers, employees, agents, or volunteers. If Contractor's obligation to defend, indemnify, and/or hold harmless arises out of Contractor's performance as a

“design professional” (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Contractor’s indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor, and, upon Contractor obtaining a final adjudication by a court of competent jurisdiction, Contractor’s liability for such claim, including the cost to defend, shall not exceed the Contractor’s proportionate percentage of fault.

Laws & Regulations; Employee/Labor Certifications: Contractor shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services. By executing this Agreement, Contractor verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Contractor shall maintain records of its compliance, including its verification of each employee, and shall make them available to the District or its representatives for inspection and copy at any time during normal business hours. The District shall not be responsible for any costs or expenses related to Contractor’s compliance with the requirements. To the same extent and under the same conditions as Contractor, Contractor shall require all of its subcontractors, sub-subcontractors and Contractors performing any work relating to the Project or this Agreement to make the same verifications and comply with all requirements and restrictions provided herein. Contractor's failure to comply or any material misrepresentations or omissions relating thereto shall be grounds for terminating this Agreement for cause. By its signature hereunder, Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers’ Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services. Contractor represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment in violation of state or federal law. As provided for in the indemnity obligations of this Agreement, Contractor shall indemnify District against any alleged violations of this paragraph, including, but not limited to, any fines or penalties imposed by any governmental agency.

Governing Law; Venue; Government Code Claim Compliance: This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in Riverside County, State of California. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, Contractor must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the District. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Contractor shall be barred from bringing and maintaining a valid lawsuit against the District.

Assignment; Amendment: Contractor shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the District. This Agreement may not be modified or altered except in writing signed by both Parties. There are no intended third party beneficiaries of any right or obligation of the Parties.

Miscellaneous Terms: This is an integrated Agreement representing the entire understanding of the Parties as to those matters contained herein, and supersedes and cancels any prior oral or written understanding or representations with respect to matters covered hereunder. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. The captions of the various paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Agreement. The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the other provisions unenforceable, invalid or illegal. Notice may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to the Parties to the addresses set forth in this Agreement.

Contractor warrants that the individual who has signed this Agreement has the legal power, right and authority to make this Agreement and bind the Contractor hereto. If you agree with the terms of this Agreement, please indicate by signing and dating where indicated below.

**COACHELLA VALLEY PUBLIC  
CEMETERY DISTRICT**

**\*\*\*INSERT NAME OF  
CONTRACTOR\*\*\***

Approved By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
\*\*\*INSERT NAME\*\*\*  
\*\*\*INSERT TITLE\*\*\*

\_\_\_\_\_  
Name

Attest:

\_\_\_\_\_  
Title

\_\_\_\_\_  
\*\*\*INSERT NAME\*\*\*  
Board Clerk

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

By: \_\_\_\_\_  
\*\*\*INSERT NAME\*\*\*  
General Counsel

EXHIBIT "A"

SCOPE OF SERVICES

\*\*\*INSERT SCOPE OF SERVICES BY LISTING SERVICES OR ATTACHING SCOPE FROM CONTRACTOR; IF ATTACHING SCOPE, DO NOT INCLUDE TERMS AND CONDITIONS FROM THE CONTRACTOR\*\*\*]

EXHIBIT "B"

COMPENSATION

\*\*\*INSERT CONTRACTOR RATE SCHEDULE\*\*\*]

## EXHIBIT C WORK AREA IMAGES

The following images are designed to give prospective bidders a limited visual of the scope of work area. These images are not comprehensive, and all prospective proposers are strongly encouraged to visit District grounds prior to submitting a quote.

### Maintenance Breakroom (Approximately 1,000 SF)



**Administration Building (Approximately 2,000 SF)**





**Public Restrooms (Approximately 300 SF)**



**Executive Office (Approximately 2,800 SF)**



