

**CITY OF MANHATTAN BEACH  
MAINTENANCE SERVICES AGREEMENT**

Janitorial Services

THIS MAINTENANCE SERVICES AGREEMENT ("Agreement") is made and entered into as of August 1st, 2017, by and between the CITY OF MANHATTAN BEACH, a California municipal corporation ("City") and Crown Building Maintenance Company, Inc., a California corporation dba Able Building Maintenance ("Contractor"). Contractor's license number is N/A; Contractor's DIR registration number is N/A.

In consideration of the mutual covenants hereinafter set forth, the parties hereto agree as follows:

1. Scope of Services. Contractor shall perform the work and provide all labor, materials, equipment and services in a good and workmanlike manner for the project identified as Janitorial Services ("Project"), as described in this Agreement, the Scope of Work attached hereto as Exhibit A, and incorporated herein by this reference, and Contractor's Proposal dated August 1st, 2017, a copy of which is attached hereto as Exhibit B and incorporated herein by this reference. In the event of any conflict between the terms of this Agreement and the incorporated documents, the terms of this Agreement shall control.
2. Extra Work. Extra work, when ordered in writing by the Director of Public Works and accepted by Contractor, shall be paid for in accordance with the terms of the written work order. Payment for extra work will be made at the unit price or lump sum previously agreed upon in writing between Contractor and the Director of Public Works.
3. Term. This Agreement shall become effective on the date first set forth above and shall remain in effect until the tasks described herein are completed to City's approval, but in no event later than June 30, 2018, unless sooner terminated pursuant to Section 12 of this Agreement.
4. Time of Performance.
  - A. Contractor will not perform any work under this Agreement until:
    - 1) Contractor furnishes proof of insurance as required under Section 14 of this Agreement; and
    - 2) City gives Contractor a written notice to proceed.
  - B. Should Contractor begin work in advance of receiving written authorization to proceed, any such professional services are at Contractor's own risk.
5. Time. Time is of the essence in this Agreement.

6. Force Majeure. Neither City nor Contractor shall be responsible for delays in performance under this Agreement due to causes beyond its control, including but not limited to acts of God, acts of public enemies, acts of the Government, fires, floods or other casualty, epidemics, earthquakes, labor stoppages or slowdowns, freight embargoes, unusually severe weather, and supplier delays due to such causes. Neither economic nor market conditions nor the financial condition of either party shall be considered a cause to excuse delay pursuant to this Section. Each party shall notify the other promptly in writing of each such excusable delay, its cause and its expected delay, and shall upon request update such notice.

7. Compensation. In consideration of the services rendered hereunder, City shall pay Contractor a fee not to exceed Thirty-Two Thousand Six Hundred and Twenty-Nine Dollars and Sixty-Seven Cents (\$32,629.67) per month for the regularly scheduled work and not to exceed Sixty-Eight Thousand Three Hundred Dollars Only (\$68,300.00) per year for Extra Work (if any), both in accordance with the prices as submitted in Exhibit B.

8. Payments. Contractor shall submit to City an invoice on a monthly basis for the services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period, hourly rates charged, if applicable, and the amount due. City shall review each invoice and notify Contractor in writing within ten business days of receipt of any disputed invoice amounts.

City shall make payments within 30 days after receipt of an undisputed and properly submitted payment request from Contractor. City shall return to Contractor any payment request determined not to be a proper payment request as soon as practicable, but not later than seven days after receipt, and shall explain in writing the reason(s) why the payment request is not proper.

9. Taxes. Contractor shall calculate payment for all sales, unemployment, and other taxes imposed by local, State of California and federal law. These payments are included in the total amounts in Exhibit B.

10. Audit. City or its representative shall have the option of inspecting and/or auditing all records and other written materials used by Contractor in preparing its billings to City as a condition precedent to any payment to Contractor. Contractor will promptly furnish documents requested by City. Additionally, Contractor shall be subject to State Auditor examination and audit at the request of City or as part of any audit of City, for a period of three years after final payment under this Agreement.

11. Unresolved Disputes. In the event of any dispute or controversy with City over any matter whatsoever, Contractor shall not cause any delay or cessation in or of work, but shall proceed with the performance of the work in dispute. Manhattan Beach Municipal Code Chapter 2.56 ("Matters Requiring Filing of Claims") shall govern the procedures of the claim process, and these provisions are incorporated herein by this reference.

12. Termination. This Agreement may be canceled by City at any time with or without cause and without penalty upon 30 days' written notice. In the event of termination

without fault of Contractor, City shall pay Contractor for all services satisfactorily rendered prior to date of termination, and such payment shall be in full satisfaction of all services rendered hereunder.

13. Indemnification.

A. Indemnities for Third Party Claims.

1) To the fullest extent permitted by law, Contractor shall, at its sole cost and expense, defend, hold harmless and indemnify City and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith and the payment of all consequential damages (collectively "Liabilities"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Contractor, its officers, agents, servants, employees, subcontractors, materialmen, contractors or their officers, agents, servants or employees (or any entity or individual that Contractor shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees, as determined by final arbitration or court decision or by the agreement of the Parties. Contractor shall defend the Indemnitees in any action or actions filed in connection with any Liabilities with counsel of the Indemnitees' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Contractor shall reimburse the Indemnitees for any and all legal expenses and costs incurred by Indemnitees in connection therewith.

2) Contractor shall pay all required taxes on amounts paid to Contractor under this Agreement, and indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Contractor shall fully comply with the workers' compensation law regarding Contractor and Contractor's employees. Contractor shall indemnify and hold City harmless from any failure of Contractor to comply with applicable workers' compensation laws. City may offset against the amount of any fees due to Contractor under this Agreement any amount due to City from Contractor as a result of Contractor's failure to promptly pay to City any reimbursement or indemnification arising under this subparagraph A.2.

3) Contractor shall obtain executed indemnity agreements with provisions identical to those in this Section 13 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Contractor in the performance of this Agreement. If Contractor fails to obtain such indemnity obligations, Contractor shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Liabilities at law or in equity, whether actual, alleged or

threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Contractor's subcontractor, its officers, agents, servants, employees, subcontractors, materialmen, contractors or their officers, agents, servants or employees (or any entity or individual that Contractor's subcontractor shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees, as determined by final arbitration or court decision or by the agreement of the Parties.

B. Workers' Compensation Acts not Limiting. Contractor's indemnifications and obligations under this Section 13, or any other provision of this Agreement, shall not be limited by the provisions of any workers' compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

C. Insurance Requirements not Limiting. City does not, and shall not, waive any rights that it may possess against Contractor because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. The indemnities in this Section 13 shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liabilities, tax, assessment, penalty or interest asserted against City.

D. Survival of Terms. Contractor's indemnifications and obligations under this Section 13 shall survive the expiration or termination of this Agreement.

#### 14. Insurance Requirements for City of Manhattan Beach Public Works Contract.

A. Minimum Scope and Limits of Insurance. Contractor shall procure and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1) Commercial General Liability Insurance with a minimum limit of \$2,000,000.00 per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of \$2,000,000.00 per project or location. If Contractor is a limited liability company, the commercial general liability coverage shall be amended so that Contractor and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.

2) Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of \$2,000,000.00 per accident for bodily injury and property damage. If Contractor does not use any owned, non-owned or hired vehicles in the performance of Services under this Agreement, Contractor shall obtain a non-owned auto endorsement to the Commercial General Liability policy required under subparagraph A.1) of this Section 14.

3) Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of \$1,000,000.00 per accident for bodily injury or disease. If Contractor has no employees while performing

Services under this Agreement, a workers' compensation policy is not required, but Contractor shall execute a declaration that it has no employees.

B. Acceptability of Insurers. The insurance policies required under this Section 15 shall be issued by an insurer admitted to write insurance in the State of California with a rating of A:VII or better in the latest edition of the A.M. Best Insurance Rating Guide. Self insurance shall not be considered to comply with the insurance requirements under this Section 14.

C. Additional Insured. The commercial general and automobile liability policies shall contain an endorsement naming City, its officers, employees, agents and volunteers as additional insureds.

D. Primary and Non-Contributing. The insurance policies required under this Section 14 shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to City. Any insurance or self-insurance maintained by City, its officers, employees, agents or volunteers, shall be in excess of Contractor's insurance and shall not contribute with it.

E. Contractor's Waiver of Subrogation. The insurance policies required under this Section 14 shall not prohibit Contractor and Contractor's employees, agents or subcontractors from waiving the right of subrogation prior to a loss. Contractor hereby waives all rights of subrogation against City.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by City. At City's option, Contractor shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Contractor shall procure a bond guaranteeing payment of losses and expenses.

G. Cancellations or Modifications to Coverage. Contractor shall not cancel, reduce or otherwise modify the insurance policies required by this Section 14 during the term of this Agreement. The commercial general and automobile liability policies required under this Agreement shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail 30 days' prior written notice to City. If any insurance policy required under this Section 14 is canceled or reduced in coverage or limits, Contractor shall, within two business days of notice from the insurer, phone, fax or notify City via certified mail, return receipt requested, of the cancellation of or changes to the policy.

H. City Remedy for Noncompliance. If Contractor does not maintain the policies of insurance required under this Section 14 in full force and effect during the term of this Agreement, or in the event any of Contractor's policies do not comply with the requirements under this Section 14, City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may, but has no duty to, take out the necessary insurance and pay, at Contractor's expense, the premium thereon. Contractor shall promptly reimburse City for any premium paid by City or City may withhold amounts sufficient to pay the premiums from payments due to Contractor.

I. Evidence of Insurance. Prior to the performance of Services under this Agreement, Contractor shall furnish City's Risk Manager with a certificate or certificates of insurance and all original endorsements evidencing and effecting the coverages required under this Section 14. The endorsements are subject to City's approval. Contractor may provide complete, certified copies of all required insurance policies to City. Contractor shall maintain current endorsements on file with City's Risk Manager. Contractor shall provide proof to City's Risk Manager that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Contractor shall furnish such proof at least two weeks prior to the expiration of the coverages.

J. Indemnity Requirements not Limiting. Procurement of insurance by Contractor shall not be construed as a limitation of Contractor's liability or as full performance of Contractor's duty to indemnify City under Section 13 of this Agreement.

K. Subcontractor Insurance Requirements. Contractor shall require each of its subcontractors that perform Services under this Agreement to maintain insurance coverage that meets all of the requirements of this Section 14.

15. Antitrust Claims. Contractor offers and agrees to assign to City all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the California Business and Professions Code) arising from purchases of goods, services, or materials pursuant to this Agreement. This assignment shall be made and become effective at the time City tenders final payment to Contractor without further acknowledgment by the parties.

16. Familiarity with Work.

A. By executing this Agreement, Contractor represents that it has

- 1) Thoroughly investigated and considered the scope of services to be performed;
- 2) Carefully considered how the services should be performed; and
- 3) Understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.

B. If services involve work upon any site, Contractor warrants that it has or will investigate the site and is or will be fully acquainted with the conditions there existing, before commencing the services hereunder. Should Contractor discover any latent or unknown conditions that may materially affect the performance of the services, Contractor will immediately inform City of such fact and will not proceed except at Contractor's own risk until written instructions are received from City.

17. Independent Contractor. Contractor is and shall at all times remain, as to City, a wholly independent contractor. Neither City nor any of its agents shall have control over

the conduct of Contractor or any of Contractor's employees, except as herein set forth; and Contractor is free to dispose of all portions of its time and activities which it is not obligated to devote to City in such a manner and to such persons, firms, or corporations as Contractor wishes except as expressly provided in this Agreement. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City, bind City in any manner, or otherwise act on behalf of City as an agent. Contractor shall not, at any time or in any manner, represent that it or any of its agents, servants or employees, are in any manner agents, servants or employees of City. Contractor agrees to pay all required taxes on amounts paid to Contractor under this Agreement, and to indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Contractor shall fully comply with the workers' compensation law regarding Contractor and its employees. Contractor further agrees to indemnify and hold City harmless from any failure of Contractor to comply with applicable workers' compensation laws. City shall have the right to offset against the amount of any compensation due to Contractor under this Agreement any amount due to City from Contractor as a result of its failure to promptly pay to City any reimbursement or indemnification arising under this Section.

18. INTENTIONALLY LEFT BLANK

19. Workers' Compensation Insurance. California Labor Code Sections 1860 and 3700 provide that every contractor will be required to secure the payment of compensation to its employees. In accordance with the provisions of California Labor Code Section 1861, Contractor hereby certifies as follows:

"I am aware of the provisions of Section 3700 of the 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 I will comply with such provisions before commencing the performance of the work of this contract."

20. Nondiscriminatory Employment. Contractor shall not unlawfully discriminate against any individual based on race, color, religion, nationality, gender, sex, sexual orientation, age or condition of disability. Contractor understands and agrees that it is bound by and will comply with the nondiscrimination mandates of all statutes and local ordinances and regulations.

21. Debarred, Suspended or Ineligible Contractors. Contractor shall not be debarred throughout the duration of this Agreement. Contractor shall not perform work with debarred subcontractors pursuant to California Labor Code Section 1777.1 or 1777.7.

22. Compliance with Laws. Contractor shall comply with all applicable federal, state and local laws, ordinances, codes and regulations in force at the time Contractor performs pursuant to this Agreement.

23. INTENTIONALLY LEFT BLANK

24. Contractor's Representations. Contractor represents, covenants and agrees that: a) Contractor is licensed, qualified, and capable of furnishing the labor, materials, and expertise necessary to perform the services in accordance with the terms and conditions set forth in this Agreement; b) there are no obligations, commitments, or impediments of any kind that will limit or prevent its full performance under this Agreement; c) there is no litigation pending against Contractor, and Contractor is not the subject of any criminal investigation or proceeding; and d) to Contractor's actual knowledge, neither Contractor nor its personnel have been convicted of a felony.

25. Conflicts of Interest. Contractor agrees not to accept any employment or representation during the term of this Agreement or within 12 months after completion of the work under this Agreement which is or may likely make Contractor "financially interested," as provided in Government Code Sections 1090 and 87100, in any decisions made by City on any matter in connection with which Contractor has been retained pursuant to this Agreement.

26. Third Party Claims. City shall have full authority to compromise or otherwise settle any claim relating to this Agreement at any time. City shall timely notify Contractor of the receipt of any third-party claim relating to the Agreement. City shall be entitled to recover its reasonable costs incurred in providing this notice.

27. Non-Assignability; Subcontracting. Contractor shall not assign or transfer any interest in this Agreement nor any part thereof, whether by assignment or novation, without City's prior written consent. Any purported assignment without written consent shall be null, void, and of no effect; and Contractor shall hold harmless, defend and indemnify City and its officers, officials, employees, agents and representatives with respect to any claim, demand or action arising from or relating to any unauthorized assignment.

28. Applicable Law. The validity, interpretation, and performance of this Agreement shall be controlled by and construed under the laws of the State of California, excluding California's choice of law rules. Venue for any such action relating to this Agreement shall be in the Los Angeles County Superior Court.

29. Attorneys' Fees. If any legal action or other proceeding, including action for declaratory relief, is brought for the enforcement of this Agreement or because of an alleged dispute, breach, default or misrepresentation in connection with this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees, experts' fees, and other costs, in addition to any other relief to which the party may be entitled.

30. Titles. The titles used in this Agreement are for convenience only and shall in no way define, limit or describe the scope or intent of this Agreement or any part of it.

31. Authority. The persons executing this Agreement on behalf of Contractor warrants and represents that they have the authority to execute this Agreement on behalf of

Contractor and have the authority to bind Contractor to the performance of its obligations hereunder.

32. Incorporation by Reference. All Exhibits attached hereto are incorporated herein by reference. The documents, City insurance requirements, together with this written Agreement (and all Exhibits, documents and laws referenced therein), shall constitute the entire agreement between the parties as to the subject matter of this Agreement. In the event of any conflict between this Agreement and any Exhibit hereto, the provisions of this Agreement shall control.

33. Entire Agreement. This Agreement, including any other documents incorporated herein by specific reference, represents the entire and integrated agreement between City and Contractor. This Agreement supersedes all prior oral or written negotiations, representations or agreements. This Agreement may not be modified or amended, nor any provision or breach waived, except in a writing signed by both parties which expressly refers to this Agreement.

34. Construction. In the event of any asserted ambiguity in, or dispute regarding the interpretation of any matter herein, the interpretation of this Agreement shall not be resolved by any rules of interpretation providing for interpretation against the party who causes the uncertainty to exist or against the party who drafted this Agreement or who drafted that portion of this Agreement.

35. Non-waiver of Terms, Rights and Remedies. Waiver by either party of any one or more of the conditions of performance under this Agreement shall not be a waiver of any other condition of performance under this Agreement. In no event shall the making by City of any payment to Contractor constitute or be construed as a waiver by City of any breach of covenant, or any default which may then exist on the part of Contractor, and the making of any such payment by City shall in no way impair or prejudice any right or remedy available to City with regard to such breach or default.

36. Notice. Except as otherwise required by law, any notice or other communication authorized or required by this Agreement shall be in writing and shall be deemed received on (a) the day of delivery if delivered by hand or overnight courier service during Contractor's or City's regular business hours or (b) on the third business day following deposit in the United States mail, postage prepaid, to the addresses listed below, or at such other address as one party may notify the other:

To City:

Stephanie Katsouleas, P.E.  
Director of Public Works  
City of Manhattan Beach  
1400 Highland Avenue  
Manhattan Beach, CA 90266

To Contractor:

The address listed in Exhibit B.

37. Counterparts. This Agreement may be executed in counterpart originals, duplicate originals, or both, each of which is deemed to be an original for all purposes.

38. Severability. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed the within Agreement the day and year first above written.

[signatures begin on next page]

CITY OF MANHATTAN BEACH

By: \_\_\_\_\_  
City Manager

ATTEST:

By: \_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
City Attorney

APPROVED AS TO CONTENT:

By: \_\_\_\_\_  
Director of Public Works

CONTRACTOR

Crown Building Maintenance Company, Inc,  
a California corporation, dba Able Building  
Maintenance

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT A**  
**Scope of Work**



# City of Manhattan Beach

## Finance Department

### General Services Division

Phone: (310) 802-5568  
 FAX: (310) 802-5590  
 TDD: (310) 546-3501

## REQUEST FOR PROPOSAL

BID NUMBER: 799-10  
 BID TITLE: JANITORIAL SERVICES  
 REQUESTING DEPARTMENT: PUBLIC WORKS  
 RELEASE DATE: March 11, 2010  
**DUE DATE:** **March 29, 2010 @ 3:00 P.M. PST**  
 CONTACT PERSON: Gwen Eng at (310) 802-5567  
 E-mail: [geng@citymb.info](mailto:geng@citymb.info)

Notice is hereby given that the Office of the City Clerk of the City of Manhattan Beach will receive proposals for Janitorial Services. Each proposal must be submitted in a sealed envelope and clearly marked:

**“RFP # 799-10 Janitorial Services”**

**Failure to identify the proposal on the envelope may result in disqualification of the proposal.**

Sealed proposals must be submitted to the office of the City Clerk at 1400 Highland Avenue, Manhattan Beach, CA 90266.  
**Proposals will be received until 3:00 PM PST, Monday, March 29, 2010.**

Proposals will not be opened at that time, but will be submitted to the General Services Manager for verification and compliance with Specifications and subsequent recommendation to City Council for award of a contract or rejection of the responses, as deemed appropriate. The City reserves the right to make no award.

**Proposals received after the deadline will be considered late. Such proposals may be returned unopened. Fax proposals are not acceptable.**

Any inquiries relative to this RFP should be directed to Gwen Eng, General Services Manager, [geng@citymb.info](mailto:geng@citymb.info) by no later than 3:00 PM, Monday, March 22, 2010.

Dated: This 11<sup>th</sup> Day of March, 2010

*Gwen Eng*

Gwen Eng  
 General Services Manager

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Instructions to Bidders/Definitions

The following meanings are attached to the following defined words when used in these specifications and the contract: The word "City" means the City of Manhattan Beach, California. The word "Bidder" "Vendor," "Supplier," or "Contractor" means the person, firm, or corporation submitting a bid on these specifications or any part thereof.

Filing Date

All bids must be received at or before the time indicated above. Copies of all forms, specifications, and exhibits are available from the office of the Purchasing Agent for the City of Manhattan Beach (310) 802-5569.

Reservations

The City Council reserves the right to reject any and all bids received; to take all bids under advisement for up to 90 days after opening; to waive any informality on any bid; and to be the sole judges of the relative merits of the material mentioned in the respective bids received. The Council also reserves the right to reject any item(s), award more than one contract for each of the items, and reject bids that are not accompanied by the requested information.

Bid Form

- The Bid must be made on the form provided, enclosed in an envelope, and marked "Bid for Landscape Maintenance Services", showing the bid number and addressed to the City Clerk, City Hall, Manhattan Beach, California.
- **No telephone or facsimile bids will be accepted.**
- If the bid is made by an individual, it must be signed by the full name of the Bidder and include the Bidder's complete address. If it is made by a firm, it must be signed with the co-partnership name by a member of the firm, and the name and full address of each member must be given. If it is made by a corporation, it must be signed by the proper officer in the corporate name, and the corporate seal must be attached to such signature.
- Blank spaces in the Bid must be properly filled in using ink or typewriter.
- The phraseology of the bid must not be altered in any way.
- Unless otherwise stated, bids will be received on one or more or all items. Bidders must specifically quote on UNITS as shown on the Bid sheet. In the case of error in extension of prices, the unit price will govern.
- Bids are subject to acceptance by the City for a period of 90 days, unless a different period is prescribed in the Bid by the bidder.
- Bidders are invited to attend the bid opening at the date and time stated above.
- Bid results are available by calling the office of the Purchasing Agent at (310) 802-5569.

Electronic Format

Vendor to supply a copy of the bid response on CD in searchable PDF format as a single document (optimized and compressed).

The Contract

The Bidder to whom the award is made will be required to enter into a written contract with the City. The contract may be in the form of a purchase order. A copy of the Notice Inviting Bids, the vendor Bid, and the contract specifications may be attached to, and will form a part of the contract. All materials, supplies, equipment, and services supplied by the vendor shall conform to the applicable requirements of State and Federal Laws covering Labor and Wages, as well as conforming to the specifications herein. In case of default by the vendor, the City reserves the right to procure the articles from other sources and to hold the vendor responsible for any excess costs incurred by the City.

Patent Rights

The vendor agrees to save, keep, bear harmless, and fully indemnify the City, its officers, or agents, from all damages, costs, or expenses in law or equity that may at any time arise or be set up for any infringement of the patent rights or any person or persons in consequence of the use by the City, or any of their officers and agents, or articles supplies under any resulting contract, and of which the vendor is not the patentee or assignee, or which the vendor is not lawfully entitled to sell.

Taxes

**The City of Manhattan Beach is exempt from paying Federal Excise Taxes.** These taxes are not to be included.

Delivery

All deliveries of such items to be furnished must be made to job sites or City warehouse within the boundaries of the City of Manhattan Beach. Where a specific delivery schedule is required, proximity to that schedule will be a consideration.

Payments

Complete payment on the contract will be made in approximately 30 days from the complete delivery and acceptance of the merchandise or service, unless alternate terms are proposed and accepted by the City. **The City may consider prompt payment discounts when calculating the lowest bid if the end result benefits the City.**

Errors/Omissions

The vendor shall not be allowed to take advantage of any errors and/or omissions in these specifications or in the vendor's specifications submitted with the Bid. Full instructions will be given if such errors/omissions are discovered, and vendor agrees to abide by said instructions.

Insurance

The following items checked are required of the successful bidder only:

- Insurance Endorsement Form #1 (attachment "A") in the amount of \$1,000,000 with certificate of insurance.
- Insurance Endorsement Form #2 (attachment "B") in the amount of \$1,000,000 with certificate of insurance.
- Insurance Endorsement Form #3 (attachment "C") in the amount of \$\_\_\_\_\_ with certificate of insurance.
- Proof of Workers' Compensation Insurance.
- City of Manhattan Beach Indemnification & Hold Harmless Agreement (attachment "D") (this is to be signed by an authorized official of the bidding company or firm - not by the insurance carrier).

**Please note that Insurance Endorsement Forms 1, 2 & 3 require the signature of an authorized representative of your insurance carrier. Please review the forms requested with your insurance carrier prior to bidding the job to verify your ability to comply. Please contact the Purchasing Agent if there are any questions or problems.**

Force Majeure

The vendor will be excused from the performance of the contract, in whole or in part, only by reason of the following causes:

- a) When such performance is prevented by operation of law.
- b) When such performance is prevented by an irresistible superhuman cause.
- c) When such performance is prevented by an act of the public enemies of the United States of America, or the State of California, or by strike, mob violence, fire, delay in transportation beyond the control of the vendor, or unavoidable casualty.
- d) When such performance is prevented by the inability of the vendor to secure necessary materials, supplies, or equipment by reason of:
  - 1) Appropriation of use thereof by the Federal Government or,
  - 2) Regulations imposed by the Federal Government.

No other Force Majeure clauses or conditions may be inserted in this bid and any changes in the conditions stated herein will cause the bid to be rejected.

Default

If the vendor fails in any manner to fully perform and carry out each and all of the terms, covenants, and conditions of the award, then the vendor is in default of the contract. The vendor shall be notified in writing of the default status, and will be given a time frame in which to comply. If the vendor fails to comply within the time frame given, the city, at its option, may terminate or cancel the contract, and at the expense of the contractor, complete the contract with an alternate contractor. Such

termination shall not affect or terminate any of the rights of the City against the vendor, or which may thereafter accrue because of such default. The foregoing provision shall be in addition to all other rights and remedies available to the city under law. The waiver of a breach of any term, covenant, or a condition hereof shall not operate as a waiver of any subsequent breach of the same or any other term, covenant, or condition hereof.

#### Business License

The successful contractor will be required to procure a City of Manhattan Beach Business License prior to commencing work. Call Business Licensing at (310) 802-5558 for rate information or to apply for a license.

#### Contract Extension to Other Cities/Agencies

Other Cities/Agencies may be interested in purchasing against an awarded contract, subject to the same price, terms and conditions offered to the City of Manhattan Beach, and by mutual agreement by the City and the vendor. The City does not warrant any additional use of the contract by such agencies. All requirements of the specifications, purchase orders, invoices and payments with other agencies will be directly handled by the successful Bidder and the piggybacking agency.

#### Debarment Policy for Grant Funded Purchases

Contractor guarantees that it, its employees, contractors, subcontractors or agents (collectively "Contractor") are not suspended, debarred, excluded, or ineligible for participation in Medicare, Medi-Cal or any other federal or state funded health care program, or from receiving Federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the Federal General Services Administration. Contractor must within 30 calendar days advise the City if, during the term of this Agreement, Contractor becomes suspended, debarred, excluded or ineligible for participation in Medicare, Medi-Cal or any other federal or state funded health care program, as defined by 42. U.S.C. 1320a-7b(f), or from receiving Federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the Federal General Services Administration. Contractor will indemnify, defend and hold the City harmless for any loss or damage resulting from the conviction, debarment, exclusion or ineligibility of the Contractor.

The undersigned has checked carefully the entire Request for Proposal (RFP) #799-10. By signing this document, I attest that I am authorized to contractually bind the company listed, and will meet the Proposal requirements if awarded a contract.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

Name Printed: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

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## **Insurance Endorsement Forms**

**Do Not Submit With Proposal**

**Only the Successful Bidder  
Will Be Required To Complete These Forms**

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CITY OF MANHATTAN BEACH  
1400 HIGHLAND AVENUE  
MANHATTAN BEACH, CA 90266  
(310) 802-5061

INSURANCE ENDORSEMENT FORM #1  
(GENERAL)  
Attachment "A"

This endorsement is issued in consideration of the policy premium. Notwithstanding any inconsistent expression in the policy to which this endorsement is attached, or in any other endorsement now or hereafter attached thereto, or made a part thereof, the protection afforded by said policy shall include the following:

1. **Additional Insured.** With respect to such insurance as is afforded by this policy, the City of Manhattan Beach and its officers, employees, elected officials, volunteers, and members of boards and commissions shall be named as additional insured. This additional insured coverage only applies with respect to liability of the named insured or other parties acting on their behalf arising out of the activities of the undertaking specified in paragraph No. 5 below (Indemnification Clause).
2. **Cross Liability Clause.** The insurance afforded - applies separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the company's liability.
3. **Occurrence Based Policy.** This policy shall be an "occurrence based policy."
4. **Primary Insurance.** For the risks covered by this endorsement this insurance shall provide primary insurance to the City to the exclusion of any other insurance or self-insurance program the City may carry with respect to claims and injuries arising out of activities of the Contractor or otherwise insured hereunder.
5. **Indemnification Clause.** The underwriters acknowledge that the named insured shall indemnify and save harmless the City of Manhattan Beach against any and all claims resulting from the wrongful or negligent acts or omissions of the named insured or other parties acting on their behalf in the undertaking specified as (list activity location and dates(s) or event to include set-up and cleanup dates):
6. **Investigation and Defense Costs.** Said hold harmless assumption on the part of the named insured shall include all reasonable costs necessary to defend a lawsuit including attorney fees, investigators, filing fees, transcripts, court reporters, and other reasonable costs of investigation and defense.
7. **Reporting Provisions.** Any failure to comply with the reporting provisions of the policy shall not affect coverage provided to the City.
8. **Cancellation.** This policy shall not be canceled except by written notice to the Risk Manager at: City of Manhattan Beach, 1400 Highland Avenue, Manhattan Beach, CA. 90266, at least thirty (30) days prior to the date of such cancellation.
9. **Limits of Liability.** This policy shall provide minimum limits of liability of \$ 1,000,000, combined single limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts or omissions by the named insured.
10. **Comprehensive Coverage.** This policy shall afford coverage at least as broad as Commercial General Liability "Occurrences" Form CG0001 and shall include the following:

**A. General Liability**

- (1) Comprehensive Form
- (2) Premises/Operations
- (3) Independent Contractors Liability
- (4) Broad Form Property Damage
- (5) Personal Injury
- (6) Products, Completed Operations
- (7) Contractual
- (8) Explosions, collapse, or underground property damage.

**NOTE: If this is a Homeowner's Policy in lieu of Commercial General Liability, it shall afford coverage at least as broad as Homeowners ISO Form HO II (Ed 9-70) California and shall include comprehensive personal liability.**

This policy shall provide the dollar limit specified in paragraph 9 with the following additional coverage where boxes below are checked:

- 11. Host Liquor Liability
- 12. Liquor Law Liability
- 13. Other \_\_\_\_\_

The limits of liability as stated in this endorsement apply to the insurance afforded by this endorsement notwithstanding that the policy may have lower limits of liability elsewhere in the policy.

This endorsement is effective \_\_\_\_\_ at 12:01 a.m. and forms a part of Policy No. \_\_\_\_\_.

Name Insured \_\_\_\_\_

Name of Insurance Company \_\_\_\_\_

I, \_\_\_\_\_ (print/type name) warrant that I have authority to bind the above listed insurance company, and by my signature hereon do so bind this company.

By \_\_\_\_\_  
Signature of Authorized Representative

Approved \_\_\_\_\_  
City Risk Manager \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF MANHATTAN BEACH  
1400 HIGHLAND AVENUE  
MANHATTAN BEACH, CA 90266  
(310) 802-5061**

**INSURANCE ENDORSEMENT FORM #2  
(AUTO)  
Attachment "B"**

This endorsement is issued in consideration of the policy premium. Notwithstanding any inconsistent expression in the policy to which this endorsement is attached, or in any other endorsement now or hereafter attached thereto, or made a part thereof, the protection afforded by said policy shall include the following:

1. **Additional Insured.** With respect to such insurance as is afforded by this policy, the City of Manhattan Beach and its officers, employees, elected officials, volunteers, and members of boards and commissions shall be named as additional insured. This additional insured coverage only applies with respect to liability of the named insured or other parties acting on their behalf arising out of the activities of the undertaking specified in paragraph No. 5 below (Indemnification Clause).
2. **Cross Liability Clause.** The insurance afforded applies separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the company's liability.
3. **Occurrence Based Policy.** This policy shall be an "occurrence based policy."
4. **Primary Insurance.** For the risks covered by this endorsement this insurance shall provide primary insurance to the City to the exclusion of any other insurance or self-insurance program the City may carry with respect to claims and injuries arising out of activities of the Contractor or otherwise insured hereunder.

**Indemnification Clause.** The underwriters acknowledge that the named insured shall indemnify and save harmless the City of Manhattan Beach against any and all claims resulting from the wrongful or negligent acts or omissions of the named insured or other parties acting on their behalf in the undertaking specified as (list activity location and dates(s) of event to include set-up and cleanup dates):

5. **Investigation and Defense Costs.** Said hold harmless assumption on the part of the named insured shall include all reasonable costs necessary to defend a lawsuit including attorney fees, investigators, filing fees, transcripts, court reporters, and other reasonable costs of investigation and defense.
6. **Reporting Provisions.** Any failure to comply with the reporting provisions of the policy shall not affect coverage provided to the City.
7. **Cancellation.** This policy shall not be canceled except by written notice to the Risk Manager at: City of Manhattan Beach, 1400 Highland Avenue, Manhattan Beach, CA 90266, at least thirty (30) days prior to the date of such cancellation.
8. **Limits of Liability.** This policy shall provide minimum limits of liability of \$ 1,000,000, combined single limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts or omissions by the named insured.
9. **Scope of Coverage.** This policy shall afford coverage at least as broad as Insurance Services Office Form No. CA0001 (Ed 1/78), Cod 1 ("any auto") and shall include the following:

**A. Auto Liability**

- (1) Any auto
- (2) All owned autos (Private Passengers)
- (3) All owned autos (other than Private Passengers)
- (4) Hired autos
- (5) Non-owned autos (for business purposes)
- (6) Other \_\_\_\_\_

The limits of liability as stated in this endorsement apply to the insurance afforded by this endorsement notwithstanding that the policy may have lower limits of liability elsewhere in the policy.

This endorsement is effective \_\_\_\_\_ at 12:01 a.m. and forms a part of Policy No. \_\_\_\_\_.

Named Insured \_\_\_\_\_

Name of Insurance Company \_\_\_\_\_

I, \_\_\_\_\_ (print/type name), warrant that I have authority to bind the above listed insurance company, and by my signature hereon do so bind this company.

By \_\_\_\_\_  
Signature of Authorized Representative

Approved \_\_\_\_\_  
City Risk Manager \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF MANHATTAN BEACH  
1400 HIGHLAND AVENUE  
MANHATTAN BEACH, CA 90266  
(310) 802-5061**

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT  
Attachment "D"**

This agreement is issued in consideration of the City approval of the sponsor's application. The named insured must still provide a Certificate of Insurance, naming the City as an additional insured and meet the City's required minimum limits of insurance. An additional insured endorsement shall also be provided and signed by the insurance carrier.

The named insured agrees to the following:

1. **Indemnification Clause.** The named insured shall indemnify and save harmless the City of Manhattan Beach including its elected officials, officers agents and employees against any and all claims, liability, judgments, costs or expense resulting from the wrongful or negligent acts or omissions of the named insured or other parties acting on their behalf in the undertaking specified as (list activity location and date(s) of event to include set-up and clean-up dates):
2. **Investigation and Defense Costs.** Said hold harmless assumption on the part of the named insured shall include all reasonable costs necessary to defend a lawsuit including attorney fees, investigators, filing fees, transcripts, court reporters and other reasonable costs of investigation and defense.

This agreement is effective \_\_\_\_\_ at 12:01 a.m.

Named Insured \_\_\_\_\_

I, \_\_\_\_\_ (print/type name), warrant that I have authority to bind the above listed sponsor and by my signature hereon do so bind this sponsor.

By \_\_\_\_\_  
Signature of Authorized Representative

Approved \_\_\_\_\_  
City Risk Manager \_\_\_\_\_ Date \_\_\_\_\_

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**City of Manhattan Beach**  
**Request for Proposal #799-10**  
**Janitorial Services**

The City of Manhattan Beach is soliciting proposals from qualified vendors for janitorial maintenance services. This Request for Proposal (RFP) presents the following information to prospective vendors:

**Proposal Requirements**

Proposals shall specify each item as set forth in this Request for Proposal (RFP). Failure to comply with all requirements and conditions set forth by these specifications and RFP instructions will be the cause for the rejection of the proposal(s). No exceptions or deviations from these specifications will be considered unless each exception or deviation is specifically identified with a detailed statement fully defining the exception(s). All exception(s) must be fully supported by detailed specification regarding the deviated item and shall accompany the proposal for evaluation by the City. If no exceptions are identified, the Proposer shall be required to furnish the service exactly as specified herein. The burden of proof of compliance with these specifications is the responsibility of the Proposer. Acceptance or rejection of the changes is the sole prerogative of the City. The City reserves the right to reject any and all proposals or to make no award.

**Jobwalk**

Attendance by all interested bidders is highly recommended at the informational jobwalk meeting. The purpose of this meeting is to review bid specifications, answer any questions regarding the bid document, and conduct a jobwalk of the facilities in question. The jobwalk will require 4+ hours and attendance is limited to no more than two (2) individuals from each firm. This meeting will begin at 9:00 AM on Thursday, March 18, 2010, in the Public Works Training Room located at the Bob Ritter Public Works Facility, 3621 Bell Avenue, Manhattan Beach, CA 90266. The facility is located just south of the intersection of Bell and Rosecrans Avenues. For directions, please contact Public Works at (310) 802-5313.

**Bidder Must Make Thorough Investigation**

It is the bidder's responsibility to examine the location of the proposed work to fully acquaint themselves with the specifications and the nature of the work to be accomplished. Proposers shall have no claim against the City based upon ignorance of the nature and requirements of the project, misapprehension of the site conditions, or misunderstanding of the specifications or contract provisions.

**Acceptance of Conditions**

By submitting a bid proposal, each bidder expressly agrees to and accepts the following conditions.

- a. All parts of the Instructions to Bidders and Specifications will become part of the contract between the selected bidder and the City.
- b. The City may require whatever evidence is deemed necessary relative to the bidder's financial stability and ability to perform this project.
- c. The City reserves the right to request further information from the bidder, either in writing or orally, to establish any stated qualifications.
- d. The City reserves the right to solely judge the bidder's representations, and to solely determine whether the bidder is qualified to undertake the project pursuant to the criteria set forth herein. The bidder, by submitting a bid or proposal, expressly acknowledges and agrees that the judgment of the City as to whether or not the bidder is qualified to perform the project shall be final, binding, and conclusive.

**General Conditions**

The City will not reimburse respondents to this RFP for any costs incurred in the preparation and submittal of the proposals. Further, the request does not obligate the City of Manhattan Beach to accept or contract for any expressed or implied services. The City reserves the right to:

- Request any firm/person submitting a proposal to clarify its proposals during the selection phase;
- Negotiate the project schedule and reasonable costs with the selected vendor;
- Modify or alter any requirements herein, and;
- Identify additional tasks to be accomplished prior to establishing a formal contractual agreement.

Proposal Evaluation

If an award is made, Proposals will be evaluated by the City based on the following (in no particular order):

- a. The ability, capacity, and skill of the bidder to perform the contract or provide the services (operations expertise, staff training, quality control, customer service, et al)
- b. The bidder's financial resources and the effect thereof on his ability to perform the contract or services
- c. Experience and reference checks
- d. Site inspection of reference facilities of similar size and nature
- e. Pricing
- f. Value of maintenance plan proposal
- g. Staff hours proposed
- h. Ability to meet insurance requirements

Contract Term

Any resulting contract from this RFP shall be for a term of three (3) years from the contract's commencement date. If it is mutually agreeable to the Contractor and the City, the term of the Agreement may be extended in increments of one (1) year, not to exceed a total contract period of 5 years. The City reserves the right to cancel the contract without cause upon immediate notice by the City to the Contractor. Contractor may cancel the contract upon 90 days written notice to the City.

Pricing

Proposer shall provide said services at the rates set forth on the attached Proposed Price Sheet. Prices may be adjusted each July 1<sup>st</sup> in proportion to the increase or decrease in the cost of living as determined by the percentage change in the Consumer Price Index (CPI) for the immediately preceding twelve (12) month period of March through February for All Urban Consumers in the Los Angeles/Anaheim/Riverside area, or an equivalent index approved by mutual agreement in the event the CPI as described hereinabove is no longer published. Contractor shall submit the request for adjustment within thirty (30) days after the CPI index is available for the period described hereinabove. All price increases must be justified with evidence of the increased costs borne by the Contractor.

Government Regulations

The bidder shall comply with all federal, state, and local regulations/laws pertaining to janitorial services.

Financial Statements

Proposer must be able to demonstrate adequate financial resources to commence and complete this janitorial maintenance project. Proposals must be accompanied by a current balance sheet for the last operating year, plus additional information updating this statement. This information shall remain confidential.

Performance Standards

Cleaning schedules notwithstanding, Contractor shall provide all custodial services required not only to meet the minimum requirements, but also to ensure that facilities are maintained at a peak level of cleanliness and appearance during the City's normal hours of operation. Each proposal shall include a maintenance plan for the City's review. The maintenance plan shall include, but not be limited to, how the project will be conducted and what steps will be taken to ensure the cleaning services are performed to the City's satisfaction, employee training, etc. Also the names and telephone numbers of essential personnel project manager, and supervisors shall be included. The Contractor shall be expected to adhere to the performance standards of the maintenance plan standards during the course of the contract.

Changes

The City reserves the right to add or delete buildings and/or facilities at any time during the period of the contract or resulting contract extensions. Additions/deletions shall be added/deleted at the contract rate per square foot for comparable facilities under contract. If there are no comparable facilities, the price shall be negotiated by the City with the contractor. If the request for additional work begins during a billing cycle, the payment shall be prorated for the month in which work commenced.

**The City reserves the right to change the work hours and work/shift schedule. The Contractor shall be notified at least one (1) full week prior to such changes.**

Contractor's Responsibilities

## 1) Equipment

All vehicles, tools, and equipment shall meet applicable federal, state, and local safety requirements.

## 2) Protection and Restoration

Contractor shall protect all furnishings and improvements from damage by its operations. All damage shall be repaired or replaced, at the option of the City, at the contractor's expense within a reasonable time after notification of such damage. Repairs and/or replacements shall be equal to or exceed original in all aspects.

## 3) Materials

Contractor shall furnish at its expense all equipment, materials, tools, and supplies, which are required in connection with the services to be performed under this contract. The equipment, tools, and supplies shall include but not be limited to:

- Equipment: Wet and dry vacuum cleaners, custodial carts, ladders, floor washers, buffers/polishers, carpet pile lifter, power washers, and window washing equipment.
- Tools: Brooms, mops, mop presses, buckets, sponges, and squeegees.
- Supplies: Floor, glass, tile, and carpet cleaners; floor wax strippers; floor sealers; tile, metal, furniture waxes/polishes; disinfectants; deodorant blocks; trash can liners.

Quality of Cleaning Materials & Supplies

All cleaning supplies, materials, and tools used in the performance of this contract shall be of commercial/industrial quality, suitable for the purpose intended, and shall yield results necessary to provide the high standards of cleanliness required under this RFP. All cleaning processes used shall meet high standards of safety and effectiveness for commercial applications in high traffic areas and shall not damage the facilities being cleaned. The City shall have the right to prohibit the use of any process, material, supply or tool which may damage City property or which may be a risk to employees, the public, or others using City facilities.

Licenses

Contractor shall be responsible for all licenses and permits required to perform this work in accordance with Federal, State and local requirements and shall pay all fees resulting there from.

Keys

The City will issue such keys as necessary for access to the work areas. Contractor shall assume full responsibility for theft or loss of said keys. In the event of the loss of keys, contractor shall pay for re-keying all locks operated by these keys. Keys shall not be duplicated.

Facility Security

Contractor shall keep all designated doors locked while working in the facilities, and keys shall not be left in the doors. Contractor shall not admit any person into the facilities that is not a direct employee of the Contractor and not actively engaged in performance of the work. Contractor shall restrict access to the designated facilities and designated parking area. At no time shall the Contractor or its employees or agents enter other areas of the facilities not specifically included in this RFP for custodial services.

Payment and Invoicing

## 1) Payment

The contract price bid per month for custodial services shall include full compensation for providing all labor, material, equipment, and incidentals required for the custodial services as specified. No additional compensation will be allowed.

- a. Contractor shall be paid only for each area maintained as verified by the City.
- b. Contractor shall be required to perform the daily/nightly, weekly, or monthly maintenance operations specified in the proposal document. Failure on the part of the contractor to perform any such maintenance operations will result in deductions from the invoice.
- c. The City's contract administrator will notify the contractor's crew supervisor of any failure on the part of the contractor to perform any required operation. The notification will be in written form and will indicate the location, time and dates, area, and the maintenance operation not performed.
- d. All payments will be for work performed as adjusted to reflect deductions for failure to perform as specified.

2) Invoices

Contractor shall submit a monthly invoice in duplicate to the City of Manhattan Beach, ATTN: Accounts Payable, 1400 Highland Avenue, Manhattan Beach, CA 90266. Invoice shall be submitted on standard company forms and shall state (1) invoice number, (2) invoice date, (3) invoice period, (4) a brief description of work including location and City account code, (5) the purchase order number, (6) total amount requested, and (7) contractors tax ID number. Payment will be made after approval of the invoices by Contract Administrator, subject to the City's routine processing requirements.

**Business License Requirement**

Contractor shall obtain and maintain a current City Business License during the term of the contract. Failure to obtain or maintain a valid City Business License may result in Agreement termination. Additional information on business licenses may be obtained by calling the City Licensing Division at (310) 802-5557.

**Insurance Requirement**

Contractor shall maintain in force at all times during the performance of this contract.

## Green Cleaning Program (Alternative)

### Introduction

The City of Manhattan Beach is considering moving towards a comprehensive green cleaning program for the following reasons:

- Preserve building surfaces by reducing or eliminating harsh chemical products;
- Improve indoor and regional air quality;
- Reduce water pollution;
- Reduce occupational injuries and illnesses related to cleaning and maintaining buildings;
- Improve productivity and health for building occupants and visitors;
- Reduce life cycle impacts of transportation and primary and secondary packaging.

The program shall follow the standards for Commercial Cleaning Services as set forth in Green Seal GS-42. The specific criteria in this standard cover planning, products, supplies, equipment, procedures, training, communications and labeling.

### Planning

- Develop and maintain a set of written standard operating procedures to be available to all cleaning personnel
- Have a building-specific green cleaning plan in place: schedules, specifics on floor maintenance, high-traffic areas, etc.
- Have a plan for use and quarterly maintenance of equipment

### Products and Supplies

The use of green cleaning chemical products will be a priority for high volume, daily use products where the risk of exposure to these products is the greatest. For other tasks, including monthly, restorative and special cleaning needs, the least toxic product that can do the job will be selected.

The products must be certified by Green Seal, TerraChoice, EcoLogo, or Design for the Environment. These standards help ensure that green products meet or exceed the same performance standards of the products being replaced.

### Equipment

Green Seal certified equipment will hamper the release of harmful particulates and toxic substances into the environment as well as reduce noise pollution.

### Procedures

Contractor to train staff on proper green cleaning methods and procedures.

### Training

- Custodial supervisors or designees will be responsible for training staff about the City's commitment to green cleaning. Staff will be trained when hired and as new products, equipment, procedures and practices are introduced;
- Staff will receive training on the proper application, mixing and dilution of products;
- Staff will receive training on the California-OSHA Hazard Communication regulation;
- Staff will be trained on the proper use of equipment;
- Staff will be trained on proper disposal of unused chemical products.

**References**

Proposer shall provide 2-3 projects within the last 3 years similar in scope of work to the current requirement. Similar is defined as performing janitorial services in public facilities, 5-7 days per week within the State of California. Be specific and provide details. For each project, address the following points on separate sheet(s) for each:

- a. Project Title, description, and contract number
- b. Client names, business address, phone numbers, and contact person
- c. Dollar value
- d. Scope of work
- e. Award and completion dates
- f. Any relevant information that would reflect on the bidder's ability to meet schedule constraints.

The following header should be on the top of each project description:

Firm \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact \_\_\_\_\_ Telephone \_\_\_\_\_

Project \_\_\_\_\_

Completion Date \_\_\_\_\_ Approximate Cost: \_\_\_\_\_

These references will be checked and may affect the award of the contract. The City of Manhattan Beach reserves the right to contact any of the organizations or individuals listed or any others that may stem from the inquiry.

**Company Profile**

Please describe your capabilities in sufficient detail and scope to provide a meaningful evaluation, comparison, and assessment.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Pager: \_\_\_\_\_

Emergency Response Telephone (24/hr) \_\_\_\_\_

E-mail: \_\_\_\_\_

Number of Years in Business: \_\_\_\_\_

Number of Employees in Organization (total): \_\_\_\_\_

Number of Cleaning Staff \_\_\_\_\_ F/T \_\_\_\_\_ P/T

Number of Administrative Staff: \_\_\_\_\_

Number of Service Vehicles: \_\_\_\_\_

Name of Authorized Company Official \_\_\_\_\_

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Signature

Date

Please include additional data and material not specifically requested, but which you feel is essential. If there is no additional data you wish to present, this section should consist of the statement, "THERE IS NO ADDITIONAL DATA WE WISH TO PRESENT."

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**Schedule of Prices**

The undersigned declares that Request for Proposal has been read and understood and agrees to furnish and deliver to the City of Manhattan Beach the items listed below in accordance with the specifications herein and that the following prices will be accepted as payment in full therefore as follows:

The undersigned has checked carefully the entire Request for Proposal (RFP) #799-10 – Janitorial Services. By signing this document, I attest that I am authorized to contractually bind the company listed, and will meet the Proposal requirements if awarded a contract.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

---

Print Name

---

Title

---

Signature

---

E-mail

---

Name of Company

---

Address

---

Telephone Number

---

FAX

## SPECIFICATIONS

### SECTION 1. GENERAL INFORMATION AND REQUIREMENTS

1. Scope of Work – The Contractor shall furnish all labor, equipment, materials, supplies and supervision to perform the janitorial services as described herein. The contractor shall provide the supervision and quality control necessary to not only meet a minimum specification, but to provide all necessary custodial services, regardless of interval, to maintain the entire facilities at a peak level of cleanliness and appearance during each business day and throughout the entire term of the contract.

It is the Contractors responsibility to completely inspect premises prior to submitting bid proposal to determine all requirements associated with the contract. Failure to do so will in no way relieve the successful Bidder from the necessity of providing, without additional costs to the City, all necessary services that may be required to carry out the intent of the resulting contract.

2. Contractor Personnel – Contractor shall submit to the City, a list of names of the employees who will be working on this contract and complete any necessary security forms as required by the City. The list shall include a supervisor's name appointed by the contractor. Thereafter, the contractor shall notify the City immediately of any additions and/or terminations.
3. Standards of Conduct – Contractor shall adhere to and enforce the following standards in regards to all employees assigned to complete work under this contract:
  - a. All personnel engaged in the performance of this work shall be employees of the Contractor and as such shall be warranted to possess sufficient experience and security clearance to perform this work. Fingerprints shall be required and can be processed through the Manhattan Beach Police Department, or other agency. The City of Manhattan Beach Police Department does charge a fee for this service and can be contacted at 310-802-5140. Contractor shall research the employment and police records of each employee and shall maintain a copy of that research.
  - b. All employees shall wear uniforms identifying the name of the company and the individual's name (furnished by the Contractor) at all times during the performance of this work. The Contractor's supervisory staff may wear identification badges in lieu of uniforms.
  - c. The Contractor and his/her employees will be subject to all rules and regulations relative to entering and leaving the site of any City facility. The selection, assignment, reassignment, transfer, supervision, management, and control of contractor employees in performance of this work statement shall be the responsibility and prerogative of the contractor; however, the contractor shall comply with the general intent and specific policies set forth in this agreement and in regulations of the City concerning conduct of employees as referenced herein. When the City directs, the Contractor shall restrict the employment under this contract or remove from performance of this contract any person who is identified as a potential threat to the health, safety, security, or operation of the described facilities.
  - d. All employees will be physically able to do their assigned work.
  - e. Contractor's employees must not disturb papers on desks, use radios, televisions, coffee pots, stoves, refrigerators, open desk drawers or cabinets unless expressly directed to as described herein (kitchen cabinets may be opened for the storing of clean dishes), nor shall they tamper with any personal or City property. Neglect of duties shall not be condoned; sleeping on duty, unreasonable delay or failure to carryout assigned tasks, conducting personal affairs during duty hours, or using City furnished equipment; including but not limited to, telephones for other than to report need of medical aid, fire, or need of law enforcement (dial 911). Any calls to numbers other than those described herein will be considered a violation of this contract and grounds for immediate termination.
  - f. Contractor's employees shall report fires, hazardous conditions, and items in need of repair, flickering or non-operating lights, leaky faucets, toilet stoppage, etc. to the Contract Administrator as soon as possible following notice of incident.

- g. Contractor will assure that all articles found by employees are give to the Contract Administrator.
- h. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, action or fighting, participation in activities that interfere with the efficient City operations shall not be condoned.
- i. Employees shall be citizens of the United States or its possessions, or shall possess a valid United States work entry permit (green card). While on duty, employees shall not possess, sell, consume or be under the influence of intoxicants, drugs (including physician directed medications), or substances that produce similar effects. Facilities under this contract are drug/substance free facilities. Weapons of all types are forbidden.
- j. The Contractor shall not employ any person in the performance of this contract if the employment of that person would create a risk or potential threat to the health, safety, security, or operation of the described facilities.
- k. The Contractor shall notify the Contract Administrator one week in advance and receive his/her prior approval if they are bringing additional cleaning people into the facilities that have not completed the security/background process described herein.

#### 4. Materials –

- a. The Contractor shall furnish all supplies, materials, and equipment necessary for contract work along with a pricing schedule, per case, for the following items, including but not limited to (where applicable, refer to specifications contained herein):

Cleaners	Brushes
Toilet seat protective covers (half-fold, 20 packs of 250 sheets per carton, no particular brand since they all tend to be made of rice paper)	Toilet tissue (Allied West Optima 80540, 2-Ply, to fit all standard dispensers (or equivalent). Must contain a minimum of 20% post-consumer and 75% minimum recycled product, with no bleach used in the process (must be verifiable))
Multifold Towels (Allied West Optima 80760, 1-Ply, Natural, no import)	Roll Towels (Allied West Optima 80782, 1-Ply, Hard wound, Natural, (6) 800-ft rolls per case, no import)
Plain rags	Plastic liners for trash containers
Hand soap (Clean Source White coconut hand soap, non-foaming, Clean Source Item # 420301, or equivalent, 1-gallon containers)	Disinfectants detergents
Sanitary napkins and tampons	Polishes
Floor wax	Sand for cigarette receptacles
Dust control rags	Dish soap
Deodorants	Brooms
Mops	Metal polish
Machines	Hand sanitizer for receptacles

- b. Supplies to be of commercial/industrial quality, suitable for the purpose intended, and shall yield the results necessary to provide the high standards of safety and effectiveness for application in high traffic areas without damage to the facilities being cleaned. The City shall have the right to prohibit the use of an process, material, supply or tool which may damage City property or which may be a risk to employees, the public, or others using the City facilities. Floor finishes to be of high-speed variety. All materials or methods not specified and which the Contractor proposes to use must be approved by the Contract Administrator and any substitution offered must meet the same specifications, including paper weight, recycled content, and manufacturing standard. The . This does not preclude the use of new, accepted, and approved products or methods.
- c. Contractor shall submit its proposed cleaner list with the ASTM safety data to the Contract Administrator for review and rejection of any unsuitable cleaning materials, as well as a response alternative utilizing the environmental “Green Cleaning” methods/supplies. Adequate quantities of properly labeled supplies (a minimum of two weeks inventory) must be on-hand to perform cleaning operations at all times.

- d. The City provides appropriate dumpsters for trash and/or recyclables.
- e. Dust mops are to be cleaned and treated prior to each day's use. It is requested that a dust mop delivery service be used to ensure clean and freshly treated dust mops will be used daily.

5. Equipment –

- a. Contractor shall submit to the Contract Administrator for approval, a complete list of the equipment and supplies to be utilized. All equipment must be in good working condition and ready for inspection. All materials used on the job site must be OSHA approval.
- b. Equipment used shall be safe and in good working condition. Electrical appliances shall be the most suitable for the purpose intended. Electrical power will be furnished by the City at existing power outlets for the operation of equipment.

6. Storage Space and Janitor's Closets and Locker Rooms –

- a. Space may be assigned to the Contractor by the Contract Administrator for the storage of bulk supplies and the equipment used in performance of this contract.
- b. If space, closets, or lockers are assigned by the Contract Administrator to be used by the Contractor's employees, any City furniture or equipment placed there, such as tables, desks, chairs, etc., may be used, but shall be returned to the City at contract termination in the same condition as that existing at the time of entering into the contract, reasonable and ordinary wear and tear excepted. These areas will be swept daily, be kept neat and clean and subject to random inspections by the Contract Administrator.
- c. Failure to keep any of the facilities described above in a clean and orderly condition may result in the withdrawal of their use.
- d. The City will not be held responsible for damage and/or loss to contractor's or contractor's employee's items occasioned by fire, theft, and accident or otherwise.

7. Work Schedule – See facility specific schedules.

8. Safety Precautions –

- a. The Contractor will instruct his/her employees of appropriate safety measures and will not permit them to place mops, brooms, machines, and other equipment in traffic lanes or other locations in such a manner as to create safety hazards. Appropriate signs will be provided by the Contractor to mark areas which are slippery due to cleaning or waxing operations.

9. Combustible Materials –

- a. Rags, mops, brushes, waxes, and other materials which contain a residue of animal, vegetable, mineral oils and are subject to spontaneous combustion, will be disposed of outside the building in approved, tightly covered metal containers furnished and properly disposed of by the Contractor.

10. Sanitary Conditions –

- a. Dirty water and cleaning solutions will be disposed of in slop sinks or floor drains designated by the Contract Administrator. Floors and fixtures in areas where water is obtained and disposed of will be kept clean, neat and sanitary at all times.

11. Inspections –

- a. Mandatory monthly inspections of all areas will be made by Contractor's supervisors. Inspections shall be documented on the attached to the monthly invoice submitted to the City. Contract Administrator may require additional inspections as needed to ensure satisfactory completion of contract work.

**12. Reduction in Payment –**

- a. Upon receipt of written notification by the Contract Administrator regarding nonconformance of contractual services as provided in the incorporated schedule that specified the allowable deviations and maximum deductions for deviations (Section 3), the Contractor may, at the City's option, be given twenty-four (24) hours to provide the required corrective action, or the City may, at it's option, take a deduction from the monthly invoice. If at the end of the 24 hour period, the work is still not completed satisfactorily, the Contract Administrator may have such work done by others, with the cost(s) chargeable to the Contractor and deducted from his/her monthly payment.
- b. Repeated failures to perform work as required by the specifications and contract documents may result in termination of the contract.

## SECTION 2. STANDARDS FOR QUALITY OF WORK

### 1. Gather and Dispose of All Trash –

- a. All trash containers shall have contents removed and plastic liners replaced. All waste, both loose and in waste containers, etc., shall be removed by the contractor daily. No boxes, packing materials, or empty shipping containers shall be removed unless clearly marked "Trash." Contractor employees shall not disturb papers and/or other items on desks.
- b. All waste shall be placed in the appropriate facility dumpster. No trash shall be stored adjacent to or within the dumpster enclosure. Recyclables should be placed in the dumpster marked "Recycling." Dumpster lids shall be closed.
- c. Inside and outside of the containers shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, foodstuff, and the presence of any/all offensive odors eliminated from the container.
- d. Ash receptacles will be full of sand or appropriate material at all times to prevent fires. Sand or appropriate materials will be replaced as needed to maintain an appearance that is visibly and uniformly clean.

### 2. Floors, Hallways, Corridors, Stairwells, Steps, Risers, Elevators, Tracks, and Landings – Carpet, tile, painted concrete, bare concrete, entry mats, runners, baseboards/cove bases, elevator floors.

- a. Shall be free of spots, stains, scuff marks, streaks, swirls, standing water, gum, sand, dirt, and debris without causing damage. They shall appear visibly and uniformly clean. Adjoining walls, doors, and floor surfaces shall also be free of dust, sand, soil, lint, standing water, cleaner residue, and film.
- b. Spot cleaning, shampooing and dry method carpet cleaning will be accomplished using only products and methods recommended by manufacturer's instruction and stain removal chart. Carpet will be free of spots, stains, dust, and dirt. Scheduling of shampooing will be coordinated with Contract Administrator.
- c. Floors will be free of swirls, streaks, scuff marks and greasy film, and have a uniform, glossy appearance.. Hard/resilient floors shall have multiple coats of a slip-resistant seal and finish applied that result in a consistent high-shine. Floors shall appear visibly and uniformly smooth and clean.
- d. Corners/Thresholds shall be free of dust, sand, dried-soil, crud, finish build-up, and debris. These areas shall appear visibly and uniformly clean. This shall include the elimination of cleaner residue and dried slurry.
- e. The Contractor will notify the Contract Administrator within one day of any cleaning that will not successfully remove stains, and/or any barriers to accomplishing contract requirements. The contractor shall recommend an appropriate course of action to correct the problem, for approval of the Contract Administrator.

### 3. Low Cleaning – Without a Ladder (only those below 6-8 ft.) – Walls and items that are part of the wall (such as switch plates) items installed against a wall (such as air handling units), partitions, doors, window sills, wainscoting, vents, fire extinguishers, blinds, chalkboards/marker boards, rails, air vents, lights, lamps and fixtures.

- a. Shall be free of dust, dried-soil, soil, fingerprints, streaks, haze, and graffiti without causing damage. These surfaces shall appear visibly and uniformly clean/disinfected and polished-dry. This shall include the elimination of film, streaks, and cleaner residue. Bright metal surfaces shall be polished to a high shine. This shall include the elimination of polish residue and/or film.
- b. Artwork, hanging artwork, and display cabinets shall be carefully cleaned in accordance with industry practices. Artwork and display cases damaged by cleaning processes shall be replaced by the Contractor.

- c. Formica cabinets and decorative woodwork will be wiped clean and treated with furniture polish resulting in surfaces free of dust, spots, fingerprints, scuff and other marks.
- d. Unpainted metalwork, doorknobs, switch plates, hardware and fire extinguishers, etc. will be free of dust and polished.
- e. Boards (both chalk and white) will be free of marks, fingerprints, streaks, haze and written material, unless marked to the contrary.
- f. Ceramic walls and wainscots, metal kick plates, handles, and push plates on doors shall be polished-dry.
- g. Light fixture diffusers shall remain in proper position and appear streak-free and uniformly clean.
- h. Air distribution and exhaust vents shall appear visibly and uniformly clean.

4. Glass, Windows, Mirrors, and Metal Surfaces (only those below 6-8 ft. in height) – Includes glass partitions, interior and exterior glass doors, display cases, directory boards, and adjacent trim. Windows and mirrors including frames, casings, and sills. Metal surfaces whose finish requires polish.

- a. Shall appear streak-free, film-free, and uniformly clean. This would include the elimination of dust, soil, spots, streaks, smudges, water deposits and other foreign matter from windows and mirrors themselves, as well as from surrounding framework, casings, sills, ledges, blinds, and AC/heat registers.
- b. Mirrors and surrounding metal framework shall appear streak-free, film-free, and uniformly clean.
- c. Contractor is responsible for lower interior windows. All exterior and high windows cleaning will be done under a separate contract.

5. Water Fountains –

- a. Shall be free of dust, soil, scale, and water spots without causing damage. Brightwork shall be disinfected and polished to a streak-free shine. Water fountains shall appear visibly and uniformly clean. This shall include the elimination of film, haze, and cleaner residue.

6. Dispensers –

- a. Shall be free of dust, dried-soil, bacteria, and soil without causing damage. These surfaces shall appear visibly and uniformly clean and disinfected. This shall include the elimination of film, streaks, and cleaner residue. Dispensers shall be filled sufficiently to assure constant, adequate supply and will not be clogged.

7. Hardware –

- a. Shall be free of dust, soil, bacteria, cleaner residue and soap film without causing damage. They shall appear visibly and uniformly clean, disinfected, and polished to a streak-free shine. This shall include the elimination of polish residue.

8. Sinks –

- a. Shall be free of dust, soil, bacteria, cleaner residue and soap film without causing damage. They shall appear visibly and uniformly clean, disinfected, and polished-dry. This shall include the elimination of streaks, embedded soil, film, and water spots.

9. Shower Stalls –

- a. Shall be free of dust, soil, bacteria, cleaner residue, and soap film without causing damage. They shall appear visibly and uniformly clean, disinfected, deodorized, and polished-dry. Acid wash and scrub if required. This shall include the elimination of streaks, embedded soil, and film and water spots.
- b. All tile and grout shall be free of scum, film, scuff marks, water spots, and odors. Floor drains shall be kept free of debris. All cleaners used by the Contractor must be approved in advance by the Contract Administrator.

10. Furniture and Equipment –

- a. Shall be free of dust, dried-soil, and soil without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of cleaner residue, streaks, and film. Contractor employees shall not disturb papers and/or other items on desks.
- b. All furniture with fabric parts will be cleaned with a solution which will not damage or discolor the fabric. For metal and wood furniture, a suitable polish and cleaner will be used.

11. Toilets and Urinals –

- a. Toilets, toilet seats, and urinals shall be free of dust, bacteria, soil, organic matter, cleaner residue, streaks, and scale without causing damage. These fixtures shall appear visibly and uniformly clean, disinfected, deodorized, and polished-dry. This shall include the elimination of streaks, film, and water spots. Toilet paper, toilet seat protective covers shall be restocked when required with proper expendable supply item and in a manner and frequency set/approved by the Contract Administrator.
- b. Waterless urinals require specific cleansers, replacement supplies, and servicing methods per the manufacturer specifications. Cleaning of these types of urinals shall not be done with water.

12. Kitchenettes –

- a. Refrigerators shall be cleaned and deodorized. Cleaning will remove handprints, dirt, and scuff marks, washing the outside of the box to provide a visibly and uniformly clean appearance.
- b. Microwaves shall be cleaned and deodorized. Wash outside the box removing handprints, dirt, and scuff marks. Clean the door glass to remove any handprints, etc. Clean the interior to remove food deposits.
- c. Ranges/Ovens shall be cleaned inside and outside to remove handprints, soil, and food particles. Ovens shall be cleaned with oven cleaner.
- d. Counters, sinks, tables, backsplashes, fixtures, and appliances shall be cleaned and disinfected, free of embedded soil and organic matter. This shall include the elimination of streaks, film, and cleaner residue. Sinks shall be free of dust, soil, cleaner residue, soap scum, and water spots. This shall include the elimination of streaks, foodstuff, and the presence of any/all offensive odors. Dishes will be washed thoroughly and stored.
- e. Provide adequate supply of soaps/detergents, cleaning materials, and paper towels for use by occupants for the sinks and to cover minor cleanups/spills by occupants.

13. Miscellaneous –

- a. Area shall be kept free of debris, leaves, and other trash.
- b. Ash Receptacles will be free of trash, ash, cigarette butts, and dirty marks. They shall be full of appropriate material at all times to prevent fires.
- c. Blinds shall be dusted to remove all dust, dirt, lint, and other biological material.

14. Janitor Closets and Store Rooms –

- a. Shelves shall be free of dust, dried-soil, and soil. They shall appear visibly and uniformly clean. Supplies and equipment shall be stocked/organized, neatly on shelves. Adequate quantities of properly labeled supplies (a minimum of two weeks inventory) must be on-hand to perform cleaning operations at all times.
- b. Janitor Carts shall be free of dust, dried-soil, and soil. They shall appear visibly and uniformly clean. Supplies and equipment stored on janitor carts shall also be free of dust and soil, organized neatly, and secured for safety.
- c. Utility sinks shall be free of dust, soil, cleaner residue, and soap film. Utility sinks shall appear visibly and uniformly clean. This shall include the elimination of streaks, embedded soil, film, and water spots. Brightwork shall be clean, de-scaled, and polished.

### SECTION 3. QUALITY ASSURANCE PLAN

The following schedule outlines the City's plan for ensuring contract performance; including the maximum deductions which may be taken should deficiencies be found for noted services. The City shall, at its option, require corrective action or take a deduction from the monthly invoice. The Contractor will be notified of any discrepancies found, and shall have an opportunity to respond to the deficiencies. The City has the right to inspect services at any time. Any random inspection shall take into consideration the normally scheduled times and frequencies required for service performance. The Contractor is entitled to a joint monthly inspection each month. The Contractor shall coordinate with the Contract Administrator when a joint inspection is needed. The Contract Administrator may also initiate a joint inspection, which will be coordinated with the Contractor.

The City is entitled to review the results of the Contractor's quality control program and internal inspections upon request.

REQUIRED SERVICE	PERFORMANCE STANDARD	ALLOWABLE DEVIATION	METHOD OF INSPECTION	MAXIMUM DEDUCTION FOR DEVIATION
Empty Wastebaskets / Recycling Containers	Accomplish per specifications and frequency schedule	2 defects per month	Random Sampling	4%
Wash Wastebaskets / Recycling Containers	Accomplish per specifications and frequency schedule	None	Random Sampling	2%
Dust/Vacuum	Accomplish per specifications and frequency schedule	None	Random Sampling	3%
Wash furniture to remove scuff marks	Accomplish per specifications and frequency schedule	2 defects per month	Random Sampling	2%
Dust counters, file cabinets, and telephones	Accomplish per specifications and frequency schedule	2 defects per month	Random Sampling	3%
Dust all ledges and flat surfaces within reach (low-cleaning)	Accomplish per specifications and frequency schedule	None	Random Sampling	3%
Clean all metal hardware throughout offices	Accomplish per specifications and frequency schedule	None	Random Sampling	3%
Dust blinds	Accomplish per specifications and frequency schedule	2 defects per month	Random Sampling	2%
Sweep and/or dust mop floor surfaces	Accomplish per specifications and frequency schedule	2% of area swept	Random Sampling	5%
Vacuum/spot clean carpeted areas	Accomplish per specifications and frequency schedule	1% of carpeted area	Random Sampling	5%
Clean entranceways, lobby, and entrance mats	Accomplish per specifications and frequency schedule	1 defect per month	Random Sampling	1%
Clean restroom fixtures and chrome fittings	Accomplish per specifications and frequency schedule	3 defects per month	Random Sampling	1%

Clean and refill all dispensers	Accomplish per specifications and frequency schedule	2 defects per month	Random Sampling	7%
Clean restroom mirrors	Accomplish per specifications and frequency schedule	1 defect per month	Random Sampling	1%
Wet mop restroom floors	Accomplish per specifications and frequency schedule	1 defect per month	Random Sampling	2%
Sanitize toilets, toilet seats, urinals	Accomplish per specifications and frequency schedule	None	Random Sampling	5%
Spot wash restroom walls, partitions, doors	Accomplish per specifications and frequency schedule	2 defects per month	Random Sampling	2%
Wash all drinking fountains	Accomplish per specifications and frequency schedule	None	Random Sampling	2%
Shampoo carpet (office carpet)	Accomplish per specifications and frequency schedule	None	Random Sampling	5%
Remove fingerprints from door and partition glass	Accomplish per specifications and frequency schedule	None	Random Sampling	3%
Wash entrance doors	Accomplish per specifications and frequency schedule	None	Random Sampling	2%
Polish or clean door kick plates and thresholds	Accomplish per specifications and frequency schedule	None	Random Sampling	2%
Check windows, doors, gates, upon completion of work	Accomplish per specifications and frequency schedule	None	Random Sampling	7%
Clean stove and refrigerator	Accomplish per specifications and frequency schedule	None	Random Sampling	3%
Clean ovens, microwave ovens	Accomplish per specifications and frequency schedule	None	Random Sampling	5%
Wash counters & tables	Accomplish per specifications and frequency schedule	None	Random Sampling	5%
Damp mop and machine buff all waxed floors	Accomplish per specifications and frequency schedule	None	Random Sampling	4%

**SECTION 4. FACILITY FLOORPLANS, SPECIFICS, AND SCHEDULES**

The following facility breakdowns may include specific cleaning standards/required work as listed for each facility. These specific requirements shall be met as set forth on the schedule of service during the quality assurance inspection process to assess the quality of cleaning performance.

It is the bidder's responsibility to examine the location of the proposed work to fully acquaint themselves with the specifications and the nature of the work to be accomplished. Measurements should be verified by the bidder. Bidders shall have no claim against the City based upon ignorance of the nature and requirements of the project, misapprehension of the site conditions, or misunderstanding of the specifications or contract provisions.

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# Public Works Yard Facilities

## Administrative Offices

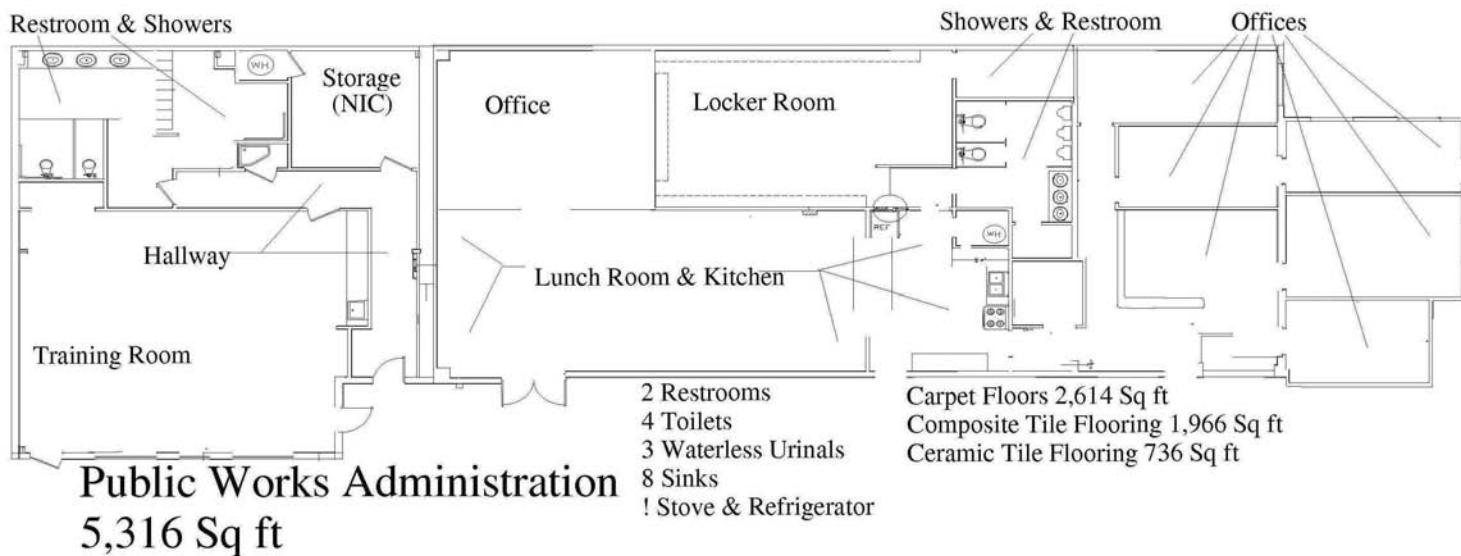
### 3621 Bell Avenue

#### **Cleaning Schedule:**

8:00 p.m. to 6:00 a.m.

Monday through Friday

**Holidays:** New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Columbus Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.





# Public Works Yard Facilities

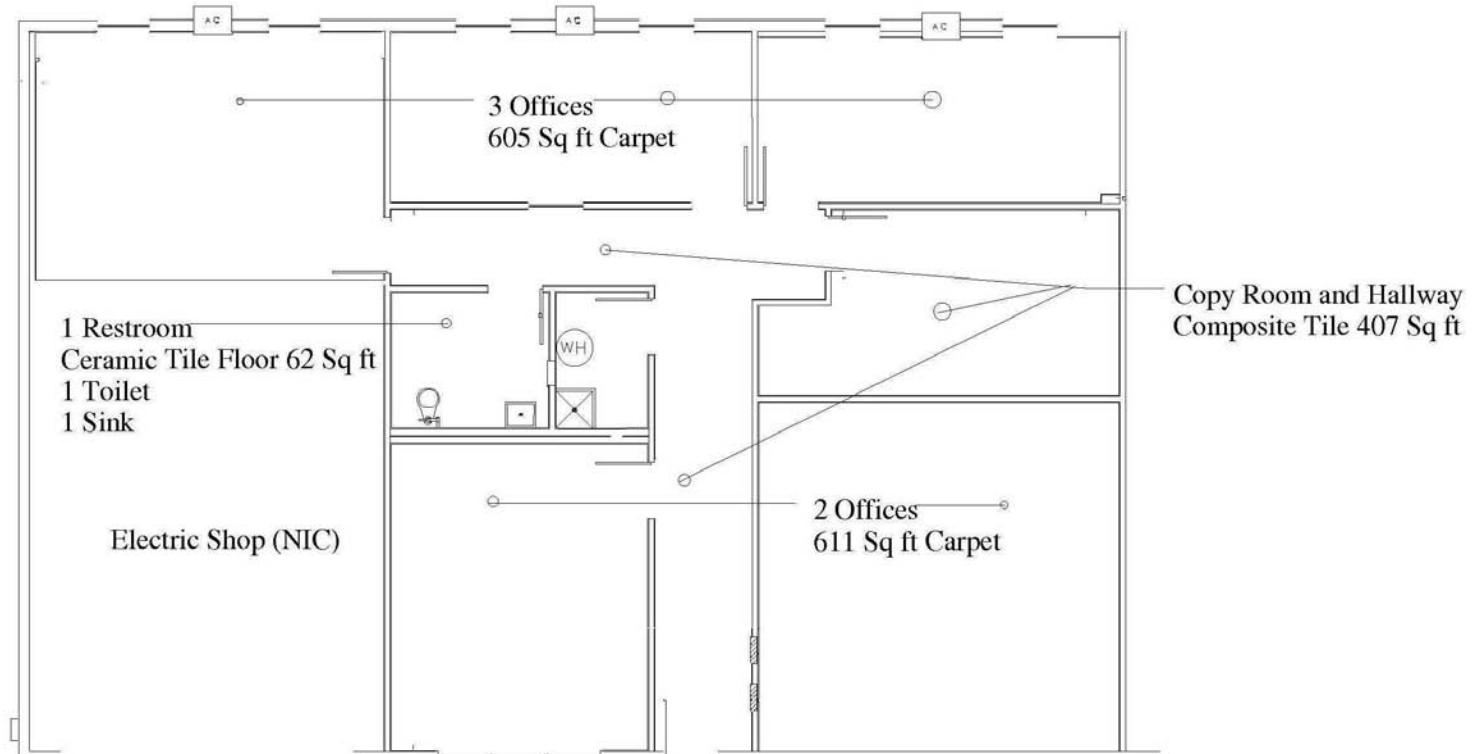
## Utilities Offices

### 3621 Bell Avenue

#### Cleaning Schedule:

8:00 p.m. to 6:00 a.m.  
Monday through Friday

**Holidays:** New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Columbus Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.



Public Work Yard Utilities Offices  
1,684 Sq ft



# Public Works Yard Facilities

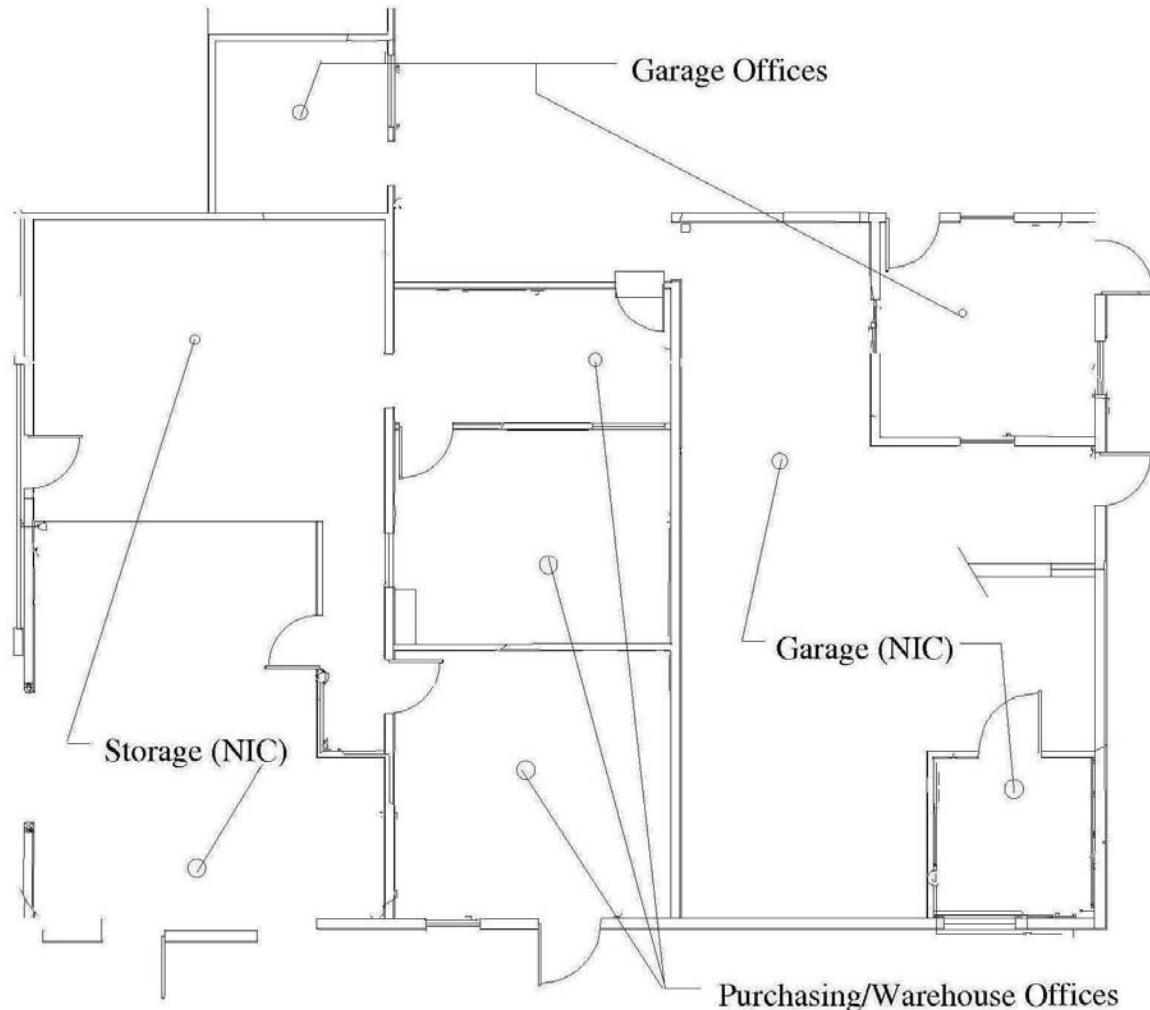
## Warehouse & Garage Offices

### 3621 Bell Avenue

#### Cleaning Schedule:

8:00 p.m. to 6:00 a.m.  
Monday through Friday

**Holidays:** New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Columbus Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.



**Public Works Yard Warehouse & Garage Offices**  
**Carpet Floors 1085 Sq ft**

## SITE COST BREAKDOWN

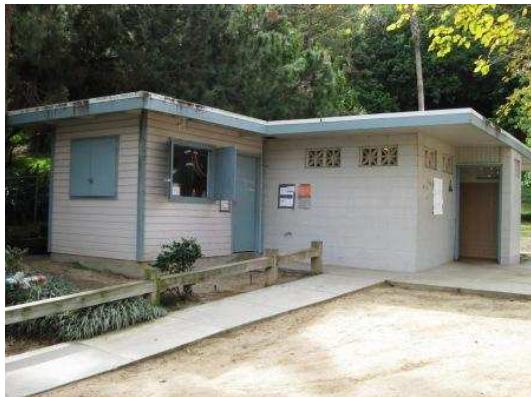
# Public Works Yard Facilities – Administrative, Utilities, and Warehouse Offices 3621 Bell Avenue

**Cleaning Schedule:** 8:00 p.m. to 6:00 a.m. Monday through Friday

**Holidays:** New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Columbus Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

**Special Cleaning Instructions:** none

ALTERNATIVE SCHEDULES	AVG. # STAFF PER DAY	EST. MAN HOURS PER DAY	TOTAL COST PER DAY	EST. MAN HOURS PER MONTH	TOTAL MONTHLY COST
General Janitorial (7 days-Mon-Sun)	n/a	n/a	n/a	n/a	n/a
General Janitorial (5 days-weekdays)					
General Janitorial (3 days-weekdays)					
General Janitorial (2 days-Sat&Sun)	n/a	n/a	n/a	n/a	n/a
				<b>PER OCCURRENCE</b>	<b>ANNUAL COST</b>
Seasonal Cleaning (including high interior windows, exterior windows, & ledges)				n/a	n/a



## Sand Dune Park Restrooms

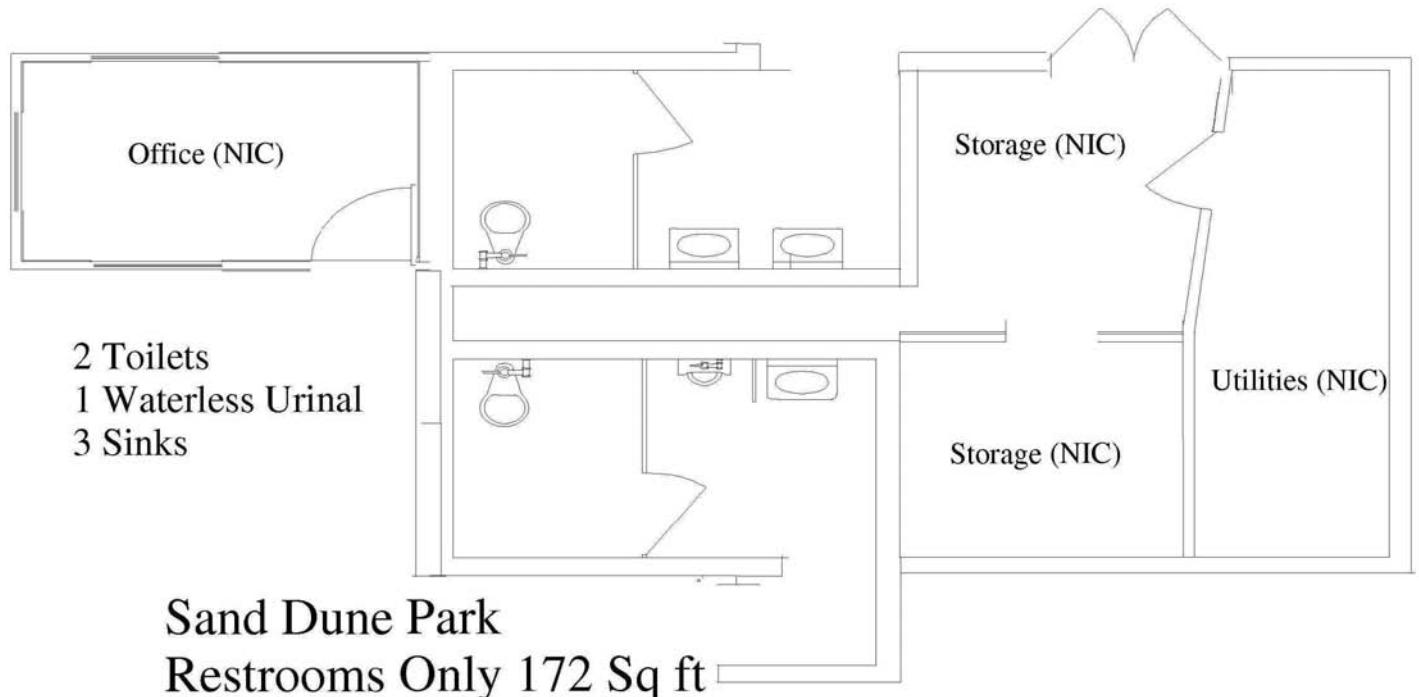
### 3800 Bell Avenue

#### Restroom Cleaning Schedule:

10:00 p.m. to 6:00 a.m.

Monday through Sunday

**Holidays:** New Year's Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.



**SITE COST BREAKDOWN****Sand Dune Park Restrooms  
3800 Bell Avenue****Restroom Cleaning Schedule:** 10:00 p.m. to 7:00 a.m. Monday through Sunday**Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.**Special Cleaning Instructions:** none

ALTERNATIVE SCHEDULES	AVG. # STAFF PER DAY	EST. MAN HOURS PER DAY	TOTAL COST PER DAY	EST. MAN HOURS PER MONTH	TOTAL MONTHLY COST
General Janitorial (7 days-Mon-Sun)					
General Janitorial (5 days-weekdays)					
General Janitorial (3 days-weekdays)					
General Janitorial (2 days-Sat&Sun)	n/a	n/a	n/a	n/a	n/a
				<b>PER OCCURRENCE</b>	<b>ANNUAL COST</b>
Seasonal Cleaning				n/a	n/a



# Live Oak Park Recreation Center

## Tennis Office and Ceramic Studio

### 1901 Valley Drive

#### **Tennis Office Office and Restroom Cleaning Schedule:**

10:00 p.m. to 6:00 a.m.

Monday through Sunday

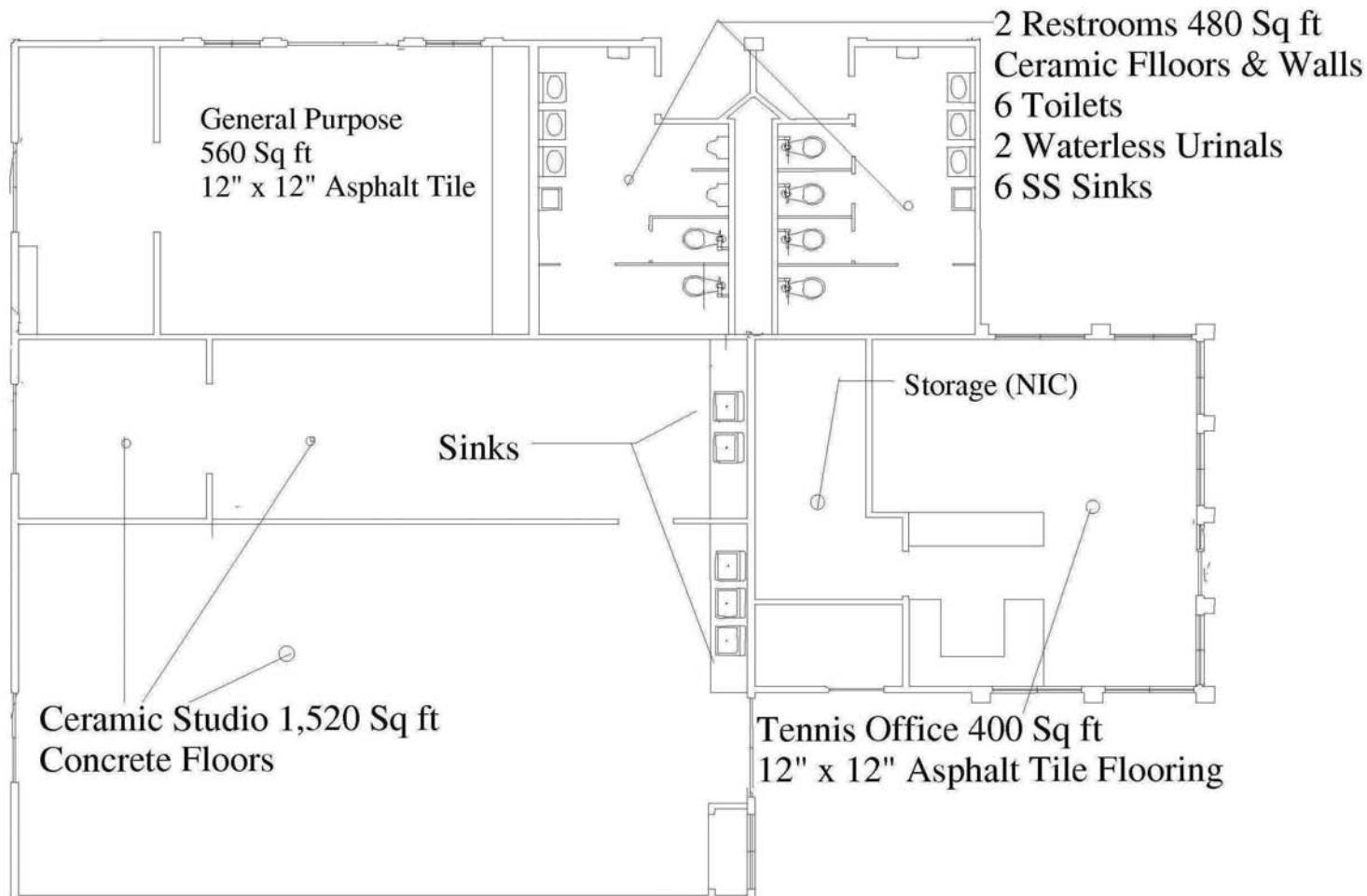
#### **Ceramic Studio Cleaning Schedule:**

11:00 p.m. to 6:00 a.m.

Monday through Thursday, and Saturday

**Tennis Office Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

**Ceramic Studio Holidays:** New Year's Day, July 4<sup>th</sup>, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.



# Live Oak Park Recreation Center

## SITE COST BREAKDOWN

# Live Oak Park Recreation Center Tennis Office and Ceramic Studio 1901 Valley Drive

**Tennis Office and Restroom Cleaning Schedule:** 10:00 p.m. to 6:00 a.m. Monday through Sunday

**Ceramics Studio Cleaning Schedule:** 11:00 p.m. to 6:00 a.m. Monday through Thursday, and Saturday

**Tennis Office Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

**Ceramic Studio Holidays:** New Year's Day, July 4<sup>th</sup>, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

**Special Cleaning Instructions:** Ceramic Studio floors are to be power washed, strip and waxed

### Tennis Office and Restrooms:

ALTERNATIVE SCHEDULES	AVG. # STAFF PER DAY	EST. MAN HOURS PER DAY	TOTAL COST PER DAY	EST. MAN HOURS PER MONTH	TOTAL MONTHLY COST
General Janitorial (7 days-Mon-Sun)					
General Janitorial (5 days-weekdays)					
General Janitorial (3 days-weekdays)					
General Janitorial (2 days-Sat&Sun)	n/a	n/a	n/a	n/a	n/a
				PER OCCURRENCE	ANNUAL COST
Seasonal Cleaning				n/a	n/a

### Ceramic Studio:

ALTERNATIVE SCHEDULES	AVG. # STAFF PER DAY	EST. MAN HOURS PER DAY	TOTAL COST PER DAY	EST. MAN HOURS PER MONTH	TOTAL MONTHLY COST
General Janitorial (7 days-Mon-Sun)	n/a	n/a	n/a	n/a	n/a
General Janitorial (5 days-weekdays)					
General Janitorial (3 days-weekdays)					
General Janitorial (2 days-Sat&Sun)	n/a	n/a	n/a	n/a	n/a
				PER OCCURRENCE	ANNUAL COST
Seasonal Cleaning (including Scrub and wash floor, strip and wax floors, clean/scrub sinks, wipe down shelves, remove cobwebs, wash all doors and tables)					



## Live Oak Hall 1901 Valley Drive

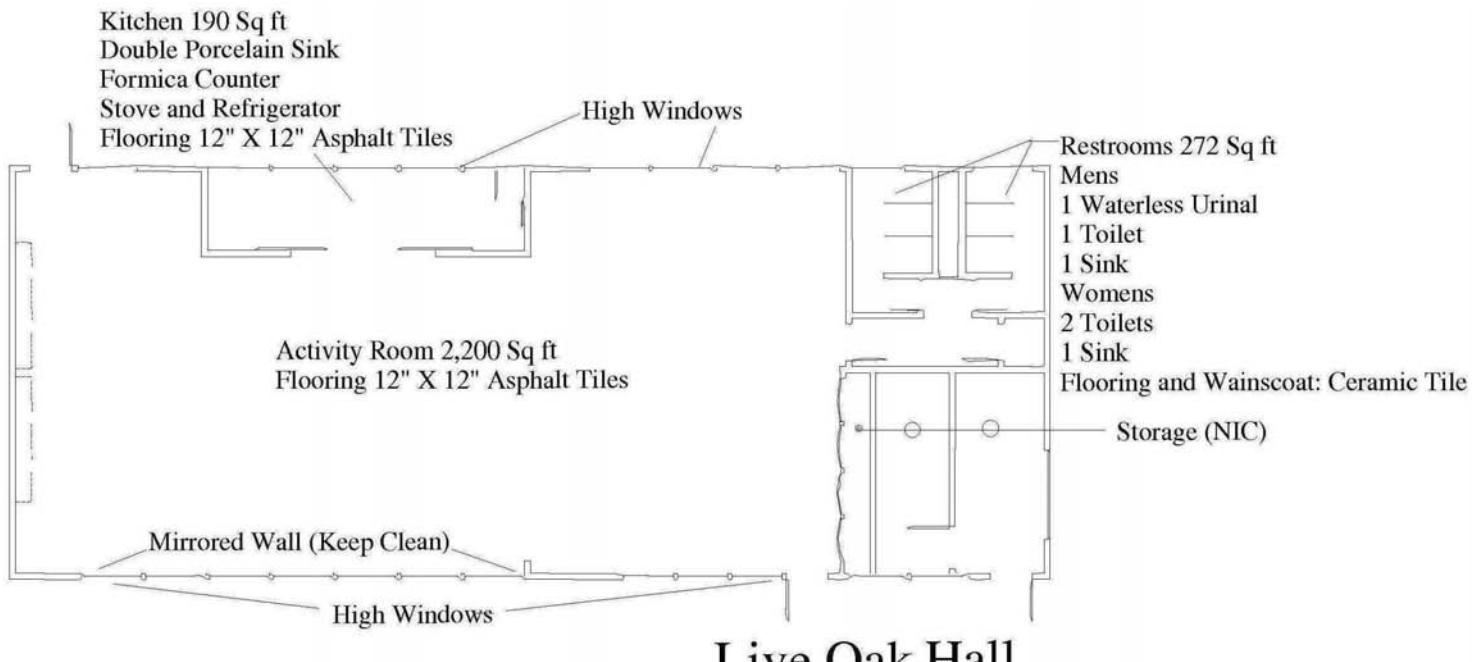
### Regular Cleaning Schedule:

10:00 p.m. to 6:00 a.m.  
Monday through Friday

### Restroom Cleaning Schedule:

10:00 p.m. to 6:00 a.m.  
Monday through Sunday

**Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.



**SITE COST BREAKDOWN****Live Oak Hall**  
**1901 Valley Drive****Regular Cleaning Schedule:** 10:00 p.m. to 6:00 a.m. Monday through Friday**Restroom Cleaning Schedule:** 10:00 p.m. to 6:00 a.m. Monday through Sunday**Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day**Special Cleaning Instructions:** none

ALTERNATIVE SCHEDULES	AVG. # STAFF PER DAY	EST. MAN HOURS PER DAY	TOTAL COST PER DAY	EST. MAN HOURS PER MONTH	TOTAL MONTHLY COST
General Janitorial (7 days-Mon-Sun)					
General Janitorial (5 days-weekdays)					
General Janitorial (3 days-weekdays)					
Restroom Cleaning (2 days-Sat&Sun)					
				PER OCCURRENCE	ANNUAL COST
Seasonal Cleaning (including strip and wax floors, kitchen)					



## Joslyn Center 1601 Valley Drive

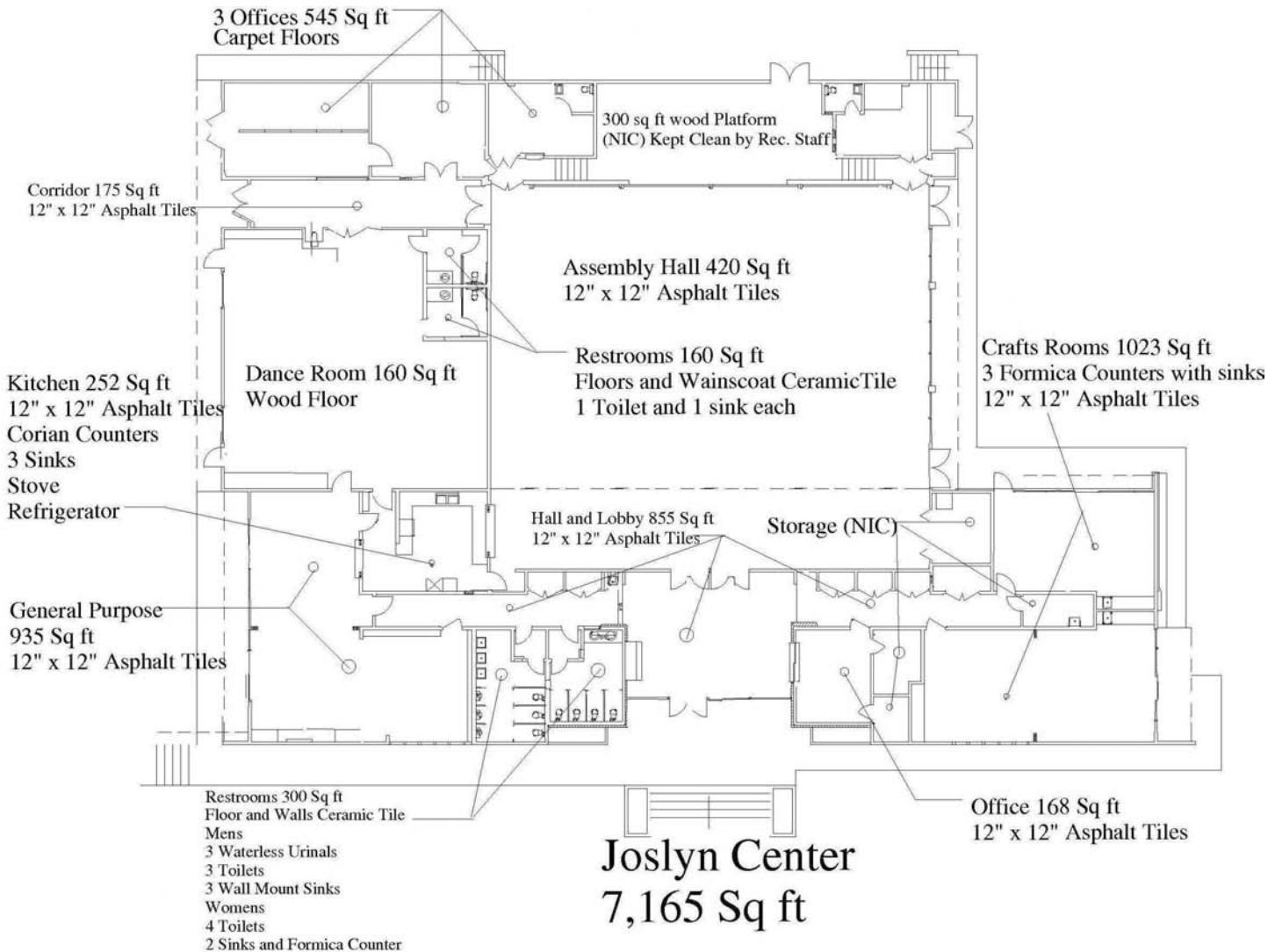
### Office Cleaning Schedule:

10:00 p.m. to 6:00 a.m.  
Monday through Friday

### Restroom and Common Areas Cleaning Schedule:

10:00 p.m. to 6:00 a.m.  
Monday through Sunday

**Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.



## SITE COST BREAKDOWN

### **Joslyn Center** **1601 Valley Drive**

**Office Cleaning Schedule:** 10:00 p.m. to 6:00 a.m. Monday through Friday

**Restroom Cleaning Schedule:** 10:00 p.m. to 6:00 a.m. Monday through Sunday

**Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

**Special Cleaning Instructions:** none

ALTERNATIVE SCHEDULES	AVG. # STAFF PER DAY	EST. MAN HOURS PER DAY	TOTAL COST PER DAY	EST. MAN HOURS PER MONTH	TOTAL MONTHLY COST
General Janitorial (7 days-Mon-Sun)					
General Janitorial (5 days-weekdays)					
General Janitorial (3 days-weekdays)					
Restroom Cleaning (2 days-Sat&Sun)	n/a	n/a	n/a	n/a	n/a
				<b>PER OCCURRENCE</b>	<b>ANNUAL COST</b>
Seasonal Cleaning (including high interior windows, exterior windows, & ledges)					



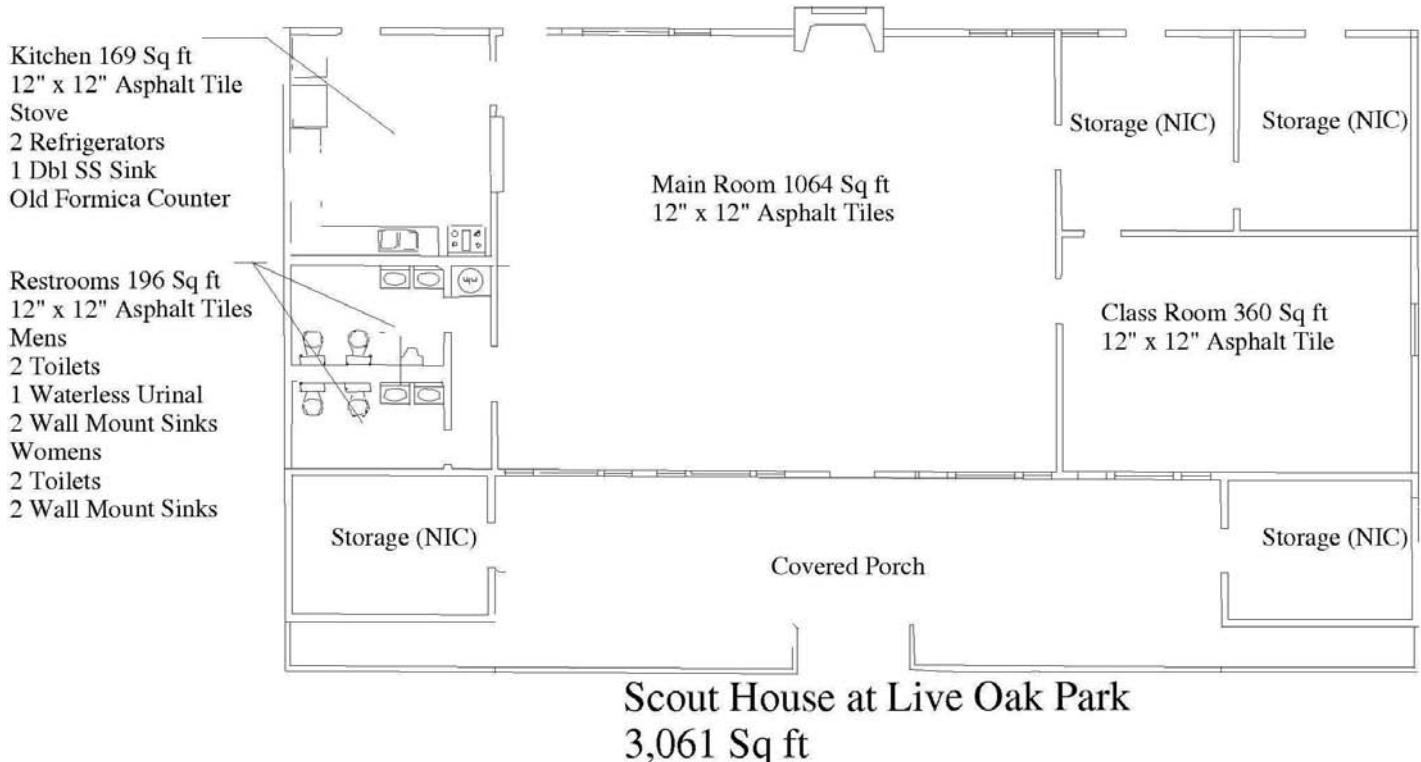
## Scout House 1601 Valley Drive

### **Regular Cleaning Schedule:**

10:00 p.m. to 6:00 a.m.

Monday through Friday

**Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.



## SITE COST BREAKDOWN

### Scout House

#### 1601 Valley Drive

**Regular Cleaning Schedule:** 10:00 p.m. to 6:00 a.m. Monday through Friday

**Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

**Special Cleaning Instructions:** none

ALTERNATIVE SCHEDULES	AVG. # STAFF PER DAY	EST. MAN HOURS PER DAY	TOTAL COST PER DAY	EST. MAN HOURS PER MONTH	TOTAL MONTHLY COST
General Janitorial (7 days-Mon-Sun)					
General Janitorial (5 days-weekdays)					
General Janitorial (3 days-weekdays)					
Restroom Cleaning (2 days-Sat&Sun)					
				<b>PER OCCURRENCE</b>	<b>ANNUAL COST</b>
Seasonal Cleaning (including strip and wax floor, kitchen)					

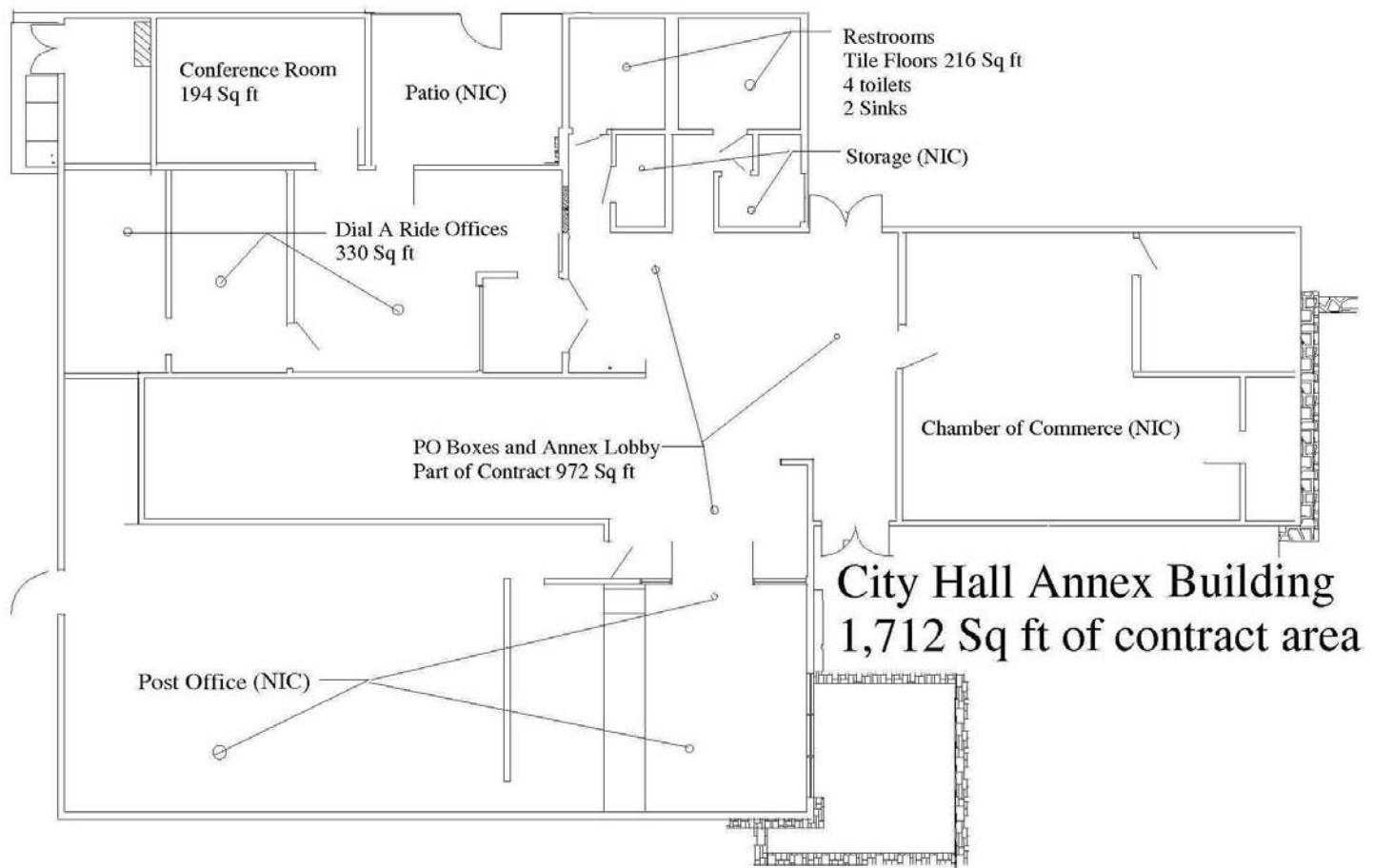


## City Hall Annex

425 15<sup>th</sup> Street

**Cleaning Schedule:**  
8:00 p.m. to 6:00 a.m.  
Monday through Friday

**Holidays:** New Year's Day, July 4<sup>th</sup>, Thanksgiving Day, and Christmas Day.



**SITE COST BREAKDOWN****City Hall Annex**  
**425 15<sup>th</sup> Street****Cleaning Schedule:** 8:00 p.m. to 6:00 a.m. Monday through Friday**Holidays:** New Year's Day, July 4<sup>th</sup>, Thanksgiving Day, and Christmas Day.**Special Cleaning Instructions:** none

ALTERNATIVE SCHEDULES	AVG. # STAFF PER DAY	EST. MAN HOURS PER DAY	TOTAL COST PER DAY	EST. MAN HOURS PER MONTH	TOTAL MONTHLY COST
General Janitorial (7 days-Mon-Sun)	n/a	n/a	n/a	n/a	n/a
General Janitorial (5 days-weekdays)					
General Janitorial (3 days-weekdays)					
General Janitorial (2 days-Sat&Sun)	n/a	n/a	n/a	n/a	n/a
				<b>PER OCCURRENCE</b>	<b>ANNUAL COST</b>
Seasonal Cleaning (including high interior windows, exterior windows, & ledges)					



# Police and Fire Facility –Upper

## 420 15<sup>th</sup> Street

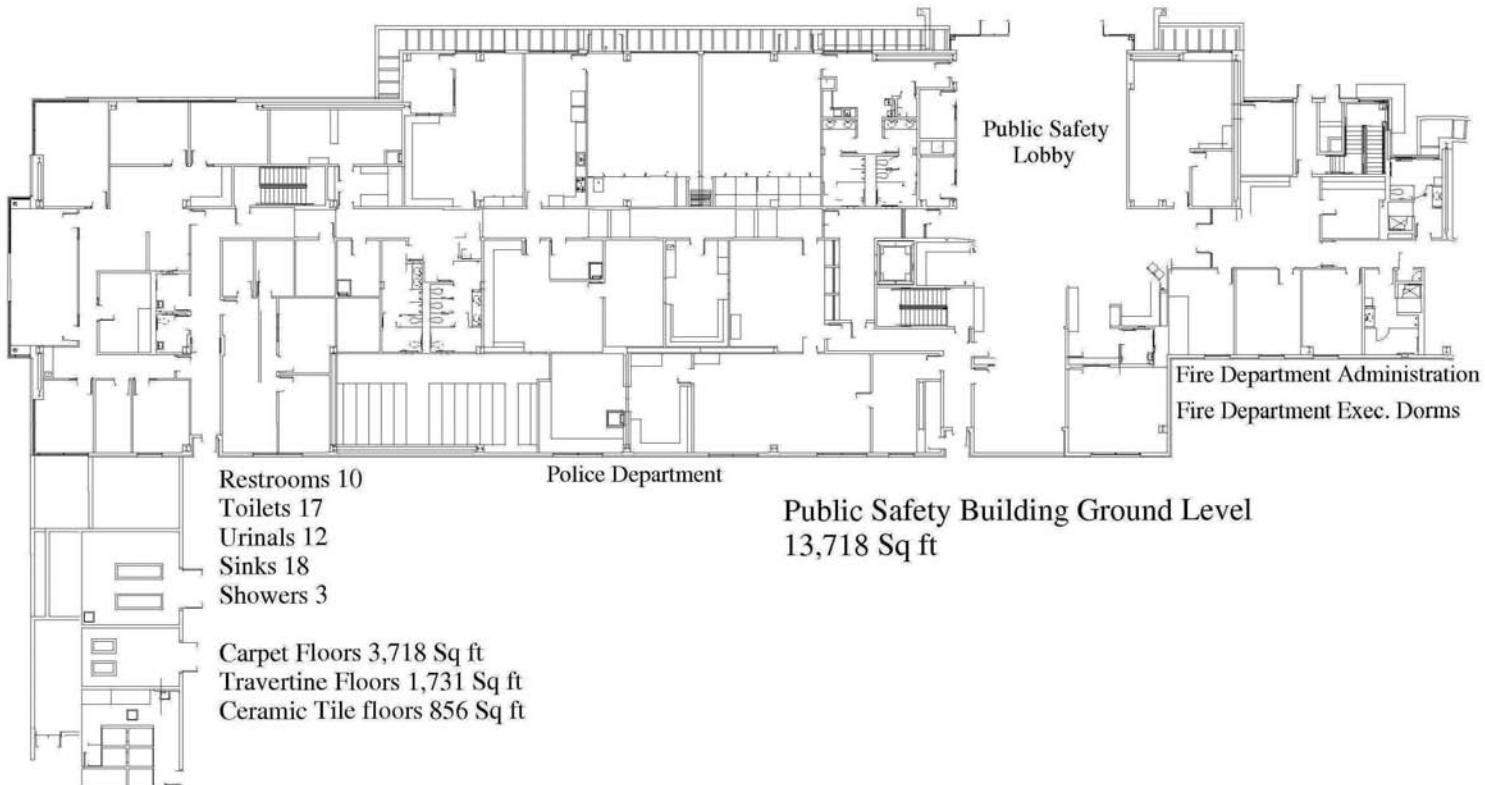
### Office Cleaning Schedule:

6:00 a.m. to 2:00 p.m.  
Monday through Friday

### Restroom and Common Area Cleaning Schedule:

6:00 a.m. to 2:00 p.m.  
Monday through Sunday  
(Includes Conference Room, Lunch Room,  
Briefing Room, Interview Room)

**Holidays:** Administration - New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Columbus Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.



# Police and Fire Facility –Lower

## 420 15<sup>th</sup> Street



### Cleaning Schedule for Administration, Detectives, & Records:

6:00 a.m. to 2:00 p.m.

Monday through Friday

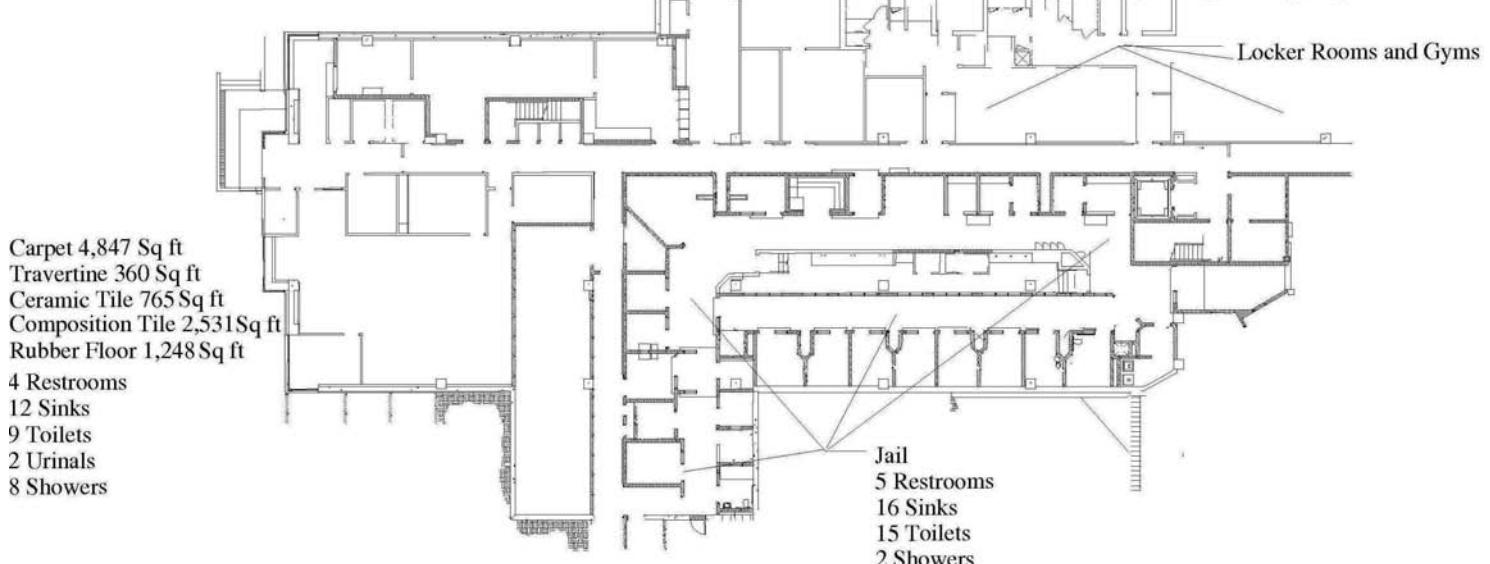
### Cleaning Schedule for Restrooms, Jail, Lobby, hallways, gym, locker rooms, and meeting room:

6:00 a.m. to 2:00 p.m.

Monday through Sunday

No Holidays for these portions

**Holidays:** New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Columbus Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. (Exception: All Monday through Sunday areas are a 24-hr/365 day operation and have no observed holidays.)



## SITE COST BREAKDOWN

# Police and Fire Facility – Upper and Lower Levels

## 420 15<sup>th</sup> Street

**Cleaning Schedule:** 8:00 p.m. to 6:00 a.m. Monday through Friday (Includes interior and exterior elevators and stairwells)

**Holidays:** New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Columbus Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. (Exception: All Monday through Sunday areas are a 24-hr/365 day operation and have no observed holidays.)

**Special Cleaning Instructions:** The Firing Range and Evidence areas are not included in this contract.

ALTERNATIVE SCHEDULES	AVG. # STAFF PER DAY	EST. MAN HOURS PER DAY	TOTAL COST PER DAY	EST. MAN HOURS PER MONTH	TOTAL MONTHLY COST
General Janitorial (7 days-Mon-Sun)					
General Janitorial (5 days-weekdays)					
General Janitorial (3 days-weekdays)					
Restroom Cleaning (2 days-Sat&Sun)					
				PER OCCURRENCE	ANNUAL COST
Seasonal Cleaning (including high interior windows, exterior windows, & ledges)					

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## City Hall – Upper 1400 Highland Avenue

A

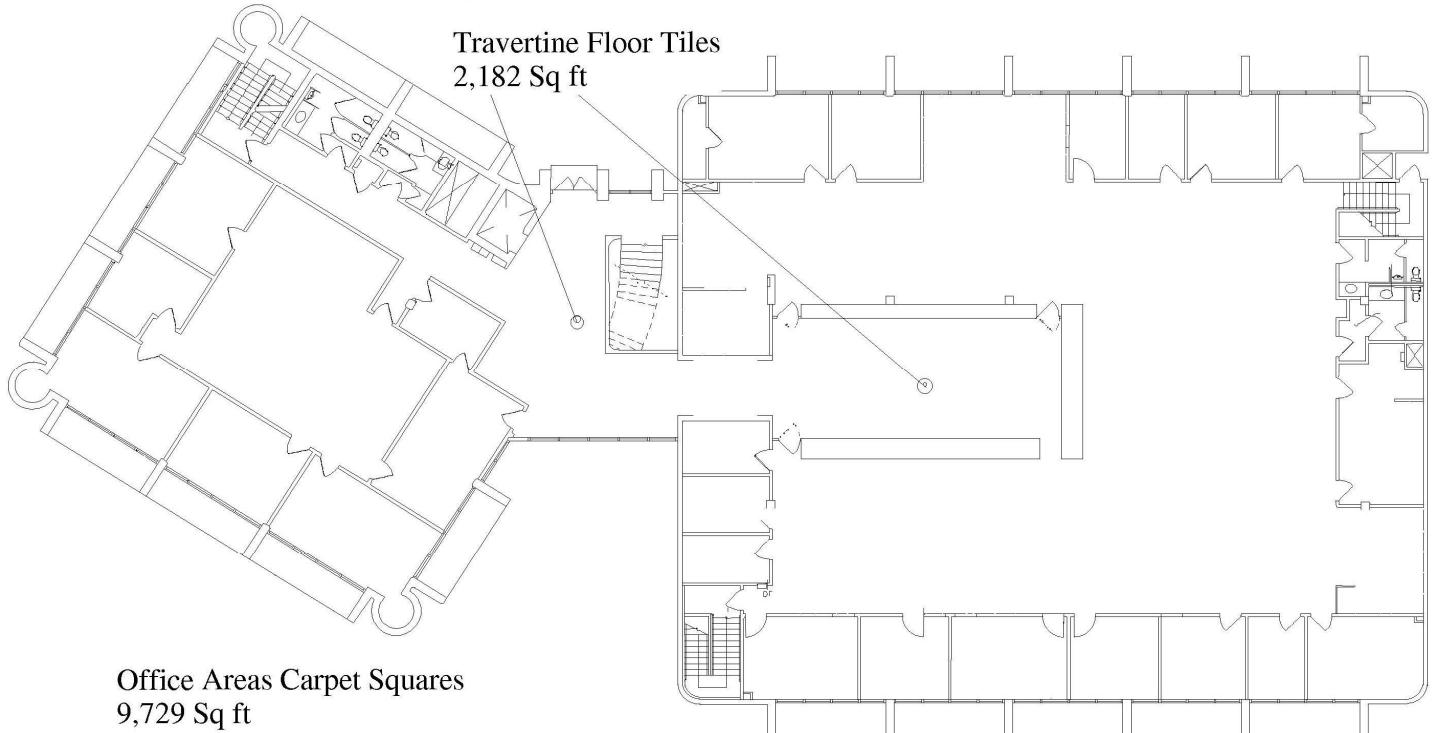


### Regular Cleaning Schedule:

7:00 p.m. to 7:00 a.m.

Monday through Friday

**Holidays:** New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Columbus Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.



## City Hall Upper Level



B

## City Hall - Lower

### 1400 Highland Avenue

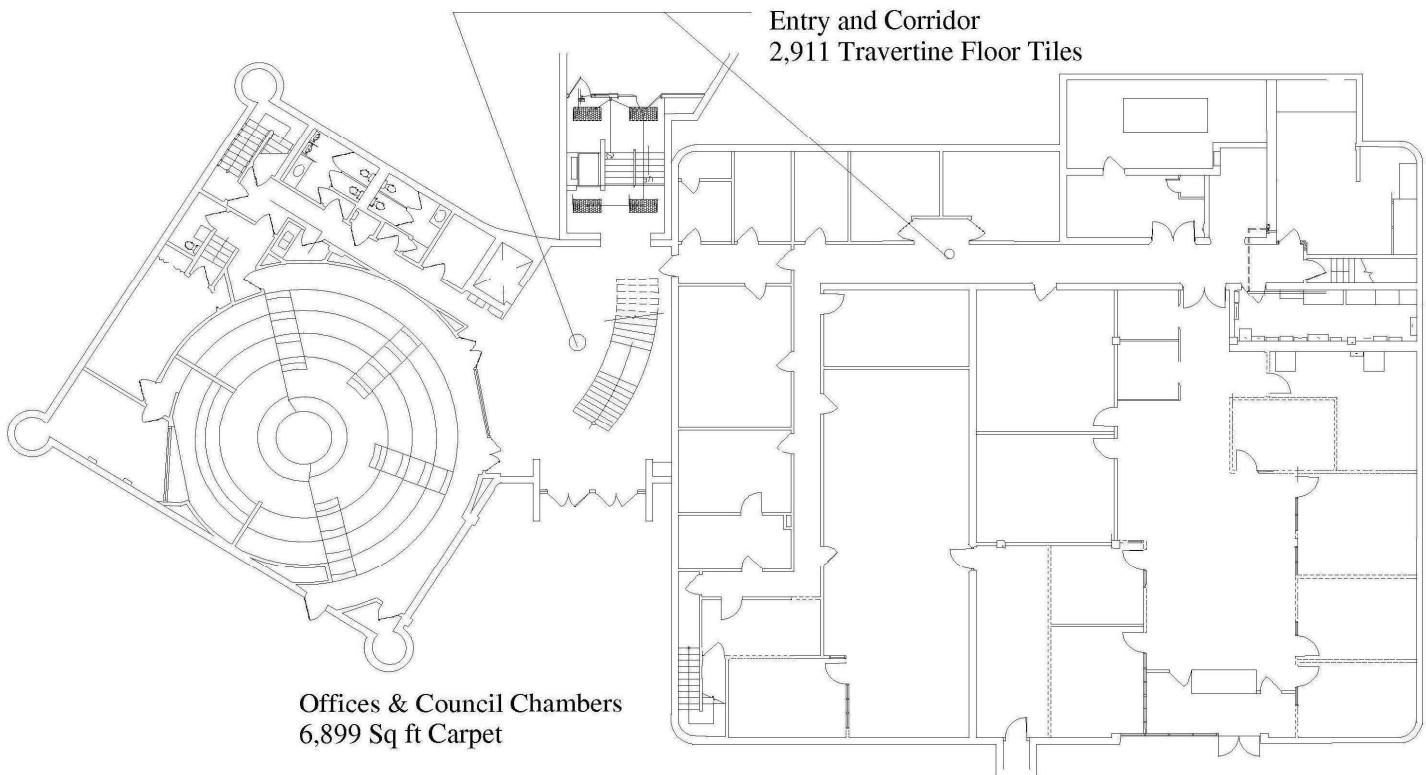
#### Regular Cleaning Schedule:

7:00 p.m. to 7:00 a.m.

Monday through Friday

(Exception: 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month,  
cleaning of the entryway and Council Chambers  
shall not begin until after the conclusion of  
City Council meetings)

**Holidays:** New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Columbus Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.



### City Hall Lower Level

5 Restrooms 675 Sq ft  
Floors & Wainscoat Ceramic Tile  
2 Showers  
8 Toilets  
4 Waterless Urinals  
9 Sinks in Composite or Formica Counters

## SITE COST BREAKDOWN

### **City Hall – Upper and Lower Levels**

#### **1400 Highland Avenue**

**Regular Cleaning Schedule:** 5:00 p.m. to 7:00 a.m. Monday through Friday (Note: exception on Lower Level)

**Holidays:** New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Columbus Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

**Special Cleaning Instructions:** none

ALTERNATIVE SCHEDULES	AVG. # STAFF PER DAY	EST. MAN HOURS PER DAY	TOTAL COST PER DAY		EST. MAN HOURS PER MONTH	TOTAL MONTHLY COST
General Janitorial (7 days-Mon-Sun)	n/a	n/a	n/a		n/a	n/a
General Janitorial (5 days-weekdays)						
General Janitorial (3 days-weekdays)						
General Janitorial (2 days-Sat&Sun)	n/a	n/a	n/a		n/a	n/a
					PER OCCURRENCE	ANNUAL COST
Seasonal Cleaning (including high interior windows, exterior windows, & ledges)						

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## Pier Comfort Station & Roundhouse Manhattan Beach Blvd at The Strand

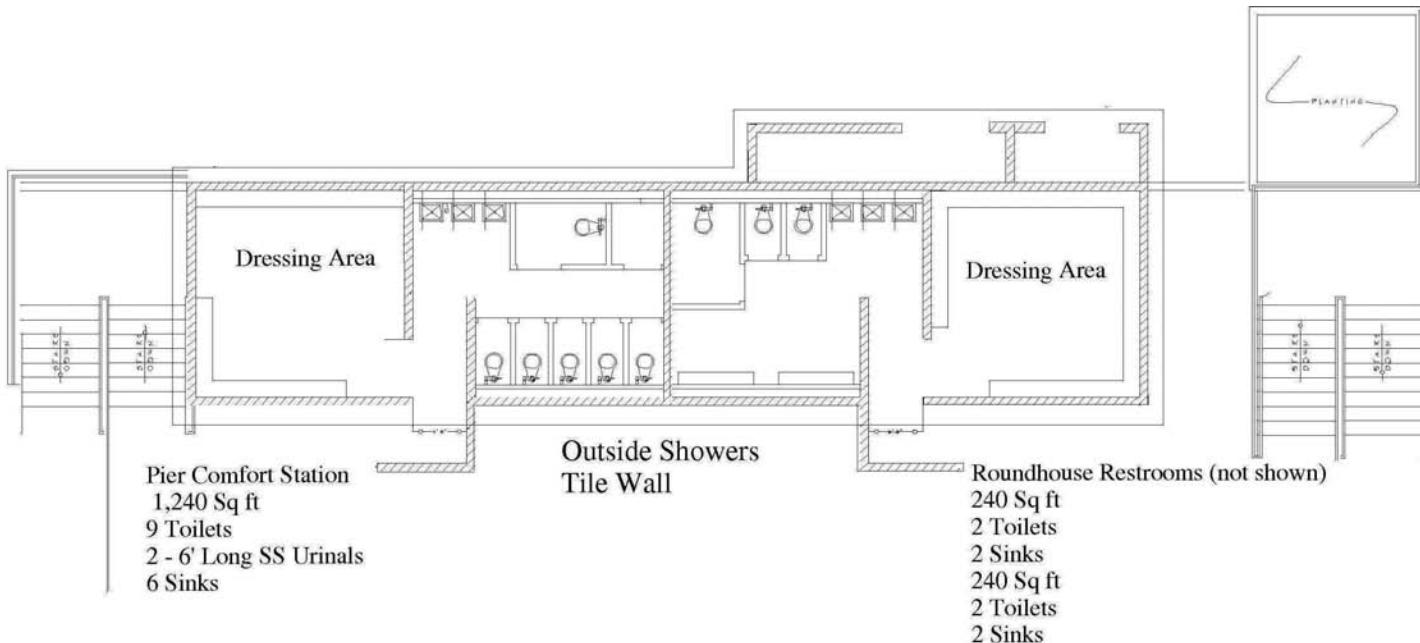
### Daily Porter Hours Required:

Continuous, 8:00 a.m. to 4:30 p.m.  
Monday through Sunday

### Restroom Cleaning Schedule:

10:00 p.m. to 5:00 a.m.  
Monday through Sunday

Holidays: None



## SITE COST BREAKDOWN

### Pier Comfort Station & Roundhouse Manhattan Beach Blvd at The Strand

**Daily Porter Hours Required:** Continuous, 8:00 a.m. to 4:30 p.m. Monday through Sunday

**Restroom Cleaning Schedule:** 10:00 p.m. to 5:00 a.m. Monday through Sunday

**Holidays:** None

**Special Cleaning Instructions:** none

ALTERNATIVE SCHEDULES	AVG. # STAFF PER DAY	EST. MAN HOURS PER DAY	TOTAL COST PER DAY	EST. MAN HOURS PER MONTH	TOTAL MONTHLY COST
General Janitorial (7 days-Mon-Sun)					
General Janitorial (5 days-weekdays)					
General Janitorial (3 days-weekdays)					
General Janitorial (2 days-Sat&Sun)	n/a	n/a	n/a	n/a	n/a
Additional Alternative: Sweep and clean 7 (seven) days a week including emptying of trash, high pressure (3500 PSI min) steam type wash, deck sweeping, litter pick-up, chewing gum removal, and clean railings				PER OCCURRENCE	ANNUAL COST
Seasonal Cleaning				n/a	n/a



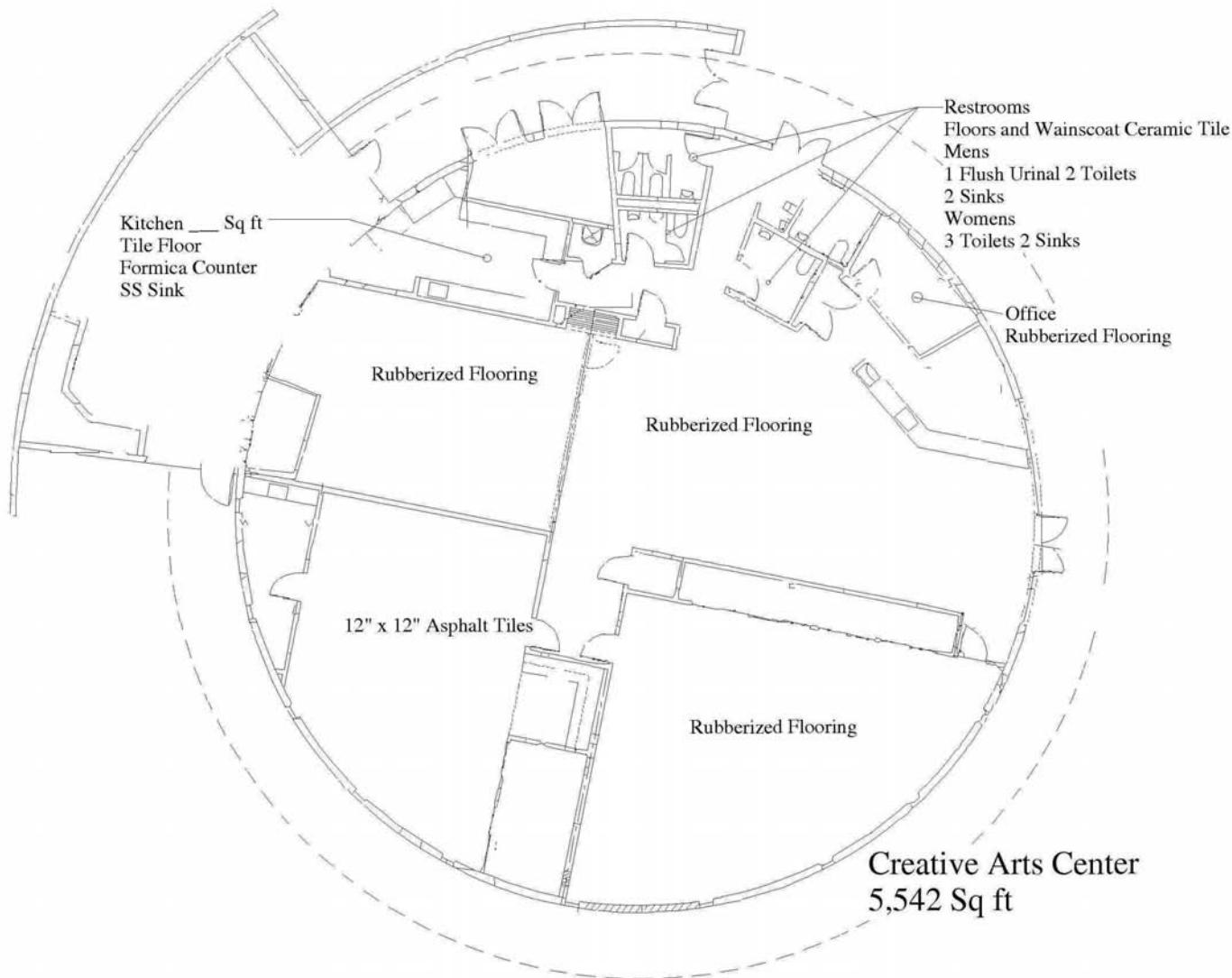
## Creative Arts Center 1560 Manhattan Beach Blvd.

### **Regular Cleaning Schedule:**

10:00 p.m. to 7:00 a.m.

Monday through Saturday

**Holidays:** New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Columbus Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.



## SITE COST BREAKDOWN

### Creative Arts Center 1560 Manhattan Beach Blvd.

**Regular Cleaning Schedule:** 10:00 p.m. to 7:00 a.m. Monday through Saturday

**Holidays:** New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Columbus Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

**Special Cleaning Instructions:** none

ALTERNATIVE SCHEDULES	AVG. # STAFF PER DAY	EST. MAN HOURS PER DAY	TOTAL COST PER DAY	EST. MAN HOURS PER MONTH	TOTAL MONTHLY COST
General Janitorial (6 days-Mon-Sun)					
General Janitorial (4 days-weekdays)					
General Janitorial (2 days-Sat&Sun)	n/a	n/a	n/a	n/a	n/a
				<b>PER OCCURRENCE</b>	<b>ANNUAL COST</b>
Seasonal Cleaning (including strip and wax floor, kitchen)					



## Manhattan Heights Center 1600 Manhattan Beach Blvd.

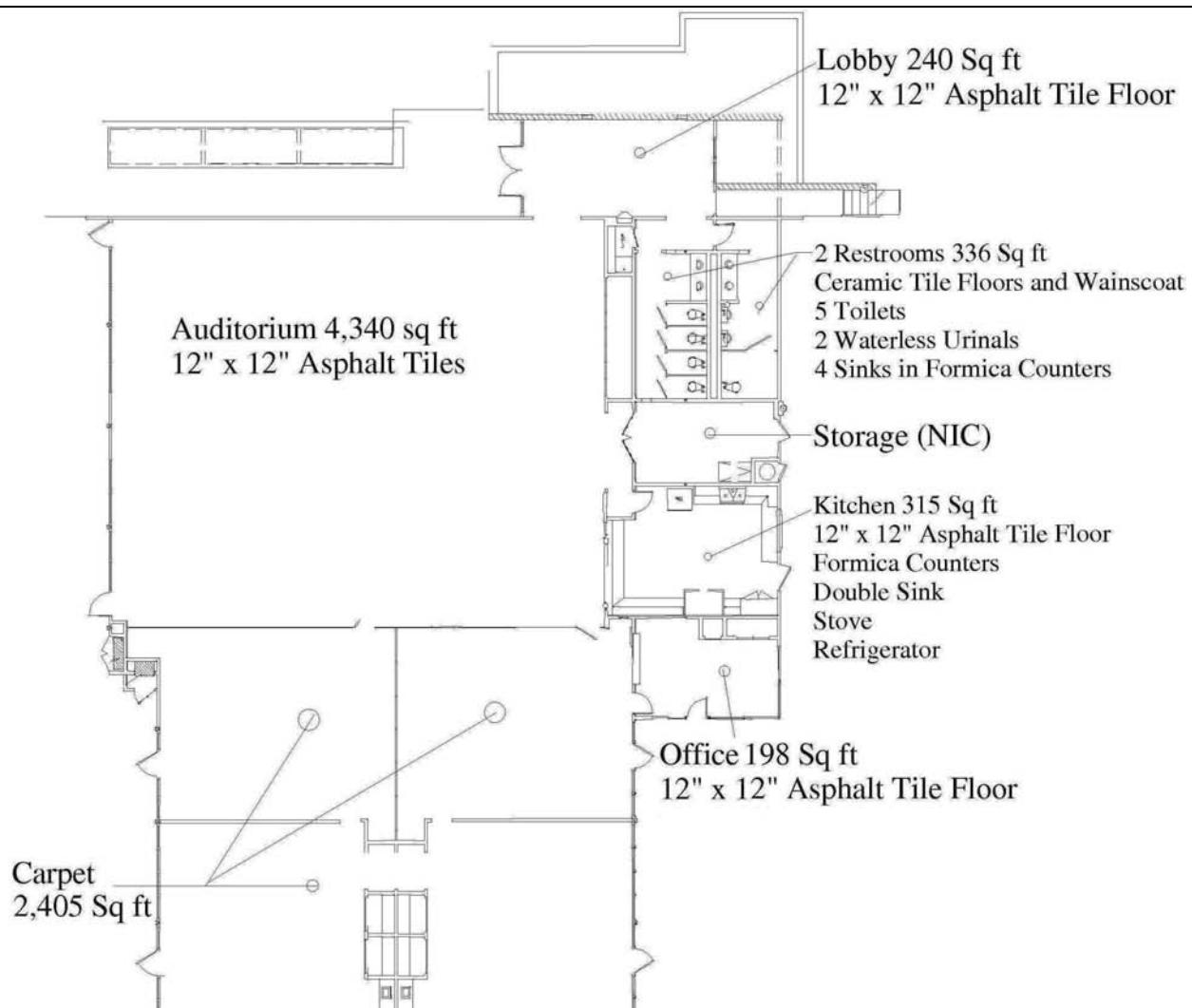
### Office and Common Area Cleaning Schedule:

10:00 p.m. to 6:00 a.m.  
Monday through Friday

### Restroom Cleaning Schedule:

10:00 p.m. to 6:00 a.m.  
Monday through Sunday

**Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day



## Manhattan Heights Community Center

**SITE COST BREAKDOWN****Manhattan Heights Center**  
**1600 Manhattan Beach Blvd.****Office and Common Area Cleaning Schedule:** 10:00 p.m. to 6:00 a.m. Monday through Friday**Restroom Cleaning Schedule:** 10:00 p.m. to 6:00 a.m. Monday through Sunday**Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day**Special Cleaning Instructions:** none

ALTERNATIVE SCHEDULES	AVG. # STAFF PER DAY	EST. MAN HOURS PER DAY	TOTAL COST PER DAY	EST. MAN HOURS PER MONTH	TOTAL MONTHLY COST
General Janitorial (7 days-Mon-Sun)					
General Janitorial (5 days-weekdays)					
General Janitorial (3 days-weekdays)					
Restroom Cleaning (2 days-Sat&Sun)					
				PER OCCURRENCE	ANNUAL COST
Seasonal Cleaning (including strip and wax floor, kitchen, restrooms)					

# Polliwog Park Restrooms

**1402 Peck Avenue**

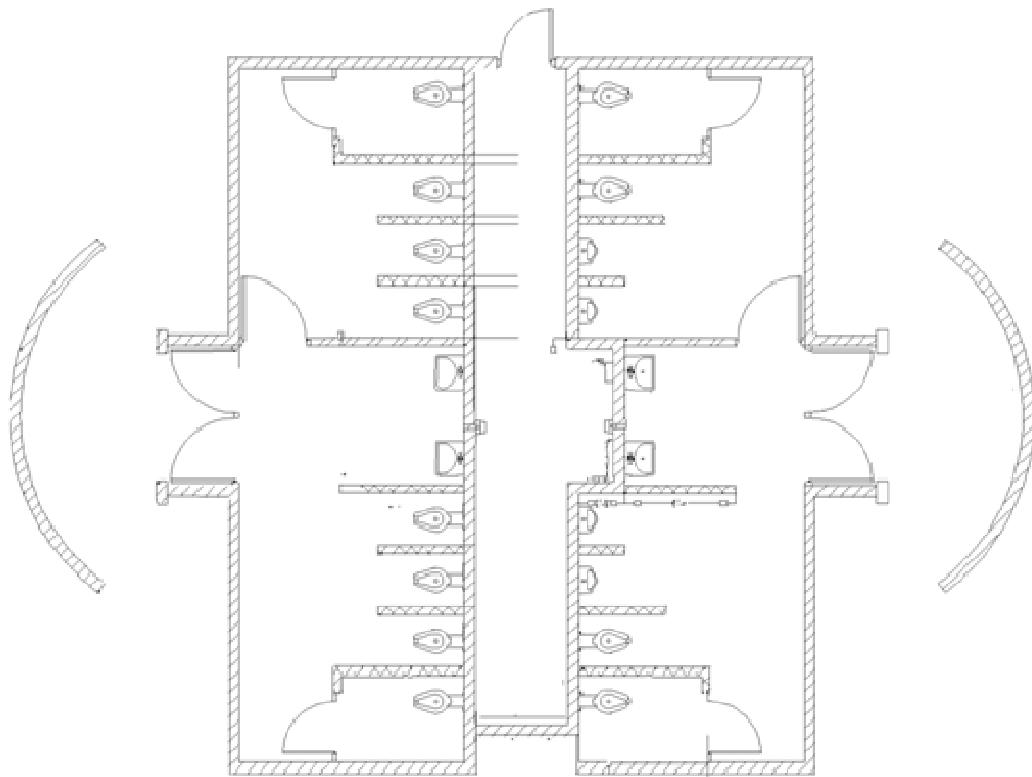
**Restroom Cleaning Schedule:**

10:00 p.m. to 6:00 a.m.

Monday through Sunday



**Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.



**Polliwog Park Restrooms**  
1,4711 Sq ft  
12 Toilets  
4 Waterless Urinals  
4 Sinks

**SITE COST BREAKDOWN****Polliwog Park Restrooms**  
**1402 Peck Avenue****Restroom Cleaning Schedule:** 10:00 p.m. to 6:00 a.m. Monday through Sunday**Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.**Special Cleaning Instructions:** none

ALTERNATIVE SCHEDULES	AVG. # STAFF PER DAY	EST. MAN HOURS PER DAY	TOTAL COST PER DAY	EST. MAN HOURS PER MONTH	TOTAL MONTHLY COST
Restroom Cleaning (7 days-Mon-Sun)					
Restroom Cleaning (5 days-weekdays)					
Restroom Cleaning (3 days-weekdays)					
Restroom Cleaning (2 days-Sat&Sun)					
				<b>PER OCCURRENCE</b>	<b>ANNUAL COST</b>
Seasonal Cleaning				n/a	n/a



## Begg Pool

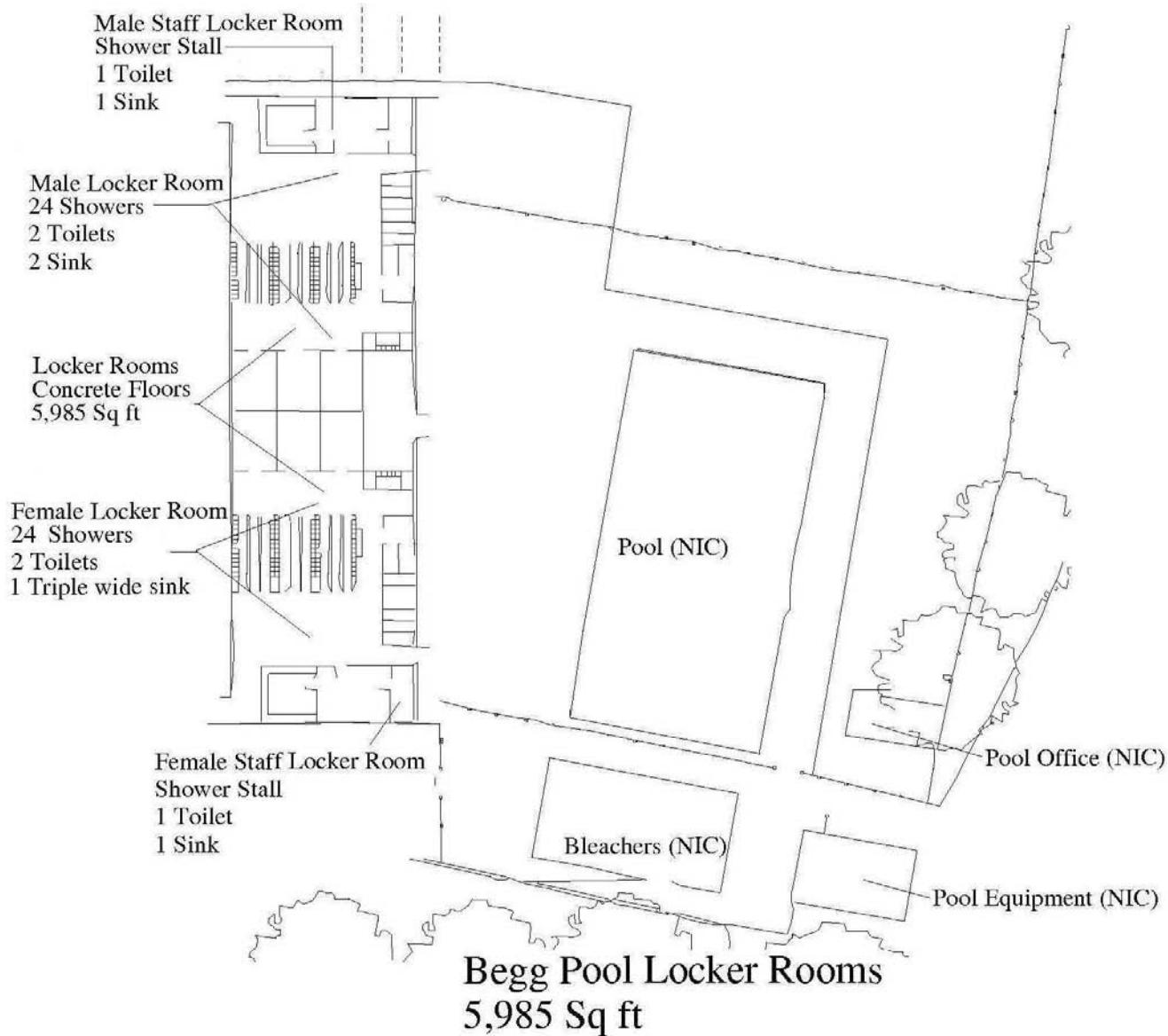
### 1402 Peck Avenue

#### **Summer Cleaning Schedule:**

8:00 p.m. to 7:00 a.m. Mon.- Sun.,  
last week of June through Labor Day.

3:00 p.m. to 4:00 p.m., Mon.- Fri.,  
For the rest of the year from  
Labor Day through 3<sup>rd</sup> week of June,  
excluding 4 weeks in December and January.

**Holidays:** New Year's Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.



**SITE COST BREAKDOWN****Begg Pool**  
**1402 Peck Avenue****Summer Cleaning Schedule:** 8:00 p.m. to 7:00 a.m. Monday through Sunday; last week of June through Labor Day**Off Season Cleaning Schedule:** 3:00 p.m. to 4:00 p.m. Monday through Friday; Labor Day through 3<sup>rd</sup> week of June, excluding 4 weeks in December and January**Holidays:** New Year's Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.**Special Cleaning Instructions:** none

ALTERNATIVE SCHEDULES	AVG. # STAFF PER DAY	EST. MAN HOURS PER DAY	TOTAL COST PER DAY	EST. MAN HOURS PER MONTH	TOTAL MONTHLY COST
General Janitorial (7 days-Mon-Sun)					
Off Season General Janitorial (5 days-weekdays)					
General Janitorial (3 days-weekdays)					
General Janitorial (2 days-Sat&Sun)	n/a	n/a	n/a	n/a	n/a
				PER OCCURRENCE	ANNUAL COST
Seasonal Cleaning				n/a	n/a



## Mira Costa Tennis Restrooms

### 701 S. Peck Avenue

**Summer Cleaning Schedule:**

8:00 p.m. to 7:00 a.m. Mon.- Sun.,  
last week of June through Labor Day.

3:00 p.m. to 4:00 p.m., Mon.- Fri.,  
For the rest of the year from  
Labor Day through 3<sup>rd</sup> week of June,  
excluding 4 weeks in December and January.

**Holidays:** New Year's Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

(No facility diagram was available)

**SITE COST BREAKDOWN****Mira Costa Tennis Restrooms**  
**701 S. Peck Avenue****Summer Cleaning Schedule:** 8:00 p.m. to 7:00 a.m. Monday through Sunday; last week of June through Labor Day**Off Season Cleaning Schedule:** 3:00 p.m. to 4:00 p.m. Monday through Friday; Labor Day through 3<sup>rd</sup> week of June, excluding 4 weeks in December and January**Holidays:** New Year's Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.**Special Cleaning Instructions:** none

ALTERNATIVE SCHEDULES	AVG. # STAFF PER DAY	EST. MAN HOURS PER DAY	TOTAL COST PER DAY	EST. MAN HOURS PER MONTH	TOTAL MONTHLY COST
General Janitorial (7 days-Mon-Sun)					
General Janitorial (5 days-weekdays)					
General Janitorial (3 days-weekdays)					
General Janitorial (2 days-Sat&Sun)					
				<b>PER OCCURRENCE</b>	<b>ANNUAL COST</b>
Seasonal Cleaning					



## Marine Sports Complex

### 1600 Marine Avenue

#### Restroom Cleaning Schedule:

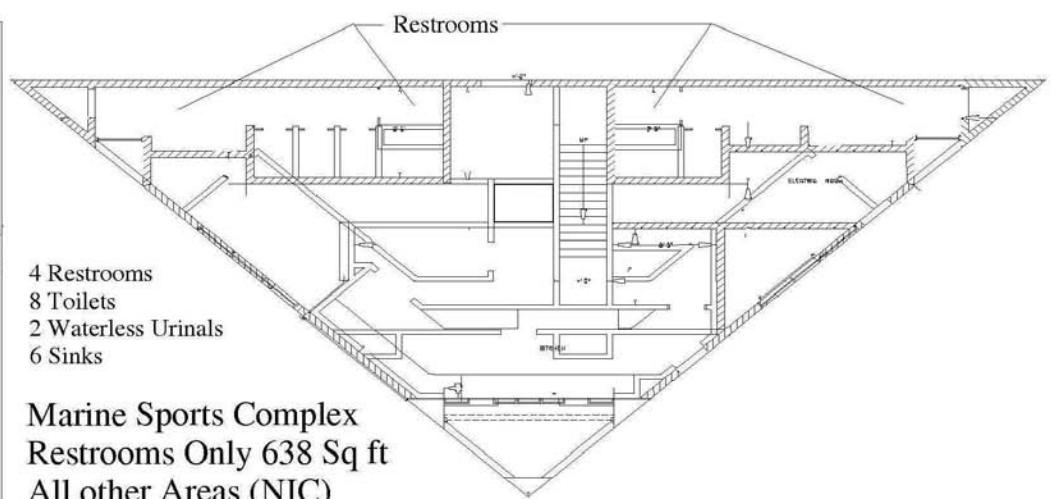
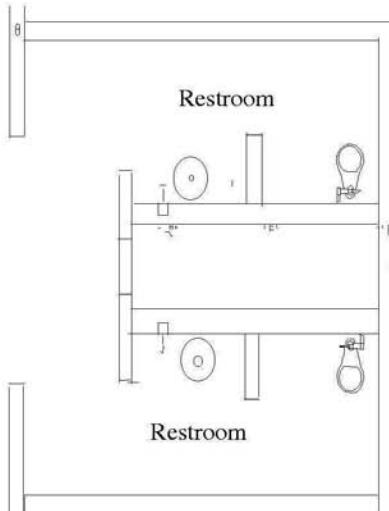
8:00 p.m. to 7:00 a.m.

Monday through Sunday

#### No Cleaning over the Winter Break

2<sup>nd</sup> week of December through the 2<sup>nd</sup> week of February

**Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day



**SITE COST BREAKDOWN****Marine Sports Complex**  
**1600 Marine Avenue****Restroom Cleaning Schedule:** 8:00 p.m. to 7:00 a.m. Monday through Sunday**Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day**Special Cleaning Instructions:** none

ALTERNATIVE SCHEDULES	AVG. # STAFF PER DAY	EST. MAN HOURS PER DAY	TOTAL COST PER DAY	EST. MAN HOURS PER MONTH	TOTAL MONTHLY COST
Restroom Cleaning (7 days-Mon-Sun)					
General Janitorial (5 days-weekdays)					
General Janitorial (3 days-weekdays)					
Restroom Cleaning (2 days-Sat&Sun)					
				<b>PER OCCURRENCE</b>	<b>ANNUAL COST</b>
Seasonal Cleaning				n/a	n/a



## Marine Avenue Park Center

### 1625 Marine Avenue

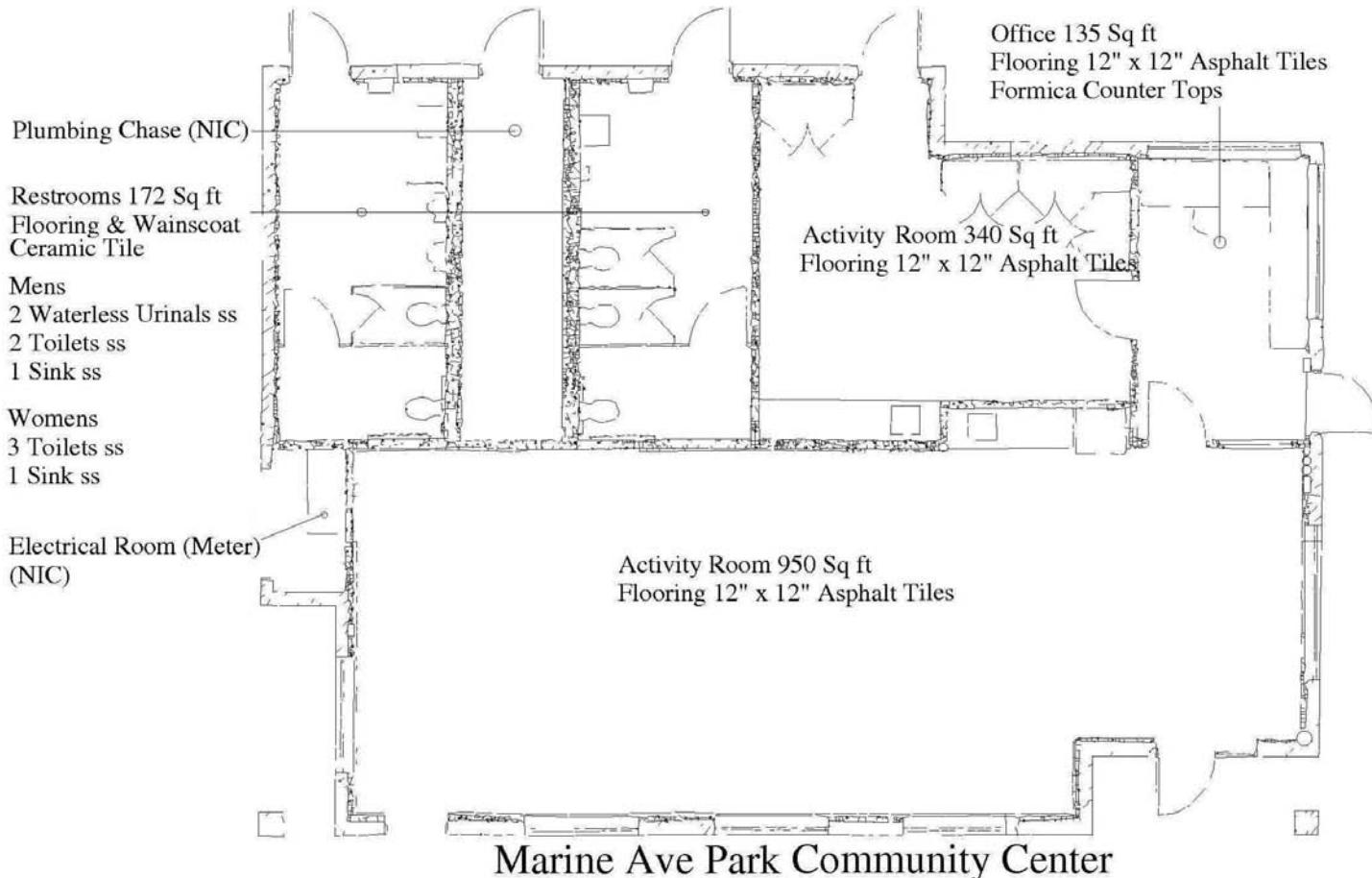
#### **Regular Cleaning Schedule:**

10:00 p.m. to 6:00 a.m.  
Monday through Friday

#### **Restroom Cleaning Schedule:**

10:00 p.m. to 6:00 a.m.  
Monday through Sunday

**Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and the day after, and Christmas Day.



**SITE COST BREAKDOWN****Marine Avenue Park Center**  
**1625 Marine Avenue****Regular Cleaning Schedule:** 10:00 p.m. to 6:00 a.m. Monday through Friday**Restroom Cleaning Schedule:** 10:00 p.m. to 6:00 a.m. Monday through Sunday**Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day**Special Cleaning Instructions:** none

ALTERNATIVE SCHEDULES	AVG. # STAFF PER DAY	EST. MAN HOURS PER DAY	TOTAL COST PER DAY	EST. MAN HOURS PER MONTH	TOTAL MONTHLY COST
General Janitorial (7 days-Mon-Sun)					
General Janitorial (5 days-weekdays)					
General Janitorial (3 days-weekdays)					
Restroom Cleaning (2 days-Sat&Sun)					
Seasonal Cleaning (including strip and wax floors, kitchenette, restrooms)				PER OCCURRENCE	ANNUAL COST

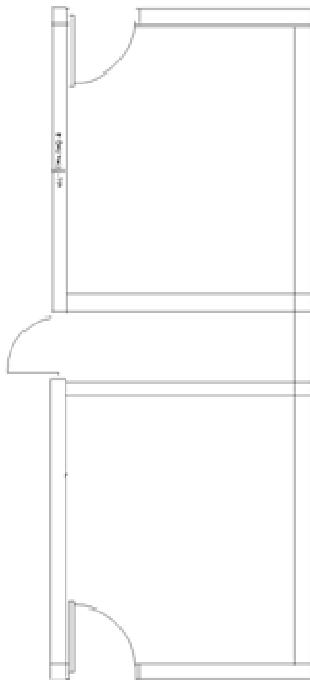
# Premier Field Restrooms

## 1402 Peck Avenue

**Restroom Cleaning Schedule:**

10:00 p.m. to 6:00 a.m.  
Monday through Sunday

**Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.



Premier Field Restrooms  
288 Sq ft  
4 Toilets  
2 Sinks

**SITE COST BREAKDOWN****Premier Field Restrooms**  
**1402 Peck Avenue****Restroom Cleaning Schedule:** 10:00 p.m. to 6:00 a.m. Monday through Sunday**Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.**Special Cleaning Instructions:** none

ALTERNATIVE SCHEDULES	AVG. # STAFF PER DAY	EST. MAN HOURS PER DAY	TOTAL COST PER DAY	EST. MAN HOURS PER MONTH	TOTAL MONTHLY COST
General Janitorial (7 days-Mon-Sun)					
General Janitorial (5 days-weekdays)					
General Janitorial (3 days-weekdays)					
Restroom Cleaning (2 days-Sat&Sun)					
				PER OCCURRENCE	ANNUAL COST
Seasonal Cleaning				n/a	n/a



# **Manhattan Village Park Sports Field Restrooms**

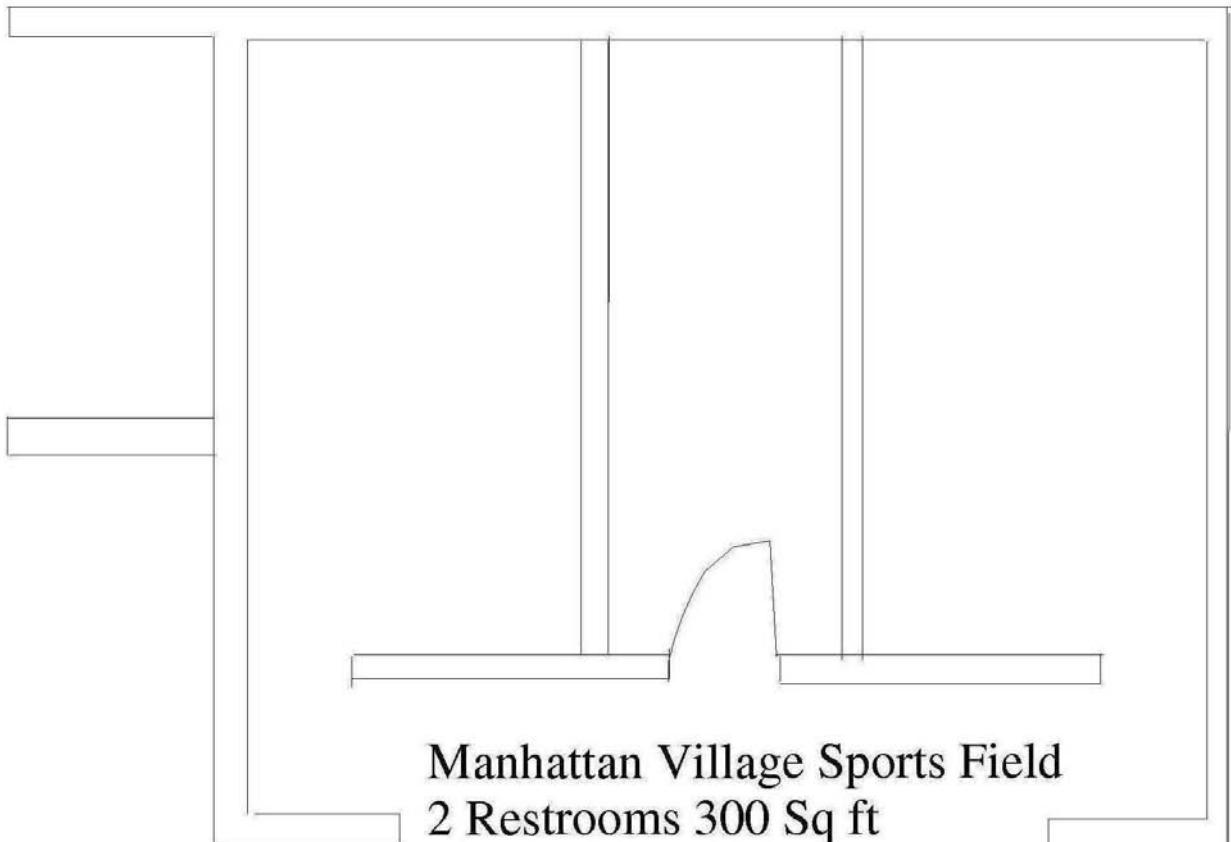
**1300 Parkview Avenue**

**Restroom Cleaning Schedule:**

10:00 p.m. to 6:00 a.m.

Monday through Sunday

**Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.



2 Toilets  
2 Sinks  
(Verify)

**SITE COST BREAKDOWN**

**Manhattan Village Park  
Sports Field Restrooms  
1300 Parkview Avenue**

**Restroom Cleaning Schedule:** 10:00 p.m. to 6:00 a.m. Monday through Sunday

**Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

ALTERNATIVE SCHEDULES	AVG. # STAFF PER DAY	EST. MAN HOURS PER DAY	TOTAL COST PER DAY	EST. MAN HOURS PER MONTH	TOTAL MONTHLY COST
General Janitorial (7 days-Mon-Sun)					
General Janitorial (5 days-weekdays)					
General Janitorial (3 days-weekdays)					
General Janitorial (2 days-Sat&Sun)					
				<b>PER OCCURRENCE</b>	<b>ANNUAL COST</b>
Seasonal Cleaning				n/a	n/a

**EXHIBIT B**  
**Contractor's Proposal**  
**Master Pricing Sheet**

**Exhibit B**

CROWN BUILDING MAINTENANCE CO INC  
 DBA ABLE BUILDING MAINTENANCE  
 868 FOLSOM STREET  
 SAN FRANCISCO, CA 94107

CITY OF MANHATTAN BEACH

JANITORIAL SERVICES

MASTER PRICING SHEET

July 1st 2017 through June 30th, 2018

	Location	Cleaning Days	Cost Effective July 1st 2017
1	City Hall	Monday - Friday	\$ 3,565.48
2	Public Works	Monday - Friday	\$ 1,782.70
3	Police and Fire	Tues, Wed, Fridays	\$ 2,807.76
4	Police Jail	Monday - Sunday	\$ 4,055.62
5	City Hall Annex	Monday - Sunday	\$ 267.44
6	Live Oak Hall	Saturday - Thursday	\$ 534.73
7	Joselyn Center	Monday - Sunday	\$ 891.34
8	Manhattan Heights	Monday - Sunday	\$ 1,348.61
9	Live Oak Park Tennis Office Restrooms	Saturday - Thursday	\$ 748.73
10	Ceramic Studio	Monday - Thursday, Saturday	\$ 534.81
11	Scout House	Sunday, Tues, Wed, Friday	\$ 356.48
12	Creative Art	Monday, Tuesday, Thursday, Saturday	\$ 534.80
13	Pier Comfort Station	Monday - Sunday	\$ 4,991.55
14	Pier Restroom	Monday - Sunday	\$ 1,247.91
15	Begg Pool	Monday - Sunday	\$ 2,495.74
16	Public Works/City Hall Microwaves	5 Public, 4 City	\$ 485.06
17	Parks and Rec Day Porter	Monday through Sunday	\$ 5,980.92
Monthly Total			\$ 32,629.67
<b>Fixed Scope of Work per RFP Total Yearly Purchase Order Amount</b>			<b>\$ 391,556.09</b>

**Annual Extras as Requested**

Detail Cleans/Floor Care	Seasonal - As Requested	\$35,000.00
Additional Porter Service Summer Season	Seasonal and Holidays	\$5,800.00
Porter Service Pier - Event Coverage	Seasonal	\$11,000.00
Window Cleanings, interior/exterior	Seasonal - As Requested	\$12,000.00
Pest Control	Special - As Requested	\$4,500.00

**As Needed Not to Exceed Yearly Total** \$68,300.00

**Total Contracted Amout Fixed plus Not to Exceed Extras** \$ 459,856.09