

**AGREEMENT FOR SERVICES BETWEEN  
THE CITY OF SALINAS AND PEDRO C ESTRADA DBA ESTRADA JANITORIAL  
SERVICE**

**JANITORIAL SERVICES FOR LIBRARIES, REC CENTERS, AND OTHER CITY  
FACILITIES**

**THIS AGREEMENT** is executed this 20th day of September 2022, (“Agreement” or “Contract”) between the City of Salinas, a California Charter city and municipal corporation (hereinafter “City”) and Pedro C Estrada dba Estrada Janitorial Service, a sole proprietorship (Hereinafter “Contractor”).

**IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:**

1. **Scope.** Contractor hereby agrees to provide to the City, as the scope of services under this Agreement, the following services: general janitorial services at libraries, rec centers and other city facilities. Scope of work is further discussed in City’s Request for Proposal for City Wide Janitorial Services, Attachment B and Contractor’s Proposal dated 07/22/22, Attachment C.
2. **Timeliness.** Contractor shall perform all tasks in a timely fashion, as set forth more specifically in Section 3 below. Failure to so perform is hereby deemed a material breach of this Agreement, and City may terminate this Agreement with no further liability hereunder, or the city may agree in writing with Contractor to an extension of time.
3. **Term.** The term of this Agreement shall commence on December 1<sup>st</sup>, 2022 and shall continue for a period of three years, through December 1<sup>st</sup>, 2025 (Initial Term). City and Contractor have the option to extend the term for three additional one-year periods provided a written request is received no less than 60 days before end of initial term.
4. **Payment.** City agrees to pay, and Contractor agrees to accept as full and fair consideration for the performance of this Agreement, Sixty-One Thousand Four Hundred Fifteen Dollars (\$61,415) per month, plus an hourly rate for emergency call backs (Items A1-A2; B1-B6; C1-C4; C6 and C7) as outlined in the Pricing Proposal Form included in Contractor’s Proposal, Attachment C. Contractor has no right of reimbursement for expenses under this Agreement. Compensation shall become due and payable 30 days after City’s approval of Contractor’s submission of monthly written invoices to the City. The payment of any compensation shall be contingent upon performance of the terms and conditions of this Agreement to the satisfaction of the City. If City determines that the work set forth in the written invoice has not been performed in accordance with the terms of this Agreement, City shall not be responsible for payment until such time as the work has been satisfactorily performed.
5. **Meet & Confer.** Contractor agrees to meet and confer with City or its agents or employees with regard to services as set forth herein as may be required by City to insure timely and adequate performance of this Agreement.

6. **Insurance.** Contractor shall procure and maintain for the duration of this Agreement insurance meeting the requirements specified in Attachment A hereto.
7. **Indemnification.** Contractor shall hold harmless, defend at its own expense, and indemnify City and its officers, officials, employees, agents, and volunteers from and against all liability, claims, damages, losses, and/or expenses including reasonable City attorney fees arising from all acts or omissions of Contractor or its officers, agents, or employees arising out of the performance of the work under this Contract, caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence or willful misconduct of the City.
8. **Licensing.** Contractor warrants that it is properly licensed to perform the work specified under this Agreement, including but not limited to possession of a current City business license.
9. **Termination.** City may terminate this Agreement upon ten days' written notice. The amount of damages, if any, as a result of such termination may be decided by negotiations between the parties or before a court of competent jurisdiction.
10. **Agency.** In performing the services specified under this Agreement, Contractor is hereby deemed to be an independent contractor and not an agent or employee of City.
11. **Non-Assignability.** The rights and obligations of Contractor hereunder are not assignable and cannot be delegated without written consent of City.
12. **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties hereto and supersedes any and all prior agreements, whether oral or written, relating to the subject matter thereof. Any modification of the Agreement will be effective only if it is in writing signed by both parties hereto.
13. **Validity.** If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force without being impaired or invalidated in any way.
14. **Counterparts.** This Agreement may be executed in multiple originals, each of which is deemed to be an original, and may be signed in counterparts.
15. **Laws.** Contractor agrees that in the performance of this Agreement it will comply with all applicable State, Federal and local laws and regulations. This Agreement shall be governed by and construed in accordance with the laws of the State of California, County of Monterey, and City of Salinas.

IN WITNESS WHEREOF, this Agreement is entered into by the parties hereto on the day and year first written above.

**CITY OF SALINAS**

\_\_\_\_\_  
Steve Carrigan  
City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Christopher A. Callihan, City Attorney, or  
Rhonda Combs, Assistant City Attorney

**CONTRACTOR**

\_\_\_\_\_  
By (Printed Name):

Its (Title):

## **Insurance Requirements**

Contractor shall procure and maintain for the duration of the contract, and for three years thereafter, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his/her/its officers, agents, representatives, employees, and/or subcontractors.

### **MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

1. **Commercial General Liability** (“CGL”): Insurance Services Office (“ISO”) Form CG 00 01 covering CGL on an occurrence basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO Form CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability**: ISO Form CA 0001 covering Code 1 (any auto), with limits no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation**: as required by the State of California, with Statutory Limits, and Employers’ Liability insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. **Contractors’ Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions** (if project involves environmental hazards): with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate, on an annual basis.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Contractor requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

### ***Self-Insured Retentions***

Self-insured retentions must be declared to and approved by the City. At the option of the City, either: the Contractor shall cause the insurer shall to reduce or eliminate such self-insured retentions as respects the City, its officers, officials, employees, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

### ***Other Insurance Provisions***

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **The City, its officers, officials, employees, and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by

or on behalf of the Contractor. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10, CG 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used).

2. For any claims related to this project, the **Contractor's insurance coverage shall be primary** insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

3. Each insurance policy required by this clause shall provide that coverage shall not be canceled, except with notice to the City.

4. A copy of the claims reporting requirements must be submitted by Contractor to the City.

5. If the services involve lead-based paint or asbestos identification/remediation, the Contractor's Pollution Liability policy shall not contain lead-based paint or asbestos exclusions. If the services involve mold identification/remediation, the Contractor's Pollution Liability policy shall not contain a mold exclusion, and the definition of Pollution shall include microbial matter, including mold.

#### ***Acceptability of Insurers***

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best rating of no less than A: VII, unless otherwise acceptable to the City.

#### ***Waiver of Subrogation***

Contractor hereby agrees to waive rights of subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

#### ***Verification of Coverage***

Contractor shall furnish the City with original Certificates of Insurance including an additional insured endorsement and all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to City before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

#### ***Subcontractors***

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a form at least as broad as CG 20 38 04 13.

#### ***Maintenance of Insurance***

Maintenance of insurance by Contractor as specified shall in no way be interpreted as relieving

Contractor of its indemnification obligations or any responsibility whatsoever and the Contractor may carry, at its own expense, such additional insurance as it deems necessary.

***Special Risks or Circumstances***

City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

DRAFT

<b>ACORD<sup>TM</sup> CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) <b>01/05/2022</b>												
PRODUCER (831) 245-6005 <b>Haaker Insurance Agency</b> P.O. Box 522  <b>Tres Pinos CA 95075-</b>  INSURED <b>Estrada Janitorial Service</b> P.O. Box 1568  <b>Salinas CA 93902-</b>		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  <table border="1"> <tr> <th>INSURERS AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: <b>Sentinel Insurance Co.</b></td> <td><b>11000</b></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A: <b>Sentinel Insurance Co.</b>	<b>11000</b>	INSURER B:		INSURER C:		INSURER D:		INSURER E:	
INSURERS AFFORDING COVERAGE	NAIC #													
INSURER A: <b>Sentinel Insurance Co.</b>	<b>11000</b>													
INSURER B:														
INSURER C:														
INSURER D:														
INSURER E:														


#### COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
<b>A</b>	<b>X</b>	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO <input type="checkbox"/> LOC	<b>57 SBN NA1003</b>	<b>01/04/2022</b>	<b>01/04/2023</b>	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COM/PROP AGG \$ <b>2,000,000</b>
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> INDUSTRY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		<b>OTHER</b>				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

City of Salinas is named as additional insured.

<b>CERTIFICATE HOLDER</b> ( ) - ( ) -  <b>City of Salinas</b>  <b>200 Lincoln Ave.</b> <b>Salinas CA 93905-</b>	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <b>30</b> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 
---	--

ACORD 25 (2001/08)

INS025 (01/08) 08

© ACORD CORPORATION 1988

Page 1 of 2

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT-CALIFORNIA  
BLANKET BASIS**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

The additional premium for this endorsement shall be calculated by applying a factor of 2% to the total manual premium, with a minimum initial charge of \$350, then applying all other pricing factors for the policy to this calculated charge to derive the final cost of this endorsement.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

**Schedule****Blanket Waiver****Person/Organization**

Blanket Waiver – Any person or organization for whom the Named Insured has agreed by written contract to furnish this waiver.

**Job Description**

All CA Operations

**Waiver Premium (prior to adjustments)**

350.00

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.  
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective: 02/01/2022

Policy No. ESWC318298

Endorsement No.:

Insured:

Premium \$

Insurance Company: Oak River Insurance Company

Countersigned by \_\_\_\_\_

WC 99 04 10 C  
(Ed. 01-19)





## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/6/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Senigaglia Insurance 950 S Bascom Ave #2113  San Jose CA 95128		<b>CONTACT NAME:</b> Jeff Senigaglia <b>PHONE (A/C, No, Ext):</b> (408) 297-6686 <b>FAX (A/C, No):</b> (408) 297-6686 <b>E-MAIL ADDRESS:</b> jsenigaglia@farmersagent.com	
<b>INSURED</b> Pedro Estrada, DBA: Estrada Janitorial PO Box 1568  Salinas CA 93902		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Farmers Insurance Exchange NAIC # 21652 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER: JS/AJ 2021-2022

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			606720880	11/23/2021	11/23/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <b>RETENTION \$</b>						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project: All California Operations  
Certificate of Insurance for City of Salinas as required by written contract with respect to work performed by insured.  
\*30 Day Notice of Cancellation for Non-Payment of Premium

**CERTIFICATE HOLDER**

estradajanitorialservice@yahoo

City of Salinas  
200 Lincoln Ave  
Salinas, CA 93905

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jeff Senigaglia/CF

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01)  
INS025 (2014/01)

The ACORD name and logo are registered marks of ACORD



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/27/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Professional Ins Associates P.O. Box 1266  San Carlos CA 94070	<b>CONTACT NAME:</b> Jeff Tatro <b>PHONE:</b> (408) 280-2100 <b>FAX:</b> (408) 280-2110 <b>EMAIL:</b> jeff.tatro@onepointbusinessinsurance.com <b>ADDRESS:</b>
<b>INSURED</b> Pedro Estrada, DBA: Estrada Janitorial PO Box 1568  Salinas CA 93902	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Oak River Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES** **CERTIFICATE NUMBER:** PIA/WC 2022-23 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$ COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b> <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<b>Y/N</b> <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A	<b>Y</b>	ESWC318298	2/1/2022	2/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project: All California Operations

Certificate of Insurance for City of Salinas as required by written contract with respect to work performed by insured.

\*30 Day Notice of Cancellation for Non-Payment of Premium

### CERTIFICATE HOLDER

estradajanitorialservice@yahoo

City of Salinas  
200 Lincoln Ave  
Salinas, CA 93905

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jeff Tatro/CF

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01)  
INS025 (2014/01)

The ACORD name and logo are registered marks of ACORD

## CITY-WIDE JANITORIAL SERVICES REQUEST FOR PROPOSALS (“RFP”)



City of Salinas  
200 Lincoln Avenue  
Salinas, California  
93901

## Contents

1. BACKGROUND.....	4
2. OBJECTIVE .....	4
3. SCOPE OF WORK .....	4
4. PROPOSAL SCHEDULE.....	5
5. EVALUATION AND SELECTION CRITERIA .....	5
6. PROPOSAL FORMAT AND CONTENT.....	6
7. DIRECTIONS FOR SUBMITTING THE PROPOSAL.....	9
8. INQUIRIES.....	9
9. DISCRETION AND LIABILITY WAIVER.....	10
10. PROPOSERS RESPONSIBILITIES .....	10
11. SAMPLE AGREEMENT .....	10
12. FIDELITY BOND REQUIREMENT.....	10
13. TERM OF THE CONTRACT .....	11
14. LICENSE REQUIREMENTS.....	11
15. SUBCONTRACTING .....	11
16. GENERAL REQUIREMENTS / PROVISIONS.....	11
17. PERFORMANCE STANDARDS .....	12
18. EXPECTATIONS .....	13
19. ADHERENCE TO ALL LOCAL, STATE AND FEDERAL LAWS AND REQUIREMENTS.....	14
20. CONTRACTOR’S RESPONSIBILITIES .....	14
A. GENERAL CONDUCT .....	14
B. KEY PERSONNEL.....	14
C. SUPERVISORS AND PROJECT MANAGER.....	15
D. BACKGROUND CHECK .....	15
E. HEALTH.....	15
F. IDENTIFICATION AND UNIFORMS.....	15
G. PAYROLL & WAGE REPORT .....	16
H. NONDISCRIMINATION .....	16
I. EMPLOYEE LIST .....	16
J. REMOVAL OF STAFF .....	16
K. BACK-UP STAFF .....	17
L. UNAUTHORIZED PERSONNEL .....	17
M. PROHIBITED ITEMS .....	17
N. CITY & PERSONAL PROPERTY OF CITY PERSONNEL .....	17
O. TELEPHONES.....	17

P. HOURS OF WORK .....	18
Q. SPECIAL SERVICES .....	18
R. CARE OF FACILITIES .....	18
S. EMPLOYEE TRAINING PROGRAM.....	19
T. SAFETY PROGRAM .....	20
U. SAFETY PROCEDURES .....	20
V. TOOLS & EQUIPMENT .....	20
W. MATERIALS & SUPPLIES .....	21
X. CLEANING SCHEDULE.....	21
21. DELIVERABLES REQUIRED OF SUCCESSFUL CONTRACTOR .....	22
22. CONFIDENTIALITY .....	23
23. EX PARTE COMMUNICATIONS .....	23
24. CONFLICT OF INTEREST .....	24
25. CONDITIONS TO AGREEMENT .....	24
26. DISQUALIFICATION QUESTIONNAIRE .....	24
27. LIQUIDATED DAMAGES.....	24
ATTACHMENT A – SAMPLE AGREEMENT .....	26
ATTACHMENT B – INSURANCE REQUIREMENTS .....	28
ATTACHMENT C – PRICING PROPOSAL FORM.....	30
ATTACHMENT C-1 – QUESTIONNAIRE .....	32
ATTACHMENT C-2 – DISQUALIFICATION QUESTIONNAIRE.....	34
ATTACHMENT D – FACILITY LOCATIONS AND PERFORMANCE SCHEDULE.....	35
ATTACHMENT E – DECLARATION OF LOCAL BUSINESS ENTERPRISE FORM .....	55

## 1. BACKGROUND

The City of Salinas incorporated in 1873 and has served as a “full-service” city for more than 150-years. With more than 600 employees, Salinas has its own libraries, recreation centers, parks, police headquarters, fire stations, and offices. These facilities are scattered throughout the 13 square miles of incorporated boundaries, that sits at the intersection of State Highways 101, 68 and 183. Salinas is 14 miles east of the Monterey Bay, and one hour south of San Jose.

The City is currently considering janitorial services for over 15 sites at various locations, all located within the City limits. Proposers are invited to submit a bid on all or a select few of the different locations, and each building will be awarded independent of the others to allow for the potential of more than one service provider to be awarded a portion of the work. The number of locations is subject to change and the City reserves the right to either add or delete locations, square footage and/or frequency of services(s). The successful contractor will be required to provide quality service with minimal call backs for service.

All contractors are required to register as a “Prospective Bidder” for this project on the Planet Bids Vendor Portal website when submitting a proposal and shall maintain their status as “Bidder” throughout the RFP process; Contractors that fail to do so shall be disqualified. Only registered “Prospective Bidders” for this RFP will automatically receive updates, notifications, and addenda when issued; However, it is the Contractor’s responsibility to ensure that the foregoing have been received.

Contractors can register as a “Prospective Bidder” in one of two ways:

1. For **FREE** through Planet Bids Vendor Portal for the City of Salinas at <https://www.planetbids.com/portal/portal.cfm?CompanyID=22949>,
2. Directly via Planet Bids’ website for a FEE at <https://vendorline.com/register> and sign up for City of Salinas’ bid opportunities.

For assistance in downloading the documents, contact Planet Bids online or by calling 818-992-1771.

## 2. OBJECTIVE

The purpose of these specifications is to define the janitorial services requirements for various facilities owned and operated by the City of Salinas. The objectives of the City are to secure a timely, consistent, and cost-effective janitorial service agreement from one or more contractors, to ensure clean and safe office facilities for employees and customers doing business with the City.

## 3. SCOPE OF WORK

The work covered in these specifications includes furnishing all labor, equipment, some supplies and supervision necessary for complete janitorial service. It shall be understood that in addition to these services, all tasks incidental to cleaning functions not specifically listed but normally included in general janitorial practices will be provided. The City supports the use of non-hazardous cleaning agents and other safety and environmentally conscious practices. The City will consider innovative solutions and alternatives that will best accomplish the desired outcome.

## 4. PROPOSAL SCHEDULE

The following schedule has been established for this RFP. The City of Salinas reserves the right to modify this schedule if it is in its best interest to do so. Notice of changes shall be posted on Planet Bids via an Addendum to the RFP.

TASK	DATE
Release of RFP	6-21-2022
Non-Mandatory Pre-Proposal Meeting, Job Walk	6-30-2022
Deadline to Submit Questions	7-5-2022
Responses to Questions Posted on Web	7-8-2022
Proposals Due	7-22-2022
Evaluation & Interviews (If Needed)	8-10-2022
City Council Award of Agreement	9-20-2022
Contract Work Begins	12-1-2022

Dates are subject to change.

- A. Pre-Proposal Conference (Non-Mandatory): A Non-Mandatory pre-proposal conference will be held on 6-30-2022 @ 0900 in the City Council Rotunda 200 Lincoln Avenue, Salinas, CA. 93901. The pre-proposal conference will allow for questions and clarifications concerning the City's RFP process and subsequent award of Agreement. All prospective Contractors will be required to sign-in prior to the Conference. In order to provide comprehensive answers and minimizes response time, Contractors are asked to submit questions in writing prior to the meeting. Questions can be submitted via Planet Bids project page:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=22949>

- B. Job Walk Site Visit (Voluntary): As a City-Wide service solicitation, facilities are scattered throughout. It is up to each Contractor to inspect these facilities during their normal business hours. However, the City's largest facilities can be inspected after the non-mandatory pre-proposal conference. The site inspections will allow the prospective proposers to become familiar with all conditions that may affect the performance and cost of the contract. Contractors should be familiar with the proposal prior to attending the informational meeting and the job walk.

A map of site locations is available in the solicitation (Attachment D).

## 5. EVALUATION AND SELECTION CRITERIA

The City will review all submittals and make a recommendation based upon the established evaluation criteria. After the proposals have been evaluated, if necessary, the highest ranked contractors will be interviewed. The City reserves the right to award this contract not necessarily to the contractor with the lowest cost proposal, but to the contractor that provides the best overall match to the service specifications, and which best serves the interest of the City. All contractors submitting a proposal will be notified in writing or via email as to their status in the selection process.

Proposals will be evaluated based on the following criteria:



- A. 25% - Qualifications of Entity and Key Personnel – Includes the ability to provide the requested scope of services, the contractor's financial capacity, recent experience conducting work of similar scope, complexity, and magnitude for other public agencies of similar size and references.
- B. 15% - Approach to Providing the Requested Scope of Services – Includes an understanding of the RFP and of the project's scope of services, knowledge of applicable laws and regulations related to the scope of services.
- C. 50% - Price Proposal – Price Proposals will be evaluated on the basis of the Total Estimated Annual Price submitted in Attachment C.
- D. 10% - Innovative and/or Creative Approaches – Does the proposal seek efficiencies, safety, and other innovative ways to providing the services that provide additional efficiencies or increased performance capabilities.

Local Purchasing Preference: In accordance with Section 12-28.040 of the Salinas Municipal Code, contractors that qualify as a local business enterprise shall receive a credit of ten percent of the total points. If applicable, contractors should fill out and submit Attachment E-Declaration of Local Business Enterprise form.

The City will adhere to the following procedures in evaluating proposals. An Evaluation/Selection Committee (Committee), which may include members of the City's staff and possibly one or more outside experts, will screen and review all proposals according to the weighted criteria set forth above. While price is one basic factor for award, it is not the sole consideration.

Recommendation for award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully within a time period determined by the City, the City may terminate negotiations and commence negotiations with the next highest scoring Contractor or withdraw the RFP.

## 6. PROPOSAL FORMAT AND CONTENT

So that competing proposals can be compared equally, contractors must assemble their proposals in strict adherence to the layout requirements. Failure to follow all proposal layout requirements may result in disqualification of your proposal for being nonresponsive.

Proposals should be brief and concise, devoid of extraneous material and promotional information. They should be in sufficient detail to allow a thorough evaluation of the plan of work and its correlated costs.

The proposal must be assembled in the following order, with tabs separating each section:

**COVER LETTER** - Proposals shall be introduced by a cover letter signed by an individual authorized to bind the proposing entity. This letter should convey the company understanding of the contract scope and deliverables and the approach to successfully perform the required janitorial and porter services. The signature of an authorized representative must appear on the cover sheet of the contractor's proposal. The signature shall be interpreted to indicate the contractor's willingness to comply with all the terms and conditions set forth in this solicitation unless specific written exceptions are noted.

**PROPOSAL QUESTIONNAIRE** – Provide a signed Questionnaire. Refer to Attachment C1.

**QUALIFICATIONS** - The information requested in this section should describe the qualifications of the firm



or entity, key staff and sub-contractors performing projects within the past five years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

1. Names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work.
2. A summary of your firm's or entity's demonstrated capability, including length of time that your firm has provided the services being requested in this RFP.
3. For private Proposers, provide at least three references that received similar services from your firm. The City the right of contract any of the organizations or individuals listed. Information provided shall include:
  - o Client Name
  - o Project Description
  - o Project start and end dates
  - o Client project manager name, telephone number, and e-mail address.
4. Any public entity which submits a proposal should describe in detail how it currently performs services like those identified in the scope of work within its or other jurisdictions, including photographs, written policies and/or video of services provided. If you have performed these services under contract for another public entity, please provide references for those entities as set forth above for private Proposers.
5. Submit a list of contracts that have not been renewed or have been terminated in the past five years. List names, addresses, telephone number and contact persons.
6. If contractor or individual is totally or partially owned by another business organization that will be providing services, supplies, material or equipment to contractor or in any manner does business with contractor under this agreement, a detailed statement of the aforementioned should be included in the proposal.

**STAFFING** - Provide a list of individuals who will be working on this project and indicate the functions that each will perform and anticipated hours of service of each individual. Include a resume for each designated individual.

Submit the primary contacts (and management hierarchy/organization chart) that will be available for all aspects of the work. Include contacts for customer service and senior management. Identify the management staff to be assigned to this project and their relevant experience and qualifications to janitorial services similar in nature. Provide the number of full-time employees and the number of part-time employees performing the janitorial services as of the date of submission of your response to this RFP.

**METHODOLOGY SECTION** - Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. The Methodology Section should include:

1. An implementation plan that describes in detail (i) the methods, including controls by which your firm or entity manages projects of the type sought by this RFP; (ii) methodology for soliciting and documenting views of internal and external stakeholders; (iii) and any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.

2. Detailed description of efforts your firm or entity will undertake to achieve client satisfaction and to satisfy the requirements of this contract.
3. Detailed project schedule, a work plan, products, staffing, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion, including a complete transition plan. Include your plan to deal with fluctuation in service needs and any associated price adjustments.
4. Detailed description of specific tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be in order to complete the tasks specified in the Scope of Work.
5. Proposers are encouraged to provide additional innovative and/or creative approaches for providing the service that will maximize efficient, cost-effective operations or increased performance capabilities. In addition, the City will consider proposals that offer alternative service delivery means and methods for the services desired.
6. Proposers are also requested to identify any City owned facilities or property which Proposer would propose to use or lease, purchase, or rent from the City in connection with the services to be performed, including information about the terms of any proposed lease, purchase or use of such equipment and facilities, and how this proposed structure affects the overall cost proposal to the City.
7. Submit approach and understanding of requirements. Provide a detailed transition plan to begin services within 30 days after contract award.
8. Provide a detailed list of type and quantity of equipment that will be utilized at each location in the performance of this contract. The submitted equipment shall be kept current and operating in all facilities at all times for the life of the contract.
9. Provide the number of full-time employees and the number of part-time employees performing the janitorial services as of the date of submission of your response to this RFP.
10. Detailed written work plan, which shall include the following:
  - a) Backup staffing plan to cover absenteeism, vacations, etc.;
  - b) The number and level of supervisors proposed;
  - c) The type and quantity of equipment to be used per building;
  - d) Submit Employee background check procedures and security procedures.
  - e) Provide an employee handbook or supporting documents that details employment benefits for janitorial employees such as paid holidays, vacation time and accrual rates, health benefits and any additional benefits that are available.
  - f) Provide information on your safety program and how employees are trained.

**PRICING PROPOSAL FORM** – All Proposers are required to use the form in Attachment C to be submitted with their proposal. Pricing instructions should be clearly defined to ensure fees proposed can be compared and evaluated. Proposals shall be valid for a minimum of 180 days following submission.

**INSURANCE COVERAGE** – All Proposers must include in their proposal a written statement acknowledging they can provide all the insurance required in the Insurance Requirements section as

referenced in the attached Certificate of Insurance Requirements Attachment B.

## 7. DIRECTIONS FOR SUBMITTING THE PROPOSAL

- Submit one (1) original and three (3) hard copies plus one (1) thumb-drive copy of your proposal in sufficient detail to allow for thorough evaluation and comparative analysis. In the event of a conflict between the original and any hard copy or thumb-drive copy, the original shall control.
- On the outside of your submittal package, indicate the name of the RFP: **CITY-WIDE JANITORIAL SERVICES-REQUEST FOR PROPOSALS**
- Complete proposals must be submitted in sealed envelopes marked and received no later than 02:00 P.M. (P.S.T) on Friday, July 22, 2022, to the address below. Proposals will not be accepted after this deadline. Faxed or e-mailed proposals will not be accepted.

City of Salinas – City Hall  
Office of the City Clerk  
200 Lincoln Avenue  
Salinas Ca 93901  
RE: CITY-WIDE JANITORIAL SERVICES

This RFP does not commit the City to enter into an agreement or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source(s), or to cancel this RFP in part or in its entirety. The City may waive any irregularity in any proposal. All proposals will become the property of the City of Salinas. If any proprietary information is contained in the proposal, it should be clearly identified.

## 8. INQUIRIES

Requests for clarification regarding this RFP must be submitted in writing via Planet Bids' website Q/A tab and received no later than 5 pm on Tuesday, July 5, 2022. Written responses to timely inquiries will be posted on the Planet Bids website's project page as they are received until Friday, July 8, 2022.

From the date that this RFP is issued until a firm or entity is selected and the selection is announced, firms or public entities are not allowed to communicate outside the process set forth in this RFP with any City employee other than the contracting officer listed above regarding this RFP. The City reserves the right to reject any proposal for violation of this provision. No questions other than written will be accepted, and no response other than written will be binding upon the City.

## 9. DISCRETION AND LIABILITY WAIVER

The City reserves the right to reject all proposals or to request and obtain from one or more contractor's submitting proposals, supplementary information as may be necessary for City staff to analyze the proposals pursuant to the consultant selection criteria.

The City is not liable for costs incurred by contractors for the cost of the proposal. Contractors submitting a response to this RFP waive all rights to protest or seek any legal remedies whatsoever regarding any aspect

of this RFP. All proposals shall be binding for a period of 90 days after the proposal due date. The City also reserves the following rights and options with respect to this RFP:

- To re-issue this RFP with or without change or modification, at any time prior to the City's execution of a Professional Services Agreement pursuant to this RFP;
- To cancel this RFP with or without issuing another request for proposals;
- To supplement, amend, substitute or otherwise modify this RFP at any time prior to the City's execution of a Professional Services Agreement pursuant to this RFP;
- To waive informality, defect, non-responsiveness and/or deviation from this RFP that is not, in the City's sole judgment, material to the proposal;
- To request modification of some or all of the proposals following evaluation by the City;
- To request clarifications of any proposals;
- To negotiate simultaneously, or otherwise, with one or more Respondents; and
- To discontinue and resume negotiations with one or more Respondents

## 10. PROPOSERS RESPONSIBILITIES

Square footage is not the primary indicator of required service levels; proposers should fully review the specific performance schedule for each facility listed in Attachment D. By submittal of a proposal, the Contractor acknowledges it has evaluated the required services and can perform such services as indicated in the proposal specifications. The proposer, if awarded the contract, accepts the premises in their present physical condition and agrees to make no demands upon the City for any improvements or alterations thereof.

## 11. SAMPLE AGREEMENT

For the contractor's information, a sample copy of the standard Services Agreement is included to this RFP as Attachment A. By submitting a proposal, the Contractor agrees to be bound by the requirements under this Agreement.

## 12. FIDELITY BOND REQUIREMENT

The Contractor shall obtain Fidelity Bonding for all employees performing work under this contract against theft of personal property. Include a copy of bond endorsement affecting such coverage or provide a letter from surety stating that your firm is bondable for the limit required (minimum of \$5,000 per occurrence) if awarded the contract. Said bond must be furnished to the City within ten (10) days after notification of award. Such bond shall either name the City of Salinas as the insured obligee or include an endorsement naming the City of Salinas as an additional obligee and providing for customary property coverage in favor of the City of Salinas. If the Contractor does business as an individual, such Blanket Fidelity Bond shall cover himself or herself also as an individual as a protection to the City.

## 13. TERM OF THE CONTRACT

The contract entered shall be for three (3) years from the date of City Council approval, with the option of three one-year annual renewal extensions.

Sixty (60) days before the end of the initial term of this contract (from date Council awards initial contract), the Contractor shall advise the City in writing of its intent to extend the term of the contract for an additional term of one-year to commence on the first day following the last day of the initial term and on the same terms and conditions as prescribed for the mutual term, or upon different terms which the Contractor shall specify in writing. The City shall, within thirty (30) days of receipt of such advice, notify the Contractor in writing of its acceptance or rejection of such extension, and if any changes were made in the contract. These provisions regarding extension shall be applicable to each succeeding one-year term if granted.

## 14. LICENSE REQUIREMENTS

Contractor shall possess a valid City of Salinas business license and the license must be valid prior to award and throughout the term of the Agreement. The contractor is also required to comply with City of Salinas local hiring preference Ordinance 2330, Salinas City Code Chapter 12, Article IV, incorporated herein by reference, with respect to person(s) hired directly by the contractor to all persons hired by the contractor's subcontractor(s). All contractors that qualify must comply with the State of California Property Service Worker Protection Act, (effective January 1, 2018), and register with the Labor Commissioner's Office prior to the RFP due date of Friday, July 22, 2022. For more information concerning this requirement, please visit the Department of Industrial Relations website at:

[https://www.dir.ca.gov/dlse/Janitorial\\_Providers\\_Contractors.html](https://www.dir.ca.gov/dlse/Janitorial_Providers_Contractors.html)

## 15. SUBCONTRACTING

No portion of the work covered by these specifications can be subcontracted or assigned without prior approval of the City. Any subcontractor who will provide services shall have successfully passed a background check prior to commencing work. Contractor shall bear the expense of any subcontractor background checks. Any subcontractor that will provide services under this Agreement will be registered and be compliant with the Department of Industrial Relations Property Service Workers Protection Act.

## 16. GENERAL REQUIREMENTS / PROVISIONS

The contractor is responsible for the cleanliness and sanitation of the building. The description of each service area is to be used as a guideline. The description does not attempt to describe every detail or feature of the facility that is to be maintained by the contractor.

The intent of these specifications is to define the janitorial services requirements for various facilities owned and operated by the City of Salinas included in this agreement. Both the task descriptions and the number of days per year that each task is to be performed are itemized. From that information and a non-mandatory job walk/inspection of each facility except Police and Communications facilities, the potential contractor is required to provide the Monthly Labor Hours and cost per facility, with a total for each on the Price Proposal Form Attachment C. All measurements provided are approximate and should be confirmed by the Contractor.

Notwithstanding any other provisions of this proposal, the Contractor warrants that the services, equipment, and supplies furnished shall be of the best quality as specified.

The City may make reasonable investigations deemed necessary and proper to determine the ability of a contractor to perform the work, and the contractor shall furnish the City all information requested for this

purpose.

## 17. PERFORMANCE STANDARDS

These specifications define the minimum level of service and frequency deemed acceptable. It is intended that the Contractor will schedule his/her operations to meet or exceed these requirements. It is further intended that the contractor shall put forth a level of effort to provide a thorough cleaning of the facilities, not merely a surface cleaning. Some examples include but are not limited to; floors shall be waxed and buffed for a gloss shine, carpeted floors shall be completely and thoroughly vacuumed, windows shall be cleaned to where all film, smudges, and streaks are removed, and the restroom facilities cleaned and polished to approach the sanitary levels of a hospital.

1. It is the objective of the City to obtain full cleaning performance in accordance with the terms of the specifications and at the quality standards of work set forth in this Agreement. To this end, the City is contracting for the complete performance of each cleaning job as specified in this Agreement. Therefore, deductions (Liquidated Damages) for tasks not completed or not satisfactorily completed shall be made in accordance with the schedule detailed herein.
2. The City's Project Manager or designee shall contact the contractor by cell phone, telephone, fax, or email to notify them of performance issues. The City's Project Manager shall also notify the contractor of written complaint(s) received from building occupants.
  - a. Each site will have its own assigned point of contact for daily communication as required. All Communication with on-site point of contact should also include City Project Manager. Please see Section 20 (Contractor's Responsibilities) sub section C (Supervisor's and Project Manager).
3. The City's Project Manager or designee shall maintain a file of incoming complaints whether they be written, oral, or by telephone. This file shall contain the date, time, building, name of the person making the complaint, phone number and time the contractor was notified, or a copy of the notification letter and fax record.
4. Major problems require immediate attention and shall be responded to and corrected within two (2) hours. Examples of major problems include, but are NOT limited to: toilets not cleaned, not stocking sufficient paper products in large areas, offices not cleaned, or trash not removed, etc. The City's Project Manager or designee shall have authority to classify a complaint as major or minor.
5. Minor problems require correction during the next day's normal clean up, however a continuing record of minor complaints shall result in a deduction. Examples of minor problems include, but are not limited to a trash can not emptied, a small area not vacuumed, toilet paper in one stall out, etc.
6. Failure by the contractor to respond to specific complaints as stated above, as well as preventing continuing occurrences of such complaints, may result in deductions of invoiced payments or termination of this Agreement.
7. Proof of performance and adherence to specifications shall be upon the contractor. Support such as test results, technical data, or other pertinent information shall be supplied by the contractor at no cost to the City. The City shall be the sole judge as to the adequacy of supporting documentation.

8. Failure to clean an entire building or site shall result in a separate deduction for nonperformance. In the event the contractor doesn't complete all of the required nightly, weekly or monthly services as scheduled and outlined in the specifications, the contractor will be required to make corrections of all discrepancies at a mutually agreed upon schedule. After three (3) occurrences of nonperformance within a 12-month period, the City, at its discretion, may begin default proceedings. The contractor, to handle an instance of nonperformance, shall send personnel to the missed site within two hours of notification of an event of nonperformance for immediate servicing of that location. However, this shall not relieve the contractor of being charged the deductions or this counting towards the three occurrences. If the contractor does not respond in two hours, the City's Project Manager may exercise the City's right to terminate for default.
9. Failure of the contractor to appear on any scheduled workday without the advance approval of the City's Project Manager, or his designee, shall result in the deduction of the total daily cost for that location.
10. Contractor's billing shall be done on a timely basis. The successful contractor shall submit monthly invoices for work completed in the previous month.

## 18. EXPECTATIONS

The contractor shall render the City facilities clean, defined as "free of dirt, pure, spotless, sanitary, sterile, and uncontaminated." This includes timely removal of trash, dirt, dust, cobwebs, and other waste.

Frequency: Janitorial services will vary and shall be provided as noted in Attachment D-Facility Locations and Performance Schedule. The work schedule for completing daily services requirements is defined in the specifications for each location (See Attachment D). The task/frequency schedule indicates the minimum acceptable cleaning frequencies. Janitorial Services shall in no way interfere with the normal work of City employees.

Holidays / Meeting Schedules: There will be certain City holidays on which Contractor may need to provide service. All City facilities are dynamic due to their programmed use; and some locations will require service on holidays, and others will not. Maintenance Services will provide a schedule of which building will require holiday service.

It is expected that the awarded contractor shall be made aware of current meeting schedules, holidays and other work routines within the facility and conduct his/her work in such a manner as to cause no interference with the execution of City business.

Changes: Changes in the areas serviced and/or specifications may be necessary during the term of this agreement. Changes in the contract and corresponding changes in compensation may be implemented upon mutual written agreement of the City and the Contractor. The City reserves the right to add or delete services at any time with 30 days written notice to vendor. If services are requested, the vendor is required to provide a cost estimate detailing them as an attachment to the proposal along with prices, where applicable, which may be offered as an addendum for the term of this contract agreement.

Deficient Performance: City reserves the right to deduct from the payments due or to become due to the Contractor for deficient performance. The amount of such deductions will be based on the value and extent of the unsatisfactory work. A copy of the City inspection record for the facility, with associated deduction



calculation will be furnished to the Contractor prior to a deduction being made. All work determined by the City's Project Manager to be defective or deficient in any of the requirements shall be remedied by the contractor at the contractor's expense and in a manner acceptable to the City of Salinas.

## 19. ADHERENCE TO ALL LOCAL, STATE AND FEDERAL LAWS AND REQUIREMENTS

The Contractor shall adhere to all current applicable federal, state, and local laws, codes and ordinances, including, but not limited to, those promulgated by CAL-OSHA, California Department of Industrial Relations, the California State Department of Health Services, FED-OSHA, and EPA.

## 20. CONTRACTOR'S RESPONSIBILITIES

### A. GENERAL CONDUCT

Contractor shall be responsible for, but not limited to, the following:

- Adherence to schedules
- Maintenance or replacement of cleaning equipment
- Notifying city of any personnel changes
- Training of new personnel

### B. KEY PERSONNEL

It is essential that the contractor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Contractor must agree to assign specific individuals to the key positions.

- The contractor agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without written notice to the City.
- If key personnel are not available for work under this contract for a continuous period exceeding thirty calendar days or, are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the City, and shall, subject to the concurrence of the City, replace such personnel with personnel of substantially equal ability and qualifications.

### C. ON-SITE POINT OF CONTACT AND PROJECT MANAGER

The contractor shall provide qualified English-speaking supervision in all areas of operations. The Supervisor shall work with City of Salinas personnel in planning and scheduling work for completion of tasks. The Contractor shall furnish only employees who are authorized, competent and skilled for work under this contract. Two working supervisors are required during all shifts. The working supervisors shall verify the cleanliness of facilities prior to releasing contractor's personnel each day.



The Contractor shall designate in writing to the City's Project Manager, the name of the person assigned as the Contractor's Project Manager with full authority to administer the terms of this Agreement. The Contractor's Project Manager shall have the capability to receive complaints by telephone or e-mail to facilitate timely corrective actions. An answering service or answering machine shall NOT be an acceptable means of contact for the Contractor's Project Manager. This representative shall be available Monday through Friday 7:30 a.m. through 5:00 p.m.

Contractor shall meet in conference with the City's Project Manager or designee at a time to be agreed upon for administration of work, including review of inspection reports if requested. (City staff will be responsible for completing weekly inspection reports on all facilities). At a minimum, inspection reports for the previous one- month period shall be reviewed by the City's Project Manager or designee and the Contractor's Project Manager at the first meeting of the following month.

#### D. BACKGROUND CHECK

The contractor's employees who will work in buildings owned by the City of Salinas shall be required to be cleared through the City of Salinas Police Department Criminal Investigation procedure prior to employment. The cost of this background check will be the responsibility of the contractor. Upon receipt of notice of award from City of Salinas Public Works Department, the contractor must supply personnel information within ten (10) working days.

#### E. HEALTH

All personnel shall be in good health and free of contagious diseases. Contractor shall not allow any person(s) under the influence of alcohol or drugs on the premises or in the building. Neither shall the contractor allow the use or presence of alcohol or drugs on the premises or in the building.

#### F. IDENTIFICATION AND UNIFORMS

All personnel shall wear uniforms, furnished by the contractor, at all times during the performance of this work. The contractor's work force shall be neat and clean in appearance and shall wear a uniform with the contractor's name and/or logo permanently affixed to it. Uniforms shall consist of shirt and full-length pants and be mutually agreed to by the contractor and City. Uniforms will at all times be clean and neat in appearance. Employees shall not wear red or blue colored shirts, shoes, hats or scarfs that are often represented as gang related clothing or accessories. Closed toe and heeled shoes shall be worn for proper safety during tasks being performed. Employees shall wear an identification badge with the employee's picture, name and company name on the face of the badge. The badge must be worn in plain sight, above the waist at all times while the employee is on City property. This requirement includes all remote locations. The contractor's employees are required to provide proper identification when requested by City or security personnel. Any employee that does not comply with this requirement shall be required to leave City facilities. There is no exception to this requirement, which is to ensure only authorized contractor's employees are in City facilities.

#### G. PAYROLL & WAGE REPORT

The minimum pay rate for janitorial service personnel shall not be less than the California minimum

wage rate. Contractor shall complete a Payroll and Wage report in such form as to validate employee's employment with the firm, which shall be made available to the Public Works Director and/or his designee, upon request, concurrent with the monthly invoicing. The monthly payment will not be made until such report, when requested, is received and found acceptable by the Public Works Director and/or his designee.

#### H. NONDISCRIMINATION

The contractor shall not engage in discrimination in employment of persons because of race, color, national origin, ancestry, sex, or religion of such persons. Violation of this provision may result in the imposition of penalties under the Labor Code Section 1735.

#### I. EMPLOYEE LIST

The contractor shall provide to the City's Project Manager or designee an accurate list of all personnel who have any relationship to work performed within the scope of this Agreement, prior to the employee starting work. List data shall indicate personnel by building(s) in which they are assigned to work, and must include full names, aliases, home addresses, home telephone numbers, copies of drivers' licenses and social security cards. Changes to the list shall be reported, in writing, to the City's Project Manager within one working day. Employees terminated by the contractor shall be reported the same day to the City's Project Manager, unless it is after hours, then the next business morning shall be acceptable.

#### J. REMOVAL OF STAFF

The City requires the contractor to remove all contractor personnel from City property who are deemed careless, incompetent, insubordinate, objectionable, or whose continued employment on the job is deemed to be contrary to public health, safety and welfare. If, in the opinion of the City, an employee of the contractor is incompetent or disorderly, refuses to perform in accordance with the terms and conditions of the contract, threatens or uses abusive language while on City property, or is otherwise unsatisfactory, upon City request, the contractor shall remove that employee from all work under this contract. It is the responsibility of the contractor to provide the proper training for their employees.

#### K. BACK-UP STAFF

The contractor shall provide sufficient backup staff to cover absenteeism or extend existing work force hours to compensate for absent staff. The backup staff shall adhere to the same background and security screenings as regular staff. The City reserves the right to request additional backup staff as deemed necessary.

#### L. UNAUTHORIZED PERSONNEL

Employees of the contractor shall not be assisted nor accompanied by any individual that is not an employee of the contractor, while performing duties related to the Agreement. This includes friends, children and/or other relatives. Employees of the contractor that violate this stipulation shall be deemed objectionable to the City and shall not be allowed to work in City facilities.

## M. PROHIBITED ITEMS

Contractor's employees shall be prohibited in the use or possession of the following items while working on City premises: guns, knives, other weapons, alcohol and/or controlled substances.

Contractor's employees shall not be under the influence of alcohol or illegal drugs. Any employee violating this policy shall be removed immediately from City facilities and replaced with acceptable personnel.

## N. CITY & PERSONAL PROPERTY OF CITY PERSONNEL

The contractor shall direct their employees against the unauthorized reading and disclosing of materials and documents available in the facilities of the City and against unauthorized use of City and personal property, such as: telephones, radios, copy machines, computers, terminals, fax machines, calculators, etc., which may be in any of the City facilities. The contractor shall be responsible to see that contractor's employees do not disturb papers on desks, tables, or cabinets, and do not open desk drawers or cabinets. Found item(s) shall be turned in at the end of each shift to the contractor's supervisor. The supervisor shall return the item(s) to the City's Project Manager within twenty-four (24) hours.

## O. TELEPHONES

Telephones shall not be used by the contractor or its employees for personal or business reasons with the following exception(s): to report need of emergency medical aid, fire or need of law enforcement, (use '9-911') and notification to the Salinas Police Department of damage as required in this Agreement. Any calls to numbers other than those above will be considered a violation of this Agreement and grounds for immediate termination.

## P. HOURS OF WORK

The contractor shall provide no less than the minimum number of estimated hours per evening as provided in the Contractor's proposal and subsequent contract award. Any amount less than this minimum per building may be deducted from the Contractor's billing. The amount of deduction will be calculated on an hour-for-hour basis, utilizing the Contractor's hourly proposal amount (total dollars divided by total hours). The City shall be the sole judge of any performance discrepancies.

## Q. SPECIAL SERVICES

In the event special or unusual conditions, the City Staff may require the Contractor to provide additional janitorial or cleaning services not covered by these specifications. Payment will be made at a rate negotiated with the Contractor. These services will be billed as part of the next regularly scheduled Contractor's invoice but will be listed separately on the invoice along with standard contract charges. Orders for special services may be placed orally (in the event of an emergency) or in writing by the City Staff designee. All written orders will describe the service to be provided and will state the negotiated fee which the Contractor will be compensated. Except in the event of an emergency, in no event shall the City be liable to the Contractor for payments for any extra work performed by the Contractor, unless the Contractor performs such work by WRITTEN directive of the City.

## R. CARE OF FACILITIES

Contractor's employees shall regularly observe the general condition of all buildings and report problem areas to Contractor's supervisor or lead custodian. Contractor shall be responsible for knowledge of and use of all fire alarms and fire prevention equipment. In case of emergency, and or in the event that someone blocks the gates from being closed or refuse to leave the facility/restrooms, contact 911. Contractor's employees shall notify the City's Communication Center by dialing 911 and shall then call City's Project Manager, or their designee, immediately. Contractor shall report all required non-emergency repairs by contacting the City's Project Manager, or his designee.

**Security:** Contractor's personnel shall not be allowed in City facilities outside of normal business hours unless they are performing work for the Contractor. All Contractor personnel are required to provide proof of identity when requested to do so by City personnel. Keys shall not be left in the door locks. The Janitorial Services contractor shall be responsible for securing/locking the interior and exterior portions of the building during hours to be specified by the City's Project Manager or his/her designee. All workspaces shall be locked, and the lights turned off when cleaning in each area has been completed. Security lights (as directed) shall be turned on prior to leaving the facility. Keys required by the contractor will be furnished by the City to designated contractor employee and shall be returned to the City on demand. Electronic security system (where installed) shall be properly disarmed and armed each time after-hours access is made. All exit doors are to remain locked while the contractor is in the space. The contractor is not to block open occupant or exterior doors for any reason. The contractor is not to assist entry of anyone except contractor, employees or Police/Fire personnel. Close and lock any exterior windows. Contractor's personnel shall immediately report to their supervisor and City personnel, problems dealing with unauthorized or suspicious persons, conditions indicating theft, break-in or vandalism, and building system failures. The Contractor's employees shall provide an incident report with photos to document any vandalism, graffiti, and other damages observed during janitorial shift to Project Manager. The Contractor's employees shall report to emergency personnel within twenty-four (24) hours, situations such as: fire, smoke, unusual odors, broken pipes, leaky faucets and valves, or floods, and take appropriate safety measures.

**Keys:** The Janitorial Services contractor shall be issued building keys, where applicable, for the performance of services as specified herein. Should a lost or stolen key jeopardize the security of the particular City facility, the contractor shall be solely responsible for all costs incurred by the City in re-keying the lock system. No keys shall be duplicated.

**Alarm System:** Where applicable, the contractor shall be charged a minimum of one hundred dollars (\$100.00) per call-out should contractor, while in the process of entering or leaving the facility, misuse the security alarm system.

**Damages:** The Janitorial Services Contractor will be responsible for all damages to the facility or contents caused by the Janitorial Services Contractor or their staff during the performance of their duties.

**Protection & Restoration:** The 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 original in all aspects.

**Removal of items:** The Contractor's employees shall not remove any items from the job sites except that which has been specifically authorized by the City of Salinas in writing.

**Energy Conservation:** Contractor shall instruct all employees performing work within the facility to utilize methods which will maximize energy conservation. This shall include the turning on of light fixtures ONLY IN THE AREAS where work is in progress and turning off all lights when work is completed.

## S. EMPLOYEE TRAINING PROGRAM

The Contractor's employees shall be trained in the following areas, prior to being assigned to work under this contract:

1. Proper cleaning techniques required to perform the standards of the specifications, in accordance with this contract;
2. Specific location training;
3. Contract specification cleaning requirements, including the use of Green Seal certified cleaning products and other methods (micro-fiber clothes, etc.) to reduce the use of chemicals. This training will be performed at each facility. Each employee shall be required to sign a copy of the specifications to acknowledge cleaning requirements;
4. All personnel are also required to receive all appropriate safety training in all aspects of custodial/housekeeping operations from the contractor. Records to substantiate these requirements must be made available to the City within 24 hours of a request.

## T. SAFETY PROGRAM

The Contractor shall submit to the City, a written safety program and IIPP. This program shall include at a minimum, detailed training procedures in the following:

1. Safe work habits;
2. Safe use of cleaning chemicals (right-to-know) MSDS Sheets;
3. Safe use of cleaning equipment;
4. The use of equipment, signs, barriers, or other devices, to protect the building occupants or equipment;
5. Proper handling of hazardous materials and biological waste (blood-borne pathogens);
6. Recognizing hazardous or other materials, which are not allowed for use in this contract.

## U. SAFETY PROCEDURES

All cleaning chemicals shall be stored in properly labeled containers at all times.

1. The Contractor shall provide a floor care procedure using products that meet American Society of Testing Materials (ASTM) and CSMA standards.
2. Any additional or replacement staff hired throughout the life of the contract shall also complete safety training prior to beginning work in the City facilities. Documentation of training completion shall be submitted to the City's Facility Maintenance Supervisor.

## V. TOOLS & EQUIPMENT

The contractor shall furnish and maintain all equipment necessary for properly maintaining the City buildings. The contractor shall provide an equipment inventory list, identifying all equipment by age and condition to provide the services required by this contract. Contractor shall furnish and keep in good working order all necessary tools, equipment and supplies, including, but not limited to, carpet cleaners, stripper and waxes, soaps, cleaners, mops, brooms, buffers, ladders, hoses, HEPA vacuum cleaners, trash liners, cleaning rags, and all other cleaning equipment. The City of Salinas reserves the right to inspect equipment to be used to perform this contract. Any equipment determined to be in poor condition must be replaced immediately, at the contractor's expense. Failure to provide suitable equipment for carrying out all requirements of this contract may be grounds for termination.

## W. MATERIALS & SUPPLIES

All cleaning supplies, materials, and tools used in the performance of this contract shall be of good commercial quality, suitable for the purpose intended, and shall provide results necessary to provide the high standards of cleanliness required under this contract. 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.

The contractor shall provide all other chemicals, supplies, and equipment. All cleaning chemicals and other supplies used by the Custodial/Janitorial Services contractor must be used in accordance with all federal, state, and local laws, comply with Material Safety Data Sheets (MSDS) standards and be used in conjunction with necessary safety equipment. Material Safety Data Sheets (MSDS) must be on-site and available for all chemicals stored and used within a service area on the first day of the contract.

The contractor shall post copies of MSDS (Material Safety Data Sheets) for all chemicals used in each custodial closet in compliance with OSHA Hazard Communication Standard 29 CFR 1910.1200. This shall include labeling the contents of all secondary type plastic bottles or containers. The City would prefer the use of "Green Seal" or other non- hazardous/biodegradable cleaning products in all of its buildings where possible.

The City will supply all toilet paper, paper towels, toilet seat covers, sanitary napkins and disposable bags, hand soap, and urinal screens to the Custodial/Janitorial Services contractor. All supplies remain property of the City and may only be used at the specified site. City shall also provide at its



expense all utilities, including lights, power and water. Contractor shall stock and refill all restroom dispensers, as outlined in this section of the RFP document.

Janitorial closets located in City facilities will be assigned to the Contractor for storing supplies. The closets used by Contractor shall be kept clean and free of debris and odor at all times. All supplies and equipment stored in any City janitorial closet shall be stored in a neat and orderly manner and in such a way as to prevent injury to City staff, the public, or Contractor's employees. The Contractor will be required to sign out for City supply items. Usage of the City supply items will be closely monitored by the City's Facility Maintenance Supervisor. All products and supplies shall be fully used and any unauthorized usage of City supply items by the Contractor will be grounds for immediate termination of the contract.

## X. CLEANING SCHEDULE

1. Cleaning shall not start earlier than thirty (30) minutes after the end of normal business hours as related to each facility (see specific information on hours for each location listed in Attachment D). These times are subject to change under the direction of the City's Project Manager.
2. The Contractor shall provide the City's Project Manager a monthly schedule showing the estimated number of labor-hours, date to be accomplished, and task to be performed, to accomplish the contract requirements.
3. In the event an evening meeting is being conducted in a facility, the Contractor shall be responsible for proper cleaning of the used area, provided the meeting ends by 11:00 p.m. All cleaning shall be completed before the start of next normal business day.
4. The Contractor shall maintain a schedule for floor stripping, waxing, carpet cleaning and hot water extraction for all City facilities and provide to the City's Project Manager a copy of the monthly completed and scheduled work on the first workday of every month.
5. Contractor shall notify the City Forty-Eight (48) hours in advance when floors or carpets are being cleaned so items can be removed from the floors.
6. The Contractor shall maintain a schedule for quarterly interior and exterior window washing and provide to the City's Facility Maintenance Supervisor a copy of the scheduled work a minimum of 2 weeks in advance, and a copy of the quarterly completed work on the first workday.

## 21. DELIVERABLES REQUIRED OF SUCCESSFUL CONTRACTOR

The successful contractor(s) shall submit the following items to the City within thirty (30) days of initiation of the contract award:

- A. Complete work schedule for weekly, monthly, quarterly, semi-annual and annual services for all facilities. Schedule shall include set day and location for monthly review meetings with the City's designee;

- B. Schedule of all employees of the Contractor and the buildings to which they are assigned, along with the labor-hours to perform the required work at each building;
- C. Copy of the current Material Safety Data Sheet (MSDS) for all chemicals that will be used in the performance of the contract;
- D. List of all cleaning products (brand names) to be utilized, how each will be used, and the Green Seal Standards (if applicable) that are met;
- E. Documented list of employee training programs showing that all employees have been trained according to specifications of the proposal prior to the commencement of the contract;
- F. Enter into a Services Agreement with the City of Salinas (form provided in Attachment A). The Agreement will be submitted to City Council for execution with the award of the contract.

**(Items G through K are required within then (10) working days from notice of award)**

- G. City of Salinas business license.
- H. Proof of Contractor's current registration with the State Department of Industrial Relations and it's in compliance with all provisions of the Property Service Workers Protection Act, California Labor Code Sections 1420-1434.
- I. Copy of Certificate of Insurance which shows compliance with the attached requirements and naming the City of Salinas as an additional insured (see Attachment B for detailed insurance requirements).
- J. Provide a completed and signed W-9 form for your company.
- K. Employee Dishonesty Insurance (Fidelity Bond). Contractor shall provide Employee Dishonesty Insurance including a Third-Party Fidelity/Crime Bond covering City of Salinas property in the care, custody or control of the Contractor with a liability limit of not less than \$50,000.

## 22. CONFIDENTIALITY

The California Public Records Act (Cal. Govt. Code Sections 6250 et seq.) mandates public access to government records. Therefore, unless information is exempt from disclosure by law, the content of any request for explanation, exception, or substitution, response to this RFP, protest, or any other written communication between the City and contractor, shall be available to the public. The City intends to release all public portions of the proposals following the evaluation process at such time as a recommendation is made to the City Council.

If contractor believes any communication contains trade secrets or other proprietary information that the contractor believes would cause substantial injury to the contractor's competitive position if disclosed, the contractor shall request that the City withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Contractor may not designate its entire proposal as confidential nor designate its Price Proposal as confidential.

Submission of a proposal shall indicate that, if contractor requests that the City withhold from disclosure



information identified as confidential, and the City complies with the contractor's request, shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless the City from and against all damages (including but not limited to attorney's fees that may be awarded to the party requesting the contractor information), and pay any and all costs and expenses related to the withholding of contractor information. Contractor shall not make a claim, sue, or maintain any legal action against the City or its directors, officers, employees, or agents concerning the disclosure, or withholding from disclosure, of any contractor information. If contractor does not request that the City withhold from disclosure information identified as confidential, the City shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to the City.

## 23. EX PARTE COMMUNICATIONS

Contractor and contractors' representatives should not communicate with the City Council members about this RFP. In addition, contractors and contractors' representatives should not communicate outside the procedures set forth in this RFP with an officer, employee or agent of the City, including any member of the evaluation panel, with the exception of the submitting questions on the City's Planet Bids bid portal regarding this RFP until after Agreement Award. Contractors and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the City during a public meeting.

A "contractor" or "contractors' representative" includes all of the contractor's employees, officers, directors, consultants and agents, any subcontractors or suppliers listed in the contractor's proposal, and any individual or entity who has been requested by the contractor to contact the City on the contractor's behalf. Contractors shall include the Ex Parte Communications form with their proposals certifying that they have not had or directed prohibited communications as described in this section.

## 24. CONFLICT OF INTEREST

The contractor warrants and represents that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code sections 1090 et seq., or sections 87100 et seq., during the performance of services under any Agreement awarded. The contractor further covenants that it will not knowingly employ any person having such an interest in the performance of any Agreement awarded. Violation of this provision may result in any Agreement awarded being deemed void and unenforceable.

## 25. CONDITIONS TO AGREEMENT

The selected contractor will execute an Agreement for Services with the City describing the Scope of Services to be performed, the schedule for completion of the services, compensation, and other pertinent provisions. The contract shall follow the sample form of Agreement provided as Attachment A to this RFP, which may be modified by City. All Proposers are directed to particularly review the indemnification and insurance requirements set forth in the sample Agreement.

The terms of the agreement, including insurance requirements have been mandated by the City and can be modified only if extraordinary circumstances exist. Submittal of a proposal shall be deemed acceptance of all the terms set forth in this RFP and the sample Agreement for Services.

## 26. DISQUALIFICATION QUESTIONNAIRE

Contractors shall complete and submit, under penalty of perjury, a standard form of questionnaire inquiring whether a contractor, any officer of a contractor, or any employee of a contractor who has a proprietary interest in the contractor, has ever been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local government project because of a violation of law or safety regulation and if so, to explain the circumstances. A proposal may be rejected on the basis of a contractor, any officer or employee of such contractor, having been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local project because of a violation of law or a safety regulation. See Attachment C-2.

## 27. LIQUIDATED DAMAGES

Once the work has commenced, should the contractor fail to perform, as specified, the services required and agreed to, the City will have been damaged by that lack of performance. Since it is difficult to define the amount of damage caused, contractor shall agree to the following liquidated damages:

1. Should trained personnel not report to provide the services required by the contract, the City will incur damages; and liquidated damages of Two Hundred Fifty and no/100 Dollars (\$250.00) per occurrence will be deducted from payments due the on the Contract or Contractor will be notified of the assessment of liquidated damages in writing within twenty-four (24) hours of failure to report.
2. Should Contractor fail to perform under the terms of the contract, the City will incur damages. Contractor will be notified in writing within twenty-four (24) hours of the failure to perform, and performance shall be required within twenty-four (24) hours after receipt of such notice. If the performance failure is not corrected within twenty-four (24) hours of receipt of notice, the City will incur damages; and liquidated damages of Two Hundred Fifty and no/100 Dollars (\$250.00) per occurrence will be deducted from payments due the Contractor.
3. Liquidated damages of Two Hundred Fifty and no/100 Dollars (\$250.00) per occurrence will continue to be deducted from payments due the Contractor until the performance failure is remedied.

**Liquidated Damages:** Failure of the Contractor to respond to problems referred to them by the City within the time limits established above shall result in the following deductions from invoiced payments:

1. Major problems not responded to within the established time limits will result in a deduction of 5% of the monthly cost of cleaning the entire building;
2. Minor problems not responded to within the established time limits will result in a deduction of one (1) day's cost of cleaning for the entire building experiencing the problem (the formula to arrive at the deduction is: facility monthly cost divided by workdays in month = per day cost of cleaning that location);
3. Nonperformance deductions shall be equal to 100% of the monthly charge for the missed facility;
4. Continued reporting of major and minor compliance failures of 5 or more for any month will result in a 10% deduction of the total monthly contract cost;

5. Inspection reports (completed by City staff) for a one-month period will be reviewed at the first meeting of the following month. Should these inspection reports indicate an overall unsatisfactory rating for the prior month; the City will impose a 10% deduction of the total monthly contract cost on the next payment. (Inspection reports will be discussed weekly between the Contractors' Project Manager and the City's Project Manager or designee such that the Contractor will be informed by the City of the aforementioned process.

These liquidated damages are intended to act as an incentive for the Contractor to perform in full compliance with the specifications.

DRAFT

## ATTACHMENT A – SAMPLE AGREEMENT

### AGREEMENT FOR SERVICES BETWEEN THE CITY OF SALINAS AND XXX

**THIS AGREEMENT** is executed this \_\_\_\_ day of \_\_\_\_\_, 201\_\_, (“Agreement” or “Contract”) between the City of Salinas, a California Charter city and municipal corporation (hereinafter “City”) and [\_\_\_\_\_] (Hereinafter “Contractor”).

#### IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. **Scope.** Contractor hereby agrees to provide to the City, as the scope of services under this Agreement, the following services: \_\_\_\_\_
2. **Timeliness.** Contractor shall perform all tasks in a timely fashion, as set forth more specifically in Section 3 below. Failure to so perform is hereby deemed a material breach of this Agreement, and City may terminate this Agreement with no further liability hereunder, or the city may agree in writing with Contractor to an extension of time.
3. **Term.** The work under this Agreement shall commence **date of start of work** and shall be completed by **date of end of work** unless City grants a written extension of time as set forth in Section 2 above.
4. **Payment.** City agrees to pay, and Contractor agrees to accept as full and fair consideration for the performance of this Agreement, \_\_\_\_\_. Contractor has no right of reimbursement for expenses under this Agreement. Compensation shall become due and payable 30 days after City’s approval of Contractor’s submission of monthly written invoices to the City. The payment of any compensation shall be contingent upon performance of the terms and conditions of this Agreement to the satisfaction of the City. If City determines that the work set forth in the written invoice has not been performed in accordance with the terms of this Agreement, City shall not be responsible for payment until such time as the work has been satisfactorily performed.
5. **Meet & Confer.** Contractor agrees to meet and confer with City or its agents or employees with regard to services as set forth herein as may be required by City to insure timely and adequate performance of this Agreement.
6. **Insurance.** Contractor shall procure and maintain for the duration of this Agreement insurance meeting the requirements specified in hereto in Exhibit \_\_\_\_.
7. **Indemnification.** Contractor shall hold harmless, defend at its own expense, and indemnify City and its officers, officials, employees, agents, and volunteers from and against all liability, claims, damages, losses, and/or expenses including reasonable City attorney fees arising from all acts or omissions of Contractor or its officers, agents, or employees arising out of the performance of the work under this Contract, caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor,

anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.

8. **Licensing.** Contractor warrants that it is properly licensed to perform the work specified under this Agreement, including but not limited to possession of a current City business license.

9. **Termination.** City may terminate this Agreement upon ten days' written notice. The amount of damages, if any, as a result of such termination may be decided by negotiations between the parties or before a court of competent jurisdiction.

10. **Agency.** In performing the services specified under this Agreement, Contractor is hereby deemed to be an independent contractor and not an agent or employee of City.

11. **Non-Assignability.** The rights and obligations of Contractor hereunder are not assignable and cannot be delegated without written consent of City.

12. **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties hereto and supersedes any and all prior agreements, whether oral or written, relating to the subject matter thereof. Any modification of the Agreement will be effective only if it is in writing signed by both parties hereto.

13. **Validity.** If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force without being impaired or invalidated in any way.

14. **Counterparts.** This Agreement may be executed in multiple originals, each of which is deemed to be an original, and may be signed in counterparts.

15. **Laws.** Contractor agrees that in the performance of this Agreement it will comply with all applicable State, Federal and local laws and regulations, including all Department of Industrial Relations' State Labor law requirements. This Agreement shall be governed by and construed in accordance with the laws of the State of California, County of Monterey, and City of Salinas.

IN WITNESS WHEREOF, this Agreement is entered into by the parties hereto on the day and year first written above.

## ATTACHMENT B – INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the contract, and for three years thereafter, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his/her/its officers, agents, representatives, employees, and/or subcontractors.

### MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (“CGL”):** Insurance Services Office (“ISO”) Form CG 00 01 covering CGL on an occurrence basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO Form CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form CA 0001 covering Code 1 (any auto), with limits no less than \$1,000,000 per accident for bodily injury and property damage.
3. **Workers’ Compensation:** as required by the State of California, with Statutory Limits, and Employers’ Liability insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. **Contractors’ Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions** (if project involves environmental hazards): with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate, on an annual basis.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Contractor requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

### Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City. At the option of the City, either: The Contractor shall cause the insurer to reduce or eliminate such self-insured retentions as respects the City, its officers, officials, employees, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

### Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance (at least as broad as ISO Form CG 20 10, CG 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).
2. For any claims related to this project, the Contractor’s insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers,

officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

3. Each insurance policy required by this clause shall provide that coverage shall not be canceled, except with notice to the City.
4. A copy of the claims reporting requirements must be submitted by Contractor to the City.
5. If the services involve lead-based paint or asbestos identification/remediation, the Contractor's Pollution Liability policy shall not contain lead-based paint or asbestos exclusions. If the services involve mold identification/remediation, the Contractor's Pollution Liability policy shall not contain a mold exclusion, and the definition of Pollution shall include microbial matter, including mold.

#### **Acceptability of Insurers**

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best rating of no less than A: VII, unless otherwise acceptable to the City.

#### **Waiver of Subrogation**

Contractor hereby agrees to waive rights of subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

#### **Verification of Coverage**

Contractor shall furnish the City with original Certificates of Insurance including an additional insured endorsement and all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to City before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

#### **Subcontractors**

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a form at least as broad as CG 20 38 04 13.

#### **Maintenance of Insurance**

Maintenance of insurance by Contractor as specified shall in no way be interpreted as relieving Contractor of its indemnification obligations or any responsibility whatsoever and the Contractor may carry, at its own expense, such additional insurance as it deems necessary.

#### **Special Risks or Circumstances**

City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

## ATTACHMENT C – PRICING PROPOSAL FORM

**Provide hourly rates, along with estimated annual pricing in accordance with the City's current requirements, as set forth in this RFP. Also provide your firm's proposed Staffing Plan on a separate sheet of paper. Proposer should use a separate form to state pricing for any added value.**

Pricing shall remain firm for a minimum of three (3) years. Any and all requests for pricing adjustments for follow-on contract renewal periods shall be provided no later than sixty (60) days prior to the end of the contract period. Any such proposed price adjustments shall not exceed The Bureau of Labor Statistics Consumer Price Index (CPI) data for All Urban Consumers in area: San Francisco-Oakland-San Jose, CA, All Items, Not Seasonally Adjusted, "annualized change comparing the original proposal month and the same month in the subsequent year. (This information may be found on the U.S. Department of Labor's website at [www.bls.gov](http://www.bls.gov).)

BUILDING		LOCATION	MONTHLY LABOR HOURS	MONTHLY COST	ANNUAL COST
<b>A. LIBRARIES</b>					
<b>A1</b>	Cesar Chavez Library	615 Williams Road, 93905			
<b>A2</b>	John Steinbeck Library	350 Lincoln Ave, 93901			
<b>TOTAL ANNUAL COST FOR LIBRARIES</b>					

BUILDING		LOCATION	MONTHLY LABOR HOURS	MONTHLY COST	ANNUAL COST
<b>B. RECREATION CENTERS</b>					
<b>B1</b>	Bread Box Recreation Center	745 S. Sanborn Road, 93905			
<b>B2</b>	Central Park Recreation Center	420 Central Avenue, 93901			
<b>B3</b>	El Dorado Recreation Center	1655 El Dorado Drive, 93906			
<b>B4</b>	Salinas Recreation Center	320 Lincoln Avenue, 93901			
<b>B5</b>	Fire House Recreation Center	1330 E. Alisal Street, 93905			
<b>B6</b>	Sherwood Recreation Center	940 North Main Street			
<b>TOTAL ANNUAL COST FOR RECREATION CENTERS</b>					



BUILDING		LOCATION	MONTHLY LABOR HOURS	MONTHLY COST	ANNUAL COST
<b>C. CITY FACILITIES</b>					
<b>C1</b>	Maintenance Yard	426 Work Street, 93901			
<b>C2</b>	Train Station	11 Station Place, 93901			
<b>C3</b>	City Hall Rotunda	200 Lincoln Avenue, 93901			
<b>C4</b>	Permit Center	65 West Alisal Street, 93901			
<b>C5</b>	Salinas Municipal Airport	Multiple Locations			
<b>C6</b>	Sherwood Hall	940 N. Main Street, 93906			
<b>C7</b>	City Park Restrooms (Nightly gate locking / Daily restroom cleaning)	Various Locations			
<b>TOTAL ANNUAL COST FOR OTHER CITY FACILITIES</b>					

## ATTACHMENT C-1 – QUESTIONNAIRE

In addition to the written proposal that demonstrates the Contractor's understanding of the RFP, each Proposal shall also include responses to the questions below.

Brochures and advertisements will not be accepted as a direct response to the questionnaire. A qualifying proposal must address all items. Incomplete questionnaires may be rejected.

1) What sets your company apart from the rest? Why should City of Salinas utilize the services from your organization?

2) Describe your firm's qualifications to provide the service specified in this RFP. Provide the firm's vision and mission statements, and key services offered.

3) What are some of your firm's professional affiliations and accreditations?

4) Is your company, either presently or in the past, been involved in any litigation, bankruptcy, or reorganization for any reason? If so, please provide dates and resolution.

5) Has your organization ever failed to complete any work awarded to it?

6) What will be the mode of communication between onsite staff, shift leads, management and City of Salinas staff?

7) What will be the corrective action procedure to ensure that problems are solved quickly and not repeated?

8) Describe your firm's established "proactive" Quality Control program that you will be providing to the City to ensure a high level of performance is maintained on a consistent basis. Include any examples of forms currently being utilized and their particular function/use.

9) Provide details on how your firm will meet the requirements of California Labor Code 1060-1065 Displaced Janitor Opportunity Act. How many employees do you plan to hire or retain to provide the services specified in this RFP?

10) Will there be a dedicated site/account supervisor and what will be the duties and responsibility of this

position? Will that person be responsible for other accounts/contracts?

11) How will your organization handle shortages in staffing levels as a result of vacations, illness, terminations, etc.?

12) Include a summary of your firm's training and injury/illness prevention and safety programs.

13) Is your firm planning to subcontract portions of the work? Yes No  
If yes, indicate the name of the subcontractor(s) and the portion of the work that will be subcontracted in each case.

14) Please provide a detailed list of the equipment that will be used to complete the requirements of this contract. Will there be equipment stored on site to perform the day-to-day duties?

15) What chemicals will be used in the course of cleaning? Please provide a detailed list of the product and their purpose. Do any of these chemicals conform to green cleaning methods as described in Green Seal Standards and the U.S. Green Building Council?

## ATTACHMENT C-2 – DISQUALIFICATION QUESTIONNAIRE

The Contractor shall complete the following questionnaire and submit with Proposal:

Has the Contractor, any officer of the Contractor, or any employee of the Contractor who has proprietary interest in the Contractor, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation?

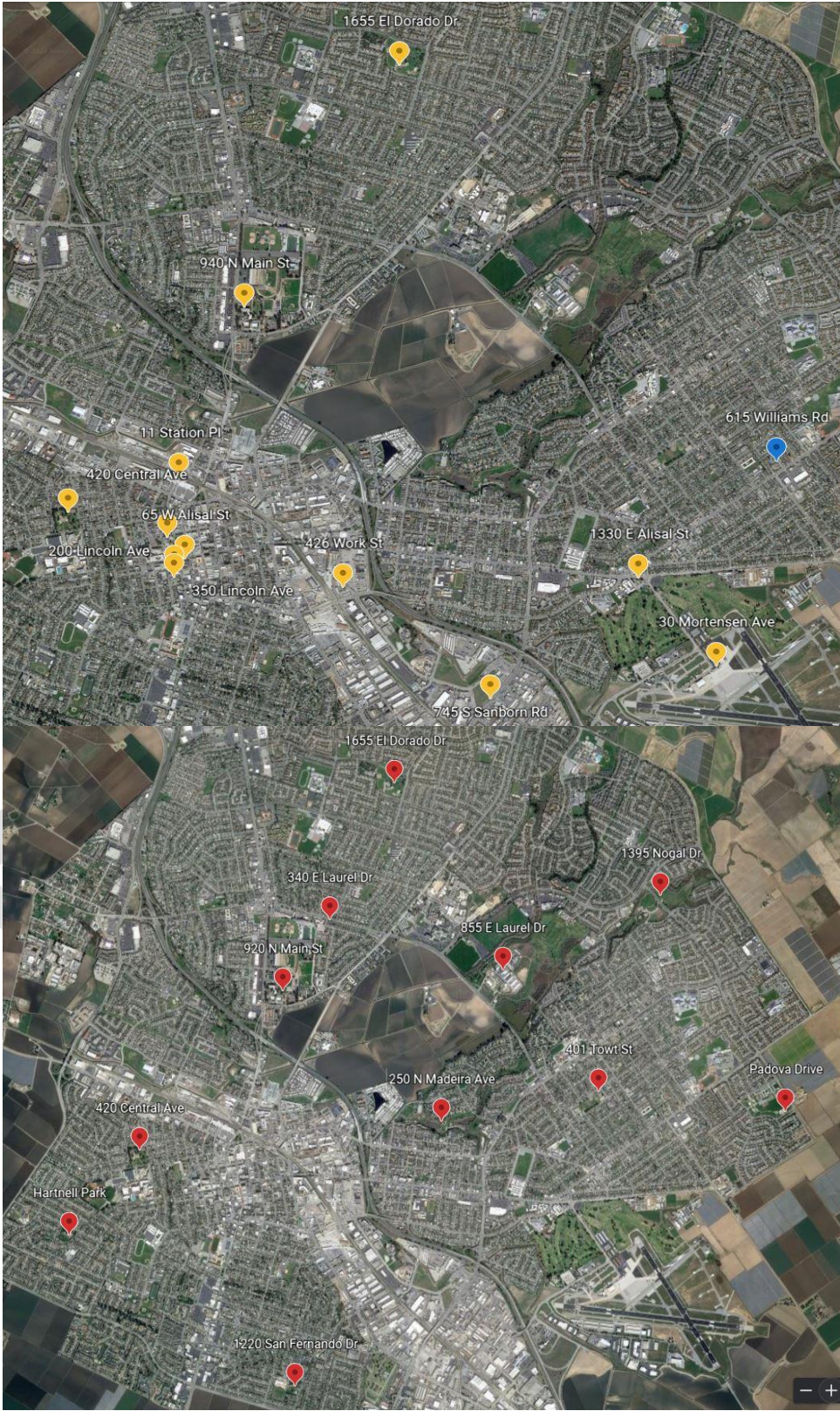
\_\_\_\_\_ Yes

\_\_\_\_\_ No

If the answer is yes, explain the circumstances in the following space.

\_\_\_\_\_  
Signature of Contractor

ATTACHMENT D: FACILITY LOCATIONS AND PERFORMANCE  
SCHEDULE





## **A1 Cesar Chavez Library, 615 Williams Road**

Approximately 25,000 square feet consisting of public library area, staff's work areas, and general office space and meeting rooms, and five (5) restrooms.

**Normal Operating Hours:** 10:00am to 8:00pm depending on day of the week

**Days of Service:** Six Days a Week

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

- Restrooms and General Daily Services: Six days a week, Monday thru Saturday.
- Carpet (including area rugs) Vacuuming: Three days a week: Monday, Wednesday, Friday.
- On Tuesday and Thursday of each week an additional restroom service is to be provided at approximately 1:30pm.

### **Daily Service to Include the Following:**

#### **Restrooms:**

- Empty all wastepaper receptacles and replace clean liners as necessary.
- Empty any other waste receptacles in restrooms.
- Polish all metal and mirrors.
- Clean and disinfect washbasins, toilet bowls and urinals.
- Disinfect underside and tops of toilets.
- Clean floors with germicidal solution; clean title walls and toilet partitions.
- Clean all dispensers.
- Refill soap, towel, tissue and seat cover dispensers.

#### **General Daily Services:**

- Dust office furniture, counter tops, ledges, windowsills, handrails, picture frames, telephones, bookshelves, tables and computer stations in the general public areas, etc.
- Empty all waste baskets and food waste receptacles. Replace liners in wastebaskets only as needed.
- Spot-clean walls, glass, doors, doorframes, and partitions.
- Sweep and dust mop all non-carpeted floors.
- Damp mop as needed, not less than twice a week, all non-carpeted floors.
- Empty shredders and recycle containers into the correct recycle bins.
- Vacuum upholstered surfaces.
- Weekly, place recycle bins outside for pickup.
- Inspect towel dispenser batteries and change batteries if needed.
- Inspect kitchen and clean sink, counter tops, and floor as needed.

#### **Weekly Services:**

- Inspect towel dispenser and automatic air freshener, change batteries/cartridges if needed.
- Clean windowsills and remove cobwebs.
- Inspect/Replace waterless urinal cartridges.
- Disinfect all doorknobs, desks, keyboards, phones, etc.

#### **Quarterly Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any quarterly services. All quarterly services to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Provide a crew and all necessary equipment to clean, strip, and wax all hard surface floors throughout the library.
- Provide a crew and all necessary equipment to machine scrub the tile floors in the restrooms.

- Clean air supply and exhaust fans/vents in office area and restrooms.
- Provide a crew and all necessary equipment and materials to wash all exterior windows inside and outside and clean all non-fabric window coverings.

**Semi Annual Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any semi-annual services. All semi-annual services are to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Provide a crew and all necessary equipment and materials to clean all the carpet throughout the library using an extraction method, including area rugs.
- Provide a crew and all necessary equipment and materials to clean ALL upholstered furniture and treat with Scotch-Guard.
- Provide a crew and all necessary equipment and materials to wash all exterior windows inside and outside and at the same time, clean all non-fabric window coverings.
- Clean air supply and exhaust fans/vents in office area and restrooms.

**Annual Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any annual services. All annual services are to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.

**A2 Steinbeck Library, 350 Lincoln Avenue**

Approximately 28,770 square feet consisting of public library areas, staff's work areas, and six restrooms.

**Normal Operating Hours:** 10:00am to 8:00pm depending on day of the week

**Days of Service:** Six Days a Week

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

- Restrooms and General Daily Services: Six days a week, Monday through Saturday.
- Carpet Vacuuming: Three days a week. Monday, Wednesday, Friday.
- Additional restroom service is to be provided six days a week, Monday thru Saturday, at approximately 3:30 pm.

**Daily service to include the following:**

**Restrooms:**

- Empty all wastepaper receptacles and replace clean liners as necessary.
- Empty any other waste receptacles in restrooms.
- Polish all metal and mirrors.
- Clean and disinfect washbasins, toilet bowls and urinals.
- Disinfect underside and tops of toilets.
- Clean floors with germicidal solution; clean tile walls and toilet partitions.
- Clean all dispensers.
- Refill soap, towel, tissue and seat cover dispensers.

**General Daily Services:**

- Dust office furniture, counter tops, ledges, windowsills, handrails, picture frames, telephones, bookshelves, tables and computer stations in the general public areas, etc.
- Empty all waste baskets and food waste receptacles. Replace liners in wastebaskets only as needed.
- Spot-clean walls, glass, doors, doorframes and partitions.
- Sweep and dust mop all non-carpeted floors.
- Damp mop, as needed, not less than twice a week, all non-carpeted floors.

- Empty shredders and recycle containers into the correct recycle bins.
- Vacuum upholstered surfaces.
- Weekly, place recycle bins outside for pickup.
- Inspect towel dispenser batteries and change batteries if needed.
- Inspect kitchen and clean sink, counter tops, and floor as needed.

**Weekly Services:**

- Inspect towel dispenser and automatic air freshener, change batteries/cartridges if needed.
- Clean windowsills and remove cobwebs.
- Inspect/Replace waterless urinal cartridges.
- Disinfect all doorknobs, desks, keyboards, phones, etc.

**Quarterly Services:**

- Give City of Salinas a minimum of 10 days advance notice before performing any quarterly services. All quarterly services to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Provide a crew and all necessary equipment and materials to clean, strip, and wax all hard surface floor throughout the library.
- Provide a crew and all necessary equipment and materials to machine scrub the hard surface floors in the restrooms.
- Clean air supply and exhaust fans/vents in office area and restrooms.

**Semi Annual Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any semi-annual services. All semi-annual services are to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Provide a crew and all necessary equipment and materials to clean all the carpet throughout the library using an extraction method including area rugs.
- Provide a crew and all necessary equipment and materials to clean ALL upholstered furniture and treat with Scotch-Guard.
- Provide a crew and all necessary equipment and materials to wash all exterior windows inside and outside and at the same time to clean all non-fabric window coverings.

**B1 Bread Box Recreation Center, 745 S. Sanborn Road**

Approximately 5,570 square feet consisting of a recreation center, fine arts & teen lounge, office spaces, and two restrooms.

**Normal Operating Hours:** 8:00 am to 10:00 pm

**Days of Service:** Five Days a Week  
Monday, Tuesday, Wednesday, Thursday, Friday

**Daily service to include the following:**

**Restrooms:**

- Empty all wastepaper receptacles and replace clean liners as necessary.
- Empty any other waste receptacles in restrooms.
- Polish all metal and mirrors.
- Clean and disinfect washbasins, toilet bowls and urinals.
- Disinfect underside and tops of toilets.
- Clean floors with germicidal solution; clean tile walls and toilet partitions.
- Clean all dispensers.
- Refill soap, towel, tissue and seat cover dispensers.



**General Daily Services:**

- Dust office furniture, counter tops, ledges, windowsills, handrails, picture frames, telephones, etc.
- Empty all waste baskets and food waste receptacles. Replace liners in wastebaskets only as needed.
- Spot-clean walls, glass, doors, doorframes and partitions.
- Sweep and dust mop all non-carpeted floors.
- Damp Mop as needed, not less than twice a week, all non-carpeted floors.
- Empty shredders and recycle containers into the correct recycle bins.
- Vacuum upholstered surfaces and carpets (including area rugs)
- Place recycle bins outside for pickup weekly.
- Inspect towel dispenser batteries and change batteries if needed.

**Weekly Services:**

- Inspect towel dispenser and automatic air freshener, change batteries/cartridges if needed.
- Clean windowsills and remove cobwebs.
- Inspect/Replace waterless urinal cartridges.
- Disinfect all doorknobs, desks, keyboards, phones, etc.

**General Weekly Services at the Fine Arts & Teen Lounge and Offices:**

- Vacuum upholstered surfaces and carpets (including area rugs).
- Empty waste receptacles.

**Quarterly Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any quarterly services. All quarterly services are to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Provide a crew and all necessary equipment to machine scrub the tile floors in the restrooms.
- Clean air supply and exhaust fans/vents in office area and restrooms.

**Semi Annual Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any semi-annual services. All semi-annual services are to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Provide a crew and all necessary equipment and materials to clean all wall-to-wall carpets and throw rugs using extrusion method.
- Provide a crew and all necessary equipment and materials to wash all exterior windows inside and outside and at the same time to clean all non-fabric window coverings.

**B2 Central Park Recreation Center, 420 Central Avenue**

Approximately 1,400 square feet consisting of a recreation center, two restrooms and kitchen.

**Normal Operating Hours:** 12:00 pm to 5:30 pm

**Days of Service: Three Days a Week**

Monday, Wednesday, Friday

**Daily service to include the following:****Restrooms:**

- Empty all wastepaper receptacles and replace clean liners as necessary.
- Empty any other waste receptacles in restrooms.
- Polish all metal and mirrors.
- Clean and disinfect washbasins, toilet bowls and urinals.

- Disinfect underside and tops of toilets.
- Clean floors with germicidal solution; clean tile walls and toilet partitions.
- Clean all dispensers.
- Refill soap, towel, tissue and seat cover dispensers.

#### **General Daily Services:**

- Inspect kitchen and clean as needed sink, counter tops, oven, and floor.
- Dust office furniture, counter tops, ledges, windowsills, handrails, picture frames, telephones, etc.
- Empty all waste baskets and food waste receptacles. Replace liners in wastebaskets only as needed.
- Spot-clean walls, glass, doors, doorframes and partitions.
- Sweep and dust mop all non-carpeted floors.
- Damp mop as needed, not less than twice a week, all non-carpeted floors.
- Empty shredders and recycle containers into the correct recycle bins.
- Vacuum upholstered surfaces and carpets including area throw rugs.
- Place recycle bins weekly outside for pickup.
- Inspect towel dispenser batteries and change batteries if needed.

#### **Weekly Services:**

- Inspect towel dispenser and automatic air freshener, change batteries/cartridges if needed.
- Clean windowsills and remove cobwebs.
- Inspect/Replace waterless urinal cartridges.
- Disinfect all doorknobs, desks, keyboards, phones, etc.

#### **Quarterly Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any quarterly services. All quarterly services are to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Provide a crew and all necessary equipment to clean, strip, and wax all hard floor surfaces in the Kitchen area and Multipurpose Room.
- Provide a crew and all necessary equipment to machine scrub the tile floors in the restrooms.
- Clean air supply and exhaust fans/vents in office area and restrooms.

#### **Semi Annual Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any semi-annual services. All semi-annual services are to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Provide a crew and all necessary equipment and materials to clean all wall-to-wall carpets and throw rugs using extraction method.
- Provide a crew and all necessary equipment and materials to wash all exterior windows inside and outside and at the same time to clean all non-fabric window coverings.

### **B3 El Dorado Recreation Center, 1655 El Dorado Drive**

Approximately 3,397 square feet consisting of a recreation center, staff work areas, two restrooms, and kitchen.

**Normal Operating Hours:** 8:00 am to 9:00 pm

**Days of Service:** Five Days a Week  
Monday, Tuesday, Wednesday, Thursday, Friday

**Daily service to include the following:**

**Restrooms:**

- Empty all wastepaper receptacles and replace clean liners as necessary.
- Empty any other waste receptacles in restrooms.
- Polish all metal and mirrors.
- Clean and disinfect washbasins, toilet bowls and urinals.
- Disinfect underside and tops of toilets.
- Clean floors with germicidal solution; clean tile walls and toilet partitions.
- Clean all dispensers.
- Refill soap, towel, tissue and seat cover dispensers.

**General Daily Services:**

- Inspect kitchen and clean as needed sink, counter tops, oven, and floor.
- Dust office furniture, counter tops, ledges, windowsills, handrails, picture frames, telephones, etc.
- Empty all waste baskets and food waste receptacle. Replace liners in wastebaskets only as needed.
- Spot-clean walls, glass, doors, doorframes and partitions.
- Sweep and dust mop all non-carpeted floors.
- Damp mop as needed, not less than twice a week, all non-carpeted floors.
- Empty shredders and recycle containers into the correct recycle bins.
- Vacuum upholstered surfaces and carpets including area rugs.
- Weekly, place recycle bins outside for pickup.
- Inspect towel dispenser batteries and change batteries if needed.

**Weekly Services:**

- Inspect towel dispenser and automatic air freshener, change batteries/cartridges if needed.
- Clean windowsills and remove cobwebs.
- Inspect/Replace waterless urinal cartridges.
- Disinfect all doorknobs, desks, keyboards, phones, etc.

**Quarterly Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any quarterly services. All quarterly services are to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Provide a crew and all necessary equipment to clean, strip, and wax all hard floor surfaces in the office area and multi-purpose room.
- Provide a crew and all necessary equipment to machine scrub the tile floors in the restrooms.
- Clean air supply and exhaust fans/vents in office area and restrooms.

**Semi Annual Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any semi-annual services. All semi-annual services are to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Provide a crew and all necessary equipment and materials to clean all wall-to-wall carpets and throw rugs using extraction method.
- Provide a crew and all necessary equipment and materials to wash all exterior windows inside and outside and at the same time to clean all non-fabric window coverings.

**B4 Salinas Recreation Center, 320 Lincoln Avenue**

Approximately 16,207 square feet consisting of a recreation center, gymnasium, office space, three restrooms and one kitchen.

**Normal Operating Hours:** 8:00 am to 9:00 pm

**Days of Service:** Five Days a Week

Monday, Tuesday, Wednesday, Thursday, Friday

*For ten weeks mid-January through March, Sunday service will also be required.*

**Daily service to include the following:****Restrooms:**

- Empty all wastepaper receptacles and replace clean liners as necessary.
- Empty any other waste receptacles in restrooms.
- Polish all metal and mirrors.
- Clean and disinfect washbasins, toilet bowls and urinals.
- Disinfect underside and tops of toilets.
- Clean floors with germicidal solution; clean tile walls and toilet partitions.
- Clean all dispensers.
- Refill soap, towel, tissue and seat cover dispensers.

**General Daily Services:**

- Dust office furniture, counter tops, ledges, handrails, picture frames, telephones, etc.
- Empty all waste baskets and food waste receptacle. Replace liners in wastebaskets only as needed.
- Spot-clean walls, glass, doors, doorframes and partitions.
- Sweep and dust mop all non-carpeted floors.
- Damp mop as needed, not less than twice a week, all non-carpeted floors.
- Empty shredders and recycle containers into the correct recycle bins.
- Vacuum upholstered surfaces and carpets including area rugs.
- Weekly, place recycle bins outside for pickup.
- Inspect kitchen and clean as needed sink, counter tops, oven, and floor.
- Inspect towel dispenser batteries and change batteries if needed.

**Weekly Services:**

- Inspect towel dispenser and automatic air freshener, change batteries/cartridges if needed.
- Clean windowsills and remove cobwebs.
- Inspect/Replace waterless urinal cartridges.
- Disinfect all doorknobs, desks, keyboards, phones, etc.

**Quarterly Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any quarterly services. All quarterly services to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Provide a crew and all necessary equipment to clean, strip, and wax all hard surface floors in the main lobby and kitchen.
- Provide a crew and all necessary equipment to machine scrub the tile floors in the restrooms.
- Clean air supply and exhaust fans/vents in office area and restrooms.
- Clean all glass inside and out in main office area and lobby area.

**Semi Annual Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any semi-annual services. All semi-annual services to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Provide a crew and all necessary equipment and materials to clean all wall-to-wall carpets and throw rugs using extraction method.
- Clean and wax the floor in the gymnasium.
- Provide a crew and all necessary equipment and materials to wash all exterior windows inside and outside and at the same time to clean all non-fabric window coverings.

## **B5 Fire House Recreation Center, 1330 E. Alisal Street**

Approximately 11,244 square feet consisting of a recreation center, staff work areas, four restrooms and one kitchen.

**Normal Operating Hours:** 8:00 am to 9:00 pm

**Days of Service:** Five Days a Week  
Monday, Tuesday, Wednesday, Thursday, Friday

**Daily service to include the following:**

### **Restrooms:**

- Empty all wastepaper receptacles and replace clean liners as necessary.
- Empty any other waste receptacles in restrooms.
- Polish all metal and mirrors.
- Clean and disinfect washbasins, toilet bowls and urinals.
- Disinfect underside and tops of toilets.
- Clean floors with germicidal solution; clean tile walls and toilet partitions.
- Clean all dispensers.
- Refill soap, towel, tissue and seat cover dispensers.
- Stock sanitary pad containers.

### **General Daily Services:**

- Dust office furniture, counter tops, ledges, windowsills, handrails, picture frames, telephones, etc.
- Empty all waste baskets/replace liners in wastebaskets only as needed.
- Spot-clean walls, glass, doors, doorframes and partitions.
- Sweep and dust mop all non-carpeted floors.
- Damp mop as needed, not less than twice a week, all non-carpeted floors.
- Empty shredders and recycle containers into the correct recycle bins.
- Vacuum upholstered surfaces and carpets including area rugs.
- Weekly, place recycle bins outside for pickup.
- Inspect kitchens and clean as needed sink, counter tops, oven, and floor.
- Inspect towel dispenser batteries and change batteries if needed.

### **Weekly Services:**

- Inspect towel dispenser and automatic air freshener, change batteries/cartridges if needed.
- Clean windowsills and remove cobwebs.
- Inspect/Replace waterless urinal cartridges.

### **Quarterly Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any quarterly services. All quarterly services to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Provide a crew and all necessary equipment to clean, strip, and wax all hard floor surfaces in the Front Office, Hallway area, Multi-Purpose Room, and Meeting Room.
- Provide a crew and all necessary equipment to machine scrub the tile floors in the restrooms.

### **Semi Annual Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any semi-annual services. All semi-annual services to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Provide a crew and all necessary equipment and materials to clean all wall-to-wall carpets and throw rugs using extraction method.

- Provide a crew and all necessary equipment and materials to wash all exterior windows inside and outside and at the same time to clean all non-fabric window coverings.

#### **B6 Sherwood Recreation Center, 920 North Main Street**

Approximately 11,244 square feet consisting of a recreation center, gymnasium, workout room, office space, community room, four restrooms, and one kitchen.

**Normal Operating Hours:** 8:00 am to 9:00 pm

**Days of Service:** One Day a Week  
Friday

**Weekly Services:**

- Provide a crew and all necessary equipment and materials to clean and scrub the gymnasium floor.
- Turn on all faucets and allow water to run.
- Flush all toilets.

#### **C1 Maintenance Yard, 426 Work Street**

Approximately 3,397 square feet consisting of general office space and three restrooms.

**Normal Operating Hours:** 7:30 am to 5:00 pm

**Days of Service:** Five Days a Week  
Monday, Tuesday, Wednesday, Thursday, and Friday

**Daily service to include the following:**

**Restrooms:**

- Empty all wastepaper receptacles and replace clean liners as necessary.
- Empty any other waste receptacles in restrooms.
- Polish all metal and mirrors.
- Clean and disinfect washbasins, toilet bowls and urinals.
- Disinfect underside and tops of toilets.
- Clean floors with germicidal solution; clean tile walls and toilet partitions.
- Clean all dispensers.
- Refill soap, towel, tissue and seat cover dispensers.

**General Daily Services:**

- Dust office furniture, counter tops, ledges, windowsills, handrails, picture frames, telephones, etc.
- Empty all waste baskets and food waste receptacle. Replace liners in wastebaskets only as needed.
- Spot-clean walls, glass, doors, doorframes and partitions.
- Sweep and dust mop all non-carpeted floors.
- Damp mop as needed, not less than twice a week, all non-carpeted floors.
- Empty shredders and recycle containers into the correct recycle bins.
- Vacuum upholstered surfaces and carpets.
- Weekly, place recycle bins outside for pickup.
- Inspect towel dispenser batteries and change batteries if needed.

**Weekly Services:**

- Inspect towel dispenser and automatic air freshener, change batteries/cartridges if needed.
- Clean windowsills and remove cobwebs.

- Inspect/Replace waterless urinal cartridges.
- Disinfect all doorknobs, desks, keyboards, phones, etc.

**Quarterly Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any quarterly services. All quarterly services to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Provide a crew and all necessary equipment to clean, strip, and wax all hard floor surfaces in the Front Office area and Meeting Room.
- Provide a crew and all necessary equipment to machine scrub the tile floors in the restrooms.
- Clean air supply and exhaust fans/vents in office area and restrooms.

**Semi Annual Services:**

- Provide a crew and all necessary equipment and materials to wash all exterior windows inside and outside and at the same time to clean all non-fabric window coverings.

**C2 Train Station, 11 Station Place**

Approximately 5,000 square feet consisting of office space and four restrooms.

**Normal Operating Hours:** 10:00 am to 8:00 pm

**Days of Service:** Seven Days a Week

**Daily service to include the following:**

**Public Restrooms:**

- Empty all wastepaper receptacles and replace clean liners as necessary.
- Empty any other waste receptacles in restrooms.
- Polish all metal and mirrors.
- Clean and disinfect washbasins, toilet bowls and urinals.
- Disinfect underside and tops of toilets.
- Clean floors with germicidal solution; clean tile walls and toilet partitions.
- Clean all dispensers.
- Refill soap, towel, tissue and seat cover dispensers.
- Inspect towel dispenser batteries and change batteries if needed. Contractor to provide batteries.

**Lobby Area:**

- Spot-clean walls, glass, doors, doorframes and partitions.
- Sweep and dust mop lobby hard surface floors.
- Wet mop lobby hard surface floors.
- Clean glass inside and out on glass doors at main building entrances.

**Weekly services to include the following:**

- Sweep and dust mop office hard surface floors.
- Wet mop office hard surface floors.
- Empty all wastepaper receptacles and food waste receptacles. Replace clean liners as necessary.
- Clean staff restroom per above specification.
- Inspect towel dispenser and automatic air freshener, change batteries/cartridges if needed.
- Clean windowsills and remove cobwebs.
- Inspect/Replace waterless urinal cartridges.
- Disinfect all doorknobs, desks, keyboards, phones, etc.



**Quarterly Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any quarterly services. All quarterly services to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Provide a crew and all necessary equipment to clean, strip, and wax all hard floor surfaces in the Front Office area and Meeting Room.
- Provide a crew and all necessary equipment to machine scrub the tile floors in the restrooms.
- Clean air supply and exhaust fans/vents in office area and restrooms.

**Semi Annual Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any semi-annual services. All semi-annual services to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Machine scrub all hard surface floors.
- Provide a crew and all necessary equipment and materials to wash all exterior windows inside and outside and at the same time to clean all non-fabric window coverings.

**C3 City Hall and Rotunda, 200 Lincoln Avenue**

Approximately 50,000 square feet consisting of office space, ten restrooms and one kitchen.

**Normal Operating Hours:** 8:00 am to 8:00 pm

**Days of Service:** Seven Days a Week

**Daily service to include:****Restrooms:**

- Empty all wastepaper receptacles and replace clean liners as necessary.
- Empty any other waste receptacles in restrooms.
- Polish all metal and mirrors.
- Clean and disinfect washbasins, toilet bowls and urinals.
- Disinfect underside and tops of toilets.
- Clean floors with germicidal solution; clean tile walls and toilet partitions.
- Clean all dispensers.
- Refill soap, towel, tissue and seat cover dispensers.
- Inspect towel dispenser batteries and change batteries if needed. Contractor to provide batteries.

**General Daily Services:**

- Spot-clean walls, glass, doors, doorframes and partitions.
- Sweep and dust mop all non-carpeted floors.
- Empty all wastepaper receptacles and food waste receptacles. Replace clean liners as necessary.
- Wet mop as needed, not less than twice a week, all non-carpeted floors.
- Clean glass inside and out on glass doors at main building entrances.
- Dust flat surfaces.
- Vacuum carpeted areas.

**Weekly Services:**

- Inspect towel dispenser and automatic air freshener, change batteries/cartridges if needed.
- Clean windowsills and remove cobwebs.
- Inspect/Replace waterless urinal cartridges.
- Disinfect all doorknobs, desks, keyboards, phones, etc.

**Quarterly Services:**



- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any quarterly services. All quarterly services to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Provide a crew and all necessary equipment to machine scrub the tile floors in the restrooms.
- Clean air supply and exhaust fans/vents in office area and restrooms.

**Semi Annual Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any semi-annual services. All semi-annual services are to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Provide a crew and all necessary equipment and materials to wash all exterior windows inside and outside and at the same time to clean all non-fabric window coverings.
- Provide a crew and all necessary equipment and materials to clean all wall-to-wall carpets including throw rugs using extraction method.

**C4 Permit Center, 65 W. Alisal Street**

Approximately 29,807 square feet consisting of office space, six restrooms and two kitchens.

**Normal Operating Hours:** 8:00 am to 6:00 pm

**Days of Service:** Five Days a Week  
Monday, Tuesday, Wednesday, Thursday, and Friday

**Daily service to include the following:**

**Restrooms:**

- Empty all wastepaper receptacles and replace clean liners as necessary.
- Empty any other waste receptacles in restrooms.
- Polish all metal and mirrors.
- Clean and disinfect washbasins, toilet bowls and urinals.
- Disinfect underside and tops of toilets.
- Clean floors with germicidal solution; clean tile walls and toilet partitions.
- Clean all dispensers.
- Refill soap, towel, tissue and seat cover dispensers.

**General Daily Services:**

- Dust office furniture, counter tops, ledges, handrails, picture frames, telephones, etc.
- Empty all waste baskets and food waste receptacle. Replace liners in wastebaskets only as needed.
- Spot-clean walls, glass, doors, doorframes and partitions.
- Sweep and dust mop all hard surface floors.
- Mop as needed, not less than twice a week, all floors.
- Empty shredders and recycle containers into the correct recycle bins.
- Vacuum upholstered surfaces.
- Weekly, place recycle bins outside for pickup.
- Inspect kitchen and clean as needed sink, counter tops, oven, and floor.
- Inspect towel dispenser batteries and change batteries if needed. Contractor to provide batteries.
- Vacuum carpet twice weekly.
- Clean glass inside and out on glass doors at two main building entrances.

**Weekly Services:**

- Inspect towel dispenser and automatic air freshener, change batteries/cartridges if needed.
- Clean windowsills and remove cobwebs.

- Inspect/Replace waterless urinal cartridges.
- Disinfect all doorknobs, desks, keyboards, phones, etc.

**Quarterly Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any quarterly services. All quarterly services to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Clean air supply and exhaust fans/vents in office areas and restrooms.
- Clean all interior glass inside and out and all glass inside and out at two main entrances to the building.
- Provide a crew and all necessary equipment to clean, strip, and wax all hard surface floors.

**Semi Annual Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any semi-annual services. All semi-annual services to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Provide a crew and all necessary equipment and materials to clean all wall-to-wall carpets and throw rugs using extraction method.
- Provide a crew and all necessary equipment and materials to wash all exterior windows inside and outside and at the same time to clean all non-fabric window coverings.

**C5 Salinas Municipal Airport (Multiple Locations)**

**TERMINAL BUILDING, 30 Mortensen Avenue**

Approximately 1,630 square feet consisting of lobby area and restrooms.

**Normal Operating Hours:** Seven days a week

Monday thru Friday: 8:00 am to 5:00 pm

Saturday and Sunday: 8:00 am to 4:00 pm

**Days of Service:**

- Restrooms & Lobby: Seven Days a Week

**Daily service to include the following:**

**Restrooms (Seven Days a Week):**

- Empty all waste-paper receptacles and replace liners as needed.
- Empty sanitary waste receptacles in restroom.
- Spot-clean doors as needed.
- Clean and disinfect washbasins, toilet bowls, and urinals.
- Disinfect underside and tops of toilets.
- Clean floors with germicidal solution.
- Clean all dispensers, mirrors, tile walls, and partitions.
- Refill soap, towel, tissue, and seat cover dispensers.

**Lobby (Seven Days a Week):**

- Dust lobby furniture and counter tops.
- Empty all waste baskets and food waste receptacle. Replace liners as needed.
- Spot-clean walls, glass/wood doors, and doorframes.
- Sweep and dust mop vinyl floors and stairs.
- Damp mop vinyl floors and stairs (Three Days a Week and Spot Clean as needed).
- Vacuum door mats.
- Clean/disinfect drinking fountain.

**Weekly service to include the following:**

**Restrooms:**

- Inspect towel dispenser and automatic air freshener, change batteries/cartridges if needed.
- Clean ledges and windowsills.

**Lobby:**

- Dust windowsills, picture frames, and clean/disinfect handrails.
- Empty recycle containers into the correct recycle bins.
- Wipe down furniture with neutral cleaner.
- Disinfect all doorknobs, desks, keyboards, phones, etc.

**Quarterly Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any quarterly services. All quarterly services to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.

**Restrooms:**

- Machine scrub tile floors.
- Clean all windows surfaces inside/outside and exhaust fans cover.

**Lobby:**

- Clean all windows surfaces inside/outside and air supply vents.
- Dust fire suppression lines and remove cobwebs inside and outside.

**BUILDING 240, 240 Mortensen Avenue**

Approximately 1,235 square feet consisting of lobby, breakroom, and restrooms areas.

**Normal Operating Hours:** 8:00 am. to 6:00 pm.

**Days of Service:**

Restrooms: Three days a week. Monday, Wednesday, Saturday.

Lobby: Three days a week. Monday, Wednesday, Saturday.

Breakroom: Three days a week. Monday, Wednesday, Saturday.

**Daily service to include the following:**

**Restrooms (Three Days a Week):**

- Empty all wastepaper receptacles and replace liners as needed.
- Empty sanitary waste receptacles in restroom.
- Clean and disinfect washbasins and toilet bowl.
- Disinfect underside and tops of toilets.
- Clean floors with germicidal solution.
- Clean all dispensers, mirrors, vinyl walls, and doors.
- Refill soap, tissue, and seat cover dispensers.

**Lobby (Three Days a Week):**

- Dust lobby furniture and counter tops.
- Spot-clean glass doors and doorframes.
- Vacuum carpet.

**Breakroom (Three Days a Week):**

- Empty all wastepaper receptacles and food waste receptacle. Replace liners as needed.
- Sweep and dust mop all linoleum floors.

- Damp mop linoleum floors.
- Clean/disinfect kitchen sink and counter.
- Refill towel dispensers.

**Weekly service to include the following:**

**Lobby:**

- Dust windowsills, picture frames, and clean/disinfect handrails.
- Disinfect all doorknobs, desks, keyboards, phones, etc.

**Breakroom:**

- Inspect towel dispenser and change batteries if needed.
- Empty recycle containers into the correct recycle bins.

**Quarterly Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any quarterly services. All quarterly services to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.

**Restrooms:**

- Clean exhaust fans cover and Scrub linoleum floors.

**Lobby:**

- Clean all windows surfaces inside/outside, air supply vents, and dust blinds.
- Machine scrub or scrub linoleum/tile floors.

**Breakroom:**

- Scrub linoleum floor.

**Semi Annual Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any semi-annual services. All semi-annual services to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.

**Lobby:**

- Provide a crew and all necessary equipment and materials to clean all wall-to-wall carpets including throw rugs using extraction method.

**Airport Office, 342 Airport Boulevard**

Approximately 2400 square feet consisting of conference room, breakroom, restrooms and general office space.

**Normal Operating Hours:** 8:00 am. To 5:00 pm.

**Days of Service:** Two Days a Week

Tuesday and Friday

**Office:**

- Clean/Disinfect counter tops (front office-public counters), doorknobs, desks, keyboards, phones, etc.
- Empty all waste baskets and replace liners as needed.
- Spot clean walls and doors as needed.
- Clean/Disinfect kitchen sink and counter.
- Damp mop linoleum floors.
- Dust office furniture, counter tops, ledges, windowsills. Picture frames, telephones, etc.

- Vacuum carpet.
- Empty shredders and recycle containers into the correct recycle bins.
- Clean glass doors (entrance, conference room, and Manager's office).

**Restrooms:**

- Empty all waste-paper receptacles and replace liners as needed.
- Empty sanitary waste receptacles in restroom.
- Spot clean doors as needed.
- Clean and disinfect washbasins, toilet bowls, and urinals.
- Disinfect underside and tops of toilets.
- Clean floors with germicidal solution.
- Clean all dispensers, mirrors, tile walls, and partitions.
- Refill soap, towel, tissue, and seat cover dispensers.
- Inspect towel dispenser and automatic air freshener, change batteries/cartridges if needed.
- Clean ledges and windowsills.

**Breakroom:**

- Empty all wastepaper receptacles and food waste receptacle. Replace liners as needed.
- Sweep and dust mop all linoleum floors.
- Damp mop linoleum floors.
- Clean/disinfect kitchen sink and counter.
- Refill towel dispensers.

**Quarterly Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any quarterly services. All quarterly services to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.

**Restrooms:**

- Machine scrub tile floors. Machine scrub or scrub shower wall and floor.
- Clean all window surfaces inside/outside and exhaust fans cover.

**Offices:**

- Clean all windows surfaces inside/outside, air supply vents, and dust blinds.

**Breakroom:**

- Scrub linoleum floor.

**Semi Annual Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any semi-annual services. All semi-annual services to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.

**Offices:**

- Provide a crew and all necessary equipment and materials to clean all wall-to-wall carpets including throw rugs using extraction method.

**Restrooms:**

- Machine scrub or scrub shower wall and floors.

**SOUTHSIDE RESTROOMS, 1545 & 1595 Moffett Street**

Approximately 256 square feet consisting of restrooms.

**Normal Operating Hours: 24 hours**

**Days of Service:** Three Days a Week  
Monday, Wednesday, Saturday

**Daily service to include the following:**

**Restrooms (Three Days a Week):**

- Empty all wastepaper receptacles and replace liners as needed.
- Empty any other waste receptacles in restrooms.
- Clean and disinfect washbasins and toilet bowl.
- Disinfect underside and tops of toilets.
- Clean floors with germicidal solution.
- Clean all dispensers, mirrors, and tile walls.
- Refill soap, towel, tissue and seat cover dispensers.
- Stock sanitary pad containers.

**Weekly Services:**

- Inspect towel dispenser and automatic air freshener change batteries/cartridges if needed.
- Clean windowsills and remove cobwebs.
- Disinfect all doorknobs.

**Quarterly Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any quarterly services. All quarterly services to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Clean all window surfaces inside/outside and exhaust fans cover.

**Semi Annual Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any semi-annual services. All semi-annual services to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Machine scrub or scrub linoleum/tile floors.

**C6 Community Center / Sherwood Hall, 940 N. Main Street**

Approximately 46,825 square feet consisting of a multipurpose auditorium, 4 dressing rooms with restrooms, 6 sets of restrooms (this includes 2 sets of restrooms in the community center side) and one unisex restroom for guest use and a commercial kitchen. The contractor selected to work at this site must have verifiable, hands-on experience operating a motorized retractable seating unit.

The auditorium can seat approximately 450 people for banquets, conferences or similar events. For stage events the auditorium can seat up to 1,500 people. The auditorium has a motorized retractable seating unit. The requirements for each event and the overall frequency of events will vary.

**Prior to each event, the contractor will be required to:**

- Set up per written direction. A set up could include moving the motorized seating unit and performing the necessary work to make the unit useable. Setting tables and chairs in the auditorium, lobbies, and meeting rooms in the Community Center as required.

**After each event, contractor will be required to:**

- Perform a thorough cleanup, which will include vacuuming the entire seating unit, balcony seating and carpet and dust mopping the stage. In the case of an open floor event the floor must be thoroughly dust mopped and damp mopped.
- Wipe down and properly store all tables and chairs used at the event.
- Thorough cleaning of all restrooms, mopping of all hard floor surfaces along with vacuuming and spot cleaning of all carpet surfaces. If the kitchen and/or bar was used for the event, a thorough

cleaning of the kitchen and/or bar. Removal of all fingerprints and smudges on all the entry doors to Sherwood Hall.

**Normal Operating Hours:** Varies

**Days of Service:** Varies

**Quarterly Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any quarterly services. All quarterly services are to be performed outside of event hours. In no event shall services interrupt normal activities at City facilities.
- Clean, polish, and disinfect all brass or shiny door hardware railings.

**Semi Annual Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any semi-annual services. All semi-annual services are to be performed outside of event hours. In no event shall services interrupt normal activities at City facilities.
- Clean the inside and outside of all windows and doors throughout Sherwood Hall.
- Clean using the extraction method all carpeting throughout Sherwood Hall.
- Machine scrub all hard surface floor in all restrooms throughout Sherwood Hall.

**Annual Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any annual services. All annual services are to be performed outside of event hours. In no event shall services interrupt normal activities at City facilities.
- Clean, strip and wax all hard floor surfaces throughout Sherwood Hall.
- Clean using the extraction method all carpeting in the retractable seating unit.

**C7 CITY PARK RESTROOMS, Various Locations**

13 sets of restrooms at various City parks to be locked and/or cleaned at dusk. (In the event someone refuses to leave the restroom, Call 911)

**Normal Operating Hours:** Dawn to Dusk

**Days of Service:** Seven days a week including holidays

- Cesar Chavez Park, 250 N. Madeira Ave
- Natividad Creek Park, 1395 Nogal Drive
- Sherwood Park, 920 N. Main Street
- Closter Park, 401 Towt Street (2 sets of restrooms)
- Central Park, 420 Central Avenue
- Veterans Memorial Park, 855 E. Laurel Drive
- El Dorado Park, 1655 El Dorado Drive (2 sets of restrooms)
- Laurel Park, 340 E. Laurel Drive
- Hartnell Park, 725 W. Acacia Street
- Claremont Manor Park, 1220 San Fernando Drive
- Monte Bella Community Park, 1601 Monte Bella Blvd.

**Park Gates to be locked at dusk:**

- El Dorado Park weekends only
- Monte Bella Community Park
- Dog Park at Natividad Creek
- McKinnon Park

**Daily restroom service to include the following:**

- Scrub all toilets, urinals, sinks, and dispensers
- Use Cleaner and hose down and squeegee floor
- Lock doors

DRAFT



## ATTACHMENT E: DECLARATION OF LOCAL BUSINESS ENTERPRISE FORM



Business Information (All information must be completed)  
(Please type or print clearly in ink)

Business Name: \_\_\_\_\_

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

Local Business Office Address: \_\_\_\_\_, Salinas, California \_\_\_\_\_

City of Salinas Business License Number: \_\_\_\_\_

No. of Employees: \_\_\_\_\_ No. of Full-Time Employees in Salinas \_\_\_\_\_

Current on all City of Salinas taxes, fees, assessments, and fines? ☐ Yes ☐ No

Currently subject to enforcement action by the City or in litigation with the City? ☐ Yes ☐ No

Year began doing business within the city of Salinas: \_\_\_\_\_

Newly established business (doing business within the city of Salinas less than one year): is the newly established business owned by an individual(s) formerly employed by a local business enterprise? ☐ Yes ☐ No If Yes, for what years? \_\_\_\_\_

Any person claiming to be a local business enterprise as defined in Article III-A of Chapter 12 of the Salinas Municipal Code shall so certify in writing under penalty of perjury that they meet all the criteria listed in Salinas Municipal Code section 12-28.020, subsection (d). A local business enterprise shall be required to submit such declaration on an annual basis and shall immediately notify the City's Purchasing Officer if there is any change in circumstances which would disqualify it from application of the preference. The City shall not be responsible or required to verify the accuracy of any such certifications and shall have sole discretion to determine if a person meets the definition of "local business enterprise."

### CERTIFICATION

I declare that I am 18 years of age or older and the information contained in the foregoing application is true and correct to the best of my knowledge. Under penalties of perjury, I certify that all the information provided herein is correct and that the business enterprise I am representing meets all of the criteria set forth in Salinas Municipal Code section 12-28.020, subsection (d) for a "local business enterprise." I declare that I am authorized to submit this Declaration for and on behalf of myself and the organization described above.

Signature \_\_\_\_\_

Date

---

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

DRAFT

# Estrada Janitorial Service

## ATTACHMENT C – PRICING PROPOSAL FORM

Provide hourly rates, along with estimated annual pricing in accordance with the City's current requirements, as set forth in this RFP. Also provide your firm's proposed Staffing Plan on a separate sheet of paper. Proposer should use a separate form to state pricing for any added value.

Pricing shall remain firm for a minimum of three (3) years. Any and all requests for pricing adjustments for follow-on contract renewal periods shall be provided no later than sixty (60) days prior to the end of the contract period. Any such proposed price adjustments shall not exceed The Bureau of Labor Statistics Consumer Price Index (CPI) data for All Urban Consumers in area: San Francisco-Oakland-San Jose, CA, All Items, Not Seasonally Adjusted, "annualized change comparing the original proposal month and the same month in the subsequent year. (This information may be found on the U.S. Department of Labor's website at [www.bls.gov](http://www.bls.gov).)

BUILDING		LOCATION	MONTHLY LABOR HOURS	MONTHLY COST	ANNUAL COST
<b>A. LIBRARIES</b>					
<b>A1</b>	Cesar Chavez Library	615 Williams Road, 93905	195	\$6,975	83,700
<b>A2</b>	John Steinbeck Library	350 Lincoln Ave, 93901	253	\$8,860	\$106,320
<b>TOTAL ANNUAL COST FOR LIBRARIES</b>				<b>\$190,020</b>	

BUILDING		LOCATION	MONTHLY LABOR HOURS	MONTHLY COST	ANNUAL COST
<b>B. RECREATION CENTERS</b>					
<b>B1</b>	Bread Box Recreation Center	745 S. Sanborn Road, 93905	46	\$1,600	\$19,200
<b>B2</b>	Central Park Recreation Center	420 Central Avenue, 93901	25	\$750	\$9,000
<b>B3</b>	El Dorado Recreation Center	1655 El Dorado Drive, 93906	31	\$1,100	\$13,200
<b>B4</b>	Salinas Recreation Center	320 Lincoln Avenue, 93901	78	\$2,800	\$33,600
<b>B5</b>	Fire House Recreation Center	1330 E. Alisal Street, 93905	71	\$2,480	\$29,760
<b>B6</b>	Sherwood Recreation Center	940 North Main Street	16	\$850	10,200
<b>TOTAL ANNUAL COST FOR RECREATION CENTERS</b>				<b>\$114,960</b>	

# *Estrada Janitorial Service*

BUILDING		LOCATION	MONTHLY LABOR HOURS	MONTHLY COST	ANNUAL COST
<b>C. CITY FACILITIES</b>					
<b>C1</b>	Maintenance Yard	426 Work Street, 93901	40	\$1,500	\$18,000
<b>C2</b>	Train Station	11 Station Place, 93901	100	\$3,900	\$46,800
<b>C3</b>	City Hall Rotunda	200 Lincoln Avenue, 93901	250	\$8,750	\$105,000
<b>C4</b>	Permit Center	65 West Alisal Street, 93901	130	\$4,550	\$54,600
<b>C5</b>	Salinas Municipal Airport	Multiple Locations			
<b>C6</b>	Sherwood Hall	940 N. Main Street, 93906	30	\$2,400	\$28,800
<b>C7</b>	City Park Restrooms (Nightly gate locking / Daily restroom cleaning)	Various Locations	426	\$14,900	\$178,800
<b>TOTAL ANNUAL COST FOR OTHER CITY FACILITIES</b>				<b>\$432,000</b>	
<b>HOURLY ON CALL REGULAR RATE</b>				<b>\$30.00</b>	
<b>HOURLY ON CALL RATE AFTER HOURS/WEEKENDS</b>				<b>\$40.00</b>	