

REQUEST FOR PROPOSALS

The Public Works Department is seeking proposals for Janitorial Services for City Building Facilities (Various Locations)

CITY OF ALAMEDA, CALIFORNIA



Issued: May 25, 2023

Submittal Deadline: 2:00 PM on June 9, 2023

to

CITY OF ALAMEDA
Public Works Department
950 West Mall Square, Room 110
Alameda, CA 94501
Attn: Mike Billington, Facilities Manager

**CITY OF ALAMEDA
REQUEST FOR PROPOSALS**

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REQUEST FOR PROPOSALS
Janitorial Services for City Building Facilities (Various Locations)

I. INTRODUCTION AND BACKGROUND

The City of Alameda invites proposals for the Janitorial Services for City Building Facilities (Various Locations).

Proposers shall read the information contained in this Request for Proposal (RFP) to understand how to submit the proposal, what documents must accompany the proposal and what legal obligations apply when the Proposer submits a proposal. Any Proposer that wishes to be considered for this work must submit the information requested in this RFP and if invited, participate in an evaluation interview panel.

II. SCOPE OF SERVICES

The purpose of this contract consists of furnishing all labor, materials, tools, equipment and insurance needed to perform Janitorial Services for City Facilities (Various Locations). The proposer is responsible for developing the service prices necessary to conform to the contract specifications that are applicable to the service locations being proposed on. The proposal is to be presented with the total service cost for each site based on the frequency schedule in **Appendix C**. The proposer shall carefully examine the location sites, proposal, specifications, special provisions and contract forms. The scope of services contained in **Appendix A** will be referenced and incorporated to the awarded contract for services. The term of the contract will be 5 years. The project is subject to prevailing wage requirements pursuant to State law.

III. PROPOSAL REQUIREMENTS

The Proposer shall include in its proposal the information outlined below in a manner which demonstrates the Proposer's competence and qualifications for the satisfactory performance of the services identified in this RFP.

1. Statement of Qualifications

The Proposer shall prepare a statement of qualifications which identifies:

- a) The size, stability, and capacity of Proposer's organization, including, at a minimum, an identification of total number of years in operation, number of employees in the office location which is intended to provide the services described in the Scope of Services, and a description of Proposers' shop and storage facilities intended to support the City.
- b) An identification of the Proposer's experience performing services for projects of a similar size, scope, and complexity as the services required by this RFP, including an identification of the number of years' Proposer has been performing similar services;

and the most recent projects for which the Proposer has performed similar services. The list of recent projects shall include the name, contact person, address, and phone number of each party for whom the service was provided, as well as a description of the service performed, the dollar amount of the contract, and the date of performance.

- c) A list of the Proposer's principals, employees, agents, and sub-service providers which the Proposer intends to assign to this project. This list shall include a summary of the qualifications (including education, training, certifications licenses, and experience) of each individual; the approximate number of hours each will devote to the contract; and the type of work to be performed by each individual.
- d) A statement as to whether the Proposer, either presently or in the past, was involved in any litigation, bankruptcy, or reorganization for any reason. If so, please provide dates and resolution. A statement as to whether the Proposer or any officer or employee of the company who has a proprietary interest in the Proposer, 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.

2. **Statement of Exceptions, if any, to Standard Service Provider Agreement.**

The selected firm will be required to execute the Service Provide Agreement included in template form as **Appendix B**. All proposers are directed particularly to review all Indemnification, Hold Harmless and Insurance requirements set forth in this Agreement. If Proposer wishes to take exception to any of the terms and conditions contained in the Agreement for Service, these should be identified specifically; otherwise include a statement of no exception, labeled as Appendix B in the submitted proposal. Failure to identify contractual issues of dispute can later be the basis for the City disqualifying a proposer. Any exceptions to terms, conditions, or other requirements must be clearly stated.

3. **Project Pricing**

Appendix C of this RFP contains a Project Pricing sheet. Please complete, sign and label the completed Project Pricing worksheet as Appendix C of the submitted proposal.

4. **Cover Letter**

The proposal shall be submitted with a cover letter. The letter accompanying the proposal must provide the name, title, address, telephone number, and signature of the individual(s) authorized to negotiate and bind the firm contractually. An unsigned proposal or one signed by an individual unauthorized to bind the firm may be rejected. The cover letter shall provide a summary of the firm's capabilities and availability of construction management staff, information and qualifications Proposed Scope of Services.

IV. PROPOSAL FORMAT

Proposers shall submit a Portable Document File (PDF) proposal via email only with the following in the subject line of that email: **“City of Alameda- Janitorial Services for City Building Facilities (Various Locations)”**. Proposals shall be submitted to:

Mike Billington, Facilities Manager
mbillington@alamedaca.gov

Proposals may be received by 2:00 PM on June 9, 2023. Late proposals will not be considered. The City assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt. Any Proposal received prior to June 9, 2023 may be modified by written addendum or withdrawn by written request from the Proposer to the City up to the official time when all proposals are due. Section VI contains a complete list of proposal requirements.

V. SELECTION PROCESS

After review of the submitted proposals, the City may invite some or all proposers to present their qualifications and proposed approach or may decide to select one proposer without conducting interviews and enter into contract negotiations directly. Proposer interviews, if necessary, are anticipated to be conducted according to the schedule provided in Section VIII. Details of the interview process will be provided along with the invitation to present.

The final selection will be based upon the following criteria:

1. Ability of the Proposer to Carry Out and Manage the Proposed Project (20%)

An assessment of the statement of qualifications, including past experience of the organization in general. Qualities and indicators that will receive consideration include the number and types of projects the organization or its employees have completed; the variety of projects completed and a demonstration of the organization's ability to undertake this project; and the demonstrated ability to work with governmental bodies and a full understanding of applicable laws or regulations that relate to the project.

2. Qualifications (35%)

The qualifications (including education, training, licenses, experience, and past performance) of the Proposer and its agents, employees, and sub-service providers. The City may consider Proposer's timely and accurate performance on contracts of a similar nature.

3. Willingness to Comply with the Proposed Agreement Terms (10%)

A sample agreement is attached. Proposals will be rated based on the exceptions taken to the proposed contract.

4. Cost of Proposal (30%)

Cost, while not determinative, will be considered in the selection process.

5. Local Business (+5%)

If the Proposer's company is physically located within the City limits, they will receive an additional five points.

VI. SELECTION TIMELINE

The City has designated the following activities and dates as key to the project schedule. Proposers are encouraged to assist the City in adhering to this timeline. The City reserves the right to change the schedule at its own discretion.

Anticipated Schedule for Selection	
Issuance of Request for Proposals:	May 25 ,2023
Deadline to submit Proposals:	June 9, 2023
Interviews (if deemed required):	June 13, 2023
Contract Award (Anticipated):	July 18, 2023

VII. GENERAL CONDITIONS

1. **Nondiscrimination:** Applicants for this RFP shall not discriminate against any interested individual, firm or applicant on the grounds of race, religious creed, color, national origin, ancestry, handicap, disability, marital status, pregnancy, sex, age, or sexual orientation.
2. **Permits, Licenses, and Insurance:** The successful applicant for this RFP shall, at its sole expense, obtain and maintain during the term of any agreement executed pursuant to this RFP all appropriate permits, certificates, licenses, and insurance including, but not limited to, a City of Alameda Business License which may be required in connection with the performance of services hereunder.
3. **Signatures and Declarations:** Each proposal responding to this RFP must be signed on behalf of the submitting entity by an officer authorized to bind the entity to its proposal.
4. **City's Right to Waive:** The City reserves the right, in its sole discretion, to waive any immaterial irregularities in a proposal responding to this RFP or in the submission of a proposal.
5. **City's Right to Modify the RFP:** The City reserves the right, in its sole discretion, to modify this RFP should the City deem that it is in its best interests to do so. Any changes to the RFP requirements will be made by written addendum posted on the City's website. The failure of an applicant to read any addenda shall have no effect on the validity of such modification.
6. **City's Right to Suspend or Cancel the RFP:** The City reserves the right, in its sole discretion, to suspend or cancel this RFP in part or in its entirety should the City deem that it is in the City's best interests to do so.
7. **City's Right to Reject Any Proposal:** The City reserves the right, in its sole discretion, to reject any proposal responding to this RFP that the City determines does not satisfy the conditions set forth in this RFP, or contains false, misleading, or materially incomplete information. The City reserves the right, in its sole discretion, to reject all applicants and not to award to any applicant should the City deem that it is in its best interests to do so.
8. **City's Right to Extend RFP Deadlines:** The City reserves the right, in its sole discretion, to extend any of the deadlines listed in this RFP by written addenda should the City deem that it is in its best interests to do so.
9. **Cost of Proposals:** All costs incurred during proposal preparation or in any way associated with an applicant's preparations, submission, presentation or oral interview (if any) shall be the sole responsibility of Applicant.

10. **Liability for RFP Errors:** Applicants are solely responsible for all errors and omissions contained in their responses to the RFP.
11. **Proposals Property of City:** Upon receipt, each proposal responding to this RFP that an applicant submits to the City becomes the sole property of the City and will not be returned to the applicant.
12. **Oral and Written Explanations:** The City shall not be bound by oral explanations or instructions given at any time during the process or after the award. Oral explanations given during the review process and after award become binding only when confirmed in writing by an authorized City official. Written responses to question(s) asked by one proposer will be provided to all applicants to this RFP.
13. **Public Record:** All proposals submitted to the City are subject to the California Public Records Act.

VIII. QUESTIONS

The RFP is available electronically as a download at <https://www.alamedaca.gov/BUSINESS/Bid-on-City-Contracts>. Proposers are solely responsible for determining if any addenda have been issued. Addenda will be published on this same website.

Please direct any Project questions to Mike Billington, mbillington@alamedaca.gov. Questions must be by written email and received by June 5, 2023.

APPENDIX A
Scope of Services

Scope of Service

Janitorial Services for City Building Facilities (Various Locations)

I. General Information

The following scope of services is intended to provide the City with complete and optimal Janitorial Services. Services shall include all labor, parts, components and materials. Service Provider shall follow all Industry-recognized Standard Practices for Janitorial services of Commercial Buildings/Facilities. Provider shall maintain the following in good condition in accordance with manufacturer's specifications and in a fashion that maximize performance, safety, and cleanliness.

Item No.	Building Name	Frequency	Frequency Count per Week
1	City Hall	M, W, F	3
2	City Hall West	M, W, F	3
3	Fire Station #1	T & Th	2
4	Emergency Operations Center	T & Th	2
5	Garage Central Repair	T & Th	2
6	Fire Station #5	M, W, F	3
7	Main St Ferry Terminal Bathroom	Sun-Sat	7
8	Main Library	M, T, W, Th, F, Sat	6
9	Maintenance Service Center	T & Th	2
10	Police Station	M, T, W, Th, F, Sat	6
11	Veterans Building	Sun-Fri (Mornings are fine)	6
11	Veterans Building - Restrooms Only	Sat	1
12	Franklin Park Recreation Center	M, W, F	3
12	Franklin Park Recreation Center - Restrooms Only	Sun, Tu, Th, Sat	4
13	Godfrey Recreation Center	M, W, F (Sept-May)	3
13	Godfrey Recreation Center	M-F (June-Aug)	5
13	Godfrey Recreation Center - Restrooms Only	Sun, Tu, Th, Sat (Sept-May)	4
14	Leydecker Recreation Center	Sun-Sat	7
15	Lincoln Park Restroom	Sun-Sat	7
16	Lincoln Park Lodge	M, Th (Sept-May)	2
16	Lincoln Park Lodge	M, W, F (June-Aug)	3
17	Lincoln Park Rec Center (Harrison)	Sun-Sat	7
18	Littlejohn Recreation Center	M,W,F	3
18	Littlejohn Recreation Center - Restrooms Only	Sun, Tu, Th, Sat	4
19	Longfellow Park	M, W, F	3
19	Longfellow Park - Restrooms Only	Sun, Tu, Th, Sat	4
20	Tillman Park Rec Center	M, W, F	3
20	Tillman Park - Restrooms Only	Sun, Tu, Th, Sat	4

21	Woodstock Park Recreation Center	M, W, F	3
22	Woodstock Park Bathroom	Sun-Sat	7
23	Shoreline Park Bathroom 1	Sun-Sat	7
24	Shoreline Park Bathroom 2	Sun-Sat	7
25	Krusi Recreation Center	Sun-Sat	7
26	Washington Park Recreation Center	Sun, Tu, Th (Sept-May)	3
26	Washington Park Recreation Center	M-F (June-Aug)	5
27	Washington Park Upper Restrooms	Sun-Sat	7
28	Washington Park Lower Restroom	Sun-Sat	7
29	Bayport Recreation Center	Sun-Sat	7
30	Bayport Park Restrooms	Sun-Sat	7
31	Building 134 - Gymnasium	Sun-Sat (Lobby)	7
32	Building 134 - Modular Restrooms	Sun-Sat	7
33	McKinley Recreation Center	M, W, F (Sept-May)	3
33	McKinley Recreation Center - Restrooms Only	Sun, Tu, Th, Sat (Sept-May)	4
33	McKinley Recreation Center	M-F (June-Aug)	5
33	McKinley Recreation Center - Restrooms Only	Sun, Sat (June-Aug)	2
34	Recreation & Park Admin Building	Tu, Fri	2
35	Grand St Boat Launch Bathroom	Sun-Sat	7
36	Harrington Park Restroom	Sun-Sat	7
37	Encinal Boat Ramp Bathroom	Sun-Sat	7
38	Jean Sweeney Restroom	Sun-Sat	7
39	Building 60 - Officer's Club	Wed	1
40	Alameda Point Neighborhood Park Restrooms	Sun-Sat	7
41	Alameda Point Waterfront Park Restrooms	Sun-Sat	7
42	Alameda Landing Waterfront Park Restrooms	Sun-Sat	7

Provider shall provide all work and materials as described in this Scope of Services, which shall include all labor, transportation, supplies, materials, parts, tools, machinery, employee safety equipment, equipment, supervision, applicable taxes, and all other work and materials required under this Agreement. All work shall be done in a first class, complete and clean workperson manner, conforming to best industry practices.

Provider shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with services and shall comply with all applicable safety laws, good industry standards, take all reasonable precautions for safety of the public, property tenants, and employees, City employees, and other persons on or about the facility/property site.

Project Pricing, **Appendix C**, is based on a monthly price per facility as defined below. In addition, the Provider shall provide labor rates for Emergency Call-Out Services, as defined in this scope, during Business and Non-Business Hours/Holidays.

II. SAFETY AND HEALTH

Service Provider shall exercise and maintain all applicable Federal, State, County and Municipal regulatory requirements as it pertains to Safety and Health. Where there is a conflict between applicable regulations, the most stringent will apply. This includes removal and disposal of any hazardous materials.

III. MAINTENANCE

Provider will service facilities described in this Scope on a regularly scheduled basis. These services will be performed after normal working days and hours, which are defined as Monday through Friday, 7:00 a.m. to 6:00 p.m. (except scheduled holidays). Provider will perform the following services:

A. Daily Janitorial Services

1. Trash, Organics, and Recycling Receptacles - All waste receptacles, recycling containers, organics (food and food-soiled paper), and other trash containers within the building shall be emptied each night and returned to their initial locations. Trash, organics and recyclables (3 separate streams) shall be separately transported and emptied into designated external containers (e.g. blue deskside recycling bin goes into external blue recycling container, restroom paper towels and kitchenette green bins are emptied into external green organics container, and trash goes into external trash container). Boxes, cans, papers, etc., placed near a receptacle and marked "recycling" shall also be removed. Any other items not marked shall not be removed. The interior, exterior and housing of trash, organics and recycling receptacles, and walls next to the receptacles, shall be damp-wiped to remove soil. Wet spills on the interior of wastebaskets shall be cleaned and dried. Clear plastic liners shall be replaced as needed, when dirty, wet or torn. Transporting of sorted waste within and from the buildings to outside trash dumpsters shall be accomplished using leak-proof plastic transports with wheels. Carry or roll all trash/organics/recycle containers to exterior dumpster and dispose trash/organics/recycle into dumpster. **DO NOT DRAG BAGS OF DEBRIS.** Liquid leaking from plastic bags being moved from receptacles shall be immediately cleaned.
2. Trash, Organics and Recycling Storage Areas - All trash shall be placed inside trash dumpsters. All recycling shall be placed inside recycling totes or dumpsters. All restroom paper towels, kitchenette green bins, green organics containers will be emptied into marked organics totes or dumpsters. The area around all dumpsters shall be kept clean of all materials, paper, litter, etc. Dumpsters shall be closed after use. Recycle container areas shall be kept clean and free of trash. Recycling materials shall not be placed in trash dumpsters. Paper towels and kitchen organics shall not be placed in trash or recycling dumpsters.
3. Outside Entrances and Steps - Porches, handicap ramps, steps, fire escape stairways, basement stairways, and any other areas within 20 feet of entryways outside the buildings shall be swept to remove all soil, litter, and trash. All visible surface litter, soil, dirt, cobwebs, etc., shall be removed from the area. Waste receptacles adjacent to the entrance shall be emptied and cleaned.
4. Entrance Mats - Entrance mats located in either the exterior or the interior of entrances shall be cleaned. If vacuuming does not remove the soil, the mats shall be taken outside and swept with a stiff broom until all visible soil has been removed. Entrance mats shall be lifted to remove soil and

moisture underneath, and shall then be returned to the normal location after cleaning. No entrance mat shall be placed upon a damp or wet floor surface. Outside entrance mats shall be picked up and shaken to remove sand, dirt, dust, and any other debris.

5. Entrance Doors - Completely clean both sides of glass entrance door and windows immediately adjacent to the entrance doors. Spot clean both sides of the entrance door frames. After cleaning, the surface shall present a uniform appearance free of all smudges, fingerprints, stains, streaks, lint, etc.
6. Entrance Floors Inside - The surfaces shall be swept or dust-mopped prior to wet mopping to remove all loose soil and dust. All accessible areas shall be mopped to remove all soil, scuff marks, and non-permanent stains. After mopping, the floor shall have a uniform appearance with no streaks, film, swirl marks, detergent residue, mop strings or other evidence of soil. Baseboards shall be wiped to remove all splash marks. See special instruction for City Hall, 2263 Santa Clara Avenue, second floor entrance area.
7. Phone Booths/Pay Phones - Wipe receiver with germicidal cleaner, and dry with a clean dry cloth. Wipe all other surfaces and surrounding walls, doors, glass, etc. with appropriate cleaners. This includes all public phones located inside and outside the building on City property.
8. Drinking Fountains - Remove all streaks, smudges, stains, scales and other obvious soil from drinking fountains and entire cabinet. Disinfect all porcelain and metal surfaces including the orifice and drain. Stainless steel sections shall be polished with an appropriate cleaner.
9. Internal Building Surfaces and Walls - Remove smudges, fingerprints, pen marks, streaks, etc., from washable surfaces including brass, stainless steel, around light switches, doors, doorways, door handles and casings, telephone stations, interior glass (such as reception counters and reception windows), bulletin boards and display cases, laminated plastic surfaces, clear sections of office cubicles, kick and push plates, and vertical/horizontal blinds with a treated cloth. After cleaning, the surface shall present a uniform appearance free of all smudges, fingerprints, stains, streaks, lint, etc. Areas adjacent to entrance glass within buildings that lead into offices shall also be completely cleaned and restored free of soil and streaks.
10. Carpeted Areas - All carpeted areas shall be vacuumed free of all visible debris at every service (goal for 100% of all areas to be vacuumed a minimum of once per week). Prior to vacuuming, all surface litter such as paper, gum, rubber bands, paper clips, staples, etc., shall be picked up. Furniture and trash receptacles shall be moved, as necessary, to vacuum underneath. After vacuuming the floor, including corners, next to baseboards, and behind doors, it shall be free of all visible litter, soil, dust, and embedded grit.
11. Carpet Spot Cleaning - Carpets shall be checked daily for stains and gum. All dirty spots/stains/gum shall be treated with a carpet spot cleaning solution, following the direction of the manufacturer for the specific carpet and stain involved. After cleaning, the carpet shall be free from visible spots, gum and stains, and the nap should be brushed all in one direction. A single spot or stain is defined as an area with a definite continuous outline of a substance within the texture of the carpet (or less than 4 inches in diameter) that is not a part of the manufacturing process.

12. Non-Carpeted Floors - Pick or sweep up all surface litter such as paper, gum, rubber bands, paper clips, staples, spills, etc. Sweep or vacuum the entire area, including under chairs, trash receptacles, desks and other furnishings, behind doors, and corners, which are accessible prior to mopping. The entire area (100%) will be thoroughly dry-mopped or cleaned with appropriate solution, to remove dust, dry soil, and other surface debris every service. New installed tile flooring shall be sealed and waxed 48 hours after installation is completed.
13. Tables, Counters, Desks, Chairs, Sofas, etc. - Remove any non-permanent stains, spots, spills and pencil marks from tables, counters, and desks using a sponge or cloth dampened in mild detergent solution. The cleaning shall not be of such a degree as to remove the finish or leave abrasive marks. This includes all surface areas such as cabinets, bookcases, etc. that are empty. Chairs and sofas, where applicable, shall have cushions lifted for the purpose of the removal of any trash. Information written on whiteboards (dry/wet erase boards) shall not be cleaned off by Service Provider unless requested by City.
14. Elevators - Remove all soil, dirt, graffiti, and fingerprint marks with an approved cleaner. Polish metal surfaces with an approved metal polish; the surface shall be free of smudges, soil, and excess polish and have a shiny appearance. If the inside is of a wood material, this shall be cleaned and polished with an approved wood cleaner/polish. Non-carpeted elevator floors shall be swept, vacuumed, and wet mopped. Carpeted elevator floors shall be vacuumed. Exhaust fan vents shall be cleaned. Threshold tracks shall be cleaned of dirt on a weekly basis.
15. Stairs and Stairwells - Stairwells, stairs, landings, and steps shall be vacuumed and/or mopped. Flights include the landings and steps on stairways between floors. All trash shall be picked up.
16. Break room/Concession/Kitchenette Area - Refill soap dispensers and paper dispensers as defined below in B.2. Clean and disinfect sinks, floor sinks, counters, exterior of appliances and cabinets, tables and chairs.
17. Restroom Cleaning
 - a) Clean and Disinfect Toilets and Urinals - Completely clean and disinfect all exposed surfaces of the toilets and urinals. A non-abrasive cleaner shall be used on the exposed hardware. The cleaning includes the drying and polishing of all exposed hardware. All foreign material shall be removed from the urinal drain trap. A special set of sponges, cloths, scouring pads and brushes shall be maintained and used only for cleaning the urinals and toilets. Remove scale, scum, mineral deposits, rust stains, etc., from the interior of toilet bowls and urinals. After cleaning, the toilet seat must be completely dried and placed in an upright position. All fixtures shall present a clean, bright shiny appearance and shall be free of all streaks, spots, stains, rings, foreign material, etc., including the metal hardware. Stopped-up toilets shall be plunged free of obstructions. Only if obstructions cannot be dislodged completely shall it be reported along with other inoperable or broken fixtures. The Service Provider's supervisor shall report all plumbing discrepancies to the Public Works Supervisor.

- b) Paper Products Dispensers – The Service Provider is to purchase and supply 100% recycled paper towels, with minimum 35% post-consumer content; Toilet seat covers and toilet paper should have 10% recycled content. Waste basket liners should be clear (transparent) plastic, and if possible will have recycled content. At a minimum, re-supply all paper towel dispensers to their maximum level when stock is down to 40%, but do not overfill. Dispensers shall be refilled with the proper product for that dispenser (NOT just laid on top of dispenser or on top of the counter). Re-supply toilet paper by placing the product in the dispenser. Replace consumed rolls and partial rolls, which appear to be down to the last 20%. Toilet seat cover dispensers shall be filled with a new package when empty or when less than 20% of the sheets remain in the package. The dispenser interior, exterior and adjacent surfaces shall be wiped with a sanitizer to remove fingerprints and smudges when filling. The dispensers shall be checked for proper operation after filling and inoperable devices shall be reported daily to supervisors who in turn shall notify the City Project Manager. In addition, feminine product dispensers shall be kept stocked and the exterior cleaned as indicated above. Feminine products disposal containers shall have a waxed paper liner or similar-type product at all times, to be replaced daily or when they have been used.
- c) Bathroom Tissue - Coreless bathroom tissue and other similar products may be considered, but cannot be utilized without prior approval from the City's Public Works Supervisor.
- d) Soap Dispensers – At minimum, soap dispensers shall be filled to within 2" of the top with foam (preferred) or liquid soap when there is 15% of product left (most dispensers have been converted to foam). Soapbox cartridges shall be replaced prior to becoming empty. The dispensers and adjacent surfaces shall be wiped with a germicidal detergent to remove fingerprints and smudges. The device shall be checked after filling for proper operation, and inoperable devices shall be reported daily. The wall and floor area under soap dispensers shall be cleaned of all soap residues.
- e) Trash Receptacles - All waste receptacles and feminine product receptacles shall be emptied. Emptying includes removing the liner and disposing of it. The inside, outside, and housing of the receptacles shall be cleaned with a germicidal cleaner. No anti-bacterial soaps containing **triclosan** shall be used in city facilities. **Pump dispenser** products should be used instead of aerosols.
- f) Counter Tops and Sinks - Completely clean and disinfect all exposed surfaces of the sink. A non-abrasive cleaner shall be used on the exposed hardware. The cleaning includes the drying and polishing of all exposed hardware. After cleaning, the fixture shall present a clean, bright and shiny appearance and shall be free of all visible soil, streaks, oily smudges, residue of cleaning agents, etc. All metal hardware, such as faucet valves, drain and faucets, shall be free of streaks, spots, stains, etc. Inoperable or broken fixtures shall be reported daily to supervisors. Different cloths, sponges, brushes and scouring pads shall be used to clean the sinks than the ones used for cleaning the toilets and urinals.
- g) Diaper Changing Stations and Other Surfaces - Remove all surface litter such as paper towels, etc. Using a treated duster, remove all loose dust and soil from the tops of lockers, cabinets, etc. Dust other flat surfaces with a cloth or sponge dampened in a

germicidal detergent solution. Dusting shall be accomplished by the complete removal of soil from the area - this includes the dispensers. Any graffiti on changing stations shall be removed to the extent feasible.

- h) Walls, Partitions, and Doors - Clean the partition walls, partition doors, and walls surrounding the urinals and toilets. Remove any nonpermanent stains, spots, streaks and graffiti using a cloth/sponge dampened with a germicidal detergent solution. This also includes the light switches, and doors, and any of the walls within the restroom. After cleaning the walls, they shall be free of fingerprints, smudges, grease, soil, mildew, or stain.
- i) Shower Walls and Floors - Wash shower walls, curtains, shower floors, bathtub areas using an approved germicidal cleaner. Clean the shower drains. After washing, the walls, curtains, and floors shall be free from stains, soap scum, mildew and shall have a clean and disinfected appearance.
- j) Floors - Prior to mopping, any mats shall be lifted to remove soil underneath, and the floor surface shall be vacuumed for removal of loose dirt and soil. Mop the floor with a germicidal detergent solution, using a non-abrasive mop (no metal or plastic). After mopping, the floor shall have a uniform appearance free of hair, spots, spills, stains, dirt, oily film, mop strings, etc. Mats shall be disinfected with a germicidal detergent solution. Any mats removed shall be replaced, with the surface dry prior to replacement.
- k) Mirrors - Remove soil, streaks, smudges, film etc., from the surface of the mirrors. The frame of the mirror and shelves and other adjacent areas also shall be cleaned.

B. Weekly Janitorial Services.

1. Vertical/Horizontal Blinds - Dust all vertical and horizontal blinds with a treated cloth or yarn duster. A properly dusted blind shall be free of all dust, dirt, lint, and cobwebs.
2. A/C Supply Vents, Returns and Exhaust Fan Grills - Clean all particles from vents and wall or ceiling area adjacent to the vent. This is very important for indoor air quality.
3. Dusting - Dust all surfaces, including windowsills, banisters, hand rails, ledges, pictures, plaques, cubicle wall tops, door tops, tops and sides of book shelves and cabinets, etc. with a treated microfiber cloth, or yarn duster up to 80 inches from the floor. Public computers in all library buildings are included for dusting. Dusting shall NOT be done on the following surfaces: employees' desks, employees' computers, and shelving within a bookcase (see specific directions noted for dusting of library book shelves).
4. Non-Carpeted Floors – Wet-mop 100% of floor areas on a weekly basis. Floor shall be swept or vacuumed first to remove all surface litter such as paper, gum, rubber bands, paper clips, staples, etc.
5. Storage Areas/Closets – Sweep non-carpeted floors and vacuum carpeted floors to remove all debris. Damp mop non-carpeted floors, removing all marks and dirt.

6. Mop Heads – Mop heads need to be non-abrasive (no metal or plastic). Replace mop heads at least weekly with new mop heads. Old dirty mop heads shall be removed from the building and discarded. Use of reusable, washable microfiber mops is encouraged.
7. Restroom Floor Drains – Remove all built up deposits, embedded hairs, etc., from the grate and neck of the drain. Replace the grate properly. Clean the inside of the drain by pouring at least one gallon of 50/50 mixture of clean water/disinfectant through the drain.
8. Restroom, Locker and Shower Floor – All surface litter such as paper, tape, towels, etc., shall be removed before machine scrubbing. Apply the appropriate cleaning solution and allow it to stand for 5 minutes before scrubbing the surface with a floor buffer equipped with a grit brush. The deep cleaning shall remove heavy stains, mildew, and mineral deposits from the surface and grout. After scrubbing, the surface shall be rinsed thoroughly to remove all remaining detergent. Mop the floor with clean water and a clean mop. Mop excess water from the floor. Wipe all baseboards with a damp clean rag. Areas not accessible with the buffer shall be manually scrubbed with an abrasive hand pad.

C. Monthly Janitorial Services

1. Furniture - Vacuum all cloth furniture. Removable cushions shall be lifted and vacuumed underneath. Wipe down all vinyl and hard surfaces with a damp cloth.
2. Clean all outside lights attached to building exteriors (up to a height of 15 feet) – remove cobwebs from lens covers and lamp housing.

D. Quarterly Janitorial Services or as otherwise specified in Attachment A for each building

1. Cubicle Walls/Furniture - Vacuum all cubicle walls and cloth furniture.
2. High Dusting - Dust all surfaces between 80” and 18’, including walls and ceiling tiles/vents. Remove all dust and cobwebs.
3. Woodwork - Clean and polish all woodwork. Woodwork shall be free of smudges, fingerprints and shall have a uniform appearance.

E. Facilities, Utilities, Telephones, Supplies and Equipment

1. Facilities - The City shall provide, without cost to the Service Provider, janitorial closets or a designated place in each building. These areas shall be kept clean and neat by the Service Provider at all times and shall only be used for the intended use (i.e. eating may not occur nor storage of any food or personal items). Service Provider will keep all of their supplies stored in their proper place when they arrive. Empty boxes, bottles, containers, etc. shall be properly discarded (including recycling, where appropriate). Mop buckets shall be emptied and cleaned, and mops shall be washed out, before storing in the designated janitorial space. Mop heads shall be replaced at a minimum of once a week to prevent odors.

2. Utilities - The City shall furnish all utilities to the Service Provider at existing outlets. Any modifications to existing outlets for the Service Provider's convenience shall be at the Service Provider's expense. Prior written approval for any alteration shall be obtained from the City's Public Works Supervisor.

3. Telephones - The City telephone policy limits use of its telephone extensions on the City system to calls relating to City business. The Service Provider shall ensure that employees observe this policy. The costs of unauthorized telephone usage, which can be directly attributed to an employee of the Service Provider, shall be the responsibility of the Service Provider.

4. Janitorial Supplies - The Service Provider shall provide all cleaning chemicals, supplies, and equipment necessary to perform the cleaning standards of the contract. The Service Provider is required to use floor care products that meet and are guaranteed by the manufacturer, to equal or surpass the test method developed by the American Society of Testing Material (ASTM) for determining the slip resistance of floor finishes (ASTM D2047). Cleaning chemicals must have one of the following low toxicity certifications:
 - a. Green Seal
 - b. Safer Choice
 - c. UL ECOLOGO

In cases of any contradictions, complying with the City's EPP Policy (Green Seal Standard Products) and proper sizing for installed dispensers takes precedence. Providing all supplies is part of the proposal.

- a. Toilet paper 4 ½" x 4 ½", 2-ply, 500 sheets per roll, white. (at least 10% recycled content)
- b. Jumbo tissue 2-ply, white, properly sized for installed dispensers. (at least 10% recycled content)

All paper towels (Items c. through j.) installed in City facilities will be 100% recycled paper towels, with minimum 35% post-consumer content & unbleached.

- c. Hand towels properly sized for installed dispensers with a minimum tensile strength of 15 in both directions.
- d. Multi-fold 9 ¼" x 9 ½", 250 per package
- e. Single-fold 9 ½" x 10 5/8", 250 per package,
- f. Narrow-fold 9 ½" x 9 ½", 250 per package
- g. C-Fold 10 ¼" x 13 ¼", 250 per package
- h. Roll Towels
- i. Perforated 9" x 11", 2-ply, 250 sheets per roll
- j. Non-perforated sized for installed dispenser.
- k. Toilet Seat Covers sized for installed dispensers.
- l. Hand Soap - pH balanced; biodegradable; skin cleaner, effective against a wide range of microorganisms; containing no alcohol or triclosan; 800 ml or equivalent sized for installed dispenser.
- m. Trashcan liners - high-density poly; clear plastic.

- n. Chemical Supplies: This list is not inclusive, but the minimum standards required:
 - 1. Carpet spot remover/cleaner
 - 2. Disinfectants
 - i. Products may only contain the following active ingredients:
 - 1. Hydrogen Peroxide
 - 2. Citric, Lactic, or Caprylic/Octanoic Acid
 - 3. Ethanol or isopropanol
 - 4. Must be registered by the U.S. EPA and be on the U.S. EPA's List N: Disinfectants for Coronavirus (COVID-19)
 - 5. Non-aerosol
 - 3. Germicide
 - 4. Mild detergent
 - 5. Metal cleaner/polish
 - 6. Furniture polish
 - 7. Bathroom deodorizers
 - 8. Graffiti cleaner
- o. The Service Provider shall maintain a minimum of one (1) week's supply of all paper supplies in all facilities at all times during the life of the contract that can be utilized by City personnel for the purpose of restocking the facilities' dispensers.
- p. Maintain a minimum of one biohazard kit at the Public Safety Building at all times.
- q. The Service Provider shall supply all products such as, toilet paper, hand towels, toilet seat covers, and hand soap, for all locations serviced under the contract. Products supplied shall be those designed for use in installed holders. The City reserves the right to change these specifications, including installed dispensers, throughout the life of the contract.
- r. Service Provider must comply with all applicable sections of the City's Environmentally Preferable Purchasing (EPP) Policy including, but not limited to:
 - a. As stated above, all janitorial paper products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines shall contain the highest post-consumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA Guidelines found at www.epa.gov/cpg. Specifically, the following minimum postconsumer recycled content percentages apply: paper towels – 40% postconsumer; bathroom tissue – 20%; and paper napkins – 30%. In addition, janitorial paper products shall be unbleached or processed without chlorine or chlorine derivatives. Service Provider will maintain the following records and submit to the City upon request:
 - i. Records verifying the minimum recycled content of the paper products.
 - ii. Written documentation from the vendor certifying that the paper product is recyclable.
- s. Service Providers shall supply industrial and institutional cleaning products, including general-purpose, bathroom, glass and carpet cleaners, that meet Green Seal's Industrial and Institutional Cleaning Standard, GS-37. To the extent practical, Service Provider shall use products that meet Green Seal's standard for industrial and institutional Floor Care

Products, GS-40, and Green Seal’s industrial and institutional Hand Cleaners, GS-41 (please note at this time, City hand soap dispensers are being changed out to foam, the non-cartridge format).

- t. Manufacturers of plastic trash liners shall be in compliance with the State of California’s Recycled Content Trash Bag Program, <http://www.ciwmb.ca.gov/BuyRecycled/TrashBags/>. All questions pertaining to the EPP Policy shall be directed to the City’s Recycling Program staff at 510-577-6022. A copy of the City’s EPP Policy will be available at the pre-PROPOSAL conference.

Below are the location, tasks and frequency for each of the buildings listed in the.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
1	City Hall	2263 Santa Clara Avenue	24,000	M, W, F

Specifics: City Hall consists of three floors. The first floor consists of lobby area, several offices, meeting rooms, and two restrooms. The computer room and boiler room are not included in this contract. The second floor consists of lobby area, various offices, lunchrooms, and two restrooms. The third floor consists of lobby area, various offices, conference rooms, Council Chambers, and two restrooms. Janitorial services shall also include the elevator, stairway, and front porch/stairs on Santa Clara Avenue side of building.

Services shall be performed on Monday, Tuesday, Wednesday, Thursday, and Friday - during non-working hours (after 6:00 pm)

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Empty and wipe clean (inside and out) all green waste and recyclable baskets/containers, and return to original locations. Remove the recyclable contents to main designated recyclables bin storage areas.
3. Clean and dust desks, tables, counters, cabinets, shelves, partitions, woodwork, panels, doors, walls, all interior and exterior glass doors and frames.
4. All resilient floors must be cleaned, and mopped. All spills, stains, mud, gum, tar, etc., must be removed and cleaned.
5. Sweep, vacuum, and mop all stairways and landings. All spills, stains, mud, gum, tar, etc., must be removed and cleaned.
6. Vacuum all carpeted areas; and spot clean baseboard and carpets for spills, stains, mud, gum, tar, etc.
7. Clean, disinfect, and polish drinking fountains, and remove stains, dirt, smudges and other marks.
8. Clean, disinfect, and mop restroom floors. Clean and disinfect restrooms’ wash basins/sinks, counter tops, shower stalls, toilet bowls (including underside and tops of seats), urinals, walls, and partitions. Empty sanitary napkin containers.
9. Place and refill toilet articles in restrooms. Place and refill restrooms’ soap dispensers, paper towels, toilet tissues, and toilet cover dispensers.

Annual Janitorial Services

1. Three (3) times per year – Clean/shampoo carpeting. Use a vacuum truck-mounted extractor for each cleaning.

Three (3) times per year - Scrub, mop, and re-seal wood floors with pre-approved product designated for type of flooring

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
2	City Hall West	950 West Mall Square	12,000	M, W, F

Specifics: City Hall West consists of three wings, two stories each. Service required is for all common areas, main entrance, halls, elevator, four stairways, eight restrooms, office spaces, back steps and front steps. The service shall be performed three days per week—Monday, Wednesday and Friday (except holidays)—during non-working hours (after 6:00 pm). Service will include cleaning two microwave ovens in lunchroom once a month.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Empty and wipe clean (inside and out) all green waste and recyclable baskets/containers, and return to original locations. Remove the recyclable contents to main designated recyclables bin storage areas.
3. Clean and mop all carpeted areas and lading stairways. All spills, stains, mud, gum, tar, etc., must be removed and cleaned.
4. Sweep, vacuum, and mop all stairways and landings. Spot clean baseboards. All spills, stains, mud, gum, tar, etc., must be removed and cleaned.
5. Clean, disinfect, and polish drinking fountains, and remove stains, dirt, smudges and other marks.
6. Clean and disinfect restrooms’ wash basins/sinks, toilet bowls (including underside and tops of seats), urinals, and partitions. Clean, disinfect, and mop restroom floors.
7. Empty sanitary napkin containers and place and refill toilet articles in restrooms.
8. Place and refill restrooms’ soap dispensers, paper towels, toilet tissues, and toilet cover dispensers.

Annual Janitorial Services

1. Three (3) times per year – Clean/shampoo carpeting. Use a vacuum truck-mounted extractor for each cleaning.
2. Three (3) times per year
 - Strip, scrub, and re-wax vinyl, tile, and terrazzo floors with pre-approved product designated for type of flooring.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
3	Fire Department Admin Offices	1300 Park Street	2,000	T & Th

Specifics: Fire Department Administrative Offices is a one-story building consisting of an office area, fire apparatus area, and firemen’s quarters. The office area consists of several offices, a conference room, and two restrooms. The service does not include the fire apparatus area or firemen’s quarters. The service shall be performed two days per week—Tuesday and Thursday (except holidays) during working hours between 4:30-5:30 pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Empty and wipe clean (inside and out) all green waste and recyclable baskets/containers, and return to original locations. Remove the recyclable contents to main designated recyclables bin storage areas.
3. Clean and mop all carpeted areas. All spills, stains, mud, gum, tar, etc., must be removed and cleaned.
4. Clean, disinfect, and polish drinking fountains, and remove stains, dirt, smudges and other marks.
5. Clean and disinfect restrooms’ wash basins/sinks, toilet bowls (including underside and tops of seats), urinals, and partitions. Clean, disinfect, and mop restroom floors.
6. Empty sanitary napkin containers and place and refill toilet articles in restrooms.
7. Place and refill restrooms’ soap dispensers, paper towels, toilet tissues, and toilet cover dispensers

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
4	Emergency Operations Center	1809 Grand Street	3,500	Tue & Th

Specifics: EOC is a two story building consisting of main entryway, offices, conference rooms, elevator, two stairways, two restrooms and a shower room. The second story consists of a large conference room. No work is to be done in the elevator room, electrical room and IT room. The service shall be performed two days per week—Tuesday and Thursday (except holidays)—during non-working hours (after 5:00 p.m.).

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Empty and wipe clean (inside and out) all green waste and recyclable baskets/containers, and return to original locations. Remove the recyclable contents to main designated recyclables bin storage areas.
3. All resilient floors must be cleaned, and mopped. All spills, stains, mud, gum, tar, etc., must be removed and cleaned.
4. Sweep, vacuum, and mop all stairways and landings. All spills, stains, mud, gum, tar, etc., must be removed and cleaned.
5. Clean disinfect, and mop restroom floors.

6. Clean, disinfect, and polish drinking fountains, and remove stains, dirt, smudges and other marks.
7. Clean and disinfect restrooms' wash basins/sinks, counter tops, shower stalls, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
8. Empty sanitary napkin containers.
9. Place and refill toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels, toilet tissues, and toilet cover dispensers.

Annual Janitorial Services

1. Three (3) times per year Strip, scrub, and re-wax floors with pre-approved product designated for type of flooring.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
5	Alameda Fleet Services	2040 Grand Street	1,000	T & Th

Specifics: Alameda Fleet Services consists of a one-story building mostly occupied by service bays for the repair of City vehicles and equipment. Service required is for one office, one restroom, one locker room, and a lunch room. Service shall be provided two days per week—Tuesday and Thursday (except holidays) during working hours, 7:00 a.m. through 3:30 p.m.

Services shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Empty and wipe clean (inside and out) all green waste and recyclable baskets/containers, and return to original locations. Remove the recyclable contents to main designated recyclables bin storage areas.
3. Clean and mop all carpeted areas and lading stairways. All spills, stains, mud, gum, tar, etc., must be removed and cleaned.
4. Sweep, vacuum, and mop all stairways and landings. Spot clean baseboards. All spills, stains, mud, gum, tar, etc., must be removed and cleaned.
5. Clean and disinfect restrooms' wash basins/sinks, toilet bowls (including underside and tops of seats), urinals, and partitions. Clean, disinfect, and mop restroom floors.
6. Empty sanitary napkin containers and place and refill toilet articles in restrooms.
7. Place and refill restrooms' soap dispensers, paper towels, toilet tissues, and toilet cover dispensers.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
6	Fire Station 5	950 West Ranger Avenue	680	M, W, F

Specifics: Fire Station #5 consists of a two-story building with three garage bays. Service is required for the ground floor office and reception area, and hall. The service does not include the fire apparatus area (garage bays) or the firemen's quarters. The service shall be performed three days per week—Monday, Wednesday and Friday (except holidays)—during non-working hours (after 6:00 pm).

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Empty and wipe clean (inside and out) all green waste and recyclable baskets/containers, and return to original locations. Remove the recyclable contents to main designated recyclables bin storage areas.
3. Clean and mop all carpeted areas and lading stairways. All spills, stains, mud, gum, tar, etc., must be removed and cleaned.
4. Sweep, vacuum, and mop all stairways and landings. Spot clean baseboards. All spills, stains, mud, gum, tar, etc., must be removed and cleaned.
5. Clean, disinfect, and polish drinking fountains, and remove stains, dirt, smudges and other marks.
6. Clean and disinfect restrooms' wash basins/sinks, toilet bowls (including underside and tops of seats), urinals, and partitions. Clean, disinfect, and mop restroom floors.
7. Empty sanitary napkin containers and place and refill toilet articles in restrooms.
8. Place and refill restrooms' soap dispensers, paper towels, toilet tissues, and toilet cover dispensers.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
7	Ferry Terminal	2990 Main Street	440	Sun-Sat

Specifics: Ferry building is a one-story restroom facility. This area consists of two restroom areas. Service shall be performed seven days per week (except holidays) during working hours.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Empty and wipe clean (inside and out) all green waste and recyclable baskets/containers, and return to original locations. Remove the recyclable contents to main designated recyclables bin storage areas.
3. All resilient floors must be cleaned, and mopped. All spills, stains, mud, gum, tar, etc., must be removed and cleaned.
4. Clean, disinfect, and mop restroom floors.
5. Clean, disinfect, and polish drinking fountains, metal housings and trim; remove stains, dirt, smudges and other marks.
6. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place and refill toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels, toilet tissues, and toilet cover dispensers.

Three (3) times per year strip, scrub, and re-wax floors with pre-approved product designated for type of flooring. Schedules to be arranged and approved by Public Works Supervisor

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
8	Main Library	1550 Oak Street	47,000	M, Tu, W, Th, F, Sat

Specifics: Main Library consists of two floors. The first floor is occupied by books, checkout desk, two conference rooms, four restrooms, a children’s storytime/craft room, children’s information desk, staff work spaces, public computer work stations, offices, various tables and chairs, and a small café with tables and chairs. The second floor consists of various offices, conference rooms, three restrooms and a shower, books, magazines, public reference desk, quiet reading room, computer lab, teen homework center, and small group study rooms.

Service shall be performed six days a week – Monday, Tuesday, Wednesday, Thursday, Friday and Saturday (except holidays) - during non-working hours (after 9:00 pm). Computer server room and Friends of the Library book sorting room are not included in this contract. Public restrooms (5 total) with electric hand dryers do not receive paper towels, and the contractor shall be responsible for batteries replacement.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Empty and wipe clean (inside and out) all green waste and recyclable baskets/containers, and return to original locations. Remove the recyclable contents to main designated recyclables bin storage areas.
3. Dust bookshelves (tops and end of shelves), chairs, counters, cabinets, and other furniture.
4. Wipe all horizontal surfaces (tables, desks and book stacks)
5. Clean and dust desks, tables, chairs, counters, cabinets, shelves, lockers, partitions, woodwork, panels, doors, walls, all interior and exterior glass doors and frames.
6. Clean partition glass (study rooms, stairway, conference room, café/library)
7. Remove fingerprints from office partitions, doors, walls, and glass entrance doors.
8. All vinyl, wood, tile, and resilient floors must be cleaned, and mopped. All spills, stains, mud, gum, tar, etc., must be removed and cleaned.
9. Sweep, vacuum, and mop all stairways and landings. All spills, stains, mud, gum, tar, etc., must be removed and cleaned.
10. Vacuum all carpeted areas; and spot clean baseboard and carpets for spills, stains, mud, gum, tar, etc.
11. Clean, disinfect, and polish drinking fountains, metal housings and trim; remove stains, dirt, smudges and other marks.
12. Clean, disinfect, and mop restroom floors.
13. Clean and disinfect restrooms’ wash basins/sinks, counter tops, shower stalls, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
14. Empty sanitary napkin containers.
15. Place and refill toilet articles in restrooms. Place and refill restrooms’ soap dispensers, paper towels, toilet tissues, and toilet cover dispensers.

Annual Janitorial Services

1. Three (3) times per year – Clean/shampoo carpeting. Use a vacuum truck-mounted extractor for each cleaning.

2. Three (3) times per year:
 - Strip, scrub, and re-wax vinyl, tile, and terrazzo floors with pre-approved product designated for type of flooring.
 - Scrub, mop, and re-seal wood floors with pre-approved product designated for type of flooring.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
9	Maintenance Service Center	1616 Fortmann	4,000	T & Th

Specifics: Maintenance Service Center is a one-story building consisting of an office area and shops. The office area consists of the main admin office, four offices, conference room, lunchroom, and three restrooms. The janitorial service also includes all hallways, but does not include the various shops or the exterior of the building. The service shall be performed two days per week—Tuesday and Thursday (except holidays) during non-working hours (after 5:00 pm). Service will include cleaning one microwave oven in lunchroom once a month.

Services shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Empty and wipe clean (inside and out) all green waste and recyclable baskets/containers, and return to original locations. Remove the recyclable contents to main designated recyclables bin storage areas.
3. Clean and mop all carpeted areas and lading stairways. All spills, stains, mud, gum, tar, etc., must be removed and cleaned.
4. Sweep, vacuum, and mop all stairways and landings. Spot clean baseboards. All spills, stains, mud, gum, tar, etc., must be removed and cleaned.
5. Clean and disinfect restrooms' wash basins/sinks, toilet bowls (including underside and tops of seats), urinals, and partitions. Clean, disinfect, and mop restroom floors.
6. Empty sanitary napkin containers and place and refill toilet articles in restrooms.
7. Place and refill restrooms' soap dispensers, paper towels, toilet tissues, and toilet cover dispensers.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
10	Police Department	1555 Oak Street	35,000	M, Tu, W, Th, F, Sat

Specifics: First floor, second floor, basement area, break rooms, restrooms, locker and shower rooms, offices, conference rooms, weights room and lobby. Service shall be performed six days a week – Monday, Tuesday, Wednesday, Thursday, Friday and Saturday after 9:00 pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.

2. Empty and wipe clean (inside and out) all green waste and recyclable baskets/containers, and return to original locations. Remove the recyclable contents to main designated recyclables bin storage areas
3. Remove spots and fingerprints from glass entrance doors.
4. Dust and clean desks, tables, chairs, counters, cabinets, and other furniture.
5. Clean tabletops and glass tops.
6. Vacuum all carpeted areas; and spot clean carpets for spills, stains, mud, gum, tar, etc.
7. Sweep and or vacuum/dust mop all stairways and landings
8. Clean, disinfect, and polish drinking fountains.
9. Sweep and or dust mop all areas.
10. Dust all resilient floors with a treated mop.
11. Clean and disinfect restrooms and kitchen counters.
12. Mop restroom and kitchen floors, spot mop other areas.
13. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
14. Empty sanitary napkin containers.
15. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Three (3) times per year – shampoo carpets with pre-approved product designated for type of carpet in the facility. Schedules to be arranged and approved by Public Works Supervisor.

Three (3) times per year - strip, scrub, and re-wax floors with pre-approved product designated for type of flooring. Schedules to be arranged and approved by Public Works Supervisor.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
11	Veterans Memorial Building	2203 Central Avenue	11,000	M, Tue, W, Th, F

Specifics: Veterans Memorial Building is a three-story structure consisting of approximately 11,000 square feet. Service requested is for all common areas including main entry, Veterans Meeting Room, all stairways and halls, four restrooms, theater on the main floor, classrooms in the basement level (Teen Center), large meeting room in the basement level, and the Adult Literacy Center. Janitorial services shall also include the front porch/stairs. Services shall be performed on Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday during morning hours. Schedule to be arranged and approved by Public Works Supervisor.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Empty and wipe clean (inside and out) all green waste and recyclable baskets/containers, and return to original locations. Remove the recyclable contents to main designated recyclables bin storage areas.

3. Clean and mop all carpeted areas and lading stairways. All spills, stains, mud, gum, tar, etc., must be removed and cleaned.
4. Sweep, vacuum, and mop all stairways and landings. Spot clean baseboards. All spills, stains, mud, gum, tar, etc., must be removed and cleaned.
5. Clean, disinfect, and polish drinking fountains, and remove stains, dirt, smudges and other marks.
6. Clean and disinfect restrooms' wash basins/sinks, toilet bowls (including underside and tops of seats), urinals, and partitions. Clean, disinfect, and mop restroom floors.
7. Empty sanitary napkin containers and place and refill toilet articles in restrooms.
8. Place and refill restrooms' soap dispensers, paper towels, toilet tissues, and toilet cover dispensers.

Annual Janitorial Services

Three (3) times per year:

1. Strip, scrub, and re-wax vinyl, tile, and terrazzo floors with pre-approved product designated for type of flooring.
2. Scrub, mop, and re-seal wood floors with pre-approved product designated for type of flooring.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
12	Franklin Park Center	1432 San Antonio Avenue	800	M, W, F
	Franklin Park Center Restrooms only		400	Sun, Tue, Thu, Sat

Specifics: Office, main room, and restrooms. The service shall be performed in the entire facility three days per week—Monday, Wednesday, and Friday (except holidays) after 6:00 pm. And the restrooms only cleaned on Sunday, Tuesday, Thursday and Saturday after 6 pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Clean tabletops, counters, and appliances.
4. Sweep and or dust mop all areas.
5. Clean, mop, and disinfect restrooms.
6. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Three (3) times per year – scrub and wax floors. Schedules to be arranged and approved by Public Works Supervisor

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
13	Godfrey Park Facility	281 Beach Road	1,200	M,W,F (Sept-May) M-F (June-Aug)
	Godfrey Park Facility Restrooms only		400	Sat & Sun

Specifics: Main room, restrooms, and kitchen area. The service shall be performed three days per week (Sept-May)—Monday, Wednesday, and Friday; and M-F (June-Aug) (except holidays) after 6:00 pm. Restrooms to be cleaned Saturday and Sunday.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Clean counters, and appliances.
4. Sweep and or dust mop all areas.
5. Clean, mop, and disinfect restrooms and kitchen.
6. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
14	Leydecker Park Facility	3225 Mecartney Road	3,000	Sun-Sat

Specifics: Craft, tiny tot and main rooms, restrooms, kitchen, office, hallway, and lobby. The service shall be performed seven days per week (except holidays)—between 6:00 and 10:00pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Sweep and or dust mop all areas.
4. Dust all resilient floors with a treated mop.
5. Clean and disinfect restrooms and kitchen counters.

6. Mop restroom and kitchen floors, spot mop other areas.
7. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions
8. Empty sanitary napkin containers.
9. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Three (3) times per year – scrub and wax floors. Schedules to be arranged and approved by Public Works Supervisor.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
15	Lincoln Park Restrooms	1450 High Street	250	Sun - Sat

Specifics: The service shall be performed seven days per week—Tuesday-Sunday (except holidays)—during the following hours (after 10:00 p.m. except Saturday and Sunday after 11:00 pm). Restrooms only cleaned on Mondays after 10:00 pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Sweep and or dust mop all areas.
4. Dust all resilient floors with a treated mop.
5. Clean and disinfect restrooms and kitchen counters.
6. Mop restroom and kitchen floors, spot mop other areas.
7. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions
8. Empty sanitary napkin containers.
9. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers

Three (3) times per year – scrub and wax floors. Schedules to be arranged and approved by Public Works Supervisor.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
16	Lincoln Lodge	1150 High Street	500	M, Th (Sept-May) M, W, F (June-Aug)

Specifics: Main room and restroom. The service shall be performed M, Th (Sept-May) and M, W, F (June-Aug) (except holidays) after 8:00 pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas
2. Clean, mop, and disinfect restrooms and kitchen floors and counters.
3. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
4. Empty sanitary napkin containers.
5. Remove fingerprints from doors and walls; and entrance doors
6. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.
7. Sweep and or dust mop all areas

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
17	Harrison Park Center	1450 High Street	2,400	Sun-Sat

Specifics: Craft and main room, restrooms, Kitchen, office, and lobby. The service shall be performed seven days per week (except holidays)—during the following hours (after 10:00 p.m. except Saturday and Sunday after 11:00 pm). Restrooms only cleaned on Mondays after 10:00 pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Sweep and or dust mop all areas.
4. Dust all resilient floors with a treated mop.
5. Clean and disinfect restrooms and kitchen counters.
6. Mop restroom and kitchen floors, spot mop other areas.
7. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions
8. Empty sanitary napkin containers.
9. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers

Three (3) times per year – scrub and wax floors. Schedules to be arranged and approved by Public Works Supervisor.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
18	Littlejohn Park Facility	1401 Pacific Avenue	900	M, W, F

**Littlejohn Park Facility
Restrooms only**

200

Sun, Tue, Th, Sat

Specifics: Office and main room, restrooms, and kitchen area. The service shall be performed three days per week—Monday, Wednesday, and Friday (except holidays) after 7:00 pm. Restrooms only cleaned on Sunday, Tuesday, Thursday and Saturday after 7 pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Clean counters and appliances.
4. Sweep and or dust mop all areas.
5. Clean, mop, and disinfect restrooms.
6. Clean and disinfect restrooms’ wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place toilet articles in restrooms. Place and refill restrooms’ soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Three (3) times per year – scrub and wax floors. Schedules to be arranged and approved by Public Works Supervisor.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
19	Longfellow Park Center	520 Lincoln Avenue	1000	M, W, F
	Longfellow Park Center Restrooms only		400	Tue, Th, Sat, Sun

Specifics: Office, main room, restrooms, and kitchen area. The service shall be performed three days per week—Monday, Wednesday, and Friday (except holidays)—during the following hours after 6:00 pm. Restrooms only cleaned on Tuesday, Thursday, Saturday, and Sunday.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Clean all counters and appliances.
4. Sweep and or dust mop all areas.
5. Clean, mop, and disinfect restrooms and kitchen floors.
6. Clean and disinfect restrooms’ wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.

8. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
20	Tillman Park Facility	220 Aughinbaugh	1,000	M, W, F
	Tillman Park Facility Restrooms only		400	Tue, Th, Sat, Sun

Specifics: Office and main rooms, restrooms, and kitchen area. The service shall be performed three days per week—Monday, Wednesday, and Friday (except holidays)—during the following hours after 6:00 pm. Restrooms only cleaned on Tuesday, Thursday, Saturday, and Sunday.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Clean all counters and appliances.
4. Sweep and or dust mop all areas.
5. Clean, mop, and disinfect restrooms and kitchen floors.
6. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispenser.

Three (3) times per year – scrub and wax floors. Schedules to be arranged and approved by Public Works Supervisor.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
21	Woodstock Park Facility	351 Cypress Street	1,500	M, W, F

Specifics: Main room, restrooms, kitchen, office, and hallways. The service shall be performed three days per week—Monday, Wednesday, and Friday (except holidays) after 6:00 pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove spots, stains and fingerprints from doors and walls.
3. Dust and clean all counters.
4. Sweep and or dust mop all areas.

5. Clean, mop, and disinfect restrooms and kitchen floors.
6. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Three (3) times per year – scrub and wax floors. Schedules to be arranged and approved by Public Works Supervisor.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
22	Woodstock Park Restroom	351 Cypress Street	250	Sun-Sat

Specifics: Restroom Facility. The service shall be performed seven days per week—between 6:00 and 10:00pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Clean all counters and appliances.
4. Sweep and or dust mop all areas.
5. Clean, mop, and disinfect restrooms and kitchen floors.
6. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
23	Shoreline Restroom 1	2701 Seaview Parkway	250	Sun-Sat

Specifics: Restroom Facility. The service shall be performed seven days per week—between 6:00 and 10:00pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Clean all counters and appliances.

4. Sweep and or dust mop all areas.
5. Clean, mop, and disinfect restrooms and kitchen floors.
6. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
24	Shoreline Restroom 2	2695 Seaview Parkway	250	Sun-Sat

Specifics: Restroom Facility. The service shall be performed seven days per week—between 6:00 and 10:00pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Clean all counters and appliances.
4. Sweep and or dust mop all areas.
5. Clean, mop, and disinfect restrooms and kitchen floors.
6. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
25	Krusi Park Facility	900 Mound Street	900	Sun-Sat

Specifics: Office and main room, restrooms, and kitchen area. The service shall be performed days per week—between 6:00 and 10:00pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Clean counters and appliances.

4. Sweep and or dust mop all areas.
5. Clean, mop, and disinfect restrooms.
6. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Three (3) times per year – scrub and wax floors. Schedules to be arranged and approved by Public Works Supervisor.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
26	Washington Park Facility	740 Central Avenue	1,200	Sun, Tu, Th (Sept-May) M-F (June-Aug)

Specifics: Office, main room, restrooms, and kitchen.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Sweep and or dust mop all areas.
4. Dust all resilient floors with a treated mop.
5. Clean and disinfect restrooms and kitchen counters.
6. Mop restroom and kitchen floors, spot mop other areas.
7. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions
8. Empty sanitary napkin containers.
9. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
27	Upper Washington Restroom	8 th near Portola	250	Sun-Sat

Specifics: Restroom Facility. The service shall be performed seven days per week—between 6:00 and 10:00pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Clean all counters and appliances.
4. Sweep and or dust mop all areas.
5. Clean, mop, and disinfect restrooms and kitchen floors.
6. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
28	Lower Park Restroom	1300 8 th Street	250	Sun-Sat

Specifics: Restroom Facility. The service shall be performed seven days per week. —between 6:00 and 10:00pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Clean all counters and appliances.
4. Sweep and or dust mop all areas.
5. Clean, mop, and disinfect restrooms and kitchen floors.
6. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
29	Bay Port	301 Jack London Ave	1,200	Sun-Sat

Specifics: Main rooms, restrooms, and kitchen. The service shall be performed seven days a week—between 6:00 and 10:00pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Sweep and or dust mop all areas.
4. Dust all resilient floors with a treated mop.
5. Clean and disinfect restrooms and kitchen counters.
6. Mop restroom and kitchen floors, spot mop other areas.
7. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions
8. Empty sanitary napkin containers.
9. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers

Three (3) times per year – scrub and wax floors. Schedules to be arranged and approved by Public Works Supervisor.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
30	Bay Port Restroom	301 Jack London Ave	250	Sun-Sat

Specifics: Restroom Facility. The service shall be performed seven days per week—between 6:00 and 10:00pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Clean all counters and appliances.
4. Sweep and or dust mop all areas.
5. Clean, mop, and disinfect restrooms and kitchen floors.
6. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
31	Alameda Point Gym	1101 W. Redline Ave	1,000	Sun-Sat (Lobby)

Specifics: Three restrooms, main lobby, and vending machine room. Service to be provided Monday, Wednesday and Friday 8 am - 2 pm. Saturday service after 9 pm or before 8 am Sundays. Service days landing on a holiday to be scheduled the following regular business day.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove spots, stains, and fingerprints from doors, and walls
3. Sweep and or dust mop all areas.
4. Clean, mop, and disinfect restrooms, main lobby, and vending machine room floors.
5. Clean and disinfect restrooms’ wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
6. Empty sanitary napkin containers.
7. Place toilet articles in restrooms. Place and refill restrooms’ soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.
8. Vacuum carpeted areas SCHEDULED MAINTENANCE SERVICE

Scheduled Maintenance Service is defined as service or repair work that is non time sensitive or where the work involved is of such a nature that allows for advanced scheduling (carpet cleaning, floor waxing/polishing).

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
32	Gym Modular Restroom	1101 W. Redline Ave	250	Sun-Sat

Specifics: Restroom Facility. The service shall be performed seven days per week—between 6:00 and 10:00pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Clean all counters and appliances.
4. Sweep and or dust mop all areas.
5. Clean, mop, and disinfect restrooms and kitchen floors.
6. Clean and disinfect restrooms’ wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place toilet articles in restrooms. Place and refill restrooms’ soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
33	McKinley Park Center	2165 Buena Vista Avenue	1,900	M, W, F (Sept-May) M-F (June-Aug)
	McKinley Park Center Restrooms only		400	Sun, Tu, Th, Sat (Sept-May) Sun, Sat (June-Aug)

Specifics: Upper room, office and lower room, restrooms, and kitchen area. The service shall be performed three days per week—Monday, Wednesday, and Friday (except holidays) after 7:00 pm. Restrooms only cleaned on Sunday, Tuesday, Thursday and Saturday after 7 pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Clean counters, and appliances.
4. Sweep and or dust mop all areas.
5. Clean, mop, and disinfect restrooms.
6. Clean and disinfect restrooms’ wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place toilet articles in restrooms. Place and refill restrooms’ soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Three (3) times per year – scrub and wax floors. Schedules to be arranged and approved by Public Works supervisor.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
34	Alameda Recreation and Park Department (ARPD)	2226 Santa Clara Ave	3,500	Tue & Th

Specifics: ARPD consists of a single story building. Service is required for the ground floors offices, receptions area, lobby area, and four restrooms. The service shall be performed two days per week—Tuesday and Thursday (except holidays)—during non-working hours (after 6:30 pm).

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Empty and wipe clean (inside and out) all green waste and recyclable baskets/containers, and return to original locations. Remove the recyclable contents to main designated recyclables bin storage areas.
3. Clean and dust desks, tables, chairs, counters, cabinets, doors, walls, all interior and exterior glass doors and frames.

4. Vacuum all carpeted areas including under and around all furniture; and spot clean baseboard and carpets; and remove and clean spills, stains, mud, gum, tar, etc.
5. Clean with germicidal solution, disinfect, and mop restrooms and kitchen floors.
6. Clean and disinfect restrooms' wash basins/sinks, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers, all waste baskets/containers, all green waste and recyclable baskets/containers, and replace liners.
8. Place and refill toilet articles in restrooms.
9. Place and refill restrooms' soap dispensers, paper towels, toilet tissues, and toilet cover dispensers.

Annual Janitorial Services

Three (3) times per year – Clean/shampoo carpeting. Use a vacuum truck-mounted extractor for each cleaning.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
35	Grand Street Boat Ramp	2094 Grand Street	250	Sun-Sat

Specifics: Restroom Facility. The service shall be performed seven days per week—between 6:00 and 10:00pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Clean all counters and appliances.
4. Sweep and or dust mop all areas.
5. Clean, mop, and disinfect restrooms and kitchen floors.
6. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
36	Harrington Park Restroom	Oleander at Holly	250	Sun-Sat

Specifics: Restroom Facility. The service shall be performed seven days per week—between 6:00 and 10:00pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Clean all counters and appliances.
4. Sweep and or dust mop all areas.
5. Clean, mop, and disinfect restrooms and kitchen floors.
6. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
37	Encinal Boat Ramp Restroom	190 Central Ave.	250	Sun-Sat

Specifics: Restroom Facility. The service shall be performed seven days per week—between 6:00 and 10:00pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Clean all counters and appliances.
4. Sweep and or dust mop all areas.
5. Clean, mop, and disinfect restrooms and kitchen floors.
6. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
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38	Jean Sweeny Restroom	1100 Atlantic Ave	250	Sun-Sat
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Specifics: Restroom Facility. The service shall be performed seven days per week—between 6:00 and 10:00pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Clean all counters and appliances.
4. Sweep and or dust mop all areas.
5. Clean, mop, and disinfect restrooms and kitchen floors.
6. Clean and disinfect restrooms’ wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place toilet articles in restrooms. Place and refill restrooms’ soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
39	Officer’s Club	641 W. Redline Ave	10,000	W

Specifics: O’Club is a banquet facility consisting of 4 rooms, office area, hallways, entry way, and kitchen. In addition to normal scheduled cleaning regimen, the following shall be done once a month: clean and buff dance floor, clean interior windows, clean and sanitize in kitchen all counters, floors, and walk-in refrigerator; once a month clean wood paneling, and vacuum curtains. The service shall be performed once a week on Mondays (Tuesday if a Holiday) after 3 pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove spots, stains, and fingerprints from doors, walls, and windows.
3. Sweep and or dust mop all areas.
4. Clean, mop, and disinfect restrooms and kitchen floors and counters.
5. Clean and disinfect restrooms’ wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
6. Empty sanitary napkin containers.
7. Vacuum carpeted areas.
8. Place toilet articles in restrooms. Place and refill restrooms’ soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

9. Below are the location, tasks and frequency for each of the buildings listed in the.
10. Three (3) times per year – polish all brass. Schedules to be arranged and approved by Public Works

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
40	Alameda Point Neighborhood Park Bathroom	Coronado at Halo	250	Sun-Sat

Specifics: Restroom Facility. The service shall be performed seven days per week—between 6:00 and 10:00pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Clean all counters and appliances.
4. Sweep and or dust mop all areas.
5. Clean, mop, and disinfect restrooms and kitchen floors.
6. Clean and disinfect restrooms’ wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place toilet articles in restrooms. Place and refill restrooms’ soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
41	Alameda Point Waterfront Park Bathroom	West Atlantic at Ferry Point	250	Sun-Sat

Specifics: Restroom Facility. The service shall be performed seven days per week—between 6:00 and 10:00pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Clean all counters and appliances.
4. Sweep and or dust mop all areas.
5. Clean, mop, and disinfect restrooms and kitchen floors.

6. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

Item No.	Building	Address	Approx. Square Footage	Frequency (Days per Week)
42	Alameda Landing Waterfront Park Bathroom	687 Sentinel Dr.	250	Sun-Sat

Specifics: Restroom Facility. The service shall be performed seven days per week—between 6:00 and 10:00pm.

Service shall include:

1. Empty and wipe clean (inside and out) all waste baskets/containers, replace liners, and return to original locations. Remove trash to main designated waste bin storage areas.
2. Remove fingerprints from doors and walls.
3. Clean all counters and appliances.
4. Sweep and or dust mop all areas.
5. Clean, mop, and disinfect restrooms and kitchen floors.
6. Clean and disinfect restrooms' wash basins/sinks, counter tops, toilet bowls (including underside and tops of seats), urinals, walls, and partitions.
7. Empty sanitary napkin containers.
8. Place toilet articles in restrooms. Place and refill restrooms' soap dispensers, paper towels and dispenser, toilet tissues, and toilet cover dispensers.

IV. SCHEDULED MAINTENANCE SERVICE

Scheduled Maintenance Service is defined as service or repair work that is non time sensitive or where the work involved is of such a nature that allows for advanced scheduling (carpet cleaning, floor waxing/polishing).

V. EMERGENCY MAINTENANCE SERVICE

Work in this category is considered to be a safety concern and shall be performed by the Contractor at the direction of the Public Works Supervisor or his designee.

An example situation that may require an emergency response is cleaning of hazardous material (vomit, feces).

When notified by the City to respond to an emergency situation, the Contractor shall be at the site in one (1) hour or less from the time of notification. The Contractor shall maintain a local telephone number where contact can be made twenty-four (24) hours per day.

VI. WORKING HOURS

Services shall be performed outside of normal working days and hours, which are defined as Monday through Friday, 7:00 a.m. to 6:00 p.m. (except scheduled holidays, see below).

Note: Some City Buildings/Facilities are closed to the Public and/or sometimes vacant each Friday, Saturday or Sunday, therefore Service Provider should consider any intrusive Janitorial Maintenance be scheduled 7 days in advance with the PW Supervisor to ascertain non-disturbance of scheduled work flow.

VII. HOLIDAYS

The City recognizes, and will be closed on the below Scheduled Holidays:

If a scheduled holiday falls on a Saturday, the previous Friday should be a scheduled service day and if holiday falls on a Sunday, the following Monday should be a scheduled service day.

1. New Year's Day
2. Dr. Martin Luther King Jr. Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day after Thanksgiving Day
10. Christmas Day

APPENDIX B
Standard Agreement and Insurance Requirements

SERVICE PROVIDER AGREEMENT

This SERVICE PROVIDER AGREEMENT (“**Agreement**”) is entered into this ____ day of _____ 2023 (“**Effective Date**”), by and between the CITY OF ALAMEDA, a municipal corporation (“the **City**”), and COMPANY, a [STATE corporation, LLC, LP, GP, or sole proprietor/individual], whose address is ADDRESS (“**Provider**”), in reference to the following facts and circumstances:

RECITALS

A. The City is a municipal corporation duly organized and validly existing under the laws of the State of California with the power to carry on its business as it is now being conducted under the statutes of the State of California and the Charter of the City.

B. The City is in need of the following services for full service Janitorial Services for City Building Facilities (Various Locations). City staff issued an RFP on May 25, 2023 and after a submittal period of fifteen days received NUMBER of timely submitted proposals. Staff reviewed the proposals, interviewed qualified firms and selected the service provider that best meets the City’s needs.

C. [Provider is specially trained, experienced and competent to perform the special services which will be required by this Agreement.][Provider possesses the skill, experience, ability, background, certification and knowledge to provide the services described in this Agreement on the terms and conditions described herein.]

D. [Whereas, the City Council authorized the City Manager to execute this agreement on _____.]

E. The City and Provider desire to enter into an agreement for full service Janitorial Services for City Building Facilities (Various Locations), upon the terms and conditions herein.

AGREEMENT

NOW, THEREFORE, in consideration of the forgoing, which are incorporated herein by reference, and for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the City and Provider agree as follows:

1. TERM:

The term of this Agreement shall commence on the ____ day of _____ 20____, and shall terminate on the ____ day of _____ 20____, unless terminated earlier as set forth herein.

2. SERVICES TO BE PERFORMED:

Provider agrees to do all necessary work at its own cost and expense, to furnish all labor, tools, equipment, materials, except as otherwise specified, and to do all necessary work included in Exhibit A as requested. Provider acknowledges that the work plan included in Exhibit A is tentative and does not commit the City to request Provider to perform all tasks included therein.

3. COMPENSATION TO PROVIDER:

a. By the 7th day of each month, Provider shall submit to the City an invoice for the total amount of work done the previous month. Pricing and accounting of charges are to be according to the fee schedule as set forth in Exhibit B and incorporated herein by this reference. Extra work must be approved in writing by the City Manager or their designee prior to performance and shall be paid on a Time and Material basis as set forth in Exhibit B.

b. Compensation for work done under this Agreement, shall not exceed as follows:

FY XX-XX total compensation shall not exceed \$XX
FY XX-XX total compensation shall not exceed \$XX
FY XX-XX total compensation shall not exceed \$XX
FY XX-XX total compensation shall not exceed \$XX
FY XX-XX total compensation shall not exceed \$XX
Total five-year compensation shall not exceed \$XXX,XXX

Use of contingency shall be for items of work outside the original scope and requires prior written authorization by the City.

4. TIME IS OF THE ESSENCE:

Provider and the City agree that time is of the essence regarding the performance of this Agreement.

5. STANDARD OF CARE:

Provider agrees to perform all services hereunder in a manner commensurate with the prevailing standards of like professionals or service providers, as applicable, in the San Francisco Bay Area and agrees that all services shall be performed by qualified and experienced personnel who are not employed by the City.

6. INDEPENDENT PARTIES:

Provider hereby declares that Provider is engaged as an independent business and Provider agrees to perform the services as an independent contractor. The manner and means of conducting the services and tasks are under the control of Provider except to the extent they are limited by statute, rule or regulation and the express terms of this Agreement. No civil service status or other right of employment will be acquired by virtue of Provider's services. None of the benefits provided by the City to its employees, including but not limited to unemployment insurance, workers' compensation plans, vacation and sick leave, are available from the City to Provider, its employees or agents. Deductions shall not be made for any state or federal taxes, FICA payments, PERS payments, or other purposes normally associated with an employer-employee relationship from any compensation due to Provider. Payments of the above items, if required, are the responsibility of Provider.

7. IMMIGRATION REFORM AND CONTROL ACT (IRCA):

Provider assumes any and all responsibility for verifying the identity and employment authorization of all of its employees performing work hereunder, pursuant to all applicable IRCA

or other federal, or state rules and regulations. Provider shall indemnify, defend, and hold the City harmless from and against any loss, damage, liability, costs or expenses arising from any noncompliance of this provision by Provider.

8. NON-DISCRIMINATION:

Consistent with the City’s policy and state and federal law that harassment and discrimination are unacceptable conduct, Provider and its employees, contractors, and agents shall not harass or discriminate against any job applicant, City employee, or any other person on the basis of any kind of any statutorily (federal, state or local) protected class, including but not limited to: race, religious creed, color, national origin, ancestry, disability (both mental and physical) including HIV and AIDS, medical condition (e.g. cancer), genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, pregnancy, political affiliation, military and veteran status or legitimate union activities. Provider agrees that any violation of this provision shall constitute a material breach of this Agreement.

9. HOLD HARMLESS:

a. To the fullest extent permitted by law, Provider shall indemnify, defend (with counsel acceptable to the City) and hold harmless the City, its City Council, boards, commissions, officials, employees, agents and volunteers (“Indemnitees”) from and against any and all loss, damages, liability, obligations, claims, suits, judgments, costs and expenses whatsoever, including reasonable attorney’s fees and costs of litigation (“Claims”), arising from or in any manner connected to Provider’s performance of its obligations under this Agreement or out of the operations conducted by Provider even if the City is found to have been negligent. If the Claims filed against Indemnitees allege negligence, recklessness or willful misconduct on the part of Provider, Provider shall have no right of reimbursement against Indemnitees for the costs of defense even if negligence, recklessness or willful misconduct is not found on the part of Provider. Provider shall not have any obligations to indemnify Indemnitees if the loss or damage is found to have resulted solely from the negligence or the willful misconduct of the City. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement.

b. As to Claims for professional liability only, Provider’s obligation to defend Indemnitees (as set forth above) is limited as provided in California Civil Code Section 2782.8.

c. Provider’s obligation to indemnify, defend and hold harmless Indemnities shall expressly survive the expiration or early termination of this Agreement.

10. INSURANCE:

a. On or before the commencement of the terms of this Agreement, Provider shall furnish the City’s Risk Manager with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of insurance coverage in compliance with Sections 10.b. (1) through (3). The Certificate Holder should be The City of Alameda, 2263 Santa Clara, Ave., Alameda, CA 94501. Such certificates, which do not limit Provider’s indemnification, shall also contain substantially the following statement:

“Should any of the above insurance covered by this certificate be canceled or coverage reduced before the expiration date thereof, the insurer affording coverage shall provide thirty (30) days’ advance written notice to the City of Alameda. Attention: Risk Manager.”

Provider shall maintain in force at all times during the performance of this Agreement all appropriate coverage of insurance required by this Agreement with an insurance company licensed to offer insurance business in the State of California with a current A.M. Best’s rating of no less than A:VII or Standard & Poor’s Rating (if rated) of at least BBB unless otherwise acceptable to the City. Provider shall deliver updated insurance certificates to the City at the address described in Section 17.f. prior to the expiration of the existing insurance certificate for the duration of the term of Agreement. Endorsements naming the City, its City Council, boards, commissions, officials, employees, agents, and volunteers as additional insured shall be submitted with the insurance certificates.

Provider Initials

b. COVERAGE REQUIREMENTS:

Provider shall maintain insurance coverage and limits at least as broad as:

(1) Workers’ Compensation:

Statutory coverage as required by the State of California, as well as a Waiver of Subrogation (Rights of Recovery) endorsement.

(2) Liability:

Commercial general liability coverage in the following minimum limits:

Bodily Injury: \$1,000,000 each occurrence
 \$2,000,000 aggregate - all other

Property Damage: \$1,000,000 each occurrence
 \$2,000,000 aggregate

If submitted, combined single limit policy with per occurrence limits in the amounts of \$2,000,000 and aggregate limits in the amounts of \$4,000,000 will be considered equivalent to the required minimum limits shown above. Provider shall also submit declarations and policy endorsements pages. Additional Insured Endorsement naming the City, its City Council, boards, commissions, officials, employees, agents, and volunteers is required. The Additional Insured Endorsement shall include primary and non-contributory coverage at least as broad as the CG 2010.

(3) Automotive:

Comprehensive automobile liability coverage (any auto) in the following minimum limits:

Bodily injury: \$1,000,000 each occurrence

Property Damage: \$1,000,000 each occurrence

or

Combined Single Limit: \$2,000,000 each occurrence

Additional Insured Endorsement naming the City, its City Council, boards, commissions, officials, employees, agents, and volunteers is required.

As to commercial general liability and automobile liability insurance, such insurance will provide that it constitutes primary insurance with respect to claims insured by such policy, and, except with respect to limits, that insurance applies separately to each insured against whom claim is made or suit is brought. Such insurance is not additional to or contributing with any other insurance carried by or for the benefit of the City.

c. SUBROGATION WAIVER:

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

d. FAILURE TO SECURE:

If Provider at any time during the term hereof should fail to secure or maintain the foregoing insurance, the City shall be permitted to obtain such insurance in Provider's name or as an agent of Provider and shall be compensated by Provider for the costs of the insurance premiums at the maximum rate permitted by law and computed from the date written notice is received that the premiums have not been paid.

e. ADDITIONAL INSURED(S):

The City, its City Council, boards, commissions, officials, employees, agents, and volunteers shall be named as additional insured(s) under all insurance coverages, except workers' compensation and professional liability insurance. The naming of an additional insured shall not affect any recovery to which such additional insured would be entitled under this policy if not named as such additional insured. An additional insured named herein shall not be held liable for any premium, deductible portion of any loss, or expense of any nature on this policy or any extension thereof. Any other insurance held by an additional insured shall not be required to contribute anything toward any loss or expense covered by the insurance provided by this policy. Additional Insured coverage under Provider's policy shall be primary and non-contributory and will not seek contribution from the City's insurance or self-insurance. Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to the additional insured(s).

f. SUFFICIENCY OF INSURANCE:

The insurance limits required by the City are not represented as being sufficient to protect Provider. Provider is advised to consult Provider's insurance broker to determine adequate coverage for Provider. The coverage and limits shall be (1) the minimum coverage and limits

specified in this Agreement; or (2) the broader coverage and maximum limits of the coverage carried by or available to Provider; whichever is greater.

g. **EXCESS OR UMBRELLA LIABILITY:**

If any Excess or Umbrella Liability policies are used to meet the limits of liability required by this Agreement, then said policies shall be true “following form” of the underlying policy coverage, terms, conditions, and provisions and shall meet all of the insurance requirements stated in this Agreement, including but not limited to, the additional insured, SIR, and primary insurance requirements stated therein. No insurance policies maintained by the indemnified parties or Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until all the primary and excess liability policies carried by or available to the Provider are exhausted.

11. CONFLICT OF INTEREST:

Provider warrants that it is not a conflict of interest for Provider to perform the services required by this Agreement. Provider may be required to fill out a conflict of interest form if the services provided under this Agreement require Provider to make certain governmental decisions or serve in a staff capacity as defined in Title 2, Division 6, Section 18700 of the California Code of Regulations.

12. PROHIBITION AGAINST TRANSFERS:

a. Provider shall not assign, sublease, hypothecate, or transfer this Agreement, or any interest therein, directly or indirectly, by operation of law or otherwise, without prior written consent of the City Manager. Provider shall submit a written request for consent to transfer to the City Manager at least thirty (30) days in advance of the desired transfer. The City Manager or their designee may consent or reject such request in their sole and absolute discretion. Any attempt to do so without said consent shall be null and void, and any assignee, sublessee, hypothecate or transferee shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer. However, claims for money against the City under this Agreement may be assigned by Provider to a bank, trust company or other financial institution without prior written consent.

b. The sale, assignment, transfer or other disposition of any of the issued and outstanding capital stock, membership interest, partnership interest, or the equivalent, which shall result in changing the control of Provider, shall be construed as an assignment of this Agreement. Control means fifty percent or more of the voting power of Provider.

13. APPROVAL OF SUB-PROVIDERS:

a. Only those persons and/or businesses whose names and resumés are attached to this Agreement shall be used in the performance of this Agreement. However, if after the start of this Agreement, Provider wishes to use sub-providers, at no additional costs to the City, then Provider shall submit a written request for consent to add sub-providers including the names of the sub-providers and the reasons for the request to the City Manager at least five (5) days in advance. The City Manager may consent or reject such requests in their sole and absolute discretion.

b. Each sub-provider shall be required to furnish proof of workers' compensation insurance and shall also be required to carry general, automobile and professional liability insurance (as applicable) in reasonable conformity to the insurance carried by Provider.

c. In addition, any tasks or services performed by sub-providers shall be subject to each provision of this Agreement. Provider shall include the following language in their agreement with any sub-provider: "Sub-providers hired by Provider agree to be bound to Provider and the City in the same manner and to the same extent as Provider is bound to the City."

d. The requirements in this Section 13 shall not apply to persons who are merely providing materials, supplies, data or information that Provider then analyzes and incorporates into its work product.

14. PERMITS AND LICENSES:

Provider, at its sole expense, shall obtain and maintain during the term of this Agreement, all appropriate permits, certificates and licenses, including a City business license that may be required in connection with the performance of the services and tasks hereunder.

15. REPORTS:

a. Each and every report, draft, work product, map, record and other document produced, prepared or caused to be prepared by Provider pursuant to or in connection with this Agreement shall be the exclusive property of the City.

b. No report, information or other data given to or prepared or assembled by Provider pursuant to this Agreement shall be made available to any individual or organization by Provider without prior approval of the City Manager or their designee.

c. Provider shall, at such time and in such form as City Manager or their designee may require, furnish reports concerning the status of services and tasks required under this Agreement.

16. RECORDS:

a. Provider shall maintain complete and accurate records with respect to the services, tasks, work, documents and data in sufficient detail to permit an evaluation of Provider's performance under the Agreement, as well as maintain books and records related to sales, costs, expenses, receipts and other such information required by the City that relate to the performance of the services and tasks under this Agreement (collectively the "**Records**").

b. All Records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Provider shall provide free access to the Records to the representatives of the City or its designees during regular business hours upon reasonable prior notice. The City has the right to examine and audit the Records, and to make copies or transcripts therefrom as necessary, and to allow inspection of all proceedings and activities related to this Agreement. Such Records, together with supporting documents, shall be kept separate from other documents and records and shall be maintained by Provider for a period of three (3) years after receipt of final payment.

c. If supplemental examination or audit of the Records is necessary due to concerns raised by the City's preliminary examination or audit of records, and the City's supplemental examination or audit of the records discloses a failure to adhere to appropriate internal financial controls, or other breach of this Agreement or failure to act in good faith, then Provider shall reimburse the City for all reasonable costs and expenses associated with the supplemental examination or audit.

17. NOTICES:

a. All notices shall be in writing and delivered: (i) by hand; or (ii) sent by registered, express, or certified mail, with return receipt requested or with delivery confirmation requested from the U.S. postal service; or (iii) sent by overnight or same day courier service at the party's respective address listed in this Section.

b. Each notice shall be deemed to have been received on the earlier to occur of: (x) actual delivery or the date on which delivery is refused; or (y) three (3) days after notice is deposited in the U.S. mail or with a courier service in the manner described above (Sundays and City holidays excepted).

c. Either party may, at any time, change its notice address (other than to a post office box address) by giving the other party three (3) days prior written notice of the new address.

d. All notices, demands, requests, or approvals from Provider to the City shall be addressed to the City at:

City of Alameda
Public Works Department
950 West Mall Square, Room 110
Alameda, CA 94501
ATTENTION: Mike Billington, Facilities Manager
Ph: (510) 747-7947 / Email: mbillington@alamedca.gov

e. All notices, demands, requests, or approvals from the City to Provider shall be addressed to Provider at:

[Provider Name]
[Department]
[Address]
[City, State, zip]
ATTENTION: [Title]
Ph: (xxx) [xxx-xxxx] / Email:

f. All updated insurance certificates from Provider to the City shall be addressed to the City at:

City of Alameda
Public Works Department
950 West Mall Square, Room 110
Alameda, CA 94501
ATTENTION: Jeanette Navarro, Engineering Office Assistant
Ph: (510) 747-7932 / Email: jnavarro@alamedaca.gov

18. SAFETY:

a. Provider will be solely and completely responsible for conditions of all vehicles owned or operated by Provider, including the safety of all persons and property during performance of the services and tasks under this Agreement. This requirement will apply continuously and not be limited to normal working hours. In addition, Provider will comply with all safety provisions in conformance with U.S. Department of Labor Occupational Safety and Health Act, any equivalent state law, and all other applicable federal, state, county and local laws, ordinances, codes, and any regulations that may be detailed in other parts of the Agreement. Where any of these are in conflict, the more stringent requirements will be followed. Provider's failure to thoroughly familiarize itself with the aforementioned safety provisions will not relieve it from compliance with the obligations and penalties set forth herein.

b. Provider will immediately notify the City within 24 hours of any incident of death, serious personal injury or substantial property damage that occurs in connection with the performance of this Agreement. Provider will promptly submit to the City a written report of all incidents that occur in connection with this Agreement. This report must include the following information: (i) name and address of injured or deceased person(s); (ii) name and address of Provider's employee(s) involved in the incident; (iii) name and address of Provider's liability insurance carrier; (iv) a detailed description of the incident; and (v) a police report.

19. TERMINATION:

a. In the event Provider fails or refuses to perform any of the provisions hereof at the time and in the manner required hereunder, Provider shall be deemed in default in the performance of this Agreement. If such default is not cured within two (2) business days after receipt by Provider from the City of written notice of default, specifying the nature of such default and the steps necessary to cure such default, the City may thereafter immediately terminate the Agreement forthwith by giving to Provider written notice thereof.

b. The foregoing notwithstanding, the City shall have the option, at its sole discretion and without cause, of terminating this Agreement by giving seven (7) days' prior written notice to Provider as provided herein.

c. Upon termination of this Agreement either for cause or for convenience, each party shall pay to the other party that portion of compensation specified in this Agreement that is earned and unpaid prior to the effective date of termination. The obligation of the parties under this Section 19.c. shall survive the expiration or early termination of this Agreement.

20. ATTORNEYS' FEES:

In the event of any litigation, including administrative proceedings, relating to this Agreement, including but not limited to any action or suit by any party, assignee or beneficiary against any other party, beneficiary or assignee, to enforce, interpret or seek relief from any provision or obligation arising out of this Agreement, the parties and litigants shall bear their own attorney's fees and costs. No party or litigant shall be entitled to recover any attorneys' fees or costs from any other party or litigant, regardless of which party or litigant might prevail.

21. HEALTH AND SAFETY REQUIREMENTS.

Provider acknowledges that the City shall have the right to impose, at the City's sole discretion, requirements that it deems are necessary to protect the health and safety of the City employees, residents, and visitors. Provider agrees to comply with all such requirements, including, but not limited to, mandatory vaccinations, the use of personal protective equipment (e.g. masks), physical distancing, and health screenings. Provider also agrees to make available to the City, at the City's request, records to demonstrate Provider's compliance with this Section.

22. COMPLIANCE WITH ALL APPLICABLE LAWS:

During the term of this Agreement, Provider shall keep fully informed of all existing and future state and federal laws and all municipal ordinances and regulations of the City of Alameda which affect the manner in which the services or tasks are to be performed by Provider, as well as all such orders and decrees of bodies or tribunals having any jurisdiction or authority over the same. Provider shall comply with all applicable laws, state and federal and all ordinances, rules and regulations enacted or issued by the City.

23. CONFLICT OF LAW:

This Agreement shall be interpreted under, and enforced by the laws of the State of California without regard to any choice of law rules which may direct the application of laws of another jurisdiction. The Agreement and obligations of the parties are subject to all valid laws, orders, rules, and regulations of the authorities having jurisdiction over this Agreement (or the successors of those authorities). Any suits brought pursuant to this Agreement shall be filed with the courts of the County of Alameda, State of California.

24. WAIVER:

A waiver by the City of any breach of any term, covenant, or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained herein, whether of the same or a different character.

25. INTEGRATED CONTRACT:

Subject to the language of Section 30, the Recitals and exhibits are a material part of this Agreement and are expressly incorporated herein. This Agreement represents the full and complete understanding of every kind or nature whatsoever between the parties hereto, and all preliminary negotiations and agreements of whatsoever kind or nature are merged herein. No verbal agreement or implied covenant shall be held to vary the provisions hereof. Any modification of this Agreement will be effective only by written execution signed by both the City and Provider.

26. DEPARTMENT OF INDUSTRIAL RELATIONS COMPLIANCE AND PREVAILING WAGE REQUIREMENTS ON PUBLIC WORKS PROJECTS:

Effective January 1, 2015, no Contractor or Subcontractor may be listed on a bid proposal for a public works project (submitted after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5 (with the limited exceptions from this requirement for bid purposed only under Labor code Section 1771.1(a)). Register at <https://efiling.dir.ca.gov/PWCR>

No Contractor or Subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

The Prime Contractor is required to post job site notices prescribed by regulations. See 8 Calif. Code Regulation §16451(d).

Effective April 1, 2015, All Contractors and Subcontractors must furnish electronic certified payroll records directly to the Labor Commissioner at: <https://apps.dir.ca.gov/ecpr/das/altlogin>

27. REGISTRATION OF CONTRACTORS:

Before submitting bids, contractors shall be licensed in accordance with the provisions of Chapter 9, Division 3, of the Business and Professional Code of the State of California.

28. PCC SECTION 9204 SUMMARY - CLAIMS SUBMITTED BETWEEN 01-01-2017 AND 01-01-2027.:

Notwithstanding anything else to the contrary stated in the Information For Bidders (IFB) or the Contract Documents, all claims, regardless of dollar amount, submitted between January 1, 2017 and January 1, 2027 shall be governed by PCC Section 9204 and this section.

The following provisions and procedures shall apply:

A. For the purposes of this section, the term “Claim”, “Contractor”, “mediation”, “Public Entity” “Public works project” and “Subcontractor” shall have the meaning provided for in PCC Section 9204.

B. Contractor shall submit each Claim (whether for a time extension, payment for money or damages) in writing and in compliance with PCC Section 9204. Contractor must include reasonable documentation to support each claim.

C. Upon receipt of a Claim, the City shall conduct a reasonable review and respond in writing within 45 days of receipt and shall identify in a written statement what portions of the claim are disputed and undisputed. Undisputed portions of the Claim shall be processed and paid within 60 days of the written statement. Undisputed amounts not paid in a timely manner shall bear interest at 7% per annum. The City and Contractor may mutually agree to extend the 45 day response time.

D. If the City needs approval from the City Council to provide a written statement, the 45 days may be extended to 3 days following the next duly noticed public meeting pursuant to PCC Section 9204(d)(1)(C).

E. If the City fails to timely respond to a Claim or if Contractor disputes the City's response, Contractor may submit a written demand for an informal meet and confer conference with the City to settle the issues in dispute. The demand must be sent via registered or certified mail, return receipt requested. Upon receipt, the City shall schedule the conference within 30 days.

F. Within 10 business days following the informal meet and confer conference, the City shall submit to Contractor a written statement describing any issues remaining in dispute and that portion which is undisputed. Undisputed portions of the Claim shall be process and paid within 60 days of the written statement. Undisputed amounts not paid in a timely manner shall bear interest at 7% per annum. The issues remaining in dispute shall be submitted to non-binding mediation. If the City and Contractor mutually agree on a mediator, each party shall pay equal portions of all associated costs. If within 10 business days, the City and Contractor cannot agree on a mediator, each party shall select a mediator (paying all costs associated with their selected mediator), and those mediators shall select a qualified neutral third party to mediate the disputed issues. The City and Contractor shall pay equal portions of all associated costs of such third party mediator.

G. Unless otherwise agreed by the City and Contractor, any mediation conducted hereunder shall excuse any further obligation under Public Contract Code Section 20104.4 to mediate after litigation has commenced.

H. The City reserves all rights and remedies that it has pursuant to the Construction Contract, plans and specification, at law or in equity which are not in conflict with PCC 9204.

This Section shall be automatically extended if legislation is lawfully passed which extends the terms of Public Contract Code Section 9204 beyond January 1, 2027.

29. CAPTIONS:

The captions in this Agreement are for convenience only, are not a part of the Agreement and in no way affect, limit or amplify the terms or provisions of this Agreement.

30. COUNTERPARTS:

This Agreement may be executed in any number of counterparts (including by fax, PDF, DocuSign, or other electronic means), each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

31. SIGNATORY:

By signing this Agreement, signatory warrants and represents that they executed this Agreement in their authorized capacity and that by their signature on this Agreement, they or the entity upon behalf of which they acted, executed this Agreement.

32. CONTROLLING AGREEMENT:

In the event of a conflict between the terms and conditions of this Agreement (as amended, supplemented, restated or otherwise modified from time to time) and any other terms and

conditions wherever contained, including, without limitation, terms and conditions included within exhibits, the terms and conditions of this Agreement shall control and be primary.

IN WITNESS WHEREOF, the parties have each caused this Agreement to be duly executed on its behalf as of the Effective Date.

COMPANY
a (California corporation, LP, LLC,
GP, sole proprietor/individual)

CITY OF ALAMEDA
a municipal corporation

NAME
TITLE

Jennifer Ott
City Manager

RECOMMENDED FOR APPROVAL

NAME
TITLE

Erin Smith
Public Works Director

APPROVED AS TO FORM:
City Attorney

Len Aslanian
Assistant City Attorney

SAMPLE

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 10 10 93

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNERS, LESSEES or PROVIDERS FORM B

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

City of Alameda
2263 Santa Clara Avenue
Alameda, CA 94501

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

REF: _____

The City of Alameda, its City Council, boards and commissions, officers & employees are additional insured for work done on their behalf by the named insured.

PRIMARY INSURANCE:

IT IS UNDERSTOOD AND AGREED THAT THIS INSURANCE IS PRIMARY AND ANY OTHER INSURANCE MAINTAINED BY THE ADDITIONAL INSURED SHALL BE EXCESS ONLY AND NOT CONTRIBUTING WITH THIS INSURANCE.

SEVERABILITY OF INTEREST:

IT IS AGREED THAT EXCEPT WITH RESPECT TO THE LIMIT OF INSURANCE, THIS COVERAGE SHALL APPLY AS IF EACH ADDITIONAL INSURED WERE THE ONLY INSURED AND SEPARATELY TO EACH INSURED AGAINST WHOM CLAIM IS MADE OR SUIT IS BROUGHT.

WAIVER OF SUBROGATION:

IT IS UNDERSTOOD AND AGREED THAT THE COMPANY WAIVES THE RIGHT OF SUBROGATION AGAINST THE ABOVE ADDITIONAL INSURED (S), BUT ONLY AS RESPECTS THE JOB OR PREMISES DESCRIBED IN THE CERTIFICATE ATTACHED HERETO.

NOTICE OF CANCELLATION:

IT IS UNDERSTOOD AND AGREED THAT IN THE EVENT OF CANCELLATION OF THE POLICY FOR ANY REASON OTHER THAN NON-PAYMENT OF PREMIUM, 30 DAYS WRITTEN NOTICE WILL BE SENT TO THE CERTIFICATE HOLDER BY MAIL. IN THE EVENT THE POLICY IS CANCELED FOR NON-PAYMENT OF PREMIUM, 10 DAYS WRITTEN NOTICE WILL BE SENT TO THE ABOVE.

POLICY NUMBER:

COMMERCIAL AUTO
CG 20 48 02 99

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED

This endorsement modifies insurance provided under the following:

- BUSINESS AUTO COVERAGE FORM
- GARAGE COVERAGE FORM
- MOTOR CARRIER COVERAGE FORM
- TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provisions of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement Effective:	Countersigned By: (Authorized Representative)
Named Insured:	

SCHEDULE

SAMPLE

Name of Person or Organization:
 City of Alameda
 2263 Santa Clara Avenue
 Alameda, CA 94501-7558

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

REF: _____
The City of Alameda, its City Council, boards and commissions, officers, employees and volunteers are additional insured for work done on their behalf by the named insured.

NOTICE OF CANCELLATION:
IT IS UNDERSTOOD AND AGREED THAT IN THE EVENT OF CANCELLATION OF THE POLICY FOR ANY REASON OTHER THAN NON-PAYMENT OF PREMIUM, 30 DAYS WRITTEN NOTICE WILL BE SENT TO THE CERTIFICATE HOLDER BY MAIL. IN THE EVENT THE POLICY IS CANCELED FOR NON-PAYMENT OF PREMIUM, 10 DAYS WRITTEN NOTICE WILL BE SENT TO THE ABOVE.

Appendix C Project Pricing

The person signing this Project Pricing must be a legal representative of the firm authorized to bind the firm to an agreement in the event of the award.

Business Name _____

Business Address _____

City, State and Zip Code _____

Name of Person Signing on Behalf of Firm _____

Title of Person Signing on Behalf of Business: _____

Signature of Person on Behalf of Firm _____

Dated: _____ Phone _____

List any Sub-Service Providers to be used in the performance of this contract:

Name	Address	Work to be Performed
_____	_____	_____
_____	_____	_____
_____	_____	_____

Unit prices are to include and cover the furnishing of all labor, materials, equipment, incidentals, and any other overhead necessary to perform the work described in the Scope of Services in a manner specified in the Project Specifications. The City does not pay a truck charge. Proposal prices are also to include any required reporting to the City of work performed.

Item No.	Building Name	Frequency	Frequency Count per Week	Price Per Month	Total Price Per Year
1	City Hall	M, W, F	3		
2	City Hall West	M, W, F	3		
3	Fire Station #1	T & Th	2		
4	Emergency Operations Center	T & Th	2		
5	Garage Central Repair	T & Th	2		
6	Fire Station #5	M, W, F	3		
7	Main St Ferry Terminal Bathroom	Sun-Sat	7		
8	Main Library	M, T, W, Th, F, Sat	6		
9	Maintenance Service Center	T & Th	2		
10	Police Station	M, T, W, Th, F, Sat	6		
11	Veterans Building	Sun-Fri (Mornings are fine)	6		
11	Veterans Building - Restrooms Only	Sat	1		
12	Franklin Park Recreation Center	M, W, F	3		
12	Franklin Park Recreation Center - Restrooms Only	Sun, Tu, Th, Sat	4		
13	Godfrey Recreation Center	M, W, F (Sept-May)	3		
13	Godfrey Recreation Center	M-F (June-Aug)	5		
13	Godfrey Recreation Center - Restrooms Only	Sun, Tu, Th, Sat (Sept-May)	4		
14	Leydecker Recreation Center	Sun-Sat	7		
15	Lincoln Park Restroom	Sun-Sat	7		
16	Lincoln Park Lodge	M, Th (Sept-May)	2		
16	Lincoln Park Lodge	M, W, F (June-Aug)	3		
17	Lincoln Park Rec Center (Harrison)	Sun-Sat	7		
18	Littlejohn Recreation Center	M,W,F	3		
18	Littlejohn Recreation Center - Restrooms Only	Sun, Tu, Th, Sat	4		
19	Longfellow Park	M, W, F	3		
19	Longfellow Park - Restrooms Only	Sun, Tu, Th, Sat	4		
20	Tillman Park Rec Center	M, W, F	3		
20	Tillman Park - Restrooms Only	Sun, Tu, Th, Sat	4		
21	Woodstock Park Recreation Center	M, W, F	3		

22	Woodstock Park Bathroom	Sun-Sat	7		
23	Shoreline Park Bathroom 1	Sun-Sat	7		
24	Shoreline Park Bathroom 2	Sun-Sat	7		
25	Krusi Recreation Center	Sun-Sat	7		
26	Washington Park Recreation Center	Sun, Tu, Th (Sept-May)	3		
26	Washington Park Recreation Center	M-F (June-Aug)	5		
27	Washington Park Upper Restrooms	Sun-Sat	7		
28	Washington Park Lower Restroom	Sun-Sat	7		
29	Bayport Recreation Center	Sun-Sat	7		
30	Bayport Park Restrooms	Sun-Sat	7		
31	Building 134 - Gymnasium	Sun-Sat (Lobby)	7		
32	Building 134 - Modular Restrooms	Sun-Sat	7		
33	McKinley Recreation Center	M, W, F (Sept-May)	3		
33	McKinley Recreation Center - Restrooms Only	Sun, Tu, Th, Sat (Sept-May)	4		
33	McKinley Recreation Center	M-F (June-Aug)	5		
33	McKinley Recreation Center - Restrooms Only	Sun, Sat (June-Aug)	2		
34	Recreation & Park Admin Building	Tu, Fri	2		
35	Grand St Boat Launch Bathroom	Sun-Sat	7		
36	Harrington Park Restroom	Sun-Sat	7		
37	Encinal Boat Ramp Bathroom	Sun-Sat	7		
38	Jean Sweeney Restroom	Sun-Sat	7		
39	Building 60 - Officer's Club	Wed	1		
40	Alameda Point Neighborhood Park Restrooms	Sun-Sat	7		
41	Alameda Point Waterfront Park Restrooms	Sun-Sat	7		
42	Alameda Landing Waterfront Park Restrooms	Sun-Sat	7		
Totals					