



THE CITY OF
HALF MOON BAY
CALIFORNIA

Request for Proposal (RFP)

Janitorial Maintenance Services

City of Half Moon Bay

Issue Date: Thursday, March 18, 2021

RFP Submittal Due Date: Thursday, April 15, 2021 at 4pm PST

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1 RFP Overview

1.1 Purpose of RFP

This Request for Proposals ("RFP") is being issued by the City of Half Moon Bay (the "City"). The City is soliciting proposals from entities ("Proposer(s)") with demonstrated experience and qualifications in providing janitorial and maintenance services such as those required in this RFP. The City desires to enter into an agreement for one (1) year with the option for two (2) one-year renewals upon satisfactory performance. The City intends to have the new contract begin on July 1, 2021.

1.2 RFP Timeline

Table 1 identifies the RFP schedule.

Table 1 - RFP Schedule of Events

Activity	Date
City Issues RFP	Thursday, March 18, 2021
Last Day to RSVP for Facility Tour	Friday, March 26, 2021 at 4:00pm
MANDATORY Tour of Facilities	Tuesday, March 30, 2021 from 1pm – 3pm
Deadline for Proposer Questions	Monday, April 5, 2021 at 12:00pm (noon)
City Provides Responses to Questions	Week of April 5, 2021
Deadline for Proposal Submissions	Thursday, April 15, 2021 at 4PM PST
City Completes Evaluations	Week of April 19, 2021
Finalists Notified & Contract Negotiations begin	Week of April 26, 2021
City Council Approval of Contract	Tuesday, May 18, 2021
Contract Services Begin	Thursday, July 1, 2021

The City reserves the right, at its sole discretion, to adjust the RFP schedule as it deems necessary. Notification of any adjustment to the RFP Schedule of Events will be provided to all Proposers.

1.3 RFP Questions

All questions, technical or otherwise, pertaining to this RFP must be submitted via email to:

Todd Seeley
Public Works Superintendent
City of Half Moon Bay
Email: tseeley@hmbcity.com

The deadline to receive all questions is Monday, April 5, 2021 at 12:00pm (noon). Questions received after this date may not be answered. Proposer questions should clearly identify the relevant section(s) of the RFP and page number(s) related to the question being asked.

1.4 RFP Amendment and Cancellation

The City reserves the unilateral right to amend this RFP in writing at any time. The City also reserves the right to cancel or reissue the RFP at its sole discretion. If amendment(s) are issued, notification shall be provided to all Proposers. Amendment(s) will also be posted on the City's website: <http://www.half-moon-bay.ca.us/287/Bid-RFP-Center>.

1.5 Tour of Facilities

The City will conduct a tour of facilities on **Tuesday, March 30, 2021 from 1pm – 3pm**. The tour is MANDATORY for any vendor that wishes to submit a proposal. All costs incurred by the Proposer to attend the tour will be the sole responsibility of the Proposer.

In order to attend the tour, proposers must RSVP via e-mail to the RFP Project Coordinator by **Friday, March 26, 2021 at 4pm**. Emails should be addressed to Todd Seeley at tseeley@hmbcity.com. The email should include:

- Proposer name & address
- Name, title and phone number of Proposer's main contact
- Number of people attending the tour (max: 4 people)

Additional tour information will be sent out via e-mail to attendees on Tuesday, March 30, 2021.

1.6 Proposal Submittal

Sealed proposals must be received by the City no later than the date and time indicated in Section 1.2. Proposers assume the risk of the method of delivery chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarks will not be accepted as proof of receipt. Failure to submit a proposal as required before the deadline may cause the proposal to be disqualified.

Proposal packages must be sealed and include five (5) hard copies and one (1) electronic copy of the proposal (a single .pdf file containing all submitted material).

The proposal package must be mailed, couriered, or hand delivered to the City at the following address:

City of Half Moon Bay
501 Main Street
Half Moon Bay, CA 94019

The package should be clearly labeled as follows:

Proposal for Janitorial Maintenance Services
Due Date: Thursday, April 15, 2021 at 4PM PST
Attn: Todd Seeley, Public Works Superintendent
Name of Proposing Firm
Proposer's Address
Proposer's Contact Person
Proposer's Telephone Number

All proposers are expected to make all necessary inquiries and examinations to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the City. If the Proposer receives an award as a result of its proposal submission, failure to have made such investigations and examinations will in no way relieve the firm from its obligation to comply in every detail with all provisions and requirements of

the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the firm for additional compensation.

2 City Overview

Incorporated in 1959, Half Moon Bay has a population of about 12,600 and encompasses approximately 6.5 square miles. The City of Half Moon Bay is a general law entity, governed by a council-manager form of government. The City employs 36 full-time employees. Half Moon Bay is nestled on the peninsula between forested hills and the scenic coastlines of San Mateo County, located 28 miles south of San Francisco and 40 miles north of San Jose.

Its historic downtown is home to numerous shops, art galleries, restaurants, bed and breakfasts, and other businesses, and its celebrated beaches and parks are wonders of nature, accessible to pedestrians, bicyclists, and equestrians. With its many activities and events, beautiful natural scenery, old-town charm, and abundance of retail and commercial services, Half Moon Bay is a regional destination. Growth in the number of households is expected to be 0.1 percent per year over the next 10 years.



3 Scope of Services

3.1 General Description

The Contractor shall provide routine maintenance and emergency response work by duly trained and qualified personnel.

The Contractor shall provide and maintain emergency service response of the City's facilities on a twenty-four (24) hour a day, seven (7) days per week basis, including all holidays. The Contractor must possess, and have readily available in functioning order, all required tools, equipment, apparatus, facilities, and materials needed to perform all work necessary to maintain facilities in compliance with standards set by the City.

Contractor shall be responsible for providing a safe work place, and complying with the standards and regulations set forth by the California Occupational Safety and Health Act (CalOSHA), Federal Occupational Safety and Health Act (OSHA), California Division of Industrial Safety Orders (CDIS), State of California Manual of Traffic Controls, California Department of Food and Agriculture (CDFA) Laws and Regulations, and any other applicable governmental law or City risk management standards. Non-Compliance with previously mentioned standards and regulations may result in a deficiency or performance deduction.

The Contractor shall not represent the City in matters of policy or procedures under this contract nor make any reference to City policy or procedures. Contractor shall refer all

questions or inquiries from the public regarding policy and procedures or terms and conditions of this contract to the City.

3.2 City Facilities

The facilities to be serviced are as follows:

1. City Hall
501 Main Street
Service frequency: 5x/week, M-F
2. Emergency Operations Center/Sheriff's Substation
537 Kelly Avenue
Service frequency: 5x/week, M-F
3. Ted Adcock Community Center
535 Kelly Avenue
Service frequency: 7x/week
4. Library
620 Correas Street
Service frequency: 7x/week
5. Train Depot Facility
110 Higgins Canyon Road
Service frequency: 7x/week
6. Train Depot Restrooms
110 Higgins Canyon Road
Service frequency: 7x/week
7. City Corporation Yard Building
880 Stone Pine Road
Service frequency: 2x/week
8. City Hall Annex
507-B Purissima Street
Service frequency: 5x/week
9. Mac Dutra Plaza Restrooms
Corner of Kelly Avenue and Main Street
Service frequency: 1x/day on weekdays, 2x/day on weekends
10. Ocean View Park Restrooms
627 Alsace Lorraine Avenue
Service frequency: 7x/week

11. Oak Park Restrooms
461 Oak Avenue
Service Frequency: 7x/week

12. Smith Field Little League Fields Restrooms
Wavecrest Road
Service frequency: 7x/week

3.3 Maintenance Requirements

3.3.1 Routine Maintenance

As defined in Attachment A, the Contractor shall provide a routine, comprehensive maintenance program designed to minimize the incidence of damages, unsafe conditions, and health hazards; reduce complaints; and extend the cleanliness and integrity of City facilities. It shall be understood that in addition to these services, all tasks incidental to cleaning functions not specifically listed, but normally included in general janitorial practices, will be provided. Routine Maintenance shall be paid on a flat fee schedule as established in Cost Schedule Form A.

Contractor is required to assign a sufficient number of staff to the City as may be necessary to provide routine preventative maintenance to facilities during the designated Hours of Work (Section 3.5).

3.3.2 Emergency Response Work

The City may request that the Contractor perform Emergency Response Work at City facilities not covered by preventative maintenance. This includes providing janitorial services after evening and weekend events. The Contractor shall provide and maintain emergency service response of the City's facilities on a twenty-four (24) hour a day, seven (7) days per week basis, including all holidays. Emergency Response Work shall be performed on a time and materials basis as established in Cost Schedule Form B.

3.4 Materials and Equipment

The City will supply the following products:

- Paper towels
- Toilet Paper
- Toilet Seat Covers
- Trash can liners
- Damp Mop Solution
- Glass Cleaner
- Peroxide-based surface cleaner
- NABC concentrated germicidal disinfectants
- Degreasers
- Air fresheners

These materials will be stored at a City-owned facility located at 555 Kelly Avenue. Contractor is responsible for picking up supplies from the property and keeping inventory of the supplies. Contractor is responsible for notifying the City when the supply is running low.

All other tools, equipment, apparatus, and materials needed to perform all work necessary to maintain facilities in compliance with standards set by the City must be provided by the Contractor.

3.5 Hours of Work

Unless otherwise specified, all work shall be done after regular working hours (Monday through Friday, 8:30am to 5:00pm). For buildings that are open to the public during evenings and weekends, a schedule of hours will be furnished to the Contractor.

3.6 Meetings

The assigned staff and supervisor shall be available to meet with the City on a monthly basis for the first year of the contract. Future meetings shall be held on an as-needed basis.

No additional or separate compensation shall be paid for attending meetings, which shall be considered as included in the flat fee compensation paid in Cost Schedule Form A.

3.7 Assignment and Subcontracting

The Contractor may not subcontract, transfer, or assign any portion of the contract.

4 Reporting Requirements

4.1 Daily Activity Reports

Contractor shall completely fill out a Daily Activity Report each day service is provided for every facility serviced that day. Daily Activity Reports will be provided by the City and includes a section for staff to report any needed maintenance to the City. Safety hazards are to be reported to the City immediately.

4.2 Monthly Activity Report

The Contractor shall provide computerized monthly activity report(s) to the City by the fifteenth (15) working day of each month for the previous month. No payment of invoices will be made without submittal of the report. The report shall include the following information for the previous month:

- **Summary of Work Orders Submitted to the City**
- **Emergency Response Work**
 - Date and time the service call was received
 - Name of City staff requesting the service
 - Name of person that responded to call
 - Date and time of arrival at the facility
 - Summary of the problem
 - Number of hours spent completing the request

All data gathered and stored in an electronic (or non-electronic) format by the Contractor while under contract with the City is the property of the City. In the event that the City no longer contracts with the Contractor, full data records will be given to the City in an electronic format. Transfer of these full data records will be determined based on the size of the data records at the time of transfer.

4.3 Invoices

The Contractor shall provide one computerized invoice to the City by the fifteenth (15) working day of each month for the previous month. Invoices must be sent by **E-MAIL ONLY** to pwinvoices@hmbcity.com. Any other form of submission will not be accepted. No payment will be made without submittal of the Monthly Activity Report (Section 4.2).

Invoices must have separate section for Routine Maintenance and Emergency Response Work. Charges for routine preventative maintenance should reflect the established flat rate for facilities negotiated in the contract. Charges for Emergency Response Work should be itemized by service call and should show the actual labor hours per employment classification and application rates.

The flat rate fee per facility represents total compensation for all routine preventative maintenance. No additional payment will be made for labor and materials, vehicles, equipment, or for daily travel time from the Contractor's base of operations to the City.

4.4 Payment

All payments will be made within thirty (30) days after an invoice has been approved for payment by the City.

5 Proposal Submission Requirements

Proposers should display their expertise in the field and the proposed methodology to accomplish each of the services expected as defined in the Scope of Work. However, it should be noted that this Request for Proposal may not have identified each specific, individual task required to successfully and completely provide this service. The City relies on the professionalism and competence of the Contractor to be knowledgeable of the general areas identified in the Scope of Work and of adequate competence to include all required tasks and subtasks, personnel commitments, man hours, direct and indirect costs, etc. in its proposal. The City will not approve addenda to the Contractor's agreement which do not involve a substantial change from the general Scope of Work identified in this Request for Proposal.

5.1 Proposal Format

Proposals should not exceed fifteen (15) pages (sheets of paper), double sided (8.5" x 11"), excluding table of contents, attachments, and fingerprint reports. Proposals should include page numbers.

Proposals must include:

- One (1) printed copy marked "Original" and containing an original signature.
- Four (4) printed copies marked "Duplicate."
- One (1) electronic copy on a USB drive.

Note: Faxed submittals will not be accepted.

Proposal should follow the structure below:

- Title Page
- Table of Contents
- Cover Letter
- Technical Proposal
- References
- Cost Schedule
- LiveScan Fingerprint Reports

5.2 Cover Letter

All proposals should include a cover letter that provides the following:

- Name, address, telephone number, fax number (if applicable), and email address of applicant's key contact person.
- Description of the size, years in business, and type (e.g. corporation, partnership) of organization submitting proposal.
- Name of the entity that will sign the agreement, in the event one is awarded.
- A written statement warranting that the requirements as written in the RFP, its enclosures, and all addenda (listed by addenda and dates received), have been thoroughly reviewed and the Proposer has conducted all due diligence necessary to confirm material facts upon which the proposal is based.
- A written statement acknowledging that the Proposer will not receive any additional compensation that is not included in the Proposer's Cost Schedules.
- A written statement acknowledging the validity of the proposal contents including proposed Cost Proposal for a period of ninety (90) days.
- A written statement that subcontractors will not be used to fulfill this contract.
- A written statement that the Proposer or any individual who will perform work for the Proposer is free of any conflict of interest (e.g., employment by the City).
- A written statement of acknowledgement that the City's legal documents have been reviewed and accepted with or without exception. If exceptions are involved, those items requiring adjustment or modification must be identified and listed along with suggested modifications to the contract. If no exceptions are noted, the City will assume that the Proposer can perform all tasks and services without reservation or qualification to the contract.
- A written statement confirming that all personnel recommended in the proposal have undergone a LiveScan Fingerprint test.
- Disclosure of Negative History (see Section 6.5)
- Signature of a company officer empowered to bind the Proposer to the provisions of this RFP and any contract awarded pursuant to it.

5.3 Technical Proposal

Proposer's must demonstrate their understanding of the services requested in the Scope of Work, and provide their approach to accomplish the services described in this RFP.

Proposals should summarize the company's qualifications and experience that display the company's ability to fulfill the City's requested scope of services. Proposals should include

the names, titles, role in contract, and relevant experience of each staff that would be assigned to the City's contract, should the Contractor be awarded the contract. Proposer should summarize the individual's experience and not attach Resumes. Attaching resumes without summarizing in the narrative may result in the disqualification.

Proposal should also demonstrate how assigned staff will respond to emergency response work within a two (2) hour time limit and state where the firm's equipment and vehicle storage yard is located.

Proposal must also address the company's approach to confidentiality and describe how the company will manage its staff to ensure the integrity of the City is maintained.

5.4 References

Proposers must provide three (3) references for maintenance contracts that have been awarded to the Contractor in the past five (5) years. Each reference must include a contact name and contact information (phone number and/or e-mail at minimum).

5.5 Cost Proposal

Proposal shall include a completed Cost Proposal Schedule A and B.

Special Note: The City reserves the right to negotiate rates and fees submitted by Contractor. The rates in the fully executed agreement between the City and Contractor will be binding.

5.6 LiveScan Fingerprint Reports

Proposals must include Live Scan fingerprint report(s) for all staff that will be assigned to the City's contract.

6 Firm Selection

6.1 Proposal Evaluation

An Evaluation Committee will review all proposals based on various factors to determine which Proposers have qualified for consideration. Only those proposals that meet or exceed the intent of the mandatory requirements will be further evaluated. Late submissions will not be considered.

The Evaluation Committee will carefully weigh:

- Quality, clarity, and responsiveness of proposal.
- Demonstrated understanding and ability to meet the needs of the City.
- Contractor's qualifications, references, and identification of designated staff.
- Cost of services.
- Other qualifications/criteria as deemed appropriate by the Evaluation Committee.

The City may, at its sole option, ask for interviews or an oral presentation by any Proposer(s) participating in this process. Attendance at any such interview will be at the Proposers' expense.

The City reserves the right to reject any and all proposals and to determine which proposal is, in the City's judgment, the most responsive.

6.2 Award of Contract

It is the City's intent to award a single contract to the firm that can best meet the requirements of the Request for Proposal document. The City reserves the right to award a contract to multiple firms or a single firm or to make no award, whichever is in the best interest of the City. It is anticipated that award of the contract will occur at a City Council meeting scheduled in May after the evaluation committee has made its final selection of the firm to be recommended for award. The decision of the City Council will be final.

6.3 Business License

The successful Proposer that is awarded the contract will be required to provide a Half Moon Bay Business License, which can be purchase online at:

<https://halfmoonbay.hdlgov.com/>.

6.4 Department of Industrial Relations (DIR) Certification

All proposers must be registered with the Department of Industrial Relations:

<http://www.dir.ca.gov/Public-Works/Contractors.html>.

Proposers are subject to the requirements set forth by the DIR and may be required to provide proof of compliance.

6.5 Negative History

A Contractor must include in its Proposal a complete disclosure of any alleged significant prior or on-going contract failures and any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years.

If there is no negative history to disclose the firm must affirmatively state in its Proposal there is no negative history to report.

Failure to comply with the terms of this provision may disqualify any proposal. The City reserves the right to reject any proposal based upon the firm's prior documented history with the City or with any other party, which documents unsatisfactory performance, adversarial or contentious demeanor, significant failures to meet contract milestones, or other contractual failures.

7 RFP Terms and Conditions

7.1 Undue Influence

The Proposer declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the City in connection with the award or terms of the Agreement that will be executed as a result of this RFP, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or

employees of the City will receive compensation, directly or indirectly, from the vendor, or from any officer, employee or agent of the vendor, in connection with the award of the Agreement or any work to be conducted as a result of the RFP. Violation of this Section shall be material breach of the Agreement/Contract entitling the City to any and all remedies by law or in equity.

7.2 Nondiscrimination

No person will be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the City's contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or California State Constitutional or statutory law; nor will they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the City or in the employment practices of the City's contractors. Accordingly, all Proposers entering into contracts with the City will, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

7.3 Proposal Preparation Costs

The City will not pay any costs associated with the preparation, submittal, or presentation of any proposal.

7.4 Proposal Withdrawals

Proposals may be withdrawn up until the due date. To withdraw a proposal, the Proposer must submit a written request signed by an authorized representative. After withdrawing a previously submitted proposal, the Proposer may submit another proposal at any time up to the deadline for submitting proposals.

7.5 Proposal Errors

Proposers are liable for all errors or omissions contained in their proposals. Proposers will not be allowed to alter proposal documents after the deadline for submitting a proposal.

7.6 Incorrect Proposal Information

If the City determines that a Proposer has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the Proposer knew or should have known was materially incorrect, that proposal will be determined non-responsive, and the proposal will be rejected.

7.7 Prohibition of Proposer Terms and Conditions

A Proposer may not submit the Proposer's own contract terms and conditions in a response to this RFP. If a proposal contains such terms and conditions, the City, at its sole discretion, may determine the proposal to be a nonresponsive counter-offer, and the proposal may be rejected.

7.8 Right to Refuse Personnel

The City reserves the right to refuse, at its sole discretion, any subcontractors or any personnel provided by the prime contractor or its subcontractors.

7.9 Proposal of Additional Services

If a Proposer indicates an offer of services in addition to those required by and described in this RFP, these additional services may be added to the contract before contract signing at the sole discretion of the City.

7.10 Licensure

Before a contract pursuant to this RFP is signed, the Proposer must hold all necessary, applicable business and professional licenses. The City may require any or all Proposers to submit evidence of proper licensure.

7.11 Conflict of Interest and Proposal Restrictions

By submitting a response to the RFP, the Proposer certifies that no amount will be paid directly or indirectly to an employee or official of the City as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or Proposer to the Proposer in connection with the procurement under this RFP.

Notwithstanding this restriction, nothing in this RFP will be construed to prohibit another governmental entity from making a proposal, being considered for award, or being awarded a contract under this RFP.

Any individual, company, or other entity involved in assisting the City in the development, formulation, or drafting of this RFP or its scope of services will be considered to have been given information that would afford an unfair advantage over other Proposers, and said individual, company, or other entity may not submit a proposal in response to this RFP.

7.12 Contract Negotiations

After the Evaluation Committee has completed its evaluation, the City intends to enter into contract negotiations with the selected Proposer(s). These negotiations could include all aspects of services and fees. If a contract is not finalized in a reasonable period of time, the City may open negotiations with the next ranked service provider(s).

7.13 Right of Rejections

The City reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety.

Any proposal received which does not meet the requirements of this RFP may be considered to be nonresponsive and the proposal may be rejected. Proposers must comply with all of the terms of this RFP and all applicable State laws and regulations. The City may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

The City reserves the right, at its sole discretion, to waive variances in technical proposals provided such action is in the best interest of the City. Where the City waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the Proposer from full compliance with the RFP. Notwithstanding any minor variance, the City may hold any Proposer to strict compliance with the RFP.

7.14 Disclosure of Proposal Contents

All proposals and other materials submitted in response to this RFP procurement process become the property of the City. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process. Upon the completion of the evaluation of proposals, the proposals and associated materials will be open for review by the public to the extent allowed by the California Public Records Act (Government Code Section §6250-6270 and §6275-6276.48). By submitting a proposal, the Proposer acknowledges and accepts that the contents of the proposal and associated documents will become open to public inspection.

7.15 Proprietary Information

The master copy of each proposal will be retained for official files and will become public record after the award of a contract unless the proposal or specific parts of the proposal can be shown to be exempt by law (Government code §6276). Each Proposer may clearly label part of a proposal as "CONFIDENTIAL" if the Proposer thereby agrees to indemnify and defend the City for honoring such a designation. The failure to so label any information that is released by the City will constitute a complete waiver of all claims for damages caused by any release of the information.

7.16 Severability

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the City and Proposers will be construed and enforced as if the RFP did not contain certain provision held to be invalid.

7.17 Proposal Amendment

The City will not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, by the City.

7.18 Rights of the City

The City reserves the right to:

- Make the selection based on its sole discretion
- Reject any & all proposals
- Issue subsequent Requests for Proposals
- Postpone opening proposals, if necessary, for any reason
- Remedy errors in the Request for Proposal process
- Approve or disapprove the use of certain subcontractors
- Negotiate with any, all, or none of the Proposers
- Accept other than the lowest offer

- Waive informalities and irregularities in the proposals
- Enter into an agreement with another Proposer in the event the originally selected Proposer(s) defaults or fails to execute an agreement with the City
An agreement will not be binding or valid with the City unless and until it is approved by the City Council and executed by authorized representatives of the City and of the Proposer.

COST PROPOSAL SCHEDULE A - FLATRATE MAINTENANCE SCHEDULE

Item No.	Location - Address	Approx. Square Feet	Rate Per Month	Rate Per Year
1	City Hall 501 Main Street	6,000		
2	Emergency Operations Building/Sheriff's Substation 537 Kelly Avenue	4,960		
3	Ted Adcock Community Center 535 Kelly Avenue	7,286		
4	Library 620 Correas Street	22,000		
5	Train Depot Facility 110 Higgins Canyon Road	1,250		
6	Train Depot Restrooms 110 Higgins Canyon Road	600		
7	City Corporation Yard Building 880 Stone Pine Road	1,500		
8	City Hall Annex 507-B Purissima Street	2,000		
9	Mac Dutra Plaza Restrooms Corner of Kelly Avenue and Main Street	500		
12	Ocean View Park Restrooms 627 Alsace Lorraine Avenue	600		
11	Oak Park Restrooms 461 Oak Avenue	500		
12	Smith Field Little League Field Restrooms Wavecrest Road	500		
TOTAL			\$ -	\$ -

COST PROPOSAL SCHEDULE B - UNSCHEDULED/EMERGENCY WORK

Title	Hourly Straight Time	Hourly Overtime
Ex. Supervisor	\$30.00	\$45.00
_____	\$ _____ . _____	\$ _____ . _____
_____	\$ _____ . _____	\$ _____ . _____
_____	\$ _____ . _____	\$ _____ . _____
_____	\$ _____ . _____	\$ _____ . _____

NOTE: The City retains the right to negotiate the above rates after acceptance of the proposal.

ATTACHMENT A - ROUTINE MAINTENANCE LIST		
City Hall 501 Main Street		
Area to be Cleaned	Service Type	Frequency
Entranceway	Clean	5 times per week
Lobby	Clean	5 times per week
Reception Area	Clean	5 times per week
Conference Rooms	Clean	5 times per week
Hallways	Clean	5 times per week
Stairwells	Clean	5 times per week
Offices	Clean	5 times per week
Cubicles	Clean	5 times per week
Elevator	Clean	5 times per week
Kitchen/Break Area	Clean	5 times per week
	Fill paper towels, hand soap and air freshener	5 times per week
	Sweep, mop and disinfect flooring	5 times per week
	Dispose of trash and install new liners, if necessary	5 times per week
	Remove organics recycling and place in organics cart/dumpster. Replace compostable bags.	5 times per week
	Remove recycling and place in recycling cart/dumpster (includes shredder).	3 times per week
	Clean and disinfect dispensers, faucets, sink, and kitchen area	5 times per week
	Wipe and clean microwave	1 time per week
	Clean refrigerators	2 times per year
Restrooms	Clean	5 times per week
	Clean and disinfect toilets and sinks	5 times per week
	Spot clean vertical surfaces, walls, doors, and partitions	2 times per week
	Sweep, mop and disinfect flooring	5 times per week
	Wipe down horizontal surfaces, counter tops, dispensers, toilets	5 times per week
	Dispose of waste and install new liners	5 times per week
	Clean, polish, disinfect waste receptacles	5 times per week
	Clean all mirrors	5 times per week
	Fill soap, paper towels, toilet paper, sanitary napkins, seat covers, hand soap and air freshener	5 times per week
	Clean and disinfect dispensers, faucets and mirrors	2 times per week
	Clean vertical surfaces, walls, and doors	1 time per week

	Detail doors handles and light switches	1 time per week
	Polish all fixtures	1 time per week
	Dust ledges, shelves, baseboards, toilet bases, and beneath sinks.	1 time per week
All Carpet	Vacuum	5 times per week
	Spot clean all areas	5 times per week
	Vacuum corners, edges, behind doors, under desks, and non-traffic areas	5 times per week
Hard Surface Floors	Sweep or vacuum	5 times per week
	Mop all areas	5 times per week
Throughout Facility	Spot clean light switches, walls, doors, door frames	2 times per week
	Spot clean countertops	5 times per week
	Spot clean all other visible horizontal surfaces	5 times per week
	Dispose of trash and install new liners, if necessary	5 times per week
	Remove recycling (including paper shredder) and place in recycling dumpster	5 times per week
	Wipe down window sills	1 time per week
	Disinfect telephone receivers	2 times per month
	Dust surfaces, windowsills, window blinds, picture frames, light fixtures, countertops, and computer monitors	1 times per month
	Clean air grills	4 times per year
	Remove cobwebs	As needed
	Clean glass doors inside and out	5 times per week
	Clean indoor glass components	5 times per week
	Report burnt out lights and other issues	Daily
	Wipe clean all ventilation grills	2 times per year
	Secure all locks and doors	Daily
Building Exterior - up to 15'	Pick up debris and trash	Daily
	Note: Paperwork on desks and electronic equipment are to remain untouched.	

ATTACHMENT A - ROUTINE MAINTENANCE LIST		
Emergency Operations Center/Sheriff's Substation 537 Kelly Avenue		
Area to be Cleaned	Service Type	Frequency
Entranceway	Clean	5 times per week
Lobby	Clean	5 times per week
Reception Area	Clean	5 times per week
Conference Rooms	Clean	5 times per week
Hallways	Clean	5 times per week
Offices	Clean	5 times per week
Cubicles	Clean	5 times per week
Kitchen/Break Area	Clean	5 times per week
	Fill paper towels, hand soap and air freshener	5 times per week
	Sweep, mop and disinfect flooring	5 times per week
	Dispose of trash and install new liners, if necessary	5 times per week
	Remove organics recycling and place in organics cart/dumpster. Replace compostable bags.	5 times per week
	Remove recycling and place in recycling cart/dumpster (includes shredder).	3 times per week
	Clean and disinfect dispensers, faucets, sink, and kitchen area	5 times per week
	Wipe and clean microwave	1 time per week
	Clean refrigerators	2 times per year
	Restrooms	Clean
Clean and disinfect toilets and sinks		5 times per week
Spot clean vertical surfaces, walls, doors, and partitions		2 times per week
Sweep, mop and disinfect flooring		5 times per week
Wipe down horizontal surfaces, counter tops, dispensers, toilets		5 times per week
Dispose of waste and install new liners		5 times per week
Clean, polish, disinfect waste receptacles		5 times per week
Clean all mirrors		5 times per week
Fill soap, paper towels, toilet paper, sanitary napkins, seat covers, hand soap and air freshener		5 times per week
Clean and disinfect dispensers, faucets and mirrors		2 times per week
Clean vertical surfaces, walls, and doors		1 time per week
Detail doors handles and light switches		1 time per week
Polish all fixtures		1 time per week

	Dust ledges, shelves, baseboards, toilet bases, and beneath sinks.	1 time per week
All Carpet	Vacuum	5 times per week
	Spot clean all areas	5 times per week
	Vacuum corners, edges, behind doors, under desks, and non-traffic areas	5 times per week
Hard Surface Floors	Sweep or vacuum	5 times per week
	Mop all areas	5 times per week
Throughout Facility	Spot clean light switches, walls, doors, door frames	2 times per week
	Spot clean countertops	5 times per week
	Spot clean all other visible horizontal surfaces	5 times per week
	Dispose of trash and install new liners, if necessary	5 times per week
	Remove recycling (including paper shredder) and place in recycling dumpster	5 times per week
	Wipe down window sills	1 time per week
	Disinfect telephone receivers	2 times per month
	Dust surfaces, windowsills, window blinds, picture frames, light fixtures, countertops, and computer monitors	1 times per month
	Clean air grills	4 times per year
	Remove cobwebs	As needed
	Clean glass doors inside and out	5 times per week
	Clean indoor glass componenets	5 times per week
	Report burnt out lights and other issues	Daily
	Wipe clean all ventilation grills	2 times per year
	Secure all locks and doors and alarm building	Daily
Building Exterior - up to 15'	Pick up debris and trash	Daily
	Note: Paperwork on desks and electronic equipment are to remain untouched.	

ATTACHMENT A - ROUTINE MAINTENANCE LIST		
Ted Adcock Community Center 535 Kelly Avenue		
Area to be Cleaned	Service Type	Frequency
Entranceway	Clean	7 times per week
Lobby	Clean	7 times per week
Reception Area	Clean	7 times per week
Conference Rooms (x4)	Clean	7 times per week
Hallway	Clean	7 times per week
Offices	Clean	7 times per week
Break Area	Clean	7 times per week
	Fill paper towels, hand soap and air freshener	7 times per week
	Sweep, mop and disinfect flooring	7 times per week
	Dispose of trash and install new liners, if necessary	7 times per week
	Remove organics recycling and place in organics cart/dumpster. Replace compostable bags.	7 times per week
	Remove recycling and place in recycling cart/dumpster (includes shredder).	3 times per week
	Clean and disinfect dispensers, faucets, sink, and break area	7 times per week
	Wipe and clean microwave	1 time per week
	Clean refrigerator	2 times per year
Kitchen	Clean	3 times per week
	Fill paper towels, hand soap and air freshener	3 times per week
	Sweep, mop and disinfect flooring	3 times per week
	Dispose of trash and install new liners, if necessary	3 times per week
	Remove organics recycling and place in organics cart/dumpster. Replace compostable bags.	3 times per week
	Remove recycling and place in recycling cart/dumpster (includes shredder).	3 times per week
	Clean and disinfect dispensers, faucets, sink, and kitchen area	3 times per week
	Wipe and clean all stainless steel surfaces	1 time per week
	Clean refrigerators	2 times per year
Restrooms	Clean	7 times per week
	Clean and disinfect toilets and sinks	7 times per week
	Spot clean vertical surfaces, walls, doors, and partitions	3 times per week

	Sweep, mop and disinfect flooring	7 times per week
	Wipe down horizontal surfaces, counter tops, dispensers, toilets	7 times per week
	Dispose of waste and install new liners	7 times per week
	Clean, polish, disinfect waste receptacles	7 times per week
	Clean all mirrors	7 times per week
	Fill soap, paper towels, toilet paper, sanitary napkins, seat covers, hand soap and air freshener	7 times per week
	Clean and disinfect dispensers, faucets and mirrors	3 times per week
	Clean vertical surfaces, walls, and doors	1 time per week
	Detail doors handles and light switches	1 time per week
	Polish all fixtures	1 time per week
	Dust ledges, shelves, baseboards, toilet bases, and beneath sinks.	1 time per week
	Deep scrub restroom floors	2 times per year
Hard Surface Floors	Sweep or vacuum	7 times per week
	Mop all areas	7 times per week
Throughout Facility	Spot clean light switches, walls, doors, door frames	2 times per week
	Spot clean countertops	7 times per week
	Spot clean all other visible horizontal surfaces	7 times per week
	Dispose of trash and install new liners, if necessary	7 times per week
	Remove recycling (including paper shredder) and place in recycling dumpster	3 times per week
	Wipe down window sills	1 time per week
	Disinfect telephone receivers	2 times per month
	Dust surfaces, windowsills, window blinds, picture frames, light fixtures, countertops, and computer monitors	1 times per week
	Clean air grills	4 times per year
	Remove cobwebs	As needed
	Clean glass doors inside and out	7 times per week
	Clean indoor glass components	Daily
	Clean interior of windows	1 time per week
	Spot clean interior of windows	Daily
	Report burnt out lights and other issues	Daily
	Secure all locks	Daily
	Wipe clean all ventilation grills	2 times per year
	Secure all locks and doors	Daily
Building Exterior - up to 15'	Pick up debris and trash	Daily
	Note: Paperwork on desks and electronic equipment are to remain untouched.	

ATTACHMENT A - ROUTINE MAINTENANCE LIST		
Library 620 Correas Street		
Area to be Cleaned	Service Type	Frequency
Entranceway	Clean	7 times per week
Lobby	Clean	7 times per week
Circulation Desk	Clean	7 times per week
Conference Rooms (x8)	Clean	7 times per week
	Clean maker space	7 times per week
Hallways	Clean	7 times per week
Stairwells	Clean	7 times per week
Offices	Clean	7 times per week
Cubicles	Clean	7 times per week
Elevator	Clean	5 times per week
Kitchen/Break Area	Clean	7 times per week
	Fill paper towels, hand soap and air freshener	7 times per week
	Sweep, mop and disinfect flooring	7 times per week
	Dispose of trash and install new liners, if necessary	7 times per week
	Remove organics recycling and place in organics cart/dumpster. Replace compostable bags.	7 times per week
	Remove recycling and place in recycling cart/dumpster (includes shredder).	3 times per week
	Clean and disinfect dispensers, faucets, sink, and kitchen area	7 times per week
	Wipe and clean microwave	2 times per week
	Clean refrigerators	2 times per year
Restrooms	Clean	7 times per week
	Clean and disinfect toilets and sinks	7 times per week
	Spot clean vertical surfaces, walls, doors, and partitions	2 times per week
	Sweep, mop and disinfect flooring	7 times per week
	Wipe down horizontal surfaces, counter tops, dispensers, toilets	7 times per week
	Dispose of waste and install new liners	7 times per week
	Clean, polish, disinfect waste receptacles	7 times per week
	Clean all mirrors	7 times per week
	Fill soap, paper towels, toilet paper, sanitary napkins, seat covers, hand soap and air freshener	7 times per week
	Clean and disinfect dispensers, faucets and mirrors	2 times per week

	Clean vertical surfaces, walls, and doors	1 time per week
	Detail doors handles and light switches	1 time per week
	Polish all fixtures	1 time per week
	Dust ledges, shelves, baseboards, toilet bases, and beneath sinks.	1 time per week
	Deep scrub restroom floors	2 times per year
All Carpet	Vacuum	7 times per week
	Spot clean all areas	7 times per week
	Vacuum corners, edges, behind doors, under desks, and non-traffic areas	7 times per week
Hard Surface Floors	Sweep or vacuum	7 times per week
	Mop all areas	7 times per week
Throughout Facility	Spot clean light switches, walls, doors, door frames	2 times per week
	Spot clean countertops	7 times per week
	Spot clean all other visible horizontal surfaces	7 times per week
	Dispose of trash and install new liners, if necessary	7 times per week
	Remove recycling (including paper shredder) and place in recycling dumpster	7 times per week
	Wipe down window sills	1 time per week
	Disinfect telephone receivers	2 times per month
	Dust surfaces, windowsills, window blinds, picture frames, light fixtures, countertops, and computer monitors	1 times per month
	Clean air grills	4 times per year
	Remove cobwebs	As needed
	Clean glass doors inside and out	7 times per week
	Clean all indoor glass components	Daily
	Report burnt out lights and other issues	Daily
	Secure all locks and doors	Daily
	Wipe clean all ventilation grills	2 times per year
Building Exterior - up to 15'	Pick up debris and trash	Daily
	Note: Paperwork on desks and electronic equipment are to remain untouched.	

ATTACHMENT A - ROUTINE MAINTENANCE LIST		
Train Depot Facility 110 Higgins Canyon Road		
Area to be Cleaned	Service Type	Frequency
Entranceway	Clean	7 times per week
Refridgerator closet	Clean	7 times per week
	Fill paper towels, hand soap and air freshener	7 times per week
	Sweep, mop and disinfect flooring	7 times per week
	Dispose of trash and install new liners, if necessary	7 times per week
	Remove organics recycling and place in organics cart/dumpster. Replace compostable bags.	7 times per week
	Remove recycling and place in recycling cart/dumpster (includes shredder).	3 times per week
	Clean refrigerators	2 times per year
Hard Surface Floors	Sweep or vacuum	7 times per week
	Mop all areas	7 times per week
Throughout Facility	Spot clean light switches, walls, doors, door frames	2 times per week
	Spot clean countertops	7 times per week
	Spot clean all other visible horizontal surfaces	7 times per week
	Dispose of trash and install new liners, if necessary	7 times per week
	Remove recycling (including paper shredder) and place in recycling dumpster	7 times per week
	Wipe down window sills	1 time per week
	Disinfect telephone receivers	2 times per month
	Dust surfaces, windowsills, window blinds, picture frames, light fixtures, countertops, and computer monitors	1 times per month
	Clean air grills	4 times per year
	Remove cobwebs	As needed
	Clean windows inside/spot clean daily	1 times per week
	Report burnt out lights and other issues	Daily
	Secure all locks and doors	Daily
	Wipe clean all ventilation grills	2 times per year
Building Exterior - up to 15'	Pick up debris and trash	Daily
	Note: Paperwork on desks and electronic equipment are to remain untouched.	

ATTACHMENT A - ROUTINE MAINTENANCE LIST		
Train Depot Restrooms 110 Higgins Canyon Road		
Area to be Cleaned	Service Type	Frequency
Entranceway	Clean	7 times per week
Restrooms	Clean	7 times per week
	Clean and disinfect toilets and sinks	7 times per week
	Spot clean vertical surfaces, walls, doors, and partitions	3 times per week
	Sweep, mop and disinfect flooring	7 times per week
	Wipe down horizontal surfaces, counter tops, dispensers, toilets	7 times per week
	Dispose of waste and install new liners	7 times per week
	Clean, polish, disinfect waste receptacles	7 times per week
	Clean all mirrors	7 times per week
	Fill soap, paper towels, toilet paper, sanitary napkins, seat covers, hand soap and air freshener	7 times per week
	Clean and disinfect dispensers, faucets and mirrors	2 times per week
	Clean vertical surfaces, walls, and doors	1 time per week
	Detail doors handles and light switches	1 time per week
	Polish all fixtures	1 time per week
	Secure all locks and doors	Daily
	Report all broken lights and fixtures	Daily
Dust ledges, shelves, baseboards, toilet bases, and beneath sinks.	1 time per week	
Building Exterior - up to 15'	Pick up debris and trash	Daily

ATTACHMENT A - ROUTINE MAINTENANCE LIST		
City Corporation Yard Building 880 Stone Pine Road		
Area to be Cleaned	Service Type	Frequency
Entranceway	Clean	2 times per week
Hallways	Clean	2 times per week
Offices	Clean	2 times per week
Kitchen	Clean	2 times per week
	Fill paper towels, hand soap and air freshener	2 times per week
	Sweep, mop and disinfect flooring	2 times per week
	Dispose of trash and install new liners	2 times per week
	Remove organics recycling and place in organics cart/dumpster. Replace compostable bags	2 times per week
	Remove recycling and place in recycling cart/dumpster	2 times per week
	Clean and disinfect dispensers, faucets, sink, and kitchen area	2 times per week
	Wipe and clean microwave	1 time per week
	Clean refrigerators	4 times per year
Restrooms	Clean	2 times per week
	Clean and disinfect toilets and sinks	2 times per week
	Spot clean vertical surfaces, walls, doors, and partitions	2 times per week
	Sweep, mop and disinfect flooring	2 times per week
	Wipe down horizontal surfaces, counter tops, dispensers, and toilets	2 times per week
	Dispose of waste and install new liners	2 times per week
	Clean, polish, disinfect waste receptacles	2 times per week
	Clean all mirrors	2 times per week
	Clean and disinfect dispensers, faucets and mirrors	2 times per month
	Clean vertical surfaces, walls, and doors	2 times per month
	Detail doors handles and light switches	2 times per month
	Polish all fixtures	2 times per month
Hard Surface Floors	Sweep or vacuum	2 times per week
	Mop all areas	2 times per week
Throughout Facility	Spot clean light switches, walls, doors, door frames	2 times per week
	Spot clean countertops	2 times per week
	Spot clean all other visible horizontal surfaces	2 times per week
	Dispose of trash and install new liners, if necessary	2 times per week

	Remove recycling and place in recycling cart/dumpster (including paper shredder)	2 times per week
	Wipe down window sills	2 times per month
	Disinfect telephone receivers	2 times per month
	Dust surfaces, windowsills, window blinds, picture frames, light fixtures, countertops, and computer monitors	1 time per month
	Clean air grills	4 times per year
	Remove cobwebs	As needed
	Clean glass doors and windows inside and out	2 times per week
	Clean indoor glass components	2 times per week
	Report burnt out lights and other issues	Daily
	Secure all locks and doors	Daily
	Wipe clean all ventilation grills	2 times per year
Building Exterior - up to 15'	Pick up debris and trash	Daily
	Note: Paperwork on desks and electronic equipment are to remain untouched.	

ATTACHMENT A - ROUTINE MAINTENANCE LIST		
City Hall Annex 507-B Purissima Street		
Area to be Cleaned	Service Type	Frequency
Hard Surface Floors	Sweep or vacuum	5 times per week
	Mop all areas	5 times per week
Entranceway	Clean	5 times per week
Lobby	Clean	5 times per week
Reception Area	Clean	5 times per week
Conference Rooms	Clean	5 times per week
Throughout Facility	Spot clean light switches, walls, doors, door frames	2 times per week
	Spot clean countertops	5 times per week
	Spot clean all other visible horizontal surfaces	5 times per week
	Dispose of trash and install new liners, if necessary	5 times per week
	Remove recycling (including paper shredder) and place in recycling dumpster	5 times per week
	Wipe down window sills	1 time per week
	Disinfect telephone receivers	2 times per month
	Dust surfaces, windowsills, window blinds, picture frames, light fixtures, countertops, and computer monitors	1 time per month
	Clean air grills	4 times per year
	Remove cobwebs	As needed
	Clean windows inside/spot clean daily	1 time per week
	Report burnt out lights and other issues	Daily
	Secure all locks and doors	Daily
	Wipe clean all ventilation grills	2 times per year
Note: Paperwork on desks and electronic equipment are to remain untouched.		

ATTACHMENT A - ROUTINE MAINTENANCE LIST		
Mac Dutra Plaza Restrooms Corner of Kelly Avenue and Main Street		
Area to be Cleaned	Service Type	Frequency
Area to be Cleaned	Service Type	Frequency
Entranceway	Clean	7 times per week/2x Sat/Sun
	Clean	7 times per week/2x Sat/Sun
	Clean and disinfect toilets and sinks	7 times per week/2x Sat/Sun
	Spot clean vertical surfaces, walls, doors, and partitions	3 times per week
	Sweep, mop and disinfect flooring	7 times per week/2x Sat/Sun
Hard Surface Floors	Wipe down horizontal surfaces, counter tops, dispensers, toilets	7 times per week/2x Sat/Sun
	Dispose of waste and install new liners	7 times per week/2x Sat/Sun
Throughout Facility	Clean, polish, disinfect waste receptacles	7 times per week/2x Sat/Sun
	Clean all mirrors	7 times per week/2x Sat/Sun
	Fill soap, paper towels, toilet paper, sanitary napkins, seat covers, hand soap and air freshener	7 times per week/2x Sat/Sun
	Clean and disinfect dispensers, faucets and mirrors	2 times per week
	Clean vertical surfaces, walls, and doors	1 time per week
	Detail doors handles and light switches	1 time per week
	Polish all fixtures	1 time per week
	Pick up debris and trash	Daily
	Dust ledges, shelves, baseboards, toilet bases, and beneath sinks.	1 time per week
	Remove cobwebs	As needed
	Report burnt out lights and other issues	Daily
	Secure all locks and doors	Daily
Building Exterior - up to 15'	Pick up debris and trash	Daily

ATTACHMENT A - ROUTINE MAINTENANCE LIST		
Ocean View Park Restrooms 627 Alsace Lorraine Avenue		
Area to be Cleaned	Service Type	Frequency
Area to be Cleaned	Service Type	Frequency
Entranceway	Clean	7 times per week
	Clean	7 times per week
	Clean and disinfect toilets and sinks	7 times per week
	Spot clean vertical surfaces, walls, doors, and partitions	3 times per week
	Sweep, mop and disinfect flooring	7 times per week
Hard Surface Floors	Wipe down horizontal surfaces, counter tops, dispensers, toilets	7 times per week
	Dispose of waste and install new liners	7 times per week
	Clean, polish, disinfect waste receptacles	7 times per week
Throughout Facility	Clean all mirrors	7 times per week
	Fill soap, paper towels, toilet paper, sanitary napkins, seat covers, hand soap and air freshener	7 times per week
	Clean and disinfect dispensers, faucets and mirrors	2 times per week
	Clean vertical surfaces, walls, and doors	1 time per week
	Detail doors handles and light switches	1 time per week
	Polish all fixtures	1 time per week
	Pick up debris and trash	Daily
	Remove cobwebs	As needed
	Report burnt out lights and other issues	Daily
	Secure all locks and doors	Daily
	Pick up debris and trash	Daily
	Report burnt out lights and other issues	Daily
	Secure all locks and doors	Daily
	Dust ledges, shelves, baseboards, toilet bases, and beneath sinks.	1 time per week
Wipe clean all ventilation grills	2 times per year	
Building Exterior - up to 15'	Pick up debris and trash	Daily

ATTACHMENT A - ROUTINE MAINTENANCE LIST		
Oak Park Restrooms 461 Oak Avenue		
Area to be Cleaned	Service Type	Frequency
Area to be Cleaned	Service Type	Frequency
Entranceway	Clean	7 times per week
	Clean	7 times per week
	Clean and disinfect toilets and sinks	7 times per week
	Spot clean vertical surfaces, walls, doors, and partitions	3 times per week
	Sweep, mop and disinfect flooring	7 times per week
Hard Surface Floors	Wipe down horizontal surfaces, counter tops, dispensers, toilets	7 times per week
	Dispose of waste and install new liners	7 times per week
	Clean, polish, disinfect waste receptacles	7 times per week
Throughout Facility	Clean all mirrors	7 times per week
	Fill soap, paper towels, toilet paper, sanitary napkins, seat covers, hand soap and air freshener	7 times per week
	Clean and disinfect dispensers, faucets and mirrors	2 times per week
	Clean vertical surfaces, walls, and doors	1 time per week
	Detail doors handles and light switches	1 time per week
	Polish all fixtures	1 time per week
	Pick up debris and trash	Daily
	Remove cobwebs	As needed
	Report burnt out lights and other issues	Daily
	Secure all locks and doors	Daily
	Pick up debris and trash	Daily
	Report burnt out lights and other issues	Daily
	Secure all locks and doors	Daily
	Dust ledges, shelves, baseboards, toilet bases, and beneath sinks.	1 time per week
Wipe clean all ventilation grills	2 times per year	
Building Exterior - up to 15'	Pick up debris and trash	Daily

ATTACHMENT A - ROUTINE MAINTENANCE LIST		
Train Depot Facility 110 Higgins Canyon Road		
Area to be Cleaned	Service Type	Frequency
Area to be Cleaned	Service Type	Frequency
Entranceway	Clean	7 times per week
	Clean	7 times per week
	Clean and disinfect toilets and sinks	7 times per week
	Spot clean vertical surfaces, walls, doors, and partitions	3 times per week
	Sweep, mop and disinfect flooring	7 times per week
Hard Surface Floors	Wipe down horizontal surfaces, counter tops, dispensers, toilets	7 times per week
	Dispose of waste and install new liners	7 times per week
	Clean, polish, disinfect waste receptacles	7 times per week
Throughout Facility	Clean all mirrors	7 times per week
	Fill soap, paper towels, toilet paper, sanitary napkins, seat covers, hand soap and air freshener	7 times per week
	Clean and disinfect dispensers, faucets and mirrors	2 times per week
	Clean vertical surfaces, walls, and doors	1 time per week
	Detail doors handles and light switches	1 time per week
	Polish all fixtures	1 time per week
	Pick up debris and trash	Daily
	Remove cobwebs	As needed
	Report burnt out lights and other issues	Daily
	Secure all locks and doors	Daily
	Pick up debris and trash	Daily
	Report burnt out lights and other issues	Daily
	Secure all locks and doors	Daily
	Dust ledges, shelves, baseboards, toilet bases, and beneath sinks.	1 time per week
Wipe clean all ventilation grills	2 times per year	
Building Exterior - up to 15'	Pick up debris and trash	Daily