

CITY OF SAN LEANDRO

REQUEST FOR BID

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| SUBMIT BID TO: City of San Leandro Purchasing Department 835 East 14th Street San Leandro, CA 94577 | FOR FURTHER INFORMATION CALL: Darryl Sweet, A.P.P. Purchasing Supervisor (510) 577-3377 fax (510) 577-3312 dsweet@ci.san-leandro.ca.us |
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| BID NO: 04-05.024 | DATE MAILED: March 9, 2005 | THIS QUOTATION MUST BE DELIVERED TO THE CITY BEFORE: 3:00 P.M., Thursday, April 28, 2005 |
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| QTY. | DESCRIPTION | UNIT PRICE | EXTENSION |
|------|--|------------|---|
| | <p>Citywide Janitorial Services</p> <p align="center">Notice to Bidders</p> <p>Work to be done consists of supplying labor and materials as required to provide the City of San Leandro with complete janitorial services at city facilities in accordance with the specifications for bid 04-05.024 at the locations listed in the Service Locations Table (pages 29-30).</p> <p>The scope of work required of this contract is attached. Any deviations from specifications must be clearly indicated in writing at the time the proposal is submitted. The City reserves the right to waive minor variations in specifications bid.</p> <p>A bid bond in the amount of 10% of the total bid is required in the sealed bid. Bond can be in the form of cash, cashier's check, or on bond forms as provided (see page 36). Bid bonds are returned to bidders when the Notice to Proceed is issued to the successful bidder.</p> <p>The City's Facilities Section of the Public Works Department is in charge of this project. The project manager is Jim Carrick and he can be reached at 510-577-3440.</p> <p><u>Mandatory Pre-Bid Requirements</u> Due to the extensive nature of this bid, the city will not accept a bid from any bidder who fails to attend the pre-bid conference and tours. The conference is Monday, April 18 at 9:00. Tours are on April 18, 19 and 20. Attendance on the 18th and 19th is required to submit a bid. Attendance on the 20th is not required, however, it is highly recommended. Please see the PRE-BID CONFERENCE AND FACILITIES TOUR SCHEDULE in this bid package (see page 3).</p> <p>This contract requires the payment of prevailing wages. Certified payrolls will be requested periodically throughout the course of the contract.</p> <p>Sealed bids shall be received at the Purchasing Office, City Hall, 835 E. 14th Street, San Leandro, CA up to 3:00 p.m., on Thursday, April 28, 2005 at which time they will be publicly opened and read.</p> | | <p>See and complete: Location Bid Form (page 31)</p> <p>and</p> <p>Alternate Items Bid Form (page 32)</p> <p>Bid Bond Forms (pages 36-37)</p> |

Any bid may be withdrawn at any time prior to the time fixed for the opening of bids only by written request for the withdrawal of the bid filed with the City. The request shall be executed by the bidder or bidder's duly authorized representative. The withdrawal of a bid does not prejudice the right of the bidder to file a new bid. Whether or not bids are opened exactly at the time fixed in the public notice for opening bids, a bid will not be received after that time nor may any bid be withdrawn after the time fixed in the public notice for opening of bids.

As stated in Public Contract Code Section 5100 to 5108, inclusive (State Contract Act) concerning relief of bidders and in particular to the requirement therein, that if the bidder claims a mistake was made in his bid, the bidder shall give the City written notice within five (5) days after the opening of the bids of the alleged mistake, specifying in the notice, in detail how the mistake occurred.

All bidders shall verify if any addendum for this project has been issued by the City. It is the bidder's responsibility to ensure that all requirements of contract addendum are included in the bidder's submittal.

The successful bidder shall submit a certificate of insurance showing compliance with the enclosed insurance requirements (see attachment B, page 33). This insurance shall be maintained at all times during the course of any resulting agreement. In addition, the successful bidder shall have the proper City of San Leandro business license and all other applicable licenses and permits.

The City may increase or decrease the scope of work, or add or delete service locations as needed with 15-days written notification.

The City of San Leandro reserves the right to:

1. Renew this contract for up to two (2) additional one-year periods. CPI increase is applicable (SF Bay, All Urban Consumers, preceding April to April 12-month period),
2. Allow other agencies to piggyback on the terms/conditions/provisions and pricing as indicated in these documents (upon mutual agreement between parties).

The award will be made to the lowest responsible bidder whose bid complies with the specifications in a manner satisfactory to the City's best interests as determined by the City. The right is reserved, as the interest of the City may require, to reject any or all bids, any part of a bid, or to waive any informality or minor irregularity in a bid or bids.

To bid, complete and return a copy of the Request and the other required forms, in a sealed envelope. The envelope shall be marked with the bid information and number. The bid must be received by the date and time shown in order to be considered. Please note that there is a one-day delay in mail delivery to City Hall by the U.S. Postal Service.

Firm _____

Date: _____

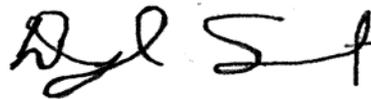
Address _____

Phone: _____

FAX: _____

By (Signature) _____

Print Name: _____



Title: _____

Darryl Sweet, A.P.P.
Purchasing Supervisor

Citywide Janitorial Services
Bid 04-05.024
Due: Thursday, April 28, 2005

Pre-bid Conference and Facilities Tour Schedule

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| <u>Monday, April 18</u> | <i>*Attendance at this meeting and tour is a bid requirement.*</i> |
| 9:00-10:00 | Pre-bid Conference in Sister Cities Gallery, City Hall, First Floor. |
| 10:00-end | Tour 1. Civic Center (A, B, C), 2. Main Library (D), 3. Public Works Service Center (E), 4. Marina Community Center (F). |
| <u>Tuesday, April 19</u> | <i>*Attendance at this tour is a bid requirement.*</i> |
| 9:00-end | Meet at Marina Offices at 9:00 a.m. Tour 1. Marina Offices (Q), 2. Water Pollution Control Plant (P), 3. Museum (L), 4. Boys' and Girls' Club (O). |
| <u>Wednesday, April 20</u> | <i>*Attendance on this date is not required, but highly recommended, and may be used as a determining factor in determining the lowest, responsible bidder.*</i> |
| 9:00-end | Meet at South Branch Library at 9:00 a.m. Tour 1. South Branch Library (K), 2. Halcyon Recreation Center (H), 3. Farrelly Pool Complex (M), 4. Washington Manor Recreation Center (G) & 5. Pool Complex (N), 6. Mulford-Marina Branch Library (I). |

City Parks Restrooms, Alternate Bid Location F (page 24), are open during the day and can be viewed on an as-needed basis and will not be visited in the course of the facilities tour.

**CITYWIDE JANITORIAL SERVICES
BID 04-05.024**

SCOPE OF WORK

The scope of work of this contract shall include complete janitorial services for City of San Leandro Facilities, which are listed within this contract, from a certified bonded Contractor.

MINIMUM SPECIFICATIONS

The specifications listed in this Scope of Work are the minimum required performance specifications for this contract. They are not intended to limit competition nor to specify any particular contractor, but to ensure that the City receives quality services.

FACILITIES AND LOCATIONS

The City currently has eighteen locations that require janitorial services. The total square footage to be cleaned is approximately 222,000 square feet. This number is subject to change and the City reserves the right to either, add or delete locations, square footage and/or frequency of service(s).

STAFFING AND PERSONNEL

- A. Supervisors - The Contractor shall designate in writing to the City's Project Manager, the name of the person assigned as the Contractor's Project Manager with full authority to administer the terms of this contract. This representative shall be available Monday through Friday 7:30 a.m. through 5:00 p.m. The Contractor's Project Manager shall be the superintending supervisor. Non-working supervisors shall be assigned on each side of the City (north & south) during the hours City facilities are being cleaned. The responsible supervisor shall verify the cleanliness of facilities prior to releasing Contractor personnel.
- B. Personnel - Personnel employed by the Contractor shall be competent, trustworthy and properly trained for the work requirements. The Contractor and employees shall be required to comply with all applicable regulations of the City, as directed, and full cooperation shall be expected and required.
- C. Pre-employment Screenings and Background Checks - The City reserves the right to conduct its own background check of any prospective employee or present employee of the Contractor.
- D. Employee List - The Contractor shall provide to the City's Project Manager an accurate list of all personnel who have any relationship to work performed within the scope of this contract, prior to the employee starting work. List data shall list personnel by building(s) in which they are assigned to work, and must include full names, aliases, home addresses, home telephone numbers, copies of drivers licenses

and social security cards. Changes to the list shall be reported, in writing, to the City's Project Manager within one working day. Employees terminated by the Contractor shall be reported the same day, unless it is after hours, then the next business morning shall be acceptable, to the City's Project Manager.

- E. Removal of Staff - The City requires the Contractor to remove all Contractor personnel from City property who are deemed careless, incompetent, insubordinate, reasonably objectionable, or whose continued employment on the job is deemed to be contrary to the interest of the City. It is the responsibility of the Contractor to provide the proper training for their employees. The Contractor shall have competent area supervisors on the job at all times when custodial services are being performed. Supervisors shall be thoroughly familiar with the content of the bid specifications and intent of the complete agreement. Any violation of these rules, or those established by the City, by the Contractor's personnel shall result in the removal of the employee from this contract. Termination of this contract may result, at the discretion of the Purchasing Supervisor, for repeated non-compliance of these rules.
- F. Backup Staff - The Contractor shall provide sufficient backup staff to cover absenteeism or extend existing work force hours to compensate for absent staff. The backup staff shall adhere to the same background and security screenings as regular staff. A backup staffing plan shall be included in the work plan submitted to the City for evaluation. The City reserves the right to request additional backup staff as deemed necessary.
- G. Unauthorized Personnel - Employees of the Contractor shall not be assisted nor accompanied by any individual that is not an employee of the Contractor, while performing duties related to the contract. This includes friends, children and/or other relatives. Employees of the Contractor that violate this stipulation shall be deemed objectionable to the City and shall not be allowed to work in City facilities.
- H. Identification and Uniforms - The Contractor's work force shall be neat and clean in appearance and shall wear a uniform with the Contractor's name or logo permanently affixed to it. Uniforms shall consist of shirt and full-length pants, and be mutually agreed to by the Contractor and City. Closed-toe and heeled shoes shall be worn for proper safety of tasks being performed. Employees shall wear an identification badge with the employee's picture, name and company name on the face of the badge. The badge must be worn in plain sight, above the waist at all times while the employee is on City property. This requirement includes all remote locations. The Contractor's employees are required to provide proper identification when requested by City or security personnel. Any employee that does not comply with this requirement shall be required to leave City facilities. There is no exception to this requirement, to ensure only authorized Contractor employees are on City facilities.

SECURITY

- A. Keys - The Contractor's Project Manager and area supervisors shall be responsible for all keys. All Contractor personnel shall adhere to all building security procedures. The Contractor shall work with City personnel to gain access to controlled areas. Contractor's personnel shall not be allowed in City facilities outside of normal business hours unless they are performing work for the Contractor. All Contractor personnel are required to provide proof of identity when requested to do so by City personnel.
- B. Training - It is essential that custodial personnel be thoroughly instructed in locking doors, closing windows and securing areas. This includes decoding alarm systems when entering buildings and resetting the alarm systems when leaving the building. Security alarm response fees assessed by law enforcement agencies for false alarms caused by Contractor's personnel shall be deducted from the Contractor's invoice.
- C. Responsibility - Building locking and unlocking schedules shall be strictly followed. Once a building is locked, the Contractor's employees shall not open doors to allow any person(s) to enter. Security shall be maintained in the individual areas within the building during the work shift. Doors to unattended, locked rooms shall be kept locked during the shift except while being serviced. The Contractor's personnel shall be in the room or at the door when the room is unlocked.
- D. Security Problems - Contractor's personnel shall immediately report to their supervisor and City personnel, problems dealing with unauthorized or suspicious persons, conditions indicating theft, break-in or vandalism, and building system failures. The Contractor's employees shall report to emergency personnel situations such as: fire, smoke, unusual odors, broken pipes, or floods, and take appropriate safety measures.
- E. Prohibited Items - Contractor's employees shall be prohibited in the use or possession of the following items while working on City premises: guns, knives, other weapons, alcohol and/or illegal drugs. Contractor's employees shall not be under the influence of alcohol or illegal drugs. Any employee violating this policy shall be terminated immediately from working in City facilities.
- F. City and Personal Property of City Personnel - The Contractor shall direct their employees against the unauthorized reading and disclosing of materials and documents available in the facilities of the City and against unauthorized use of City and personal property, such as: radios, typewriters, copy machines, computers, terminals, fax machines, calculators, etc., which may be in any of the City facilities. The Contractor shall be responsible to see that Contractor's employees do not disturb papers on desks, tables, or cabinets, and do not open desk drawers or cabinets. Found item(s) shall be turned in at the end of each shift to the Contractor's supervisor. The

supervisor shall return the item(s) to the City Project Manager within twenty-four (24) hours.

SAFETY PROGRAM

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

- A. Safe work habits,
- B. Safe use of cleaning chemicals (right-to-know) MSDS Sheets,
- C. Safe use of cleaning equipment,
- D. The use of equipment, signs, barriers, or other devices, to protect the building occupants or equipment,
- E. Proper handling of hazardous materials and waste (blood-borne pathogens),
- F. Recognizing hazardous or other materials, which are not allowed for use in this contract.

SAFETY PROCEDURES

- A. The Contractor shall provide Material Safety Data Sheet (MSDS) sheets and Occupational Safety & Health Administration (OSHA) regulations on all chemicals used in City Buildings.
 - 1. All cleaning chemicals shall be stored in properly labeled containers at all times.
 - 2. The Contractor shall provide a floor care procedure using products that meet American Society of Testing Materials (ASTM) and CSMA standards.
- B. Prior to commencement of the contract, the Contractor shall provide the City's Project Manager a copy of the training list, signed by all employees working within City facilities, documenting that all safety training has been successfully completed.
- C. Any additional or replacement staff hired throughout the life of the contract shall also complete safety training prior to beginning work in the City facilities. Documentation of training completion shall be submitted to the City's Project Manager.

EMPLOYEE TRAINING PROGRAM

- A. The Contractor's employees shall be trained in the following areas, prior to being assigned to work:

1. Contract specification cleaning requirements. This training will be performed at each facility between the hours of 7:30 a.m. and 5:00 p.m. Each employee shall be required to sign a copy of the specifications to acknowledge cleaning requirements,
 2. Proper cleaning techniques required to perform the standards of the specifications, in accordance with this contract,
 3. Specific location training.
- B. Prior to commencement of this contract, the Contractor shall submit to the City's Project Manager a complete documented training list. Failure to do so may result in delay of the contracts notice to proceed or in termination.
- C. All employees hired after the start of the Contract shall be trained in the same manner stated above. Documentation shall be submitted to the City's Project Manager prior to the employee starting work at City facilities.

CLEANING SCHEDULE

- A. Cleaning shall not start until thirty (30) minutes after the end of normal business hours as related to each facility. These times are subject to change under the direction of the City Manager.
- B. The Contractor shall provide the City Project Manager a monthly schedule showing the estimated number of man-hours, date to be accomplished, and task to be performed, to accomplish the contract requirements.
- C. In the event an evening meeting is being conducted in a facility, the Contractor shall be responsible for proper cleaning of the used area, provided the meeting ends by 11:00 p.m. All cleaning shall be completed before the next normal business day.
- D. The Contractor shall maintain a schedule for floor stripping, waxing, carpet cleaning and hot water extraction for all City facilities, and provide to the City Project Manager a copy of the monthly completed and scheduled work on the first workday of every month.

WORK PLAN

Bidders shall submit a detailed written work plan with their bid proposal, which shall include the following:

- A. Estimated number of personnel per building, to perform to the specifications of this contract,

- B. Estimated man-hours to be used per building to perform to the specification of this contract,
- C. Backup staffing plan to cover absenteeism, vacations, etc,
- D. The number and level of supervisors proposed,
- E. The type and quantity of equipment to be used per building,
- F. A list of supplies and chemicals to be used in each building to perform the specifications of this contract.

Work plans not including all the information above may deem the contractor non-responsive.

FACILITIES, UTILITIES, SUPPLIES AND EQUIPMENT

- A. Facilities - The City shall provide, without cost to the Contractor, janitorial closets or a designated place in each building. These areas shall be kept clean and neat by the Contractor at all times. Supplies shall be stored in their proper place when they arrive. Empty boxes, bottles, containers, etc. shall be discarded. Mop buckets shall be emptied and cleaned, and mops shall be washed out, before storing in the designated janitorial space.
- B. Utilities - The City shall furnish all utilities to the Contractor at existing outlets. Any modifications to existing outlets for the Contractor's convenience shall be at the Contractor's expense. Prior written approval for any alteration shall be obtained from the City's Project Manager. The Contractor's Project Manager shall arrange for the work to be done and the costs shall be charged to the Contractor.
- C. Telephones - The City telephone policy limits use of its telephone extensions on the City system to calls relating to City business. The Contractor shall ensure that employees observe this policy. The costs of unauthorized telephone usage, which can be directly attributed to an employee of the Contractor, shall be the responsibility of the Contractor.
- D. Janitorial Supplies - The Contractor shall provide all cleaning chemicals and equipment necessary to perform the cleaning standards of the contract. The Contractor 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).

Contractor must comply with all applicable sections of the City's Environmentally Preferable Purchasing (EPP) Policy including, but not limited to:

- 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. (Section 3.2.1)
- To the extent practicable, contractors will supply industrial and institutional cleaning products that meet Green Seal certification standards for environmental requirements. (Section 3.6.3)
- Janitorial paper products shall be unbleached or processed without chlorine or chlorine derivatives. (Section 3.6.4)

All questions pertaining to the EPP Policy shall be directed to the City's Recycling Program staff at 510-577-6026. A copy of the City's EPP Policy will be available at the pre-bid conference.

The Contractor 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 throughout the life of the contract.

Supplies

1. Toilet paper 4 ½" x 4 ½", 2-ply, 500 sheets per roll, white.
2. Jumbo tissue 2-ply, white properly sized for installed dispensers.
3. Hand towels properly sized for installed dispensers with a minimum tensile strength of 15 in both directions, per OES, KG/1.
 - a. Multi-fold 9 ¼" X 9 ½", 250 per package, natural.
 - b. Single-fold 9 ½" X 10 5/8", 250 per package, natural.
 - c. Narrow-fold 9 ½" X 9 ½", 250 per package, natural.
 - d. C-Fold 10 ¼" X 13 ¼", 250 per package, natural.
4. Roll Towels
 - a. Perforated 9" X 11", 2-ply, 250 sheets per roll, white.
 - b. Non-perforated sized for installed dispenser.
5. Toilet Seat Covers sized for installed dispensers.
6. Hand Soap
 - a. Standard general office locations. PH balanced, Biodegradable. Containing no alcohol. 800 ml or equivalent sized for installed dispenser.
 - b. Germicidal - Antimicrobial skin cleaner, effective against a wide range of microorganisms. 800 ml or equivalent, sized for installed dispensers.
7. Trash can liners - high-density poly.
8. Chemical Supplies: This list is not inclusive, but the minimum standard required:

- a. Graffiti cleaner
 - b. Carpet spot remover/cleaner
 - c. Disinfectant
 - d. Germicide
 - e. Mild detergent
 - f. Metal cleaner/polish
 - g. Furniture polish
9. The Contractor 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.
 10. Maintain a minimum of one biohazard kit at the Public Safety Building at all times.
- E. Equipment - The Contractor shall provide a list of type and quantity of equipment that will be utilized at each location in the performance of this contract. A copy of the specification of each type of equipment shall be attached to the proposal. The submitted equipment shall be kept current and operating in all facilities at all times for the life of the contract.

PERFORMANCE STANDARDS

- A. It is the objective of the City to obtain full cleaning performance in accordance with the terms of the specifications and at the quality standards of work set forth in this contract. To this end, the City is contracting for the complete performance of each cleaning job as specified in this contract. Therefore, deductions (Liquidated Damages) for tasks not completed or not satisfactorily completed shall be made in accordance with the schedule detailed herein.
- B. The City's Project Manager or designee shall contact the Contractor by telephone, fax, or email to notify them of performance issues. The City's Project Manager shall also notify the Contractor of written complaint(s) received from building occupants. The Contractor shall be required to respond to any major problem(s) within two (2) hours, once notified by the City's Project Manager or designee, or be charged a deduction.
- C. The City's Project Manager shall maintain a file of incoming complaints whether they be written, oral, or by telephone. This file shall contain the date, time, building, name of the person making the complaint, phone number and time the Contractor was notified, or a copy of the notification letter and fax record.
- D. Major problems require immediate attention, and shall be responded to and corrected within two (2) hours. Examples of major problems include, but are NOT limited to toilets not cleaned, not stocking sufficient paper products in large areas, offices not

cleaned, or trash removed, etc. The City's Project Manager shall have authority to classify a complaint as major or minor.

- E. Minor problems require correction during the next day's normal clean up, however a continuing record of minor complaints shall result in a deduction. Examples of minor problems include, but are not limited to, a trash can not emptied, a small area not vacuumed, toilet paper in one stall out, etc. Failure by the Contractor to respond to specific complaints as stated above, as well as preventing continuing occurrences of such complaints, may result in deductions of invoiced payments or termination of this contract agreement.
- F. Failure to clean an entire building or site shall result in a separate deduction for **nonperformance**. After three (3) occurrences of nonperformance, the city, at its discretion, may begin default proceedings.

The Contractor, to handle an instance of nonperformance, shall send personnel to the missed site within one hour of notification of an event of nonperformance for immediate servicing of that location. However, this shall not relieve the Contractor of being charged the deductions or this counting towards the three occurrences. If the Contractor does not respond in one hour, the Purchasing Supervisor may exercise the City's right to terminate for default.

LIQUIDATED DAMAGES

Failure of the Contractor to respond to problems referred to them by the City's Project Manager within the time limits established above shall result in the following deductions from invoiced payments:

1. Major problems not responded to within the established time limits will result in a deduction of 5% of the monthly cost of cleaning the entire building,
2. Minor problems not responded to within the established time limits will be one (1) day's cost of cleaning for the entire building experiencing the problem (the formula to arrive at the deduction is: facility monthly cost divided by workdays in month=per day cost of cleaning that location),
3. Nonperformance deductions shall be equal to 100% of the monthly charge for the missed facility,
4. Continued reporting of major and minor compliance failures of 5 or more for any month will result in a **10% DEDUCTION OF THE TOTAL MONTHLY CONTRACT COST**,
5. Inspection reports for a one-month period will be reviewed prior to the first meeting of the following month. Should these inspection reports indicate an overall unsatisfactory rating for that month, the City will impose a **10% DEDUCTION OF THE TOTAL MONTHLY CONTRACT COST** on the next payment. (Inspection reports will be discussed weekly with the City Project Manager, and therefore, Contractor should be fully informed and aware that punitive deductions are forthcoming),
6. Three occurrences of nonperformance in a twelve-month period may result in the decision to terminate this contract due to default.

NOTICE TO PROCEED CONFERENCE

- A. Contractor shall meet in conference with the City's Project Manager at a time to be specified to discuss and develop a mutual understanding relative to scheduling and administration of work.
- B. The Contractor shall designate in writing a qualified person(s) satisfactory to the City as the Contractor's Project Manager. The Contractor's Project Manager shall have authority to act for the Contractor in all matters covered by the contract. The Contractor's Project Manager shall be available on a weekly basis to meet with the City's Project Manager during the working hours 7:30 a.m. to 5:00 p.m.
- C. The Contractor's Project Manager shall have the capability to receive complaints by telephone, pager, or e-mail to facilitate timely corrective actions. An answering

service or answering machine shall not be an acceptable means of contact for the Contractor's Project Manager.

DELIVERABLES

The successful Contractor(s) shall submit the following items to the City's Project Manager within thirty (30) days of initiation of the bid award:

- A. A complete work schedule for weekly, monthly, and quarterly services for all facilities. Schedule shall include set day and locations for weekly facilities inspections and monthly review meetings with City Project Manager,
- B. A schedule of all employees of the Contractor and the buildings to which they are assigned, along with the man-hours to perform the required work at each building,
- C. A copy of the Material Safety Data Sheet (MSDS) for all chemicals that will be used in the performance of the contract,
- D. A copy of the Contractor's written safety program and signed list documenting safety training of all employees prior to the commencement of the contract,
- E. Documented list of employee training programs showing that all employees have been trained according to specifications of the bid prior to the commencement of the contract,
- F. A Performance Bond for the specified amount,

(Items G and H are required within ten (10) working days from notice of award)

- G. City of San Leandro business license,
- H. Copy of Certificate of Insurance which shows compliance with the attached requirements and naming the City of San Leandro as an additional insured.

TASK PERFORMANCE STANDARDS

The following is a detailed listing of the work to be performed in all City facilities contracted for cleaning. The building locations and scheduled days of service are listed in **Attachment A “Service Locations Table.”**

JANITORIAL CREWS’ DUTIES

These duties are to be performed by janitorial crews assigned to clean the buildings during non-business hours:

A. General Tasks - Daily (every scheduled day of cleaning)

1. Trash Receptacles - All waste receptacles, recycle containers, and other trash containers within the building shall be emptied each night and returned to their initial locations. Boxes, cans, papers, etc., placed near a trash receptacle and marked “trash” shall also be removed. Any other items not marked shall not be removed. The interior, exterior and housing of trash receptacles, and walls next to the receptacles, shall be damp-wiped to remove soil. Wet spills on the interior of wastebaskets shall be removed. Trash receptacle plastic liners shall be replaced nightly. Transporting of trash within and from the buildings to outside trash dumpsters shall be accomplished using leak proof plastic transports with wheels. Liquid leaking from plastic bags being moved from trash receptacles shall be immediately cleaned.
2. Trash Storage Areas - All trash shall be placed inside 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.
3. Recyclable Items - All recycle bins within the offices shall be emptied and transported to the proper designated area.
4. A/C Supply, Return and Exhaust Fan Vents - Clean all particles from vents and wall or ceiling area adjacent to the vent. This is very important for indoor air quality.
5. Outside Entrances and Steps - Porches, handicap ramps, steps, fire escape stairways, basement stairways, and any other areas under cover 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.
6. Cigarette Containers - Verify all cigarette butts and ashes are extinguished and cool. Empty reservoir or strain the sand to remove ashes and debris. Loosen and level the sand, add additional sand, as required, to maintain appropriate level.

7. 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.
8. 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.
9. 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.
10. Phones/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 phones located inside and outside the building on City property.
11. Drinking Fountains - Remove all streaks, smudges, stains, scales and other obvious soil from drinking fountains and entire cabinet. Disinfect all porcelain and polished metal surfaces including the orifice and drain. Stainless steel sections shall be polished with an appropriate cleaner.
12. 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, kick and push plates, and vertical/horizontal blinds. 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.
13. Carpeted Areas - All carpeted areas shall be 100% vacuumed every service. 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.

14. Carpet Spot Cleaning - Carpets shall be checked daily for stains. All dirty spots/stains 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 should be free from visible spots 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 that is not a part of the manufacturing process.
15. Non-Carpeted Floors - Pick or sweep up all surface litter such as paper, gum, rubber bands, paper clips, staples, spills, etc. Vacuum the entire area under chairs, trash receptacles, desks, behind doors, and other furnishings, which are accessible prior to mopping. The entire area (100%) will be thoroughly damp 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.
16. Tables, Counters, Desks, Chairs, Sofas - Remove all pencil and pen marks from the writing surfaces. Remove any non-permanent stains, spots, spills and pencil marks from tables and other 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.
17. Elevators - Remove all soil, dirt, 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.
18. 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.
19. Break room/Concession/Kitchenette Area - Refill soap dispensers and paper dispensers properly. Clean and disinfect sinks, floor sinks, counters, appliances, cabinets, exterior, tables and chairs.

B. Restroom Cleaning – Daily

1. Clean and Disinfect Toilets and Urinals - Completely clean and disinfect all exposed surfaces of the toilets and urinals. A nonabrasive 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 Contractor supervisor shall report all plumbing discrepancies to the City Project Manager.
2. Paper Products Dispensers - Re-supply all paper towel dispensers to the proper level. 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 10-15%. Toilet seat cover dispensers shall be filled with a new package when empty or when less than 10-15% of the sheets remain in the package. The dispenser interior, exterior and adjacent surfaces shall be wiped with germicidal detergent 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.
3. Soap Dispensers - Soap dispensers shall be filled to within 2" of the top with liquid soap. Soapbox cartridges shall be replaced when 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 area under soap dispensers shall be cleaned of all soap residues.
4. Trash Receptacles - All waste receptacles and feminine disposal 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.
5. 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 commodes and urinals.
6. 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.
 7. Walls, Partitions, and Doors - Clean the partition walls, partition doors, and walls surrounding the urinal and toilet. 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.
 8. Shower Walls and Floors - Wash shower walls, shower floors, bathtub areas using an approved germicidal cleaner. Clean the shower drains. After washing, the walls and floors shall be free from stains, soap scum, mildew and shall have a clean and disinfected appearance.
 9. Floors - Prior to mopping, any mats shall be lifted to remove soil underneath, mats shall be disinfected with a germicidal detergent solution, the floor surface shall be vacuumed for removal of loose dirt and soil. Mop the floor with a germicidal detergent solution. After mopping, the floor shall have a uniform appearance free of hair, spots, spills, stains, dirt, oily film, mop strings, etc. Any mats removed shall be replaced.
 10. 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.
 11. A/C Vents, Returns, and Exhaust Fans Grills - Vents and grills shall be wiped free of all dust, dirt and stains. This is very important for indoor air quality.

C. General Tasks – Weekly

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. Dusting - Dust all surfaces, including windowsills, ledges, pictures, plaques, cubicle wall tops, door tops, cabinets, etc. with a treated cloth or yarn duster up to 80 inches from the floor.
3. Storage Areas - Sweep and vacuum floors to remove all debris. Damp mop floor, removing all marks and dirt.
4. Mop Heads - Replace mop heads weekly with new mop heads. Old dirty mop heads shall be removed from the building and discarded.

D. Restroom Cleaning – Weekly

1. 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.
2. Restroom, Locker and Shower Floor – All surface litter such as paper, tape, towels, etc., shall be removed before scrubbing. Apply the appropriate cleaning solution and allow it to stand for about 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. Areas not accessible with the buffer shall be manually scrubbed with an abrasive hand pad.

E. General Tasks – Monthly

1. Furniture - Vacuum all cloth furniture using a vacuum with a HEPA approved filter. Wipe down all vinyl and hard surfaces with a damp cloth.

F. General Tasks – Quarterly

1. Stripping Floors - Stripping is the complete removal, without damage to the floor surface, of all finish and/or sealer from all visible floor surfaces and from those floor surfaces which can be exposed by the removal of non fixed furnishings, baseboards, door bottoms, etc. Stripping also includes the complete removal of all marks, scuffs, stains, etc, except in cases in which there is damage to the floor surfaces. Where stripping chemicals are used, the areas shall be rinsed to completely remove any traces of the solution. The PH of the floor surface shall be

brought to neutral (PH of 7) after stripping by rinsing with a mild acid base detergent. Stripping solution shall be wiped off immediately from baseboards and other fixed items in the area. During the stripping process, care shall be taken to avoid flooding of the floor with either the stripping solution or the rinse so as to prevent damage to the tile and its bond to the sub-floor. Prior to and after the service all furniture shall be moved as necessary. The job shall not be considered complete until furniture is returned to its original location.

2. Refinishing Floors – To refinish the floors after the floor has been stripped; two coats of sealer shall be applied. Then at least two coats of metal interlock polymer floor finish shall be applied. Only every other coat shall be applied all the way to the baseboard. The alternating coat shall be applied so as to leave a 12" border around the area. The coats shall be thin and evenly applied. After the finish has dried, the reflectance shall be uniform and no streaks, swirls, etc., shall be visible. No finish shall be left on the baseboards or other fixed equipment in the area. Each coat of sealer or wax shall be buffed and dust mopped thoroughly before the next coat is applied. Prior to and after the service all furniture shall be moved as necessary. The job shall not be considered complete until furniture is returned to its original location.
3. Bonnet Cleaning of Carpets – Bonnet cleaning of any facility carpet shall not be allowed under this contract.
4. Cubicle Walls/Furniture - Vacuum all cubicle walls and cloth furniture using a vacuum with a HEPA approved filter.
5. Dusting - Dust all surfaces above eighty (80) inches, including walls and ceiling tiles. Remove all dust and cobwebs.
6. Windows - Clean all interior windows and frames. Clean all exterior first floor windows and frames. Windows shall be free of smudges, fingerprints, cobwebs, etc.
7. Woodwork - Clean and polish all real woodwork. Woodwork shall be free of smudges, fingerprints and shall have a uniform appearance.

F. General Tasks - Annually

1. Carpet Cleaning – Carpet cleaning shall be accomplished by using a Hot Water Extraction (Steam Cleaning) system. Equipment shall be truck mount. Operate the floor wand or self-contained extractor by engaging the solution valve or button and pulling or pushing the equipment for approximately 3 to 5 feet (or at a comfortable distance). Release the solution valve before reaching the end of your pass to assure that you vacuum up all of the solution. Cover the same area two or

three times with the solution valve off to remove as much moisture from the carpet as possible.

Overlap approximately 2 inches into the area already cleaned and proceed as described above. In extremely soiled areas, it may be necessary to make two or three additional passes with the solution valve on. Make several additional passes with the solution valve off to remove as much moisture from the area as possible, always being careful not to over wet the carpet. Place drying fans on wet areas during cleaning and allow the carpet to dry as thoroughly as possible.

ALTERNATE BID ITEMS

A. Commercial Kitchen Cleaning – Daily

The following cleaning standards shall be used as directed by the Alameda County Health Department in addition to general tasks.

1. Equipment – Wash, Rinse and Sanitize (a sanitizing solution is 1tbs. of bleach per gallon of water. Solution must sit on the surface wet for 1 minute) all food contact surfaces including food preparation equipment:
 - a. All Stainless Steel
 - b. Ovens
 - c. Refrigerators / Freezers
 - d. Sinks
 - e. Ice Machines
 - f. Preparation Carts
 - g. Dishwashers
2. Floors – The surfaces shall be swept prior to wet mopping to remove all loose soil and dust including the lifting of any mats. All accessible areas shall be mopped to remove all soil, scuff marks, and nonpermanent 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.
3. Walls – The surface of all walls shall be washed with a mild soap and degreaser, and then rinsed with clean water.
4. Trash Receptacles - All waste receptacles, recycle containers, and other trash containers within the kitchen shall be emptied each night and returned to their initial locations. The interior, exterior and housing of trash receptacles, shall be damp-wiped to remove soil. Wet spills on the interior of wastebaskets shall be removed. Trash receptacle plastic liners shall be replaced nightly.
5. Floor Drains - Remove all built up deposits, from the grate and neck of the drain. Replace the grate properly. Clean the inside of the drain by pouring at least one cup of 50/50 mixture of clean water/disinfectant through the drain.

B. Spray Buff Tile and Terrazzo Floors – Weekly

Prior to being spray buffed, the tile or terrazzo floor area shall be swept, vacuumed and completely wet mopped. A single disc floor machine, spray buffing pad, and spray bottle with spray buff solution shall be used to restore a

uniform gloss and protective finish to the floors, which are coated with metal-link polymer floor finish. The floor finish shall be the same type as that already on the floor. All areas showing wear and scuffing shall be spray buffed. The floor shall be dust mopped after being spray buffed. After spray buffing, the area shall have a uniform glossy appearance, free of scuffmarks, heel marks, and scratches. All spray buff solution shall be removed from baseboards, furniture, trash receptacles, etc.

C. Wax and Buff Tile and Terrazzo Floors – Monthly

Prior to being waxed and buffed, the tile or terrazzo floor area shall be swept, vacuumed and completely wet mopped. The floor shall be evenly coated with wax to within 2 inches of the walls; a single disc floor machine shall be used to restore a uniform gloss and protective finish to the floors, which are coated with metal-link polymer floor finish. The floor finish shall be the same type as that already on the floor. The floor shall be dust mopped after being buffed. After waxing and buffing, the area shall have a uniform glossy appearance, free of scuff marks, heel marks, and scratches. All wax shall be removed from baseboards, furniture, trash receptacles, etc.

D. Machine Scrubbing of All Tile Floor – Monthly **and** Quarterly

Ceramic tile floors shall be swept or vacuumed to remove all debris. Machine scrub the floor with a brush attachment and mild soap and water mixture. Mop excess water from the floor. Wipe all baseboards with a damp clean rag. Mop the floor with clean water and **a clean mop**.

E. Dusting of Library Collections – Quarterly **and** Semi-Annually

Dusting of all book tops, videos, compact discs, displayed literature and bookshelves at all library locations.

F. City Parks Restrooms – Daily (see locations and specifications, page 24)

Clean and disinfect toilet bowls and urinals – inside and outside, including valves and external pipe connections. Sweep and damp mop floors with germicidal cleaner. Clean and disinfect sinks. Check and fill all dispensers. Damp wipe extension of same fixtures. Polish all sinks and chrome fixtures. Lock all restrooms when finished. (All restrooms are to be locked after 10:00 p.m., but before midnight).

G. Provide a Day Porter - Daily- (See Day Porter Specifications, page 25)

SPECIFICATIONS FOR PARK RESTROOM MAINTENANCE

Areas of Responsibility:

- Bonaire Park
14841 Juniper @ Sagewood
- Chabot Park
(Locked up at different times)
1698 Estudillo Ave.
- Cherry Grove Park
1600 Williams @ Leonard
- Floresta Park
3750 Monterey Blvd.
- Halcyon Park
1220 147th Ave.
- Manor Park (2 restrooms)
14900 Zelma
- Marina Park (2 restrooms)
13801 Monarch Bay Dr.
- Memorial Park
1105 Bancroft @ Callan
- Pacific Sports Complex
2561 Teagarden
- Siempre Verde Park
455 Park St.
- Stenzel Park
15300 Wicks Blvd.
- Thrasher Park
1300 Davis St.
- Toyon Park
1500 Bancroft

Daily

- Clean and disinfect toilet bowls and urinals – inside and outside, including valves and external pipe connections,
- Sweep and damp mop floors with germicidal cleaner,
- Clean and disinfect sinks,
- Check and fill all dispensers. Damp wipe extension of same fixtures,
- Lock all restrooms when finished (all restrooms to be locked after 10:00 p.m. but before 12 midnight).

Weekly

- Polish all sinks and chrome fixtures.

SPECIFICATIONS FOR DAY PORTER AT THE POLICE DEPARTMENT AND JAIL

Safety Requirements: Enter & Exit Instructions

On weekdays if there are any prisoners still housed in the cells, at the custodians request, the jailer or another assigned person will accompany the custodian while he/she works in the immediate area.

On weekends, the custodian will be accompanied by the jailer or another assigned person at any time that custodian is working in or around any occupied cells.

Prior to Cleaning:

Empty cells will be physically inspected by jailer for graffiti, damage or health hazards. This will be noted in log daily – initial.

If at any time an occupied cell has to be cleaned, the jailer or supervisor will inform the custodian that the cell needs attention and will move the prisoner to another cell.

If a cell is occupied during normal cleaning hours and jailer does not request the cell be cleaned and move the prisoner, that cell will not be cleaned until the next day.

Prior to the cleaning of any cell, at any time, it is the responsibility of the jailer on duty to remove from that cell, or cells, any and all items given to the prisoner. This includes any papers, magazines, food wrappers and containers, bottles, blankets and games. Pillows, slippers, plastic utensils, T.P., soap, toothbrushes, sanitary napkins, towels, food trays, disposable clothes.

Cleaning Requirements Monday through Friday:

Cells to be cleaned will be physically inspected for graffiti, damage or health hazards. This will be noted in jail log daily - initial.

1. Cleaning time – between 7:30 and 3:30 p.m.
2. The jail log will be checked daily for problems and reports of infected cells. After reading that log, the custodian will initial it.
3. Every day each cell to be cleaned will be sprayed with the B & G sprayer, filled with A-33 Airchem Disinfectant, OR current equivalent for at least 10 minutes and allowed to stand for an additional 10 minutes before wipe down. While

- cleaning any cell, the custodian will wear a hospital Maytex Facemask #3100, OR equivalent, and the appropriate personal protection equipment (PPE).
4. After spraying, the walls, mattresses, bunks and lavatories will be wiped down. The mattresses will be folded up and the floors will be mopped with a solution 3M Compublend quaternary, OR current equivalent.
 5. All of the concrete floor areas other than the cells will be swept and mopped daily with a solution of 3M Compublend quaternary, OR current equivalent.
 6. All garbage receptacles will be emptied and cleaned daily.
 7. The shower area will be cleaned and sanitized daily.
 8. The kitchenette area will be cleaned and sanitized daily, the microwave ovens will be inspected daily and cleaned as needed.
 9. The office area of the jail:
 - a. will have the carpet vacuumed daily;
 - b. will have the cabinets, shelving and countertops cleaned or dusted daily.
 - c. The lawyers' conference room will be cleaned as needed.
 10. The overhead area will be wiped down once every two weeks and the air vents will be cleaned at least every two weeks.
 11. Any lighting found inoperative will be changed or reported immediately.
 12. The alcove area outside the jail entrance will be swept daily and washed down when necessary.
 13. On Thursdays after the cell has been sprayed with A-33 Airchem, OR equivalent, the entire cell will be hosed down, squeegee-ed and mopped.

Weekend and Holiday Cleaning Schedule – Prior to cleaning rules in effort same as weekday

1. Check the jail log, before working in the jail, for problems and notation of infected cells. After reading that log, the custodian will place their initial at the beginning of the log entry.
2. If there are any occupied cells to be cleaned, the jailer must inform the custodian, move the prisoner and pick up their items before cleaning begins.
3. A hospital style mask, or other appropriate mask, shall be worn while cleaning the cells, as stated in the Monday-Friday Cleaning Schedule above.

4. If any cells are to be cleaned, they must be sprayed with the B & G sprayer, OR equivalent, for 10 minutes and allowed to stand for 10 minutes before cleaning begins. If it is necessary, the cell will be hosed down to remove any excess mess before wipe down. The cell will be mopped with a light quaternary solution after the cell is wiped down.
5. All the concrete areas (corridors, etc.) will be swept daily and moped with a quaternary solution.
6. The office area will be vacuumed daily and the counters cleaned.
7. The shower will be cleaned and disinfected if it has been used.
8. All trash receptacles will be emptied and cleaned.

Swing Shift Weekday Contract Custodians.

The prime responsibility of the evening custodians is the Civic Center buildings and not routine cleaning in the jail. If a prisoner has created a mess that cannot wait until the next morning, at the discretion of the shift supervisor, the custodian on duty will be called to clean up. It is imperative that cell-cleaning instructions be followed at all times.

Reminder

To all City employees and contract custodians as a reminder: At no time will any paper work in the jail be touched, moved or read. Safety precautions are mandatory at all times.

Attachment A
Service Locations Table

It shall be the contractor's responsibility to verify all cleanable sq. ft. per facility.

- A. City Hall – 835 E.14th St. Est. Cleanable sq. ft. 50,150
Hours: Monday through Friday 8:30 a.m. to 6:00 p.m.
Cleaning Service Days: 5 days
- B. Public Safety Building – 901 E.14th St. Est. Cleanable sq. ft. 20,318
Hours: 7 Days per week 24 hrs.
Cleaning Service Days: 7 Days
- C. South Offices – 999 E.14th St. Est. Cleanable sq. ft. 11,475
Hours: Monday through Friday 8:30 a.m. to 6:00 p.m.
Cleaning Service Days: 5 Days
- D. Main Library – 300 Estudillo Ave. Est. Cleanable sq. ft. 66,300
Hours: Monday through Saturday 9:00 a.m. to 11:00 p.m.
Cleaning Service Days: 6 Days
- E. Public Works Services – 14200 Chapman Rd. Est. Cleanable sq. ft. 13,855
Hours: Monday through Friday 6:00 a.m. to 3:30 p.m.
Cleaning Service Days: 5 Days
- F. Marina Community Center – 15302 Wicks Blvd. Est. Cleanable sq. ft. 20,400
Hours: 7 Days 9:00 a.m. to 11:00 p.m.
Cleaning Service Days: 7 Days
- G. Washington Manor Rec. Center – 14900 Zelma St. Est. Cleanable sq. ft. 1,785
Hours: Monday through Friday 8:30 a.m. to 8:00 p.m.
Cleaning Service Days: 5 Days
- H. Halcyon Park Rec. Center – 1245 147th Ave. Est. Cleanable sq. ft. 1,785
Hours: Monday through Friday 8:30 a.m. to 8:00 p.m.
Cleaning Service Days: 5 Days
- I. Mulford Marina Branch Library – 13699 Aurora Dr. Est. Cleanable sq. ft. 935
Hours: Monday: 2:00 p.m. – 9:00 p.m.
Tuesday: 12 noon – 5:30 p.m.
Wednesday: 10:00 a.m. – 9:00 p.m.
Thursday: 2:00 p.m. – 5:30 p.m.
Friday: 12 noon – 5:30 p.m.
Cleaning Service Days: 3 Days

Bid 04-05.024
Citywide Janitorial Services
Due: Thursday, April 28, 2005 at 3:00 P.M.

- J. Manor Branch Library – 1307 Manor Blvd. Est. Cleanable sq. ft. 1,275
Hours: Monday: 12 noon – 9:00 p.m.
Tuesday: 10:00 a.m. - 9:00 p.m. *THIS LOCATION
Wednesday: 12 noon – 9:00 p.m. NOT APPLICABLE
Thursday: 10:00 a.m. – 9:00 p.m. AT THIS TIME.
Friday: 12 noon – 5:30 p.m. DO NOT BID*
Cleaning Service Days: 3 Days
- K. South Branch Library – 14799 E.14th St. Est. Cleanable sq. ft. 1,190
Hours: Monday: 12 noon – 5:30 p.m.
Tuesday: 12 noon – 9:00 p.m.
Wednesday: 12 noon – 5:30 p.m.
Thursday: 10:00 a.m. – 5:30 p.m.
Cleaning Service Days: 3 Days
- L. History Museum - 320 W. Estudillo Ave. Est. Cleanable sq. ft. 3,910
Hours: Thursday through Sunday 10:00 a.m. – 4:00 p.m.
Cleaning Service Days: 4
- M. Farrelly Pool Complex - 864 Dutton Ave. Est. Cleanable sq. ft. 2,100
Hours: Monday through Sunday 3:00 a.m. – 9:00 p.m.
Pool Opens June 10th and Closes September 6, 2005
Cleaning Service Days: 7
- N. Washington Manor Pool Complex - 14800 Zelma St. Est. Cleanable sq. ft. 2,000
Hours: Monday through Sunday 9:00 a.m. – 9:00 p.m.
Pool Opens June 10th and Closes July 31, 2005
Cleaning Service Days: 7
- O. Boy's & Girl's Club – 401 Marina Blvd. Est. Cleanable sq. ft. 13,600
Hours: 7 Days 6:00 a.m. to 9:00 p.m.
Cleaning Service Days: 7 Days
- P. Water Pollution Plant – 3000 Davis St. Est. Cleanable sq. ft. 6,750
Hours: Monday through Friday 6:00 a.m. to 3:30 p.m.
Cleaning Service Days: 5 Days
- Q. Marina Office & Restrooms – 40 West Dike Rd. Est. Cleanable sq. ft. 4,155
Hours: 7 Days per week 24 hrs.
Cleaning Service Days: 7 Days

Bid 04-05.024
 Citywide Janitorial Services
 Due: Thursday, April 28, 2005 at 3:00 P.M.

LOCATION BID FORM

| | Location | Bid Price | |
|---|-------------------------------|-----------|----------|
| | | Per Month | Per Year |
| A | City Hall | | |
| B | Public Safety Building | | |
| C | South Offices | | |
| D | Main Library | | |
| E | Public Works Services Center | | |
| F | Marina Community Center | | |
| G | Washington Manor Rec. Center | | |
| H | Halcyon Park Rec. Center | | |
| I | Mulford Marina Branch Library | | |
| J | Manor Branch Library | N/A | N/A |
| K | South Branch Library | | |
| L | History Museum | | |
| M | Farrelly Pool Complex | | |
| N | Washington Manor Pool Complex | | |
| O | Boy's & Girl's Club | | |
| P | Water Pollution Plant | | |
| Q | Marina Office & Restrooms | | |
| | Total | | |

Should the scope of work change and necessitate a reduction, the amount paid by the City shall be adjusted by the "per month" bid price. Increases in scope and amount to be negotiated as needed.

ALTERNATE ITEMS BID FORM

| | | Price | |
|---|---------------------------------------|-----------------------------|--------------------------------|
| | | <i>Single Cleaning/week</i> | <i>Multiple Cleanings/week</i> |
| A | Commercial Kitchen Cleaning | | |
| | Library | | |
| | Marina Community Center | | |
| B | Spray Buff Tile and Terrazzo Floors | <i>Weekly</i> | |
| | | | |
| C | Wax and Buff Tile and Terrazzo Floors | <i>Monthly</i> | |
| | | | |
| D | Machine Scrubbing of All Tile Floor | <i>Monthly</i> | <i>Quarterly</i> |
| | | | |
| E | Dusting of Library Collections | <i>Quarterly</i> | <i>Semi-Annually</i> |
| | | | |
| F | City Parks Restrooms | <i>Per Week</i> | <i>Per Year</i> |
| | | | |
| G | Day Porter at Jail | <i>Per Week</i> | <i>Per Year</i> |
| | | | |

Attachment B

INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

1. Minimum Scope of Insurance. Coverage shall be at least as broad as:
 - A. Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001.)
 - B. Insurance Services Office form number CA 0001 (Ed. 1/78) covering Automobile Liability, code 1 "any auto" and endorsement CA 0025.
 - C. Workers' Compensation insurance as required by the Labor Code of the State of California and Employers Liability insurance.
2. Minimum Limits of Insurance. Contractor shall maintain limits no less than:
 - A. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
 - B. Automobile liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
 - C. Workers' Compensation and Employers Liability: Workers' compensation limits as required by the Labor Code of the State of California and Employers Liability Limits of \$1,000,000 per accident.
3. Deductibles and Self-Ensured Retentions. Any deductibles or self-ensured retentions must be declared to and approved by the City. At the option of

the City, either the ensure shall reduce or eliminated such deductibles or self-ensured retentions as respects the City, its officers, officials, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

4. Other Insurance Provisions. The policies are to contain, or be endorsed to contain, the following provisions:

A. General Liability and Automobile Liability Coverages.

- i. The City, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of the protection afforded to the City, its officers, officials, employees or volunteers.
- ii. The Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self - insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
- iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees or volunteers.
- iv. The Contractor's insurance shall apply separately to each insured against whom claim is made or suite is brought, except with respect to the limits of the insurer's liability.

B. Workers' Compensation and Employers Liability Coverage.

The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for the City.

C. All Coverages.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, returned receipt request, has been given to the City.

5. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A: VIII.
6. Verification of Coverage. Contractor shall furnish City with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.
7. Subcontractors. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

Bid 04-05.024
Citywide Janitorial Services
Due: Thursday, April 28, 2005 at 3:00 P.M.

**Attachment C
Bid Bond Form**

(To be notarized)

**BID SECURITY BOND
To Be Completed and Submitted Inside Sealed Bid**

KNOW ALL PERSONS BY THESE PRESENTS:

THAT _____ hereinafter called Principal, and
(Contractor)

_____ hereinafter called Surety, are
(Surety)

jointly and severally held and firmly bound unto the City of San Leandro, San Leandro, CA, hereinafter called the City, in the penal sum of ten percent (10%) of the aggregate of the bid of Principal for the work, this sum not to exceed (\$ _____) dollars lawful money of the United States, for the payment whereof unto the City, Principal and Surety jointly and severally bind themselves forever firmly by these presents.

WHEREAS, Principal is herewith submitting a bid to:

Citywide Janitorial Services, Bid 04-05.024

NOW, THEREFORE, the condition of this obligation is such that if Principal is awarded a contract for the work, and if Principal within that time specified in the bid enters into, executes and delivers to the City a contract in the form provided herewith, and if Principal within the time specified in the bid gives to the City the performance bond on the form provided herewith, and evidence of required liability and worker's compensation insurance, then this obligation shall be void.

If, however, Principal shall fail or refuse to furnish, execute, and deliver to the City said performance bond, and evidence of required liability and worker's compensation insurance, and any other required documents in the time stated in the bid, then Principal and Surety shall forfeit to the City the penal sum hereof.

AND IT IS HEREBY DECLARED AND AGREED that Surety shall be liable under this obligation as Principal, and that nothing of any kind or nature whatsoever that will not discharge Principal shall operate as a discharge or a release of liability of Surety.

IT IS HEREBY FURTHER DECLARED AND AGREED that this obligation shall be binding upon and inure to the benefit of Principal, Surety and the City and their respective heirs, executors, administrators, successors and assigns.

Bid 04-05.024
Citywide Janitorial Services
Due: Thursday, April 28, 2005 at 3:00 P.M.

SIGNED AND SEALED THIS _____ day of _____, 2005

Name of Principal

Signature of Principal's Authorized Representative

Name and Title of Signer

(Seal and signature of Notary Public)

(Attach notary acknowledgment of Surety)