

CITY OF SAN LEANDRO
REQUEST FOR QUOTATION

SUBMIT BID TO:	FOR FURTHER INFORMATION CALL:
City of San Leandro Purchasing Department 835 East 14th Street San Leandro, CA 94577	Darryl Sweet, C.P.M. Purchasing Supervisor Tel (510) 577-3377 Fax (510) 577-3312 dsweet@ci.san-leandro.ca.us

BID NO:	DATE MAILED:	THIS QUOTATION MUST BE DELIVERED TO THE CITY BEFORE:
05-06.029	February 23, 2006	3:00 P.M. , Thursday, March 16, 2006

QTY.	DESCRIPTION	UNIT PRICE	EXTENSION
	<p>Downtown Steam Cleaning Annual Sidewalk and Walkway Steam Cleaning Bi-annual Trash Enclosure Steam Cleaning</p> <p style="text-align: center;">Notice to Bidders</p> <p>The City of San Leandro shall receive bids for Downtown Steam Cleaning on Thursday, March 16, 2006 at 3:00 p.m. in the Purchasing Department, City Hall, located at 835 E. 14th Street, San Leandro, CA 94577.</p> <p>Bids shall be in accordance with the following specifications. Part A is a lump sum bid for an annual steam cleaning of downtown sidewalks and walkways. Part B is for steam cleaning the downtown trash enclosures twice per year.</p> <p>A pre-bid conference is scheduled for Thursday, March 9, 2006 at 10:00 a.m. in the Public Works Service Center Conference Room, located at 14200 Chapman Rd., SL. Potential bidders may use this time to ask specific questions related to the performance of this contract. These are public streets and are available for inspection and measuring at any time prior to bid opening.</p> <p>The Public Works Department, Streets Section, at 510-357-3450, will be overseeing this contract</p> <p>A City of San Leandro business license is required to be in place prior to the start of work, but not required to bid.</p> <p>BASMAA Surface Cleaner certificate of training is required to perform this work. BASMAA certification number: _____. www.basmaa.org/recognition</p> <p>The one-time sidewalk and walkway cleaning is tentatively scheduled for May 2006. The trash enclosures are tentatively scheduled to be cleaned once in April/May and again in September/October. The City of San Leandro may or may not renew the contract for up to two (2) additional one-year periods (with a corresponding CPI adjustment.)</p> <p>City will award bid in a manner which is in the best interests of the City.</p>		<p>See the enclosed bid forms</p>

A California contractor's license is required for this work. No bid shall be accepted from a contractor who has not been licensed in accordance with Chapter 9, Division 3 of the Business and Professional Code.

The City Council has ascertained the general prevailing rate of wages applicable to the work to be done. A tabulation of the various classifications of work persons to be employed and the prevailing rate of wages applicable thereto is on file in the City Clerk's Office.

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. This insurance shall be maintained at all times during the course of any resulting agreement. In addition, the successful bidder, and subcontractors of said bidder, shall have, or be required to obtain, a City of San Leandro business license, as well as any and all other applicable licenses and permits related to the performance of this contract.

The City may terminate the contract with or without cause with verbal or written notice to contractor.

The award will be made to the lowest responsible bidder 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, 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, sealed in the enclosed envelope. The envelope shall be marked with the project name and bid 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, C.P.M.
Purchasing Supervisor

City of San Leandro

Downtown Steam Cleaning Bid 05-06.029 Due 3/19/06

Annual Sidewalk and Walkway Cleaning May 2006

LABOR AND MATERIALS TO PROVIDE AN ANNUAL HIGH-PRESSURE STEAM CLEANING AND SCRUBBING OF DESIGNATED DOWNTOWN SIDEWALKS.

SIDEWALKS TOTAL 4.2 MILES/22,000 LF. OIL, GUM, HEAVILY SOILED AND/OR MISCELLANEOUS STAINS ETC. TO BE PRE-TREATED AND SPOT CLEANED BEFORE PRESSURE WASHING.

SIDEWALKS TO BE CLEANED ARE:

- E. 14TH STREET - LORRAINE TO WILLIAMS
- HAYS - DAVIS TO JUANA
- WASHINGTON - ESTUDILLO TO WILLIAMS
- W. JUANA - E. 14TH ST. TO HAYS
- PARROTT - E. 14TH ST. TO WASHINGTON
- W. JOAQUIN - E. 14TH ST. TO WASHINGTON
- COURTYARD SIDEWALK AREA BETWEEN W. JOAQUIN AND W. JUANA
- COURTYARD ADJACENT TO TEQUILA GRILL - E.14TH ST. TO PARKING LOT
- DAVIS STREET - E. 14TH TO HAYS

BOTH SIDES ALL ABOVE LOCATIONS

- DAVIS STREET - E. 14TH TO CLARKE

SOUTH SIDE OF STREET

WORK TO BE PERFORMED "AFTER HOURS" AS DESIGNATED BY THE STREETS DEPARTMENT (10 PM THROUGH 4 AM) AND IS TENTATIVELY SCHEDULED FOR MAY 2006.

Lump Sum Bid Amount for Part A \$ _____

Terms: Net 30 following completion and acceptance of work.

Bidder Name: _____

City of San Leandro

Downtown Steam Cleaning

Bid 05-06.029

Due 3/19/06

Bi-Annual Trash Enclosure Steam Cleaning April/May & September/October 2006

LABOR AND MATERIALS TO PROVIDE AN ANNUAL HIGH-PRESSURE STEAM CLEANING AND SCRUBBING OF DESIGNATED DOWNTOWN TRASH ENCLOSURES AND GENERAL AREA AROUND THE ENCLOSURES. TRASH BINS NEED TO BE ROLLED OUT OF ENCLOSURES PRIOR TO CLEANING.

TRASH ENCLOSURES

1. WEST JUANA PARKING LOT - AREA INCLUDING THE INSIDE ENCLOSURE (WALLS AND FLOOR) AND AN AREA UP TO 20 FEET SURROUNDING THE ENCLOSURE (PARKING LOT AREA UP TO FACE OF ADJACENT SIDEWALK CURB.)
2. WEST JOAQUIN PARKING LOT - AREA INCLUDING THE INSIDE ENCLOSURE (WALLS AND FLOOR) AND AN AREA UP TO 20 FEET SURROUNDING THE ENCLOSURE (PARKING LOT AREA UP TO FACE OF ADJACENT SIDEWALK CURB.)

WORK TO BE PERFORMED "AFTER HOURS" AS DESIGNATED BY THE STREETS DEPARTMENT (10 PM THROUGH 4 AM) AND IS TENTATIVELY SCHEDULED FOR APRIL OR MAY AND SEPTEMBER OR OCTOBER 2006 (two cleanings.)

Lump Sum Bid Amount for Part B \$ _____ per cleaning

Terms: Net 30 following completion and acceptance of work.

Bidder Name: _____

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Due 3/19/06

CONTRACTOR REFERENCES

The Bidder shall list the facility owner, location, contact person and phone number for all installation references completed in the past two years, comparable in size and scope to the referenced project.

Facility Owner	Location	Contact	Phone #

Name of Bidder: _____

Acknowledgment: _____

(Sign and return with bid)

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LIST OF SUBCONTRACTORS

The Bidder shall list the name, address, and telephone number of each subcontractor to whom the Bidder proposes to subcontract portions of the work.

Subcontractor's Name	Place of Business (Address and Phone)	Description of Portion of Work Subcontracted

Name of Bidder: _____

Acknowledgment: _____

(Sign and return with bid)

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SPECIAL PROVISION

I hereby affirm that the firm submitting this bid is a licensed California contractor, No. _____, expiration date _____ and the license is in full force and effect. This representation is made under the penalty of perjury. Any bid not containing this information, or a bid containing information, which is subsequently proven false, shall be considered non-responsive and shall be rejected.

Name of Bidder: _____

Acknowledgment: _____

(Sign and return with bid.)

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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. Worker' 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-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either the insure shall reduce or eliminated such deductibles or self-insured 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.

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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.

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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.

ADDITIONAL PROVISIONS

UNSATISFACTORY WORK. City will inspect all locations on a regular basis. Unsatisfactory work will be noted and contractor will have twenty-four hours to do proper clean-up. If the work remains unsatisfactory, the City will either perform the work using City personnel or hire another contractor to do immediate clean-up. The resultant charges will be deducted from contractor's following payment.

LITTER DISPOSAL. It is the responsibility of the contractor to dispose of litter and debris that is picked up during the course of cleaning the sidewalks. Cost for disposing of the litter shall be included in your bid amounts.

NOISE SENSITIVE AREAS. Residential neighborhoods are in close proximity to many of the sidewalk locations and it is the responsibility of the contractor to perform the required work while keeping noise to a minimum. Using the newest, quietest equipment, or utilizing muffling devices on the equipment is required to achieve this. Noise complaints will be handled by the project manager as they are received. Prompt attention to noise complaints is required.

ILLCIT DISCHARGE TO STORM DRAIN PROHIBITED. The cleaning operation shall not create or result in a discharge of any pollutants or contaminants into the stormwater collection system including streets, curb & gutters or parking lots that flow to the stormwater collection system. Alameda Countywide Clean Water Program (ACCWP) and Bay Area Stormwater Management Agencies Association (BASMAA) guide lines for the prevention of pollution from surface cleaning shall be followed at all times.

BASMAA CERTIFICATION REQUIRED.

Got to <http://www.basmaa.org/recognition> for more information. See page 1.

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DISPOSAL TO SANITARY SEWER PROHIBITED. Disposal of wash water or cleaning residuals are prohibited without approval from the City's Environmental Services Division. A permit may be required for approval. Even with a permit and approval discharge will be limited to specified legal connections. Nothing may be discharged via a manhole or direct connection to the City's collection system. Field staff should contact the Environmental Services Division at 510-577-3401 if there is any question regarding pollution prevention, the storm or sanitary sewer systems.



Alameda Countywide
Clean Water Program
A Consortium of Local Agencies

In response to recent Federal and State water quality regulations and requirements, municipalities in Alameda County have joined to form the Alameda Countywide Clean Water Program (ACCWP).

The ACCWP consists of the Cities of Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, Union City, Alameda County, the Alameda County Flood Control and Water Conservation District, and Zone 7 of the District.

The Goal of the ACCWP

is to control discharges of pollutants to municipal storm drain systems (and local creeks and the San Francisco Bay). The ACCWP encourages using Best Management Practices to effectively eliminate illegal discharges and connections.

The Storm Drain System was built to collect and transport rain to prevent flooding in urban areas. Anything that flows or is discharged into the storm drain system goes directly into local creeks or San Francisco Bay without any treatment.

The Sanitary Sewer System collects and transports sanitary wastes from interior building plumbing systems to the wastewater treatment plant where the wastewater is treated.

Best Management Practices (BMPs) are methods and practices such as good housekeeping, spill prevention, or treatment measures to prevent or minimize pollutant discharges to municipal storm drain systems.

Illegal Discharges or Illicit Connections discharge non-storm water to municipal storm drain systems and contribute to water pollution.

Urban Runoff is rain and any other water that passes through and out of developed areas (streets, parking lots, roof tops, etc.) into the storm drain system and eventually to creeks and other waters.

Mobile Cleaners

Keeping pollutants out of our storm drain system protects our local creeks, reservoirs, and San Francisco Bay. Materials swept, blown, or washed into the storm drains end up in these open waters where they degrade water quality and harm aquatic life. In general, washwater discharged to the storm drains is illegal. A few exceptions as described in the following table, are allowed to discharge when there are no pollutants.

In addition to reviewing their own practices, municipalities participating in the Alameda Countywide Clean Water Program (ACCWP) have instituted a business education campaign and inspection program. Inspectors work with contractors and businesses to identify and control potential discharge of pollutants to the storm drain system. *Property and business owners are responsible for their contractors' practices.*

Mobile cleaning activities generate significant quantities of washwater as a result of their washing operations at various sites. Washwater can contain dirt, debris, soap, oil, grease, acid solution, solvents, paint chips, metals, and/or food waste. Washwater discharged to the storm drain system contributes to urban runoff pollution. Even “biodegradable” cleaning agents may cause immediate damage to aquatic ecosystems.

All contractors and individuals who perform cleaning operations can apply common sense practices to minimize or eliminate their contribution to stormwater pollution. Some such practices are identified on the following pages.

If you need additional information concerning stormwater pollution and its prevention, contact your local program representatives at **1-888-BAY-WISE**.



Best Management Practices for Surface Cleaning Activities (1)

The goal: "Only rain in the storm drain."

The strategy: Keep pollutants from 1) contacting rain and; 2) being dumped, blown, swept, washed, or poured into storm drains.

Category/Activity	Washing or Washwater Conditions	Discharge Options			Best Management Practices (In Order of Preference)
		Storm Drains	Sanitary Sewer (2)	Landscaping/ Dirt Area (3)	
<u>Sidewalks and Plazas</u>	Using Soap, no oil deposits	NO	YES	See notes 3 and 5	Sweep, collect and dispose of debris; direct discharge to sewer.
	No soap or oil deposits	YES	YES	See note 3	Sweep, collect and dispose of debris; may flow to storm drains.
<u>Sidewalks, Plazas, Driveways, Drive-Through Window Areas</u>	No soap, light oil, frequently cleaned	No	YES	See note 3	Sweep, collect and dispose of debris; dry clean oil spots, dispose of absorbent in trash; place oil-absorbent boom around storm drain.
<u>Drive-Throughs, Drive-ways, Parking Garages, Service Stations</u>	With or without soap; excess oil deposits; <u>not frequently cleaned</u>	NO	YES	NO	Seal storm drains; sweep, collect and dispose of debris; dry clean oil spots, dispose of absorbent legally; discharge washwater to sanitary sewer, via oil/ water separator if possible. Discuss with site operator and wastewater agency.
<u>Building Exteriors and Walls</u>	Glass and steel buildings, no soap	YES	YES	See note 3	Best: direct washwater to dirt area. <u>2nd:</u> direct flow to storm drain; protect drain with fabric filter if possible.
	Painted buildings (known to be lead free), no soap	YES	YES	See note 3	Best: direct washwater to dirt area. <u>2nd:</u> protect drain with fabric filter to keep paint particles out of storm drain.
	Painted buildings with lead-based or mercury-additive paint, including cleaning for paint removal	NO	NO	NO	Seal storm drains and pump wash-water to a tank; water and sludge may need to be disposed of as hazardous waste. Consult with wastewater agency, County Health and Fire Department.
<u>Graffiti Removal</u>	Using wet sand blasting (with no baking soda)	YES	YES	See notes 3 and 5	Minimize quantity of water used. Best: direct washwater to dirt area. <u>2nd:</u> filter through boom to keep sand out of storm drain or sewer.
	Using high pressure washing and cleaning compound	NO	YES	See notes 4 and 5	Best: seal storm drains; discharge washwater to sanitary sewer. Discuss with site operator and wastewater agency. <u>2nd:</u> direct washwater to dirt area.
<u>Masonry Efflorescence</u>	Using acid wash to remove mineral deposits	NO	YES	See note 5	Seal/block storm drains. Collect washwater, neutralize to pH 6 to 10, discharge to sanitary sewer.

Area	Wastewater Agency
Cities of Alameda, Albany, Berkeley, Emeryville, Oakland, or Piedmont	East Bay Municipal Utility District (EBMUD): 510/287-1651
Cities of Dublin or Pleasanton	Dublin-San Ramon Services District: 925/846-4565
Cities of Fremont, Newark, or Union City	Union Sanitary District: 510/477-7500
City of Hayward	510/881-7900
City of Livermore	925/373-5230
Communities of San Lorenzo, Castro Valley, unincorporated San Leandro and Hayward	Oro Loma Sanitary District: 510/276-4700
City of San Leandro	510/ 577-3401

(1) BMPs do not apply if there has been an oil or other hazardous material spill on the site. In the case of a spill, contact the local fire department for guidance.

(2) “Discharge to sanitary sewer” means discharge into sink, toilet, or sanitary system cleanout. Approval of the wastewater agency is needed and may require compliance with local regulations or limits; initial sampling; installation of pre-treatment equipment; payment of connection fee; and/or obtaining a wastewater discharge permit.

(3) This option applies to minimal discharge flows only. Repetitive use or excessive waste volume to the same area may contribute to soil contamination. Washwater may adversely affect landscaping; discuss with building owner.

(4) Washwater with cleaning compound may adversely affect landscaping; discuss with building owner.

(5) If landscaped area contains a drainage system, discharge to landscaping may not be an acceptable option. Please contact your local clean water program.