

CITY OF SAN LEANDRO

REQUEST FOR BID

SUBMIT BID TO: City of San Leandro Purchasing Department 835 East 14th Street San Leandro, CA 94577	FOR FURTHER INFORMATION CALL: Don Brockman Purchasing Agent (510) 577-3472 fax (510) 577-3312 dbrockman@ci.san-leandro.ca.us
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BID NO: 07-08.026	DATE MAILED: March 18, 2008	THIS QUOTATION MUST BE DELIVERED TO THE CITY BEFORE: 3:00 PM, Thursday, April 17th, 2008
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QTY.	DESCRIPTION	UNIT PRICE	EXTENSION
	<p align="center">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 07-08.026 at the locations listed in the Location Bid Form and Alternative Items Bid Form (pages 53 and 55).</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. 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 pages 59 and 60). Bid bonds are returned to bidders when the Notice to Proceed is issued to the successful bidder.</p> <p>Responses to this bid shall be submitted on paper containing a minimum of 30% post-consumer recycled content and shall be labeled as such. Responses to this bid shall also be printed and copied on both sides of the page whenever practical.</p> <p>The City's Buildings Maintenance Section of the Public Works Department is in charge of this project. The project manager is Glen Contreras and he can be reached at 510-577-6014.</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 Tuesday, April 1, 2008 at 8:00 am local time. Tours are on April 1st (immediately following the conference) and 8:00 am local time, April 2nd, 2008. <u>Attendance at both tours is required to submit a bid.</u> 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 PM, on Thursday, April 17, 2008 at which time they will be publicly opened and read.</p>		<p>See and complete: Location Bid Form (page 53),</p> <p>Additional Services as Per Request Form (Page 54)</p> <p>and</p> <p>Alternate Items Bid Form (page 55)</p> <p>Bid Bond Forms (pages 59-60)</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 the bidder's 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.

All questions shall be submitted in writing to dbrockman@ci-san-leandro.ca.us (via email) or to the attention of Don Brockman, Purchasing Agent, City of San Leandro, 835 E. 14th Street, San Leandro, CA 94577 (via US Mail).

The successful bidder shall submit a certificate of insurance showing compliance with the enclosed insurance requirements (see attachment B, page 56). 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 rejecting 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 any 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: _____



Don Brockman
Purchasing Agent

Citywide Janitorial Services
Bid 07-08.026
Due: 3:00 PM, Thursday, APRIL 17, 2008

Pre-bid Conference and Facilities Tour Schedule

Tuesday, April 1, 2008 **Attendance at this meeting and tour is a bid requirement.**

8:00 AM -9:00 AM Pre-bid Conference in Sister Cities Gallery, City Hall, First Floor.

9:00 AM - end Tour 1: Civic Center (A, B, C); Main Library (D); Public Works Service Center (E); Marina Community Center (F); Plaza Trash Enclosures (Alternate Bid Item I); History Museum (L); Boys' and Girls' Club (O); Farrelly Pool Complex (M).

Wednesday, April 2, 2008 **Attendance at this tour is a bid requirement.**

8:00 AM - end **Meet at City of San Leandro Marina Offices at 8:00 AM**
Address: 40 San Leandro Marina, San Leandro, CA 94577

Tour 2: Marina Offices and Restrooms (Q); Water Pollution Control Plant (P); Manor Branch Library (J); South Branch Library (K); Halcyon Recreation Center (H); Washington Manor Recreation Center (G); San Leandro Family Aquatic Center (N); Mulford-Marina Branch Library (I).

City Parks Restrooms (Alternate Bid Items G and H) 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 07-08.026
Due: 3:00 PM, Thursday, APRIL 17, 2008

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 seventeen locations that require janitorial services (not including Alternate Bid locations). The total square footage to be cleaned is approximately 240,542 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 AM through 5:00 PM. The Contractor's Project Manager shall be the contract supervisor. Two working supervisors are required during all shifts. The working supervisors shall verify the cleanliness of facilities prior to releasing Contractor personnel each day.
- 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 at all times.
- C. Pre-employment Screenings and Background Checks - The City will conduct its own background check of any and all 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 indicate personnel by building(s) in which they are assigned to work, and must include full names, aliases, home addresses, home telephone numbers, copies of drivers licenses and social security cards. Changes to the list shall be reported, in writing, to the City's Project Manager within one working day. Employees terminated by the Contractor shall be reported the same day to the City's Project Manager, unless it is after hours, then the next business morning shall be acceptable.

- E. Removal of Staff - The City requires the Contractor to remove all Contractor personnel from City property who are deemed careless, incompetent, insubordinate, objectionable, or whose continued employment on the job is deemed to be contrary to the interests of the City. It is the responsibility of the Contractor to provide the proper training for their employees. The Contractor shall have two competent working 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 Agent, 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 and/or logo permanently affixed to it. Uniforms shall consist of shirt and full-length pants, and be mutually agreed to by the Contractor and City. 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, which is to ensure only authorized Contractor employees are in City facilities. It is also desirable that vehicles used by the Contractor's employees be

identifiable. This could be accomplished by temporary fixation of signage on the dashboard indicating the Contractor's name, or other method mutually agreed upon by Contractor and City.

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. In addition, those Contractor employees that are to be assigned to the Police Department and jail shall be required to receive additional training for working in this building.
- 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: telephones, 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 biological 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 Sheets (MSDS) 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, including the use of Green Seal certified cleaning products and other methods (micro-fiber clothes, etc.) to reduce the use of chemicals. This training will be performed at each facility. Each employee shall be required to sign a copy of the specifications to acknowledge cleaning requirements;
 - 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 Contractor's 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 earlier than thirty (30) minutes after the end of normal business hours as related to each facility (see specific information on hours for each building listed in Attachment A – please note information related to the Marina Community Center, as it is a unique building). These times are subject to change under the direction of the City Project Manager.
- B. The Contractor shall provide the City Project Manager a monthly schedule showing the estimated number of labor-hours, date to be accomplished, and task to be performed, to accomplish the contract requirements.
- 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 PM. All cleaning shall be completed before the start of 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.

- E. The Contractor shall maintain a schedule for quarterly interior and exterior window washing and provide to the City Project Manager a copy of the scheduled work a minimum of 2 weeks in advance, and a copy of the quarterly completed work on the first workday following completion of work.

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 labor-hours to be used per building to perform to the specification of this contract;
- C. The bid shall include hourly labor rates for additional services that may be requested by the City (see Attachment A).
- D. Backup staffing plan to cover absenteeism, vacations, etc;
- E. The number and level of supervisors proposed;
- F. The type and quantity of equipment to be used per building;
- G. A list of supplies and chemicals to be used in each building to perform the specifications of this contract.
- H. Costs breakdown for all buildings on a per month basis.

The City may deem the Contractor non-responsive if Work Plans do not include all of the above information.

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 and shall only be used for the intended use (i.e. eating may not occur nor storage of any food or personal items). Supplies shall be stored in their proper place when they arrive. Empty boxes, bottles, containers, etc. shall be properly discarded (including recycling, where appropriate). Mop buckets shall be emptied and cleaned, and mops shall be washed out, before storing in the designated janitorial space. Mop heads shall be replaced at a minimum of once a week to prevent odors.

- 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 found at www.epa.gov/cpg. Specifically, the following minimum post-consumer recycled content percentages apply: paper towels – 40% post-consumer; bathroom tissue – 20%; and paper napkins – 30%. In addition, janitorial paper products shall be unbleached or processed without chlorine or chlorine derivatives.
- Contractors shall supply industrial and institutional cleaning products, including general-purpose, bathroom, glass and carpet cleaners, that meet Green Seal's Industrial and Institutional Cleaning Standard, GS-37. To the extent practical, Contractor shall use products that meet Green Seal's standard for industrial and institutional Floor Care Products, GS-40, and Green Seal's industrial and institutional Hand Cleaners, GS-41 (please note at this time, City hand soap dispensers are set up for liquids, not for foam).
- Manufacturers of plastic trash liners shall be in compliance with the State of California's Recycled Content Trash Bag Program, <http://www.ciwmb.ca.gov/BuyRecycled/TrashBags/>.

All questions pertaining to the EPP Policy shall be directed to the City's Recycling Program staff at 510-577-6022. A copy of the City's EPP Policy will be available at the pre-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, including installed dispensers, throughout the life of the contract.

Supplies

(Note that in cases of any contradictions, complying with the City's EPP Policy and proper sizing for installed dispensers takes precedence.)

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.
 - 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 - pH balanced; biodegradable; germicidal; antimicrobial skin cleaner, effective against a wide range of microorganisms; containing no alcohol; 800 ml or equivalent sized for installed dispenser.
 7. Trashcan liners - high-density poly.
 8. Chemical Supplies: This list is not inclusive, but the minimum standards required:
 - a. Graffiti cleaner
 - b. Carpet spot remover/cleaner
 - c. Disinfectant
 - d. Germicide
 - e. Mild detergent
 - f. Metal cleaner/polish
 - g. Furniture polish
 - h. Bathroom deodorizers
 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.

For general purpose vacuums and vacuums for low pile carpet, Contractor is encouraged to use vacuums approved by the Carpet and Rug Institute (CRI) Green Label Program to reduce building contaminants. For a list of certified vacuums, visit <http://www.carpet-rug.org/about-cri/cri-signature-programs/vacuum-list.cfm>.

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. During the normal business hours for each facility, 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 not 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 within a 12-month period, the City, at its discretion, may begin default proceedings.

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

- G. Contractor billing shall be done on a timely basis. The successful bidder shall submit monthly invoices for work completed in the previous month.

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 result in a deduction of one (1) day's cost of cleaning for the entire building experiencing the problem (the formula to arrive at the deduction is: facility monthly cost divided by workdays in month = per day cost of cleaning that location);
3. Nonperformance deductions shall be equal to 100% of the monthly charge for the missed facility;
4. Continued reporting of major and minor compliance failures of 5 or more for any month will result in a **10% DEDUCTION OF THE TOTAL MONTHLY CONTRACT COST**;
5. Inspection reports (completed by City staff) for a one-month period will be reviewed at the first meeting of the following month. Should these inspection reports indicate an overall unsatisfactory rating for the prior month; the City will impose a **10% DEDUCTION OF THE TOTAL MONTHLY CONTRACT COST** on the next payment. (Inspection reports will be discussed weekly between the Contractor's Project Manager and the City Project Manager, and therefore, Contractor should be fully informed and aware that punitive deductions are forthcoming);

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 AM to 5:00 PM
- 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.

INSPECTIONS AND MONTHLY MEETINGS

- A. City staff will be responsible for completing weekly inspection reports on all facilities.
- B. At the discretion of the City's Project Manager, or if requested by the Contractor's Project Manager, weekly meetings may be held to review inspection reports.
- C. At a minimum, inspection reports for the previous one-month period shall be reviewed by the City's Project Manager and the Contractor's Project Manager at the first meeting of the following month.

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, quarterly, semi-annual and annual services for all facilities. Schedule shall include set day and location for 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 labor-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 list of all cleaning products (brand names) to be utilized, how each will be used, and which ones meet Green Seal Standards;

- E. A list of all paper products (brand names) to be provided, the percentage of post-consumer recycled content for each, and which ones meet US EPA Guidelines.
- F. 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;
- G. 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;
- H. A Performance Bond for the specified amount;
- (Items I and J are required within ten (10) working days from notice of award)*
- I. City of San Leandro business license;
- J. 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"**

JANITORIAL CREWS' DUTIES

These duties are to be performed by janitorial crews assigned to clean the buildings during non-business hours. The timeline for how often each task is to be performed (daily, weekly, monthly, etc.) at a specific building are provided in Attachment A. In case of discrepancies in frequency of services to be performed between those indicated here and in Attachment A, the timeframes shown in Attachment A take precedence.

- A. General Tasks – Daily or as specified in Attachment A for each particular building.
 - 1. Trash and Recycling Receptacles - All waste receptacles, recycling containers, and other trash containers within the building shall be emptied each night and returned to their initial locations. Trash and recyclables shall be separately transported and emptied into designated containers (e.g. recycling goes into recycling container and trash goes into trash container). 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 and recycling receptacles, and walls next to the receptacles, shall be damp-wiped to remove soil. Wet spills on the interior of wastebaskets shall be cleaned and dried. Trash receptacle plastic liners shall be replaced as needed, when dirty,

wet or torn. 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 and Recycling Storage Areas - All trash shall be placed inside trash dumpsters. All recycling shall be placed inside recycling totes or dumpsters. The area around all dumpsters shall be kept clean of all materials, paper, litter, etc. Dumpsters shall be closed after use. Recycle container areas shall be kept clean and free of trash. Recycling materials shall not be placed in trash dumpsters.
3. Outside Entrances and Steps - Porches, handicap ramps, steps, fire escape stairways, basement stairways, and any other areas within 20 feet of entryways outside the buildings shall be swept to remove all soil, litter, and trash. All visible surface litter, soil, dirt, cobwebs, etc., shall be removed from the area. Waste receptacles adjacent to the entrance shall be emptied and cleaned.
4. 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. Pick up and dispose of all cigarette butts located within 5 feet of all cigarette containers.
5. 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.
6. 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.
7. 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.
8. Phone Booths/Pay Phones - Wipe receiver with germicidal cleaner, and dry with a clean dry cloth. Wipe all other surfaces and surrounding walls, doors, glass, etc.

with appropriate cleaners. This includes all public phones located inside and outside the building on City property.

9. Drinking Fountains - Remove all streaks, smudges, stains, scales and other obvious soil from drinking fountains and entire cabinet. Disinfect all porcelain and metal surfaces including the orifice and drain. Stainless steel sections shall be polished with an appropriate cleaner.
10. Internal Building Surfaces and Walls - Remove smudges, fingerprints, pen marks, streaks, etc., from washable surfaces including brass, stainless steel, around light switches, doors, doorways, door handles and casings, telephone stations, interior glass (such as reception counters and reception windows), bulletin boards and display cases, laminated plastic surfaces, clear sections of office cubicles, kick and push plates, and vertical/horizontal blinds with a treated cloth. After cleaning, the surface shall present a uniform appearance free of all smudges, fingerprints, stains, streaks, lint, etc. Areas adjacent to entrance glass within buildings that lead into offices shall also be completely cleaned and restored free of soil and streaks.
11. Carpeted Areas - All carpeted areas shall be vacuumed free of all visible debris at every service (Goal for 100% of all areas to be vacuumed a minimum of once per week). Prior to vacuuming, all surface litter such as paper, gum, rubber bands, paper clips, staples, etc., shall be picked up. Furniture and trash receptacles shall be moved, as necessary, to vacuum underneath. After vacuuming the floor, including corners, next to baseboards, and behind doors, it shall be free of all visible litter, soil, dust, and embedded grit.
12. Carpet Spot Cleaning - Carpets shall be checked daily for stains and gum. All dirty spots/stains/gum shall be treated with a carpet spot cleaning solution, following the direction of the manufacturer for the specific carpet and stain involved. After cleaning, the carpet shall be free from visible spots, gum and stains, and the nap should be brushed all in one direction. A single spot or stain is defined as an area with a definite continuous outline of a substance within the texture of the carpet (or less than 4 inches in diameter) that is not a part of the manufacturing process.
13. Non-Carpeted Floors - Pick or sweep up all surface litter such as paper, gum, rubber bands, paper clips, staples, spills, etc. Sweep or vacuum the entire area, including under chairs, trash receptacles, desks and other furnishings, behind doors, and corners, which are accessible prior to mopping. The entire area (100%) will be thoroughly dry-mopped or cleaned with appropriate solution, to remove dust, dry soil, and other surface debris every service. New installed tile flooring shall be sealed and waxed 48 hours after installation is completed.
14. Tables, Counters, Desks, Chairs, Sofas - Remove any non-permanent stains, spots, spills and pencil marks from tables, counters, and desks using a sponge or cloth dampened in mild detergent solution. The cleaning shall not be of such a

degree as to remove the finish or leave abrasive marks. This includes all surface areas such as cabinets, bookcases, etc. that are empty. Chairs and sofas, where applicable, shall have cushions lifted for the purpose of the removal of any trash. Information written on whiteboards (dry/wet erase boards) shall not be cleaned off by Contractor unless requested by City.

15. Elevators - Remove all soil, dirt, graffiti, and fingerprint marks with an approved cleaner. Polish metal surfaces with an approved metal polish; the surface shall be free of smudges, soil, and excess polish and have a shiny appearance. If the inside is of a wood material, this shall be cleaned and polished with an approved wood cleaner/polish. Non-carpeted elevator floors shall be swept, vacuumed, and wet mopped. Carpeted elevator floors shall be vacuumed. Exhaust fan vents shall be cleaned.
16. 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.
17. Break room/Concession/Kitchenette Area - Refill soap dispensers and paper dispensers as defined below in B.2. Clean and disinfect sinks, floor sinks, counters, exterior of appliances and cabinets, tables and chairs.

B. Restroom Cleaning – Daily

1. Clean and Disinfect Toilets and Urinals - Completely clean and disinfect all exposed surfaces of the toilets and urinals. A non-abrasive cleaner shall be used on the exposed hardware. The cleaning includes the drying and polishing of all exposed hardware. All foreign material shall be removed from the urinal drain trap. A special set of sponges, cloths, scouring pads and brushes shall be maintained and used only for cleaning the urinals and toilets. Remove scale, scum, mineral deposits, rust stains, etc., from the interior of toilet bowls and urinals. After cleaning, the toilet seat must be completely dried and placed in an upright position. All fixtures shall present a clean, bright shiny appearance and shall be free of all streaks, spots, stains, rings, foreign material, etc., including the metal hardware. Stopped-up toilets shall be plunged free of obstructions. Only if obstructions cannot be dislodged completely shall it be reported along with other inoperable or broken fixtures. The Contractor's supervisor shall report all plumbing discrepancies to the City Project Manager.
2. Paper Products Dispensers – At a minimum, re-supply all paper towel dispensers to their maximum level when stock is down to 40%, but do not overfill. Dispensers shall be refilled with the proper product for that dispenser (NOT just laid on top of dispenser or on top of the counter). Re-supply toilet paper by placing the product in the dispenser. Replace consumed rolls and partial rolls, which appear to be down to the last 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 a sanitizer to remove fingerprints and smudges when filling. The dispensers shall be checked for proper operation after filling and inoperable devices shall be reported daily to supervisors who in turn shall notify the City Project Manager. In addition, feminine product dispensers shall be kept stocked and the exterior cleaned as indicated above. Feminine products disposal containers shall have a waxed paper liner or similar-type product at all times, to be replaced daily or when they have been used.

Coreless bathroom tissue and other similar products may be considered, but cannot be utilized without prior approval from the City's Project Manager.

3. Soap Dispensers – At a minimum, soap dispensers shall be filled to within 2" of the top with liquid soap when there is 15% of product left. Soapbox cartridges shall be replaced prior to becoming empty. The dispensers and adjacent surfaces shall be wiped with a germicidal detergent to remove fingerprints and smudges. The device shall be checked after filling for proper operation, and inoperable devices shall be reported daily. The wall and floor area under soap dispensers shall be cleaned of all soap residues.
4. Trash Receptacles - All waste receptacles and feminine product receptacles shall be emptied. Emptying includes removing the liner and disposing of it. The inside, outside, and housing of the receptacles shall be cleaned with a germicidal cleaner.
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 toilets 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. Any graffiti on changing stations shall be removed to the extent feasible.
7. Walls, Partitions, and Doors - Clean the partition walls, partition doors, and walls surrounding the urinals and toilets. Remove any nonpermanent stains, spots, streaks and graffiti using a cloth/sponge dampened with a germicidal detergent solution. This also includes the light switches, and doors, and any of the walls

within the restroom. After cleaning the walls, they shall be free of fingerprints, smudges, grease, soil, mildew, or stain.

8. Shower Walls and Floors - Wash shower walls, curtains, shower floors, bathtub areas using an approved germicidal cleaner. Clean the shower drains. After washing, the walls, curtains, and floors shall be free from stains, soap scum, mildew and shall have a clean and disinfected appearance.
9. Floors - Prior to mopping, any mats shall be lifted to remove soil underneath, and the floor surface shall be vacuumed for removal of loose dirt and soil. Mop the floor with a germicidal detergent solution, using a non-abrasive mop (no metal or plastic). After mopping, the floor shall have a uniform appearance free of hair, spots, spills, stains, dirt, oily film, mop strings, etc. Mats shall be disinfected with a germicidal detergent solution. Any mats removed shall be replaced, with the surface dry prior to replacement.
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.

C. General Tasks – Weekly or as otherwise specified in Attachment A for each building.

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

6. Mop Heads – Mop heads need to be non-abrasive (no metal or plastic). Replace mop heads at least weekly with new mop heads. Old dirty mop heads shall be removed from the building and discarded. Use of reusable, washable microfiber mops is encouraged.
7. A/C Vents, Returns, and Exhaust Fans Grills – On a weekly basis, restroom vents and grills shall be wiped free of all dust, dirt and stains. This is very important for indoor air quality.

D. Restroom Cleaning – Weekly or as otherwise specified in Attachment A for each building

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 machine scrubbing. Apply the appropriate cleaning solution and allow it to stand for 5 minutes before scrubbing the surface with a floor buffer equipped with a grit brush. The deep cleaning shall remove heavy stains, mildew, and mineral deposits from the surface and grout. After scrubbing, the surface shall be rinsed thoroughly to remove all remaining detergent. Mop the floor with clean water and **a clean mop**. Mop excess water from the floor. Wipe all baseboards with a damp clean rag. Areas not accessible with the buffer shall be manually scrubbed with an abrasive hand pad.

E. General Tasks – Monthly

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

F. General Tasks – Quarterly or as otherwise specified in Attachment A for each building

1. Stripping VCT and Linoleum 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.
5. High Dusting - Dust all surfaces between 80” and 18’, including walls and ceiling tiles/vents. Remove all dust and cobwebs.
6. Windows - Clean all interior windows and frames. Clean all exterior 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.

G. General Tasks – Annually or as otherwise specified in Attachment A for each building

1. Carpet Cleaning – Carpet cleaning shall be accomplished by using a Hot Water Extraction (Steam Cleaning) system. Equipment shall be truck mount unless otherwise approved by the City’s Project Manager. 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 – Per occurrence of use

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 1 Tablespoon 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, food 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 and Recycling Receptacles - All waste receptacles, recycling 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 and recycling receptacles, shall be damp-wiped to remove soil. Wet spills on the interior of wastebaskets shall be cleaned and dried. Trash receptacle plastic liners shall be replaced as necessary (i.e. if liner is dirty, wet or damaged).
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.
6. Compost Collection – The City reserves the right to institute collection of separated food scraps and food-soiled products for compost collection throughout the life of the contract.

B. Spray Buff Terrazzo Floors (located in City Hall and Main Library) – Weekly or as specified in Attachment A

Prior to being spray buffed, the 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 Vinyl Tile Floors – Monthly or as specified in Attachment A for each building

Prior to being waxed and buffed, the tile 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.

Note: included in this task is waxing and buffing of the dance floors at the Marina Community Center and Karp Room (Main Library) on a quarterly basis.

D. Dusting of Library Collections – Per Occurrence

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

E. Provide Day Porters - Daily (See Day Porter Specifications, beginning page 26)

There are two Day Porter assignments (E and F), which need to be bid separately. The first is primarily assigned to the PSB building and City Hall. The second position is primarily assigned to the Main Library and all branch libraries. Day Porters are anticipated for an 8-hour shift/day on week-days, and a 4-hour shift (jail only) on weekends.

G. City Park Restrooms –Fridays and Saturdays Only (start time 9:00 PM), between April 1 and October 31 (days and months are subject to change - see locations below)

Each Service Day: 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; and damp wipe extension of same fixtures. Polish all sinks and chrome fixtures (once per week). Lock all restrooms when finished.

a.	Marina Park (2)	13801 Monarch Bay Drive
b.	Memorial Park	1105 Bancroft @ Callan
c.	Manor Park (2)	14900 Zelma
d.	Cherry Grove Park	1600 Williams @ Leonard
e.	Bonaire Park	14841 Juniper @ Sagewood
f.	Halcyon Park	1245 147 th Street
g.	Toyon Park	1500 Bancroft

H. City Park Restrooms - Seven (7) days a week (10 PM – 6AM) Locations below:

Each Service Day: 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; and damp wipe extension of same fixtures. Polish all sinks and chrome fixtures (once per week). Lock all restrooms when finished

Cleaning of City Park Restrooms – 7 Days/Week, 10 PM to 6 AM	<i>Monthly</i>	<i>Yearly (x 12)</i>
a. Bonaire Park – Juniper Street @ Manzanita Avenue		
b. Chabot Park – 1698 Estudillo Avenue		
c. Cherry Grove Park – Williams Street (behind John Muir School)		
d. Floresta Park – Monterey Blvd. (next to Monroe School)		
e. Halcyon Park – 147 th Avenue		
f. Marina Park – Monarch Bay Drive		
g. Memorial Park – 576 Callan Avenue		
h. Pacific Ballpark Complex – Teagarden @ Montague		
i. Siempre Verde Park – San Leandro Blvd. and Park Street		
j. Stenzel Park – Wicks Blvd. @ Liberty Way		
k. Thrasher Park – Davis Street @ Orchard Avenue		
l. Toyon Park – Bancroft Avenue (next to Jefferson School)		
m. Washington Manor Park – Zelma Street		

I. Washington Plaza Trash Enclosures Trash Pickup – As specified in Attachment A

Both trash enclosures shall have trash picked up from the interior twice per week. Trash and recycling materials shall be placed in their proper container inside of the enclosure.

J. Washington Plaza Trash Enclosures Pressure Washing – As specified in Attachment A

The interior and exterior of both trash enclosures shall be pressure-washed once per month. Pressure washing the interior will require that large trash/recycle containers be moved around (they do not need to be pushed all the way out of the enclosure) in order to clean all areas. All trash shall be picked up prior to pressure washing.

**DAY PORTER
ASSIGNED LOCATIONS**

One Day Porter shall be assigned to Civic Center. This position will be stationed out of the Public Safety Building (PSB) and will be responsible for maintaining the PSB, City Hall, and the South Offices.

One Day Porter shall be assigned to Library Services. This position will be stationed out of the Main Library and will be responsible for maintaining Main, South, Manor, Marina Libraries and the History Museum.

Full time staffing scheduled for each location is to be one position assigned Monday thru Friday, plus a half position for the jail on Saturdays and Sundays. There are no provisions for sick leave or vacation coverage. This is a minimum staffing level.

**SPECIFICATIONS FOR DAY PORTER AT THE POLICE DEPARTMENT, JAIL
AND CITY HALL (including South Offices)**

Note: The Jail day porter position is required 7 days per week, 365 days per year (no holidays are observed for this position). City Hall/South Offices duties are not required on weekends or City-recognized holidays.

Jail Safety Requirements: Enter & Exit Instructions

On weekdays if there are any prisoners still housed in the cells, at the custodian's 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 Jail:

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

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 prior to commencement of cleaning.

If a cell is occupied during normal cleaning hours and jailer does not request the cell be cleaned and/or 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, games, pillows, slippers, plastic utensils, toilet paper, soap, toothbrushes, sanitary napkins, towels, food trays, and disposable clothes.

Jail Cleaning Requirements:

Cells to be cleaned will be physically inspected for graffiti, damage or health hazards by the jailer. This will be noted in jail log daily - and initialed by the custodian.

1. Cleaning time – between 7:30 AM and 3:30 PM
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. On Thursdays, each cell to be cleaned will be sprayed with a pump sprayer with A-33 Airchem Disinfectant, OR equivalent for at least 10 minutes and allowed to stand for an additional 10 minutes before wipe down. The entire cell will be hosed down, squeegee-ed and mopped. While cleaning any cell, the custodian will wear a hospital Maytex Facemask #3100, OR equivalent, and the appropriate respiratory protection and 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 of 3M Compublend II quaternary with fragrance, 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 and recycling 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 interior of the microwave ovens will be inspected daily and cleaned as needed.
9. The office area of the jail:
 - a. will be dry-mopped daily;

- b. will have the cabinets, shelving and countertops cleaned or dusted weekly;
 - 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. Communication Center – Each communication center (5 total) shall be thoroughly cleaned (wiped down to remove food/liquid stains) and dusted once per week, as permitted by the Watch Sergeant.

City Hall and Libraries – The day porter assigned to the jail/City Hall shall start their work day at the jail, and spend 1 hour at City Hall and 1 hour at the Main Library (if a second porter position for the Libraries is not approved). Day porters shall be used to maintain a neat and clean appearance in all assigned locations on a continuing basis; they shall not be utilized to perform the duties assigned to the night crews.

1. Duties as assigned by the City's Building Operations Supervisor (for City Hall) or Library Services Supervisor (for the Libraries). These duties shall be for janitorial type of services only.
2. Spills - Clean all spills immediately. Place safety signs to warn of any danger to the public or employees.
3. Remove all trash, leaves, cigarette butts, and other debris from entrance area. This includes all bench areas outside of the building where employees or citizens take breaks. Clean all glass doors after mid-day. Straighten entrance mats.
4. Building interior - Make rounds throughout the buildings on a continuous basis, spot clean any area that needs attention. Remove trash, debris, and recycling materials next to trash/recycle containers, or overfull containers.
5. Stairs - Inspect stairs and stairwells and remove all trash, debris and recycling materials.
6. Limited Access Area - Vacuum and clean those areas in the building that are limited access areas and must be cleaned while occupants are present.
7. Restrooms - Monitor and refill consumable dispensers as required. Wipe down sinks, counters, mirrors, toilets and urinals as required.

8. Outside Buildings - Outside trash containers shall be emptied once per day or additionally if required. Pick-up all paper, bottles and cans from the building perimeter, grounds, planted areas and parking lot.
9. Break Areas - Wipe off tables, counters, and chairs. Sweep and spot clean floors, and empty trash and recycling containers.
10. Windows - Spot clean all entrance glass and interior windows of smudges, fingerprints, etc.

Swing Shift Weekday Contract Custodians.

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

Attachment A Service Locations

It shall be the contractor's responsibility to verify all cleanable square footage per facility. Days and hours for cleaning of each building may be modified at the City's discretion throughout the life of this contract. In case of discrepancies in frequency of services to be performed between those indicated under 'Task Performance Standards', the timeframes shown in this Attachment A take precedence.

A. City Hall – 835 E.14th Street

Estimated Cleanable sq. ft. 50,150

Hours: Monday through Friday 8:30 AM to 6:00 PM

Cleaning Service Days: 5 days – Monday through Friday; between the hours of 7 PM and 5 AM

Notes: Cleaning in the City Manager's Suite shall not begin prior to 7 PM on all Mondays (and Tuesdays after a Monday holiday); janitorial crews shall be cognizant of evening meetings that may occur in various public rooms throughout City Hall, and shall avoid the use of loud equipment/cell phones/loud talking in the vicinity of the rooms, that could be disruptive to these meetings.

DAILY SERVICES:

- Wet-mop resilient tile and/or tile floors
- Vacuum carpeting
- Spot clean carpet
- Empty all waste receptacles (replace liners as necessary), empty recycle bins
- Restock restroom dispensers
- Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
- Spot clean doors and walls
- Clean stairwells and elevators
- Clean and sweep entryways and mats
- Clean entry doors and glass
- Spot clean interior glass
- Sweep exterior of entrance areas
- Dispose of all rubbish and recycling materials
- Clean kitchenette areas
- Clean table tops, counters, desks, chairs and sofas
- Clean drinking fountains
- Clean cigarette containers
- Clean trash/recycle storage areas

WEEKLY SERVICES:

- Dust and wipe railings, banisters, sills and everything below 80" using a treated cloth
- Clean out and disinfect restroom floor drains

Dust vertical/horizontal blinds using a treated cloth
Clean all vents, grills and registers
Thoroughly clean, sanitize, and disinfect restroom floors
Dust Mayor's Office
Re-stock restroom deodorizers

MONTHLY SERVICES:

Clean baseboards
Clean door kick plates
Clean all outside lights – remove cobwebs from lens covers and lamp housing
Vacuum upholstered chair surfaces

QUARTERLY SERVICES:

High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
Strip and refinish floors
Clean cubicle walls/furniture
Clean exterior and interior of windows
Clean all real woodwork

SEMI-ANNUAL SERVICES:

Carpet deep cleaning

B. Public Safety Building – 901 E.14th Street

Estimated Cleanable sq. ft. 20,318

Hours: 7 Days per week, 24 hrs.

Cleaning Service Days: 7 Days, between the hours of 8 PM and 5 AM

Note separate duties and hours for Day Porter

DAILY SERVICES:

Wet-mop resilient tile and/or tile floors
Vacuum carpeting
Spot clean carpet
Empty all waste receptacles (replace liners as necessary), empty recycle bins
Restock restroom dispensers
Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
Spot clean doors and walls
Clean stairwells and elevators
Clean and sweep entryways and mats
Clean entry doors and glass
Spot clean interior glass
Sweep exterior of entrance areas
Dispose of all rubbish
Clean kitchenette areas

Clean table tops, counters, desks, chairs and sofas
Clean drinking fountains
Clean cigarette containers
Clean trash storage areas

WEEKLY SERVICES:

Dust and wipe railings, banisters, sills and everything below 80" using a treated cloth
Clean out restroom floor drains
Dust vertical/horizontal blinds using a treated cloth
Clean all vents, grills and registers
Thoroughly clean, sanitize, and disinfect restrooms, locker rooms and shower floors –
remove all soap scum, mildew and mold
Re-stock restroom deodorizers

MONTHLY SERVICES:

Clean baseboards
Clean door kick plates
Clean all outside lights – remove cobwebs from lens covers and lamp housing
Vacuum upholstered chair surfaces

QUARTERLY SERVICES:

High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners
and ledges
Strip and refinish floors
Clean cubicle walls/furniture
Clean exterior and interior of windows
Clean all real woodwork
Carpet deep cleaning

C. South Offices – 999 E.14th Street

Estimated Cleanable sq. ft. 11,475

Hours: Monday through Friday 8:30 AM to 6:00 PM

Cleaning Service Days: 5 Days – Monday through Friday; between the hours of 7 PM
and 5 AM

Note: Restrooms need to be cleaned 7 days/week due to use by the adjacent theater.

DAILY SERVICES:

Wet-mop resilient tile and/or tile floors
Vacuum carpeting
Spot clean carpet
Empty all waste receptacles (replace liners as necessary), empty recycle bins
Restock restroom dispensers
Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal
cleaner

Spot clean doors and walls
Clean and sweep entryways and mats
Clean entry doors and glass
Spot clean interior glass
Sweep exterior of entrance areas
Dispose of all rubbish
Clean kitchenette areas
Clean table tops, counters, desks, chairs and sofas
Clean drinking fountains
Clean cigarette containers
Clean trash storage areas

WEEKLY SERVICES:

Dust and wipe railings, banisters, sills and everything below 80" using a treated cloth
Clean out restroom floor drains
Dust vertical/horizontal blinds using a treated cloth
Clean all vents, grills and registers
Thoroughly clean, sanitize, and disinfect restroom floors
Re-stock restroom deodorizers

MONTHLY SERVICES:

Clean baseboards
Clean door kick plates
Clean all outside lights – remove cobwebs from lens covers and lamp housing
Vacuum upholstered chair surfaces

QUARTERLY SERVICES:

High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
Strip and refinish floors
Clean cubicle walls/furniture
Clean exterior and interior of windows
Clean all real woodwork

ANNUAL SERVICES:

Carpet deep cleaning

D. Main Library – 300 Estudillo Avenue

Estimated Cleanable sq. ft. 66,300

Hours: Monday through Thursday 10:00 AM to 9:00 PM; Friday 10:00 AM to 5:30 PM; Saturday 10:00 AM to 5:00 PM; Sunday Noon to 4 PM

Cleaning Service Days: 6 Days – Monday through Saturday, between the hours of 10 PM and 7 AM

Note separate duties for Day Porter

DAILY SERVICES:

Wet-mop resilient tile and/or tile floors
Vacuum carpeting
Spot clean carpet
Dry-mop dance floor
Empty all waste receptacles (replace liners as necessary), empty recycle bins
Restock restroom dispensers
Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
Spot clean doors and walls
Clean stairwells and elevators
Clean and sweep entryways and mats
Clean entry doors and glass
Spot clean interior glass
Sweep exterior of entrance areas
Dispose of all rubbish
Clean kitchenette areas
Clean table tops, counters, desks, chairs and sofas (be sure to check under cushions for trash)
Clean drinking fountains
Clean cigarette containers
Clean trash storage areas

WEEKLY SERVICES:

Dust and wipe railings, banisters, sills, bookshelf tops and everything below 80” using a treated cloth
Clean out restroom floor drains
Dust vertical/horizontal blinds using a treated cloth
Clean all vents, grills and registers
Thoroughly clean, sanitize, and disinfect restroom floors
Re-stock restroom deodorizers

MONTHLY SERVICES:

Dust gaps in shelves and along front (does *not* requiring removing books)
Clean baseboards
Clean door kick plates
Clean all outside lights – remove cobwebs from lens covers and lamp housing

Vacuum upholstered chair surfaces

QUARTERLY SERVICES:

High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
Strip and refinish floors
Clean cubicle walls/furniture
Clean exterior and interior of windows
Clean all real woodwork

SEMI-ANNUAL SERVICES:

Carpet deep cleaning

E. Public Works Service Center – 14200 Chapman Road

Estimated Cleanable sq. ft. 13,855

Hours: Monday through Friday 6:00 AM to 3:30 PM

Cleaning Service Days: 5 Days – Monday through Friday; between the hours of 7 PM and 4 AM

DAILY SERVICES:

Wet-mop resilient tile and/or tile floors
Vacuum carpeting
Spot clean carpet
Empty all waste receptacles (replace liners as necessary), empty recycle bins
Restock restroom dispensers
Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
Spot clean doors and walls
Clean and sweep entryways and mats
Clean entry doors and glass
Spot clean interior glass
Sweep exterior of entrance areas
Dispose of all rubbish
Clean kitchenette areas
Clean table tops, counters, desks, chairs and sofas
Clean drinking fountains
Clean cigarette containers
Clean trash storage areas

WEEKLY SERVICES:

Dust and wipe railings, banisters, sills and everything below 80" using a treated cloth
Clean out restroom floor drains
Dust vertical/horizontal blinds using a treated cloth
Clean all vents, grills and registers

Thoroughly clean, sanitize, and disinfect restroom, locker room and shower floors –
remove all soap scum, mildew and mold
Re-stock restroom deodorizers

MONTHLY SERVICES:

Clean baseboards
Clean door kick plates
Clean all outside lights – remove cobwebs from lens covers and lamp housing
Vacuum upholstered chair surfaces

QUARTERLY SERVICES:

High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners
and ledges
Strip and refinish floors
Clean cubicle walls/furniture
Clean exterior and interior of windows
Clean all real woodwork

ANNUAL SERVICES:

Carpet deep cleaning

F. Marina Community Center – 15302 Wicks Blvd.

Estimated Cleanable sq. ft. 20,400

Hours: 7 Days, 9:00 AM to 11:00 PM

Cleaning Service Days: 7 Days, between the hours of 12 AM and 7 AM

Note: This facility is booked every weekend for public events (such as wedding receptions, birthdays, anniversary parties, etc.), and Friday nights approximately 50% of the time. Saturday, Sunday and Monday are big clean-up days. A minimum of one 2-person crew is required for Friday/Saturday/Sunday clean-ups. Garbage pick-up of the patio area is to be included on these days. Events are typically scheduled to end at 10 PM, with an additional hour for clean-up by the renter. Staff areas and rooms not being rented out may have cleaning start prior to 12 AM, but not prior to 10 PM.

DAILY SERVICES:

Wet-mop resilient tile and/or tile floors
Vacuum carpeting
Spot clean carpet
Dry-mop dance floor in Titan Auditorium
Empty all waste receptacles (replace liners as necessary), empty recycle bins
Restock restroom dispensers
Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
Spot clean doors and walls

Clean and sweep entryways and mats
Clean entry doors and glass
Spot clean interior glass
Sweep exterior of entrance areas
Dispose of all rubbish
Clean kitchenette areas
Clean table tops, counters, desks, chairs and sofas
Clean drinking fountains
Clean cigarette containers
Clean trash storage areas
Clean mirrors in Multi-A room
Dry mp dance floor in Titan Auditorium

WEEKLY SERVICES:

Dust and wipe railings, banisters, sills and everything below 80" using a treated cloth
Clean out restroom floor drains
Dust vertical/horizontal blinds using a treated cloth
Clean all vents, grills and registers
Thoroughly clean, sanitize, and disinfect restroom floors
Clean and dry inside of trash receptacles
Re-stock restroom deodorizers

MONTHLY SERVICES:

Clean baseboards
Clean door kick plates
Clean all outside lights – remove cobwebs from lens covers and lamp housing
Vacuum upholstered chair surfaces

QUARTERLY SERVICES:

High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
Strip and refinish floors
Clean cubicle walls/furniture
Clean exterior and interior of windows
Clean all real woodwork
Carpet deep cleaning for the Titan Auditorium

SEMI-ANNUAL SERVICES:

Carpet deep cleaning (for areas other than Titan Auditorium)

G. Washington Manor Rec. Center – 14900 Zelma St.

Estimated Cleanable sq. ft. 1,785

Hours: Monday through Friday 7:30 AM to 10:00 PM

Cleaning Service Days: 5 Days – Monday through Friday, between the hours of 11
PM and 6 AM

DAILY SERVICES:

Sweep and then wet-mop resilient tile and/or tile floors, including all corners
Vacuum carpeting
Spot clean carpet
Empty all waste receptacles (replace liners as necessary), empty recycle bins and
wipe down lids and sides
Restock restroom dispensers
Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal
cleaner
Spot clean doors and walls
Clean and sweep interior and exterior entryways and mats
Clean entry doors and glass
Spot clean interior glass
Sweep exterior of entrance areas
Dispose of all rubbish
Clean kitchenette areas, restock paper towels and soap, and disinfect sink and
counters
Clean table tops, counters, desks and chairs
Clean drinking fountains
Clean trash storage areas
Clean mirrors
Clean out restroom floor drains

WEEKLY SERVICES:

Dust and wipe railings, banisters, sills and everything below 80" using a treated cloth
Clean all vents, grills and registers
Clean ceiling fan blades and motor assemblies
Thoroughly clean, sanitize, and disinfect restroom, remove all mildew and mold
Thoroughly clean, sanitize, and disinfect kitchen, wipe down stove top, oven (interior
too), and refrigerator doors
Re-stock restroom deodorizers

MONTHLY SERVICES:

Clean baseboards
Clean door kick plates
Clean all outside lights – remove cobwebs from lens covers and lamp housing
Vacuum upholstered chair surfaces
Wipe down chairs – seats, sides, backs and legs using disinfectant cloth

QUARTERLY SERVICES:

High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
Strip and refinish floors
Clean exterior and interior of windows
Clean all real woodwork

SEMI-ANNUAL SERVICES:

Carpet deep cleaning

H. Halcyon Park Rec. Center – 1245 147th Ave.

Estimated Cleanable sq. ft. 1,785

Hours: Monday through Friday 7:30 AM to 10:00 PM

Cleaning Service Days: 5 Days – Monday through Friday, between the hours of 11 PM and 6 AM

DAILY SERVICES:

Sweep and then wet-mop resilient tile and/or tile floors, including all corners
Vacuum carpeting
Spot clean carpet
Empty all waste receptacles (replace liners as necessary), empty recycle bins and wipe down lids and sides
Restock restroom dispensers
Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
Spot clean doors and walls
Clean and sweep interior and exterior entryways and mats
Clean entry doors and glass
Spot clean interior glass
Sweep exterior of entrance areas
Dispose of all rubbish
Clean kitchenette areas, restock paper towels and soap, and disinfect sink and counters
Clean table tops, counters, desks and chairs
Clean drinking fountains
Clean trash storage areas
Clean mirrors
Clean out restroom floor drains

WEEKLY SERVICES:

Dust and wipe railings, banisters, sills and everything below 80" using a treated cloth
Clean all vents, grills and registers
Clean ceiling fan blades and motor assemblies
Thoroughly clean, sanitize, and disinfect restroom, remove all mildew and mold

Thoroughly clean, sanitize, and disinfect kitchen, wipe down stove top, oven (interior too), and refrigerator doors
Re-stock restroom deodorizers

MONTHLY SERVICES:

Clean baseboards
Clean door kick plates
Clean all outside lights – remove cobwebs from lens covers and lamp housing
Vacuum upholstered chair surfaces
Wipe down chairs – seats, sides, backs and legs using disinfectant cloth

QUARTERLY SERVICES:

High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
Strip and refinish floors
Clean exterior and interior of windows
Clean all real woodwork

SEMI-ANNUAL SERVICES:

Carpet deep cleaning

I. Mulford Marina Branch Library – 13699 Aurora Drive

Estimated Cleanable sq. ft. 935

Hours: Monday through Friday 2:00 PM -5:30 PM; Saturday 10:00 AM-5:00 PM;
Wednesday 10:00 AM – Noon and 7:00 PM – 9:00 PM; Mondays 7:00 PM – 9:00 PM
Cleaning Service Days: 3 Days – Monday, Wednesday and Friday, between the hours
of 10 PM and 8 AM

DAILY SERVICES:

Wet-mop resilient tile and/or tile floors
Vacuum carpeting
Spot clean carpet
Empty all waste receptacles (replace liners as necessary), empty recycle bins
Restock restroom dispensers
Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
Spot clean doors and walls
Clean and sweep entryways and mats
Clean entry doors and glass
Spot clean interior glass
Sweep exterior of entrance areas
Dispose of all rubbish
Clean kitchenette areas
Clean table tops, counters, desks, chairs and sofas
Clean drinking fountains

Bid 07-08.026
Citywide Janitorial Services
Due: Thursday, April 17, 2008 at 3:00 PM

Clean cigarette containers
Clean trash storage areas

WEEKLY SERVICES:

Dust and wipe railings, banisters, sills, bookshelf tops and sides, and everything below 80" using a treated cloth
Clean out restroom floor drains
Dust vertical/horizontal blinds using a treated cloth
Clean all vents, grills and registers
Clean ceiling fan blades and motor assemblies
Thoroughly clean, sanitize, and disinfect restroom floors
Re-stock restroom deodorizers

MONTHLY SERVICES:

Clean baseboards
Clean door kick plates
Clean all outside lights – remove cobwebs from lens covers and lamp housing
Vacuum upholstered chair surfaces

QUARTERLY SERVICES:

High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
Strip and refinish floors
Clean cubicle walls/furniture
Clean exterior and interior of windows
Clean all real woodwork

ANNUAL SERVICES:

Carpet deep cleaning

J. Manor Branch Library – 1307 Manor Blvd.

Estimated Cleanable sq. ft. 10, 344

Hours: Monday/Wednesday Noon – 9:00 PM; Tuesday/Thursday 10:00 AM – 9:00 PM; Friday Noon – 5:30 PM; Saturday 10:00 AM – 5:00 PM

Cleaning Service Days: 6 Days, between the hours of 10 PM and 8 AM

DAILY SERVICES:

Wet-mop resilient tile and/or tile floors
Vacuum carpeting
Spot clean carpet
Empty all waste receptacles (replace liners as necessary), empty recycle bins
Restock restroom dispensers
Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
Spot clean doors and walls

Clean and sweep entryways and mats
Clean entry doors and glass
Spot clean interior glass
Sweep exterior of entrance areas
Dispose of all rubbish
Clean kitchenette areas
Clean table tops, counters, desks, chairs and sofas
Clean drinking fountains
Clean cigarette containers
Clean trash storage areas
Remove trash in patio area, including food wrappers/containers in landscaping

WEEKLY SERVICES:

Dust and wipe railings, banisters, sills, bookshelf tops and sides, and everything below 80" using a treated cloth
Clean out restroom floor drains
Dust vertical/horizontal blinds using a treated cloth
Clean all vents, grills and registers
Clean ceiling fan blades and motor assemblies
Thoroughly clean, sanitize, and disinfect restroom floors

MONTHLY SERVICES:

Clean baseboards
Clean door kick plates
Clean all outside lights – remove cobwebs from lens covers and lamp housing
Vacuum upholstered chair surfaces

QUARTERLY SERVICES:

High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
Strip and refinish floors
Clean cubicle walls/furniture
Clean exterior and interior of windows
Clean all real woodwork

SEMI-ANNUAL SERVICES:

Carpet deep cleaning

K. South Branch Library – 14799 E.14th Street

Estimated Cleanable sq. ft. 1,190

Hours: Monday-Thursday 2:00 PM – 5:30 PM; Saturday 10:00 AM – 5:00 PM;
Thursday 10:00 AM – Noon; Tuesday 7:00 PM – 9:00 PM

Cleaning Service Days: 3 Days – Monday, Thursday and Saturday, between the hours
of 7 PM and 8 AM

DAILY SERVICES:

Wet-mop resilient tile and/or tile floors
Vacuum carpeting
Spot clean carpet
Empty all waste receptacles (replace liners as necessary), empty recycle bins
Restock restroom dispensers
Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal
cleaner
Spot clean doors and walls
Clean and sweep entryways and mats
Clean entry doors and glass
Spot clean interior glass
Sweep exterior of entrance areas
Dispose of all rubbish
Clean kitchenette areas
Clean table tops, counters, desks, chairs and sofas
Clean drinking fountains
Clean cigarette containers
Clean trash storage areas

WEEKLY SERVICES:

Dust and wipe railings, banisters, sills, bookshelf tops and sides, and everything
below 80” using a treated cloth
Clean out restroom floor drains
Dust vertical/horizontal blinds using a treated cloth
Clean all vents, grills and registers
Clean ceiling fan blades and motor assemblies
Thoroughly clean, sanitize, and disinfect restroom floors
Re-stock restroom deodorizers

MONTHLY SERVICES:

Clean baseboards
Clean door kick plates
Clean all outside lights – remove cobwebs from lens covers and lamp housing
Vacuum upholstered chair surfaces

QUARTERLY SERVICES:

High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
Strip and refinish floors
Clean cubicle walls/furniture
Clean exterior and interior of windows
Clean all real woodwork

ANNUAL SERVICES:

Carpet deep cleaning

L. History Museum and Theater - 320 W. Estudillo Ave.

Estimated Cleanable sq. ft. 6,800

Museum Hours: Thursday through Sunday 10:00 AM – 4:00 PM (school tours occur on Tuesday/Wednesday/Thursday periodically throughout the school year). The Theater is used for performances most weekends.

Cleaning Service Days: 5 days – Tuesdays (during school year only) and Thursday through Sunday, between the hours of 10 PM and 8 AM. Restrooms need cleaning Saturday and Sundays due to Theater use on weekends.

DAILY SERVICES:

Wet-mop resilient tile and/or tile floors
Vacuum carpeting
Spot clean carpet
Empty all waste receptacles (replace liners as necessary), empty recycle bins
Restock restroom dispensers
Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
Spot clean doors and walls
Clean and sweep entryways and mats
Clean entry doors and glass
Spot clean interior glass
Sweep exterior of entrance areas
Dispose of all rubbish
Clean kitchenette areas
Clean table tops, counters, desks, chairs and sofas
Clean drinking fountains
Clean cigarette containers
Clean trash storage areas

WEEKLY SERVICES:

Dust and wipe railings, banisters, sills, and everything below 80” using a treated cloth
Clean out restroom floor drains
Dust vertical/horizontal blinds using a treated cloth

Clean all vents, grills and registers
Clean ceiling fan blades and motor assemblies
Thoroughly clean, sanitize, and disinfect restroom floors
Re-stock restroom deodorizers

MONTHLY SERVICES:

Clean baseboards
Clean door kick plates
Clean all outside lights – remove cobwebs from lens covers and lamp housing
Vacuum upholstered chair surfaces

QUARTERLY SERVICES:

High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
Strip and refinish floors
Clean cubicle walls/furniture
Clean exterior and interior of windows
Clean all real woodwork

SEMI-ANNUAL SERVICES:

Carpet deep cleaning of Theater only

ANNUAL SERVICES:

Carpet deep cleaning (other than Theater)

M. Farrelly Pool Complex - 864 Dutton Ave.

Estimated Cleanable sq. ft. 2,100

Hours: Monday through Sunday 6:00 AM – 10:00 PM

Pool Opens Last Weekend in May and Closes Second Week in September

Cleaning Service Days (*Only during open season*): 7 days, between the hours of 11 PM and 3 AM (*11 PM start is preferred*)

DAILY SERVICES:

Entire Facility

Empty all waste receptacles (replace liners as necessary), empty recycle bins, and wipe down lids and sides (inside and out)
Clean table tops, counters, desks, chairs and sofas
Wet-mop cement floors (Must be wet-mopped and not hosed due issue with moisture and walls)
Spot clean interior glass
Sweep exterior and interior of entrance areas (including restrooms and large covered deck area – deck area not to be hosed with water)
Dispose of all rubbish (*trash must be taken off-site, as there is no trash storage at this facility*)
Clean drinking fountains

Clean cigarette containers

Front Lobby

Wipe and disinfect customer service counters in lobby
Clean entry doors and glass along with window sills
Sweep cement floors including corners and entrance and exits from restrooms
Clean and sweep entryways and mats
Sweep and dry-mop office, staff area and supply room
Spot clean and dry-mop entrances and hallways

Restrooms

Sweep cement floors including corners and entrance and exits from restrooms
Wet-mop cement floors (Must be wet mopped and not hosed due to electrical outlets and walls)
Restock restroom dispensers
Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
Spot clean doors and walls
Clean all mirrors
Thoroughly clean, sanitize, and disinfect shower area, floors, curtains, walls, and fixtures with germicidal cleaner. Spot clean walls for excess soap scum
Spot clean toilet and dressing room doors, partitions and walls.
Clean out restroom and shower floor drains (inside and out)
Note: Due to the heavy usage of the facility, soap on counter and trash on floor is normal; pick or wipe up prior to cleaning.

Kitchen

Clean kitchen areas, restock paper towels and soap, disinfect sink and counter

WEEKLY SERVICES:

Dust and wipe railings, banisters, sills and everything below 80" using a treated cloth
Wet mop entrances and hallways
Clean all vents, grills and registers
Clean ceiling fan blades and motor assemblies
Thoroughly clean, sanitize, and disinfect restroom floors

MONTHLY SERVICES:

Clean baseboards
Clean door kick plates
Clean all outside lights – remove cobwebs from lens covers and lamp housing
Vacuum upholstered chair surfaces
Pressure-wash and scrub floors, shower walls, removing mildew build-up (office area is not to be pressure-washed – restrooms/locker rooms only)
Pressure-wash front entrance and restrooms entrances from pool deck
Strip and refinish floors (office only)
Clean cubicle walls/furniture

Clean exterior and interior of windows
Clean all real woodwork

QUARTERLY SERVICES:

High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges

N. San Leandro Family Aquatic Center - 14800 Zelma St.

Estimated Cleanable sq. ft. 8,600

Hours: Monday through Sunday 6:00 AM – 10:00 PM

Pool Opens first week of May and closes the 3rd week of October

Cleaning days for the months of May, September & October will be

Fridays, Saturdays, Sundays, & Tuesdays only

Cleaning Service Days (June-August): 7 days, between the hours of 11 PM and 5 AM

Cleaning Service for November-April is once per month

DAILY SERVICES:

Entire Facility

Sweep resilient tile and/or tile floors including corners and entrance and exits from restrooms

Clean drinking fountains

Clean cigarette containers

Clean trash storage areas

Empty all waste receptacles (replace liners), empty recycle bins, and wipe down lids and sides (inside and out)

Spot clean doors and walls

Clean and sweep entryways and mats

Spot clean interior glass

Sweep exterior and interior of entrance areas

Dispose of all rubbish

Front Lobby

Wipe and disinfect customer service counters in lobby

Vacuum carpeting

Spot clean carpet

Spot clean and dry-mop entrances and hallways

Clean entry doors and glass

Office & First Aid Room

Sweep and dry-mop office and first aid room

Activity Room

Clean kitchenette areas - restock paper towels and soap, disinfect sink and counter

Clean table tops, counters, desks, chairs and sofas

Wet-mop resilient tile and/or tile floors

Guard Room

Clean kitchenette area - restock paper towels and soap, disinfect sink and counter

Locker rooms

Restock restroom dispensers

Clean all mirrors

Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner (including family changing room, which is entered from the pool deck)

Thoroughly clean, sanitize, and disinfect shower area, floors, curtains, walls, and fixtures with germicidal cleaner. Spot clean walls for excess soap scum (both inside and out)

Spot clean toilet partitions and tile walls

Clean out restroom and shower floor drains

Note: Due to the heavy usage of the facility, soap on counter and trash on floor is normal - pick or wipe up prior to cleaning.

Snack Shack Area *(Note: At this time, it is anticipated that this area will be in use for one month only, so tasks listed below are daily for a 30-day period)*

Clean and disinfect counters and sink

Sweep and wet-mop floor

Restock paper towels and soap

WEEKLY SERVICES:

Dust and wipe railings, banister, sills and everything below 80" using a treated cloth

Wet mop entrances and hallways

Dust vertical/horizontal blinds using a treated cloth

Clean all vents, grills and registers, including vent on the pool deck

Clean ceiling fan blades and motor assemblies

Thoroughly clean, sanitize, and disinfect restroom floors

MONTHLY SERVICES:

Clean baseboards

Clean door kick plates

Clean all outside lights – remove cobwebs from lens covers and lamp housing

Vacuum upholstered chair surfaces

Pressure-wash and scrub floors, shower walls, removing mildew build-up (both bathrooms-under stalls, shower areas, drying areas, and dressing areas)

QUARTERLY SERVICES:

High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges

Strip and refinish floors

Clean cubicle walls/furniture

Clean exterior windows of the first floor

Clean all real woodwork

ANNUAL SERVICES:

Seal locker room floors

O. Boy's & Girl's Club – 401 Marina Blvd.

Estimated Cleanable sq. ft. 13,600

Hours: 7 Days, 5:00 AM to 10:00 PM

Cleaning Service Days: 7 Days, between the hours of 11 PM and 4 AM (for pool area and locker rooms – remainder of Club may be cleaned until 7 AM)

DAILY SERVICES:

Vacuum carpeting

Spot clean carpet

Hose and/or power wash resilient tile and/or tile floors

Empty all waste receptacles (replace liners as necessary), empty recycle bins

Restock restroom dispensers

Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner

Spot clean partitions in restrooms and locker rooms

Spot clean doors and walls

Spot clean lockers

Clean and disinfect mats at entrances to showers

Clean and sweep entryways and mats (including mats on pool deck)

Clean entry doors and glass

Spot clean interior glass

Sweep exterior of entrance areas

Dispose of all rubbish

Clean kitchenette areas

Clean table tops, counters, desks, chairs and sofas

Clean drinking fountains

Clean cigarette containers

Clean trash storage areas

Clean mirrors

Thoroughly clean, sanitize and disinfect shower areas, floors, curtains, walls, and fixtures with germicidal cleaner. Spot clean walls for excess soap scum

Clean out restroom floor drains

Note: Due to heavy usage of the facility, soap on counter and trash on the floor is normal – pick or wipe up prior to cleaning.

WEEKLY SERVICES:

Dust and wipe railings, banisters, sills, lockers, and everything below 80" using a treated cloth

Dust vertical/horizontal blinds using a treated cloth

Clean all vents, grills and registers, including those on the pool deck

Hose entrances and walkways on pool deck

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Clean ceiling fan blades and motor assemblies
Thoroughly clean, sanitize, and disinfect restroom floors
Re-stock restroom deodorizers

MONTHLY SERVICES:

Clean baseboards
Clean door kick plates
Clean all outside lights – remove cobwebs from lens covers and lamp housing
Vacuum upholstered chair surfaces
Pressure-wash and scrub all floors (including drying and dressing areas), shower walls, removing mildew build-up

QUARTERLY SERVICES:

High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
Strip and refinish floors
Clean cubicle walls/furniture
Clean exterior and interior of windows
Clean all real woodwork

SEMI-ANNUAL SERVICES:

Carpet deep cleaning

P. Water Pollution Control Plant – 3000 Davis Street

Estimated Cleanable sq. ft. 6,750

Hours: Monday through Friday 6:00 AM to 3:30 PM

Cleaning Service Days: 5 Days – Monday through Friday, between the hours of 7 PM and 5 AM

DAILY SERVICES:

Wet-mop resilient tile and/or tile floors
Vacuum carpeting
Spot clean carpet
Empty all waste receptacles (replace liners as necessary), empty recycle bins
Restock restroom dispensers
Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
Spot clean doors and walls
Clean and sweep entryways and mats
Clean entry doors and glass
Spot clean interior glass
Sweep exterior of entrance areas
Dispose of all rubbish
Clean kitchenette areas
Clean table tops, counters, desks, chairs and sofas

Clean drinking fountains
Clean cigarette containers
Clean trash storage areas

WEEKLY SERVICES:

Dust and wipe railings, banisters, sills and everything below 80" using a treated cloth
Clean out restroom floor drains
Dust vertical/horizontal blinds using a treated cloth
Clean all vents, grills and registers
Clean ceiling fan blades and motor assemblies
Thoroughly clean, sanitize, and disinfect restroom floors
Clean showers in men's and women's locker rooms, removing all soap scum, mildew and mold
Re-stock restroom deodorizers

MONTHLY SERVICES:

Clean baseboards
Clean door kick plates
Clean all outside lights – remove cobwebs from lens covers and lamp housing
Vacuum upholstered chair surfaces

QUARTERLY SERVICES:

High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
Strip and refinish floors
Clean cubicle walls/furniture
Clean exterior and interior of windows
Clean all real woodwork

SEMI-ANNUAL SERVICES:

Carpet deep cleaning

Q. Marina Office & Restrooms – 40 West Dike Rd.

Estimated Cleanable sq. ft. 4,155

Hours: 7 Days per week, 24 hours

Cleaning Service Days: 7 Days, between the hours of 10 PM and 4 AM

Note: The Marina has berthers who live on-board their boats, and who have access to the restrooms on a 24-hour basis.

DAILY SERVICES:

Wet-mop resilient tile and/or tile floors
Vacuum carpeting
Spot clean carpet
Empty all waste receptacles (replace liners as necessary), empty recycle bins
Restock restroom dispensers

Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
Spot clean doors and walls
Clean and sweep entryways and mats
Clean entry doors and glass
Spot clean interior glass
Sweep exterior of entrance areas
Dispose of all rubbish
Clean kitchenette areas
Clean table tops, counters, desks, chairs and sofas
Clean drinking fountains
Clean cigarette containers
Clean trash storage areas
Clean showers and curtains in men's and women's restrooms, removing all soap scum, mildew and mold

WEEKLY SERVICES:

Dust and wipe railings, banisters, sills and everything below 80" using a treated cloth
Clean out restroom floor drains
Dust vertical/horizontal blinds using a treated cloth
Clean all vents, grills and registers
Clean ceiling fan blades and motor assemblies
Thoroughly clean, sanitize, and disinfect restroom floors
Clean showers in men's and women's restrooms, remove all mildew and mold
Re-stock restroom deodorizers

MONTHLY SERVICES:

Clean baseboards
Clean door kick plates
Clean all outside lights – remove cobwebs from lens covers and lamp housing
Vacuum upholstered chair surfaces

QUARTERLY SERVICES:

High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
Strip and refinish floors
Clean cubicle walls/furniture
Clean exterior windows of the first floor
Clean all real woodwork

ANNUAL SERVICES:

Carpet deep cleaning

LOCATION BID FORM

	Location	Bid Price	
		Per Month	Yearly (Per Month x 12)
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		
K	South Branch Library		
L	History Museum		
M	Farrelly Pool Complex		
N	San Leandro Family Aquatic Center		
O	Boy's & Girl's Club		
P	Water Pollution Control 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.

ADDITIONAL SERVICES AS PER REQUEST

**COST PER
WORKER PER
HOUR**

- | | | |
|----|--|-------|
| 1. | Service during normal janitorial work hours on a weekday with no less than 24-hours notice | _____ |
| 2. | Service outside normal janitorial work hours with no less than 24-hours notice | _____ |
| 3. | Service during normal janitorial work hours on a weekday with less than 24-hours notice | _____ |
| 4. | Service outside normal janitorial working hours with less than 24-hours notice | _____ |

ALTERNATE ITEMS BID FORM

		Price	
A	Commercial Kitchen Cleaning	<i>Per Occurrence</i>	
	Main Library		
	Marina Community Center		
B	Spray Buff Terrazzo and Marble Floors	<i>Weekly</i>	
C	Wax and Buff Vinyl Tile Floors	<i>Monthly</i>	
D	Dusting of Library Collections	<i>Per Occurrence</i>	
E	Day Porter at Jail <i>(7 days/week; 365 days/year for jail; 5 days/week –no holidays for City Hall and South Offices)</i>	<i>Per Week</i>	
F	Day Porter at Libraries <i>(5 days/week – no holidays)</i>	<i>Per Week</i>	<i>Yearly (Per Week x 52)</i>
G	City Park Restrooms <i>(Fridays and Saturdays Only – Season is April 1-October 31)</i>	<i>Per Week (F/S only)</i>	<i>Season (Per Week x # of Weeks Per Season)</i>
H	City Park Restrooms <i>(7 days/week, 10 PM – 6 AM)</i>	<i>Per Week</i>	<i>Yearly (Per Week x 52)</i>
I	Washington Plaza Trash Enclosures <i>(see specifications – 2/week for pick-up)</i>	<i>Per Week and Month</i>	<i>Yearly (Per Week x 52)</i>
I	Washington Plaza Trash Enclosures <i>(see specifications – 1/month for pressure wash)</i>	<i>Per Month</i>	<i>Yearly (Per Month x 12)</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.

**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 07-08.026

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 07-08.026
Citywide Janitorial Services
Due: Thursday, April 17, 2008 at 3:00 PM

SIGNED AND SEALED THIS _____ day of _____, 2008

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)