



REQUEST FOR PROPOSAL

JANITORIAL SERVICES BID NO. 910-0520-14B

BID DUE DATE: Tuesday, May 20, 2014 at 2:00 pm
[1201 W. 4th Street, Antioch, CA 94509](http://www.ci.antioch.ca.us)

Mandatory Pre-Bid Conference/Building Tour
200 H Street Council Chambers
8:00 am, ~~Wednesday, May 06, 2014~~
Thursday, May 8, 2014

Pre-bid questions must be submitted via email to
[**mwalker@ci.antioch.ca.us**](mailto:mwalker@ci.antioch.ca.us)
by 5pm, May 9, 2014

I. GENERAL CONDITIONS

1. General Information - The Public Works Department of the City of Antioch, California, will receive bid responses at its office located at [1201 W. 4th Street](#), on Tuesday, May 20, 2014 at 2:00 pm

Mandatory Pre-Bid Conference/Building Tour – May 8, 2014 – 8:00 a.m.

Following the conference there will be a facilities/site visit. There will not be any further tours after this date. Please plan on meeting at the Antioch City Council Chambers 200 H Street (City Hall), promptly at 8:00 am. All questions must be submitted via email to mwalker@ci.antioch.ca.us by ~~noon~~ 5pm, May 9, 2014. Questions and responses will be posted to the City's website ([Bid Documents](#)), within 5 days and shall become part of any contract awarded. The City will not be responsible for any other explanation or interpretations. Bidders are NOT to pursue City staff by telephone or in person.

2. Form of Bid - The bid shall be made on the attached bidder's proposal form. If the form is deemed inadequate, additional information may be submitted with the proposal, via an attachment of catalogs, drawings, photographs, or a letter. Letters repeating prices and details from the City's specifications must be omitted.

3. Interpretation of Bids - Should a bidder find discrepancies in, or omissions from the specifications, or should bidder be in doubt as to their true meaning, bidder shall submit a written request to the Public Works Department for an interpretation thereof prior to the bid opening. The person submitting the request shall be responsible for its prompt delivery. Any interpretation of, or change in the proposed documents will be made only by an addendum published on the City's website, ([Bid Documents](#)), and shall become part of any contract awarded. The City will not be responsible for any other explanation or interpretations.

4. Addenda - Any addenda issued by the City during the time of bidding shall be covered in the bid and shall be made a part of the contract. It is the vendor's/contractor's responsibility to check the City of Antioch website ([Bid Documents](#)), for any addenda that may have been issued prior to the bid/proposal due date.

5. Bid Openings - Bids shall be delivered to the Public Works Department of the City of Antioch on or before the day and hour set for the opening of bids in the published Notice to Bidders. Each bid shall be enclosed in a separate sealed envelope bearing the description of the bid, the bid number, the name of the bidder, and the date and hour of the bid opening. A bidder may withdraw his bid, either personally or by written request, at any time prior to the scheduled time for opening of bids.

6. Late Bids - Any bids received after the scheduled time of opening will be clocked in, but will not be opened or considered.

7. No Bid - If a bid is submitted without an amount, it will not be considered.

8. Award or Rejection - The bid will be awarded based on the best value and benefit to the City. The City reserves the right to reject any or all bids, or to waive any minor irregularities or informalities in the bid. The City reserves the right to change quantities prior to the award. The City reserves the right to award the contract to multiple bidders if that represents the overall best value to the City (ie by Zone or by Facility/Site). Bid award will be announced by way of publishing to the City's website ([Bid Documents](#)).

9. Terms and Conditions - The successful bidder must comply with the City's insurance requirements as set forth in this document and the attached Maintenance and Trade Services Agreement. The bidder shall not change the wording in the attached specifications or conditions. No words or comments shall be added to the general conditions or detailed specifications. Conditional bids cannot be accepted.

10. Alternatives - The make or brand and grade of the article on which the bid is submitted should be stated on the bid form. If alternates are bid, literature must be submitted with bid in order for the alternate to be considered. All items on which bids are submitted must in all cases be equal or better in quality and utility to those specified by the City. Determination of the acceptability of any product offered shall be solely at the discretion of the City of Antioch.

11. Payment Terms - Must be indicated by filling in the proper blanks on the bid form. Cash discounts of less than 20 days will be considered net. The standard terms of the City of Antioch are net 30 days. The City shall make no payment until work has been inspected and approved by the City. **Please note:** Payment is contingent upon receiving proper invoice and delivery of the goods and/or services. Invoices must be mailed to City of Antioch, PO Box 5007, Attention Public Works, Antioch, CA 94531-5007. Invoices are to be detailed with specific charge per facility with listing the City's account number to be charged (provided by City). Invoice to reference P.O. number and month of service.

12. FOB Point - It is understood that the bidder agrees to deliver FOB Destination, with no freight charges to the City. All costs for packing, delivery, drayage, postage, freight, express, or for any other purpose are to be borne by the bidder.

13. Brand Names – The use of the name of a manufacturer, or any special brand or make, in describing any item in the bid documents does not restrict bidders to that manufacturer or specific article. An equal of the named product will be given due consideration. Notwithstanding the foregoing, the City may impose additional restrictions in the Specification section of the documents.

14. Tax - No bid shall include federal excise tax, inasmuch as the City is exempt per published IRS regulations concerning state/local governments. The City is obligated to pay applicable state sales or use taxes.

15. Samples - When requested, bidders shall submit properly marked samples of the article(s) on which bid is made to the City. Any sample submitted must be clearly marked in such a manner that the marking is fixed, so that the identification of the sample is assured. Such marking shall state (1) Asphalt / Street Materials; (2) number of bid; and (3) item number. Samples, when required, must be furnished free of expense to the City, and if not destroyed by tests, will upon request, be returned at bidder's expense.

16. Inspection - All work performed shall be subject to the inspection of the City, and unsuitable work may be rejected. Defective work shall be made good by the vendor/contractor in a manner satisfactory to the City. The City shall make no payment until work has been inspected and approved by the City.

17. Assignment - No assignment by the contractor or any contract to be entered into hereunder or of any part thereof, except of funds to be received thereunder by the contractor, will be recognized by the City unless such assignment has had the prior written approval of the City.

18. Warranty - Terms of any warranty offered by the manufacturer or the bidder shall be included with the bid.

19. Timely Delivery - Time is of the essence, and the purchase order is subject to termination for failure to deliver on time. The acceptance by buyer of later performance with or without objection or reservation shall not waive the right to claim damage for such breach nor constitute a waiver of the requirements for the timely performance of any obligation remaining to be performed by the vendor/contractor.

20. Termination for Default - The City may, by written notice of default to the vendor/contractor, terminate the contract in whole or in part should the vendor/contractor fail to make satisfactory progress, fail to deliver within time specified therein or fail to deliver in strict conformance to specifications and requirements set forth therein. In the event of such termination, the City reserves the right to purchase or obtain the supplies or services elsewhere, and the defaulting vendor/contractor shall be liable for the difference between the prices set forth in the terminated order and the actual cost thereof to the City. The prevailing market price shall be considered the fair repurchase price. If, after notice of termination of this contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Convenience clause. The rights and remedies of City provided in this article shall not be exclusive and are in addition to any other rights and remedies provided by law or under resulting order.

21. Termination for Convenience - The City may, by written notice stating the extent and effective date, terminate the contract for convenience in whole or in part, at any time. The City shall pay the vendor/contractor as full compensation for performance until such termination the unit or pro rate price for the delivered and accepted portion, and a reasonable amount, as costs of termination, not otherwise recoverable from other sources by the vendor/contractor as approved by the City, with respect to the undelivered or unaccepted portion of the order, provided compensation hereunder shall in no event exceed the total price. In no event shall the City be liable for any loss of profits on the resulting order or portion thereof so terminated. The rights and remedies of City provided in this article shall not be exclusive and are in addition to any other rights and remedies provided by law or under resulting order.

22. Fiscal Year - Obligation for payment of any contract beyond the current fiscal year end is contingent upon the availability of funding from which payment can be made. No legal liability shall arise for payment beyond June 30 of the calendar year unless funds are made available for such performance.

23. Business License – The City of Antioch requires that any vendor/contractor doing business within the city limits must hold a valid City of Antioch Business License prior to merchandise delivery (by vendor/contractor) or services provided. If required, the awarding vendor/contractor must contact the Finance Department, at (925) 779-7059 for more information or a [Business License Application](#).

24. Nondiscrimination and Equal Opportunity – Contractor shall not discriminate on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Contractor under this Agreement. Contractor shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Contractor thereby.

Contractor shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator for this Agreement.

25. Governing Law - This contract shall be construed and interpreted according to the laws of the State of California.

26. Questions relating to this bid are to be submitted as instructed at at the pre-bid walkthrough and will be answered via the City's website. **See General Condition 1.** All questions must be submitted via email to mwalker@ci.antioch.ca.us by 5pm, May 9, 2014. Questions and responses will be posted to the City's website ([Bid Documents](#)), within 5 days and shall become part of any contract awarded. The City will not be responsible for any other explanation or interpretations. Bidders are NOT to pursue City staff by telephone or in person.

27. Successful bidder shall be expected to agree to and comply with all terms addressed in the attached Sample Maintenance and Trade Services Agreement.

II INSTRUCTIONS AND CONDITIONS

1. PREPARATION/SUBMISSION OF BIDS:

- Each bid must be submitted on this form in a sealed envelope with the bid number, closing date, and time on outside.
- All information shall be entered in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your bid. Corrections shall be initialed in ink by the person signing the bid.
- Corrections and/or modifications received after the closing time specified will not be accepted.
- Time of delivery shall be stated as the number of calendar days following receipt of the order by the vendor/contractor to receipt of the goods or services by the City.
- Time of delivery may be a consideration in the award.
- Prices will be considered as net if no cash discount is shown.
- All bids shall be signed by an authorized officer or employee of the bidder.
- Bids must be submitted by the date and at, or prior to, the time specified to be considered. No late bids will be accepted in any format.
- If your quotation is on an "all or nothing" basis, please state on quotation form.

2. RIGHT TO AUDIT:

The City of Antioch reserves the right to verify, by examination of vendor's/contractor's records, all invoiced amounts when firm prices are not set forth in the purchase agreement.

3. ASSIGNMENT:

In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of part 2 of Division 7 of the Business and Professions Code), arising from the purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.

III CONTRACTOR'S 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 and the results of that work by the Contractor, his agents, representatives, employees, or subcontractors.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).
2. Insurance Services Office Form Number CA 00 01 covering Automobile Liability, Code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

Minimum Limits of Insurance

Contractor shall maintain limits no less than:

- | | | |
|---|-------------|---|
| 1. General Liability
(including operations,
products, and
completed operations | \$1,000,000 | Per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a 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. |
| 2. Automobile Liability | \$1,000,000 | Per accident for bodily injury and property damage. |
| 3. Workers' Compensation | | As required by the State of California. |
| 4. Employer's Liability | \$1,000,000 | Per accident for bodily injury or disease |

If the contractor maintains higher limits than the minimums shown above, their entity shall be entitled to coverage for the higher limits maintained by the contractors.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its officers, officials, employees, and volunteers are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage shall be provided in the form of an Additional Insured endorsement (CG 20 10 11 85 or equivalent) to the Contractor's insurance policy, or as a separate owner's policy.

III CONTRACTOR'S INSURANCE REQUIREMENTS continued

2. For any claims related to this project, 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, and volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) day's prior written notice has been provided to the City.

Waiver of Subrogation

Contractor hereby agrees to waive subrogation which any insurer of contractor may acquire from contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the contractor, its employees, agents, and subcontractors.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable by entity.

Verification of Coverage

Contractor shall furnish the City with original certificates and amendatory endorsements affecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.

IV PREVAILING WAGES

Where labor is required for public work as part of this contract, pursuant to the provisions of the Labor Code of the State of California, contractors shall pay no less than the minimum wages established by the Director of the Department of Industrial Relations of the State of California.

It shall be mandatory upon the contractor to whom the contract is awarded, and his subcontractors to pay not less than the established prevailing rate of wages to all workers employed by the contractor or said subcontractors in the execution of the contract.

The Contractor shall post a copy of the general prevailing rate of per diem wages at the job site pursuant to Section 1773.2 of the Labor Code of the State of California.

Pursuant to the provisions of Division 2, Part 7, Chapter 1, Article 2, and any amendments thereof of the Labor Code of the State of California, the Contractor and any subcontractor under him shall pay not less than the specified prevailing rate of wages to all workers employed in the execution of the contract.

The Contractor shall, as a penalty to the State or the City forfeit Fifty Dollars for each calendar day, or portion thereof, for each workman paid less than the stipulated prevailing rates for any work or craft in which such workman is employed under the contract by the Contractor or by any subcontractor under him. The difference between such stipulated prevailing wage rates and the amount paid to such worker for each calendar day or portion thereof for which each workman was paid less than the stipulated prevailing wage rate shall be paid to each workman by the Contractor. The provisions of Section 1776 of the Labor Code of the State of California shall be complied with by the Contractor. For all classes of work not specified herein, the minimum wage shall be that specified for general laborer.

The specified wage rates are minimum rates only and the City will not consider and shall not be liable for any claims for additional compensation made by the Contractor because of payment by him of any wage rate in excess of the general prevailing rates. All disputes in regard to the payment of wages in excess of those specified herein shall be adjusted by the Contractor at its own expense.

The holidays upon which such rates shall be paid shall be all holidays recognized in the collective bargaining agreement applicable to the particular craft, classification, or type of workman employed on the project.

V APPEALS AND REMEDIES

Any actual or prospective bidder, service provider, or contractor that has a grievance in connection with any City solicitation or award of contract shall proceed pursuant to Chapter 4 of Title 3 of the Antioch Municipal Code.

VI SPECIFICATIONS

The following specifications apply to the entire scope of this RFP and are in addition to the site specifications attached as separate files and labeled per their line items as Attachments 1 through 8.

PAYMENTS: Shall be net 30, or within 15 days if terms include discount. Please note on proposal work sheet. Invoices are to be detailed out with specific charge per facility with account number to be charged (provided by City). Invoice to reference P.O. number and month of service. With the request for payment each month, Contractor shall provide a list of duties completed and items not accomplished per contract. Also included shall be a list of work to be completed the next month. No payment will be made without completed work schedule for the month, deficiencies noted and corrected, and the work plan for the next month. All information is to be provided in email format and hard copy if directed so.

EQUIPMENT & SUPPLIES: Contractor agrees to provide and maintain all janitorial equipment required to perform the above services as well as all cleaning agents, chemicals, floor finishes, disinfectants, paper and plastic trash bags. The contractor's equipment is to be of top quality and in good working order at all times. If the City or its designee requests replacement equipment due to poor quality or performance the contractor will replace the equipment at his/her own expense as soon as possible. Toilet paper, C fold towels, hand soap, seat covers, sanitary napkins and tampons, will be furnished by the City of Antioch.

EMPLOYEES/STAFF OF CONTRACTOR: Contractor agrees to provide all names, addresses, social security numbers, drivers license numbers of employees working within the City premises. No employee will be allowed to work within the City contract until Police Department background checks and fingerprinting have been performed. The City reserves the right to deny any contractor or employee from City facilities. The contractor will be responsible for all cost associated with the background checks. The average cost per background check is \$60.00. If requested, employees must furnish documentation of paperwork authorizing employment in the State of California. Contractor(s) will be held personally responsible for the actions of their employees while on/in City premises.

In addition to the services listed herein, contractor agrees to work closely with the City agents/representatives to insure the proper maintenance of these facilities. The contractor will have a facility manager who will be available to meet with City Staff if necessary. To insure excellent communication the contractor must respond to complaints and concerns via email and/or cell phone within one hour. Lack of or poor communication is essential to provide the type of service that is being requested in these specifications.

CONTRACT LENGTH & EFFECTIVE DATES: This contract will be effective July 1, 2014, thru June 30, 2017, upon successful approval of contractor's employees. The City may opt to phase in the City facilities and/or adjust the scope of work depending on the contract amount. All facilities will be in effect as of July 1, 2014. City of Antioch will perform weekly, monthly, semi-annual and annual performance reviews. Upon successful review, the vendor may be given the option to renew the contract for a period not to exceed two (2) additional years.

JANITORIAL DUTIES: The Janitorial Duties listed on the site specifications shall be maintained by the contractor (vendor). Failure to comply with the duties as noted may show due cause for delay in contractual payment and/or cancellation of services offered.

CUSTOMER SERVICE & QUALITY ASSURANCE: Any work or assigned duties that are not performed to our standards and/or contractual agreement may result in delay, reduction or discount at the contractors expense. The judgment for reduced payment or discount shall be at the City's sole discretion. In addition, the City may move to the next lowest responsible bidder if the City is not happy with the services or communication supplied by the contractor. All complaints about services rendered will be processed by the Deputy Public Works Director or designee/s.

CONTRACTOR NOTE: With request for payment each month, Contractor shall provide a list of duties completed and items not accomplished per contract. Also included shall be a list of work to be completed the next month. No payment will be made without completed work schedule for the month, deficiencies noted and corrected, and the work plan for the next month. All information is to be provided in and email format and hard copy if directed so. Contractor to be capable of responding to requests by both email and cell phone.

BUDGET: The City has budgeted approximately \$14,000/monthly for this job.

VI SPECIFICATIONS (continued)

The janitorial services per site specifications are covered under this RFP as attached as separate files and labeled per their line items as Attachments 1 through 8. The City reserves the right to award the contract to multiple bidders if that represents the overall best value to the City (i.e. by Zone or by Facility/Site).

ZONE A

1	<u>CITY HALL & COUNCIL CHAMBERS</u> 200 H Street	Approx Sq Ft Basement 1 st Floor 2 nd Floor 3 rd Floor Council Chambers	96,149 7,195 6,707 7,195 7,195 3,093
2	<u>ANTIOCH SENIOR CENTER</u> 415 W 2nd Street	Approx Sq Ft	4,573
3	<u>MARINA OFFICE & RESTROOMS</u> 1 Marina Plaza	Approx Sq Ft	600
4	<u>POLICE & ANIMAL SERVICES</u> 300 L Street *4701 Lone Tree Way	Approx Sq Ft PD 1 st Floor PD2 nd Floor Animal Services Substation*	51,803 34,051 14,712 2,190 850
5	<u>PUBLIC WORKS</u> 1201 W 4th Street	Approx Sq Ft	10,100
6	<u>WATER TREATMENT PLANT</u> 401 Putnam Drive *Service Area	Approx Sq Ft A Plant B Plant	3,460* 1,600 1,860

ZONE B

7	<u>ANTIOCH COMMUNITY CENTER</u> 4703 Lone Tree Way	Approx Sq Ft	40,000
8	<u>ANTIOCH WATER PARK</u> 4701 Lone Tree Way	Approx Sq Ft	12,030

JANITORIAL SERVICES BID NO. 910-0520-14B

BID DUE DATE: Tuesday, May 20, 2014 at 2:00 pm

The undersigned bidder declares that it has carefully examined the locations of the proposed work, plans and specifications, special provisions and read the accompanying instructions to bidders.

Does proposed bid conform to all requirements listed in this document and drawings? _____
If NO, explain non-conforming specifications in detail on separate sheet.

Terms or Cash Discount (if other than net 30 days)_____

Company Name_____

Contact Name_____

Title_____

Address_____

City/State/Zip_____

Telephone_____ FAX_____

Email Address_____

City of Antioch Business License No._____ Exp. Date_____

Signature_____ Date_____

Bid must be in a sealed envelope with the bid number, closing date, and time on the outside envelope.

Send via mail (sealed) to:
to:

or

Deliver via courier (sealed)

City of Antioch/Public Works
BID NO. 910-0520-14B
P.O. Box 5007
Antioch, CA 94531-5007

City of Antioch Public Works
BID NO. 910-0520-14B
1201 W 4th Street
Antioch, CA 94509

THIS PAGE MUST BE RETURNED NOTARIZED

NON COLLUSION AFFIDAVIT

The Bidder, by its officers and agents or representatives present at the time of filing this bid, being duly sworn on their oaths say, that neither they nor any of them have in any way directly or indirectly entered into any arrangement or agreement with any other bidder, or with any public officer of the CITY OF ANTIOCH whereby such affiant or affiants or either of them has paid or is to pay to such bidder or public officer any sum of money, or has given or is to give to such other bidder or public officer anything of value whatever, or such affiant or affiants or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for on the attached bids; that no bid has been accepted from any subcontractor or supplier through any bid depository, the By-Laws, Rules or Regulations of which prohibit or prevent the Contractor from considering any bid from any subcontractor or supplier which is not processed through said bid depository, or which prevent any subcontractor or supplier from bidding to any Contractor who does not use the facilities or accept bids from or through such bid depository; that no inducement of any form or character other than that which appears upon the face of the bid will be suggested, offered, paid or delivered to any person of the contract, nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contracts sought by this bid.

NAME _____

SIGNATURE _____

TITLE _____

COMPANY NAME _____

Subscribed and sworn to before me by:

This _____ day of _____, 20_____

Notary Public

Bidder's Initials _____

Zone A

<u>Janitorial Services Per Bldg Specs</u>	<u>7/1/14 - 6/30/15 Monthly Charge</u>	<u>7/1/15 - 6/30/16 Monthly Charge</u>	<u>7/1/16 - 6/30/17 Monthly Charge</u>
City Hall & Council Chambers 1	_____	_____	_____
Senior Center 2	_____	_____	_____
Public Works 3	_____	_____	_____
Police & Animal Services 4	_____	_____	_____
Marina & Restrooms 5	_____	_____	_____
Water Treatment Plant 6	_____	_____	_____
Total Monthly Charge	_____	_____	_____
Total Annual Cost	_____	_____	_____

Extra Services Hourly Rates

Hourly Rate, Emergency Call-Out	_____	_____	_____
Hourly Rate, Extra Work	_____	_____	_____

City Hall & Council Chambers

All Interior Windows of Exterior Walls	_____	_____	_____
All Exterior Windows	_____	_____	_____

Police Department

All Interior Windows of Exterior Walls	_____	_____	_____
All Exterior Windows	_____	_____	_____

Terms or Cash Discount (if other than net 30 days) _____

Zone B

<u>Janitorial Services per Bldg Specs</u>	<u>7/1/14 - 6/30/15 Monthly Charge</u>	<u>7/1/15 - 6/30/16 Monthly Charge</u>	<u>7/1/16 - 6/30/17 Monthly Charge</u>
Antioch Community Center 7	_____	_____	_____
Antioch Water Park 8	_____	_____	_____
Total Monthly Charge	_____	_____	_____
Total Annual Cost	_____	_____	_____

Extra Services Hourly Rates

Hourly Rate, Emergency Call-Out	_____	_____	_____
Hourly Rate, Extra Work	_____	_____	_____

Terms or Cash Discount (if other than net 30 days) _____

In compliance with the annexed notice inviting sealed proposals, the submitter hereby proposes to furnish all necessary tools and equipment, materials, labor, and supervision (including cost of Worker's Compensation Insurance and all payroll taxes on such labor) to complete this job as per the specifications as herein described in accordance with the special provision thereof, and agrees to enter into a contract thereof, at the quoted prices.

All prices shall be F.O.B. Jobsite, Antioch, California, and shall include any and all applicable taxes. Bidder understands prevailing wage is required

COMPANY REFERENCES

LIST THREE CURRENT REFERENCES WE ARE PERMITTED TO CONTACT

YOUR COMPANY NAME _____

YOUR NAME _____

TITLE _____

Customer Name _____

Contact Name _____

Address _____

City/State/Zip _____

Phone _____

Customer Name _____

Contact Name _____

Address _____

City/State/Zip _____

Phone _____

Customer Name _____

Contact Name _____

Address _____

City/State/Zip _____

Phone _____

**CITY OF ANTIOCH
CLEANING/JANITORIAL SERVICES
MINIMUM BID REQUIREMENTS FOR CITY FACILITIES**

1. **CITY HALL & COUNCIL CHAMBERS - 200 'H' STREET** APPROX. SQ. FT. 96,149

Nightly Services: Monday through Thursday (Unless otherwise noted) – Furlough currently in place

1. Secure all locks each visit. Lock front and all exterior doors, stairwell doors, and park (lock) elevator on Second Floor by 6:00 p.m. – Except during Council Meetings and notices will be posted on doors.
2. Vacuum all carpets in offices, lobbies and corridors.
3. Sweep and mop all lobby and stairway tile work, including tile from front doors to sidewalks.
4. Dust mop all resilient and composition floors with dust mop. Damp-mop to remove spills and water stains treated as required.
5. Dust all cleared desks, office furniture and other horizontal surfaces with treated dust cloths.
6. Empty all ashtrays and urns, clean and sanitize as needed, including exterior ash urns (see areas in lobby and directly outside City Hall.)
7. Empty all wastebaskets, trash containers, and recycled paper containers. Replace liners as needed, including exterior trash containers.
8. Remove all trash and recycled paper containers from floors to the designated trash areas. Boxes marked trash are to be thrown away.
9. Remove fingerprints, dirt smudges, graffiti, etc. from all doors, frames, glass partitions, windows, light switches, elevator door jams, and elevator interiors.
10. Return chairs and wastebaskets to their proper positions.
11. Sweep, mop, and clean marks from walls on Monday, Wednesday, and Sunday.
12. Clean, sanitize, and polish drinking fountains.
13. Dust and remove debris from all metal door thresholds.
14. Wipe clean smudged brightwork and glass cases.
15. Clean resilient and composition floors as required.
16. Clean all carpeting as needed and/or directed
17. In computer rooms, anti-static spray to be applied to carpeting upon request.
18. Council Chambers must be cleaned by 6:30 p.m.
19. Clean stairwells each night.
20. Keep all custodial closets in neat and clean order.
21. Report burned out lights and other needed repairs via email to publicworks@ci.antioch.ca.us

Note: Recycled Goods - Paper - Must be disposed of in the correct bins!!!

Weekly Services:

1. Dust all low reach areas, including chair rugs, structural and furniture ledges, baseboards, window sills, door louvers and other ventilation louvers, wood paneling, molding, etc.
2. Dust inside all door jams.
3. Wipe clean and polish all metal and bright work.
4. Edge vacuum all carpeted areas.
5. Dust and/or wash all directory boards and display glass.
6. Dust in place all picture frames, charts, graphs, and similar wall hangings.
7. Clean all wall marks.
8. Vacuum and dust vault area upon request.(In Finance behind the Water Desk)

Monthly Service:

1. Dust all high reach areas, including tops of door frames, structural and furniture edges, air conditioning diffusers, louvers, tops of partitions, picture frames, blinds, and other areas not reached in nightly or weekly services

Quarterly Services:

1. Clean interior mats and pads.
2. Clean all vertical and horizontal blinds.

Semi-Annual Services:

1. Strip and wax all resilient composition floors and tile.
2. Shampoo carpeted areas.
3. Wash and clean all interior glass surfaces (glass partitions and interior windows).

RESTROOM SERVICES:

Nightly Services (each visit): ***Thursdays Only while furlough is in effect and City Council meeting nights prior to the meeting but not earlier than 5 pm.**

1. Restock all restrooms with supplies from stock, including paper towels, toilet tissue, seat covers, and hand soap as necessary.
2. Restock all sanitary napkin and tampon dispensers from stock as needed.
3. Wash and polish all mirrors, dispensers, faucets, flushometers, and brightwork with non-abrasive disinfectant cleaners.
4. Wash and sanitize all toilets, toilet seats, urinals and sinks.
5. Remove stains, descale toilets, urinals, and sinks, as needed.
6. Mop all restroom floors with disinfectant germicidal solution.
7. Empty and sanitize all waste and sanitary napkin and tampon receptacles.
8. Remove restroom trash.
9. Clean fingerprints, marks and graffiti from walls, partitions, glass, aluminum, and light switches.

Weekly Services:

1. Dust all low and high reach areas, including structural ledges, mirror tops, partition tops and edges, air conditioning diffusers, and return air grills.
2. Maintenance showers to be cleaned and sanitized once a week, minimum.
3. In all restrooms, keep floor drains filled with water and/or deodorizer. Products must be biodegradable.

Monthly Service:

1. Wipe down all walls and metal partitions.
2. Clean all ventilation louvers, vents and light fixtures.
3. Dust all doors and door jams.
4. Machine scrub and wash floors as needed.

MAIN FLOOR AND LOBBIES

Nightly Services: Monday through Thursday– Furlough currently in place

1. Clean all glass including low partitions and corridor side of all windows and glass doors to tenant premises.
2. Clean all chrome brightwork including swinging door hardware, kick-plates, baseboards, partition tops, handrails, waste paper receptacles, elevator call-button plates, hose cabinets, and visible hardware on the corridor side of tenant entry doors and brass handrails.
3. Thoroughly clean all door saddles of dirt and debris. Sanitize door handles.
4. Clean, sweep, and damp-mop all tile flooring.
5. Clean and dust directory board glass and ledges.
6. Empty, clean/sanitize as required all waste paper baskets.
7. Vacuum all carpets, edge to edge.
8. Clean all elevator doors and frames.

PASSENGER ELEVATOR CLEANING

Nightly Services: Monday through Thursday– Furlough currently in place

1. Polish rails on elevator walls.
2. Clean cab walls and interior doors.
3. Clean outside surfaces of all elevator doors and frames.
4. Vacuum and edge all cab floor carpeting thoroughly.
5. Vacuum all elevator thresholds.

Weekly Services:

1. Thoroughly clean entire interior stainless steel surfaces of all doors and frames, and outside surfaces of all doors and frames.
2. Thoroughly clean all thresholds.
3. Clean interior of cab walls.

Quarterly services:

1. Wipe clean all elevator cab light difusers.
2. Wipe clean entire cab ceiling.
3. Machine scrub and seal floors
4. Strip and seal floors annually

TRASH AND SERVICE ENTRANCE AREAS

Nightly Services: Monday through Thursday– Furlough currently in place

1. Place all miscellaneous trash and debris in the building trash receptacles, compactors, or balers.
2. Neatly stack all trash in designated dumpster or assigned area.
3. Sweep entire area.

SERVICE CORRIDORS & STAIRWELLS

Nightly Services: Monday through Thursday– Furlough currently in place

1. Remove trash from all above areas.
2. Maintain, in orderly manner, all janitorial supplies and paper products in the storage rooms and service sink closets.
3. Maintain an inventory control sheet of supplies. This may also be required in an email format.
4. Maintain an orderly arrangement of all equipment.

Weekly Services:

1. Damp-mop all composition floors in storerooms.
2. Clean and disinfect service sinks.
3. Sweep store room floors.
4. Sweep stairwells and dust accordingly.

SPECIAL NOTE ON CITY HALL CLEANING:

City Council Meetings are held on the 2nd and 4th Tuesdays of each month. On this evening the City Hall Lobby/Restroom Area will remain open until the close of the meeting. Various other night meetings are held in the Council Chambers on a regular basis (copy of schedule to be given to contractor). The janitorial service is required prior to each meeting and the Lobby/Restroom area is to remain open during these meetings. Carpet cleaning to be done on an as needed or directed basis. **Contractor must keep up on council chambers schedule to ensure public area is clean and orderly for all meetings.**

REGULAR TRASH & RECYCLED GOODS (PAPER):

Each department and floor has designated recycled bins. These bins must be emptied into the correct trash bins located in the basement. Thank you for helping us perform our recycled goods program.

WINDOW WASHING:

At City Hall , the outer windows will be washed one time per year. The inside windows will be washed once per year. All glass partitions inside the building will be spot cleaned as listed above, but will be washed completely once per year (at the same time the inside windows are cleaned). Special care must be provided on the outside windowsill areas at City Hall.

HOLIDAYS:

A copy of the annual holiday schedule will be provided.

**CITY OF ANTIOCH
CLEANING/JANITORIAL SERVICES
MINIMUM BID REQUIREMENTS FOR CITY FACILITIES**

2. [ANTIOCH SENIOR CENTER, 415 WEST SECOND STREET](#) APPROX. SQ. FT. 4,573

Areas to be serviced:

1. Restrooms (men's/ women's, 2 sets)
2. Lobby/hallway/vending

The City of Antioch will provide all cleaning supplies, equipment, chemicals, ect.

Senior Janitorial Schedule

This facility requires 2 day per week service on Tuesday, and Thursday evenings. The Building is generally accessible for service by 5pm except in the rare occasion of a facility rental group utilizing the facility past this time. Those occasions will be communicated in advance to the contractor by the Recreation Department Representative.

Nightly Services:

1. Clean, sweep, and mop all bathroom tile floors with disinfectant cleaner.
2. Empty, clean/sanitize as required all restroom waste baskets.
3. Wash and polish all mirrors, dispensers, faucets, flush meters, with non abrasive disinfectant cleaner
4. Wash and sanitize all toilets, urinals and sinks.
5. Remove stains and de-scale toilets, urinals and sinks as necessary.
6. Maintain janitorial storage areas in neat and orderly manner
7. Make sure all doors and windows are locked
8. Identify leaks and other plumbing problems
9. Identify defective lights or lighting
10. Implement security system

Monthly Services:

1. Detail vacuum edges
2. Clean wall and ceiling vents
3. Clean all thresholds and door jams
4. Perform high dusting

**CITY OF ANTIOCH
CLEANING/JANITORIAL SERVICES
MINIMUM BID REQUIREMENTS FOR CITY FACILITIES**

3. [MARINA PUBLIC AND BERTHER RESTROOMS 1 MARINA PLAZA](#) APPROX. SQ. FT. 600

BERTHER RESTROOMS:

Daily:

1. Restock all restrooms with supplies from stock, including paper towels, toilet tissue, seat covers, and hand soap as necessary. (Put only 1 bundle of paper towels in dispenser at a time.)
2. Use appropriate cleaning supplies and equipment as instructed by the Marina Staff in appropriate areas as directed. Cleaning equipment is to be segregated and used in designated areas only. Equipment dedicated for the berther restrooms is not to be used in the public restrooms.
3. Wash polish all sink areas, mirrors, dispensers, faucets, flush meters, and bright work with non-abrasive disinfectant cleaners. Including grab bars.
4. Wash and sanitize all toilets, surface area around toilets, toilet seats, urinals and sinks.
5. Sweep and then mop all restroom floors with disinfectant germicidal solution, The use of Bathroom Brite SAN-64 or acceptable substitute only. Do not use bleach in the berther restrooms.
6. Shower and shower dressing room to be cleaned, scrubbed and sanitized.
7. Clean, sanitize, and polish drinking fountain.
8. Remove restroom trash.
9. Spot-clean fingerprints, marks, and graffiti from walls, partitions, glass, aluminum, and light switches.
10. Wipe down entry door (inside restroom) and stall walls and doors.
11. Sweep exterior walkway in front of restrooms to be free of leaves, trash and other debris.
12. Report any damaged or loose items and fixtures to Marina Staff via email at antiochmarina@ci.antioch.ca.us

Weekly:

1. Dust all low and high reach areas, including structural ledges, mirror tops, partition tops and edges, air conditioning diffusers, and return air grills. All cobwebs and debris to be removed from all walls and overheads.
2. Dust and remove debris from all metal door thresholds.
3. Remove stains, de-scale toilets, urinals, and sinks.
4. Keep floor drains filled with water and deodorizer.
5. Hand Scrub out all floor corners to be free of debris and surface dirt.
6. Wipe down all doors, walls and partitions.
7. Clean all ventilation louvers, vents and light fixtures.

PUBLIC RESTROOMS:

Daily:

1. Restock all restrooms with supplies from stock.
2. Use appropriate cleaning supplies as instructed by the Marina Staff in appropriate areas as directed. Use bleach in the public restrooms only if indicated and or instructed.
3. Wash and sanitize all toilets, surface area around toilets, toilet seats, urinals and sinks.
4. Sweep and then mop all restroom floors with disinfectant germicidal solution or bleach as instructed.
5. Remove restroom trash and clean all cobwebs.
6. Spot-clean fingerprints, marks, and graffiti from walls, partitions, glass, aluminum, and light switches.
7. Wipe down entry door (inside restroom) and stall walls and doors.
8. Report any damaged or loose items and fixtures to Marina Staff.
9. Securely lock and unlock the public facilities daily (0700-1700)

MARINA OFFICE:

The Marina Staff may instruct from time to time variations or special cleaning instructions to Maintenance staff if the need arises. The Marina Staff will provide cleaning solutions to be used per the guidelines above along with any special instructions. The contractor's cleaning equipment is to be of top quality and in good working order at all times. If the City or its designee requests replacement equipment due to poor quality or performance the contractor will replace the equipment at his/her own expense as soon as possible. Marina Staff will observe and make recommendations on the replacement of any equipment that has fallen in disrepair. Proper cleaning equipment in good repair must be used at all times.

**CITY OF ANTIOCH
CLEANING/JANITORIAL SERVICES
MINIMUM BID REQUIREMENTS FOR CITY FACILITIES**

4. [POLICE AND ANIMAL SERVICES 300 L STREET](#) APPROX. SQ. FT. 51,803

Nightly Services (each visit): **Sunday through Friday (6 days per week)**

1. Enter building using security procedures.
2. Vacuum all carpets in offices, lobbies, corridors, lunchroom, and other areas with each cleaning.
3. Sweep and mop all hard floor including areas from front doors to sidewalks.
4. Dust-mop all resilient and composition floors with treated dust-mop.
5. Damp-mop to remove spills and water stains as required.
6. Dust all cleared desks, office furniture, and other horizontal surfaces with treated dust cloths.
7. Papers and folders on desks are not to be moved.
8. Empty all ash trays and ash urns, clean and sanitize as needed.
9. Empty all waste paper baskets and other trash containers, replace trash liners as needed.
10. Remove all trash from floors to the designated trash areas. Boxes marked trash are to be thrown away.
11. Remove fingerprints, dirt smudges, graffiti, etc. from all doors, frames, glass partitions, windows, light switches, elevator door jambs, and elevator interiors.
12. Return chairs and waste baskets to their proper positions.
13. Clean, sanitize, and polish drinking fountains.
14. Wipe clean smudged brightwork and glass cases.
15. Clean/shampoo carpeting as required each night. Steam cleaner for soiled carpet.
16. Report burned out lights and other needed repairs via email.
17. Empty trash and ash containers in the patio and entry areas.
18. Keep all custodial closets in neat and clean order.

Weekly Services:

1. In computer rooms, anti-static spray to be applied to carpeting upon request.
2. Clean and polish all metal door thresholds.
3. Wipe clean and polish all metal and brightwork.
4. Edge vacuum all carpeted areas.
5. Dust and/or wash all directory boards and display glass weekly, interior upon request.
6. Dust in place all picture frames, charts, graphs, and similar wall hangings.
7. Check all waxed floors, restore and high speed buff as needed or directed.
8. Clean shower walls, floors and drains and sanitize.
9. In weight room, clean mirrors, vacuum, dust, and wipe equipment clean.

Bi-Weekly Services:

1. Dust all high reach areas including, but not limited to, tops of door frames, structural and furniture ledges, air conditioning diffusers and return louvers, tops of partitions, picture frames, and other areas not reached in nightly or weekly services.
2. Dust all low reach areas including, but not limited to, chair rugs, structural and furniture ledges, baseboards, window sills, door louvers and other ventilation louvers, wood paneling, molding, etc.
3. This is in the weekly duties4. Vacuum and spot clean upholstered furniture in offices upon request, lobby furniture as needed.

Monthly Services:

1. Sally-port – sweep monthly.

Quarterly Services:

1. Clean interior mats , pads and runners
2. Polish all VCT flooring

Semi-Annual Services:

1. Strip and wash all resilient composition floors and tile.
2. Wash and clean all interior glass surfaces.
3. Carpeting – semi-annual shampoo and extract carpets
4. Sally-port – wash and clean high dust.

RESTROOM SERVICES

Nightly Services (each visit): Sunday through Friday (6 days per week)

1. Re-stock all restrooms with supplies from stock, including paper towels, toilet tissue, seat covers, and hand soap as necessary.
2. Re-stock all sanitary napkin and tampon dispensers from stock as needed.
3. Wash and polish all mirrors, dispensers, faucets, flushometers, and brightwork with non-abrasive disinfectant cleaners.
4. Wash and sanitize all toilets, toilet seats, urinals, and sinks.
5. Remove stains, descale toilets, urinals, and sinks as needed.
6. Mop all restroom floors with disinfectant germicidal solution.
7. Empty and sanitize all waste and sanitary napkin and tampon receptacles.
8. Remove restroom trash.
9. Spot-clean fingerprints, marks, and graffiti from walls, partitions, glass, aluminum, and light switches as required.
10. Report burned out lights and other needed repairs via email.

Weekly Services:

1. Dust all low reach and high reach areas including, but not limited to, structural ledges, mirror tops, partition tops and edges, air conditioning diffusers and return air grills.
2. In all restrooms, keep floor drains filled with water and/or biodegradable deodorizer.

Monthly Services:

1. Wipe down all walls and metal partitions.
2. Clean all ventilation louvers, vents, and light fixtures.
3. Dust all doors and door jams.
4. Machine scrub , wash floors and seal flooring that has been previously sealed.

MAIN FLOOR LOBBIES AND CORRIDORS

Nightly Services: Sunday through Friday (6 days per week)

1. Clean all glass including low partitions and corridor side of all windows and door glass.
2. Clean all chrome brightwork including swinging door hardware, kick-plates, baseboards, partition tops, hand rails, waste paper receptacles, elevator call button plates, hose cabinets, and visible hardware on the corridor side of tenant entry doors and brass handrails.
3. Thoroughly clean all door saddles of dirt and debris.
4. Clean, sweep, and damp-mop all tile flooring.
5. Clean and dust directory board glass and ledges.
6. Empty, clean/sanitize as required all waste paper baskets, including patio and entry area containers.
7. Vacuum and clean all carpets including stairs as needed or directed.
8. Clean all elevator doors and frames.

PASSENGER ELEVATOR CLEANING Sunday through Friday (6 days per week)

Nightly Services: Sunday through Friday (6 days per week)

1. Polish rails on elevator walls.
2. Clean cab walls and interior doors.
3. Clean outside surfaces of all elevator doors and frames.
4. Vacuum and edge all cab floor/ carpeting thoroughly.
5. Vacuum all elevator thresholds.
6. Clean/shampoo carpet

Weekly Services:

1. Thoroughly clean entire interior stainless steel surfaces of all doors and frames, and outside surfaces of all doors and frames.
2. Thoroughly clean all thresholds.
3. Clean interior walls.

Quarterly Services:

1. Wipe clean all elevator cab light diffusers.
2. Wipe clean entire cab ceiling.
3. Front Lobby – Machine scrub/polish and reseal if needed or directed.

TRASH AND SERVICE ENTRANCE AREAS

Nightly Services: Sunday through Friday (6 days per week)

1. Place all miscellaneous trash and recycle items in the specified receptacles/dumpsters, compactors, or balers.
2. Neatly stack all trash in designated area.
3. Sweep entire area.

JANITOR/UTILITY CLOSET

Nightly Services:

1. Remove trash from all areas.
2. Maintain in orderly manner all janitorial supplies and paper products in the storage rooms and service sink closets.
3. Maintain an inventory control sheet of supplies.
4. Maintain an orderly arrangement of all equipment.

Weekly Services:

1. Damp-mop all composition floors in storerooms.
2. Clean and disinfect service sinks.
3. Sweep store room floors.

WINDOW WASHING SERVICES

1. All inside glass will be cleaned twice per year.
2. The outer windows and overhang will be washed two times per year. Special care must be provided on the outside windowsill areas – no standing is allowed.

POLICE DEPARTMENT – Animal Services Location

1. The same cleaning specifications above will be followed for the Animal Services areas with the following additions:
 - a. No cleaning services will be provided for the kennel areas.
 - b. Hallway flooring will be swept and mopped nightly with a germicidal solution.
 - c. Wall spot-cleaning, dusting, window washing, and door cleaning will be performed per specifications above.

POLICE DEPARTMENT – Detention Area and Cells

Personnel cleaning this area will first report to the police staff in charge, and the janitor will first be briefed as to special needs in the detention area.

1. Detention cells will be cleaned and disinfected on an as needed as directed basis. This task must be completed within 24 hours of direction.
2. Special attention is to be given to the fingerprint area to remove ink from walls, counters, and other areas as directed.
3. Glass is to be spot-cleaned nightly, and all other services as described above will be performed as they apply to specific cleaning need.
4. All janitorial staff will be cleared by the Police Department prior to the start of work.

POLICE DEPARTMENT – Dispatch Center

The same cleaning specifications above will be followed for the Dispatch Center with the following additions:

Quarterly Deep Clean Service:

1. Vacuum all counter tops for dust and debris.
2. Vacuum behind monitors, controls, and other equipment.
3. Vacuum all window blinds and ledges.
4. Wash all interiors windows.
5. Vacuum all high to reach areas (ceiling vents, TV and other monitors, horizontal tops, etc.).
6. Vacuum all low areas (bottoms of chairs, floor mats, around hard drives, shelves, corners, edges, and other tight spaces where dust accumulates).
7. Wipe all counter tops and telephones with germicidal solutions.
8. Thoroughly sweep and mop tile flooring.
9. Steam clean and sanitize all chairs.
10. City I.T. staff to assist/advise with concerns to computers, keyboards, wires, or other sensitive equipment.

POLICE DEPARTMENT – Substation 4307 Lone Tree Way Trailer Parking Lot

Twice per week - Tuesdays and Thursdays

1. Enter building using security procedures.
2. Vacuum all carpets in offices, lobbies, corridors, and other areas with each cleaning.
3. Sweep and mop all hard floor including areas from front doors to sidewalks.
4. Dust-mop all resilient and composition floors with treated dust-mop.
5. Damp-mop to remove spills and water stains as required.
6. Dust all cleared desks, office furniture, and other horizontal surfaces with treated dust cloths.
7. Papers and folders on desks are not to be moved.
8. Empty all ash trays and ash urns, clean and sanitize as needed.
9. Empty all waste paper baskets and other trash containers, replace trash liners as needed.
10. Remove all trash from floors to the designated trash areas. Boxes marked trash are to be thrown away.
11. Remove fingerprints, dirt smudges, graffiti, etc. from all doors, frames, glass partitions, windows, light switches, elevator door jambs, and elevator interiors.
12. Return chairs and waste baskets to their proper positions.
13. Clean, sanitize, and polish drinking fountains.
14. Wipe clean smudged brightwork and glass cases.
15. Clean/shampoo carpeting as required each night. Steam cleaner for soiled carpet.
16. Report burned out lights and other needed repairs via email.
17. Empty trash and ash containers in the patio and entry areas.
18. Keep all custodial closets in neat and clean order.
19. Clean jail restroom and replenish paper and soap
20. Wipe and sanitize sink and surrounding counter top
21. Return furniture back to original location
22. Pick up any trash or debris from car port or Sally port area(s)
23. Shampoo or clean carpets as needed
24. Detention area and cells, dust and damp mop as needed
25. Remove any visible cob webs
26. Dust tops of cabinets, partitions, etc
27. Dump a trash and recycle

Monthly:

1. Vacuum vents and returns
2. Edge vacuum under desks and corners edge to edge

**CITY OF ANTIOCH
CLEANING/JANITORIAL SERVICES
MINIMUM BID REQUIREMENTS FOR CITY FACILITIES**

5. PUBLIC WORKS 1201 W. 4TH STREET APPROX. SQ. FT. 10,100

Nightly Services: Monday through Friday (Unless otherwise noted) – Furlough currently in place

1. Secure all locks each visit. Lock front and all exterior doors.
2. Vacuum all carpets in offices, lobbies and corridors.
3. Sweep and mop all lobby and stairway tile work, including tile from front doors to sidewalks.
4. Dust mop all resilient and composition floors with dust mop. Damp-mop to remove spills and water stains treated as required.
5. Dust all cleared desks, office furniture and other horizontal surfaces with treated dust cloths.
6. Empty all ashtrays and urns, clean and sanitize as needed, including exterior ash urns (see areas in lobby and directly outside City Hall, and Maintenance by back door).
7. Empty all wastebaskets, trash containers, and recycled paper containers. Replace liners as needed, including exterior trash containers (Maintenance near back door).
8. Remove all trash and recycled paper containers from floors to the designated trash areas. Boxes marked trash are to be thrown away.
9. Remove fingerprints, dirt smudges, graffiti, etc. from all doors, frames, glass partitions, windows, light switches.
10. Return chairs and wastebaskets to their proper positions.
11. Sweep, mop, and clean marks from walls on Monday, Wednesday, and Sunday.
12. Clean, sanitize, and polish drinking fountains.
13. Dust and remove debris from all metal door thresholds.
14. Wipe clean smudged brightwork and glass cases.
15. Clean resilient and composition floors as required.
16. Clean all carpeting as needed and/or directed
17. In computer rooms, anti-static spray to be applied to carpeting upon request.
18. Keep all custodial closets in neat and clean order.
19. Report burned out lights and other needed repairs via email publicworks@ci.antioch.ca.us

**Note: Recycled Goods - Paper - Must be disposed of in the correct bins !!!
No items are to be removed from the premises.**

Weekly Services:

1. Dust all low reach areas, including chair rugs, structural and furniture ledges, baseboards, window sills, door louvers and other ventilation louvers, wood paneling, molding, etc.
2. Dust inside all door jams.
3. Wipe clean and polish all metal and bright work.
4. Edge vacuum all carpeted areas.
5. Dust and/or wash all directory boards and display glass.
6. Dust in place all picture frames, charts, graphs, and similar wall hangings.
7. Clean all wall marks.

Monthly Service:

1. Dust all high reach areas, including tops of door frames, structural and furniture edges, air conditioning diffusers, louvers, tops of partitions, picture frames, blinds, and other areas not reached in nightly or weekly services

Quarterly Services:

1. Clean interior mats and pads.
2. Clean all vertical and horizontal blinds.

Semi-Annual Services:

1. Strip and wax all resilient composition floors and tile.
2. Shampoo carpeted areas.
3. Wash and clean all interior glass surfaces (glass partitions and interior windows).

MAINTENANCE - RESTROOM SERVICES:

Nightly Services (each visit): ***Thursdays Only while furlough is in effect**

1. Restock all restrooms with supplies from stock, including paper towels, toilet tissue, seat covers, and hand soap as necessary.
2. Restock all sanitary napkin and tampon dispensers from stock as needed.
3. Wash and polish all mirrors, dispensers, faucets, flushometers, and brightwork with non-abrasive disinfectant cleaners.
4. Wash and sanitize all toilets, toilet seats, urinals and sinks.
5. Remove stains, descale toilets, urinals, and sinks, as needed.
6. Mop all restroom floors with disinfectant germicidal solution.
7. Empty and sanitize all waste and sanitary napkin and tampon receptacles.
8. Remove restroom trash.
9. Clean fingerprints, marks and graffiti from walls, partitions, glass, aluminum, and light switches.

Weekly Services:

1. Dust all low and high reach areas, including structural ledges, mirror tops, partition tops and edges, air conditioning diffusers, and return air grills.
2. Maintenance showers to be cleaned and sanitized once a week, minimum.
3. In all restrooms, keep floor drains filled with water and/or deodorizer. Products must be biodegradable.

Monthly Service:

1. Wipe down all walls and metal partitions.
2. Clean all ventilation louvers, vents and light fixtures.
3. Dust all doors and door jams.
4. Machine scrub and wash floors as needed.

MAINTENANCE - MAIN FLOOR AND LOBBIES

Nightly Services:

1. Clean all glass including low partitions and corridor side of all windows and glass doors to tenant premises.
2. Clean all chrome brightwork including swinging door hardware, kick-plates, baseboards, partition tops, handrails, waste paper receptacles, elevator call-button plates, hose cabinets, and visible hardware on the corridor side of tenant entry doors and brass handrails.
3. Thoroughly clean all door saddles of dirt and debris. Sanitize door handles.
4. Clean, sweep, and damp-mop all tile flooring.
5. Clean and dust directory board glass and ledges.
6. Empty, clean/sanitize as required all waste paper baskets.
7. Vacuum all carpets, edge to edge.

TRASH AND SERVICE ENTRANCE AREAS

Nightly Services:

1. Place all miscellaneous trash and debris in the building trash receptacles, compactors, or balers.
2. Neatly stack all trash in designated dumpster or assigned area.
3. Sweep entire area.

SERVICE CORRIDORS

Nightly Services:

1. Remove trash from all above areas.
2. Maintain, in orderly manner, all janitorial supplies and paper products in the storage rooms and service sink closets.
3. Maintain an inventory control sheet of supplies. This may also be required in an email format.
4. Maintain an orderly arrangement of all equipment.

Weekly Services:

1. Damp-mop all composition floors in storerooms.
2. Clean and disinfect service sinks.
3. Sweep store room floors.
4. Sweep stairwells and dust accordingly.

SPECIALTY ITEMS

1. Vehicle Maintenance Shop (On Thursday only while furlough is in effect) – The bathroom in the maintenance area will be cleaned nightly (toilets, sink, and floors, not the shower). Keep floor drains filled with water and/or deodorizer weekly.
2. Water Distribution Office – Clean/Shampoo carpet monthly.

REGULAR TRASH & RECYCLED GOODS (PAPER):

Each department and floor has designated recycled bins. These bins must be emptied into the correct trash bins. Thank you for helping us perform our recycled goods program.

HOLIDAYS:

A copy of the annual holiday schedule will be provided.

**CITY OF ANTIOCH
CLEANING/JANITORIAL SERVICES
MINIMUM BID REQUIREMENTS FOR CITY FACILITIES**

6. [WATER TREATMENT PLANT 401 PUTNAM DRIVE](#) APPROX. SQ. FT. 3,460

A Plant Building

A Plant Building Control Room and Supervisor Office

Weekly:

1. Sweep and mop the lobby and stairway
2. Sweep and dust mop all floors. Damp-mop to remove spills and water stains, treat as required.
3. Dust office furniture and other horizontal surfaces with treated dust cloths.
4. Empty all wastebaskets, trash containers, and recycled paper containers. Replace liners as needed. Return wastebaskets to their proper positions
5. Remove fingerprints, dirt smudges etc. from all doors, frames, windows, light switches
6. Clean, sanitize, and polish drinking fountain.
7. Clean resilient and composition floors as required.

Monthly Service:

1. Dust vertical and horizontal blinds.
2. Wipe down/dust baseboards in Supervisors office

A Plant Building 2nd Floor Restrooms:

Weekly:

1. Restock both restrooms with supplies from stock, including paper towels, toilet tissue, seat covers, and hand soap as necessary.
2. Wipe and disinfect countertops
3. Wash and polish all mirrors, dispensers, faucets, flushometers, and brightwork with non-abrasive disinfectant cleaners.
4. Wash and sanitize all toilets, toilet seats, urinals and sinks.
5. Remove stains, descale toilets, urinals, and sinks, as needed.
6. Sweep first, then mop all restroom floors with disinfectant germicidal solution.
7. Empty and sanitize all waste receptacles.
8. Remove restroom trash.
9. Clean fingerprints, marks and graffiti from walls, partitions, glass, aluminum, and light switches.
10. Dust all low and high reach areas, including structural ledges, mirrors, partition tops and edges, air conditioning diffusers, and return air grills.
11. Showers to be cleaned and sanitized once a month, minimum.
12. In all restrooms, keep floor drains filled with water and/or deodorizer.
13. Rinse mop thoroughly after use and hang outside to dry.

A Plant Building - 2nd Floor Office, Hallway and Lab

Weekly:

1. Sweep and mop all floors; remove lab floor mats prior to sweeping and mopping.
2. Wipe the floor mats and replace in the lab
3. Clean glass in doors to the hallway and lab; wipe light switches
4. Empty all trash receptacles and replace liners
5. Restock towel dispensers
6. Dust bookshelves in hallway
7. Clean floor and basin in the janitorial closet, maintain janitorial closet in an orderly and clean manner

A Plant Building 2nd Floor Breakroom

Weekly:

1. Sweep first then mop floor
2. Wipe down all countertops and surfaces; clean the sink with cleaner containing bleach
3. Refill towel dispenser
4. Wipe and sanitize tables
5. Wipe inside of microwave oven, wipe cooktop surfaces
6. Wash and polish fixtures

B Plant Building:

B Plant - Third Floor

Weekly:

1. Sweep and dust mop all floors, damp mop to remove spills and water stains as required
2. Clean, sanitize, and polish drinking fountain.

B Plant - Restrooms

Weekly:

1. Restock both restrooms with supplies from stock, including paper towels, toilet tissue, seat covers, and hand soap as necessary.
2. Wash and polish all mirrors, dispensers, faucets, flushometers, and brightwork with non-abrasive disinfectant cleaners.
3. Wipe and disinfect countertops
4. Wash and sanitize all toilets, toilet seats, urinals and sinks.
5. Remove stains, descale toilets, urinals, and sinks, as needed.
6. Sweep first, then mop all restroom floors with disinfectant germicidal solution.
7. Empty and sanitize all waste receptacles.
8. Remove restroom trash.
9. Clean fingerprints, marks and graffiti from walls, partitions, glass, aluminum, and light switches.
10. Dust all low and high reach areas, including structural ledges, mirror tops, partition tops and edges, air conditioning diffusers, and return air grills.
11. In all restrooms, keep floor drains filled with water and/or deodorizer.

**CITY OF ANTIOCH
CLEANING/JANITORIAL SERVICES
MINIMUM BID REQUIREMENTS FOR CITY FACILITIES**

7. [ANTIOCH COMMUNITY CENTER, 4703 LONE TREE WAY](#) APPROX. SQ. FT. 40,000

Areas to be serviced:

1. Restrooms (men's/ women's, 2 sets)
2. Lobby/hallway/vending
3. Counter area
4. Administrative offices and break room
5. Preschool and kitchen
6. Multi-use rooms
7. Library and tech center

The City of Antioch will provide all cleaning supplies, equipment, chemicals, ect.

Community Center Janitorial Schedule

This facility requires 3 day per week service on Sunday, Tuesday, and Thursday evenings. The Building is generally accessible for service by 10pm except in the rare occasion of a facility rental group utilizing the facility past this time. Those occasions will be communicated in advance to the contractor by the Recreation Department Representative.

Nightly Services:

1. Thoroughly clean all door saddles of dirt and debris.
2. Clean, sweep, and damp-mop all resilient, composition and wood flooring with neutral cleaner.
3. Clean, sweep, and mop all bathroom tile floors with disinfectant cleaner.
4. Empty, clean/sanitize as required all waste paper and recycling baskets.
5. Wipe counters, sink, microwave, table and chairs in break room
6. Vacuum all carpets, edge to edge.
7. Wipe down all lobby furniture
8. Dust all horizontal surfaces and wipe counters
9. Wash and polish all mirrors, dispensers, faucets, flush meters, with non abrasive disinfectant cleaner
10. Wash and sanitize all toilets, urinals and sinks.
11. Remove stains and de-scale toilets, urinals and sinks as necessary.
12. Clean finger prints, marks and graffiti from walls, partitions, glass, aluminum, and light switches
13. Empty all waste and recycling baskets/replace liners in wastebaskets (each visit)
14. Clean, sanitize and polish drinking fountains
15. Maintain janitorial storage areas in neat and orderly manner
16. Make sure all doors and windows are locked
17. Identify leaks and other plumbing problems
18. Identify defective lights or lighting
19. Implement security system

Recreation Department staff will restock all supplies at this facility only.

**CITY OF ANTIOCH
CLEANING/JANITORIAL SERVICES
MINIMUM BID REQUIREMENTS FOR CITY FACILITIES**

8. ANTIOCH WATER PARK, 4701 LONE TREE WAY APPROX. SQ. FT. 12,030

Areas to be serviced:

1. Restrooms/shower/lockers. (men's/ women's, main building – 1 set; multi-use room – 1 set)
2. Restrooms/shower/changing. (men's/ women's, & family Lap pool – 1 set)
3. Lobby/hallway/vending including windows
4. Counter area
5. Staff office (1)
6. Break Room and kitchen
7. Kitchen
8. Multi-use room including windows

The City of Antioch will provide all cleaning supplies, equipment, chemicals, ect.

Antioch Water Park Janitorial Schedule

This facility requires 3 day or 7 day per week service depending on operational schedules. Three day service is required on Sunday, Tuesday, and Thursday evenings. Services for the multi-use room and kitchen and the break room and kitchen shall be once per week on Thursdays; 7 day service months are June, July and August The Building is generally accessible for service by 9pm except in the rare occasion of a facility rental group utilizing the facility past this time. Those occasions will be communicated in advance to the contractor by the Recreation Department Representative.

Service Frequencies:

1. Daily – Vacuum, dust, spot clean, and mop: lobby, hallway, vending and counter area, staff offices,. Restrooms, showers, locker rooms, changing rooms.
2. Weekly (Thursdays) break room & kitchen, multi-use room & kitchen

Nightly Services:

1. Thoroughly clean all door saddles of dirt and debris.
2. Clean, sweep, and damp-mop all resilient and composition flooring.
3. Empty, clean/sanitize as required all waste paper baskets.
4. Vacuum all carpets, edge to edge.
5. Dust all horizontal surfaces and wipe counters
6. Restock all supplies from stock including paper towels, toilet paper, toilet seat covers, soap and feminine product vending machines.
7. Wash and polish all mirrors, dispensers, faucets, flush meters, with non abrasive disinfectant cleaner
8. Wash and sanitize all toilets, urinals and sinks.
9. Remove stains, descale toilets, urinals and sinks as necessary.
10. Scrub, rinse and squeegee restroom floors with disinfectant solution. Foam gun provided for chemical solution application.
11. Clean finger prints, marks and graffiti from walls, partitions, glass, aluminum, and light switches
12. Empty all waste and recycling baskets/replace liners in wastebaskets (each visit)
13. Clean, sanitize and polish drinking fountains
14. Maintain janitorial storage areas in neat and orderly manner
15. Make sure all doors and windows are locked
16. Identify leaks and other plumbing problems
17. Identify defective lights or lighting
18. Implement security system

SAMPLE
MAINTENANCE AND TRADE SERVICES AGREEMENT
Annual Contract for XXXXXXX

THIS AGREEMENT is made and entered into this ## day of **Month Day, Year** between **Contractor Name** ("Contractor"), whose address is **XXXXX, City, CA zip**, and telephone number is **(###) ###-####**; and the CITY OF ANTIOCH, a municipal corporation ("City").

RECITALS

A. Contractor is qualified and experienced in providing services for the purposes specified in this Agreement.

B. City finds it necessary and advisable to obtain these services from Contractor for the purposes provided in this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and conditions in this Agreement, City and Consultant agree as follows:

1. Services to be Performed. The work for the City of Antioch is described on the attached Quote from 'Contractor' (Exhibit A), which is attached and incorporated to the extent consistent with this Agreement.
2. Compensation. The total compensation under this Agreement shall not exceed, with the details set forth in Exhibit A, which is attached and incorporated to the extent consistent with this Agreement.
3. Term. The term of this Agreement will expire on **Month, Day, Year**
4. Method of Payment. Payment shall be made within thirty (30) days of receipt of Contractor's invoice and approval by City. Delivery shall not constitute acceptance of any goods.
5. Indemnification. Contractor shall indemnify, save and hold harmless from and defend the City, its officers, agents and employees, against any and all claims, costs, demands, causes of action, suits, losses, expense or liability arising from, or alleged to have arisen, from any acts or omissions of Contractor, its agents, sub-contractors, officials or employees, in connection with the execution of the work covered by this Agreement, as it may be amended, except for the sole negligence or willful misconduct of City. This indemnification includes any claim that the materials or equipment provided under this Agreement, or any tool, article or process used in manufacture of such tools or equipment, constitutes an infringement of any patent issued by the United States. This entire indemnification provision shall survive termination or cancellation of this Agreement.
6. Insurance. During the term of this Agreement, Contractor shall procure and maintain at its own cost and expense the following insurance coverage with insurers with an A.M. Best's rating of no less than A: VII:
 - a. General Liability and Bodily Injury Insurance. Commercial general liability insurance with limits of at least \$1,000,000 combined limit for bodily injury and property damage that provides that the City, its officers, employees and agents are named additional insureds under the policy. The policy shall state in writing either on the Certificate of Insurance or attached rider that this insurance will operate as primary insurance for work performed by Contractor and its subcontractors, and that no other insurance effected by City or other named insured will be called on to cover a loss.
 - b. Automobile Liability Insurance. Automobile liability insurance with limits not less than \$1,000,000 per person/per occurrence.

c. **Workers' Compensation Insurance.** Workers' Compensation Insurance for all of Consultant's employees, in strict compliance with State laws, including a waiver of subrogation and Employer's Liability Insurance with limits of at least \$1,000,000.

For services deemed public works, by signing this agreement, Contractor is certifying, pursuant to Section 1861 of the California Labor Code, that: "I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract."

d. **Certificate of Insurance.** Contractor shall file a certificate of insurance and endorsements with the City prior to the City's execution of this Agreement, certificate of insurance shall provide in writing that the insurance afforded by this certificate shall not be suspended, voided, canceled, reduced in coverage or in limits without providing thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. In addition, the insured shall provide thirty (30) days prior written notice to the City of any suspension, cancellation, reduction of coverage or in limits, or voiding of the insurance coverage required by this agreement. The City reserves the right to require complete certified copies of policies.

e. **Subcontractors.** Contractor shall include all subcontractors as insured 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 in this Agreement, including but not limited to naming additional insureds.

7. **Independent Contractor.** The Contractor is an independent contractor retained by the City. All personnel employed by the Contractor, including subcontractors, and personnel of subcontractors, are not and shall not be employees of the City.

8. **Warranty Against Defects.** Contractor warrants all work done and goods provided under this Agreement shall meet the following requirements or any manufacturer's or standard industry warranty whichever provides the greatest protection to the City:

- a. Meet all conditions of the Agreement;
- b. Shall be free from all defects in design, material and workmanship; and
- c. Shall be fit for the purposes intended.

If any defects occur within said 12 months following acceptance, Contractor shall be solely responsible for the correction of those defects.

9. **Labor Code Prevailing Wage.** To the extent applicable, Contractor shall comply with the requirements of the California Labor Code including but not limited to hours of labor, nondiscrimination, payroll records, apprentices, workers' compensation and prevailing wages.

No less than the general prevailing rate of per diem wages, and not less than the general prevailing rate of per diem wages for holidays and overtime work, for each craft, classification or type of worker needed to execute the work under this Agreement shall be paid to all workers, laborers and mechanics employed in the execution of the work by the Contractor or any subcontractor doing or contracting to do any part of the work. The appropriate determination of the Director of the California Department of Industrial Relations shall be filed with, and available for inspection, at the City offices. Contractor shall post, at each job site, a copy of the prevailing rate of per diem wages. The Contractor shall forfeit fifty dollars (\$50.00) for each calendar day or portion thereof for each worker paid less than the stipulated prevailing rates for any public work done under the Agreement by it or by any subcontractor under Contractor.

10. Miscellaneous Provisions.

a. City may terminate this Agreement at any time by mailing a notice to Contractor. Contractor shall be paid for that portion of goods provided work completed when notice is received.

b. Contractor shall not assign or transfer this Agreement.

c. If either City or Contractor waive a breach of this Agreement, such waiver shall not constitute a waiver of other or succeeding breaches of this Agreement.

d. This Agreement constitutes the entire understanding of the parties.

e. This Agreement may only be modified by a writing signed by the authorized representative of both parties.

f. Contractor covenants that it has obtained all certificates, licenses, including a City Business License, permits or the like required by any federal, state or local regulatory agency in order to perform the work under this Agreement.

g. Contractor shall comply with all federal, state and local laws, regulations and rules, including but not limited to applicable safety and environmental laws.

Contractor shall bear full and exclusive responsibility for any release of hazardous or non-hazardous substances and disposal of hazardous wastes.

h. The Contractor will permit the City to audit, examine and make copies of all contracts, invoices, payrolls and other documents or data relating to this Agreement. Such records shall be maintained for three years from the date of final payment under this Agreement.

i. This Agreement shall be governed by the laws of the State of California, with venue for any action under this Agreement in Contra Costa County, California.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

CITY OF ANTIOCH:

CONTRACTOR:

By: _____
Jim Jakel, City Manager

By : _____
Title: _____

By: _____
Title: _____
(Second signature required if a corporation)

ATTEST:

Arne Simonsen, City Clerk

APPROVED AS TO TERMS:

Lynn Tracy Nerland, City Attorney