

| | |
|--|---------------------------------------|
| SOLICITATION NUMBER: RFB 7589 (Revised) | OPENING DATE: November 3, 2016 |
| SUPPLIES OR SERVICES: Janitorial Services | |

| | |
|-------------------------------------|---|
| OFFEROR / BIDDER | |
| T&T Janitorial, Inc. | \$21,111,626.16 |
| UNITED Facility Services dba EASTCO | \$31,281,138.00 |
| The Severson Group | \$18,765,860.36 (Corrected: \$19,649,355.03) |
| Jani-King of California | \$41,265,193.25 |
| Merchants Building Maintenance | Bid total not provided (Corrected: \$23,968,878.14) |
| Nova Commercial Co., Inc. | \$ 19,191,343.65* |
| Breakmart LLC dba MD Commercial | \$32,827,406.43 |
| | |
| | *Revised apparent low bidder: Nova Commercial |
| | |
| | |
| | |

Date: _____

Bid Officer: _____

Bid Clerk: _____

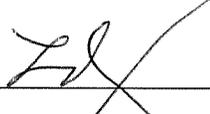
This abstract ONLY indicates the APPARENT low bidder. Conditions that may displace an apparent low bidder include, but are not limited to: math errors, conditioning of bid, mistake in bid, failing pre-award Survey, and the bid being non responsive.

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| | |
| | |
| | |
| | |
| | |

Date: 11-3-16

Bid Officer: 

Bid Clerk: 

This abstract ONLY indicates the APPARENT low bidder. Conditions that may displace an apparent low bidder include, but are not limited to: math errors, conditioning of bid, mistake in bid, failing pre-award Survey, and the bid being non responsive.

Bids
Received

T&T Janitorial, Inc

PO Box 261401

San Diego, CA 92196

SPB
County Purchasing & Contracting
5560 Overland Ave, Ste 270
San Diego, CA 92123

#1



2016/11/02 AM11:34 07s

RFB 7589

Nov. 3, 2014 @ 11am

County of San Diego
Department of Purchasing and Contracting
REPRESENTATIONS AND CERTIFICATIONS

The following representations and certifications are to be completed, signed and returned with the offer (the term "offer" includes bids, proposals, quotes or any other submission to provide goods and/or services).

1. BUSINESS TYPE

For-profit Non-profit Government

Attach proof of status for Non-profit.

2. INTERLOCKING DIRECTORATE

In accordance with Board of Supervisors Policy A-79, if Offeror is a non-profit as indicated in paragraph 1 above, Offeror is required to identify any related for-profit subcontractors in which an interlocking directorate, management or ownership relationship exists. If Offeror is a non-profit and will be subcontracting with a related for-profit entity, Offeror must list all such entity(ies) on an attached separate sheet, and authorization must be sought from Board of Supervisors. If Offeror is a non-profit and does not submit such a list, Offeror certifies it has no and will not enter into a subcontract relationship with a related for-profit entity.

3. BUSINESS REPRESENTATION

Offeror represents as a part of this offer the following information regarding the ownership, operation, and control of its business:

3.1. Are you a local business with a physical address within the County of San Diego? Yes No

3.2. Are you certified by the State of California as a:

Disabled Veteran Business Enterprise (DVBE)

Certification #: _____

Small Business Enterprise (SBE)

Certification #: 42064

3.3. Are you certified by the U.S. Dept Of Veterans' Affairs as:

Veteran Owned Small Business (VOSB)

Certification # _____

Service Disabled Veteran Owned Small Business (SDVOSB)

Certification # _____

3.4. Estimated percentage of work in this offer to be performed or fulfilled locally (within the geographic boundaries of the County of San Diego): 100 %

4. DEBARMENT, SUSPENSION AND RELATED MATTERS

4.1. Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:

4.1.1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

4.1.2. Have within a three (3) year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

4.2. Except as allowed for in Section 4.2.4, Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:

4.2.1. Are presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in paragraph 4.1.2 of this certification;

4.2.2. Have within a three (3) year period preceding this agreement had one or more public transactions (federal, state or local) terminated for cause or default;

4.2.3. Are presently the target or subject of any investigation, accusation or charges by any federal, state or local law enforcement, licensing or certification body.

4.2.4. If Offeror is unable to certify any of the facts set forth in Sections 4.2.1, 4.2.2 or 4.2.3, it certifies that it has listed on a separate sheet(s) attached to this Representations and Certifications each fact that it cannot certify and the reason it cannot do so. That information must include the specific relevant facts (date(s), contract(s) and individual(s) involved, status of action(s), and any other relevant information) that prevent it from making the requested certifications. The County reserves the right to disqualify an Offeror based upon information disclosed.

4.3. Offeror has a continuing duty to disclose information until contract award/execution and shall report in writing to the County Department of Purchasing and Contracting within five business days of knowing or have any reason to know any change in status as certified in the preceding paragraphs 4.1 and 4.2.

4.4. If Offeror or any of its subcontractors, agents or consultants, have previously contracted with the County to perform related work on this project (e.g. preparing components of the statement of work or plans and specifications for this project), Offeror shall identify those previous agreement(s) and submit that list along with the proposal. Other than as may be submitted on said list, Offeror certifies to the best of its knowledge that it and its proposed subcontractors, agents and consultants have not previously contracted with the County to perform work on or related to this project.

5. CURRENT COST OR PRICING

Offeror certifies to the best of its knowledge that cost and/or pricing data submitted with this offer, or specifically identified by reference if actual submission of the data is impracticable, are accurate, complete, and current as of the date signed below.

6. INDEPENDENT PRICING

Offeror certifies that in relation to this procurement:

6.1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with other offerors, with any competitors, or with any County employee(s) or consultant(s) involved in this or related procurements;

6.2. Unless otherwise required by law, the prices that have been quoted in this offer have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, in the case of a bid, or prior to award, in the case of a proposal, directly or indirectly to any other Offeror or to any competitor; and

6.3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.

7. TAX INFORMATION

The Offeror understands that prior to receiving a contract award from the County, the Offeror must submit a completed IRS W-9 form to provide a Federal Tax ID number, or if not available, to provide a Social Security Number (SSN).

CERTIFICATION

The information furnished in Paragraphs 1 through 7 and in the accompanying offer is certified to be factual and correct as of the date submitted and this certification is made under penalty of perjury under the laws of the State of California.

Name: Tam Doan

Signature: _____

Title: President

Date: 10/6/16

Company/Organization: T & T Janitorial, Inc

SUBMIT THIS FORM AS DIRECTED IN THE REQUEST FOR SOLICITATION DOCUMENTS OR WITH THE OFFER

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
SECTION A – INDEMNIFICATION AGREEMENT**

NONDISCLOSURE INDEMNIFICATION AGREEMENT

IF OFFEROR SUBMITS EXHIBIT CONFIDENTIAL/PROPRIETARY, THE FOLLOWING NONDISCLOSURE INDEMNIFICATION AGREEMENT MUST BE COMPLETED, SIGNED AND RETURNED WITH THE OFFER

This indemnification agreement ("Agreement") is made and entered into by and between the County of San Diego ("County") and Offeror Company/Organization Name: T & T Janitorial, Inc ("Offeror") with reference to the following facts:

WHEREAS the County may receive a request for disclosure of Offeror's submission under the California Public Records Act, Government Code Section 6250, et seq.; and

WHEREAS, Offeror has included in its submission an exhibit entitled "*EXHIBIT – CONFIDENTIAL/PROPRIETARY*" containing records that Offeror has determined to constitute trade secrets or other proprietary information exempt from disclosure under the California Public Records Act; and

WHEREAS the County requires defense and indemnity from Offeror for the County's ongoing non-disclosure of Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY*;

NOW, THEREFORE, for good and valuable consideration and the mutual promises contained herein, the parties agree to the following:

1. The above recitals are incorporated herein by this reference.
2. Except as otherwise provided herein, the County will not release Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY* based on Offeror's representation that the records contained therein are proprietary and exempt from disclosure under the California Public Records Act and/or are trade secrets as that term is defined in Government Code Section 6250, et seq. Notwithstanding the foregoing, however, the County may release Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY* in the event of any of the following:
 - a. Offeror fails to comply with the terms and conditions of this Agreement; or
 - b. Offeror provides the County with written notice that some or all of the records may be released; or
 - c. A court of competent jurisdiction orders the County to release the records and the County has exhausted or waived its appeal rights.
3. To the fullest extent allowed by law, the County shall not be liable for, and Offeror shall defend and indemnify County and its Board of Supervisors, officers, directors, employees and agents of County (collectively "County Parties"), against any and all claims, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees (whether incurred by County attorneys or attorneys employed by County) and court costs (hereinafter collectively referred to as "Claims"), related to Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY*.
4. Offeror waives any and all claims in law or equity and hereby releases the County Parties from any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs, which arise out of or are in any way connected to Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY*.

| TO BE COMPLETED BY AN AUTHORIZED REPRESENTATIVE OF THE OFFEROR | |
|--|----------------------------------|
| Offeror Company/Organization Name: | <u>T & T Janitorial, Inc</u> |
| Authorized Representative Name: | <u>Tam Doan</u> |
| Authorized Representative Title: | <u>President</u> |
| Signature:  | Date: <u>10/6/16</u> |

SUBMIT THIS COMPLETED FORM AS PAGE 3 OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

INITIAL TERM PERIOD FROM DATE OF AWARD THROUGH JUNE 30, 2018

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|---|---------------------------------|----------|--------|--------------|-----------------------|
| 1 | New Central Courthouse Facility | 15 | Months | \$201,027.39 | \$3,015,560.85 |
| 2 | Hall of Justice Facility | 15 | Months | \$134,024.93 | \$2,010,373.95 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 18 | \$ 540.00 |
| Total Extended Price for Initial Term Period | | | | | \$5,026,474.80 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 35 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 1.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.75 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.50 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.50 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 1.25 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 1.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.75 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 0.75 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 1.50 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 1.25 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 1.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 1.00 |

SUBMIT THIS COMPLETED FORM AS PAGE 4a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

FIRST OPTION PERIOD FROM JULY 1, 2018 THROUGH JUNE 30, 2019

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|---|---------------------------------|----------|--------|--------------|------------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$201,037.39 | \$2,412,448.88 |
| 2 | Hall of Justice Facility | 12 | Months | \$134,024.93 | \$1,608,299.16 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 18 | \$ 540.00 |
| Total Extended Price for First Option Period | | | | | \$ 4,021,287.84 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 35 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 1.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.75 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.50 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.50 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 1.25 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 1.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.75 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 0.75 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 1.50 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 1.25 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 1.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 1.00 |

SUBMIT THIS COMPLETED FORM AS PAGE 5a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

SECOND OPTION PERIOD FROM JULY 1, 2019 THROUGH JUNE 30, 2020

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|--|---------------------------------|----------|--------|--------------|-----------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$201,037.39 | \$2,412,448.08 |
| 2 | Hall of Justice Facility | 12 | Months | \$134,024.93 | \$1,608,299.16 |
| 3 | Emergency Clean-up | 30 | Hours | \$18 | \$540.00 |
| Total Extended Price for Second Option Period | | | | | \$4,021,287.84 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 35 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$1.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.75 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.50 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.50 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$1.25 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$1.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.75 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 0.75 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$1.50 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$1.25 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$1.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$1.00 |

SUBMIT THIS COMPLETED FORM AS PAGE 6a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

THIRD OPTION PERIOD FROM JULY 1, 2020 THROUGH JUNE 30, 2021

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|---|---------------------------------|----------|--------|--------------|-----------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$20,037.39 | \$241,248.68 |
| 2 | Hall of Justice Facility | 12 | Months | \$134,024.93 | \$1,608,299.16 |
| 3 | Emergency Clean-up | 30 | Hours | \$18 | \$540.00 |
| Total Extended Price for Third Option Period | | | | | \$4,021,287.84 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 35 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 1.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.75 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.50 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.50 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 1.25 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 1.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.75 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 0.75 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 1.50 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 1.25 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 1.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 1.00 |

SUBMIT THIS COMPLETED FORM AS PAGE 7a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

FOURTH OPTION PERIOD FROM JULY 1, 2021 THROUGH JUNE 30, 2022

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|--|---------------------------------|----------|--------|--------------|------------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$201,037.39 | \$2,412,448.68 |
| 2 | Hall of Justice Facility | 12 | Months | \$134,024.93 | \$1,608,299.16 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 18 | \$ 540.00 |
| Total Extended Price for Fourth Option Period | | | | | \$ 4,021,287.84 |

**Below prices will not be taken into consideration as part of the basis of award.
However, Contractor is required to submit pricing to be considered responsive.**

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 35 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 1.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.75 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.50 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.50 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 1.25 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 1.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.75 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 0.75 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 1.50 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 1.25 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 1.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 1.00 |

SUBMIT THIS COMPLETED FORM AS PAGE 8a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

PRICING SUMMARY

| | |
|---|------------------|
| INITIAL TERM PERIOD – TOTAL PRICE | \$5,026,474.80 |
| FIRST OPTION PERIOD – TOTAL PRICE | \$ 4,021,287.84 |
| SECOND OPTION PERIOD – TOTAL PRICE | \$ 4,021,287.84 |
| THIRD OPTION PERIOD – TOTAL PRICE | \$ 4,021,287.84 |
| FOURTH OPTION PERIOD – TOTAL PRICE | \$ 4,021,287.84 |
| BASIS OF AWARD | \$ 21,111,626.16 |

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SUBMIT THIS COMPLETED FORM AS PAGE 9a OF THE BID

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES

DVBE REQUIREMENTS AND FORMS – REV. 1

The County, as a matter of policy, encourages the participation of Disabled Veterans Business Enterprises (DVBE) through DVBE Subcontractor Participation goals. County of San Diego, Board of Supervisors DVBE policy B-39a is found at <http://www.sdcounty.ca.gov/cob/policy/index.html#>. The County DVBE program recognizes the State of California DVBE certification, which may be found at <http://www.pd.dgs.ca.gov>.

For this solicitation:

Bidder/Offeror (Offeror) must meet or exceed a 3% DVBE Subcontractor Participation goal or show a good faith effort to do so. Offeror must submit a DVBE Subcontractor Participation Summary and DVBE Subcontractor Participation Plan based on total pricing/payment schedule of its submittal. If the DVBE Subcontractor Participation Plan does not show that Offeror has met or exceeded the 3% DVBE Subcontractor Participation goal, Offeror must provide Documentation of a Good Faith Effort. Offerors are encouraged to submit the Documentation of Good Faith Effort even if they have met or exceeded the 3% DVBE Subcontractor Participation goal in the event that all or part of the DVBE Subcontractor Participation Plan is determined to be ineligible. County reserves the right to request a Documentation of Good Faith Effort from any Offeror regardless of utilization calculated on the DVBE Subcontractor Participation Plan.

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES

DVBE SUBCONTRACTOR PARTICIPATION SUMMARY –REV. 1

This DVBE Subcontractor Participation Summary is required to document Bidder's/Offeror's (Offeror) compliance with the DVBE participation goals set forth in Board Policy B-39a.

| All Offerors must complete this section | |
|---|----------------------|
| Offeror: | T & T Janitorial Inc |
| Offeror's Representative: | Tam Doan |

| Exemptions (complete only if Offeror qualifies for one of the exemptions below) | |
|--|---|
| Offeror is exempt from DVBE Subcontractor Participation Requirements in accordance with Board Policy B-39a because Offeror is a: | |
| <input type="checkbox"/> | Government Agency |
| <input type="checkbox"/> | Nonprofit Organization |
| <input checked="" type="checkbox"/> | Small Business Enterprise (SBE), pursuant to Board Policy B-53 State of California SBE Certification #: <u>42064</u> |
| <input type="checkbox"/> | Veteran Owned Business (VOB), pursuant to Board Policy B-39a VOB status due to certification as a: <input type="checkbox"/> DVBE - State of California Certification #: _____ <input type="checkbox"/> VOSB - U.S. VA Certification #: _____ <input type="checkbox"/> SDVOSB - U.S. VA Certification #: _____ |

| DVBE Compliance (complete if Offeror claimed no exemption above) | |
|--|---|
| <input type="checkbox"/> | Offeror will self-perform 100% of the services. |
| <input type="checkbox"/> | Complete and attach DVBE Subcontractor Participation Plan |
| <input checked="" type="checkbox"/> | Complete and attach Documentation of Good Faith Effort (Optional if Offeror has met or exceeded the 3% DVBE Subcontractor Participation goal) |

Offeror must provide additional supporting documentation upon request.

THIS FORM SHALL BE SUBMITTED WITH BID ON THE DUE DATE

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES

DVBE SUBCONTRACTOR PARTICIPATION PLAN – REV. 1

Offeror: T&T Janitorial Inc Offeror Representative: Tam Dean

Project Title: RFB 7589

| ITEM NO. | DESCRIPTION OF WORK, SERVICE OR MATERIAL | NAME, ADDRESS, TELEPHONE NUMBER AND CERTIFICATION NUMBER OF CERTIFIED DVBE TO BE USED | DOLLAR AMOUNT TO BE PAID THIS DVBE |
|--------------------------------|--|---|---|
| 1 | Janitorial Supplies | Name: <u>Innovative Fedl Operation</u> | \$633,348.78 for base plus 4 options or \$10,053.16/month |
| | | Address: <u>640 E Vista Way Vista, CA 92084</u> | |
| | | Telephone #: <u>(800)614-8902</u> Certification #: <u>62604</u> | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| TOTAL AMOUNT TO CERTIFIED DVBE | | | \$ <u>633,348.78</u> |

Use additional sheets if necessary. Compute utilization on last sheet.

Sheet 1 of 1 (complete if submitting more than one sheet)

| COMPUTATION OF UTILIZATION AND COMPARISON WITH THE SUBCONTRACTOR PARTICIPATION GOAL | |
|--|---|
| $\frac{\text{Total Amount to Certified DVBE}}{\text{Total Bid/Proposal}} \times 100 = \text{Percent of Utilization}$ | Goal = 3% |
| <hr style="width: 20%; margin: 0 auto;"/> $\times 100 = \text{_____}\%$ | Submit Documentation of Good Faith Effort if goal is not met. |

THIS FORM SHALL BE SUBMITTED WITH BID ON THE DUE DATE

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES

DOCUMENTATION OF GOOD FAITH EFFORT- Page 1 of 2

A. List potential DVBEs that the Offeror solicited for participation in this contract along with dates. Use additional sheets if necessary.

| | Certified DVBE Firm | Date of Contact (Mail, Fax, Telephone, etc) | Responded (Yes/No) |
|-----|--|--|-----------------------|
| 1. | Innovative Federal Operations Group, LLC | Email - 9/13/16 Fax - 9/19/16 | Yes |
| 2. | Spectrum Office Products | Email - 9/13/16 Fax - 9/19/16 | NO |
| 3. | Natix | Email - 9/13/16 Fax - 9/19/16 | NO |
| 4. | Veteran Supply | Email - 9/13/16 Fax - 9/19/16 | NO |
| 5. | LF Distributing | Email - 9/13/16 Fax - 9/19/16 | NO |
| 6. | SHE Marine Veteran Supply | Email - 10/10/16 Fax - | Yes - not interested |
| 7. | Patriot Supply, Inc | Email - 10/10/16 Fax - 10/17/16 | NO |
| 8. | Maloney Fine Building, Inc | Email - 10/10/16 Fax - 10/17/16 | NO |
| 9. | Redi Supply Company | Email - 10/10/16 Fax - 10/17/16 | NO |
| 10. | Greenit Clean Solutions | Email - 10/10/16 Fax - 10/17/16 | NO |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |

Sheet 1 of 1 (complete if submitting more than one sheet)

B. DVBE Solicitations

Solicitation Sample:

Offeror must attach a sample of the solicitation sent to certified DVBE firms. If phone contact was made, document conversation: date, time, contact person, and business opportunities discussed.

THIS FORM SHALL BE SUBMITTED WITH BID ON THE DUE DATE

09/12/16

T&T Janitorial, Inc

PO BOX 261401

San Diego, CA 92196

Phone: (858) 336-8837

Fax: (858) 653-3990

Email: tandt_janitorial@yahoo.com

**** Sent Via Fax and Email ****

To Whom It May Concern:

T&T Janitorial, Inc is a bidding general contractor on the County of San Diego RFB 7589. In accordance with the requirements provided in the County of San Diego RFB 7589, T&T Janitorial is requesting participation from subcontractor. The subcontracting goals for this project are to highly encourage all interested DVBE firms to participate in the bidding process. As a general contractor, T&T Janitorial strongly encourages and participates in these programs.

Project Description:

The County is now soliciting proposals to provide custodial services for County Facilities for an initial 12-month period. The County intends to award three (1) contracts from this RFB. The contract period will be for an initial term of six months (January 1, 2017 to June 30,2017) plus four one-year County options to extend, through June 30, 2021.

The notice for bid can be found posted in the County's Online Services Internet site at:

<http://buynet.sdcounty.ca.gov>. We are requesting bids for supplies, labor, materials and equipments for use on the project.

Bids shall be due to T&T Janitorial, Inc on Monday, September 26, 2016 at 4:00 pm. T&T Janitorial, Inc will accept faxed and/or e-mailed bids. T&T Janitorial, Inc fax number is **858-653-3990** ; email is tt_janitorial@outlook.com OR via mail at:

T&T Janitorial, Inc

PO Box 261401

San Diego, CA 92196

Attn: Tam Doan

If you have any comments or questions pertaining to this bid, please call us at **858-336-8837**

We reserve the right to require all subcontractors to furnish 100% performance and payment bonds from a U.S. Treasury listed surety. Premium cost to be included as a separate item. T&T Janitorial, Inc is an equal opportunity employer requesting subcontractor bids from all interested firms including disadvantage, minority, veterans and emerging small business enterprise.

Next

Bid



Submitted By:

**UNITED Facility Services Corp., dba {EASTCO}
130 Brook Avenue
Deer Park, New York 11729
Phone # 631.243.4444
Fax # 631.243.6666**

REQUEST FOR BID (7589)

Department of General Services Janitorial Services

Deliver to:

**COUNTY OF SAN DIEGO – RFB NO. 7589
DEPARTMENT OF PURCHASING & CONTRACTING
5560 OVERLAND AVENUE, SUIT 270
SANDIEGO, CA 92123-1204
ATTN: MS. MARTHA F. TREVEJO, PCO
EMAIL: MARTHA.TRAVEJO@SDCOUNTY.CA.GOV**

**ORIGINAL BID OPENING DATE: OCTOBER 28, 2016
BID MUST BE RECEIVED AT THE ABOVE ADDRESS PRIOR TO 11:00AM ON DATE
OF BID OPENING**

TIME: 11:00AM LOCAL/TIME

Addendum # 8 Bid Extension Date November 3, 2016

#2

A handwritten signature or initials, possibly "la", written in black ink.

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – P&C 600 FORM**

COUNTY OF SAN DIEGO
SECTION A – P&C 600 FORM

THIS IS NOT AN ORDER

ISSUED: AUGUST 25, 2016

MAIL OR DELIVER TO:

COUNTY OF SAN DIEGO – RFB NO. 7589
DEPARTMENT OF PURCHASING & CONTRACTING
5560 OVERLAND AVENUE, SUITE 270
SAN DIEGO, CA 92123-1204

AWARDS WILL BE MADE TO THE LOWEST RESPNSIVE,
RESPONSIBLE BIDDER BASED ON:

- ALL OR NONE
 EACH LOT
 TOTAL PRICE

UNSPSC COMMODITY CODE: 761100.0000

FOR INFORMATION, PLEASE CALL:

MARTHA F. TREVEJO, PCO
MARTHA.TREVEJO@SDCOUNTY.CA.GOV

BID OPEINING DATE: OCTOBER 6, 2016

**BIDS MUST BE RECEIVED AT THE ABOVE ADDRESS
PRIOR TO 11:00 A.M. ON DATE OF BID OPENING**

PLEASE STATE YOUR LOWEST PRICE F.O.B. DESTINATION
AND BRAND NAME OR TRADE NAME IF APPLICABLE.

(PLEASE USE A TYPEWRITER OR BLACK INK)
YOUR ENVELOPE MUST INCLUDE RFB NO. 7589

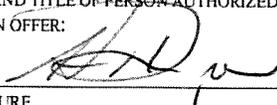
DESCRIPTION

THE COUNTY OF SAN DIEGO (COUNTY), DEPARTMENT OF GENERAL SERVICES HAS A REQUIREMENT FOR JANITORIAL SERVICES, IN ACCORDANCE WITH THE TERMS & CONDITIONS AND THE STATEMENT OF WORK REFLECTED HEREIN.

| | |
|----------------------------|---------------------------------------|
| INITIAL CONTRACT TERM: | JANUARY 1, 2017 THROUGH JUNE 30, 2017 |
| FIRST COUNTY OPTION TERM: | JULY 1, 2017 THROUGH JUNE 30, 2018 |
| SECOND COUNTY OPTION TERM: | JULY 1, 2018 THROUGH JUNE 30, 2019 |
| THIRD COUNTY OPTION TERM: | JULY 1, 2019 THROUGH JUNE 30, 2020 |
| FOURTH COUNTY OPTION TERM: | JULY 1, 2020 THROUGH JUNE 30, 2021 |

PRICING SUBMITTED IS TO REMAIN FIRM FIXED FOR EACH YEAR IN THE TERM PERIOD IDENTIFIED ABOVE. ALL ITEMS WITHIN EACH TERM PERIOD MUST BE PRICED TO BE CONSIDERED RESPONSIVE.

BIDDER ACKNOWLEDGES ADDENDUM NO. 1 2 3 4 5

| | |
|--|--|
| <u>SUBJECT TO ACCEPTANCE WITHIN 90 DAYS</u> | <u>PAYMENT TERMS NET 30 DAYS OR % DAY</u> |
| NAME AND ADDRESS OF BIDDER UNITED Facility Services Inc. dba EASTCO STREET, CITY, STATE, ZIP 130 Brook Avenue Deer Park, NY 11729 TELEPHONE: NUMBER (631)243-4444 FAX TELEPHONE: (631)243-6666 E-MAIL sbrown@eastcobuildingservices.com | NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER: <input checked="" type="checkbox"/>  11.03.2016 SIGNATURE OFFEROR DATE PRINTED NAME: Mr. Steven Brown PRINTED TITLE: President & CEO |
| ACCEPTANCE AS TO ITEM(S) NUMBERED: (VC No.) | -----NOTIFICATION OF AWARD----- (THIS SECTION FOR COUNTY USE ONLY) COUNTY OF SAN DIEGO BY: _____ DATE: _____ JOHN M. PELLEGRINO, DIRECTOR DEPT OF PURCHASING & CONTRACTING |
| TOTAL AMOUNT | AWARD No. _____ NAME AND TITLE OF CONTRACTING OFFICER |

SUBMIT THIS COMPLETED FORM AS PAGE 1 OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – P&C 600 FORM**

COUNTY OF SAN DIEGO
SECTION A – P&C 600 FORM

THIS IS NOT AN ORDER

ISSUED: AUGUST 25, 2016

MAIL OR DELIVER TO:

COUNTY OF SAN DIEGO – RFB NO. 7589
DEPARTMENT OF PURCHASING & CONTRACTING
5560 OVERLAND AVENUE, SUITE 270
SAN DIEGO, CA 92123-1204

AWARDS WILL BE MADE TO THE LOWEST RESPNSIVE,
RESPONSIBLE BIDDER BASED ON:

- ALL OR NONE
- EACH LOT
- TOTAL PRICE

UNSPSC COMMODITY CODE: 761100.0000

FOR INFORMATION, PLEASE CALL:

MARTHA F. TREVEJO, PCO
MARTHA.TREVEJO@SDCOUNTY.CA.GOV

BID OPEINING DATE: OCTOBER 6, 2016

**BIDS MUST BE RECEIVED AT THE ABOVE ADDRESS
PRIOR TO 11:00 A.M. ON DATE OF BID OPENING**

PLEASE STATE YOUR LOWEST PRICE F.O.B. DESTINATION
AND BRAND NAME OR TRADE NAME IF APPLICABLE.

(PLEASE USE A TYPEWRITER OR BLACK INK)
YOUR ENVELOPE MUST INCLUDE RFB NO. 7589

DESCRIPTION

THE COUNTY OF SAN DIEGO (COUNTY), DEPARTMENT OF GENERAL SERVICES HAS A REQUIREMENT FOR JANITORIAL SERVICES, IN ACCORDANCE WITH THE TERMS & CONDITIONS AND THE STATEMENT OF WORK REFLECTED HEREIN.

| | |
|----------------------------|---------------------------------------|
| INITIAL CONTRACT TERM: | JANUARY 1, 2017 THROUGH JUNE 30, 2017 |
| FIRST COUNTY OPTION TERM: | JULY 1, 2017 THROUGH JUNE 30, 2018 |
| SECOND COUNTY OPTION TERM: | JULY 1, 2018 THROUGH JUNE 30, 2019 |
| THIRD COUNTY OPTION TERM: | JULY 1, 2019 THROUGH JUNE 30, 2020 |
| FOURTH COUNTY OPTION TERM: | JULY 1, 2020 THROUGH JUNE 30, 2021 |

PRICING SUBMITTED IS TO REMAIN FIRM FIXED FOR EACH YEAR IN THE TERM PERIOD IDENTIFIED ABOVE. ALL ITEMS WITHIN EACH TERM PERIOD MUST BE PRICED TO BE CONSIDERED RESPONSIVE.

BIDDER ACKNOWLEDGES ADDENDUM NO. 1 2 3 4 5

| | |
|--|--|
| <u>SUBJECT TO ACCEPTANCE WITHIN 90 DAYS</u> | <u>PAYMENT TERMS NET 30 DAYS OR % DAY</u> |
| NAME AND ADDRESS OF BIDDER UNITED Facility Services Inc. dba EASTCO STREET, CITY, STATE, ZIP 130 Brook Avenue Deer Park, NY 11729 TELEPHONE: NUMBER (631)243-4444 FAX TELEPHONE: (631)243-6666 E-MAIL sbrown@eastcobuildingservices.com | NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER: <input checked="" type="checkbox"/>  SIGNATURE OFFEROR DATE 11.03.2016 PRINTED NAME: Mr. Steven Brown PRINTED TITLE: President & CEO |

-NOTIFICATION OF AWARD -

| | |
|--|--|
| ACCEPTANCE AS TO ITEM(S) NUMBERED: (VC No.) | ((THIS SECTION FOR COUNTY USE ONLY) COUNTY OF SAN DIEGO BY: _____ DATE: _____ JOHN M. PELLEGRINO, DIRECTOR DEPT OF PURCHASING & CONTRACTING NAME AND TITLE OF CONTRACTING OFFICER |
| TOTAL AMOUNT | AWARD No. |

SUBMIT THIS COMPLETED FORM AS PAGE 1 OF THE BID

County of San Diego
Department of Purchasing and Contracting
REPRESENTATIONS AND CERTIFICATIONS

The following representations and certifications are to be completed, signed and returned with the offer (the term "offer" includes bids, proposals, quotes or any other submission to provide goods and/or services).

1. BUSINESS TYPE

- For-profit Non-profit Government
Attach proof of status for Non-profit.

2. INTERLOCKING DIRECTORATE

In accordance with Board of Supervisors Policy A-79, if Offeror is a non-profit as indicated in paragraph 1 above, Offeror is required to identify any related for-profit subcontractors in which an interlocking directorate, management or ownership relationship exists. If Offeror is a non-profit and will be subcontracting with a related for-profit entity, Offeror must list all such entity(ies) on an attached separate sheet, and authorization must be sought from Board of Supervisors. If Offeror is a non-profit and does not submit such a list, Offeror certifies it has no and will not enter into a subcontract relationship with a related for-profit entity.

3. BUSINESS REPRESENTATION

Offeror represents as a part of this offer the following information regarding the ownership, operation, and control of its business:

- 3.1.** Are you a local business with a physical address within the County of San Diego? Yes No
- 3.2.** Are you certified by the State of California as a:
 Disabled Veteran Business Enterprise (DVBE)
Certification #: _____
 Small Business Enterprise (SBE)
Certification #: _____
- 3.3.** Are you certified by the U.S. Dept Of Veterans' Affairs as:
 Veteran Owned Small Business (VOSB)
Certification # _____
 Service Disabled Veteran Owned Small Business (SDVOSB)
Certification # _____
- 3.4.** Estimated percentage of work in this offer to be performed or fulfilled locally (within the geographic boundaries of the County of San Diego): 100 %

4. DEBARMENT, SUSPENSION AND RELATED MATTERS

- 4.1.** Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:
- 4.1.1.** Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
- 4.1.2.** Have within a three (3) year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 4.2.** Except as allowed for in Section 4.2.4, Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:
- 4.2.1** Are presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in paragraph 4.1.2 of this certification;

- 4.2.2** Have within a three (3) year period preceding this agreement had one or more public transactions (federal, state or local) terminated for cause or default;
- 4.2.3** Are presently the target or subject of any investigation, accusation or charges by any federal, state or local law enforcement, licensing or certification body.
- 4.2.4** If Offeror is unable to certify any of the facts set forth in Sections 4.2.1, 4.2.2 or 4.2.3, it certifies that it has listed on a separate sheet(s) attached to this Representations and Certifications each fact that it cannot certify and the reason it cannot do so. That information must include the specific relevant facts (date(s), contract(s) and individual(s) involved, status of action(s), and any other relevant information) that prevent it from making the requested certifications. The County reserves the right to disqualify an Offeror based upon information disclosed.

4.3 Offeror has a continuing duty to disclose information until contract award/execution and shall report in writing to the County Department of Purchasing and Contracting within five business days of knowing or have any reason to know any change in status as certified in the preceding paragraphs 4.1 and 4.2.

4.4 If Offeror or any of its subcontractors, agents or consultants, have previously contracted with the County to perform related work on this project (e.g. preparing components of the statement of work or plans and specifications for this project), Offeror shall identify those previous agreement(s) and submit that list along with the proposal. Other than as may be submitted on said list, Offeror certifies to the best of its knowledge that it and its proposed subcontractors, agents and consultants have not previously contracted with the County to perform work on or related to this project.

5. CURRENT COST OR PRICING

Offeror certifies to the best of its knowledge that cost and/or pricing data submitted with this offer, or specifically identified by reference if actual submission of the data is impracticable, are accurate, complete, and current as of the date signed below.

6. INDEPENDENT PRICING

Offeror certifies that in relation to this procurement:

- 6.1.** The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with other offerors, with any competitors, or with any County employee(s) or consultant(s) involved in this or related procurements;
- 6.2.** Unless otherwise required by law, the prices that have been quoted in this offer have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, in the case of a bid, or prior to award, in the case of a proposal, directly or indirectly to any other Offeror or to any competitor; and
- 6.3.** No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.

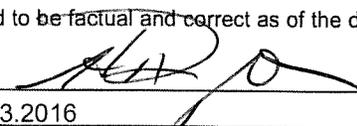
7. TAX INFORMATION

The Offeror understands that prior to receiving a contract award from the County, the Offeror must submit a completed IRS W-9 form to provide a Federal Tax ID number, or if not available, to provide a Social Security Number (SSN).

CERTIFICATION

The information furnished in Paragraphs 1 through 7 and in the accompanying offer is certified to be factual and correct as of the date submitted and this certification is made under penalty of perjury under the laws of the State of California.

Name: Mr. Steven Brown
Title: President & CEO
Company/Organization: UNITED Facility Services Corp. dba EASTCO

Signature: X 
Date: 11.03.2016

SUBMIT THIS FORM AS DIRECTED IN THE REQUEST FOR SOLICITATION DOCUMENTS OR WITH THE OFFER

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
SECTION A – INDEMNIFICATION AGREEMENT**

NONDISCLOSURE INDEMNIFICATION AGREEMENT

IF OFFEROR SUBMITS EXHIBIT CONFIDENTIAL/PROPRIETARY, THE FOLLOWING NONDISCLOSURE INDEMNIFICATION AGREEMENT MUST BE COMPLETED, SIGNED AND RETURNED WITH THE OFFER

This indemnification agreement ("Agreement") is made and entered into by and between the County of San Diego ("County") and Offeror Company Organization Name: UNITED Facility Services Corp. dba EASTCO ("Offeror") with reference to the following facts:

WHEREAS the County may receive a request for disclosure of Offeror's submission under the California Public Records Act, Government Code Section 6250, et seq.; and

WHEREAS, Offeror has included in its submission an exhibit entitled "*EXHIBIT – CONFIDENTIAL PROPRIETARY*" containing records that Offeror has determined to constitute trade secrets or other proprietary information exempt from disclosure under the California Public Records Act; and

WHEREAS the County requires defense and indemnity from Offeror for the County's ongoing non-disclosure of Offeror's *EXHIBIT-CONFIDENTIAL PROPRIETARY*;

NOW, THEREFORE, for good and valuable consideration and the mutual promises contained herein, the parties agree to the following:

1. The above recitals are incorporated herein by this reference.
2. Except as otherwise provided herein, the County will not release Offeror's *EXHIBIT-CONFIDENTIAL PROPRIETARY* based on Offeror's representation that the records contained therein are proprietary and exempt from disclosure under the California Public Records Act and/or are trade secrets as that term is defined in Government Code Section 6250, et seq. Notwithstanding the foregoing, however, the County may release Offeror's *EXHIBIT-CONFIDENTIAL PROPRIETARY* in the event of any of the following:
 - a. Offeror fails to comply with the terms and conditions of this Agreement, or
 - b. Offeror provides the County with written notice that some or all of the records may be released; or
 - c. A court of competent jurisdiction orders the County to release the records and the County has exhausted or waived its appeal rights.
3. To the fullest extent allowed by law, the County shall not be liable for, and Offeror shall defend and indemnify County and its Board of Supervisors, officers, directors, employees and agents of County (collectively "County Parties"), against any and all claims, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees (whether incurred by County attorneys or attorneys employed by County) and court costs (hereinafter collectively referred to as "Claims"), related to Offeror's *EXHIBIT-CONFIDENTIAL PROPRIETARY*.
4. Offeror waives any and all claims in law or equity and hereby releases the County Parties from any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs, which arise out of or are in any way connected to Offeror's *EXHIBIT-CONFIDENTIAL PROPRIETARY*.

| | |
|---|---|
| TO BE COMPLETED BY AN AUTHORIZED REPRESENTATIVE OF THE OFFEROR | |
| Offeror Company Organization Name: | <u>UNITED Facility Services Corp. dba EASTCO</u> |
| Authorized Representative Name: | <u>Mr. Steven Brown</u> |
| Authorized Representative Title: | <u>President & CEO</u> |
| Signature: <input checked="" type="checkbox"/> |  |
| Date: | <u>11.03.2016</u> |

SUBMIT THIS COMPLETED FORM AS PAGE 3 OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

INITIAL TERM PERIOD FROM DATE OF AWARD THROUGH JUNE 30, 2018

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|---|---------------------------------|----------|--------|---------------|-----------------------|
| 1 | New Central Courthouse Facility | 15 | Months | \$ 326,049.00 | \$ 4,890,735.00 |
| 2 | Hall of Justice Facility | 15 | Months | \$149,195.00 | \$2,237,925.00 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 21.32 | \$639.60 |
| Total Extended Price for Initial Term Period | | | | | \$7,129,299.60 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$21.32 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 0.140 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.125 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.125 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.115 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 0.220 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.165 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.160 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 0.150 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 0.340 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.280 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.250 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 0.250 |

SUBMIT THIS COMPLETED FORM AS PAGE 4a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

FIRST OPTION PERIOD FROM JULY 1, 2018 THROUGH JUNE 30, 2019

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|---|---------------------------------|----------|--------|---------------|------------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$ 333,500.00 | \$ 4,002,000.00 |
| 2 | Hall of Justice Facility | 12 | Months | \$ 151,941.00 | \$ 1,823,292.00 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 21.32 | \$ 639.60 |
| Total Extended Price for First Option Period | | | | | \$ 5,825,931.60 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 21.32 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 0.140 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.125 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.125 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.115 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 0.220 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.165 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.160 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 0.150 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 0.340 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.280 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.250 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 0.250 |

SUBMIT THIS COMPLETED FORM AS PAGE 5a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

SECOND OPTION PERIOD FROM JULY 1, 2019 THROUGH JUNE 30, 2020

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|--|---------------------------------|----------|--------|---------------|------------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$ 341,587.00 | \$ 4,099,044.00 |
| 2 | Hall of Justice Facility | 12 | Months | \$ 155,744.00 | \$ 1,868,928.00 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 21.32 | \$ 639.60 |
| Total Extended Price for Second Option Period | | | | | \$ 5,968,611.60 |

**Below prices will not be taken into consideration as part of the basis of award.
However, Contractor is required to submit pricing to be considered responsive.**

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 21.32 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 0.140 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.125 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.125 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.115 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 0.220 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.165 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.160 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 0.150 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 0.340 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.280 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.250 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 0.250 |

SUBMIT THIS COMPLETED FORM AS PAGE 6a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

THIRD OPTION PERIOD FROM JULY 1, 2020 THROUGH JUNE 30, 2021

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|---|---------------------------------|----------|--------|---------------|------------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$ 349,284.00 | \$ 4,191,408.00 |
| 2 | Hall of Justice Facility | 12 | Months | \$ 159,038.00 | \$ 1,908,456.00 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 21.32 | \$ 639.60 |
| Total Extended Price for Third Option Period | | | | | \$ 6,100,503.60 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 21.32 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 0.140 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.125 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.125 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.115 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 0.220 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.165 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.160 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 0.150 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 0.340 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.280 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.250 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 0.250 |

SUBMIT THIS COMPLETED FORM AS PAGE 7a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

FOURTH OPTION PERIOD FROM JULY 1, 2021 THROUGH JUNE 30, 2022

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|--|---------------------------------|----------|--------|---------------|------------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$ 358,513.00 | \$ 4,302,156.00 |
| 2 | Hall of Justice Facility | 12 | Months | \$ 162,833.00 | \$ 1,953,996.00 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 21.32 | \$ 639.60 |
| Total Extended Price for Fourth Option Period | | | | | \$ 6,256,791.60 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 21.32 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 0.140 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.125 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.125 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.115 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 0.220 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.165 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.160 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 0.150 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 0.340 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.280 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.250 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 0.250 |

SUBMIT THIS COMPLETED FORM AS PAGE 8a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

PRICING SUMMARY

| | |
|---|-------------------------|
| INITIAL TERM PERIOD – TOTAL PRICE | \$ 7,129,299.60 |
| FIRST OPTION PERIOD – TOTAL PRICE | \$ 5,825,931.60 |
| SECOND OPTION PERIOD – TOTAL PRICE | \$ 5,968,611.60 |
| THIRD OPTION PERIOD – TOTAL PRICE | \$ 6,100,503.60 |
| FOURTH OPTION PERIOD – TOTAL PRICE | \$ 6,256,791.60 |
| BASIS OF AWARD | \$ 31,281,138.00 |

SUBMIT THIS COMPLETED FORM AS PAGE 9a OF THE BID

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES

DVBE SUBCONTRACTOR PARTICIPATION SUMMARY –REV. 1

This DVBE Subcontractor Participation Summary is required to document Bidder's/Offeror's (Offeror) compliance with the DVBE participation goals set forth in Board Policy B-39a.

| |
|--|
| All Offerors must complete this section |
| Offeror: UNITED Facility Services Corp. dba EASTCO |
| Offeror's Representative: Mr. Steven Brown |

| |
|--|
| Exemptions (complete only if Offeror qualifies for one of the exemptions below) |
| Offeror is exempt from DVBE Subcontractor Participation Requirements in accordance with Board Policy B-39a because Offeror is a: |
| <input type="checkbox"/> Government Agency |
| <input type="checkbox"/> Nonprofit Organization |
| <input type="checkbox"/> Small Business Enterprise (SBE), pursuant to Board Policy B-53 State of California SBE Certification #: _____ |
| <input type="checkbox"/> Veteran Owned Business (VOB), pursuant to Board Policy B-39a VOB status due to certification as a: <input type="checkbox"/> DVBE - State of California Certification #: _____ <input type="checkbox"/> VOSB - U.S. VA Certification #: _____ <input type="checkbox"/> SDVOSB - U.S. VA Certification #: _____ |

| |
|--|
| DVBE Compliance (complete if Offeror claimed no exemption above) |
| <input type="checkbox"/> Offeror will self-perform 100% of the services. |
| <input type="checkbox"/> Complete and attach DVBE Subcontractor Participation Plan |
| <input type="checkbox"/> Complete and attach Documentation of Good Faith Effort (Optional if Offeror has met or exceeded the 3% DVBE Subcontractor Participation goal) |

Offeror must provide additional supporting documentation upon request.

THIS FORM SHALL BE SUBMITTED WITH BID ON THE DUE DATE

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES

DVBE SUBCONTRACTOR PARTICIPATION PLAN – REV. 1

Offeror: UNITED Facility Services Inc dba EASTCO Offeror Representative: Mr. Steve Brown

Project Title: _____

| ITEM NO. | DESCRIPTION OF WORK, SERVICE OR MATERIAL | NAME, ADDRESS, TELEPHONE NUMBER AND CERTIFICATION NUMBER OF CERTIFIED DVBE TO BE USED | DOLLAR AMOUNT TO BE PAID THIS DVBE |
|--------------------------------|---|---|------------------------------------|
| | Employee Uniforms | Name: Stay Safe Store | \$122,500.00 |
| | | Address: 3941 Park Dr Ste 20 #297 EL Dorado Hills, CA 95762 | |
| | | Telephone #: (916) 995-7262 Certification #: 32168 | |
| | Janitorial Supplies, (Paper Goods, Soaps, Sanitary Products, Chemicals Wax/Stripper) etc.. | Name: Blodgett Inc. dba Cable Car Cleaning | \$1,030,000.00 |
| | | Address: 562A Filbert St., #4 SAN FRANCISCO, CA 94133 | |
| | | Telephone #: (415) 816-3444 Certification #: 1789082 | |
| | Staffing Services | Name: David Tonic Enterprises Inc dba Hire People Direct | \$182,250.00 |
| | | Address: 9524 Kearny Villa Rd #105Q San Diego, CA 92126 | |
| | | Telephone #: (858)587-4756 Certification #: 45248 | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| TOTAL AMOUNT TO CERTIFIED DVBE | | | \$ 1,334,750.00 |

Use additional sheets if necessary. Compute utilization on last sheet.

Sheet 1 of 1 (complete if submitting more than one sheet)

| COMPUTATION OF UTILIZATION AND COMPARISON WITH THE SUBCONTRACTOR PARTICIPATION GOAL | |
|--|---|
| $\frac{\text{Total Amount to Certified DVBE}}{\text{Total Bid/Proposal}} \times 100 = \text{Percent of Utilization}$ | Goal = 3% |
| $\frac{\$1,334,750.00}{\$31,281,138.00} \times 100 = 4.2\%$ | Submit Documentation of Good Faith Effort if goal is not met. |

THIS FORM SHALL BE SUBMITTED WITH BID ON THE DUE DATE

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES

DOCUMENTATION OF GOOD FAITH EFFORT- Page 1 of 2

A. List potential DVBEs that the Offeror solicited for participation in this contract along with dates. Use additional sheets if necessary.

| | Certified DVBE Firm | Date of Contact (Mail, Fax, Telephone, etc) | Responded (Yes/No) |
|-----|--------------------------------------|--|-----------------------|
| 1. | Stay Safe Store | Email Sent 9/27/2016 | Yes |
| 2. | Moules Tehama County Glass, Inc. | Email Sent 9/27/2016 | No |
| 3. | NSBM Inc | Email Sent 9/27/2016 | No |
| 4. | Blodgett Inc. DBA Cable Car Cleaning | Email Sent 9/27/2016 | Yes |
| 5. | People Direct | Email Sent 9/27/2016 | No |
| 6. | HirePatriots.com | Email Sent 9/23/2016 | Yes |
| 7. | James Gang Printing | Email Sent 9/23/2016 | Yes |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |

Sheet 1 of 2 (complete if submitting more than one sheet)

B. DVBE Solicitations

Solicitation Sample:

Offeror must attach a sample of the solicitation sent to certified DVBE firms. If phone contact was made, document conversation: date, time, contact person, and business opportunities discussed.

THIS FORM SHALL BE SUBMITTED WITH BID ON THE DUE DATE

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES

DOCUMENTATION OF GOOD FAITH EFFORT- Page 2 of 2

Identification of: (1) All DVBEs that submitted bids/proposals, (2) Nature of work/supplies/services offered that are not accepted, (3) Dollar amounts of the DVBEs bids/proposals not accepted, (4) Subcontractors and/or suppliers that will be used instead of the DVBEs, (5) Dollar amounts of these subcontractors and/or suppliers' bids/proposals, and (6) The reason for the bidder/offeror not accepting the DVBE's bid/proposal. Use additional sheets if necessary.

| Name of DVBE (1) | Nature of Work (2) | DVBE Bids/Offer(\$) (3) | Subcontractor/ Supplier to be used (4) | Bid/Proposal Amount Accepted (5) | Reason Not Accepted (6) |
|--|---------------------------|-------------------------|--|----------------------------------|-------------------------|
| Stay Safe Store | Uniforms | \$24,500.00 | N/A | Yes | N/A |
| Blodgett Inc. dba Cable Car Cleaning | Cleaning Supplies | \$206,000.00 | N/A | Yes | N/A |
| David Tonic Enterprises Inc dba Hire People Direct | Employee Staffing Service | \$36,450.00 | N/A | Yes | N/A |
| N/A | Cleaning Supplies | \$500,000.00 | WAXI | NO | NOT A DVBE |
| Moules Tehama County Glass, Inc | Window Cleaning | \$15,000.00 | N/A | NO | Price To High |
| Moules Tehama County Glass, Inc. | Window Cleaning | \$13,700.00 | A+ Window Cleaning | Yes | Price To High |
| NSBM Inc | Cleaning Supplies | N/A | N/A | NO | No Reply |
| HirePatriots.com | Staffing Service | N/A | N/A | NO | No Reply |
| James Gang Printing | Uniforms | N/A | N/A | NO | No Reply |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Sheet 2 of 2 (complete if submitting more than one sheet)

THIS FORM SHALL BE SUBMITTED WITH BID ON THE DUE DATE

Next

Bid

RT 418
ST 46
7 15:00
A 5681
11.02

OPENED TO IDENTIFY

FedEx Express

FedEx Express Package US Airbill
FedEx Tracking Number 8105 8303 5681

FedEx TRK# 8105 8303 5681

WED - 02 NOV AA
STANDARD OVERNIGHT

92123
CA-US
SAN

XH MYFA



1 From
Date 11/1/2016
Sender Name
Company THE SWISSIN GROUP
Address 1756 N. EASTHAVEN DRIVE 11C
City MIAMI State FL ZIP 33122

4 Express
Next Business Day
 FedEx First Class
 FedEx Priority
 FedEx Standard

2 Your Internal Billing Reference
3 To Recipient's Name
Company
Address
City

5 Packaging
 FedEx Envelope
 FedEx Box
 Other

6 Special Handling
 Saturday Delivery
 No Signature Required
 Hold Weekday
 Hold Saturday

Handwritten notes: 7589 AM, 11/31/16, #3



8105 8303 5681

OPENED TO IDENTIFY

644



A unique breadth of multi-service solutions

November, 1, 2016

Martha F. Trevejo, PCO
County of San Diego
Department of Purchasing & Contracting
5560 Overland Avenue, Suite 270
San Diego, CA 92123-1204

Dear Ms. Trevejo,

Thank you for the opportunity to submit our offer to provide Janitorial Services in support of the New Central Courthouse and the current Hall of Justice / RFB Number: 7589.

The Severson Group (TSG) is a California registered DVBE (number 58338), a 8(a) certified small business and a Service Disabled Veteran Owned Small business, SDVOB. In addition, TSG is certified for Cleaning Industry Management Standard – Green Building (CIMS–GB) and currently performs services nearly identical to the requirements listed for this project for both Federal and commercial clients – including the Veterans Administration and Northrop Grumman.

TSG's President and CEO, Mr. Robert Severson, is a retired 27 year Marine veteran who founded TSG over ten years ago. Part of TSG's success can be attributed to Robert's priority to hire fellow qualified veterans to manage key positions in TSG's corporate office, including contracts. This key initiative gives our executive management a well versed understanding of government and DoD work – and more importantly – a proven customer focus.

TSG operates in accordance with ISO 14001, CIMS - GB and DOD requirements. We utilize project specific schedules and Key Performance Indicators (KPIs) to ensure we are in compliance with all contractual requirements and environmental regulations. Our custodial program is comprehensive and includes our entire process manual, employee training and recycling programs.

We look forward to demonstrating that the TSG team can efficiently and professionally manage this project. As a local company, we would be honored to support these San Diego flagship institutions.



THE SEVERSON GROUP

310 S Twin Oaks Valley Rd, Ste 107-226
San Marcos, CA 92078

p 760 855 9254
f 760 400 8353

e info@theseversongroup.com
w theseversongroup.com

Thank you very much for your consideration and should you have any questions, please contact me anytime at (760) 550-9976.

Sincerely,



Robert Severson,
President & CEO

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – P&C 600 FORM**

COUNTY OF SAN DIEGO
SECTION A – P&C 600 FORM

THIS IS NOT AN ORDER

ISSUED: AUGUST 25, 2016

MAIL OR DELIVER TO:

COUNTY OF SAN DIEGO – RFB NO. 7589
DEPARTMENT OF PURCHASING & CONTRACTING
5560 OVERLAND AVENUE, SUITE 270
SAN DIEGO, CA 92123-1204

AWARDS WILL BE MADE TO THE LOWEST RESPNSIVE,
RESPONSIBLE BIDDER BASED ON:

- ALL OR NONE
- EACH LOT
- TOTAL PRICE

UNSPSC COMMODITY CODE: 761100.0000

FOR INFORMATION, PLEASE CALL:

MARTHA F. TREVEJO, PCO
MARTHA.TREVEJO@SDCOUNTY.CA.GOV

BID OPEINING DATE: OCTOBER 6, 2016

**BIDS MUST BE RECEIVED AT THE ABOVE ADDRESS
PRIOR TO 11:00 A.M. ON DATE OF BID OPENING**

PLEASE STATE YOUR LOWEST PRICE F.O.B. DESTINATION
AND BRAND NAME OR TRADE NAME IF APPLICABLE.

(PLEASE USE A TYPEWRITER OR BLACK INK)
YOUR ENVELOPE MUST INCLUDE RFB NO. 7589

DESCRIPTION

THE COUNTY OF SAN DIEGO (COUNTY), DEPARTMENT OF GENERAL SERVICES HAS A REQUIREMENT FOR JANITORIAL SERVICES, IN ACCORDANCE WITH THE TERMS & CONDITIONS AND THE STATEMENT OF WORK REFLECTED HEREIN.

| | |
|----------------------------|---------------------------------------|
| INITIAL CONTRACT TERM: | JANUARY 1, 2017 THROUGH JUNE 30, 2017 |
| FIRST COUNTY OPTION TERM: | JULY 1, 2017 THROUGH JUNE 30, 2018 |
| SECOND COUNTY OPTION TERM: | JULY 1, 2018 THROUGH JUNE 30, 2019 |
| THIRD COUNTY OPTION TERM: | JULY 1, 2019 THROUGH JUNE 30, 2020 |
| FOURTH COUNTY OPTION TERM: | JULY 1, 2020 THROUGH JUNE 30, 2021 |

PRICING SUBMITTED IS TO REMAIN FIRM FIXED FOR EACH YEAR IN THE TERM PERIOD IDENTIFIED ABOVE. ALL ITEMS WITHIN EACH TERM PERIOD MUST BE PRICED TO BE CONSIDERED RESPONSIVE.

BIDDER ACKNOWLEDGES ADDENDUM NO. 1 2 3 4 5

| | |
|---|--|
| <u>SUBJECT TO ACCEPTANCE WITHIN 90 DAYS</u> | <u>PAYMENT TERMS NET 30 DAYS OR % DAY</u> |
| NAME AND ADDRESS OF BIDDER | NAME AND TITLE OF PERSON AUTHORIZED |
| STREET, CITY, STATE, ZIP | TO SIGN OFFER: |
| The Severson Group |  31 Oct 2016 |
| TELEPHONE: NUMBER (760) 550-9976 | SIGNATURE OFFEROR DATE |
| FAX TELEPHONE: (760) 400-8353 | PRINTED NAME: Robert Severson |
| E-MAIL robert@theseversongroup.com | PRINTED TITLE: President & CEO |

-----NOTIFICATION OF AWARD-----

| | |
|------------------------------------|---------------------------------------|
| ACCEPTANCE AS TO ITEM(S) NUMBERED: | (THIS SECTION FOR COUNTY USE ONLY) |
| (VC No.) | COUNTY OF SAN DIEGO |
| | By: _____ DATE: _____ |
| | JOHN M. PELLEGRINO, DIRECTOR |
| | DEPT OF PURCHASING & CONTRACTING |
| TOTAL AMOUNT | NAME AND TITLE OF CONTRACTING OFFICER |
| AWARD No. | |

SUBMIT THIS COMPLETED FORM AS PAGE 1 OF THE BID

County of San Diego
Department of Purchasing and Contracting
REPRESENTATIONS AND CERTIFICATIONS

The following representations and certifications are to be completed, signed and returned with the offer (the term "offer" includes bids, proposals, quotes or any other submission to provide goods and/or services).

1. BUSINESS TYPE

For-profit Non-profit Government

Attach proof of status for Non-profit.

INTERLOCKING DIRECTORATE

In accordance with Board of Supervisors Policy A-79, if Offeror is a non-profit as indicated in paragraph 1 above, Offeror is required to identify any related for-profit subcontractors in which an interlocking directorate, management or ownership relationship exists. If Offeror is a non-profit and will be subcontracting with a related for-profit entity, Offeror must list all such entity(ies) on an attached separate sheet, and authorization must be sought from Board of Supervisors. If Offeror is a non-profit and does not submit such a list, Offeror certifies it has no and will not enter into a subcontract relationship with a related for-profit entity.

3. BUSINESS REPRESENTATION

Offeror represents as a part of this offer the following information regarding the ownership, operation, and control of its business:

3.1. Are you a local business with a physical address within the County of San Diego? Yes No

3.2. Are you certified by the State of California as a:
 Disabled Veteran Business Enterprise (DVBE)
Certification #: 58338

Small Business Enterprise (SBE)
Certification #: Please see attached TSG is 8(a)

3.3. Are you certified by the U.S. Dept Of Veterans' Affairs as:
 Veteran Owned Small Business (VOSB)
Certification # Please see attached

Service Disabled Veteran Owned Small Business (SDVOSB)
Certification # Please see attached

3.4. Estimated percentage of work in this offer to be performed or fulfilled locally (within the geographic boundaries of the County of San Diego): 100 %

DEBARMENT, SUSPENSION AND RELATED MATTERS

4.1. Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:

4.1.1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

4.1.2. Have within a three (3) year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

4.2. Except as allowed for in Section 4.2.4, Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:

4.2.1 Are presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in paragraph 4.1.2 of this certification;

4.2.2 Have within a three (3) year period preceding this agreement had one or more public transactions (federal, state or local) terminated for cause or default;

4.2.3 Are presently the target or subject of any investigation, accusation or charges by any federal, state or local law enforcement, licensing or certification body.

4.2.4 If Offeror is unable to certify any of the facts set forth in Sections 4.2.1, 4.2.2 or 4.2.3, it certifies that it has listed on a separate sheet(s) attached to this Representations and Certifications each fact that it cannot certify and the reason it cannot do so. That information must include the specific relevant facts (date(s), contract(s) and individual(s) involved, status of action(s), and any other relevant information) that prevent it from making the requested certifications. The County reserves the right to disqualify an Offeror based upon information disclosed.

4.3 Offeror has a continuing duty to disclose information until contract award/execution and shall report in writing to the County Department of Purchasing and Contracting within five business days of knowing or have any reason to know any change in status as certified in the preceding paragraphs 4.1 and 4.2.

4.4 If Offeror or any of its subcontractors, agents or consultants, have previously contracted with the County to perform related work on this project (e.g. preparing components of the statement of work or plans and specifications for this project), Offeror shall identify those previous agreement(s) and submit that list along with the proposal. Other than as may be submitted on said list, Offeror certifies to the best of its knowledge that it and its proposed subcontractors, agents and consultants have not previously contracted with the County to perform work on or related to this project.

5. CURRENT COST OR PRICING

Offeror certifies to the best of its knowledge that cost and/or pricing data submitted with this offer, or specifically identified by reference if actual submission of the data is impracticable, are accurate, complete, and current as of the date signed below.

6. INDEPENDENT PRICING

Offeror certifies that in relation to this procurement:

6.1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with other offerors, with any competitors, or with any County employee(s) or consultant(s) involved in this or related procurements;

6.2. Unless otherwise required by law, the prices that have been quoted in this offer have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, in the case of a bid, or prior to award, in the case of a proposal, directly or indirectly to any other Offeror or to any competitor; and

6.3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.

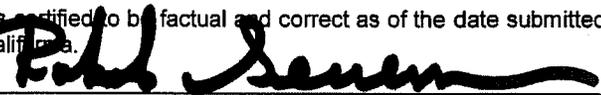
7. TAX INFORMATION

The Offeror understands that prior to receiving a contract award from the County, the Offeror must submit a completed IRS W-9 form to provide a Federal Tax ID number, or if not available, to provide a Social Security Number (SSN).

CERTIFICATION

The information furnished in Paragraphs 1 through 7 and in the accompanying offer is certified to be factual and correct as of the date submitted and this certification is made under penalty of perjury under the laws of the State of California.

Name: Mr. Robert Severson

Signature: 

Title: President & CEO

Date: 31 October 2016

Company/Organization: The Severson Group, LLC

SUBMIT THIS FORM AS DIRECTED IN THE REQUEST FOR SOLICITATION DOCUMENTS OR WITH THE OFFER

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
SECTION A – INDEMNIFICATION AGREEMENT

NONDISCLOSURE INDEMNIFICATION AGREEMENT

IF OFFEROR SUBMITS EXHIBIT CONFIDENTIAL/PROPRIETARY, THE FOLLOWING NONDISCLOSURE INDEMNIFICATION AGREEMENT MUST BE COMPLETED, SIGNED AND RETURNED WITH THE OFFER

This indemnification agreement ("Agreement") is made and entered into by and between the County of San Diego ("County") and Offeror Company/Organization Name: The Severson Group, LLC ("Offeror") with reference to the following facts:

WHEREAS the County may receive a request for disclosure of Offeror's submission under the California Public Records Act, Government Code Section 6250, et seq.; and

WHEREAS, Offeror has included in its submission an exhibit entitled "*EXHIBIT – CONFIDENTIAL/PROPRIETARY*" containing records that Offeror has determined to constitute trade secrets or other proprietary information exempt from disclosure under the California Public Records Act; and

WHEREAS the County requires defense and indemnity from Offeror for the County's ongoing non-disclosure of Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY*;

NOW, THEREFORE, for good and valuable consideration and the mutual promises contained herein, the parties agree to the following:

1. The above recitals are incorporated herein by this reference.
2. Except as otherwise provided herein, the County will not release Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY* based on Offeror's representation that the records contained therein are proprietary and exempt from disclosure under the California Public Records Act and/or are trade secrets as that term is defined in Government Code Section 6250, et seq. Notwithstanding the foregoing, however, the County may release Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY* in the event of any of the following:
 - a. Offeror fails to comply with the terms and conditions of this Agreement; or
 - b. Offeror provides the County with written notice that some or all of the records may be released; or
 - c. A court of competent jurisdiction orders the County to release the records and the County has exhausted or waived its appeal rights.
3. To the fullest extent allowed by law, the County shall not be liable for, and Offeror shall defend and indemnify County and its Board of Supervisors, officers, directors, employees and agents of County (collectively "County Parties"), against any and all claims, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees (whether incurred by County attorneys or attorneys employed by County) and court costs (hereinafter collectively referred to as "Claims"), related to Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY*.
4. Offeror waives any and all claims in law or equity and hereby releases the County Parties from any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs, which arise out of or are in any way connected to Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY*.

| TO BE COMPLETED BY AN AUTHORIZED REPRESENTATIVE OF THE OFFEROR | |
|--|--------------------------------|
| Offeror Company/Organization Name: | <u>The Severson Group, LLC</u> |
| Authorized Representative Name: | <u>Mr. Robert Severson</u> |
| Authorized Representative Title: | <u>President & CEO</u> |
| Signature:  | Date: <u>31 October 2016</u> |

SUBMIT THIS COMPLETED FORM AS PAGE 3 OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

INITIAL TERM PERIOD FROM DATE OF AWARD THROUGH JUNE 30, 2018

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|---|---------------------------------|----------|--------|---------------|------------------------|
| 1 | New Central Courthouse Facility | 15 | Months | \$ 200,267.44 | \$ 2,403,209.28 |
| 2 | Hall of Justice Facility | 15 | Months | \$ 94,236.77 | \$ 1,130,841.24 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 19.50 | \$ 585.00 |
| Total Extended Price for Initial Term Period | | | | | \$ 3,534,635.52 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$22.50 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 0.45 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.45 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.45 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.45 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 0.42 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.42 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.42 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 0.42 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 0.38 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.38 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.38 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 0.38 |

SUBMIT THIS COMPLETED FORM AS PAGE 4a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

FIRST OPTION PERIOD FROM JULY 1, 2018 THROUGH JUNE 30, 2019

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|---|---------------------------------|----------|--------|---------------|------------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$ 206,275.47 | \$2,475,305.64 |
| 2 | Hall of Justice Facility | 12 | Months | \$ 97,063.87 | \$1,164,766.44 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 20.09 | \$602.70 |
| Total Extended Price for First Option Period | | | | | \$ 3,640,674.78 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$23.17 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$0.46 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$0.46 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$0.46 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$0.46 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$0.43 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$0.43 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$0.43 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$0.43 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$0.39 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$0.39 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$0.39 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$0.39 |

SUBMIT THIS COMPLETED FORM AS PAGE 5a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

SECOND OPTION PERIOD FROM JULY 1, 2019 THROUGH JUNE 30, 2020

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|--|---------------------------------|----------|--------|--------------|------------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$212,463.73 | \$2,549,564.76 |
| 2 | Hall of Justice Facility | 12 | Months | \$99,975.79 | \$1,199,709.48 |
| 3 | Emergency Clean-up | 30 | Hours | \$20.69 | \$ 620.70 |
| Total Extended Price for Second Option Period | | | | | \$ 3,749,894.94 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$23.87 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$0.47 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$0.47 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.47 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$0.47 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$0.44 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$0.44 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$0.44 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$0.44 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$0.40 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$0.40 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.40 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$0.40 |

SUBMIT THIS COMPLETED FORM AS PAGE 6a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

THIRD OPTION PERIOD FROM JULY 1, 2020 THROUGH JUNE 30, 2021

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|---|---------------------------------|----------|--------|---------------|------------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$218,837.64 | \$2,626,051.68 |
| 2 | Hall of Justice Facility | 12 | Months | \$ 102,975.06 | \$1,235,700.72 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 21.31 | \$ 639.30 |
| Total Extended Price for Third Option Period | | | | | \$ 3,862,391.66 |

**Below prices will not be taken into consideration as part of the basis of award.
However, Contractor is required to submit pricing to be considered responsive.**

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$24.59 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 0.48 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$0.48 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.48 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.48 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 0.45 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$0.45 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.45 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$0.45 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$0.41 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.41 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$0.41 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$0.41 |

SUBMIT THIS COMPLETED FORM AS PAGE 7a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

FOURTH OPTION PERIOD FROM JULY 1, 2021 THROUGH JUNE 30, 2022

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|--|---------------------------------|----------|--------|---------------|------------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$225,402.77 | \$ 2,704,833.24 |
| 2 | Hall of Justice Facility | 12 | Months | \$ 106,064.31 | \$ 1,272,771.72 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 21.95 | \$ 658.50 |
| Total Extended Price for Fourth Option Period | | | | | \$ 3,978,263.46 |

**Below prices will not be taken into consideration as part of the basis of award.
However, Contractor is required to submit pricing to be considered responsive.**

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$25.32 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 0.49 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.49 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.49 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.49 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 0.46 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$0.46 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$0.46 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$0.46 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$0.42 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$0.42 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$0.42 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 0.42 |

SUBMIT THIS COMPLETED FORM AS PAGE 8a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

PRICING SUMMARY

| | |
|---|-------------------------|
| INITIAL TERM PERIOD – TOTAL PRICE | \$ 3,534,635.52 |
| FIRST OPTION PERIOD – TOTAL PRICE | \$ 3,640,674.78 |
| SECOND OPTION PERIOD – TOTAL PRICE | \$ 3,749,894.94 |
| THIRD OPTION PERIOD – TOTAL PRICE | \$ 3,862,391.66 |
| FOURTH OPTION PERIOD – TOTAL PRICE | \$ 3,978,263.46 |
| BASIS OF AWARD | \$ 18,765,860.36 |

SUBMIT THIS COMPLETED FORM AS PAGE 9a OF THE BID

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES

DVBE SUBCONTRACTOR PARTICIPATION SUMMARY –REV. 1

This DVBE Subcontractor Participation Summary is required to document Bidder's/Offeror's (Offeror) compliance with the DVBE participation goals set forth in Board Policy B-39a.

| All Offerors must complete this section |
|--|
| Offeror: The Severson Group |
| Offeror's Representative: Robert Severson |

| Exemptions (complete only if Offeror qualifies for one of the exemptions below) |
|--|
| Offeror is exempt from DVBE Subcontractor Participation Requirements in accordance with Board Policy B-39a because Offeror is a: |
| <input type="checkbox"/> Government Agency |
| <input type="checkbox"/> Nonprofit Organization |
| <input type="checkbox"/> Small Business Enterprise (SBE), pursuant to Board Policy B-53 State of California SBE Certification #: _____ |
| <input type="checkbox"/> Veteran Owned Business (VOB), pursuant to Board Policy B-39a VOB status due to certification as a: <input type="checkbox"/> DVBE - State of California Certification #: _____ <input type="checkbox"/> VOSB - U.S. VA Certification #: _____ <input type="checkbox"/> SDVOSB - U.S. VA Certification #: _____ |

| DVBE Compliance (complete if Offeror claimed no exemption above) |
|--|
| <input checked="" type="checkbox"/> Offeror will self-perform 100% of the services. |
| <input type="checkbox"/> Complete and attach DVBE Subcontractor Participation Plan |
| <input type="checkbox"/> Complete and attach Documentation of Good Faith Effort (Optional if Offeror has met or exceeded the 3% DVBE Subcontractor Participation goal) |

Offeror must provide additional supporting documentation upon request.

THIS FORM SHALL BE SUBMITTED WITH BID ON THE DUE DATE

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES

DVBE SUBCONTRACTOR PARTICIPATION PLAN – REV. 1

Offeror: The Severson Group Offeror Representative: Robert Severson

Project Title: Request for Bid (RFB) 7589 - Janitorial Services

| ITEM NO. | DESCRIPTION OF WORK, SERVICE OR MATERIAL | NAME, ADDRESS, TELEPHONE NUMBER AND CERTIFICATION NUMBER OF CERTIFIED DVBE TO BE USED | DOLLAR AMOUNT TO BE PAID THIS DVBE |
|--------------------------------|---|---|------------------------------------|
| | The Severson Group is certified DVBE and will be performing 100% of the work. | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| TOTAL AMOUNT TO CERTIFIED DVBE | | | \$ |

Use additional sheets if necessary. Compute utilization on last sheet.

Sheet ____ of ____ (complete if submitting more than one sheet)

| COMPUTATION OF UTILIZATION AND COMPARISON WITH THE SUBCONTRACTOR PARTICIPATION GOAL | |
|--|---|
| $\frac{\text{Total Amount to Certified DVBE}}{\text{Total Bid/Proposal}} \times 100 = \text{Percent of Utilization}$ | Goal = 3% |
| <hr style="width: 50%; margin: 0 auto;"/> $\text{_____} \times 100 = \underline{100} \%$ | Submit Documentation of Good Faith Effort if goal is not met. |

THIS FORM SHALL BE SUBMITTED WITH BID ON THE DUE DATE

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES

DOCUMENTATION OF GOOD FAITH EFFORT- Page 1 of 2

A. List potential DVBEs that the Offeror solicited for participation in this contract along with dates. Use additional sheets if necessary.

| | Certified DVBE Firm | Date of Contact (Mail, Fax, Telephone, etc) | Responded (Yes/No) |
|-----|--|--|-----------------------|
| 1. | The Severson Group (certified DVBE) will be performing 100% of the work. | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |

Sheet 1 of 2 (complete if submitting more than one sheet)

B. DVBE Solicitations

Solicitation Sample:

Offeror must attach a sample of the solicitation sent to certified DVBE firms. If phone contact was made, document conversation: date, time, contact person, and business opportunities discussed.

THIS FORM SHALL BE SUBMITTED WITH BID ON THE DUE DATE

Next

Bid



COMMERCIAL CLEANING SERVICES

Jani-King of California, Inc.

San Diego Region

6170 Cornerstone Court

Suite 330

San Diego, CA 92121

Dept of Purchasing & Contracting

"RFB 7589" Janitorial Services

County of San Diego

5560 Overland Avenue, Suite 270

San Diego, CA 92123

2016/11/03 AM10:02 56s

#5
D.O.

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – P&C 600 FORM**

COUNTY OF SAN DIEGO
SECTION A – P&C 600 FORM

THIS IS NOT AN ORDER

ISSUED: AUGUST 25, 2016

MAIL OR DELIVER TO:

COUNTY OF SAN DIEGO – RFB NO. 7589
DEPARTMENT OF PURCHASING & CONTRACTING
5560 OVERLAND AVENUE, SUITE 270
SAN DIEGO, CA 92123-1204

AWARDS WILL BE MADE TO THE LOWEST RESPNSIVE,
RESPONSIBLE BIDDER BASED ON:

- ALL OR NONE
- EACH LOT
- TOTAL PRICE

UNSPSC COMMODITY CODE: 761100.0000

FOR INFORMATION, PLEASE CALL:

MARTHA F. TREVEJO, PCO
MARTHA.TREVEJO@SDCOUNTY.CA.GOV

BID OPEINING DATE: OCTOBER 6, 2016

**BIDS MUST BE RECEIVED AT THE ABOVE ADDRESS
PRIOR TO 11:00 A.M. ON DATE OF BID OPENING**

PLEASE STATE YOUR LOWEST PRICE F.O.B. DESTINATION
AND BRAND NAME OR TRADE NAME IF APPLICABLE.

(PLEASE USE A TYPEWRITER OR BLACK INK)
YOUR ENVELOPE MUST INCLUDE RFB NO. 7589

DESCRIPTION

THE COUNTY OF SAN DIEGO (COUNTY), DEPARTMENT OF GENERAL SERVICES HAS A REQUIREMENT FOR JANITORIAL SERVICES, IN ACCORDANCE WITH THE TERMS & CONDITIONS AND THE STATEMENT OF WORK REFLECTED HEREIN.

| | |
|----------------------------|---------------------------------------|
| INITIAL CONTRACT TERM: | JANUARY 1, 2017 THROUGH JUNE 30, 2017 |
| FIRST COUNTY OPTION TERM: | JULY 1, 2017 THROUGH JUNE 30, 2018 |
| SECOND COUNTY OPTION TERM: | JULY 1, 2018 THROUGH JUNE 30, 2019 |
| THIRD COUNTY OPTION TERM: | JULY 1, 2019 THROUGH JUNE 30, 2020 |
| FOURTH COUNTY OPTION TERM: | JULY 1, 2020 THROUGH JUNE 30, 2021 |

PRICING SUBMITTED IS TO REMAIN FIRM FIXED FOR EACH YEAR IN THE TERM PERIOD IDENTIFIED ABOVE. ALL ITEMS WITHIN EACH TERM PERIOD MUST BE PRICED TO BE CONSIDERED RESPONSIVE.

BIDDER ACKNOWLEDGES ADDENDUM NO. 1 2 3 4 5 6 7 8

SUBJECT TO ACCEPTANCE WITHIN 90 DAYS

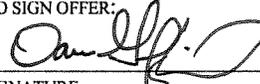
NAME AND ADDRESS OF BIDDER
Jani-King of California, Inc.
STREET, CITY, STATE, ZIP
6170 Cornerstone Ct. E., Suite 330
San Diego, CA 92121
TELEPHONE: NUMBER (619) 682-3400
FAX TELEPHONE: (619) 682-3404

E-MAIL sdorsm@janiking.com

PAYMENT TERMS NET 30 DAYS OR % DAY

NAME AND TITLE OF PERSON AUTHORIZED

TO SIGN OFFER:



11/3/16

SIGNATURE

OFFEROR DATE

PRINTED NAME: Dan Gifford

PRINTED TITLE: Regional Director of Development

-----NOTIFICATION OF AWARD -

ACCEPTANCE AS TO ITEM(S) NUMBERED:

(VC No.)

(THIS SECTION FOR COUNTY USE ONLY)

COUNTY OF SAN DIEGO

By: _____ DATE: _____

JOHN M. PELLEGRINO, DIRECTOR
DEPT OF PURCHASING & CONTRACTING

TOTAL AMOUNT

AWARD No.

NAME AND TITLE OF CONTRACTING OFFICER

SUBMIT THIS COMPLETED FORM AS PAGE 1 OF THE BID

County of San Diego
Department of Purchasing and Contracting
REPRESENTATIONS AND CERTIFICATIONS

The following representations and certifications are to be completed, signed and returned with the offer (the term "offer" includes bids, proposals, quotes or any other submission to provide goods and/or services).

BUSINESS TYPE

For-profit Non-profit Government

Attach proof of status for Non-profit.

2. INTERLOCKING DIRECTORATE

In accordance with Board of Supervisors Policy A-79, if Offeror is a non-profit as indicated in paragraph 1 above, Offeror is required to identify any related for-profit subcontractors in which an interlocking directorate, management or ownership relationship exists. If Offeror is a non-profit and will be subcontracting with a related for-profit entity, Offeror must list all such entity(ies) on an attached separate sheet, and authorization must be sought from Board of Supervisors. If Offeror is a non-profit and does not submit such a list, Offeror certifies it has no and will not enter into a subcontract relationship with a related for-profit entity.

3. BUSINESS REPRESENTATION

Offeror represents as a part of this offer the following information regarding the ownership, operation, and control of its business:

3.1. Are you a local business with a physical address within the County of San Diego? Yes No

3.2. Are you certified by the State of California as a:
 Disabled Veteran Business Enterprise (DVBE)
Certification #: _____

Small Business Enterprise (SBE)
Certification #: _____

3.3. Are you certified by the U.S. Dept Of Veterans' Affairs as:
 Veteran Owned Small Business (VOSB)
Certification # _____

Service Disabled Veteran Owned Small Business (SDVOSB)
Certification # _____

3.4. Estimated percentage of work in this offer to be performed or fulfilled locally (within the geographic boundaries of the County of San Diego): tdb %

4. DEBARMENT, SUSPENSION AND RELATED MATTERS

4.1. Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:

4.1.1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

4.1.2. Have within a three (3) year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

4.2. Except as allowed for in Section 4.2.4, Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:

4.2.1. Are presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in paragraph 4.1.2 of this certification;

4.2.2. Have within a three (3) year period preceding this agreement had one or more public transactions (federal, state or local) terminated for cause or default;

4.2.3. Are presently the target or subject of any investigation, accusation or charges by any federal, state or local law enforcement, licensing or certification body.

4.2.4. If Offeror is unable to certify any of the facts set forth in Sections 4.2.1, 4.2.2 or 4.2.3, it certifies that it has listed on a separate sheet(s) attached to this Representations and Certifications each fact that it cannot certify and the reason it cannot do so. That information must include the specific relevant facts (date(s), contract(s) and individual(s) involved, status of action(s), and any other relevant information) that prevent it from making the requested certifications. The County reserves the right to disqualify an Offeror based upon information disclosed.

4.3. Offeror has a continuing duty to disclose information until contract award/execution and shall report in writing to the County Department of Purchasing and Contracting within five business days of knowing or have any reason to know any change in status as certified in the preceding paragraphs 4.1 and 4.2.

4.4. If Offeror or any of its subcontractors, agents or consultants, have previously contracted with the County to perform related work on this project (e.g. preparing components of the statement of work or plans and specifications for this project), Offeror shall identify those previous agreement(s) and submit that list along with the proposal. Other than as may be submitted on said list, Offeror certifies to the best of its knowledge that it and its proposed subcontractors, agents and consultants have not previously contracted with the County to perform work on or related to this project.

5. CURRENT COST OR PRICING

Offeror certifies to the best of its knowledge that cost and/or pricing data submitted with this offer, or specifically identified by reference if actual submission of the data is impracticable, are accurate, complete, and current as of the date signed below.

6. INDEPENDENT PRICING

Offeror certifies that in relation to this procurement:

6.1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with other offerors, with any competitors, or with any County employee(s) or consultant(s) involved in this or related procurements;

6.2. Unless otherwise required by law, the prices that have been quoted in this offer have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, in the case of a bid, or prior to award, in the case of a proposal, directly or indirectly to any other Offeror or to any competitor; and

6.3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.

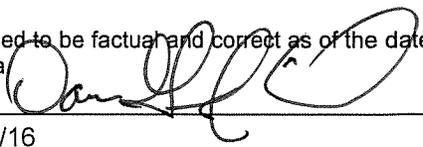
7. TAX INFORMATION

The Offeror understands that prior to receiving a contract award from the County, the Offeror must submit a completed IRS W-9 form to provide a Federal Tax ID number, or if not available, to provide a Social Security Number (SSN).

CERTIFICATION

The information furnished in Paragraphs 1 through 7 and in the accompanying offer is certified to be factual and correct as of the date submitted and this certification is made under penalty of perjury under the laws of the State of California

Name: Dan Gifford

Signature: 

Title: Regional Director of Development

Date: 11/2/16

Company/Organization: Jani-King of California, Inc.

SUBMIT THIS FORM AS DIRECTED IN THE REQUEST FOR SOLICITATION DOCUMENTS OR WITH THE OFFER

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
SECTION A – INDEMNIFICATION AGREEMENT

NONDISCLOSURE INDEMNIFICATION AGREEMENT

IF OFFEROR SUBMITS EXHIBIT CONFIDENTIAL/PROPRIETARY, THE FOLLOWING NONDISCLOSURE INDEMNIFICATION AGREEMENT MUST BE COMPLETED, SIGNED AND RETURNED WITH THE OFFER

This indemnification agreement ("Agreement") is made and entered into by and between the County of San Diego ("County") and Offeror Company/Organization Name: Jani-King of California, Inc. ("Offeror") with reference to the following facts:

WHEREAS the County may receive a request for disclosure of Offeror's submission under the California Public Records Act, Government Code Section 6250, et seq.; and

WHEREAS, Offeror has included in its submission an exhibit entitled "*EXHIBIT – CONFIDENTIAL/PROPRIETARY*" containing records that Offeror has determined to constitute trade secrets or other proprietary information exempt from disclosure under the California Public Records Act; and

WHEREAS the County requires defense and indemnity from Offeror for the County's ongoing non-disclosure of Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY*;

NOW, THEREFORE, for good and valuable consideration and the mutual promises contained herein, the parties agree to the following:

1. The above recitals are incorporated herein by this reference.
2. Except as otherwise provided herein, the County will not release Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY* based on Offeror's representation that the records contained therein are proprietary and exempt from disclosure under the California Public Records Act and/or are trade secrets as that term is defined in Government Code Section 6250, et seq. Notwithstanding the foregoing, however, the County may release Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY* in the event of any of the following:
 - a. Offeror fails to comply with the terms and conditions of this Agreement; or
 - b. Offeror provides the County with written notice that some or all of the records may be released; or
 - c. A court of competent jurisdiction orders the County to release the records and the County has exhausted or waived its appeal rights.
3. To the fullest extent allowed by law, the County shall not be liable for, and Offeror shall defend and indemnify County and its Board of Supervisors, officers, directors, employees and agents of County (collectively "County Parties"), against any and all claims, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees (whether incurred by County attorneys or attorneys employed by County) and court costs (hereinafter collectively referred to as "Claims"), related to Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY*.
4. Offeror waives any and all claims in law or equity and hereby releases the County Parties from any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs, which arise out of or are in any way connected to Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY*.

| TO BE COMPLETED BY AN AUTHORIZED REPRESENTATIVE OF THE OFFEROR | |
|--|---|
| Offeror Company/Organization Name: | <u>Jani-King of California, Inc.</u> |
| Authorized Representative Name: | <u>Dan Gifford</u> |
| Authorized Representative Title: | <u>Regional Director of Development</u> |
| Signature:  | Date: <u>11/2/16</u> |

SUBMIT THIS COMPLETED FORM AS PAGE 3 OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

INITIAL TERM PERIOD FROM DATE OF AWARD THROUGH JUNE 30, 2018

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|---|---------------------------------|----------|--------|---------------|------------------------|
| 1 | New Central Courthouse Facility | 15 | Months | \$ 387,391.43 | \$ 5,810,871.45 |
| 2 | Hall of Justice Facility | 15 | Months | \$ 210,605.98 | \$3,159,089.70 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 50.00 | \$1,500.00 |
| Total Extended Price for Initial Term Period | | | | | \$ 8,971,461.15 |

**Below prices will not be taken into consideration as part of the basis of award.
However, Contractor is required to submit pricing to be considered responsive.**

| Description | UOM | Unit Price |
|--|-------------|---------------------------|
| Additional day service at existing facilities | Hourly rate | \$ 27.20 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.737 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$.0737 |

SUBMIT THIS COMPLETED FORM AS PAGE 4a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

FIRST OPTION PERIOD FROM JULY 1, 2018 THROUGH JUNE 30, 2019

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|---|---------------------------------|----------|--------|---------------|------------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$ 406,761.00 | \$ 4,881,132.00 |
| 2 | Hall of Justice Facility | 12 | Months | \$ 221,136.28 | \$2,653,635.36 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 50.00 | \$ 1500.00 |
| Total Extended Price for First Option Period | | | | | \$ 7,536,267.36 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 27.20 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 0.737 |

SUBMIT THIS COMPLETED FORM AS PAGE 5a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

SECOND OPTION PERIOD FROM JULY 1, 2019 THROUGH JUNE 30, 2020

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|--|---------------------------------|----------|--------|---------------|------------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$ 410,828.61 | \$ 4,929,943.34 |
| 2 | Hall of Justice Facility | 12 | Months | \$ 223,347.64 | \$ 2,680,171.68 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 50.00 | \$1,500.00 |
| Total Extended Price for Second Option Period | | | | | \$ 7,611,615.02 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|-------------------------------------|
| Additional day service at existing facilities | Hourly rate | \$ 27.20 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.737 <i>0.737 ok</i> |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 0.737 |
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| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 0.737 <i>0.737</i> |

SUBMIT THIS COMPLETED FORM AS PAGE 6a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

THIRD OPTION PERIOD FROM JULY 1, 2020 THROUGH JUNE 30, 2021

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|---|---------------------------------|----------|--------|---------------|------------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$ 444,927.39 | \$ 5,339,128.68 |
| 2 | Hall of Justice Facility | 12 | Months | \$ 241,885.50 | \$ 2,902,626.00 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 50.00 | \$ 1,500.00 |
| Total Extended Price for Third Option Period | | | | | \$ 8,243,254.68 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|---------------------------|
| Additional day service at existing facilities | Hourly rate | \$ 27.20 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.737 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 0.737 0.737 |

SUBMIT THIS COMPLETED FORM AS PAGE 7a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

FOURTH OPTION PERIOD FROM JULY 1, 2021 THROUGH JUNE 30, 2022

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|--|---------------------------------|----------|--------|---------------|------------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$ 480,521.58 | \$ 5,766,258.96 |
| 2 | Hall of Justice Facility | 12 | Months | \$ 261,236.34 | \$ 3,134,836.08 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 50.00 | \$ 1,500.00 |
| Total Extended Price for Fourth Option Period | | | | | \$ 8,902,595.04 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|---------------------------|
| Additional day service at existing facilities | Hourly rate | \$ 27.20 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.737 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 0.737 |
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| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.737 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 0.737 <i>OK</i> |

SUBMIT THIS COMPLETED FORM AS PAGE 8a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

PRICING SUMMARY

| | |
|---|-------------------------|
| INITIAL TERM PERIOD – TOTAL PRICE | \$ 8,971,461.15 |
| FIRST OPTION PERIOD – TOTAL PRICE | \$ 7,536,267.36 |
| SECOND OPTION PERIOD – TOTAL PRICE | \$ 7,611,615.02 |
| THIRD OPTION PERIOD – TOTAL PRICE | \$ 8,243,254.68 |
| FOURTH OPTION PERIOD – TOTAL PRICE | \$ 8,902,595.04 |
| BASIS OF AWARD | \$ 41,265,193.25 |

SUBMIT THIS COMPLETED FORM AS PAGE 9a OF THE BID

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES

DVBE SUBCONTRACTOR PARTICIPATION SUMMARY –REV. 1

This DVBE Subcontractor Participation Summary is required to document Bidder's/Offeror's (Offeror) compliance with the DVBE participation goals set forth in Board Policy B-39a.

| All Offerors must complete this section | |
|--|-------------------------------|
| Offeror: | Jani-King of California, Inc. |
| Offeror's Representative: | Dan Gifford |

| Exemptions (complete only if Offeror qualifies for one of the exemptions below) | |
|--|---|
| Offeror is exempt from DVBE Subcontractor Participation Requirements in accordance with Board Policy B-39a because Offeror is a: | |
| <input type="checkbox"/> | Government Agency |
| <input type="checkbox"/> | Nonprofit Organization |
| <input type="checkbox"/> | Small Business Enterprise (SBE), pursuant to Board Policy B-53 State of California SBE Certification #: _____ |
| <input type="checkbox"/> | Veteran Owned Business (VOB), pursuant to Board Policy B-39a VOB status due to certification as a: <input type="checkbox"/> DVBE - State of California Certification #: _____ <input type="checkbox"/> VOSB - U.S. VA Certification #: _____ <input type="checkbox"/> SDVOSB - U.S. VA Certification #: _____ |

| DVBE Compliance (complete if Offeror claimed no exemption above) | |
|---|---|
| <input type="checkbox"/> | Offeror will self-perform 100% of the services. |
| <input type="checkbox"/> | Complete and attach DVBE Subcontractor Participation Plan |
| <input checked="" type="checkbox"/> | Complete and attach Documentation of Good Faith Effort (Optional if Offeror has met or exceeded the 3% DVBE Subcontractor Participation goal) |

Offeror must provide additional supporting documentation upon request.

THIS FORM SHALL BE SUBMITTED WITH BID ON THE DUE DATE

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES

DVBE SUBCONTRACTOR PARTICIPATION PLAN – REV. 1

Offeror: Jani-King of California, Inc. Offeror Representative: Dan Gifford

Project Title: _____

| ITEM NO. | DESCRIPTION OF WORK, SERVICE OR MATERIAL | NAME, ADDRESS, TELEPHONE NUMBER AND CERTIFICATION NUMBER OF CERTIFIED DVBE TO BE USED | DOLLAR AMOUNT TO BE PAID THIS DVBE |
|--------------------------------|--|---|------------------------------------|
| 1 | Janitorial | Name: Rashidah's Unique Broom-Rub Inc. | *TBD |
| | | Address: 2907 Shelter Island Drive #174, San Diego, CA 92106 | |
| | | Telephone #: 619-347-2434 Certification #: 1036981 | |
| 2 | Janitorial | Name: Aramo's Building Cleaning Services | *TBD |
| | | Address: 6712 Zane Court, San Diego, CA 92111 | |
| | | Telephone #: 858-268-8925 Certification #: 1739422 | |
| 3 | Janitorial | Name: Scott Marrone - Fast Maid Construction | *TBD |
| | | Address: 440 Chambers St. El Cajon, CA 92020 | |
| | | Telephone #: 619-749-6116 Certification #: 1754753 | |
| 4 | Janitorial | Name: Golden Pacific Maintenance Co, Inc. | *TBD |
| | | Address: 11852 Caneridge Road, San Diego, CA 92128 | |
| | | Telephone #: 858-442-1069 Certification #: 1018736 | |
| 5 | Janitorial | Name: JP Facility Services | *TBD |
| | | Address: 1595 Morena Blvd. San Diego, CA 92110 | |
| | | Telephone #: 858-356-2910 Certification #: 1578542 | |
| 6 | Janitorial | Name: San Carlos Cleaning Services | *TBD |
| | | Address: 6430 Gay Lake Ave, San Diego, CA 92119 | |
| | | Telephone #: 619-467-7088 Certification #: 1752253 | |
| TOTAL AMOUNT TO CERTIFIED DVBE | | | \$ |

Use additional sheets if necessary. Compute utilization on last sheet.

Sheet _____ of _____ (complete if submitting more than one sheet)

* To Be Determined

| COMPUTATION OF UTILIZATION AND COMPARISON WITH THE SUBCONTRACTOR PARTICIPATION GOAL | |
|--|---|
| $\frac{\text{Total Amount to Certified DVBE}}{\text{Total Bid/Proposal}} \times 100 = \text{Percent of Utilization}$ | Goal = 3% |
| _____ x 100 = _____ % | Submit Documentation of Good Faith Effort if goal is not met. |

THIS FORM SHALL BE SUBMITTED WITH BID ON THE DUE DATE

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES

DOCUMENTATION OF GOOD FAITH EFFORT- Page 1 of 2

A. List potential DVBEs that the Offeror solicited for participation in this contract along with dates. Use additional sheets if necessary.

| | Certified DVBE Firm | Date of Contact (Mail, Fax, Telephone, etc) | Responded (Yes/No) |
|-----|--------------------------|--|-----------------------|
| 1. | Antonio Balanza | 11/2/16 - Email | No |
| 2. | Taplin | 11/2/16 - Email | No |
| 3. | Mr. Rashidah | 11/2/16 - Email | No |
| 4. | Alicia Collier & N. Para | 11/2/16 - Email | No |
| 5. | Mr. Sacro | 11/2/16 - Email | No |
| 6. | Benjamin Florendo | 11/2/16 - Email | No |
| 7. | Charlie Thomas | 11/2/16 - Email | No |
| 8. | Michael & Girlie Saxour | 11/2/16 - Email | No |
| 9. | Robert Foster | 11/2/16 - Email | No |
| 10. | Mr. Mrs. Little | 11/2/16 - Email | No |
| 11. | Walter Crawford | 11/2/16 - Email | No |
| 12. | W.M. Brown & J.L Brown | 11/2/16 - Email | No |
| 13. | Willie Carter | 11/2/16 - Email | Yes |
| 14. | Mr. & Mrs. De Los Reyes | 11/2/16 - Email | Yes |
| 15. | | | |

Sheet 1 of 15 (complete if submitting more than one sheet)

B. DVBE Solicitations

Solicitation Sample:

Offeror must attach a sample of the solicitation sent to certified DVBE firms. If phone contact was made, document conversation: date, time, contact person, and business opportunities discussed.

THIS FORM SHALL BE SUBMITTED WITH BID ON THE DUE DATE

Dan Gifford

From: Dan Gifford
Sent: Wednesday, November 02, 2016 6:45 PM
To: 'thony3@yahoo.com'
Subject: DVBE Certification

Mr. Balanza,

I hope all is well with you. The reason for my email is to check to see if you are DVBE, meaning a Disabled Veteran Business Enterprise. We are bidding the two courthouse locations in downtown San Diego and would love your assistance if you are DVBE, we would like your participation. Please let me know if you are a disabled veteran. You can contact me by replying to this email or by calling me at 619-682-3400 extension 1800.

Thank you, Dan Gifford

Dan Gifford

From: Dan Gifford
Sent: Wednesday, November 02, 2016 6:44 PM
To: 'darren.taplin@tappmgllc.com'
Subject: San Diego County RFB

Good Afternoon Mr. Taplin,

My name is Dan Gifford. I am the Regional Director for Jani-King of California, Inc. San Diego. Currently we clean many of San Diego County's offices. As you may be aware, the county courthouses are out for bid. The county requires that 3% of the county contracts must utilize a DVBE. I understand that your company is a certified DVBE. Would you be so kind as to confirm this? Provided this is the case, I would like to potentially sub-contract a portion of our award, should we be awarded the RFB, to your company. Do you have staff that are county badge approved? If this is acceptable to you, could you provide me with the DVBE certified name and certification number? I will not know the size/amount until award but we can sit down and discuss when and if we receive notification of award.

Thank you, Dan

Dan Gifford | Regional Director of Development
Jani-King of California, Inc.
San Diego Region
O 619.682.3400 x1800 | E sdorsmjaniking.com



PGA

Official Cleaning Company of The PGA of America

Dan Gifford

From: Dan Gifford
Sent: Wednesday, November 02, 2016 6:44 PM
To: 'rashidah@akcommercialcleaning.com'
Subject: San Diego County RFB

Good Afternoon Mr. Rashidah,

My name is Dan Gifford. I am the Regional Director for Jani-King of California, Inc. San Diego. Currently we clean many of San Diego County's offices. As you may be aware, the county courthouses are out for bid. The county requires that 3% of the county contracts must utilize a DVBE. I understand that your company is a certified DVBE. Would you be so kind as to confirm this? Provided this is the case, I would like to potentially sub-contract a portion of our award, should we be awarded the RFB, to your company. Do you have staff that are county badge approved? If this is acceptable to you, could you provide me with the DVBE certified name and certification number? I will not know the size/amount until award but we can sit down and discuss when and if we receive notification of award.

Thank you, Dan

Dan Gifford | Regional Director of Development

Jani-King of California, Inc.

San Diego Region

O 619.682.3400 x1800 | E sdorsmjaniking.com



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Official Cleaning Company of The PGA of America

Dan Gifford

From: Dan Gifford
Sent: Wednesday, November 02, 2016 6:44 PM
To: 'acollier144@hotmail.com'
Subject: DVBE Certification

Dear Ms. Collier and Mr. Parra,

I hope all is well with you. The reason for my email is to check to see if you are DVBE, meaning a Disabled Veteran Business Enterprise. We are bidding the two courthouse locations in downtown San Diego and would love your assistance if you are DVBE, we would like your participation. Please let me know if you are a disabled veteran. You can contact me by replying to this email or by calling me at 619-682-3400 extension 1800.

Thank you, Dan Gifford

Dan Gifford | Regional Director of Development

Jani-King of California, Inc.

San Diego Region

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Official Cleaning Company of The PGA of America

Dan Gifford

From: Dan Gifford
Sent: Wednesday, November 02, 2016 6:44 PM
To: 'brennan.samantha@yahoo.com'
Subject: DVBE Certification

Mr. Sacro,

I hope all is well with you. The reason for my email is to check to see if you are DVBE, meaning a Disabled Veteran Business Enterprise. We are bidding the two courthouse locations in downtown San Diego and would love your assistance if you are DVBE, we would like your participation. Please let me know if you are a disabled veteran. You can contact me by replying to this email or by calling me at 619-682-3400 extension 1800.

Thank you, Dan Gifford

Dan Gifford | Regional Director of Development
Jani-King of California, Inc.
San Diego Region
O 619.682.3400 x1800 | E sdorsmjaniking.com



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Official Cleaning Company of The PGA of America

Dan Gifford

From: Dan Gifford
Sent: Wednesday, November 02, 2016 6:44 PM
To: 'jaminangel@cox.net'
Subject: DVBE Certification

Mr. Florendo,

I hope all is well with you. The reason for my email is to check to see if you are DVBE, meaning a Disabled Veteran Business Enterprise. We are bidding the two courthouse locations in downtown San Diego and would love your assistance if you are DVBE, we would like your participation. Please let me know if you are a disabled veteran. You can contact me by replying to this email or by calling me at 619-682-3400 extension 1800.

Thank you, Dan Gifford

Dan Gifford | Regional Director of Development

Jani-King of California, Inc.

San Diego Region

O 619.682.3400 x1800 | E sdorsmjaniking.com



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Dan Gifford

From: Dan Gifford
Sent: Wednesday, November 02, 2016 6:44 PM
To: 'charlesth@cox.net'
Subject: DVBE Certification

Mr. Thomas,

I hope all is well with you. The reason for my email is to check to see if you are DVBE, meaning a Disabled Veteran Business Enterprise. We are bidding the two courthouse locations in downtown San Diego and would love your assistance if you are DVBE, we would like your participation. Please let me know if you are a disabled veteran. You can contact me by replying to this email or by calling me at 619-682-3400 extension 1800.

Thank you, Dan Gifford

Dan Gifford | Regional Director of Development

Jani-King of California, Inc.

San Diego Region

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Dan Gifford

From: Dan Gifford
Sent: Wednesday, November 02, 2016 6:43 PM
To: 'saxourmg@cox.net'
Subject: DVBE Certification

Mr. Saxour,

I hope all is well with you. The reason for my email is to check to see if you are DVBE, meaning a Disabled Veteran Business Enterprise. We are bidding the two courthouse locations in downtown San Diego and would love your assistance if you are DVBE, we would like your participation. Please let me know if you are a disabled veteran. You can contact me by replying to this email or by calling me at 619-682-3400 extension 1800.

Thank you, Dan Gifford

Dan Gifford | Regional Director of Development

Jani-King of California, Inc.

San Diego Region

O 619.682.3400 x1800 | E sdorsmjaniking.com



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Official Cleaning Company of The PGA of America

Dan Gifford

From: Dan Gifford
Sent: Wednesday, November 02, 2016 6:43 PM
To: 'robertfosteris@gmail.com'
Subject: DVBE Certification

Mr. Foster,

I hope all is well with you. The reason for my email is to check to see if you are DVBE, meaning a Disabled Veteran Business Enterprise. We are bidding the two courthouse locations in downtown San Diego and would love your assistance if you are DVBE, we would like your participation. Please let me know if you are a disabled veteran. You can contact me by replying to this email or by calling me at 619-682-3400 extension 1800.

Thank you, Dan Gifford

Dan Gifford | Regional Director of Development
Jani-King of California, Inc.
San Diego Region
O 619.682.3400 x1800 | E sdorsmjaniking.com



Dan Gifford

From: Dan Gifford
Sent: Wednesday, November 02, 2016 6:43 PM
To: 'sunyatalittle@cox.net'
Subject: DVBE Certification

Mr. and Mrs. Little,

I hope all is well with you. The reason for my email is to check to see if you are DVBE, meaning a Disabled Veteran Business Enterprise. We are bidding the two courthouse locations in downtown San Diego and would love your assistance if you are DVBE, we would like your participation. Please let me know if you are a disabled veteran. You can contact me by replying to this email or by calling me at 619-682-3400 extension 1800.

Thank you, Dan Gifford

Dan Gifford | Regional Director of Development

Jani-King of California, Inc.

San Diego Region

O 619.682.3400 x1800 | E sdorsmjaniking.com



PGA

Official Cleaning Company of The PGA of America

Dan Gifford

From: Dan Gifford
Sent: Wednesday, November 02, 2016 6:36 PM
To: 'thamaracrawford@yahoo.com'; 'waltercrawford@rocketmail.com'
Subject: DVBE Certification

Mr. and Mrs. Crawford,

I hope all is well with you. The reason for my email is to check to see if you are DVBE, meaning a Disabled Veteran Business Enterprise. We are bidding the two courthouse locations in downtown San Diego and would love your assistance if you are DVBE, we would like your participation. Please let me know if you are a disabled veteran. You can contact me by replying to this email or by calling me at 619-682-3400 extension 1800.

Thank you, Dan Gifford

Dan Gifford | Regional Director of Development

Jani-King of California, Inc.

San Diego Region

O 619.682.3400 x1800 | E sdorsmjaniking.com



PGA

Official Cleaning Company of The PGA of America

Dan Gifford

From: Dan Gifford
Sent: Wednesday, November 02, 2016 6:36 PM
To: 'wimabr@hotmail.com'
Subject: DVBE Certification

To W.M. Brown and J.L. Brown,

I hope all is well with you. The reason for my email is to check to see if you are DVBE, meaning a Disabled Veteran Business Enterprise. We are bidding the two courthouse locations in downtown San Diego and would love your assistance if you are DVBE, we would like your participation. Please let me know if you are a disabled veteran. You can contact me by replying to this email or by calling me at 619-682-3400 extension 1800.

Thank you, Dan Gifford

Dan Gifford | Regional Director of Development
Jani-King of California, Inc.
San Diego Region
O 619.682.3400 x1800 | E sdorsmjaniking.com



PGA

Official Cleaning Company of The PGA of America

Dan Gifford

From: Dan Gifford
Sent: Wednesday, November 02, 2016 6:36 PM
To: 'williecarter21@gmail.com'
Subject: DVBE Certification

Mr. Carter,

I hope all is well with you. The reason for my email is to check to see if you are DVBE, meaning a Disabled Veteran Business Enterprise. We are bidding the two courthouse locations in downtown San Diego and would love your assistance if you are DVBE, we would like your participation. Please let me know if you are a disabled veteran. You can contact me by replying to this email or by calling me at 619-682-3400 extension 1800.

Thank you, Dan Gifford

Dan Gifford | Regional Director of Development
Jani-King of California, Inc.
San Diego Region
O 619.682.3400 x1800 | E sdorsmjaniking.com



PGA

Official Cleaning Company of The PGA of America

Dan Gifford

From: Dan Gifford
Sent: Wednesday, November 02, 2016 6:36 PM
To: 'dianecdldr@cox.net'
Subject: DVBE Certification

Mr. and Mrs. Delosreyes,

I hope all is well with you. The reason for my email is to check to see if you are DVBE, meaning a Disabled Veteran Business Enterprise. We are bidding the two courthouse locations in downtown San Diego and would love your assistance if you are DVBE, we would like your participation. Please let me know if you are a disabled veteran. You can contact me by replying to this email or by calling me at 619-682-3400 extension 1800.

Thank you, Dan Gifford

Dan Gifford | Regional Director of Development

Jani-King of California, Inc.

San Diego Region

O 619.682.3400 x1800 | E sdorsmjaniking.com



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JANI-KING OF CA, INC. - SDO

Printed By: dgifford

Franchisee Information

11/3/2016
10:44:16 AM

| | | | | | |
|---------------------|---|----------------------|----------------------|--------------------------|-------|
| Fran No: | 181304 | Print Report: | Y | Charge Back: | Y |
| Name: | M. HAMLETT, LLC | | | | |
| Address: | 6580 SPRINGFIELD STREET | | | | |
| City: | SAN DIEGO | State: | CA | Zip: | 92114 |
| Phone: | (619) 316-1824 | Cell: | <input type="text"/> | | |
| Contact: | MICHAEL HAMLETT | | | | |
| Email: | <input type="text" value="michael.hamlett_2010@yahoo.com"/> | | | | |
| Sign Date: | 7/6/2001 | Plan Type: | E-7 | | |
| Royalty: | 10 | BP: | 7.85 | Acct & Admin: | 3 |
| Advertising: | 1.5 | | | | |
| Tech Fee: | 2.5 | | | | |

DBVE

JANI-KING OF CA, INC. - SDO

Franchisee Information

11/2/2016
8:17:24 PM

Printed By: twparker

| | | |
|--|-----------------------------------|----------------------------|
| Fran No: 181521 | Print Report: Y | Charge Back: N |
| Name: WJ CARTER, LLC | | |
| Address: 36924 SILK TREE COURT | | |
| City: WINCHESTER | State: CA | Zip: 92596 |
| Phone: (951) 764-6267 | Cell: <input type="text"/> | |
| Contact: WILLIE CARTER AND LAVORIS CARTER | | |
| Email: <input type="text"/> | | |
| Sign Date: 3/24/2011 | Plan Type: E20-V | |
| Royalty: 10 | BP: 7.85 | Acct & Admin: 5 |
| Fee: 0 | Advertising: 1 | Tech |

**COUNTY CONTRACT NUMBER RFB 7589
SAMPLE AGREEMENT WITH [CONTRACTOR'S NAME] FOR
JANITORIAL SERVICES
SECTION C – SAMPLE CONTRACT**

SIGNATURE PAGE

AGREEMENT TERM. This Agreement shall be effective this 1st day of January 2017 (“Effective Date”) and end on June 30, 2017 (“Initial Term”) for a total Agreement period of 6 months.

OPTION TO EXTEND. The County’s option to extend is for one increments of four year(s) each for a total of 4 years beyond the expiration of the Initial Term, not to exceed June 30, 2021 pursuant to Exhibit C Payment Schedule. Unless County notifies Contractor in writing, not less than thirty (30) days prior to the expiration date that they do not intend to renew the Agreement; the Agreement will be automatically renewed for another year.

Options To Extend For One To Six Additional Months At End Of Agreement. County shall also have the option to extend the term of this Agreement in one or more increments for a total of no less than one (1) and no more than six (6) calendar months at the discretion of the County Purchasing and Contracting Director. Each extension shall be effected by written notice delivered to Contractor no less than fifteen (15) calendar days prior to expiration of any Agreement term.

The rates set forth in Article 4, Exhibit C, or other pricing section of this Agreement shall apply to any option exercised pursuant to this option clause unless provision for appropriate price adjustment has been made elsewhere in this Agreement or by Agreement amendment. All payments are subject to “Availability of Funds.”

COMPENSATION: Pursuant to Exhibit C, County agrees to pay Contractor a sum of XXXXX (\$XXXX) for the initial term of this Agreement and XXXXX (\$XXXXX) for each of the XXX one year option periods, for a maximum Agreement amount of _____ (\$XXXXX), in accordance with the method of payment stipulated in Article 4. It is understood that the parties will meet and confer on the contract price if adjustments are made to the scope of work for an extension of the term or terms. These discussions shall not obligate either party to make a requested adjustment to the scope of work or price except as otherwise set forth in this Agreement, nor shall it relieve either party of its obligations under the Agreement.

COR. The County has designated the following individual as the Contracting Officer’s Representative (“COR”)

Name and Title
Address
Address
Phone, FAX and email

CONTRACTOR’S REPRESENTATIVE. The Contractor has designated the following individual as the Contractor’s Representative.

Name and Title
Address
Address
Phone, FAX and email

IN WITNESS WHEREOF, County and Contractor have executed this Agreement effective as of the date first set forth above

COUNTY OF SAN DIEGO

[CONTRACTOR NAME]

By: _____
JOHN M. PELLEGRINO, Director
Department of Purchasing and Contracting

By: _____
Name and Title

Date: _____

Date: _____

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION C, EXHIBIT A- STATEMENT OF WORK – REV. 1

STATEMENT OF WORK

It is the intent of the County to enter into a Janitorial Service Contract with a Contractor who shall, with his own staff employees, provide the required services. The County is now soliciting a Request for Bid to provide janitorial services for the New Central Courthouse Facility and Hall of Justice Facility for an initial 6-month period, starting date January 1, 2017 through June 31, 2017, with four (4) additional one-year County options in the areas identified herein. Services provided under this contract, at the option of the County, may be renewed for up to four (4) additional one-year periods, and extended up to six (6) months after the contract term. Should the County exercise all options and extensions, the contract end date would be December 31, 2021. Facilities shall have a specific number of staff requirement and maintained daily. These can be found under LOCATION AND BUILDING CLEANING REQUIREMENTS.

Contractor shall be responsible and required for maintaining the minimum staffing/hours daily to meet the terms of the Custodial Services Contract and to complete all terms and conditions, daily tasks requirements and periodic tasks requirements. Contractor not meeting the minimum staffing/hours and or minimum quality score of 90% will result in a payment deduction and or may result in termination for default for the facilities. Contractor shall be required to have additional staffing of five additional staff to the minimum required in facilities to replace and maintain the minimum staffing requirements due to emergencies, vacation leave, sick leave, disability leave, bereavement leave, maternity leave and or resigning, etc.; additional staffing shall have the same hours as minimum staffing required; no split shifts, part time, change of hours and or days, etc. All custodial staffing shall work eight hours each five days per week unless indicated for the facilities, no exceptions to this requirement and all custodial staffing shall arrive on time (prompt) to begin their services without any delays and not leave the facilities prior to end of their shift. Custodial staff shall not leave the facilities to service other facilities outside of County custodial services contract. The facilities as specified in section 4.0 requires a specific minimum number of staff/hours to be maintained daily. These staffing levels/hours need to be maintained to meet the terms and conditions of the contract. Custodial staff includes a specific number of floor crew consisting of three or more persons and as stated in section 4.1 dedicated to floors and carpets providing these tasks simultaneously.

State of Emergency or Declared Critical Event

The County of San Diego, and on order from the County of San Diego's Authorized Designee or COR, Contractor's representative shall be notified to mobilize contractors staff assigned to the Department of General Services (DGS) contract and redeploy to designated facilities, as directed. It is understood that during a declared emergency, or a County of San Diego declared critical event, identified facilities may be closed and may or may not require service during the event. Other designated facilities may become emergency control centers and may require special measures, to include up to 24-hour services. Pricing for emergency services will be at the rate stated in the pricing schedule.

GENERAL REQUIREMENTS

1.1 Contractor Provided Items:

1.1.1 Contractor shall provide completely all labor, materials, supervision, transportation, all new equipment, (no used equipment allowed in Superior Court Facilities) and supplies necessary to maintain the facilities in a clean and sanitary condition in accordance with the County standards, conditions, and

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION C, EXHIBIT A- STATEMENT OF WORK – REV. 1

methods as well as approval/disapproval of all personnel set forth herein. **Contractor shall not submit any additional invoices and or charges for the above items to the County, Facilities and or Department.** The County shall have the right to approve or reject the cleaning methods, materials, supplies and equipment to be used by the Contractor. Contractor shall provide only new vacuum cleaners equipment certified by the Carpet and Rug Institute; CRI Green Label Hepa-Filtration type vacuum cleaners with sound level of less than 70 decibels (dba). New Vacuum cleaners that are label as being CRI Green Label Hepa-Filtration by manufacture will only be permitted in facilities. (No used vacuum cleaners) Prior to commencement Contractor will provide documentation verifying on the use of CRI Green Label Hepa- Filtration vacuum cleaners and Certified by the Rug Institute. Preferable vacuums are ProTeam vacuums; Line Vacer Hepa/ULPA, QuietPro BP Hepa, and ProForce 1500 Hepa. Bag vacuum cleaners, back pack vacuums and or non CRI Green Label Hepa-Filtration type vacuum cleaners are not permitted in the facilities nor are bag vacuums label Certified by the Rug Institute not permitted in the facilities. No propane buffers are to be used in the Facilities. New High speed buffers are required in the facilities. Contractor shall provide and be required to have on site certified green seal/eco logo and documentation on (all new equipment) buffers, shampoo extractors, power washer equipment, wet/dry vacuums and large rider automatic scrubber equip/machines with brushes and squeegee for large/wide hallways/lobbies to be used and completed on all service days. All janitorial equipment shall be new and not used. All vacuumed cleaners will be required to be replaced once per year. Contractor shall provide documentation on all new equipment. The court facilities will require more than one rider automatic scrubber equip/machine (3ea), shampooers for small areas and spot cleaning (3ea) heavy duty shampooers for large and wide area cleaning (3ea), portable spotter extractors ;(Tennant R3. 3ea) and high speed buffers, and rider high speed buffer (3ea), wet/dry vacuums (4ea), Power Washer (1). Rider Sweeper (1). Contractor shall provide vacuum cleaners, mop buckets, trashcans, janitorial carts, mops, etc. in each janitorial closet of each floor. All floors in each janitorial closet will be equipped with these janitorial items. If the floor does not have a closet and or room big enough, the nearest floor shall accommodate the janitorial items.

The Contractor custodial staffing shall carry appropriate communication devices to respond within ten (10) minutes while servicing within the facilities. All supervisors/manager, key custodial staff, all day custodial staff, floor crews, restroom cleaners and those custodial staff requested by Contract Specialists should be available by appropriate communication devices upon request. These facilities consist of 39 floors between the two facilities and custodial staff must be reachable throughout the day should staff need services such as emergency and or requesting services. Custodial staff shall not use their personal cell phones and or smart phones to conduct any custodial services while on site. Two way radios may not operate efficiently in lower levels, the basement and or areas of the facility. Key custodial staff is Supervisors, Manager, restroom cleaners, floor crew, and any other custodial staff requested by the Contract Specialist. Prior to commencement Contractor will provide documentation verifying those custodial staff on the use of appropriate communication devices. All custodial staff is required to wear disposal gloves and proper uniforms at all times while providing custodial services in Superior Court Facilities. (Face masks shall be available to custodial staff upon request).

- 1.1.2. Supplies shall include, but not be limited to, sanitary napkins, 2-ply toilet tissue (only), seat covers, chemicals, clear plastic liners, white paper towels (only), paper cups, hand sanitizers, disinfectant wipes, hand soap, portable hand soap, etc. and be acceptable to the County. All cleaning products shall be properly labeled. (Recycle paper products are encouraged to be used as approved by the County). Contractor shall provide rubber/disposable gloves, which will be worn at all times by all staff while servicing Superior Court Facilities and bleach/acid and or products containing bleach/acid are not to be

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION C, EXHIBIT A- STATEMENT OF WORK – REV. 1

used or stored in Superior Court Facilities. Contractor shall be in compliance with this requirement. Staff may request Antimicrobial lotion soap.

CONTRACTOR SHALL USE 100 % OF GREEN SEAL OR ECO LOGO CERTIFIED PRODUCTS, SUPPLIES AND ALL EQUIPMENT THAT ARE AVAILABLE ON THE MARKET IN ALL FACILITIES FOR THE INITIAL TERM PERIOD AND ALL OPTION YEARS. PRIOR TO COMMENCEMENT CONTRACTOR WILL PROVIDE DOCUMENTATION VERIFYING THE USE OF GREEN SEAL/ECO LOGO CERTIFIED PRODUCTS, SUPPLIES AND EQUIPMENT IN ALL FACILITIES FOR EACH TERM PERIODS. CONTRACTOR SHALL BE IN COMPLIANCE WITH THIS REQUIREMENT PRIOR TO THE START OF JANITORIAL SERVICE CONTRACT.

1.1.3. MATERIAL SAFETY DATA SHEETS (MSDS) shall be provided to the Contracting Officers Representative (C.O.R.) for all products used by the Contractor within the first thirty- (30) days of contract start date. Copies shall be kept in log books in all facilities,

1.2. SERVICES TO BE SUPPLIED BY THE COUNTY

1.2.1. The County will supply to the Contractor light, power, and water for the cleaning of the facilities under the terms of this contract.

1.2.2. The County will provide lockable spaces for Contractor's supplies and equipment. The County shall not be responsible for the Contractor's supplies, materials or personal belongings that may be damage, lost or stolen.

1.2.3. All trash/recycle shall remain the property of the County. The County will provide designated spaces, bins, cans or locations where the vendor will deposit recycle/trash. Disposal of trash/recycle from these designated locations will be the responsibility of the County.

1.3. RESPONSIBILITY FOR DAMAGE

1.3.1. The Contractor shall repair and restore to its original condition any Superior Court property damaged by his operations at no cost to the Superior Court. This includes all furniture, tile floors, terrazzo floors, ceramic floors, various types of flooring, walls, doors, moldings, etc; and all carpeted areas. Contractor shall be responsible for damage caused by his/her staff to personal property of Superior Court employee's.

1.3.2. All materials, supplies and equipment used by the Contractor shall be suitable for the job and not harmful to the surfaces on which they are used.

1.4. WORKING HOURS

1.4.1. Hours of janitorial services shall be between 6:00am and 5:00pm Monday through Friday unless otherwise stated per facility. Hours/Days are subject to change by Superior Court liaison and or Sheriff Department liaison.

1.4.2 COURT FACILITIES

Except as otherwise specified all daytime work under this contract shall be performed for Superior Court Facilities from the hours of 6:00 AM to 5:00 PM Monday through Friday, not including designated County Holidays, Court Holidays, Furlough Days, Etc; unless authorize by facility Sheriff

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Department. Access to Superior Court Facilities at times other than above including after hours and or weekends shall be scheduled with the C.O.R. and authorize by Sheriff's Department. In Superior Court Facilities where multiple departments are present contractor shall provide janitorial services on Court Holidays, furloughs days, etc; from 6:00am to 5:00pm. Hours are subject to change.

County Holidays:

New Year's Day
Martin Luther King's Birthday
Presidents' Day
Cesar Chavez Day
Memorial Day
4th of July
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving Day Holiday
Christmas Day

Superior Court Holidays

Lincoln's Birthday
Columbus Day
Court furlough Day

1.5. SUPERVISION / MANAGER ONLY

- 1.5.1. Contractor shall provide and maintain supervision only for all janitorial staff in the facilities, (no Lead personnel) Supervision shall consist but not limited to the following:
- 1.5.2. Supervisors shall plan, schedule and assign work to all janitorial staff.
- 1.5.3. Supervisors shall conduct inspections to review work in progress, and to ensure completion. This includes all requests by facility staff and or liaison.
- 1.5.4. Supervisors/Manager shall ensure Security of facility are met and comply with safety regulations.
- 1.5.5. Supervisors shall direct various cleaning methods such as dusting, trash pickup, vacuuming, buffing, stripping, scrubbing, waxing, sweeping, damp mopping, dust mopping, shampooing, etc.
- 1.5.6. Supervisors/Manager shall enter and maintain periodic tasks in janitorial logbook, sign off periodic completion and check supply levels.
 - 1.5.6.1 Supervisors/Manager shall respond to questions, concerns, complaints and requests from facility occupants.
 - 1.5.6.2 Supervisors/Manager shall carry smart phones and respond within 10 minutes when called by designated site contacts, office liaison, C.O.R. and or Contract Specialist.
 - 1.5.6.3 Supervising is the action, process, or occupation of oversight: a critical watching and directing activities or a course of action. Working supervisors and or lead person (s) do not fulfill this requirement. Contractor shall not have supervisors performing janitorial services; such as operating janitorial equipment, assisting janitorial staff, performing janitorial tasks, etc. Manager shall oversee all operations/services and or daily/periodic tasks and be available to respond to questions, concerns, complaints and requests from facility occupants.

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1.5.6.4 Contractor shall have only assigned Supervisors and Managers to supervise and manage the facility (no lead personnel) mentioned in this janitorial service contract. Those assigned to these classifications are to be classified at all times and not switch unless it's a disciplinary action and or voluntary demotion.

1.6. PLAN OF OPERATION

1.6.1. Within the first sixty (60) days the Contractor shall provide a written plan of operation. The plan of operation shall be typed and contained in a one inch three ring binder with the Company name on the spine and cover of the binder.

1.6.2. The plan shall contain the following information;

Section 1 Table of Contents.

Section 2 Facilities to be serviced.

Section 3 Staff's names smart phone numbers, email addresses, and assignments.

Section 4 Name, phone number, smart phone number and email address of the individual who will function as the On-Site Representative (OSR) for the firm. This section will include the OSR's authority to contractually bind the firm, duties with respect to monitoring and training of staff, and authority over staff.

Section 5 Product lists with MSDS (Material Safety Data Sheets) forms attached.

Section 6 Training - Safety - Security - County Procedures

This section will include complete information as to the date of training, subject, who was trained and who did the training on the following subjects:

A. The safe and correct use of products and equipment consistent with manufacturer's instructions. Safety training will be consistent with Cal-OSHA requirements as set forth in SENATE BILL NO. 198.

B. Security procedures for each facility including those items contained in Section D, paragraph 5. Help Line in the event of an emergency.

C. County Procedures, this training shall include the County's Policy on Drugs and Alcohol in the work place contained in the Terms and Conditions of this contract.

Section 7 Schedules - This section will contain the detailed schedules for the performance of all monthly and annual services required under this contract.

Section 8 This section will contain a photograph of the company uniforms, log books and equipment such as only CRI Green Label Hepa-Filtration Vacuum Cleaners, Large/Small Scrubbing Floor Machines (Auto Scrubbers), High Speed Buffers (Burnishers), Shampoo Extraction Machines, Carpet Spotter Extraction Machines, Wet/Dry Vacuum Cleaners, Sweeper Machines, Carpet Dryer Blowers, Pressure Washers, Janitorial Carts, Mop Bucks, Safety Cones & Signs, Tilt/Tub Trucks, Rider Sweeper, Etc.

1.7. CLEANING SPECIFICATIONS

1.7.1. General Standards

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- 1.7.1.1 INTENT. It is the intent of the County that all premises be maintained at the highest standard of cleanliness. These specifications are intended to establish an acceptable level of service. Cleaning frequencies are established as general guidelines; they are not to be construed as absolute. **All items not specifically included but found to be necessary to properly clean the buildings, shall be included as though written into this Statement of Work; such as vacuuming, damp mopping, buffing, sweeping, dusting, refilling supplies, detail/additional cleaning, shampooing, waxing, staffing levels, etc.**
- 1.7.1.2 Clean. **The term "clean" includes, but is not limited to, the complete removal of trash, recycle, dirt, leaves, dust, lint, webs, marks, stains, spots, spillages, graffiti, odors, film, gum, grease, tar, paint, etc. or cleaning product residue.**
- 1.7.2. **STORMWATER**
- 1.7.2.1. It is the intent of the County to reduce or eliminate runoff pollution and non-storm water discharge at all facilities. Best Management Practice is to be observed in accordance with the County's Jurisdictional Runoff Management Plan.
- 1.7.2.2 **Best Management Practices (BMP's)**. BMP's are efforts to control or eliminate sources of pollution. Contractor examples include proper emptying of mop buckets, removal of litter from hardscaped areas and entryways, and maintenance of clean dumpster enclosure areas.
- 1.7.2.3 **Non-authorized discharges**. Contractor may not discharge water, mop bucket solutions, cleaning solutions, or liquids of any kind on storm water hardscaped surfaces without the express permission of the Building Maintenance Supervisor or Contract Specialist.
- 1.7.2.4. **Storm water hardscape** is any surface in a conveyance system that conveys storm water runoff from the property. Examples includes, but are not limited to, parking lots, sidewalks, and other paved walkways, patios (including interior courtyards), concrete or asphalt pads, etc.
- 1.7.2.5 Clean is define as the removal of litter including; cigarette butts, gum wrappers, gum, spills, trash, debris, leaves, pine needles, twigs, branches, aggregates (small stones, gravel, liquids, powders, etc. to make surfaces or areas free of foreign matter.
- 1.7.2.6 The term "**At all times**" is defined as the regular days and hours of scheduled service.
- 1.7.2.7 The Contractor will implement the following specified BMP's at all times:
- 1.7.2.8 **Trash dumpsters**. Lids shall be kept closed at all times. Contractor shall inspect all dumpsters and promptly report the following; damaged or missing lids, overfilled dumpsters that prevent lids from closing properly, dumpsters that are damaged or missing plugs, and dumpsters that are leaking shall notify the building maintenance staff or the Contract Specialist. Dumpster enclosure areas shall be kept clean at all times.
- 1.7.2.9 **Cardboard boxes**. All cardboard boxes must be broken down before disposal in recycle dumpsters. Cardboard boxes may not be deposited next to dumpsters. Any cardboard boxes in dumpsters shall be removed and broken down and replace in dumpsters).
- 1.7.2.10 **Storm drain inlets**. Contractor shall maintain all storm drains inlets in a clean condition.
- 1.7.2.11 **Use of water and cleaning agents**. Water or cleaning agents shall not be deposited on any parking lots, hardscaped surface, or in any storm water drain. Contractor shall dispose of wastewater and other solutions in an appropriate wastewater drain such as: mop basin, floor drains and toilets.

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- 1.7.2.12 **Spills.** All spills on storm water conveyance systems (parking lots, hardscaped surfaces, swales, etc.) must be contained and cleaned up immediately. Spills too large for immediate clean up must be reported immediately to building maintenance.
- 1.7.2.13 **Non-authorized discharges (ND's).** "ND's" are define as spills that enter the storm drain inlet. Contractor shall report any ND immediately to Building Maintenance staff or Contract Specialist. Contractor shall utilize spills kits to prevent ND's.
- 1.7.2.14 **Clarifications.** If any uncertainties exist regarding BMP's contractor is to seek clarifications from Building Maintenance Supervisor or Contract Specialist.
- 1.7.2.15 **Training.** Storm water training will be available, at no cost, at The Department of General Services. Training will cover basic storm water awareness and relevant components of the County's Jurisdictional Urban Runoff Management Plan, and will take approximately two hours. Contractor is responsible for providing storm water training to all employees. Contractor shall also provide employee training documentation when requested.

1.8. SAFETY

- 1.8.1. The Contractor shall be responsible for complying with all applicable safety and health regulations, including, but not limited to, California Code of Regulations (CCR) Title 8, Section 3202, and General Industry Safety Orders.
- 1.8.1.1 Such orders required employers to establish, implement, and maintain an effective injury and illness prevention program (IIPP). The Contractor's IIPP must contain elements that ensure compliance with CCR Title 8, Section 5193, "Blood Borne Pathogens," and Section 5194, "Hazard Communication." **The Contractor's IIPP must be submitted in writing within 30 days of contract start date.**
- 1.8.1.2 Contractor's staff working in designated County facility known to contain asbestos must have asbestos awareness training in accordance with CCR Title 8, Section 5208 and 1529. Training shall be consistent with EPA training requirements for local education agency maintenance and janitorial staff as set forth in Code 40 of the Federal Regulations (CFR) 763.92(a)(1). **Documentation that the Contractor's staff has received such training must be received within 30 days of contract start-date.**
- 1.8.1.3 Contractor's engaging in the restoration of water damage in County facility shall comply with "Procedural Standards for Professional Water Damage Restoration" outlined by the Institute of Inspection, Cleaning and Restoration Certification (IICRC) in their publication. "Water Damage Restoration Standard and Reference Guide," S500-94. This publication is currently available, at a cost plus handling fee from CRC, 2715 East Plain Mill Blvd., Vancouver, Washington, 98661 (phone: 360/693-5675). **Costs and fees are subject to change at any time.** The successful bidder will be required to have a copy of this publication and a general understanding of the S500-94 cleanup procedures within 30 days of contract start date. Prior to commencement Contractor will provide documentation verifying copy of Water Damage Restoration Standard and Reference Guide," S500-94.
- 1.8.1.4 The Contractor's staff shall not place or use mops, brooms, vacuum cleaners, carts, or any equipment in traffic areas, entrances and or other locations in any manner that would create safety hazards. The Contractor's staff shall provide and place appropriate and sufficient warning signs for wet or slippery floor areas, such as those caused by cleaning or floor finish in operations and or on raining days in lobbies of large facilities. Cones are not to be used as warning signs. Warning/caution signs shall be at least thirty seven inches high; signs smaller than these are not acceptable; carpeted mats shall be provided at the request of facility liaison and or Contract Specialist. General safety requirements

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(manufacturer's recommendations, drying methods, etc.) shall be complied with for all products and all methods used in carrying out this contract.

1.8.1.5 All cleaning equipment (such as vacuums, buffers, cords, mops, buckets, carts, etc.) shall be properly maintained as to promote safety. (Equipment found to be used; defective, damaged or hazardous shall be removed from facility). Gasoline operating equipment and gas containers are not allowed inside any County and or Superior Court Facilities. All gasoline containers are to be kept off County property and or kept in acceptable approved storage container/locker with approval of on site Maintenance Supervisor. The County shall have the right to approve or reject the cleaning methods, materials, supplies and all equipment to be used by the Contractor.

1.9. TRAINING

1.9.1. The Contractor shall ensure that all employees are trained in generally accepted cleaning practices. Such practices shall include but not be limited to the proper operation of power cleaning equipment (such as floor care equipment), the proper use and handling of chemical products (such as cleaners, strippers, sealers and waxes), and the proper cleaning methods for building materials such as ceramic tile, vinyl, terrazzo, wood, metal, concrete, and glass. Highly scented objectionable or odoriferous cleaners shall not be used. All janitorial staff shall be required to have at the minimum of three years' experience in floors tasks and general janitorial services. Contractor shall provide documentation on all experience staff when requested. The County shall have the right to approve or reject cleaning products and equipment. It shall be the contractors' responsibility for all of his/her staff be familiar with this contract and its requirements such as daily and periodic tasks and meets all terms and conditions as stated in this janitorial service contact.

1.9.2. All employees working in accordance with this contract shall be certified for safety training by a County-approved training organization.

1.10. GENERAL CLEANING-ALL SERVICE DAYS. (DAILY).

1.10.1. Trash Pick-Up and Removal Daily. Contractor shall remove trash more often when requested by staff liaison and or Contract Specialist.

1.10.2. Contractor shall empty all waste receptacles inside and out (including wastebaskets, trashcans, urns and boxes (if labeled "trash", etc) if the service day should fall on a County holiday and the vendor does not service the facility on a holiday trash pick-up shall be done the next business day. All waste receptacles shall be returned to their original place. News papers, magazines, paper cups, aluminum cans, etc; outside of trash receptacles, on window ledges, floors, benches, seats, etc; in public hallways/reception areas are to be removed.

Court Facilities: In Superior Court Facilities all trash removal to begin after 8:00am and throughout the day, during afternoon breaks/recess and prior to 5:00pm all trash in employee's lounges/break rooms, all public/employee's restrooms, jury lounges, lobbies, and hallways will be emptied daily. (Check with office liaison on times) and before leaving facilities. Boxes and or stacks of items not labeled trash are not to be removed.

1.10.3. Contractor shall ensure all waste receptacles/lids are maintained in a clean and odor-free condition including office areas. Clean plastic liners are required daily in all employee's lounges, public dining areas, public areas, lobbies, outside trash cans, restrooms, and any other areas designated by facility liaison and or contract monitor. Spills, stains, smudges, etc; are to be cleaned on waste receptacles/lids

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daily. All waste receptacles in cubicles, work stations, personal desks, etc; clear liners shall be clean and odor-free.

- 1.10.4 Contractor shall remove all trash and waste to a designated central location (e.g. dumpster or compactor) for disposal. If in doubt, set aside material and ask for direction from the Contract Specialist. Contractor shall ensure all dumpsters/ compactors are to remain closed/locked at all times and dumpster/compactor area or enclosure shall be clean at all times. All cardboard is to be broken down before emptying into dumpsters/compactors. Tubs, trash barrels, flat carts, janitorial equipment, etc; are not to be left unattended in public areas, doorways, lobbies, reception areas, etc.
- 1.10.5. Contractor shall be responsible for the transport of all recyclables such as Mixed Paper, Plastic/Glass, Cardboard, Aluminum Containers etc; from designated bins inside Court Offices and or other departments to designated location containers/dumpsters daily, contractor shall ensure recyclables dumpsters/containers are to be locked at all times. Contractor is advised and caution bins may be heavy and more than one person may be needed to transport bins to containers/dumpsters. Bins are to be emptied prior to being filled so as to prevent any injuries. (Individual desk recycle containers may be touched per request and confidential containers are not to be touched and or disturbed and only provide clean liners and or cleaned when requested; clean liners may be requested for designated bins in County Offices; unless instructed by COR and or Contract Specialist.

1.11. General Cleaning Responsibilities All Service Days.

- 1.11.1. Contractor shall clean throughout the shift all furniture, such as vacuum/spot clean completely all fabric stationary and movable chairs, benches, couches, and clean counters and cabinets, moldings, door frames, furniture legs, arms rest, (furniture includes: desks, tables, reading tables, conference room tables, interview room tables, chairs, windows, and reception area partitions) on all service days. (Daily). In Gym areas all exercise equipment shall be sanitize (using disinfectant wipes and or *Verilux Clean Wave Sanitizing Wand) daily. Tops of personal desks are not to be touched or disturbed unless requested by staff and or office liaison. Office and or personal equipment and appliances are not to be touched or disturbed. Display cases, wall pictures, statues, art sculptures, personal items, etc; are not be touched and or disturbed unless requested by office liaison. These items may need special cleaning products and equipment. *Verilux Clean Wave Sanitizing Wand is highly recommended due to its UV-C light technology to sanitize surfaces and proven to eliminate up to 99% of germs, viruses, mold, dust mites & flea eggs, E.coli, influenza A, MRSA, odor causing bacteria, etc.
- 1.11.2. Contractor shall clean throughout the shift all ledges and horizontal surfaces on all service days. (Daily)
- 1.11.3. Contractor shall spot clean throughout the shift for finger marks, smudges, graffiti, gum, dirt buildup, and/or accumulation around light switches, doors, door handles, door jams, door frames, metal trim, push plates, kick plates, baseboards, counters, moldings, walls, all ceiling and wall vents, partitions, blinds, ceiling or shelf fans, elevators walls/tracks, and doors, escalators walls, foot plates and hand rails, window ledges, etc. All cleaning of door handles, knobs, push plates, door frames, counters, light switches, exercise equipment, etc.; are to be sanitized with a **germicidal detergent/product and or using disinfectant wipes or Verilux Clean Wave Sanitizing Wand** on all service days. (Daily). All graffiti on all surfaces such as walls, doors, ceilings, moldings, dispensers, light fixtures, alarm fixtures, etc; are to be removed as much as possible daily.
- 1.11.4. Contractor shall clean throughout the shift all interior glass partitions, inside exterior glass, mirrors, interior doors, entrance glass doors, etc.; sinks, basins, fixtures, and related counter tops, chrome stands on all service days. (Daily) **Whiteboards in public areas are to be cleaned. (Daily)**

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1.11.5 Sanitize, wash and polish all drinking fountains throughout the shift all service days. (Daily)
Outside lights and or light fixtures and walls around facility shall be cleaned and or power washed for webs, dust, dirt, bird droppings, graffiti, etc; when requested by facility liaison and or Contract Specialist at no cost to the County.

1.12 GENERAL FLOOR SUPERIOR COURT FACILITIES

1.12.1 Contractor shall maintain all floors in such a manner as to promote longevity and safety upon completion of work; all floors shall be left in a clean, high luster shine, orderly and safe condition on all service days. Contractor shall notify staff liaison for times to complete this tasks. **Court Facilities: Contractor shall use a high speed buffing machines and auto scrubbers for large/wide lobbies and hallways (Rider scrubber/sweeper is required) and to be completed prior to start of business hours on all service days. (Daily).**

1.12.2. The Contractor shall remove and replace furniture as required to perform the work, exercising necessary safety practices to prevent damage to County property and return to proper place. **Facility or office liaison shall be notified prior to any floor waxing/shampooing and for staff to remove any personal items from floor areas to be waxed or shampooed.**

1.12.3 Floor finish is understood to be a preservative and a safety measure. Finish shall be applied only to appropriate areas free of residual dirt and build-up. Floors are not to be left unfinished after stripping/scrubbing. At all times, resilient tile floors shall pass a slip resistance test with County-approved measuring equipment. All floor finish shall be of a non-slip resistance type used on all floors and classified by Underwriters Laboratories as slip resistant with a rating of minimum 0.5. Contractor will provide documentation verifying on the use of all sealers and waxes meeting slip resistant rating of minimum 0.5. All Terrazzo floors will require Scotch guard Stone Floor Protector certified by the National Floor Safety Institute (NFSI); Contractor will provide documentation verifying on the use. Terrazzo floors shall be buffed with 3M Trisect Diamond HX Disc for high gloss daily. Only assigned terrazzo floors may be buffed and or stripping/scrubbing at frequency set by office/facility liaison and or Contract Specialist. All floor products for maintaining terrazzo floors shall meet all green Seal/LEED requirements.

Court Facilities: It is essential and required the contractor maintain a separate floor crews for each of the following tasks; shampooing, stripping, scrubbing, waxing and for buffing all tile/terrazzo daily during business hours. The floor crews shall be performing these tasks simultaneously and this applies to weekends, court holidays, and or on work furloughs days. All hard floors and or carpeted areas shall be stripped or scrubbed waxed and or sealed and or carpet shampooed when requested by office liaison or Contract Specialist. Arrangements are to be made with the facility/office liaison and Contract Specialist prior to shampooing and or stripping and waxing during business hours in court facilities. Contract Specialist and or Facility Liaison must verify this task each time the contractor completes this task. There are areas that will need to be completed on weekends, court holidays and or on work furloughs days. These are after hours that will need to be schedule and authorized by the Sheriff Department. The following areas shall be required in the facilities and completed once per month; lobbies, public/employee's hallways, courtrooms, lounges, jury lounge, cafeteria/dining areas, all restrooms, reception areas, exercise areas and areas not able to complete during business hours, etc; and or any areas requested by facility liaison and or assign by Contract Specialist.

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13. TILE, TERRAZZO, HARD FLOORS, ETC; COURT FACILITIES

- 13.1 Contractor shall sweep to remove loose dirt, dust, trash, and other material and damp mop all floor areas on all service days. All floors are to be completely damp mopped daily and damp and or wet floors are not to be left unattended.

Court Facilities: All floor areas shall be completed prior to start of business hours on all service days. (Daily) All first (1st) floors, ground floors, public/employee's hallways, holding tank areas, jury lounge and any other areas requested by the Sheriff and facility liaison shall be cleaned prior to 7:00am and or earlier on all service days. The outside entrances, walkways, sidewalks, etc; will need to be cleaned with a rider automatic scrubber/sweeper during business hours and or prior to business hours (Daily). The hours are to be coordinated with facility liaison and or Contract Specialist. Most all offices, courtrooms, lobby's, hallways, reception areas etc; tile shall be damp mopped and a rider automatic scrubbed prior to 7:00am and 8:00am. A janitorial staff member shall be present until floors are completely dry and safe to walk on. In multifold hallways; it is essential that Hallways are completely dry prior to moving to next hallways for damp mopping and or rider automatic scrubbed. All terrazzo floors will require special cleaning meeting green Seal/LEED requirements. All floor products for maintaining tile/terrazzo floors shall meet all green Seal/LEED requirements.

- 1.13.2 Contractor shall spot clean all hard surface floors for (Spillages, stains, gum, candy, etc.) throughout the shift on all service days. (Daily)

- 1.13.3 Contractor shall spray-buff and maintain all resilient tiles to high luster at the same schedule as set forth in paragraph 1.10. On all service days. (Daily) Apply a new coat of finish as needed and or requested by facility liaison and or Contract Specialist. Arrangement is to be made to complete these tasks on all service days; (Daily). **Propane buffers are not to be used in any facility, high speed buffers are required.** Contractor shall post sufficient safety signs indicating slip hazards and/or wet floor when buffing, damp mopping, scrubbing, stripping and waxing. Cones are not to be used as a safety sign as stated in paragraph 1.8.1.5.

1.14. CARPETS; COURTS FACILITIES

- 1.14.1 Contractor shall completely vacuum all carpeted floors including carpet mats, under all desks, tables, behind doors, along edges, inside/outside door mats, etc. completely on all service days. (Daily)

Superior Court Facilities: All carpeted floors shall be vacuumed completely from 6:00am through 8:00am and or earlier. All 1st floor public/employee's hallways, offices, ground floors, jury lounge, children waiting areas and any other areas shall be cleaned/vacuumed completely prior to 7:00am on all service days. Courtrooms and some offices will need to be vacuumed again during recess, lunch breaks and or when requested by staff. Hours of vacuuming are subject to change. Business Offices shall be vacuumed prior to 8:00am and or earlier on all service days. Time is subject to change; most all floors/offices, courtrooms, lobby's reception areas etc; shall be vacuumed prior to 7:00am and 8:00am.

- 1.14.2 Contractor shall use only CRI Green Label Hepa-Filtration Type and Certified by the Rug Institute vacuum cleaners. Bag vacuum cleaners, back pack vacuums and or non CRI Green Label Hepa-Filtration type vacuum cleaners are not to be in any facilities. Contractor will provide documentation verifying on the use of all new CRI Green Label Hepa- Filtration and Certified by the Rug Institute vacuum cleaners.

- 1.14.3 Contractor shall spot clean all carpeted floors and carpet mats completely for spillages, spots, stains, gum, candy, etc; all to be removed. Carpet portable spotters are required; contractor shall maintain three (3) operable carpet spotters at all times and is essential that the contractor make every effort to remove all spillages, spots, gum, and candy, etc; either by spotting and or shampooing by extraction. (Daily).

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NEW CENTRAL COURTHOUSE & HALL OF JUSTICE: Spot cleaning carpets will be done during business hours on all service days.

- 1.14.4 **Contractor** shall shampoo all carpeted areas by steam cleaning extraction method and or spin bonnet at the discretion of the Contract Specialist and or office/facility liaison. Proper shampooing shall result in a carpet free from all types of airborne soil, dry dirt, and water/petroleum soluble soils. Scotch guard shall be applied upon request by facility liaison and or Contract Specialist. Deodorize and or sanitize may be requested by facility liaison and or Contract Specialist. A clean carpet shall be uniform in appearance when dry and vacuumed. The Contractor shall repair and or restore to its original condition any carpeted areas damaged by his operation at no cost to the County. It is essential and required that the Contractor maintain a separate floor crews for shampooing by either steam cleaning extraction method and or spin bonnet at the discretion of the Contract Specialist. New Heavy duty shampooers are required in all facilities and will require more than two machines in court facilities.

Upholstery cleaning/shampooing will be at the request of facility/office liaison at no charge to the County.

Court Facilities: Shampooing, stripping and buffing; shall require the contractor to maintain a separate floor crews performing each of these tasks simultaneously during business hours, weekends, court holidays and or work furloughs days. Separate floor crews are define as several two or more man crews shampooing, stripping/waxing and buffing; all performing at the same time in different areas of the facility. It is essential and required that the contractor complete as much floor tasks on the days Courts are closed. Daily tasks are not to be completed during weekends, court holidays and or work furloughs. The facility liaison may request carpet and hard floor tasks at times other than scheduled.

1.15 REQUIREMENTS FOR ALL ENTRANCES, PARKING LOTS/STRUCTURES, PATIO AREAS, COURTYARDS AND TRASH ENCLOSURE/COMPACTOR AREAS:

- 1.15.1 Contractor janitorial staff shall clean (pick up papers, leaves, trash, dirt, broken glass, food, food wrappers, gum, dust, bird droppings, cigarette butts and other conspicuous trash) outside stairways, entranceways, walkways/public sidewalks, planter areas, planter boxes/areas, courtyards, walls, fences, storm drains, trash enclosures, dumpster/compactor areas and curbs (from door to street and/or parking lots), perimeters of facility and patios/courtyards daily. These areas are to be kept clean in appearance at all times. Front, rear, side entrances and patio/courtyards areas are to be cleaned prior to start of business hour and maintained cleaned in appearance at all times. All gum, candy, stains, spills, etc; are to be removed daily. Contractor is advised and cautioned that these areas are at times used by homeless people and leave areas in a hazardous condition such as feces, urine, blood, vomit, bad odor, etc; that will need special cleaning with a germicidal cleaner, therefore special precautions on the part of the contractor's staff are required. Contractor shall use a power vacuum sweeper and blower and all dumpsters/compactors are to remain closed/locked at all times. Power washing will be at the request of Contract Specialist and or facility liaison. (This maybe require daily at no cost to the County). Storm water practices are to be followed as stated in article 1.7.2.1. A CRI Green Label rider sweeper and or walk-behind sweeper vacuum with dust control are required.
- 1.15.2 Contractor shall clean all parking lots and parking structures daily, pick up papers, trash, leaves, dirt, broken glass, food, food wrappers, paper cups, cigarette butts and other conspicuous trash, this includes along walls, fences, curbs, storm drains, behind wheel stops, driveways, parking structures, streets within the site, etc.

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- 1.15.3 Contractor shall clean large/wide entrances, patios and walkways/sidewalks with automatic scrubber equip with brushes and squeegee on all service days. (Daily) These areas are identified by the Contract Specialist and or Facility Maintenance Supervisor.
- 1.15.4 Contractor shall sweep to remove loose dirt and other material on all service days. (Daily)
- 1.15.5 Contractor shall damp mop all patio areas, stairs and clean all patio tables, urns and benches on all service days. (Daily) Note: these areas will need additional cleaning throughout the day.
- 1.15.6 Contractor shall clean all entrance mats, waste receptacles and maintain odor- free condition. Clear Plastic liners are required daily. Contractor shall inspect and clean all stairwells on all service days and remove all obvious debris. These areas/items will need additional cleaning throughout the day.
- 1.15.7 Contractor shall clean all stairwells/steps. (Sweep & Damp Mop or Vacuum) on all service days. (Daily)
- 1.16. **DAILY RESTROOMS, SHOWERS AND HOLDING TANKS CLEANING REQUIREMENTS:**

All public and employee restrooms are to be completely cleaned daily.

Court Facility restrooms shall be completely cleaned during business hours and contractor will post signs indicating CLOSED FOR CLEANING in doorways. Contractor staff is to direct staff and public to nearest restroom for usage when restrooms are closed for cleaning. Communicating with courtesy and manners shall be practice when speaking with the public and or staff. In addition to full and complete cleaning service of all public and employee's restrooms, the janitorial staff shall service all restrooms at 10:00am, 1:30pm and prior to ending shift 5:00pm. Restrooms may require to be cleaned thoroughly more often and or when requested by staff/liaison. All first (1st) floor public and employee's restrooms and Jury Lounge restrooms shall be cleaned prior to 7:00am on all service days. (Daily) and serviced throughout the day on times mentioned above and may require to be cleaned thoroughly more often and or when requested by staff/liaison. At all times two janitorial staff shall clean all restrooms throughout the day. All janitorial staff shall wear gloves at all times while performing these tasks.

All specific holding tanks are to be completely cleaned prior to 7:00am and or when requested by the Sheriff's Department on all service days. Holding tanks may require to be cleaned thoroughly more often and or when requested by the Sheriff's Department. A third shift may be required with required staffing and schedule by the Sheriff Department due to the holding tanks areas needing service prior to occupying the holding tank earlier than 6:00am. Scheduling is subject to change.

- 1.16.1 **FIXTURES:** Contractor shall clean all restroom commodes, toilet seats, urinals, lavatories, bathtubs, shower areas, baby changing tables, etc., with a germicidal detergent/product. This includes all holding cells areas control by the Sheriff Department. Contractor shall maintain germicidal detergent/product in all facility janitorial closets. Bleach/acid and or products containing bleach/acid are not to be used or stored in any Superior Court Facility. Contractor shall be in compliance with this requirement.
- 1.16.2 Contractor shall remove encrustation, stains, scale, deposits, and build-up inside and outside of toilet bowls, urinals and sinks. All toilet seats are to be cleaned completely. Contractor shall rinse and polished all fixtures, and piping. Flat scented urinal screens mango scented, strawberry, and or melon mist deodorants shall be used in all urinals only and changed the first of every month. All waterless urinal cartridges replacement shall be completed every month or at the discretion of the Contract Specialist and a log to be kept on changes of urinal cartridges and flat scented urinal screens mango scented, strawberry and or melon mist deodorants. Waterless urinal cartridges and flat scented urinal screens may need to be replaced more often depending on volume of usage. Highly scented disinfectants, objectionable or

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odoriferous cleaners shall not be used. The County shall have the right to approve or reject deodorants and or any cleaning products. All replacement urinal cartridges are considered supplies and the contractor is responsible for ordering and purchase as part of this contract.

- 1.16.3 Contractor shall sweep floors to remove loose dirt, gum, trash, stains, spills, and other material on all service days. (Daily)
- 1.16.4 Contractor shall damp mop all floors using a germicidal product solution on all service days. (Daily)
- 1.16.5 Contractor shall rinse all floors and flush drains with clear water on all service days. (Daily)
- 1.16.6 Contractor shall clean all baseboards, walls, grout, edges and corners on all service days. (Daily). This includes all showers walls.
- 1.16.7 Contractor shall SPRAY-BUFF ALL RESILIENT TILE FLOORS TO HIGH LUSTER SHINE ON ALL SERVICE DAYS (During Business Hours in Court Facilities) AND APPLY A NEW COAT OF FINISH AS NEEDED OR REQUESTED BY FACILITY LAISON AND OR CONTRACT SPECIALIST.
- 1.16.8 Contractor shall maintain at all times, all floors in such a manner as to promote longevity and safety

1.17 SUPPLIES/ALL DISPENSERS

- 1.17.1 Contractor shall completely refill all dispensers such as paper towels, white only, 2-ply toilet tissue only, seat covers, soap, portable hand soap, hand sanitizers and sanitary napkin dispensers, and clean all dispensers on all service days. (Daily) No extra or used supplies such as toilet paper, towels, seat covers, soap dispensers, etc; shall be stocked or left in the area of dispensers, counter tops, sinks and or toilets; contractor shall comply with this requirement. Facility liaison and or staff requesting extra supplies/dispensers are to notify Contract Office to request additional dispensers. All dispensers are not to be left half full or less; all dispensers shall be filled daily. All dispensers in restrooms, lounges, jury rooms, conference rooms, etc; found to be less than half filled will be considered insufficient. (No printed products are allowed in facilities and correct supplies shall be use in proper dispensers); Antibacterial soap and or hand sanitizers may be requested by facility liaison and or contract specialist.

Contractor shall ensure the day janitorial staff service all public and employee's restroom's, lounges, jury rooms, conference rooms, etc; this includes restocking all dispensers, emptying all trashcans, cleaning counter tops, sinks and mopping spills at 10am, 1:30pm, and prior to ending of shift (5:00pm). Restrooms may need additional service depending on usage and or requested by facility liaison. These times periods are subject to change by facility liaison and or Contract Specialist. Holding cells, and Jury deliberation rooms that are secured are to be serviced when requested by the Sheriff and or Court personnel. All first floor public/employee's restrooms, jury lounge and holding cells are to be completely serviced prior to 7:00am and or when requested by Sheriff and or Court personnel on all service days. (Daily).

Holding cells areas, these areas are secured areas and controlled by the Sheriff's Department. Therefore may require servicing prior to 6:00am and or after 5:00pm and hours are subject to change at the Sheriff's Department request. Contractor shall provide required staffing to complete the Sheriff's Department request.

1.18 OTHER REQUIREMENTS:

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1.18.1 Contractor shall clean throughout the shift all restroom dispensers, mirrors, partitions, doors, door handles, door jams, push plates, kick plates, all fixtures and piping, all walls, moldings, all ceiling and wall vents, etc., shelves, furniture, trim, baseboards, etc., in all restrooms and adjacent lounge areas on all service days. **(Daily)** All door handles, push plates and partition doors throughout the facilities are to be cleaned with a germicidal product on all service days. (Daily)

1.19 **FINISHING TOUCHES**

1.19.1 Contractor shall restore all furniture, wastepaper baskets, etc., to their original position.

1.19.2 Contractor shall report all maintenance-related problems to the C.O.R. Reportable items shall include but not limited to:

- Burned-out lighting in hallways, closets, or offices, which will affect the ability to clean.
- Dripping or running faucets.
- Leaking fixtures (such as commodes and urinals).
- Continuously or long-running flush-o-meters.
- Inadequate or non-flushing flush-o-meters.
- Carpet tears that pose a trip hazard.
- Loosened floor tiles.
- Cracked or broken windows.
- Door locking problems.
- Clogged toilets, sinks or leaking sinks

1.19.3 Contractor shall leave janitor closet/sink clean, neat and orderly; this shall include all vacuum cleaners, buffers, mops, mop buckets, roll carts, trash containers, dust mops and brooms etc.

1.19.4 Contractor shall notify Department of General Services (DGS) help line at (619) 578-6262 for after business hours and weekends for issues such as leaking gas, running and or leaking water, flooding, power outages, facility not able to secure due to broken door and or window, etc. In the event of a life threatening emergency the contractor shall instruct staff to use the standard operating procedure for emergency response; **CALL 911.**

1.20 **APPLICATION**

These specifications apply only to property of the Superior Court of County of San Diego.

2.0 **ALL PERIODIC TASKS AND SERVICES SHALL BEGIN AT THE DISCRETION OF THE CONTRACT SPECIALIST.**

The contract specialist will assign and or requested by facility liaison all periodic tasks and services of areas to be completed. A schedule will be required and copies will be kept in logbook to be sign off by Manager/Supervisor only as set forth in paragraph 1.5 item 1.5.6. All schedules are not to be removed from logbook and or altered. Changes in schedule are to be submitted three (3) days prior to completion and authorized by Contract Specialist only.

Periodic Tasks and Services for some areas of Court Facility shall be completed during business hours and arrangements are to be made through facility liaison and or Contract Specialist. Those areas that are

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not able to be completed during business hours contractor will need to complete tasks on weekends and or furlough days between the hours of 7:00am and 5:00pm with authorization of the Sheriff Department. Hours are subject to change. The facility liaison/office manager shall be notified prior to any periodic tasks. Upon completion, all periodic tasks and services specifically shall be verified by facility/office liaison and or Contract Specialist and logged into the service request log.

All carpets and hard surface floors tasks are to be completed simultaneously. No daily tasks are to be completed on Saturdays. At this time one Saturday every month and two Saturdays every other month for the court facilities are being authorized. Weekends and furloughs are subject to change. Contractor shall submit a written schedule showing exact dates for weekend's periodic tasks and services. Facility liaison may request additional carpet and hard floor tasks.

The following areas shall be required and completed once per month; lobbies, public/employee's hallways, restrooms, courtrooms, lounges, children's waiting rooms, cafeteria/dining areas, reception areas and areas not able to complete during business hours, etc; and or any areas requested by facility liaison and or assign by Contract Specialist. Failure to be completed and or acceptable will result in a payment deduction of 20% or higher on outstanding invoices.

2.1 WINDOW WASHING: ANNUALLY TO BE PERFORMED DURING THE FIRST SIXTY DAYS OF THE CONTRACT PERIODS.

Contractor shall completely wash all windows inside and outside (this includes outside screens, ledges, extended ledges/containers, catwalks, skylights and awnings). This shall include the complete removal of foreign matter on windows, all ledges, catwalks, skylights, screens, and awnings (all tar, paint, bird droppings, graffiti, dust, dirt, webs, leaves, twigs, tape, etc. All high-rise (defined as any building of two stories or more) exterior windows shall be cleaned by a sub-contractor professional window-cleaning firms inside and outside. The professional window-cleaning firms (only a professional window-cleaning firm outside of the janitorial firm shall be used); shall be acceptable and satisfactory to the County. Janitorial staff are not required and or allowed to completely clean inside of windows. Janitorial staff shall spot clean only inside windows as stated in article 1.11.4 page 9. Some facilities may require scissor lift/special equipment to complete tasks). Also professional/subcontractor is subject to security clearances and contract monitor shall be notified of name of professional window cleaning firm. The Contractor shall repair and restore to its original condition any County property or equipment damaged by his operation at no cost to the County. Prior to cleaning exterior/interior glass the facility liaison and Contract Specialist shall be notified and a schedule will be provided. Contractor shall not use own equipment and janitorial staff to clean windows, frames, ledges and awnings; only a professional window-cleaning firm outside of the janitorial firm shall be used. Windows may need to be completed on weekends due to prevent interference with the public. Contract Specialist and or Facility Liaison must verify this task each time the contractor completes it. Additional cleaning may be requested by Facility Maintenance Supervisor, Liaison and or Contract Specialist at no additional cost to the County. Failure to complete during the first sixty days of the contract periods and or be acceptable will result in a payment deduction of 20% or higher on outstanding invoices even if quality controls score is above 90%).

3.0 REQUIRED HOURS AND STAFF IN COURTS

Required Hours/Staff for janitorial services are from 6:00am to 5:00pm in Court Facilities and or as stated shall be defined as the minimum number of direct labor hours/staff necessary to perform daily, periodic and monthly tasks as specified in this solicitation. Supervision services performance and others, such as high-rise window washing, annual tasks are in addition to the Required Hours/Staff. These required hours/staff are not an option; failure to provide them as specified constitutes a material

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breach of this contract. Contractor staff is not to be in the Court Facilities after 5:00pm without prior authorization from Sheriff Department. Hours are subject to change and may require service after 5:00pm and or before 6:00am.

3.1 SIGN-IN LOGS AND LOG BOOK

Contractor shall provide and maintain a sign-in service request log for the facility. This Log shall note the exact time of arrival and departure of all contractors' staff and this includes floor crews, window cleaners and /or Contract Specialist request for services. Janitorial staff, Floor crews, Supervisors and Manager titles & names will be indicated on sign in/out sheets for each facility. Janitorial staff is not to sign in/out for other staff; each janitorial staff will sign in/out their own name and time. The sign in/out logs may be viewed by the Sheriff Department and or any Law Enforcement Agency. These logs will be part of inspections of meeting staff requirement levels for both facilities and all janitorial staff members need to be signed in/out and be consisted and legible. Contractor, Managers and Supervisors shall be responsible for maintaining all logbooks. The Contractor's manager/supervisors (only) shall sign off on all completed requests. All entries are to be legible in all log books. A separate log book for all periodic tasks shall be used by Contractor's supervisors/manager and shall verify completion of each tasks and specific areas completed by signing and dating the periodic service log. Also copies of the contract (RFB) and MSDS shall be kept with logbook in janitorial services office. These logbooks are to be kept neat, orderly, and legible and are not to be removed from facility or altered. **Contractors wishing to make copies of sign in/out logs shall notify Contract Specialist prior to making any copies; all log books and or pages are not to be removed from facilities. Contractor failure to be in compliance with log book documentation and or log book administration may result in contract termination.**

3.3 SUPPLIES & EQUIPMENT

Contractor shall maintain ten (10) day stock of restroom supplies in the janitorial closets on all floors at the facilities for the term of this contract. Contractor shall not remove (10) day stock of restroom supplies from the facility once the contract terminates. (Some areas of the facilities may not have a closet or room for ten day supply, therefore the nearest floor shall accommodate ten (10) day stock of restroom supplies and equipment). Janitorial closets are to remain locked at all times; as part of Security in the facilities, contractor shall be responsible for securing all janitorial closets doors. Janitorial closets access is not to be blocked by janitorial equipment, supplies, etc. All janitorial closets in all floors of the facility shall have and maintain an approve CRI Green Label Hepa-Vacuum Cleaners and have a trashcan and mop buckets/mops. **CONTRACTOR SHALL USE 100 % OF GREEN SEAL OR ECO LOGO CERTIFIED ALL PRODUCTS, SUPPLIES AND ALL EQUIPMENT THAT ARE AVAILABLE ON THE MARKET IN THE FACILITY FOR THE INITIAL TERM PERIOD AND ALL OPTION YEARS. DOCUMENTATION SHALL BE PROVIDED VERIFYING THE USE OF GREEN SEAL/ECO LOGO CERTIFIED PRODUCTS, SUPPLIES AND EQUIPMENT IN THE FACILITY FOR EACH TERM PERIODS. CONTRACTOR SHALL BE IN COMPLIANCE WITH THIS REQUIREMENT.**

3.4 INVOICES

All invoices are net thirty days and will not be processed prior to thirty days. Upon receipt of an acceptable invoice, payment for services received shall be made monthly in accordance with County standard terms. An invoice must be issued for each lot and itemized by facility. Invoices without this proper information will be returned.

3.5 UNIFORMS (REQUIRED)

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Uniforms are defined as clean long or short-sleeved (No sleeveless, No smocks and or apron type, No tank tops, No printed shirts, No vests, No V-neck shirts, No sweat shirts and or No t-shirts) shirt with collar worn with matching pants (No mid-calf, No Bermuda shorts or No short pants and or mismatch pants) accompanied by shoes that cover the entire foot (shoes, slippers, and or sandals with open toe or exposed heel are not acceptable). Matching pants, shirt, Jackets/Windbreakers, with collar shall be worn. The shirt and jackets/windbreakers shall have the company name located in a conspicuous location. (Caps and or sun visors are optional and must match uniform). All uniforms above are to be of same color/style and in good condition. Contractor's staff shall not be in different color/style of uniform in different areas of the facility nor shall staff wear coats, sweaters, and or other clothing covering uniforms. Managers/supervisors may wear different style of shirt as identifiable as manager/supervisors. Contractor shall provide and be responsible for all of the above uniforms and attire worn by all janitorial staff in good condition. New uniforms are to be issued once per year and within thirty days of option periods and or requested by Contract Specialist. All janitorial staff at all times shall be neat and clean in appearance. Janitorial staff not properly wearing uniform and or neat clean will not be tolerated and dismissed from facility. County issued photo identification cards are to be worn on the uniform (visible at all times) while each employee is conducting their services/working in the Court Facilities. The contractor shall be responsible and ensure that all employees are in compliance with the uniform/Id's requirements contained in this contract. The Contractor is advised that failure to fully comply with this requirement may result in payment reduction and or termination for non-compliance. Contractor shall provide photograph of uniforms for all janitorial staff prior to the start of contract start date.

3.6 ENGLISH FLUENCY/PROFICIENT REQUIREMENT

- 3.6.1 Fluency/Proficient will be defined as the ability to communicate (speak, read and understand) in English.
- 3.6.2 The Contract Specialist staff shall review the language skills of all persons required to be fluent & proficient in English skills. The criteria shall be the individual's ability to read aloud the specifications (Exhibit A of this contract) and explain the application of these requirements. It's essential all janitorial staff be able to communicate with staff and the general public and able to read and understand English.
- 3.6.3 Failure to comply with this requirement is a material breach of the contract, and may result in the termination for default.
- 3.6.4 All persons assigned to the Court Facilities will be required fluency/proficient in English skills and shall be approved by the Contract Specialist staff prior to assignment.

3.7 JURY DELIBERATION ROOMS/ACCESS CARDS- SUPERIOR COURT FACILITY

- 3.7.1 Access to these rooms will be controlled by the Sheriff Office. Service and supplies will be provided at the request of the Sheriff. Entry into Jury Deliberation Rooms at times other than those directed by the Sheriff or signs marked Do Not Enter Jury Deliberating shall result in the following:
- The cancellation of the I.D. Card for the employee(s) involved.
 - Subject the employee(s) to criminal prosecution.
 - Subject the Contractor to the liability for all cost associated with a mistrial should one be declared.

Contractor staff I.D. Card; badge access are for the exclusive use of the individual(s) named and pictured on the badge. The wearer will not escort, loan or bring any other individual(s) into restricted areas and or County Facilities. Contractor shall be in compliance with this requirement. Failure to be in compliance is considered a breach of security and may result in the termination for default.

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4.0 CONTRACTORS STAFF REQUIREMENTS

Contractor shall be responsible for maintaining the minimum staffing/hours to meet the terms of the Custodial Service Contract and to complete all terms and conditions, daily tasks requirements and periodic tasks requirements. Contractor not meeting the minimum grand total of staffing/hours and or quality score of 90% will result in a payment deduction and or may result in termination for default for the facilities. Contractor shall have additional staffing (five additional staff to the minimum required) in the facilities to replace and maintain the minimum staffing requirements due to emergency, vacation leave, sick leave, disability leave, bereavement leave, maternity leave, and or resigning, etc.; additional staffing shall have the same hours as minimum staffing required; no split shift, part time, change of hours and or days, etc.). All custodial staffing shall arrive on time (prompt) to begin their services without any delays and not leave the facility prior to end of their shift. Custodial staff shall not leave the facility to service other facilities outside of the County custodial services.

- 4.1 Superior Court Facilities:** The contractor shall maintain a minimum of ten (10) floor crew members in each facilities including a non-working supervisor in each of the facilities eight hours per staff members for a total of (11) staff members in each facility for a grand total of (22) janitorial staff members to perform carpets and hard floor care services for the facilities. All periodic tasks and services are once per month on Saturdays and twice per month on Saturdays every other month for weekend periodic tasks between the hours of 7:00am and 5:00pm. All custodial staff shall sign in/out in log book. All carpets and hard surface floors are to be completed simultaneously and logged. No daily tasks are to be completed on weekends.

Additionally contractor shall provide rubber and or disposable gloves and proper uniforms, which will be worn at all times by all janitorial staff while servicing all facilities.

5.0 LOCATION CLEANING REQUIREMENTS

Location #1 - New Central Courthouse 1100 Union Street/appr.525,606 square feet

The New Central Courthouse requires and contractor shall maintain a total of sixty (60) working janitorial staff members Monday through Friday from 6:00am to 5:00pm daily. All janitorial staff shall report to the facility liaison/Sheriff daily. **(This includes five (5) additional working janitorial staff = 65; see last sentence highlighted below)**. It is essential that all janitorial staff arrive on time (prompt) to begin their services without any delays and not leave the facility prior to end of their shift. Fifty (50) of the (65) working janitorial staff shall start at 6:00am to 3:00 pm eight hours per staff member and a second shift of five (5) working janitorial staff members will start at 8:00am to 5:00pm eight hours per staff member. In addition to the sixty five (65) working janitorial staff; two (2) non- working supervisors and one (1) manager are required in an eight hour shift daily. The manager hours shall be 8:00am to 5:00 pm and one supervisor from 6:00am to 3:00 pm and one supervisor from 8:00 to 5:00pm. All shifts include a (1) one hour lunch. Manager hours are subject to change per Superior Court Liaison and or Contract Specialist. Manager and Supervisors are not part of the total janitorial staff but are required. Additionally contractor shall provide a floor crew of ten (10) working janitorial staff member which shall be part of the total (65) janitorial staff; eight hours per staff member 6:00am to 3:00 pm dedicated to carpets and floors periodic tasks, other tasks assigned, and buffing all tile floor areas daily. These hours are subject to change due to some areas may not be accessible and or some floor crew staff may be scheduled to 5:00pm and or before 6:00am. Tile/carpet tasks may need additional staff to complete and or when requested by Contract Specialist. All janitorial staff shall be required to have at the minimum of three years' experience in floors tasks and general janitorial services. Contractor shall provide documentation on all experience staff when

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requested. The janitorial office shall have one (1) clerical person from 7:00am to 4:00pm; Supervisors/Manager only shall provide breaks/lunch for the clerical person. The janitorial services office is not to be unattended and or leave prior to 5:00pm. It is essential that the janitorial services office always be attended from 7:00am to 5:00pm. Person assigned for the janitorial services office found to be not in compliance with this requirement shall be dismissed from the facility. Manager/Supervisors shall respond to all occupant requests for any services, emergencies, concerns, questions, etc. Clerical person shall note all incoming calls such as requests for any services, emergencies, concerns, question, etc.; are to be logged in log book. Contractor's Manager and Supervisors shall ensure all daily tasks are completed as set forth in paragraph 1.10 thru 3.6.1 and shall meet all terms and conditions identified and be in compliance with these requirements as stated in the janitorial services contract. Sixty five (65) working janitorial staff, Two (2) Non-Working Supervisors, One (1) Manager and One (1) Clerk shall be required to maintain the minimum; for a grand total of sixty nine (69) janitorial staff in the facility daily.

This facility requires a minimum acceptable quality score of 90%.

Location # 2 - Hall of Justice 330 West Broadway/appr.379,050 square feet

The facility requires and contractor shall maintain a total of twenty five (25) working janitorial staff members Monday thru Friday from 6:00am to 5:00pm. The janitorial staff shall report to the facility liaison/Sheriff daily. **(This includes five (5) additional working janitorial staff = (30); see last sentence highlighted below).** It is essential that all janitorial staff arrive on time (prompt) to begin their services without any delays and not leave the facility prior to end of their shift. Twenty four (24) of the (30) working janitorial staff shall start at 6:00am to 3:00 pm eight hours per staff member and a second shift of three (3) working janitorial staff member will start at 8:00am to 5:00pm eight hours per staff member. In addition to the thirty (30) working janitorial staff one (1) non-working supervisor from 6:00am to 3:00 pm are required in an eight hour shift daily. Additionally the contractor shall provide a floor crew of three (3) working janitorial staff members which shall be part of the total (30) janitorial staff; eight hours per staff member from 6:00am to 3:00 pm dedicated to carpets and hard floor tasks and buffing all tile floor areas daily. All shifts include a (1) one hour lunch. These hours are subject to change due to some areas not being accessible and or some floor crew staff may be scheduled to 5:00pm and or before 6:00am. Tile/carpet tasks may require additional staff to complete the tasks and or when requested by Contract Specialist. All janitorial staff shall be required to have at the minimum of three years' experience in floors tasks and general janitorial services. Contractor shall provide documentation on all experience staff when requested. Contractor's manager and supervisors shall ensure all daily tasks are completed as set forth in paragraph 1.10 thru 3.6.1 and shall meet all terms and conditions identified and be in compliance with these requirements. **Thirty (30) working janitorial staff and one (1) non-working supervisor, to maintain the minimum; for a grand total of thirty one (31) janitorial staff in the facility daily.**

This facility requires a minimum acceptable quality score of 90%.

The above facilities shall require one non-working supervisor in Hall of Justice (HOJ) and two non-working supervisors at the New Central Courthouse (NCC). Shifts at HOJ will be 6:00am to 3:00 pm. Shifts at (NCC) will be 6:00am to 3:00 pm and 8:00am to 5:00pm in both facilities. A third shift may be schedule by the Sheriff Department due to the holding tanks areas needing service prior to occupying the holding tank areas; schedule is subject to change. Manager shift shall be 8:00am to 5:00pm and hours are subject to change per Superior Court Liaison and or Contract Specialist. The Janitorial Services Office at NCC will be the main office for all janitorial services for both facilities HOJ & NCC. Therefore it is essential that the Janitorial Services Office be attended from 7:00am to 5:00pm. This office shall be kept neat, clean, orderly and attended at all times and shall have a clerical person from 7:00am to 4:00pm;

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Supervisors/Manager shall provide breaks/lunch break for the clerical person. The Janitorial Services Office is not to be unattended and or leave prior to 5:00pm. A supervisor will attend the office from 4:00pm to 5:00pm. Person assigned for the office found to be not in compliance with this requirement shall be dismissed from the facility. The contractor shall ensure that his/her staff be in compliance with maintaining the janitorial services office attendance, neat, clean, and orderly at all times. Manager/Supervisors shall respond to all occupant requests for any services, emergencies, concerns, questions, etc. Clerical person shall note all incoming calls such as requests for any services, emergencies, concerns, question, etc.; are to be logged in log book. Contractor's Manager and Supervisors shall ensure all daily tasks are completed as set forth in paragraph 1.10 thru 3.6.1 and shall meet all terms and conditions identified and be in compliance with these requirements as stated in the janitorial services contract. Contractor shall provide documentation on all experience staff when requested. The schedule hours are not to be changed without authorization from Superior Court Liaison and or Contract Specialist.

Note: HOJ & NCC; All courtrooms, offices, etc.; shall be vacuumed completely between 6:00am and 8:00am daily; may require additional vacuum during recess/breaks with authorization of staff and or requested by Court liaison. In addition to morning daily tasks; all public hallways shall be swept, damp mopped/machine cleaned, **(three new automatic scrubbers required)**, trashcans emptied prior to 7:30am and policed/dust mopped between the hours of 11:30am and 1:00pm and or during court recess daily. All 1st floor offices, lobbies, restrooms, jury lounge, etc.; shall be cleaned prior to 7:00am daily. Additionally prior to 5:00pm all trash in employee's lounges/break rooms, jury lounges, lobbies, all public/employee's restrooms and all hallways will be emptied; some offices/courtrooms may require trash emptied prior to 5:00pm.

All of the above schedules shall not be changed for the facilities without authorization from the contract compliance office. This includes all weekends and holidays unless noted shall be authorized by the Contract Compliance Office, County Security, Facility Liaison and or Sheriff Department shall be notified prior to starting tasks. Failure to comply with this requirement is a breach of the contract and may result in the termination for default.

6. QUALITY CONTROL OFFICAL INSPECTIONS / PAYMENT REDUCTION

6.1. PURPOSE

It is the intent of the County to maintain all Superior Court Facility at the highest level of cleanliness per the terms and conditions of this contract. In order to achieve this end, periodic inspections of the facility are made. One inspection sheet per address of the facility and is not separated by floors of the address. These official inspections are intended to provide both the County and the Contractor information. The facility is given a total number of quality control points, which represent the various cleaning requirements of the entire facility. The facility is given a quality control rating based on the number of points achieved during the inspection divided by number of points possible for the facility. A copy of the Quality Control Official Inspection Report can be found in section "D" of this contract starting on page D-46 sample inspection reports for the facility to be serviced shall be provided to the contractor prior to the commencement of work. **All daily tasks are to be completed daily and all periodic tasks are to be completed per schedule and or request by facility liaison and or Contract Specialist.**

6.2. MINIMUM ACCEPTABLE RATING

The minimum acceptable rating for Superior Court Facilities under this RFB is 90%. The minimum acceptable rating will be determined by the services provided at the facility.

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6.3. METHOD OF RATING

Official Inspections of the facilities is made on a pass/fail basis, and consists of sample method. Partial points are not given and work that is incomplete at the time of inspection shall be rated as not done (Fail). Inspection can be done any time during the month and as many times. All daily tasks and periodic tasks are taken and are considered during inspections.

6.4. PAYMENT REDUCTION

If the quality control rating for a facilities is below the established minimum, payment to the contractor shall be reduced. Payment reductions are made at the discretion of the C.O.R. Payment reduction shall be made on outstanding invoice. A cure notice may accompany payment reduction of 20% or more. The facility shall meet or exceed the minimum quality control score of 90%. The facility shall meet or exceed the minimum rating as stated in article "B".

6.5. CURE NOTICE

A Cure Notice is an official notice to the Contractor that the services being provided are unacceptable and that by a specific date these services are to be made acceptable. Failure to cure the unacceptable service shall result in the termination of the contract for default. Should the Contractor be terminated for default, contractor may be liable for any excess cost to the County of San Diego for re-procurement of these services.

7.0 CONTRACT SERVICES PROVIDER SECURITY REQUIREMENTS: (Department of General Services Policy)

7.1 POLICY

Security is a top priority for the County of San Diego. As such, Contract services providers are required to fully comply with the security requirements of this policy and as outline within their respective service agreement. Failure to do so is considered a breach of security and may result in the termination for default.

All persons performing duties under an existing service contract must be acceptable to the County. This includes all contractor employees and others who might have access to County facilities without the supervision of a County employee.

The contractor and associated staff shall complete a security screening by the Sheriff Department (Court Services Bureau/Background Division, California Department of Justice and the Federal Bureau of Investigation before being issued an identification (ID) access badge permitting independent entry into County Facilities.

(Note: children and or friends are not allowed to accompany anyone who has not been cleared to enter County/Superior Court Facilities).

7.2 PROCEDURES

7.1. Background Investigations

7.1.1. Background checks are required for all contract employees before access will be permitted to County facilities/property at the beginning of specific contract service.

7.1.2. All contractors shall submit a complete background check package for each employee (including any sub-contractor) who is to work at any County/ Superior Court Facility. Background checks packages

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must be submitted to the Department of General Services (DGS) Security Manager's office located at the County Operation Center building 5560 second floor.

7.1.3. Incomplete packages will not be accepted. A typical background package includes:

7.1.3.1. A complete signed Security Clearance Request Form.

7.1.3.2. A clean, valid, and legible copy of Social Security Card or Social Security Administration abstract.

7.1.3.3. A clean, valid, and legible copy of a Driver's License or State-issue Identification Card.

7.1.3.4. For contract employees who are not citizens of the United States: either a valid Resident Alien Badge or valid form of picture identification.

7.1.3.5. For contract employees authorized for electronic access, a complete Access Registration Form.

7.4. The background check will cost \$20.00 dollars per employee. Contractors shall submit one check covering cost for all employees payable to: Sheriff, County of San Diego.

7.5. In addition to the background package, contractors must complete a Live scan application. Contractors shall obtain a Live scan Request Application from the DGS Security Office. Along with the application, the contractor shall be provided information on various Live scan locations and fees. A fee will be required by the Department of Justice and collected by the Live scan operator.

7.6. Background checks generally take 4-5 weeks to process. The DGS Security Office will call the contractor vendor the same day the background checks are completed to communicate the results. If the background screening results are acceptable, the Security Office will make contact and request that contractor employees come to the office to have their photo taken and ID badge issued.

7.7. Background checks for contract employees must be renewed, at a minimum, every 4 years.

7.8. Identification (ID) Badging

7.8.1. ID badges will only be given to applicants successfully completing the background investigation. ID badges will be issued when the employee's photo is taken. If a contract employee is scheduled to receive electronic access to any County facility, activation of the badge may take an additional 48 hours to complete.

7.8.2. Contractors shall pay \$15.00 per employee for identification badges by submitting one check covering the cost for all employees payable to: Department of General Services, County of San Diego. DGS shall take pictures for services contract staff or pictures may be provided on a digital disk. If supplied by the contractor, the pictures must be saved as "Last Name, First Name." The pictures must also be in a JPG/JPEG file format. The contractor is advised to keep copies of all applications/background check packages submitted.

7.8.3. All fees are determined by the Sheriff Department, State of California, and Department of General Services and are subject to change at any time.

7.8.4. County issued ID badges are to be worn at all times during the performance of duties under an existing service contract. The purpose of the ID badge is to immediately identify the wearer as an individual who is authorized to enter County/Superior Court Facilities for the performance of contractual duties. The wearer will not escort or bring any other individuals into County/Superior Court Facilities. County issued ID badges are for the exclusive use of the individual named and pictured on the badge.

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7.8.5. All ID badges will remain the property of the County and are returnable upon demand or upon the expiration of the contract. The contractor is responsible for collecting the ID badges and turning them in to the County project manager or the County Security Office when a contract ends or when an employee leaves employment. The contractor assumes all responsibility for their employee's use of and the return of the County ID badges. The contractor shall be assessed one hundred dollars (\$100.00) for each badge not returned. At the expiration and or termination of the contract, final payment shall be withheld until all ID badges are accounted for.

7.8.6. The ID badges will only be issued to the individual cleared and that individual will need to present themselves in person with a valid, clean, and legible copy of a Driver's license or State issued Identification Card.

7.8.7. All contractors shall prepare a written policy on use of County ID badges for County approval and shall provide periodic training on the policy to employees.

7.9. DGS Security Staff

7.9.1. DGS Security staff shall promptly submit all Security Clearance Request information to the Sheriff Court Services Bureau/Background Division, California Department of Justice, and the Federal Bureau of Investigation for processing.

7.9.2. ID badges shall not be issued to a contractor without a qualifying recommendation from the Sheriff Court Services Bureau/Background Division.

7.9.4. Security Clearance packages may receive a qualifying recommendation from the Sheriff Court Service Bureau/Background Division, but may be denied by the DGS Security Manager based upon background information received from the California Department of Justice and or the Federal Bureau of Investigation. Disqualifying information will be immediately provided to the Sheriff Court Services Bureau/Background Division. Reasons for disqualification may include, but are not limited to, the following:

7.9.4.1 Felony conviction

7.9.4.2 Conviction for crimes of moral turpitude (prostitution, sex offenses, etc.)

7.9.4.3 Exhibiting patterns of criminal behavior

7.9.4.4 Exhibiting patterns of anti-social behavior

7.9.4.5 Conviction for illegal immigrant smuggling

7.9.4.6 Unresolved warrants or investigations

7.9.4.7 Receipt of subsequent arrest notices after the issuance of an ID badge

7.10. Upon receipt of completed background checks, the DGS Security Clerks shall review and validate that all required information is in order. Afterwards, the completed background check package shall be reviewed and approved by the County of San Diego Security Manager prior to issuance of a County badge.

7.11 Disqualification by the DGS Security Manager must be reviewed and approved by the DGS Chief of Facility Operations.

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8. KEYS FOR COUNTY FACILITIES

The keys to County/Superior Court Facilities are to be used for the purpose of accessing Contractor's staff to the facilities for the performance of contracted services only. Any other use is expressly prohibited.

In those County/Superior Court Facilities that have a security guard on duty, the guard shall issue keys to the custodian or the supervisor. The keys must be signed out and in by the custodian or the supervisor.

For County facilities that do not have guards on duty, the Contractor shall be issued a set of keys. Duplication of keys is expressly prohibited. The Contractor assumes all responsibilities for the use and return of these keys.

All keys issued to a Contractor will remain the property of the County/Superior Court and shall be returned upon demand or at the termination of the contract. The Contractor shall: notify the Contract Specialist, in writing of the loss identifying the facility for which the keys were lost, who lost the key, where they were lost, date and time loss was discovered; and what actions the Contractor has taken to prevent future losses. The Contractor is advised that the loss of keys or some specialized keys may entail the rekeying of several facilities or facility at the Contractor's expense.

UNAUTHORIZED DUPLICATION OF KEYS TO COUNTY/SUPERIOR COURT FACILITIES IS A MISDEMEANOR UNDER CHAPTER 3, SECTION 469 OF THE CALIFORNIA PENAL CODE.

9. COUNTY ALARM SYSTEMS

The County has alarm systems in numerous facilities. In some instances these are multiple systems within a facility. The Contractor shall be issued alarm codes for each site and be instructed in the correct operation of the system. It is imperative that the individual operating the alarm system be fluent in English. The Contractor is instructed to contact DGS Help Line at (619) 578- 6262 in the event that their staff is unable to activate the alarm system.

In the event of a life-threatening emergency the Contractor shall instruct staff to use the Standard Operating Procedures for emergency response. CALL 911.

False Alarms: Failure to operate the alarm system correctly shall result in a false alarm. The Contractor shall be responsible for all costs associated with false alarms.

The contractor shall be responsible for securing all doors and windows before leaving the facilities.

10. WHO MAY HAVE ACCESS TO COUNTY FACILITIES

Only those individuals, who have been determined acceptable, have received their I.D. Cards and who have been designated on the contract as the Contractor who shall be providing service to the facility. Contractor's staff shall not bring in children or persons including escorting persons/person not cleared by Sheriff Offices and or County Security. Failure to fully comply with the security requirements of this contract shall be considered grounds for termination of the contract.

The misuse of any County issued ID, Access Control Card, keys or alarm codes by the Contractor or any of the employee's of the Contractor shall be considered as failure to full comply with the security requirements of this contract and shall be considered a breach of security and grounds for termination of the contract.

Access for Weekends and Holidays must have prior approval from County Security. This includes all County facilities for which the contractor's is providing janitorial services under this contract and this includes the Sheriff Department for Superior Court Facilities.

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11. BOND REQUIREMENTS

The successful contractor will provide to the County a Performance Bond in a sum for each equal to one hundred percent for and at each contract year (initial term and for each County renewal option), with surety satisfactory to the County, prior to execution of the contract and prior to exercising any County renewal option. The cost of providing the bond shall be considered as included in the price for the various item(s) and no additional compensation will be allowed therefore. If the contractor fails to provide the bonds within the time specified, the County may, at its option, determine that the contractor is in default and terminate the contract.

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SECTION C, EXHIBIT B – INSURANCE REQUIREMENTS FOR CONTRACTOR

Without limiting Contractor's indemnification obligations to County, Contractor shall provide at its sole expense and maintain for the duration of this contract, or as may be further required herein, 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 the work by the Contractor, his agents, representatives, employees or subcontractors.

1. Minimum Scope of Insurance

Coverage shall be at least as broad as:

- A. Commercial General Liability, Occurrence form, Insurance Services Office form CG0001.
- B. Automobile Liability covering all owned, non owned, hired auto Insurance Services Office form CA0001.
- C. Workers' Compensation, as required by State of California and Employer's Liability Insurance.

2. Minimum Limits of Insurance

Contractor shall maintain limits no less than:

- A. Commercial General Liability including Premises, Operations, Products and Completed Operations, Contractual Liability, and Independent Contractors Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. The General Aggregate limit shall be \$4,000,000.
- B. Automobile Liability: \$1,000,000 each accident for bodily injury and property damage.
- C. Employer's Liability: \$1,000,000 each accident for bodily injury or disease. Coverage shall include waiver of subrogation endorsement in favor of County of San Diego.

If the contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. As a requirement of this contract, any available insurance proceeds in excess of the specified minimum limits and coverage stated above, shall also be available to the County of San Diego.

3. Deductibles and Self-Insured Retentions

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

4. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

A. Additional Insured Endorsement

The County of San Diego, the members of the Board of Supervisors of the County and the officers, agents, employees and volunteers of the County, individually and collectively are to be covered as additional insureds on the General Liability policy 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 and automobiles owned, leased, hired or borrowed by or on behalf of the Contractor. General Liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO from CG 2010 11 85 or **both** CG 2010, CG 2026, CG 2033, or CG 2038; **and** CG 2037 forms if later revisions used).

B. Primary Insurance Endorsement

For any claims related to this project, the Contractor's insurance coverage, including any excess liability policies, shall be primary insurance at least as broad as ISO CG 2001 04 13 as respects the County, the members of the Board of Supervisors of the County and the officers, agents, employees and volunteers of the County, individually and collectively. Any insurance or self-insurance maintained by the County, its officers, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

C. Notice of Cancellation

Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the County.

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SECTION C, EXHIBIT B – INSURANCE REQUIREMENTS FOR CONTRACTOR

D. Severability of Interest Clause

Coverage applies separately to each insured, except with respect to the limits of liability, and that an act or omission by one of the named insureds shall not reduce or avoid coverage to the other named insureds.

GENERAL PROVISIONS

5. Qualifying Insurers

All required policies of insurance shall be issued by companies which have been approved to do business in the State of California by the State Department of Insurance, and which hold a current policy holder's alphabetic and financial size category rating of not less than A, VII according to the current Best's Key Rating guide, or a company of equal financial stability that is approved in writing by County Risk Management.

6. Evidence of Insurance

Prior to commencement of this Contract, but in no event later than the effective date of the Contract, Contractor shall furnish the County with a copy of the policy declaration and endorsement pages along with the certificates of insurance and amendatory endorsements effecting coverage required by this clause. Policy declaration and endorsement pages shall be included with renewal certificates and amendatory endorsements submissions and shall be furnished to County within thirty days of the expiration of the term of any required policy. Contractor shall permit County at all reasonable times to inspect any required policies of insurance.

7. Failure to Obtain or Maintain Insurance; County's Remedies

Contractor's failure to provide insurance specified or failure to furnish certificates of insurance and amendatory endorsements or failure to make premium payments required by such insurance shall constitute a material breach of the Contract, and County may, at its option, terminate the Contract for any such default by Contractor.

8. No Limitation of Obligations

The foregoing insurance requirements as to the types and limits of insurance coverage to be maintained by Contractor, and any approval of said insurance by the County are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by Contractor pursuant to the Contract, including, but not limited to, the provisions concerning indemnification.

9. Review of Coverage

County retains the right at any time to review the coverage, form and amount of insurance required herein and may require Contractor to obtain insurance reasonably sufficient in coverage, form and amount to provide adequate protection against the kind and extent of risk which exists at the time a change in insurance is required.

10. Self-Insurance

Contractor may, with the prior written consent of County Risk Management, fulfill some or all of the insurance requirements contained in this Contract under a plan of self-insurance. Contractor shall only be permitted to utilize such self-insurance if in the opinion of County Risk Management, Contractor's (i) net worth, and (ii) reserves for payment of claims of liability against Contractor, are sufficient to adequately compensate for the lack of other insurance coverage required by this Contract. Contractor's utilization of self-insurance shall not in any way limit liabilities assumed by Contractor under the Contract.

11. Subcontractors' Insurance

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that County is an additional insured on insurance required from subcontractors. Such Additional Insured endorsement shall be attached to the certificate of insurance in order to be valid and on a form at least as broad as ISO from CG 2010 11 85 or both CG 2010, CG 2026, CG 2033, or CG 2038; and CG 2037 forms if later revisions used. If any subcontractor's coverage does not comply with the foregoing provisions, Contractor shall defend and indemnify the County from any damage, loss, cost, or expense, including attorneys' fees, incurred by County as a result of subcontractor's failure to maintain required coverage.

12. Waiver of Subrogation

Contractor hereby grants to County a waiver of their rights of subrogation which any insurer of Contractor may acquire against County 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 County for all work performed by the Contractor, its employees, agents and subcontractors.

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SECTION C, EXHIBIT C – PRICING SCHEDULE

FOR CONTRACT PURPOSES SECTION A: PRICING SCHEDULE WILL BECOME
EXHIBIT C – PRICING SCHEDULE UPON CONTRACT EXECUTION

Next

Bid



merchants
building maintenance, LLC

9555 Distribution Ave. Suite 102
San Diego, CA 92121

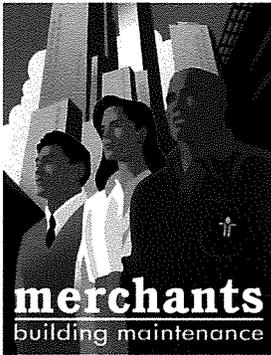
To:
COUNTY OF SAN DIEGO – **RFB NO. 7589**
DEPARTMENT OF PURCHASING & CONTRACTING
5560 OVERLAND AVENUE, SUITE 270
SAN DIEGO, CA 92123-1204

C [Signature]

2016/11/03 AM10:12 52s

Merchants Building Maintenance

9555 Distribution Ave, Suite 102
San Diego, CA 92121
(858) 455-0163



November 2, 2016

Martha F. Trevejo, PCO
County of San Diego – RFB NO. 7589
DEPARTMENT OF PURCHASING & CONTRACTING
5560 Overland Avenue, Suite 270
San Diego, CA 92123-1204

Dear: Martha F. Trevejo

Thank you for including Merchants Building Maintenance in your request for a cleaning proposal. We are pleased to submit the following proposal for janitorial services for your project in response to your recent inquiry. We believe this proposal offers you a high quality cost effective solution to your cleaning needs.

Merchants Building Maintenance has wide-ranging experience in servicing your industry and we can be an excellent partner for **County of San Diego**.

We do all we can to exceed your expectations and take pride in customer satisfaction.

If there is any additional information we may provide, please do not hesitate to contact us. All of us at Merchants Building Maintenance look forward to the opportunity of working with you.

Sincerely,

A handwritten signature in cursive script that reads "Cesar Prado".

Cesar Prado
Cesar@mbmonline.com

County of San Diego
Department of Purchasing and Contracting
REPRESENTATIONS AND CERTIFICATIONS

The following representations and certifications are to be completed, signed and returned with the offer (the term "offer" includes bids, proposals, quotes or any other submission to provide goods and/or services).

BUSINESS TYPE

For-profit Non-profit Government
Attach proof of status for Non-profit.

2. INTERLOCKING DIRECTORATE

In accordance with Board of Supervisors Policy A-79, if Offeror is a non-profit as indicated in paragraph 1 above, Offeror is required to identify any related for-profit subcontractors in which an interlocking directorate, management or ownership relationship exists. If Offeror is a non-profit and will be subcontracting with a related for-profit entity, Offeror must list all such entity(ies) on an attached separate sheet, and authorization must be sought from Board of Supervisors. If Offeror is a non-profit and does not submit such a list, Offeror certifies it has no and will not enter into a subcontract relationship with a related for-profit entity.

3. BUSINESS REPRESENTATION

Offeror represents as a part of this offer the following information regarding the ownership, operation, and control of its business:

3.1. Are you a local business with a physical address within the County of San Diego? Yes No

3.2. Are you certified by the State of California as a:
 Disabled Veteran Business Enterprise (DVBE)
Certification #: _____

Small Business Enterprise (SBE)
Certification #: _____

3.3. Are you certified by the U.S. Dept Of Veterans' Affairs as:
 Veteran Owned Small Business (VOSB)
Certification # _____

Service Disabled Veteran Owned Small Business (SDVOSB)
Certification # _____

3.4. Estimated percentage of work in this offer to be performed or fulfilled locally (within the geographic boundaries of the County of San Diego): 100 %

4. DEBARMENT, SUSPENSION AND RELATED MATTERS

4.1. Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:

4.1.1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

4.1.2. Have within a three (3) year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

4.2. Except as allowed for in Section 4.2.4, Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:

4.2.1. Are presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in paragraph 4.1.2 of this certification;

4.2.2. Have within a three (3) year period preceding this agreement had one or more public transactions (federal, state or local) terminated for cause or default;

4.2.3. Are presently the target or subject of any investigation, accusation or charges by any federal, state or local law enforcement, licensing or certification body.

4.2.4. If Offeror is unable to certify any of the facts set forth in Sections 4.2.1, 4.2.2 or 4.2.3, it certifies that it has listed on a separate sheet(s) attached to this Representations and Certifications each fact that it cannot certify and the reason it cannot do so. That information must include the specific relevant facts (date(s), contract(s) and individual(s) involved, status of action(s), and any other relevant information) that prevent it from making the requested certifications. The County reserves the right to disqualify an Offeror based upon information disclosed.

4.3. Offeror has a continuing duty to disclose information until contract award/execution and shall report in writing to the County Department of Purchasing and Contracting within five business days of knowing or have any reason to know any change in status as certified in the preceding paragraphs 4.1 and 4.2.

4.4. If Offeror or any of its subcontractors, agents or consultants, have previously contracted with the County to perform related work on this project (e.g. preparing components of the statement of work or plans and specifications for this project), Offeror shall identify those previous agreement(s) and submit that list along with the proposal. Other than as may be submitted on said list, Offeror certifies to the best of its knowledge that it and its proposed subcontractors, agents and consultants have not previously contracted with the County to perform work on or related to this project.

5. CURRENT COST OR PRICING

Offeror certifies to the best of its knowledge that cost and/or pricing data submitted with this offer, or specifically identified by reference if actual submission of the data is impracticable, are accurate, complete, and current as of the date signed below.

6. INDEPENDENT PRICING

Offeror certifies that in relation to this procurement:

6.1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with other offerors, with any competitors, or with any County employee(s) or consultant(s) involved in this or related procurements;

6.2. Unless otherwise required by law, the prices that have been quoted in this offer have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, in the case of a bid, or prior to award, in the case of a proposal, directly or indirectly to any other Offeror or to any competitor; and

6.3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.

7. TAX INFORMATION

The Offeror understands that prior to receiving a contract award from the County, the Offeror must submit a completed IRS W-9 form to provide a Federal Tax ID number, or if not available, to provide a Social Security Number (SSN).

CERTIFICATION

The information furnished in Paragraphs 1 through 7 and in the accompanying offer is certified to be factual and correct as of the date submitted and this certification is made under penalty of perjury under the laws of the State of California.

Name: Cesar Prado

Signature: Cesar Prado

Title: Regional Manger

Date: 11/2/16

Company/Organization: Merchants Building Maintenance

SUBMIT THIS FORM AS DIRECTED IN THE REQUEST FOR SOLICITATION DOCUMENTS OR WITH THE OFFER

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
SECTION A – INDEMNIFICATION AGREEMENT**

NONDISCLOSURE INDEMNIFICATION AGREEMENT

IF OFFEROR SUBMITS EXHIBIT CONFIDENTIAL/PROPRIETARY, THE FOLLOWING NONDISCLOSURE INDEMNIFICATION AGREEMENT MUST BE COMPLETED, SIGNED AND RETURNED WITH THE OFFER

This indemnification agreement ("Agreement") is made and entered into by and between the County of San Diego ("County") and Offeror Company/Organization Name: Merchants Building Maintenance ("Offeror") with reference to the following facts:

WHEREAS the County may receive a request for disclosure of Offeror's submission under the California Public Records Act, Government Code Section 6250, et seq.; and

WHEREAS, Offeror has included in its submission an exhibit entitled "*EXHIBIT – CONFIDENTIAL/PROPRIETARY*" containing records that Offeror has determined to constitute trade secrets or other proprietary information exempt from disclosure under the California Public Records Act; and

WHEREAS the County requires defense and indemnity from Offeror for the County's ongoing non-disclosure of Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY*;

NOW, THEREFORE, for good and valuable consideration and the mutual promises contained herein, the parties agree to the following:

1. The above recitals are incorporated herein by this reference.
2. Except as otherwise provided herein, the County will not release Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY* based on Offeror's representation that the records contained therein are proprietary and exempt from disclosure under the California Public Records Act and/or are trade secrets as that term is defined in Government Code Section 6250, et seq. Notwithstanding the foregoing, however, the County may release Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY* in the event of any of the following:
 - a. Offeror fails to comply with the terms and conditions of this Agreement; or
 - b. Offeror provides the County with written notice that some or all of the records may be released; or
 - c. A court of competent jurisdiction orders the County to release the records and the County has exhausted or waived its appeal rights.
3. To the fullest extent allowed by law, the County shall not be liable for, and Offeror shall defend and indemnify County and its Board of Supervisors, officers, directors, employees and agents of County (collectively "County Parties"), against any and all claims, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees (whether incurred by County attorneys or attorneys employed by County) and court costs (hereinafter collectively referred to as "Claims"), related to Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY*.
4. Offeror waives any and all claims in law or equity and hereby releases the County Parties from any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs, which arise out of or are in any way connected to Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY*.

| TO BE COMPLETED BY AN AUTHORIZED REPRESENTATIVE OF THE OFFEROR | |
|--|---------------------------------------|
| Offeror Company/Organization Name: | <u>Merchants Building Maintenance</u> |
| Authorized Representative Name: | <u>Cesar Prado</u> |
| Authorized Representative Title: | <u>Regional Manager</u> |
| Signature: <u>Cesar Prado</u> | Date: <u>11/2/16</u> |

SUBMIT THIS COMPLETED FORM AS PAGE 3 OF THE BID

Recommended Cleaning Program for

County of San Diego

RFB NO. 7589

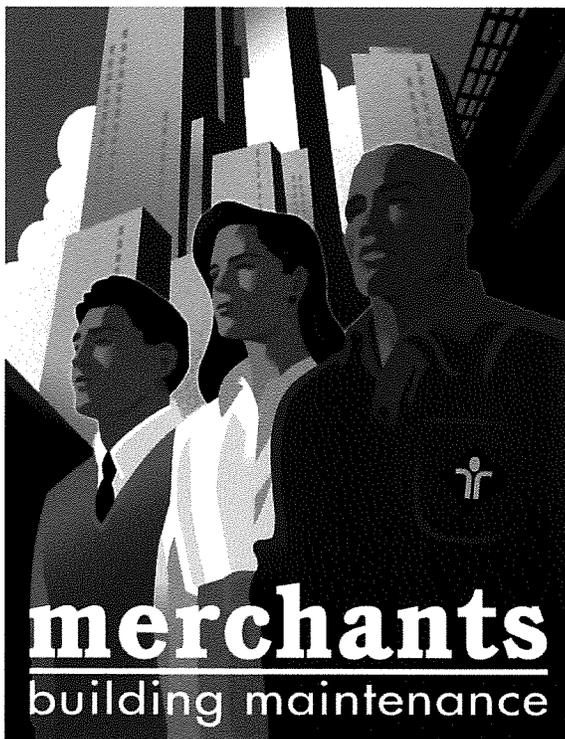
Presented To:

Martha F. Trevejo

Presented By:

Cesar Prado

November 2, 2016



OUR BACKGROUND

MANAGEMENT & SUPERVISION

QUALITY ASSURANCE

GREEN CLEANING

SAFETY AND TRAINING

START-UP PLAN

PERSONNEL PRACTICES

CLEANING SPECIFICATIONS

ADDITIONAL SERVICES

PRICING BREAKDOWN

SERVICE AGREEMENT

CUSTOMER REFERENCES



Our Background

Our History

Merchants Building Maintenance is a family owned and operated company with more than 3,000 employees and annual sales of more than 75 million dollars. Merchants is one of the largest janitorial service companies in the west. Our size and scope allow us to be cost effective while our commitment to quality and service make us exceptional.

Merchants is headquartered on the West Coast with branch offices in nine western states. Our regional offices enjoy the autonomy that allows them to compete regionally by using applicable pay rates, benefits and standards of their unique geographic area. Regional managers and supervisors are free to determine strategies and actions that reflect the needs of their local clients with the support of the home office.

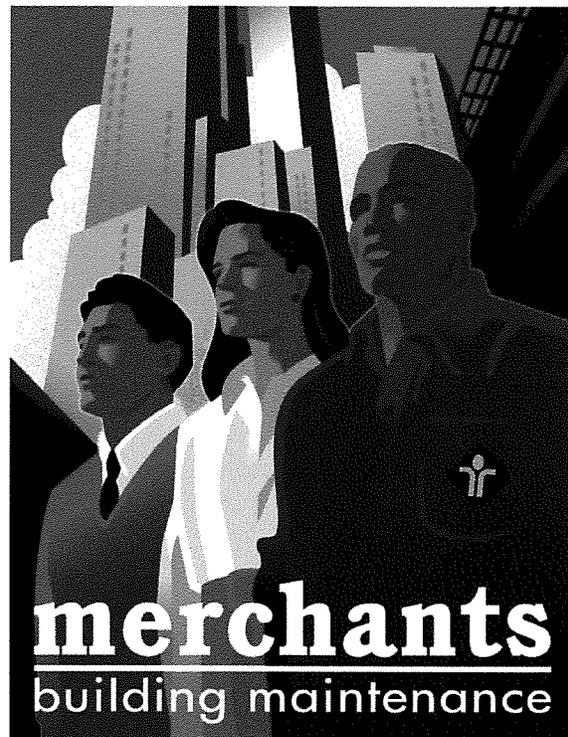
Merchants offers a full complement of janitorial and window cleaning services. In addition, our sister companies *Merchants Metal and Stone Restoration*, *Merchants Engineering*, *Merchants Environmental* and *Merchants Landscaping Services* provide our clients the option of a multitude of services under one corporate banner.

Merchants committed itself to providing a quality service right from the start. As a result, we have attracted a list of knowledgeable customers who have stayed with us year after year.

We would be happy to introduce you to them and give you a firsthand look at our performance.

- ◆ *Founded in 1961*
- ◆ *Family owned and operated*
- ◆ *3,000+ Employees*
- ◆ *\$75,000,000 Annual Sales*

"Customer satisfaction and retention is a true measure of our success."





Our Offices

Regional Offices:

Los Angeles
786 Monterey Pass Road
Monterey Park, CA 91754
800 560-6700

Inland Empire
1995 W. Holt Avenue
Pomona, CA 91768
800 690-5553

Orange County
1639-C East Edinger Avenue
Santa Ana, CA 92705
800 487-0770

San Diego
9555 Distribution Ave #102
San Diego, CA 92121
800 818-6411

Northern California
1061 Serpentine Lane # B
Pleasanton, CA 94566
925-417-1301

Washington
1126 Industry Drive
Tukwila, WA 98188
206-394-9833

New Mexico
3700 Osuna Road NE
Albuquerque, NM 87109
505-377-3593

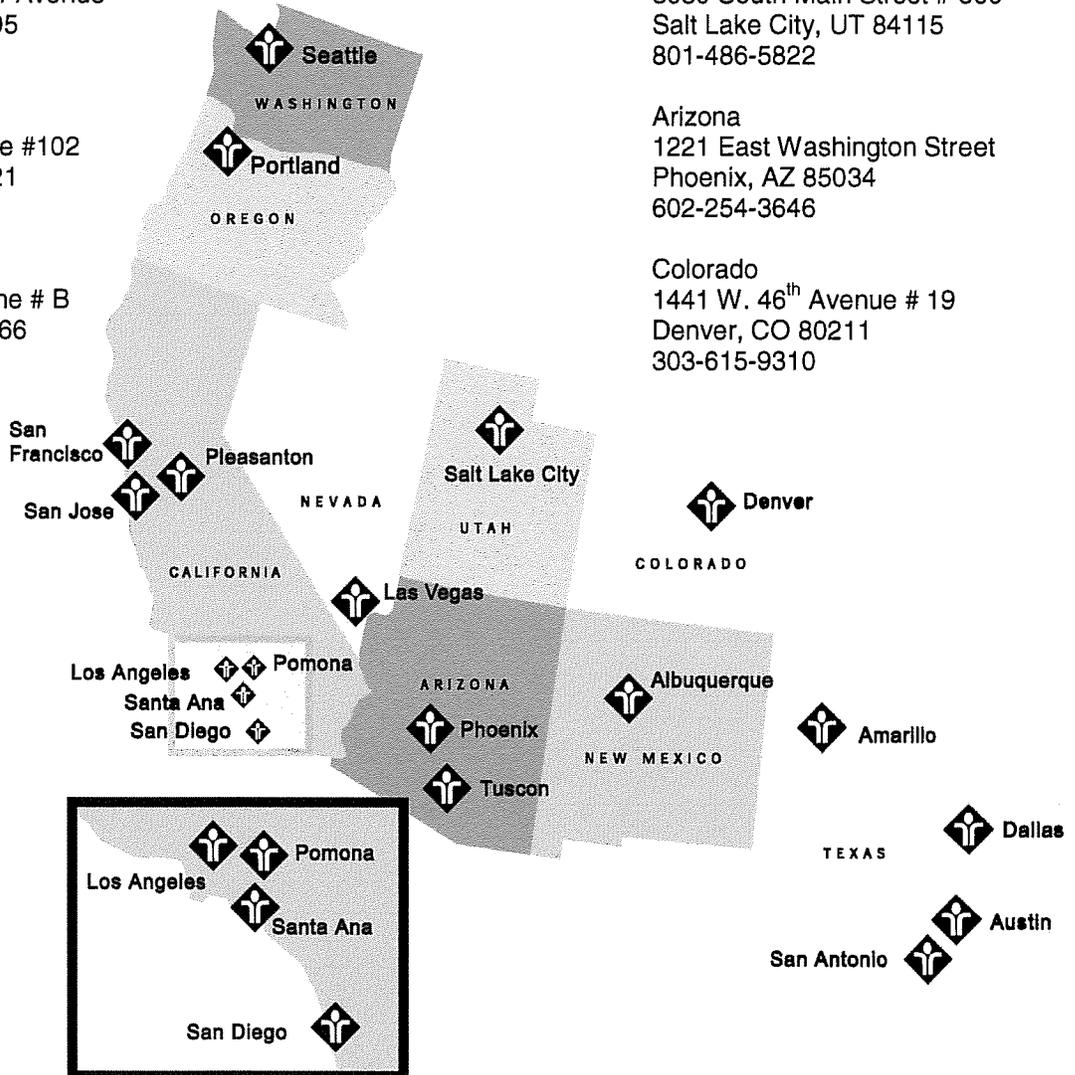
Las Vegas
3021 S. Valley View Blvd.
Las Vegas, NV 89102
702-384-3360

Texas
845 Isom Road
San Antonio, TX 78201
210-734-5662

Utah
3030 South Main Street # 600
Salt Lake City, UT 84115
801-486-5822

Arizona
1221 East Washington Street
Phoenix, AZ 85034
602-254-3646

Colorado
1441 W. 46th Avenue # 19
Denver, CO 80211
303-615-9310





Management & Supervision

Management, Supervision and Quality Control are Key to Delivering Service

Management Training

Each of our managers is trained within the Merchants Building Maintenance business

guidelines. Participation in management techniques, employee relations and hands on field training are all part of the management program.

Our management group is a knowledgeable team with many decades of experience dedicated to providing efficient, quality performance and maintenance of our contract obligations. Our management works closely with all levels of our supervision and your representative to ensure customer satisfaction.

Supervisor Training

Our supervisor training program is comprehensive. We encourage promotion from within and allow opportunity for our cleaners to advance to supervisory positions once evaluated for ability and desire to do so.

Training Topics covered include:

- Customer Service
- Product safety handling
- Tools, equipment and supplies management
- Problem Resolution
- Employee Relations
- Management Skills

Employee Relations Manager:

Our in-house Employee Relations Manager is designated primarily to the employees in the field. Open lines of communication are encouraged with team building in mind as well as individual attention. The Employee Relations Manager makes frequent site visits and conducts regular training. The Employee Relations Manager is available for clerical questions, problem resolution, translation and general inquiries.

BENEFITS

- ◆ *Higher level of cleaning*
- ◆ *Reduced Insurance Cost*
- ◆ *Reduced Turnover*
- ◆ *Increased Customer Service*



Our Team in the Field:

Foreman/Site Supervisor:

- Directly responsible for the performance of the daily routine.
- Fully instructed on our cleaning responsibilities, procedures, and periodic cleaning schedules.
- On-the-job at all times and able to inspect the work and maintain quality standards every day.
- Charged with the primary responsibility of maintaining your complete satisfaction.

Regular training meetings are conducted to update our Site Supervisors on the latest:

- Cleaning techniques and products.
- Modifications at your site.
- Changes made to provide consistent maintenance service.

Service Satisfaction Incentive:

- The Foreman/Site Supervisor receives a quarterly bonus based on client satisfaction to make sure all the corners are clean.
- Attends a monthly training meeting to stay up to date with the latest cleaning practices and safety procedures.

Field Supervisor:

- Full-time professional in the field who conducts regular night-time inspections of your facility.
- Our supervisors are constantly in your building checking the work and training of our employees.
- Radio-Dispatched from our Corporate Office.
- Follow-up on all service requests and periodic tasks.
- Emergency Response.

Service Satisfaction Incentive:

- Receives a monthly bonus as recognition of a job well done, based on the level of client satisfaction, and on safe working practices.
- Prizes are awarded at regular meetings that are held with our Field Supervisors to update them on new cleaning standards and practices.





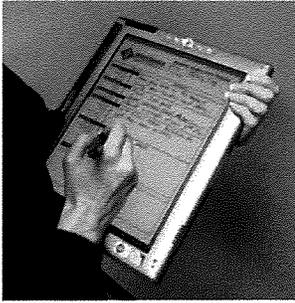
Quality Assurance

“Quality assurance is a process of continuous improvement. Regular inspections by independent specialists are a critical part of the process.”

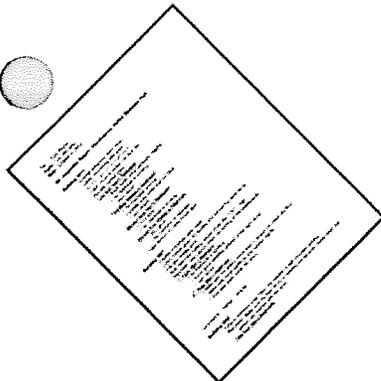
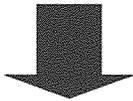
David Haas, President

BENEFITS

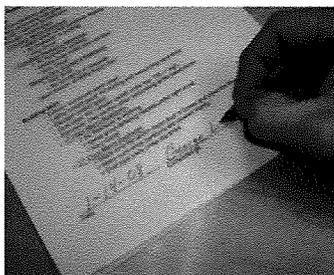
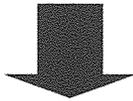
- ◆ *Quicker Response*
- ◆ *Safer, Cleaner Environment*
- ◆ *Increased Productivity*
- ◆ *Better Communication between crew and client*



Inspection



Reporting



Completion

Inspect What You Inspect

In order to deliver a consistently valuable service to our customers, we believe we must “Inspect what you Expect.” In addition to this, we must give all levels of our organization incentives to provide high quality service. We have set our standards high and continually measure our performance to maintain those standards. We utilize advanced and refined processes to deliver high quality to each of our clients.

- ◆ **Quality Assurance Program**
- ◆ **Quality Incentive Bonus**
- ◆ **Regular Daytime Inspections**

In addition to our ongoing management and supervision, regular daytime inspections are conducted by one of our full-time quality control representatives. The result of these inspections, along with any comments by your personnel or tenants, will be reported immediately to management for your prompt action and follow through.

Our quality control inspectors are independent of line management and supervision. This independence allows them to be as objective as possible in their assessment of the quality of the service.

The completed quality control form is submitted to the **Branch Manager, Regional Operations Manager** and the **General Manager** of Merchants at the conclusion of each visit to your facility. The management evaluates the information and takes any corrective actions that may be needed to rectify any areas of concern.

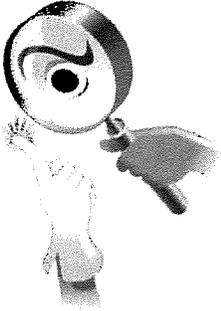
Our Quality Control Inspectors communicate directly with your tenants or personnel and make sure that their concerns are addressed before they become a problem. Their requests are noted on the report which can be made available to you so that you are aware of them.

The primary benefit to you is that our high level of performance is maintained on a consistent basis.

Our inspections keep management and supervision informed and the quality high.



Quality Assurance



Quality Control Manual – Our Quality Control manual is comprehensive and each of our employees is educated on the procedures to keep the level of service and communication to our high standard. Carefully documented processes ensure quality at the onset.

Reporting System - Our employees use **log books, radios, emails, telephone** and **personal visits** to respond to tenant and managements requests, to document concerns and work completed or work to be completed. Our field personnel have PDA's for prompt notification and action response time.

Tracking System – Our internal tracking system enables us to do the following:

- ◆ Follow the trail of work to be completed
- ◆ Define who is responsible for completing the work
- ◆ Track the amount of time necessary to complete the work
- ◆ Receive notification that work has been completed
- ◆ Promptly report to the customer

Customer Communication

Merchants believes strongly in customer communication. We encourage our employees to take ownership in their work and the processes that help them succeed. We remain committed to serving our clients and keeping them informed on a regular basis. We'll work with clients to tailor and integrate their specific needs.



Green Cleaning



We Make Going Green Easy!

What is Green Cleaning? *The overall goal of "green cleaning" is to protect the health and safety of a building's occupants and workers without harming the environment.*

BENEFITS

- ◆ *Cleaner Environment*
- ◆ *Reduced Cost*
- ◆ *Improved Worker Safety*
- ◆ *Reduced Absenteeism*

Merchants Building Maintenance is proud to be a member of the U.S. Green Building Council. We become your Green Cleaning expert and keep you up to date on the latest processes and innovations to keep your building running smoothly and effectively. Merchants Green Maintenance Program guides you on the path to more sustainable cleaning solutions. We are committed to promoting sustainable practices for a cleaner, greener environment and future.

Merchants' Green Cleaning Program will include use of green cleaning products and procedures required to earn points toward certification for our customers working toward LEED (Leadership in Energy and Environmental Design) certification.

Merchants Building Maintenance is one of the most competitive, professional, reliable & environmentally friendly cleaning companies around.

A reduction of labor and increased productivity are significant aspects of the *Green Cleaning Strategy*. Merchants' uses up to date equipment, supplies and methods to reduce man hours while maintaining superior results. Other strategies include the following products and methods:

- ◆ Green Seal Certified Products
- ◆ Equipment, Methods, Supplies, Training
- ◆ Recycling Program – Paper, Ink cartridges, magazines, cardboard, plastic, tin, aluminum and glass
- ◆ Post-consumer recycled consumable products in restrooms
- ◆ Micro-fiber cloths and pads
- ◆ Environmentally Safe Chemicals, Cleaning Solutions
- ◆ Recapture and Disposal Methods
- ◆ LEED Guidelines
- ◆ Rechargeable Batteries
- ◆ Electronic transmittals via email to reduce paper waste





Green Cleaning

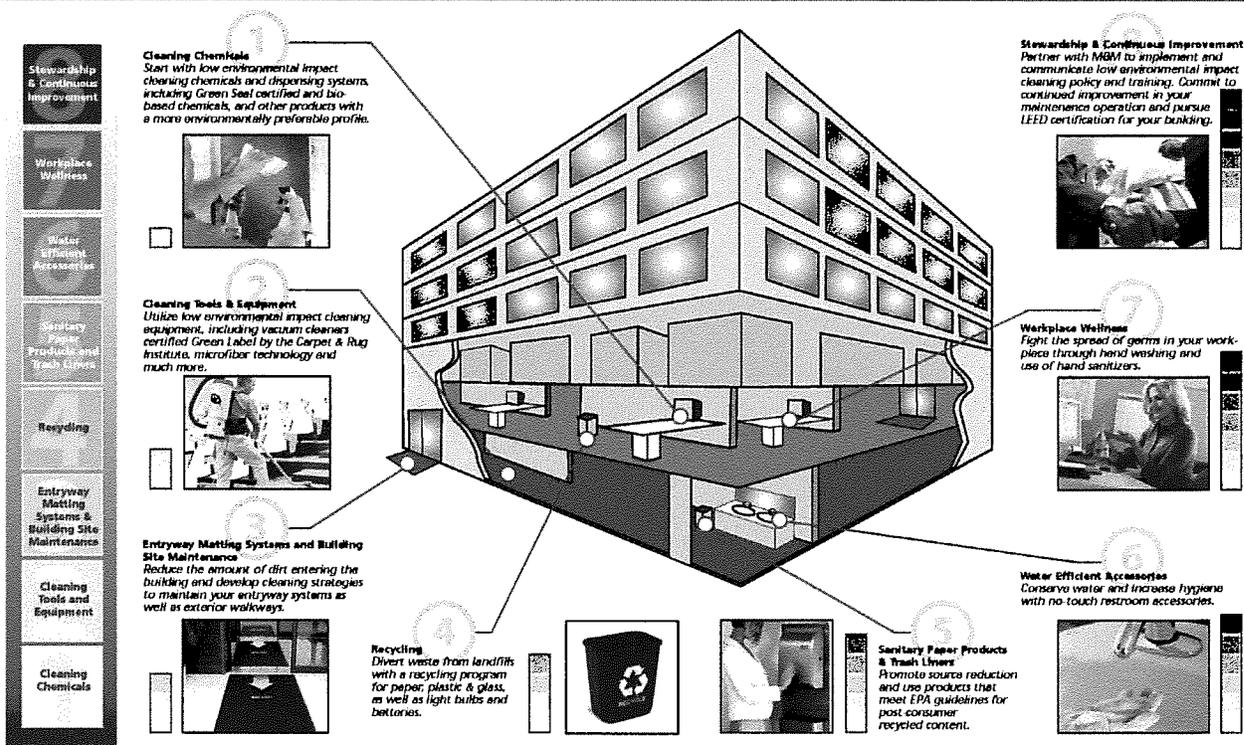
Merchants Building Maintenance ensures the success of your program in the following ways:

- ◆ Maintain/Enhance Indoor Air Quality
- ◆ Improve Worker and Occupant Safety
- ◆ Ensure Sustainability
- ◆ Reduce Cleaning Costs
- ◆ Durable Products
- ◆ Lower Total Environmental Impact
- ◆ Fewer Harmful Emissions
- ◆ Employee Education Program
- ◆ Reduce Absenteeism
- ◆ Water Conservation
- ◆ Participation in Incentive Programs offered by local utilities or state agencies
- ◆ Promoting Environmental Awareness and Responsibility

We also offer other “green” maintenance services through our family of services such as duct cleaning, landscaping and stone and metal restoration. Just give us a call!

Merchants’ is dedicated to Promoting Green Cleaning and Helping to Create a Healthy Environment.

MERCHANTS GREEN MAINTENANCE PROGRAM GUIDES YOU ON THE PATH TO MORE SUSTAINABLE CLEANING SOLUTIONS





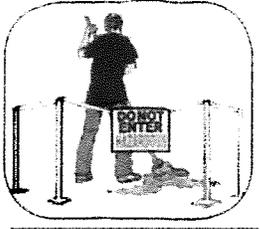
Safety Programs & Awards

Safety Comes First

Having a safe work environment enables us to realize cost savings which we use to fund our Safety Training Program. The fund pays for our Safety and Training Manager, worker's compensation bonus and the safety lotto. Having a partner who understands the value these systems can add to your facility and operations is crucial.

BENEFITS

- ◆ Safer working environment for tenants and employees
- ◆ Higher cleaning quality and productivity
- ◆ Insurance costs kept under control



Floor Work Safety

Maintaining a safe and healthful environment for both our workers and clients is top priority. Our philosophy is that each and every one of our employees is responsible for safety.

Key Safety Components:

Safety Department – Our in house Safety Director is a specialist in the field of work place safety and is accessible to the employees and our clients. In addition he conducts *on site inspections* to guarantee that the procedures are being administered properly.

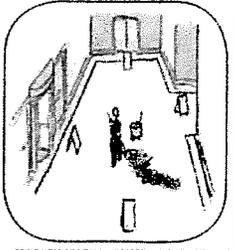
Safety Training – All employees receive an employee orientation and training manual with live instruction and demonstrations of the procedures.

Recurring Meetings – Monthly “lunch box” meetings are conducted to review safety practices to ensure their proper usage and effectiveness. In addition, updates, “success stories” and suggestions are discussed.

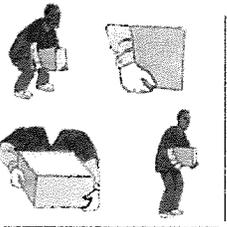
Driver Safety Program - Driver record checks are performed before any employee begins driving a company vehicle. A valid driver's license is a mandatory requirement. Each vehicle is numbered and is equipped with a GPS tracker system which is monitored by our Safety Department.

OSHA Compliance – To ensure OSHA requirements are being met, we use and monitor a tracking log at each of our locations.

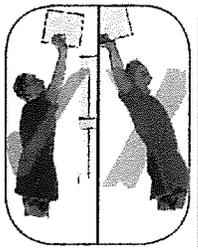
Safety Awareness – Our staff is trained to be alert and aware of safety needs for themselves and the people around them.



Wet Floor Signs



Safe Lifting



Material Handling



Safety Programs & Awards

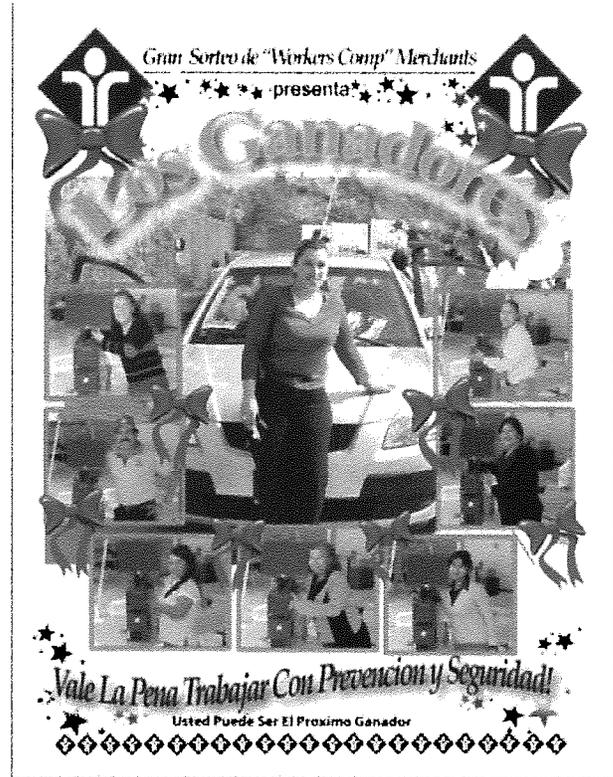
Safety Awards:

A cornerstone of our safety awards program is our **Safety Lotto**. Every month we distribute **Safety Lotto** cards that have a safety message on top. Our employees sign the bottom of the cards and return that portion to their supervisor or manager. The cards are placed in a barrel and we pull out the winning cards for the **\$50, \$100, \$250 and \$500** prizes.

The employees are eligible for larger prizes if the members of their team or branch have not had an injury in the prior month. This creates an environment where employees want to work safely and they also make sure that the other members of their team work safely.

We award **\$15,000** a month in safety lotto prizes and we believe this is money well spent. We have seen our worker's compensation costs plummet since the inception of this program. The **Safety Lotto** has been very helpful in reducing these costs and in sending the message to our employees that safety pays dividends in the long run.

Grand Prize Winners!



Every year Merchants raffles off a new car as well as lots of new computers and cash to our employees. To be eligible to win an employee needs to have had no injuries in the prior year. This program has been hugely successful at increasing our employees awareness of safety on the job. No other cleaning company has a safety awards program that even comes close.



Safety Programs & Awards

Basic Safety Training Covers:

- ◆ General Safety
- ◆ Bloodborne Pathogens (BBP)
- ◆ Cord Safety
- ◆ Trash
- ◆ Personal Protective Equipment (PPE)
- ◆ Vehicle Safety
- ◆ Preventing Slips, Trips and Falls
- ◆ Material Handling
- ◆ Hazard Communication (HAZCOM)
- ◆ Accidents & Emergencies
- ◆ Workplace Violence
- ◆ Push Pull

All Merchants' employees receive comprehensive safety training. Safety concerns are addressed specific to each location and customers' environment. Our management and employees adhere to the safety rules and make any adjustments necessary for each location. We can readily implement any safety procedures in place at your facility.

Merchants Building Maintenance Believes Safety is a Top Priority.



Management, Supervision, & Quality Control are the key to delivering service.

Management Training

Each of our managers is trained within the Merchants Building Maintenance business guidelines. Participation in management techniques, employee relations and hands on field training are all part of the management program.

Our management group is a knowledgeable team with many decades of experience dedicated to providing efficient, quality performance and maintenance of our contract obligations. Our management works closely with all levels of our supervision and your representative to ensure customer satisfaction.

Supervisor Training

Our supervisor training program is comprehensive. Cleaners in supervisory positions participate in ongoing training with our supply vendors and then bring their knowledge back to the site and train the individual janitors. We encourage promotion from within and allow opportunity for our cleaners to advance to supervisory positions once evaluated for ability and desire to do so.

Cleaning Training:

Merchants uses an easy to follow format to train employees on cleaning effectively and safely. Our Trainer's guide includes the following steps:

- **Explain each step.** Visual aids as well as live instruction are given on how to prepare and be safe for the task about to be completed.
- **Show each step.** Employees watch a live demonstration from the trainer on how to properly clean the specific area.
- **Do each step.** Employees get to do the work themselves with hands on training
- **Review each step.** The work is reviewed and any additional professional tips are given.

BENEFITS

- ◆ *Higher level of cleaning*
- ◆ *Reduced Insurance Cost*
- ◆ *Reduced Turnover*
- ◆ *Increased Customer Service*





Training Topics covered for Managers, Supervisors and Cleaners, include:

- Customer Service
- Product safety handling
- Tools, equipment and supplies management
- Problem Resolution
- Employee Relations
- Management Skills

Merchants' believes team work is essential to achieving superior cleaning practices. As a result, we pair new employees with experienced cleaners for more hands on training at the actual job site.

Specialty Care/Utility Training

Our specialty cleaners receive separate training on items such as floor care, carpet and fabric care, wood, stone and metal restoration. Merchants' uses only state of the art equipment for our specialty care division. Our advanced training classes ensure proper application of the skills at the job site. Our qualified specialty care workers receive formal certification recognizing them as experts in their field.

English as a Second Language (ESL)

Our ESL program is available to all Merchants employees who may want to advance their language skills to better communicate with our clients. We encourage each employee to participate in this program and have flexible learning schedules for their convenience.





Start-up Plan

Merchants start up team meets with you prior to setting the Service Start Up Plan and timeline to discuss your individual needs. You have an opportunity to interview this person to ensure that he/she will be well-matched with your on site management. We will tailor the plan to your individual needs and requirements and create a customized start up plan and time line.

It is our goal to deliver you a seamless transition plan when changing your janitorial service contractor. We strive to make this an enjoyable experience for both you and your tenants.

Following is our standard *Service Start – Up Plan* with a timeline of activities to be completed before we start the actual cleaning. You will be informed along the way as to when each step will take place.



1.7. CLEANING SPECIFICATIONS

1.7.1. General Standards

1.7.1.1 INTENT. It is the intent of the County that all premises be maintained at the highest standard of cleanliness. These specifications are intended to establish an acceptable level of service. Cleaning frequencies are established as general guidelines; they are not to be construed as absolute. **All items not specifically included but found to be necessary to properly clean the buildings, shall be included as though written into this Statement of Work; such as vacuuming, damp mopping, buffing, sweeping, dusting, refilling supplies, detail/additional cleaning, shampooing, waxing, staffing levels, etc.**

1.7.1.2 Clean. The term "clean" includes, but is not limited to, the complete removal of trash, recycle, dirt, leaves, dust, lint, webs, marks, stains, spots, spillages, graffiti, odors, film, gum, grease, tar, paint, etc. or cleaning product residue.

1.7.2. STORMWATER

1.7.2.1. It is the intent of the County to reduce or eliminate runoff pollution and non-storm water discharge at all facilities. Best Management Practice is to be observed in accordance with the County's Jurisdictional Runoff Management Plan.

1.7.2.2 **Best Management Practices (BMP's)**. BMP's are efforts to control or eliminate sources of pollution. Contractor examples include proper emptying of mop buckets, removal of litter from hardscaped areas and entryways, and maintenance of clean dumpster enclosure areas.

1.7.2.3 **Non-authorized discharges**. Contractor may not discharge water, mop bucket solutions, cleaning solutions, or liquids of any kind on storm water hardscaped surfaces without the express permission of the Building Maintenance Supervisor or Contract Specialist.

1.7.2.4. **Storm water hardscape** is any surface in a conveyance system that conveys storm water runoff from the property. Examples includes, but are not limited to, parking lots, sidewalks, and other paved walkways, patios (including interior courtyards), concrete or asphalt pads, etc.

1.7.2.5 Clean is define as the removal of litter including; cigarette butts, gum wrappers, gum, spills, trash, debris, leaves, pine needles, twigs, branches, aggregates (small stones, gravel, liquids, powders, etc. to make surfaces or areas free of foreign matter.

1.7.2.6 The term "**At all times**" is defined as the regular days and hours of scheduled service.

1.7.2.7 The Contractor will implement the following specified BMP's at all times:

1.7.2.8 **Trash dumpsters**. Lids shall be kept closed at all times. Contractor shall inspect all dumpsters and promptly report the following; damaged or missing lids, overfilled dumpsters that prevent lids from closing properly, dumpsters that are damaged or missing plugs, and dumpsters that are leaking shall notify the building maintenance staff or the Contract Specialist. Dumpster enclosure areas shall be kept clean at all times.

1.7.2.9 **Cardboard boxes.** All cardboard boxes must be broken down before disposal in recycle dumpsters. Cardboard boxes may not be deposited next to dumpsters. Any cardboard boxes in dumpsters shall be removed and broken down and replace in dumpsters).

1.7.2.10 **Storm drain inlets.** Contractor shall maintain all storm drains inlets in a clean condition.

1.7.2.11 **Use of water and cleaning agents.** Water or cleaning agents shall not be deposited on any parking lots, hardscaped surface, or in any storm water drain. Contractor shall dispose of wastewater and other solutions in an appropriate wastewater drain such as: mop basin, floor drains and toilets.

1.7.2.12 **Spills.** All spills on storm water conveyance systems (parking lots, hardscaped surfaces, swales, etc.) must be contained and cleaned up immediately. Spills too large for immediate clean up must be reported immediately to building maintenance.

1.7.2.13 **Non-authorized discharges (ND's).** "ND's" are define as spills that enter the storm drain inlet. Contractor shall report any ND immediately to Building Maintenance staff or Contract Specialist. Contractor shall utilize spills kits to prevent ND's.

1.7.2.14 **Clarifications.** If any uncertainties exist regarding BMP's contractor is to seek clarifications from Building Maintenance Supervisor or Contract Specialist.

1.7.2.15 **Training.** Storm water training will be available, at no cost, at The Department of General Services. Training will cover basic storm water awareness and relevant components of the County's Jurisdictional Urban Runoff Management Plan, and will take approximately two hours. Contractor is responsible for providing storm water training to all employees. Contractor shall also provide employee training documentation when requested.



Hiring Practices

Selection: Merchants Building Maintenance personnel are carefully screened and selected by our full time personnel department. Our procedures include contact with prior employers, driving background check and personal interviews. Merchants Building Maintenance is an equal opportunity employer and we participate in affirmative action practices.

Selection Process Requirements:

- Completion of MBM application
- Completion of right to work in the United States documents
- Completions of various requested screenings by client

Security: Our employees are fully instructed in the proper use of keys, locked or otherwise secured areas and any special alarm systems in use at your facility. We also report any unusual activity or oversights that we may notice while doing our regularly scheduled work.

Retention: To attract professional workers with a good work ethic and to ensure employee retention, pay rates and benefits reflect the highest standards in the region. All Merchants Building Maintenance employees receive *vacation benefits*. In geographic areas governed by collective bargaining agreements, benefits include *health coverage, sick leave* and *pension*.

Human Resources Department

The Director of Human Resources at Merchants is responsible for administering and directing the company's personnel. This person administers and manages the direction of all phases of the personnel program including:

- Recruitment
- Selection and Placement
- Position Classification
- Wage and Salary Administration
- Benefit Administration
- Employee development
- Communications
- Labor Relations
- Equal Opportunity Practices

The Director of Human Resources has frequent contact with the employee groups and is accessible to answer routine questions regarding pay, hours and benefits. In addition this person recommends appropriate revisions when needed to ensure best practices for our employees in and out of the field which results in better service to our customers.

BENEFITS

- ◆ Higher Level of Cleaning
- ◆ Lower Costs
- ◆ Safer Work Environment
- ◆ Reduced Turnover
- ◆ Professional Interaction



Uniforms

BENEFITS

Merchants Building Maintenance has a wide selection of uniforms for you to choose from to create a custom tailored look for your location. Identification badges are prominently displayed for added security and image enhancement.

- ◆ *Enhanced Image*
- ◆ *Easily Identified*
- ◆ *Improved Access Control*

We offer attractive, comfortable, durable selections for both men and women. We would be glad to custom match any style, color or logo upon request. Our line is complete with outer wear for added convenience and professionalism. Employees can administer their duties outside if specified while remaining comfortable and still be easily identified throughout your location.

The cleaners are responsible for taking care of their uniforms to maintain them in a neat and orderly fashion. Regular inspections of the uniforms ensure that any dull or damaged items are replaced and the same presentable image is maintained.

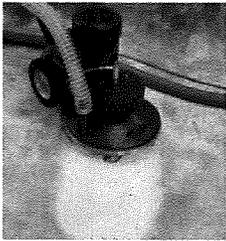


Merchants Building Maintenance Current Standard Uniform Shirts.

We would be glad to custom match any style, color, or logo upon request.



Additional Services





County of San Diego

JOHN M. PELLEGRINO
DIRECTOR

DEPARTMENT OF PURCHASING AND CONTRACTING
5560 OVERLAND AVENUE, SUITE 270, SAN DIEGO, CALIFORNIA 92123-1204
Phone (858) 505-6367 Fax (858) 715-6452

Allen R. Hunsberger
Assistant Director

October 24, 2016

ADDENDUM No. 8

REQUEST FOR BID (RFB) 7589 – JANITORIAL SERVICES

Addendum No. 8 forms a part of the contract documents and changes the original documents only in the manner and to the extent stated.

BID DUE DATE HAS BEEN CHANGED:

BID OPENING: Prior to 11:00 AM, Local Time on November 3, 2016

CHANGES:

Completion for the New Central Courthouse Construction has been changed to April 1, 2017.

DELETE:

1. Section A – Pricing Schedule.

REPLACE WITH:

1. Section A – Pricing Schedule Rev. 1. See attached.

If you have any questions, please contact Martha F. Trevejo, Procurement Contracting Officer at (858)505-6527, or by email at Martha.Trevejo@sdcounty.ca.gov.

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

INITIAL TERM PERIOD FROM DATE OF AWARD THROUGH JUNE 30, 2018

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|---|---------------------------------|----------|--------|---------------|-----------------|
| 1 | New Central Courthouse Facility | 15 | Months | \$ 251,187.53 | \$ 3,767,812.96 |
| 2 | Hall of Justice Facility | 15 | Months | \$ 117,927.18 | \$ 1,768,907.70 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 25.00 | \$ 750.00 |
| Total Extended Price for Initial Term Period | | | | | \$ |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 25.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 25.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 80.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 120.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 175.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 75.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 240.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 360.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 525.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 125.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 400.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 600.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 875.00 |

SUBMIT THIS COMPLETED FORM AS PAGE 4a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

FIRST OPTION PERIOD FROM JULY 1, 2018 THROUGH JUNE 30, 2019

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|---|---------------------------------|----------|--------|---------------|-----------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$ 254,955.34 | \$ 3,059,464.12 |
| 2 | Hall of Justice Facility | 12 | Months | \$ 119,696.09 | \$ 1,436,353.05 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 35.00 | \$ 1,050.00 |
| Total Extended Price for First Option Period | | | | | \$ |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 30.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 30.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 90.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 130.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 185.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 85.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 250.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 375.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 535.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 135.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 410.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 610.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 885.00 |

SUBMIT THIS COMPLETED FORM AS PAGE 5a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

SECOND OPTION PERIOD FROM JULY 1, 2019 THROUGH JUNE 30, 2020

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|--|---------------------------------|----------|--------|---------------|-----------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$ 256,286.64 | \$ 3,075,439.65 |
| 2 | Hall of Justice Facility | 12 | Months | \$ 122,090.01 | \$ 1,465,080.11 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 45.00 | \$ 1,350.00 |
| Total Extended Price for Second Option Period | | | | | \$ |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 45.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 45.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 105.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 145.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 200.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 100.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 275.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 395.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 550.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 150.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 425.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 625.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 900.00 |

SUBMIT THIS COMPLETED FORM AS PAGE 6a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

THIRD OPTION PERIOD FROM JULY 1, 2020 THROUGH JUNE 30, 2021

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|---|---------------------------------|----------|--------|---------------|-----------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$ 262,963.80 | \$ 3,152,325.64 |
| 2 | Hall of Justice Facility | 12 | Months | \$ 122,748.34 | \$ 1,472,980.05 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 50.00 | \$ 1,500.00 |
| Total Extended Price for Third Option Period | | | | | \$ |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 60.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 60.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 125.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 160.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 220.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 125.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 300.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 415.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 575.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 175.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 450.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 650.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 925.00 |

SUBMIT THIS COMPLETED FORM AS PAGE 7a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

FOURTH OPTION PERIOD FROM JULY 1, 2021 THROUGH JUNE 30, 2022

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|--|---------------------------------|----------|--------|---------------|-----------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$ 270,574.62 | \$ 3,246,895.41 |
| 2 | Hall of Justice Facility | 12 | Months | \$ 126,430.79 | \$ 1,517,169.45 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 60.00 | \$ 1,800.00 |
| Total Extended Price for Fourth Option Period | | | | | \$ |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 75.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 75.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 140.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 175.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 235.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 145.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 320.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 430.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 590.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 190.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 465.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 665.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 950.00 |

SUBMIT THIS COMPLETED FORM AS PAGE 8a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

PRICING SUMMARY

| | |
|---|------------------------|
| INITIAL TERM PERIOD – TOTAL PRICE | \$ 5,536,720.65 |
| FIRST OPTION PERIOD – TOTAL PRICE | \$ 4,495,817.17 |
| SECOND OPTION PERIOD – TOTAL PRICE | \$ 4,540,519.76 |
| THIRD OPTION PERIOD – TOTAL PRICE | \$ 4,625,305.69 |
| FOURTH OPTION PERIOD – TOTAL PRICE | \$ 4,764,064.86 |
| BASIS OF AWARD | \$ 1% Net 31 |

SUBMIT THIS COMPLETED FORM AS PAGE 9a OF THE BID



Service Agreement

Merchants Building Maintenance, LLC (hereinafter referred to as Merchants) **County of San Diego – RFB NO. 7589 DEPARTMENT OF PURCHASING & CONTRACTING** (hereinafter referred to as "Client") agree as follows:

1. Merchants agrees to perform the services outlined in this contract under "Specifications" in locations and areas set forth in this contract for payment by the Client according to the terms outlined.

2. This agreement will be effective beginning _____ and may be terminated by either party upon thirty (30) days written notice.

3. Monthly service to Client will be performed at the rate of: Monthly Price:

4. Payment shall be due on the last day of each month in which services are performed. A late charge of one and one half percent per month shall be paid by Client to Merchants on any past due payment not received within 15 days after the last day of the month in which services are performed.

If Client's account is referred to an agency or attorney for collection, attorneys' fees and costs of collection shall be recoverable to Merchants.

5. SPECIAL SERVICES - UPON REQUEST AT A SEPARATE PRICE

- Carpet cleaning using truck-mounted extraction.
- Window washing – interior and exterior.
- Steam Cleaning of exterior sidewalks and entrances.
- Day Porter services if not included in original proposal.
- Landscaping Services both interior and exterior through Merchants Landscape Services.

6. The above charges are a total figure including wages, cleaning supplies and equipment, payroll taxes and insurance, vacation, health and welfare, supervision, and all other contractor costs.

7. **Holidays-** Merchants is not obligated to perform services on the following holidays: New Years Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Services on holidays, when requested, shall be charged on an hourly basis.

8. These charges are based on the present labor costs, related fringe costs, and current operating costs. If new or additional State or Federal, or minimum wages or payroll taxes are levied affecting payrolls, or if insurance charges or operating costs are

increased, Merchants will request that our charges be adjusted accordingly.

9. It is further agreed that Merchants personnel will not be hired by Client for a period of 90 days following termination of this agreement.

10. **Indemnification-** Merchants shall indemnify, defend and hold harmless Client from loss, liability, cost, or expense (including reasonable attorneys' fees) for bodily injury, death and property damage (hereinafter referred to as "claim(s)") but only to the extent same are caused by negligence, misconduct or other fault of Merchants, its agents and employees which arise out of work performed under this Agreement. The foregoing provision shall only benefit Client if Client notifies Merchants in writing of such claim within 30 days of same being reported to Client or its representative. Merchants shall not be liable for delay, loss or damage caused by warfare, riots, strikes, boycotts, criminal acts, acts or omissions of others, fire, water damage, natural calamity, or causes beyond Merchants' reasonable control. If Merchants is required to clean or wax floors when being used by employees, customers, tenants, or business visitors, Client shall, notwithstanding Merchants' negligence and to the full extent permitted by law, indemnify, defend and hold harmless Merchants from claims for injury and death resulting therefrom.

11. **Insurance and Taxes-** Merchants agrees to maintain in effect during the term hereof, insurance for Workers' Compensation with statutory limits, and personal injury and property damage with \$1,000,000 combined single limit liability per occurrence. Merchants has the right to be self-insured, where permitted by State law. Merchants shall furnish to Client, on request a Certificate of Insurance evidencing such coverage and specifying that 30 days' prior notice of cancellation will be sent to Client. Merchants shall be responsible for paying all payroll based taxes affecting its employees.

12. **Conformance with Legal Obligations-**Client agrees to keep its facilities in a safe condition and in conformance with Federal, state, and local laws, ordinances and regulations, and agrees to indemnify, defend and hold harmless Merchants from loss and liability (including reasonable attorneys' fees caused by Clients failure to do so.

13. **Independent Contractor.** Merchants is an independent contractor and all persons employed to furnish services hereunder are employees of Merchants and not of Client.

Approved and Accepted:

By: _____
County of San Diego

By: _____
Merchants Building Maintenance



Next

Bid

NVA
Commercial Co., Inc.
Going Beyond Clean
50 Years of Shining Service

PO Box 759
Hayward, CA
94543

2016/11/03 AM10:22 02s

#7
[Handwritten signature]

County of San Diego
County Purchasing and Contracting Division
5560 Overland Ave, Suite 270
San Diego, California 92123-1204

NVA
Commercial Co., Inc.
Going Beyond Clean

DO NOT OPEN
RFB 7589
JANITORIAL SERVICES
Due: Nov 3, 16 11am



PROPOSAL OF JANITORIAL SERVICES FOR RFB 7589 Janitorial Services



Prepared By:



50 Years of Shining Service

Small Business— HUBZONE

Corporate Headquarters

PO Box 759 Hayward, CA 94543

800-974-6682 510-728-7000

FAX 510-728-7001

San Diego County Regional Office

1535 Tidelands Ave Suite C

National City, CA 91950

619-336-1207 FAX 619-336-1288

Eleanor Anglin, So Ca Executive Operations Manager

Cell# 619-666-9095 eleanor@novacommercial.us

Sophia Silva, CEO sophia@novacommercial.us

www.novacommercial.us

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – P&C 600 FORM**

COUNTY OF SAN DIEGO
SECTION A – P&C 600 FORM

THIS IS NOT AN ORDER

ISSUED: AUGUST 25, 2016

MAIL OR DELIVER TO:

COUNTY OF SAN DIEGO – RFB NO. 7589
DEPARTMENT OF PURCHASING & CONTRACTING
5560 OVERLAND AVENUE, SUITE 270
SAN DIEGO, CA 92123-1204

AWARDS WILL BE MADE TO THE LOWEST RESPONSIVE,
RESPONSIBLE BIDDER BASED ON:

- ALL OR NONE
- EACH LOT
- TOTAL PRICE

UNSPSC COMMODITY CODE: 761100.0000

FOR INFORMATION, PLEASE CALL:

MARTHA F. TREVEJO, PCO
MARTHA.TREVEJO@SDCOUNTY.CA.GOV

BID OPENING DATE: OCTOBER 6, 2016

**BIDS MUST BE RECEIVED AT THE ABOVE ADDRESS
PRIOR TO 11:00 A.M. ON DATE OF BID OPENING**

PLEASE STATE YOUR LOWEST PRICE F.O.B. DESTINATION
AND BRAND NAME OR TRADE NAME IF APPLICABLE.

(PLEASE USE A TYPEWRITER OR BLACK INK)
YOUR ENVELOPE MUST INCLUDE RFB NO. 7589

DESCRIPTION

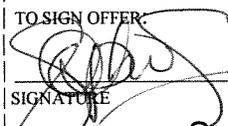
THE COUNTY OF SAN DIEGO (COUNTY), DEPARTMENT OF GENERAL SERVICES HAS A REQUIREMENT FOR JANITORIAL SERVICES, IN ACCORDANCE WITH THE TERMS & CONDITIONS AND THE STATEMENT OF WORK REFLECTED HEREIN.

| | |
|----------------------------|---------------------------------------|
| INITIAL CONTRACT TERM: | JANUARY 1, 2017 THROUGH JUNE 30, 2017 |
| FIRST COUNTY OPTION TERM: | JULY 1, 2017 THROUGH JUNE 30, 2018 |
| SECOND COUNTY OPTION TERM: | JULY 1, 2018 THROUGH JUNE 30, 2019 |
| THIRD COUNTY OPTION TERM: | JULY 1, 2019 THROUGH JUNE 30, 2020 |
| FOURTH COUNTY OPTION TERM: | JULY 1, 2020 THROUGH JUNE 30, 2021 |

PRICING SUBMITTED IS TO REMAIN FIRM FIXED FOR EACH YEAR IN THE TERM PERIOD IDENTIFIED ABOVE. ALL ITEMS WITHIN EACH TERM PERIOD MUST BE PRICED TO BE CONSIDERED RESPONSIVE. 7 8

BIDDER ACKNOWLEDGES ADDENDUM NO. 1 2 3 4 5 6

SUBJECT TO ACCEPTANCE WITHIN 90 DAYS
NAME AND ADDRESS OF BIDDER
Nova Commercial Co., Inc.
STREET, CITY, STATE, ZIP
1535 Tidelands Ave Ste C National City, CA 91950
TELEPHONE: NUMBER (510) 728-7000
FAX TELEPHONE: 510) 728-7001
E-MAIL sophia@novacommercial.us

PAYMENT TERMS NET 30 DAYS OR % DAY
NAME AND TITLE OF PERSON AUTHORIZED
TO SIGN OFFER:
 11/1/16
SIGNATURE OFFEROR DATE
PRINTED NAME: **Sophia Silva**
PRINTED TITLE: **CEO**

-----NOTIFICATION OF AWARD-----
ACCEPTANCE AS TO ITEM(S) NUMBERED: _____
(VC No.) _____
(THIS SECTION FOR COUNTY USE ONLY)
COUNTY OF SAN DIEGO
By: _____ DATE: _____
JOHN M. PELLEGRINO, DIRECTOR
DEPT OF PURCHASING & CONTRACTING
TOTAL AMOUNT _____ AWARD NO. _____ NAME AND TITLE OF CONTRACTING OFFICER _____

SUBMIT THIS COMPLETED FORM AS PAGE 1 OF THE BID

County of San Diego
Department of Purchasing and Contracting
REPRESENTATIONS AND CERTIFICATIONS

The following representations and certifications are to be completed, signed and returned with the offer (the term "offer" includes bids, proposals, quotes or any other submission to provide goods and/or services).

1. BUSINESS TYPE

For-profit Non-profit Government

Attach proof of status for Non-profit.

2. INTERLOCKING DIRECTORATE

In accordance with Board of Supervisors Policy A-79, if Offeror is a non-profit as indicated in paragraph 1 above, Offeror is required to identify any related for-profit subcontractors in which an interlocking directorate, management or ownership relationship exists. If Offeror is a non-profit and will be subcontracting with a related for-profit entity, Offeror must list all such entity(ies) on an attached separate sheet, and authorization must be sought from Board of Supervisors. If Offeror is a non-profit and does not submit such a list, Offeror certifies it has no and will not enter into a subcontract relationship with a related for-profit entity.

3. BUSINESS REPRESENTATION

Offeror represents as a part of this offer the following information regarding the ownership, operation, and control of its business:

3.1. Are you a local business with a physical address within the County of San Diego? Yes No

3.2. Are you certified by the State of California as a:

Disabled Veteran Business Enterprise (DVBE)

Certification #: _____

Small Business Enterprise (SBE)

Certification #: _____

3.3. Are you certified by the U.S. Dept Of Veterans' Affairs as:

Veteran Owned Small Business (VOSB)

Certification # _____

Service Disabled Veteran Owned Small Business (SDVOSB)

Certification # _____

3.4. Estimated percentage of work in this offer to be performed or fulfilled locally (within the geographic boundaries of the County of San Diego): $\frac{100}{100}$ %

4. DEBARMENT, SUSPENSION AND RELATED MATTERS

4.1. Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:

4.1.1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

4.1.2. Have within a three (3) year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

4.2. Except as allowed for in Section 4.2.4, Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:

4.2.1 Are presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in paragraph 4.1.2 of this certification;

4.2.2 Have within a three (3) year period preceding this agreement had one or more public transactions (federal, state or local) terminated for cause or default;

4.2.3 Are presently the target or subject of any investigation, accusation or charges by any federal, state or local law enforcement, licensing or certification body.

4.2.4 If Offeror is unable to certify any of the facts set forth in Sections 4.2.1, 4.2.2 or 4.2.3, it certifies that it has listed on a separate sheet(s) attached to this Representations and Certifications each fact that it cannot certify and the reason it cannot do so. That information must include the specific relevant facts (date(s), contract(s) and individual(s) involved, status of action(s), and any other relevant information) that prevent it from making the requested certifications. The County reserves the right to disqualify an Offeror based upon information disclosed.

4.3 Offeror has a continuing duty to disclose information until contract award/execution and shall report in writing to the County Department of Purchasing and Contracting within five business days of knowing or have any reason to know any change in status as certified in the preceding paragraphs 4.1 and 4.2.

4.4 If Offeror or any of its subcontractors, agents or consultants, have previously contracted with the County to perform related work on this project (e.g. preparing components of the statement of work or plans and specifications for this project), Offeror shall identify those previous agreement(s) and submit that list along with the proposal. Other than as may be submitted on said list, Offeror certifies to the best of its knowledge that it and its proposed subcontractors, agents and consultants have not previously contracted with the County to perform work on or related to this project.

5. CURRENT COST OR PRICING

Offeror certifies to the best of its knowledge that cost and/or pricing data submitted with this offer, or specifically identified by reference if actual submission of the data is impracticable, are accurate, complete, and current as of the date signed below.

6. INDEPENDENT PRICING

Offeror certifies that in relation to this procurement:

6.1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with other offerors, with any competitors, or with any County employee(s) or consultant(s) involved in this or related procurements;

6.2. Unless otherwise required by law, the prices that have been quoted in this offer have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, in the case of a bid, or prior to award, in the case of a proposal, directly or indirectly to any other Offeror or to any competitor; and

6.3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.

7. TAX INFORMATION

The Offeror understands that prior to receiving a contract award from the County, the Offeror must submit a completed IRS W-9 form to provide a Federal Tax ID number, or if not available, to provide a Social Security Number (SSN).

CERTIFICATION

The information furnished in Paragraphs 1 through 7 and in the accompanying offer is certified to be factual and correct as of the date submitted and this certification is made under penalty of perjury under the laws of the State of California.

Name: Sophia Silva

Title: CEO

Company/Organization: Nova Commercial Co., Inc.

Signature: _____

Date: 11/17/16

SUBMIT THIS FORM AS DIRECTED IN THE REQUEST FOR SOLICITATION DOCUMENTS OR WITH THE OFFER

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
SECTION A – INDEMNIFICATION AGREEMENT

NONDISCLOSURE INDEMNIFICATION AGREEMENT

IF OFFEROR SUBMITS EXHIBIT CONFIDENTIAL/PROPRIETARY, THE FOLLOWING NONDISCLOSURE INDEMNIFICATION AGREEMENT MUST BE COMPLETED, SIGNED AND RETURNED WITH THE OFFER

This indemnification agreement ("Agreement") is made and entered into by and between the County of San Diego ("County") and Offeror Company/Organization Name: Nova Commercial Co., Inc. ("Offeror") with reference to the following facts:

WHEREAS the County may receive a request for disclosure of Offeror's submission under the California Public Records Act, Government Code Section 6250, et seq.; and

WHEREAS, Offeror has included in its submission an exhibit entitled "*EXHIBIT – CONFIDENTIAL/PROPRIETARY*" containing records that Offeror has determined to constitute trade secrets or other proprietary information exempt from disclosure under the California Public Records Act; and

WHEREAS the County requires defense and indemnity from Offeror for the County's ongoing non-disclosure of Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY*;

NOW, THEREFORE, for good and valuable consideration and the mutual promises contained herein, the parties agree to the following:

1. The above recitals are incorporated herein by this reference.
2. Except as otherwise provided herein, the County will not release Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY* based on Offeror's representation that the records contained therein are proprietary and exempt from disclosure under the California Public Records Act and/or are trade secrets as that term is defined in Government Code Section 6250, et seq. Notwithstanding the foregoing, however, the County may release Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY* in the event of any of the following:
 - a. Offeror fails to comply with the terms and conditions of this Agreement; or
 - b. Offeror provides the County with written notice that some or all of the records may be released; or
 - c. A court of competent jurisdiction orders the County to release the records and the County has exhausted or waived its appeal rights.
3. To the fullest extent allowed by law, the County shall not be liable for, and Offeror shall defend and indemnify County and its Board of Supervisors, officers, directors, employees and agents of County (collectively "County Parties"), against any and all claims, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees (whether incurred by County attorneys or attorneys employed by County) and court costs (hereinafter collectively referred to as "Claims"), related to Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY*.
4. Offeror waives any and all claims in law or equity and hereby releases the County Parties from any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs, which arise out of or are in any way connected to Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY*.

| TO BE COMPLETED BY AN AUTHORIZED REPRESENTATIVE OF THE OFFEROR | |
|--|----------------------------------|
| Offeror Company/Organization Name: | <u>Nova Commercial Co., Inc.</u> |
| Authorized Representative Name: | <u>Sophia Silva</u> |
| Authorized Representative Title: | <u>CEO</u> |
| Signature:  | Date: <u>11/1/16</u> |

SUBMIT THIS COMPLETED FORM AS PAGE 3 OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

INITIAL TERM PERIOD FROM DATE OF AWARD THROUGH JUNE 30, 2018

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|---|---------------------------------|----------|--------|---------------|-----------------------|
| 1 | New Central Courthouse Facility | 15 | Months | \$ 202,344.88 | \$ 3,035,173.20 |
| 2 | Hall of Justice Facility | 15 | Months | \$ 85,166.63 | \$ 1,277,499.45 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 24.73 | \$ 741.90 |
| Total Extended Price for Initial Term Period | | | | | \$4,313,414.55 |

**Below prices will not be taken into consideration as part of the basis of award.
However, Contractor is required to submit pricing to be considered responsive.**

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 24.25 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 0.15 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.11 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.10 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.08 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 0.32 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.24 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.21 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 0.17 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 0.39 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.28 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.25 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 0.20 |

SUBMIT THIS COMPLETED FORM AS PAGE 4a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

FIRST OPTION PERIOD FROM JULY 1, 2018 THROUGH JUNE 30, 2019

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|---|---------------------------------|----------|--------|--------------|-----------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$203,259.25 | \$2,439,111.00 |
| 2 | Hall of Justice Facility | 12 | Months | \$86,337.73 | \$1,036,052.76 |
| 3 | Emergency Clean-up | 30 | Hours | \$25.32 | \$759.60 |
| Total Extended Price for First Option Period | | | | | \$3,475,923.36 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 25.81 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 0.16 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.12 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.10 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.09 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 0.34 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.25 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.22 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 0.18 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 0.41 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.30 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.26 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 0.22 |

SUBMIT THIS COMPLETED FORM AS PAGE 5a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

SECOND OPTION PERIOD FROM JULY 1, 2019 THROUGH JUNE 30, 2020

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|--|---------------------------------|----------|--------|---------------|------------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$ 208,399.97 | \$ 2,500,799.64 |
| 2 | Hall of Justice Facility | 12 | Months | \$ 88,751.59 | \$ 1,065,019.08 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 26.28 | \$ 788.40 |
| Total Extended Price for Second Option Period | | | | | \$ 3,566,607.12 |

**Below prices will not be taken into consideration as part of the basis of award.
However, Contractor is required to submit pricing to be considered responsive.**

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 26.89 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 0.17 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.12 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.11 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.09 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 0.35 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.26 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.23 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 0.19 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 0.42 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.31 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.27 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 0.22 |

SUBMIT THIS COMPLETED FORM AS PAGE 6a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

THIRD OPTION PERIOD FROM JULY 1, 2020 THROUGH JUNE 30, 2021

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|---|---------------------------------|----------|--------|---------------|------------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$ 222,121.13 | \$ 2,665,453.56 |
| 2 | Hall of Justice Facility | 12 | Months | \$ 94,569.04 | \$ 1,134,828.48 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 28.01 | \$ 840.30 |
| Total Extended Price for Third Option Period | | | | | \$ 3,801,122.34 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 28.79 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 0.18 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.13 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.12 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.09 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 0.37 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.27 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.24 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 0.20 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 0.45 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.32 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.29 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 0.24 |

SUBMIT THIS COMPLETED FORM AS PAGE 7a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

FOURTH OPTION PERIOD FROM JULY 1, 2021 THROUGH JUNE 30, 2022

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|--|---------------------------------|----------|--------|---------------|-----------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$ 235,727.13 | \$ 2,828,725.56 |
| 2 | Hall of Justice Facility | 12 | Months | \$100,388.26 | \$ 1,204,659.12 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 29.72 | \$ 891.60 |
| Total Extended Price for Fourth Option Period | | | | | \$4,034,276.28 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 30.69 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 0.19 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.14 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$ 0.12 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$ 0.10 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 0.40 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.29 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.26 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 0.21 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 0.47 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 0.34 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 0.30 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 0.25 |

SUBMIT THIS COMPLETED FORM AS PAGE 8a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

PRICING SUMMARY

| | |
|---|-------------------------|
| INITIAL TERM PERIOD – TOTAL PRICE | \$4,313,414.55 |
| FIRST OPTION PERIOD – TOTAL PRICE | \$3,475,923.36 |
| SECOND OPTION PERIOD – TOTAL PRICE | \$3,566,607.12 |
| THIRD OPTION PERIOD – TOTAL PRICE | \$3,801,122.34 |
| FOURTH OPTION PERIOD – TOTAL PRICE | \$4,034,276.28 |
| BASIS OF AWARD | \$ 19,191,343.65 |

SUBMIT THIS COMPLETED FORM AS PAGE 9a OF THE BID

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES

DVBE SUBCONTRACTOR PARTICIPATION SUMMARY –REV. 1

This DVBE Subcontractor Participation Summary is required to document Bidder's/Offeror's (Offeror) compliance with the DVBE participation goals set forth in Board Policy B-39a.

| |
|--|
| All Offerors must complete this section |
| Offeror: Nova Commercial Co., Inc. |
| Offeror's Representative: Sophia Silva |

| |
|--|
| Exemptions (complete only if Offeror qualifies for one of the exemptions below) |
| Offeror is exempt from DVBE Subcontractor Participation Requirements in accordance with Board Policy B-39a because Offeror is a: |
| <input type="checkbox"/> Government Agency |
| <input type="checkbox"/> Nonprofit Organization |
| <input type="checkbox"/> Small Business Enterprise (SBE), pursuant to Board Policy B-53 State of California SBE Certification #: _____ |
| <input type="checkbox"/> Veteran Owned Business (VOB), pursuant to Board Policy B-39a VOB status due to certification as a: <input type="checkbox"/> DVBE - State of California Certification #: _____ <input type="checkbox"/> VOSB - U.S. VA Certification #: _____ <input type="checkbox"/> SDVOSB - U.S. VA Certification #: _____ |

| |
|---|
| DVBE Compliance (complete if Offeror claimed no exemption above) |
| <input type="checkbox"/> Offeror will self-perform 100% of the services. |
| <input type="checkbox"/> Complete and attach DVBE Subcontractor Participation Plan |
| <input checked="" type="checkbox"/> Complete and attach Documentation of Good Faith Effort (Optional if Offeror has met or exceeded the 3% DVBE Subcontractor Participation goal) |

Offeror must provide additional supporting documentation upon request.

THIS FORM SHALL BE SUBMITTED WITH BID ON THE DUE DATE

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES

DVBE SUBCONTRACTOR PARTICIPATION PLAN – REV. 1

Offeror: Nova Commercial Co., Inc Offeror Representative: Sophia Silva

Project Title: RFB 7589 Janitorial Services New Courthouse & Hall of Justice

| ITEM NO. | DESCRIPTION OF WORK, SERVICE OR MATERIAL | NAME, ADDRESS, TELEPHONE NUMBER AND CERTIFICATION NUMBER OF CERTIFIED DVBE TO BE USED | DOLLAR AMOUNT TO BE PAID THIS DVBE |
|--------------------------------|--|---|------------------------------------|
| ALL | N/A | Name: Sophia Silva | 0.00 |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | Only one response was received out of 29 requests . Prices submitted were 30 to 40% higher than other non-DVBE providers | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | If awarded we shall continue to solicit and make efforts to use DVBE' companies in a variety of capacities. | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| TOTAL AMOUNT TO CERTIFIED DVBE | | | \$0.00 |

Use additional sheets if necessary. Compute utilization on last sheet.

Sheet ____ of ____ (complete if submitting more than one sheet)

| COMPUTATION OF UTILIZATION AND COMPARISON WITH THE SUBCONTRACTOR PARTICIPATION GOAL | |
|--|---|
| $\frac{\text{Total Amount to Certified DVBE}}{\text{Total Bid/Proposal}} \times 100 = \text{Percent of Utilization}$ | Goal = 3% |
| $\frac{0.00}{\quad} \times 100 = 0\%$ | Submit Documentation of Good Faith Effort if goal is not met. |

THIS FORM SHALL BE SUBMITTED WITH BID ON THE DUE DATE

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES

DOCUMENTATION OF GOOD FAITH EFFORT- Page 1 of 2

A. List potential DVBEs that the Offeror solicited for participation in this contract along with dates. Use additional sheets if necessary.

| | Certified DVBE Firm | Date of Contact (Mail, Fax, Telephone, etc) | Responded (Yes/No) |
|-----|------------------------------------|--|-----------------------|
| 1. | RICHARD MILNER GROUP | em 9/12/16 rmilner@calvetadvisors.com | No |
| 2. | SOAPMAN INDUSTRIAL SUPPLY | em 9/12/16 cathy.soapman@yahoo.com | No |
| 3. | BUYVET | em 9/12/16 kurt.larsen@buyvet.com | No |
| 4. | STAY SAFE SUPPLY INC | em 9/12/16 ken@staysafesolutions.com | No |
| 5. | CVW COMMERCIAL JANITORIAL SERVICES | em 9/12/16 cvwjanitorial@gmail.com | No |
| 6. | LEACH ENTERPRISES INCORPORATED | em 9/12/16 enviropac@msn.com | No |
| 7. | 111 VETERAN DIRECT LLC | em 9/12/16 michael@111veterandirect.com | No |
| 8. | SPECTRUM OFFICE PRODUCTS | em9/12/16...spectrum-office-products@comcast.net | No |
| 9. | RAM ENTERPRISES TECHNOLOGIES | em 9/12/16 bob.moorhead@ramvet.com | No |
| 10. | PS SUPPLY INC | em 9/12/16 bbp@pssupplyinc.com | No |
| 11. | ABG JANITORIAL PRODUCT SUPPLIER | em 9/12/16 artg@abgjanitorialsupply.com | No |
| 12. | LOUIE S FIMBREZ | em 9/12/16 lfdist@yahoo.com | No |
| 13. | COMPASS POWER SERVICES CO | em 9/12/16 jeff@compass-power.com | No |
| 14. | VETERAN LOGISTICS INC | em 9/12/16 jeff.harrington@veteranlogistics.com | No |
| 15. | NCO INDUSTRIES | em 9/12/16 ncoindustries@gmail.com | No |

Sheet 1 of 2 (complete if submitting more than one sheet)

B. DVBE Solicitations

Solicitation Sample:

Offeror must attach a sample of the solicitation sent to certified DVBE firms. If phone contact was made, document conversation: date, time, contact person, and business opportunities discussed.

THIS FORM SHALL BE SUBMITTED WITH BID ON THE DUE DATE

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES

DOCUMENTATION OF GOOD FAITH EFFORT- Page 1 of 2

A. List potential DVBEs that the Offeror solicited for participation in this contract along with dates. Use additional sheets if necessary.

| | Certified DVBE Firm | Date of Contact (Mail, Fax, Telephone, etc) | Responded (Yes/No) |
|-----|------------------------------------|--|-----------------------|
| 1. | GREENIT CLEAN SOLUTIONS | em 9/12/16 qqibbs@greenitclean.org | No |
| 2. | COMMERCIAL SOURCING SOLUTIONS, LLC | em 9/12/16 SCOTT@CSSNAPA.COM | No |
| 3. | CORONADO DISTRIBUTION COMPANY INC | em 9/12/SALES@CORONADODC.COM | Yes |
| 4. | CALIFORNIA VETERAN SUPPLY INC | em 9/12/16 sales@VeteranSupply.com | No |
| 5. | WEST COAST CHEMICAL | em 9/12doliver@westcoastchemical.com | No |
| 6. | LAND SEA & AIR SUPPLY | em 9/12/16 liz@lsasupplyinc.com | No |
| 7. | HOFFMAN TECHNOLOGIES INC | em 9/12/16 liz@lsasupplyinc.com | No |
| 8. | GALAXIE MANAGEMENT INC | em 9/12/1vlawrence@galaxiemgmt.com | No |
| 9. | GOULD GOVERNMENT PRODUCT SOLUTIONS | em 9/12/16 info@gouldgps.com | No |
| 10. | TRIFECTA SUPPLY INC | em 9/12/ melanie@trifectasupplyinc.com | No |
| 11. | R.F. MONTGOMERY LLC | Ray.Montgomery@rfmontgomeryllc.com | No |
| 12. | DISABLED VETERAN ENTERPRISES INC | em 9/12/16 tom@proudveter.com | No |
| 13. | ANCHOR SUPPLY INC | em 9/12/16 anchorsupply@msn.com | No |
| 14. | SHE MARINE VETERAN SUPPLY | em 9/12/16 rebeccar@shemarine.com | No |
| 15. | | | |

Sheet 2 of 2 (complete if submitting more than one sheet)

B. DVBE Solicitations

Solicitation Sample:

Offeror must attach a sample of the solicitation sent to certified DVBE firms. If phone contact was made, document conversation: date, time, contact person, and business opportunities discussed.

THIS FORM SHALL BE SUBMITTED WITH BID ON THE DUE DATE

Sophia Silva

From: Sophia Silva <sophia@novacommercial.us>
Sent: Monday, September 12, 2016 4:30 PM
To: 'Sophia Silva'
Subject: DVBE Solicitation
Attachments: DVBE Solicitation.pdf

We are requesting a quote for janitorial supplies and equipment for the County of San Diego RFB #7589. Please see the details in the attached document. Quotes are due by September 22, 2016 5pm.

Thank You,

Sophia Silva, CEO



50 Years of Shining Service

OFFICE 510-728-7000, FAX 510-728-7001

www.NOVACommercial.us

"Please Consider the Environment before Printing"



REQUEST FOR QUOTE FOR RFB #7589 FOR THE COUNTY OF SAN DIEGO

DUE: SEPTEMBER 22, 2016 by 5pm

NOVA Commercial is hereby requesting a quote from your firm for our proposal response to the County of San Diego RFB#7589 to perform Custodial Services for San Diego Hall of Justice and New Courthouse. Please note we do not have a count for usage; however the Hall of Justice is 379,050 square feet and the New Courthouse is estimated between 525,060 and 774,000 square feet.

Your firm has been identified as a certified DVBE through the CA.Gov Department of General Services search engine. If you are not certified please let us know.

We are requesting a quote to provide janitorial supplies and equipment. You will be responsible for ensuring all products quoted and provided meet the following contract requirements:

1. GREEN SEAL OR ECO LABEL to meet contract requirement as stated below:

CONTRACTOR SHALL USE 100 % OF GREEN SEAL OR ECO LOGO CERTIFIED ALL PRODUCTS, SUPPLIES AND ALL EQUIPMENT THAT ARE AVAILABLE ON THE MARKET IN ALL FACILITIES FOR THE INITIAL TERM PERIOD AND ALL OPTION YEARS. DOCUMENTATION SHALL BE PROVIDED VERIFYING THE USE OF GREEN SEAL/ECO LOGO CERTIFIED PRODUCTS, SUPPLIES AND EQUIPMENT IN ALL FACILITIES FOR EACH TERM PERIODS. CONTRACTOR SHALL BE IN COMPLIANCE WITH THIS REQUIREMENT.

2. Provide to us in prompt response to request to the SDS requirement as stated below:

MATERIAL SAFETY DATA SHEETS (SDS) shall be provided to the Contracting Officers Technical Representative (C.O.T.R.) for all products used by the Contractor within the first thirty- (30) days of contract start date. Copies shall be kept in log books in all facilities.

3. CRI GREEN LABEL requirement to meet contract requirement as stated below:

Contractor shall provide only equipment certified by the Carpet and Rug Institute; CRI Green Label Hepa-Filtration type vacuum cleaners with sound level of less than 70 decibels (dba). Vacuum cleaners that are label as being CRI Green Label Hepa-Filtration by manufacture will only be permitted in facilities. Contractor will provide documentation verifying on the use of CRI Green Label Hepa- Filtration vacuum cleaners. Preferable vacuums are ProTeam vacuums; Line Vacer Hepa/ULPA, QuietPro BP Hepa, and ProForce 1500 Hepa. Bag vacuum cleaners, back pack vacuums and or non CRI Green Label Hepa-Filtration type vacuum cleaners are not to be in any facility. No propane buffers are to be used in any Facilities. High speed buffers are required in all facilities. Contractor shall provide and be required to have certified green seal/eco logo and documentation on (all equipment) buffers, shampoo extractors, wet/dry vacuums and large automatic scrubber equip/machines with brushes and squeegee for large/wide hallways/lobbies to be completed on all service days.

Please use the attached Pricing Sheet to provide your quote for the Products and Equipment Quote Request.



PRICING FOR JANITORIAL PRODUCTS & EQUIPMENT

| DESCRIPTION | UM QUANTITY | UM | PRICING |
|--|-------------|----|---------|
| PAPER PRODUCTS | | | |
| SGLFD 2PLY 400/PK 60/CS | | CS | |
| WHITE M/F TOWEL 250/16/CS | | CS | |
| NAT RLTWL 600'12/CS | | CS | |
| EMMOTION BLCH RLTWL 6/800/CS | | CS | |
| SGL FLD TWL WHT 250/16/CS | | CS | |
| WHT S-FLD TWL 250/16PK/CS | | CS | |
| OPTIMA 2PL 500/96/CS | | CS | |
| TP 2 PLY 500/96/CS 500 SHEETS | | CS | |
| 2-PLY TOILET PAPER 9" 12/1000 | | CS | |
| 670 BLCH RL TWL 600/12/CS | | CS | |
| 1/2 SEAT COVERS 20/250/CS | | CS | |
| LINERS | | | |
| 40X48 LINERS 16M NAT 250/CS | | CS | |
| 24X33 8M LNR BLK 1000/CS | | CS | |
| 40X48 LINERS 19M BLACK 200/CS | | CS | |
| 24x24 R LINERS 6M NAT 1000/CS | | CS | |
| SOAP | | | |
| JUST RIGHT PINK HAND SOAP 4/1/CS | | CS | |
| 7015 ALMOND SOAP 800ML 12/CS | | CS | |
| GREEN SEAL OR ECO LOGO CERTIFIED | | | |
| AQUEOUS OZONE CLEANING SYSTEM | | UN | |
| DILUTION CENTER | | UN | |
| CLEANER DEGREASER | | CS | |
| NEUTRAL CLEANER | | CS | |
| ALL PURPOSE CLEANER | | CS | |
| LIQUID ENZYMES | | CS | |
| RESTROOM CLEANER | | CS | |
| CITRUS HYDROXY CLEANER | | CS | |
| GLASS SURFACE CLEANER | | CS | |
| DISINFECTANT | | CS | |
| CARPET EXTRACTION CLEANER | | CS | |
| SPIN BONNET CLEANER | | CS | |
| CARPET PRESpray | | CS | |
| CARPET SOIL EXTRACTOR | | CS | |
| STRIPPER | | CS | |
| WAX | | CS | |
| HIGH GLOSS WAX | | CS | |
| SEALER | | CS | |
| SCOTCH GUARD STONE FLOOR PROTECTOR certified by (NFSI) | | CS | |
| STAINLESS STEEL CLEANER | | CS | |
| FURNITURE CLEANING | | CS | |
| COMET | | CS | |
| LAUNDRY DETERGENT | | CS | |



| | | | | |
|---------------------------------|--|--|--|----|
| PADS | | | | |
| 3M TRISECT DIAMOND HX DISC | | | | CS |
| WHITE PAD | | | | CS |
| BLACK PAD | | | | CS |
| RED PAD | | | | CS |
| BLUE PAD | | | | CS |
| OTHER | | | | |
| GLOVES - ALL SIZES | | | | CS |
| MICROFIBER CLOTHS | | | | CS |
| MICROFIBER MOPS | | | | CS |
| MICROFIBER DUSTMOPS | | | | CS |
| MICROFIBER SYSTEM | | | | CS |
| TOILET BOWL BRUSH | | | | CS |
| BROOMS | | | | CS |
| PORTER BROOM & PAN | | | | CS |
| MOPS | | | | CS |
| CUSTODIAL CARTS | | | | CS |
| BUCKET & WRINGER | | | | CS |
| TILT/TUB TRUCKS | | | | CS |
| SAFETY SIGNS - 37" HIGH MINIMUM | | | | CS |
| CLOSED FOR CLEANING SIGNS | | | | CS |
| CLYPSO MELON URNL 10/BX | | | | BX |
| EQUIPMENT | | | | |

CRI Green Label Equipment Only

| DESCRIPTION | BRAND | EQUIPMENT SIZE | UM | PRICING |
|----------------------------------|----------------------|----------------|----|---------|
| HEPA-FILTRATION BACK PACK VACUUM | | | EA | |
| HEPA-FILTRATION BACK PACK VACUUM | PRO TEAM | | EA | |
| HEPA-FILTRATION BACK PACK VACUUM | LINE VACER HEPA/ULPA | | EA | |
| HEPA-FILTRATION BACK PACK VACUUM | QUIETPRO BP Hepa | | EA | |
| HEPA-FILTRATION BACK PACK VACUUM | PROFORCE 1500 HEPA | | EA | |
| WALK BEHIND WIDE AREA VACUUM | | | EA | |
| AUTOSCRUBBERS | | | EA | |
| WALK BEHIND | | | EA | |
| STAND ON | | | EA | |
| RIDER | | | EA | |
| HIGH SPEED BUFFER | | | EA | |
| EXTRACTION MACHINE | | | EA | |
| SPOTTER EXTRACTION MACHINE | | | EA | |
| WET/DRY VACUUM CLEANERS | | | EA | |
| SWEEPER MACHINES | | | EA | |
| DRYER BLOWERS | | | EA | |
| PRESSURE WASHERS | | | EA | |
| STEAM CLEANERS | | | EA | |

Sophia Silva

From: Valerie Farrell <v.farrell@coronadodc.com>
Sent: Thursday, October 20, 2016 7:14 AM
To: Eleanor Anglin
Cc: Sophia Silva
Subject: Re: Quote for Janitorial Supplies
Attachments: Qte101348.pdf; NOVA COMMERCIAL QUOTE.pdf

Hello Eleanor and Sophia! We requoted the build for your project but unfortunately could not match your pricing.

We are going to continue to work in our pricing. Keep in mind Coronado is local distributor here in San Diego that has national distribution lines and a stellar servicing company. We are a one stop, turn key solutions provider. We are a SBA8a, a service disabled veteran owned small business and we have contracts through the GSA advantage and DOD-EMALL.

I look forward to working with you soon.

From: Eleanor Anglin
Sent: Friday, October 14, 8:11 AM
Subject: Re: Quote for Janitorial Supplies
To: Valerie Farrell
Cc: Stephanie Carillo

Hi Valerie,

I will check them out and get back to you this afternoon.

Eleanor Anglin

Nova Commercial Co.,Inc.

Executive Manager

Eleanor@novacommercial.us

(619) 666-9095 cell

(619)336-1288 fax

From: Valerie Farrell <v.farrell@coronadodc.com>
To: "ELEANOR@NOVACOMMERCIAL.US" <ELEANOR@NOVACOMMERCIAL.US>

Cc: Stephanie Carillo <s.carrillo@coronadodc.com>
Sent: Thursday, October 13, 2016 2:46 PM
Subject: RE: Quote for Janitorial Supplies

Hello Eleanor! We have been in contact with Sophia, discussing a revised quote. We are looking to confirm that the products in the first quote were correct. We understand we were a bit high on our pricing - we do not want to quote you incorrect items and more expensive options based off the description.

Can you confirm we quoted the correct parts in our first quote?

Valerie Farrell

619.361.9239

8(a) Minority Owned Business (SBA) | SDVOSB (V.A.) (CA DGS) | SB/-033BA |

From: Sophia Silva [mailto:sophia@novacommercial.us]
Sent: Thursday, October 13, 2016 11:49 AM
To: Valerie Farrell <v.farrell@coronadodc.com>; Stephanie Carillo <s.carrillo@coronadodc.com>
Subject: RE: Quote for Janitorial Supplies

Valerie,

Sorry, yes the products will all need to be green sealed certified.

From: Valerie Farrell [mailto:v.farrell@coronadodc.com]
Sent: Thursday, October 13, 2016 11:18 AM
To: Sophia Silva; Stephanie Carillo
Subject: RE: Quote for Janitorial Supplies

Hi Sophia - I noticed you removed the Green Label Certified on a majority of the items. Can we source non Green Label items?

Were the products in the first quote correct? We do not want to quote you incorrect items based off the description.

We look forward to hearing from you!

Val Farrell
619.361.9239

From: Sophia Silva
Sent: Wednesday, October 12, 4:13 PM
Subject: RE: Quote for Janitorial Supplies
To: Stephanie Carillo, Valerie Farrell
Cc: eleanor@novacommercial.us

Hi Stephanie & Valerie,

We received a quote from both of you from your company. In review of the pricing it is substantially higher than we are currently paying with other vendors. We have created a more concise list with quantity etc in hopes of providing you with an ability to obtain better pricing. Please see our revised quote request. We will need a response by Wednesday the 19th. Your time and efforts are appreciated. We look forward o hearing from you.

Thank you,

Sophia Silva, CEO

OFFICE 510-728-7000, FAX 510-728-7001

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| | <u>Equipment or equivalent</u> | <u>Qty</u> | <u>Unit Price</u> |
|----|---|-------------------|-------------------|
| 1 | Tennant Stand On Auto Scrubber 20" | 2 | 16,668.25 |
| 2 | Walk Behind Auto Scrubber - Tennant or Noble 17" | 1 | 10,010.59 |
| 3 | Tennant R3 or FiberPro 8 | 3 | 9,038.89 |
| 4 | Tennant 1510 or FiberPro 20 | 3 | |
| 5 | Canister extractor 3.5 gal plus accessories | 3 | 1,875.00 |
| 6 | Windor 20" stand on burnisher or NSS eForce 27" Ride-On Burnisher | 1 | |
| 7 | Dragon dust control 18# high speed buffer | 3 | 1,875.00 |
| 8 | Power Flite wet/dry vac PF53 | 4 | 641.45 |
| 9 | Floor fans | 4 | |
| 10 | Power washer | 1 | |
| 11 | Compact Rider Sweeper - IPC Eagle 512R | 1 | |
| 12 | Maid Carts with buckets and wringers | 22 | 356.25 |
| 13 | Tandem wheels & barrels | 24 | 175.00 |
| 14 | 32" Safety Signs | 220 | 28.75 |
| 15 | Closed for cleaning signs | 44 | 27.78 |
| 16 | Bucket & Wringer | 28 | 87.50 |
| 17 | Handles & Frames - Dust mops | 55 | 6.84 |
| 18 | Handles & Frames - Flat Mops | 55 | 14.22 |
| 19 | Vacuums | 27 | 179.00 |
| 20 | Dusters | 55 | 4.33 |
| 21 | Microfibers - 4 colors 12/cartoon | 10 doz each color | 47.17 |
| 22 | Dust mops | 165 | 14.22 |
| 23 | Flat Mops | 165 | 12.75 |

| | <u>Supplies - Please provide type & qty pr case</u> | <u>Estimated Weekly Qty</u> | <u>Unit Price</u> |
|----|---|-----------------------------|-------------------|
| 24 | Multifold 250/Pack 16 packs/carton | 80 | 18.22 |
| 25 | Toilet paper 500/Roll 96 Rolls | 46 | 43.65 |
| 26 | Refill Hand soap - green certified 1000ml | 7 | 7.72 |
| 27 | Foaming Soap - green certified 1500ml | 1 | 40.93 |
| 28 | Seatcovers 250/PK 4 PK/CT | 6 | 34.29 |
| 29 | 40x48 liners 40/Roll | 13 | 20.95 |
| 30 | 24x24 liners | 13 | 15.66 |

| | <u>Chemicals</u> | <u>Unit Price</u> |
|----|--|-------------------|
| 31 | Neutral Cleaner 1 gal | 8.22 |
| 32 | Disinfectant 12/CT | 21.84 |
| 33 | Deodorizer (Fresh & Clean or Bubblegum) 32oz | 1.48 |
| 34 | Glass Cleaner | 96.93 |
| 35 | Floor Cleaner 1 gal | 8.22 |
| 36 | Stripper 5 gal | 81.59 |
| 37 | Wax 1 gallon | 33.75 |
| 38 | Stainless steel cleaner 8/CT | 55.83 |
| 39 | Gum Remover 6oz | 2.92 |
| 40 | Graffiti Remover 32oz 4/carton | |
| 41 | Wood Polish 12/carton | 56.44 |
| 42 | Laundry Detergent 50oz | 8.93 |
| 43 | Yellow dust cloths 20/PK | 73.75 |
| 44 | Urinal Screens- Melon Mist 10 Screens/BOX | 17.62 |

Sophia Silva

From: Peter Bares <peter@staysafesolutions.com>
Sent: Friday, October 21, 2016 2:31 PM
To: 'Sophia Silva'
Subject: RE: DVBE Solicitation

Sophia,

I must apologize... we are not going to be able to respond on this as much that is on the list is a bit outside of what we have access too.

If you have any questions, please feel free to contact me at any time.

Thank you,

Peter Bares

Stay Safe Solutions, Inc.
4201 Sierra Point Drive, Ste 101
Sacramento, CA 95834
peter@staysafesolutions.com
Cell: 714-307-1356
Fax: 916-263-9758
www.staysafesolutions.com

Your SB/DVBE certified partner #1752562



From: Sophia Silva [<mailto:sophia@novacommercial.us>]
Sent: Wednesday, October 12, 2016 4:18 PM
To: 'Peter Bares' <peter@staysafesolutions.com>
Subject: RE: DVBE Solicitation

Hi Peter,

I haven't seen a quote from you yet and we have developed a more refined list in hopes of improving pricing. Please see our list attached. We will need pricing by next Wednesday the 19th.

Look forward to hearing from you.

Thank You,

Sophia Silva, CEO



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From: Peter Bares [<mailto:peter@staysafesolutions.com>]

Sent: Monday, October 03, 2016 11:18 AM

To: sophia@novacommercial.us

Subject: DVBE Solicitation

Sophia,

I hope you got my message regarding your request for a quote on the attached list... I had some e-mail issues and did not see the request until after the requested date.

I've noticed that the county of San Diego has extended the due date on this bid until the 28th... I'm hoping you are still interested in receiving a bid from us... please let me know and we will get one to you ASAP.

If you have any questions, please feel free to contact me at any time.

Thank you,

Peter Bares

Stay Safe Solutions, Inc.

4201 Sierra Point Drive, Ste 101

Sacramento, CA 95834

peter@staysafesolutions.com

Cell: 714-307-1356

Fax: 916-263-9758

www.staysafesolutions.com

Your SB/DVBE certified partner #1752562



Sophia Silva

From: jesus.calvet@gmail.com on behalf of Jesus Casillas <Jesus@veteransupply.com>
Sent: Tuesday, September 13, 2016 8:44 AM
To: Sophia Silva
Subject: Re: DVBE Solicitation

Hi Ms. Silva,

unfortunately we are no longer doing DVBE participation, so we won't be able to provide you with pricing. Thank you for your inquiry, and have a wonderful day.

On Mon, Sep 12, 2016 at 4:30 PM, Sophia Silva <sophia@novacommercial.us> wrote:

We are requesting a quote for janitorial supplies and equipment for the County of San Diego RFB #7589. Please see the details in the attached document. Quotes are due by September 22, 2016 5pm.

Thank You,

Sophia Silva, CEO



50 Years of Shining Service

OFFICE 510-728-7000, FAX 510-728-7001

www.NOVACommercial.us

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--
Best regards,

Jesus Casillas

California Veteran Supply
1109 4th St.
Clovis, Ca 93612
Tel: 888-602-7959
Fax: 888-602-7960
jesus@veteransupply.com

Next

Bid

2016/11/03 AM10:30 26s

#8
A

D Commercial

"The Doctors of Floor Care."

760-310-2421

MD Commercial

603 Seagaze Dr 718
Oceanside, CA 92054
(760) 310-2421
MD@mdfloorcare.com
www.MDfloorcare.com

Capabilities Statement

Over 35 years of combined experience

Business Summary

MD Commercial delivers exceptional services to our clients through our people, products and services. MD Commercial provides professional cleaning services to office buildings, government facilities, apartment complexes, schools, day care centers, retail stores and manufacturing clients with multiple locations.

Products & Services

1. Office Cleaning (small, medium, large office buildings)
2. Detailed premium services for high end showrooms
3. Multiple unit facility cleaning (i.e. schools and apartment complexes)
4. Ability to perform services within secure buildings such as government facilities
Federal and State
5. Move in/move out cleaning
6. Post Construction Clean-up
7. Floor Scrubbing & Floor Waxing applications (small,medium,large jobs)
8. Hi-Speed buffing
9. Carpet Extractions (small,medium,large jobs)
10. Stadium/Arena/Event clean up
11. Cleaning supply distribution/inventory
12. Paper towels, toilet paper, dispensers. soaps, sanitizer, etc all bathroom supplies

History

We have 35 years of combined janitorial experience at MD Commercial. We offer complete janitorial services, floor provide our clients the convenience of managing their janitorial and paper supplies. There isn't a job too big or too small for MD Commercial. We also continue to make a significant investment in establishing efficient processes and systems to hire the most reliable, capable and responsible employees, utilize the best products and deliver exceptional cleaning services. We also pride ourselves in supporting our community by donating to local charities, military families, and local events. In addition, we were proudly awarded the 2013 Business of the Year-North County by the NAACP for being entrepreneurial stalwart in the community by assisting young and new minority owned businesses. Also 2016 SBA-Minority Business nominee. are, and supply restocking. We also own a janitorial supply store that allows us a competitive advantage. We can order in volume then pass the savings along to our customer. Our growth strategy is to diversify our services in the Private and Government marketplace by providing a myriad of services including basic and detailed cleaning services to various markets, in addition to providing routine and deep cleaning services, floor care services, outdoor cleaning services, and event clean up. We also

Customers

Private sector

Dealerships in Escondido Auto Park and Car Country Carlsbad, Montessori schools, Oceanside Unified School Districts, Vista Unified School District, Retirement Homes, Wyndham Hotel (Oceanside), Marriott Hotel, Medical offices (All Over North County), Commercial and retail locations (All over North County), Event clean-ups for the North County NAACP and more.

Government Sector

MCCS Camp Pendleton

United States Federal Courts

Lincoln Military Housing (Top vendor for this company on Camp Pendleton)

Hunt LLC (DeLuz Housing)

Certifications

MBE #15060577, SMBE #2000316, DBE Certified Firm# 43292

San Diego SB Certified

Indian Incentive Program

Native-American Indian owned business

CAGE Code 6ZT42 , DUNS # 808249507

Management

Decarlos Daniels (Chief Operations Manager/Owner)
760-310-2421 Ext 3

Massah Chatton Jr (Chief Financial Officer/Owner)
760-310-2421 Ext 4

NAICS Codes 238990, 561720, 561730, 561740, 561790, 562998

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – P&C 600 FORM**

COUNTY OF SAN DIEGO
SECTION A – P&C 600 FORM

THIS IS NOT AN ORDER

ISSUED: AUGUST 25, 2016

MAIL OR DELIVER TO:

COUNTY OF SAN DIEGO – RFB NO. 7589
DEPARTMENT OF PURCHASING & CONTRACTING
5560 OVERLAND AVENUE, SUITE 270
SAN DIEGO, CA 92123-1204

AWARDS WILL BE MADE TO THE LOWEST RESPONSIVE,
RESPONSIBLE BIDDER BASED ON:

- ALL OR NONE
- EACH LOT
- TOTAL PRICE

UNSPSC COMMODITY CODE: 761100.0000

FOR INFORMATION, PLEASE CALL:

MARTHA F. TREVEJO, PCO
MARTHA.TREVEJO@SDCOUNTY.CA.GOV

BID OPENING DATE: OCTOBER 6, 2016

**BIDS MUST BE RECEIVED AT THE ABOVE ADDRESS
PRIOR TO 11:00 A.M. ON DATE OF BID OPENING**

PLEASE STATE YOUR LOWEST PRICE F.O.B. DESTINATION
AND BRAND NAME OR TRADE NAME IF APPLICABLE.

(PLEASE USE A TYPEWRITER OR BLACK INK)
YOUR ENVELOPE MUST INCLUDE RFB NO. 7589

DESCRIPTION

THE COUNTY OF SAN DIEGO (COUNTY), DEPARTMENT OF GENERAL SERVICES HAS A REQUIREMENT FOR JANITORIAL SERVICES, IN ACCORDANCE WITH THE TERMS & CONDITIONS AND THE STATEMENT OF WORK REFLECTED HEREIN.

| | |
|----------------------------|---------------------------------------|
| INITIAL CONTRACT TERM: | JANUARY 1, 2017 THROUGH JUNE 30, 2017 |
| FIRST COUNTY OPTION TERM: | JULY 1, 2017 THROUGH JUNE 30, 2018 |
| SECOND COUNTY OPTION TERM: | JULY 1, 2018 THROUGH JUNE 30, 2019 |
| THIRD COUNTY OPTION TERM: | JULY 1, 2019 THROUGH JUNE 30, 2020 |
| FOURTH COUNTY OPTION TERM: | JULY 1, 2020 THROUGH JUNE 30, 2021 |

PRICING SUBMITTED IS TO REMAIN FIRM FIXED FOR EACH YEAR IN THE TERM PERIOD IDENTIFIED ABOVE. ALL ITEMS WITHIN EACH TERM PERIOD MUST BE PRICED TO BE CONSIDERED RESPONSIVE.

BIDDER ACKNOWLEDGES ADDENDUM NO. 1 [] 2 [] 3 [] 4 [] 5 []

SUBJECT TO ACCEPTANCE WITHIN 90 DAYS

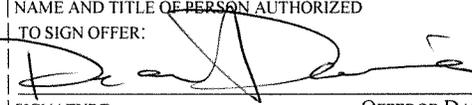
PAYMENT TERMS NET 30 DAYS OR % DAY

NAME AND ADDRESS OF BIDDER

NAME AND TITLE OF PERSON AUTHORIZED

Breakmart LLC DBA MD Commercial
STREET, CITY, STATE, ZIP
603 Seagaze Dr #718
Oceanside, CA 92054

TO SIGN OFFER:



11/03/2016

TELEPHONE: NUMBER (760) 310-2421
FAX TELEPHONE: (888) 422-6118

SIGNATURE OFFEROR DATE

PRINTED NAME: **DeCarlos Daniels**

E-MAIL **MD@MDFLOORCARE.COM**

PRINTED TITLE: **Owner**

NOTIFICATION OF AWARD -

ACCEPTANCE AS TO ITEM(S) NUMBERED:

(THIS SECTION FOR COUNTY USE ONLY)

COUNTY OF SAN DIEGO

(VC No.)

By: _____ DATE: _____

JOHN M. PELLEGRINO, DIRECTOR
DEPT OF PURCHASING & CONTRACTING

TOTAL AMOUNT

AWARD NO.

NAME AND TITLE OF CONTRACTING OFFICER

SUBMIT THIS COMPLETED FORM AS PAGE 1 OF THE BID

County of San Diego
Department of Purchasing and Contracting
REPRESENTATIONS AND CERTIFICATIONS

The following representations and certifications are to be completed, signed and returned with the offer (the term "offer" includes bids, proposals, quotes or any other submission to provide goods and/or services).

1. BUSINESS TYPE

For-profit Non-profit Government
Attach proof of status for Non-profit.

2. INTERLOCKING DIRECTORATE

In accordance with Board of Supervisors Policy A-79, if Offeror is a non-profit as indicated in paragraph 1 above, Offeror is required to identify any related for-profit subcontractors in which an interlocking directorate, management or ownership relationship exists. If Offeror is a non-profit and will be subcontracting with a related for-profit entity, Offeror must list all such entity(ies) on an attached separate sheet, and authorization must be sought from Board of Supervisors. If Offeror is a non-profit and does not submit such a list, Offeror certifies it has no and will not enter into a subcontract relationship with a related for-profit entity.

3. BUSINESS REPRESENTATION

Offeror represents as a part of this offer the following information regarding the ownership, operation, and control of its business:

3.1. Are you a local business with a physical address within the County of San Diego? Yes No

3.2. Are you certified by the State of California as a:
 Disabled Veteran Business Enterprise (DVBE)
Certification #: _____

Small Business Enterprise (SBE)
Certification #: **2000316 DBE#43292**

3.3. Are you certified by the U.S. Dept Of Veterans' Affairs as:
 Veteran Owned Small Business (VOSB)
Certification # _____
 Service Disabled Veteran Owned Small Business (SDVOSB)
Certification # _____

3.4. Estimated percentage of work in this offer to be performed or fulfilled locally (within the geographic boundaries of the County of San Diego): **100** %

4. DEBARMENT, SUSPENSION AND RELATED MATTERS

4.1. Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:

4.1.1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

4.1.2. Have within a three (3) year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

4.2. Except as allowed for in Section 4.2.4, Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:

4.2.1 Are presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in paragraph 4.1.2 of this certification;

4.2.2 Have within a three (3) year period preceding this agreement had one or more public transactions (federal, state or local) terminated for cause or default;

4.2.3 Are presently the target or subject of any investigation, accusation or charges by any federal, state or local law enforcement, licensing or certification body.

4.2.4 If Offeror is unable to certify any of the facts set forth in Sections 4.2.1, 4.2.2 or 4.2.3, it certifies that it has listed on a separate sheet(s) attached to this Representations and Certifications each fact that it cannot certify and the reason it cannot do so. That information must include the specific relevant facts (date(s), contract(s) and individual(s) involved, status of action(s), and any other relevant information) that prevent it from making the requested certifications. The County reserves the right to disqualify an Offeror based upon information disclosed.

4.3 Offeror has a continuing duty to disclose information until contract award/execution and shall report in writing to the County Department of Purchasing and Contracting within five business days of knowing or have any reason to know any change in status as certified in the preceding paragraphs 4.1 and 4.2.

4.4 If Offeror or any of its subcontractors, agents or consultants, have previously contracted with the County to perform related work on this project (e.g. preparing components of the statement of work or plans and specifications for this project), Offeror shall identify those previous agreement(s) and submit that list along with the proposal. Other than as may be submitted on said list, Offeror certifies to the best of its knowledge that it and its proposed subcontractors, agents and consultants have not previously contracted with the County to perform work on or related to this project.

5. CURRENT COST OR PRICING

Offeror certifies to the best of its knowledge that cost and/or pricing data submitted with this offer, or specifically identified by reference if actual submission of the data is impracticable, are accurate, complete, and current as of the date signed below.

6. INDEPENDENT PRICING

Offeror certifies that in relation to this procurement:

6.1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with other offerors, with any competitors, or with any County employee(s) or consultant(s) involved in this or related procurements;

6.2. Unless otherwise required by law, the prices that have been quoted in this offer have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, in the case of a bid, or prior to award, in the case of a proposal, directly or indirectly to any other Offeror or to any competitor; and

6.3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.

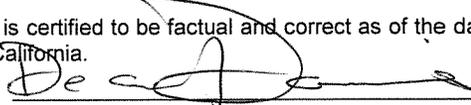
7. TAX INFORMATION

The Offeror understands that prior to receiving a contract award from the County, the Offeror must submit a completed IRS W-9 form to provide a Federal Tax ID number, or if not available, to provide a Social Security Number (SSN).

CERTIFICATION

The information furnished in Paragraphs 1 through 7 and in the accompanying offer is certified to be factual and correct as of the date submitted and this certification is made under penalty of perjury under the laws of the State of California.

Name: **DeCarlos Daniels**

Signature: 

Title: **Owner**

Date: **11/03/2016**

Company/Organization: **Breakmart LLC DBA MD Commercial**

SUBMIT THIS FORM AS DIRECTED IN THE REQUEST FOR SOLICITATION DOCUMENTS OR WITH THE OFFER

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
SECTION A – INDEMNIFICATION AGREEMENT**

NONDISCLOSURE INDEMNIFICATION AGREEMENT

IF OFFEROR SUBMITS EXHIBIT CONFIDENTIAL/PROPRIETARY, THE FOLLOWING NONDISCLOSURE INDEMNIFICATION AGREEMENT MUST BE COMPLETED, SIGNED AND RETURNED WITH THE OFFER

This indemnification agreement ("Agreement") is made and entered into by and between the County of San Diego ("County") and Offeror Company/Organization Name: **Breakmart LLC DBA MD Commercial** ("Offeror") with reference to the following facts:

WHEREAS the County may receive a request for disclosure of Offeror's submission under the California Public Records Act, Government Code Section 6250, et seq.; and

WHEREAS, Offeror has included in its submission an exhibit entitled "*EXHIBIT – CONFIDENTIAL/PROPRIETARY*" containing records that Offeror has determined to constitute trade secrets or other proprietary information exempt from disclosure under the California Public Records Act; and

WHEREAS the County requires defense and indemnity from Offeror for the County's ongoing non-disclosure of Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY*;

NOW, THEREFORE, for good and valuable consideration and the mutual promises contained herein, the parties agree to the following:

1. The above recitals are incorporated herein by this reference.
2. Except as otherwise provided herein, the County will not release Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY* based on Offeror's representation that the records contained therein are proprietary and exempt from disclosure under the California Public Records Act and/or are trade secrets as that term is defined in Government Code Section 6250, et seq. Notwithstanding the foregoing, however, the County may release Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY* in the event of any of the following:
 - a. Offeror fails to comply with the terms and conditions of this Agreement; or
 - b. Offeror provides the County with written notice that some or all of the records may be released; or
 - c. A court of competent jurisdiction orders the County to release the records and the County has exhausted or waived its appeal rights.
3. To the fullest extent allowed by law, the County shall not be liable for, and Offeror shall defend and indemnify County and its Board of Supervisors, officers, directors, employees and agents of County (collectively "County Parties"), against any and all claims, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees (whether incurred by County attorneys or attorneys employed by County) and court costs (hereinafter collectively referred to as "Claims"), related to Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY*.
4. Offeror waives any and all claims in law or equity and hereby releases the County Parties from any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs, which arise out of or are in any way connected to Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY*.

| TO BE COMPLETED BY AN AUTHORIZED REPRESENTATIVE OF THE OFFEROR | |
|--|--|
| Offeror Company/Organization Name: | Breakmart LLC DBA MD Commercial |
| Authorized Representative Name: | DeCarlos Daniels |
| Authorized Representative Title: | Owner |
| Signature:  | Date: 11/03/2016 |

SUBMIT THIS COMPLETED FORM AS PAGE 3 OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

INITIAL TERM PERIOD FROM DATE OF AWARD THROUGH JUNE 30, 2018

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|---|---------------------------------|----------|--------|---------------|-----------------------|
| 1 | New Central Courthouse Facility | 15 | Months | \$ 325,233.00 | \$ 4,878,495.00 |
| 2 | Hall of Justice Facility | 15 | Months | \$ 139,385.57 | \$ 2,090,783.55 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 25.16 | \$ 754.80 |
| Total Extended Price for Initial Term Period | | | | | \$6,970,033.35 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 25.16 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 1.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$.99 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$.98 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$.97 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 1.11 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 1.05 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 1.03 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 1.01 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 1.20 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 1.12 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 1.09 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 1.06 |

SUBMIT THIS COMPLETED FORM AS PAGE 4a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

FIRST OPTION PERIOD FROM JULY 1, 2018 THROUGH JUNE 30, 2019

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|---|---------------------------------|----------|--------|--------------|-----------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$344,746.98 | \$4,136,963.76 |
| 2 | Hall of Justice Facility | 12 | Months | \$147,748.70 | \$ 1,772,984.40 |
| 3 | Emergency Clean-up | 30 | Hours | \$27.16 | \$ 814.80 |
| Total Extended Price for First Option Period | | | | | \$5,910,762.96 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$ 27.16 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 1.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$.99 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$.98 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$.97 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$1.11 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 1.05 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 1.03 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 1.01 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 1.20 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 1.12 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 1.09 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 1.06 |

SUBMIT THIS COMPLETED FORM AS PAGE 5a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

SECOND OPTION PERIOD FROM JULY 1, 2019 THROUGH JUNE 30, 2020

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|--|---------------------------------|----------|--------|--------------|-----------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$365,431.80 | \$4,385,181.60 |
| 2 | Hall of Justice Facility | 12 | Months | \$156,613.62 | \$1,879,363.44 |
| 3 | Emergency Clean-up | 30 | Hours | \$29.16 | \$874.80 |
| Total Extended Price for Second Option Period | | | | | \$6,265,419.84 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$29.16 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$1.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$.99 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$.98 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$.97 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$1.11 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$1.05 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$1.03 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$1.01 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$1.20 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$1.12 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$1.09 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$1.06 |

SUBMIT THIS COMPLETED FORM AS PAGE 6a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

THIRD OPTION PERIOD FROM JULY 1, 2020 THROUGH JUNE 30, 2021

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|---|---------------------------------|-----------------|------------|-------------------|------------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$387,357.71 | \$ 4,648,292.52 |
| 2 | Hall of Justice Facility | 12 | Months | \$166,010.44 | \$ 1,992,125.28 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 31.16 | \$ 934.80 |
| Total Extended Price for Third Option Period | | | | | \$ 6,641,352.60 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|-------------------|
| Additional day service at existing facilities | Hourly rate | \$ 31.16 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 1.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$.99 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$.98 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$.97 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 1.11 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 1.05 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 1.03 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 1.01 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 1.20 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 1.12 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 1.90 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 1.06 |

SUBMIT THIS COMPLETED FORM AS PAGE 7a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

FOURTH OPTION PERIOD FROM JULY 1, 2021 THROUGH JUNE 30, 2022

| Item | Description | Quantity | UOM | Unit Price | Extended Price |
|--|---------------------------------|----------|--------|--------------|------------------------|
| 1 | New Central Courthouse Facility | 12 | Months | \$410,599.17 | \$4,927,190.04 |
| 2 | Hall of Justice Facility | 12 | Months | \$175,971.07 | \$2,111,652.84 |
| 3 | Emergency Clean-up | 30 | Hours | \$ 33.16 | \$ 994.80 |
| Total Extended Price for Fourth Option Period | | | | | \$ 7,039,837.68 |

Below prices will not be taken into consideration as part of the basis of award. However, Contractor is required to submit pricing to be considered responsive.

| Description | UOM | Unit Price |
|--|-------------|------------|
| Additional day service at existing facilities | Hourly rate | \$33.16 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – Under 3,000 square feet | Square Foot | \$ 1.00 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 3,001 – 10,000 square feet | Square Foot | \$.99 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 10,001 – 30,000 square feet | Square Foot | \$.98 |
| New Facility or additional square feet - General cleaning services in a regular business office 1 day per week – 30,001 square feet and over. | Square Foot | \$.97 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – Under 3,000 square feet | Square Foot | \$ 1.11 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 1.05 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 1.03 |
| New Facility or additional square feet - General cleaning services in a regular business office 3 days per week – 30,001 square feet and over. | Square Foot | \$ 1.01 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – Under 3,000 square feet | Square Foot | \$ 1.20 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 3,001 – 10,000 square feet | Square Foot | \$ 1.12 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 10,001 – 30,000 square feet. | Square Foot | \$ 1.09 |
| New Facility or additional square feet - General cleaning services in a regular business office 5 days per week – 30,001 square feet and over. | Square Foot | \$ 1.06 |

SUBMIT THIS COMPLETED FORM AS PAGE 8a OF THE BID

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – PRICING SCHEDULE. REV. 1**

PRICING SUMMARY

| | |
|---|-------------------------|
| INITIAL TERM PERIOD – TOTAL PRICE | \$ 6,970,033.35 |
| FIRST OPTION PERIOD – TOTAL PRICE | \$ 5,910,762.96 |
| SECOND OPTION PERIOD – TOTAL PRICE | \$ 6,265,419.84 |
| THIRD OPTION PERIOD – TOTAL PRICE | \$ 6,641,352.60 |
| FOURTH OPTION PERIOD – TOTAL PRICE | \$ 7,039,837.68 |
| BASIS OF AWARD | \$ 32,827,406.43 |

SUBMIT THIS COMPLETED FORM AS PAGE 9a OF THE BID

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES

DVBE SUBCONTRACTOR PARTICIPATION SUMMARY –REV. 1

This DVBE Subcontractor Participation Summary is required to document Bidder's/Offeror's (Offeror) compliance with the DVBE participation goals set forth in Board Policy B-39a.

| All Offerors must complete this section | |
|--|------------------|
| Offeror: | MD Commercial |
| Offeror's Representative: | DeCarlos Daniels |

| Exemptions (complete only if Offeror qualifies for one of the exemptions below) | |
|--|---|
| Offeror is exempt from DVBE Subcontractor Participation Requirements in accordance with Board Policy B-39a because Offeror is a: | |
| <input type="checkbox"/> | Government Agency |
| <input type="checkbox"/> | Nonprofit Organization |
| <input checked="" type="checkbox"/> | Small Business Enterprise (SBE), pursuant to Board Policy B-53 State of California SBE Certification #: <u>2000316</u> |
| <input type="checkbox"/> | Veteran Owned Business (VOB), pursuant to Board Policy B-39a |
| VOB status due to certification as a: | |
| <input type="checkbox"/> | DVBE - State of California Certification #: _____ |
| <input type="checkbox"/> | VOSB - U.S. VA Certification #: _____ |
| <input type="checkbox"/> | SDVOSB - U.S. VA Certification #: _____ |

| DVBE Compliance (complete if Offeror claimed no exemption above) | |
|---|---|
| <input type="checkbox"/> | Offeror will self-perform 100% of the services. |
| <input type="checkbox"/> | Complete and attach DVBE Subcontractor Participation Plan |
| <input type="checkbox"/> | Complete and attach Documentation of Good Faith Effort (Optional if Offeror has met or exceeded the 3% DVBE Subcontractor Participation goal) |

Offeror must provide additional supporting documentation upon request.

THIS FORM SHALL BE SUBMITTED WITH BID ON THE DUE DATE

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – DVBE “GOOD FAITH EFFORT” PACKAGE**

**COUNTY OF SAN DIEGO
DVBE “Good Faith Effort” Package**

**Documentation of Good Faith Effort
(Due within two (2) days of bid opening)**

The DVBE Cover Sheet is to be attached for the required certified DVBE documentation of “Good Faith Effort” estimated by the County to be between \$500,000 and \$1 million.

Date: 11/03/16

Bid/Offer No.: Janitorial Services RFB 7589

Project Title: Janitorial Services RFB 7589

Project/Activity No. : Janitorial Services RFB 7589

Bidder/Offeror: MD Commercial SMBE #2000316

Bidder/Offeror Representative: DeCarlos Daniels

Please check off the following to insure you have included them in your documentation:

- Documentation of “Good Faith Effort” (3 pages including this page)
- Attachment of Any Additional Supporting Documentation

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – BIDDER/OFFEROR DVBE INFORMATION

COUNTY OF SAN DIEGO
BIDDER/OFFEROR DVBE INFORMATION
(DUE WITHIN TWO (2) DAYS OF BID OPENING)

DATE: **11/01/16** Bid/Offer No.: _____

PROJECT TITLE: **Janitorial Services 7589** Project/Activity No.: _____

BIDDER/OFFEROR: **MD Commercial SMBE exempt from DBVE Requirement**

BIDDER/OFFEROR REPRESENTATIVE: _____

| ITEM NO. | DESCRIPTION OF WORK, SERVICE OR MATERIAL | NAME OF CERTIFIED DVBE (PRIME, SUBCONTRACTOR, VENDOR) TO BE USED INCLUDING ADDRESS, TELEPHONE AND CERTIFICATION NUMBER. | DOLLAR AMOUNT TO BE PAID THIS DVBE |
|---|--|---|------------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL DOLLARS TO CERTIFIED DVBE (PRIME,/SUBCONTRACTOR/VENDOR) | | | \$ |

COMPUTATION OF UTILIZATION AND COMPARISON WITH THE DVBE PARTICIPATION.

| CALCULATION | | |
|-------------------|---|---|
| Disabled Veterans | $\frac{\text{Total Amount to DVBE}}{\text{Total Bid/Offer}} \times 100 = \text{Percent of Utilization}$ | 3% |
| | $\text{_____} \times 100 = \text{_____} \%$ | *See DVBE Participation information sections for further information. |

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES

DOCUMENTATION OF GOOD FAITH EFFORT- Page 1 of 2

A. List potential DVBEs that the Offeror solicited for participation in this contract along with dates. Use additional sheets if necessary.

| | Certified DVBE Firm | Date of Contact (Mail, Fax, Telephone, etc) | Responded (Yes/No) |
|-----|---------------------|--|-----------------------|
| 1. | Not Applicable | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |

Sheet 0 of 0 (complete if submitting more than one sheet)

B. DVBE Solicitations

Solicitation Sample:

Offeror must attach a sample of the solicitation sent to certified DVBE firms. If phone contact was made, document conversation: date, time, contact person, and business opportunities discussed.

THIS FORM SHALL BE SUBMITTED WITH BID ON THE DUE DATE

REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES

DVBE SUBCONTRACTOR PARTICIPATION PLAN – REV. 1

Offeror: MD Commercial Offeror Representative: DeCarlos Daniels

Project Title: Janitorial Services RFB 7589

| ITEM NO. | DESCRIPTION OF WORK, SERVICE OR MATERIAL | NAME, ADDRESS, TELEPHONE NUMBER AND CERTIFICATION NUMBER OF CERTIFIED DVBE TO BE USED | DOLLAR AMOUNT TO BE PAID THIS DVBE |
|--------------------------------|--|---|------------------------------------|
| | Not Applicable | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| TOTAL AMOUNT TO CERTIFIED DVBE | | | \$ |

Use additional sheets if necessary. Compute utilization on last sheet.

Sheet ____ of ____ (complete if submitting more than one sheet)

| COMPUTATION OF UTILIZATION AND COMPARISON WITH THE SUBCONTRACTOR PARTICIPATION GOAL | |
|--|---|
| $\frac{\text{Total Amount to Certified DVBE}}{\text{Total Bid/Proposal}} \times 100 = \text{Percent of Utilization}$ | Goal = 3% |
| <hr style="width: 50%; margin: 0 auto;"/> $\times 100 = \text{_____}\%$ | Submit Documentation of Good Faith Effort if goal is not met. |

THIS FORM SHALL BE SUBMITTED WITH BID ON THE DUE DATE

**REQUEST FOR BID (RFB) 7589
DEPARTMENT OF GENERAL SERVICES
JANITORIAL SERVICES
SECTION A – DVBE “GOOD FAITH EFFORT” PACKAGE**

**COUNTY OF SAN DIEGO
DOCUMENTATION OF GOOD FAITH EFFORT**

A. List potential DVBEs that the bidder solicited prior to prime contractor bid submittal for participation in this contract along with dates.

| Certified DVBE Firm | Date of Contact (Mail, Fax, Telephone, etc.) | Responded (Yes/No) |
|--------------------------|---|--|
| 1. Not Applicable | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 11. | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 12. | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 13. | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 14. | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 15. | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

B. Solicitations
 DVBE Solicitation Sample: Bidder must attach a sample of the solicitation sent to certified DVBE firms. If phone contact was made, document conversation: date, time, contact person, and business opportunities discussed.