

CITY OF CAMPBELL

REQUEST FOR PROPOSALS (RFP)

FOR JANITORIAL SERVICES

**AT THE
CAMPBELL COMMUNITY CENTER (CCC),
THE HERITAGE THEATER,
AND CITY PARK RESTROOMS**

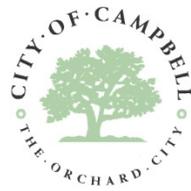
**Mandatory Pre-Proposal Meeting:
Friday, May 18, 2018 at 10:00 a.m.**

**Proposals Due by:
Thursday, May 31, 2018 at 3:00 p.m.**

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NOTICE INVITING PROPOSALS



NOTICE INVITING PROPOSALS

FOR THE

REQUEST FOR PROPOSALS (RFP) FOR JANITORIAL SERVICES AT THE CAMPBELL COMMUNITY CENTER (CCC), THE HERITAGE THEATER, AND CITY PARK RESTROOMS

NOTICE TO CONTRACTORS

The City of Campbell is soliciting proposals from licensed and bonded contractors for the provision of professional janitorial services to buildings and facilities, at the Campbell Community Center, including the Heritage Theatre, located at One West Campbell Avenue, and park restrooms located at various City parks. The project/contracts consist of general janitorial services, as outlined in the specifications and will include services on a daily, weekly or seasonal basis. The service area at the Campbell Community Center is approximately 124,500 square feet. The Community Center and the Heritage Theatre are highly used and very visible public facilities; the public and the Center's tenants have very high standards. All City of Campbell parks are enjoyed by large numbers of visitors every day, particularly when schools are out of session and on weekends throughout the entire year.

As a Request for Proposal (RFP) this is not an invitation to bid and, although price is very important, other factors will be taken into consideration. The project scope, content of proposal, and vendor selection process are summarized in the RFP.

INSTRUCTIONS FOR PROPOSALS

Proposal Packets containing specifications and instructions can be obtained online at www.cityofcampbell.com or at the mandatory pre-proposal and walk-through meeting. All proposals must include all required forms and information as outlined in the project Specifications, General Conditions and Instructions to Proposers.

Proposals must be submitted to:

City of Campbell
City Clerk's Office
ATTN: Alex Mordwinow
70 North First Street
Campbell, CA 95008-1423

Submittals are due no later than 3:00 p.m. on **Thursday, May 31, 2018**. The City of Campbell reserves the right to reject all proposals and to waive any informality.

PROJECT INFORMATION

All contractors interested in submitting a proposal for this project must attend a **MANDATORY PRE-PROPOSAL MEETING and WALK-THROUGH**, conducted by the City's Building Maintenance Supervisor. The Walk-Through will be held at **10:00 a.m. on Friday, May 18, 2018**, in the Heritage Theatre at the Campbell Community Center. An orientation meeting will be conducted explaining the process to submit a proposal, the City's performance standards and expectations, project requirements, special conditions, and answer any questions proposers may have. A tour of the Community Center facilities will follow. Maps of the facility will be provided at that time. This is the only time access to the interior of the buildings will be provided; please come prepared to gather all information required. Any questions should be directed to Alex Mordwinow at 408-866-2127.

1. Date and Place of Accepting Proposals. Notice is hereby given that sealed proposals will be received at the Office of the City Clerk of the City of Campbell (City), 70 N. First Street, Campbell, CA 95008-1423 until **May 31, 2018 at 3:00 p.m.**, for the foregoing project.
2. Contract Documents. The contract documents, including, but not limited to, the Notice Inviting Proposals, Instructions to Bidders, Specifications, Scope of Work, Bid Forms and Contract may be seen and picked up at the office of the Public Works Superintendent of the City of Campbell located at 290 Dillon Avenue, Campbell, California. Proposals must conform and be responsive to all contract documents.
3. Award of Contract. The City shall award the contract(s) to the best qualified company, with consideration of cost, for a period of two years with the City's sole option to renew the contract(s) for an additional (5) five – (1) one year contracts.

The City may choose to award the contract for the Community Center the contract for the Heritage Theatre, and the contract for City park restrooms to the same contractor or to separate contractors if it is in the best interest to the City. The City reserves the right to reject any and all bid proposals, to modify the scope of the project to meet budget constraints, and to waive any informality or no substantive irregularity as the interest of the City may require.

4. Business License. All contractors and subcontractors working in the City of Campbell must have a valid City of Campbell Business License at the time the contract is awarded. Business Licenses may be purchased at the Finance Department at 70 N. First Street, Campbell, California.
5. Project Administration. All questions relative to this project must be submitted in writing and received a minimum of 5 working days prior to the proposal due date and shall be directed to:

City of Campbell, Public Works Department
70 North First Street, Campbell, CA 95008-1423
Attention: Alex Mordwinow, Public Works Superintendent
alexm@cityofcampbell.com / Tel: (408) 866-2145 / Fax: (408) 370-3304

CITY OF CAMPBELL

By: _____
Wendy Wood, City Clerk

Publish: _____

GENERAL CONDITIONS & INSTRUCTIONS TO BIDDERS FOR THE

JANITORIAL SERVICES TO BE PROVIDED

AT THE

CAMPBELL COMMUNITY CENTER, THE HERITAGE THEATRE, AND CITY PARK RESTROOMS

I. OVERVIEW

The City of Campbell Public Works and Recreation Departments (hereinafter “City”) is soliciting proposals from qualified janitorial service providers (hereinafter “Contractor”) to secure the performance of professional janitorial services, which will provide necessary routine cleaning services as well as occasional special cleaning services for areas managed by the City’s Recreation Department. .

Contractor will use “environmental preferable” cleaning products when available for the required cleaning. All individuals performing on the project must clear a criminal background check.

II. BACKGROUND

The Campbell Community Center, previously Campbell High School, was built in 1936 and the Heritage Theatre was built as the school’s auditorium in 1938. These facilities are highly used by a diverse group of tenants, which expect quality routine cleaning services and timely, customer friendly responses to special event support or special cleaning requests. The site hosts a number of different activities, entertainment, schools, pre-school, businesses, athletic events, and special events and is considered by many to be the City’s “Crown Jewel”. There is an expectation that all City Staff and City contractors will conduct themselves professionally and have a professional appearance.

III. GENERAL CONDITIONS AND INSTRUCTIONS

A. Pre- Proposal Meeting/ Walk-Through

A Pre-Proposal Meeting and Walk-Through will be held at **10:00 a.m. on Friday, May 18, 2018**. The location of the **meeting will be in the Heritage Theatre**, located within the Campbell Community Center at One W. Campbell Avenue, Campbell, CA. It is **MANDATORY** for all interested contractors to attend this meeting. This is the only time access to the interior premises will be allowed. All contractors should be sure to sign-in and/or leave a business card to be placed on the mailing list for any addenda’s issued.

B. Requests for Information

Questions regarding documents, discrepancies, omissions, or doubt as to meaning will be clarified for all contractors at the Walk-Through. Questions pertaining to this RFP after the pre-proposal meeting must be submitted in writing prior to the deadline date via e-mail to Alex Mordwinow at alexm@cityofcampbell.com. Be as specific as possible, citing the specific section/number where applicable. The City will provide a written response to all pertinent questions in the form of an Addendum.

C. Addenda or Bulletins

Any addenda or bulletins issued during the time of bidding shall become a part of the specifications, and shall be issued to all contractors who attended and registered their attendance at the pre-proposal meeting and walk-through.

D. Evidence of Responsibility

1. All applicants must be licensed, bonded, and have a minimum of five years' experience performing janitorial services to office and/or recreational facilities of a similar size and scope.
2. All contractors shall submit with their proposal a list of recent references who can be contacted to provide evidence of the contractor's experience and responsibility exhibited on projects of similar size, scope and difficulty, and any other required evidence of the contractor's qualification to perform the proposed contract

IV. PROPOSAL SUBMITTAL AND SELECTION

A. General

1. All proposals submitted will include the original and three (3) copies of the proposal. All proposals **must be sealed in an interior envelope labeled "Proposal for Janitorial Services at the Campbell Community Center, the Heritage Theatre, and City Park Restrooms"** and received by mail, recognized carrier, or hand delivered no later than 3:00 p.m. on Thursday, May 31, 2018. **Late proposals will not be considered.**
2. The City of Campbell reserves the right to waive minor irregularities, reject all proposals and/or terminate or postpone the project or any part thereof.
3. Costs of preparation of proposals will be borne by the proposer.
4. Selection of a qualified contractor will be by an approved City procedure for awarding professional contracts.
5. This request does not constitute an offer of employment or to contract for services.
6. The City reserves the option to retain all proposals, whether selected or rejected. Once submitted, the proposals and any supplemental documents become the property of the City.
7. All proposals shall remain firm for ninety (90) days following closing date for receipt of proposals.
8. The City reserves the right to award the contract to the contractor(s) who presents the proposal which, in the judgment of the City, best accomplishes the desired results, and shall include, but not be limited to a consideration of the professional service fees.
9. Selection will be made on the basis of the proposals as submitted. The City may deem it necessary to interview applicants. The City retains the right to interview applicants as part of the selection process.
10. The proceedings of the selection process are confidential.

B. Selection Criteria

The following criteria will be considered, although not exclusively, in determining which firm is hired:

| | | |
|---|------------------|-------------------|
| 1 | Experience | 15 Points |
| 2 | References | 15 Points |
| 3 | Service Proposal | 25 Points |
| 4 | Cost | 40 Points |
| 5 | Local Business | 5 Points |
| | Total | 100 Points |

The contract will be awarded to the most responsive and responsible proposal with consideration of total contractual costs. At the City's discretion, companies submitting proposals may be asked to interview with City Staff to clarify work plans and to ensure the contractor has a complete understanding of City expectations.

C. Proposal Format and Submission Requirements

1. Forms

- a. All proposals must be submitted along with the provided forms prepared by the City and included in this packet. All items on all forms must be completed. Numbers should be stated in figures and signatures of individuals must be in legible longhand. The completed forms must be without interlineations, alterations, or erasures.

2. Proposal

- a. All proposals shall include the following:
 - i. Cover Letter – Cover letter signed by an officer of the firm, binding the firm to all of the commitments made in the submittal. The cover letter also needs to provide a narrative outlining the reasons why your firm should be selected. The primary contact for your firm should also be provided in the cover letter, including their phone number and their email and mailing addresses.
 - ii. Contractor Background – Proposer(s) must furnish satisfactory evidence of their ability and experience in conducting janitorial services for facilities in similar scope and size.
 - iii. Review of Scope of Services – Proposers must provide a brief statement on the contractor's ability to provide the services listed in the attached Scope of Services. Please provide any suggested revisions or additions and provide a brief explanation of your firm's approach and/or practices. Clearly identify the number of staff to be working on site regularly.
 - iv. Proposed Personnel – Provide resumes for the proposed key personnel that will be directly involved in providing janitorial services for the Community Center, the Heritage Theatre and City Park Restrooms. Identify points of contact as necessary.

- v. References – A minimum of three current references should be provided. References should be similar in size and scope as this service request. Please provide the following information for each reference:
 - Firm or Agency Name
 - Project Description
 - List of Services Provided
 - Contact Person (Name and Title)
 - Address
 - Telephone Number
 - Email Address
- vi. Proposed Cost – Contractors will complete Attachment “A” – “Cost Proposal”, which will include monthly service charge for each site as well as the total annual cost.

3. Requirements

- a. The successful contractor shall be required to provide the following documents to the City within ten (10) days of notice of bid award:
 - i. Performance Bond for faithful performance in the amount of 100% of the first year’s contract price (monthly rate x 12).
 - ii. Payment Bond assuring that employees and subcontractors will be paid, in the amount of 100% of the first year’s contract price (monthly rate x 12).
 - iii. Certificate of Insurance documenting proof of the following coverages throughout the term of the contract:
 - 1. Worker’s Compensation Insurance;
 - 2. Public liability and property damage insurance with limits of not less than \$1,000,000 per occurrence;
 - 3. The City of Campbell must be named as additional insured’s;
 - 4. The insurance may not be cancelled or reduced without providing thirty (30) days written notice to the City of Campbell.
 - iv. Proof of obtaining a City of Campbell Business License.
 - v. Employee Roster with employee names, addresses, Social Security numbers, and CA Driver’s License numbers, background check and fingerprints provided by the Sheriff’s Department for all employees who will be assigned to this job. This information must be provided in advance of the assignment of any and all new employees. Prior to their first day, each of contractor’s employees assigned to this site must go to the Santa Clara County Sheriff’s Office to be fingerprinted.
- b. **The successful contractor will be prepared to start this job on Sunday, July 1, 2018.**

V. AWARD OF CONTRACT

The City shall award the contract(s) to the best qualified company, with consideration of cost, for a period of two years with the City's sole option to renew the contract(s) for an additional (5) five – (1) one year contracts.

The City may choose to award the contract for the Campbell Community Center, the contract for the Heritage Theatre, and/or the contract for the citywide Park Restrooms to the same contractor or to separate contractors if it is in the best interest to the City. The City reserves the right to reject any and all proposals, to modify the scope of the project to meet budget constraints, and to waive any informality or no substantive irregularity as the interest of the City may require.

VI. EXTENSION OF CONTRACT

The term of the first contract will be for two years, Purchase Orders will be created for a period of one year in junction of the City's Fiscal Year, July 1 through June 30 of each year. The City of Campbell, at its sole discretion, may elect to extend the service contract for an additional 5 (five), one-year terms, pending satisfactory performance under the original contract. Annual contractual costs shall be equal to the February-to-February San Francisco-Oakland-San Jose Consumer Price Index-All Urban (CPI) in an amount not to exceed five percent (5%) but not lower than three percent (3%), annually, on July 1 of each contract renewal.

VII. SCHEDULE

A schedule for this RFP is given below and is subject to change:

| Tentative RFP Schedule | Target Date(s) |
|--|-----------------------|
| Advertise Request for Proposals | May 4, 2018 |
| Mandatory Pre-Proposal Meeting & Walk-Through | May 18, 2018 |
| RFP Due Date | May 31, 2018 |
| Interview Final Candidates (Optional – at the City's discretion) | June 7, 2018 |
| Award Contract | June 14, 2018 |
| Start Contract | July 1, 2018 |

SPECIFICATIONS

**CITY OF CAMPBELL
DEPARTMENT OF PUBLIC WORKS**

Request for Proposals (RFP)

For

**Janitorial Services at the Campbell Community Center, the Heritage Theatre, and
City Park Restrooms**

SPECIFICATIONS

I. GENERAL PROVISIONS

- A.** The contractor shall furnish all labor, equipment, cleaning solutions, and other services necessary for the complete janitorial service in accordance with these specifications and provisions of the contract(s) for janitorial services to the Campbell Community Center, the Heritage Theatre, and the City Park Restrooms as outlined on the attached tables and specifications.
- B.** The contractor shall establish effective communication channels to allow daily communication between City staff and the responsible contractor staff. The contractor or his/her designee will be available for weekly/monthly evaluations of services provided by the contractor. In an effort to allow maximum effective communication between the City and contractor, the City requires a contractor's site supervisor and at least one of the contractor's staff who is on duty at all times must speak, read, and write fluent English. Children, friends, family, or other persons not directly employed by the contractor are strictly prohibited from City's premises. Weekly meetings between the City's Building Maintenance Supervisor, or his designee, and the contractor's project supervisor will be required.
- C.** All work is to be performed on the days and between the hours specified for each building. Some services may be required on recognized holidays. Time allowances may be made for special monthly, bi-annual, and annual services; the contractor must make arrangements with the City's Building Maintenance Supervisor or the Heritage Theatre Manager or their designees to set any unusual schedules.
- D.** The City reserves the right to back charge the contractor for services not performed. If services are not performed as per the contract or schedule submitted, after two (2) days' notice to contractor of failure to perform, the City may then contract out the service and back charge the contractor for cost plus 15%. If the situation persists, and the contractor is unable to provide service to meet the specifications, the City has the right, after ten (10) days written notice, to terminate the contract.
- E.** Many City buildings, including the Heritage Theatre, tenant rooms and offices, and park restrooms have intrusion/burglar alarms installed on the premises. The Contractor is responsible to adequately train the employees in the proper disarming and arming of each alarm. The City maintains the right to charge the contractor \$50 for each incident of false (burglar) alarm caused by contractor's employees. These charges, when applicable, will be documented and deducted from the monthly payment to said contractor.
- F.** The contractor will be provided storage rooms where equipment and supplies may be stored in a safe and secure environment. The City will provide all light bulbs, toilet tissue, hand towels, paper seat covers, liquid soap for dispensers, and plastic trash can liners. Supplies will be inventoried and provided on a weekly basis to assigned custodial storage rooms.

- G.** The Contractor shall make every effort to recycle as much of the waste as possible. Janitorial staff will collect recyclables and deposit them into the proper on-site recyclable materials depository. The custodial contractor is to supply all cleansers, disinfectants, solvents, waxes, cleaning tools, equipment and any additional supplies necessary for the contractor to perform to the contract specifications. The City's Building Maintenance Supervisor shall approve all cleaning products and solutions in advance of their use. The City promotes green cleaning practices and products; therefore use of as many green products as possible is required. The green products shall be approved by the Building Maintenance Supervisor or his designee.
- H.** Any damage to the facilities caused by the janitorial contractor or its employees shall be repaired by the contractor to the Building Maintenance Supervisor's satisfaction, within five (5) working days. If repairs are not made, or not made to the satisfaction of the Building Maintenance Supervisor, the contractor shall be back-charged at cost plus 15% for repairs provided by others. Proof of expense shall be documented and provided to the contractor.
- I.** The contractor and contractor staff shall follow all established safety procedures and shall take special care not to endanger the public in any way. Cleaning of walkways shall not occur until after 10:00 p.m. (Later for areas around the Heritage Theatre) when most activities have concluded and the public has left the facilities. Contractor's equipment and supplies shall not be left on public walkways where someone could walk into them or trip over them. Doors to the contractor's supply closets shall remain closed and locked when an employee is not immediately present.
- J.** The contractor is responsible for the security of all doors and windows at the conclusion of work in each area. All doors shall remain closed and locked while contractor's staff is inside cleaning. Special care shall be taken to insure buildings and rooms are not left unlocked, open, or unattended at any time. All windows shall be shut securely and all exterior doors shall be closed securely and locked. The contractor's staff shall double-check all doors when they leave to insure they are secure (including doors they did not enter or exit). Rooms with alarms shall be armed immediately at the conclusion of the contractor's work.
- K.** Interior doors that are open or unlocked shall be left in the same position/condition. Interior doors that are locked shall be re-locked at the conclusion of the contractor's work.
- L. Emergency situations** (water leaks, etc.) **shall be reported immediately** to the Building Maintenance Supervisor (24-hours/day). The contractor shall make note of any damages or unusual conditions found in any room and leave a written note in the Building Maintenance Supervisor mailbox in the Building Maintenance Office, or leave a voicemail on his telephone (408.866.2194) clearly describing the condition, damage, or problem. If damage is located in the Heritage Theatre a written note shall be left on the Box Office door or leave a voicemail on the Theatre Manager's telephone (408.866.2797) clearly describing the condition, damage, or problem.
- M. Report Emergencies to 911 or the Campbell Police Department at 408.866.2101.**

CITY OF CAMPBELL
DEPARTMENT OF PUBLIC WORKS
SCOPE OF WORK FOR THE CAMPBELL COMMUNITY CENTER

Overview

The Community Center is made up of over 109,000 square feet of office, educational, business, pre-school, entertainment, food service, administration and special event spaces. Tenants and users of the site are rich in diversity and needs. The facility is open from 6:00 a.m. until almost 12:00 midnight every day and is extremely active in and around the buildings that will be serviced by this agreement.

SECTION 1. GENERAL REQUIREMENTS

I. General Requirements

- A. **The starting time for any and all janitorial services shall be no earlier than 9:00 p.m. and all work shall be completed no later than 6:00 a.m.**
- B. The contractor is to start cleaning services in unoccupied areas first.
- C. The public restrooms are not to be cleaned or locked until 11:00 p.m.
- D. The public use rooms shall not be entered until the last customer of the day has vacated the premises.
 - i. The contractor shall be provided with the weekly schedule for all of the public rooms and can schedule staff and work accordingly.
 - ii. On nights when the contractor has to perform major floor cleaning and a set-up is required by 7:30 a.m. the following day, the contractor's staff will be required to perform set-up of tables and chairs as per a provided diagram. It is anticipated that this will occur at least three times per week.
- E. All doors and windows are to be checked, closed, and locked securely.
- F. Unnecessary lights are to be turned out to conserve energy.
- G. The contractor shall report any graffiti on partitions and walls on a Work Order form and leave it in the Work Order box in the Recreation Office.
- H. Janitorial supply rooms are to be kept clean and orderly at all times.
 - i. Tools and supplies are to be properly labeled and stored.
- I. The Contractor shall use the dumpsters located next to Building H as the primary location to deposit all trash and cardboard. The Contractor shall collect all cardboard, flatten prior to placing it in the recycling bins.
- J. Burned out light bulbs in all service areas are to be replaced daily.
 - i. All bulbs/tubes changed are to be documented on the City's Work Order forms and submitted to the Building Maintenance Supervisor (tenants are charged for bulbs).

- ii. At the time each bulb/tube is replaced, the fixtures, diffusers, and globes are to be cleaned.
- iii. The Contractor shall collect all defective light bulbs and return to the Building Maintenance Supervisor for proper recycling.

II. Service Frequency

Service frequency shall consist of the following:

A. **Daily Service** – daily service shall include completing all of the following tasks:

- i. Empty all wastebaskets and recycle receptacles inside offices/classrooms.
 - 1. Liners shall not extend over receptacles in public view.
- ii. Clean/wipe all open counters & tables, with damp cloth and appropriate cleaning solution.
- iii. Close and lock all windows.
- iv. Spot clean walls with approved green cleaner.
- v. Clean doorknobs and the area of the doors around the knobs/handles with approved cleaner.
- vi. Clean all sinks, counters and appliances (stove top, oven front, refrigerators, etc.) with non-abrasive cleaners.
- vii. FLOORS:
 - 1. VINYL/TILE FLOORS: Sweep and dust mop with “treated” dust mops. (Do not shake dust mops indoors or leave dirt piled: deposit into trash receptacles).
 - 2. CARPET FLOORS: Vacuum all carpeted areas and area rugs. Spot clean all carpets as necessary.
 - 3. HARDWOOD FLOORS: Sweep and damp mop with a neutral cleaner that has been approved by the Building Maintenance Supervisor.
 - 4. Room M-47: Sweep or vacuum.
 - 5. Rooms M-50 & Q-80: Sweep and wet mop.
 - 6. ORCHARD CITY BANQUET HALL: Sweep, then damp mop with a neutral cleaner, so as not to remove wax. Mop twice, if necessary, to remove sticky residue.
 - a. Sweep and damp mop kitchen floor with a disinfectant and neutral cleaner.

B. **Weekly Service** – weekly services shall include completing all of the following tasks:

- i. Clean all entry door windows, inside and out.
- ii. On Fridays and Sundays, wash all Orchard City Banquet Hall windows, inside and out.

- iii. Dust all desks, tables, counter tops, ledges, windowsills, doorframes, window frames above doors, furniture, light fixtures and any/all other cleared flat surfaces.
- iv. Clean mirrors in M-47, N-76 and M-50.
- v. FLOORS:
 - 1. VINYL/TILE FLOORS: Sweep and wet mop
 - 2. M-47: Apply City-supplied Floor Treatment with a clean mop.
 - 3. ORCHARD CITY BANQUET HALL: On Wednesdays, spray and buff floors in Hall, Lobby and Kitchen area.

C. Monthly Services – monthly services shall include completing all of the following tasks:

- i. Dust and/or wash interior walls (floor to ceiling) as necessary to remove dust, spider webs, and debris.
- ii. Dust/clean all window blinds with a damp cloth.
- iii. FLOORS:
 - 1. VINYL FLOORS: Spray and buff all vinyl floors in Rooms 42, 46, 51, 80 & 84.
 - 2. TILE FLOORS: Strip, wax (2 coats) and buff tile floors in:
 - a. Building B interior hallway
 - b. All kitchens with tile floors
 - c. All restrooms with tile floors
 - d. Rooms M-48, M-49, M-50 and M-52

D. Twice-a-Year Service – The following are services that will be performed twice a year on a specific day arranged with the Building Maintenance Supervisor:

- i. Shampoo all carpets and area rugs. (June and December)
- ii. Strip, wax, and buff ALL linoleum, vinyl, and tile floors (July and December)
- iii. Wash ALL windows, inside and out (May and October).
- iv. Remove, dust, wash and replace ALL light globe fixtures (to be scheduled twice each year).
- v. Remove, dust, wash and replace ALL heat/air conditioning registers (to be scheduled twice each year).
- vi. Remove ALL floor drains, scrub clean and replace during the City's Christmas closure – Only one time per year.

Note:

The contractor is responsible for the removal and replacement of all furniture and equipment, as required to perform all vacuuming, shampooing, stripping, waxing, and buffing.

At the beginning of the contract, the contractor and the City's Building Maintenance Supervisor will set the schedule for all monthly and twice-yearly services. The contractor is responsible to remind the City one week in advance of the performance of all twice-yearly services so the City can provide adequate notice to tenants.

E. City Holidays

- i. No Services are required at the Campbell Community Center on the following Holidays:
 1. Thanksgiving Day - Fourth Thursday in November
 2. Christmas Day – December 25
- ii. Because not all tenants observe government holidays and/or special events may be held on some holidays, services will need to be performed on all other days/holidays. The contractor is responsible to check all areas and provide service to areas where people have been present or events have been held. All public restrooms shall be serviced every day.

III. Service Locations

A. The following locations will be **serviced 5 days per week** (Monday through Friday) and will be serviced as outlined above in Section II of these specifications, including the Daily, Weekly, Monthly, and Twice-a-Year services.

- i. Building A
- ii. B-20, B-21, B-21(A), B-22, B-23, B-24, B-25, B-30
- iii. C-31, C-33, C34
- iv. Building D
- v. E-43, E-44, E-45
- vi. H-73, H-74
- vii. Building J
- viii. Building K
- ix. L-53, L-54, L-55, L-56, L-57
- x. Pool Office
- xi. Q-82

B. The following locations will be **serviced 7 days per week** and will be serviced as outlined above in Section II of these specifications, including the Daily, Weekly, Monthly, and Twice-a-Year services.

- i. B-27, 28, 29 Yoga Studio (1,823 sq. ft.)
- ii. C-35 (1,200 sq. ft.)
- iii. E-42 Board Room (1,300 sq. ft.)
- iv. E-46 Activity Rooms (1,600 sq. ft.)
- v. F: Orchard City Banquet Hall (7,500 sq. ft.)

- vi. L-58: Activity Room (785 sq. ft.)
- vii. M-47: Dance Studio (1,000 sq. ft.)
- viii. M-48: Tiny Tots Pre-School Room (1,000 sq. ft.)
- ix. M-49: Kinder Kids Pre-School Room (1,000 sq. ft.)
- x. M-50: Senior Nutrition/Multipurpose Room (2,500 sq. ft.)
- xi. M-51: Parents Lounge (250 sq. ft.)
- xii. M-52: Kindergarten Prep Pre-School Room (1200 sq. ft.)
- xiii. N-76: Dance Studio (1,906 sq. ft.)
- xiv. N: Fitness Center, Pool Office & Locker Rooms (3,000 sq. ft.)
- xv. Q-80: Roosevelt Redwood Room (2,300 sq. ft.)
- xvi. Q-84: Mary Campbell Room (1,500 sq. ft.)

C. **The Locker Rooms and the Locker Room Lobby** area will be **serviced 7 days per week** and serviced as outlined above in Section II of these specifications, including the Daily, Weekly, Monthly, and Twice-a-Year services, as well as the following additional services:

i. Additional Daily Service

1. Sweep and damp mop tile floors.
2. Vacuum carpeted areas.
3. Wipe and dry all locker room benches.
4. Wipe all lockers (front, top, inside and out) with a damp cloth and disinfectant. Remove any belongings left in lockers and place in Lost & Found Bin in Pool Office.
5. Remove all hair and debris from shower and floor drains.
6. Clean all counters, sinks, toilets, mirrors, chrome fixtures, etc.
7. Fill all paper supply dispensers.
8. Wash shower walls and floors with Hillyard Shower System Foam Disinfectant daily (or equivalent approved by Building Maintenance Supervisor) to prevent mold build-up.
9. Make sure all faucets and showerheads are securely turned off. Make note of any leaky faucets/fixtures on Building Maintenance Work Order forms and leave in Building Maintenance Supervisors' mailbox in the Recreation Office.
10. Check soap supply and fill as needed.

ii. Additional Weekly Services:

1. Clean carpet in both Locker Rooms and lobby area. Perform a "hot water extraction".
2. Apply tile cleaner on all showers, restroom walls, and tile surfaces. Scrub to remove all mildew, slime, hair, and debris from surfaces.

- D. **The Gymnasiums** will be **serviced 7 days per week** and serviced as outlined above in Section II of these specifications, including the Daily, Weekly, Monthly, and Twice-a-Year services, as well as the following additional services:
- i. Additional Daily Service:
 1. Empty wastebaskets and trash cans; replace plastic liners; no liners to extend over receptacles in public view.
 2. Sweep and dust mop floors (scrape debris where necessary).
 3. Clean restrooms (as noted in Community Center Campus, Restroom Section) and fill paper supply dispensers.
 - ii. Additional Weekly Service:
 1. Apply City-supplied Gym Floor Treatment with a clean mop.
 - iii. Additional Monthly Service:
 1. Clean under bleachers in the Main Gymnasium with a dust mop to remove all debris.
 2. Wipe down with a damp cloth all benches and foot area on bleachers.
- E. **The Weight Room** will be **serviced 7 days per week** and serviced as outlined above in Section II of these specifications, including the Daily, Weekly, Monthly, and Twice-a-Year services, as well as the following additional services:
- i. Additional Daily Service:
 1. Wipe down all exercise equipment, vinyl seats, flat benches and bars with a dry absorbent cloth and disinfectant cleaner.
 2. Dust mop floor and under large equipment and in between equipment clusters.
- F. **All Restrooms will be serviced 7 days per week** and the following tasks will be performed:
- i. DAILY:
 1. Empty restroom wastebaskets, trash containers and sanitary napkin containers; replace plastic liners and paper bags.
 2. Clean all mirrors and surrounding chrome with disinfectant.
 3. Wash out sinks with disinfectant, rinse and dry; wipe down with damp cloth basin traps.
 4. Use toilet bowl cleaner/disinfectant in all toilet bowls and urinals; damp dry all external surfaces; clean all chrome.
 5. Clean all stainless steel fixtures and chrome dispensers.
 6. Replenish all paper supplies and soap dispensers.
 7. Damp wipe partitions (inside and out), doors, restroom walls (floor to ceiling) and tile to remove spider webs and debris.
 8. Sweep, and then mop floors with disinfectant.

9. No restrooms are to be locked before 11:00 p.m. on weeknights and not until after all of the public has vacated the premises on Friday and Saturday nights.
- ii. MONTHLY:
 1. Dust window sills, doorframes and windows above doors.
 2. Strip, wax (2 coats) and buff all tile floors.
 - iii. Restroom Locations include:
 1. Building A (4 interior restrooms)
 2. Building B (Men's exterior and Women's interior)
 3. Building C (Men's and Women's interior)
 4. Building D (Exterior Men's)
 5. Building E (Exterior Women's)
 6. Building F (Orchard City Banquet Hall) Interior lobby Men's and Woman's, Interior unisex main hall and kitchen
 7. Building H (H-73, H-74, Park's Office)
 8. Building J (Exterior Women's)
 9. Building K (Exterior Men's)
 10. Building L (Exterior Women's)
 11. Building M (Youth restrooms, 48/49 unisex stall, M-50 two unisex stalls)
 12. Building N (lobby, Aux gym, Men's and Women's locker rooms, pool office)
 13. Building P (Main Gym Lobby and weight room)
 14. Building Q (Exterior Men's and Women's)

G. Grounds and Surrounding areas will be serviced 7 days per week and the following tasks will be performed:

- i. DAILY:
 1. Empty all trash receptacles located outside of all buildings, including receptacles on porches, under corridor canopies, adjacent to benches, near parking lots, inside and outside the skate park, on the pool deck, near the Auxiliary Gym and Main Gym and in all patio and open common areas.
 2. Replace plastic liners; no liners are to extend over receptacles in public view.
 3. Receptacle tops are to be cleaned with a damp cloth.
 4. Pick up and remove all trash in hallways, planters, and on benches and tables.

5. All exterior picnic tables and benches are to be damp-wiped daily to remove all sticky residues.
 6. Clean all drinking fountains.
- ii. Weekly:
1. Wash outside hallways, corridors, stairs, landings, and archway verandas with hose and stiff broom (scrub/scrape where necessary to remove gum or other sticky residue).
 2. Clean the tops of the mailboxes at the west end of Building E or as needed.

H. Payment

- i. Payments for services at the Campbell Community Center will be made for each service area described above and as per the Price Quote (Attachment A0 submitted with the Contractor's proposal. No other payments will be made.

IV. Community Center Square Footage

- A. The Table below is for planning and cost estimating only. No price adjustments will be made for discrepancies between the estimated and actual square footage.

| BLDG. | Description | Total Square Feet | No of Restrooms |
|--------------|--|--------------------------|------------------------|
| A | First & Second Floors, Stairwells, Elevator, (4) Restrooms | 22,048 | 4 |
| B | Rooms 20-30, Hallways, (2) Restrooms | 11,461 | 2 |
| C | Entire Building, Rooms 31-35, (2) Restrooms | 5,200 | 2 |
| D | Entire Building, Rooms 35-41, (1) Restrooms | 5,131 | 1 |
| E | Entire Building, Rooms 42-46, (1) Restrooms | 6,348 | 1 |
| F | Banquet Hall, Kitchen, (4) Restrooms | 6,392 | 4 |
| H | Rooms 73, 74, Park Office, (3) Restroom | 2,255 | 3 |
| J | Rooms 66-72, (1) Restroom | 4,869 | 1 |
| K | Entire Building, Rooms 59-65, (1) Restroom | 5,636 | 1 |
| L | Rooms 54-58, (1) Restroom | 4,330 | 1 |
| M | Entire Building, (5) Restroom | 8,977 | 5 |
| N | Storage Rooms, Locker Rooms, Pool Staff Offices, Lobby, Auxiliary Gym, (5) Restrooms | 9,520 | 5 |
| P | Main Gym, Fitness Center/Weight Room, Lobby, (4) Restrooms | 11,891 | 4 |
| Q | Rooms 80,82,83,& 84, Kitchen, Storage,(2) Restrooms | 5,238 | 2 |
| | Total | 109,296 | 33 |

CITY OF CAMPBELL
DEPARTMENT OF PUBLIC WORKS
SCOPE OF WORK FOR THE HERITAGE THEATER

OVERVIEW

The Heritage Theatre is made up of nearly 18,000 square feet of auditorium, restrooms, lobby, dressing rooms, arcades, balconies, elevators, stairways, elevators, concessions, technical & lighting booths, etc. It is a venue for performing arts, community & civic meetings, and popular headliners. The Heritage Theatre is an active facility and may be occupied by renting clients anytime between from 6:00 a.m. until 12:00 midnight.

SECTION 1. GENERAL REQUIREMENTS

I. General Requirements

- A. Janitorial services must be scheduled to occur at a time when the facility is not occupied by clients or scheduled for use.
 - i. **The Theatre Manager will provide the janitorial contractor with a monthly calendar of scheduled uses by the 25th of each month for the following month. PLEASE NOTE changes to the calendar may occur and will be forwarded to the contractor by fax or e-mail.**
 - ii. If there is a question as to the time work can be performed, questions shall be directed to the Theatre Manager.
 - iii. In all instances, janitorial services shall be performed as soon after the scheduled use as possible. This will prevent any stains from setting in and provide staff with the maximum time to perform the required services.
- B. There may be some instances when two performances or clients are scheduled on the same day, resulting in the need for an additional cleaning service to be provided between performances. These will be clearly noted on the monthly schedule with the specific time the additional service will be required.
 - i. It is understood that this would constitute a second service fee for that day.
- C. All doors and windows are to be checked, closed, and locked securely.
- D. Unnecessary lights are to be turned out to conserve energy.
- E. The contractor shall report any graffiti on partitions and walls on a Work Order form and leave it in the Work Order box in the Recreation Office.
- F. Janitorial supply rooms are to be kept clean and orderly at all times.
 - i. Tools and supplies are to be properly labeled and stored.
- G. The Contractor shall collect all cardboard, flatten and place it in the recycling bins that are placed in various areas throughout the Campbell Community Center.

II. Service Frequency

Service frequency shall consist of the following:

- A. **Daily Service** – The following services will be performed daily, seven (7) days per week:

- i. The Box Office
 - 1. Empty all wastebaskets and recycle receptacles; replace liners.
 - a. Liners shall not extend over receptacles in public view.
 - 2. Clean/wipe all work surfaces with damp cloth and appropriate cleaning solution.
 - 3. Spot clean walls with approved green cleaner.
 - 4. Clean doorknobs and the area of the doors around the knobs/handles with approved cleaner.
- ii. Lobby Restrooms
 - 1. Empty all wastebaskets, trash containers and sanitary napkin containers; replace plastic/paper liners. If any debris remains on or in dispensers, clean and disinfect with damp cloth.
 - 2. Clean all mirrors and surrounding chrome surfaces with disinfectant.
 - 3. Wash out basins with cleanser, rinse and dry; damp dry basin traps.
 - 4. Use toilet bowl cleaner/disinfectant in all toilet bowls and urinals; damp dry all external surfaces; clean all chrome.
 - 5. Clean all stainless steel fixtures and chrome dispensers.
 - 6. Replenish all paper supplies and soap dispensers.
 - 7. Sweep, then damp mop floors with disinfectant.
- iii. **Payment** – Payment for Daily Services will be paid as quoted in Item No. 1 of the Price Quote (Attachment A) submitted with the contractor's proposal. Although the number of days may vary from month-to-month, a consistent single monthly fee will be submitted for each month's service. No other payments will be made for this service.

B. Weekly Service – weekly services shall include completing all of the following tasks one time per week:

- i. Theatre
 - 1. Clean the inside and outside of all door windows (front entry, side entries, and rear exits).
- ii. Box Office
 - 1. Clean the exterior of the Box Office window.
 - 2. Clean the exterior tile/paver counter in front of the Box Office with a damp cloth and light disinfectant
 - 3. Clean/wipe all open counters & tables, with damp cloth and appropriate cleaning solution (Box Office, Concessions, Green Room & Dressing Rooms).
- iii. Lobby Restrooms
 - 1. Clean all doors, walls and partitions with damp towel, removing fingerprints, make-up, etc.

iv. **Payment** – Payment for Weekly Services will be paid as quoted in Item No. 2 of the Price Quote (Attachment A) submitted with the contractor's proposal. Although the number of weeks may vary from month-to-month, a consistent single monthly fee will be submitted for each month's service. No other payments will be made for this service.

C. **Monthly Services** – monthly services shall include completing all of the following tasks once each month:

i. Theatre

1. Wash outside arcade hallways, corridors, stairs, landings, and archway verandas with hose and stiff broom, scrub/scrape where necessary to remove gum or other sticky residue.
2. Dust and/or wash interior walls from floor to ceiling and ceilings as necessary to remove dust, spider webs, and other debris.
3. Dust all desks, tables, countertops, ledges, windowsills, transoms, furniture, light fixtures and any/all other flat surfaces.
4. Clean interior of all backstage windows (in Green Room & Dressing Rooms).
5. Clean all interior and exterior windowsills (Box Office and backstage dressing rooms, restrooms and Green Room) with a damp cloth.

ii. Dressing Room Restrooms

1. Apply tile cleaner to shower walls, restroom walls, and other tile surfaces.
2. Scrub tile surfaces to remove all mildew, slime, hair, and debris from tile surfaces.

iii. Payment – Payment for Monthly Services will be paid as quoted in Item No. 3 of the Price Quote (Attachment A) submitted with the contractor's proposal. No other payments will be made for this service.

D. **Twice-a-Year Service** – The following are services that will be performed twice a year on a specific day arranged with the Building Maintenance Supervisor:

- i. Dust wooden backs of seats and armrests with a dust cloth or damp cloth as necessary to remove dust and shoe marks.
- ii. Strip, wax, and buff ALL Marmoleum and tile floors (July and December).
- iii. Strip, wax (2 coats) and buff tile floors in restrooms and shower.
- iv. Dust/clean/vacuum all window blinds (except those in the Auditorium which will require special handling by others).
- v. Wash ALL windows; inside & out (May & November).
- vi. Remove, dust, wash & replace ALL light globe fixtures (to be scheduled).
- vii. Remove, dust, wash & replace ALL heat/air conditioning registers.
- viii. Remove ALL floor drains, scrub clean and replace.

- ix. **Payment** – Payment for Twice-A-Year Services will be paid as quoted in Item No. 4 of the Price Quote (Attachment A) submitted with the contractor's proposal. Payment will be made for each time the service is provided. No other payments will be made for this service.

E. Rehearsal Services (In between performances or scheduled rehearsals on calendar)

Theatre Manager will indicate clearly if Rehearsal Services are needed. These services may occur between events that are held on the same day and will be scheduled with the Contractor. When mid-day services are not required, but Rehearsals remain on the calendar, the daily services described above will be sufficient.

i. Lobby Restrooms & Dressing Room Restrooms

1. Empty all wastebaskets, trash containers and sanitary napkin containers; replace plastic/paper liners. If any debris remains on or in dispensers, clean and disinfect with damp cloth.
2. Clean all mirrors and surrounding chrome surfaces with disinfectant.
3. Wash out basins with cleanser, rinse and dry.
4. Use toilet bowl cleaner/disinfectant in all toilet bowls and urinals; damp dry all external surfaces.
5. Clean all stainless steel fixtures and chrome dispensers.
6. Replenish all paper supplies and soap dispensers.
7. Sweep restroom floors.

- ii. **Payment** – Payment for Rehearsal Services will be paid as quoted in Item No. 5 of the Price Quote (Attachment A) submitted with the contractor's proposal. Payment will be made for each time the service is provided. No other payments will be made for this service.

F. Event Services (Performances scheduled on calendar)

The following services will be performed for each special event held at the theatre and as scheduled by the Theatre Manager:

i. General

1. All items described above under Daily Services.
2. Empty all wastebaskets and recycle trash receptacles.
 - a. No liners to extend over receptacles in public view.
 - b. Interior receptacles to be placed with side seam facing the wall, out of public view
 - c. All receptacles, interior and exterior, shall be wiped clean with a damp cloth to remove all dust and sticky residue.
3. Clean all sinks, counters and appliances (stove top, oven front, refrigerators, etc.) with non-abrasive cleaners.

4. Spot clean carpet, with approved cleaner/solution, and vacuum all carpeting in Lobby, West Arcade, Auditorium, Stairwells, and Balcony.
 5. Clean all doors and walls with damp towel, removing fingerprints, make-up, etc.
- ii. Elevators (2):
1. Vacuum carpet inside elevators.
 2. Clean wall surfaces with a damp cloth and light cleaning solution.
 3. Clean & disinfect elevator controls with a damp cloth.
- iii. Lighting Booth:
1. Vacuum carpet in lighting booth as well as steps at entry.
 2. Clean windows (both sides)
 3. Clean countertop with a damp cloth
 4. Empty trash receptacle(s).
- iv. Auditorium and Balcony
1. Vacuum aisle ways and in light locks at front and rear of Auditorium & Balcony.
 2. Pick-up all litter and debris from under seats.
 3. Sweep and damp mop Marmoleum floor beneath seats, taking care to remove any sticky residue.
 4. Sweep and damp mop floor surface in front of first row.
 5. Sweep and damp mop Marmoleum steps leading to stage.
 6. Check upholstery side of seats for stains (spot clean as necessary with approved upholstery spot remover) and pick-up litter, threads, debris and/or vacuum as necessary.
 7. Clean caps on half walls at rear of Auditorium, front of Balcony and in handicapped seating areas with a damp cloth to remove all finger prints and sticky residue.
- v. Backstage, Dressing Rooms (3) & Green Room
1. Pick-up all debris and litter.
 2. Empty and clean all wastebaskets and trash receptacles and replace plastic liners.
 3. Sweep concrete, tile and Marmoleum floor surfaces and then clean them with a damp mop, taking care to remove all sticky residue.
 4. Vacuum area rugs and spot clean, with approved cleaner.
 5. Remove any belongings left in Dressing Rooms and place in Lost & Found Bin in the Box Office.
 6. Clean all mirrors and counters with a damp cloth and approved cleaning solution.

7. Clean restrooms as per daily specifications above;
8. Clean shower with Hillyard Shower System Foam Disinfectant (or equivalent approved by Building Maintenance Supervisor) after each use to prevent mold build-up.
9. Remove all hair and debris from shower drain;
10. Wipe clean and dry all chairs.
11. Clean wall surfaces and doorframes with a damp cloth to remove fingerprints, make-up and other substances.
12. Make sure all faucets and showerheads are turned off. Make note of any leaky faucets/fixtures on Building Maintenance Work Order forms and leave in Work Order box in Recreation Office (C31).

vi. Basement and Orchestra Pit

1. Except as noted under Monthly Services, janitorial service shall not be required in the basement unless the Orchestra Pit has been in use by a client. Such occasions shall be so noted on the contactor's monthly calendar.

vii. Exterior Areas

1. Exterior trash receptacles on the front plaza, front entry, East Arcade, West Arcade, and in the East Patio shall be emptied, plastic liners replaced, and receptacles shall be wiped clean with a damp cloth to remove all dust and sticky residue.
2. The exterior area of the Loading Dock shall be cleaned and swept with a stiff broom and hosed.
3. The landscaped areas shall be cleaned of all litter and debris.

viii. Stage

Due to the special treatment and care required on the stage surface, NO janitorial services to be provided on the stage. The stage shall be maintained by Heritage Theatre staff.

- ix. Payment – Payment for Event Services will be paid as quoted in Item No. 6 of the Price Quote (Attachment A) submitted with the contractor's proposal. Payment will be made for each time the service is provided. No other payments will be made for this service.

- III. The contractor is responsible for the removal and replacement of all furniture and equipment, as required to perform all vacuuming, shampooing, stripping, waxing, and buffing.

At the beginning of the contract, the contractor and the City's Building Maintenance Supervisor will set the schedule for all monthly and twice-yearly services. The contractor is responsible to remind the City one week in advance of the performance of all twice-yearly services.

Theatre Square Footage

The table on the next page is for planning and cost estimating only. No price adjustments will be made for discrepancies between the estimated and actual square footage.

| Area | Total Square Feet (SF) | Carpet (SF) | Linoleum (SF) | Tile (SF) | Concrete (SF) |
|--------------------------------|------------------------|-------------|---------------|------------|---------------|
| Front of House | | | | | |
| Lobby | 2320 | 2320 | | | |
| Concession Area | 82 | | 82 | | |
| Box Office | 245 | 245 | | | |
| West Arcade | 658 | 658 | | | |
| Men's Restroom | 325 | | | 325 | |
| Women's Restroom | 447 | | | 447 | |
| East Arcade | 500 | 500 | | | |
| Stairwells (2) | | | | | |
| Auditorium | | | | | |
| Auditorium | 4918 | 650 | 4318 | | |
| Sound Control Booth | 90 | 90 | | | |
| Stairwells (2) | 30 | | 30 | | |
| Balcony | | | | | |
| Balcony | 1802 | 460 | | | |
| Lighting Booth in Balcony | 313 | 313 | | | |
| Elevator & Vestibule/Hallway | 266 | 266 | | | |
| Back of House | | | | | |
| Green Room | 380 | | 380 | | |
| Dressing Room A | 250 | | 224 | 26 | |
| Dressing Room B | 250 | | 224 | 26 | |
| Dressing Room C (handicap) | 210 | | 134 | 76 | |
| Hall/Crossover | 400 | 400 | | | |
| Elevator/Vestibule | 195 | 195 | | | |
| Loading Area/Backstage | 1135 | | | | 1135 |
| Basement Areas | | | | | |
| Stairwell | 40 | | | | 40 |
| Basement Hallway | 472 | | | | 472 |
| Orchestra Pit | 450 | | | | 450 |
| Uncaged Storage Area (66%) | 718 | | | | 718 |
| Exterior Areas | | | | | |
| East Arcade | 500 | | | | 500 |
| West Steps & Covered Vestibule | 658 | | | | 658 |
| TOTAL AREA | 17,674 | 6047 | 5310 | 900 | 3,973 |

CITY OF CAMPBELL
DEPARTMENT OF PUBLIC WORKS
SCOPE OF WORK FOR CITY PARK RESTROOMS

OVERVIEW

Campbell Parks are often referred to as “Destination” parks, resulting in large number of visitors each day at each park. Summer Camp programs, organized sports and special events held at the parks peak park patronage during the Spring and Summer months. The City of Campbell values and recognizes the importance of maintaining clean and functional restroom facilities at each park to ensure positive experiences at the parks.

There are six (6) City Parks with nine (9) restroom buildings; each building supports a male and female restroom, which requires daily service. During Peak Seasons, the City requires janitorial services to be performed twice per day in the busiest locations.

SECTION 1: GENERAL REQUIREMENTS

- I. The Contractor will be responsible for unlocking all restrooms on weekends and Holidays (City Staff will open restrooms on regular weekdays).
 - A. All park restrooms must be unlocked by 7:00 a.m.
- II. The Contractor is responsible for locking all restrooms, every day, 365 days per year.
 - A. All park restrooms will be locked one-half hour after sunset (as stated on the Weather Page of the San Jose Mercury News), with the exception of the Campbell Park Restrooms and the restrooms located next to the Campbell Community Center Tennis Courts, will shall be locked at 10:00PM
- III. Janitorial Services will be provided at each site identified in the scope of work every day, 7 days per week, 365 days of the year, including Holidays.
 - A. Services are to be provided between one-half hour after sunset and 6:00 a.m. the following day.

SECTION 2: LOCATIONS

The Table below identifies the service locations for each bathroom and the number of restrooms to be serviced. .

| Park Name | Location | No. of Buildings | No. of Restrooms |
|---------------------------|---|-------------------------|-------------------------|
| Campbell Community Center | 1 West Campbell Ave. (Adjacent the Skate Park, Concession Stand, and Tennis Courts) | 3 | 6 |
| Campbell Park | Corner of Campbell Ave. and Gilman Avenue | 1 | 2 |
| Edith Morley Park | 615 Campbell Technology Parkway | 1 | 2 |
| Jack Fischer Park | Corner of Abbott Avenue and Pollard Road | 1 | 2 |
| John D. Morgan Park | 540 W. Rincon Avenue (One Building on Rincon side, One Building on Budd side) | 2 | 4 |
| Stojanovich Park | 316 Union Avenue | 1 | 2 |
| | Total | 9 | 18 |

SECTION 3: SERVICES

- I. Regular Daily Services:** Every restroom will receive the following services, every day:
- A. Clean all mirrors with glass cleaner
 - B. Wash/scrub all wash basins with cleanser & disinfectant and then dry. Damp wipe basin traps
 - C. Clean all toilets and urinals using bowl cleanser and disinfectant. Damp wipe and dry all outside surfaces
 - D. Fill all toilet tissue, seat cover, paper towel, and soap dispensers
 - E. Damp wipe all chrome, stainless steel fixtures, and dispensers
 - F. Remove any paper wads and graffiti from ceilings, walls, floors, and partitions
 - G. Damp wipe all partitions, doors, and walls
 - H. Sweep, machine scrub, and disinfect bathroom floors
 - I. Remove all hair, sand, and debris from floor drains and around the base of all partitions. Pour one cup of disinfectant and 1 gallon of hot water in each floor drain.
 - J. Replace deodorizers as needed
 - K. Lock Restroom securely
 - L. Report any damage, graffiti, or vandalism to the City's Building Maintenance Supervisor at (408) 866-2194, or the assigned staff (voicemail) the same night the damage is noticed
 - M. Clean all drinking fountains located inside and outside of each building
 - N. **Payment:** Payment for daily services will be paid for each park location for the amount submitted by the contractor's price quote (Attachment A). No other payment will be made.
- II. Regular Weekly Service:** Every restroom will receive the following services each week:
- A. Dust all flat surfaces, including, but not limited to window sills, tops of partitions and doors.
 - B. Remove all cobwebs from inside and outside of all buildings
- III. Payment:** for Daily/Weekly Service – Payment for Daily and Weekly Services will be paid as quoted Daily/Weekly Service for each location of the Price Quote (Attachment A) submitted with the contractor's proposal. Although the number of days and weeks may vary from month-to-month, a consistent single monthly fee will be submitted for each month's service. No other payments will be made for this service.
- IV. Peak Season Services:** The following additional services will be provided during the period of time of the park's heaviest use; between and including the weekends of Memorial Day Weekend and Labor Day Weekend.
- A. No less than 20 minutes will be spent in each restroom to perform spot cleaning of every restroom.
 - B. Spot Cleaning will include:
 - i. Remove all debris from floors and walls

- ii. Clear and clean all sinks mirrors, toilets, and partitions
- iii. Dry mop floors to eliminate puddles and slip hazards.
- iv. Restock all supplies, seat covers, toilet papers, hand towels, soap & trash liners.

C. Payment: Payment for each Peak Season Service will be paid per day and per location and as quoted on the Price Quote Sheet (Attachment A) submitted with the contractor’s proposal. . No other payments will be made for this work.

V. Day Camp Services: For nine (9) weeks during the summer months, the City requires twice-weekly janitorial services of the “Day Camp Room” located in the Park Building on the Rincon Avenue side of John D. Morgan Park.

- A. Service shall be provided between 5:00 p.m. and 5:00 a.am. on days schedule with the Building Maintenance Supervisor
- B. Services will be as outlined in Section I and II of these specifications.
- C. Payment: Payment will be made for each day of service and as proposed on the Price Quote (Attachment A of the contractor’s proposal).
- D. Payment: Payment for Day Camp Services will be for each day the service is provided and for the amount quoted on the Price Quote Sheet (Attachment A) submitted in the contractor’s proposal. No other payments will be made for this work.

VI. Designated City Holidays

- A. Janitorial services DO need to be provided to the City’s park restrooms on the following designated City Holidays:
 - i. New Year’s Day.....January 1st
 - ii. Martin Luther King Day..... Third Monday in January
 - iii. Presidents DayThird Monday in February
 - iv. Memorial DayLast Monday in May
 - v. Independence Day July 4th
 - vi. Labor Day.....First Monday in September
 - vii. Thanksgiving Day..... Fourth Thursday in November
 - viii. Day after Thanksgiving..... Friday after Fourth Thursday
 - ix. Christmas Day..... December 25th

* When the holiday falls on a Saturday, the holiday will be observed the previous Friday, when the holiday falls on a Sunday, the holiday will be observed on the following Monday.

BID SUBMITTAL FORMS

STATEMENT OF SUBCONTRACTORS

The Bidder shall list the name, address, the California contractor license number, and public works contractor registration number issued pursuant to California Labor Code Section 1725.5 of each subcontractor to whom the Bidder proposes to subcontract portions of the work, as required by California Public Contract Code Sections 4100 *et seq.* and the provisions in "Designation of Subcontractors" in Section 2-1.15A of the City of San José Standard Specifications.

| NAME OF SUBCONTRACTOR | ADDRESS OF SUBCONTRACTOR | LICENSE NUMBER, CLASSIFICATION, & DIR REGISTRATION NUMBER | WORK TO BE PERFORMED BY SUBCONTRACTOR | DOLLAR VALUE OF SUBCONTRACT |
|-----------------------|--------------------------|---|---------------------------------------|-----------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

SIGNATURE OF BIDDER: _____

NONCOLLUSION AFFIDAVIT

(Title 23 United States Code Section 112 and Public Contract Code Section 7106)

To the CITY of CAMPBELL, *DEPARTMENT OF PUBLIC WORKS*.

In accordance with Title 23 United States Code Section 112 and Public Contract Code 7106 the bidder declares that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Note: The above Noncollusion Affidavit is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Noncollusion Affidavit. Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

SIGNATURE OF BIDDER

TITLE

DATE

City of Campbell

BID BOND

Proposal Security - Proposer shall submit proposal security with the proposal in an amount equal to at least ten percent (10%) of the first year of the contract and in the form of a certified check, cashier's check or surety bond issued by an admitted surety insurer authorized to conduct business in the State of California. *The total amount of the successful Proposer's proposal security shall be forfeited to City if the Proposer fails to execute the contract and furnish bonds and insurance as required by within ten (10) calendar days after being notified in writing by City that the contract award has been made.*

THE CONDITION OF THIS OBLIGATION IS SUCH,

That whereas the Principal has submitted the above-mentioned bid to the CITY OF CAMPBELL, as aforesaid, for certain services specifically described as follows, for which bids are to be opened in the Office of the City Clerk, City Hall, Campbell, California, **Thursday, May 31, 2018 @ 3:00 p.m.**, for:

Project: **CITY OF CAMPBELL JANITORIAL SERVICES AT THE CAMPBELL COMMUNITY CENTER, THE HERITAGE THEATRE, AND CITY PARK RESTROOMS**

NOW, THEREFORE, If the aforesaid Principal is awarded the Contract and, within the time and manner required under the specifications, after the prescribed forms are presented to him for signature, enters into a written Contract, in the prescribed form, in accordance with the bid, and files two bonds, one to guarantee faithful performance and the other to guarantee payment for labor and materials, and files the required insurance policies with the City, all as required by the specifications and the Contract or by law, then this obligation shall be null and void; otherwise, it shall be and remain in full force and virtue.

In the event suit is brought upon this bond by the Obligee and judgment is recovered, the Surety shall pay all costs incurred by the Obligee in such suit, including a reasonable attorney's fee to be fixed by the court.

IN WITNESS WHEREOF, We have hereunto set our hands and seals on this _____ day of _____, 2018.

(Principal)

(Surety)

By _____

By _____

By _____

By _____

(Attach Acknowledgment of both Principal's and Surety's signatures)

CONTRACT DOCUMENTS

CONTRACT SERVICES AGREEMENT

CITY OF CAMPBELL
70 NORTH FIRST STREET
CAMPBELL, CA 95008
(408) 866-2150

BY THIS AGREEMENT made and entered into on the _____ day of _____, 20____
by and between the CITY OF CAMPBELL (hereinafter referred to as CITY) and (Name)_____
_____, (Address)_____, (City)_____, (State)_____, (Zip)_____
_____, (Phone)_____ (hereinafter referred to as CONTRACTOR), in
consideration of their mutual covenants, the parties hereto agree as follows:

CONTRACTOR shall provide or furnish the following specified services and/or materials:

EXHIBITS: The following attached exhibits hereby are made part of this Agreement:

TERMS: The services and/or materials furnished under this Agreement shall commence on
_____ and shall be completed before _____.

COMPENSATION: For the full performance of this Agreement, CITY shall pay CONTRACTOR on a
time and materials basis in an amount not to exceed: \$ _____, unless authorized otherwise by City.

GENERAL TERMS AND CONDITIONS:

Agreement: This Agreement shall be governed by the laws of the State of California. It constitutes the
entire agreement between the parties regarding its subject matter. If any provision in this Agreement is
held by any court or trier of fact to be invalid, void, or unenforceable, the remaining provisions shall
nevertheless continue in full force.

Hold Harmless: **With respect to any design professional services provided by CONTRACTOR, the
CONTRACTOR agrees to indemnify, defend and hold harmless the CITY, its officers, agents and
employees from any and all claims, actions, causes of action, losses, damages, costs and liabilities of
every nature, including all costs of defending any claim, caused by, pertaining or relating to, or arising
out of, or alleged to have been caused by or arise out of, pertain to, or relate to the negligence,
recklessness, or willful misconduct of the Contractor, except for any claims, actions, causes of action,
losses, damages or liabilities proximately caused by the sole negligence or willful misconduct of CITY.
CITY shall not be liable for acts of CONTRACTOR in performing services described herein.**

**With respect to all matters other than those covered by the foregoing paragraph, CONTRACTOR
agrees to indemnify, defend and hold harmless the CITY, its officers, agents and employees from any and
all claims, actions, causes of action, losses, damages, costs and liabilities of every nature, including all
costs of defending any claim, caused by or arising out of, or alleged to have been caused by or arise out**

of the performance of this Agreement, except for any claims, actions, causes of action, losses, damages, costs or liabilities proximately caused by the sole negligence or willful misconduct of CITY. CITY shall not be liable for acts of CONTRACTOR in performing services described herein.

In the event that this contract is subject to California Civil Code section 2782(b), the foregoing indemnity provisions shall not apply to any liability for the active negligence of the City.

The foregoing indemnity provisions are intended to fully allocate all risk of liability to third-parties. No other rights of indemnity or contribution shall exist between the parties in law or in equity. The provisions set forth in this section shall survive the termination of this Agreement.

City Business License: CONTRACTOR doing work in the City of Campbell shall have a valid City of Campbell Business License.

Insurance: Should the CITY require evidence of insurability, CONTRACTOR shall provide the following before commencing any services under this agreement.

GENERAL LIABILITY INSURANCE: CONTRACTOR shall provide commercial general liability, broad form general liability and business automobile liability insurance in connection with the CONTRACTOR'S performance, in the amount of not less than \$1,000,000 per occurrence. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location, or the general aggregate limit shall be twice the required occurrence limit. Liability policies shall be endorsed to name CITY, its officers, volunteers, and employees as "insureds" under said insurance coverage and to state that such insurance shall be deemed "primary" such that any other insurance that may be carried by CITY shall be excess thereto. Such insurance shall be on an "occurrence," not a "claims made," basis and shall not be cancelable or subject to reduction except upon thirty (30) days prior written notice to CITY (10 day notice for non-payment of premium). Endorsements shall be provided by or acceptable to the CITY.

WORKERS' COMPENSATION AND EMPLOYERS LIABILITY INSURANCE: During its performance or service, CONTRACTOR shall maintain Workers' Compensation and Employers Liability insurance for all of its employees who are in any way connected with performance of these services. The Workers' Compensation Insurance shall comply with all applicable State laws. Employers Liability coverage shall be for a minimum of \$1,000,000. The CONTRACTOR shall agree to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for the City.

It is a requirement of this Agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits set forth in this Agreement shall be available to the City when the City is named as an additional insured pursuant to this Agreement. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured, whichever affords greater coverage.

CERTIFICATES OF INSURANCE: CONTRACTOR shall furnish CITY a certificate of insurance, duly authenticated, evidencing maintenance of the insurance required under this Agreement and such other evidence of insurance of copies of policies as may be reasonably required by CITY from time to time. Satisfactory evidence of said coverage shall be required within ten (10) days of award of contract.

Non-Discrimination: No discrimination shall be made in the employment of persons under this agreement because of the race, color, national origin, ancestry, religion or sex of such person.

Interest of CONTRACTOR: It is understood and agreed that this Agreement is not a contract of employment in the sense that the relation of master and servant exists between CITY and undersigned. At all times, CONTRACTOR shall be deemed to be an independent contractor and CONTRACTOR is not authorized to bind the CITY to any contracts or other obligations in executing this agreement. CONTRACTOR certifies that no one who has or will have any financial interest under this agreement is an officer or employee of CITY.

Changes: This agreement shall not be assigned or transferred without the written consent of the CITY. No changes or variations of any kind are authorized without the written consent of the CITY.

Public Works Projects: In the event this Agreement requires the CONTRACTOR to provide services within the definition of public projects pursuant to California Public Contracts Code Section 20161, the additional terms and conditions stated below shall be in full force and effect.

ARTICLE I. The general prevailing wage rates heretofore specified and any minimum wage rates indicated in the Special Provisions are hereby specifically referred to and by this reference are made a part of this contract.

ARTICLE II. In accordance with the provisions of Section 3700 of the Labor Code, every CONTRACTOR will be required to secure the payment of compensation to his or her employees.

ARTICLE III. By my signature below, as CONTRACTOR, I certify that I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with such provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Agreement.

ARTICLE IV. The improvement contemplated in the performance of this Agreement is an improvement over which the CITY shall exercise general supervision. The CITY shall have the right to assume full and direct control over this Agreement whenever the CITY, at its sole discretion, shall determine that its responsibility to the United States or the State of California so requires.

ARTICLE V. The CONTRACTOR agrees to receive and accept the prices indicated in the CONTRACTOR's signed Proposal as full compensation for furnishing all materials and for doing all the work completed and embraced in this Agreement; also for all loss or damage, arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by the CITY, and for all risks of every description connected with the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of work, and the whole thereof, in the manner and according to the Plans and Specifications, and requirements of the Engineer under them.

ARTICLE VI. CONTRACTOR shall be responsible for complying with the provisions of Section 1776 of the California Labor Code concerning payroll records.

ARTICLE VII. CONTRACTOR shall be responsible for complying with the provisions of California Labor Code Sections 1777.5 through 1777.7, inclusive, concerning apprentices.

ARTICLE VII. CONTRACTOR shall be responsible for complying with the provisions of California Labor Code Sections 1810 through 1815, inclusive, concerning working hours.

ARTICLE IX. CONTRACTOR shall be responsible for complying with the provisions of California Public Contracts Code Section 7104 regarding trenching and excavation that extend deeper than four (4) feet below the surface.

ARTICLE X. Time is of the essence in the performance of this contract. It is agreed by the parties to the contract that in case all the work called for under the contract in all parts and requirements is not finished or completed within the number of working days as set forth in the special provisions, damage will be sustained by the CITY, and that it is and will be impracticable and extremely difficult to ascertain and determine the actual damage which the CITY will sustain in the event of and by reason of such delay; and it is therefore agreed that the CONTRACTOR will pay to the CITY liquidated damages for each and every calendar day's delay in finishing the work in excess of the number of working day's prescribed, in the amount of \$250.00 per day. The CITY further agrees that the CONTRACTOR shall not be assessed liquidated damages for delay in completion of the project, when such a delay was caused by the failure of the CITY or the owner of the utility to provide for removal or relocation of such utility facilities as set forth in California Government Code Section 4215.

Prevailing Wage: This contract is for a public work as defined in Chapter 1 of Part 7 of Division 2 of the California Labor Code. CONTRACTOR and any subcontractors under the CONTRACTOR shall comply with Section 1771 of the California Labor Code concerning prevailing wages.

Termination: Notwithstanding any other provision of this Agreement, CITY may terminate this Agreement at any time, with or without cause, in its sole discretion, by giving notice in writing to CONTRACTOR of such termination. In the event of such termination, CONTRACTOR shall have the right and obligation to immediately assemble the work then in progress for the purpose of completing the work and turning over all materials and documents to CITY. In the event of such termination, CONTRACTOR shall be compensated for all work and services performed to the point of termination in accordance with the payment provisions set forth in Section 2.1, unless the termination is for cause, in which event CONTRACTOR need be compensated only to the extent required by law.

CONTRACTOR COORDINATOR and representative for CITY shall be:

NAME: _____ **DEPARTMENT:** Public Works, Maintenance Division

This Agreement shall become effective upon its execution by CITY, in witness thereof, the parties have executed this Agreement the day and year first written above.

CONTRACTOR: _____ **CITY OF CAMPBELL**

By: _____

By: _____

Title: _____

Title: Public Works Superintendent

Contractor License No.: _____

BOND FOR FAITHFUL PERFORMANCE

We, the undersigned _____, (hereinafter "contractor") and _____ a corporation organized under the laws of the State of _____, and authorized to transact business in the State of California, as Surety, are obligated to the City of Campbell, (hereinafter "City") a municipal corporation under the laws of the State of California, in the sum of _____ Dollars (\$ _____) for the payment of which sum we obligate ourselves and our successors and assigns, jointly and severally by the following provisions:

The condition of this obligation is:

Because the obligated Contractor has, on _____, 2018, entered into written Contract with the City for the Project entitled "JANITORIAL SERVICES AT THE CAMPBELL COMMUNITY CENTER, THE HERITAGE THEATRE, AND CITY PARK RESTROOMS" a copy of which is attached and made a part of this bond, for the construction of the Project.

Now, therefore, if the Contractor shall faithfully perform the work in accordance with the specifications and contract documents during the original term, and any extensions of the contract which may be granted by the City, with or without notice to the surety, and if it shall satisfy all claims and demands incurred under the contract, and shall fully indemnify and save harmless the City from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the City all outlay and expense which the City may incur in making any default, then this obligation shall be void; otherwise to remain in full force and effect.

If any legal action be filed upon this bond, it shall be filed within one year after final payment has been made under the contract excluding the warranty period, if any, provided for in the contract, and venue shall lie in the County of Santa Clara, State of California, and that surety, for value received stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed under it or the specifications accompanying it shall in any way affect its obligation on this bond, and it does by this means waive notice of any change, extension of time, alteration or addition to the terms of the contract or to the work or to the specifications, and thereby waives the provisions of Section 2819 of the Civil Code of the State of California.

In witness, contractor and surety have executed this agreement as of _____, 2018.

(Contractor)

By _____

Title _____

(Surety)

By _____

Address of Surety:

(Attach Acknowledgements)

(Both Principal's and
Surety's Attorney in Fact)

Surety's Bond Number _____

(Accompany this bond with Attorney-in-fact's
authority from Surety to execute the bond,
certified to include the date of the bond.)

BOND FOR LABOR AND MATERIAL

We, the undersigned _____, (hereinafter "Principal") and _____, a corporation organized under the laws of the State of _____, and authorized to transact business in the State of California, as Surety, are obligated to the City of Campbell (hereinafter "City"), a municipal corporation under the laws of the State of California, in the sum of _____ Dollars (\$_____) for the payment of which sum we obligate ourselves and our successors and assigns, jointly and severally by the following provisions:

The condition of this obligation is that the Principal entered, or is about to enter, into a certain written Contract with the City dated _____, 2017, and entitled Project "**Janitorial Services at the Campbell Community Center, the Heritage Theatre, and City Park Restrooms**", a true and correct copy of which is presently on file in the office of the City Clerk of the City of Campbell, which said Contract is hereby referred to and made a part hereof.

Because Principal is required to furnish a bond in connection with the contract, providing that if Principal, or any of its subcontractors, shall fail to pay for any materials, or other supplies, or for any work or labor on the contracted work of any kind, or for amounts due under the unemployment insurance act with respect to any work or labor on this project, the Surety on this bond will pay for the debt, in an amount not exceeding the sum specified in this bond, and also, in case suit is brought upon the bond, a reasonable attorney's fee to be fixed by the court.

Now, therefore, we, _____, as Principal, AND _____, as Surety, are obligated to the City of Campbell, in the sum of \$ _____, lawful money of the United States, for the payment of which sums will and truly to be made, we the said Principal and Surety bind ourselves, successors and assigns, jointly and severally, by these provisions.

The condition of this obligation is that if Principal, its successors or assigns, or its subcontractor, or subcontractors, shall fail to pay for any labor, materials, or other supplies, used in the performance of the work contracted to be done, or for amounts due under the unemployment insurance act with respect to this work or labor, then the Surety on this bond will pay for them, in an amount not exceeding the sum specified in this bond, and in case suit is brought upon this bond will also pay a reasonable attorney's fee, to be fixed by the court.

No prepayment or delay in payment and no changes, extensions, addition or alteration of any provision of said contract or in any plans and specifications referred to herein, and no forbearance on the part of the City shall operate to release the Surety from liability on this bond, and consent to make such alterations without further notice to or consent by the Surety is hereby given, and the Surety hereby waives the provisions of Section 2819 of the Civil Code of the State of California.

In witness, the parties have executed this agreement as of _____, 2017.

(Principal)
By _____

Title _____

(Surety)
By _____

Address of Surety: _____

Surety's Bond Number
(Accompany this bond with Attorney-in-fact's authority from Surety to execute the bond, certified to include the date of the bond.)

Attachment "A"

Price Quote for

City of Campbell - Janitorial Services

| <p align="center">Community Center <i>(As Described in the Scope of Work for Campbell Community Center)</i></p> | | | | | | |
|--|---|------------------|-------------|---------------------|------------------|--------------------|
| Item | Description | Reference | Unit | No. of Units | Unit Cost | Annual Cost |
| 1 | Locations described in Section III. A (Serviced 5 Days per week) | III.A | Per Month | 12 | | |
| 2 | Locations described in Section III. B (Serviced 7 Days per week) | III.B | Per Month | 12 | | |
| 3 | Locker Rooms & Locker Room Lobby (Serviced 7 Days per Week) | III.C | Per Month | 12 | | |
| 4 | Gymnasium (Serviced 7 Days per Week) | III.D | Per Month | 12 | | |
| 5 | Weight Room (Serviced 7 Days per Week) | III.E | Per Month | 12 | | |
| 6 | Restrooms (Serviced 7 Days per Week) | III.F | Per Month | 12 | | |
| 7 | Grounds & Surrounding Areas (Serviced 7 Days per Week) | III.G | Per Month | 12 | | |
| Total Price Quote for the Community Center | | | | | | |
| <p>Total Price Quote for annual cost for the Community Center in written form =</p> <p align="right">_____ dollars</p> | | | | | | |

Attachment "A"
Price Quote for
City of Campbell - Janitorial Services

| Heritage Theatre (As Described in the Scope of Work for The Heritage Theatre) | | | | | | |
|--|--|------------------|-------------|---------------------|------------------|--------------------|
| Item | Description | Reference | Unit | No. of Units | Unit Cost | Annual Cost |
| 1 | Daily Service as described in Section II. A | II.A | Per Month | 12 | | |
| 2 | Weekly Service as described in Section II. B | II.B | Per Month | 12 | | |
| 3 | Monthly Service as described in Section II. C | II.C | Per Month | 12 | | |
| 4 | Twice-a-Year Service as described in Section II. D | II. D | Per Each | 2 | | |
| 5 | Rehearsal Service as described in Section II.E | II.E | Per Each | 35 | | |
| 6 | Event Service as described in Section II. F | II.F | Per Each | 95 | | |
| Total Price Quote for the Heritage Theatre | | | | | | |
| <p>Total Price Quote for annual cost for the Heritage Theatre in written form =</p> <p align="right">_____ dollars</p> | | | | | | |

Attachment "A"

Price Quote for City of Campbell - Janitorial Services

| Citywide - Park Restrooms (As Described in the Scope of Work for Citywide - Park Restrooms) | | | | | | |
|--|----------------------------------|---------------------------|-------------|---------------------|------------------|--------------------|
| Item | Description | Reference | Unit | No. of Units | Unit Cost | Annual Cost |
| 1 | Campbell Community Center | | | | | |
| | Daily/Weekly Service | Sections 3.I, 3.II, 3.III | Per Month | 12 | | |
| | Peak Season Service | Section 3.IV | Per Day | 100 | | |
| 2 | Campbell Park | | | | | |
| | Daily/Weekly Service | Sections 3.I, 3.II, 3.III | Per Month | 12 | | |
| | Peak Season Service | Section 3.IV | Per Day | 100 | | |
| 3 | Edith Morley Park | | | | | |
| | Daily/Weekly Service | Sections 3.I, 3.II, 3.III | Per Month | 12 | | |
| | Peak Season Service | Section 3.IV | Per Day | 100 | | |
| 4 | Jack Fischer | | | | | |
| | Daily/Weekly Service | Sections 3.I, 3.II, 3.III | Per Month | 12 | | |
| | Peak Season Service | Section 3.IV | Per Day | 100 | | |
| 5 | John D. Morgan Park | | | | | |
| | Daily/Weekly Service | Sections 3.I, 3.II, 3.III | Per Month | 12 | | |
| | Peak Season Service | Section 3.IV | Per Day | 100 | | |
| | Day Camp Service | Section 3.V | Per Day | 18 | | |
| 3 | Stojanovich Park | | | | | |
| | Daily/Weekly Service | Sections 3.I, 3.II, 3.III | Per Month | 12 | | |
| | Peak Season Service | Section 3.IV | Per Day | 100 | | |
| Total Price Quote for Citywide- Park Restrooms | | | | | | |
| <p>Total Price Quote for annual cost for Citywide - Park Restrooms in written form =</p> <p align="right">dollars</p> <p>_____</p> | | | | | | |

