

# City of Monterey Park



## REQUEST FOR PROPOSALS RFP NO. 831

FOR

CUSTODIAL SERVICES

### KEY RFP DATES

**Issue Due: January 26, 2021**

**Mandatory Walk-Through Meeting: February 8, 2021 to February 10, 2021**

**(call for appointment @ (626) 307-1363)**

**Proposal Due Date: February 24, 2021 by 2:00 p.m.**

### SEND TO:

City of Monterey Park  
Attention: City Clerk's Office  
Re: RFP No. 831  
320 W Newmark Avenue  
Monterey Park, CA 91754

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**I. INTRODUCTION**

The City of Monterey Park is seeking proposals from qualified proposers, also hereinafter referred to as the Contractor or Vendor, to provide CUSTODIAL SERVICES for various locations throughout the City of Monterey Park, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

The City of Monterey Park is requesting proposals for custodial services for the following City owned facilities: Civic Center (non-jail areas), Police Records and Police Dispatch Area, Corporate Yard (Water, Street, Public Works, and Parks Department Offices), Delta Plant (Water Pumping Station), Bruggemeyer Library, Langley Senior Center, Garvey Ranch House, Sierra Vista Park Community Center, Barnes Park Community Center, Barnes Park Gym, Barnes Park Day Care, Barnes Park Amphitheater, the Barnes Park Service Clubhouse, and Downtown Business Improvement District (BID).

The City of Monterey Park reserves the right to reject any or all proposals submitted, waive any informality in proposals, and to accept or reject any items thereon.

**II. ABOUT THE CITY**

Monterey Park is located in Los Angeles County, California at 320 West Newmark Avenue; Monterey Park. It is a municipality with a service area of approximately 7.73 square miles. Monterey Park is a full service City, operating under the Council/Manager form of government, offering its residents a wide range of municipal services in public safety, highways and streets, sanitation, water and sewer services, development and public infrastructure improvements, culture and leisure programming, general government functions, and others.

**III. BACKGROUND**

It is the intent of these specifications to provide Custodial (including Window Cleaning) services for City owned facilities. All facilities (with the exception of the Delta Plant) are located in the City of Monterey Park. The City facilities that are to be included in this proposal are: Civic Center (non-jail areas), Police Records and Police Dispatch Area, Corporate Yard (Water, Street, Public Works, and Parks Department Offices), Delta Plant (Water Pumping Station), Bruggemeyer Library, Langley Senior Center, Garvey Ranch House, Sierra Vista Park Community Center, Barnes Park Community Center, Barnes Park Gym, Barnes Park Day Care, Barnes Park Amphitheater, the Barnes Park Service Clubhouse, and Downtown Business Improvement District (BID).

**IV. REQUIREMENTS AND SCOPE OF WORK**

Vendor must submit a response to each item in the below Scope of Services. Responses must be formatted and submitted with the proposal.

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1. It is the intent of these specifications to provide CUSTODIAL and WINDOW CLEANING services for City owned facilities. All facilities with the exception of the Delta Plant are located in the City of Monterey Park. The City facilities in need of custodial services are Civic Center (non-jail areas), Police Records and Police Dispatch Area, Corporate Yard (Water, Public Works, and Parks Department Offices), Delta Plant (Water Pumping Station), Bruggemeyer Library, Langley Senior Center, Garvey Ranch House, Sierra Vista Park Community Center, Barnes Park Community Center, Amphitheater, and Pool House Office facilities, and Downtown Business Improvement District (BID) with the City retaining the right to award on individual locations and services.
2. All services shall be performed by a trained and supervised staff in a professional manner in conformance with standard and acceptable business practices. Materials, supplies and equipment furnished by the contractor shall be of equal quality to the most suitable grade of each article as it is used in standard acceptable building maintenance operations and are subject to the approval of the City.
3. Supplies and equipment shall be supplied by the Contractor, including, but not limited to:
  - A. All mops, vacuums, brooms, brushes, cloths, buckets, detergents, wax, scouring powder, polishes, disinfectants, waxing machines and other necessary tools.
  - B. Contractor will provide plastic liners for trash receptacles.
4. The City will furnish:
  - A. Electrical power, and hot and cold water.
  - B. Dispensers for hand soaps, toilet tissue, paper towels, toilet seat covers, and sanitary napkins.
  - C. Paper towels, toilet tissue, toilet seat covers, sanitary napkins, and hand soap.
5. Contractor is required to supply all other required materials to complete work as specified. Contractor is required to notify the Maintenance Manager or Recreation Superintendent immediately should there be an inadequate amount of supplies being provided.
6. A limited amount of storage space for Contractor's tools, equipment and supplies shall be provided by the City. This space shall be kept orderly and clean by the Contractor and shall conform to requirements for safety and fire prevention. Combustible materials shall not be stored in buildings. Dust mops and treated cloths shall be stored in Underwriters Lab Approved containers. Contractor shall provide additional shelves, hooks, racks etc. necessary for proper storage of tools, equipment and supplies. All permanently installed fixtures become property of the City at the termination of the service agreement.
7. Emergency conditions brought about by plumbing failure, etc., shall be reported promptly in accordance with instructions furnished the Contractor. Contractor's employees shall be diverted from their regular duties to clean-up in the event of emergencies. No additional charges shall be made for such diversions unless extra labor is required to meet normal assignments.
8. Contractor shall provide coverage for emergencies. Proposals must include an thoroughly cost breakdown for extra labor in case of emergency coverage, or additional services that may be required.
9. Contractor will furnish all qualified labor, supervision, materials and equipment to satisfactorily perform the custodial services specified herein at the frequencies and during the time shown. It is intended that the services include all functions normally considered consistent with satisfactory custodial work whether or not specifically listed herein.
10. All services unless otherwise specified are to be performed after normal working hours for the building occupants. Services shall be provided for the number of days specified, inclusive of holidays. Exterior services may be cleaned during normal City daylight hours as arranged with the Maintenance Services Division.

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10. **Services performed in the Civic Center, City Hall Council Chambers and Community Room, and Recreation facilities shall begin after use in evenings. This may be as late as 12:00 midnight.**
11. **During the first and third Wednesday of every month when the City Council meeting is in progress (7:00 p.m. to midnight), and the second and fourth Thursday of every month when the Planning Commission is in session (7:00 p.m. to midnight), every effort should be made to work in other areas of the building to eliminate any disturbance to these public meetings. (NO MACHINES SUCH AS VACUUM, FLOOR POLISHER, ETC ARE TO BE USED IN THE AREA DURING COUNCIL MEETINGS.)**
12. **CONTRACTOR'S EMPLOYEES**
  - A. **General: Employees are not to disturb papers on desk; open drawers, cabinets, files or bookcases; refrigerators, or use telephones, computers, office machines, kitchen appliances, televisions, games, etc.**
  - B. **Compliance with Building Regulations: Employees shall comply with all regulations issued by the City governing admittance into facilities.**
  - C. **Employee Qualifications: All employees assigned by the Contractor shall be fully capable, experienced and trained in the work they are employed to perform. They shall be physically able to do their work and be free from any communicable disease. The Contractor shall submit names and addresses of all employees engaged in work specified herein or having access to the buildings in an inspecting or supervisory capacity and will require the completion of applications or fingerprint cards as required.**
  - D. **Supervision: A full-time English-speaking supervisor shall be on the job at the work site at all times when work is being done.**
  - E. **Clearance of Personnel: The City shall have and exercise full and complete control over granting, denying, withholding or terminating clearances for Contractor's employees. Employees whom the City deems careless, discourteous or otherwise objectionable or who do not meet standards required for security or other reasons, will be prohibited from entering the building to perform work.**
13. **Prior to the execution of the maintenance agreement, contractor must provide proof of employee bonding to the City Clerk in the amount of not less than \$5,000 per employee who will be working in City buildings.**
14. **Contractor's employees who require access to city facilities will be issued an identification badge by the Maintenance Manager or assignee. This ID must always be worn while working inside the facilities.**
15. **Contractor shall comply with the requirements of the Displaced Janitor Opportunity Act, set forth in California Labor Code section 1060 et seq., which in part states that Contractor "shall retain, for a 60-day transition employment period, employees who have been employed by the terminated contractor or its subcontractors, if any, for the preceding four months or longer at the site or sites covered by the successor service contract unless the successor contractor or successor subcontractor has reasonable and substantiated cause not to hire a particular employee based on that employee's performance or conduct while working under the terminated contract." (California Labor Code section 1061(b)(1).)**
16. **All materials and services included in the contract shall be in compliance with all Federal and State OSHA laws.**

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17. **Insurance:** The contractor shall provide a copy of their existing liability insurance in the amounts of \$2,000,000 per occurrence naming the City of Monterey Park and its employees and officers, as additionally named insured. Before a contract is entered into with the successful vendor. The bidder shall present evidence in writing to the City that he has current Liability, Vehicle, and Workers Compensation Insurance.
18. Within 30 days of the execution of the contract, contractor shall supply City with a schedule and respective timetable of work to be performed for approval. Upon approval, such checklist shall be posted in a designated area and shall be maintained by the contractor for review by City Maintenance Representatives. Failure to submit a timetable will result in a reduction of \$100 per month in payment for services performed.
19. The City reserves the right to negotiate for higher level, lower level, or additional services.
20. The term of this contract shall be thirty-six (36) months from the date of signing, provided the service remains satisfactory and the Contractor adheres to the conditions of the maintenance contract. The contract may be renewed for an additional twenty-four (24) months upon mutual consent. At any time, however, this agreement may be terminated by either party by giving written notice of such termination at least thirty (30) days prior to the date of termination.
21. Inspections of the City facilities involved in this contract will be performed at least once a week by the Maintenance Manager, the Recreation Superintendent, or his Designated Monitors for each area or facility. When contract violations or discrepancies occur, the first warning will be verbal, the second violation for the same type of offense will be a written warning. Unless satisfactory corrective action occurs within eight (8) hours for major health problem violations or within twenty-four (24) hours of notification for successive violations a Written Notice of Violation will be created. The Written Notice of Violation will be a permanent part of the contractual record and can be referenced for a possible termination of the contract. If more than three (3) Written Notices of Violation occur within a month for the same type of offense, particularly related to health violations (such as not cleaning restrooms, kitchen areas, etc.), this will be considered Noncompliance Default of Contract and the contract can be terminated.
22. The City may by written notice terminate the contract for Contractor's default if the contractor refuses or fails to comply with the provisions of the maintenance contract. Also, if the contractor fails to cure or correct services not handled properly within the time specified, or within any written extension time given by the City, the City may secure the service elsewhere, and the Contractor shall be liable to the City for any excess costs incurred. The City reserves the right to prorate monthly payment for areas not cleaned according to bid specifications.
23. At the discretion of the city, the Contractor may be required to fill out and initial forms provided by the City to indicate the completion of duties required on a daily, weekly, monthly and quarterly basis. Failure to utilize or provide accurate information on the forms supplied by the City may result in termination of the contract.
24. Contractor shall indemnify, defend, keep, and hold the City harmless from any and all costs, liability, damage, or expenses by anyone by reason of injury to or death of persons, damage to or destruction of property, including property of Contractor, arising out of Contractor's transportation, sale and delivery to the Point(s) of Delivery as a proximate result of the acts or omissions of Contractor and Contractor's subcontractors of any tier and its or their directors, officers, servants, agents, employees, or their successors.
25. Proposals must clearly specify the pricing for each location on the Proposal Submission forms provided.

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**CUSTODIAL SERVICES**

**CIVIC CENTER, AND NON-JAIL POLICE AREAS**

A. High touch surfaces as identified by the City are to be sanitized thoroughly.

B. The following services are to be performed NIGHTLY (five nights per week in Civic Center (Sunday, Monday, Tuesday, Wednesday, and Thursday), and seven nights per week in Police (non-jail), Police Records (no access between 10pm-6am), Police men/women locker rooms (no access between 5-7pm) and Dispatch areas, lobby and lobby restrooms):

**WORK AREAS:**

1. Vacuum carpets in all areas.
2. Sweep and/or dust mop all composition and tile floors using dust control sweeping mops.
3. Spot carpet stains with approved rug spotter.
4. Empty all waste baskets and remove trash to pickup area. Maintain and replace plastic liners at least once per week (for those with food in them, replace nightly).
5. Spot mop all composition and tile floors to remove spills.
6. Leave on designated lights.
7. Dust all desktops with treated cloths.

**RESTROOMS AND COFFEE ROOMS AND/OR KITCHENS:**

**USING A GERMICIDAL SOLUTION**

1. Thoroughly clean and wash all composition and tile floors.
2. Thoroughly clean and wash all counters, sinks and stoves.
3. Thoroughly clean and wash all restroom soap dispensers and refill.
4. Thoroughly clean and wash both sides of toilet seats.
5. Thoroughly clean and disinfect restroom basins, bowls and urinals.
6. Keep all tile surfaces, including tile joints, corners and edges, free of dirt, stains and soap or mineral deposits.
7. Wash and polish all mirrors.
8. Wash all wall switches.
9. Fill all dispensers in restrooms and kitchen/coffee room areas (paper towels, toilet tissue, seat covers and sanitary napkins).
10. Clean, polish and sanitize all stainless-steel surfaces (such as sink fixtures, dispensers, rails, etc.).
11. Thoroughly clean and wash the tabletops in all coffee rooms, the lunchroom (second floor), and the foyer outside the Council Chambers.
12. Remove all graffiti and paper wads from surfaces.

**POLICE DEPARTMENT'S REPORT WRITING ROOM AND UPSTAIRS HALLWAYS:**

**USING A GERMICIDAL SOLUTION**

1. Thoroughly clean and wash all composition and tile floors.

**LOBBY AREA, PASSENGER ELEVATOR, HALLWAYS AND STAIRWELLS**

1. Sweep and/or dust mop all composition and tile floors and stairwells using dust control sweeping mops.
2. Spot mop all composition and tile floors to remove spills (including stairwells).
3. Vacuum carpets in all areas.
4. Spot carpet stains with approved rug spotter.
5. Empty all waste baskets/trash containers and remove trash to pickup area. Maintain and replace plastic liners.
6. Damp wipe all counter tops.



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**NIGHTLY (CONTINUED)**

7. Thoroughly clean, polish and sanitize all water fountains.
8. Clean all handrails.
9. Leave on designated lights.

**COUNCIL CHAMBERS (seven nights per week)**

(Services shall be performed after use in evening, whenever possible):

1. Sweep and/or dust mop all composition and tile floors using dust control sweeping mops.
2. Spot mop all composition and tile floors to remove spills.
3. Vacuum carpets in all areas.
4. Spot carpet stains with approved rug spotter.
5. Empty all waste baskets/trash containers and remove trash to pickup area. Maintain and replace plastic liners.

**COMMUNITY ROOM (seven nights per week)**

(Services shall be performed after use in evening, whenever possible):

1. Sweep and/or dust mop all composition and tile floors using dust control sweeping mops.
2. Spot mop all composition and tile floors to remove spills.
3. Empty all waste baskets/trash containers and remove trash to pickup area. Maintain and replace plastic liners.
4. Thoroughly clean and wash all counters, sinks and stoves.
5. Wash all wall switches.
6. Fill paper towel dispensers in the kitchen area.
7. Clean, polish and sanitize all stainless-steel surfaces (such as sink fixtures, dispensers, etc.).

**C. THREE TIMES WEEKLY (Schedule to be provided by Contractor prior to execution of maintenance agreement)**

1. Dust all tables, chairs, office equipment, tops of filing cabinets, bookcases, windowsills, door jambs and light fixtures where dust might accumulate (including light fixtures in the passenger elevator).

**D. TWICE WEEKLY (Tuesday / Thursday)**

1. Remove bin of processed trash from compactor in City Hall to designated exterior trash area located in the parking lot and replace with an empty bin.

**E. ONCE WEEKLY (Schedule to be provided by Contractor prior to execution of maintenance agreement).**

**LOBBY AREA, PASSENGER ELEVATOR, HALLWAYS AND STAIRWELLS**

1. Spot clean all walls, doors, door frames, woodwork and light switches.
2. Clean all parts of elevator cab including light fixture lenses.
3. Low dusting of chairs, bottoms of furniture, baseboards, etc.
4. Machine buff composition and tile floors.

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**WORK AREAS:**

1. Spot clean all walls, doors, door frames, woodwork and light switches.
2. Low dusting of chairs, bottoms of furniture, baseboards, etc.
3. Dust open shelves in bookcases.
4. Machine buff composition and tile floors.
5. Dust copy machines with treated cloths.

**RESTROOMS, COFFEE ROOMS AND KITCHENS:**

1. Clean all restroom walls and partitions, doors, door frames and light switches with disinfectant cleaner.
2. Spot clean walls, doors, door frames, woodwork and light switches in coffee rooms and kitchens.
3. Thoroughly clean out floor drains and traps in restroom floors and pour germicidal water into these drains, to eliminate bad odors.
4. Machine buff all composition and tile floors.

**COUNCIL CHAMBER**

1. Spot clean all walls, doors, door frames, woodwork and light switches.
2. Low dusting of chairs, lodges, dais (council) area, baseboards, etc.
3. Clean restroom walls with disinfectant cleaner.

**COMMUNITY ROOM**

1. Spot clean all walls, doors, door frames, woodwork and light switches.
2. Low dusting of chairs, tables, podium, baseboards, etc.
3. Machine buff all composition and tile floors.

**ENTRANCES**

1. Sweep exterior north, east and west entry ways and patios at north entrances.

**F. TWICE MONTHLY SERVICES (Every 1st and 3rd Sunday)**

1. Thoroughly clean City Manager and Council Offices BI-MONTHLY

**G. MONTHLY SERVICES (Schedule to be provided by Contractor prior to execution of maintenance agreement) all areas:**

1. Dust all window blinds.
2. High dusting- including, but not limited to, tops of door frames, partitions, vents and picture frames.
3. Vacuum all return and supply ceiling vents (rectangular and channel vents).
4. Thoroughly clean inside and out of microwave in second floor lunchroom.
5. Dust walls.
6. Professionally scrub and refinish all composition and tile floors.

**H. BI-MONTHLY SERVICES (Schedule to be provided by Contractor prior to execution of maintenance agreement) all areas:**

1. Strip, clean, and wax tile floors and walls in shower areas.

**I. QUARTERLY SERVICES (Schedule to be provided by Contractor prior to execution of maintenance agreement) all areas:**

1. Wipe down plastic and leather furniture.
2. Thoroughly vacuum upholstered furniture.
3. Defrost and thoroughly clean the refrigerator in the second-floor lunchroom.

4. Thoroughly wash with detergent, all return and supply ceiling vents (rectangular and channel vents).
5. Clean all carpets (except Computer Room and Dispatch Room). Carpet cleaning shall be either hot water extraction cleaning or chemical cleaning (to be determined by the City prior to execution of maintenance agreement).
6. Clean POLICE DISPATCH floor tiles in a method approved by the Dispatch Supervisor. Special consideration is to be taken in this area due to cabling underneath flooring.

**J. YEARLY (Schedule to be provided by Contractor prior to work being performed).**

1. Wash all walls in offices, hallways, work and storage areas.

**K. WINDOW CLEANING SERVICES**

**MONTHLY SERVICES (Schedule to be provided by Contractor prior to execution of maintenance agreement) all areas:**

1. Wash all windows and interior glass except skylights, inside and out.

**QUARTERLY SERVICES (Schedule to be provided by Contractor prior to execution of maintenance agreement) all areas:**

1. Wash exterior of all skylights.

**SEMI-ANNUAL SERVICES (Schedule to be provided by Contractor prior to execution of maintenance agreement) all areas:**

1. Wash interior of all skylights.

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**POLICE LOCKERS, SHOWERS AND RESTROOMS (No access between 5-7pm)**

**A. NIGHTLY- USING A GERMICIDAL SOLUTION**

1. Thoroughly clean and wash all composition and tile floors.
2. Thoroughly clean and wash all counters, sinks and showers.
3. Thoroughly clean and wash all restroom soap dispensers and refill.
4. Thoroughly clean and wash both sides of toilet seats.
5. Thoroughly clean and disinfect restroom basins, bowls and urinals.
6. Thoroughly clean and wash all restroom and shower walls and partitions.
7. Wash doors, door frames, woodwork and wall switches.
8. Keep all tile surfaces, including tile joints, corners and edges, free of dirt, stains and soap or mineral deposits.
9. Wash and polish all mirrors.
10. Fill all dispensers in restrooms (paper towels, toilet tissue and sanitary napkins).
11. Clean, polish and sanitize all stainless-steel surfaces (such as sink fixtures, dispensers, rails, etc.).
12. Vacuum carpet.

**B. TWICE PER WEEK**

1. Sweep the upper police parking lot.
2. Sweep the entry way to the 2nd floor stairway.
3. Sweep the entry way to the 1st floor stairway.
4. Sweep the interior stairway (from 1st to 2nd floors).

**C. WEEKLY**

1. Machine buff composition and tile floors.
2. Thoroughly clean out floor drains and traps in restroom floors and pour germicidal water into these drains, to eliminate bad odors.

**D. MONTHLY**

1. Vacuum all return and supply ceiling vents (rectangular and channel vents).  
High dusting- including, but not limited to, tops of door frames, vents, etc.  
Dusting of tops of lockers in both men's and women's locker rooms.
2. Professionally scrub and refinish all composition and tile floors.

**E. BI-MONTHLY SERVICES (Schedule to be provided by Contractor prior to execution of maintenance agreement) all areas:**

1. Strip, clean, and wax tile floors and walls in shower areas.
2. Professionally scrub and refinish all composition and tile floors other than shower areas.

**F. QUARTERLY**

1. Thoroughly wash with detergent all return and supply ceiling vents (rectangular and channel vents).
2. Dust and clean tops of lockers.
3. Clean all carpets (except Computer Room and Dispatch Room). Carpet cleaning shall be either hot water extraction cleaning or chemical cleaning (to be determined by the City prior to execution of maintenance agreement).

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**BRUGGEMEYER LIBRARY**

- A. High touch surfaces throughout the Library, as identified by the City are to be sanitized thoroughly.**
- B. The following services are to be performed DAILY (five nights per week: Monday, Tuesday, Wednesday, Thursday, and Friday) in all areas:**
1. Clean restrooms using a germicidal solution.
    - a. Thoroughly clean and wash all composition and tile floors.
    - b. Thoroughly clean and wash all counters and sinks.
    - c. Thoroughly clean and wash all restroom soap dispensers and refill.
    - d. Thoroughly clean and wash both sides of toilet seats.
    - e. Thoroughly clean and disinfect restroom basins, bowls and urinals.
    - f. Thoroughly clean and wash all restroom walls and partitions.
    - g. Wash doors, door frames, woodwork and wall switches.
    - h. Keep all tile surfaces, including tile joints, corners and edges, free of dirt, stains and soap or mineral deposits.
    - i. Wash and polish all mirrors.
    - j. Fill all dispensers in restrooms (paper towels, toilet tissue and sanitary napkins).
    - k. Clean, polish and sanitize all stainless-steel surfaces (such as sink fixtures, dispensers, rails, etc.).
  2. Sweep stairs and disinfect handrails.
  3. Sweep and/or dust mop all tile floors.
  4. Wash all tile, metal or cement floors including stairs and elevator.
  5. Vacuum carpeting.
  6. Spot clean all carpet stains.
  7. Wash and clean all counters and sinks.
  8. Empty all waste baskets.
  9. Remove trash to pick up areas.
  10. Clean and sanitize drinking fountains.
  11. Spot clean front and back entrance glass doors.
  12. Wipe down inside and outside of elevator walls and doors.
  13. Spot clean display cases.
  14. Spot clean wall switches and areas around them.
- C. The following services are to be performed between 3pm and 5pm on Tuesday and Wednesday, and between 12 pm and 2pm on Thursday, Friday and Saturday in the restrooms:**
1. Clean restrooms.
    - a. Thoroughly clean and wash all counters and sinks.
    - b. Thoroughly clean and wash all restroom soap dispensers and refill.
    - c. Thoroughly clean and wash both sides of toilet seats.
    - d. Thoroughly clean and disinfect restroom basins, bowls and urinals.
    - e. Keep all tile surfaces, including tile joints, corners and edges, free of dirt, stains and soap or mineral deposits.
    - f. Fill all dispensers in restrooms (paper towels, toilet tissue and sanitary napkins).
- D. The following services are to be performed ONCE WEEKLY (Schedule to be provided by Contractor prior to execution of maintenance agreement) in all areas:**
1. Dust all tables, chairs, office equipment, tops of filing cabinets, bookcases, windowsills, door jambs and light fixtures where dust might accumulate
  2. Clean all walls, doors, door frames, woodwork and light switches (restrooms with disinfectant cleanser)
  3. Thoroughly clean inside and out of microwave in second floor lunchroom.
  4. Wipe down plastic and leather furniture.

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5. Thoroughly clean out floor drains and traps in restroom floors and pour germicidal water in these drains
  6. Scrub hard water deposits around sink faucets.
  7. Power wash bathroom floors.
- E. The following services are to be performed MONTHLY (Schedule to be provided by Contractor prior to execution of maintenance agreement) in all areas:
1. Dust all window blinds.
  2. Vacuum all return and supply ceiling vents (rectangular and channel vents).
  3. Thoroughly vacuum upholstered furniture.
  4. Clean exterior windows.
  5. Power wash outside entrances of front and back cement floor
- F. The following services are to be performed QUARTERLY (Schedule to be provided by Contractor prior to execution of maintenance agreement) in all areas:
1. Shampoo carpets.

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**RECREATION FACILITIES**

- A. High touch surfaces as identified by the City are to be sanitized thoroughly.**
- B. The following services are to be performed NIGHTLY five nights per week (Sunday, Monday, Tuesday, Wednesday, and Thursday) in the City's Recreation Facilities (Garvey Ranch House, Sierra Vista Park and Barnes Park Community Center and Pool House Offices):**

**WORK AREAS, LOBBYS, HALLWAYS, AND MEETING/CLASSROOMS:**

1. Vacuum carpets and rugs in all areas.
2. Sweep and/or dust mop all floors using dust control sweeping mops. (moving temporary rugs, chairs, tables and light furniture to access floors.)
3. Spot clean carpet stains with approved rug spot removal.
4. Empty all waste baskets and remove trash to pickup area. Maintain and replace plastic liners at least once per week (for those with food in them, replace nightly). Do not drag trash bags across the basketball gym floor.
5. Spot mop all floors to remove spills. (Using scraper to clean off any gum and candy)
6. Turn off all lights leaving on only designated lights.
7. Dust all desktops, with treated cloths.
8. Thoroughly clean, polish and sanitize all water fountains.
9. Clean all handrails.
10. Clean glass doors, mirrors, and display cases.
11. Lock all doors upon completion of work.

**RESTROOMS, SHOWER AREAS, AND/OR KITCHENS:**

**USING A GERMICIDAL SOLUTION**

1. Thoroughly mop, clean and wash all floors.
2. Thoroughly clean and wash all counters, cabinet doors, sinks, stove tops, vents, hoods, kitchen appliance surface.
3. Thoroughly clean and wash all restroom soap dispensers and refill.
4. Thoroughly clean and wash both sides of toilet seats.
5. Thoroughly clean and disinfect all sink basins, bowls (inside and out) and urinals (removing any trash, gum, bugs, etc.).
6. Keep all tile surfaces, including tile joints, grout, corners and edges, free of dirt, stains and soap or mineral deposits.
7. Wash and polish all mirrors.
8. Wash all wall switches.
9. Fill all dispensers in restrooms and kitchens/ areas (paper towels, toilet tissue, seat covers and sanitary napkins).
10. Clean, polish and sanitize all stainless-steel surfaces using stainless steel cleaners (such as sink fixtures, dispensers, rails, etc.).
11. Add bleach or proper solutions to toilet bowls, sinks and shower areas to prevent the formation of rust stains and/or algae growth.
12. Remove all graffiti and paper wads from walls and/or ceiling.

- B. THREE TIMES WEEKLY (Schedule to be provided by Contractor within 30 days of execution of maintenance agreement)**

1. Dust all tables, chairs, office equipment, tops of cabinets, bookcases, windowsills, door frames and jambs and light fixtures where dust might accumulate.

- C. ONCE WEEKLY (Schedule to be provided by Contractor within 30 days of to execution of maintenance agreement).**

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**OFFICES, LOBBY AREAS, MEETING/CLASSROOMS, HALLWAYS**

1. Spot clean all walls, doors, door frames, windowsills, mirrors, woodwork, open shelves and light switches.
2. Low dusting of chairs, bottoms of furniture, baseboards, etc.

**RESTROOMS AND KITCHENS:**

1. Thoroughly clean all restroom walls and partitions, doors, door frames, windowsills and light switches with disinfectant cleaner.
2. Thoroughly clean out floor drains and traps in restroom floors and pour germicidal water into these drains, to eliminate bad odors.

**BARNES PARK GYMNASIUM**

1. Thoroughly mop and clean Barnes Park gymnasium floor and baseboards using products specifically designed for use on hardwood gym floors

**ENTRANCES**

1. Sweep exterior entry ways and patios.

**CUSTODIAL STORAGE AREAS**

1. Organize and clean shelves, floors, walls, racks, mop sinks, tools, etc.

**D. MONTHLY SERVICES (Schedule to be provided by Contractor 30 days after execution of maintenance agreement) all areas:**

1. Dust all window blinds.
2. High dusting- including, but not limited to, tops of door frames, partitions, vents and picture frames.
3. Vacuum all return and supply ceiling vents (rectangular and channel vents).
4. Thoroughly clean inside and out of microwaves.
5. Dust walls.
6. Professionally scrub and refinish all composition and tile floors.

**E. QUARTERLY SERVICES (Schedule to be provided by Contractor 30 days after execution of maintenance agreement) all areas:**

1. Wipe down plastic and leather furniture.
2. Thoroughly vacuum upholstered furniture.
3. Defrost and thoroughly clean refrigerators.
4. Thoroughly wash with detergent, all return and supply ceiling vents (rectangular and channel vents).
5. Clean all carpets (except Computer Room and Dispatch Room). Carpet cleaning shall be either hot water extraction cleaning or chemical cleaning (to be determined by the City prior to execution of maintenance agreement).
6. Scrub and wax supply rooms.
7. Strip, clean, and wax tile floors.



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**BARNES COMMUNITY CENTER (Also Barnes Day Care, Barnes Park Gym, Barnes Park Amphitheater, and Barnes Park Service Clubhouse)**

**QUARTERLY SERVICES (Schedule to be provided by Contractor 30 days after execution of maintenance agreement) all areas:**

8. Wash All windows and interior glass except skylights, inside and out.
9. Wash exteriors of all skylights.

**F. YEARLY (Schedule to be provided by Contractor 30 days after work being performed).**

1. Wash all walls in offices, meeting/classrooms, hallways, work and storage areas.

**LANGLEY CENTER**

- A. High touch surfaces as identified by the City are to be sanitized thoroughly.
- B. The following services are to be performed NIGHTLY (Six nights per week –Sunday, Monday, Tuesday, Wednesday, Thursday, Friday and Saturday):

**LOBBY, WORK AREAS, MEETING ROOMS, BILLARD ROOM, PING PONG ROOM AND SITTING AREAS:**

1. Vacuum carpets in all areas.
2. Spot carpet stains with approved rug spotter. (Special attention needed by rest room entrances).
3. Sweep and/or dust mop all, floors using dust control sweeping mops.
4. Spot mop all floors to remove spills.
5. Empty all waste baskets and remove trash to pickup area. Maintain and replace plastic liners at least once a week (for those with food in them, replace nightly).
6. Spot clean glass doors, mirrors, display cases and wall switches.
7. Thoroughly clean, polish and sanitize all water fountains.
8. Clean all handrails.
9. Leave on designated lights.
10. Wipe down exercise equipment (treadmills and exercise bikes).
11. Lock all doors upon completion of work.

**RESTROOM AND KITCHENS:**

**USING A GERMICIDAL SOLUTION**

1. Thoroughly clean and wash all floors.
2. Thoroughly clean and wash all counters, sinks, and exterior of refrigerators and stoves.
3. Thoroughly clean and wash all restroom soap dispensers and refill.
4. Thoroughly clean and wash both sides of toilet seats.
5. Thoroughly clean and disinfect restroom basins, inside and outside of bowls and urinals.
6. Keep all tile surfaces, including tile joints, grout, corners and edges, free of dirt, stains and soap or mineral deposits.
7. Wash and polish all mirrors.
8. Clean all wall switches.
9. Fill all dispensers in restrooms (paper towels, seat covers, toilet tissue and automatic sanitizer).
10. Clean, polish and sanitize all stainless-steel surfaces with made for stainless steel products (such as sink fixtures, dispensers, rails, etc.).

**ADDITIONAL CLEANING During the Day:**

Clean restrooms Monday through Saturday between 3:00 and 4:00 p.m.

**DINING / LARGE MEETING ROOM**

1. Sweep and/or dust mop all floors using dust control sweeping mops.
2. Spot mop all c floors to remove spills.
3. Empty all waste baskets/trash containers and remove trash to pickup area. Maintain and

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- replace plastic liners.
- 4. Wash all wall switches.

**C. THREE TIMES WEEKLY (Schedule to be provided by City)**

- 1. With treated cloths dust tables, chairs, office equipment, tops of filing cabinets, bookcases, windowsills, door jams and light fixtures where dust might accumulate.

**D. ONCE WEEKLY (Schedule to be provided by Contractor 30 days upon execution of maintenance agreement).**

**LOBBY, WORK AREAS, MEETING ROOMS, SITTING AREAS AND DINING / LARGE MEETING ROOM:**

- 1. Spot clean all walls, doors, door frames, woodwork and light switches.
- 2. Dust open shelves in bookcases.
- 3. Low dusting of chairs, bottoms of furniture, baseboards, etc.

**RESTROOMS, COFFEE ROOMS AND KITCHENS:**

**USING A GERMICIDAL SOLUTION**

- 1. Clean all restroom walls and partitions, doors, door frames and light switches with disinfectant cleaner.
- 2. Spot clean walls, doors, door frames, woodwork and light switches in coffee rooms and kitchens.
- 3. Thoroughly clean out floor drains and traps in restroom floors and pour germicidal water into these drains, to eliminate bad odors.

**E. MONTHLY SERVICE (Schedule to be provided by Contractor 30 days upon execution of maintenance agreement).**

- 1. Dust all window blinds.
- 2. High dusting- including, but not limited to, tops of door frames, partitions, vents and picture frames, cabinets, and walls.
- 3. Vacuum all return and supply ceiling vents (rectangular and channel vents).
- 4. Professionally scrub and refinish all composition and tile floors.
- 5. Wash all windows except skylights, inside and out.

**F. QUARTERLY SERVICES (Schedule to be provided by Contractor 30 days upon execution of maintenance agreement) all areas:**

- 1. Wipe down plastic and leather furniture.
- 2. Thoroughly vacuum upholstered furniture.
- 3. Thoroughly wash with detergent all return and supply ceiling vents (rectangular and channel vents).
- 4. Clean all carpets (except Computer Room and Dispatch Room). Carpet cleaning shall be either hot water extraction cleaning or chemical cleaning (to be determined by the City prior to execution of maintenance agreement).
- 5. Scrub and wax supply rooms.
- 6. Strip, clean, and wax tile floors.
- 7. Wash all windows and interior glass except skylights, inside and out.
- 8. Wash exteriors of all skylights.

**H. YEARLY SERVICE (Schedule to be provided by Contractor 30 days upon execution of maintenance agreement.).**

- 1. Wash all walls in hallways, offices, work and storage areas.
- 2. Wash interior of all skylights.

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**Brightwood School Auditorium**

**QUARTERLY SERVICES (Schedule to be provided by Contractor 30 days upon execution of maintenance agreement) all areas:**

1. Scrub and wax supply rooms.

**YEARLY SERVICE (Schedule to be provided by Contractor 30 days upon execution of maintenance agreement) all areas:**

1. Strip, clean, and wax tile floors.

**CORPORATE YARD OFFICES  
(WATER, PUBLIC WORKS AND PARKS DEPARTMENT OFFICES)**

**A. High touch surfaces as identified by the City are to be sanitized thoroughly.**

**B. THREE TIMES WEEKLY (Schedule to be provided by the City):**

1. Vacuum carpets in all areas.
2. Sweep and wet mop all floors.
3. Dust all desks, chairs and office equipment.
4. Empty and clean all waste baskets.
5. Thoroughly clean, polish and sanitize all water fountains.

**RESTROOMS, LOCKER AND LUNCHROOM:  
USING A GERMICIDAL SOLUTION**

1. Thoroughly clean and wash all composition, tile and concrete floors.
2. Thoroughly clean and wash sinks, counters and showers.
3. Thoroughly clean and disinfect restroom basins, bowls, urinals, etc.
4. Thoroughly clean and wash both sides of toilet seats.
5. Thoroughly clean and wash all restroom and shower walls and partitions.
6. Thoroughly clean and refill all dispensers (soap, paper towel, toilet tissue and air deodorizers).
7. Keep all tile surfaces, including tile joints, corners and edges, free of dirt, stains and soap or mineral deposits.
8. Wash and polish all mirrors.
9. Wash all wall switches.
10. Clean, polish and sanitize all stainless steel surfaces (such as sink fixtures, dispensers, rails, etc.).

**C. WEEKLY**

1. Machine buff all composition and tile floors.
2. Dust copy machine with treated cloth.

**D. MONTHLY SERVICE (Schedule to be provided by Contractor prior to execution of maintenance agreement).**

1. Dust all window blinds.
2. High dusting- including, but not limited to, tops of door frames, partitions, vents and picture frames, walls.
3. Professionally scrub and refinish all composition and tile floors.
4. Wash all windows except skylights, inside and out.

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- E. QUARTERLY SERVICES (Schedule to be provided by Contractor 30 days after execution of maintenance agreement) all areas:**
1. Wipe down plastic and leather furniture.
  2. Thoroughly vacuum upholstered furniture.
  3. Defrost and thoroughly clean refrigerators.
  4. Thoroughly wash with detergent, all return and supply ceiling vents (rectangular and channel vents).
  5. Clean all carpets (except Computer Room and Dispatch Room). Carpet cleaning shall be either hot water extraction cleaning or chemical cleaning (to be determined by the City prior to execution of maintenance agreement).
  6. Scrub and wax supply rooms.
  7. Strip, clean, and wax tile floors.

- F. YEARLY SERVICE (Schedule to be provided by Contractor prior to work being performed)**
1. Wash all walls in hallways, offices, work and storage areas.

**DELTA PLANT (WATER PUMPING STATION)**

**ALL CLEANING TO BE COMPLETED BETWEEN 2:00 P.M. AND 4:00 P.M.**

- A. High touch surfaces as identified by the City are to be sanitized thoroughly.**
- B. TWICE WEEKLY (Schedule to be provided by the City):**
1. Sweep and wet mop all floors.
  2. Dust all desks, chairs and office equipment.
  3. Empty and clean all waste baskets.
  4. Thoroughly clean, polish and sanitize all water fountains.

**RESTROOMS, LOCKER AND LUNCHROOM:  
USING A GERMICIDAL SOLUTION**

1. Thoroughly clean and wash all composition, tile and concrete floors.
2. Thoroughly clean and wash sinks, counters and showers.
3. Thoroughly clean and disinfect restroom basins, bowls, urinals, etc.
4. Thoroughly clean and wash both sides of toilet seats.
5. Thoroughly clean and wash all restroom and shower walls and partitions.
6. Thoroughly clean and refill all dispensers (soap, paper towel, toilet tissue and air deodorizers).
7. Keep all tile surfaces, including tile joints, corners and edges, free of dirt, stains and soap or mineral deposits.
8. Wash and polish all mirrors.
9. Wash all wall switches.
10. Clean, polish and sanitize all stainless-steel surfaces (such as sink fixtures, dispensers, rails, etc.).

- C. MONTHLY SERVICE (Schedule to be provided by Contractor prior to execution of maintenance agreement).**
1. Dust all window blinds.
  2. High dusting- including, but not limited to, tops of door frames, partitions, vents and picture frames.
  3. Professionally scrub and refinish all composition and tile floors.
  4. Wash all windows except skylights, inside and out.

- D. QUARTERLY SERVICES (Schedule to be provided by Contractor 30 days after execution of**

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maintenance agreement) all areas:

1. Wipe down plastic and leather furniture.
2. Thoroughly vacuum upholstered furniture.
3. Defrost and thoroughly clean refrigerators.
4. Thoroughly wash with detergent, all return and supply ceiling vents (rectangular and channel vents).
5. Clean all carpets (except Computer Room and Dispatch Room). Carpet cleaning shall be either hot water extraction cleaning or chemical cleaning (to be determined by the City prior to execution of maintenance agreement).
6. Scrub and wax supply rooms.

E. YEARLY SERVICE (Schedule to be provided by Contractor prior to work being performed)

1. Wash all walls in hallways, offices, work and storage areas.

El Encanto

(Economic Development Offices and Business Center)

B. High touch surfaces as identified by the City are to be sanitized thoroughly.

B. THREE TIMES WEEKLY (Schedule to be provided by the City):

1. Vacuum carpets in all areas.
2. Sweep and wet mop all floors.
3. Dust all desks, chairs, and office equipment.
4. Empty and clean all waste baskets.

RESTROOMS & KITCHEN:

USING A GERMICIDAL SOLUTION

1. Thoroughly clean and wash all composition, tile and concrete floors.
2. Thoroughly clean and wash sinks, counters and showers.
3. Thoroughly clean and disinfect restroom basins, bowls, urinals, etc.
4. Thoroughly clean and wash both sides of toilet seats.
5. Thoroughly clean and wash all restroom and shower walls and partitions.
6. Thoroughly clean and refill all dispensers (soap, paper towel, toilet tissue and air deodorizers).
7. Keep all tile surfaces, including tile joints, corners and edges, free of dirt, stains and soap or mineral deposits.
8. Wash and polish all mirrors.
9. Wash all wall switches.
10. Clean, polish and sanitize all stainless steel surfaces (such as sink fixtures, dispensers, rails, etc.).

WEEKLY

3. Machine buff all composition and tile floors.

D. MONTHLY SERVICE (Schedule to be provided by Contractor prior to execution of maintenance agreement).

1. Dust all window blinds.
2. High dusting- including, but not limited to, tops of door frames, partitions, vents and picture frames, walls.
3. Professionally scrub and refinish all composition and tile floors.

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**E. QUARTERLY SERVICES (Schedule to be provided by Contractor 30 days after execution of maintenance agreement) all areas:**

1. Wipe down plastic and leather furniture.
2. Thoroughly vacuum upholstered furniture.
3. Defrost and thoroughly clean refrigerators.
4. Thoroughly wash with detergent, all return and supply ceiling vents (rectangular and channel vents).
6. Scrub and wax supply rooms.
7. Strip, clean, and wax tile floors.

**F. YEARLY SERVICE (Schedule to be provided by Contractor prior to work being performed)**

1. Wash all walls in hallways, offices, work and storage areas.

**(OPTIONAL) - DOWNTOWN BUSINESS IMPROVEMENT DISTRICT (B.I.D.)**

**Basic maintenance task provided 4 times a week (Mon/Wed/Fri/Sat)**

1. Sweep all sidewalks
2. Wipe trash receptacles
3. Remove trash receptacles
4. Remove trash, cigarette butts, and debris from tree wells and other landscape areas
5. Dispose of all trash from area including trash receptacles into a City dumpster
6. Whip down benches and furniture as needed
7. Remove flyers and similar documents posted on City property (e.g. benches, light poles, news racks, etc.)
8. Remove graffiti as needed from the public area
9. Remove weeds and sidewalk grass
10. Pressure wash all sidewalks as needed in the BID 4 times per year
11. Report any deficiencies or significant issue to City liaison

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**V. PROPOSAL REQUIREMENTS AND CONTENTS**

Each vendor shall meet all of the specifications. Non-substantial deviations may be considered provided the vendor submits a full description and explanation of, and justifications, for the proposed deviations. Final determination of any proposed deviation will be made by the City of Monterey Park.

The City of Monterey Park, California, reserves the right to purchase the proposal, which in our opinion represents the best value to the City for the duty to be performed.

The proposals submitted for this project are to follow the outline described below and must address all requested information. Any additional information that the vendor wishes to include should be included in an appendix to the proposal.

**SECTION 1 – Introduction**

Provide a brief description of the vendor and a statement of qualifications for performing the requested services.

**SECTION 2 – Experience**

Provide a summary of the vendor's prior experience with similar projects. This section should include specific and detailed descriptions of similar projects performed previously, project results, client name, contact information, and year completed.

**SECTION 3 – Project Overview**

Provide a narrative description of the project, based on the scope of work presented in the RFP. Include any issues that you believe will require special consideration for this project. Also identify any unique approaches or strengths your firm may have related to this project. City staff will assess your understanding of all aspects of the project based on the overview.

**SECTION 4 – Detailed Work Plan**

Respond to all requirements defined in the scope of work. If any of the requirements cannot be supported, provide a recommendation for an alternative approach. Provide a description of the required tasks for the implementation and post-implementation support. Include the tasks needed to complete the project and any recommended additions to the requirements. Also document assumptions used in development of the work tasks, including assistance needed from City staff, and required hardware and software.

**SECTION 5 – Project Schedule**

Include a project schedule for each key focus area of the project, as identified in the scope of work and a date for completion and to "go live."

**SECTION 6 – Project Cost**

Provide a cost proposal separately identifying costs related to each individual location specified in this RFP, implementation and ongoing costs. This cost proposal must specify the Monthly and Annual cost for Each Individual Location Listed in the proposal. Additionally, list the hourly cost for additional services (including sanitizing of high touch areas identified by the City).

**SECTION 7 – Project Alternatives**

Describe how the cost of the proposal could be reduced if necessary. Identify the tasks that would be eliminated or scaled back.

**SECTION 8 – Project Team**

Identify the project team (including proposed sub-consultants), with key tasks and associated responsible personnel. Provide an organization chart depicting the project team members proposed by the vendor. Also identify the geographic locations of the vendor and key personnel.

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**SECTION 9 – Conflicts of Interest**

Vendors submitting a proposal in response to this RFP must disclose any actual, apparent, direct, indirect, or potential conflicts of interest that may exist with respect to the vendor, management, or employees of the vendor or other persons relative to the services to be provided. If a vendor has no conflicts of interest, include a statement to that effect in the proposal.

**SECTION 10 – Insurance**

Provide summary of the vendors (and sub-consultant's) insurance coverage. Requirements for minimum limits and types of insurance are identified in the sample contract attached as EXHIBIT A.

**SECTION 11 – Signatures**

The proposal must be signed by an official authorized to bind the vendor and must expressly state that the proposal is valid for 90 days.

**SECTION 12 – Sample Billing**

Please provide a sample billing to indicate how your bills would be presented to the City clearly showing the work provided and the specific locations for the service being provided.

**VI. PROPOSAL SUBMITTAL**

Submit **five (5)** copies of the proposal to:

Attn City Clerk's Office  
Re: Custodial Services RFP #831  
City of Monterey Park  
Management Services Department  
320 W Newmark Avenue  
Monterey Park, CA 91754

The proposal shall be enclosed in an envelope, which shall be sealed and addressed as stated above. Only one proposal per envelope. Additionally, the completed proposal should be clearly labeled with the proposal title and name of proposing vendor.

**The deadline for submittal is by and no later than 2:00 p.m. on February 24, 2021.** Proposals delivered after the deadline or to the wrong location may be rejected and returned un-opened.

**VII. PROPOSAL TERMS AND CONDITIONS**

There is no expressed or implied obligation of the City of Monterey Park to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et. seq.), unless exempt.

The City of Monterey Park reserves the right to reject any or all proposals submitted and/or waive any irregularity.

During the evaluation process, the City of Monterey Park City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

This RFP does not constitute any form or offer to contract.



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Part of the contract process will include a standard LiveScan background fingerprinting for A criminal history check is made on all potential custodians through the completion of a Department of Justice (DOJ) Live Scan. Only those custodians that have gone through the Live Scan process and have been approved by the Monterey Park Police Department will receive approval to work at City Locations according to the specifications of this contract.

**VIII** **TIMELINE** (Dates are approximates and are subject to change)

Request for Proposal Release	January 26, 2021
*Mandatory Conference/Walk-Through	February 8 to February 10, 2021
Proposals Due	February 24, 2021 by 2:00 p.m.
Proposals Review	February 25 to March 9, 2021
Contract Award	April 7, 2021
Contract Commencement	May 1, 2021

\*Mandatory Conference/Walk-Through  
Call for appointment @ (626) 307-1363  
Location: City Hall Community Room  
320 W. Newmark Ave.  
Monterey Park. CA. 91754

**IX.** **SAMPLE CONTRACT** See Exhibit A

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**Proposal Due Date: February 24, 2021 by 2:00 p.m.**

**SEND TO:**

**City of Monterey Park  
Attention: City Clerk's Office  
Re: Bid No. 831  
320 W Newmark Avenue  
Monterey Park, CA 91754**

**AGREEMENT NO. Click here to enter text.**  
**PROFESSIONAL SERVICES AGREEMENT**  
**BETWEEN**  
**THE CITY OF MONTEREY PARK AND**  
**Consultant name**  
**FOR Click here to enter text.**

**THIS AGREEMENT** is entered into this Click here to enter text. day of Click here to enter text. 20Click here to enter text., by and between the CITY OF MONTEREY PARK, a municipal corporation and general law city ("CITY") and Consultant name, a type of organization, e.g., corporation, and state of incorporation ("CONSULTANT").

**1. CONSIDERATION.**

- A. As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, below;
- B. As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement;
- C. As additional consideration, CITY agrees to pay CONSULTANT a sum not to exceed Click here to enter text. for CONSULTANT's services. CITY may modify this amount as set forth below. Unless otherwise specified by written amendment to this Agreement, CITY will pay this sum as specified in the attached Exhibit "Click here to enter text.," which is incorporated by reference.

**2. SCOPE OF SERVICES.**

- A. CONSULTANT will perform services listed in the attached Exhibit "Click here to enter text.," which is incorporated by reference.
- B. CONSULTANT will, in a professional manner, furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space and facilities, and all tests, testing and analyses, calculation, and all other means whatsoever, except as herein otherwise expressly specified to be furnished by CITY, necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.

**3. PERFORMANCE STANDARDS.** While performing this Agreement, CONSULTANT will use the appropriate generally accepted professional standards of practice existing at the time of performance utilized by persons engaged in providing similar services. CITY will continuously monitor CONSULTANT's services. CITY will notify CONSULTANT of

any deficiencies and CONSULTANT will have fifteen (15) days after such notification to cure any shortcomings to CITY's satisfaction. Costs associated with curing the deficiencies will be borne by CONSULTANT.

**4. PAYMENTS.** For CITY to pay CONSULTANT as specified by this Agreement, CONSULTANT must submit a detailed invoice to CITY which lists the hours worked and hourly rates for each personnel category and reimbursable costs (all as set forth in Exhibit "[Click here to enter text.](#)") the tasks performed, the percentage of the task completed during the billing period, the cumulative percentage completed for each task, the total cost of that work during the preceding billing month and a cumulative cash flow curve showing projected and actual expenditures versus time to date.

**5. NON-APPROPRIATION OF FUNDS.** Payments due and payable to CONSULTANT for current services are within the current budget and within an available, unexhausted and unencumbered appropriation of the CITY. In the event the CITY has not appropriated sufficient funds for payment of CONSULTANT services beyond the current fiscal year, this Agreement will cover only those costs incurred up to the conclusion of the current fiscal year.

**6. ADDITIONAL WORK.**

- A. CITY's city manager ("Manager") may determine, at the Manager's sole discretion, that CONSULTANT must perform additional work ("Additional Work") to complete the Scope of Work. If Additional Work is needed, the Manager will give written authorization to CONSULTANT to perform such Additional Work.
- B. If CONSULTANT believes Additional Work is needed to complete the Scope of Work, CONSULTANT will provide the Manager with written notification that contains a specific description of the proposed Additional Work, reasons for such Additional Work, and a detailed proposal regarding cost.
- C. Payments over \$[Click here to enter text.](#) for Additional Work must be approved by CITY's city council. All Additional Work will be subject to all other terms and provisions of this Agreement.

**7. FAMILIARITY WITH WORK.**

- A. By executing this Agreement, CONSULTANT agrees that it has:
  - i. Carefully investigated and considered the scope of services to be performed;

- ii. Carefully considered how the services should be performed; and
  - iii. Understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.
- B. If services involve work upon any site, CONSULTANT agrees that CONSULTANT has or will investigate the site and is or will be fully acquainted with the conditions there existing, before commencing the services hereunder. Should CONSULTANT discover any latent or unknown conditions that may materially affect the performance of the services, CONSULTANT will immediately inform CITY of such fact and will not proceed except at CONSULTANT's own risk until written instructions are received from CITY.

8. **TERM.** The term of this Agreement will be from [Click here to enter a date.](#) to [Click here to enter a date.](#) Unless otherwise determined by written amendment between the parties, this Agreement will terminate in the following instances:

- A. Completion of the work specified in Exhibit "[Click here to enter text.](#)";
- B. Termination as stated in Section **16**.

**9. TIME FOR PERFORMANCE.**

- A. CONSULTANT will not perform any work under this Agreement until:
  - i. CONSULTANT furnishes proof of insurance as required under Section 23 of this Agreement; and
  - ii. CITY gives CONSULTANT a written notice to proceed.
- B. Should CONSULTANT begin work on any phase in advance of receiving written authorization to proceed, any such professional services are at CONSULTANT's own risk.

10. **TIME EXTENSIONS.** Should CONSULTANT be delayed by causes beyond CONSULTANT's control, CITY may grant a time extension for the completion of the contracted services. If delay occurs, CONSULTANT must notify the Manager within forty-eight hours (48 hours), in writing, of the cause and the extent of the delay and how such delay interferes with the Agreement's schedule. The Manager will extend the completion time, when appropriate, for the completion of the contracted services.

11. **CONSISTENCY.** In interpreting this Agreement and resolving any ambiguities, the main body of this Agreement takes precedence over the attached Exhibits; this

Agreement supersedes any conflicting provisions. Any inconsistency between the Exhibits will be resolved in the order in which the Exhibits appear below:

List exhibits with scope of work first; budget second; and proposal last (all if applicable)

12. **CHANGES.** CITY may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, and the contract sum and the contract time will be adjusted accordingly. All such changes must be authorized in writing, executed by CONSULTANT and CITY. The cost or credit to CITY resulting from changes in the services will be determined in accordance with written agreement between the parties.

13. **TAXPAYER IDENTIFICATION NUMBER.** CONSULTANT will provide CITY with a Taxpayer Identification Number.

14. **PERMITS AND LICENSES.** CONSULTANT, at its sole expense, will obtain and maintain during the term of this Agreement, all necessary permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

15. **WAIVER.** CITY's review or acceptance of, or payment for, work product prepared by CONSULTANT under this Agreement will not be construed to operate as a waiver of any rights CITY may have under this Agreement or of any cause of action arising from CONSULTANT's performance. A waiver by CITY of any breach of any term, covenant, or condition contained in this Agreement will not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement, whether of the same or different character.

**16. TERMINATION.**

- A. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause.
- B. CONSULTANT may terminate this Agreement at any time with CITY's mutual consent. Notice will be in writing at least thirty (30) days before the effective termination date.
- C. Upon receiving a termination notice, CONSULTANT will immediately cease performance under this Agreement unless otherwise provided in the termination notice. Except as otherwise provided in the termination notice, any additional work performed by CONSULTANT after receiving a termination notice will be performed at CONSULTANT's own cost; CITY will not be obligated to compensate CONSULTANT for such work.
- D. Should termination occur, all finished or unfinished documents, data,

studies, surveys, drawings, maps, reports and other materials prepared by CONSULTANT will, at CITY's option, become CITY's property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination, not to exceed the total costs under Section 1(C).

- E. Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.
- F. By executing this document, CONSULTANT waives any and all claims for damages that might otherwise arise from CITY's termination under this Section.

**17. OWNERSHIP OF DOCUMENTS.** All documents, data, studies, drawings, maps, models, photographs and reports prepared by CONSULTANT under this Agreement are CITY's property. CONSULTANT may retain copies of said documents and materials as desired, but will deliver all original materials to CITY upon CITY's written notice. CITY agrees that use of CONSULTANT's completed work product, for purposes other than identified in this Agreement, or use of incomplete work product, is at CITY's own risk.

**18. PUBLICATION OF DOCUMENTS.** Except as necessary for performance of service under this Agreement, no copies, sketches, or graphs of materials, including graphic art work, prepared pursuant to this Agreement, will be released by CONSULTANT to any other person or public CITY without CITY's prior written approval. All press releases, including graphic display information to be published in newspapers or magazines, will be approved and distributed solely by CITY, unless otherwise provided by written agreement between the parties.

**19. INDEMNIFICATION.**

- A. CONSULTANT agrees to the following:
  - i. *Indemnification for Professional Services.* CONSULTANT will save harmless and indemnify and at CITY's request reimburse defense costs for CITY and all its officers, volunteers, employees and representatives from and against any and all suits, actions, or claims, of any character whatever, brought for, or on account of, any injuries or damages sustained by any person or property resulting or arising from any negligent or wrongful act, error or omission by CONSULTANT or any of CONSULTANT's officers, agents, employees, or representatives, in the performance of this Agreement, except for such loss or damage arising from CITY's sole negligence or willful misconduct.

- ii. *Indemnification for other Damages.* CONSULTANT indemnifies and holds CITY harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising out of this Agreement, or its performance, except for such loss or damage arising from CITY's sole negligence or willful misconduct. Should CITY be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of this Agreement, or its performance, CONSULTANT will defend CITY (at CITY's request and with counsel satisfactory to CITY) and will indemnify CITY for any judgment rendered against it or any sums paid out in settlement or otherwise.
  
- B. For purposes of this section "CITY" includes CITY's officers, officials, employees, agents, representatives, and certified volunteers.
  
- C. It is expressly understood and agreed that the foregoing provisions will survive termination of this Agreement.
  
- D. The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 23, and any approval of said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

**20. ASSIGNABILITY.** This Agreement is for CONSULTANT's professional services. CONSULTANT's attempts to assign the benefits or burdens of this Agreement without CITY's written approval are prohibited and will be null and void.

**21. INDEPENDENT CONTRACTOR.** CITY and CONSULTANT agree that CONSULTANT will act as an independent contractor and will have control of all work and the manner in which it is performed. CONSULTANT will be free to contract for similar service to be performed for other employers while under contract with CITY. CONSULTANT is not an agent or employee of CITY and is not entitled to participate in any pension plan, insurance, bonus or similar benefits CITY provides for its employees. Any provision in this Agreement that may appear to give CITY the right to direct CONSULTANT as to the details of doing the work or to exercise a measure of control over the work means that CONSULTANT will follow the direction of the CITY as to end results of the work only.

**22. AUDIT OF RECORDS.** CONSULTANT will maintain full and accurate records with respect to all services and matters covered under this Agreement. CITY will have free access at all reasonable times to such records, and the right to examine and audit the



same and to make transcript therefrom, and to inspect all program data, documents, proceedings and activities. CONSULTANT will retain such financial and program service records for at least three (3) years after termination or final payment under this Agreement.

**23. INSURANCE.**

- A. Before commencing performance under this Agreement, and at all other times this Agreement is effective, CONSULTANT will procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

<u>Type of Insurance</u>	<u>Limits</u>
Commercial general liability:	\$2,000,000
Professional Liability	\$1,000,000
Business automobile liability	\$1,000,000
Workers compensation	Statutory requirement

- B. Commercial general liability insurance will meet or exceed the requirements of the most recent ISO-CGL Form. The amount of insurance set forth above will be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies will be endorsed to name CITY, its officials, and employees as "additional insureds" under said insurance coverage and to state that such insurance will be deemed "primary" such that any other insurance that may be carried by CITY will be excess thereto. Such endorsement must be reflected on ISO Form No. CG 20 10 11 85 or 88, or equivalent. Such insurance will be on an "occurrence," not a "claims made," basis and will not be cancelable or subject to reduction except upon thirty (30) days prior written notice to CITY.
- C. Professional liability coverage will be on an "occurrence basis" if such coverage is available, or on a "claims made" basis if not available. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.

- D. Automobile coverage will be written on ISO Business Auto Coverage Form CA 00 01 06 92, including symbol 1 (Any Auto).
- E. CONSULTANT will furnish to CITY duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement and such other evidence of insurance or copies of policies as may be reasonably required by CITY from time to time. Insurance must be placed with insurers with a current A.M. Best Company Rating equivalent to at least a Rating of "A:VII."
- F. Should CONSULTANT, for any reason, fail to obtain and maintain the insurance required by this Agreement, CITY may obtain such coverage at CONSULTANT's expense and deduct the cost of such insurance from payments due to CONSULTANT under this Agreement or terminate pursuant to Section 16.
- G. Self-Insured Retention/Deductibles. All policies required by this Agreement must allow CITY, as additional insured, to satisfy the self-insured retention ("SIR") and deductible of the policy in lieu of CONSULTANT (as the named insured) should CONSULTANT fail to pay the SIR or deductible requirements. The amount of the SIR or deductible is subject to the approval of the Assistant City Attorney and the Finance Director. CONSULTANT understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by CONSULTANT as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should CITY pay the SIR or deductible on CITY's behalf upon the CONSULTANT'S failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, CITY may include such amounts as damages in any action against CONSULTANT for breach of this Agreement in addition to any other damages incurred by CITY due to the breach.

**24. USE OF SUBCONTRACTORS.** CONSULTANT must obtain CITY's prior written approval to use any consultants while performing any portion of this Agreement. Such approval must approve of the proposed consultant and the terms of compensation.

**25. INCIDENTAL TASKS.** CONSULTANT will meet with CITY monthly to provide the status on the project, which will include a schedule update and a short narrative description of progress during the past month for each major task, a description of the work remaining and a description of the work to be done before the next schedule update.

26. **NOTICES.** All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

If to CONSULTANT:

Attention: Click here to enter text.  
Click here to enter text.  
Click here to enter text.  
Click here to enter text.  
phone  
email

If to CITY:

Attention: Click here to enter text.  
City of Monterey Park  
Click here to enter text.  
Click here to enter text.  
phone  
email

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph.

27. **CONFLICT OF INTEREST.** CONSULTANT will comply with all conflict of interest laws and regulations including, without limitation, CITY's conflict of interest regulations.

28. **SOLICITATION.** CONSULTANT warrants that it has not employed nor retained any company or person, other than CONSULTANT's bona fide employee, to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not paid nor has it agreed to pay any company or person, other than CONSULTANT's bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Should CONSULTANT breach or violate this warranty, CITY may rescind this Agreement without liability.

29. **THIRD PARTY BENEFICIARIES.** This Agreement and every provision herein is generally for the exclusive benefit of CONSULTANT and CITY and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of CONSULTANT's or CITY's obligations under this Agreement.

30. **INTERPRETATION.** This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.

31. **COMPLIANCE WITH LAW.** CONSULTANT agrees to comply with all federal, state, and local laws applicable to this Agreement.

**32. ENTIRE AGREEMENT.** This Agreement, and its Attachments, sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written. There are [Click here to enter text.](#) Attachments to this Agreement. This Agreement will bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns.

**33. RULES OF CONSTRUCTION.** Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.

**34. SEVERABILITY.** If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion will be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Agreement will continue in full force and effect.

**35. AUTHORITY/MODIFICATION.** The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment. CITY's Manager, or designee, may execute any such amendment on behalf of CITY.

**36. ELECTRONIC SIGNATURES.** This Agreement may be executed by the Parties on any number of separate counterparts, and all such counterparts so executed constitute one Agreement binding on all the Parties notwithstanding that all the Parties are not signatories to the same counterpart. In accordance with Government Code §16.5, the Parties agree that this Agreement, Agreements ancillary to this Agreement, and related documents to be entered into in connection with this Agreement will be considered signed when the signature of a party is delivered by electronic transmission. Such electronic signature will be treated in all respects as having the same effect as an original signature.

**37. CAPTIONS.** The captions of the paragraphs of this Agreement are for convenience of reference only and will not affect the interpretation of this Agreement.

**38. TIME IS OF ESSENCE.** Time is of the essence for each and every provision of this Agreement.

**39. FORCE MAJEURE.** Should performance of this Agreement be prevented due to fire, flood, explosion, acts of terrorism, war, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' reasonable control, then the Agreement will immediately terminate without obligation of either party to the other.

**40. STATEMENT OF EXPERIENCE.** By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to CITY. CONSULTANT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private consultants, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public CITY.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement the day and year first hereinabove written.

**CITY OF MONTEREY PARK**

**Consultant name**

\_\_\_\_\_  
**Ron Bow, City Manager**

\_\_\_\_\_  
**[Click here to enter text.](#)**

**ATTEST:**

\_\_\_\_\_  
**Vincent D. Chang, City Clerk**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Karl H. Berger, Assistant City Attorney**

**Taxpayer ID No. enter no.**

Doc enter no.