

REQUEST FOR PROPOSAL This Is Not An Order - Make A Copy For Your File - Return Original

Sacramento Regional County Sanitation District and Sacramento Area Sewer District		Issue Date	October 6, 2020
		Bid Number	RFP No. 8348
V E N D O R		Return your Bid in envelope, sealed and clearly marked on outside with Bid number and date shown above to: Sacramento Regional County Sanitation District 8521 Laguna Station Road Elk Grove, CA 95758 Attn: RFP No. 8348 Proposal must be received and logged in prior to the date and time indicated. Bids will not be accepted after 3:00 P.M. on: <p style="text-align: center;">To be determined</p>	
		For Additional Information Contact	
		BUYER:	Robert J. Salinas
		PHONE:	(916) 875-9013
Delivery Requirement State Normal Delivery		Merchandise or Service for Delivery To: Sacramento Regional County Sanitation District Sacramento Area Sewer District	

FAILURE TO SIGN THIS SECTION MAY DISQUALIFY YOUR RESPONSE

The undersigned offers and agrees to furnish the articles and/or services listed in this document at the prices and terms stated, subject to the General Conditions of this Request for Bid:

Firm Name	Date
Signature	Telephone:
Printed Name	E-Mail:
Federal Tax ID Number	Fax:

Janitorial Services

For services to be rendered at multiple locations: Regional San - Sacramento Regional Wastewater Treatment Plant, 8521 Laguna Station Road, Elk Grove, CA 95758; Regional San - X09 Outfall Complex, 8335 River Road, Sacramento, CA. 95832; Regional San – N43 Septage Dump Station, 4949 Roseville Road, North Highlands, CA 95660; SASD - SACY, 10060 Goethe Road, Sacramento, CA 95827; SASD – NACY, 5026 Don Julio Blvd., Sacramento, CA 95842.

NOTICE TO CONTRACTORS

NOTICE IS HEREBY GIVEN THAT the Sacramento Regional County Sanitation District (Regional San) and Sacramento Area Sewer District (SASD) invites sealed proposals from qualified Janitorial Services firms to perform the duties as specified in this Request for Proposal. The work for these services will be performed at the facilities of the Sacramento Regional County Sanitation District and the Sacramento Area Sewer District.

The Contractor shall have at least five years of business experience in providing janitorial service to commercial and industrial facilities similar in size and scope to Regional San.

Sealed Proposals for Request for Proposal No. 8348 to provide Janitorial Services will be received at:

Sacramento Regional County Sanitation District
Purchasing & Material Support
8521 Laguna Station Road
Elk Grove, CA 95758
Until 3:00pm on October 27, 2020

Any Proposer who wishes its proposal to be considered is responsible for making certain that its proposal is actually delivered to the aforementioned Purchasing Office. Proposals shall be addressed to:

Sacramento Regional County Sanitation District
Purchasing & Material Support
8521 Laguna Station Road,
Elk Grove, CA 95758,
ATTN: Robert J. Salinas / RFP No. 8348

The District Purchasing Manager reserves the right to reject any or all proposals and waive any irregularity in proposals received.

RFP No. 8348 can be obtained at the following Regional San and SASD Business Opportunity webpages:

Regional San:

<http://www.regionalsan.com/business-opportunities>

SASD:

<https://www.sacsewer.com/business-opportunities>

KEY ACTION DATES

RFP Issuing Date:	10/06/2020
Questions Deadline:	10/13/2020
Proposal Due Date:	10/27/2020
Proposal Evaluation Completion:	11/10/2020
Intent to Award / Notification:	11/16/2020
Submit Insurance and Bonds:	12/03/2020
Contract(s) Begins:	TBD

INTRODUCTION

INVITATION – The Sacramento Regional County Sanitation District (Regional San) and Sacramento Area Sewer District (SASD), Purchasing & Materials Support, invites Responses which offer to provide the goods and/or services identified on the Cover Sheet.

DEFINITIONS - We intend to express our expectations clearly, and they are to be legally interpreted in our favor. Certain words are used throughout this document.

We/Us/Our: are terms which refer to the Sacramento Regional County Sanitation District (Regional San) and Sacramento Area Sewer District (SASD), duly organized public entities. They may also be used as pronouns for various subsets of the Districts organization, including, as the context will indicate:

Sacramento Regional County Sanitation District (Regional San)

Sacramento Regional Wastewater Treatment Plant (SRWTP)

Sacramento Area Sewer District (SASD)

District(s): Sacramento Regional County Sanitation District (Regional San) and Sacramento Area Sewer District (SASD)

You/Your: Terms which refer to businesses having some sort of relationship to or with us. The term may apply differently as the context will indicate. For instance, “you” as a Contractor will have different obligations than “you” as a Bidder or Supplier will have:

Supplier - A business entity which may provide the subject goods and/or services

Proposer - A business entity submitting a Response to this request for proposal. Suppliers which may express interest in this RFP, but which do not submit a Response, have no obligations with respect to the bid requirements.

Contractor - The Proposer whose Response to this RFP is found by Purchasing to best meet the needs of the Districts. The Contractor will be selected for award, and will enter into a contract for provision of the goods and/or services described in the RFP.

RFP - This entire document, including attachments.

Response - The written, signed and sealed document submitted according to the RFP instructions. Response does not include any verbal or documentary interaction you may have with us apart from submittal of a formal response.

RFP Clarification - Questions regarding this RFP should be directed in writing to the Issuing Officer specified on the Cover Sheet. Answers, citing the question, but not identifying the questioner, will be distributed simultaneously to all known prospective Proposers.

RFP Amendment - If it becomes evident that this RFP must be amended, we will issue a formal written amendment to all known prospective Proposers.

Proposer’s Responsibility - We expect you to be thoroughly familiar with all specifications and requirements of this RFP. Your failure or omission to examine any relevant form, article, site or document will not relieve you from any obligation regarding this RFP. By submitting a Response, you are presumed to concur with all terms, conditions and specifications of this RFP.

AWARD – Award will be made to the proposer that proposes the best value to the Districts.

CONTRACT EXECUTION - This RFP and the Contractor’s Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth.

Protests: After receipt of the District’s “Intent to Award” notice, any proposer who has questions or concerns should immediately contact the Issuing Officer for discussion. Any proposer who believes that they have grounds for a protest must submit a written protest on company letterhead within three (3) business days after the Intent to Award letter has been sent out. Any protest letter must state the specific grounds for protest and the actions being requested of the District. **No protest received after 4:00 p.m. on the 3rd business day shall be accepted.**

If any District holiday falls within the 3 business day protest response period the protest acceptance period will be extended by the holiday(s). For example, if the Intent to Award notice is issued on a Friday, a protest must be received by Wednesday at 4 p.m. Should any of the 3 days be a County holiday the deadline will be extended by the number of holidays occurring during the 3 business day protest response period.

Precedence - In the event of contradictions or conflicts between the provisions of the documents comprising the Contract, they will be resolved by giving precedence in the following order:

- 1) The provisions of the Contract (as it may be amended);
- 2) The provisions of the Proposer’s Response (as it may be clarified);
- 3) The provisions of the RFP (as it may be supplemented);
- 4) The provisions of the Districts Standard Specifications.

CLAIMS - Claims for \$375,000 or less shall be in accordance with Section 20104 of the Public Contract Code.

ISSUING OFFICER - The issuing officer and mailing address to send Proposals, question, and all other correspondence concerning this RFP is:

Robert J. Salinas
Contract Service Officer II
Sacramento Regional County Sanitation District
8521 Laguna Station Road
Elk Grove, CA 95758
(916) 875-9013
salinasr@sacsewer.com

CONTRACTOR EXAMINATION OF THIS RFP/QUESTIONS - Contractor shall examine carefully the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP or otherwise available, and shall become fully aware of the system needs through discussion and with the District.

If contractors discover an ambiguity, conflict, discrepancy, omission or other errors in the RFP, they shall immediately notify the Issuing Officer of such error in writing and request modification of the document. Modifications shall be made by addenda.

Contractors requiring clarification of the intent or content of this RFP or on procedural matters regarding the proposal process may request clarification by contacting the Issuing Officer identified above.

SUBMISSION OF PROPOSALS - Proposals should be prepared in such a way as to provide a straight forward, concise delineation of capabilities to satisfy the requirements of the RFP. **Expensive binding, colored displays, promotional materials, etc., are not necessary or desired.** Emphasis should be concentrated on conformance and clarity of content. Contractor proposals shall be completed in all respects as indicated. A bid may be rejected if it is conditional or incomplete, or if it contains irregularities of any kind.

Proposals which contain false or misleading statements, or which provide references which do not support an attribute or capability of the proposed system may be rejected. If, in the opinion of the District, such information was intended to mislead the District in its evaluation of the Proposal and the attribute, condition or capability as a requirement of the RFP, the bid shall be rejected.

The bid must be signed by an individual who is authorized to bind the proposing firm contractually. The signature should indicate the title or position that the individual holds in the firm. Firms who sign their contracts with the name of the firm must provide the name of the corporate officer for signature validation by the District. An unsigned Proposal shall be rejected.

CASH DISCOUNT TERMS - For purposes of evaluation and award only, terms of less than 30 days will be considered as “NET” 30.

SAFETY REQUIREMENTS - All services and merchandise must comply with current California State Division of Industrial Safety Orders and O.S.H.A.

TERMINATION - Any contract resulting from this request may be terminated by the District upon 30 days advance notice in writing.

CONTRACT TERM - In order to take advantage of potential economics resulting from price stabilization and reduced administrative costs, the District reserves the right to extend this contract two additional twelve month periods. Such extension will be at the District’s option; under the same prices, terms and conditions, and will be subject to agreement between the vendor and the District. Renewals for the fourth and fifth year will be per mutual agreement between Regional San, SASD and the contractor.

ACCEPTANCE AND REJECTION OF PROPOSALS - The District reserves the right:

- To reject any or all Proposals, or any part thereof;
- To waive any informality in the Proposal;
- To accept the Proposal that is in the best interest of the District.

The District's decision shall be final.

Independent Contractor:

- a. It is understood and agreed that Contractor (including Contractor's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto. Contractor's assigned personnel shall not be entitled to any benefits payable to employees of County. The District is not required to make any deductions or withholdings from the compensation payable to Contractor under the provisions of this agreement; and as an independent contractor, Contractor hereby indemnifies and holds District harmless from any and all claims that may be made against District based upon any contention by any third party that an employer-employee relationship exists due to this agreement.

- b. It is further understood and agreed by the parties hereto that Contractor in the performance of its obligation hereunder is subject to the control or direction of District as to the designation of tasks to be performed, the results to be accomplished by the services hereunder agreed to be rendered and performed, and not the means, methods, or sequence used by Contractor for accomplishing the results.

- c. If, in the performance of this agreement, any third persons are employed by Contractor, such person shall be entirely and exclusively under the direction, supervision, and control of Contractor. All terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by Contractor.

- d. It is further understood and agreed that as an independent contractor and not an employee of the District neither the Contractor nor Contractor's assigned personnel shall have any entitlement as a District employee, right to act on behalf of District in any capacity whatsoever as agent, nor to bind District to any obligation whatsoever.

- e. It is further understood and agreed that Contractor must issue W-2 and 941 Forms for income and employment tax purposes, for all of Contractor's assigned personnel under the terms and conditions of this agreement.

SAFETY

The District shall make every possible effort to accommodate the needs of the Contractor, consistent with safety and operational requirements, and in the interest of prompt completion of the work. Contractor shall comply with the requirements of the current District safety Manual, CAL OSHA, and Title 8 and 19 of the California Code of Regulations. In certain areas, the District safety requirements exceed California OSHA safety requirements and those safety requirements will be provided prior to the start of the work.

The Contractor shall submit their Workers Compensation Experience Modification Factor (EMF), and the previous year's Cal/OSHA Form 300A-Summary of Work Related Injuries and Illnesses.

Safety Audits

In accordance with the California Code of Regulations, Title 19, Section 2760.12, the District may obtain and evaluate the Contractor's safety performance and programs when work involves performing maintenance or repair, turnaround, major renovation, or specialty work on or adjacent to a covered process (sodium hypochlorite, sodium bisulfite, and/or digester gas system). The Contractor shall submit a copy of their current safety program(s) as it pertains to contract work performed on or adjacent to a covered process. Examples of documents required may include items such as safety manuals, I.I.P.P., training documentation, and certification.

Additionally, as part of OSHA's National Emphasis Program (NEP), any contractor or subcontractor working on or adjacent to a covered process during a Process Safety Management (PSM) inspection will also be inspected by OSHA per CPL 02-09-06.

Fidelity Bond: The Contractor must be bonded against theft of personal property. Include a copy of bond endorsement effecting such coverage or provide a letter from surety stating that your firm is bondable for the limit required (\$50,000 per occurrence) if awarded the contract. Said bond must be furnished to the Districts within fourteen (14) days after notification of award.

Performance Bond: The Contractor must provide a Performance Bond of Ten percent 10% of total contract to the Districts within fourteen days (14) days after notification of award.

Criminal Background Check: The Contractor shall conduct mandatory background checks on all staff assigned to Regional San/SASD. Drug screening/testing will be at their discretion.

Exceptions, Variances, or Deviations: All exceptions, variances, or deviations to this proposal shall be listed on the attached "Exception Response Page". If there are no exceptions, variances or deviations listed it will be understood that the proposal intends to meet all RFP requirements as listed.

Special Provisions

1. **Bid response:** In order to be considered, interested bidders must complete and return the required pages by the closing date and time shown on the cover page (page 1).
2. **Contract period:** The District intends to award a contract for up to three (3) years. In order to promote efficiency and economy, the District reserve the right to extend the contract awarded for two (2) additional one-year periods. Such extension(s) will be at the option of the District, subject to same terms, conditions, prices, and agreement between the vendor and the District.
3. **Scope of work:**
 - a. Contractor shall provide janitorial service as specified herein for Regional San and SASD facilities, as specified in attached schedules.
 - b. Contractor shall furnish all necessary labor, supervision, travel, equipment, materials, and supplies to perform the janitorial service specified for this agreement.
 - c. Contractor shall provide sufficient labor and supervision at all times to carry out the work satisfactorily, and shall ensure that only competent workers who are skilled in the type of work specified are employed. If the District determines that a person is incompetent or disorderly, the Contractor shall immediately remove such person from performing any further service under this agreement.
 - d. Contractor shall keep a record of each employee working on this agreement and provide to the Contract Administrator, as follows:
 - Name
 - Work Classification
 - Biweekly hours worked
 - e. Contractor shall provide relief personnel as necessary to ensure that each assignment is performed per specifications, regardless of employee absenteeism.
 - f. Assigned personnel shall be able to speak, read, and understand the English language to the extent needed to perform janitorial services satisfactorily and safely at an industrial plant environment. Assigned personnel shall be able to read and understand all warning and danger signs posted throughout Regional San and SASD of potential hazards and instructions to safety. The lead person or responsible member of the janitorial crew shall also be able to communicate the English language in writing with the Regional San and SASD custodial representative regarding any incident or inquiry. Further, such person shall be at least 18 years of age and shall be able to telephone the Regional San control center, law enforcement agencies and/or the alarm company in the event of a break-in or inadvertent activation of a burglar alarm system.
 - g. Contractor will be required to learn the proper operation of the security alarm systems.

- h. Contractor shall notify the respective District of any irregularities noted during performance of services including, but not limited to, doors left unlocked, lights not working or left on, defective plumbing, graffiti, vandalism, and/or damage to building contents.
- i. The successful proposer and their employees will be responsible for adhering and conforming to all Regional San and SASD security procedures and policies. This will include observing and reporting any suspicious or unusual activity that threatens safety or security.
- j. Contractor shall only bill the District monthly in arrears for the satisfactory janitorial service performed.

4. Equipment:

- a. The equipment used by the Contractor and methods used in the handling of the work will be such that a satisfactory quality of work will be maintained, and which will insure compliance with the intent of this contract. Such equipment shall include a ladder of sufficient height to be used for overhead dusting.
- b. In cases where particular types of equipment have been banned, or in cases where the District has condemned for use of any piece of equipment, the Contractor shall remove such equipment from the site of work. Failure to do so within a reasonable time may constitute a breach of contract.

5. Materials and supplies:

- a. Only first class standard brands of materials and supplies will be acceptable in the performance of this work. The District reserves the right to specify the type and quality of all materials and supplies to be used in the work.
- b. All paper goods, rag on a roll, dust cloths, hand soaps, cleansing powder, glass cleaner, grease cleaner and sanitary napkins required in refilling dispensers, including trash receptacle liners will be furnished by the District. However, the Contractor will be required to furnish all other materials and supplies included in the monthly billing such as: disinfectants, *deodorant tablets for urinals, carpet shampoo, floor stripper and finish, etc.
***SASD supplies deodorant tablets for urinals at NACY and SACY.**

6. Storage of equipment, materials, and supplies:

- a. The Contractor shall obtain prior approval from the designated District representative for any space or area required for storage of the Contractor's equipment, materials, and supplies.
- b. Equipment, materials, and supplies shall not be piled or stored at any location to hinder normal business operations or to constitute a hazard to persons or property.

7. **Starting hours of work:** See “Regional San/SASD Facilities & Employee Schedule on pages 25 - 29.
8. **Proposed monthly price:** Your proposed monthly price shall include all necessary labor, supervision, travel, equipment, materials, supplies, employer payments, overhead and profit, and applicable taxes.

***SASD supplies glass cleaner, disinfectant, all purpose cleaner, dish soap, stainless steel cleaner, pumice soap and air fresheners for SACY and NACY.**

Note that the District will furnish all paper goods, hand soaps, and sanitary napkins required in dispensers, including trash receptacle liners in these buildings.

9. **Field inspection:**

- a. The work shall be under the direction, supervision, and inspection of the District Facilities Manager or his/her representative acting for them in the supervision of this contract. Written reports on the findings from inspections will be furnished to the Contractor for corrective action.
- b. The District Facilities Manager or his/her representatives will make Field inspections. Notices of imperfections of work given to the foreman or to the contractor’s representative shall be as if given to the Contractor personally. Such notices need not be written.
- c. Inspection shall not relieve the Contractor of their obligations to inspect and furnish material and workmanship in accordance with the contract. Imperfections of materials or workmanship overlooked by the inspectors shall not be exempted from rejection if they shall later be discovered.
- d. The successful contractor shall accompany the District representative on a biweekly inspection tour of all the facilities maintained under the contract. Additional inspection tours may be required when reports of unsatisfactory performance are filed with the contractor.

10. **Responsibility of contractor:**

- a. Contractor shall be responsible for the work and bear all losses resulting to him or her, on account of the amount or character of the work to be done. This shall include any work subcontracted by the Contractor to another party, under this contract.
- b. Contractor shall assume all losses resulting to him or her from unforeseen difficulties, accidents, or other causes. Such losses shall include, but not be limited to: glass breakage; damage to lighting fixtures, office equipment and furniture; and, damage to carpeting due to improper cleaning solutions and/or methods on the part of the Contractor. Additionally, Contractor shall bear all losses resulting to him or her from earthquakes, fire, floods, and other acts of God.
- c. Contractor shall neither assign nor subcontract the work without prior approval from the District. It shall be agreed that any subcontracting shall be solely between the Contractor and the

subcontractor. Contractor shall remain responsible for the performance of the work, and the party dealing directly with District.

Interested bidders shall indicate in Vendor Questionnaire of the bid response whether any portion of the work will be subcontracted.

- d. Contractor shall notify District of any irregularities noted during performance of services required, hereunder including, but not limited to, defective plumbing or electrical fixtures, fluorescent tubes, doors left unlocked, vandalism, lights left on, shortages of light bulbs, damage to the building, and graffiti.

11. Health and safety:

- a. Contractor shall provide injury and illness prevention training to employees; specifically, employees shall be trained in hazardous materials and bio-hazardous materials (clean up, and dispose of bodily fluids, human waste, etc.) handling and disposal procedures.
- b. Contractor is required to provide and post on wall in janitorial closet or in a binder stored in janitorial closet Safety Data Sheet (SDS) for each chemical used to clean facility.
- c. Contractor is required to label and identify all materials subject to the requirement of the California Code of Regulations, Title 8, Article 110, Section 5194.
- d. Contractor shall plan and conduct work in a manner that will safeguard all persons from injury and shall take all precautions as required by Cal-OSHA and General Industrial Safety Orders for health and safety.
- e. Before starting any part of the work for Regional San, contractor's assigned personnel must first attend a safety training session presented by Regional San staff for specific areas of the plant where hazardous chemicals are stored. When necessary, Regional San may expect the attendance of the janitorial crew to other safety training sessions at no additional expense to Regional San. Regional San may stop any person who has not attended a required safety training session from further performing on the contract. In addition, Regional San may stop any person who has not adhered to Regional San safety requirements from further performing on the contract.

Primary Specifications

Janitorial Task Definitions

The following definitions outline minimum acceptable standards for the activity to be performed.

1. Vacuum Carpet and Spot Cleaning

Thoroughly vacuum all carpeted areas. Move and vacuum under all easily movable objects (chairs, waste receptacles, tables, boxes, etc.). Be sure to replace all items moved. After vacuuming, leave all rugs clean, free from dust balls, and other debris. Prior to vacuuming, broom all edges not reached by vacuum. Straight suction vacuuming is not acceptable. **The Districts require that a motor driven Commercial grade vacuum with HEPA filtered exhaust or equipment that meet these standards be used exclusively in all carpeted areas.**

2. Dusting

Thoroughly dust all vertical and horizontal surfaces in all cleanable areas with approved dust cloth or tool treated with an approved water based dust control chemical, up to and including ceiling vents, registers, light diffusers, window blinds etc.

Do not move dusting residue from spot to spot, but remove directly from the areas in which dirt lies by the most effective means appropriate: treated dusting cloths or vacuum tools.

- a) Leave no dust streaks.
- b) Leave corners, crevices, molding, and ledges free of dust and cobwebs.
- c) Leave no oil spots or smudges on dusted surfaces caused by dusting tools.

Horizontal surfaces including, but not limited to, counter tops, file cabinets, tables, coat-racks, etc. Telephones, plants, etc. must be lifted and dusted under. Do not disturb work papers.

Dusting high and low includes, but not limited to, partition tops, pictures, chair rungs, stairwell ledges, etc.

Window hangings are venetian blinds or drapes. Dust venetian blinds. Lightly vacuum drapes.

3. Dust Mop

Thoroughly dust mop all non-carpeted areas. Move and damp mop under all easily movable objects (chairs, waste receptacles, tables, boxes, etc.). Be sure to replace all items moved. Dust mops must be treated with water based dust control chemical. Place dust and dirt into plastic trash bag, tie off and remove to dumpster.

4. Damp Mop

Thoroughly damp mop all non-carpeted areas. Move and damp mop under all easily movable objects (chairs, waste receptacles, tables, boxes, etc.). Be sure to replace all items after the floor has dried completely. Use a clean cotton mop head that is in good condition. Use clean water at all times (change water often). Mop head must be damp only. No excess water can be left behind. Approved proper chemicals at proper dilution must be used at all times. Finished floor must be clean and streak free.

5. Sweeping and Damp Mopping

Dust mopping must be performed with treated mop. After sweeping and damp mopping operation, all floors must be clean free from strings, bristles and dirt streaks. Leave no dirt in corners, under furniture, behind doors, on stairs or landings. Leave no dirt where sweepings were picked up. Leave no dirt, trash or foreign matter under desks, tables or chairs.

6. Wet Mopping

At the stated frequencies, floors must be damp mopped and buffed between regular waxing operations. Prepare the floor by sweeping to remove all visible dirt and debris. The floor area will then be damp mopped and machine buffed to a polished appearance with a high-speed buffer.

7. Wet Mopping and Scrubbing

The floors must be properly prepared, thoroughly swept to remove visible dirt and debris, tar and foreign substances from the floor surfaces. Upon completion of the wet mopping and scrubbing, the floor must be clean and free of dirt, water streaks, mop marks, strings; properly rinsed and dry mopped to present an overall appearance of cleanliness. All surfaces must be dry and corners and cracks clean after the wet mopping or scrubbing. Chairs, wastebaskets and other similar items must not be stacked on desks, tables or windowsills, nor used in place of a stepladder. All furniture readily movable by one person and intended to be moved frequently must be moved during all floor-cleaning operations and replaced in original positions upon completion. Baseboards, wall, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition.

8. Damp Wiping

This task consists of using a clean damp cloth or sponge to remove all dirt spots, streaks, from walls, glass, acrylic and other specified surfaces and then drying to provide a polished appearance.

- a) The wetting solution must contain an appropriate cleaning agent.
- b) When damp wiping in toilet areas, use a multi-purpose disinfectant/deodorizer.

9. Stripping and Sealing

- a) Completely remove all dirt, wax and other foreign substances in returning the floor to its original surface.
- b) Apply a thin coat of sealer with caution to prevent streaking or bleaching of floor surface. This application in preparation for waxing must be according to manufacturer's recommendations. The stripper, sealer and wax products used must be compatible for this activity.

10. Waxing and Buffing

Apply wax in a thin, even coat and machine buff with a high-speed buffer immediately after drying. The number of coats applied will depend on the type and condition of the floor. All waxed surfaces must be maintained to provide safe ANTI-SLIP walking conditions. Chairs, wastebaskets and other similar items must not be stacked on desks, tables or windowsills, nor used in place of a stepladder. All furniture readily movable by one person and intended to be moved frequently must be moved during all floor-cleaning operations and replaced in original positions upon completion. Baseboards, walls, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition.

11. Wet Mopping and Buffing

At the stated frequencies, floors must be damp mopped and buffed between regular waxing operations. Prepare the floor by sweeping to remove all visible dirt and debris. The floor area will then be damp mopped and machine buffed to a polished appearance with a high-speed buffer.

12. Empty Waste Receptacles

Empty all containers that are provided for the disposal of waste or recyclables daily. This includes but is not limited to wastebaskets, sanitary napkin disposal bins, organic food waste bins, boxes, etc. Organic waste must be placed in the organic waste bag, tied off, and placed in the proper organic waste bin(s). General waste plastic bags can only be placed in waste receptacles. Dispose of all waste and recyclable items in the correct receptacles. Failure to properly follow waste placement and recycling may expose the District to regulatory action including penalties, fines, or both.

13. Restroom Cleaning and Disinfecting

a) Fill Dispensers

Dispensers of all types must be checked daily and filled when necessary (Soap, toilet tissue, paper towels, sanitary napkin, etc.).

b) Dusting

Completely dust all fixtures, ledges, edges, shelves, exposed pipes, partitions doorframes, tops of file cabinets, etc. Pay particular attention to the tops of these items. An approved dust cloth or dusting tool, treated with water based dust control chemical, must be used.

c) Disinfect

Clean and disinfect waste receptacles and dispensers inside and outside. Use proper chemicals for surface to be cleaned at proper dilution. After item has been cleaned completely, wipe item with approved disinfectant solution and allow to air dry.

d) Clean and Disinfect Sinks

Thoroughly clean all sinks, including bottom, faucets, and spigots, with approved cleanser. Rinse thoroughly as all cleanser residues must be removed. Then wipe each item with approved disinfectant solution and allow to air dry.

e) Clean Glass, Acrylic and Mirrors

Thoroughly clean all glass, acrylic and mirrors using an approved cleaner. Use a soft, clean, cloth. Dry completely. Surface should be streak, smear, and smudge free. Make sure attached frame, edges, and shelves are cleaned and dried as well as the glass surface.

f) Clean and Disinfect Toilets and Urinals

Thoroughly clean toilets, toilet seats, and urinals with approved acid free bowl cleaner, rinse thoroughly. Wipe each toilet, toilet seat, and urinal completely with approved disinfectant solution. Buff dry to a streak, smear and smudge free "shine". Leave seats in a raised position.

g) Clean and Disinfect Walls, Doors, Partitions and Handrails

Thoroughly clean all walls (including switch and plug covers), doors (including entrance doors inside and outside), partitions and handrails with proper approved chemicals and proper approved dilution. Rinse thoroughly as needed, then wipe all areas with approved disinfectant solution and allow to air dry.

h) Damp Mop – Disinfectant

Thoroughly damp mop all non-carpeted areas. Move and damp mop under all easily movable objects (chairs, waste receptacles, tables, boxes etc.). Be sure to replace all items after floor has dried completely. Use a clean cotton mop head that is in good condition. Use clean water at all times (change water often). Mop head must be kept damp. No excessive water can be left behind. Approved proper chemicals at proper dilution must be used at all times. Finished floor must be clean and streak free. Thoroughly damp mop floor with approved disinfectant solution. Allow to air dry.

All disinfectant solutions must be changed after each restroom cleaning. The disinfectant solution used for the damp mopping process is to be emptied down the floor drain in each restroom. This practice will help reduce unpleasant odors coming from the floor drains.

i) Clean and Disinfect Showers, Shower Walls and Stalls

Thoroughly clean all showers, including bottom, faucets, and spigots, with approved cleanser. Thoroughly clean all walls, floors, (including plug covers), doors (including entrance doors inside and outside), partitions and handrails with proper approved chemicals and proper approved dilution. Rinse thoroughly as needed, then wipe all areas with approved disinfectant solution and allow to air dry.

14. Clean and Disinfect Drinking Fountains

Thoroughly clean entire exterior surface with approved cream cleanser. The grain of the stainless steel must be followed at all times. Rinse thoroughly as all cream cleanser must be removed. Wipe entire surface with approved disinfectant solution.

a) Wipe Dry

Use a clean, soft cloth and wipe item dry. The grain of the stainless steel must be followed.

15. Stainless Steel Cleaning and Disinfecting (Elevators, Doors, Trim, Etc.).

Thoroughly clean and disinfect all stainless steel not previously mentioned with approved cleaner and a clean soft cloth. Great care must be taken to follow the grain of the stainless steel at all times when cleaning.

16. Cleaning and Disinfecting High Traffic Areas

High traffic area is any area that would receive heavy traffic and that would require cleaning as specified. Areas would include: Corridors, lobbies, waiting areas, conference rooms, or any area so designated by the Districts.

17. Carpet Extracting

Perform vacuuming, and shampooing with commercial grade equipment only.

All carpeting must be thoroughly cleaned as follows:

- a. All moveable items must be removed from areas to be cleaned (Chairs, waste receptacles, all free standing tables, boxes, plants, and all temporary floor coverings, etc.) and area thoroughly vacuumed.
- b. Thoroughly spray area to be cleaned with approved pre-treat solution at proper dilution. Spray must be applied so carpet fibers remain damp until cleaned.
- c. Thoroughly extract all properly pretreated carpeted areas. Agitation is necessary, using an approved motor driven brush. A minimum of three cleaning passes and two vacuuming must be used. Approved equipment and chemicals, at approved dilutions, must be used.
- d. All stains must be removed during the extraction process, using approved chemicals. Great care must be taken to completely remove chemicals from carpet fiber.
- e. Thoroughly spray all cleaned carpet with approved carpet fiber protector at approved dilution. Application must be made with approved sprayer. Mats and runners are exempt for this process.

18. Spray and Buff Hard Floors

Hard floors must be properly prepared before spray buffing:

- a. Remove carpet mats
- b. Dust mop
- c. Damp mop

Begin spray buffing by lightly spraying area just to the left or right of approved floor machine (buffer) with approved spray buffing chemical, at approved dilution. Buffing pad must be approved and will depend on type of finish used. Rotary floor machine (buffer) will be worked back and forth over area lightly sprayed until floor has a high, streak, free luster. Then proceed to the next area, until scheduled area is completed.

Great care must be taken to avoid using “loaded” pad (pad full of dried finish and dirt). Flip pad over or change to another clean dry pad often.

Great care must also be taken not to allow floor machine (buffer) to run in one spot for too long to avoid burning the floor. Floor shall be dust mopped after scheduled spray buffing is completed. Replace mats.

19. Strip and Refinish

Close and properly, mark area “closed”. Remove all movable objects from area.

- a. Apply approved stripping solution at approved dilutions to area to be stripped. Allow solution to stand according to approved manufacturer’s recommendations. Do not allow solution to dry out or stand too long. Any finish or dirt must also be removed from walls, doors, baseboards, etc. at this time.
- b. Thoroughly agitate all floor area to remove all old finish with approved strip pad.
- c. Use wet vacuum to pick up old finish and stripper.
- d. Thoroughly mop rinse area with clean cotton mop and clean water. Make sure walls, doors, baseboards, etc. are also thoroughly rinsed.
- e. Thoroughly mop rinse areas a second time with clean cotton mop and clean water with approved neutralizer/conditioner chemical at approved dilution. Make sure walls, doors, etc. are also thoroughly rinsed.
- f. Allow floor to air dry.
- g. If any old finish remains, repeat “a” through “f”.
- h. Continue “a” through “g” until scheduled area is properly stripped and/or rinsed.
- i. Apply thin coat of approved sealer with approved clean nylon or rayon mop head approved clean applicator. Stripping solution, finish and sealer must not be slopped on walls, doors, etc. Allow sealer to thoroughly air dry.
- j. Apply second coat of sealer as described in “i” above. Allow sealer to thoroughly air dry.
- k. Apply top coating and second coat of approved floor finish.

20. Scrub – Restroom Floors/Hard Surface Stairwell Floors

Close restrooms. Remove all movable objects from area.

- a. Apply approved cleaning solution at approved dilution to area to be scrubbed. Do not allow solution to dry.
- b. Quickly agitate small section coated with solution and approved stiff bristle brush. Be sure grouting is clean.
- c. Use wet vacuum to pick up dirty solution.

- d. Thoroughly mop and rinse area with clean cotton mop and clean water. Make sure all walls, doors, etc. are also thoroughly rinsed.
- e. Thoroughly mop and rinse a second time with clean cotton mop and clean water. Make sure all walls, doors, etc. are rinsed a second time.
- f. Scrub all walls including partitions
- g. After floor is thoroughly dry, replace all objects moved from area. Remove signs and reopen.

21. Wall Spot Cleaning and Disinfecting

Thoroughly clean all spots, smudges, stains, etc. from walls, partitions and modular partitions using approved chemicals at approved dilution. Wipe dry with clean soft cloth. Also thoroughly clean all interior glass and acrylic with approved cleaner and wipe dry with clean dry cloth. All surfaces must be dirt, smudge, and streak free.

22. Remove Recyclable Paper

Pick up all recyclable paper from marked containers centrally located throughout each building and place in designated containers in the area designated for recycle goods daily.

23. Glass and Acrylic Cleaning

Glass and Acrylic cleaning is a part of the overall task of cleaning. Glass and acrylic cleaning shall be performed as specified. All glass and acrylic including panels, partitions, doors, and windows (to the limit of a six-foot stepladder) shall be spot cleaned inside and out. All handprints, smudges and soil are to be removed during the performance of this task.

Note: Window cleaning which requires the erection of scaffolding must be contracted separately and is not part of this specification; however, windows reachable by a six-foot step-ladder are included.

24. Ashtrays and Surrounding Areas

Ashtrays placed on the exterior of the building shall be emptied and cleaned as needed to maintain a clean appearance. The areas immediately surrounding such ashtrays and adjacent building entrances are to be included as part of this cleaning task.

***SASD South yard requires the custodians to add water to the ash cans weekly.**

25. Vacuum Fabric modular walls & fabric chairs (upholstered furniture)

Using suction type vacuum, will vacuum all fabric on modular walls and all fabric covered chairs leaving all fabric clean, free from dust balls, dirt and other debris.

***Not required at SASD South or North Yards unless requested.**

Frequency of Cleaning and Disinfecting Tasks

For all Regional San and SASD facilities, unless otherwise noted.

A. Daily

1. Empty and clean all waste and recycling containers; insert new liner bags as needed. Empty and clean ashtrays located at various entrances of buildings.
2. Clean and disinfect all conference, training, and break room tables, chairs, sinks, counters, microwave ovens, stovetops, and exterior surfaces and handles of refrigerators.
3. Vacuum carpets and entrance mats, and spot clean as needed or requested.

***SASD requires the stairwells, interior stairs, conference rooms and main walkways to be vacuumed daily (M-F).**

4. Restrooms: Clean and disinfect sinks, counters, urinals and commodes with approved disinfectant. Empty and clean waste containers. Clean mirrors, shelves, and all bright metal. Clean and disinfect shower stalls and lounge seats, if applicable. Spot clean walls, partitions, and doors. Refill and stock all soap, towel, tissue, toilet seat cover, and sanitary napkin dispensers. Damp mop floors using an approved disinfectant solution.
5. Refill disposable bath towel dispensers in restrooms, where applicable.
6. Clean and disinfect all entrance door glass, handles, push plates, and kick plates.
7. Wipe off and disinfect inside and outside handrails as needed. Sweep ways of spider webs.
8. Clean and disinfect smudges and handprints from interior, exterior and hand rails of building elevators as required.
9. Empty specially designated glass waste containers in the Water Quality Laboratory.
10. Clean and disinfect all janitorial closets, including the sink at end of each shift.
11. Remove all waste and rubbish from premises and deposit in designated dumpsters.
12. Turn out all lights except night-lights and lock all exterior doors. Arm security alarm system, if applicable.
13. Empty recycle paper bins and deposit in designated bin. SACY and NACY desk side recycle and copy room recycle is dumped every Friday. CRV recycle gets dumped on an as needed basis.
14. Provide weekend and holiday custodial services to 24-7 areas e.g. PCC, NST, and the Laboratory.

15. Clean and disinfect basin and exterior surfaces of drinking fountains.
16. Arrange conference room furniture per room diagrams.

B. Twice Weekly

1. Dust all horizontal surfaces of counters, furniture, fixtures, partitions, windowsills, ledges, and low moldings. Damp wipe noticeable stains on counters, tables, and chairs. Clean smudges and fingerprints from light switches and doorframes.
2. Thoroughly sweep or dust mop all floors, not carpeted, including corners. Spot mop noticeable floor stains. Vacuum carpets and entrance mats, and spot clean as needed or requested.

C. Weekly

1. Completely dust all vertical and lower surfaces of furniture, chair rungs, rails, fixtures, and baseboards. Dust all pictures, wall mirrors, clocks, and framed items. Dry wipe picture glass, clock faces, and glass cases.
2. Spot clean painted walls to remove finger marks and stains without removing paint. Spot clean wall coverings with care to not have “bleached out” looking spots. Clean all unpainted or unprotected wood surfaces but treat with delicate care to not stain, blemish, warp, separate, or splinter the grain.
3. Spot clean any carpet stain and heavily soiled area. Thoroughly vacuum carpeting.
4. Damp mop and remove scuffmarks, black marks, and stains from non-carpeted floors, waxed and non-waxed. Machine polish waxed floors, recoat where needed.
5. Thoroughly clean and disinfect, washbasins, toilet bowls, and urinals, removing all scale buildup of water from the inside, outside and underside. Clean and disinfect toilet seats, all exposed plumbing and bright work. Remove splashing’s from adjacent walls and modesty panels. Scrub and disinfect the floor area around and behind the toilet bowls.
6. Vacuum all upholstered chairs and sofas in the lobby area, offices, conference rooms, lunchrooms, etc. Use crevice tool between seat and chair back.
7. Sweep and damp mop inside stairways, as required.
8. Sweep and clean outside stairways, as required. Clean and disinfect hand rails on staircases.
9. Clean waste containers.
10. Spot clean any carpet stain and heavily soiled area. Thoroughly vacuum carpeting.

11. At all facilities, empty all exterior waste receptacles as directed by the Facility Representative.
12. Clean and check all stairwells.

D. Monthly

1. Clean and disinfect all electrical switch plate covers.
2. Dust venetian blinds.
3. Spot clean walls and wood paneling, and dust base boards.
4. Dust overhead areas - ledges and shelves, tops of lockers, cabinets, ceiling vents, light fixture diffusers, etc. Dust-wipe all door casings (with doors opened). Heights to 30 feet are to be expected.
5. Thoroughly clean, scrub, and/or mop floors and stairways not waxed or carpeted, including thresholds and baseboards.
6. Machine scrub restroom floors. Seal as required.
7. Clean and polish both sides of interior glass panels and doors.
8. Clean and polish front entrance windows and door glass, inside and out.
9. Polish door handles, hand push and kick plates that require polishing.
10. Chip and remove chewing gum deposits from outside entranceways.
11. Remove cobwebs from outside entranceways and around buildings.
12. Clean Conference Room chairs as needed.

E. Quarterly

1. Wash all windows and door glass inside and outside. Brush window screens if any. Do not use harsh or abrasive cleaners if glass has been treated with a window tinting film.
2. Clean exterior surfaces of file cabinets, top, front, and sides.
3. Thoroughly clean restroom and locker room walls and partitions.
4. Vacuum heating, ventilation, and air conditioning vent covers and surrounding ceiling or wall area.
4. Clean carpets entirely using commercial extraction methods and machinery.

6. Remove cobwebs and dust from outside walls, eaves and canopies
7. Floors not carpeted shall be cleaned, stripped, and waxed.
8. Carpets shall be on a quarterly basis.

F. Semi-Annually

1. Strip, wax, and polish all vinyl, tile, and terrazzo floors. Remove all excess cleaners and/or wax that might have splashed or otherwise deposited on baseboards, walls, and furniture of office equipment.
 - a. Shampoo all woven fabric upholstered chairs and sofas, upon request.
 - b. Deep clean tile and grouting to restore original appearance. Seal as needed.

G. Special (One Time)

Treat new flooring as needed to seal and prepare for use. This is required for remodeled and new structures that have flooring requiring pre-treatment for putting in service.

Regional San Facilities and Schedule

Building Number	Facility	DAYS	TIME	Map ID
1	Building Number 1 Influent/Effluent Building Level 1 - South End (Tunnel Level - Elevation 98)	Monday through Friday	After 5:00 PM	Sheet 1 of 41
1	Building Number 1 Influent/Effluent Building Level 1 - North End & East Side (Tunnel Level - Elevation 98)	Monday through Friday	After 5:00 PM	Sheet 1A of 41
1	Building Number 1 Influent/Effluent Building Level 2 (Ground Level - Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 2 of 41
1	Building Number 1 Influent/Effluent Building Level 3 North End - Area Control Center 2 (Elevation 133)	Monday through Friday	After 5:00 PM	Sheet 3 of 41
1	Building Number 1 Influent/Effluent Building Level 3 South End - Area Control Center 1, Break Room, and Hallways (Elevation 133)	Monday through Friday	After 5:00 PM	Sheet 4 of 41
1	Building Number 1 Influent/Effluent Building Level 4 - Record Storage Room (Elevation 144)	Monday through Friday	After 5:00 PM	Sheet 5 of 41
1	Building Number 1 Influent/Effluent Building Level 5 - Plant Control Center (PCC) & Annex (Elevation 156)	Seven (7) Days	After 5:00 PM	Sheet 6 of 41
3	Building Number 3 ACC3 Primary Treatment Control Center Area Control Center 3 (Ground Level - Elevation 117 & Tunnel Level - Elevation 98)	Monday through Friday	After 5:00 PM	Sheet 7 of 41
5	Building Number 5 ACC12 Secondary Treatment Control Center North Area Control Center 12 (Ground Level - Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 8 of 41
6	Building Number 6 ACC4 Secondary Treatment Control Center South Area Control Center 4 (Ground Level - Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 9 of 41

13	Building Number 13 General Use Building (Pending Remodel) (Ground Level - Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 10 of 41
19	Building Number 19 Gravity Belt Thickener Building Control Room, Restroom, and Hallway (Ground Level - Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 11 of 41
22	Building Number 22 MSG Compressor Building Restroom (Ground Level - Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 12 of 41
24	Building Number 24 Solids Control Building (Ground Level - Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 13 of 41
30	Building Number 30 Maintenance Building Bottom Level (Elevation 98) - Mechanical & Control Systems Shops	Monday through Friday	After 5:00 PM	Sheet 14 of 41
30	Building Number 30 Maintenance Building Upper Level (Elevation 117) - Documentation & Safety	Monday through Friday	After 5:00 PM	Sheet 15 of 41
31	Building Number 31 Maintenance Storage Building Electrical Shop & Facilities Team (Tunnel Level - Elevation 98)	Monday through Friday	After 5:00 PM	Sheet 16 of 41
57	Building Number 57 Water Reclamation Motor Control Center - Control Room and Restroom (Ground Level – Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 16A of 41
61 & 75	Building Numbers 61 & 75 Oxygen Generation Building & Prox Team Trailer (Ground Level – Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 17 of 41
99	Building Number 99 Dechlorination Building (Ground Level – Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 19 of 41
125	Building Number 125 Solids Team Trailer TR-94-08 (Ground Level – Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 20 of 41
140	Building Number 140 Outfall Clean Sampling Building (Ground Level – Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 21 of 41 (Building Located Offsite, 8335 River Road, Sacramento, CA. 95832)

141	Building Number 141 Administration Building Lower Level Locker Rooms & Computer Training Room (Tunnel Level - Elevation 98)	Monday through Friday	After 5:00 PM	Sheet 22 of 41
141	Building Number 141 Administration Building (Ground Level - Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 23 of 41
142	Building Number 142 Operations & Engineering Building First Floor (Ground Level - Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 24 of 41
142	Building Number 142 Operations & Engineering Building Second Floor (Elevation 133)	Monday through Friday	After 5:00 PM	Sheet 25 of 41
143	Building Number 143 Commons Building (Ground Level - Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 26 of 41
144	Building Number 144 Lab Building (Ground Level - Elevation 117)	Seven (7) Days	After 5:00 PM	Sheet 27 of 41
159 & 188	Building Numbers 159 & 188 Main Entrance Guard Shack & Dwight Road Security Facility (Ground Level - Elevation 117)	Seven (7) Days	After 5:00 PM	Sheet 28 of 41
172 & 234	Building Number 172 & 234 Nicolaus Dairy Farm House and Restroom First Floor (Ground Level - Elevation 117)	Once per week	During Daylight Hours	Sheet 29 of 41
172	Building Number 172 Nicolaus Dairy Farm House Second Floor (Elevation 133)	Once per week	During Daylight Hours	Sheet 30 of 41
175 & 176	Building Numbers 175 & 176 Nicolaus Dairy Milk Barn & Chicken Coop (Ground Level - Elevation 117)	Once per week	During Daylight Hours	Sheet 30A of 41
178	Building Number 178 Bufferlands Building (Ground Level - Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 31 of 41
181	Building Number 181 Paint & CMID Materials Lab Building (Ground Level - Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 32 of 41
183	Building Number 183 Harvest Crew Trailer (Ground Level - Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 33 of 41
185	Building Number 185 PMO/CMID Building (Ground Level - Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 34 of 41

203	Building Number 203 Disinfections Operations Building (Ground Level - Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 35 of 41
218	Building Number 218 NST Electrical Building (Ground Level - Elevation 117)	Seven (7) Days	After 5:00 PM	Sheet 36 of 41
220	Building Number 220 Heavy Equipment Maintenance Building (Ground Level - Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 37 of 41
83	Digester Restrooms (Tunnel Level - Elevation 98 & Ground Level 117)	Monday through Friday	After 5:00 PM	Sheet 38 of 41
N43	N43 Roseville/Watt Liquid Waste Disposal Facility Guard Building	Once per week (Wed.)	11:00 AM Wednesday	Sheet 39 of 41 (Building Located Offsite, 4949 Roseville Road, North Highlands, CA. 95660)
N/A	ATTPP Office/Laboratory Pilot Trailer Ground Level (Elevation 117)	Monday through Friday	After 5:00 PM	Sheet 40 of 41

Note: This includes all plant rest rooms, locker rooms, stairways, and elevators.

SASD Facilities and Schedule

South Area Corporation Yard 10060 Goethe Road, Sacramento, CA. 95827		
SACY Main Office Building, First Floor, West Wing	Monday through Friday	5:00 PM **
SACY Main Office Building, First Floor, East Wing	Monday through Friday	5:00 PM **
SACY Main Office Building, Second Floor, West Wing	Monday through Friday	5:00 PM **
SACY Main Office Building, Second Floor, East Wing	Monday through Friday	5:00 PM **
SACY Warehouse, South Half	Monday through Friday	2:30 PM*
SACY Warehouse, North Half	Monday through Friday	2:30 PM*
North Area Corporation Yard 5026 Don Julio Blvd Sacramento Ca 95842		
NACY Office Building, North Wing	Monday through Friday	After 1:00 PM
NACY Office Building, South Wing	Monday through Friday	After 1:00 PM
NACY Warehouse	Monday through Friday	1:00 PM
NACY Garage Building	Monday through Friday	After 1:00 PM
NACY Guard House	Monday through Friday	1:00 PM

***Note: Only one person is required from 2:30 to 3:00 PM for cleaning the SASD Warehouse Offices Facility.**

****Note: Personnel assigned to clean the SASD Main Offices Facility may start at 5:00 PM.**

Evaluation and Award:

The evaluation team will consist of representatives of SASD and Regional San. Bids will be evaluated in three phases, as follows:

Phase 1: In phase 1, bids will be examined as to whether or not the bidders understood and responded in accordance with the following requirements:

1. Proper completion and submittal of required bid documents.
2. Acceptability of exceptions taken to proposal terms and conditions.

Bidders who did not respond in accordance with any of the above requirements will be immediately disqualified.

Phase 2: In phase 2, bids that were not disqualified in phase 1 will be evaluated and scored using the table below.

Evaluation Criteria	Maximum Points	Score
Cost · Pricing	30	
Qualification · Experience · References · Quality of service · Promptness of service · Reliability/dependability	20	
Capacity/Capabilities · Facility · Equipment · Staff	15	
Location · Points will be awarded on office and support services location. A strong local presence is preferred.	15	
Employment Practices · Policies and procedures · Employee benefits · Training · Injury & illness prevention program (safety) · Affiliations and accreditations	15	
Work Plan · Schedule, work plan, products, and staffing · Integrity/expertise of contractor · Contractor’s commitments, warranties and representation (quality assurance)	15	
<hr/>	Total score = 110	

Phase 3: In phase 3, those bidders with a score of less than 75 will be disqualified. Overall score will determine the successful bidder from all of those with a score of 75 or greater.

COST RESPONSE

Please use this page to provide your cost response for each facility, and estimate required work hours on a monthly, annual and combined basis.

Regional San Facilities

SRWTP Facilities and Guard Houses	Estimated HRS_____	Monthly Cost_____	Annual Cost_____
Nicolaus Dairy Farmhouse & Restroom Building	Estimated HRS_____	Monthly Cost_____	Annual Cost_____
Outfall Complex X09 (Offsite)	Estimated HRS_____	Monthly Cost_____	Annual Cost_____
Watt & Roseville Rd N43 Septage Station (Offsite)	Estimated HRS_____	Monthly Cost_____	Annual Cost_____

SASD SACY

Main Office Building	Estimated HRS_____	Monthly Cost_____	Annual Cost_____
Warehouse Offices	Estimated HRS_____	Monthly Cost_____	Annual Cost_____

SASD NACY

Administration Bldg. and Guard House	Estimated HRS_____	Monthly Cost_____	Annual Cost_____
Garage Bldg.	Estimated HRS_____	Monthly Cost_____	Annual Cost_____
South Warehouse	Estimated HRS_____	Monthly Cost_____	Annual Cost_____

Combined Total for Regional San and SASD:	Estimated HRS_____	Monthly Cost_____	Annual Cost_____
*Optional Truck Mounted Carpet Cleaning	Per Square/ft. Cost_____		

VENDOR QUESTIONNAIRE

General: Respond to all information requested in this RFP. Use additional sheets as necessary. Brochures and advertisements are not considered a direct reply to the information requested and will not be accepted as such. A qualifying proposal must address all items. Incomplete proposals may be rejected.

Format: Your response to this *Vendor Questionnaire* shall be organized and submitted in the format prescribed below in order to facilitate the comparison of proposals. For example, if you are replying to 1.f., indicate 1.f. next to that reply, etc.

1. Company Profile: Your company profile shall include the following information:
 - a. Founding date (month and year)
 - b. Firm size – staff and client base (i.e., local, regional, statewide, etc.)
 - c. Firm’s vision and mission statements
 - d. Products and/or services provided
 - e. Location of the office from which the services will be provided and the staff allocation at that office.
 - f. Number of accounts – Include the number of accounts managed or supported during the past 12 months in the Region or State.
 - g. Organization Chart – Include an organization chart of your firm’s management structure, tracing field operations personnel to your firm’s vice president level.
 - h. Identify the contract manager and include his or her e-mail address, telephone, fax, and cellular numbers.
 - i. Identify the names and telephone number of person(s) the District may need to contact in case of an emergency after hours, on weekends or holidays.
 - j. Identify key facilities and equipment that your firm has to support the proposed agreement.
 - k. Identify the number of employees and their status (permanent, part-time, full-time) in your organization
 - l. Describe the benefits that you company offers to its full-time and part-time employees.
 - m. Explain your company’s employment practices and procedures. Include a summary of training and Injury & Illness Prevention Programs.
 - n. Does your firm own a truck mounted carpet cleaning machine?
 - o. Does your firm have specialized grout cleaning ability?
2. Work Plan: Explain in detail your company’s proposed work plan for each facility outlined above.
3. Business License: Include a copy of your firm’s current business license(s) with your proposal submittal. If subcontractors are used, include a copy of the subcontractor’s licenses.
4. Industry Affiliations and Accreditation: List your firm’s professional affiliations and accreditation. Include a copy of any applicable accreditation and/or certification with your submittal.
5. Certificate of Insurance: Contractor must have insurance meeting the minimum insurance requirements set forth herein (see *Insurance Requirements for Contractors*). Please sign, date and return the attached Proposer Statement Regarding Insurance Coverage. Actual certificate of

insurance and a separate endorsement naming the District as additional insured must be furnished to the Issuing Officer within fourteen (14) days after notification of award.

The Proposer shall agree to the following express indemnity:

To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless District and the County of Sacramento, their respective Boards, officers, directors, officials, employees, and authorized volunteers and agents (individually an “Indemnified Party” and collectively “Indemnified Parties”), from and against any and all claims, demands, actions, losses, liabilities, damages, and all expenses and costs incidental thereto (collectively “Claims”), including cost of defense, settlement, arbitration, expert fees, and reasonable attorneys' fees, resulting from injuries to or death of any person, including employees of either party hereto, and damage to or destruction of any property, or loss of use or a reduction in value thereof, including the property of either party hereto, arising out of, pertaining to, or resulting from the acts or omissions of Contractor, its officers, employees, or agents, or the acts or omissions of anyone else directly or indirectly acting on behalf of the Contractor, or for which Contractor is legally liable under law. Contractor understands and agrees that this indemnity obligation shall apply regardless of whether any loss, damage or cost arises from, whether in whole or in part, any acts or omissions, or any other negligence, concurrent or otherwise, on the part of any party indemnified hereunder, except only those Claims caused by the sole negligence or willful misconduct of an Indemnified Party

The right to defense and indemnity under this Section arises upon occurrence of an event giving rise to a Claim and, thereafter, upon tender in writing to Contractor. Contractor shall defend Indemnified Parties with counsel reasonably acceptable to County. Notwithstanding the foregoing, District shall be entitled, on its own behalf, and at the expense of Contractor, to assume control of its defense or the defense of any Indemnified Party in any legal action, with counsel reasonably selected by it. Should District elect to initially assume control of its defense, or the defense of any Indemnified Party, it does so without prejudice to its right to subsequently request that Contractor thereafter assume control of the defense and pay all reasonable attorneys' fees and costs incurred thereby.

This indemnity obligation shall not be limited by the types and amounts of insurance or self-insurance maintained by Contractor or Contractor's subcontractors at any tier.

Nothing in this indemnity obligation shall be construed to create any duty to, any standard of care with reference to, or any liability or obligation, contractual or otherwise, to any third party.

The provisions of this indemnity obligation shall survive the expiration or termination of the Agreement.

6. Disclose any and all judgments, pending or expected litigation, or other real or potential financial reversals that might materially affect the viability or stability of the firm, or alternately, warrant that no such condition is known to exist.

7. Financial Statements:

- a) Provide a banking reference.

- b) Provide a credit rating and name of the rating service.

Name of Bidder (Person, Firm, or Corporation)

Signature of Bidder Authorized Representative

Name and Title of Authorized Representative

Date of Signing

SUBCONTRACTORS

R-1	\$ AMT	% of Work
Account Name		
Address		
Contact Person/Title		
Phone Number		
Service Provided/Year		

R-2	\$ AMT	% of Work
Account Name		
Address		
Contact Person/Title		
Phone Number		
Service Provided/Year		

R-3	\$ AMT	% of Work
Account Name		
Address		
Contact Person/Title		
Phone Number		
Service Provided/Year		

Business References

Provide below or on a separate sheet, a minimum of three major clients to which your company provides janitorial services, and list complete information as requested. Exclude Regional San and SASD.

R-1

Account Name	
Address	
Contact Person/Title	
Phone Number	
Personnel Provided / Year(s)	

R-2

Account Name	
Address	
Contact Person/Title	
Phone Number	
Personnel Provided / Year(s)	

R-3

Account Name	
Address	
Contact Person/Title	
Phone Number	
Personnel Provided / Year(s)	

R-4

Account Name	
Address	
Contact Person/Title	
Phone Number	
Personnel Provided / Year(s)	

Security Statement

Sacramento Regional County Sanitation District
8521 Laguna Station Road
Elk Grove, CA 95758-9550

Sacramento Area Sewer District
10060 Goethe Road
Sacramento, CA 95827

Subject: Use of Confidential Regional San and SASD Information

Our company will respect and maintain strict confidentiality in the use of all data that our company employees may gain access to for the purpose of preparing a response to RFP# 8348 and for the performance of any subsequent contract. Information obtained from the Regional San and/or SASD will be used only by authorized company employees and for only those purposes for which Regional San and/or SASD provides the information. Those employees who handle the information will be notified of its strictly confidential nature. Our company will also take responsibility for returning all documents supplied along with all records of information derived there from, to Regional San and/or SASD promptly after use.

Sincerely,

Date

Signature Block for Company Representative

DISTRICT INSURANCE REQUIREMENTS

Without limiting CONTRACTOR'S indemnification, CONTRACTOR shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by CONTRACTOR, its agents, representatives or employees. DISTRICT shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If in the opinion of DISTRICT Risk Manager, insurance provisions in these requirements do not provide adequate protection for DISTRICT and for members of the public, DISTRICT may require CONTRACTOR to obtain insurance sufficient in coverage, form and amount to provide adequate protection. DISTRICT'S requirements shall be reasonable but shall be imposed to assure protection from and against the kind and extent of risks that exist at the time a change in insurance is required.

1. Verification of Coverage

CONTRACTOR shall furnish DISTRICT with certificates evidencing coverage required below. **Copies of required endorsements must be attached to the provided certificates.** DISTRICT Risk Manager may approve self-insurance programs in lieu of required policies of insurance if, in the opinion of the Risk Manager, the interests of DISTRICT and the general public are adequately protected. All certificates, evidences of self-insurance, and additional insured endorsements are to be received and approved by DISTRICT before performance commences. DISTRICT reserves the right to require that CONTRACTOR provide complete copies of any policy of insurance including endorsements offered in compliance with these specifications.

2. Minimum Scope of Insurance

Coverage shall be at least as broad as:

GENERAL LIABILITY: Insurance Services Office's Commercial General Liability occurrence coverage form CG 0001. Including, but not limited to Premises/Operations, Products/Completed Operations, Contractual, and Personal & Advertising Injury, without additional exclusions or limitations, unless approved by DISTRICT Risk Manager.

AUTOMOBILE LIABILITY: Insurance Services Office's Commercial Automobile Liability coverage form CA 00 01. Commercial Automobile Liability: auto coverage symbol "1" (any auto) for corporate/business owned vehicles. If there are no owned or leased vehicles, symbols 8 and 9 for non-owned and hired autos shall apply. Personal Lines automobile insurance shall apply if vehicles are individually owned.

WORKERS' COMPENSATION: Statutory requirements of the State of California and Employer's Liability Insurance.

UMBRELLA or Excess Liability policies are acceptable where the need for higher liability limits is noted in the Minimum Limits of Insurance and shall provide liability coverages that at least follow form over the underlying insurance requirements where necessary for Commercial General Liability, Commercial Automobile Liability, Employers' Liability, and any other liability coverage (other than Professional Liability) designated under the Minimum Scope of Insurance.

2. Minimum Limits of Insurance

CONTRACTOR shall maintain limits no less than:

General Liability shall be on an Occurrence basis (as opposed to Claims Made basis). Minimum limits and structure shall be:

General Aggregate:	\$2,000,000
Products Comp/Op Aggregate:	\$2,000,000
Personal & Adv. Injury:	\$1,000,000
Each Occurrence:	\$2,000,000
Fire Damage:	\$ 100,000

Automobile Liability:

- a. Commercial Automobile Liability for Corporate/business owned vehicles including non-owned and hired, \$1,000,000 Combined Single Limit.
- b. Personal Lines Automobile Liability for Individually owned vehicles, \$250,000 per person, \$500,000 each accident, \$100,000 property damage.

Workers' Compensation: Statutory.

Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

4. Deductibles and Self-Insured Retention

Any deductibles or self-insured retention that apply to any insurance required by this Agreement must be declared and accepted by DISTRICT.

5. Other Insurance Provisions

The insurance policies required in this Agreement are to contain, or be endorsed to contain, as applicable, the following provisions:

6. All Policies:

- a. ACCEPTABILITY OF INSURERS: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than **A-: VII**. DISTRICT Risk Manager may waive or alter this requirement, or accept self-insurance in lieu of any required policy of insurance if, in the opinion of the Risk Manager, the interests of DISTRICT and the general public are adequately protected.
- b. MAINTENANCE OF INSURANCE COVERAGE: CONTRACTOR shall maintain all insurance coverages in place at all times and provide DISTRICT with evidence of each policy's renewal within ten (10) days after its anniversary date. Contractor is required by this Agreement to immediately notify County if they receive a communication from their insurance carrier or agent that any required insurance is to be canceled, non-renewed, reduced in scope or limits or otherwise materially changed. Contractor shall provide evidence that such cancelled or non-renewed or otherwise materially changed insurance has been replaced or its cancellation notice withdrawn without any interruption in coverage, scope or limits. Failure to maintain required insurance in force shall be considered a material breach of the Agreement.

7. Commercial General Liability and/or Commercial Automobile Liability:

- a. ADDITIONAL INSURED STATUS: SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, SACRAMENTO AREA SEWER DISTRICT and the COUNTY OF SACRAMENTO and their respective Boards, officers, directors, officials, employees, and volunteers are to be endorsed as additional insureds as respects: liability arising out of activities performed by or on behalf of CONTRACTOR; products and completed operations of CONTRACTOR; premises owned, occupied or used by CONTRACTOR; or automobiles owned, leased, hired or borrowed by CONTRACTOR. The coverage shall contain no endorsed limitations on the scope of protection afforded to DISTRICTS and the COUNTY OF SACRAMENTO and their officers, directors, officials, employees, or volunteers.
- b. PRIMARY INSURANCE: For any claims related to this agreement, CONTRACTOR'S insurance coverage shall be endorsed to be primary insurance as respects DISTRICTS and the COUNTY OF SACRAMENTO and their officers, officials, employees and volunteers. Any insurance or self-insurance maintained by DISTRICTS and the County of Sacramento and their officers, directors, officials, employees, or volunteers shall be excess of CONTRACTOR'S insurance and shall not contribute with it.
- c. SEVERABILITY OF INTEREST: CONTRACTOR'S insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- d. SUBCONTRACTORS: CONTRACTOR shall be responsible for the acts and omissions of all its subcontractors and additional insured endorsements as provided by CONTRACTOR'S subcontractor.

8. Workers' Compensation:

WORKERS' COMPENSATION WAIVER OF SUBROGATION: The workers' compensation policy required hereunder shall be endorsed to state that the workers' compensation carrier waives its right of subrogation against SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, SACRAMENTO AREA SEWER DISTRICT and the COUNTY OF SACRAMENTO and their respective Boards, officers, directors, officials, employees, agents or volunteers, which might arise by reason of payment under such policy in connection with performance under this Agreement by CONTRACTOR. Should CONTRACTOR be self-insured for workers' compensation, CONTRACTOR hereby agrees to waive its right of subrogation against SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, SACRAMENTO AREA SEWER DISTRICT and the County of Sacramento and their officers, directors, officials, employees, agents or volunteers.

9. Property:

PROPERTY AND INLAND MARINE WAIVER OF SUBROGATION: Any Property or Inland Marine insurance policies (such as are used to insure contractors' equipment) maintained by CONTRACTOR in performance of the Agreement shall be endorsed to state that the insurer shall waive all rights of subrogation against DISTRICTS and COUNTY OF SACRAMENTO.

10. Notification of Claim:

If any claim for damages is filed with CONTRACTOR or if any lawsuit is instituted against CONTRACTOR, that arise out of or are in any way connected with CONTRACTOR'S performance under this Agreement and that in any way, directly or indirectly, contingently or otherwise, affect or might reasonably affect DISTRICT, CONTRACTOR shall give prompt and timely notice thereof to DISTRICT. Notice shall be prompt and timely if given within thirty (30) days following the date of receipt of a claim or ten (10) days following the date of service of process of a lawsuit.

GENERAL TERMS AND CONDITIONS

Valid Offer: Proposals received are an irrevocable offer and shall be valid for ninety (90) days following the closing date for receipt of proposals.

Changes to Proposal: The District retains the right to negotiate changes in a proposal by any offeror, and/or to reject any or all proposals if none of the submittals are responsive to the District's needs.

Public Record: All proposals become the property of the District. Accepted proposals and subsequent award(s) become public records. Proprietary information must be clearly marked as such. Pricing and service elements of the successful proposal will not be considered proprietary information.

Terms of Sale: A minimum of "Net 30 days" will be required for this RFP/award.

FOB Point: The F.O.B. point shall be F.O.B. destination, various job sites.

Estimated Quantities: Quantities (or expenditures) shown are merely estimates for a year. The District does not guarantee to purchase a minimum quantity, nor any remaining materials and/or supplies that Contractor may have acquired in support of this Agreement.

Health and Safety: Contractor shall plan and conduct work in a manner that will safeguard all persons from injury and shall take all precautions as required by California Department of Industrial Relations and Cal-OSHA (California-Occupational Safety and Health Administration).

Hazardous Materials: All materials subject to the requirements of the State of California, Code of Regulations, Title 8, Article 110, Section 5194 must be identified.

Safety Data Sheet (SDS): SDS shall accompany delivery of hazardous materials as required by law.

Non-Assignment: This Agreement is not assignable by Contractor in whole or in part, without the prior written consent of the District.

Contractor Not an Agent: Except as District may specify in writing, Contractor shall have no authority, express or implied, to act on behalf of District in any capacity whatsoever as an agent. Contractor shall have no authority, express or implied, pursuant to this agreement to bind District to any obligation whatsoever.

Compliance with All Laws: Contractor shall comply with all applicable federal, state, and local statutes, ordinances, regulations, directives, and laws and this contract shall be deemed to be executed with the state of California and construed with and governed by the laws of the state of California.

Confidential Information: All information and processes made available to Contractor by the District shall be kept confidential.

Ownership of Work Product: All technical data, evaluations, plans, specifications, reports, documents, or other work products of Contractor provided under this Agreement shall become the property of the District and shall be

delivered to the District upon completion of services. Contractor may retain copies thereof for its files and internal use. Contractor shall obtain prior written approval from the District before publishing any data or information derived directly from the contracted work under this Agreement. The District recognizes that all technical data, evaluations, plans, specifications, reports, and other work products are instruments of Contractor's services and are not designed for use other than what is intended by this Agreement.

Work on District Premises: Except for those risks inherent in the contracted work, District agrees to provide Contractor and its employees a safe working environment for any work that must be undertaken on premises owned or leased by District. While Contractor's employees are on District's premises, Contractor shall maintain strict work discipline and affect its work in compliance with governmental laws and occupational health and safety regulations.

Standards of Conduct: Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to his/her employees as may be necessary. Contractor and staff shall always be courteous, cooperative and professional toward District representatives and the public in the course of their work. All assignments and problems shall be handled promptly and professionally to the satisfaction of the District.

Public Safety: The Contractor shall erect such warning and directional signs as may be necessary for public safety.

Correspondence: Contractor or his/her designated officer shall respond to all inquiries and complaints expeditiously and in a professional manner. Correspondence shall be made on the Contractor's official stationary. The Contract Officer shall receive a copy of all correspondence.

Toll-free Telephone Number: In the event the successful Contractor's place of business is located out of the local telephone dialing area of 916, a toll-free telephone number shall be provided or Contractor shall agree to accept collect calls from the District.

Permits: Contractor represents and warrants to the District that Contractor has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Contractor to operate a janitorial business and to contract for janitorial services. Contractor represents and warrants to the District that Contractor shall, at his sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals which are legally required for Contractor to operate a janitorial business and to contract for janitorial services.

A County of Sacramento Business License is required of any person who transacts or conducts any business, trade, profession, calling or occupation in the County of Sacramento.

Contractor shall submit a copy of its current, County of Sacramento business license, receipt or other evidence showing payment.

Issuance of Keys: Keys to work areas, if required, must be obtained from the facility site supervisor. Receipt of keys shall be signed for by the Contractor or authorized representative. Upon completion of work, all keys shall be returned to the facility site supervisor. If Contractor fails to return all keys issued or loses any keys during the contract term, Contractor may be liable for the total cost of labor and materials to re-key all areas accessible with lost keys.

Timely Reporting of Incidents: The Contractor shall immediately report any on-the-job incident to the District representative. At the earliest available time following the incident, the Contractor shall prepare and submit a written report to the District representative, fully documenting the incident.

Protection of Existing Facilities and Plant Material: Contractor shall take every precaution to protect all public and private property during the performance of this contract. Any damages, to public or private property, caused by the Contractor's personnel or equipment will promptly be repaired to the condition existing before the damage. If, in the opinion of the District Facility Manager, repair is not possible, the damaged property, facilities or plant material will be replaced in kind and size. All costs for such repairs or replacements shall be the sole responsibility of the Contractor, and the Contractor and/or the Contractor's surety shall fully reimburse the District for all expenses, including the cost of labor.

Right to Terminate: Either party may terminate this agreement, without cause, by notice from the terminating party to the other party specifying the effective date of termination, which date shall be at least thirty (30) calendar days after receipt of notice by the non-terminating party. Notwithstanding, the Contractor shall remain obligated to perform services pursuant to this agreement and the Districts shall remain obligated to pay compensation for services performed prior to the effective date of such termination.

Changes in Work: Should the District, at any time during the progress of said work, request any alterations, deviations, additions, or omissions from the said agreement, specifications, or plans, it shall be at liberty to do so. And the same shall in no way affect or make void the agreement, but will be added to or deducted from the amount of said agreement price as the case may be, by a fair and reasonable valuation subject to the mutual agreement of the parties.

Non-Appropriation: Most District operations are subjected to annual appropriation by the Board of Directors. Should the Board fail to pass appropriate funding to the department to continue this program, this agreement may be terminated when existing funds are exhausted.

Unrestricted Quantities: The District is not limited to purchase all of its requirements from any contract resulting from this RFP/award.

Subcontracting: The performance of the work may not be subcontracted except upon consent of the District; and, no such subcontracting will be permitted if it would relieve the original Contractor or his surety of their responsibilities under the agreement.

Non-Recognition of Subcontractors: No subcontractor will be recognized as such, and all persons engaged in the work under the blanket order will be considered as employees of the Contractor, and their work shall be subject to all provisions of the blanket order. The District and its representatives will deal only with the Contractor, who shall be responsible for the proper execution of the work.

Dismissal of Unsatisfactory Employees: If any person employed by the Contractor or any subcontractor fails or refuses to carry out the directions of the District representative, or is, in the opinion of the District representative, incompetent, unfaithful, intemperate, or disorderly; or uses threatening or abusive language to any person at the facility; or if otherwise unsatisfactory, he/she shall be removed from the work immediately, and shall not again be employed on the work except upon consent of the District representative.

Liability of District Officials: Neither the District, nor its officers, employees, agents, nor representatives, nor any of them shall be responsible for any liability arising in the performance of the contract. For instance, the Contractor may elect to store his/her equipment, materials, and supplies at the job site (upon obtaining permission), but does so at his/her own risk.

Background Check: Contractor shall conduct mandatory background checks on all staff assigned to Regional San. Drug screening\testing will be at their discretion.

Clarification, Exception or Deviation: Each proposer may clarify or describe any exception or deviation from the requirements as set forth herein. Each clarification, exception or deviation must be clearly identified and submitted with your proposal response. If there are no clarifications, exceptions or deviations indicated, it will be considered that none exist.

In writing: Oral communications with District employees about this Request for Proposal shall not be binding on the District, and shall not excuse the Contractor from any obligation set forth herein. No modification or amendment to this Request for Proposal shall be valid unless it is set forth in writing, via a signed addendum or amendment from the Purchasing Manager.

Integration: This contract constitutes the entire contract between the District and the Contractor regarding the subject matter of the contract. Any prior agreements, whether oral or written, between the District and the Contractor regarding the subject matter of this contract are hereby-terminated effective immediately upon full execution of this contract. No modification or amendment to this contract shall be valid unless it is set forth in writing and is signed by the parties hereto.

SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT
AND
SACRAMENTO AREA SEWER DISTRICT
STANDARD TERMS AND CONDITIONS BIDS / PROPOSALS / QUOTES

1. PREPARATION OF RESPONSE:

- a. All information requested of the bidder must be entered in the appropriate spaces on the form. Failure to do so may disqualify your offer.
- b. All information must be entered in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your response. Corrections must be initiated in ink by the person signing the response.
- c. Corrections and/or modifications received after the specified closing time will not be accepted.
- d. Time of delivery must be stated as the number of calendar days following receipt of the order by the vendor to receipt of the goods or services by the District.
- e. Time of delivery may be a consideration in the award.
- f. Prices will be considered as net if no cash discount is shown.
- g. All responses must be signed by an authorized officer or employee of the responder.
- h. Responses must be submitted prior to the specified date and time. Late responses, telegraphic, fax, or telephone responses will not be accepted.
- i. Submit responses in a sealed envelope with the RFP number, closing date, and time shown.
- j. If any information contained in the response is considered confidential or proprietary by bidder, it must be clearly labeled as such and presented in a sealed envelope within the bidder's response package.
- k. Unless otherwise definitely specified, the unit prices do not include California sales and use tax or Sacramento County sales and use tax.

2. BRAND NAMES:

- a. Brand names and numbers, when used, are for reference to indicate the character or quality desired. Equal items will be considered, provided your offer clearly describes the article. Offers for equal items must State the brand and number, or level of quality. The determination of the District Purchasing Manager as to what items are equal is final and conclusive.
- b. When brand, number, or level of quality is not stated by bidder, the offer will be considered exactly as specified.

3. SAMPLES: Samples of articles, when required, must be furnished free of cost. Samples may be retained for future comparison. Samples which are not destroyed by testing or which are not retained for future comparison will be returned upon request at your expense.

4. AMERICANS WITH DISABILITIES ACT: As a condition of submitting a response to the Sacramento Area Sanitation District (SASD), the bidder certifies that its business entity is in compliance with the "Americans with Disabilities Act" of 1990, as amended.

5. TAXES:

- a. Do not include any sales, use, or federal excise taxes in your response.
- b. If your company is outside California and collects sales tax, please State the amount as a separate item if the District is to remit the tax.
- c. Items purchased for resale will show the District's resale permit number on the purchase order.

d. Sacramento Area Sewer District and Sacramento Regional County Sanitation District are exempted from payment of Federal Excise Tax.

e. No federal tax shall be included in price. Exemption certificates will be furnished when federal excise tax is exempted.

6. **LIABILITIES:** The bidder shall hold the SASD, Regional San, their officers, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted, or un-copyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this order, and agrees to defend, at its own expense, any and all actions brought against the SASD and Regional San or bidder because of the unauthorized use of such articles.

7. **CASH DISCOUNTS:** In connection with any cash discount specified on this response, time will be computed from the date of complete delivery of the supplies or equipment as specified, or from date correct invoices are received in the District's Office, whichever is later. For the purpose of earning the discount, payment is deemed to be made on the date of mailing of the County of Sacramento warrant or check.

8. **DEFAULT BY VENDOR:** In case of default by vendor, SASD or Regional San may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the vendor, the difference between the price named in the contract or purchase order and actual cost thereof to the SASD or Regional San. Prices paid by the District must be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the District Purchasing Manager.

9. **AWARDS:**

a. SASD and Regional San reserves the right to: (1) award response's received on the basis of individual items, or groups of items, or on the entire list of items, (2) reject any or all response's, or any part thereof; (3) waive any informality in the responses; and (4) accept the response that is in the best interest of the District. The SASD and Regional San decision shall be final.

b. Preference for California-made materials. Pursuant to Sections 4330-4333 of the Government Code, the District, in awarding the purchase, must prefer supplies partially manufactured, grown or processed in California, price, fitness and quality being equal. In order to receive preference, responses must clearly specify the item(s) for which preference is claimed and the preference applicable.

10. **RIGHT TO AUDIT:** The District reserves the right to verify, by examination of vendors' records, all invoiced amounts when firm prices are not set forth in the purchase agreement.

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

12. **APPLICABILITY TO HEIRS:** Time is of the essence of each and all the provisions of this agreement and, subject to the limitations of Paragraph 12, the provisions of this agreement shall extend to and be binding upon and inure to the benefits of the heirs, executors, administrators, successors, and assigns of the respective parties hereto.

13. **SPECIAL CONDITIONS:** District standard terms and conditions must govern any contract awarded. If, after award of contract, vendor provides additional terms or conditions, they will be considered void. To the extent not otherwise Stated in the contract, the California Commercial Code shall apply.

14. **CHARGES NOT INCLUDED ON FACE NOT ACCEPTABLE:** No charge will be accepted for packing, boxing, or cartage, except as specified in the Notice of Award. Freight collect shipments will not be accepted. Merchandise will not be accepted if payment is to be made at the time of delivery.

15. **TITLE:** Except as otherwise expressly provided herein, title to and risk of loss on all items shipped by seller to buyer shall pass to the buyer upon buyer's inspection and acceptance of such items at buyer's building.

16. **CHANGES WITHOUT NOTICE PROHIBITED:** No changes in price, quantity or merchandise will be recognized by the District without written notice of acceptance thereof prior to shipment.

17. **ALL UNDERSTANDINGS IN WRITING:** It is mutually understood and agreed that no alteration or variation of terms of this award shall be valid unless made in writing and signed by the parties hereto, and that no oral understandings or agreements not incorporated herein, and no alterations or variations of the terms hereof unless made in writing between the parties hereto shall be binding on any of the parties hereto.

18. **FORCE MAJEURE:** The vendor will not be held liable for failure or delay in the fulfillment of conditions of purchase order/contract if hindered or prevented by fire, strikes, or Acts of God.

19. **PREVAILING WAGE:** Contractor shall not pay less than the General Prevailing Wage Determination made by the Director of Industrial Relations pursuant to California Labor Code Part 7, Chapter 1, Article 2, Sections 1770, 1773 and 1773.1. Refer to <http://www.dir.ca.gov/dlsr/pwd/>

Regulations and Conduct of Work:

The Contractor shall plan and conduct the work to comply with local, State, and Federal government agencies applicable rules, regulations, codes, and ordinances to adequately safeguard persons and property from injury. The Contractor shall direct the performance of the work in compliance with reasonable safety regulations and work practices, and with applicable federal, state, and local laws, rules, and regulations including but not limited to "Occupational Safety and Health Standards" promulgated by the U.S. Secretary of Labor, and Safety Orders of the California Division of Industrial Safety. Daily temperature screening is required to enter any District building.

Supervision:

The Contractor shall provide a competent superintendent or lead worker during all times that work is being performed with the authority to represent and act for the Contractor in any matter pertaining to this contract. The Contractor shall furnish the names and contact numbers of all such superintendents to the District Landscape Inspector prior to the commencement of this contract and further, advise of any changes. Superintendents must be reachable in the field by the District Facility Manager and able to communicate effectively with the District Facility Manager.

Codes and Legal Requirements:

- (a) All reference to codes, specifications, and standards in the contract documents shall mean, and are intended to be, the latest editions, amendments, and/or revisions of such reference documents in effect, as of the date of this contract.
- (b) Authorities shall apply the minimum work requirements available to any work done for this project. Nothing described in these contract documents shall be construed to permit work not conforming to the most stringent of applicable codes and regulations.
- (c) When contract documents call for materials or construction of better quality or larger size than required by applicable codes, laws, rules or regulations, the contract documents shall take precedence.

Payroll Records:

Attention is directed to Section 1776 of the Labor Code of the State of California. Regulations complementing said Section 1776 are located in Section 16000 and Sections 16400 through 16403 of Title 8, California Administrative Code. The Contractor is required to comply with the provisions of Section 1776 of said Labor Code. The Contractor shall also be responsible for compliance by their subcontractors.

Withholding Of Payment:

The District Facility Manager or representative will report in writing to the Contractor any work deemed as not meeting requirements of the specifications. If the Contractor does not respond to deficiencies within 7 days of the

written notification, the District will either withhold monthly payments or percentages thereof or have the work completed by and another means deduct the cost of the work from the Contractors payments.

FAILURE TO PERFORM:

If the Contractor, or his representative, fails to perform in accordance with the terms and conditions of this contract, the District Facility Manager or representative will specify the reasons and locations as applicable on the "Janitorial Maintenance Inspection Report". Failure by the Contractor to correct any unsatisfactory deficiencies within one week of notification will result in withholding of payment. Failure by the Contractor to correct any unsatisfactory deficiencies within ten (10) days will result in formal written warning (30-day notice) to the contractor specifying that such deficiencies must be corrected. **Failure by the contractor to correct such deficiencies within the 30-day specified time period may result in termination of this contract.**

In the event of termination, the District shall be liable only for payment of those services performed and accepted by the District prior to the date of termination; and the Contractor and his surety shall be liable and assessed for any and all costs for the re-procurement of the contract services.

INVOICING:

At the end of each month the Contractor shall submit an original and duplicate invoiced to the District for monthly maintenance services and for unscheduled (extra) work, approved by the District.

Contractor shall submit monthly maintenance billing to include:

- Invoice Number
- Invoice Date
- Contract Number
- Location of Service (site specific plan number)
- Service Provided (monthly service with month/year to month/year)
- Contract Shipping Order (CSO), provided by respective District Accounts Payable

Contractor shall submit unscheduled (extra) work billing to include:

- Invoice Number
- Invoice Date
- Contract Number
- Location of Service (site specific plan number)
- Service Provided (reference District of Sacramento Work Authorization number)
- Contract Shipping Order (CSO), provided by respective District Accounts Payable

Billing shall be submitted electronically to the respective Districts at the following email addresses:

Sacramento Regional County Sanitation District
srcsdfiscal@sacsewer.com

Sacramento Area Sewer District
wqaccountspayable66090@sacsewer.com

Before supplying any goods or services to the District, the vendor must obtain a CSO number from the ordering department. A CSO is an authorized release (Purchase Order) against the contract and shall be provided in written form. "Verbal" orders are not acceptable. For a CSO to be considered valid, it must be within the scope of this contract and be consistent with its pricing, terms and conditions. The CSO number must be referenced on all documents related to the order (packing slips, invoices, etc.). Failure to obtain a CSO and reference its number may result in the delay or non-payment of the invoice.

Invoices shall be rendered in arrears.

Invoice discrepancies shall be handled in a professional, courteous, and expeditious manner. In the State of California, government agencies are not allowed to pay excess interest and late charges. Per Government Codes, Section 926.10, interest shall be entitled commencing the 61st day and shall be 6 percent per annum.

SCERS POST RETIREMENT EMPLOYMENT POLICY

- A. Any employee of, or contractor retained by, CONTRACTOR who is retired from Sacramento County service is subject to SCERS Post Retirement Employment Policy and must adhere to limitations on post-retirement service, including a 180-day waiting period before working for the County or REGIONAL SAN/SASD and a 960-hour per calendar year cap when working for the County or REGIONAL SAN/SASD.
- B. Upon execution of this Agreement, CONTRACTOR shall report to REGIONAL SAN/SASD in writing, the names of current and future employees who will provide services under this Agreement, that are retired from Sacramento County employment.
- C. CONTRACTOR must report to REGIONAL SAN/SASD in writing on a semi-annual basis (January 5th and July 5th of each calendar year), the names of employees retired from Sacramento County employment providing services under this Agreement, and hours those employees have worked during the applicable reporting period. CONTRACTOR shall submit reports to SDASCERSReporting@sacsewer.com.
- D. CONTRACTOR shall not assign employees to provide services under this Agreement in violation of SCERS Post Retirement Employment Policy.