



AGENDA

SPECIAL MEETING OF THE MAYWOOD CITY COUNCIL AND THE SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY

Maywood City Council Chambers
4319 E. Slauson Avenue, Maywood, CA 90270
Wednesday, March 25, 2020 at 2:00 p.m.

Pursuant to Governor Newsom's Executive Order N-29-20, in-person participation by the public will not be permitted and no physical location from which the public may observe the meeting will be available. Remote public participation is allowed as described below. In addition, consistent with Executive Order N-29-20, members of the Maywood City Council and City Staff are permitted to attend the meeting by teleconference and such locations are not accessible to the public and are not subject to special posting requirements.

Rules of Decorum

"Members of the Public are advised that all **ELECTRONIC DEVICES, CELLULAR TELEPHONES and any OTHER COMMUNICATION DEVICES** are to be turned off upon entering the City Council Chambers." If you need to have a discussion with someone in the audience, kindly step out into the lobby.

Reglas de Comportamiento

"Al público en general se le avisa que todos los teléfonos celulares, pagers y demás aparatos de comunicación deben ser apagados al entrar a la sala de audiencias del Consejo Municipal de la Ciudad."

Si usted necesita tener una conversación con alguien que está en la audiencia, amablemente le pedimos que salga del recinto y tenga su conversación en el vestíbulo de la sala de audiencias.

ROLL CALL:

Eduardo De La Riva, Mayor
Ricardo Lara, Mayor Pro Tem
Ramon Medina, Councilmember
Carlos Alvarez, Councilmember
Heber Marquez, Councilmember
Gloria Viramontes, City Treasurer
Gerardo Mayagoitia, City Clerk
Jennifer Vasquez, City Manager
David Mango, Director of Building and Planning
Hrant Manuelian, Finance Director
Roxanne Diaz, City Attorney

INVOCATION* AND PLEDGE OF ALLEGIANCE

**In permitting a nonsectarian invocation, the City does not intend to proselytize, advance, or disparage any faith or belief. Neither the City nor the City Council endorses any particular belief or form of invocation.*

COUNCIL MEMBERS' COMMENTS

PUBLIC PARTICIPATION (Agenda Items Only - Time allotted per speaker: 3 minutes.)

Remote public participation is allowed in the following ways:

City Council meetings are live-streamed on the City's Facebook page.

Public comment will be accepted by email to shirley.quinones@cityofmaywood.org during the meeting, prior to the close of public comment on an item, and read into the record during public comment.

Public comment may be submitted by telephone during the meeting, prior to the close of public comment on an item, by calling (323) 562-5711 at the time indicated by the Mayor.

PRESENTATION(S)

PUBLIC HEARING

CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the City Council request specific items to be removed from the Consent Calendar for separate discussion or action.

1. Minutes for 03/11/2020 Regular City Council Meeting.
2. Minutes for 03/11/2020 Special City Council Meeting.
3. Minutes for 03/13/2020 Special City Council Meeting.
4. Minutes for 03/17/2020 Special City Council Meeting.
5. Resolution of the City Council of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency Approving Prepaid Warrants.
6. Award a contract for citywide janitorial services to Expert Building Maintenance, LLC. in the amount of \$273,600 for a Three-Year Term.

DISCUSSION/ACTION ITEMS

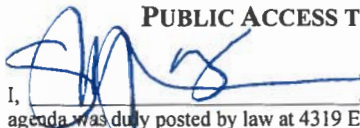
CLOSED SESSION

PUBLIC PARTICIPATION (Non-Agenda Items)

At this time speakers wishing to address the City Council on an item not on the agenda will be called upon in the order that the speaker card is received. The maximum time allotted for individuals to speak shall not exceed three (3) minutes.

ADJOURNMENT – The next Regular Meeting of the Maywood City Council is on April 8, 2020.

PUBLIC ACCESS TO CITY COUNCIL MEETING AGENDA AND AGENDA PACKETS

I,  Gerardo Mayagoitia, City Clerk or Shirley Quinones, Deputy City Clerk, hereby certify that this agenda was duly posted by law at 4319 E. Slauson Avenue, Maywood, CA 90270 and the City Website. Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the Maywood City Hall, 4319 E. Slauson Avenue, Maywood CA 90270. If you challenge in court any discussion or action taken concerning an item on this Agenda, you may be limited to rising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting. In compliance with the ADA, if you need special assistance for the meeting, call (323) 562-5723 within 72 hours prior to the meeting so the City can make reasonable  arrangements to ensure accessibility.



AGENDA 1
ITEM NO. _____

March 11, 2020

**MINUTES OF THE REGULAR MEETING
OF THE MAYWOOD CITY COUNCIL HELD IN THE COUNCIL CHAMBERS,
4319 EAST SLAUSON AVENUE, MAYWOOD, CALIFORNIA**

Mayor opened the meeting at approximately 7:00 p.m.

ROLL CALL: Eduardo De La Riva, Mayor
Ricardo Lara, Mayor Pro Tem
Ramon Medina, Councilmember
Carlos Alvarez, Councilmember
Heber Marquez, Councilmember
Gloria Viramontes, City Treasurer (Absent)
Gerardo Mayagoitia, City Clerk (Absent)
Jennifer Vasquez, City Manager
David Mango, Director of Building and Planning
Hrant Manuelian, Director of Finance
Roxanne Diaz, City Attorney

COUNCIL MEMBERS' COMMENTS (3 MINUTES EACH)

Mayor, Council Members, and City Manager provided community updates.

PUBLIC PARTICIPATION (Agenda Items Only)

There were no speakers.

PRESENTATION(S)

Recognition of Maywood Academy Boys Team

Recognition of Jacob Hernandez (MaCES) for his heroism

Proclamation declaring March 2020 as Red Cross Month

Parks and Open Space Grants Presentation by David Marquez, Consultant from California Consulting, Inc.

PUBLIC HEARING

None

CONSENT CALENDAR

1. Minutes for 02/26/2020 Regular City Council Meeting. **Motion to approve by Lara. Second by Marquez. AYES: Marquez, Alvarez, Medina, Lara, and De La Riva. PASSES**
2. Resolution of the City Council of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency Approving Prepaid Warrants. **Motion to approve by Lara. Second by Marquez. AYES: Marquez, Alvarez, Medina, Lara, and De La Riva. PASSES**
3. Revenue Report from July 2019 to February 2020. **Motion to receive and file by Lara. Second by Marquez. AYES: Marquez, Alvarez, Medina, Lara, and De La Riva. PASSES**
4. Authorize appropriation of general fund monies to replace Maywood and Riverfront park landscape structure branded playground parts and equipment as needed and to Award Contract to Landscape Structures Inc. and Jaynes Brothers Construction in the amount of \$16,292.28. **Motion to approve by Lara. Second by Marquez. AYES: Marquez, Alvarez, Medina, Lara, and De La Riva. PASSES**
5. Consideration of adopting a resolution to approve a list of projects for FY 2020-21 funded by Senate Bill 1: The Road Repair and Accountability Act of 2017. **Motion to approve by Lara. Second by Marquez. AYES: Marquez, Alvarez, Medina, Lara, and De La Riva. PASSES**
6. Consideration of City Match for Scholarships from Community Benefit Fund. **Motion to approve by Lara. Second by Marquez. AYES: Marquez, Alvarez, Medina, Lara, and De La Riva. PASSES**

DISCUSSION/ACTION ITEMS

1. Consider the Appointment of a New Member of the Planning Commission. **Motion to appoint Jessica Torrez as Planning Commissioner Chair #3 by De La Riva. Second by Lara. AYES: Marquez, Alvarez, Medina, Lara, and De La Riva. PASSES**

CLOSED SESSION

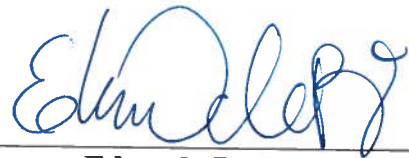
None.

PUBLIC PARTICIPATION (Non-Agenda Items)

The following spoke on Non-Agenda Items:

1. Mary Mariscal;
2. Celina Aguirre;
3. Alfonso Roa.

ADJOURNMENT – Meeting adjourned in the memory of Maria Elsa Rojas, 45-year Maywood Resident, beloved mother and grandmother at approximately 8:17 p.m. on March 11, 2020 to March 25, 2020 at 7:00 pm for the regular meeting of the Maywood City Council.



Eduardo De La Riva, Mayor

ATTEST:



Gerardo Mayagoitia, City Clerk

Shirley Quinones, Deputy City Clerk



AGENDA 2
ITEM NO. _____

March 11, 2020

**MINUTES OF THE SPECIAL MEETING
OF THE MAYWOOD CITY COUNCIL HELD IN THE COUNCIL CHAMBERS,
4319 EAST SLAUSON AVENUE, MAYWOOD, CALIFORNIA**

Mayor opened the meeting at approximately 7:00 p.m.

ROLL CALL: Eduardo De La Riva, Mayor
Ricardo Lara, Mayor Pro Tem
Ramon Medina, Councilmember
Carlos Alvarez, Councilmember
Heber Marquez, Councilmember
Gloria Viramontes, City Treasurer (Absent)
Gerardo Mayagoitia, City Clerk (Absent)
Jennifer Vasquez, City Manager
David Mango, Director of Building and Planning
Hrant Manuelian, Director of Finance
Roxanne Diaz, City Attorney

COUNCIL MEMBERS' COMMENTS (3 MINUTES EACH)

None

PUBLIC PARTICIPATION (Agenda Items Only)

There were no speakers.

PRESENTATION(S)

None

PUBLIC HEARING

None

CONSENT CALENDAR

None

DISCUSSION/ACTION ITEMS

None

CLOSED SESSION

1. Conference with Legal Counsel. The City Council finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the local agency in the litigation. Initiation of Litigation pursuant to Government Code Section 54956.9(d)(4); Number of Cases: 1 **City Council authorized the Initiation of Litigation on a vote of 5-0 with motion by De La Riva. Second by Medina. Once the litigation has begun, then the City will release the documents to whoever request it. PASSES.**

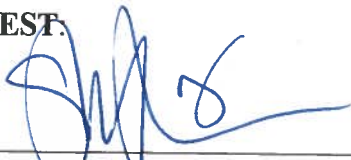
PUBLIC PARTICIPATION (Non-Agenda Items)

There were no speakers.

ADJOURNMENT – Meeting adjourned in the memory of Maria Elsa Rojas, 45-year Maywood Resident, beloved mother and grandmother at approximately 8:17 p.m. on March 11, 2020 to March 25, 2020 at 7:00 pm for the regular meeting of the Maywood City Council.


Eduardo De La Riva, Mayor

ATTEST:


Gerardo Mayagoitia, City Clerk
Shirley Quinones, Deputy City Clerk



AGENDA 3
ITEM NO. _____

March 13, 2020

**MINUTES OF THE SPECIAL MEETING
OF THE MAYWOOD CITY COUNCIL HELD IN THE COUNCIL CHAMBERS,
4319 EAST SLAUSON AVENUE, MAYWOOD, CALIFORNIA**

Mayor opened the meeting at approximately 4:30 p.m.

ROLL CALL:

Eduardo De La Riva, Mayor
Ricardo Lara, Mayor Pro Tem
Ramon Medina, Councilmember
Carlos Alvarez, Councilmember
Heber Marquez, Councilmember
Gloria Viramontes, City Treasurer (Absent)
Gerardo Mayagoitia, City Clerk (Absent)
Jennifer Vasquez, City Manager
David Mango, Director of Building and Planning (Absent)
Hrant Manuelian, Director of Finance (Absent)
Roxanne Diaz, City Attorney

COUNCIL MEMBERS' COMMENTS (3 MINUTES EACH)

None

PUBLIC PARTICIPATION (Agenda Items Only)

There were no speakers.

PRESENTATION(S)

None

PUBLIC HEARING

None

CONSENT CALENDAR

None

DISCUSSION/ACTION ITEMS

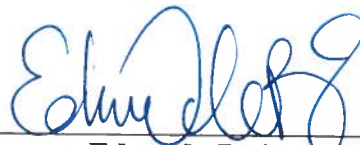
None

CLOSED SESSION

1. THREAT TO PUBLIC SERVICES OR FACILITIES pursuant to Government Code Section 54957(a) Consultation with: City Attorney. **No reportable action.**

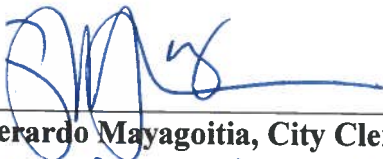
PUBLIC PARTICIPATION (Non-Agenda Items)

ADJOURNMENT – Meeting adjourned at approximately 5:15 p.m. on March 13, 2020 to March 25, 2020 at 7:00 pm for the regular meeting of the Maywood City Council.



Eduardo De La Riva, Mayor

ATTEST:



Gerardo Mayagoitia, City Clerk
Shirley Quinones, Deputy City Clerk



AGENDA 4
ITEM NO. _____

March 17, 2020

**REVISED MINUTES OF THE SPECIAL MEETING
OF THE MAYWOOD CITY COUNCIL HELD IN THE COUNCIL CHAMBERS,
4319 EAST SLAUSON AVENUE, MAYWOOD, CALIFORNIA**

Pursuant to Governor Newsom's Executive Order N-25-20, members of the City of Maywood City Council or staff may participate in this meeting via a teleconference. In the interest of maintaining appropriate social distancing, members of the public may participate in the meeting electronically as indicated further below, or in person at the City Council Chambers at 4319 E. Slauson Avenue, Maywood.

Mayor opened the meeting at approximately 10:50 a.m.

ROLL CALL:

Eduardo De La Riva, Mayor
Ricardo Lara, Mayor Pro Tem
Ramon Medina, Councilmember
Carlos Alvarez, Councilmember (Excused Absent)
Heber Marquez, Councilmember (Teleconference)
Gloria Viramontes, City Treasurer (Absent)
Gerardo Mayagoitia*, City Clerk (Absent)

*The City Clerk informed staff that he did not receive the email informing him of the Special City Council meeting. The agenda, however, was posted in accordance with state law.

STAFF PRESENT:

Jennifer Vasquez, City Manager
Roxanne Diaz, City Attorney
Guillermo Padilla, Deputy City Clerk
Shirley Quinones, Deputy City Clerk
Gisselle Delgado, Community Services Liaison

COUNCIL MEMBERS' COMMENTS (3 MINUTES EACH)

Mayor, Council Members, and City Manager provided community updates.

PUBLIC PARTICIPATION (Agenda Items Only)

There were no speakers.

PRESENTATION(S)

None

PUBLIC HEARING

None

CONSENT CALENDAR

1. A Resolution of the City Council of the City of Maywood for Approval of Ratification of the Proclamation of a Local Emergency. **Motion to approve by De La Riva. Second by Lara. AYES: Marquez, Medina, Lara, and De La Riva. ABSENT: Alvarez. PASSES**
2. An Urgency Ordinance of the City of Maywood Enacting a Temporary Moratorium on Evictions Due to Nonpayment of Rent for Residential Tenants Where the Failure to Pay Rent Results from Income Loss Resulting from The Novel Coronavirus (COVID-19). **Motion to approve by Lara. Second by Medina. AYES: Marquez, Medina, Lara, and De La Riva. ABSENT: Alvarez. PASSES**
3. An Urgency Ordinance of the City of Maywood Prohibiting Price Gouging during Local Emergencies. **Motion to approve by Lara. Second by Marquez. AYES: Marquez, Medina, Lara, and De La Riva. ABSENT: Alvarez. PASSES**

DISCUSSION/ACTION ITEMS

None

CLOSED SESSION

None

PUBLIC PARTICIPATION (Non-Agenda Items)

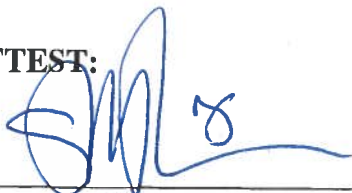
There were no speakers.

ADJOURNMENT – Meeting adjourned 11:15 a.m. on March 17, 2020 to March 25, 2020 at 7:00 pm for the regular meeting of the Maywood City Council.



Eduardo De La Riva, Mayor

ATTEST:



Gerardo Mayagoitia, City Clerk

Shirley Quinones, Deputy City Clerk

COUNCIL AGENDA

ITEM No. 5

RESOLUTION NO. 6100

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY
REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT**

WHEREAS, the following listed demands have been reviewed by the Director of Finance, and

WHEREAS, the Director of Finance has certified to the accuracy and availability of funds for payment thereof, and

WHEREAS, the register of audited demands is hereby submitted to the City Council of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency for approval.

NOW, THEREFORE, BE IT RESOLVED, that the listed Warrants and Wire Transfers/Automated Clearing House (ACH) Transactions for \$682,128.72 are hereby ratified:

- Exhibit A – Summary of Warrants and Wire Transfers/ACH Transactions
- Exhibit B – Detail of Warrants

PASSED, APPROVED AND ADOPTED THIS 25th day of March, 2020.

Eduardo De La Riva, Mayor

ATTEST:

APPROVED AS TO FORM:

Gerardo Mayagoitia, City Clerk

Roxanne Diaz, City Attorney

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF MAYWOOD

)
)
)

I, Gerardo Mayagoitia, City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6100 was duly passed and adopted by the City Council of the City of Maywood, at a regular meeting of the City Council held on the 25th of March, 2020 by the following roll call vote, to wit:

AYES: MARQUEZ, MEDINA, LARA, DE LA RIVA

NAYES:

ABSENT: _____

ABSTAINED:

Gerardo Mayagoitia, City Clerk

City of Maywood
Summary Warrants for Payment and Wire Transfers/ACH Transactions
Council Meeting Date
Wednesday, March 25, 2020

Accounts Payable		Amount
Accounts Payable prepaid warrants for payment: Checks No. 086955 - 086974	\$	24,527.73
Accounts Payable regular warrants for payment: Checks No. 086975 - 086996	\$	504,307.13
Sub-total	\$	528,834.86
Wire Transfers/ACH Transactions		
03/05/20 Lease Payment for Front Counter Cash Registers - March 2020	\$	182.74
03/06/20 CalPERS Employer Contribution - Pay Period 2/16/2020-2/29/2020	\$	6,782.96
03/06/20 CalPERS Unfunded Liability Payment Plan - Safety & Misc. Employees	\$	110,480.44
03/06/20 CalPERS Health Premium March 2020	\$	34,547.45
03/13/20 US Bank Analysis Service Charge	\$	1,300.27
Sub-total	\$	153,293.86
Total Demands	\$	682,128.72

City of Maywood
Detail Warrants for Payment
Warrants No. 086955 to 086996

EXHIBIT B

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
086955	P	3/19/2020	American Paper Plastic	88.70	Janitorial Supplies: Bathroom Handsfree Papertowel Dispenser
086956	P	3/19/2020	AT&T	299.92	Elevator Emergency Phone Line 02/10/20 to 03/09/20
086957	P	3/19/2020	AT&T Long Distance	10.45	Elevator Emergency Phone Line 02/10/20 to 03/09/20
086958	P	3/19/2020	Brinks, Inc.	492.08	February 2020 Cash Handling Service Transportation March 2020 Cash Handling Service Transportation
086959	P	3/19/2020	CoreLogic Solutions, LLC.	150.00	Property Finder March 2020
086960	P	3/19/2020	Dave And Frank Automotive	388.66	Battery Service and Wiper Blades
086961	P	3/19/2020	Dewey Pest Control	400.00	One Time Service 5000 Slauson Ave.
086962	P	3/19/2020	Dove Communications Inc	75.00	Labor-Voice Remote Programming
086963	P	3/19/2020	L.B. Johnson Hardware Co.	139.25	Public Works Supplies
086964	P	3/19/2020	Maywood Car Wash	625.78	Car Wash/Gas February 2020
086965	P	3/19/2020	Maywood Mutual Water Co. No.2	1,267.80	Various Locations 12/18/2019 to 02/26/2020
086966	P	3/19/2020	Postmaster	308.27	Prepaid Postage
086967	P	3/19/2020	Preferred Benefit Insurance Administrators, Inc.	2,593.20	Dental & Vision Insurance: March 2020
086968	P	3/19/2020	QDoxs	63.51	Copier Base Charge: 03/01/2020 - 03/21/2020
086969	P	3/19/2020	Southern California Edison	16,127.51	Various Locations 01-25-2020 to 02-25-2020
086970	P	3/19/2020	Sparklets Drinking Water Corp	115.36	City Hall Office Water
086971	P	3/19/2020	The Gas Company	241.98	Various Locations (02-06-2020 - 03-09-2020)
086972	P	3/19/2020	Time Warner Cable	628.78	Internet & Phone Service: March 2020
086973	P	3/19/2020	XEROX	358.18	February 2020 Base Charge and Printing Fee
086974	P	3/19/2020	Xerox Financial Services	153.30	Copier Lease: 02-22-2020 - 03-21-2020 #020-0069131-002
086975		3/19/2020	4Imprint, Inc.	566.81	Maywood Giveaways - Stress Ball Reliever
086976		3/19/2020	American Guard Services, Inc.	7,624.89	Crossing Guard Services - February 2020
086977		3/19/2020	Bremer, Whyte, Brown & O'Meara, LLP	2,123.70	Legal Services February 2020 - Gonzalez Claim
086978		3/19/2020	California Consulting, Inc.	3,000.00	Grant Writing Services: March 2020
086979		3/19/2020	Calmex Graphics	2,596.15	Checks for Payroll and Check Runs

City of Maywood
Detail Warrants for Payment
Warrants No. 086955 to 086996

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
086980		3/19/2020	Carpenter Rothen & Dumont LLP	2,595.73	Legal Services January 2020 - Ortiz Claim
086981		3/19/2020	Clean Street	7,500.00	February 2020 Monthly Street Sweeping
086982		3/19/2020	Cummins Allison	377.00	Currency Counting Machine Maintenance
086983		3/19/2020	Dapeer, Rosenblit & Litvak, LLP	279.50	Code Enforcement Legal Services: February 2020
086984		3/19/2020	David Mango	66.05	Reimburse office supplies
086985		3/19/2020	Edith Carrillo	45.65	MMASC and Mental Health Training
086986		3/19/2020	Graffiti Protective Coatings	17,000.00	CityWide Graffiti Removal January 2020
086987		3/19/2020	Interwest Consulting Group	22,424.00	February 2020 Bus Shelter Maintenance City Engineering Services: February 2020
086988		3/19/2020	Jani-King of California, Inc. Los Angeles/Colton Region	4,990.00	Park Custodial March 2020
086989		3/19/2020	Metro Transit Services	33,703.10	Public Transportation Services Express & Dial-A-Ride February 2020
086990		3/19/2020	Municipal Waste Solutions	7,600.00	February 2020 Waste & Recycling Consulting
086991		3/19/2020	Perez Plumbing Appliance Repair & Contractor	715.00	January 2020 Waste & Recycling Consulting Emergency service - toilet unclogged Emergency work at Library - pipe burst
086992		3/19/2020	PSOMAS	1,772.50	Sewer System Evaluation - Hydraulic Analysis Component
086993		3/19/2020	Quality Garage Door Co.	1,390.00	Repair to Staff Parking Lot Garage Gate Motor
086994		3/19/2020	Redfire Technology Services	765.00	Renewal Firewall Subscription License
086995		3/19/2020	Sheriff's Department	385,742.05	Public Safety Services - January 2020
086996		3/19/2020	Veronica Tam & Associates	1,430.00	Housing Element Scope/Schedule/Reports/Zoning
TOTAL:				\$528,834.86	



AGENDA
ITEM NO. 6

CITY COUNCIL STAFF REPORT

DATE: MARCH 25, 2020

TO: HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER *JV*

BY: ABEL HERNANDEZ, PUBLIC WORKS COORDINATOR

RE: AWARD A CONTRACT FOR CITYWIDE JANITORIAL SERVICES TO EXPERT BUILDING MAINTENANCE, LLC IN THE AMOUNT OF \$273,600 FOR A THREE-YEAR TERM.

RECOMMENDATION

Staff recommends that the City Council award a contract in the form approved by the City Attorney for Citywide Janitorial Services to Expert Building Maintenance, LLC for a three year term (with two optional one year extensions) in the amount of \$273,600.00.

FISCAL IMPACT

The contract with Expert Building Maintenance, LLC is in an amount not to exceed \$273,600.00 over the three (3) year term and funding will come from the City's General Fund. The annual cost per year of service is \$91,200.00.

LEGAL REVIEW

The Staff Report has been reviewed by City Attorney.

BACKGROUND

The City's custodial contract services are currently provided by two contractors. These contractors currently service the City Hall building, Police Station building, and City Parks, which includes servicing city park restrooms, trash receptacles and the opening and closing of park gates. In an effort to consolidate and obtain best pricing, the City issued a Request For Proposals (RFP) on February 14, 2020. Two bids were received from experienced qualified vendors Jani-King of California, Inc. and Expert Building Maintenance, LLC of which Expert Building Maintenance, LLC. After review, Staff is recommending Expert Building Maintenance, LLC. If approved, the new contractor would take over city janitorial operations beginning on March 28, 2020.

DISCUSSION

In securing a single contractor the city is able to obtain better pricing and can more easily monitor janitorial services provided for the city's residents.

ATTACHMENT(S)

Attachment No. 1 – Expert Building Maintenance, LLC RFP Proposal

Attachment No. 2 - Jani-King of California, Inc. RFP Proposal

Attachment No. 3 – City of Maywood RFP for Citywide Janitorial Services
February 14, 2020

ATTACHMENT NO. 1



Expert Building Maintenance, LLC

4596 Ish Drive Suite 200, Simi Valley CA 93063

Expert Building Maintenance is a Limited Liability Company

Primay Liaison- Alberto Duarte

(805) 520-1580 Fax: (805) 433-0035 AlbertoD@ebmcleans.com

Expert Building Maintenance, LLC is very willing to continue to service City of Maywood. We are confident that we can provide you with consistently outstanding service you require. We are extremely attentive to the needs of our clients. Responsiveness is vital, and you can rest assured that any discrepancies that may arise are resolved immediately. Of course, we are available on a 24-hour basis for any emergencies or special request.

By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that the all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

Signed by: Mr. Alberto Duarte

on February 28, 2020

Expert Building Maintenance, LLC
4596 Ish Drive, Suite 200 Simi Valley, CA 93063
(805) 520-1580 / (800) 771-1580 Fax: (805) 433-0035
www.ebmcleans.com email: expertbuilding@aol.com



Expert Building Maintenance, LLC

4596 Ish Drive Suite 200, Simi Valley CA 93063

Expert Building Maintenance is a Limited Liability Company

Primay Liaison- Alberto Duarte

(805) 520-1580 Fax: (805) 433-0035 AlbertoD@ebmcleans.com

Expert Building Maintenance, LLC is very willing to continue to service City of Maywood. We are confident that we can provide you with consistently outstanding service you require. We are extremely attentive to the needs of our clients. Responsiveness is vital, and you can rest assured that any discrepancies that may arise are resolved immediately. Of course, we are available on a 24-hour basis for any emergencies or special request.

By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that the all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

Signed by: Mr. Alberto Duarte

_____ on February 28, 2020

Expert Building Maintenance, LLC
4596 Ish Drive, Suite 200 Simi Valley, CA 93063
(805) 520-1580 / (800) 771-1580 Fax: (805) 433-0035
www.ebmcleans.com email: expertbuilding@aol.com



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Attachment A

Experience and Qualifications

Expert Building Maintenance was founded in 1992 by Robert Pedder and Alberto Duarte to answer a need in the business community for a professionally managed, comprehensive building maintenance company.

We provide janitorial services for many different industries including:

• General Offices	• Auto Dealerships
• Multi-Tenant Properties	• Financial Institutions
• Medical Facilities	• Fitness Centers
• Schools	• Churches
• Restaurants	• Day Care Centers

Our management team includes district supervisors in all areas we service to ensure that our clients and employees needs are provided for in a timely manner.

Our office staff consists of hard working, diligent workers who work as a team to provide clients with the satisfaction of knowing all issues which may arise will be resolved immediately. Our staff develops personal relationships with clients, to help ensure trust in our company.

EXPERT BUILDING MAINTENANCE staff is trained, committed, focused and sensitive to building security and access procedures. All employees are covered under liability, property damage and workers compensation insurance.



SUPPLIES AND EQUIPMENT

EXPERT BUILDING MAINTENANCE will furnish all of the cleaning supplies and equipment necessary to perform the work outlined in this proposal. All supplies will be of recognized quality and all equipment will be regularly maintained and upgraded as required.

PERSONNEL AND SECURITY

All employees are carefully screened for work history, job attitude, experience and reliability. Our application is available to you at all times. Our employees are appropriately instructed in the proper use of keys, locked or secured areas and any special alarm systems used in your facility. Work on your premises will be performed by permanently assigned employees.

SUPERVISION AND INSPECTIONS

Weekly day and night inspections, or other frequency agreed upon by the Parties, will be made of your facility by our management and supervisors in order to ensure consistently high levels of workmanship. Personnel from EXPERT BUILDING MAINTENANCE will meet with your representatives for scheduled quality control evaluations. Our service department is open **24 hours daily** to handle routine or emergency situations.



Attachment B

REFERENCES

FIRST NISSAN AND HONDA

2283 First Street
Simi Valley, CA 93065
(Car dealership)
7 days per week

Mr. Ed Esty
Owner
(805) 433-9437

VISTA FORD DEALERSHIPS

21501 Ventura Blvd.
Woodland Hills, CA 91364
(7 dealerships – Ford, Honda, Lexus, Lincoln Mercury)
7 Janitors, Seven days per week

Mr. Carl Tsai
Controller
(818) 884-7600

ISANA ACADEMIES

3580 Wilshire Boulevard
Los Angeles, CA 90010
(Sixteen Schools)

Mr. John Vargas
Chief of operations
(323) 291-1211

IDS REAL ESTATE GROUP

515 S. Figueroa Street, 16th Floor
Los Angeles, CA 90071
(One West Bank Locations)

Ms. Dinna Lugiman
Facilities Manger
(213) 347-6448



Attachment C

SUPERVISION

We at EXPERT BUILDING MAINTENANCE feel that Supervision is the most important part of our operations; ensuring that our Company succeeds in doing an exemplary job for each and every one of our Customers.

Our individual Janitors are trained in the use of all chemicals and equipment and are fully supervised for the first week of hire. After the first week, the Operations Supervisor will visit all locations, at least weekly, to meet with Janitors and check the standard of work performance.

We also work very hard to make sure our Janitors have the chemicals and equipment necessary to get the job done.

The management teams at Expert Building Maintenance are in the field also, visiting our clients to make sure they are happy and satisfied with our job performance, and also to make sure that the job is being completed as promised, per our contract.



Attachment D

INSURANCE

EXPERT BUILDING MAINTENANCE agrees to maintain public liability and property damage insurance insuring EXPERT BUILDING MAINTENANCE against all sums which EXPERT BUILDING MAINTENANCE is legally required to pay as damages because of bodily injury or property damage arising directly out of the work performed by EXPERT BUILDING MAINTENANCE with limits of at least \$1,000,000.

EXPERT BUILDING MAINTENANCE agrees to maintain insurance to pay such benefits as are required by the Workers' Compensation laws of the State of California to any person entitled thereto.

EXPERT BUILDING MAINTENANCE agrees to maintain insurance to indemnify EXPERT BUILDING MAINTENANCE against loss of money or other property, real or personal belonging to any and all clients, when such a loss is sustained as the result of any fraudulent or dishonest act by any employee(s), in an amount not to exceed \$25,000.

Certificates of all insurance will be submitted to you upon request.



Janitorial Supply List Prices

Toilet Tissue 2 ply 96 rolls / case	\$ 44.00
Jumbo Toilet Tissue 2 ply 12 rolls 1000' / case	\$ 42.00
Multifold Hand Towels 4000 / case	\$ 28.00
Single fold Hand Towels	\$ 42.00
Roll Hand Towels 12 rolls / case	\$ 46.00
Kitchen Roll Towels 30 rolls / case	\$ 45.00
C Fold Towels	\$ 42.00
Kleenex Facial Tissue 30 boxes / case	\$ 74.00
Large Trash Liners 250 / case	\$ 34.65
Medium Trash Liners 1000 / case	\$ 30.95
Small Trash Liners 500 / case	\$ 20.95
Heavy Duty Large Liners	\$ 36.95
Urinal Clean Screens 12 / case	\$ 28.95
Pink Lotion Hand soap 4 gals / case	\$ 38.00
Pina Colada Hand Soap 4gals/ case	\$ 38.00
Toilet Seat Covers	\$ 45.00
Time Mist Air Fresheners Refills 12/case	\$ 74.00
Kraft Sanitary Liners	\$ 29.95

www.ebmcleans.com

Expert Building Maintenance, LLC
4596 Ish Drive, Suite 200 Simi Valley, CA 93063
(805) 520-1580 / (800) 771-1580 Fax: (805) 433-0035
www.ebmcleans.com email: expertbuilding@aol.com



SCOPE OF SERVICES

Janitorial Specifications

City Hall and Police Station

(3 days per week)

A. Office areas and Common Areas

- Vacuum all carpeted areas including mats.
- Sweep and mop all composition floors.
- Empty all waste baskets & trash receptacles including shredders & replace liners.
- Dust all ledges.
- Spot clean all carpets.
- Spot clean partition glass & interior glass panels, walls & doors for fingerprints and smudges.
- Dust all desk tops, telephones, chairs and other office furniture.
(Computer terminals and keyboards will not be touched unless requested.)
- Wipe clean and sanitize side hand railing, door frames and light switches.
- Polish all drinking fountains.

B. Restrooms

- Empty and wipe out all waste paper receptacles.
- Empty sanitary napkin containers and replace insert.
- Polish all metal and mirrors.
- Clean and polish all dispensers.
- Clean and disinfect wash basins, toilet bowls and urinals.
- Spot clean walls around wash hand basins.
- Disinfect underside and tops of toilet seats.
- Mop restroom floors with germicidal solution.
- Dust all ledges.
- Refill soap, towel, tissue containers and seat cover dispensers.



C. Men's/Women's Locker rooms

- Empty and wipe out all waste paper receptacles.
- Empty sanitary napkin containers and replace insert.
- Polish all metal and mirrors.
- Clean and polish all dispensers.
- Clean and disinfect wash basins, toilet bowls and urinals.
- Spot clean walls around wash hand basins.
- Disinfect underside and tops of toilet seats.
- Clean all shower areas.
- Mop restroom floors with germicidal solution.
- Dust all ledges.
- Refill soap, towel, tissue containers and seat cover dispenser.

D. Break Room Area

- Wipe clean all tables and chairs.
- Sweep and mop clean all floors.
- Clean microwave oven inside and out.
- Empty all trash containers.
- Clean countertops and sink daily.
- Clean inside of refrigerator one time per month.

E. Miscellaneous, The janitors will...

- Report any facility damage or damaged items.
- Turn off all lights, leave only designated night lights on.
- Keep janitorial / storage room's clean, orderly and safe at all times.
- Ensure that all doors are properly secured and any alarms are properly set before leaving the premises.
- Ensure no unauthorized personnel are allowed into the building at any time.
- Gym Area clean rubber floor mats once per week.
- Clean stairways.



F. Monthly Services-

- Perform high dusting in all areas, including tops of doors, partitions and high ledges.
- Brush all wall and ceiling vents.
- Clean gym mirrors once per month.

II. CITY PARKS **(Daily Services)**

Riverfront Park as Follows:

A. Restrooms Daily

- Empty and wipe out all waste paper receptacles.
- Empty sanitary napkin containers and replace insert.
- Polish all metal and mirrors.
- Wipe towel cabinet covers.
- Clean and polish all dispensers.
- Clean and disinfect wash basins, toilet bowls and urinals.
- Spot clean walls around wash hand basins.
- Disinfect underside and tops of toilet seats.
- Mop restroom floors with germicidal solution.
- Dust all ledges.
- Refill soap, towel, tissue containers and seat cover dispensers.

B. Daily Services

- Empty and replace liners in all trashcans.
- Haul away trash to city yard.
- Open Riverfront gate 7am.
- Close Riverfront gate at 8pm.



Maywood Park as Follows:

A. Daily Services

- Empty and replace liners in all trashcans
- Haul away trash to city yard
- Open park gate 7am
- Close park gate at 8pm

Benito Juarez Park as Follows:

A. Daily Services

- Empty and replace liners in all trashcans
- Haul away trash to city yard
- Open park gate 7am
- Close park gate at 8pm

Pine Park as Follows:

A. Daily Services

- Empty and replace liners in all trashcans
- Haul away trash to city yard
- Open park gate 7am
- Close park gate at 8pm

Pixley Park:

A. Daily Services

- Empty and replace liners in all trashcans
- Haul away trash to city yard
- Open park gate 7am
- Close park gate at 8pm



COMPENSATION

PRICING AND DELIVERY SCHEDULE Proposal of: Expert Building Maintenance, LLC
(Proposer Company Name)

To: The City of Maywood

Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish the services required pursuant to the above-referenced Request for Proposal upon the terms quoted below.

Pricing for Services

Proposers should submit their cost proposal according to the format provided below. Do NOT use "To Be Determined" or similar annotations for cost estimates. All pricing is to be fixed for the first 3 Years of the Contract.

City Hall (Three (3) Cleanings Per Week) Approximately 12,528 sq. ft (2 floors, 4 restrooms)

Rate per Service Day \$120.00

Weekly Rate \$362.50

Monthly Rate \$1,450.00

Police Station (Three (3) Cleanings Per Week) Approximately 6,000 sq. ft (2 floors, 4 restrooms, 2 showers)

Rate per Service Day \$25.00

Weekly Rate \$75.00

Monthly Rate \$300.00

Riverfront Park (Daily – 365 days/year) Approximately 1,000 sq. ft (2 restroom facilities)

Rate per Service Day \$73.75

Weekly Rate \$562.50

Monthly Rate \$2,250.00

Maywood Park (Daily – 365 days/year)

Rate per Service Day \$29.50

Weekly Rate \$225.00

Monthly Rate \$900.00

Pixley Park (Daily – 365 days/year)

Rate per Service Day \$29.50

Weekly Rate \$225.00

Monthly Rate \$900.00

Pine Avenue Park (Daily – 365 days/year)

Rate per Service Day \$29.50

Weekly Rate \$225.00

Monthly Rate \$900.00

Benito Juarez Park (Daily – 365 days/year)

Rate per Service Day \$29.50

Weekly Rate \$225.00

Monthly Rate \$900.00

TOTAL AMOUNT PER MONTH \$7,600.00 TOTAL AMOUNT PER YEAR \$91,200.00

Expert Building Maintenance, LLC
4596 Ish Drive, Suite 200 Simi Valley, CA 93063
(805) 520-1580 / (800) 771-1580 Fax: (805) 433-0035
www.ebmcleans.com email: expertbuilding@aol.com

ATTACHMENT NO. 2



Jani-King of California, Inc.
2300 E Katella Ave Ste. 355
Anaheim, California 92806
(714) 990-2221
Fax: (714) 990-3108

United States

Albuquerque • Alexandria
Atlanta • Augusta • Austin
Baltimore • Baton Rouge
Birmingham • Boston
Buffalo • Charleston
Charlotte • Chattanooga
Chicago • Cincinnati
Cleveland • Columbia
Columbus • Dallas • Dayton
Denver • Detroit • Fort Myers
Fort Worth • Greensboro
Greenville/Spartanburg
Hampton Roads • Hartford
Hawaii • Houston
Huntsville • Indianapolis
Jackson • Jacksonville
Kansas City • Knoxville
Lafayette/Lake Charles
Las Vegas • Lexington
Little Rock
Los Angeles/Colton
Louisville • Madison
Memphis • Miami
Milwaukee • Minneapolis
Mobile • Montgomery
Myrtle Beach
Nashville • New Jersey
New Orleans • New York
Oklahoma City
Orlando • Pensacola
Philadelphia • Phoenix
Pittsburgh • Portland
Raleigh/Durham • Reno
Rhode Island • Richmond
Roanoke/Lynchburg
Sacramento • Salt Lake City
San Antonio • San Diego
San Francisco/Oakland
Savannah • Seattle
St. Louis • S.E. • Mississippi
Tampa Bay • Tucson
Tulsa • Washington, D.C.

Australia
Belgium
Brazil
Canada
France
Great Britain
Greece
Hong Kong
Korea
Mexico
New Zealand
Portugal
Russia
Spain
Taiwan
Turkey

Abel Hernandez
City of Maywood
4319 Slauson Ave
Maywood, CA 90270

Dear Mr. Hernandez,

Thank you for the time and interest you have afforded Jani-King, Inc. concerning the commercial cleaning for your facility, we greatly appreciate this opportunity. Per request in your RFP, this is Jani-Kings Cover Letter. Jani-King has reviewed and understands all elements and Addendums of this RFP.

Jani-King International, Inc. is headquartered in the Dallas, Texas area, is a privately owned franchising giant. Over 8,000 franchisees strong, Jani-King dominates commercial cleaning franchising. Founded in 1969 by Jim Cavanaugh, Jani-King has grown to become the largest commercial cleaning franchisor in the world.

Jani-King is strategically focused on the long term with customer service as its main priority. It is our belief that the success of a company is not only measured by individual accomplishments, but also by years of consistency and progress from a well-organized force of capable professionals. High goals and expectations are routinely set and exceeded at Jani King.

Jani-King's time-proven program, guided by an unyielding obligation to customer service, ensures a future rewarded with customer satisfaction. By blending custom made programs with demanding corporate objectives, the Jani-King name has become synonymous with quality.

Jani-King continues to grow at an unprecedented rate as we look worldwide to develop business opportunities - adding to Jani-King's impressive international markets in Australia, Brazil, Canada, France, Great Britain, Hong Kong, Malaysia, Mexico, New Zealand, Taiwan, and Turkey.

Dedication to customer satisfaction, quality franchisee support, and worldwide expansion has placed Jani-King at the top of its industry. These standards are the foundation of the driving force behind the continuing success story of Jani-King - The King of Clean!

Regards,

Ian Anderson | Regional Director
Jani-King of California, Inc
2300 E Katella Ave Suite 355 | Anaheim | CA | 92806
C 714-353-8074 O 714-990-2221 F 714-990-3108
E ianderson@janiking.com



Official Cleaning Company of The PGA of America



Official Cleaning Partner

Table of Contents

- I. PAST PERFORMANCE/QUALIFICATIONS OF OFFEROR
 - Three Complete Reference
- II. QUALITY ASSURANCE PLAN
- III. PRICING

Past Performance / Qualifications of Offeror

Jani-King is an international company currently operating in cities throughout the United States and around the world. Since 1969, our unique program has provided quality janitorial services for tens of thousands of clients worldwide. We have access to the resources and buying power of 8,000+ franchisees and 120 Jani-King regional support centers worldwide. Each regional office is staffed with the most qualified technical and administrative support personnel available, which ensures your satisfaction.

Only the best will do when it comes to cleaning your facility. That's why Jani-King has partnered with some of the best companies in the world which conform to Jani-King's environmental principles, as well as client specifications. The purchase of supplies is predicated specifically in vendor's ability to provide their products the best value without compromising the quality results. All supplies purchased with Jani-King and its Franchisees are selected with environmental safety in mind. Jani-King Leasing, Inc. has agreements with the leading manufacturers that enable our franchisees to acquire the necessary equipment worldwide. Jani-King also has national discount programs with Maintex, Waxie, Ecolab, 3M, and many more. Jani-King is sensitive to the special requirements of our facility and will strive to meet them.

Here at Jani-King, we know that the quality of services your facility receives is greatly influenced by the motivation of the custodian on the job site. This is why we operate through a network of authorized Jani-King franchise owners – independent entrepreneurs whose success is directly tied to your satisfaction.

One key to any successful company is its personnel. When Jani-King puts a qualified, motivated franchise owner in your facility, the pride and care these individuals take will be evident to you in the consistent cleanliness of your working environment.

Backing our franchise owners in their efforts, the Jani-King regional office support personnel ensures the routine maintenance of our high cleaning standards. We make certain our franchise owners have the training, personnel, equipment, insurance, and most importantly, the customer service support necessary to provide your facility with ongoing quality janitorial services. With the training provided our Operations team, Franchise Owners and their employees have the knowledge in similar tasks to your current scope of work. We have firsthand experience in cleaning various locations including administrative office buildings, police headquarters, park restrooms, etc. Tasks include taking out garbage, vacuuming, dusting, restroom cleaning, stocking consumables, and VCT and other types of floor care.

Our franchise owners have the motivation and incentive to keep your building professionally cleaned. A financial investment in a business of their own, with a personal commitment to the success of that business, ensure that Jani-King franchise owners have a genuine concern for a job well done.

Sit 'n Sleep Inc.

Jani-King of California, Inc.
Attn: Ian Anderson
Executive Director of Corporate Development

To Whom It May Concern,

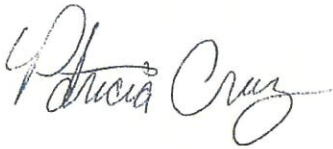
I wanted to write a letter of recommendation for the services of Jani-King. We started using them at our Corporate Offices in March of 2012 and were so pleased that we decided to have them clean our additional 31 locations.

In addition to our weekly cleanings, we have also hired them for carpet cleanings and construction clean-ups when getting ready to open new stores. They have done a great job.

As you know with many cleaning crews, sometimes issues happen. Whenever we have had an issue, we were able to quickly communicate the issue to our Regional Manager for that area and it would be quickly resolved. If any continued issues, we have been able to switch out the crew to move forward with excellent service.

Jani-King is a professional and responsive company and I am happy to recommend their services.

Sincerely,



Patricia Cruz
Director of Facilities and Corporate Real Estate
Sit 'n Sleep



PGA

Southern California Section

Dear Mr. Ian Anderson,

I am writing to recommend the cleaning services of Jani King. We have been using Jani King for our janitorial services, since December 2012, at our new Southern California PGA headquarters. The Jani King team has done a fantastic job for the last seven years: they are always punctual, accessible and done exactly what we have asked of them.

I am happy to recommend the services of Jani King to any of our other partners and allied associations. If you have any questions, please feel free to contact David Kuhn at 951-845-4653 or dkuhn@pgahq.com

Sincerely,

David M. Kuhn

SCPGA Business Development and Partner Relations Manager



WEST BASIN CONTAINER TERMINAL

SAN PEDRO, CA 90731

TEL: 310-732-2416

EXEC. FAX: 310-732-5521

TERMINAL SERVICES DEPARTMENT

Alan P. Powell
West Basin Container Terminal
Terminal Services Manager/FSO
Berth 100-131
San Pedro, California 90731
apowell@wbct.us
(Cell) 310-629-8542

Re: Referral Letter

Jani-King of California has been providing janitorial services at our facility for several years. WBCT is a 24 hour operation located in the Port of Los Angeles, we are situated on 275 acres and house several office buildings and a maintenance and repair shop area. WBCT provides a set list of janitorial service requirements and needs. These services that Jani-King performs is of the highest quality, their staff is professional, organized and always timely. They follow all terminal safety and security requirements while on site when servicing our workplace. WBCT and Jani-King conduct quarterly customer review meetings to maintain an open line of communication and strengthen our business partnership, these efforts ensure the highest service levels.

WBCT hereby respectfully endorses Jani-King of California to fulfill your janitorial services.

Sincerely,

Alan P. Powell

CC:
File

Quality Control/Customer Service Plan

At Jani-King, we realize that our work is a direct reflection on your company; you have worked hard to create the look and feel of your facility. We know you depend on your cleaning company to enhance and preserve its appearance character. We take our commitment to you very seriously because we know our future success depends on your continued satisfaction. To that end we have created a unique communication system for use by our Franchise Owners and regional office staff to monitor the cleaning accomplished in your facility.

These communication tools are the basis for our quality assurance program. Jani-King's objective is to accommodate your cleaning needs. Our cleaning expertise and labor management techniques can provide many options to your customized cleaning schedule. We have established a reputation in the marketplace for quality and dependability to satisfy all your cleaning needs. At Jani-King, we remain focused on the job at hand. Commercial cleaning is what we do. It is the only thing we do-and we do it very well.

Memo Pad

Franchise Owner and Operations Department review the memo pad: To keep the communication lines open between yourself and Jani-King, we will leave a memo pad at a location you select. If you need attention in a particular area, just leave a note; it's the first place we check when we come into the building. By the same token, if we discover anything wrong, such as leaking plumbing, loose outlet boxes, or doors not secured, we report it to you via the Jani-King memo pad.

Past Performance Sheets

Past performance sheets are performed by the Franchise Owner: We value the input of everyone who is affected by our service. That's why, on a periodic basis and with your permission, we leave this sheet at each desk or workstation in your facility. We want your employees or tenants to evaluate the job we are doing, as well as listen to their suggestions on how your building can be better served. After we receive each performance evaluation, we review the findings with you. This process has proven to be an excellent tool for keep your employees or tenants satisfied with our cleaning service.

Inspection Report

The Inspection Report is a tool utilized by the Operations Department: Jani-King routinely inspects the building to make sure all areas are being cleaned according to your customized cleaning schedule. These inspection reports become a part of your account file and are used to review and, if necessary, modify your customized cleaning schedule. In addition, we set up an account log sheet and contact you periodically to make sure the job is being performed not only to your satisfaction, but also top ours.

Contact Evaluation Sheets

Contact Evaluation Sheets are performed by our Franchise Owner and/or Customer Service Department: Each month we request a contact evaluation sheet be completed and signed by the individual you appoint as our contact person. This one-on-one evaluation process helps the customer and our Franchise Owner get to know and understand each other. This evaluation sheet helps maintain our performance level to your satisfaction.

Onsite Inspections

Onsite inspections are one of the best ways that Jani-King may measure the performance of our Franchise Owners and the satisfaction of our clients. There are two teams responsible for inspections. One team is the work crew who actually does the cleaning. This group should inspect their work as they go along with their cleaning routines. The other team is composed of various management representatives such as lead people, supervisors, Jani-King regional support staff and the Franchise Owners. A good system of inspection is the only way to ensure consistent quality to all accounts. Inspections must be conducted regularly but not predictably. This is to ensure that the cleaning crew will not be aware of when the inspections so they will not schedule and clean accordingly. Inspections are also performed the cleaning crew has completed most of the duties but are still on the premises. This is to enable the inspector to correct or praise the cleaning.

Response time

Our Operations Department has a response time of 30 minutes to contact Supervisors regarding cleanup issues. They will also respond to all callbacks to the satisfaction of the contract administrator within 2 hours of notification. All observations of damaged equipment, signs or hazards, graffiti, and burnt out light fixtures be reported within 24 hours. Our Operations Team is equipped with I-Phone's and all Franchise Owners employees working in day time hours will have phones. A 24-hour emergency line is also available. And all Supervisors will be required to have phones as well.

Equipment and Supplies

Only the best will do when it comes to cleaning your facility. That's why Jani-King has partnered with some of the best companies in the world which conform to Jani-King's environmental principles, as well as client specifications. The purchase of supplies is predicated specifically in vendor's ability to provide their products the best value without compromising the quality results. All supplies purchases with Jani-King and its Franchisees are selected with environmental safety in mind. Jani-King leasing, Inc. has agreements with the leading manufacturers that enable our franchisees to acquire the necessary equipment worldwide. Jani-King also has national discount programs with Maintex, Waxie, Ecolab, 3M, and many more. Jani-King is sensitive to the special requirements of our facility and will strive to meet them.

Safety Data Sheets

Safety data Sheets will be readily accessible at all times. All containers will be properly labeled in compliance with OSHA standards. Products will be available for testing by client (if not already approved) and used in accordance with client specifications.

Uniforms

We take great pride in your image, and our pride is reflected in our employees' apparel. In a world where image is everything, Jani-King strives to maintain its image as the world's largest and number one rated commercial cleaning franchisor. Jani-King services a wide variety of clients in different fields such as: hospitality, industrial, institutional, and commercial, each requiring different uniform types and styles. Jani-King has teamed-up multiple manufacturers that provide our Franchise Owners with the very best apparel. One advantage of trusting your cleaning needs to Jani-King is our professionalism. That is why Jani-King franchisees and their employees are required to wear Jani-King logoed clothing, whether it's an apron, T-shirt, or full uniform. In order to present the image, you desire, our uniforms may be customized to meet any specific requirements you may have, including badge identification.

Safety

The Jani-King Safety Program is designed to increase attention to and responsibility for on the job safety and to stress the importance of attitude, common sense, and overall safety awareness.

A key part of the Jani-King Safety Program includes our safety manual. Drawing from Jani-King's own rich history we have developed a comprehensive safety manual that meets and exceeds OSHA guidelines/expectations. In addition to receiving complete initial safety training, each franchisee receives a copy of the Jani-King safety manual for daily use in his or her franchise.

This manual is designed to provide not only state of the art safety procedures for our franchisees, but also to double as a training tool. Each comprehensive section includes a test for measuring its effectiveness. Our goal is to provide a safety program that enables all of our Franchise Owners to work safely and maintain OSHA compliance for the sake of both our Franchise Owners and our customers.

COMPENSATION

PRICING AND DELIVERY SCHEDULE

Proposal of: Jani-King of California, INC

(Proposer Company Name)

To: The City of Maywood

Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish the services required pursuant to the above-referenced Request for Proposal upon the terms quoted below.

Pricing for Services

Proposers should submit their cost proposal according to the format provided below. Do NOT use "To Be Determined" or similar annotations for cost estimates. All pricing is to be fixed for the first 3 Years of the Contract.

City Hall (Three (3) Cleanings Per Week) Approximately 12,528 sq. ft (2 floors, 4 restrooms)

Rate per Service Day \$ 158.34

Weekly Rate \$ 475.02

Monthly Rate \$ 2,058.44

Police Station (Three (3) Cleanings Per Week) Approximately 6,000 sq. ft (2 floors, 4 restrooms, 2 showers)

Rate per Service Day \$ 88.24

Weekly Rate \$ 264.73

Monthly Rate \$ 1147.15

Riverfront Park (Daily – 365 days/year) Approximately 1,000 sq. ft (2 restroom facilities)

Rate per Service Day \$ 65.42

Weekly Rate \$ 459.23

Monthly Rate \$ 1990.00

Maywood Park (Daily – 365 days/year)

Rate per Service Day \$ 24.66

Weekly Rate \$ 173.08

Monthly Rate \$ 750.00

Pixley Park (Daily – 365 days/year)

Rate per Service Day \$ 24.66

Weekly Rate \$ 173.08

Monthly Rate \$ 750.00

Pine Avenue Park (Daily – 365 days/year)

Rate per Service Day \$ 24.66

Weekly Rate \$ 173.08

Monthly Rate \$ 750.00

Benito Juarez Park (Daily – 365 days/year)

Rate per Service Day \$ 24.66

Weekly Rate \$ 173.08

Monthly Rate \$ 750.00

TOTAL AMOUNT PER MONTH \$ 8,195.59

TOTAL AMOUNT PER YEAR \$ 98,347.08

ADDITIONAL CLEANS OPTION

By authorizing below, the following services will be performed for the additional fee listed below for each service:

Carpet Shampoo	\$.20 per square foot (\$75 minimum)	Initial to Authorize
Strip, reseal and refinish tile floors	\$.35 per square foot (\$150 minimum)	Initial to Authorize
Window Washing (Interior)	\$.05 per square foot of surface glass	Initial to Authorize
Window Washing (Exterior)	\$.05 per square foot of surface glass	Initial to Authorize

OTHER SERVICES

1. Defective or inoperable building equipment will be brought to the attention of CLIENT, for example:
 - Leakage or problem plumbing.
 - Defective lights or lighting.
 - Doors and/or gates not properly secured.
 - Other unusual circumstances that might affect the security, maintenance or effectiveness of the facility.
2. A Teflon-type carpet protector will be applied, upon request, for an additional fee.
3. An anti-static material will be applied to all carpeting, upon request, for an additional fee.
4. Care will be exercised so that baseboards, walls, and furniture will not be splashed, marred, and disfigured or damaged during these or any other scheduled operations.
5. Janitor closets, equipment, and materials will be kept in a neat, clean, and orderly condition at all times.
6. Any emergency cleaning accomplished for a nominal fee.

ATTACHMENT NO. 3

City of Maywood
Request for Proposals
for
Citywide Custodial / Janitorial Services

Date of Issuance: February 14, 2020

RESPONSES MUST BE RECEIVED NO LATER THAN
4PM, FEBRUARY 28, 2020

DELIVER OR MAIL TO:

City of Maywood
City Clerk's Office
Attn: Shirley Quinones
4319 E. Slauson Avenue
Maywood, CA 90270

I. PURPOSE

The purpose of this Request for Proposals (RFP) is to select the most-qualified Consultant to Provide Professional Custodial and Janitorial Services for the City of Maywood. The City wishes to obtain Custodial and Janitorial Services under a Professional Services Agreement. The City will award no more than one contract on a not-to-exceed basis.

II. BACKGROUND

The City of Maywood is a General Law City, with a Council/Manager form of government. The City is located in the southeast region of Los Angeles County, is 1.18 square miles and is bordered by the cities of Bell, Vernon, Huntington Park, and Commerce.

III. GENERAL REQUIREMENTS

- A. Respondents shall have at least five (5) years of consecutive experience in custodial and janitorial work.
- B. The proposed term of the contract under this RFP shall be for **three years with the option to renew for two additional one-year periods** at the discretion of the City.
- C. Respondent shall comply with the insurance requirements set forth in the form professional services agreement.

IV. SCOPE OF SERVICES

- A. The selected Respondent shall provide the following scope of services as follows:

The CITY OF MAYWOOD (City) is soliciting Request for Proposals (RFP) from qualified custodial and janitorial contractors. The City operates and maintains two municipal buildings and five city parks. The City is seeking a contractor whose combination of experience and personnel will provide timely, cost effective, and quality professional services to the City. The selected Contractor will be required to have professional qualified janitorial staff that have demonstrated experience with custodial work. The contractor will be required to resolve service concerns and to conduct monthly evaluations to assess the cleaning service at each building. A security review will be required for the contractor's employees accessing, working or supervising in the City buildings. The contractor shall provide all supervision, labor, equipment, materials, supplies, insurance, and other resources necessary to satisfactorily

perform the custodial services, without the use of a sub-contractor. The City will provide some disposables, namely hand towels, toilet tissue, sanitary bags and hand soap for the contractor to install. Based on the criteria that will be used to evaluate the bids, the intent of this bid process will be to award to the most qualified low bid (not necessarily the lowest bid). The City reserves the right to conduct an interview as part of the selection process.

See Scope of Services and Cost Proposal Schedule pages for details.

V. SCHEDULE

Deadlines

Release of Requests for Proposals	February 14, 2020
Submittal of Questions	February 24, 2020 by 3:00 pm
Response to Questions	February 25, 2020 by 4:00 pm
Proposal Due Date	February 28, 2020 by 4:00 pm
Proposal Review/Evaluation	TBD
Optional Interview (if required)	TBD
Tentative award of contract	TBD
Tentative City Council award	TBD
Tentative Start date	March 2020

* These dates are anticipated and may change.

VI. LIST OF INTERESTED PROPOSERS

The full content of the RFP is available through the City website at www.cityofmaywood.org. If addendums are necessary, they will be posted onto the previously mentioned websites as well. All respondents interested in proposing on this RFP are encouraged to sign-up on the "List of Interested Proposers" for the project. This list will be used to email any project updates, addendums, changes or responses to written inquiries and will be distributed to all interested contractors. To get on said list please visit and sign into <https://www.cityofmaywood.com/bids>.

VII. QUESTIONS

All questions regarding this RFP shall be submitted in writing by email to: ABEL HERNANDEZ at abel.hernandez@cityofmaywood.org. The date and time when questions must be submitted are shown in "Section V.-Schedule" of this RFP. Questions with their answers will be posted via addendum or City website by the date and time set forth in this RFP.

VIII. SUBMITTAL PROCEDURES

Submittals shall comply with all conditions, requirements and specifications contained herein, with any departure rendering the proposal non-responsive and may serve as grounds for rejection of the proposal at the City's sole discretion.

All proposal submittals shall be mailed or delivered and received by the City no later than February 28, 2020 at 4:00 p.m. addressed as follows:

City of Maywood
City Clerk's Office
Attention: Shirley Quinones
4319 Slauson Avenue
Maywood, CA 90270

For delivery purposes, the City Clerk's phone number for the City is (323) 323-562-5700.
SUBMITTAL FORMAT

All Respondents must submit qualifications according to the specifications set forth below. Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Responses should emphasize the Respondent's demonstrated capability to perform work of this type. Proposals shall be valid for a minimum of 90 days following submission. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired. **EMPHASIS SHOULD BE ON COMPLETENESS AND CLARITY OF CONTENT. Proposal shall not exceed 20 pages.** The City reserves the right to request additional information that, in the City's opinion, is necessary to ensure that the Proposer's competence, qualified employees, business organization and financial resources are adequate for the performance of the services under this RFP.

A. WORK PROPOSAL

1. Cover Letter

- a. Provide a cover letter including the Respondent's name, address and telephone number of the contact person(s) who is authorized to submit the proposal on behalf of the Respondent. The cover letter shall include a brief general statement of intent to perform the services and correspondent that all elements of the RFP have been reviewed and understood. The letter should include a brief description of the Respondent's Respondent. The letter should be signed by an individual who can bind the Respondent contractually.
- b. There shall be one person from the Respondent identified in the proposal who shall be the Respondent's designated representative and who is responsible for the services listed in "Section IV - Scope of Services" of this RFP ("Point of Contact").
- c. If applicable, Respondent shall acknowledge receipt of any addendum to the RFP.

2. Table of Contents

- a. Include a table of content identifying the contents of the proposal in a format consistent with the proposal requirements and format set forth herein.
- 3. Experience and Qualifications
 - a. Describe the Respondent, its size and organization, the number and location of offices, and general operational structure, as well as its management and key personnel. Provide a description of the Respondent's Respondent, its size and organization, the number and location of offices and general operational structure. Include a discussion demonstrating that the Respondent has the resources (financial, equipment, labor and capacity) available to provide services under this RFP from the first day at the start of the work.
 - b. Provide a summary of Respondent's qualification and experience. At a minimum, Respondent should have at least five (5) years of consecutive experience.
 - c. Provide at least three references that received similar services from your Respondent at a minimum over the last five years. Include name of organization, contact name, telephone number and email address.
 - d. Demonstrate the qualifications of all personnel to be assigned to the City, including key personnel, by providing resumes and/or relative experience summaries describing their education, credentials, licensing, training and related experience and their proposed roles for this contract.
 - e. Provide an organization chart of the proposed team, including a contingency plan should a member of the proposed team be unable to fulfill their responsibilities.
 - f. Respondent shall hold the required license(s) to perform the work and provide proof of required license for itself and its personnel.
- 4. Approach to Scope of Services
 - a. This section should set forth a comprehensive description of the approach to providing the Scope of Services and should clearly demonstrate an understanding of the City's requirements, the work to be done and the objectives to be accomplished. .
 - b. Provide a description of the work plan for the services describing how each task under the Scope of Services will be accomplished. This may be used as an Exhibit for the Scope of Services to the agreement.
 - c. Provide any other information or tasks that Respondent believes necessary to complete the Scope of Services.

B. COST PROPOSAL

1. Detailed Cost Proposal

- a. Respondent shall submit a detailed cost proposal that shall include all tasks required to perform the Scope of Services. The Cost Proposal Schedule shall indicate how the City will be charged for services (i.e. unit, hourly or flat rate basis as appropriate) for the term of the contract, including any extensions. Costs should include all services and materials if any, needed to perform the Scope of Services.
- b. As it relates to the services under this RFP, if Respondent is proposing to provide the services on an hourly basis, the cost proposal shall identify the hourly rate for the personnel needed to complete the Scope of Services.
- c. In addition, Respondent shall also submit the rates/compensation for any “additional services” that Respondent can provide.

IX. AGREEMENT FOR PROFESSIONAL SERVICES

The City of Maywood's Agreement for Professional Services (Attachment 2) is included for review and comment. The Respondent's submission of a proposal indicates Respondent's compliance of such terms, unless the proposal indicates that compliance is not possible. Proposed revisions should be addressed in the cover letter, however, the City maintains discretion to accept or reject the Respondent's request for revisions. The City reserves the right to make any revisions to the proposed professional services agreement.

X. GENERAL ADMINISTRATIVE INFORMATION

All respondents are advised to become familiar with all conditions, instructions and specifications of this RFP. By submitting a proposal, Respondent represents that it has thoroughly examined and become familiar with the work required under this RFP and that the Respondent has conducted such additional investigation as it deems necessary and convenient (i.e. visiting the locations), that Respondent is capable of providing the equipment, goods and services necessary to furnish landscape maintenance in a manner that meets the City's objectives in this RFP. Once the contract has been made, a failure to have read the conditions or conduct any investigations of the properties shall not be cause to alter the contract or for Respondent to request additional compensation.

Each Respondent understands and agrees that the City, its departments, its officers, employees or agents are not responsible for:

- Any costs incurred by a Respondent in the preparation, delivery or presentation of a proposal.
- Any costs incurred by a Respondent in meeting the criteria as a result of making or submitting a proposal or subsequently in entering into a formal agreement with the City; and
- Any errors, inaccuracies or misstatements related to the information or data supplied to any contractor by the City. The use of such information or data provided by the City, its officers, employees or agents is intended to be used at the sole discretion and risk of the Respondent in the preparation of a proposal pursuant to this Request for Proposals only.

The selected Respondent shall comply with any and all Federal and State laws applicable to the services. All proposals submitted to the City of Maywood in response to this RFP shall become the property of the City and will not be returned and such proposals, after the agreement is awarded, are subject to the California Public Records Act.

The City reserves the right to accept, reject, modify or cancel in whole or in part, this RFP. The City reserves the right to accept or reject any or all proposals, negotiate modifications to proposals that it deems acceptable, to request and consider additional information from any proposer, and to waive irregularities and technical defects in the proposal process, all in its sole discretion. The City has no obligation, express or implied, to make an award.

The City may reject proposals from Respondents who cannot satisfactorily provide the experience and qualifications required by this RFP and/or provides the scope of services required herein. The City reserves the right to seek new proposals when it determines that it is in the best interest to do so.

XI. SUBMITTAL DUE DATE

The submittal package must be received prior to the submittal date specified in "Section V - Schedule" of this RFP. Respondents mailing a proposal must allow sufficient delivery time to ensure timely receipt of the proposal by the date and time specified. Submittals arriving after the deadline will not be considered.

XII. SELECTION PROCESS

All proposals timely received shall be reviewed to verify that the proposal meets the minimum requirements and qualifications. Proposals that have not complied with requirements, do not meet minimum content and quality standards, or take unacceptable exceptions to the professional services agreement, may be eliminated from further consideration at the discretion of the City. Proposals will be reviewed and evaluated by an evaluation committee comprised of City of Maywood personnel.

The City will be the sole and exclusive judge of quality and compliance with proposal specifications in any of the matters pertaining to this RFP. The City's final selection will not be dictated on any single factor or criteria including price. The City reserves the right to award the contract(s) in any manner it deems to be in the best interest of the City and make the selection based on its sole discretion, notwithstanding the criteria set forth herein, including negotiating with one or more of the Respondents for the same services.

City will evaluate the proposals provided in response to this RFP based on the following criteria:

1. The City will evaluate Respondents based on meeting all of the City's requirements and who offers the most advantageous combination of cost and high quality service. In addition to cost, however, the City will consider the quality of services proposed, the financial qualification of, and the work experience of the proposer in determining the best value to the City.
2. Other criteria shall include, but not be limited to:
 - a. Quality and completeness of proposal

- b. Qualifications and experience of proposer, including experience and qualifications of key personnel and staff
- c. Similar experience and expertise in the type of work required, with the City or with other public agencies
- d. Demonstrated understanding of the scope of services requested as well as capacity of respondent
- e. References
- f. Financial stability of proposer
- g. Cost to the City
- h. Oral interviews, if applicable.
- i. Any other factors determined by the City to be relevant to the performance of these services.

XIII. AUTHORITY TO WITHDRAW

The City of Maywood reserves the right to withdraw this Request for Proposals without prior notice. The City of Maywood makes no representation that any agreement will be awarded to any Respondent as a result of having responded to this request. All proposals submitted to the City of Maywood in response to this RFP shall become the property of the City and will not be returned.

XIV. AWARD OF CONTRACT

Based on the outcome of the evaluation committee's evaluation of the proposals, a recommendation will be submitted to the City Council for consideration of award. An award of a contract occurs when the contract is approved by the Maywood City Council. Selection of a respondent with whom the City enters into contract negotiations with or a recommendation of an award by the evaluation committee or any other party, does not constitute an award of a contract. The contract shall be in accordance with the attached Agreement.

XV. ATTACHMENTS

Attachment 1. Form Professional Services Agreement

SCOPE OF SERVICES

SCOPE OF WORK

I. City Hall and Police Station (3 days per week - Monday/Wednesday/Friday; between 5pm and 10pm)

A. Office areas and Common Areas

- 1.) Vacuum all carpeted areas including mats.
- 2.) Sweep and mop all composition floors.
- 3.) Empty all waste baskets and trash receptacles including shredders and replace liners.
- 4.) Dust all ledges.
- 5.) Spot clean all carpets.
- 6.) Spot clean partition glass, and interior glass panels, walls and doors for fingerprints and smudges.
- 7.) Dust all desk tops, telephones, chairs and other office furniture. Computer terminals and keyboards will not be touched unless requested.
- 8.) Wipe clean and sanitize side hand railing, door frames and light switches.
- 9.) Polish all drinking fountains.

B. Restrooms

- 1.) Empty and wipe out all waste paper receptacles.
- 2.) Empty sanitary napkin containers and replace insert.
- 3.) Polish all metal and mirrors.
- 4.) Clean and polish all dispensers.
- 5.) Clean and disinfect wash basins, toilet bowls and urinals.
- 6.) Spot clean walls around wash hand basins.
- 7.) Disinfect underside and tops of toilet seats.
- 8.) Mop restroom floors with germicidal solution.
- 9.) Dust all ledges.
- 10.) Refill soap, towel, tissue containers and seat cover dispensers.

C. Men's, Women's Locker rooms and restrooms

- 1.) Empty and wipe out all waste paper receptacles.
- 2.) Empty sanitary napkin containers and replace insert.
- 3.) Polish all metal and mirrors.
- 4.) Clean and polish all dispensers.
- 5.) Clean and disinfect wash basins, toilet bowls and urinals.
- 6.) Spot clean walls around wash hand basins.
- 7.) Disinfect underside and tops of toilet seats.
- 8.) Clean all shower areas.
- 9.) Mop restroom floors with germicidal solution.
- 10.) Dust all ledges.

11.) Refill soap, towel, tissue containers and seat cover dispenser.

D. Break Room Area

- 1.) Wipe clean all tables and chairs.
- 2.) Sweep and mop clean all floors.
- 3.) Clean microwave oven inside and out.
- 4.) Empty all trash containers.
- 5.) Clean countertops and sink daily.
- 6.) Clean inside of refrigerator one time per month.

E. Miscellaneous

- 1.) Report any facility damage or damaged items.
- 2.) Turn off all lights, leave only designated night lights on.
- 3.) Keep janitorial/storage room's clean, orderly and safe at all times.
- 4.) Ensure that all doors are properly secured and any alarms are properly set before leaving the premises.
- 5.) Ensure no unauthorized personnel are allowed into the building at any time.
- 6.) Gym Area clean rubber floor mats once per week.
- 7.) Clean stairways.

F. Monthly Services

- 1.) Perform overhead dusting in all areas, including tops of doors, partitions and high ledges.
- 2.) Brush all wall and ceiling vents.
- 3.) Clean Police Station gym mirrors once per month.

II. CITY PARKS

City Park Locations (Daily – 365 days/year):

Riverfront Park 5000 Slauson Avenue Maywood, CA. (2 Restroom facilities)
Maywood Park 4801 E. 58th Street Maywood, CA.
Pixley Park 3626 E. 56th Street Maywood, CA.
Benito Juarez Park 5515 Maywood Avenue Maywood, CA.
Pine Park 5300 Pine Avenue Maywood, CA.

I. OPENING AND CLOSING OF CITY PARKS

1. Open park gates at 7AM and Close at 8PM; at all 5 parks 7 days per week/365 days per year. (Begin with Riverfront Park.)
2. Open Riverfront Park restrooms at 8AM and Close at 7PM; 7 days per week/365 days per year

II. CITY PARKS JANITORIAL TASKS

A. Janitorial services shall be provided at the following facilities 7 days a week:

Riverfront Park 5000 Slauson Avenue Maywood, CA. (2 restroom facilities)

B. Contractor shall be responsible for providing all City Park restroom and trash can cleaning equipment and any other necessary cleaning materials and supplies including but not limited to:

1. Hand towels.
2. Toilet tissue.
3. Toilet seat covers.
4. Liquid hand soap.
5. Trash bags/liners.
6. Floor disinfectant.
7. Powdered cleanser.
8. Urinal blocks.
9. Glass cleaner.
10. Foam cleaner.

C. Vandalism and Graffiti for Parks

Contractor shall communicate any instance of vandalism, theft of supplies or graffiti of city facilities to city staff no later than the following day.

D. Contractor shall perform the following Park janitorial tasks (Riverfront Park only):

1. Stock towels, tissue and hand soap.
2. Empty sanitary napkin receptacles and wipe with disinfectant.
3. Empty trash receptacles and wipe if needed.
4. Clean and polish mirrors.
5. Wipe towel cabinet covers.
6. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
7. Toilet seats to be cleaned on both sides using disinfectant.
8. Scour and sanitize all basins. Polish bright work.
9. Dust partitions, top of mirrors and frames.
10. Remove splash marks from walls around basins.
11. Mop and rinse Restroom floors with disinfectant.
12. Disinfect restroom dividers/partitions 3 times per week

E. Park Trash Cans (All Parks)

1. All trash receptacles are to be emptied including entrance containers and replace trash liner. Trash receptacles to be washed and sanitized once per month.

2. Disposing of trash at designated area (5600 Heliotrope Ave. Maywood CA.; City of Maywood Public Works Yard).
3. For Riverfront Park and Maywood Park: Weigh and record the total trash bag weight collected. One total weight per each park to be recorded on a daily weight sheet. Contractor to include a monthly weight sheet with invoice.

COMPENSATION

PRICING AND DELIVERY SCHEDULE

Proposal of: _____
(Proposer Company Name)

To: The City of Maywood

Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish the services required pursuant to the above-referenced Request for Proposal upon the terms quoted below.

Pricing for Services

Proposers should submit their cost proposal according to the format provided below. Do NOT use "To Be Determined" or similar annotations for cost estimates. All pricing is to be fixed for the first (1st) Year of the Contract.

CITY HALL (Three (3) Cleanings Per Week)

Rate per Service Day \$ _____
Weekly Rate \$ _____
Monthly Rate \$ _____

Police Station (Five (5) Cleanings Per Week)

Rate per Service Day \$ _____
Weekly Rate \$ _____
Monthly Rate \$ _____

Riverfront Park (Daily – 365 days/year)

Rate per Service Day \$ _____
Weekly Rate \$ _____
Monthly Rate \$ _____

Maywood Park (Daily – 365 days/year)

Rate per Service Day \$ _____
Weekly Rate \$ _____
Monthly Rate \$ _____

Pixley Park (Daily – 365 days/year)

Rate per Service Day \$ _____
Weekly Rate \$ _____
Monthly Rate \$ _____

Pine Avenue Park (Daily – 365 days/year)

Rate per Service Day \$ _____
Weekly Rate \$ _____
Monthly Rate \$ _____

Benito Juarez Park (Daily – 365 days/year)

Rate per Service Day \$ _____
Weekly Rate \$ _____
Monthly Rate \$ _____

TOTAL AMOUNT PER MONTH \$ _____

TOTAL AMOUNT PER YEAR \$ _____