



Finance Department
General Services Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 18-11213-C (Re-Issued)
FOR
CITYWIDE JANITORIAL SERVICES
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

Dear Proposer:

The City of Berkeley is soliciting written proposals from qualified firms or individuals to provide **Citywide Janitorial Services**. As a Request for Proposal (RFP) this is not an invitation to bid and although price is very important, other factors will be taken into consideration.

The project scope, content of proposal, and vendor selection process are summarized in the RFP (attached). **Proposals must be received no later than 2:00 pm, on Tuesday, October 23, 2018.** All responses must be in a sealed envelope and have “**CITYWIDE JANITORIAL SERVICES**” and **Specification No. 18-11213-C** clearly marked on the **outer most mailing envelope**. Please submit one (1) unbound original and ten (10) unbound copies of the proposal as follows:

Mail or Hand Deliver To:

City of Berkeley
Finance Department/General Services Division
2180 Milvia Street, 3rd Floor
Berkeley, CA 94704

Proposals will not be accepted after the date and time stated above. Incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate the City to award a contract, nor is the City liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. The City retains the right to award all or parts of this contract to several offerors, to not select any offeror, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

The City will conduct a **mandatory** pre-bid walk through for all of the sites. In order for the City to consider a proposal, the vendor will need to have attended all the pre-bid walk through sites. There will be no exception to this, therefore it is important that propose vendors read this RFP carefully. The pre-bid walk through will start at the location of 2180 Milvia Street on Monday, September 24, 2018 and will continue to tour the remaining buildings daily through Friday, September 28, 2018. (See Exhibit #3 for walk through details)

ALL CONTRACTORS MUST PROVIDE THE CITY PROOF OF REGISTRATION WITH THE DIR BEFORE BEING ALLOWED TO PARTICIPATE IN THE PRE-BID MANDATORY WALK THROUGHS FOR THIS RFP.

For questions concerning the anticipated work, or scope of the project, please **contact Cliff Blowe, Senior Buyer**, via email at **CBlowe@CityofBerkeley.info** no later than **10/03/2018**. Please be sure to indicate which Scope of

2180 Milvia Street, Berkeley, CA 94704 Tel: 510.981.7320 TDD: 510.981.6903 Fax: 510.981.7390

E-mail: finance@ci.berkeley.ca.us Website: <http://www.ci.berkeley.ca.us/finance>

Services any of your questions pertains to.

For questions concerning the Berkeley Public Library anticipated work, or Scope of Services #8, please **contact Dennis Dang, Berkeley Public Library Administration**, via email at ddang@ci.berkeley.ca.us no later than

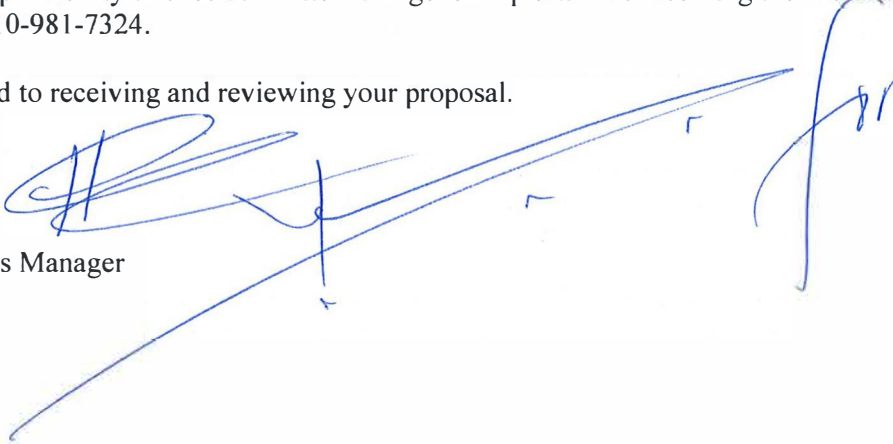
Wednesday, October 3, 2018.

Answers to questions will **not** be provided by telephone or email. Rather, answers to all questions or any addenda will be **posted** on the City of Berkeley's site at <http://www.cityofberkeley.info/ContentDisplay.aspx?id=7128>. It is the vendor's responsibility to check this site. For general questions concerning the submittal process, contact purchasing at 510-981-7324.

We look forward to receiving and reviewing your proposal.

Sincerely,

Shari Hamilton
General Services Manager



I. SUMMARY

The City of Berkeley is soliciting proposals for a citywide contract for Professional Janitorial Services. It is the intention of the City to enter into one City-wide contract. The initial term of the contract will be three (3) years (beginning on or about January 1, 2019) with the option to extend for two additional twelve (12) month periods at the sole discretion of the City, for a total of five (5) years, providing the contractor meets the City's requirement and performance. **Note: All Contractor employees must have "Background" checks according to the City of Berkeley's Specifications.**

There are eight separate Scopes of Services (SOS) for this RFP which will involve over ten (10) separate Project Managers. The Berkeley Public Library – Scope of Service #8 – including its five (5) locations are a part of this solicitation; however, a separate agreement will be entered into by the Library. See SOS #8 for details.

II. SCOPE OF SERVICES

The City of Berkeley is looking to engage a qualified and experienced provider of citywide janitorial services with the SOS #1-8 (Exhibit 1). Additional service requirements are provided below.

A. Designated Facility Cleaning – Service locations are contained in Exhibit 1. Each service location has its own characteristics and cleaning management requirements. City departments responsible for the service locations contained in the SOS are:

- Scope of Service # 1: Health, Housing & Community Services
- Scope of Service # 2: Public Works
- Scope of Service # 3: Parks, Recreation and Marina Waterfront
- Scope of Service # 4: Police Department
- Scope of Service # 5: Fire Department
- Scope of Service # 6: Planning Department
- Scope of Service # 7: Animal Shelter
- Scope of Service # 8: Public Library

Please be mindful that each scope of service has different requirements.

EXHIBIT 1
REQUEST FOR PROPOSALS (RFP)
Specification No 18-11213-C
PROJECT NAME: CITYWIDE JANITORIAL SERVICES
SCOPE OF SERVICES 1-8

SCOPE OF SERVICES #1
Health, Housing and Community Services (HHCS) (4 locations)

Contractor will provide all janitorial equipment and supplies necessary to fulfill the obligations of this Scope of Services (SOS).

Locations

1. 1521 and 1535 University Ave: Combined +/- 6,000 sq. ft.
2. 3282 Adeline Street: +/- 810 sq. ft.
3. 2636 and 2640 Martin Luther King Jr. Way: Combined +/- 4,240 sq. ft. (2640 under renovation)
4. 1890 Alcatraz Ave: +/- 4,226 sq. ft.

Contractor shall schedule his/her work so as not to interfere with operation of the various mental health facilities. The 3282 Adeline facility may be open in the evenings and scheduling of janitorial operations must accommodate this schedule, as well as any planned special events at all locations. Contractor will receive notification 24 hours in advance of any special event requiring special scheduling accommodation. Special attention to scheduling the janitorial services is required concerning the meeting room areas.

Contractor will be required to schedule the work between the hours of 6:00 P.M. and 8:00 A.M except for exceptions as noted above.

SERVICES TO BE PROVIDED

General Services Daily

- All urinals, toilets and lavatories must be thoroughly cleaned with a solution containing a commercial grade, approved disinfectant and sprayed with an approved germicide to kill surface germs.
- All lavatory room floors must be damp mopped with germicidal solution.
- All walls around sinks, urinals and toilets must be cleaned.
- All mirrors must be cleaned with an ammoniated glass cleaner.
- All chrome faucets must be polished.
- All waste paper baskets must be emptied and contents disposed of and plastic liners replaced.
- All paper towel dispensers and soap dispensers filled.
- Check all windows and secure.
- Lock and secure all exterior doors.
- Set automatic alarm systems (**unless building is occupied by staff**) on completion of the janitorial service.
- All door knobs must be wiped clean.
- All hard wood floors shall be cleaned - swept/dust mopped.

- All waste paper baskets shall be emptied and the debris shall be disposed of and plastic liners replaced.
- Empty recycle containers and place debris in designated bins.
- All carpets to be vacuumed and stains spot cleaned.
- All desks, tables, cabinets, shelves and other furniture shall be dusted and cleaned.
- Entrance doors, door jams and surrounding glass shall be cleaned of fingerprints and other marks.
- Clean and polish drinking fountain in waiting area.
- Check and refill all soap and paper towel dispensers.

Lunch Room - Daily

- All wastebaskets must be emptied and contents disposed of and plastic liners replaced.
- All floors must be cleaned by mopping and/or vacuuming.
- Disconnect coffeepots and turn off burners.
- All tabletops, sink, sink counter tops and outside of refrigerator must be cleaned with commercial grade approved sanitizing cleanser.

Outside Area - Daily

- Porches and steps to be swept and paper and debris shall be removed including front and back of building.

Regular Weekly Services

- Windows ledges shall be cleaned.
- Roll recycling bins and garbage cans to appropriate curb site on designated days.
- Spot clean walls.
- Cobwebs removed.

Regular Monthly Services

- Mini-blinds shall be cleaned and wiped.

Day Porter Service

Locations

- a. 1521 University Ave
- b. 1890 Alcatraz Ave
- c. 2636 and 2640 Martin Luther King Jr. Way

The Contractor shall perform mid-day porter services, Monday through Friday, 3-hours per day, as scheduled and assigned by HHCS Staff.

Services include:

- 1) Cleaning bathrooms
- 2) Emptying trash in bathrooms
- 3) Sweeping in front of the facility

SCOPE OF SERVICES #2
Public Works (PW) (6 locations)

Contractor will provide only the janitorial equipment necessary to fulfill the obligations of this Scope of Services (SOS). **City of Berkeley will provide the supplies for all 6 locations in SOS #2.**

Locations

1. 1947 Center St: +/- 56,399 sq. ft. Floors Basement, 4, 5, 6 and 7*(Restroom 2x/month)
2. 1901 Hearst St, North Berkeley Senior Center: +/- 20,880 sq. ft. (Closing January 2019)
3. 2939 Ellis St, South Berkeley Senior Center: +/- 17,156 sq. ft.
4. 1900 Sixth St, West Berkeley Senior Center: +/- 10,245 sq. ft.
5. 1011 University Ave., Northwest Senior Center +/- 5,000 sq. ft. (Opening Mid-November)
6. 2100 Martin Luther King Jr, Way – Public Safety Building: +/- 62,846 sq. ft.

Should the City request that the Contractor purchase supplies, the Contractor shall submit a detailed invoice for all of the supplies purchased on behalf of the City and the City shall reimburse the Contractor or pay the bill directly to the supply vendor, as negotiated. The Contractor will be allowed a mark-up of 15% for all supplies purchased on behalf of the City. This mark-up will cover all incidental costs, including but not limited to the Contractors labor involved with the purchase, overhead and profit.

LOCATION #1 - 1947 Center Street Floors Basement, 4, 5, 6 and 7*(Restroom 2x/month)

Scheduling of Work

Contractor shall provide janitorial services Monday through Friday, not including recognized City holidays. Contractor shall schedule his/her work so as not to interfere with the operation of any of the tenants of the building. Contractor shall be required to schedule the work between the hours of 6:00 P.M. and 6:00 A.M.

Scope of Services

Contractor shall provide all labor, transportation and equipment to perform all of the janitorial and certain maintenance services described in this scope to the satisfaction of the Public Works Department Facilities Division. The City may request additional services of the same or similar nature. Additional services shall be performed at a mutually agreed upon hourly rate prior to the commencement of the work.

SERVICES TO BE PROVIDED

Daily Services

- Sweep, dust mop and mop all hardwood floors.
- Vacuum all carpets.
- Empty all receptacles and replace trash liners as necessary.
- Empty recycle bins.
- Clean all glass removing “smudges and streaks”.

- Clean and polish drinking fountains.
- Sanitize eating surfaces in all lunchrooms.
- Sweep and /or vacuum stairwells.
- Reposition furniture back in its intended location.
- Secure all doors and windows.
- Clean all front door glass surfaces.
- Mop and vacuum lobby and elevators.

Weekly Services

- “Spot Clean” stains and vacuum all carpeted areas thoroughly.
- Polish or spray-buff all hardwood floors.
- Dust baseboards, ledges and windowsills.
- Dust all desks, chairs, counters, shelves, bookcases and file cabinets.
- Spot Clean painted walls and partitions.
- Sweep all stairwells.
- Polish all brass rails.

Monthly Services

- Dust high areas including doors and frames, partition tops and HVAC registers.
- Dust window blinds.

Daily Restroom Services

- Empty and sanitize waste receptacles and replace trash liners.
- Empty sanitary napkin containers.
- Clean Mirrors.
- Clean and disinfect sinks, toilet bowls and urinals.
- Spot clean tiles, walls and partitions.
- Spot clean walls around sinks.
- Mop floors with disinfectant solution approved by the City of Berkeley.
- Refill Soap Dispensers as necessary.
- Refill paper towels, toilet tissue, seat covers and feminine products.

Weekly Restroom Services

- Wash/polish walls and toilet partitions.
- Pour clean water in floor drains to prevent sewer gasses.
- Thoroughly scrub floors and baseboards.

***7th Floor 2X/Month Restroom Services**

- Empty and sanitize waste receptacle
- Clean Mirrors.
- Clean and disinfect sinks, toilet bowls and urinals.
- Refill Soap Dispensers as necessary.
- Refill paper towels, toilet tissue, seat covers and feminine products.

Additional Services Requests

- Window cleaning inside and outside.

- Carpet cleaning/shampooing.
- Hardwood service (strip, wax, and seal)

Equipment

The Contractor shall furnish all of the janitorial equipment as necessary to properly perform the work described in this Scope. The equipment shall include but not be limited to mops, dusting cloths, vacuum cleaners, brushes, buckets, wax machines, steam cleaning equipment, and similar items.

LOCATIONS #2-5 Senior Centers

Location 2) North Berkeley Senior Center, 1901 Hearst St. (Closing January 2019)

Location 3) South Berkeley Senior Center, 2939 Ellis St.

Location 4) West Berkeley Senior Center, 1900 Sixth St.

Location 5) Northwest Senior Center, 1011 University Avenue (Beginning Mid-November) 3X/week

Scope of Services

Contractor shall provide all labor, transportation and equipment to perform all of the janitorial and certain maintenance services described in this specification to the satisfaction of the Public Works Department Facilities Division, and additional services of the same general nature as may be specifically requested by the City. Additional services shall be performed at a mutually agreed upon hourly rate prior to the commencement of the work.

SERVICES TO BE PROVIDED

Daily Services

- Sweep, dust mop and mop all hardwood floors.
- Vacuum all carpets.
- Empty all receptacles and replace trash liners as necessary.
- Empty recycle bins.
- Clean all glass removing "smudges and streaks".
- Clean and polish drinking fountains.
- Sanitize eating surfaces in all lunchrooms.
- Sweep and/or vacuum stairwells.
- Sweep entrance porches and walkways.
- Reposition furniture back to its intended location.
- Secure all doors and windows.
- Clean all front door glass surfaces.
- Mop and vacuum lobby and elevators.

Weekly Services

- Spot clean stains and vacuum all carpeted areas thoroughly.

- Polish or spray-buff all hard floors.
- Dust baseboards, ledges, and windowsills.
- Dust all desks, chairs, counters, shelves, bookcases, and file cabinets.
- Spot clean painted walls and partitions.
- Polish all brass rails.

Monthly Services

- Dust high areas including doors and frames, partition tops, and HVAC registers.
- Dust window blinds.

Daily Restroom Services

- Empty and sanitize waste receptacles and replace trash liners.
- Empty sanitary napkin containers.
- Clean mirrors.
- Clean and disinfect sinks, toilet bowls, and urinals.
- Spot clean tile, walls, and partitions.
- Spot clean walls around sinks.
- Mop floors with a disinfectant solution approved by the City of Berkeley.
- Refill soap dispensers, as necessary.
- Refill towels, toilet tissue; seat covers, and feminine products.

Weekly Restroom Services

- Wash/polish walls and toilet partitions.
- Pour clean water in floor drains to prevent sewer gasses.
- Thoroughly scrub floors and baseboards.

Semi-Annual Floor Service

- Carpet cleaning/shampooing.
- VCT floor service (strip, wax, and seal).

Additional Service Requests

- Window cleaning inside and outside.
- Addition or reduction of service areas.

LOCATION #5 - Public Safety Building - 2100 Martin Luther King Jr. Way

Scope of Services

With respect to all persons employed or contracted by Service Provider to perform services under this Agreement, Service Provider shall insure that pre-employment or pre-contracting reference and background checks are conducted on all personnel directly performing services under this Agreement (which shall include but not be limited to, all such persons who shall come on to the premises of the City in the performance of their duties or tasks). Service Provider will be responsible for insuring that federal, state and county of residence criminal background checks are conducted on all personnel so employed or

contracted and shall exclude from any direct participation in the performance of the Services any dishonest, unreasonably dangerous or otherwise unqualified persons. Service Provider will abide by all applicable laws, rules and regulations including, but not limited to the Fair Credit Reporting act and/or any equal opportunity laws, rules, regulations or ordinances.

Contractor shall provide all labor, transportation and equipment to perform all of the janitorial and certain maintenance services described in this specification to the satisfaction of the Public Works Department Facilities Division, and additional services of the same general nature as may be specifically requested by the City. Additional services shall be performed at a mutually agreed upon hourly rate prior to the commencement of the work.

SERVICES TO BE PROVIDED

Below is the required schedule for servicing the building seven (7) days a week:

Public Entrances & 2nd Floor Lobby Areas (7 days a week)

- Clean glass at reception desk.
- Clean and polish reception counter.
- Clean and polish public pay phones.
- Sweep, dust mop, and damp mop entrance floors.
- Clean glass entrance doors and frames.

Communication Center (7 days a week)

- Normal cleaning practices according to Communication Center Management (CCM).
- Schedule of time to service will be set by CCM.
- Restrooms on the 2nd Floor noted as Room Nos. 2140 and 2141 are to be serviced as noted in Section VIII (2) for Daily Rest Room Service.

Detention Center (Jail) (7 days a week)

Service procedure to be determined by Detention Center Management (Police Dept.)

Normal cleaning and stocking practices should be followed including but not limited to: Sweeping, dusting, dust mopping, damp mopping (disinfecting) floors, cleaning glass, and cleaning, polishing stainless steel toilets, sinks, refrigerators, benches and tables.

Elevators (7 days a week)

- Clean and polish all stainless steel.
- Damp Mop
- Vacuum
- Dust interior

Exercise Room (7 days a week)

- Clean and polish all mirrors.
- Wipe-down all equipment cushions with mild disinfectant.
- Damp Mop floor with disinfectant.

Locker Room (7 days a week)

- Normal restroom cleaning/sanitizing and stocking procedures should be followed. See Daily Rest Room

Service (5 days a week-Monday thru Friday).

- Wipe down and disinfect shower stalls and doors.

Police and Fire Chief Offices (5 days a week Monday – Friday)

- Restrooms identified as Room Nos. 2035 and 2111 are to be serviced as noted in Daily Restroom Service and Weekly Restroom Service.

General Janitorial Services specifically for the Public Safety Building include:

Daily Services (5 days a week)

- Sweep, dust mop, and mop all hard floors.
- Vacuum all carpets.
- Empty all receptacles and replace trash liners, as necessary.
- Empty recycle bins.
- Clean entrance door and surrounding glass removing “smudges and streaks”.
- Clean all glass removing “smudges and streaks”.
- Clean and polish drinking fountains.
- Mop lunch room/break room floors, empty trash containers and replace can liners; sanitize counter and eating surfaces in all lunchrooms.
- Sweep and/or vacuum stairwells.
- Sweep entrance porches and walkways.
- Reposition furniture back to its intended location.
- Secure all doors and windows.
- Mop & vacuum lobby and elevators.

Weekly Services

- Spot clean stains and vacuum all carpeted areas thoroughly.
- Polish or spray-buff all hard floors.
- Dust baseboards, ledges, and windowsills.
- Dust all desks, chairs, counters, shelves, bookcases, and file cabinets.
- Remove fingerprints and smudges from office partitions and doors (wood and glass/including front entry doors), and walls.
- Polish copper door nameplates (using appropriate brass/copper cleansers).

Daily Restroom Services (5 days a week – Monday thru Friday)

- Empty and sanitize waste receptacles and replace trash liners.
- Empty sanitary napkin containers.
- Clean Mirrors.
- Clean and disinfect sinks, toilet bowls, and urinals.
- Spot clean tile, walls, and partitions.
- Spot clean walls around sinks.
- Mop floors with a disinfectant solution approved by the City of Berkeley.
- Refill soap dispensers, as necessary.
- Refill paper towels, toilet tissue, seat covers, and feminine products.

Weekly Restroom Services

- Wash/polish walls and toilet partitions.

- Pour clean water in floor drains to prevent sewer gasses.
- Thoroughly scrub floors and baseboards.

Monthly Services

- Dust high areas including doors and frames, partition tops, and HVAC registers.
- Dust window blinds.
- Dust top of lockers in locker rooms.
- Clean and sanitize microwave in the Fire Administration kitchen area and refrigerator in Room 2137.

Semi-annual Floor Service

- Carpet cleaning/shampooing, every six months.
- VCT floor service (strip, wax, seal), every twelve months.

Additional Service Requests

Proposer to submit a bid price for the following service; the City reserves the option of using the price to perform the work as an additional service:

- Window cleaning inside and outside, every twelve months.
- Annual Jail Detention Center cleaning, every twelve months.
- Annual Communications Center cleaning, every twelve months.

Scheduling of Work

The Public Safety Building has areas that are twenty-four-hours-a-day, seven days a week operation and requires services every day of the week. Janitorial services are to be provided seven (7) days a week. Hours of janitorial services are to be determined by the City's Facilities Maintenance Superintendent according to the needs of the Public Safety staff.

SCOPE OF SERVICES #3
PARKS, RECREATION & WATERFRONT (PRW) and THE BERKELEY MARINA
(9 locations)

Contractor will provide all janitorial equipment and supplies necessary to fulfill the obligations of this Scope of Service (SOS) at all 9 locations.

Locations

Community Centers

1. Willard Clubhouse - 2720 Hillegass Avenue; +/- 300 sq. ft.
2. James Kenney Community Center - 1720 Eighth Street: +/- 8,200 sq. ft.2701
3. Live Oak Community Center - 1301 Shattuck Avenue: +/- 14,860 sq. ft.
4. Francis Albrier Community Center - 2800 Park Street: +/- 13,260 sq. ft.
5. Martin Luther King, Jr. Community Center - 1730 Oregon Street: +/- 7,920 sq. ft.

Recreation

6. Recreation Division Administrative Office – 2701 Telegraph Ave. +/- 300 sq. ft.

Berkeley Marina

7. Berkeley Marina Restrooms: see spreadsheet following Recreation Office
8. The Berkeley Marina Office Facility - 201 University Ave +/- 1,755 sq. ft.
9. Berkeley Marina Commercial Office Spaces – 125-127 University Ave. +/- 438 sq. ft.

Community Center Buildings

Janitorial Services shall be provided by Contractor for all rooms, offices, stairways, and corridor space in the buildings listed. Special clean-up services for these areas may be authorized only by the Recreation and Youth Services Manager as provided in the specifications for additional services.

Scheduling of work:

Contractor shall provide janitorial services five (5) days a week, not including recognized union holidays, for all buildings listed. The City may choose to have, as an alternative, six (6) days a week coverage for certain recreation centers or Marina facilities.

Contractor shall schedule his/her work as not to interfere with the operation of the centers. Special attention to scheduling the janitorial services is required concerning the meeting room areas. Contractor may be required to schedule the work between the hours of 10:00pm and 7:00am. Contractor shall submit to the City of Berkeley Recreation and Youth Services Manager, within the first two (2) weeks of the contract, a schedule for both the regular maintenance and also for periodic services described later in this document.

Regular Daily Services Required

Contractor shall furnish a crew of reliable and experienced janitors to perform all night janitorial services and certain day janitorial services (as may be determined necessary by the Recreation and Youth Services Manager or his/her designee) to accomplish the following janitorial and building maintenance services at the buildings described in this specification.

Community Centers (Locations 1 through 5) above:

- Clean by sweeping and/or dust mop all floors, including halls, stairways, phone booths & janitorial rooms. Vacuum all carpeted areas. Spot clean all floors as directed by the on-site center manager.
- Empty and clean all wastebaskets and other waste containers and insert new appropriate plastic liners in all waste baskets and containers on a daily basis.
- Floors should be swept with dust mop daily. Sweep the floor with a treated dust mop. Make sure that the dust mop treatment is compatible with the floor type.
- Dust banisters and handrails.
- Clean and disinfect all drinking fountains and sinks.
- Clean all marks, smudges and graffiti from countertops, table tops, chairs, desks, filing cabinets, other office furniture, partitions, ledges, moldings, phone booths, corridor walls, doors and door jambs.
- Thoroughly clean all urinals, toilets and lavatories with a solution containing a commercial grade, approved disinfectant. Damp mop lavatory floor areas daily with germicidal solution. Clean mirrors and bright metal. Spot clean walls around sinks, urinals and toilet bowls. Refill all soap, towel and paper product dispensers. Dust top of lavatory partitions.
- Wash all entrance door glass and frames and corridor wall glass, windowsills and frames, and interior glass light doors to remove hand marks and smudges, no higher than transom height.
- Remove and deposit trash in the designated containers daily. On night before trash pick-up, containers must be placed in trash pick-up areas.
- Leave notice of any irregularities noted during servicing to the on-site manager, (i.e.) defective plumbing fixtures, electrical problems, burned-out lights and breakage or damage to bulbs.
- Turn out all lights except those required and designated to be left on. Lock and secure all exterior doors, close all windows, set automated alarm systems on completion of the janitorial service for each building as instructed by the Site Recreation Coordinator.

Periodic Services

- Clean all trash containers with detergent once a month.
- Wash handrails and banisters weekly.
- Clean with dusting cloth, or vacuum all exposed pipes, tops of lockers, cabinets and open shelves not higher than nine feet above the floor, at least twice per month in each building.
- Clean, wax and polish all asphalt tile and resilient flooring covered areas when required to maintain a safe and satisfactory condition, but not less than once every three months. Keep floor area clean at all times.
- Strip, wax and polish all tiles and resilient flooring covered areas at least once every twelve months.
- Hardwood floors (including gymnasium floors) should be mopped weekly. After thoroughly sweeping, floors should be mopped with the appropriate cleaner once a week. Mop head should be clean before starting.

All Hardwood Floors - Special Requirements

1. Floors should receive two (2) coats hardwood floor finish yearly(finish to be determined by the Recreation and Youth Services Manager--Note: contractor may propose alternate method as long as it is comparable and agreed to by Recreation and Youth Services Manager).
2. Sweep floor to remove all loose dust and dirt.
3. Mix neutral cleaner with warm water. Use 6 oz. to the gallon. Make 25 gallons at a time.
4. Apply the solution to the floor liberally and scrub with the 175-rpm floor machine using the pad driver with the proper screen or pad. Be sure to only do a small section at a time and to remove the water as soon as possible after scrubbing. Do not add extra water to solution on the floor.
5. Damp mop at least twice to make sure the floor is clean and free of all residues.
6. Allow to dry overnight.
7. Tack the floor with water in preparation for applying finish. Do this as often as necessary until you see no residue.
8. Apply the first coat of finish using the lambswool applicator.
9. Allow to dry one day or 24 hours...
10. Screen the floor dry with green scrubbing pad.
11. Tack the floor again using same procedure as above.
12. Apply finish again using a lambswool applicator.
13. Allow at least 3 days cure time. The more, the better. The day to count is from application of second coat.
14. Apply hardwood floor finish as per manufacturers specifications with a second coat applied on the following day. The hardwood floor finish to be used is to a quality water finish.
15. All carpeted areas shall be steam cleaned or shampooed; using industry approved cleaning methods and equipment, at least once every twelve months, and shall be spot cleaned two times per year to the satisfaction of the on-site manager.
16. Exterior surfaces of stoves, refrigerators, and. countertops in lunchroom areas and staff rooms shall be cleaned periodically to the satisfaction of the on-site manager.
17. Remove all cobwebs from corners, ceilings, and window frames once every three months.

Work not included

Contractor shall not be required to wash any dishes, pots, pans, or kitchen utensils as part of his/her work. Contractor shall not be required to set up and arrange tables in any dining area, or to move and arrange furniture in any of the buildings in this scope, except as required to perform the janitorial services and related work described herein.

Recreation Division Administrative Office – 2701 Telegraph Ave

Contractor shall provide janitorial services two (2) days per week at the following location within the premises: lobby and office space.

Services to be provided Two (2) Days per week

- Empty wastepaper baskets; replace plastic liners;
- Dust desks, chairs, counters, cabinets, and other furniture;
- Clean table tops and glass tops;
- Vacuum all carpeted areas;
- Mop lobby floor;
- Fill paper towel and soap dispensers;
- Remove spots and fingerprints from glass entrance doors;

Berkeley Marina/Shorebird Restrooms/South Cove Restrooms

Location Type	Unisex /Family	Men's	Women's	Showers
B/C Public-Single Occupant Rooms	4			
B/C Slip Holder - Single Occupant Rooms	4			4
D/E Slip Holder		1	1	2
F/G/H/I Slip Holder		1	1	2
J/K Public		1	1	2
L/M Slip Holder		1	1	2
N/O Slip Holder		1	1	2
Shorebird Park Public		1	1	
South Cove Public	1	1	1	1
Total Waterfront	9	7	7	15

Contractor shall provide all of the janitorial equipment and supplies necessary to fulfill the obligations of this Scope of Services (SOS) and maintain a small inventory for emergencies and unforeseen shortages.

Contractor shall provide janitorial services seven (7) days per week, including holidays, during hours to be determined by the Marina Manager. Contractor will receive notification 24 hours in advance of any special event requiring special scheduling accommodation.

Services to be provided Daily

- All urinals, toilets, and lavatories shall be thoroughly cleaned with a solution containing a commercial grade, approved disinfectant and sprayed with an approved germicide to kill surface germs;
- All lavatory room floors shall be damp mopped with germicidal solution;

- All walls and partitions around sinks, urinals, and lavatories shall be cleaned with germicidal solution; All mirrors and glass shower doors shall be cleaned with ammoniated glass cleaner;
- All chrome faucets shall be polished;
- All trash receptacles shall be emptied, contents disposed of, and plastic liners replaced;
- All toilet paper, paper towel, and soap dispensers shall be filled;
- All bathroom shower floors, walls, and fixtures shall be cleaned, disinfected, and polished;
- All restroom floors must be thoroughly cleaned with a solution containing a commercial grade, approved disinfectant and sprayed with an approved germicide to kill surface germs;

The Berkeley Marina Office Facility - 201 University Ave

Contractor shall provide janitorial services three (3) days per week at the following locations within the premises: main office restroom; conference room; lobby; office space; second floor office; employee lunch room and restroom in Corporation Yard.

Services to be provided Three (3) Days per week

- Empty wastepaper baskets; replace plastic liners;
- Dust desks, chairs, counters, cabinets, and other furniture;
- Clean table tops and glass tops;
- Vacuum all carpeted areas;
- Clean and disinfect restrooms with a solution containing a commercial grade, approved disinfectant and sprayed with an approved germicide to kill surface germs;
- Lavatory room floors shall be damp mopped with germicidal solution;
- Fill toilet paper, paper towel, and soap dispensers;
- Remove spots and fingerprints from glass entrance doors;
- Mop lunch room floor.

Berkeley Marina Commercial Office Spaces (125-127 University Ave.)

Contractor shall provide janitorial services three (3) days per week at the following locations within the premises: downstairs lobby, stairs and railing, downstairs and upstairs hallways and common areas, and two common restrooms. Services shall include vacuuming, dusting, cleaning windows, and restroom cleaning.

Periodic Services

- Exterior window cleaning 2X/year at 125-127 University Ave., the waterfront office and the waterfront corporation yard.

SCOPE OF SERVICES #4
POLICE TRAFFIC SUB-STATION

Contractor will provide all janitorial equipment and supplies necessary to fulfill the obligations of this Scope of Services (SOS).

With respect to all persons employed or contracted by Service Provider to perform services under this Agreement, Service Provider shall insure that pre-employment or pre-contracting reference and background checks are conducted on all personnel directly performing services under this Agreement (which shall include but not be limited to, all such persons who shall come on to the premises of the City in the performance of their duties or tasks). Service Provider will be responsible for insuring that federal, state and county of residence criminal background checks are conducted on all personnel so employed or contracted and shall exclude from any direct participation in the performance of the Services any dishonest, unreasonably dangerous or otherwise unqualified persons. Service Provider will abide by all applicable laws, rules and regulations including, but not limited to the Fair Credit Reporting act and/or any equal opportunity laws, rules, regulations or ordinances.

All questions regarding inclusion of this language in supplier contracts are to be directed to the Public Safety Business Manager, Berkeley Police Department.

Location

841 Folger Street: +/- 5,900 sq. ft.

Contractor shall provide janitorial services Monday through Friday between the hours of 8am to 5pm, not including recognized City holidays. Contractor will receive notification 24 hours in advance of any special event requiring special scheduling accommodation. Contractor will be required to schedule the work between, the hours of 8:00 A.M. and 5:00 P.M except for exceptions as noted above.

SERVICES TO BE PROVIDED

Daily Services

Restrooms

- All urinals, toilets and lavatories must be thoroughly cleaned with a solution containing a commercial grade, approved disinfectant and sprayed with an approved germicide to kill surface germs.
- All lavatory room floors will be damp mopped with germicidal solution.
- All walls around sinks, urinals and toilets will be cleaned.
- All mirrors will be cleaned with an ammoniated glass cleaner.
- All chrome faucets will be polished.
- All waste paper baskets will be emptied, contents disposed of and plastic liners replaced.
- All paper towel dispensers and soap dispensers will be filled.

Offices, Clerical Areas, Meeting Rooms, Kitchen, Break Room, Locker Room, Hallways, and Other Areas

- All waste paper baskets will be emptied, the debris disposed of, and plastic liners replaced.
- Empty recycle containers and place debris in designated bins.
- All carpets will be vacuumed and stains spot-cleaned.
- All uncovered floors will be cleaned by wet mopping and/or vacuuming.
- All desks, tables, cabinets, shelves, ceiling fans and other furniture will be dusted and cleaned.
- All meeting/break room tabletops, sink, sink counter tops and exterior surfaces of the refrigerator(s) will be cleaned with a commercial grade-approved sanitizing cleanser.
- Check coffeepot(s) and cooking/warming appliances and ensure they are turned off.
- Entrance doors, door jams and surrounding glass shall be cleaned of fingerprints and other marks.

Once-a-week Services

- All window ledges will be cleaned.
- Roll recycling bins and garbage cans to appropriate curb site on designated days.
- Examine and spot-clean walls, to include, but are not limited to, dirt/scuff and cobweb removal.

Monthly Services

- Window coverings (e.g., mini-blinds) will be cleaned.

As Needed Services

Special/emergency janitorial services, as needed, and at an agreed upon cost, will be provided subsequent to notification and approval from, the Berkeley Police Department Traffic Detail Lieutenant, or authorized representative.

SCOPE OF SERVICES #5
FIRE TRAINING DIVISION (1 LOCATION)
FIRE STATIONS (7 LOCATIONS)

Contractor will provide all janitorial equipment and supplies necessary to fulfill the obligations of this Scope of Services (SOS).

With respect to all persons employed or contracted by Service Provider to perform services under this Agreement, Service Provider shall insure that pre-employment or pre-contracting reference and background checks are conducted on all personnel directly performing services under this Agreement (which shall include but not be limited to, all such persons who shall come on to the premises of the City in the performance of their duties or tasks). Service Provider will be responsible for insuring that federal, state and county of residence criminal background checks are conducted on all personnel so employed or contracted and shall exclude from any direct participation in the performance of the Services any dishonest, unreasonably dangerous or otherwise unqualified persons. Service Provider will abide by all applicable laws, rules and regulations including, but not limited to the Fair Credit Reporting act and/or any equal opportunity laws, rules, regulations or ordinances

All questions regarding inclusion of this language in supplier contracts are to be directed to the Public Safety Business Manager, Berkeley Police Department.

Location

Fire Training Division, 997 Cedar Street – Fire Department: +/- 3,893 sq. ft.

Scheduling or Work

Contractor shall provide routine janitorial services Monday - Friday, not including recognized City holidays. Services are scheduled to begin at 10:00 pm in the office area, work stations, lobby, meeting room, kitchen and restrooms.

SERVICES TO BE PROVIDED: TRAINING DIVISION AND FIRE STATIONS

Daily Services

- Empty all trash receptacles; damp wipe as often as needed; replace trash liners.
- Empty paper shredder bin.
- Thoroughly dust desktops, chairs, countertops, windowsills; door frames ledges, light fixtures, cabinets, and other furnishings.
- Sweep and mop clean all hard surface floors, removing all stains and marks.
- Vacuum all carpeted areas.
- Bathrooms: Thoroughly clean and disinfect (with a germicidal solution) floors, washbasins, toilet bowls, toilet handle, door handles, and urinals inside and out. Spot clean walls and toilet partitions; polish metal fixtures and clean mirrors. Refill women's bathroom sanitary napkin dispensers.
- Refill all soap, paper towels, toilet tissue and seat cover dispensers in bathroom and kitchen. **Note: Supplies provided by the building**

- Kitchen: Thoroughly wipe down and disinfect sinks, countertops, cabinets, etc. Clean and mop floors.
- Spot clean all carpeted areas.
- Scrub and wax resilient floor six (6) times per year.

Monthly Services

- Dust window blinds

Annual Services

- Floor-Carpet Cleaning Service: July
- Steam clean all carpets

Additional Services

- Chair Fabric Cleaning - Upon request by City
- Steam clean fabric on chairs (approx. 50 chairs)
- Window Cleaning Service - Upon request by City
- Clean outside and inside windows
- Yard Maintenance - Upon request by City
- General yard maintenance/clean-up – including pruning trees, side yard and parking lot

SEVEN (7) FIRE STATION LOCATIONS

Contractor will provide all of the janitorial equipment and supplies necessary to fulfill the obligations of this Scope of Services (SOS).

1. Station 1: 2442 Eighth Street: +/- 5,260 sq. ft.
2. Station 2: 2029 Berkeley Way: +/- 13,685 sq. ft.
3. Station 3: 2710 Russell Street: +/- 5,100 sq. ft.
4. Station 4: 1900 Marin Street: +/- 5,442 sq. ft.
5. Station 5: 2680 Shattuck Avenue: +/- 9,302 sq. ft.
6. Station 6: 999 Cedar Street: +/- 4,453 sq. ft.
7. Station 7: 3000 Shasta Avenue: +/- 24,200 sq. ft.

Semi-Annual

- Carpet Cleaning Service at Fire Stations (Except Station 4 which has no carpet): April and September
- Steam clean all carpets
- Contractor shall provide services on a schedule mutually agreed upon between Contractor and City

Services and Scheduling of Additional Work

- Floor service (strip, wax, seal), every twelve months – Upon request by City

Contractor shall provide services on a schedule mutually agreed upon between Contractor and City.

SCOPE OF SERVICES #6
PLANNING DEPARTMENT (1 Location)

Contractor will provide all janitorial equipment and supplies necessary to fulfill the obligations of this Scope of Services (SOS).

Location

1947 Center Street, +/- 56,399 sq. ft. Floors 1, 2, 3.

Scheduling of Work

The Contractor shall provide janitorial services Monday through Friday, not including recognized City holidays. The Contractor shall perform his/her work so as not to interfere with the operation of any of the tenants of the building. The contract shall be required to schedule the work between the hours of 6 pm to 9 pm. Thermostats should not be adjusted by Contractor. Contractor must complete work on each floor before moving on to the next floor, and turn out lights upon completion of work.

Restrooms - Daily

- All urinals, toilets, toilet seats and lavatories must be thoroughly cleaned with a solution containing a green, approved disinfectant and sprayed with an approved germicide to kill surface germs.
- All lavatory room floors must be damp mopped with germicidal solution.
- All walls around sinks, urinals and toilets must be cleaned.
- All mirrors must be cleaned with an ammoniated glass cleaner.
- All chrome faucets and faucet handles must be polished.
- All waste receptacles must be emptied for compost, if available, and sanitized, contents disposed of, and compostable liners replaced.
- Sanitary napkin containers emptied.
- All paper towel dispensers and soap dispensers filled.
- All soap, toilet tissue, seat covers and feminine products refilled.

Restrooms - Weekly

- Wash/polish walls and toilet partitions and both sides of stall doors.
- Pour clean water in floor drains to prevent sewer gases.
- Thoroughly scrub floors and baseboards.

Offices, Clerical Areas, Meeting Rooms, Hallways, and Other Areas – Daily Cleaning

- All smooth-surfaced floors shall be cleaned - swept/dust mopped.
- All waste receptacles shall be emptied, debris shall be disposed of, and plastic liners replaced.
- All carpets to be vacuumed and stains spot cleaned.
- All desks, tables; cabinets, shelves and other furniture shall be dusted and cleaned.
- Entrance doors, door jams and surrounding glass shall be cleaned of fingerprints, smudges, streaks and other marks.

- Clean and polish drinking fountains.
- Turn off all lights, except designated night lights.
- Secure all windows and doors upon leaving the premises.

Lunch Room - Daily

- All wastebaskets must be emptied, contents disposed of, and plastic liners replaced.
- Food waste containers must be emptied, contents composted, if available, and compostable liners replaced.
- All floors must be cleaned by mopping and/or vacuuming.
- Disconnect coffeepots and turn off burners.
- All tabletops, sinks, counter tops; and outside of refrigerators must be cleaned with Green Seal certified sanitizing cleanser.
- Sink drains must be kept clear and free of plugs.

Lunch Room Weekly

- Bottle and can recycling should be done weekly.

Outside Area – Daily

- Porches and steps to be swept clean, and paper and leaf debris shall be removed including front of building.

Regular Weekly Services

- Windows ledges shall be cleaned.
- Polish or spray buff all hard floors.
- Roll recycling bins and garbage cans to appropriate curb site on designated days.
- Spot-Clean walls.
- Cobwebs removed.
- Water exterior plants and 2nd floor patio plants.

Regular Monthly Services

- Mini-blinds shall be fully opened, cleaned and wiped.

Semi-Annual Services

- Carpet cleaning/shampooing.
- Window cleaning inside and outside.

As needed services

- Replace burned out lights and damaged ceiling tiles.

Additional Service Requests (Price to be determined at time of request)

- Special/emergency services, as needed, at an agreed upon PRICE.
- Wash exterior windows on the inside and outside.
- Dust/clean all venetian blinds.

SCOPE OF SERVICE #7
DONA SPRING ANIMAL SHELTER
(1 Location)

Contractor will provide all janitorial equipment and supplies necessary to fulfill the obligations of this Scope of Services (SOS).

Location

1 Bolivar Drive: +/- 11,000 sq. ft.

Scheduling of Work

Contractor shall provide routine janitorial services five (5) days per week, not including recognized City holidays. The Contractor shall perform work so as not to interfere with the operations of the shelter.

SERVICES TO BE PROVIDED

- Empty all wastepaper baskets.
- Thoroughly dust desktops, chairs, countertops, cabinets, and other furnishings.
- Clean tabletops and glass tops.
- Remove fingerprints from office partitions, doors and walls.
- Dust all resilient floors with a treated mop
- Vacuum all carpeted areas.
- Spot clean floors.
- Clean and disinfect restrooms.
- Mop restroom floors.
- Place toilet articles in restrooms.
- Clean and disinfect drinking fountains.
- Remove spots and fingerprints from glass entrance doors.
- Sweep and or vacuum/dust mop all stairways and landings.

Quarterly Cleanings

- Machine scrub/spray and buff floors.

SCOPE OF SERVICES #8
BERKELEY PUBLIC LIBRARY
5 LOCATIONS

The Berkeley Public Library (Central Library and four (4) branch locations) will be a part of this bid; however, a separate agreement will be entered into by the Library. Each Library location must be priced individually with the bid sheet.

The Berkeley Public Library (BPL) is committed to providing a healthy and safe environment to the community including, all building occupants, building maintenance crews and custodial personnel at all of its facilities.

MANDATORY PRE-BID WALK THROUGH

In order for the Library to consider a proposal, the vendor must attend the **mandatory pre-bid walk through**.

1) Facility Description

Buildings to be serviced are:

Facility	Address	Floors	Approximate Sq. Ft.
Central Library	2090 Kittredge Street	5	100,000
North Branch Library	1170 The Alameda	2	9,350
Tarea Hall Pittman South Branch Library	1901 Russell Street	1	8,656
West Branch Library	1125 University Avenue	1	9,400
Claremont Branch Library	2940 Benvenue Avenue	1	5,785

1) Library Opening Hours

The Contractor shall provide daily custodial services at Library facilities except on holidays observed by the Library and Closed days.

Opening Hours are:

Day	Central Library	Branch Libraries
Sunday	1 PM – 5 PM	<i>Closed</i>
Monday	12 PM – 8 PM	10 AM – 6 PM
Tuesday	10 AM – 8 PM	10 AM – 6 PM
Wednesday	10 AM – 6 PM	12 PM – 8 PM
Thursday	10 AM – 6 PM	12 PM – 8 PM
Friday	10 AM – 6 PM	10 AM – 6 PM
Saturday	10 AM – 6 PM	10 AM – 6 PM

2) Scheduling

- i) The Contractor shall schedule the performance of custodial duties with the Library Facility Maintenance Supervising Staff to ensure that such work shall not interfere with or interrupt Library operations and programs.
- ii) The Library Facility Maintenance Supervising Staff shall provide the Contractor with a list of holidays and sufficient notice of any changes to Library Opening Hours.
- iii) The Contractor may be required to perform custodial duties between the hours of 10 PM and 7 AM.
- iv) The Library at its discretion may adjust the Contractor's days and/or hours of service up to full termination of service at either a specific facility(s) or all facilities upon providing written notice to the Contractor at least 30-days before the desired change in service. The Contractor agrees a change in service may modify corresponding prices based on the contracted amount herein.

3) General

- i) The Contractor shall comply with the Library's Green Cleaning Policy.
- ii) The Contractor shall submit to the Library Facility Maintenance Supervising Staff for Library approval a "Safety Data Sheet" for **all** chemical products to be used at Library facilities prior to bringing any chemical product into Library facilities.
- iii) Cleaning cloths must be of microfiber content and be color coded as designated below for different tasks to prevent contamination.
 - (a) Red: Restrooms
 - (b) Green: Offices
 - (c) Blue: Public Spaces
 - (d) Yellow: Glass and Metal (non-restroom)
- iv) The Contractor shall furnish a crew of at least three (3) trained and qualified janitors to perform custodial services specified herein and shall provide the names of the assigned personnel to the Library Facility Maintenance Supervising Staff or to the authorized Library designee at least one day prior to arrival for work at the Library. **Name badges or uniforms provided by the Contractor must be worn at all times by contract employees.**
- v) The Contractor's personnel is prohibited at all times from use of any radio, audio, or video equipment, coffee makers, computers, typewriters, or any other equipment or personal property belonging to the Library or Library staff.
- vi) Staff offices at all facilities shall be cleaned every other day.
- vii) Staff restrooms at all facilities shall be cleaned daily.
- viii) The staff lounge room and community meeting room at all facilities shall be cleaned daily.
- ix) The Library Facilities Maintenance Supervising Staff shall conduct bi-annual inspections of custodial wet and dry closets including closet condition, and proper organization and labeling of chemical products and equipment.
- x) The Contractor shall not remove lost and found items from Library premises nor retain such items for personal use. At the Central Library, lost and found items are to be placed in the Maintenance

Office, and at the Branch locations placed in the Branch Supervisors office. A note shall accompany each item describing date and location where the item was found.

4) Daily Services

- i) Empty and clean all waste and compost baskets and containers and insert new liners as appropriate to the receptacle.
- ii) All cardboard shall be flattened and as with other recyclable waste materials be placed in recycle material receptacles as designated by the Library Facility Maintenance Supervising Staff. Trash waste shall be placed in designated waste receptacles. On nights before City pickup, recycle material receptacles shall be placed in designated pickup areas.
- iii) Sweep and/or dust mop floors – including halls, stairways, janitorial rooms, and with particular attention to high trafficked areas – using microfiber products to maintain a shiny clean appearance.
- iv) Vacuum clean and spot clean all carpeted areas.
- v) Wet mop all non-carpeted floors microfiber products, and remove scuff and stain marks.
- vi) Staff kitchen areas shall be cleaned with wet mopping of floors, wiping down of counters, cleaning of sinks, and cleaning of cook tops and all appliance fronts, doors, and covers.
- vii) Elevator wall doors, panels, and handrails shall be wiped clean and floors wet mopped; graffiti, fingerprints, and scuff marks shall be removed and elevator treads cleaned of trash.
- viii) Banisters and handrails, and book shelving panels and partitions (used and vacant, including tops of bookshelf frames) shall be dusted using microfiber cleaning cloths and cleaned of smudges and hand marks.
- ix) Clean glass and metal on display cases for brightness and polish.
- x) Clean and disinfect all drinking fountains and sinks and clean stainless steel for brightness and polish.
- xi) Clean marks, smudges and graffiti and dust from countertops, table tops, chairs, desks, filing cabinets, other office furniture, partitions, ledges, moldings, stacks, walls, doors jambs and door faces. City papers on desk, tables, files, etc. are not to be disturbed, but if necessary to move them, they are to be replaced in the same place or arrangement.
- xii) Clean glass and frames of doors to remove hand marks and smudges up to, but not including, transom height.
- xiii) Thoroughly clean all restrooms, including fixtures – urinals, toilets, and sinks – with products meeting the sustainability criterion as specified in the **Green Cleaning Policy**. Wet mop restroom floor, clean mirrors and metal fixtures for brightness and polish. Wet clean walls around sinks, urinals and toilet bowls. Refill all soap, towel and paper product dispensers. Dust tops of lavatory partitions.
- xiv) Leave notice for the Library Facility Maintenance Supervising Staff of any irregularities discovered during servicing (i.e., defective plumbing fixtures, electrical problems, burned-out lights, and breakage or damage to bulbs.)
- xv) Turn off lights, except those required and designated to be left on.
- xvi) Lock and secure all exterior doors, close and secure all windows, and set automated alarm systems prior to leaving a facility at completion of janitorial service.

5) Periodic Services

Within two weeks of the commencement of contracted services, the Contractor shall submit to the Library Facility Maintenance Supervising Staff a schedule for the following periodic services:

- i) Monthly interval, all ceramic wall tile and metal partitions in restrooms shall be cleaned with **Green Cleaning Policy** compliant disinfectant.
- ii) Monthly interval, remove cobwebs from corners, ceilings and window frames.
- iii) 60-day interval, clean all public reading tables and chairs with an appropriate **Green Cleaning Policy** compliant cleaner for wood surfaces.
- iv) 90-day interval, clean with microfiber dust cloth and/or vacuum all exposed pipes, vents and ducts. Remove all dust and trash from floors, tables, desks, bookshelves, and other objects at time of dusting.
- v) Semi-Annually, clean upholstered furniture with an appropriate **Green Cleaning Policy** compliant cleaner for upholstered furniture
- vi) Annual interval, strip, clean, wax and polish all concrete and resilient floor surfaces; steam cleaning and/or shampooing of carpeted areas.
- vii) Annual interval, deep clean (i.e. steam clean or equivalent) all public reading tables and chairs with an appropriate **Green Cleaning Policy** compliant cleaner for wood surfaces.

6) Services on Request

- i) At an additional cost to the Library, the Contractor shall provide services on request such as steam cleaning and/or shampooing carpeted areas; additional stripping, cleaning and waxing of concrete and resilient floor surfaces; additional cleaning furniture upholstery; additional deep cleaning of public reading tables and chairs; and emergency on-call single purpose cleaning.

7) Supplies and Equipment

- i) The Contractor shall furnish all janitorial supplies and equipment as necessary to perform the work specified herein and that shall fully comply with the Library's **Green Cleaning Policy**.
- ii) Restroom and other miscellaneous supplies, such as paper towels, toilet tissue, toilet seat covers, hand soap, hand sanitizer, and compost bags will be furnished by the Berkeley Public Library and may not be used for cleaning purposes.
- iii) Contractor shall maintain all janitorial lockers and storage areas clean and neat.
- iv) Contractor shall maintain a daily record of equipment and supplies used and shall make these records available to the Library Facility Maintenance Supervising Staff upon request.

8) Day Porter Service

- i) The Contractor shall perform mid-day porter services at any of the five Library locations, Monday through Friday, 3-hours per day, as scheduled and assigned by the Library Facility Maintenance Supervising Staff.

Berkeley Public Library GREEN CLEANING POLICY

The Berkeley Public Library (BPL) is committed to providing a healthy and safe environment to the community, all building occupants, and building maintenance and custodial personnel at all of its facilities. As part of the City of Berkeley, the Library embraces its obligation pursuant to Berkeley Municipal Code Chapter 12.29 "... to promote the health, safety, and general welfare for the community by minimizing health risks, improving air quality, protecting the quality of ground and surface water, minimizing consumption of resources, and minimizing the City's contribution to global climate change by implementing in a phased manner, as provided in this chapter, the City's use of a precautionary principle approach in its decisions."

It is the intent of this policy to outline specific cleaning practices to be employed at all BPL facilities that will ensure and maintain good indoor air quality, protect the health and comfort of all building occupants, maintain clean buildings, and provide a safe working environment for maintenance staff and custodial personnel.

1. **Cleaning Products:** Cleaning products must meet the sustainability criteria as outlined in LEED EB: O&M IEQ Credit 3.3 as well as with the following standards:

- 1.1. As adopted by City Council Resolution No. 62,693-N.S. the *Environmentally Preferable Purchasing Policy* all cleaning or disinfecting products shall at a minimum meet Green Seal Standards for environmental prefer ability and performance and shall use products with the lowest amount of volatile organic compounds (VOCs).

- 1.2. In the event of the non-availability of Green Seal products, cleaning products must comply with the California Code of Regulation for maximum allowable VOC levels. BPL will work with the custodial provider to determine the more environmentally preferable product in lieu of a conventional version of the cleaning agent.

- 1.3. All cleaning products to the fullest extent practicable shall not contain, emit, create:
 - Carcinogens and reproductive toxins
 - Persistent bio accumulative toxicants
 - Compounds toxic to humans or aquatic life, corrosive to the skin or eyes, or that are skin sensitizers

All cleaning products must be approved by the BPL and the Library Building Maintenance Supervising Staff must have in his/her possession an accompanying "Safety Data Sheet" detailing a product's chemical composition prior to any use of such product on Library premises.

2. **Cleaning Supplies:** Cleaning supplies must meet the sustainability criteria as outlined in LEED EB: O&M IEQ Credit 3.3 as well as with the following standards:

- 2.1. Hand soaps in all restrooms may not contain antimicrobial agents, except where required by health codes and other regulations.

- 2.2. Dispensed hand sanitizer in staff and public areas is waterless alcohol-based.

- 2.3. Paper dispensers must be Library standard.

- 2.4. Paper products and janitorial paper products are to be unbleached or are processed

without chorine or chlorine derivatives, whenever possible.

- 2.5. Paper towels and tissues must be 100% post-consumer content.
- 2.6. Toilet paper must be 100% post-consumer content.
- 2.7. Microfiber products must be used for dust mops, wet mops, high dusters, and hand dust cloths to eliminate the use of disposable and chemically treated cleaning tools.
- 2.8. U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper and Trash Can Liners.
- 2.9. Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.
3. **Cleaning Equipment:** Cleaning equipment must meet the sustainability criteria as outlined in LEED EB: O&M IEQ Credit 3.4 as well as with the following standards:
 - 3.1. All powered maintenance equipment including floor buffers, burnishers, and automatic scrubbers must be equipped with vacuums, guards and/or other devices for capturing fine particulates.
 - 3.2. All hot water extraction equipment for deep cleaning carpet must be capable of removing sufficient moisture such that carpets will dry in less than 24 hours.
 - 3.3. All floor equipment must have rubber bumpers in order to reduce damage to building surfaces.
 - 3.4. Equipment is ergonomically designed and takes into consideration factors such as weight, dimensions, and adjustability for sizing.
 - 3.5. The service vendor shall maintain a daily log for each BPL location providing date, personnel name, times, and activity items of note including use of equipment.
4. **Handling and Storage of Cleaning Materials:** Maintenance staff and custodial personnel must abide with the following safety procedures:
 - 4.1. Only cleaning products and supplies approved by the BPL may be brought onto and used at Library facilities.
 - 4.2. Mop heads, dusting cloths, and sponges will be changed on a regular basis that shall not be less than once per week or whenever visible dirt or odors are present.
 - 4.3. Storage areas that contain cleaning products will be secured at all times.
 - 4.4. Containers will be securely closed when not in use and clearly labeled displaying chemical content.
 - 4.5. Custodial storage areas and closets will be kept clean and free of standing water.
 - 4.6. Quarterly facility inspections will be conducted by the City of Berkeley to verify compliance with the City's health and safety program to identify, evaluate, and prevent occupational hazards or unsafe acts before they occur and result in illness or injury.
 - 4.7. In the event of a hazardous material emergency, including chemical spills, staff and servicing personnel are instructed to immediately contact the Public Safety Dispatch desk at 981-5900 and to implement procedures as detailed in the Library's Employee Emergency Action Plan manual – response procedures are posted on staff bulletin boards and included in procedures manuals located at service desks.
5. **Hand Hygiene:** The BPL encourages and promotes healthy hand hygiene practices.
 - 5.1. Hand sanitizer dispensers with alcohol-based waterless sanitizer are placed in staff and public areas and are designated with prominently placed wall signage.
 - 5.2. Hand soap should meet the criteria set forth in Section 2.1.
6. **Custodial Training:** The BPL requires that its custodial service vendor provide initial and ongoing

training for their employees as to standard operating procedures and practices that protects the health and well-being of all facility occupants and includes the following areas:

- 6.1. Safe handling, use, storage, and disposal of cleaning materials, dispensing equipment, and packaging.
- 6.2. Ergonomic training including safe lifting practices and proper equipment handling.
- 6.3. Proper mixing and dilution of concentrated chemicals.
- 6.4. Effective recycling, i.e., the proper handling, sorting, and disposal of recycling, compost and trash.
- 6.5. Hazardous and blood borne pathogens training.
- 6.6. Harassment training.
7. **Maintenance Staff Training:** BPL maintenance staff receive ongoing City of Berkeley hosted training covering areas of:
 - 7.1. Annual Designated Operator Training
 - 7.2. Electrical Safety
 - 7.3. Environmental Management
 - 7.4. Ergonomics
 - 7.5. Fire Safety
 - 7.6. Hazardous Materials
 - 7.7. Industrial Hygiene
 - 7.8. Safety and Health
 - 7.9. Treated Wood Waste
 - 7.10. Universal Waste
 - 7.11. Sexual Harassment

8. Performance Metrics:

- 8.1. Documentation of chemicals: type, volume, and concentration must be maintained in the Library's maintenance facility office.
- 8.2. The custodial service vendor must maintain a daily documentation log of services performed. See Section 3.5.
- 8.3. Maintenance staff must maintain a report record of completed training courses.
- 8.4. Quarterly facility inspections will be conducted by the City of Berkeley to verify compliance with the City's health and safety program to identify, evaluate, and prevent occupational hazards or unsafe acts before they occur and result in illness or injury. See Section 4.5.

9. Building Occupant and Custodial Feedback:

- 9.1 The BPL solicits through an active write-in and electronic public comment program user feedback and response regarding any topic that impacts the experience in using the library.
- 9.2 BPL staff is encouraged to provide their comments and evaluations either directly to Library management, via staff committees such as the safety committee, or for physical plant topics directly via email at LibraryManagers@cityofberkeley.info.

**EXHIBIT 2
 REQUEST FOR PROPOSALS (RFP)
 Specification No 18-112313-C
 PROJECT NAME: CITYWIDE JANITORIAL SERVICES
 PRICE PROPOSAL SHEETS FOR SCOPE OF SERVICES 1-8**

PRICE PROPOSAL SHEET

HHCS - SCOPE OF SERVICES #1

SCOPE OF SERVICES #1-Location # A—1521 and 1535 University Ave.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES #1—Location #B---3282 Adeline Street

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES #1—Location #C---2636 and 2640 Martin Luther King Jr. Way

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES #1—Location #D---1890 Alcatraz Ave.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

PUBLIC WORKS - SCOPE OF SERVICES #2

SCOPE OF SERVICES #2 -- Location #A --1947 Center St. Floors Basement, 4, 5, 6 &7

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES #2- Location #B- North Berkeley Senior Center -1901 Hearst St.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES #2-Location #C South Berkeley Senior Center-2939 Ellis St.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES #2- Location # D West Berkeley Sr. Center-1900 Sixth St.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES #2- Location #E-Northwest Berkeley Senior Ctr-1011 University Ave.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES #2—Location #F Public Safety Building -- 2100 Martin Luther King Jr. Way

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

PARKS, RECREATION, WATERFRONT & MARINA - SCOPE OF SERVICES #3

SCOPE OF SERVICES #3 -- Location #A--Willard Clubhouse -- 2720 Hillegass Ave.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES #3 -- Location #B—James Kenney Community Center – 1720 Eighth St.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES #3—Location #C-Live Oak Community Center - 1301 Shattuck Ave.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES #3 –Location # D --Frances Albrier Community Center - 2800 Park St.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES #3 –Location # E –Martin Luther King Jr. Community Center - 1730 Oregon St.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES #3 –Location #F –Recreation Division Admin. Office – 2701 Telegraph Ave.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES #3 –Location # G— Berkeley Marina Restrooms

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES #3 –Location #H –Berkeley Marina Office Facility - 201 University Ave.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES #3 –Location #I –Berkeley Marina Commercial Office Spaces - 125 – 127 University Ave.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

POLICE DEPARTMENT - SCOPE OF SERVICES #4

SCOPE OF SERVICES #4 – Police Traffic Sub-Station–841 Folger St.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

FIRE DEPARTMENT - SCOPE OF SERVICES #5

SCOPE OF SERVICES #5 –Fire Training Division - 997 Cedar St.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES # 5- Location #A- Fire Station 1–2442 Eighth St.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES # 5- Location #B- Fire Station 2–2029 Berkeley Way

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES # 5- Location #C- Fire Station 3–2710 Russell St.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

Scope of Services #5 -Location #D -Fire Station 4–1900 Marin Ave.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES # 5 Location #E- Fire Station 5–2680 Shattuck Ave.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES #5- Location #F -Fire Station 6–999 Cedar St.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE OF SERVICES #5- Location #G- Fire Station 7-3000 Shasta Ave.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

Additional Services as requested: Please give price for each service as needed - Price to be firm for the entire contract term.

CARPET CLEANING (Steam clean all carpets)	\$
CHAIR FABRIC CLEANING (Steam clean fabric on chairs approximately 50 chairs)	\$
WINDOW CLEANING (inside and outside)	\$
YARD MAINTENANCE (General clean up)	\$

SCOPE OF SERVICES #6

SCOPE OF SERVICES # 6--Planning Department – 1947 Center St. Floors 1, 2, 3

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

ANIMAL SHELTER - SCOPE OF SERVICES # 7

SCOPE OF SERVICES #7 Dona Spring Animal Shelter --- 1 Bolivar Drive

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/22		

Hourly rate for any additional janitorial work on an “as needed” basis. \$ _____

BERKELEY PUBLIC LIBRARY

SCOPE OF SERVICES #8

SCOPE #8- City of Berkeley Public Libraries-Location #A-Central Library- 2090 Kittredge St.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/22		

SCOPE #8- City of Berkeley Public Libraries-Location #B- North Branch Library-1170 The Alameda

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/22		

SCOPE #8- City of Berkeley Public Libraries-Location #C-Tarea Hall Pittman South Branch Library-1901 Russell St.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

SCOPE #8- City of Berkeley Public Libraries-Location #D-West Branch Library- 1125 University Ave.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22			
1/1/23---12/31/23			

SCOPE #8 -City of Berkeley Public Libraries-Location #E-Claremont Branch Library -2940 Benvenue Ave.

DATES	MONTHLY PRICE	ANNUAL PRICE
1/1/19---12/31/19		
1/1/20---12/31/20		
1/1/21---12/31/21		
TOTAL PRICE FOR 3 YEARS		

Option Years if Exercised

1/1/22---12/31/22		
1/1/23---12/31/23		

Hourly rate for any additional janitorial work needed on an “as needed” basis \$ _____

EXHIBIT 3

REQUEST FOR PROPOSALS (RFP)
Specification No 18-112313-C
PROJECT NAME: CITYWIDE JANITORIAL SERVICES

PRE-BID WALK-THROUGH CONFERENCE

The City will conduct a pre-bid walk through for all the site. **ALL CONTRACTORS MUST PROVIDE THE CITY PROOF OF REGISTRATION WITH THE DIR BEFORE BEING ALLOWED TO PARTICIPATE IN THE PRE-BID MANDATORY WALK THROUGH FOR THIS RFP.** Please be mindful that all walk through are mandatory. In order for the City to consider a proposal, the vendor will need to have attended all mandatory pre-bid conference sites

MANDATORY:

The starting point each day will be 2180 Milvia Street.

A mandatory walk through for each of the following buildings will be considered on the following dates:

Monday, September 24th, 2018 from 9:00AM to 12 Noon
SOS #1: Health Housing & Community Services (HHCS)

HHCS Facility	1890 Alcatraz Ave.	
HHCS Facility	3282 Adeline Street	
HHCS Facility	2636 & 2640 Martin Luther King Jr. Way	
HHCS Facility	1521 & 1535 University Ave.	

Monday, September 24th, 2018, 1:30PM to 5:00PM
SOW#2 Public Works

Public Works Bldg.	2100 Martin Luther King Jr. Way	
Public Works Bldg.	2939 Ellis St	
Public Works Bldg.	1900 Sixth St	
Public Works Bldg.	1011 University Ave.	
Public Works Bldg.	1901 Hearst Ave.	
Public Works Bldg.	1947 Center Floors Basement, 4, 5, 6 & 7	

Tuesday, September 25th from 9:00 AM to 1:00PM
SOS # 8 Berkeley Public Library Branches (order of branch visits may change)

Central Library	2090 Kittredge Street	
Claremont Branch Library	2940 Benvenue Avenue	
THP South Branch Library	1901 Russell Street	
North Branch Library	1170 The Alameda	

West Branch Library	1125 University Ave	
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Wednesday, September 26th 9:00AM to 1:00PM
SOS #3 Parks, Recreation and Waterfront (Marina)

PRW Facilities	2720 Hillegass Ave	
Rec. Admin. Offices	2701 Telegraph Ave.	
PRW Facilities	1730 Oregon Street	
PRW Facilities	2800 Park Street	
PRW Facilities	1301 Shattuck Avenue	
PRW Facilities	1720 Eighth Street	
Shorebird /South Cove Restrooms	Berkeley Marina, 201 University Avenue	
Marina Restrooms	Berkeley Marina	
Commercial Offices	125-127 University Avenue	

Thursday, September 27th 9:00AM to 1:00PM
SOS # 5 Fire Department

Fire Station #	Address	
Fire Training Division	997 Cedar St.	
#6	999 Cedar Street	
#1	2442 Eighth Street	
#5	2680 Shattuck Ave	
#3	2710 Russell Street	
#2	2029 Berkeley Way	
#7	3000 Shasta Road	
#4	1900 Marin Ave.	

Thursday, September 27th, 2:00PM to 3:30PM
SOS # 4 Police Traffic Sub-Station

Police Substation	841 Folger St.	2:00PM
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Friday, September 28^h, 10:30AM to 12:00 Noon
SOS # 7 Animal Shelter

Dona Spring Animal Shelter	1 Bolivar Drive	10:30AM
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Friday, September 28th, 2018, 1:30PM to 3:00PM
SOS #6 Planning Department

Planning Department	1947 Center St. Floors 1, 2, 3	1:30PM
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EXHIBIT 4

REQUEST FOR PROPOSALS (RFP)
Specification No 18-112313-C
PROJECT NAME: CITYWIDE JANITORIAL SERVICES

Elevated Cleaning Requirements

Elevated Cleaning Requirements (Definition): The use of special cleaning methods and solutions in the prevention and outbreak and spread of disease.

- Contractor shall adhere to cleaning protocols and procedures promulgated by the Alameda County Department of Environmental Health, including use of the proper concentration of chlorine bleach.

B. Work Performance Standards – The Scope of Services defines the minimum level of service and frequency deemed acceptable. It is intended that the Contractor will schedule his/her operations to meet

or exceed these requirements. It is further intended that the Contractor shall put forth a level of effort to provide a thorough cleaning of the facilities, not merely a surface cleaning.

- C. Emergency Response – The City requires the Contractor be available twenty-four (24) hours per day to provide an emergency response when requested. Contractor must designate primary and backup personnel to contact in the event of an emergency. The primary or backup personnel shall respond to the City’s emergency call within one (1) hour of receipt. Response shall constitute a telephone call, email or text message.
- D. Health & Safety Training – Contractor shall provide environmental, health and safety training to its employees for a minimum staff threshold to ensure compliance with all federal, state and local laws, regulations and directives. Contractor shall provide City in what areas their staff has already been trained.
- 1) Contractor to require Janitorial staff a minimum training threshold on safety requirements to include quality performance to Alameda County specifications; (i) GHS (Globally Harmonized System) is Hazard Communication Standard Training (ii) IIPP Safety Training plans (Illness & Injury Prevention Programs) (III) Blood-Borne Pathogen Training (iv) Personal Protective Equipment Training, and Injury/Illness Program Training as required by Cal- OSHA, Title 8, Sections 3203, 1926.59, and 5193. The Contractor is required to provide certification that janitorial personnel have received this training. This certification must be submitted to the City's General Services Manager prior to the commencement of the contract. For new employees being assigned to this contract, the required certification must be provided to the City's Facilities Project Manager prior to the commencement of duties. All training shall be provided at the sole expense of the Contractor.
 - 2) HEP A and Other Emergent Pathogens – Standard cleaning procedures will be modified in order to meet specific health needs if/when there is an outbreak in the City of Berkeley. These elevated cleaning procedures, found in Exhibit 4, shall comply with the protocols and procedures promulgated by the Alameda County Department of Environmental Health, including the proper concentration of chlorine bleach. Such protocols and procedures will be determined at the time of the emergent health event and will be specific to the scope needed in order to accurately address disease containment orders set by the City of Berkeley Health Officer.
- E. Employee Appearance and Identification – Contractor personnel shall present a neat appearance and be easily recognized as Contractor employees. Contractor shall provide each employee with a distinctive uniform for easy identification by City staff and members of the public. The uniform shall be worn prior to entering any City building and shall be worn at all times while working in City facilities. The uniform, at a minimum shall be a shirt displaying the Contractor's name or logo. Contractor’s employee may be issued and wear at all times a City of Berkeley Contractor ID Badge with their photo.
- F. Environmentally Preferable Purchasing Policy (EPP) – The City has adopted this policy to encourage the procurement of products and services that help minimize environmental impact resulting from their use and disposal. Prior to commencement of any services under the resulting agreement, Contractor must furnish to City for its review and approval, a complete list of all chemicals and floor products, including Safety Data Sheets (SDS) and Product Data Sheets (PDS) verifying Green Seal Certification, that Contractor anticipates bringing onto or using in any property belonging to City.
- G. Notice to Contractors regarding Senate Bill 854 Public Works Reform – No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations (DIR) pursuant to Labor Code 1725.5. For further details please visit the DIR website: <https://www.dir.ca.gov/Public-Works/PublicWorks.html>.
- All contractors and subcontractors who bid on a public works project must register and pay an annual fee to DIR.

- No Contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the DIR.
- This project is subject to compliance monitoring and enforcement by the DIR.
- All contractors or subcontractors must furnish electronic payroll records directly to the Labor Commissioner. <https://www.dir.ca.gov/Public-Works/PublicWorks.html>.

ALL CONTRACTORS MUST PROVIDE THE CITY PROOF OF REGISTRATION WITH THE DIR BEFORE BEING ALLOWED TO PARTICIPATE IN THE PRE-BID MANDATORY WALK THROUGHS FOR THIS RFP.

- H. Compliance with California Code, Labor Code - LAB § 1061 - The California State Law concerning what happens when a Contractor is terminated or will be terminated shall apply to the current contract for Citywide Janitorial Services, as well as any contract for Citywide Janitorial Services awarded pursuant to this RFP process. More information about the code can be found at <http://codes.findlaw.com/ca/labor-code/lab-sect-1061.html>.

III. SUBMISSION REQUIREMENTS

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

A. Contractor Identification:

Provide the name of the firm, the firm's principal place of business, the name and telephone number of the contact person and company tax identification number.

B. Client References:

Provide a minimum of three (3) client references. References should be California cities or other large public sector entities. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed under that client's direction.

C. Transition and Delivery Plan:

Describe in detail the Contractor's Transition operational start-up plans for review and approval prior to the expected start-up date of January 1, 2019. The plans should detail the Contractor's timelines and methods to accomplish the following:

- 1) Establish and implement operational procedures
- 2) Scheduling of all personnel
- 3) Commencement of services
- 4) Equipment, supplies and material deployment
- 5) Security clearance for all personnel
- 6) Health and Safety Training Certifications for all personnel

This plan should be submitted to the City within seven (7) days of the contract award date.

D. Ongoing Operations Plan:

Describe how Contractor's Service Delivery plan to successfully accomplish the services required in each of the Eight (8) Scopes of Service presented to you in the RFP.

1. Management Plan – Describe how your management team will organize by departments and areas of operation so each City Project Manager can evaluate their section(s) separately. Include a summary describing how the project team would be organized and how the Contractor will ensure responsiveness to City Staff and project requirements. Describe in detail how the Contractor escalates any incident in the work environment when it requires on-site staff to escalate up the management team.
2. City of Berkeley Green Cleaning Policy Requirements: Specifically how your company will support this policy – see Scope of Service #8.
3. Supplies, Materials and Consumables Management Plan
 - i. Provide the Contractor's plan for managing, controlling, restocking, inventory, dispensing of supplies, material and consumables for the respective departments and areas of operation during and after transition.
 - ii. Equipment: Provide the Contractor's plan for managing, controlling, restocking, inventory, dispensing of equipment. Include the condition of the equipment. How much of the equipment is owned versus how much will need to be leased.

E. Past Performance: Describe examples of where respondent has exceeded customer expectations under contracts with other municipal clients, including any competitive differentiators.

Please be mindful that each Scope of Service has different requirements and your pricing should be based on those specific requirements for each specific Scope of Service.

F. Price Proposal:

The Price Proposal table below gives the City a summary view of the total cost for the three (3) year contract base period. Respondents must complete the Price Proposal Sheet (Exhibit #2) for each location **AND** provide a pricing summary as shown below. Information and pricing included on Exhibit #2 must match the pricing detail on the summary sheet.

TOTAL PRICE FOR THREE (3) YEARS

Scope of Service	Year 1 Total	Year 2 Total	Year 3 Total	Grand Total
SOS #1				
SOS #2				
SOS #3				
SOS #4				
SOS #5				
SOS #6				
SOS #7				
SOS #8				
			Grand Total	

OPTION YEARS IF EXERCISED

Scope of Service	Year 4 Total	Year 5 Total	Grand Total
SOS #1			
SOS #2			
SOS #3			
SOS #4			
SOS #5			

SOS #6			
SOS #7			
SOS #8			
		Grand Total	

The price proposal shall include pricing for all services and shall be inclusive of all labor, supervision, equipment, materials and supplies as indicated in each SOS. Respondents may include additional pricing information (e.g., for ad hoc service requests) on a separate page clearly marked as ADDITIONAL PRICING.

G. Contract Terminations:

If your organization has had a contract terminated in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the vendor's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If the firm has not experienced any such termination for default or early termination in the past five (5) years, so indicate.

IV. SELECTION CRITERIA

The following criteria will be considered, although not exclusively, in determining which firm is recommended for award.

Line #	Proposal Criteria - RFP Only	Points
1	Previous Experience: Client references featuring quality of work performed and details regarding any past contract terminations, if applicable, in the last five (5) years	25
2	Qualifications: Contractor's credentials, experience of staff assigned to the City and examples of exceeding customer expectations under municipal contracts	25
3	Transition Plans and Daily Operational Approach: Detail start-up strategies - procedures, scheduling, equipment/supplies, security clearances and training certs. Describe day-to-day approach to successfully service each SOS: organizational strategy, responding to City Staff concerns, incident escalation and managing equipment/consumables	50
4	Price Proposal: Three (3) year total cost for each Scope of Service	30
5	Environmental Plan & Sustainability: Provide roster of Green Seal products for daily use and how Contractor will support the Green Cleaning Policy at each Berkeley Public Library facility (SOS #8)	20

The City will convene an evaluation panel to review each response in accordance with the selection criteria stated above. Award recommendation will be made to the respondent whose proposal represents the best overall value and is deemed most advantageous to the City. The determinations of best value and advantage to the City shall be made by the City of Berkeley, solely, and is not subject to appeal.

V. PAYMENT

Invoices: Invoices must be fully itemized, and provide sufficient information for approving payment and audit. Invoices must be accompanied by receipt for services in order for payment to be processed. Mail invoices to the Project Manager and reference the contract number. **Each Scope of Service to be billed separately and have the Contract/Purchase Order # on the invoice.**

City of Berkeley
Accounts Payable
PO Box 700
Berkeley, CA 94701
Attn: **Contract/PO #**

Payments: The City will make payment to the vendor within 30 days of receipt of a correct and complete invoice assuming all charges have been approved by the Project Manager.

VI. CITY REQUIREMENTS

A. Non-Discrimination Requirements:

Ordinance No. 5876-N.S. codified in B.M.C. Chapter 13.26 states that, for contracts worth more than \$3,000, bids for

supplies or bids or proposals for services shall include a completed Workforce Composition Form. Businesses with fewer than five employees are exempt from submitting this form. (See B.M.C. 13.26.030)

Under B.M.C. section 13.26.060, the City may require any bidder or vendor it believes may have discriminated to submit a Non-Discrimination Program. The Contract Compliance Officer will make this determination. This applies to all contracts and all consultants (contractors). Berkeley Municipal Code section 13.26.070 requires that all contracts with the City contain a non-discrimination clause, in which the contractor agrees not to discriminate and allows the City access to records necessary to monitor compliance. This section also applies to all contracts and all consultants. **Bidders must submit the attached Non-Discrimination Disclosure Form with their proposal.**

B. Nuclear Free Berkeley Disclosure Form:

Berkeley Municipal Code section 12.90.070 prohibits the City from granting contracts to companies that knowingly engage in work for nuclear weapons. This contracting prohibition may be waived if the City Council determines that no reasonable alternative exists to doing business with a company that engages in nuclear weapons work. If your company engages in work for nuclear weapons, explain on the Disclosure Form the nature of such work. **Bidders must submit the attached Nuclear Free Disclosure Form with their proposal.**

C. Oppressive States:

The City of Berkeley prohibits granting of contracts to firms that knowingly provide personal services to specified Countries. This contracting prohibition may be waived if the City Council determines that no reasonable alternative exists to doing business with a company that is covered by City Council Resolution No. 59,853-N.S. If your company or any subsidiary is covered, explain on the Disclosure Form the nature of such work. **Bidders must submit the attached Oppressive States Disclosure Form with their proposal.**

D. Conflict of Interest:

In the sole judgment of the City, any and all proposals are subject to disqualification on the basis of a conflict of interest. The City may not contract with a vendor if the vendor or an employee, officer or director of the proposer's firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of the City who influences the making of the contract or has a direct or indirect interest in the contract.

Furthermore, the City may not contract with any vendor whose income, investment, or real property interest may be affected by the contract. The City, at its sole option, may disqualify any proposal on the basis of such a conflict of interest. **Please identify any person associated with the firm that has a potential conflict of interest.**

E. Berkeley Living Wage Ordinance:

Chapter 13.27 of the Berkeley Municipal Code requires that contractors offer all eligible employees with City mandated minimum compensation during the term of any contract that may be awarded by the City. If the Contractor is not currently subject to the Living Wage Ordinance, cumulative contracts with the City within a one-year period may subject Contractor to the requirements under [BMC Chapter 13.27](#). A certification of compliance with this ordinance will be required upon execution of a contract. The Living Wage rate is currently \$15.45 (if medical benefits are provided) or \$18.01 (if medical benefits are not provided). The Living Wage rate is adjusted automatically effective June 30th of each year commensurate with the corresponding increase in the Consumer Price Index published in April of each year. If the Living Wage rate is adjusted during the term of your agreement, you must pay the new adjusted rate to all eligible employees, regardless of what the rate was when the contract was executed.

F. Berkeley Equal Benefits Ordinance:

Chapter 13.29 of the Berkeley Municipal Code requires that contractors offer domestic partners the same access to benefits that are available to spouses. A certification of compliance with this ordinance will be required upon execution of a contract.

G. Statement of Economic Interest:

The City's Conflict of Interest Code designates "consultants" as a category of persons who must complete Form 700, Statement of Economic Interest, at the beginning of the contract period and again at the termination of the contract. The selected contractor will be required to complete the Form 700 before work may begin.

VII. OTHER REQUIREMENTS

A. Insurance

The selected contractor will be required to maintain general liability insurance in the minimum amount of \$2,000,000, automobile liability insurance in the minimum amount of \$1,000,000 and a professional liability insurance policy in the amount of \$2,000,000 to cover any claims arising out of the performance of the contract. The general liability and automobile insurance must name the City, its officers, agents, volunteers and employees as additional insureds.

B. Worker's Compensation Insurance:

A selected contractor who employs any person shall maintain workers' compensation insurance in accordance with state requirements. Sole proprietors with no employees are not required to carry Worker's Compensation Insurance.

C. Business License

Virtually every contractor that does business with the City must obtain a City business license as mandated by B.M.C. Ch. 9.04. The business license requirement applies whether or not the contractor has an office within the City limits. However, a "casual" or "isolated" business transaction (B.M.C. section 9.04.010) does not subject the contractor to the license tax. Warehousing businesses and charitable organizations are the only entities specifically exempted in the code from the license requirement (see B.M.C. sections, 9.04.295 and 9.04.300). Non-profit organizations are granted partial exemptions (see B.M.C. section 9.04.305). Persons who, by reason of physical infirmity, unavoidable misfortune, or unavoidable poverty, may be granted an exemption of one annual free license at the discretion of the Director of Finance. (See B.M.C. sections 9.04.290).

Vendor must apply for a City business license and show proof of application to Purchasing Manager within seven days of being selected as intended contractor.

The Customer Service Division of the Finance Department located at 1947 Center Street, Berkeley, CA 94704, issues business licenses. Contractors should contact this division for questions and/or information on obtaining a City business license, in person, or by calling 510-981-7200.

D. Recycled Paper

All reports to the City shall be on recycled paper that contains at least 50% recycled product when such paper is available at a PRICE of not greater than ten percent more than the PRICE of virgin paper, and when such paper is available at the time it is required. If recycled paper is not available the Contractor shall use white paper. Written reports or studies shall be *printed on both sides of the page* whenever practical.

E. State Prevailing Wage:

Certain labor categories under this project may be subject to prevailing wages as identified in the State of California Labor Code commencing in Section 1770 et. seq. These labor categories, when employed for any "work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work," constitute a "Public Work" within the definition of Section 1720(a)(1) of the California Labor Code requiring

payment of prevailing wages.

VIII SCHEDULE

- ❑ Issue RFP to potential bidders **09/14/2018**
- ❑ Proof of Registration with Dept. of Industrial Relations(DIR) **09/19/2018**
- ❑ Pre-Bid Mandatory Walk-through Conference **09/24/2018 – 09/28/2018**
- ❑ Questions Due **10/03/2018**
- ❑ Issue Question & Answer Addendum **10/09/2018**
- ❑ Proposals due from potential bidders **10/23/2018**
- ❑ Commence Selection-Short List **10/29/2018**
- ❑ Complete Selection and Commence Negotiations **11/02/2018**
- ❑ Award of Contract by action of the City Council **12/04/2018**
- ❑ Sign and Process Contract **12/14/2018**
- ❑ Notice to proceed **01/01/2019**

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your proposal.

Attachments:

- Check List of Required Items for Submittal Attachment A
- Non-Discrimination/Workforce Composition Form Attachment B
- Nuclear Free Disclosure Form Attachment C
- Oppressive States Form Attachment D
- Living Wage Form Attachment E
- Equal Benefits Certification of Compliance Attachment F
- Right to Audit Form Attachment G
- Commercial General and Automobile Liability Endorsement Attachment H
- Scope of Services Exhibit 1
- Price Proposals Exhibit 2
- Pre-Bid Walk-Through Conference Exhibit 3
- Elevated Cleaning Requirements Exhibit 4

Contractor shall provide janitorial services Monday through Friday, not including recognized City holidays.

New Year's Day Observed	January 1st	Monday
Martin Luther King, Jr. Day Observed	January 15th	Monday
Lincoln's Birthday	February 12th	Monday
Washington's Birthday Observed (aka President's Day)	February 19th*	Monday
Malcolm X Day Observed	May 18th	Friday
Memorial Day Observed	May 28th	Monday
Independence Day	July 4th	Wednesday
Labor Day	September 3rd	Monday
Indigenous People's Day (aka Columbus Day)	October 8th	Monday

Veteran's Day	November 12th	Monday
Thanksgiving Day	November 22th	Thursday
Thanksgiving Holiday	November 23rd	Friday
Christmas Day Observed	December 25th	Tuesday

ATTACHMENT A

COMPLIANCE CHECKLIST

- Proof of Registration with the Department of Industrial Relations (DIR)
- Proposal describing service One (1) unbound original and Ten (10) unbound copies
- Contractor Identification and Company Information
- Client References
- Price Proposal
- Contract Terminations
- Service Delivery Plan
- Transition & Operating Plan
- Management Plan
- Exceeding Expectations/Past Performance
- Health & Safety Training
- Environmentally Preferable Purchasing Policy (EPP) - Supplies, Materials and Consumables Management Plan
- The following forms, completed and **signed in blue ink** (attached):
 - Non-Discrimination/Workforce Composition Form Attachment B
 - Nuclear Free Disclosure Form Attachment C
 - Oppressive States Form Attachment D
 - Living Wage Form (*may be optional*) Attachment E
 - Equal Benefits Ordinance Certification of Compliance (EBO-1) Attachment F

ADDITIONAL SUBMITTALS REQUIRED FROM SELECTED VENDOR AFTER COUNCIL APPROVAL TO AWARD CONTRACT

- Provide Certificate of Insurance (COI)
 - Auto
 - Liability
 - Worker's Compensation
 - Umbrella Policies
- Right to Audit Form Attachment G
- Commercial General & Automobile Liability Endorsement Form Attachment H
- Berkeley Business License

For informational purposes only: Sample of Personal Services Contract can be found on the City's website on the current bid and proposal page at the top of the page. The City reserves the right to change or negotiate the terms and conditions of the resulting contract prior to contract execution.

NON-DISCRIMINATION/WORKFORCE COMPOSITION FORM FOR NON-CONSTRUCTION CONTRACTS

To assist the City of Berkeley in implementing its Non-Discrimination policy, it is requested that you furnish information regarding your personnel as requested below and return it to the City Department handling your contract:

Organization: _____

Address: _____

Business License #: _____

Occupational Category: _____ (See reverse side for explanation of terms)	Total Employees		White Employees		Black Employees		Asian Employees		Hispanic Employees		Other Employees	
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
	Official/Administrators											
Professionals												
Technicians												
Protective Service Workers												
Para-Professionals												
Office/Clerical												
Skilled Craft Workers												
Service/Maintenance												
Other (specify)												
Totals:												

Is your business MBE/WBE/DBE certified? Yes _____ No _____ If yes, by what agency? _____

If yes, please specify: Male: _____ Female: _____ Indicate ethnic identifications: _____

Do you have a Non-Discrimination policy? Yes: _____ No: _____

Signed: _____ Date: _____

Verified by: _____ Date: _____

City of Berkeley Contract Compliance Officer

Occupational Categories

Officials and Administrators - Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy superintendents, unit supervisors and kindred workers.

Professionals - Occupations that require specialized and theoretical knowledge that is usually acquired through college training or through work experience and other training that provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, and kindred workers.

Technicians - Occupations that require a combination of basic scientific or technical knowledge and manual skill that can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences) and kindred workers.

Protective Service Workers - Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police officers, fire fighters, guards, sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, and kindred workers.

Para-Professionals - Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of a staff development and promotion under a "New Transporters" concept. Includes: library assistants, research assistants, medical aides, child support workers, police auxiliary, welfare service aides, recreation assistants, homemaker aides, home health aides, and kindred workers.

Office and Clerical - Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, office machine operators, clerk-typists, stenographers, court transcribers, hearings reporters, statistical clerks, dispatchers, license distributors, payroll clerks, and kindred workers.

Skilled Craft Workers - Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairpersons, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, and kindred workers.

Service/Maintenance - Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, and construction laborers.

CITY OF BERKELEY
Nuclear Free Zone Disclosure Form

I (we) certify that:

1. I am (we are) fully cognizant of any and all contracts held, products made or otherwise handled by this business entity, and of any such that are anticipated to be entered into, produced or handled for the duration of its contract(s) with the City of Berkeley. (To this end, more than one individual may sign this disclosure form, if a description of which type of contracts each individual is cognizant is attached.)
2. I (we) understand that Section 12.90.070 of the Nuclear Free Berkeley Act (Berkeley Municipal Code Ch. 12.90; Ordinance No. 5784-N.S.) prohibits the City of Berkeley from contracting with any person or business that knowingly engages in work for nuclear weapons.
3. I (we) understand the meaning of the following terms as set forth in Berkeley Municipal Code Section 12.90.130:

"Work for nuclear weapons" is any work the purpose of which is the development, testing, production, maintenance or storage of nuclear weapons or the components of nuclear weapons; or any secret or classified research or evaluation of nuclear weapons; or any operation, management or administration of such work.

"Nuclear weapon" is any device, the intended explosion of which results from the energy released by reactions involving atomic nuclei, either fission or fusion or both. This definition of nuclear weapons includes the means of transporting, guiding, propelling or triggering the weapon if and only if such means is destroyed or rendered useless in the normal propelling, triggering, or detonation of the weapon.

"Component of a nuclear weapon" is any device, radioactive or non-radioactive, the primary intended function of which is to contribute to the operation of a nuclear weapon (or be a part of a nuclear weapon).

4. Neither this business entity nor its parent nor any of its subsidiaries engages in work for nuclear weapons or anticipates entering into such work for the duration of its contract(s) with the City of Berkeley.

Based on the foregoing, the undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Business Entity: _____

Contract Description/Specification No: **Citywide Janitorial Service/ 18-11213-C**

Attachment C

CITY OF BERKELEY
Oppressive States Compliance Statement

The undersigned, an authorized agent of _____ (hereafter "Vendor"), has had an opportunity to review the requirements of Berkeley City Council Resolution No. 59,853-N.S. (hereafter "Resolution"). Vendor understands and agrees that the City may choose with whom it will maintain business relations and may refrain from contracting with those Business Entities which maintain business relationships with morally repugnant regimes. Vendor understands the meaning of the following terms used in the Resolution:

"Business Entity" means "any individual, firm, partnership, corporation, association or any other commercial organization, including parent-entities and wholly-owned subsidiaries" (to the extent that their operations are related to the purpose of the contract with the City).

"Oppressive State" means: **Tibet Autonomous Region and the Provinces of Abo, Kham and U-Tsang**

"Personal Services" means "the performance of any work or labor and shall also include acting as an independent contractor or providing any consulting advice or assistance, or otherwise acting as an agent pursuant to a contractual relationship."

Contractor understands that it is not eligible to receive or retain a City contract if at the time the contract is executed, or at any time during the term of the contract it provides Personal Services to:

- a. The governing regime in any Oppressive State.
- b. Any business or corporation organized under the authority of the governing regime of any Oppressive State.
- c. Any person for the express purpose of assisting in business operations or trading with any public or private entity located in any Oppressive State.

Vendor further understands and agrees that Vendor's failure to comply with the Resolution shall constitute a default of the contract and the City Manager may terminate the contract and bar Vendor from bidding on future contracts with the City for five (5) years from the effective date of the contract termination.

The undersigned is familiar with, or has made a reasonable effort to become familiar with, Vendor's business structure and the geographic extent of its operations. By executing the Statement, Vendor certifies that it complies with the requirements of the Resolution and that if any time during the term of the contract it ceases to comply, Vendor will promptly notify the City Manager in writing.

Based on the foregoing, the undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Business Entity: _____

Contract Description/Specification No.: **Citywide Janitorial Service/ 18-11213-C**

I am unable to execute this Statement; however, Vendor is exempt under Section VII of the Resolution. I have attached a separate statement explaining the reason(s) Vendor cannot comply and the basis for any requested exemption.

Signature: _____ Date: _____

CITY OF BERKELEY
Living Wage Certification for Providers of Services

TO BE COMPLETED BY ALL PERSONS OR ENTITIES ENGAGING IN A CONTRACT FOR PERSONAL SERVICES WITH THE CITY OF BERKELEY.

The Berkeley Municipal Code Chapter 13.27, Berkeley's Living Wage Ordinance (LWO), provides that contractors who engage in a specified amount of business with the City (except where specifically exempted) under contracts which furnish services to or for the City in any twelve (12) month period of time shall comply with all provisions of this Ordinance. The LWO requires a City contractor to provide City mandated minimum compensation to all eligible employees, as defined in the Ordinance. In order to determine whether this contract is subject to the terms of the LWO, please respond to the questions below. Please note that the LWO applies to those contracts where the contractor has achieved a cumulative dollar contracting amount with the City. Therefore, even if the LWO is inapplicable to this contract, subsequent contracts may be subject to compliance with the LWO. Furthermore, the contract may become subject to the LWO if the status of the Contractor's employees change (i.e. additional employees are hired) so that Contractor falls within the scope of the Ordinance.

Section I.

1. IF YOU ARE A FOR-PROFIT BUSINESS, PLEASE ANSWER THE FOLLOWING QUESTIONS

a. During the previous twelve (12) months, have you entered into contracts, including the present contract, bid, or proposal, with the City of Berkeley for a cumulative amount of \$25,000.00 or more?

YES _____ **NO** _____

If **no**, this contract is NOT subject to the requirements of the LWO, and you may continue to Section II. If **yes**, please continue to question **1(b)**.

b. Do you have six (6) or more employees, including part-time and stipend workers?

YES _____ **NO** _____

If you have answered, "YES" to questions 1(a) and 1(b) this contract **IS** subject to the LWO. If you responded "NO" to 1(b) this contract **IS NOT** subject to the LWO. **Please continue to Section II.**

2. IF YOU ARE A NON-PROFIT BUSINESS, AS DEFINED BY SECTION 501(C) OF THE INTERNAL REVENUE CODE OF 1954, PLEASE ANSWER THE FOLLOWING QUESTIONS.

a. During the previous twelve (12) months, have you entered into contracts, including the present contract, bid or proposal, with the City of Berkeley for a cumulative amount of \$100,000.00 or more?

YES _____ **NO** _____

If **no**, this Contract is NOT subject to the requirements of the LWO, and you may continue to Section II. If **yes**, please continue to question 2(b).

b. Do you have six (6) or more employees, including part-time and stipend workers?

YES _____ **NO** _____

If you have answered, "YES" to questions 2(a) and 2(b) this contract **IS** subject to the LWO. If you responded "NO" to 2(b) this contract **IS NOT** subject to the LWO. **Please continue to Section II.**

Section II

Please read, complete, and sign the following:

THIS CONTRACT **IS** SUBJECT TO THE LIVING WAGE ORDINANCE.

THIS CONTRACT **IS NOT** SUBJECT TO THE LIVING WAGE ORDINANCE.

Attachment E

The undersigned, on behalf of himself or herself individually and on behalf of his or her business or organization, hereby certifies that he or she is fully aware of Berkeley's Living Wage Ordinance, and the applicability of the Living Wage Ordinance, and the applicability of the subject contract, as determined herein. The undersigned further agrees to be bound by all of the terms of the Living Wage Ordinance, as mandated in the Berkeley Municipal Code, Chapter 13.27. If, at any time during the term of the contract, the answers to the questions posed herein change so that Contractor would be subject to the LWO, Contractor will promptly notify the City Manager in writing. Contractor further understands and agrees that the failure to comply with the LWO, this certification, or the terms of the Contract as it applies to the LWO, shall constitute a default of the Contract and the City Manager may terminate the contract and bar Contractor from future contracts with the City for five (5) years from the effective date of the Contract termination. If the contractor is a for-profit business and the LWO is applicable to this contract, the contractor must pay a living wage to all employees who spend 25% or more of their compensated time engaged in work directly related to the contract with the City. If the contractor is a non-profit business and the LWO is applicable to this contract, the contractor must pay a living wage to all employees who spend 50% or more of their compensated time engaged in work directly related to the contract with the City.

These statements are made under penalty of perjury under the laws of the state of California.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Business Entity: _____

Contract Description/Specification No: **Citywide Janitorial Service/ 18-11213-C**

Section III

-
- **** FOR ADMINISTRATIVE USE ONLY -- PLEASE PRINT CLEARLY ****

I have reviewed this Living Wage Certification form, in addition to verifying Contractor's total dollar amount contract commitments with the City in the past twelve (12) months, and determined that this Contract IS / IS NOT (circle one) subject to Berkeley's Living Wage Ordinance.

Department Name

Department Representative

To be completed by
Contractor/Vendor



**Form EBO-1
CITY OF BERKELEY**

CERTIFICATION OF COMPLIANCE WITH EQUAL BENEFITS ORDINANCE

If you are a **contractor**, return this form to the originating department/project manager. If you are a **vendor** (supplier of goods), return this form to the Purchasing Division of the Finance Dept.

SECTION 1. CONTRACTOR/VENDOR INFORMATION

Name:		Vendor No.:	
Address:	City:	State:	ZIP:
Contact Person:		Telephone:	
E-mail Address:		Fax No.:	

SECTION 2. COMPLIANCE QUESTIONS

- A. The EBO is inapplicable to this contract because the contractor/vendor has no employees.
 Yes No (If "Yes," proceed to Section 5; if "No", continue to the next question.)
- B. Does your company provide (or make available at the employees' expense) any employee benefits?
 Yes No
 If "Yes," continue to Question C.
 If "No," proceed to Section 5. (The EBO is not applicable to you.)
- C. Does your company provide (or make available at the employees' expense) any benefits to the spouse of an employee? Yes No
- D. Does your company provide (or make available at the employees' expense) any benefits to the domestic partner of an employee? Yes No

If you answered "No" to both Questions C and D, proceed to Section 5. (The EBO is not applicable to this contract.) If you answered "Yes" to both Questions C and D, please continue to Question E.
If you answered "Yes" to Question C and "No" to Question D, please continue to Section 3.

- E. Are the benefits that are available to the spouse of an employee identical to the benefits that are available to the domestic partner of the employee? Yes No

If you answered "Yes," proceed to Section 4. (You are in compliance with the EBO.)
If you answered "No," continue to Section 3.

SECTION 3. PROVISIONAL COMPLIANCE

- A. Contractor/vendor is not in compliance with the EBO now but will comply by the following date:
 - By the first effective date after the first open enrollment process following the contract start date, not to exceed two years, if the Contractor submits evidence of taking reasonable measures to comply with the EBO; or
 - At such time that administrative steps can be taken to incorporate nondiscrimination in benefits in the Contractor's infrastructure, not to exceed three months; or
 - Upon expiration of the contractor's current collective bargaining agreement(s).

B. If you have taken all reasonable measures to comply with the EBO but are unable to do so, do you agree to provide employees with a cash equivalent? * Yes No

* The cash equivalent is the amount of money your company pays for spousal benefits that are unavailable for domestic partners.

SECTION 4. REQUIRED DOCUMENTATION

At time of issuance of purchase order or contract award, you may be required by the City to provide documentation (copy of employee handbook, eligibility statement from your plans, insurance provider statements, etc.) to verify that you do not discriminate in the provision of benefits.

SECTION 5. CERTIFICATION

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I am authorized to bind this entity contractually. By signing this certification, I further agree to comply with all additional obligations of the Equal Benefits Ordinance that are set forth in the Berkeley Municipal Code and in the terms of the contract or purchase order with the City.

Executed this _____ day of _____, in the year _____, at _____, _____
(City) (State)

Name (please print)

Signature

Title

Federal ID or Social Security Number

FOR CITY OF BERKELEY USE ONLY

- Non-Compliant (The City may not do business with this contractor/vendor)
- One-Person Contractor/Vendor Full Compliance Reasonable Measures
- Provisional Compliance Category, Full Compliance by Date: _____
- Staff Name(*Sign and Print*): _____ Date: _____

Attachment F

CITY OF BERKELEY
Right to Audit Form

The contractor agrees that pursuant to Section 61 of the Berkeley City Charter, the City Auditor's office may conduct an audit of Contractor's financial, performance and compliance records maintained in connection with the operations and services performed under this contract.

In the event of such audit, Contractor agrees to provide the Auditor with reasonable access to Contractor's employees and make all such financial, performance and compliance records available to the Auditor's office. City agrees to provide Contractor an opportunity to discuss and respond to/any findings before a final audit report is filed.

Signed: _____ Date: _____

Print Name & Title: _____

Company: _____

Contract Description/Specification No: **Citywide Janitorial Service/ 18-11213-C**

Please direct questions regarding this form to the Auditor's Office, at (510) 981-6750.

Attachment G

CITY OF BERKELEY
Commercial General and Automobile Liability Endorsement

The attached Certificates of Insurance are hereby certified to be a part of the following policies having the following expiration dates:

Policy No.	Company Providing Policy	Exp. Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The scope of the insurance afforded by the policies designated in the attached certificates is not less than that which is afforded by the Insurance Service Organization's or other "Standard Provisions" forms in use by the insurance company in the territory in which coverage is afforded.

Such Policies provide for or are hereby amended to provide for the following:

1. The named insured is _____.
2. CITY OF BERKELEY ("City") is hereby included as an additional insured with respect to liability arising out of the hazards or operations under or in connection with the following agreement:
_____.

The insurance provided applies as though separate policies are in effect for both the named insured and City, but does not increase the limits of liability set forth in said policies.

3. The limits of liability under the policies are not less than those shown on the certificate to which this endorsement is attached.
4. Cancellation or material reduction of this coverage will not be effective until thirty (30) days following written notice to _____, Department of _____, Berkeley, CA.
5. This insurance is primary and insurer is not entitled to any contribution from insurance in effect for City.

The term "City" includes successors and assigns of City and the officers, employees, agents and volunteers.

Insurance Company

Date: _____ By: _____
Signature of Underwriter's
Authorized Representative

Contract Description/Specification No: **Citywide Janitorial Service/ 18-11213-C**