



**REQUEST FOR PROPOSAL**

**BID NO. 910-0529-19A**

**JANITORIAL SERVICE**

**BID DUE DATE: June 18, 2019, 2pm**

**MANDATORY PRE-BID CONFERENCE & FACILITY TOUR:  
June 11, 2019, 9am; 1201 W 4<sup>th</sup> Street – Public Works Building**

**Pre-bid questions must be submitted via email to:  
*publicworks@ci.antioch.ca.us*  
by June 13, 2019 at 5pm**

## I. GENERAL CONDITIONS

1. **General Information** - The Public Works Department of the City of Antioch, California, will receive bid responses at its office located at [1201 W. 4th Street, Antioch, CA 94509](#) on June 18, 2019 at 2 PM. Mandatory Pre-Bid Conference/Building Tour 1201 W 4th Street 9am, June 11, 2019 Pre-bid questions must be submitted via email to [publicworks@ci.antioch.ca.us](mailto:publicworks@ci.antioch.ca.us) by 5pm, June 13, 2019

Questions relating to specifications or technical questions must be submitted via email to [publicworks@ci.antioch.ca.us](mailto:publicworks@ci.antioch.ca.us). Bidders are NOT to pursue City staff by telephone or in person.

2. **Form of Bid** - The bid shall be made on the attached bidder's proposal form. If the form is deemed inadequate, additional information may be submitted with the proposal, via an attachment of catalogs, drawings, photographs, or a letter. Letters repeating prices and details from the City's specifications must be omitted. Bids shall be made only on the designated bid form, properly executed, and enclosed in a sealed envelope bearing the name of the bidder, the bid number, bid due date, and bid title. Forms are available and may be secured by prospective bidders at the Department of Public Works at 1201 W 4th Street, Antioch, CA 94531. Bids shall be written in ink, computer generated, or by typewriter. Mistakes may be crossed out and corrections inserted adjacent thereto and must be initialed in ink by the person signing the bid. Bids are to be verified before submission as they cannot be corrected or altered or signed after bids are opened.
3. **Interpretation of Bids** - Should a bidder find discrepancies in, or omissions from the specifications, or should bidder be in doubt as to their true meaning, bidder shall submit a formal request to the Public Works Department for an interpretation thereof prior to the bid opening to the attention of Michelle Walker at [publicworks@ci.antioch.ca.us](mailto:publicworks@ci.antioch.ca.us). The person submitting the request shall be responsible for its prompt delivery. Any interpretation of, or change in the proposed documents will be made only by an addendum published on the City's website, and shall become part of any contract awarded. The City will not be responsible for any other explanation or interpretations.
4. **Addenda** - Any addenda issued by the City during the time of bidding shall be covered in the bid and shall be made a part of the contract. It is the bidder responsibility to check the City of Antioch website, for any addenda that may have been issued prior to the bid/proposal due date.  
<https://www.antiochca.gov/rfps/>
5. **Bid Opening** - Bids shall be delivered to the Public Works Department of the City of Antioch located at [1201 W. 4th St. Antioch, 94509](#) on or before the day and hour set for the opening of bids. A bidder may withdraw his bid, either personally or by written request, at any time prior to the scheduled time for opening of bids.
6. **Late Bids** - Any bids received after the scheduled time of opening will be clocked in, but will not be opened or considered.
7. **No Bid** - If a bid is not made, the bid form must be returned and the reason for not bidding stated; otherwise the vendor's name will be removed from the bidders list. If a bid is submitted without an amount, it will not be considered.
8. **Award or Rejection** - The bid will be awarded to the lowest responsive and responsible bidder offering the best value to the City and will be announced by way of publishing to the City's website ([Bid Documents](#)). Best value is based on all factors, including: cost (unit prices and total prices); contractor's ability, capacity and skill; ability to perform within the time required; character, integrity, reputation, judgment, experience and efficiency of contractor; quality of contractor's performance on previous purchases or contracts, if applicable; and the ability of the contractor to provide future

maintenance, repair, parts and services, if applicable. If within the past two years, a contractor has had a contract terminated early by the City of Antioch then contractor is disqualified from bidding on any future projects for a two year period from the date of termination.

The City reserves the right to reject any or all bids, to accept or reject any one or more items of a bid, or to waive any minor irregularities or informalities in the bid. It is anticipated that all items will be purchased, however the City reserves the right to change quantities prior to the award. Estimated quantities are no guarantee of a certain quantity to be ordered by City. The City reserves the right to make the award to the overall low bidder or split the award amongst the bidders. If the bid is on an "all or nothing" basis, this must be stated on the bid form.

For the purpose of evaluating bids for multiple awards, the sum of \$175.00 is considered to be the administrative cost to the City for issuing and administering each contract awarded. Individual awards will be made for the items and combinations of items which result in the lowest aggregate price to the City, including such administrative cost.

9. **Terms and Conditions** - The bidder shall not change the wording on the specifications or conditions. No words or comments shall be added to the general conditions or detailed specifications. Any explanation or alternative offered shall be set forth in a letter attached to the front cover of the specifications. Alternatives which do not substantially comply with the City's specifications cannot be considered. Conditional bids cannot be accepted.
10. **Brand Names**- The make or brand and grade of the article on which the bid is submitted should be stated on the bid form.
11. **Payment Terms** - Must be indicated by filling in the proper blanks on the bid form. Cash discounts of less than 20 days will be considered net. The standard terms at the City of Antioch are Net 30 days.
12. **FOB Point** - It is understood that the bidder agrees to deliver FOB Destination, with no freight charges to the City. All costs for packing, delivery, drayage, postage, freight, express, or for any other purpose are to be borne by the bidder.
13. **Approved Equal** – Brand names and numbers, when used, are for reference to indicate the character or quality desired. The use of the name of a manufacturer, or any special brand or make, in describing any item in the bid documents does not restrict bidders to that manufacturer or specific article. An equal of the named product will be given due consideration if literature is submitted with the bid showing that the product is of equal or better quality and utility to that specified by the City. Determination of acceptability of any product shall be solely at the City's discretion.
14. **Tax** - No bid shall include federal excise tax, inasmuch as the City is exempt per published IRS regulations concerning state/local governments. The City is obligated to pay applicable state sales or use taxes.
15. **Samples** - When requested, bidders shall submit properly marked samples of the article(s) on which bid is made to the City. Any sample submitted must be clearly marked in such a manner that the marking is fixed, so that the identification of the sample is assured. Such marking shall state (1) name of bidder, (2) number of bids, and (3) item number. Samples, when required, must be furnished free of expense to the City, and if not destroyed by tests, will upon request be returned at bidder's expense unless retained by City for future comparison.
16. **Inspection** - All items furnished shall be subject to the inspection of the City, and unsuitable items may be rejected. Defective items shall be made good by the vendor in a manner satisfactory to the City.

17. **Assignment** - No assignment by the contractor or any contract to be entered into hereunder or of any part thereof, except of funds to be received thereunder by the contractor, will be recognized by the City unless such assignment has had the prior written approval of the City.
18. **Warranty** - Terms of any warranty offered by the manufacturer or the bidder shall be included with the bid. Contractor warrants all work done and goods provided under this Agreement shall at the minimum: a) meet all conditions of the Agreement; b) shall be free from all defects in design, material and workmanship; and 3) shall be fit for the purposes intended. If any defects occur within said 12 months following acceptance, Contractor shall be solely responsible for the correction of those defects.
19. **Timely Delivery** – If indicated in the bid form, bidder shall indicate time of delivery as the number of calendar days following receipt of the order by the contractor to receipt of the goods or services by the City. Time of delivery may be a consideration in the award.

Time is of the essence, and the purchase order is subject to termination for failure to deliver on time. The acceptance by buyer of later performance with or without objection or reservation shall not waive the right to claim damage for such breach nor constitute a waiver of the requirements for the timely performance of any obligation remaining to be performed by the vendor.

20. **Liquidated Damages** - If delivery does not occur on schedule it is understood that the City will suffer damage. It being impractical and infeasible to determine the amount of actual damage, it is agreed that the contractor shall pay to the City the sum of one hundred (\$100.00) dollars per day for each and every calendar day delay in finishing the contract.
21. **Termination for Default** - The City may, by written notice of default to the vendor/contractor, terminate the contract in whole or in part should the vendor/contractor fail to make satisfactory progress, fail to deliver within time specified therein or fail to deliver in strict conformance to specifications and requirements set forth therein. In the event of such termination, the City reserves the right to purchase or obtain the supplies or services elsewhere, and the defaulting vendor/contractor shall be liable for the difference between the prices set forth in the terminated order and the actual cost thereof to the City. The prevailing market price shall be considered the fair repurchase price. If, after notice of termination of this contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Convenience clause. The rights and remedies of City provided in this article shall not be exclusive and are in addition to any other rights and remedies provided by law or under resulting order.
22. **Termination for Convenience** - The City may, by written notice stating the extent and effective date, terminate any resulting order for convenience in whole or in part, at any time. The City shall pay the vendor as full compensation for performance until such termination the unit or pro rate price for the delivered and accepted portion, and a reasonable amount, as costs of termination, not otherwise recoverable from other sources by the contractor as approved by the City, with respect to the undelivered or unaccepted portion of the order, provided compensation hereunder shall in no event exceed the total price. In no event shall the City be liable for any loss of profits on the resulting order or portion thereof so terminated. The rights and remedies of City provided in this article shall not be exclusive and are in addition to any other rights and remedies provided by law or under resulting order.
23. **Fiscal Year** - Obligation for payment of any contract beyond the current fiscal year end is contingent upon the availability of funding from which payment can be made. No legal liability shall arise for payment beyond June 30 of the calendar year unless funds are made available for such performance.

24. **Equal Opportunity** - Contractor shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation or any other prohibited basis under federal or state law, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Contractor under this Agreement. Contractor shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Contractor thereby.

Contractor shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

25. **Business License** – The City of Antioch requires that any contractor doing business within the city limits must hold a valid City of Antioch Business License prior to merchandise delivery (by vendor) or services provided.

26. **Governing Law** - This contract shall be construed and interpreted according to the laws of the State of California with venue for any action under this Agreement in Contra Costa County, California.

27. **Liabilities** -- Contractor shall indemnify, save and hold harmless from and defend the City, its officers, agents and employees, against any and all claims, costs, demands, causes of action, suits, losses, expense or liability arising from, or alleged to have arisen, from any acts or omissions of Contractor, its agents, sub-contractors, officials or employees, in connection with the execution of the work covered by this Agreement, as it may be amended, except for the sole negligence or willful misconduct of City. This indemnification includes any claim that the materials or equipment provided under this Agreement, or any tool, article or process used in manufacture of such tools or equipment, constitutes an infringement of any patent issued by the United States. This entire indemnification provision shall survive termination or cancellation of this Agreement.

28. **Right to Audit** -- The City of Antioch reserves the right to verify, by examination of vendors' records, all invoiced amounts when firm prices are not set forth in the purchase agreement.

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

30. **Surety Bonds** – The Bidder is required to submit a bidder's bond **if included on the Bid Form**. Unless stated to the contrary in the Detailed Specifications, Contractor is required to provide the following surety bonds from an admitted and authorized surety in California in the full amount of the work to be performed: A Performance Bond and a Payment Bond are not required for Maintenance Trade Service Agreements.

31. **Prevailing Wage** - Where labor is required for public work as part of this contract, pursuant to the provisions of the Labor Code of the State of California, contractors shall pay no less than the minimum wages established by the Director of the Department of Industrial Relations of the State of California. This is a government awarded contract and as such will be issued a PW100 number by the State. The Department of Industrial Relations of the State of California requires

you to upload your certified payroll records associated with this contract. You must be registered with the DIR ([https://www.dir.ca.gov/dlse/Janitorial\\_Registration\\_Required\\_Documents.html](https://www.dir.ca.gov/dlse/Janitorial_Registration_Required_Documents.html))

To the extent applicable, Contractor shall comply with the requirements of the California Labor Code including but not limited to hours of labor, nondiscrimination, payroll records, apprentices, workers' compensation and prevailing wages.

No less than the general prevailing rate of per diem wages, and not less than the general prevailing rate of per diem wages for holidays and overtime work, for each craft, classification or type of worker needed to execute the work under this Agreement shall be paid to all workers, laborers and mechanics employed in the execution of the work by the Contractor or any subcontractor doing or contracting to do any part of the work. The appropriate determination of the Director of the California Department of Industrial Relations shall be filed with, and available for inspection, at the City offices. Contractor shall post, at each job site, a copy of the prevailing rate of per diem wages. The Contractor shall forfeit fifty dollars (\$50.00) for each calendar day or portion thereof for each worker paid less than the stipulated prevailing rates for any public work done under the Agreement by it or by any subcontractor under Contractor.

The City reserves the right to request and review the contractor's payroll records in the form of certified payroll records. In the event certified payroll records are requested, they are to be submitted via email to [publicworks@ci.antioch.ca.us](mailto:publicworks@ci.antioch.ca.us). Furthermore, Contractor is to submit two sets: one complete and one redacted of private information [On the second copy the name, address and social security number of the individual employees must be redacted.

- 32. **Appeals** -- Any actual or prospective bidder, or contractor that has a grievance in connection with any City solicitation or award of contract may protest in writing pursuant to the provisions in Antioch Municipal Code section 3-4.03. Protestors are urged to seek resolution of their complaints initially with the using department.
- 33. **Contract Documents** - The work embraced herein shall be performed at the locations covered in this bid and in accordance with the current Standard Specifications of the State of California, Business and Transportation Agency, Department of Transportation. In addition to the State Specifications, the following will also apply: these Specifications; the Proposal; the Contract, required herein; any supplemental agreements amending or extending the work; working drawings or sketches clarifying or enlarging upon the work specified herein; and to pertinent portions of other documents included by reference thereto in these Specifications.

The Successful bidder shall be expected to agree to and comply with all terms addressed in the attached Sample Maintenance and Trade Services Agreement. The bidder shall not change the wording in the attached specifications or conditions. No words or comments shall be added to the general conditions or detailed specifications. Conditional bids cannot be accepted.

- 34. **Insurance** -- Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.

All certificates and endorsements must be emailed to [publicworks@ci.antioch.ca.us](mailto:publicworks@ci.antioch.ca.us), with the name of the contract clearly identified on the certificates and endorsements AND annual renewals automatically be generated and emailed as instructed.

Minimum Scope of Insurance: Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01), Owners and Contractors Protective Liability Coverage Form – Coverage for Operations of Designated Contractor).
2. Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Builder's Risk (Course of Construction) insurance covering all risks of loss less policy exclusions.

Minimum Limits of Insurance: Contractor shall maintain limits no less than:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers' Compensation: As required by the State of California.
4. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

Additional requirements if applicable:

1. Builder's Risk: Completed value of the project with no coinsurance penalty provisions for construction project.
2. Professional Liability: \$1,000,000 as needed for design/build and other professional services.
3. Contractor's Pollution Liability: \$1,000,000 per occurrence \$2,000,000 policy aggregate if hazardous materials are involved.

Deductibles and Self-Insured Retentions:

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

Other Insurance Provisions: The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status.** The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used).
2. **Primary Coverage.** For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. **Notice of Cancellation.** Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.
4. **Waiver of Subrogation.** Contractor hereby grants to City a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.
5. **Deductibles and Self-Insured Retentions.** Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Certificate of Insurance and Endorsements: Contractor shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable by City.

Verification of Coverage: Contractor shall furnish the Entity with original certificates and amendatory endorsements affecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Entity before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

Subcontractors: Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.



## II. SPECIFICATIONS

**Budget:** The City has budgeted approximately \$14,000/monthly for this job.

**Contract Length & Effective Dates:** This contract will be effective July 1, 2019, thru June 30, 2024, upon successful approval of contractor's employees. The City may opt to phase in the City facilities and/or adjust the scope of work depending on the contract amount. City of Antioch will perform weekly, monthly, semi-annual and annual performance reviews.

**Contractor Note:** With request for payment each month, Contractor shall provide a list of duties completed and items not accomplished per contract. Also included shall be a list of work to be completed the next month. No payment will be made without completed work schedule for the month, deficiencies noted and corrected, and the work plan for the next month. All information is to be provided in and email format and hard copy if directed so. Contractor to be capable of responding to requests by both email and cell phone.

**Contractor Will Provide:** A safe and motivated crew capable of performing all work per specifications. After approval to start work the contractor is to supply the City representative with a work schedule that must include starting times, dates and locations. Contractor is to keep the City informed of working locations so that the City representative can inspect the work throughout the process. At least one crew member must speak English. All labor, equipment and materials are required to perform the work as specified in a safe and productive manner. Contractor will be responsible for onsite safety and quality control.

**Customer Service & Quality Assurance:** Any work or assigned duties that are not performed to our standards and/or contractual agreement may result in delay, reduction or discount at the contractor's expense. The judgment for reduced payment or discount shall be at the City's sole discretion. In addition, the City may move to the next lowest responsible bidder if the City is not happy with the services or communication supplied by the contractor. All complaints about services rendered will be processed by the City's authorized designee/s. The City may use routine surveys of employee satisfaction with the janitorial service to gauge overall customer satisfaction.

**Employees/Staff of Contractor:** Contractor agrees to provide all names, addresses, social security numbers, driver license numbers of employees working within the City premises. No employee will be allowed to work within the City contract until Police Department background checks and fingerprinting have been performed. The City reserves the right to deny any contractor or employee from City facilities. The contractor will be responsible for all cost associated with the background checks. The average cost per background check is \$70.00. If requested, employees must furnish documentation of paperwork authorizing employment in the State of California. Contractor(s) will be held personally responsible for the actions of their employees while on/in City premises.

**Equipment & Supplies:** Contractor agrees to provide and maintain all janitorial equipment required to perform the above services as well as all cleaning agents, chemicals, floor finishes, disinfectants, paper and plastic trash bags. The contractor's equipment is to be of top quality and in good working order at all times. If the City or its designee requests replacement equipment due to poor quality or performance the contractor will replace the equipment at his/her own expense as soon as possible. Toilet paper, C fold towels, hand soap, seat covers, sanitary napkins and tampons, will be furnished by the City of Antioch.

In addition to the services listed herein, contractor agrees to work closely with the City agents/representatives to insure the proper maintenance of these facilities. The contractor will have a facility manager who will be available to meet with City Staff if necessary. To insure excellent communication the contractor must respond to complaints and concerns via email and/or cell phone within one hour. Lack of or poor communication is essential to provide the type of service that is being requested in these specifications.

**Janitorial Duties:** The Scope of Work listed by site shall be maintained by the contractor (vendor). Failure to comply with the duties as noted may show due cause for delay in contractual payment and/or cancellation of services offered.

**Payments:** Shall be net 30 days. Invoices must list specific charge per facility with account number to be charged (provided by City). Invoice to reference P.O. number and month of service. With the request for payment each month, Contractor shall provide a list of duties completed and items not accomplished per contract. Also included shall be a list of work to be completed the next month. No payment will be made without completed work schedule for the month, deficiencies noted and corrected, and the work plan for the next month. All information is to be provided in email format and hard copy if directed so.

**Bonds:** There are no bonds required for this project/contract.

**Insurance Requirements:** This contract does not require Builder's Risk, Professional Liability, Contractor's Pollution Liability as listed in **Section I. General Conditions; 34. Insurance.**

**FACILITY ADDRESSES AND APPROXIMATE SQUARE FOOTAGE**

<p>1 <a href="#"><u>CITY HALL &amp; COUNCIL CHAMBERS</u></a> 200 H Street</p>	<p>Approximate Sq. Ft: 31,385 Basement 7,195 1st Floor 6,707 2nd Floor 7,195 3rd Floor 7,195 Council Chambers 3,093</p>
<p>2 <a href="#"><u>ANTIOCH SENIOR CENTER</u></a> 415 W 2nd Street</p>	<p>Approximate Sq. Ft: 4,573</p>
<p>3 <a href="#"><u>NICK RODRIGUEZ COMMUNITY CENTER</u></a> 213 F Street</p>	<p>Approximate Sq. Ft: 32,565</p>
<p>4 <a href="#"><u>MARINA OFFICE &amp; RESTROOMS</u></a> 1 Marina Plaza</p>	<p>Approximate Sq. Ft: 600</p>
<p>5 <a href="#"><u>POLICE &amp; ANIMAL SERVICES</u></a> 300 L Street  4703 Lone Tree Way</p>	<p>Approximate Sq. Ft: 51,803 PD 1st Floor 34,051 PD2nd Floor 14,712 Animal Services 2,190 Substation 850</p>
<p>6 <a href="#"><u>PUBLIC WORKS</u></a> 1201 W 4th Street</p>	<p>Approximate Sq. Ft: 10,100</p>
<p>7 <a href="#"><u>WATER TREATMENT PLANT</u></a> 401 Putnam Drive *Service Area</p>	<p>Approximate Sq. Ft: 3,460* A Plant 1,600 B Plant 1,860</p>
<p>8 <a href="#"><u>ANTIOCH WATER PARK</u></a> 4701 Lone Tree Way</p>	<p>Approximate Sq. Ft: 12,030</p>

**SCOPE OF WORK PER FACILITY**

**1. CITY HALL & COUNCIL CHAMBERS - 200 'H' STREET APPROX. SQ. FT. 31,385**

Nightly Services: Monday through Friday (Unless otherwise noted):

- a) Secure all locks each visit. Lock front and all exterior doors, stairwell doors.
- b) Vacuum all carpets in offices, lobbies and corridors.
- c) Sweep and mop all lobby and stairway tile work, including tile from front doors to sidewalks.
- d) Dust mop all resilient and composition floors with dust mop. Damp-mop to remove spills and water stains treated as required.
- e) Dust all cleared desks, office furniture and other horizontal surfaces with treated dust cloths.
- f) Empty all ashtrays and urns, clean and sanitize as needed, including exterior ash urns (see areas in lobby and directly outside City Hall.)
- g) Empty all wastebaskets, trash containers, and recycled paper containers. Replace liners as needed, including exterior trash containers.
- h) Remove all trash and recycled paper containers from floors to the designated trash areas. Boxes marked trash are to be thrown away.
- i) Remove fingerprints, dirt smudges, graffiti, etc. from all doors, frames, glass partitions, windows, light switches, elevator door jambs, and elevator interiors.
- j) Return chairs and wastebaskets to their proper positions.
- k) Sweep, mop, and clean marks from walls on Monday, Wednesday, and Sunday.
- l) Clean, sanitize, and polish drinking fountains.
- m) Dust and remove debris from all metal door thresholds.
- n) Wipe clean smudged brightwork and glass cases.
- o) Clean resilient and composition floors as required
- p) Machine shampoo carpets in high traffic areas, hallways, corridors, entrances and offices of any spots or soiled areas.
- q) In computer rooms, anti-static spray to be applied to carpeting upon request.
- r) Council Chambers must be cleaned by 6:30 p.m.
- s) Clean stairwells each night.
- t) Keep all custodial closets in neat and clean order.
- u) Report burned out lights and other needed repairs via email to [publicworks@ci.antioch.ca.us](mailto:publicworks@ci.antioch.ca.us)
- v) Note: Recycled Goods - Paper - Must be disposed of in the correct bins

Weekly Services:

- a) Dust all low reach areas, including chair rugs, structural and furniture ledges, baseboards, window sills, door louvers and other ventilation louvers, wood paneling, molding, etc.
- b) Dust inside all door jams.
- c) Wipe clean and polish all metal and bright work.
- d) Edge vacuum all carpeted areas.
- e) Dust and/or wash all directory boards and display glass.
- f) Dust in place all picture frames, charts, graphs, and similar wall hangings.
- g) Clean all wall marks.
- h) Vacuum and dust vault area upon request.(In Finance behind the Water Desk)

**Monthly Service:**

- a) Dust all high reach areas, including tops of door frames, structural and furniture edges, air conditioning diffusers, louvers, tops of partitions, picture frames, blinds, and other areas not reached in nightly or weekly services

**Quarterly Services:**

- a) Clean interior mats and pads.
- b) Clean all vertical and horizontal blinds.

**Semi-Annual Services:**

- a) Strip and wax all resilient composition floors and tile.
- b) Shampoo carpeted areas.
- c) Wash and clean all interior glass surfaces (glass partitions and interior windows).

**RESTROOM SERVICES - CITY HALL**

**Daily Services – First Floor Only - Monday thru Friday, 9:00am – 10:00am; except holidays**

- a) Restock all restrooms with supplies from stock, including paper towels, toilet tissue, seat covers, and hand soap as necessary.
- b) Wash and polish all mirrors, dispensers, faucets, flushometers, and brightwork with non- abrasive disinfectant cleaners.
- c) Wash and sanitize all toilets, toilet seats, urinals and sinks.
- d) Remove stains, descale toilets, urinals, and sinks, as needed.
- e) Due to high traffic - dry spot clean restroom floors with disinfectant germicidal solution as needed.
- f) Empty and sanitize all waste and sanitary napkin and tampon receptacles.
- g) Remove restroom trash.
- h) Clean fingerprints, marks and graffiti from walls, partitions, glass, aluminum, and light switches.
- i) Wash and sanitize the water fountain between the two restrooms.
- j) Remove any litter or trash in the lobby area from the restrooms to the entrance (east side only.)

**Nightly Services:**

- a) Restock all restrooms with supplies from stock, including paper towels, toilet tissue, seat covers, and hand soap as necessary.
- b) Restock all sanitary napkin and tampon dispensers from stock as needed.
- c) Wash and polish all mirrors, dispensers, faucets, flushometers, and brightwork with non- abrasive disinfectant cleaners.
- d) Wash and sanitize all toilets, toilet seats, urinals and sinks.
- e) Remove stains, descale toilets, urinals, and sinks, as needed.
- f) Mop all restroom floors with disinfectant germicidal solution.
- g) Empty and sanitize all waste and sanitary napkin and tampon receptacles.
- h) Remove restroom trash.
- i) Clean fingerprints, marks and graffiti from walls, partitions, glass, aluminum, and light switches.

**Weekly Services:**

- a) Dust all low and high reach areas, including structural ledges, mirror tops, partition tops and edges, air conditioning diffusers, and return air grills.
- b) Maintenance showers to be cleaned and sanitized once a week, minimum.
- c) Keep floor drains filled with water and/or deodorizer; products must be biodegradable.

**Monthly Service:**

- a) Wipe down all walls and metal partitions.
- b) Clean all ventilation louvers, vents and light fixtures.
- c) Dust all doors and door jams.
- d) Machine scrub and wash floors as needed.

**MAIN FLOOR AND LOBBIES – CITY HALL**

**Nightly Services: Monday through Friday**

- a) Clean all glass including low partitions and corridor side of all windows and glass doors to tenant premises.
- b) Clean all chrome brightwork including swinging door hardware, kick-plates, baseboards, partition tops, handrails, waste paper receptacles, elevator call-button plates, hose cabinets, and visible hardware on the corridor side of tenant entry doors and brass handrails.
- c) Thoroughly clean all door saddles of dirt and debris. Sanitize door handles.
- d) Clean, sweep, and damp-mop all tile flooring.
- e) Clean and dust directory board glass and ledges.
- f) Empty, clean/sanitize as required all waste paper baskets.
- g) Vacuum all carpets, edge to edge.
- h) Clean all elevator doors and frames.

**PASSENGER ELEVATOR CLEANING – CITY HALL**

**Nightly Services: Monday through Friday**

- a) Polish rails on elevator walls.
- b) Clean cab walls and interior doors.
- c) Clean outside surfaces of all elevator doors and frames.
- d) Vacuum and edge all cab floor carpeting thoroughly.
- e) Vacuum all elevator thresholds.

**Weekly Services:**

- a) Thoroughly clean entire interior stainless-steel surfaces of all doors and frames, and outside surfaces of all doors and frames.
- b) Thoroughly clean all thresholds.
- c) Clean interior of cab walls.

Quarterly services:

- a) Wipe clean all elevator cab light diffusers.
- b) Wipe clean entire cab ceiling.
- c) Machine scrub and seal floors
- d) Strip and seal floors annually

**TRASH & SERVICE ENTRANCE AREAS – CITY HALL**

Nightly Services: Monday through Friday

- a) Place all miscellaneous trash and debris in the building trash receptacles, compactors, or balers.
- b) Neatly stack all trash in designated dumpster or assigned area.
- c) Sweep entire area.

**SERVICE CORRIDORS & STAIRWELLS – CITY HALL**

Nightly Services: Monday through Friday

- a) Remove trash from all above areas.
- b) Maintain, in orderly manner, all janitorial supplies and paper products in the storage rooms and service sink closets.
- c) Maintain an inventory control sheet of supplies. This may also be required in an email format.
- d) Maintain an orderly arrangement of all equipment.

Weekly Services:

- a) Damp-mop all composition floors in storerooms.
- b) Clean and disinfect service sinks.
- c) Sweep store room floors.
- d) Sweep stairwells and dust accordingly.

**SPECIAL NOTE ON CITY HALL CLEANING**

City Council Meetings are held on the 2nd and 4th Tuesdays of each month. On this evening the City Hall Lobby/Restroom Area will remain open until the close of the meeting. Various other night meetings are held in the Council Chambers on a regular basis (copy of schedule to be given to contractor). The janitorial service is required prior to each meeting and the Lobby/Restroom area is to remain open during these meetings. Carpet cleaning to be done on an as needed or directed basis. Contractor is responsible to check postings for public meetings held in Council Chambers to ensure public area is clean and orderly for all meetings.

**REGULAR TRASH & RECYCLED GOODS (PAPER) – CITY HALL**

Each department and floor has designated recycled bins. These bins must be emptied into the correct trash bins located in the basement. Thank you for helping us perform our recycled goods program.

**WINDOW WASHING– CITY HALL**

At City Hall the outer windows will be washed one time per year. The inside windows will be washed once per year. All glass partitions inside the building will be spot cleaned as listed above, but will be washed completely once per year (at the same time the inside windows are cleaned). Special care must be provided on the outside windowsill areas at City Hall.

**2. ANTIOCH SENIOR CENTER, 415 W 2ND STREET APPROX. SQ. FT. 4,573**

Areas to be serviced:

- Lobby/hallway/vending
- MNO Dining Hall
- Restrooms (men's/ women's, 2 sets)

**JANITORIAL SCHEDULE – ANTIOCH SENIOR CENTER**

This facility requires 5 days per week service Monday through Friday. The Building is generally accessible for service by 4pm except on the rare occasion that a rental group is scheduled to utilize the facility in the evening. Those occasions will be communicated in advance to the contractor by the Recreation Department Representative.

Nightly Services:

- a) Wash and polish all sink counters and areas, mirrors, soap dispensers, toilet seat cover dispensers, faucets, flush meters, and bright work with nonabrasive disinfectant cleaners, including grab bars.
- b) Clean, sweep, and then mop all restroom entryways and restroom tile floors with disinfectant germicidal solution cleaner.
- c) Empty, clean and sanitize all restroom waste baskets.
- d) Wash and sanitize all toilets, urinals and sinks.
- e) Dust all low and high reach areas, including structural ledges, mirror tops, partition tops and edges, air conditioning diffusers, and return air grills. All cobwebs and debris to be removed from all walls and overheads.
- f) Maintain janitorial storage areas in neat and orderly manner.
- g) Make sure all doors and windows are locked.
- h) Identify leaks and other plumbing problems.
- i) Identify defective lights or lighting.
- j) Implement security system.

Monthly Services:

- a) Remove stains and de-scale toilets, urinals and sinks one time each month.
- b) Detail vacuum edges.
- c) Clean wall and ceiling vents.
- d) Clean all thresholds and door jams.
- e) Perform high dusting.



**3. NICK RODRIGUEZ COMMUNITY CENTER, 213 F STREET APPROX. SQ. FT. 32,565**

Areas to be serviced:

- Restrooms (men's/ women's, 1 set)
- Multiuse Room
- Multiuse Room Kitchen

**JANITORIAL SCHEDULE – NICK RODRIGUEZ COMMUNITY CENTER**

This facility requires 3 days per week restroom service on Monday, Wednesday, and Friday evenings; and Monday evenings for Multiuse Room and Kitchen service. The Building is generally accessible for service by 4pm except when rental group is scheduled to utilize the facility in the evening. Those occasions will be communicated in advance to the contractor by the Recreation Department Representative. The City of Antioch will provide all cleaning supplies, equipment, chemicals, etc.

Nightly Services:

- a) Wash and polish all sink counters and areas, mirrors, soap dispensers, toilet seat cover dispensers, faucets, flush meters, and bright work with nonabrasive disinfectant cleaners. Including grab bars.
- b) Empty, clean, sanitize, and remove all restroom waste baskets.
- c) Remove stains and de-scale toilets, urinals and sinks.
- d) Wash and sanitize all toilets, urinals and sinks.
- e) Clean, sweep, and then mop all restroom entryways and restroom tile floors with disinfectant germicidal solution cleaner.
- f) Dust all low and high reach areas, including structural ledges, mirror tops, partition tops and edges, air conditioning diffusers, and return air grills. All cobwebs and debris to be removed from all walls and overheads.
- g) Clean, sanitize, and polish drinking fountain.
- h) Clean and wipe-down stall walls, doors, partitions, glass, aluminum, and light switches.
- i) Maintain janitorial storage areas in neat and orderly manner.
- j) Make sure all doors and windows are locked.
- k) Identify leaks and other plumbing problems.
- l) Identify defective lights or lighting.
- m) Implement security system.

Weekly:

- a) Wash and polish Multiuse Room kitchen sink counters and areas, soap dispensers, faucets, and bright work with nonabrasive disinfectant cleaners.
- b) Clean, sweep, and then mop Multiuse Room and Kitchen floors with disinfectant germicidal solution cleaner.
- c) Dust all low and high reach areas, including structural ledges, mirror tops, partition tops and edges, air conditioning diffusers, and return air grills. All cobwebs and debris to be removed from all walls and overheads.
- d) Empty, clean, sanitize, and remove all Multiuse Room waste baskets.
- e) Wipe down all doors, walls and partitions.
- f) Clean and wipe down baseboards.

4. MARINA PUBLIC AND BERTHER RESTROOMS, 1 MARINA PLAZA APPROX. SQ. FT. 600

**BERTHER RESTROOMS - MARINA**

Daily:

- a) Restock all restrooms with supplies from stock, including paper towels, toilet tissue, seat covers, and hand soap as necessary. (Put only 1 bundle of paper towels in dispenser at a time.)
- b) Use appropriate cleaning supplies and equipment as instructed by the Marina Staff in appropriate areas as directed. Cleaning equipment is to be segregated and used in designated areas only. Equipment dedicated for the berther restrooms is not to be used in the public restrooms.
- c) Wash polish all sink areas, mirrors, dispensers, faucets, flush meters, and bright work with non-abrasive disinfectant cleaners. Including grab bars.
- d) Wash and sanitize all toilets, surface area around toilets, toilet seats, urinals and sinks.
- e) Sweep and then mop all restroom floors with disinfectant germicidal solution, The use of Bathroom Brite SAN-64 or acceptable substitute only. Do not use bleach in the berther restrooms.
- f) Shower and shower dressing room to be cleaned, scrubbed and sanitized.
- g) Clean, sanitize, and polish drinking fountain.
- h) Remove restroom trash.
- i) Spot-clean fingerprints, marks, and graffiti from walls, partitions, glass, aluminum, and light switches.
- j) Wipe down entry door (inside restroom) and stall walls and doors.
- k) Sweep exterior walkway in front of restrooms to be free of leaves, trash and other debris.
- l) Report any damaged or loose items and fixtures to Marina Staff via email at [antiochmarina@ci.antioch.ca.us](mailto:antiochmarina@ci.antioch.ca.us)

Weekly:

- a) Dust all low and high reach areas, including structural ledges, mirror tops, partition tops and edges, air conditioning diffusers, and return air grills. All cobwebs and debris to be removed from all walls and overheads.
- b) Dust and remove debris from all metal door thresholds.
- c) Remove stains, de-scale toilets, urinals, and sinks.
- d) Keep floor drains filled with water and deodorizer.
- e) Hand Scrub out all floor corners to be free of debris and surface dirt.
- f) Wipe down all doors, walls and partitions.
- g) Clean all ventilation louvers, vents and light fixtures.

**PUBLIC RESTROOMS- MARINA**

Daily:

- a) Restock all restrooms with supplies from stock.
- b) Use appropriate cleaning supplies as instructed by the Marina Staff in appropriate areas as directed. Use bleach in the public restrooms only if indicated and or instructed.
- c) Wash and sanitize all toilets, surface area around toilets, toilet seats, urinals and sinks.
- d) Sweep and then mop all restroom floors with disinfectant germicidal solution or bleach as instructed.

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- e) Remove restroom trash and clean all cobwebs.
- f) Spot-clean fingerprints, marks, and graffiti from walls, partitions, glass, aluminum, and light switches.
- g) Wipe down entry door (inside restroom) and stall walls and doors.
- h) Report any damaged or loose items and fixtures to Marina Staff.
- i) Securely lock and unlock the public facilities daily (0700-1700)

**CITY'S OFFICE - MARINA**

The Marina Staff may instruct from time to time variations or special cleaning instructions to Maintenance staff if the need arises. The Marina Staff will provide cleaning solutions to be used per the guidelines above along with any special instructions. The contractor's cleaning equipment is to be of top quality and in good working order at all times. If the City or its designee requests replacement equipment due to poor quality or performance the contractor will replace the equipment at his/her own expense as soon as possible. Marina Staff will observe and make recommendations on the replacement of any equipment that has fallen in disrepair. Proper cleaning equipment in good repair must be used at all times.

**5. POLICE AND ANIMAL SERVICES, 300 L STREET APPROX. SQ. FT. 51,803**

Nightly Services (each visit): Sunday through Friday (6 days per week including holidays)

- a) Enter building using security procedures.
- b) Vacuum all carpets in offices, lobbies, corridors, lunchroom, and other areas with each cleaning.
- c) Sweep and mop all hard floor including areas from front doors to sidewalks.
- d) Dust-mop all resilient and composition floors with treated dust-mop.
- e) Damp-mop to remove spills and water stains as required.
- f) Dust all cleared desks, office furniture, and other horizontal surfaces with treated dust cloths.
- g) Papers and folders on desks are not to be moved.
- h) Empty all ash trays and ash urns, clean and sanitize as needed.
- i) Empty all waste paper baskets and other trash containers, replace trash liners as needed.
- j) Remove all trash from floors to the designated trash areas. Throw away boxes marked 'trash'.
- k) Remove fingerprints, dirt smudges, graffiti, etc. from all doors, frames, glass partitions, windows, light switches, elevator door jambs, and elevator interiors.
- l) Return chairs and waste baskets to their proper positions.
- m) Clean, sanitize, and polish drinking fountains.
- n) Wipe clean smudged brightwork and glass cases.
- o) Machine shampoo carpets in high traffic areas, hallways, corridors, entrances and offices of any spots or soiled areas. Steam cleaner for soiled carpet.
- p) Report burned out lights and other needed repairs via email.
- q) Empty trash and ash containers in the patio and entry areas.
- r) Keep all custodial closets in neat and clean order.

Weekly Services:

- a) In computer rooms, anti-static spray to be applied to carpeting upon request.
- b) Clean and polish all metal door thresholds.
- c) Wipe clean and polish all metal and brightwork.
- d) Edge vacuum all carpeted areas.
- e) Dust and/or wash all directory boards and display glass weekly, interior upon request.
- f) Dust in place all picture frames, charts, graphs, and similar wall hangings.
- g) Check all waxed floors, restore and high speed buff as needed or directed.
- h) Clean shower walls, floors and drains and sanitize.
- i) In weight room, clean mirrors, vacuum, dust, and wipe equipment clean.

Bi-Weekly Services:

- a) Dust all high reach areas including, but not limited to, tops of door frames, structural and furniture ledges, air conditioning diffusers and return louvers, tops of partitions, picture frames, and other areas not reached in nightly or weekly services.
- b) Dust all low reach areas including, but not limited to, chair rugs, structural and furniture ledges, baseboards, window sills, door louvers and other ventilation louvers, wood paneling, molding, etc.
- c) This is in the weekly duties<sup>4</sup>. Vacuum and spot clean upholstered furniture in offices upon request, lobby furniture as needed.

Monthly Services:

- a. Sally-port – sweep monthly.

Quarterly Services:

- a) Clean interior mats, pads and runners
- b) Polish all VCT flooring Semi-Annual Services:
- c) Strip and wash all resilient composition floors and tile.
- d) Wash and clean all interior glass surfaces.
- e) Carpeting – semi-annual shampoo and extract carpets
- f) Sally-port – wash and clean high dust.

Window Washing Services

- a) All inside glass will be cleaned twice per year.
- b) The outer windows and overhang will be washed two times per year. Special care must be provided on the outside windowsill areas – no standing is allowed on sills.

**RESTROOMS - POLICE**

Nightly Services (each visit): Sunday through Friday (6 days per week including holidays)

- a) Re-stock all restrooms with supplies from stock, including paper towels, toilet tissue, seat covers, and hand soap as necessary.
- b) Re-stock all sanitary napkin and tampon dispensers from stock as needed.
- c) Wash and polish all mirrors, dispensers, faucets, flushometers, and brightwork with non- abrasive disinfectant cleaners.
- d) Wash and sanitize all toilets, toilet seats, urinals, and sinks.
- e) Remove stains, descale toilets, urinals, and sinks as needed.
- f) Mop all restroom floors with disinfectant germicidal solution.
- g) Empty and sanitize all waste and sanitary napkin and tampon receptacles.
- h) Remove restroom trash.
- i) Spot-clean fingerprints, marks, and graffiti from walls, partitions, glass, aluminum, and light switches as required.
- j) Report burned out lights and other needed repairs via email.

Weekly Services:

- a) Dust all low reach and high reach areas including, but not limited to, structural ledges, mirror tops, partition tops and edges, air conditioning diffusers and return air grills.
- b) In all restrooms, keep floor drains filled with water and/or biodegradable deodorizer.

Monthly Services:

- a) Wipe down all walls and metal partitions.
- b) Clean all ventilation louvers, vents, and light fixtures.
- c) Dust all doors and door jams.
- d) Machine scrub, wash floors and seal flooring that has been previously sealed.

**MAIN FLOOR LOBBIES & CORRIDORS - POLICE**

Nightly Services (each visit): Sunday through Friday (6 days per week including holidays)

- a) Clean all glass including low partitions and corridor side of all windows and door glass.
- b) Clean all chrome brightwork including swinging door hardware, kick-plates, baseboards, partition tops, hand rails, waste paper receptacles, elevator call button plates, hose cabinets, and visible hardware on the corridor side of tenant entry doors and brass handrails.
- c) Thoroughly clean all door saddles of dirt and debris.
- d) Clean, sweep, and damp-mop all tile flooring.
- e) Clean and dust directory board glass and ledges.
- f) Empty, clean/sanitize as required all waste paper baskets, including patio and entry area containers. Vacuum and machine shampoo carpets in high traffic areas, hallways, corridors, entrances and offices of any spots or soiled areas.
- g) Clean all elevator doors and frames.

**PASSENGER ELEVATOR - POLICE**

Nightly Services (each visit): Sunday through Friday (6 days per week including holidays)

- a) Polish rails on elevator walls.
- b) Clean cab walls and interior doors.
- c) Clean outside surfaces of all elevator doors and frames.
- d) Vacuum and edge all cab floor/ carpeting thoroughly.
- e) Vacuum all elevator thresholds.
- f) Clean/shampoo carpet (due to high traffic area)

Weekly Services:

- a) Thoroughly clean entire interior stainless-steel surfaces of all doors and frames, and outside surfaces of all doors and frames.
- b) Thoroughly clean all thresholds.
- c) Clean interior walls.

Quarterly Services:

- a) Wipe clean all elevator cab light diffusers.
- b) Wipe clean entire cab ceiling.
- c) Front Lobby – Machine scrub/polish and reseal if needed or directed.

**TRASH & SERVICE ENTRANCE AREAS - POLICE**

Nightly Services (each visit): Sunday through Friday (6 days per week including holidays)

- a) Place all miscellaneous trash & recycle items in the specified receptacles/dumpsters, compactors, or balers.
- b) Neatly stack all trash in designated area.
- c) Sweep entire area.

**JANITOR/UTILITY CLOSET – POLICE**

Nightly Services (each visit): Sunday through Friday (6 days per week including holidays)

- a) Remove trash from all areas.
- b) Maintain in orderly manner all janitorial supplies and paper products in the storage rooms and service sink closets.
- c) Maintain an inventory control sheet of supplies.
- d) Maintain an orderly arrangement of all equipment.

Weekly Services:

- a) Damp-mop all composition floors in storerooms.
- b) Clean and disinfect service sinks.
- c) Sweep store room floors.

**ANIMAL SERVICES LOCATION - POLICE**

- a) The same cleaning specifications above will be followed for the Animal Services areas with the following additions:
- b) No cleaning services will be provided for the kennel areas.
- c) Hallway flooring will be swept and mopped nightly with a germicidal solution.
- d) Wall spot-cleaning, dusting, window washing, and door cleaning will be performed per specifications above.

**DETENTION AREA & CELLS - POLICE**

- a) Personnel cleaning this area will first report to the police staff in charge, and the janitor will first be briefed as to special needs in the detention area.
- b) Detention cells will be cleaned and disinfected on an as needed as directed basis. This task must be completed within 24 hours of direction.
- c) Special attention is to be given to the fingerprint area to remove ink from walls, counters, and other areas as directed.
- d) Glass is to be spot-cleaned nightly, and all other services as described above will be performed as they apply to specific cleaning need.
- e) All janitorial staff will be cleared by the Police Department prior to the start of work.
- f) Deep cleaning of all detention cells as requested; typically two times per year.

**DISPATCH CENTER - POLICE**

The same cleaning specifications above will be followed for the Dispatch Center with the following additions:

Quarterly Deep Clean Service:

- a) Vacuum all counter tops for dust and debris.
- b) Vacuum behind monitors, controls, and other equipment.
- c) Vacuum all window blinds and ledges.
- d) Wash all interiors windows.
- e) Vacuum all high to reach areas (ceiling vents, TV and other monitors, horizontal tops, etc.).
- f) Vacuum all low areas (bottoms of chairs, floor mats, around hard drives, shelves, corners, edges, and other tight spaces where dust accumulates).
- g) Wipe all counter tops and telephones with germicidal solutions.
- h) Thoroughly sweep and mop tile flooring.
- i) Steam clean and sanitize all chairs.
- j) City I.T. staff to assist/advise with concerns to computers, keyboards, wires, or other sensitive equipment.



**POLICE SUBSTATION - 4307 LONE TREE WAY**

Twice per week - Tuesdays and once over the weekend

- a) Enter building using security procedures.
- b) Vacuum all carpets in offices, lobbies, corridors, and other areas with each cleaning.
- c) Sweep and mop all hard floor including areas from front doors to sidewalks.
- d) Dust-mop all resilient and composition floors with treated dust-mop.
- e) Damp-mop to remove spills and water stains as required.
- f) Dust all cleared desks, office furniture, and other horizontal surfaces with treated dust cloths.
- g) Papers and folders on desks are not to be moved.
- h) Empty all ash trays and ash urns, clean and sanitize as needed.
- i) Empty all waste paper baskets and other trash containers, replace trash liners as needed.
- j) Remove all trash from floors to the designated trash areas.
- k) - Boxes marked 'trash' are to be thrown away.
- l) Remove fingerprints, dirt smudges, graffiti, etc. from all doors, frames, glass partitions, windows, light switches, elevator door jambs, and elevator interiors.
- m) Return chairs and waste baskets to their proper positions.
- n) Clean, sanitize, and polish drinking fountains.
- o) Wipe clean smudged brightwork and glass cases.
- p) Machine shampoo carpets in high traffic areas, hallways, corridors, entrances and offices of any spots or soiled areas.. Steam cleaner for soiled carpet.
- q) Report burned out lights and other needed repairs via email.
- r) Empty trash and ash containers in the patio and entry areas.
- s) Keep all custodial closets in neat and clean order.
- t) Clean jail restroom and replenish paper and soap
- u) Wipe and sanitize sink and surrounding counter top
- v) Return furniture back to original location
- w) Pick up any trash or debris from car port or Sally port area(s)
- x) Shampoo or clean carpets as needed
- y) Detention area and cells, dust and damp mop as needed
- z) Remove any visible cob webs
- aa) Dust tops of cabinets, partitions, etc
- bb) Dump a trash and recycle

Monthly:

- a) Vacuum vents and returns
- b) Edge vacuum under desks and corners edge to edge

**6. PUBLIC WORKS, 1201 W. 4TH STREET APPROX. SQ. FT. 10,100**

Nightly Services: Monday through Friday (Unless otherwise noted)

- a) Secure all locks each visit. Lock front and all exterior doors.
- b) Vacuum all carpets in offices, lobbies and corridors.
- c) Sweep and mop all lobby and stairway tile work, including tile from front doors to sidewalks.
- d) Dust mop all resilient and composition floors with dust mop. Damp-mop to remove spills and water stains treated as required.
- e) Dust all cleared desks, office furniture and other horizontal surfaces with treated dust cloths.
- f) Empty all ashtrays and urns, clean and sanitize as needed, including exterior ash urns (see areas in lobby and directly outside City Hall, and Maintenance by back door).
- g) Empty all wastebaskets, trash containers, and recycled paper containers. Replace liners as needed, including exterior trash containers (Maintenance near back door).
- h) Remove all trash and recycled paper containers from floors to the designated trash areas. Boxes marked trash are to be thrown away.
- i) Remove fingerprints, dirt smudges, graffiti, etc. from all doors, frames, glass partitions, windows, light switches.
- j) Return chairs and wastebaskets to their proper positions.
- k) Sweep, mop, and clean marks from walls on Monday, Wednesday, and Sunday.
- l) Clean, sanitize, and polish drinking fountains.
- m) Dust and remove debris from all metal door thresholds.
- n) Wipe clean smudged brightwork and glass cases.
- o) Clean resilient and composition floors as required.
- p) Machine shampoo carpets in high traffic areas, hallways, corridors, entrances and offices of any spots or soiled areas.
- q) In computer rooms, anti-static spray to be applied to carpeting upon request.
- r) Keep all custodial closets in neat and clean order.
- s) Report burned out lights and other needed repairs via email [publicworks@ci.antioch.ca.us](mailto:publicworks@ci.antioch.ca.us)
- t) Note: Recycled Goods - Paper - Must be disposed of in the correct bins.
- u) No items are to be removed from the premises.

Weekly Services:

- a) Dust all low reach areas, including chair rugs, structural and furniture ledges, baseboards, window sills, door louvers and other ventilation louvers, wood paneling, molding, etc.
- b) Dust inside all door jams.
- c) Wipe clean and polish all metal and bright work.
- d) Edge vacuum all carpeted areas.
- e) Dust and/or wash all directory boards and display glass.
- f) Dust in place all picture frames, charts, graphs, and similar wall hangings.
- g) Clean all wall marks.

Monthly Service:

- a) Dust all high reach areas, including tops of door frames, structural and furniture edges, air conditioning diffusers, louvers, tops of partitions, picture frames, blinds, and other areas not reached in nightly or weekly services

**Quarterly Services:**

- a) Clean interior mats and pads.
- b) Clean all vertical and horizontal blinds.

**Semi-Annual Services:**

- a) Strip and wax all resilient composition floors and tile.
- b) Shampoo carpeted areas.
- c) Wash and clean all interior glass surfaces (glass partitions and interior windows).

**Annual Service:**

- a) All inside glass will be cleaned once per year.
- b) The outer windows and overhang will be washed one time per year. Special care must be provided on the outside windowsill areas – no standing is allowed on sills.

**RESTROOM SERVICES - PUBLIC WORKS**

**Nightly Services:**

- a) Restock all restrooms with supplies from stock, including paper towels, toilet tissue, seat covers, and hand soap as necessary.
- b) Restock all sanitary napkin and tampon dispensers from stock as needed.
- c) Wash and polish all mirrors, dispensers, faucets, flushometers, and brightwork with non- abrasive disinfectant cleaners.
- d) Wash and sanitize all toilets, toilet seats, urinals and sinks.
- e) Remove stains, descale toilets, urinals, and sinks, as needed.
- f) Mop all restroom floors with disinfectant germicidal solution.
- g) Empty and sanitize all waste and sanitary napkin and tampon receptacles.
- h) Remove restroom trash.
- i) Clean fingerprints, marks and graffiti from walls, partitions, glass, aluminum, and light switches.

**Weekly Services:**

- a) Dust all low and high reach areas, including structural ledges, mirror tops, partition tops and edges, air conditioning diffusers, and return air grills.
- b) Maintenance showers to be cleaned and sanitized once a week, minimum.
- c) All restrooms, keep floor drains filled with water and/or deodorizer. Biodegradable products only.

**Monthly Service:**

- a) Wipe down all walls and metal partitions.
- b) Clean all ventilation louvers, vents and light fixtures.
- c) Dust all doors and door jams.
- d) Machine scrub and wash floors as needed.

**MAIN FLOOR & LOBBY – PUBLIC WORKS**

Nightly Services:

- a) Clean all glass including low partitions, corridor side of all windows and glass doors to tenant premises.
- b) Clean all chrome brightwork including swinging door hardware, kick-plates, baseboards, partition tops, handrails, waste paper receptacles, elevator call-button plates, hose cabinets, and visible hardware on the corridor side of tenant entry doors and brass handrails.
- c) Thoroughly clean all door saddles of dirt and debris. Sanitize door handles.
- d) Clean, sweep, and damp-mop all tile flooring.
- e) Clean and dust directory board glass and ledges.
- f) Empty, clean/sanitize as required all waste paper baskets.
- g) Vacuum all carpets, edge to edge.

**TRASH & SERVICE ENTRANCE AREAS – PUBLIC WORKS**

Nightly Services:

- a) Place all miscellaneous trash and debris in the building trash receptacles, compactors, or balers.
- b) Neatly stack all trash in designated dumpster or assigned area.
- c) Sweep entire area.

**SERVICE CORRIDORS – PUBLIC WORKS**

Nightly Services:

- a) Remove trash from all above areas.
- b) Maintain, in orderly manner, all janitorial supplies and paper products in the storage rooms and service sink closets.
- c) Maintain an inventory control sheet of supplies. This may also be required in an email format.
- d) Maintain an orderly arrangement of all equipment.

Weekly Services:

- a) Damp-mop all composition floors in storerooms.
- b) Clean and disinfect service sinks.
- c) Sweep store room floors.
- d) Sweep stairwells and dust accordingly.

**SPECIALTY ITEMS – PUBLIC WORKS**

- a) Vehicle Maintenance Shop - restroom cleaned nightly (toilets, sink, and floors, not the shower).
- b) Keep floor drains filled with water and/or deodorizer weekly.
- c) Water Distribution Office – Clean/Shampoo carpet monthly.

**REGULAR TRASH & RECYCLED GOODS (PAPER) – PUBLIC WORKS**

Each department and floor have designated recycled bins. These bins must be emptied into the correct trash bins. Thank you for helping us perform our recycled goods program.

**7. WATER TREATMENT PLANT, 401 PUTNAM DRIVE APPROX. SQ. FT. 3,460**

**A PLANT BUILDING CONTROL ROOM AND SUPERVISOR OFFICE**

Weekly:

- a) Sweep and mop the lobby and stairway
- b) Sweep and dust mop all floors. Damp-mop to remove spills and water stains, treat as required.
- c) Dust office furniture and other horizontal surfaces with treated dust cloths.
- d) Empty all wastebaskets, trash containers, and recycled paper containers. Replace liners as needed. Return wastebaskets to their proper positions
- e) Remove fingerprints, dirt smudges etc. from all doors, frames, windows, light switches
- f) Clean, sanitize, and polish drinking fountain.
- g) Clean resilient and composition floors as required. Monthly Service:
- h) Dust vertical and horizontal blinds.
- i) Wipe down/dust baseboards in Supervisors office

**A PLANT BUILDING 2ND FLOOR RESTROOMS – WATER TREATMENT PLANT**

Weekly:

- a) Restock both restrooms with supplies from stock, including paper towels, toilet tissue, seat covers, and hand soap as necessary.
- b) Wipe and disinfect countertops
- c) Wash and polish all mirrors, dispensers, faucets, flushometers, and brightwork with non-abrasive disinfectant cleaners.
- d) Wash and sanitize all toilets, toilet seats, urinals and sinks.
- e) Remove stains, descale toilets, urinals, and sinks, as needed.
- f) Sweep first, then mop all restroom floors with disinfectant germicidal solution.
- g) Empty and sanitize all waste receptacles.
- h) Remove restroom trash.
- i) Clean fingerprints, marks and graffiti from walls, partitions, glass, aluminum, and light switches.
- j) Dust all low and high reach areas, including structural ledges, mirrors, partition tops and edges, air conditioning diffusers, and return air grills.
- k) Showers to be cleaned and sanitized once a month, minimum.
- l) In all restrooms, keep floor drains filled with water and/or deodorizer.
- m) Rinse mop thoroughly after use and hang outside to dry.

**A PLANT BLDG. - 2ND FLOOR OFFICE, HALLWAY & LAB – WATER TREATMENT PLANT**

Weekly:

- a) Sweep and mop all floors; remove lab floor mats prior to sweeping and mopping.
- b) Wipe the floor mats and replace in the lab
- c) Clean glass in doors to the hallway and lab; wipe light switches
- d) Empty all trash receptacles and replace liners
- e) Restock towel dispensers
- f) Dust bookshelves in hallway

- g) Clean floor and basin in the janitorial closet, maintain janitorial closet in an orderly and clean manner

**A PLANT BUILDING 2ND FLOOR BREAKROOM– WATER TREATMENT PLANT**

Weekly:

- a) Sweep first then mop floor
- b) Wipe down all countertops and surfaces; clean the sink with cleaner containing bleach
- c) Refill towel dispenser
- d) Wipe and sanitize tables
- e) Wipe inside of microwave oven, wipe cooktop surfaces
- f) Wash and polish fixtures

**B PLANT - THIRD FLOOR– WATER TREATMENT PLANT**

Weekly:

- a) Sweep and dust mop all floors, damp mop to remove spills and water stains as required
- b) Clean, sanitize, and polish drinking fountain.

**B PLANT - RESTROOMS– WATER TREATMENT PLANT**

Weekly:

- a) Restock both restrooms with supplies from stock, including paper towels, toilet tissue, seat covers, and hand soap as necessary.
- b) Wash and polish all mirrors, dispensers, faucets, flushometers, and brightwork with non-abrasive disinfectant cleaners.
- c) Wipe and disinfect countertops
- d) Wash and sanitize all toilets, toilet seats, urinals and sinks.
- e) Remove stains, descale toilets, urinals, and sinks, as needed.
- f) Sweep first, then mop all restroom floors with disinfectant germicidal solution.
- g) Empty and sanitize all waste receptacles.
- h) Remove restroom trash.
- i) Clean fingerprints, marks and graffiti from walls, partitions, glass, aluminum, and light switches.
- j) Dust all low and high reach areas, including structural ledges, mirror tops, partition tops and edges, air conditioning diffusers, and return air grills.
- k) In all restrooms, keep floor drains filled with water and/or deodorizer.

**8. ANTIOCH WATER PARK, 4701 LONE TREE WAY APPROX. SQ. FT. 12,030**

**Areas to be serviced:**

- Restrooms/shower/lockers. (men's/ women's, main building – 1 set; multi-use room – 1 set)
- Restrooms/shower/changing. (men's/ women's, & family Lap pool – 1 set)
- Lobby/hallway/vending including windows
- Counter area
- Staff office (1)
- Multi-Use Room Kitchen
- Multi-use room including windows

The City of Antioch will provide all cleaning supplies, equipment, chemicals, etc..

**Antioch Water Park Janitorial Schedule**

- This facility requires 1 day or 2 day per week service depending on operational schedules.
- One day service is required Friday evenings; Additional Services are required on Monday evenings for the duration of the two service day period.
- Two day service months are May, June, July, August, and September
- Access time for the building vary based on programming. During the single day service period access is available as early as 5pm. For the two-day service period, the building is generally available for service by 9pm. Deviations from this schedule will be communicated to contractor the by City representative in advance.

**Service Frequencies:**

**Services for each service day:**

- a) Thoroughly clean all door saddles of dirt and debris.
- b) Clean, sweep, and damp-mop all resilient and composition flooring.
- c) Empty, clean/sanitize as required all waste paper baskets.
- d) Vacuum all carpets, edge to edge.
- e) Dust all horizontal surfaces and wipe counters
- f) Restock all supplies from stock including paper towels, toilet paper, toilet seat covers, soap and feminine product vending machines.
- g) Wash & polish all mirrors, dispensers, faucets, flush meters, with non-abrasive disinfectant cleaner
- h) Wash and sanitize all toilets, urinals and sinks.
- i) Remove stains, descale toilets, urinals and sinks as necessary.
- j) Scrub, rinse and squeegee restroom floors with disinfectant solution. Foam gun provided for chemical solution application.
- k) Clean finger prints, marks and graffiti from walls, partitions, glass, aluminum, and light switches
- l) Empty all waste and recycling baskets/replace liners in wastebaskets (each visit)
- m) Clean, sanitize and polish drinking fountains
- n) Maintain janitorial storage areas in neat and orderly manner
- o) Make sure all doors and windows are locked
- p) Identify leaks and other plumbing problems
- q) Identify defective lights or lighting
- r) Implement security system

Additional Summer Services (second weekly service period)

- a) Machine Scrub both locker rooms in main building and family changing rooms adjacent to the lap pool
- b) City will provide all necessary equipment to perform this service, including the following items
  - 17" rotary scrubber equipped with a nylon brush attachment
  - Chlorinated degreaser with a foam gun dispensing unit.
  - Assorted squeegees and deck brushes to assure a quality appearance in all areas of service



### III. BID SUBMITTAL

**CITY OF ANTIOCH  
JANITORIAL SERVICE  
Bid No. 910-0529-19A**

The undersigned bidder declares that it has carefully examined the locations of the proposed work, plans and specifications, special provisions and read the accompanying instructions to bidders. The undersigned submitter certifies that he/she is, at the time of presenting this Proposal, and shall be, throughout the length of the contract, licensed by the state of California to do the type of work required under the terms of the contract documents. Submitter further certifies that he/she is skilled and regularly engaged in the general class of work called for in the contract documents.

In accordance with the requirements, the submitter represents that he/she is competent, knowledgeable and has special skills on the nature, extent and inherent conditions of the work to be performed. Submitter further acknowledges that there are certain peculiar and inherent conditions which may create, during maintenance operations, unusual or peculiar unsafe conditions hazardous to persons and property. Submitter acknowledges that he/she is aware of such risks and that he/she has the skill and experience to foresee and to adopt protective measures to adequately and safely perform the maintenance services with respect to such hazards.

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Contractor's License No: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Bid must be in a sealed envelope with the bid number, closing date, and time on the outside envelope.

DELIVER BID SUBMITTAL TO:

CITY OF ANTIOCH  
PUBLIC WORKS  
BID NO. 910-0529-19A  
[1201 W 4TH STREET](#)  
ANTIOCH, CA 94509

**NON COLLUSION AFFIDAVIT**

**THIS PAGE MUST BE NOTARIZED**

**CITY OF ANTIOCH  
JANITORIAL SERVICE  
Bid No. 910-0529-19A**

The Bidder, by its officers and agents or representatives present at the time of filing this bid, being duly sworn on their oaths say, that neither they nor any of them have in any way directly or indirectly entered into any arrangement or agreement with any other bidder, or with any public officer of the CITY OF ANTIOCH whereby such affiant or affiants or either of them has paid or is to pay to such bidder or public officer any sum of money, or has given or is to give to such other bidder or public officer anything of value whatever, or such affiant or affiants or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for on the attached bids; that no bid has been accepted from any subcontractor or supplier through any bid depository, the By-Laws, Rules or Regulations of which prohibit or prevent the Contractor from considering any bid from any subcontractor or supplier which is not processed through said bid depository, or which prevent any subcontractor or supplier from bidding to any Contractor who does not use the facilities or accept bids from or through such bid depository; that no inducement of any form or character other than that which appears upon the face of the bid will be suggested, offered, paid or delivered to any person of the contract, nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contracts sought by this bid.

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

Subscribed and sworn to before me by:

\_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

**CUSTOMER REFERENCES**

**LIST THREE CURRENT REFERENCES WE ARE PERMITTED TO CONTACT**

YOUR COMPANY NAME: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

