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CITY COUNCIL MEETING

APRIL 7, 1982

SPECIFICATIONS FOR
JANITORIAL SERVICE
CONTRACT FOR CITY
HALL COMPLEX
APPROVED

The specifications for the janitorial service of the City Hall Complex were approved and the purchasing agent was authorized to advertise for bids thereon.



CITY OF LODI

PUBLIC WORKS DEPARTMENT

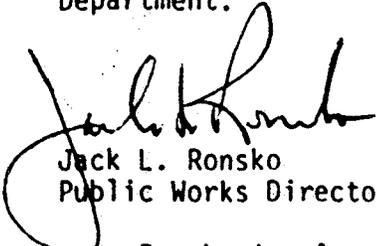
COUNCIL COMMUNICATION

TO: City Council
FROM: City Manager
DATE: April 5, 1982
SUBJECT: Approve Specifications for Janitorial Service Contract for City Hall Complex

RECOMMENDED ACTION: That the City Council approve the specifications for the janitorial service of the City Hall complex and authorize the Purchasing Agent to advertise for bids to be received May 5, 1982.

BACKGROUND INFORMATION: The City Hall complex (City Hall, Police Facility and Court Facility) has been maintained by a contract janitorial service since October, 1979. This has proven to be very satisfactory.

The services specified in this bid are basically the same as those under the current contract. Due to the sensitive nature of the Police and Court work areas, the specifications require that all of the contractor's employees working in the complex be subject to a background clearance by the Police Department.


Jack L. Ronsko
Public Works Director

cc: Purchasing Agent

JLR:DW:dmw

APPROVED:

HENRY A. GLAVES, City Manager

FILE NO.

NOTICE TO BIDDERS
FOR
JANITORIAL SERVICES FOR THE LODI CITY HALL COMPLEX,
221 WEST PINE STREET AND 230 WEST ELM STREET

The City of Lodi invites sealed proposals for "JANITORIAL SERVICES FOR THE LODI CITY HALL COMPLEX", conforming to specifications on file in the office of the Public Works Director, City Hall, Lodi, California, where copies of said specifications may be inspected or obtained.

Sealed proposals shall be delivered to the Purchasing Agent at Lodi City Hall, 221 West Pine Street, Lodi, CA 95240-2089 (P.O. Box 320, Lodi, CA 95241-0320), on or before:

11:00 A.M., WEDNESDAY, May 5, 1982

and will be opened on the above day and hour in the City Hall Council Chambers, City Hall, Lodi, CA 95240-2089.

The City of Lodi reserves the right to reject any, all or portions of the bid or to accept other than the lowest bid.

Reference is hereby made to said specifications for further details, which specifications and this notice shall be considered part of any contract made pursuant thereto.

Each Contractor bidding this project will be required to attend a pre-bid conference in the Council Chambers, 221 W. Pine Street, Lodi, CA 95240-2089, on Thursday, April 22, 1982 at 3:00 p.m. Upon conclusion of the pre-bid conference, a tour of the City Hall complex will be conducted.

R.H. Holm
Purchasing Agent

INSTRUCTIONS TO BIDDERS

1. REFERENCES

Bidders shall submit with their proposal a list of references, on the reference sheet provided, showing a record of their experience on similar work. Prior to the award of the contract, bidders may also be asked to show evidence of adequate financial resources.

2. FAMILIARITY WITH THE WORK

Prior to submitting a bid, each bidder shall visit the premises, examine the City's official "Plan of Areas to be Cleaned", and familiarize himself with the full nature and extent of the work to be done. He shall obtain for himself all information that may be necessary for the satisfactory performance of the contract work and the cost thereof. No claim for extra payment will be allowed for work that may be requisite to the proper execution of the contract. He may secure additional information from the Equipment and Building Maintenance Supervisor, P.O. Box 320 (221 W. Pine Street), Lodi, CA 95241-0320, phone (209) 334-5634, ext. 231.

3. ACCEPTANCE OF BUILDING

If, in the opinion of the bidder, any portion of the buildings will incur accelerated deterioration due to his cleaning operations, he shall include with his proposal a written statement to that effect. The absence of any communication from the bidder in this regard will be construed as satisfactory acceptance of the condition of the buildings for cleaning.

4. ACCEPTANCE OF SPECIFICATIONS

Should the bidder consider that extra cleaning work or deviations from specified methods or materials will be necessary to establish a technique that will achieve acceptable results, he shall furnish with his bid a written statement setting out clearly his recommendations and the price required to cover any extra work. Any such quotation will be considered separately, and be entirely independent of the bid price.

5. DURATION OF CONTRACT

This contract shall be for the period July 1, 1982 through June 30, 1983 and according to the provisions of these janitorial services specifications.

By mutual agreement, the City and Contractor may enter into an agreement for extension of this contract for a period of one additional year based upon the same terms and conditions set forth herein.

JANITORIAL SERVICES SPECIFICATIONS

1. The Contractor will furnish the necessary personnel, with the requisite skill, and labor for the purpose of furnishing janitor services to the City Hall complex.

The City Hall complex consists of 37,810 square feet in the following three sections:

City Hall, 221 W. Pine Street 15,170 SF

Public Safety Building, 230 W. Elm Street

Police Section 18,600 SF
Court Section 4,040 SF

2. Only the highest possible standards of cleanliness are acceptable and shall be maintained. The detailed services are not to be construed as complete, and all items not included but found necessary to clean the building properly shall be included as though set forth.
3. It is the intent of these specifications to provide all services and materials necessary to clean and keep clean all interior portions of the building.
4. Contractor shall furnish an adequate number of properly trained cleaning personnel together with sufficient, competent supervision in order to provide services at all times.
5. Contractor shall submit the names and addresses of all employees working in the City Hall complex so that a background and security check, similar to the check made on City employees working in the Police Department, can be made. The Police Chief will have final approval of the acceptability of all employees. Only those parties working and approved to work within the buildings shall be allowed in the buildings (i.e., no friends, relatives, etc.).
6. Contractor shall furnish, at Contractor's expense, all cleaning supplies, including waxes, floor finishes and necessary janitorial equipment. All of these must be approved by the Equipment and Building Maintenance Supervisor
7. All janitorial storage areas will be kept clean and in order. Storage of flammable items shall be in accordance with local fire codes.
8. Contractor shall provide all necessary containers to convey trash properly to trash receptacle.
9. Contractor shall have supervisor make daily inspections and report to the Equipment and Building Maintenance Supervisor anything out of the ordinary, such as doors unlocked, stopped toilets or drains, broken fixtures, lights out of order, etc.

10. Only those lights necessary for cleaning in the immediate areas where Contractor's employees are working will be lighted. All lights shall be turned out before leaving offices that have been cleaned.
11. Contractor agrees that the services performed hereunder shall be as an independent contractor. This contract may not be assigned nor any services performed under it sublet to others without the written consent of the City.
12. Contractor shall be responsible for all keys issued to him. Keys shall not be left in doors or reproduced.
13. Employees of Contractor shall not disturb papers on desks, open drawers or cabinets, use telephones or tamper with personal property.
14. Contractor shall be responsible for reporting to the City any unsafe conditions found during his inspection of the premises.
15. Contractor agrees to hold City, its officers, agents and employees, harmless for and defend against any and all claims and liabilities arising from the performance of the services required herein. Contractor further agrees to indemnify City against loss of City property resulting from the dishonesty of the employees of Contractor.
16. Contractor shall at all times maintain and keep in force during the term of this agreement liability insurance for bodily injuries of death in the amount of \$500,000.00 for one person, \$1,000,000.00 for one occurrence, and \$500,000.00 for property damage.
17. An additional insured endorsement to Contractor's liability insurance policy naming the City, its officers and employees as additional insured shall be furnished to City. Notwithstanding the above, Contractor's liability insurance policy shall be endorsed as primary insurance. Contractor shall also carry a policy of Worker's Compensation Insurance covering any and all of its employees. Copies of these policies or certificates shall be filed with the City Clerk of the City.
18. City shall pay for all services rendered pursuant to this agreement monthly in arrears.
19. Any changes in the square footage serviced will be computed by the Purchasing Agent and the monthly payment will be adjusted to reflect said change.
20. This agreement shall continue on a month to month basis and may be terminated or amended at any time at the convenience of either party by giving notice in writing at least thirty (30) days prior to the effective date. If within the discretion of the City it is determined that Contractor fails to perform the work or is in violation of any of the services specified, City may immediately terminate its agreement by notice in writing.

21. Days and Hours of Operation: City Hall and the Court Section of the Public Safety Building shall be serviced five days per week. The Police records section, jail and Dispatch area shall be serviced seven days a week including holidays. Additionally, no powered machinery is to be operated during scheduled public meetings or activities. The jail section of the Police Station shall be cleaned at hours approved by the Police Chief.

22. The services to be performed under this contract shall consist of those listed on Exhibit A - Detailed Services.

A. DAILY SERVICE

1. Gather all waste paper and place for disposal in receptacle area, including shredder in Police Station (separate recyclable paper in City Hall and place in container provided in basement).
2. Empty and wipe all ash trays.
3. Dust all chairs and horizontal surfaces of desks, tables and file cabinet tops.
4. Sweep and/or dust mop all floor surfaces, including stairways and offices and lobbies.
5. Clean drinking fountain.
6. Spot wipe glass doors.
7. Vacuum and spot clean carpeted areas as necessary.
8. Wash sinks in service closets.
9. Damp mop restroom floors.
10. Damp wipe kitchen equipment in coffee room and clean kitchen floors.
11. Sanitize toilets, toilet seats and urinals.
12. Spot wash walls and floors as required.
13. Fill towel, soap and tissue dispenser as necessary.
14. Clean restroom mirrors.
15. Clean entrance ways and entrance mats, including glass doors.
16. Clean fixtures and vanities in restrooms.
17. Lock all doors prior to leaving.
18. Clean jail cells:
 - a. Remove blankets from unoccupied cells, fold and store or retain for cleaning as necessary.
 - b. Remove trash and sweep, followed by damp mopping.
 - c. Clean and sanitize all toilet facilities.

B. WEEKLY SERVICE

1. Dust vertical surfaces of tables, desks and filing cabinets.
2. Buff all floors.
3. Damp wipe waste baskets.
4. Spot clean all railings and venetian blinds.
5. Clean and dust all ledges and other flat surfaces within reach.
6. Remove fingerprints from woodwork, walls, partitions and blinds and interior glass partitions.
7. Vacuum fabric covered furniture.
8. Clean all doors (City Hall south and west brass outer doors require polishing).
9. Remove cob webs.
10. Clean elevator and vacuum elevator door tracks.
11. Dust florescent light fixtures and air conditioning/heating vents.
12. Sweep outside stairways and entry ways.

C. MONTHLY SERVICE

1. Dust walls; remove cob webs.
2. Wash window sills and clean blinds on interior.
3. Clean toilet bowls and urinals with acid.

D. BI-MONTHLY

1. Shampoo carpets in City Hall lobby, coffee shop and stairways every two months.

E. THREE TIMES A YEAR

1. Strip and wax first floor Police Section and Court entrance, corridor and waiting area.
2. Vacuum draperies.
3. Wash light fixtures.
4. Clean and vacuum all air grills.
5. Shampoo carpets.

6. Strip and wax tile and terrazzo floors.

7. Wash windows.

PROPOSAL

To the Purchasing Agent
City Hall
P.O. Box 320
221 West Pine Street
Lodi, CA 95241-0320

The undersigned declares that he has carefully examined the specifications for janitorial maintenance services for the City Hall Complex and submits this schedule of prices and the attached list of references for his bid.

<u>LOCATION</u>	<u>NET PRICE PER MONTH FOR CITY HALL COMPLEX</u>
City Hall, 221 W. Pine Street	\$ _____ per month
Police Complex, 230 W. Elm Street	\$ _____ per month
Court Complex, 230 W. Elm Street	\$ _____ per month
TOTAL	\$ _____ per month

NOTE: Contract to be awarded to one contractor for the complete City Hall complex. Bids will not be accepted for individual sections.

Name of Company: _____
Address: _____

Phone number: (____) _____
Bid Submitted by: _____
Title: _____
Date: _____

REFERENCES

<u>FIRM NAME</u>	<u>APPROX. SQUARE FOOTAGE</u>	<u>YEARS WITH FIRM</u>	<u>FIRM'S PHONE NUMBER</u>
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NOTE: Show a minimum of three references.