



GENERAL SOLICITATION
JANITORIAL SERVICES AT VARIOUS CITY-OWNED FACILITIES

The City of Pacifica
170 Santa Maria Avenue
Pacifica, CA 94044

RELEASE DATE: June 17, 2026

DEADLINE FOR QUESTIONS: July 10, 2026

RESPONSE DEADLINE: July 30, 2026, 2:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://procurement.opengov.com/portal/cityofpacific>

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1. Introduction

1.1. Summary

The City of Pacifica (“City”) is seeking a qualified entity or individual (“Company”) to provide the services listed in the Scope of Work.

The City anticipates selecting one firm to perform the services.

Proposals are requested from Companies that have a demonstrated ability to perform the tasks identified in this Request for Proposal (“RFP”).

1.2. Background

Located in San Mateo County just twelve miles south of San Francisco, Pacifica feels worlds away from it, yet is easily accessible from Highway 1. The most panoramic coastal town in the San Francisco Bay Area, Pacifica is famous for its six miles of scenic coastline, classic northern California beaches, breathtaking vistas, and charming ambience.

The city is nestled in between small valleys, with Sweeney Ridge to the east, Montara Mountain to the south and the Pacific Ocean’s rocky bluffs and sandy beaches to the west. Pacifica encompasses roughly 12.6 square miles, of which approximately one-half is publicly owned open space with panoramic views and a feeling of spaciousness rarely found in suburban areas. Several miles of coastal and ridge top trails tie Pacifica to neighboring communities.

With a population of approximately 40,000, Pacifica is a unique family-oriented coastal community that prides itself on fostering a small-town feel. Many of Pacifica’s residents are highly engaged and involved in the community. Pacifica has excellent elementary and secondary schools, both public and private, and was recently named one of the Top 100 Safest Cities in America by Location, Inc. The City has also garnered awards for beach restoration, Public Works programs and projects, and Senior Services programs.

The City of Pacifica is a General Law City incorporated in 1957 and operates under the Council/Manager form of government. Legislative authority is vested in a five-member City Council elected in 2024 for four-year overlapping terms. The Mayor is selected each year by a majority vote of the other Council members. The Council appoints the City Manager, City Attorney, and members of City advisory commissions and committees.

As a full-service city (approximately 200.75 FTE) with an adopted FY 2024-25 general fund budget of \$46.9 Million, the City delivers municipal services through seven departments: the City Manager’s office (including the City Clerk, Economic Development, and contract City Attorney); Administrative Services (Finance, Human Resources, and IT Divisions); Parks, Beaches, and Recreation; Community Development; Public Works (Field Services & Engineering and Wastewater); Police; and Fire (via North County Fire Authority). Employees are represented by eight bargaining units.

1.3. Contact Information

Project Contact:

Michael Pham

DPW Superintendent
155 Milagra Dr
Pacifica, CA 94044
Email: phamm@ci.pacifica.ca.us
Phone: [\(650\) 501-0305](tel:(650)501-0305)

Procurement Contact:

Gino Assereto
Superintendent
155 Milagra Drive
Pacifica, CA 94044
Email: gassereto@ci.pacifica.ca.us
Phone: [\(650\) 501-0305](tel:(650)501-0305)

Department:

Public Works

Department Head:

Melissa Tigbao
Director

1.4. Timeline

This request for proposal will be governed by the following tentative schedule. All dates are subject to change at the discretion of the City.

Release Project Date	June 17, 2026
Pre-Proposal Meeting (Mandatory)	July 1, 2026, 10:00am 151 Milagra Drive, Pacifica, CA
Question Submission Deadline	July 10, 2026, 5:00pm
Question Response Deadline	July 17, 2026, 5:00pm
Proposal Submission Deadline	July 30, 2026, 2:00pm
Contractor Selection Date	September 14, 2026

2. Proposal Requirements

Proposals will only be considered from Companies that meet the following prerequisites:

2.1. OpenGov Registration

Proposers must create a password protected account via the City's [eProcurement Portal](#) and register.

Once registered, Companies must download this solicitation in order to appear on the Bidder's List as a "Prospective Bidder." Companies that fail to specifically download this solicitation will not appear on the Bidders' List and will be unable to participate or be considered for this RFP.

2.2. Mandatory Pre-Proposal Meeting

All prospective Companies must attend the mandatory pre-proposal meeting on Wednesday, July 1, 2026 at 10:00 am to be held at:

151 Milagra Drive, Pacifica, CA

Attendance is mandatory at the pre-proposal meeting. The meeting will begin promptly at the time listed in the schedule. No admittance will be allowed once the meeting has begun. Proposals from prospective Proposers not in attendance at this mandatory meeting will not be considered. Sign in sheet will be provided at the meeting. All sites will be shown.

2.3. Proposal Response

In developing a response to this request for proposals, proposers should be concise, limiting their response to the specific questions and requirements set forth herein. The proposal shall be limited to 12 pages using a minimum 11-point font size (12 pages printed back-to-back or 24 pages total). The Cover, Table of Contents, and resumes of key personnel will not be counted towards the page limit.

An RFP Response to this RFP must include the following sections in the order listed, and reflect the recommended page count per section:

2.4. Transmittal Letter

The Proposal must include a Transmittal Letter signed by a person within the firm who is authorized to bind the firm, preferably a Lead Consultant. RFP Responses with unsigned Transmittal Letters will be rejected. The Transmittal Letter must include a representation by the Proposer that, except as disclosed in the Proposal, no officer or employee of the Proposer is directly or indirectly a party to or in any other manner interested financially or otherwise in this RFP.

2.5. Executive Summary and Understanding of Required Services

An overview of the proposal (including the firm's relevant experience), a summary of the Proposer's understanding about the requested scope of services, and its approach to providing those services.

2.6. Description of Proposer

- A. A brief description of your firm's background, size, office locations in California, and history as it may be relevant to the services required.

- B. If your offices are in more than one city, indicate which office will provide the services.
- C. Describe your experience providing services for other public agencies and authorities, with an emphasis on California jurisdictions and agencies and federal authorities, any related projects, and studies.

2.7. Proposer's Team

- A. List all the professional staff you intend to assign to the engagement and the area(s) of specialization for each person. Describe the role of each person who will be assigned to the engagement.
- B. Identify the Lead Consultant who will be the primary contact in providing services to the City, and who will be listed as a "key person" in any Agreement with the City.
- C. In an appendix, include professional biographies for all professionals who will be assigned to provide services in your proposal.

2.8. Exceptions to the RFP

If the Proposer takes exception to any portion of the RFP, the specific portion of the RFP to which exception is taken shall be identified and the reason(s) for the exception explained.

2.9. Project Cost, Fees and Charges

The Proposal must include a project total cost expressed as a not to exceed amount of charges to the City. The Proposal also must state an hourly fee structure for the services contemplated and pricing for each of the major tasks outlined under the "Anticipated Scope of Work" section of this RFP. Provide the hourly rates to be billed for work performed and describe how customary reimbursable expenses will be charged, including attendance at meetings in the City.

2.10. Project Timeline and Initial Draft Results

The Proposal must include a project timeline of key milestones of the work to be performed and the completed. The proposal should also include information on when preliminary draft results would be available for review by the City Staff prior to completion of the full report.

3. Submittal Requirements

3.1. Authorization

The Proposal shall be signed by an individual or individuals authorized to execute legal documents on behalf of the Proposer.

3.2. Delivery

The Proposal must be received no later than the time and date specified on the cover page. Only electronic submissions will be accepted using the City's Open Gov Procurement (formerly known as Procure Now) portal.

Proposers shall create a FREE account with Open Gov Procurement by signing up at <https://secure.procurenow.com/signup> . Once you have completed account registration, browse to the RFP page, click on "Draft Response", and follow the instructions to submit the electronic response to the RFP.

3.3. RFP QUESTIONS & ANSWERS

Questions related to this RFP should be submitted to the City via the "Question & Answer" section of this RFP on the Open Gov Procurement portal by the date shown on the RFP announcement. The City will provide a reply to each question on the Open Gov Procurement portal within 3 days of the Question Submittal deadline.

4. Evaluation Criteria

The City reserves the right to amend, withdraw, and cancel this RFP. The City also reserves the right to reject all responses to this RFP at any time prior to agreement execution. Furthermore, the City reserves the right to request additional information about any and all Proposals, that in City's opinion, is necessary to assure that the Company's competence, number of qualified employees, business organization, experience, and financial resources are adequate to perform the Services.

All Proposals shall be reviewed to verify that the Company has met the minimum requirements as stated in this RFP. Proposals that have not followed the rules, do not meet minimum content and quality standards, and/or do not provide references will be rejected as non-responsive.

The City expects to evaluate the proposals based on evaluation criteria including the following, which are not necessarily listed in order of importance:

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Quality Quality of proposal and responses to specific questions included in RFP	Points Based	15 <i>(15% of Total)</i>
2.	Experience Experience of the Proposer conducting similar work in California.	Points Based	15 <i>(15% of Total)</i>
3.	Qualifications Relevant qualifications of key personnel assigned to this project.	Points Based	15 <i>(15% of Total)</i>
4.	Accessibility Accessibility of key personnel to the City's staff during the project.	Points Based	15 <i>(15% of Total)</i>
5.	Understanding Understanding of the City's objectives.	Points Based	15 <i>(15% of Total)</i>
6.	Pricing Reasonableness of fees and cost proposal.	Reward Low Cost	25 <i>(25% of Total)</i>

5. Review, Selection & Execution of Agreement

5.1. Selection Process

The City will select a proposing firm based upon the responding firms' qualifications and experience, together with its responses to the requests for information set forth above. It should be noted that none of these factors in and of themselves are determinative, and the City reserves the right to select one or more firms on any basis that are in the best interests of the City. The City may contact firms in response to questions raised in their proposals and the City reserves the right to cancel this solicitation without selecting any firms.

5.2. Interviews of Proposers

After the submittals are evaluated, the City, at its sole discretion, may elect to interview all, some, or none of the proposers. The interview will help to clarify each proposal and the approach and qualifications for the project. Proposers may be asked to submit additional documentation at or after the interview stage.

5.3. Recommendation to City Council

Based upon the interview and evaluation of the proposals, the top-ranked firm will be recommended to the City Council. In addition, the City reserves the right to select a proposal without conducting interviews or abandoning this RFP.

5.4. Final Selection

The final selection of a firm and authority awarding the contract to proceed with these services shall be at the sole discretion of the City Council.

5.5. Execution of Agreement

The selected Proposer will be notified by City staff of intent to recommend that the City Council award the Agreement to Proposer. Within ten days of that notification, the selected Proposer must submit the executed Agreement and submit the required insurance certifications and endorsements to the City. City may, at any time, reject the Proposal of any selected Proposer that fails to comply with these requirements, and may offer the Agreement to the next highest ranked Proposer.

5.6. LIMITATIONS

This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of a Proposal pursuant to this RFP, or to procure or contract for work.

All Proposals submitted in response to this RFP become the property of the City and public records, and as such may be subject to public review.

The City reserves the right to cancel, extend or revise, in part or in its entirety, this RFP including but not limited to selection schedule, submittal date, and submittal requirements.

The City reserves the right to waive any minor irregularities or informalities contained within this RFP, and/or reject any or all proposals received because of this request. If the City cancels, extends or revises

the RFP, all RFP holders of record will be notified in writing. The City reserves the right to request additional information and/or clarifications from any or all responders to this RFP.

The City reserves the right to award in whole or in part, by item or group of items, by section or geographic area, when such action serves the best interests of the City. The City reserves the right to negotiate with any qualified firm.

The selected firm(s) will be expected to provide sufficient insurance coverage that meets the City's requirements. If the City is unable to negotiate a satisfactory agreement with the top-ranked consultant, with terms and conditions the City determines, in its sole judgment, to be fair and reasonable, the City may then commence negotiations with the next most qualified Proposer in sequence, until an agreement is reached, or determination is made to reject all submittals.

The City and Proposer may agree to add additional areas to the contract by mutual agreement later. The City may elect to stop work at any time in the contract and will pay for work completed to that point on a time and material basis.

6. Scope of Work

6.1. General Provisions

The City of Pacifica has fourteen (14) separate City owned/leased facilities. Normal working business hours are between the hours of 8:00 a.m. to 5:00 p.m. (Monday through Friday) (except 11 Official City Holidays) and the Police Department at 2075 Pacifica Coast Highway (Monday through Sunday) 24/7. Cleaning hours will be contained to after normal working business hours. The City wishes to secure timely, consistent, and cost-effective City Facility Cleaning Services, from one contractor, to ensure clean and safe office facilities for employees and persons doing business with the City. As the functions of these buildings vary, so do the janitorial requirements related to the various facilities.

The City reserves the right to reject any and all bids, or any part of any bid.

The objectives of the City are as follows:

- A. Clean buildings. The definition of clean means “free of dirt, pure, spotless, sanitary, sterile, and uncontaminated”.
- B. To contract for cost efficient and effective City Facility Cleaning Services.
- C. Timely removal of trash using City’s recycling program, dirt, dust, cobwebs, and other waste.
- D. Minimal interruptions to City operations.
- E. Ensure consistent and reliable City Facility Cleaning Services from one contractor for all City-owned/leased facilities.
- F. Contractor shall comply with all State and Federal guidelines throughout the agreement term

6.2. Various City-Owned Facilities

Attachment A list all of the individual facilities followed by a detailed description of the janitorial requirements for each site.

6.3. Work Level Expectations

All work will be performed in accordance with the Best Management Practices.

6.4. License and Permits

The Contractor shall have a valid Janitorial Contractor's license. Contractor must obtain or agrees to apply prior to performing any services under this Agreement to City’s Finance Department for a business license, pay the applicable business license tax and maintain said business license during the term of this Agreement. The failure to obtain such license shall be a material breach of this Agreement and grounds for termination by City. No payments shall be made to Contractor until such business license(s) has been obtained.

6.5. Safety

Contractor shall be responsible for providing a safe work place, and compliance with standards and regulations of the California Occupational Safety and Health Act (CalOSHA), Federal Occupational Safety and Health Act (OSHA), California Division of Industrial Safety Orders (CDIS), State of California Manual of Traffic Controls, California Department of Food and Agriculture (CDFA) Laws and Regulations, and any other applicable governmental law or City risk management standards. Non-Compliance with previously mentioned standards and regulations will result in cancellation of this agreement.

6.6. Dress Code and Appearance

All Contractors' personnel shall be required to wear uniforms bearing company name while on the job. Sufficient uniform changes shall be provided to present a neat and clean appearance of personnel at all times. Uniform shall consist of a shirt or jacket with company name.

6.7. Hold Harmless Clause

- A. All officers, agents, employees, subcontractors, their agents, officers, and employees who are hired by or engaged by the Contractor in the performance of this Agreement shall be deemed officers, agents, employees, and subcontractors of the Contractor and the City shall not be liable or responsible to them for anything whatsoever other than the liability to the Contractor as set forth in this Agreement.
- B. The Contractor shall defend and hold harmless the City and its officers, employees or agents from all claims, lawsuits, causes of action, damages, penalties, attorney's indemnify fees, consultant's and expert's fees and costs arising directly or indirectly as a result of the Contractor's performance or nonperformance of the project, regardless whether any act or omission complained of is authorized, allowed, or prohibited by the Specifications in the Contract, except to the extent such damages or penalties arise out of or are caused by the intentional act or omission of the City, or its officers, employees or agents. Upon demand of the City, made by and through the City Attorney, the Contractor shall appear in and defend the City and its officers, employees and agents in any legal action, whether judicial, administrative or otherwise arising out of the performance or nonperformance of the project.

6.8. Special Requests

When required by City Representative to perform extra work, an estimate of cost will be submitted by the Contractor for approval prior to work being done. The Contractor shall maintain records sufficient to distinguish the direct cost of other operations. He shall furnish reports of extra work on forms furnished by the Contractor, itemizing all costs for labor, materials, and equipment rental. The report shall include hours worked. The following procedure will govern such extra work:

- A. Work will be executed under the direction of the City on a time-and materials basis or an agreed lump sum price depending on the nature of the work.
- B. City will issue a work request for such extra work to be performed.

- C. Extra work will not be initiated without written authorization, except in emergency call-out situations.
- D. The CITY OF PACIFICA reserves the right to either do the work using City staff or seek multiple bids with regards to non-emergency work

6.9. Project Inspections

Upon request, the Contractor or his representative will walk the project with the City representative for the purpose of determining compliance with the Specifications or to discuss required work. Contractor representative must be authorized to sign documents and effect changes to the job.

6.10. The City's Right To Do Work

The City reserves the right to do work as required within the contract area. If such alterations affect the provision of this Agreement, the Contractor will be asked to submit a cost as a result of the alterations.

6.11. Cooperation and Collateral Work

- A. The Contractor shall recognize that during the course of the contract other activities and operations may be conducted by the City and other contractors.
- B. The Contractor may be required to modify or curtail certain operations and shall promptly comply with any request by the City Representative to cooperate.

6.12. Non-performance

- A. If the City Representative does not approve of the performance of the Contractor, a formal written report will be required from the Contractor. Based upon the formal written report and such other facts the Director/representative may gather, it may be determined that the Contractor has not performed the work satisfactorily under the provision of this contract.
- B. In case of termination by the City for non-performance, the City may contract or cause to be done any work not completed at the time of the termination, and the Contractor shall pay for such work.
- C. If a noncredit status is imposed due to the Contractor's non-performance and/or non-compliance to the Specifications and requirements and provisions contained herein or any other work applicable under this contract, it is agreed that the City withhold payment or partial payment of any and all invoices submitted by the Contractor for such period. This provision shall have no effect on any other rights the City may have under this contract, including liquidated damages.

6.13. Notice Requirements

Notice shall be deemed to have been given by either party by posting of a registered letter or the sending of a telegram to the business address of the other party.

6.14. Contractor Neglect

Any damage to property, which has been determined to be due to the Contractor's neglect, shall be corrected at no additional cost to the City.

6.15. Equal Opportunity Clause

Contractor shall not discriminate in his recruiting, hiring, promotion, demotion or termination practices on the basis of race, religious creed, color, national origin, ancestry, sex, age or physical handicap in the performance of this Agreement and shall comply with the provisions of the State Fair Employment Practices Act as set forth in part 4.5 of the Division 2 of the California Labor Code; the Federal Civil Rights Act of 1964, as set forth in Public Law 88-352.

6.16. Unauthorized Personnel

Contractor hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationally Act (8 U.S.C.A. 1101, et seq.), as amended; and, in connection therewith, shall not employ unauthorized aliens as defined therein. Should Contractor so employ such unauthorized aliens for the performance of work and/or services covered by this contract, and should the Federal Government impose sanctions against the CITY for such use of unauthorized aliens, Contractor hereby agrees to, and shall, reimburse City for the costs, including attorney's fees, incurred by the City in connection therewith.

6.17. Background Check

The contractor must arrange for criminal background checks of all personnel assigned to perform work or supervision in conjunction with this contract, to include fingerprinting. The contractor shall review the results of these security checks and persons employed by the contractor who are found unsatisfactory shall not perform work on this contract. This shall include any subcontractors.

6.18. Dismissal of Unsatisfactory Employees

- A. Contractor shall only furnish workers who are competent and skilled for work under this contract. If, in the opinion of the City Representative, an employee of the Contractor is incompetent or disorderly, refuses to perform in accordance with the contract specifications, threatens or uses abusive language while on City property, or is otherwise unsatisfactory, that employee shall be removed from all work under this contract.
- B. Contractor shall meet with the City Representative to consider the appropriate course of action with respect to such matters, and Contractor shall take reasonable measures under the circumstances to assure the Supervisor and City staff that the conduct and action of Contractor's employees will not be detrimental to the interest of the CITY OF PACIFICA or its facilities. In addition, the Contractor will exercise a zero tolerance policy for drug and alcohol use consistent with the City's policy on the Drug Free Workplace while its employees are on duty.

6.19. Equipment and Vehicles

The Contractor shall take all necessary precautions for safe operation of his equipment and the protection of the public from injury and damage from such equipment. All equipment deemed by City Representative to be unsafe, in disrepair, or unsatisfactory shall be repaired or replaced immediately. All vehicles shall have the Contractor's name clearly visible.

6.20. Commencement Date

The Contractor shall begin work within fifteen (15) working days from the date the City sends written Notice to Proceed.

6.21. Award of Contract

- A. The Basis of Award will be based on the total of the Facilities Cleaning Per Service Per Month of all facilities; however, proposal price alone will not be the sole determining factor in the selection of the contractor for this work. The City will also consider the contractor's qualifications and references to form the basis for its selection decision.
- B. The City of Pacifica reserves the right to delete any of the Tasks.
- C. All cost proposal must be filled out legibly and submitted.
- D. Proposals shall be valid for 180 days from RFP due date.

6.22. Term of Contract

Initial contract period shall be for three (3) years, renewable annually thereafter for two (2) consecutive one-year periods, at the City's option, and upon mutually agreeable terms. Contract shall begin no later than 15 days from the awarded contractor's receipt of annual contract.

6.23. Contract Prices

Contract prices shall be fixed for the life of the contract.

6.24. Additions/Deletions to City General Maintenance Requirements, Specifications and Locations.

The City reserves the right to make additions, deletions, revisions, and/or otherwise modify the General Maintenance Requirements. Any changes in the Specification that causes the Contractor to suffer additional expenses may be negotiated upon written justification. Any and all such changes shall only be made upon written notification in the form of a Change Order which shall clearly state the effective date of the change.

6.25. City of Pacifica Official Holidays

- 1. January 1 New Year's Day
- 2. Martin Luther King's Birthday
- 3. President's Day

4. Memorial Day
5. July 4 - Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Eve
11. Christmas Day

7. Vendor Questionnaire

Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Responses should emphasize the Company's demonstrated capability to perform work of this type. Emphasis should be concentrated on completeness and clarity of content. Proposals shall adhere to the following format for organization and content. Proposals must be typed and arranged/divided in the following sequence to facilitate evaluation.

7.1. Cover Letter*

The cover letter shall include a brief general statement of intent to perform the services and confirm that all elements of the RFP have been reviewed and understood. The letter shall include a brief summary of Company's qualifications and Company's willingness to enter into a contract under the terms and conditions prescribed by this RFP and in the Sample Agreement. The letter must identify a single person for contact during the RFP review process.

*Response required

7.2. Proposal*

A. Statement of Understanding and Approach

1. This section must demonstrate an understanding of the Services. It should describe the general approach, organization and staffing required for the Services requested. If necessary, preliminary investigations, due diligence, and research shall be discussed in this section.
2. This section should include the following:
 - a. An implementation plan that describes in detail (i) the methods, including controls by which your firm or entity manages projects of the type sought by this RFP; (ii) methodology for soliciting and documenting views of internal and external stakeholders; (iii) and any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.
 - b. Detailed description of efforts your firm or entity will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section.
 - c. Detailed project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion, including a complete transition plan. Include your plan to deal with fluctuation in service needs and any associated price adjustments.
 - d. Detailed description of specific tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the Scope of Work.

- e. Proposers are encouraged to provide additional innovative and/or creative approaches for providing the service that will maximize efficient, cost-effective operations or increased performance capabilities. In addition, the City will consider proposals that offer alternative service delivery means and methods for the services desired.
- f. Proposers are also requested to identify any City owned facilities or property which Proposer would propose to use or lease, purchase, or rent from the City in connection with the services to be performed, including information about the terms of any proposed lease, purchase or use of such equipment and facilities, and how this proposed structure affects the overall cost proposal to the City, if applicable.

B. Company Information

- 1. This section shall include contact person information, address and telephone number of the company main office and branch offices. Each Company shall identify itself as to the type of organizational entity (corporation, sole proprietorship, partnership, joint venture, etc.). Any supplemental information that Company believes may be pertinent to the selection process may be provided.
- 2. The proposer shall provide an affirmative statement that it is independent of the City as required by generally accepted auditing standards and specifically defined by the U.S. General Accounting Office's Government Auditing Standards (1994).
- 3. The Proposal shall identify any litigation, mediation, or arbitration, regarding the performance of any services similar to the Services, in which the Company has been involved in the past five (5) years. If the Services require a license or certification, the Proposal shall include any claims or disciplinary action taken against Company or any of Company's key personnel within the past five years.

C. Company Personnel

- 1. This section shall contain names, contact numbers and description of experience, including licenses and/or certifications, of all key personnel who would be assigned to perform the Services. Members of the Company's professional team (managers, contact person, etc.) should be identified by name, title, phone number, and description of the portion of work they will be assigned to perform under this Agreement. Also include major subcontractors (if any) and their degree of involvement in this program. If the Company is including any subcontractors, the Company shall identify how long the Company has worked with the subcontractor.
- 2. An affirmative statement should be included that the proposer and all assigned key professional staff are properly licensed to practice in California.

D. Disclosure

1. Please disclose any and all past or current business and personal relationships with any current Pacifica elected official, appointed official, City employee, or family member of any current Pacifica elected official, appointed official, or City employee. Any past or current business relationship may not disqualify the firm from consideration.

E. Experience and References

1. The Proposal must demonstrate that the Company, or its key personnel, meets the minimum experience requirements with a legally registered business name, that provides services of a similar type and scope as described in the Scope of Services. A Company shall not have filed for bankruptcy under any business name over the past five (5) years.
2. Company shall provide at least 3 references, within the past 5 years, of clients for whom services have been performed that are comparable in quality and scope to that specified in this RFP. The references shall include client names, addresses, telephone numbers and e-mail addresses of the clients for whom prior work was performed and include an explanation of the services provided along with project start and end dates.

*Response required

7.3. Price Proposal*

All proposals submitted shall have a stated dollar bid amount for providing the services outlined in the Scope of Services. The total shall be an all-inclusive maximum price and to contain all direct and indirect costs including all out-of-pocket expenses with a full and complete breakdown of all said costs, and proposed fees including but not limited to hourly rates, reimbursable expenses and/or rates, mileage and/or travel cost, miscellaneous fees, etc., for the first year's audit engagement.

In addition, a statement must be included in this section that if the proposer is charging travel costs, the proposer's charges invoiced to the City for travel, lodging and subsistence shall not exceed the current IRS rates.

*Response required

7.4. Modifications to Agreement*

The Agreement for the Project will be in substantially similar form to the sample agreement attached , City of Pacifica Professional Services Agreement. If the Proposer desires any modifications to the form of the Agreement, the proposed modifications must be submitted for consideration with the Proposal. Otherwise, the Proposer will be deemed to have accepted the form of Agreement, as attached, which is subject to minor modifications by City. PLEASE CONFIRM YOUR UNDERSTANDING AND ACCEPTANCE.

☐ Please confirm

*Response required

7.5. Exceptions to the RFP

If the Proposer takes exception to any portion of the RFP, the specific portion of the RFP to which exception is taken shall be identified and the reason(s) for the exception explained.

7.6. Value Added Services

Please describe any value-added services your company offers that may be of use to the City

7.7. Type of Business*

- ☐ C Corporation
- ☐ S Corporation
- ☐ Limited Liability C Corporation
- ☐ Partnership
- ☐ Limited Liability Partnership
- ☐ Sole Proprietor/Individual
- ☐ Other

*Response required

7.8. CONTRACTORS QUALIFICATIONS AND REFERENCES*

Please upload the Contractors Qualifications and References

*Response required

7.9. BIDDER REGISTRATION FORM*

Please upload the Bidder Registration Form

*Response required

7.10. BIDDER CERTIFICATIONS*

Please upload the Bidder Certifications

*Response required

8. Pricing Proposal

JANITORIAL SERVICES AT VARIOUS CITY-OWNED FACILITIES (BASE PROPOSAL)

All Proposal items, including lump sums, and alternates (if any), must be filled in completely. Scope of Work items are described in Attachment A. Quote in figures only, unless words are specifically requested. AWARD OF CONTRACT WILL BE BASED ON THE BASE PROPOSAL.

Line Item	Facility	Address	Frequency	Quantity	Unit of Measure	Unit Cost	Total
1	Public Works Corporation Yard (including Engineering & Motor Pool)	151 & 155 Milagra Drive	Monday through Friday (after 4:00 p.m.)	1	Monthly		
2	City Council Chambers	2212 Beach Boulevard	Mondays only (before 3:00 p.m.)	1	Monthly		
3	Community Center	540 Crespi Drive	Monday through Friday (after 9:00 p.m.)	1	Monthly		
4	Sanchez Library	111 Terra Nova Boulevard	Tuesday/Thursday/Saturday (after 5:00 p.m.)	1	Monthly		
5	Sharp Park Library	104 Hilton Way	Seven (7) days per week (after 8:00 p.m.)	1	Monthly		
6	Fairmont Recreation Center	649 Fairview Circle	Monday/Wednesday/Friday (after 6:00 p.m.)	1	Monthly		
7	Fairmont West	5066 Palmetto Avenue	Monday/Wednesday/Friday (after 6:00 p.m.)	1	Monthly		
8	Sunset Ridge Daycare	340 Inverness Drive	Monday/Wednesday/Friday (after 6:00 p.m.)	1	Monthly		
9	Valleamar Childcare	377 Reina Del Mar Avenue	Monday/Wednesday/Friday (after 6:00 p.m.)	1	Monthly		
10	Cabrillo Childcare	610 Crespi Drive	Monday/Wednesday/Friday (after 6:00 p.m.)	1	Monthly		
11	Pacifica Police Department	2075 Pacific Coast Highway	Monday through Friday (after 7:00 p.m.)	1	Monthly		

Line Item	Facility	Address	Frequency	Quantity	Unit of Measure	Unit Cost	Total
12	City Hall	170 Santa Maria Avenue	Monday through Friday (after 5:00 p.m. & after 7:30 p.m. Wednesdays)	1	Monthly		
13	Planning & Engineering Building	1800 Francisco Boulevard	Monday through Friday (after 5:00 p.m. & after 7:30 p.m. Wednesdays)	1	Monthly		
14	Jean E. Brink Pool	401 Paloma Avenue	Seven (7) days per week (after 9:00 p.m.)	1	Monthly		
TOTAL							

JANITORIAL SERVICES AT VARIOUS CITY-OWNED FACILITIES (ADD ALTERNATIVE PROPOSAL)

All Proposal items, including lump sums, and alternates (if any), must be filled in completely. Scope of Work items are described in Attachment A. Quote in figures only, unless words are specifically requested. AWARD OF CONTRACT WILL BE BASED ON THE BASE PROPOSAL.

Line Item	Facility	Address	Frequency	Quantity	Unit of Measure	Unit Cost	Total
1	Janitorial Supplies	Various locations	Varies per facility	1	Monthly		
2	Janitorial Services at 11 City Restrooms	Various locations	7 days per week, including holidays, 3 times per day	1	Monthly		
TOTAL							