



CITY OF WHITTIER

CALIFORNIA

**DEPARTMENT OF PUBLIC WORKS
2026**

REQUEST FOR PROPOSAL

**CUSTODIAL AND RELATED SERVICES AT VARIOUS CITY
FACILITIES**

**THE CITY PUBLIC WORKS DEPARTMENT OF THE
CITY OF WHITTIER, CALIFORNIA WILL RECEIVE AT
THE OFFICE OF PUBLIC WORKS IN THE CITY HALL,
IN SAID CITY, UNTIL 11:00 A.M. ON TUESDAY,
JULY 14, 2026 SEALED PROPOSALS FOR THE
PERFORMANCE OF THE ABOVE DESCRIBED
SERVICES.**

REQUEST FOR PROPOSALS
FOR CUSTODIAL AND RELATED SERVICES FOR
CITY OF WHITTIER

The City of Whittier (City) invites sealed proposals for the above-stated services and will receive such proposals in the Public Works Office located at Whittier City Hall, 13230 Penn Street, Whittier, CA 90602, until **11:00 a.m. on Tuesday, July 14, 2026.**

The actual work locations are at various locations within the City. The work to be done consists of furnishing all supplies, materials, equipment, tools, labor and incidentals as required to perform the custodial services at each of the City's listed facilities, with the exception of paper goods, hand soap and deodorizers, which the City will provide.

Notwithstanding a recommendation of any department or individual, the City Council of the City of Whittier retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant agreement, and to determine which proposal best serves the interests of the City. The Council is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not to award an agreement.

City reserves the right to award the agreement to other than the Proposer tendering the lowest price. City reserves the right to reject any or all proposals and to cancel this solicitation prior to agreement award. Proposals received after the date and time specified may be disqualified at City's sole discretion.

PRE-PROPOSAL MEETING: A pre-proposal meeting will be held on **Monday, June 29, 2026 at 8:30 a.m.** at the Whittier Community Center, Room #3, 7630 Washington Ave., Whittier, CA 90602. A Proposer may not bring more than two persons to the pre-proposal meeting. It is strongly suggested that one of the two persons in attendance be the intended primary contact for the Proposer if the agreement is awarded to that Proposer. The Community Center meeting will be followed by a site visit to each facility. It is highly recommended that Proposers attend the pre-proposal meeting because access to facilities will not be made available at any other time. There will be no additional facilities tours planned. Proposers must provide their own transportation for site visits. The City will not provide transportation.

Any questions or requests for clarification should be directed to Leon Vasquez, Public Works Manager (562) 567-9528 or lvasquez@cityofwhittier.org.

INSTRUCTIONS TO PROPOSERS

PROPOSAL FORMS

Proposals shall be submitted in writing on the attached forms:

- Proposal for Custodial and Related Services
- Proposal Schedule
- Extra Work and Emergency Call-Out Rate Schedule
- References

The Proposal forms shall not be changed and no additions shall be made to the items mentioned therein. Unauthorized conditions, exemptions, limitations, or provisions attached to the Proposal will render it informal and cause its rejection. When presented, the Proposal forms must be properly signed by the Proposer, whose address, telephone number and e-mail address shall be shown. **The City reserves the right to reject any Proposal if the requested information is not furnished or is incomplete.**

PREPARATION OF PROPOSAL

Proposals must be submitted on the prescribed forms. Proposed costs must be written or typed in blue or black ink in figures as requested. Erasures or other changes must be noted over the signature of the Proposer. The City will not consider any Proposal not meeting these requirements.

DELIVERY OF PROPOSAL

Proposals shall be enclosed in a sealed envelope plainly marked on the outside, **“SEALED PROPOSAL FOR CUSTODIAL SERVICES – DO NOT OPEN WITH REGULAR MAIL.”** The sealed envelope shall also have clearly marked on the outside the company name and address of the Proposer. Proposals may be mailed or delivered by messenger. However, it is the Proposer’s responsibility alone to ensure delivery of the Proposal to the Public Works Department at Whittier City Hall, 13230 Penn Street, Whittier, CA 90602 on or before 11:00 a.m. on Monday, June 29, 2026. Late Proposals will not be accepted. A late Proposal shall be defined as being received after the stipulated time in the appropriate receiving office, according to such clocks in use for Proposal reception, as determined by the City Clerk.

PROPOSER’S MINIMUM REQUIREMENTS

Proposer must have a minimum of five (5) years experience in providing custodial services to facilities similar in size or larger with a similar scope of services. The City shall be the sole determiner of suitability of past performance. Proposers must be able to provide a minimum of five (5) references, of which one reference must be from a local municipality located in the Southern California area that is similar or larger in building/facility size (approximately 230,000 square feet) and scope of services. References, including contact names and telephone numbers, will be required as part of the Proposal.

PERMITS AND LICENSES

The successful Proposer shall be responsible for obtaining all necessary permits and licenses required for the initiation and completion of its work under the proposed agreement and will bear their cost. The contractor shall maintain compliance with all applicable Federal, State and local rules and regulations and permits as required in order to properly perform those tasks, functions and duties required in this agreement. The successful Proposer will be

required to possess a business license from the City of Whittier prior to commencement of work.

QUESTIONS PRIOR TO OPENING OF PROPOSALS

Questions regarding discrepancies or omissions in the Proposal documents shall be communicated to Leon Vasquez, Public Works Manager, in writing, by letter, or e-mail, not less than five (5) working days prior to opening of proposals to provide time for issuing and forwarding addendum, should the City consider an addendum necessary. The City will not be responsible for over interpretation of the RFP and agreement documents.

Leon Vasquez, Public Works Manager
Whittier City Hall, Public Works Department
13230 Penn Street, Whittier, CA 90602
(562) 567-9528 office
lvasquez@cityofwhittier.org

IRREGULAR PROPOSALS

Unauthorized conditions, limitations or provisions attached to a Proposal will render it irregular and may cause its rejection. The completed Proposal forms shall be without interlineations, alterations, or erasures. Alternative Proposals will not be considered. No oral, telegraphic, or telephonic Proposal, modification, or withdrawal will be considered.

REJECTION OF PROPOSALS

Proposals may, at the discretion of the City, be rejected if they show any alteration of form, additions not called for, conditional or alternative Proposals, incomplete Proposals, or irregularities of any kind. The City reserves the right to reject any or all proposals or any portion of a proposal and shall not be required to make a statement of the reason for such rejection. The issuance of this Proposal request creates no obligation on the part of the City of Whittier.

TAXES

No mention shall be made in the Proposal of Sales Tax, Use Tax or any other tax, as all amounts proposed will be deemed and held to include any such taxes, which may be applicable.

PREPARATION COSTS

All costs for preparation of Proposals will be borne by the Proposer. This RFP does not under any circumstance commit the City to pay any costs incurred by any Proposer in the submission of a Proposal.

SCOPE OF WORK: The City is seeking qualified vendors to provide custodial and related services for various City-owned buildings at locations throughout the City. There are a total of sixteen (16) facilities. The service is for the entire building unless areas are specifically excluded. The required services are defined below and in the **Sample City of Whittier Agreement for Contract Services** attached.

Item	Facility/Features	Approx. Area	# of Restrooms	Cleaning Schedule	Day Porter Schedule	Quarterly Hard Floor Stripping & Waxing
1	City Hall	36,400 sq. ft.	8	5 days Mon-Fri 10pm-6am Council Nights (Every other Tues) 12am-6pm	N/A	×
2	Police Dept. (Includes Staircase & Window) Jail Restroom & Kitchen	54,600 sq. ft.	13	5 days Mon-Fri 6pm-9pm	Mon-Fri - 7am- 2:00pm Sat. - 7am- 1:00pm Sun. - 7am-9am	×
3	Community Center (Includes Stagecraft Restrooms) (Theater Stagecraft Area & Box Office excluded from cleaning except emptying of trash)	37,452 sq. ft.	8	7 days Sun-Thurs 10pm-6am Fri-Sat 12am-6am	N/A	×
4	Central Library	41,641 sq. ft.	8	6 days Mon-Sat 10pm-6am	N/A	×
5	Senior Center (Includes center patio area)	11,976 sq. ft.	4	7 days Mon-Sun 10pm-6am	N/A	×
6	Special Activities Building	6,638 sq. ft.	4	5 days Mon-Fri 10pm-6am	N/A	×
7	Parnell Park	12,760 sq. ft.	4	7 days Mon-Sun 10-pm-6am	N/A	×
8	Whittwood Branch Library	15,733 sq. ft.	5	6 days Mon-Sat 10pm-6am	N/A	×
9	Savage Canyon Landfill (Office & Restrooms)	720 sq. ft.	2	1 day Fridays	N/A	

				Between 1pm & 3pm		
10	Historic Train Depot	4,335 sq. ft.	5	5 days Mon-Fri 10pm-6am	N/A	×
11	Bright Ave. Parking Structure Restrooms and Elevator	130 sq. ft.	2	7 days Mon-Sun 8am-2pm	N/A	×
12	City Yard	8,718 sq. ft.	4	5 days Mon-Fri 10pm-6am	N/A	×
13	Palm Park Building	4,382 sq. ft.	4	7 days Mon-Sun 10pm-6am	N/A	×
14	Guirado Park (Exterior restrooms excluded)	3,292 sq. ft.	2	3 days Tue/Thu/Sat 10pm-6am	N/A	×
15	Comstock Ave. Parking Structure Elevators	70 sq. ft.	0	7 days Mon-Sun 8am-2pm	N/A	×
16	Friends of the Library Bookstore Restroom & Break Area	80 sq. ft.	1	3 days Mon/Wed/Fri 10pm-6am	N/A	×
17	City Yard Gym	450 sq ft	0	5 Days Mon- Fri After 5:30pm	N/A	×
	City Yard Locker Room	400 sq ft	1	7 Days Mon- Sun After 5:30pm	N/A	×
18	Electrician's Office @ City Yard	170 sq ft	0	5 Days Mon- Fri After 5:30pm	N/A	×
19	Park's Office @ City Yard	500 sq ft	0	5 Days Mon- Fri After 5:30pm	N/A	×
20	Communications Office @ City Hall	280 sq ft	0	5 Days Mon- Fri After 5:30pm	N/A	×
21	All City Facilities (Roaming Day Porter with valid CA Driver License)				Mon-Fri 8 hrs/day	×

The Proposal shall show a monthly and annual cost per facility and for one roaming day porter.

The City will take the agreement to the City Council for approval and both the signed agreement and insurance must be submitted prior to the Council Meeting. However, the

agreement is not executed until the City Council approves the agreement and the City signs the agreement. Vendors solicited by the City are referred to herein as "Proposer". "Contractor" is the term applied to the Proposer who is selected through this solicitation and who subsequently enters into an agreement for these services with the City.

TERM: The term of an agreement entered into as a result of this request for Proposal shall begin August 31st 2026 unless sooner terminated or extended, in whole or in part, as provided in the sample agreement.

City shall have the option to extend the term for up to two (2) additional one-year periods at the sole and complete discretion of City. Further, the agreement term may be extended beyond the stated expiration date by City. The extension shall be on a month-to-month basis. Such extensions shall be at the existing agreement rates terms and conditions, and will be subject to funding availability.

INDEMNIFICATION, INSURANCE AND SECURITY: Special attention is called to the proof of insurance as outlined in Attachment D of the Agreement for Contract Services. The successful Proposer will be held to strict compliance with those requirements. Contractors who cannot comply should not provide a Proposal.

Due to the sensitivity of material and information in certain areas, all personnel involved in the maintenance of the facilities will be required to be fingerprinted and their employment applications reviewed prior to entering any premises of the City.

GENERAL PROVISIONS

Section 1. Worker's Compensation

The Contractor shall take out and maintain during the life of this Agreement, worker's compensation insurance for all Contractor's employees engaged as part of the required services and as required by the Labor Code of the State of California.

No member of the City Council or any other official or authorized assistant, employee, or agent of the City shall be personally responsible for any damage resulting from the performance liability arising under the Agreement or nonperformance, negligently, or intentionally of any portion of the services contracted.

Section 2. Liability Insurance

Contractor shall procure and maintain, at its own cost, liability insurance, as detailed in Attachment D to the Agreement.

A Certificate of Insurance evidencing that Contractor has procured the above-referenced required insurances and that the general and automobile liability insurances name the City as an additional insured shall be delivered to and approved by the City prior to the execution of the Agreement and the commencement of services hereunder. Such insurances shall serve as primary to any insurance coverages carried by City. Contractor shall provide all Certificates of Insurance before City makes payment for services provided. The procuring of such insurances or the delivery of policies or Certificates evidencing the same shall not be construed as a limitation of Contractor's obligation to indemnify the City, its Contractors or employees.

During the life of the Agreement the Contractor shall purchase and maintain insurance policies and coverages with carriers that are acceptable to the City. Endorsements of insurance will be required naming the City as an additional insured on all general and automobile liability insurance policies and which provide the City with a 30 day notice of cancellation, material change, or non-renewal. Failure to furnish acceptable evidence of insurance or lapse of the policy will be a material breach and grounds for termination of the Agreement.

Section 3. Holidays

The following days are designated by the City as holidays for all City Facilities except the Police Department. The Police Department is a 24/7 operation, therefore regular custodial service will be necessary every day, including holidays:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- The Day after Thanksgiving
- Day Christmas Day
- Juneteenth

Section 4. Compensation and Payment

City shall pay for the services performed by Contractor pursuant to the terms of this Agreement. For any additional services, change orders or any additional compensation of any nature to be proposed for payment to Contractor by City, such modification of this amended Agreement shall be a written request executed by Contractor and approved in writing by City.

It is specifically understood that oral requests or approvals of such additional services, change orders or additional compensation and any approvals from City shall be barred and are unenforceable. Compensation for Emergency or Call-out work shall be compensated based on the Contractor's Extra Work and Emergency Call-out Rate Schedule.

In the event any City building or facility is not usable for any reason, including but not limited to acts of nature, vandalism, construction or renovation and is deemed out of use, the Contractor shall not be compensated for the period custodial services are not provided. If a portion of any building or facility is partially out of use, the City and Contractor shall negotiate the cost of providing limited custodial services.

Contractor shall submit a monthly invoice to the City for work performed. Within ten (10) working days of receipt of such invoice, City shall determine whether Contractor has satisfactorily performed the work described in the invoice. City shall thereafter pay Contractor for that work which City deems to have been satisfactorily completed within thirty (30) days of City's determination that Contractor has satisfactorily completed all required tasks. However, City will not process any payments to Contractor for any services performed before City receives the certificates of insurance as in Section 2 of the General Provisions.

SCOPE OF SERVICES

SPECIAL PROVISIONS

Project Description

Contractor will furnish all labor, supplies, chemicals, materials, equipment, transportation, supervision, management and incidentals required to provide Custodial Services in accordance with the terms and conditions of the Request for Proposal. Contractor shall perform the Specifications for Standard Cleaning Service (Attachment A) as identified and scheduled for each location (Attachment B) as detailed in the sample Agreement for Contract Services and Request for Proposal.

Section 1. Materials

The City will furnish toilet paper, toilet seat covers, urinal screens, paper towels (sheet and rolls), facial tissue, soap, air fresheners, and deodorizers. The Contractor shall submit requests for re-stocking of supplies to the Contract Officer verbally or by e-mail.

Contractor will furnish cleaning agents, trash can liners and cleaning supplies required to maintain the City's facilities. The cost of materials shall be included in the cost Proposal. All supplies required to carry out the cleaning operations within the scope of this Agreement shall meet the standards of the Federal Occupational Safety and Health Act. The Contractor shall ensure that all cleaning product containers maintained by the Contractor in a City facility are properly marked to indicate the contents. Contractor will provide Safety Data Sheets for all cleaning agents used in each building. Safety Data Sheets will be placed in the custodial closets. These items are subject to inspection and approval.

Section 2. Equipment

Contractor shall furnish, and maintain in good working condition, all cleaning equipment required to maintain each service location including, but not limited to, HEPA vacuum cleaners, buffers, strippers, scrubbing machines, extension poles, ladders and carpet extraction equipment. Broken equipment will be repaired or replaced in a timely manner by the Contractor. Equipment (HEPA vacuums, buffers, pylons, buckets) will be kept clean by the Contractor. The City is not responsible for stolen or vandalized items.

Section 3. Storage Space

The City will provide limited space at the various facilities for custodial supplies, materials and equipment. Due to the limited amount of space, any storage spaces beyond that which the City is presently providing for custodial equipment, is the responsibility of the Contractor. Contractor is responsible for keeping custodial closets clean and orderly. The Contractor shall report required maintenance for these areas to the Contract Officer. These areas shall not be used for the storage of personal items not necessary to perform the services.

Section 4. Inspection of Buildings and Facilities

The Contract Officer and the Contractor will have monthly inspections for the duration of the Agreement unless the Contract Officer deems less frequent inspections adequate to ensure specifications are met. Any deficiencies will be noted during inspections. The results of each inspection shall be recorded and retained for reference as a Custodial Cleaning Inspection Report. The Contractor's Supervisor will conduct regular inspections with the City's Contract Officer and as such other times as may be required by the City to review performance of the Agreement and to discuss any problems or matters as determined by the City. The City may also conduct unscheduled periodic inspections to assure compliance with Agreement requirements. The Contractor will be notified both verbally and in writing to immediately correct any deficient services noted in the inspections.

The Contract Officer will investigate complaints of the Contractor's unsatisfactory services the occupants of the City facilities covered by this Agreement provide to the Contract Officer. The Contractor will be required to correct the unsatisfactory work on the same day the Contract Officer validates and notifies the Contractor of the complaint. The Contractor will be notified of validated complaints in both verbal and written form.

The City may make deductions from the Contractor's compensation for unsatisfactory work. If, in the judgement of the Contract Officer, correction to a validated performance situation has not occurred after three (3) written notices of the deficiency, a written notice to the Contractor for failure to correct the deficiencies shall be issued. Penalties for non-compliance shall amount to a \$250 deduction from the monthly payment for each deficiency.

Section 5. Contractor's Representatives/Employees

The Contractor shall have present at all times when performing custodial services, an onsite representative who speaks fluent English whose duty shall be to supervise and coordinate cleaning services as they occur. This onsite representative shall carry on their person during working hours a cellular phone for contact purposes. All day porters must speak fluent English.

The Contractor shall not employ persons who would pose a threat to the health, safety, security, and general well-being of City employees or residents.

All of the Contractor's staff performing services under this Agreement must complete a Live Scan background check prior to the start of the Agreement. Live Scan processing will be coordinated by the Contract Officer and accomplished by the Whittier Police Department at no cost to the Contractor. "Go" or "No-Go" results of all background checks will be provided to the Contractor once received.

The Contractor's personnel shall present a neat and clean appearance at all times and be easily recognized as Contractor employees. The Contractor shall ensure all employees wear an identification badge which shall include the employee's picture and the name of the Contractor and the employee. The identification badge shall be provided by the Contractor and visible at all times.

The Contractor shall not employ undocumented workers for work on this Agreement and shall make every reasonable effort to confirm legal resident status prior to assignment to the City. Failure to comply with this provision of the Agreement may be grounds for termination of the Agreement.

The Contractor shall provide written notification to the Contract Officer within three (3) days of any changes to the staff providing onsite services to the City. Except in an emergency situation, alternate employees will not be authorized access to City facilities until proper coordination with the City and Live Scan background checks have been completed.

Under no circumstances will the Contractor allow anyone who is not employed by the Contractor to enter a City facility.

The Contractor's personnel will be permitted to use City owned restrooms and break areas. The Contractor's personnel are prohibited from using City owned computers, copy machines, FAX machines and telephones.

Section 6. Work Schedules

All work must be accomplished within the hours identified by the City. The City reserves the right to revise schedules, adjust days and hours of the work, as necessary. The City frequently has meetings that go beyond 10:00 p.m. Contractor shall ensure custodial service performed in other areas of the building does not interfere with night meetings.

The Contractor shall provide in writing schedules for all activities for all locations. The Contractor shall notify the City in writing and receive approval prior to any revisions in the schedule.

Section 7. Extra Services

Extra services are defined as a reasonable request of general clean up, emergency or non-emergency, requested and authorized in advance by the City. Emergency, after hours cleaning support shall be responded to within one (1) hour and billed at a two (2) hour minimum. All charges are included in the Agreement and the hourly rate schedule. Contractor shall notify the Contract Officer within eight (8) hours of the emergency service being completed.

Section 8. Energy Conservation

The Contractor shall turn off all lights in administrative areas in which services are performed upon completion of the services.

Section 9. Security

The Contractor shall close and lock all doors found in a closed or locked condition upon commencing services. The Contractor's representatives must immediately report to the City any evidence of security breach at a City building or facility.

Section 10. Alarms

Where applicable, the Contractor shall secure and reset security/intrusion alarm systems upon completion of services for the particular area or facility. The Contractor shall be responsible for ensuring any and all doors protected by an alarm system are properly

secured prior to departing the facility. The Contractor shall notify the Whittier Police Department Dispatch Desk, 562-567-9200, for assistance in the event an exterior door cannot be secured or an alarm system cannot be reset. The Police Department Dispatch Desk will in-turn contact the Public Works Civic Center Maintenance or Community Services personnel for response. The Contractor shall remain at the facility until released by the Public Works Civic Center Maintenance or Community Services personnel or the Police Department, as applicable. The City will provide training for the proper operation of all security alarm systems prior to the start of the services.

Section 11. Facility Keys and Access Codes

The Contractor shall be responsible for safeguarding all keys and access codes provided by the City. Loss of any key or code issued to the Contractor shall be reported to the Contract Officer immediately. The Contractor may not duplicate any keys and replacement of any key misplaced or lost by the Contractor or re-keying necessary due to such loss or misplacement, will be at the Contractor's expense.

Contractor shall return all keys and key cards to the Contract Manager at the end of the Term. If the CONTRACTOR fails to return keys and key cards at the end of the Term or upon termination of the Agreement, the actual cost to rekey CITY facilities will be deducted from the CONTRACTOR'S final payment.

Section 12. The Displaced Janitor Opportunity Act

The Contractor must abide by the Displaced Janitor Opportunity Act as stated in the California Labor Code Sections 1060-1065. The law applies to companies that employ 25 or more individuals. Covered employees are those who work at least 15 hours per week under a contract to provide janitorial or building maintenance services. The law requires contractors and subcontractors that obtain a new contract from an awarding authority to provide janitorial or building maintenance services at a job site or sites to retain for a 60-day transition period employees who have been employed by the former contractor or subcontractor for the preceding four months or longer at the site or sites covered by the successor service contract, unless the successor contractor or subcontractor has "reasonable and substantiated" cause not to hire an employee based on his or her previous performance or conduct.

PROPOSAL
FOR
CUSTODIAL AND RELATED SERVICES
IN THE CITY OF WHITTIER

To the Director of Public Works of the City of Whittier, as City,

In accordance with the City's Request for Proposal, the undersigned PROPOSER hereby proposes to furnish all cleaning agents, equipment, tools, labor and incidentals required to perform the custodial services set forth in the Request for Proposal and to perform all work in the manner and time described therein.

PROPOSER declares that his/her original Proposal is based on the Request for Proposal, and all other applicable documents. If this Proposal is accepted for award, PROPOSER agrees to enter into an Agreement with the City of Whittier at the total lump sum price set forth in the following Proposal.

PROPOSER understands that a proposal is required for the entire work, and that the Lump Sum price proposed includes all appurtenant expenses, overhead, taxes, royalties and fees. Erasures or other changes must be noted over the signature of the PROPOSER.

PROPOSER'S INFORMATION:

Signature: _____ Name: _____
(Please print or type)

Title: _____

Firm Name: _____

Firm Address: _____

Firm Business Phone No: _____

Email Address: _____

PROPOSAL SCHEDULE
TO THE CITY PUBLIC WORKS DEPARTMENT OF THE CITY OF WHITTIER,
CALIFORNIA

CUSTODIAL AND RELATED SERVICES AT VARIOUS CITY FACILITIES

The undersigned declares that he/she has carefully examined the location of the proposed work, that he/she has examined the specifications and read the accompanying instructions to proposers, and hereby proposes to do all work in accordance with said specifications for the unit price or lump sum set forth in the following schedule:

Item	Approx. Area	Unit	City Facility and Address	Monthly Cost	Annual Cost
1.	36,400 sq. ft.	Lump Sum	City Hall 13230 Penn Street Whittier, CA 90602	\$ _____	\$ _____
2.	54,600 sq. ft.	Lump Sum	Police Department 13200 Penn Street Whittier, CA 90602 (Includes Day Porter)	\$ _____	\$ _____
3.	37,452 sq. ft.	Lump Sum	Community Center 7630 Washington Avenue Whittier, CA 90602	\$ _____	\$ _____
4.	41,641 sq. ft.	Lump Sum	Central Library 7344 Washington Avenue Whittier, CA 90602	\$ _____	\$ _____
5.	11,976 sq. ft.	Lump Sum	Senior Center 13225 Walnut Street Whittier, CA 90602	\$ _____	\$ _____
6.	6,638 sq. ft.	Lump Sum	Special Activities Building 7702 Washington Avenue Whittier, CA 90602	\$ _____	\$ _____
7.	12,760 sq. ft.	Lump Sum	Parnell Park Building 10711 Scott Avenue Whittier, CA 90604	\$ _____	\$ _____
8.	15,733 sq. ft.	Lump Sum	Whittwood Branch Library 10537 Santa Gertrudes Avenue Whittier, CA 90603	\$ _____	\$ _____

9.	720 sq. ft.	Lump Sum	Savage Canyon Landfill Office & Restrooms 13919 Penn Street Whittier, CA 90602	\$ _____	\$ _____
10.	4,335 sq. ft.	Lump Sum	Historic Train Depot 7633 Greenleaf Ave. Whittier, CA 90602	\$ _____	\$ _____
11.	130 sq. ft.	Lump Sum	Bright Avenue Parking Structure Restrooms & Elevator 6721 Bright Ave. Whittier, CA 90601	\$ _____	\$ _____
12.	8,718 sq. ft.	Lump Sum	City Yard 12016 Hadley Street Whittier, CA 90602	\$ _____	\$ _____
13.	4,382 sq. ft.	Lump Sum	Palm Park Building 5703 Palm Avenue Whittier, CA 90601	\$ _____	\$ _____
14.	3,292 sq. ft.	Lump Sum	Guirado Park Restroom 5760 Pioneer Blvd. Whittier, CA 90606	\$ _____	\$ _____
15.	70 sq. ft.	Lump Sum	Comstock Ave. Parking Structure Elevators 6738 Comstock Ave. Whittier, CA 90601	\$ _____	\$ _____
16.	80 sq. ft.	Lump Sum	Friends of the Library Bookstore Restroom & Break Area 6703 Comstock Ave. Whittier, CA 90601	\$ _____	\$ _____
	<i>Totals without Roaming Day Porter</i>			Monthly Total \$ _____ <i>(In figures)</i>	Annual Total \$ _____ <i>(In figures)</i>
17.	<i>May or may not be included in final agreement.</i>		<i>Roaming Day Porter Mon.-Fri. 8 hours per day</i>	\$ _____	\$ _____
	<i>Totals including Roaming Day Porter</i>			Monthly Total \$ _____ <i>(In figures)</i>	Annual Total \$ _____ <i>(In figures)</i>

Please list a minimum of 5 **References** for similar custodial services performed in the past 5 years. Proposer qualifications and experience will be used as evaluation criteria and a determining factor in award of agreement recommendation. Lack of references or unsuitable report of past performances by references may be considered by the City as sufficient reason to reject Proposal(s).

1. Agency: _____
Address: _____
Contact Name: _____ Title: _____
Phone No. _____ Email: _____
Total Building/Facility Square Footage: _____ Years Service Provided _____
(Ex. 2001-present)

2. Agency: _____
Address: _____
Contact Name: _____ Title: _____
Phone No. _____ Email: _____
Total Building/Facility Square Footage: _____ Years Service Provided _____

3. Agency: _____
Address: _____
Contact Name: _____ Title: _____
Phone No. _____ Email: _____
Total Building/Facility Square Footage: _____ Years Service Provided _____

4. Agency: _____
Address: _____
Contact Name: _____ Title: _____
Phone No. _____ Email: _____
Total Building/Facility Square Footage: _____ Years Service Provided _____

5. Agency: _____
Address: _____
Contact Name: _____ Title: _____
Phone No. _____ Email: _____
Total Building/Facility Square Footage: _____ Years Service Provided _____

**Specifications for Standard Cleaning Services
All Facilities**

1. Furniture and Equipment – shall be free of dust, cobwebs, and soil. This shall include the elimination of cleaner residue, streaks, and film.
2. Telephones – shall be free of dust and soil. The cradle, earpiece and mouthpiece should be sanitized.
3. Lamps - shall be free of dust, cobwebs, and soil. This shall include the elimination of cleaner residue, streaks, and film.
4. Mats and Carpets – shall be free of spots, stains, gum, dirt, and debris. Adjoining walls, doors and floors shall be free of dust, soil, and cleaner residue.
5. Glass and Metal Surfaces – shall be streak-free, film-free, fingerprint-free, and uniformly clean. This shall include the elimination of dust and soil from sills, ledges, glass staircases and railings, and heat registers. Take care not to damage anti-graffiti film on glass doors and windows.
6. Corners/Thresholds – shall be free of dust, cobwebs, soil, finish build-up and debris.
7. Floors and Cove Bases – shall be free of dust, cobwebs, soil, gum, spots, stains, and debris. Hard/resilient floors shall have multiple coats of slip-resistant seal and finish applied that result in a consistent high-shine, unless otherwise directed by the City. This shall include the elimination of dust streaks, lint, standing water, cleaner residue, and film. Floors shall be stripped and waxed quarterly or as floor conditions warrant.
8. Walls and Fixtures – shall be free of dust, cobwebs, and soil. This shall include the elimination of fingerprints, smudges, stains, cleaner residue, streaks, and film. Walls behind waste/trash cans shall be clean.
9. Water Fountains – shall be free of dust, cobwebs, and soil, scale, and water spots. Bright work shall be disinfected and polished to a streak-free shine.
10. Dispensers – shall be free of dust and soil. These surfaces shall be cleaned and disinfected. This shall include the elimination of film, streaks, and cleaner residue. Dispensers shall be refilled when needed with the proper expendable supply item. Care will be taken not to overfill paper towel dispensers making it difficult to remove a towel. Broken dispensers should be reported to the Contract Officer.

11. Hardware – shall be free of dust, soil, and scale. Bright work shall be cleaned, disinfected, and polished to a streak-free shine. This shall include the elimination of polish residue.
12. Sinks and Countertops – shall be free of dust, soil, cleaner residue, and soap film. This shall include the elimination of streaks, embedded soil, film, and water spots.
13. Mirrors – shall be free of dust, soil, and fingerprints. Mirrors and surrounding metal framework shall be streak-free, film-free, and uniformly clean.
14. Toilets and Urinals – toilets and urinals shall be free of dust, cobwebs, soil, organic matter, cleaner residue, and scale. Fixtures shall be cleaned, disinfected, and polished dry. This shall include the elimination of streaks, film, and water spots.
15. Restroom Partitions – shall be free of dust, cobwebs, soil, and graffiti. Partitions shall be cleaned, disinfected, and polished dry. This shall include the elimination of streaks and film. Etched graffiti should be reported to the Contract Officer.
16. Showers – tile walls and floors shall be washed, disinfected, and sanitized. Shower stalls, fixtures, glass, and doors shall be cleaned and polished. This shall include the elimination of streaks, film, and water spots.
17. Locker Rooms – sanitize showers, floor tile surfaces, locker doors and benches. This shall include the elimination of streaks, film, and water spots.
18. Kitchen Areas – clean and sanitize all sinks, floor sinks, grease traps, counter areas, back splashes, ceramic tile walls and exhaust hoods and filters. Rinse coffee pot and filter bowl.
19. Waste Containers/Paper Shredders – contents shall be removed from waste containers and paper shredders and can liners replaced and container returned to its original location. Inside and outside of the container shall be cleaned and disinfected. This shall include the elimination of streaks, foodstuff and the presence of offensive odors emitting from the container.
20. Cabinets and Refrigerator – exterior tops, sides and fronts shall be cleaned and disinfected and free of dust, soil, food stuff, cleaner residue, and soap film.
21. Microwave – exterior tops, sides and fronts and total interior shall be cleaned and disinfected and free of dust, soil, food stuff, cleaner residue, and soap film.
22. Exterior Entryway Trash/Recycling Containers - Contents shall be removed from waste containers and can liners replaced. Inside and outside of the container shall be cleaned and disinfected. This shall include the elimination of streaks, foodstuff and the presence of offensive odors emitting from the container.

23. Trash/Recycling Removal & Containers – Agreement shall facilitate the City's recycling program that requires building occupants to separate recyclable from non-recyclable waste. All work areas are provided with separate waste containers for this purpose by the City. The Contractor shall empty recyclable and non-recyclable waste into designated containers.

Weekly

1. Clean and polish wood in City Council Chamber (City Hall)
2. Run water through all restroom and shower floor drains and clean locker room Mon-Sun (City Yard)
3. Pressure wash and disinfect restrooms using City-provided equipment (City Hall, Police Department, and Central Library)

Monthly

1. Spot clean stains on seats in City Council Chamber (City Hall)
2. Power wash patio and patio furniture (Community Center, Uptown Senior Center, City Hall, Police Dept, Branch Library, Historic Train Depot & Friends of the Library Bookstore)
3. Power wash exterior around buildings to clean spills and urine (Community Center, Uptown Senior Center, Branch Library, Historic Train Depot & Friends of the Library

Quarterly

Bookstore)

1. Strip and machine scrub all non-carpeted walking surfaces and apply a minimum of three light coats of an approved non-slip wax.
2. Clean louver blinds
3. Shampoo carpets
4. Vacuum upholstered furniture
5. Clean light fixtures so they are free of dust, cobwebs, and soil
6. Clean ceilings so all cobwebs are removed
7. Clean air vents so they are free of dust, cobwebs, and soil. This also pertains to air distribution units and exhaust fans.

POLICE DEPARTMENT, JAIL, KITCHEN, & RESTROOM DAY PORTER SPECIFICATIONS

Hours

Monday-Friday 7:00am- 2:00pm

Saturday 7:00am-1:00pm

Sunday 7:00am-9:00am

Police Department Day Porter Services shall include providing immediate attention during normal working hours to contract-related services including but not limited to removal of hazards, such as, spills and/or broken glass, minor repair work, refilling supplies, and general facility upkeep.

1. Regularly inspect and service all restrooms to ensure that the floors and walls remain clean and free from debris and to ensure that all dispensers are full.

2. Inspect and clean all public hallways, corridors, entrances, and exits to remove any and all accumulations or dirt and debris and to clean any spill.
3. Disinfect the chairs, countertops, and restrooms daily as well as disinfect interview rooms.
4. Clean and re-stock with soap and paper goods evidence storage restrooms weekly.
5. Clean and disinfect inside refrigerators as requested.
6. Blow away debris outside entryways.

ROAMING DAY PORTER SPECIFICATIONS

Hours

Monday-Friday 6:00am- 2:30pm

Roaming Day Porter Services shall include providing immediate attention during normal working hours to contract-related services including but not limited to removal of hazards, such as, spills and/or broken glass, minor repair work, refilling supplies, and general facility upkeep.

The Roaming Day Porter must have valid CA driver's license and be able to pass City Contractor administered behind-the-wheel safety evaluation in order to drive a City vehicle to facilities off the Civic Center campus.

City Hall

1. Check all the restrooms, flush all fixtures, check stock, and make sure they are clean, check air fresheners and initial log sheet.
2. Blow all entrances and stairs before 6:30 am.
3. Pick up the newspaper and leave it on the lobby counter.
4. Wipe the top of the sliding doors of the lobby front and back entrances.
5. Wipe down all door handles, inside/outside rails, desktops, countertops, restrooms fixtures, headache room, printers, outside card readers and outdoor gate handles, and other frequently touched areas twice a day.
6. Wash blankets in headache room and remake bed once a week.
7. Wash terry cloth towels weekly from City Hall and Police Station and clean out dryer lint screen.
8. Wipe down outside tables before 10:00 am.
9. Wipe down outside trash cans and cigarette receptacles once a week.
10. Empty cigarette receptacles every 3 months.
11. Keep all glass door panels and elevator clean.
12. Keep mechanical rooms clean.
13. Open lobby back glass sliding door at 6:55 am and stay in the lobby area until the lobby receptionist arrives.
14. Clean out floor drain by Edison vault in the back of City Hall daily.

15. Clean all restrooms once a week with the City-provided Waxie machine.

Old Police Department

16. Clean all restrooms, shower, vacuum hallways, and clean carport stalls weekly.

17. Check for cleanliness throughout the week and clean, as necessary.

Community Center

18. Walk around the building and pick up litter daily.

19. Hose down, as needed, by trash cans and where people may have urinated.

20. Wipe down all door handles, rails, desktops, countertops, restrooms fixtures, printers, and other frequently touched areas daily.

Police Department

21. Clean jail cells as needed per request.

Branch Library

22. Wipe down all door handles, rails, desktops, countertops, restrooms fixtures, printers, and other frequently touched areas daily.