



Tuesday, July 8, 2014

ROLL CALL:

Brent A. Tercero, Mayor
Gregory Salcido, Mayor Pro Tempore
Bob J. Archuleta, Councilmember
David W. Armenta, Councilmember
Gustavo V. Camacho, Councilmember

Regular Meeting 6:00 p.m.
Council Chamber
6615 Passons Blvd.

Next Resolution No. 6772
Next Ordinance No. 1088
Next Agreement No. 14-1504

COMMISSIONERS SCHEDULED TO BE PRESENT:

Fred Zermeno, Planning Commission
Carlos Cruz, Parks & Recreation Commission

INVOCATION:

PLEDGE OF ALLEGIANCE:

SPECIAL PRESENTATIONS:

- CAFR Certificate of Award – Presentation (receive & file)

PLEASE TURN OFF ALL PAGERS AND/OR PHONES WHILE MEETING IS IN SESSION AND PLEASE REFRAIN FROM TEXTING DURING THE MEETING

In compliance with the Americans with Disabilities Act of 1990, the City of Pico Rivera is committed to providing reasonable accommodations for a person with a disability. Please call the City Clerk's office at (562) 801-4389, if special accommodations are necessary and/or if information is needed in an alternative format. Special requests must be made in a reasonable amount of time in order that accommodations can be arranged.

1st PERIOD OF PUBLIC COMMENTS - IF YOU WOULD LIKE TO SPEAK ON ANY LISTED AGENDA ITEMS, PLEASE FILL OUT A GREEN PUBLIC COMMENT REQUEST FORM AND PROVIDE IT TO THE STAFF MEMBER AT THE BACK TABLE BEFORE THE MEETING STARTS.

When you are called to speak, please come forward and state your name and city of residency for the record. You have three (3) minutes to make your remarks. In accordance with Government Code Section 54954.2, members of the City Council may only: **1)** respond briefly to statements made or questions posed by the public; **2)** ask a question for clarification; **3)** provide a reference to staff or other resources for factual information; **4)** request staff to report to the City Council at a subsequent meeting concerning any matter raised by the public; and **5)** direct staff to place a matter of business on a future agenda. City Council members cannot comment on items that are not listed on a posted agenda.

CONSENT CALENDAR ITEMS:

All items listed on the Consent Calendar may be acted on by a single motion without separate discussion. Any motion relating to a Resolution or Ordinance shall also waive the reading of the titles in full and include its adoption as appropriate. If discussion or separate vote on any item is desired by a Councilmember or staff, that item may be pulled from the Consent Calendar for separate consideration.

1. Minutes:

- City Council regular meeting of June 24, 2014

Recommendation: Approve

- Planning Commission meeting of June 2, 2014

Recommendation: Receive and file

2. 22nd Warrant Register of the 2013-2014 Fiscal Year. (700)

Check Numbers: 262420-262579

Special Checks Numbers: None

Recommendation: Approve

3. Approval of City Purchase Orders Above \$30,000 for Fiscal Year 2014-2015.(700)

Recommendation:

1. Approval for City Manager to issue Purchase Orders above \$30,000 for Fiscal Year 2014-2015.

4. Contract for Human Resources Assistance. (500)

Recommendation:

1. Authorize the City Manager to enter into a contract with Christopher Birch in an amount "not to exceed" \$50,000.

5. Janitorial Services, RFB 2014-005 – Award Service Contract. (500)

Recommendation:

1. Award a thirty five (35) month service contract in the amount of \$169,855 to General Building Management for Janitorial Services; and
2. Authorize the City Manager to execute the contract in a form approved by the City Attorney.

Agreement No. _____

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION:

LEGISLATION: None.

MAYOR/COUNCILMEMBER REPORTS ON INTERGOVERNMENTAL AGENCY MEETINGS:

NEW BUSINESS:

OLD BUSINESS:

2ND PERIOD OF PUBLIC COMMENTS - THIS TIME IS RESERVED FOR COMMENTS THAT HAVE NOT BEEN ADDRESSED ALREADY OR THAT ARE NOT LISTED ON THE AGENDA. PLEASE FILL OUT A BLUE PUBLIC COMMENT REQUEST FORM AND PROVIDE IT TO THE STAFF MEMBER AT THE BACK TABLE BEFORE THE MEETING STARTS.

When you are called to speak, please come forward and state your name and city of residency for the record. You have three (3) minutes to make your remarks.

CLOSED SESSION(S):

a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9 subdivision (d) paragraph (1)
Jeff Tracy, Inc. dba Land Forms Construction v. City of Pico Rivera
Case No. VC063151

b. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6
Agency Designated Representatives:
City Manager René Bobadilla
Assistant City Manager Mike Matsumoto
Employee organization(s):

Service Employees International Union, Local 721 – Full-Time Bargaining Unit
Pico Rivera Mid-Managers and Professional and Confidential Association
Bargaining Unit

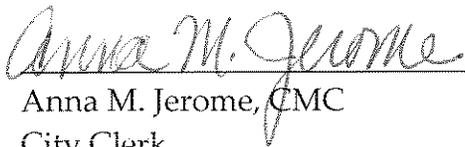
Service Employees International Union, Local 721 – Director's Bargaining Unit

ADJOURNMENT:

AFFIDAVIT OF POSTING

I, Anna M. Jerome, City Clerk, for the City of Pico Rivera, DO HEREBY CERTIFY, under penalty of perjury under the laws of the State of California, that the foregoing notice was posted at the Pico Rivera City Hall bulletin board, Pico Rivera website, Pico Rivera Post Office and Parks: Smith, Pico and Rivera and full agenda packets distributed to the Pico Rivera County Libraries, which are available for the public to view on this 2nd day of July 2014.

Dated this 2nd, day of July 2014

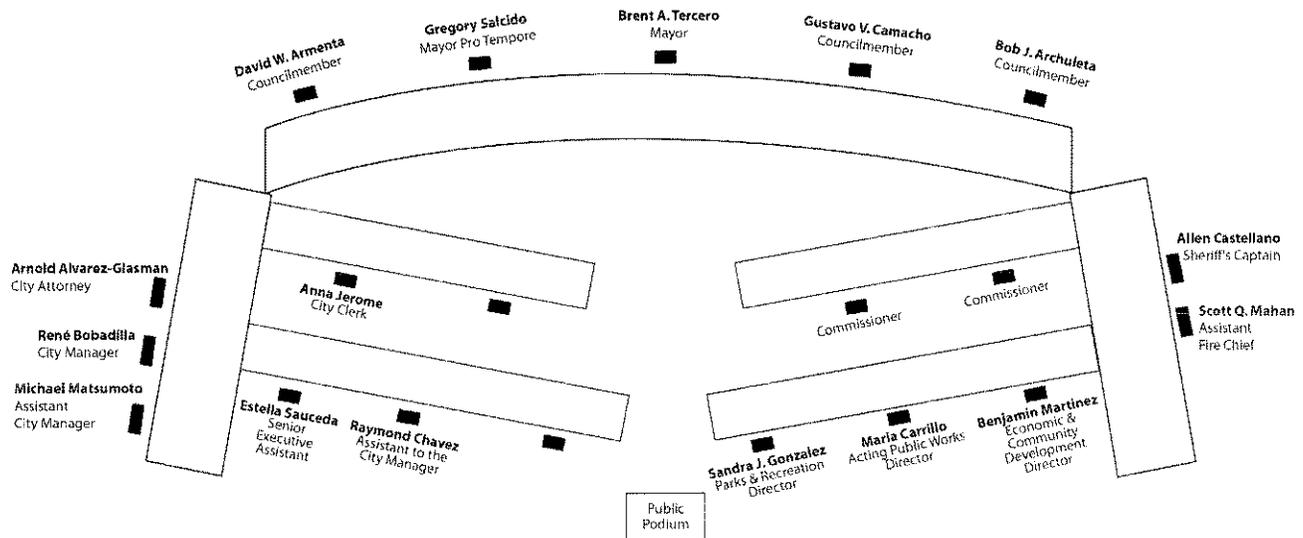


Anna M. Jerome, CMC
City Clerk

SB343 NOTICE

In compliance with and pursuant to the provisions of SB343 any public writing distributed by the City Clerk to at least a majority of the City Council Members regarding any item on this regular meeting agenda will be available on the back table at the entrance of the Council Chamber at the time of the City Council meeting and at the counter of City Hall at 6615 Passons Boulevard, Pico Rivera, California during normal business hours.

Council Meeting Seating Chart



STATEMENT REGARDING DECORUM AT CITY COUNCIL MEETINGS

If you wish to speak at the time set aside for public comments, the City Council has established the following standards and Rules of Decorum as allowed by State law.

- Public comment is limited to those portions of the meeting referred to as Public Comments. These portions are intended for members of the public to address the City Council, Successor Agency, Housing Assistance Agency or Water Authority on matters related to agendas or any other items under the subject matter jurisdiction of the City Council or Agencies.
- A yellow Public Hearing Comment Request card must be completed to speak during a Public Hearing.
- A green Public Comment Request – Agenda Items Only card is for those wishing to address the Council/Agency on agenda items only during the 1st Period of Public Comments.
- A blue Public Comment Request – All other City-Related Business card is for those wishing to address the Council/Agency on any other items under the subject matter jurisdiction of the Council/Agency during the 2nd Period of Public Comments.
- Citizens may address the Council, Successor Agency or Housing Assistance Agency once for a **maximum of three minutes**. After each speaker returns to his/her seat, the Mayor shall determine the time and manner of response, but typically if answers are available, they will be given after all speakers have had an opportunity to address the City Council.
- Members of the audience are asked to refrain from clapping or otherwise speaking from their seats. Those not meeting the standards for decorum may be escorted from the meeting.

RULES OF DECORUM CAN BE FOUND IN THE PICO RIVERA MUNICIPAL CODE SECTION 2.08.050 AS ESTABLISHED BY ORDINANCE 783 ADOPTED ON AUGUST 20, 1990 AND AMENDED BY ORDINANCES 822 (SEPTEMBER 21, 1992) AND 1020 (MARCH 21, 2006).



Tuesday, June 24, 2014

A Regular Meeting of the City Council was held in the Council Chamber, Pico Rivera City Hall, 6615 Passons Boulevard, Pico Rivera, California.

Mayor Tercero called the meeting to order at 6:00 p.m. on behalf of the City Council.

PRESENT: Archuleta, Armenta, Camacho, Salcido, Tercero

ABSENT: None

COMMISSIONERS PRESENT:

Paul Gomez, Planning Commission

Joseph Palombi, Parks & Recreation Commission

INVOCATION: Councilmember Armenta

PLEDGE OF ALLEGIANCE: Councilmember Camacho

SPECIAL PRESENTATIONS:

- Proclamation – July Parks & Recreation Month

1ST PERIOD OF PUBLIC COMMENT – AGENDA ITEMS ONLY:

Barbara Messina, Councilmember of Alhambra:

- Addressed the City Council regarding support of the completion of the tunnel in reference to Item No. 9, Completion of Interstate 710.

CONSENT CALENDAR:

1. Minutes:

- Approved City Council regular meeting of June 10, 2014
- Received and filed Parks & Recreation Commission meeting of May 8, 2014

2. **Approved 21st Warrant Register of the 2013-2014 Fiscal Year.** (700)
Check Numbers: 262230-262419
Special Checks Numbers: None
3. **Conflict-of-Interest Code Biennial Review.** (300)
 1. Directed the City Clerk's Office to notify City Departments and applicable Agencies to review their Conflict-of-Interest Code pertaining to designated employees to determine if any changes or amendments are necessary.
4. **Investment Policy for Fiscal Year 2014-15.** (700)
 1. Adopted the City's Investment Policy for Fiscal Year 2014-15.
5. **Approval of City Purchase Orders Above \$30,000 for Fiscal Year 2014-2015.**(700)

Item continued to meeting of July 8, 2014.

6. **Passons Boulevard Underpass, Phase IV, CIP No. 20053 - Award Construction Contract.** (500)
 1. Awarded a construction contract in the amount of \$126,275 to Green Giant Landscape, Inc. for the Passons Boulevard Underpass Phase IV, and authorized the Mayor to execute the contract in a form approved by the City Attorney;
 2. Approved the Notice of Exemption and authorized the City Clerk to file with the County Recorder; and
 3. Approved a 10 percent contingency of contract for project changes, as needed.

Agreement No. 14-1503

7. **Janitorial Services, RFB 2014-005 – Award Service of Contract.** (500)

Item continued to meeting of July 8, 2014.

8. **Park Landscape Mowing Services, RFB 2014-PW01 – Award Service Contract.** (500)

Item continued to meeting of July 8, 2014.

Councilmember Armenta requested that Items 5, 7, and 8 be continued to the City Council meeting of July 8, 2014 when new City Manager Bobadilla arrives for his consideration and recommendation.

Motion by Mayor Pro Tem Salcido, seconded by Councilmember Armenta to approve Consent Calendar Items No. 1, 2, 3, 4, and 6. Motion carries by the following roll call vote:

AYES: Archuleta, Armenta, Camacho, Salcido, Tercero

NOES: None

Motion by Councilmember Armenta, seconded by Councilmember Camacho to continue Consent Calendar Items No. 5, 7, and 8 to the July 8, 2014 City Council meeting. Motion carries by the following roll call vote:

AYES: Archuleta, Armenta, Camacho, Salcido, Tercero

NOES: None

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION: None.

LEGISLATION:

9. Letter of Support for the Completion of Interstate 710.

Councilmember Archuleta spoke in support of the completion of Interstate 710 tunnel.

Councilmember Armenta mentioned that he was concerned if by supporting this item if it would infringe on other agencies that could possibly assist the City in the future and asked if Alhambra Councilmember Messina has been supportive of any Pico Rivera projects.

Councilmember Camacho stated that Councilmember Messina sits on the Board of ACE and that she supported the Durfee Underpass project. He further stated that he is in support of completing the Interstate 710 tunnel.

Mayor Pro Tem Salcido stated that he supports the coalition's efforts but would be voting "no" on this item as he has consistently objected to voting on items that have no direct impact to the City of Pico Rivera.

Motion by Councilmember Camacho, seconded by Mayor Pro Tem Salcido to authorize the Mayor to sign a letter of support for the completion of Interstate 710. Motion carries by the following roll call vote:

AYES: Archuleta, Armenta, Camacho, Tercero

NOES: Salcido

MAYOR/COUNCILMEMBER REPORTS ON INTERGOVERNMENTAL AGENCY MEETINGS: None.

NEW BUSINESS: None.

OLD BUSINESS: None.

Recessed to Water Authority at 6:21 p.m.

ALL MEMBERS WERE PRESENT

Reconvened from Water Authority at 6:22 p.m.

ALL MEMBERS WERE PRESENT

2ND PERIOD OF PUBLIC COMMENTS – ALL OTHER CITY-RELATED BUSINESS:

Tony Melendez:

- Addressed the City Council regarding the use and distribution of CDBG funds as it relates to the City budget.

Thomas Perez, President of Pico Rivera Christmas Baskets Committee, Inc.

- Addressed the City Council to thank the Parks & Recreation staff for their assistance.

Virginia Aguirre:

- Addressed the City Council regarding the new City Manager and stated that she looks forward to his leadership.

Nicomedes Cabrera:

- Addressed the City Council regarding a lighting issue with his neighbor.

Victor Ramos:

- Addressed the City Council to speak about employee issues with regard to benefits/compensation, furlough days and contracted City positions.

Armando Montes:

- Addressed the City Council regarding illegal fireworks and housing code enforcement.

Captain Castellanos stated that as the fourth of July approaches, the Sheriff's Department is increasing its firework enforcement team and that the public's input helps with guiding their enforcement.

Recessed to Closed Session at 6:37 p.m.

ALL MEMBERS WERE PRESENT

Reconvened from Closed Session at 7:20 p.m.

ALL MEMBERS WERE PRESENT

CLOSED SESSION(S):

a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9 subdivision (d) paragraph (1)
Jeff Tracy, Inc. dba Land Forms Construction v. City of Pico Rivera
Case No. VC063151

City Attorney Alvarez-Glassman stated that no final action was taken and that there was nothing further to report.

b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Government Code Section 54956.9 subdivision (d) paragraph (3)
One matter.

City Attorney Alvarez-Glasman stated that with regard to the MS4 Permit litigation, authorization was given to participate in the consortium of cities. No final action was taken and that there was nothing further to report.

ADJOURNMENT:

Mayor Tercero adjourned the City Council meeting at 7:24 p.m. in memory of Rev. Jorge Augusto Peñalosa Serpa. There being no objection it was so ordered.

AYES: Archuleta, Armenta, Camacho, Salcido, Tercero

NOES: None

Brent A. Tercero, Mayor

ATTEST:

Anna M. Jerome, City Clerk

I hereby certify that the foregoing is a true and correct report of the proceedings of the City Council regular meeting dated June 24, 2014 and approved by the City Council on July 8, 2014.

Anna M. Jerome, City Clerk



Monday, June 2, 2014

A regular meeting of the Planning Commission was called to order by Chairperson Garcia at 6:00 p.m., in the City Hall Council Chambers, 6615 Passons Boulevard, Pico Rivera, CA.

STAFF PRESENT:

Julia Gonzalez, Deputy Director

ROLL CALL:

PRESENT: Commissioners Celiz, Elisaldez, Garcia, Gomez, Zermeno

ABSENT: None.

FLAG SALUTE: Led by Commissioner Gomez

APPROVAL OF MINUTES:

May 19, 2014

Commissioner Garcia should be listed as Commissioner Gomez in the sentence regarding the ABC licenses on page 2.

Motion to approve the minutes was made by Commissioner Celiz and seconded by Commissioner Gomez:

AYES: Celiz, Garcia, Gomez

NOES: None

ABSTAIN: Elisaldez

ABSENT: Zermeno

PUBLIC HEARING:

GENERAL PLAN AMENDMENT NO. 51- AN AMENDMENT TO THE GENERAL PLAN CIRCULATION ELEMENT, TO RE-DESIGNATE DURFEE AVENUE FROM A COLLECTOR ROAD TO A SPECIAL SECONDARY ROADWAY BETWEEN BEVERLY AND WHITTIER BOULEVARD

Project Planner: Julia Gonzalez
Deputy Director

Deputy Director Gonzalez presented the staff report. The Alameda Corridor East (ACE) Construction Authority awarded the City 78 million for the Durfee Grade Separation project. The project is strictly an ACE project. The project is currently in the early design stages. The project will lower Durfee Avenue under the Union Pacific Railroad, widening the street around the bridge, aesthetically designing retaining walls, and a new railroad bridge. To be consistent with the General Plan, Durfee Avenue will be classified as a special secondary roadway between Whittier and Beverly Boulevard. The proposed street width will be 80 to 100 feet. In the modified version of the General Plan, the City is proposing that the City Engineer may modify the widths to accommodate vehicular, pedestrian, and bicycle traffic pursuant to a study.

Commissioner Elisaldez asked if the 80 to 100 feet is included in the modification by the City Engineer.

Deputy Director Gonzalez answered that this is inclusive of the 80 to 100 feet.

The proposed amendment also includes a new policy that reads, "Future bridge construction and improvements shall be designed and built based on maximum master planned width to provide greater flexibility and adequate capacity to accommodate multiple modes of travel, including vehicles, bicycles and pedestrians."

Commissioner Gomez asked if the widening is only for the underpass.

Deputy Director Gonzalez answered that yes, the widening is only for the underpass.

Chairperson Garcia asked if at any time ACE will be considering widening the street closer to Whittier Boulevard.

Deputy Director Gonzalez answered that the widening will start where the railroad tracks are, and further north the street will be narrowing. The proposed widening will be between Whittier and Beverly Boulevard.

Commissioner Gomez clarified that his question was whether any portions of the street were widening.

Commissioner Celiz asked if any properties along Durfee will be removed, such as the apartments and the feed store.

Deputy Director Gonzalez answered that some of the properties are being proposed to be acquired as partial takings, and at this point they are still trying to determine that.

Commissioner Gomez stated that at the last City Council meeting, ACE showed that they will be keeping the apartments, but the feed store will be eliminated in order to make a driveway and parking spots for the apartments.

It was motioned to open the public hearing by Commissioner Elisaldez, seconded by Commissioner Celiz.

There being no one in the audience to speak and no written communication, it was motioned to close the public hearing by Commissioner Elisaldez, seconded by Celiz.

Motion carried by the following roll call vote:

AYES: Commissioners Celiz, Elisaldez, Garcia, Gomez, Zermeno
NOES: None
ABSTAIN: None
ABSENT: None

It was motioned to recommend to the City Council approval of General Plan Amendment No. 51 by Commissioner Elisaldez, seconded by Commissioner Gomez.

Motion carried by the following roll call vote:

AYES: Commissioners Celiz, Elisaldez, Garcia, Gomez, Zermeno
NOES: None
ABSTAIN: None
ABSENT: None

PUBLIC COMMENTS – NON-AGENDA ITEMS: None.

NEW BUSINESS: None.

CONTINUED/OLD BUSINESS: General Plan Presentation

Deputy Director Gonzalez reported that the Parks Commissioners are interested in the General Plan update and a presentation will be made to them at the next Parks Commission meeting. Deputy Director Gonzalez reported that the General Plan was last updated in 1993. In mid July staff will distribute the General Plan and

Environmental Impact Report for public review. In August, the General Plan will be taken to the Planning Commission, and in October 2014 the General Plan is anticipated to be taken to City Council for adoption.

Chairperson Garcia asked if staff will distribute the General Plan draft and Environmental Impact Report to the Planning Commission to review prior to releasing to the public.

Deputy Director Gonzalez answered that staff can bring the draft reports to the Planning Commission first.

PLANNING COMMISSION REPORTS:

PLANNING COMMISSION REPRESENTATIVE TO THE CITY COUNCIL MEETING OF Tuesday, May 27, 2014. Commissioner Elisaldez reported.

The sewer rates service charges have not changed.

Effective June 27, 2014 the City will have a new City Manager, Rene Bobadilla, currently with the City of Huntington Park. Mr. Bobadilla has an engineering background.

PLANNING COMMISSION REPRESENTATIVE TO THE CITY COUNCIL MEETING OF Tuesday, June 10, 2014.

Chairperson Garcia tentatively confirmed his attendance.

Commissioner Zermeno asked where the parking pass could be used.

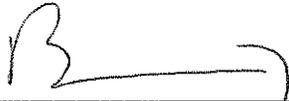
Deputy Director Gonzalez answered that the parking pass may be used at any City facility.

There being no further business the Planning Commission meeting was adjourned at 6:27 p.m.



Ruben L. Garcia, Chairperson

ATTEST:



Benjamin A. Martinez, Secretary
Planning Commission
Director of Community and Economic Development

1st WARRANT REGISTER OF THE 2014-2015 FISCAL YEAR

MEETING DATE: 07/08/14

TOTAL REGISTER AMOUNT: \$1,598,696.06

CHECK NUMBERS: 262420-262579

SPECIAL CHECK NUMBERS:

REGULAR CHECK TOTAL: \$1,598,696.06

SPECIAL CHECK TOTAL:

TOTAL REGISTER AMOUNT: \$1,598,696.06



To: Mayor and City Council

From: City Manager

Meeting Date: July 8, 2014

Subject: APPROVAL OF CITY PURCHASE ORDERS ABOVE
\$30,000 FOR FISCAL YEAR 2014-2015

Recommendation:

Approval for City Manager to issue Purchase Orders above \$30,000 for Fiscal Year 2014-2015.

Fiscal Impact:

Purchase Order amounts are within budget line items in the Fiscal Year 2014-15 Proposed Budget.

Discussion:

To best serve the City and residents, every year the City's various departments open purchase orders with a variety of vendors with whom Council has previously awarded contracts. Most individual purchases are small, but the total purchases accumulate over the course of the year. Using blanket purchase orders facilitates the acquisition of materials and services in an efficient, cost-effective, and timely manner.

Services vary from maintenance supplies, vehicle maintenance, and other professional services. In preparation for the new fiscal year and to comply with City purchasing policy, staff is requesting the approval of the following purchase orders:

All vendors have provided excellent service and competitive pricing to the City.

René Bobadilla

RB:MM:CO

ATTACHMENT 1**CITY OF PICO RIVERA
SCHEDULE OF PURCHASE ORDERS ABOVE \$30,000
FISCAL YEAR 2014-2015**

VENDOR	BUDGET	SERVICES
A & D TRANSPORTATION	30,000	TRANSPORTATION SERVICES
ALVAREZ-GLASMAN & COLVIN	417,000	CITY ATTORNEY
AMERICAN ASPHALT SOUTH INC	327,000	SLURRY SEAL
ATKINS NORTH AMERICA, INC.	40,000	WATER ENGINEERING SERVICES
AWT SYSTEMS	100,000	WATER DEPT SUPPLIES
CATHERINE MELENDEZ	30,000	COMMUNITY DEVELOPMENT SERVICES
CITY OF DOWNEY	93,000	ANIMAL CONTROL
CITY OF SANTA FE SPRINGS	145,000	TRAFFIC SIGNAL MAINTENANCE
COSBY OIL COMPANY	170,000	FLEET FUEL
FIESTA COOPERATIVE INC	200,000	DIAL-A-TAXI SERVICE
HOME DEPOT	48,000	MISC SUPPLIES
INLAND WATER WORKS SUPPLY CO.	30,000	WATER DEPT SUPPLIES
JAS PACIFIC, INC.	44,000	BUILDING INSPECTION SERVICES
L A COUNTY SHERIFFS DEPARTMENT	10,600,000	LAW ENFORCEMENT
LA COUNTY MTA	36,000	PUBLIC TRANSPORTATION - BUS PASSES
LA COUNTY PUBLIC WORKS	82,000	INDUSTRIAL WASTE PROGRAM
LIEBERT CASSIDY WHITMORE	140,000	LEGAL SERVICES
MIKE NGUYEN	93,000	PUBLIC WORKS STAFF SERVICES
NASA SERVICES, INC	1,600,000	SOLID WASTE SERVICES
NATIONAL METER AND AUTOMATION, INC.	30,000	WATER METER REPLACEMENT PROGRAM
NATIONWIDE ENVIRONMENTAL	730,000	STREET SWEEPING, BUS SHELTER MAINT, GRAFFITI ABATEMENT
NORWALK SUPERIOR COURT	200,000	PARKING CITATION REVENUE DISTRIBUTION
PATRIOT ENVIRONMENTAL SERVICES	35,000	STORM DRAIN CLEANING
PHOENIX GROUP INFORMATION SERVICES	48,000	PARKING CITATION SERVICES
PROJECT PARTNERS INC	304,000	PUBLIC WORKS STAFF SERVICES
ROSENOW SPEVACEK GROUP, INC	54,000	SUCCESSOR AGENCY SERVICES
S & J SUPPLY CO, INC	30,000	WATER DEPT SUPPLIES
SOUTHLAND TRANSIT, INC	322,000	DIAL-A-RIDE SERVICE
SUSAN HARTMAN	60,000	AUDIT SUPPORT SERVICES
WATER REPLENISHMENT DISTRICT	1,400,000	GROUNDWATER & PRODUCTION ASSESSMENT
WAXIE SANITATION SUPPLY	54,000	JANITORIAL SUPPLIES
WHITE, NELSON, DIEHL, EVANS, LLP	50,000	AUDIT SERVICES
WILLDAN ASSOCIATES	35,000	GENERAL ENGINEERING SERVICES
YOLANDA KARRAA	98,000	ACCOUNTING SERVICES
ZUMAR INDUSTRIES	30,000	TRAFFIC CONTROL AND SIGN MAINTENANCE



To: Mayor and City Council
From: City Manager
Meeting Date: July 8, 2014
Subject: CONTRACT FOR HUMAN RESOURCES ASSISTANCE

Recommendation:

Authorize the City Manager to enter into a contract with Christopher Birch in an amount "not to exceed" \$50,000.

Fiscal Impact:

The proposed consulting contract is "not to exceed" \$50,000.

Discussion:

The City conducted an in-house recruitment for the Human Resources Manager in January, but the recruitment was not successful. The City then retained Bob Murray & Associates to conduct another recruitment and indentify a qualified Consultant to assist the division during the recruitment process. Mr. Murray provided some candidates including Christopher Birch. Chris began working for the City on April 15, 2014. Concurrently, Mr. Murray has been working diligently to fill the vacancy, and we anticipate an appointment in July or August.

Christopher Birch has over thirty-six years of experience working with cities. As a Consultant, he has recently assisted the Cities of Montebello, Hawaiian Gardens, Mission Viejo, and Westminster.

Mr. Birch retired from the City of Downey as the Director of Personnel in 2006. His broad experience in Human Resources is helpful to the City in several areas including conducting research and making recommendations, policy development and implementation, participating in labor negotiations, and supporting the Human Resources Division's needs until the Human Resources Manager position is filled.

COUNCIL AGENDA MEMO – MTG. OF 7/08/14
CONTRACT FOR HUMAN RESOURCES ASSISTANCE

Page 2

With the assistance of Mr. Birch the City has been able to continue to perform the more complex aspects of the division's functions. Staff recommends approval of the contract with Christopher Birch at the hourly rate of \$100. He will be used as needed with any unspent monies at the end of the contract reverting to the General Fund.

mm 

Rene Bobadilla

MM:mm

Attachment 1 – Proposed Professional Consulting Services Agreement

AGREEMENT FOR PROFESSIONAL SERVICES

AGREEMENT NO. _____

THIS AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") is made and entered into by and between the **City of Pico Rivera, a municipal corporation**, ("City"), and Christopher Birch (Consultant).

RECITALS

WHEREAS, City desires to engage Consultant to perform certain technical and professional executive staff assistance, as provided herein, in connection with certain projects identified below, AND WHEREAS, The Consultant has been providing services to the City for over two months, and the contract expires July, 1, 2014,

NOW, THEREFORE, the parties agree as follows:

SECTION 1. Description of Work.

- A. The City hereby hires Consultant to perform duties and functions as may be directed by the Assistant City Manager for the Human Resources Division in conjunction with the project described herein. Consultant may be delegated certain authority within the scope and to the extent determined by the Assistant City Manager or his designee.
- B. The Consultant agrees to advise the Assistant City Manager or his/her designee on Human Resources and Labor Relations matters, including but not limited to, policy development, employment, promotion, demotion, transfers, recruitment and recruitment advertising; layoff or termination, rates of pay and other forms of compensation; and selection for training, including apprenticeship.
- C. The Consultant will assist the Assistant City Manager or his/her designee in the recruitment and selection for the vacant position of Human Resources Manager.
- D. The Consultant will audit the processes and procedures of the Human Resources Office, conduct research, and recommend to the Assistant City Manager or his/her designee improvements to current procedures. Consultant will revise and update Human Resources Office policies and procedures subject to the approval of the Assistant City Manager.
- E. The Consultant agrees to complete required duties of the vacant Human Resources Manager position, pursuant to this Agreement, in a timely manner.
- F. The Consultant will assist the City's Designated Employee Relations Officer as directed by the Assistant City Manager or his/her designee, conduct research, and make recommendations upon request.
- G. The Consultant agrees to attend meetings, including but not limited to, City Council meetings, Special meetings of the City Council, staff meetings, including Closed Session meetings with the City Council and negotiation sessions as directed by the Assistant City

Manager.

- H. The Consultant will provide written reports and recommendations at meetings upon request.
- I. The Consultant may provide services offsite, via email and/or telephone, at the Consultant's discretion, but with the agreement of the Assistant City Manager.

No current City position, vacant or filled, contains the scope of work to be performed for the administration of this project. This is a one-time project for the assistance in managing the Human Resources division until a Human Resources Manager is recruited and selected. For this reason, it is currently cost effective for the City to retain a skilled contractor for this project.

SECTION 2. This Agreement shall commence on July 1, 2014, and shall expire November 30, 2014, unless terminated as herein after provided.

SECTION 3. Independent Contractor.

Consultant is an independent contractor and shall have no power or authority to incur any debt, obligation or liability on behalf of the City.

SECTION 4. Compensation.

The City desires to retain the service of Consultant for compensation not to exceed a rate comparable to the performance of the project's duties herein contained by the employee with whom this consultant is an assistant to and who would be performing said duties in place of this consultant, pursuant to the terms and conditions set forth herein. The total compensation to be paid by City to Consultant for as needed work and services shall be an amount not to exceed \$100.00 per hour. Consultant's compensation shall be paid according to the monthly submission of invoice. All expenses of Consultant will be the Consultant's responsibility and not that of the City's. Compensation for the work and services performed by Consultant shall comply with CalPERS regulations set forth in PERL. The total compensation for this agreement shall not exceed \$50,000.

SECTION 5. Schedule.

The Consultant will work an average of 20 hour per week. The Consultant's primary work schedule will be Tuesday, Wednesday and Thursday, from 9:00 a.m. to 4:30 p.m. each day with one hour for lunch. Schedule may vary upon mutual agreement of Consultant and the Assistant City Manager. The City may reduce or eliminate the hours after the Human Resources Manager position has been filled.

SECTION 6. Termination for Convenience.

The City or Consultant may terminate this Agreement at any time without cause by giving thirty (30) days written notice specifying the effective date thereof. In that event, all finished

compensation due the Consultant will be paid within the following thirty (30) days of final date of work.

SECTION 7. Consultant's Warranties and Representations.

City and Consultant warrants and represents the following:

- A. Consultant, with the assistance of city staff as needed, will perform agreed upon duties, within the schedule described in Section 4, and to work on specified projects, and comply with CalPERS regulations set forth in PERL.
- B. Consultant intends to provide assistance with the following projects, which are of a limited duration and are needed to prevent stoppage of public business.
- C. Consultant would be performing work in excess of what the employer's permanent employees can do during the recruitment for the Human Resources Manager.
- E. Consultant may perform these requested duties and additional projects on an as-needed basis, not to exceed any limitations or conditions stated herein.
- F. Consultant has unique specialized skills, having 42 years of experience in the Human Resources field.
- G. Consultant intends to obtain a business license upon execution of this agreement. Consultant shall comply with all applicable labor laws, conditions and limitations of the PERL in the performance of the Consultant's business operation, provided that meal and rest breaks shall be incurred at Consultant's expense.

SECTION 8. Indemnification.

The City shall defend, save harmless and indemnify Consultant against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Consultant's duties as defined in this Agreement. The City will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon for Consultant's activities performed within the course and scope of this Agreement.

SECTION 9. Modification.

Any modification to this Agreement must be in writing and signed by both parties executing this Agreement to be effective.

SECTION 10. Effect of Waiver.

The failure of either party to insist on strict compliance with any of the terms, covenants or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

SECTION 11. Conflict of Interest.

Consultant warrants and represents to the City as follows:

- A. Consultant has not employed or retained any person or entity, other than a bona fide employee working exclusively for Consultant, to solicit or obtain this Agreement.
- B. Consultant has not paid or agreed to pay any person or entity, other than a bona fide employee working exclusively for Consultant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the execution of this Agreement. Upon such breach or violation of this warranty, City shall have the right, in its sole discretion, to terminate this Agreement without further liability, or, in the alternative, to deduct from any sums payable hereunder the full amount or value of any such fee, commission, percentage or gift.
- C. Consultant has no knowledge that any officer or employee of the City has any interest, whether contractual, non-contractual, financial, proprietary, or otherwise, in this transaction or in the business of the Consultant, and that if any such interest comes to the knowledge of Consultant at any time, a complete written disclosure of such interest will be made to City, even if such interest would not be deemed a prohibited "conflict of interest" under applicable laws.
- D. Upon the execution of this Agreement, Consultant has no interest, direct or indirect, in any transaction or business entity which would conflict with or in any manner hinder the performance of services and work required by this Agreement, or shall any such interest is acquired during the term of this Agreement.

SECTION 12. Entire Agreement.

- A. Each of the Recitals stated above are incorporated by reference is fully set forth herein.
- B. Each party to this Agreement acknowledges that no representation, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which is not embodied herein, and that no other agreement, statement or promise not contained or referenced in this Agreement shall be valid or binding on either party.

IN WITNESS WHEREOF, the City of Pico Rivera has caused this Agreement to be signed and executed on its behalf by the City Manager and duly attested by the City. City and Consultant has signed and executed three (3) copies of this Agreement.

CITY OF PICO RIVERA

Dated: _____

René Bobadilla, City Manager

CONSULTANT

Dated: _____

Christopher Birch

ATTEST:

APPROVED AS TO FORM:

Anna J. Jerome, City Clerk

Arnold M. Alvarez-Glasman



To: Mayor and City Council

From: City Manager

Meeting Date: July 8, 2014

Subject: JANITORIAL SERVICES, RFB 2014-005 - AWARD SERVICE CONTRACT

Recommendation:

- 1) Award a thirty five (35) month service contract in the amount of \$169,855 to General Building Management for Janitorial Services.
- 2) Authorize the City Manager to execute the contract in a form approved by the City Attorney.

Fiscal Impact: \$53,383 in FY 14-15. This item is included in the budget.

Discussion:

The Public Works Department currently manages the performance of janitorial services at City Hall, City Hall West, City Yard, and the Parks & Recreation Building. Effective July 1, 2014, the City will also be responsible of managing janitorial services at the new Pico Rivera Library and the Rivera Library.

On a daily basis, the services will include: general cleaning, dusting, vacuuming, mopping, emptying trash cans, cleaning windows, wiping counters and walls, and replenishing supplies as required in offices, restrooms, kitchen areas, break rooms, and the Council Chambers. Monthly services will include cleaning partition walls, cleaning ceiling and A/C vents, and deodorizing and sanitizing floor drains. Quarterly services will include shampooing carpets, cleaning ceramic tile and grout, and cleaning outside windows. Other services, as needed, will include cleaning stoves, refrigerators, and microwave ovens.

The City requested bids for custodial services by advertising in the Whittier Daily News on April 23, 2014. On Monday, May 19, 2014 ten (10) bids were received and opened with General Building Management being the lowest responsible bidder.

The following is the bid summary:

<u>Contractor</u>	<u>Total Bid</u>
1. General Building Management	\$ 174,708.00
2. Professional Building Maint.	\$ 198,360.00
3. All Care Industries	\$ 203,220.00
4. Williams & Associates	\$ 225,684.00
5. United Maintenance Systems	\$ 226,800.00
6. Santa Fe Building Maintenance	\$ 230,451.12
7. Valley Maintenance Corp.	\$ 230,940.00
8. Come Land Maintenance Serv.	\$ 313,920.00
9. Executive Suite Services	\$ 316,620.00
10. DH Maintenance Services	\$ 327,600.00

After completion of the bid analysis, including reference checks, General Building Management was confirmed to be the lowest responsible bidder. They have met all bid specifications and have municipal experience, having worked for City of Irvine, City of Rialto, and the County of San Bernardino.

General Building Management has the capability, capacity, and experience to perform the work required under the bid solicitation. They have more than 13 years of experience in the business of providing janitorial services.



René Bobadilla

RB:MC:FP:lg

Enc.

- 1) Agreement
- 2) Bid Comparison

CONTRACTUAL SERVICES AGREEMENT

AGREEMENT NUMBER _____

THIS AGREEMENT is made and entered into June 30, 2014 the City of Pico Rivera, a municipal corporation, (hereinafter referred to as "CITY") and General Building Management Co. (hereinafter referred to as "CONTRACTOR").

SECTION 1. RECITALS.

WHEREAS, CITY has requested bid proposals for a Janitorial Services and

WHEREAS, CITY has described the services required for said Janitorial Services within RFB 2014-005, hereinafter referred to as RFB 2014-005;

WHEREAS, CONTRACTOR submitted a bid proposal dated May 16, 2014, and incorporated by reference as fully set forth herein; and

WHEREAS, the CITY and CONTRACTOR desire to contract with one another for Janitorial Services ; as described in bid proposal May 16, 2014, hereinafter referred to as EXHIBIT A;

NOW THEREFORE, in consideration of the mutual covenants set forth herein and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties hereto agree as follows: .

SECTION 2. SERVICES.

- a. CONTRACTOR shall provide the services described in RFB 2014-005 and shall be compensated in accordance with the fee schedule as set forth in said EXHIBIT A, but not exceeding the maximum contract amount of \$169,855 (herein "Contract Sum").
- b. CITY understands and hereby agrees that the services provided by CONTRACTOR under these Agreements will be performed wholly or in large part by CONTRACTOR.
- c. CITY agrees to cooperate with, and to provide all necessary information and assistance to, CONTRACTOR in order that CONTRACTOR may fulfill its obligations pursuant to these Agreements.

SECTION 3. TERM.

As stated within RFB 2014-005, the term of this contract shall be for services three (3) years with a series of two (2) one year optional renewals, based mutual agreement by authorized representatives from both the CITY and the CONTRACTOR.

This Agreement shall commence on August 1, 2014. and shall expire on June 30, 2017, unless sooner terminated as hereinafter provided. In no event shall this Agreement extend beyond June 30, 2019.

CONTRACTUAL SERVICES AGREEMENT

SECTION 4. PERFORMANCE.

- a. CONTRACTOR shall at all times, faithfully, competently, and to the best of its ability, experience and talent, perform all tasks described herein.
- b. CONTRACTOR shall employ, at a minimum, generally accepted standards and practices utilized by companies engaged in providing similar services, as are required of Contractor hereunder, in meeting its obligations under this Agreement.
- c. CONTRACTOR shall be knowledgeable of and subject to all CITY ordinances, rules and regulations, standard operating procedures, and the supervisory chain of command.

SECTION 5. EXTRA SERVICES.

No extra services shall be rendered by CONTRACTOR under this Agreement unless such extra services first shall have been duly authorized in writing by the City Manager or his designee.

SECTION 6. CITY DESIGNEE.

The City Manager, or his designee, shall have the authority to act for and exercise any of the rights of the CITY as set forth in herein agreement, subsequent to the authorization by the CITY.

SECTION 7. TERMINATION.

- a. CITY and CONTRACTOR shall have the right to terminate this Agreement, with or without cause, for any reason, with thirty days' written notice. Termination shall become effective 30 days after delivery of written notice to the other party. The parties shall continue to perform their respective obligations under this Agreement during the 30-day notice period.
- b. Either party may terminate this Agreement for cause, effective immediately, upon written notice to the other party. For purposes of the Agreement, "cause" shall include, but not be limited to, a material breach of this Agreement.
- c. Upon termination with or without cause, CITY shall pay to CONTRACTOR, within thirty (30) days of receipt of a final invoice, all amounts due and owing to Contractor through the effective date of termination.

SECTION 8. EMPLOYMENT OF CITY EMPLOYEES.

No regular employee of the CITY shall be employed by CONTRACTOR during the term of this Agreement.

SECTION 9. NON-LIABILITY OF OFFICIAL AND EMPLOYEES OF THE CITY.

No official or employee of the City shall be personally liable to CONTRACTOR in the event of any default or breach by CITY, or for any amount which may become due to CONTRACTOR.

SECTION 10. INDEPENDENT CONTRACTOR.

- a. The CONTRACTOR is and shall, at all times, remain as to the CITY a wholly independent CONTRACTOR. Neither the CITY nor any of its elected officials, officers, employees or agents shall have control over the conduct of the CONTRACTOR except as expressly set forth in this Agreement. The CONTRACTOR shall not at any time or in any manner represent that he is in any manner an elected official, officer, employee or agent of the CITY. Except as provided in this Agreement, CITY shall not pay salary, wages, or other compensation to CONTRACTOR for performance hereunder for CITY. CITY shall not be liable for compensation

CONTRACTUAL SERVICES AGREEMENT

to CONTRACTOR, CONTRACTOR'S employees or CONTRACTOR'S subcontractors for injury or sickness arising out of performing services hereunder.

- b. The parties further acknowledge and agree that nothing in this Agreement shall create or be construed to create a partnership, joint venture, employment relationship or any other relationship except as set forth in this Agreement.
- c. CITY shall not deduct from the compensation paid to CONTRACTOR any sums required for Social Security, withholding taxes, FICA, state disability insurance or any other federal, state or local tax or charge which may or may not be in effect or hereinafter enacted or required as a charge or withholding on the compensation paid to CONTRACTOR. CITY shall have no responsibility to provide CONTRACTOR, its employees or subcontractors with workers' compensation or any other insurance.

SECTION 11. LEGAL RESPONSIBILITIES.

CONTRACTOR shall at all times observe and comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments including, but not limited to the Pico Rivera Municipal Code. The CITY, and its appointed or elected officers, employees, or agents, shall not be liable at law or in equity occasioned by failure of the CONTRACTOR to comply with this section.

SECTION 12. INDEMNIFICATION.

The CONTRACTOR agrees to, and shall defend, indemnify, protect and hold harmless, the CITY, its elected and appointed boards, officers, officials, employees, agents and volunteers from and against any and all claims, demands, lawsuits, defense costs, civil, penalties, expenses, causes of action, and judgments at law or in equity, or liability of any kind or nature which the CITY, its elected and appointed boards, officers, officials, employees, agents and volunteers may sustain or incur or which may be imposed upon them for injuries or deaths of persons, or damage to property arising out of CONTRACTOR'S negligent or wrongful act, or omission under the terms of this Agreement, except only liability arising out of the sole negligence of the CITY.

SECTION 13. INSURANCE COVERAGE.

The CONTRACTOR shall obtain and maintain during the life of this Agreement all of the following insurance coverage's:

- a. Comprehensive general liability, including premises-operations, broad form property damage, blanket contractual liability, independent contractors, and personal injury in the amount of \$1,000,000.00 per occurrence;
- b. Automobile liability for owned, hired and non-owned vehicles utilized by CONTRACTOR, its employees or subcontractors, in the amount of \$1,000,000.00 per occurrence; and
- c. CONTRACTOR shall obtain and maintain during the life of this Agreement workers compensation insurance for its employees and subcontractors.

Endorsements for the policies under subsections a and b of this section shall designate the CITY as an additional named insured. CONTRACTOR shall provide the CITY proof of insurance in the form of both certificates of insurance and endorsement forms as approved by the office of the City Attorney.

SECTION 14. ENTIRE AGREEMENT.

This Agreement contains the entire understanding between the CITY and CONTRACTOR. Any prior agreements, promises, negotiations or representations not expressly set forth herein are of no force or effect. Subsequent modifications to this Agreement shall be effective only if in writing and signed by

CONTRACTUAL SERVICES AGREEMENT

each party. If any term, condition or covenant of this Agreement is held by a Court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall be valid and binding.

SECTION 15. WAIVER.

Waiver by any party hereto of any term, condition or covenant of this Agreement shall not constitute the waiver of any other term, condition or covenant hereof.

SECTION 16. GOVERNING LAW.

This Agreement shall be interpreted and construed according to the laws of the State of California and venue shall be in the County of Los Angeles, State of California. SECTION 17.

SECTION 17. ATTORNEY'S FEES & COSTS.

If litigation is reasonably required to enforce or interpret the provisions of this Agreement, the prevailing party in such litigation shall be entitled to an award of reasonable attorney's fees and costs in addition to any other relief to which it may be entitled.

SECTION 18. WARRANTIES

Each of the parties represents and warrants to one another as follows:

- a. It has as received independent legal advice from its attorneys with respect to the advisability of entering into and executing this Agreement;
- b. In executing this Agreement, it has carefully read this Agreement, knows the contents thereof, and has relied solely on the statements expressly set forth herein and has placed no reliance whatsoever on any statement, representation, or promise of any other party, or any other person or entity, not expressly set forth herein, nor upon the failure of any other party or any other person or entity to make any statement, representation or disclosure of any matter whatsoever; and
- c. It is agreed that each party has the full right and authority to enter into this agreement, and that the person executing this Agreement on behalf of either party has the full right and authority to fully commit and bind such party to the provisions of this Agreement.

SECTION 19. MISCELLANEOUS

- a. The descriptive paragraph headings of this Agreement are included for purposes of convenience only and shall not control or affect the construction of interpretation of any of its provisions.
- b. Whenever the context hereof shall so require, the singular shall include the plural, the male gender shall include the female gender, and the neuter and vice versa.
- c. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.
- d. The representations and warranties made by the parties to this Agreement shall survive the consummation of the transaction herein described.
- e. This Agreement may be signed in any one or more counterparts all of which taken together shall be but one and the same Agreement. Any signed copy of this Agreement or of any other document or agreement referred to herein, or copy or counterpart thereof, delivered by facsimile transmission, shall for all purposes be treated as if it were delivered containing an original

CONTRACTUAL SERVICES AGREEMENT

manual signature of the party whose signature appears in the facsimile and shall be binding upon such party in the same manner as though an originally signed copy had been delivered.

- f. Each of the parties acknowledges that it has been represented by independent counsel of its own choosing, or if it has not been so represented, it has been admonished to obtain independent counsel and has freely and voluntarily waived and relinquished the right to counsel. Each party who has not obtained independent counsel acknowledges that the failure to have independent legal counsel will not excuse such party's failure to perform under this Agreement or any agreement referred to in this Agreement.

SECTION 20. NOTICE.

All notices shall be personally delivered or mailed to the addresses listed below:

CONTRACTOR: 3255 Wilshire Blvd #1222, Los Angeles, CA 90010

CITY: Purchasing Division, 6615 Passons Blvd. Pico Rivera, CA 90660

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first written above.

ATTEST:
a municipal corporation

CITY OF PICO RIVERA,

By: _____
City Clerk

By: _____
Mayor

APPROVED AS TO FORM:

City Attorney

CONTRACTOR:

By: _____
(Print)

Signature: _____

Title: _____

EXHIBIT A
ATTACHMENT 1
COMPANY INFORMATION FORM
RFB 2014-005 Janitorial Services

Name of Company: GENERAL BUILDING MANAGEMENT Co.

Type of Company: CORPORATION, CALIFORNIA

Company Address: 3255 WILSHIRE BLVD #1222

LOS ANGELES, CA 90010

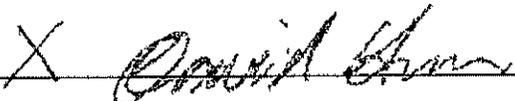
Website: WWW.GBM21.COM

Number of years the company has been in business: 13 YEARS

By submitting a Bid, Bidder agrees that they have read and understands the RFB in its entirety, including, without limitation, the scope and nature of the work, all appendices, attachments, exhibits, schedules, and addendum, as applicable. Should the Bidder have any objections to the RFB, they must be clearly stated below, specifically referencing the particular section number, paragraph, and page number of the objection. However, making an objection does not relieve the Bidder from complying with the requirements of the RFB.

YES, GENERAL BUILDING MANAGEMENT CO. AGREES.

Person from your company who completed the bid package:

Signature: X  Date: MAY 16, 2014

Printed Name and Title: DAVID HAN - PRESIDENT

E-Mail: GBM@GBM21.COM

Phone: 213-388-0554 FAX: 213-388-6337

EXHIBIT A

**ATTACHMENT 1
COMPANY INFORMATION FORM
RFB 2014-005 Janitorial Services**

1. Have you, your firm, or any officer or partner thereof, ever failed to complete a janitorial services contract? *"NO"*

If yes, give details, including dates: (use another sheet of paper, if necessary)

2. Has your firm ever been assessed damages or penalties for failing to perform janitorial services in a satisfactory manner or for failing to complete a contract within the scope of work specified in the Request for Bid? *"NO"*

If yes, give details: (use another sheet of paper, if necessary)

3. Does your firm have any ongoing investigations by an agency regarding violations of the State Labor Code, California Business and Professional Code, or other laws?

"NO"

If yes, give details: (use another sheet of paper, if necessary)

4. Does your firm have any outstanding judgments, demands or liens resulting from violations of the State Labor Code, California Business and Professional Code, or other laws?

"NO"

If yes, give details: (use another sheet of paper, if necessary)

5. Has your firm been cited for violations of OSHA Standards and Requirements within the past five (5) years? *"NO"*

If yes, give details: (use another sheet of paper, if necessary)

EXHIBIT A

ATTACHMENT 2
REFERENCES FORM
RFB 2014-005 Janitorial Services

Bidder is required to provide a minimum of three (3) references where services of a similar size and nature were performed within the past three (3) years. This will enable the City of to judge the responsibility, experience, skill, and business standing of the Bidder.

Company Name: CITY OF IRVINE, CA Contact Name: MARIO LUJAN - SUPERVISOR
Address: 1 CIVIC CENTER PLAZA Phone Number: 949-724-7707
IRVINE, CA 92606 Email: MLUJAN@CI.IRVINE.CA.US

Dollar Value of Contract: \$ 690,468⁰⁰/YEAR Contract Dates: MAY 2010 - PRESENT

Requirements of Contract: CONTRACT # 6436 FOR JANITORIAL SERVICES
FOR VARIOUS CITY FACILITIES INCLUDING CITY HALL.

SENIOR CENTER, POLICE DEPT, PARKS AND OTHER BUILDINGS.

Company Name: CITY OF RIALTO, CA Contact Name: SUSANNE WILCOX

Address: 335 W. RIALTO AVE Phone Number: 909-820-2525 EXT. 2062
RIALTO, CA 92376 Email: SWILCOX@RIALTOCA.GOV

Dollar Value of Contract: \$ 204000⁰⁰/YEAR Contract Dates: AUG 2009 - July 2013

Requirements of Contract: RFP # 09-099 FOR JANITORIAL SERVICES
FOR VARIOUS CITY FACILITIES INCLUDING CITY HALL, SENIOR CENTER,
POLICE DEPT. PARKS AND OTHER BUILDINGS

Company Name: COUNTY OF SAN BERNARDINO Contact Name: PHYLLIS FACIO - SPVSOR

Address: 200 S. LENA ROAD Phone Number: _____
SAN BERNARDINO, CA 92415 Email: PFACIO@FM.SBCOUNTY.GOV

Dollar Value of Contract: \$ 352,968⁰⁰/YEAR - 0055 Contract Dates: (OFC) 909-841-5992
AND 262,404⁰⁰/YEAR (FAX) 909-389-5992

Requirements of Contract: CONTRACT # 11-919 AND RFP 13-003 FOR
JANITORIAL SERVICES FOR VARIOUS COUNTY BUILDINGS INCLUDING
CHILD CARE CENTER, POLICE DEPT, JAILS, MUSEUMS AND OTHER
BUILDINGS.

EXHIBIT A

ATTACHMENT 3
 BID FORM
 RFB 2014-005 Janitorial Services

Item No.	Quantity	UOM	Location	Monthly Cost	Extended Cost
1	36	Mo.	City Hall	1,510 ⁰⁰	54,360 ⁰⁰
2	36	Mo.	City Hall - West	180 ⁰⁰	6,480 ⁰⁰
3	36	Mo.	City Yard	632 ⁰⁰	22,752 ⁰⁰
4	36	Mo.	Parks & Recreation Offices	576 ⁰⁰	20,736 ⁰⁰
5	36	Mo.	Pico Rivera Library	1,469 ⁰⁰	52,884 ⁰⁰
6	36	Mo.	Rivera Library	486 ⁰⁰	17,496 ⁰⁰
				Total Bid Amount	174,708 ⁰⁰

In submitting this Bid, Respondent agrees to comply with the terms and conditions illustrated in this RFB.

Person from your company who completed the bid package:

Signature: X David Han Date: MAY 16, 2014
 Printed Name and Title: DAVID HAN - PRESIDENT
 E-Mail: GBM@GBM21.COM
 Phone: 213-388-0554 OR 310-918-3295



ADDENDUM # 1

RFB 2014-005 Janitorial Services

NOTICE TO ALL BIDDERS

You are hereby notified of the following changes to the Request for Bid document. Such changes are hereby made part of the said document and shall take precedence over anything to the contrary therein.

VOLUNTARY JOB WALK OF FACILITIES

The City shall conduct a walk-thru of the sites on Tuesday, May 6, 2014, beginning at 9:00 a.m. at City Hall in the Council Chambers, located at 6615 Parsons Blvd, Pico Rivera, CA 90660. Should the number of interested parties wishing to attend the walk-thru exceed a manageable number, a second walk-thru may be conducted on Wednesday, May 7, 2014 beginning at 9:00 a.m.

Those planning to attend the walk-thru must contact Angelica Deaner at angelica@pico-rivera.ca.gov no later than Friday, May 2, 2014, so it can be determined in advance if an additional walk-thru will be necessary.

The City desires to provide all interested parties with fair and equal access to all relevant City personnel and necessary information. At the same time, the City desires to keep disruption to the organization as a result of this process to a minimum. Interested Bidders must provide their own transportation to each of the sites that will be inspected. It is highly recommended that all interested Bidders attend the scheduled walk-thru, as requests for subsequent inspections will not be granted. Additionally, those who attend will be able to hear all questions posed and related answers.

Whether or not they attend the walk-thru, Bidders will be responsible for determining the boundaries of each site, examining the physical conditions and surroundings of the proposed work, and judging for themselves the extent to which these factors will influence the performance of the contract work. The existing condition of each proposed location is not intended, nor to be inferred, as a representation of satisfactory maintenance or performance, whether expressed or implied by the City or its employees. The Bidder shall not be relieved of liability under the Contract, nor shall the City be liable for any loss sustained by the Bidder, as a result of any variance between conditions as referred to in the Services and the actual condition revealed during the examination of the locations of the proposed work.

Issued By: Angelica Deaner, Procurement Coordinator: *Angelica Deaner*

Issued By: Glen Infuso, Field Operations Manager: *Glen Infuso* *April 28, 2014*

PLEASE NOTE RECEIPT OF ADDENDUM # 1 BY SIGNING BELOW AND INCLUDING WITH YOUR FIRM'S SUBMISSION.

I ACKNOWLEDGE RECEIPT OF ADDENDUM #1:

Company	GENERAL BUILDING MANAGEMENT Co.
Name	DAVID HAN
Title	PRESIDENT
Signature	<i>X David Han</i>
Date	APRIL 29, 2014

EXHIBIT A

Capability/Ability/Statement of Experience/Work Plan

General Building Management Company(GBM) has been in the janitorial and cleaning business for more than 13 years. We have provided exceptional cleaning services for commercial, industrial and government facilities throughout California. GBM services 17 City of Irvine facilities and other prominent clients such as 12 City of Rialto facilities, 15 County of San Bernardino and 11 US Army Engineering among others. Also we had provided The Shop at Montebello Mall with janitorial services as subcontractor as well. We will adhere to the specifications and frequencies as outlined in this request for proposal. We completely understand the critical issues and opportunities associated with this project.

GBM is pleased and proud to submit this proposal to The City of Pico Rivera.

Our performance as demonstrated in this proposal reflects a vendor that has successfully obtained and retained many contracts similar to this solicitation. Our past performance provides points of contact and narrative about our qualifications. It defines how GBM achieved its ability to attract and retain satisfied clients over several years. Our proposal conclusively shows:

- Our in-depth understanding of the requirements for janitorial services at The City of Pico Rivera.
- Current and past contracts that reflect Total Customer Satisfaction.
- Current contract experience that will meet or exceed the requirements of tasks in the Statement of Work.
- A corporation dedicated to the requirements of the solicitation and assurance that we complete the project on time and within specified budget requirements.
- A corporation that meets all of its obligations by carefully planning and developing strategies to ensure we meet succeed in providing quality services and comply with client requirements.
- A comprehensive and effective employee hiring, training and retention program.
- A corporation not only committed to the satisfaction of the client, but most importantly, your clients, the patrons visiting your facilities.

We have successfully implemented various employee incentive programs that not only reduce turnover, but also inspires the employee to perform at his or her best.

We offer some appealing reasons why you select GBM as your vendor of choice:

- Our size: By definition of the SBA, we are an 8(a) small minority business concern. However, our size should not influence a decision as to whether or not we are prepared to handle a contract such as this. GBM is selective as to which contracts we pursue. In our decision process, we first determine if our corporate structure can effectively manage a contract. We consider the location of the contract in relation to our corporate and field offices; we also consider the financial obligations we would inherit from the award of a contract. We have more than 13 years of success in meeting all our contractual obligations. Our past performance will attest to this statement.
- Our experience in working at government and commercial facilities.
- Our proven and effective phase-in and phase-out approach. Incidentally, this phase-in approach will be transparent to your management and clients.
-

Submitted by General Building Management Co.

EXHIBIT A

- Our Quality assurance and Training Programs (designed to actually train the employees and keep them productive while being safe). Safety is our first priority! Quality assurance is in compliance with ISO 9002 specifications.
 - Our Safety practices that are leading us to the goal of being one of the safest companies in our industry.
 - Our cost effectiveness: We are constantly doing studies and researching commodity and labor prices. Savings we realize will also be realized through offers to our clients.
 - Our partnership philosophy: When you verify our references, you will see that GBM will bend over backwards to ensure you and your clients are satisfied. We go well beyond the scope as specified in the contract. Our objective is to provide you not only with clean and groomed facilities, but to ensure you are given services that exceed your expectations.
-
- GBM, has the resources (financial, people, equipment, skills and commitment), to make certain the Management of The City of Pico Rivera. Your employees and park patrons are completely satisfied with our services. Services at your facilities does not stop with cleanliness and grooming. They go beyond. We are prepared to ensure you have reduced cost associated with special events. How will we do this? We will drastically reduce the employee turnover. Each employee is well trained in his or her areas of responsibility. We can do this because our philosophy is to treat the employee not just fair, but as one of our own.

Our Phase-In-Approach: Initially you will only see improvement. You will not see any problems normally associated with the transition you may expect with a new company. The reason for this is because our senior management is accustomed to working with government entities and management. As you review our Quality Assurance and other programs, you will be able to see how we discipline and train our employees and management. This discipline and training is specifically developed to be in compliance with international quality assurance programs such as ISO 9002. We are delighted to say that this quality assurance system is effective in both government and commercial facilities. It is disciplined. It saves a lot of time, resources and explicitly defines areas of responsibility and expectations.

Our management plan is designed to establish accountability down to the supervisor/lead levels. Productivity will be enhanced while at the same time; theft and security will be controlled. It is all part of our scheduling and quality assurance programs, which are, designed to reduce employee idleness and to enhance employee accountability and responsibility.

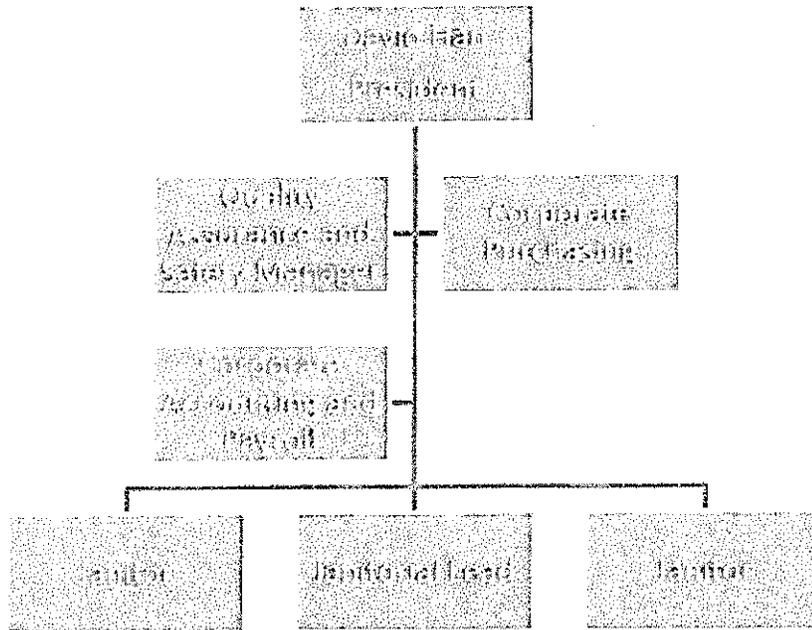
Submitted by General Building Management Co.

EXHIBIT A

CONTRACT MANAGEMENT APPROACH

Management Team:

The following illustration depicts our corporate organization. As you will note, all administrative and management report directly to our President David Han. Our proposed supervisor (yet to be determined who this will be), reports directly to our President. He/she receives direct assistance from our Quality and Safety Manager, Corporate Purchasing and our accounting department.



- Quality Assurance and Safety will be actively involved in the contract. This person will make frequent and regular visits to The City of Pico Rivera facilities to inspect not only the housekeeping but also the equipment and Housekeeping Inspection Records. All housekeeping inspection records will be retained in accordance with our Quality Assurance Procedures.

Submitted by General Building Management Co.

EXHIBIT A

- **Person who will assign to monitor janitorial services for The City of Menifee facilities:**

James Han-Vice President

Tel: 213-388-0554

Fax: 213-388-6337

Cel: 213-254-7449

E mail: jameshan@gbm21.com

Corporate Commitment and Support:

GBM is fully committed to this program not only during phase-in, but for the life of the contract. Corporate personnel during phase-in will assist in the following special functions:

- Provide assistance with modifications to plans and preparation of standard operating procedures and policies
- Review operations and manpower assignments with recommendations for change and improvement
- Assist with total quality management assessment tools and methods for improvement;

Scheduling:

During phase-in major emphasis is placed on:

- Putting in place the management
 - Installing **GBM** equipment
 - Initiating a new Quality Control Plan based on Total Quality Management principles and site specific requirements for the City of Pico Rivera facilities.
- Finalizing **GBM** policies, procedures, standard operating procedures and phase-in procedural items.

Our Phase-in milestone schedule activities are updated weekly over the entire transition period. A detailed schedule is established prior to the onset of the phase-in start date to provide for daily requirements within each activity. By strict schedule control slippage is minimized and functions are accomplished within time constraints.

- Tracking of phase-in progress will be monitored by our President. Events will be included in our weekly status report for internal review and reporting to The City of Pico Rivera representatives.
- Should problems arise, they are identified and brought to the attention of the phase-in team members. Corrective action is assigned and all schedules, issues and plans of action are reviewed weekly.
- The master phase-in schedule is adjusted as necessary to identify all completed actions and when revised target dates are required.

Submitted by General Building Management Co.

EXHIBIT A

- **Project Manager Responsibilities and Duties:** *(Note: on the contract for The City of Pico Rivera facilities, our Vice President, Mr. James Han, will serve as the Project Manager). He will make daily visits to the sites meeting with employees and the Supervisor).*

Requirements:

Minimum of ten years experience managing janitorial contracts. Successful completion of seminars and/or formal training in front-line-leadership skills. Completion of training and/or seminars in dealing with difficult people. Industries training in proper floor care techniques.

Duties:

- Interviewing applicants, advertisement for applicants, screening employees, hiring employees, administering employee motivation and discipline programs.
- Ensuring involvement and monitoring the site quality assurance program.
- Direct involvement and monitoring the Employee Safety Training Program.
- Issuance of purchase orders and equipment repair orders.
- Oversees inventory of consumables via procurement and inventory computer database.
- Responsible for accuracy and availability of MSDS sheets.
- Coordinates cleaning schedules and floor schedules with Department Heads and subordinate supervisors.
- Coordinates cleaning schedules and floor schedules with Department Heads and subordinate supervisors.
- Public relations and communications with client and client staff.
- Supervisor-Team Leader: *Note: our on-site team / leader will be working supervisor. This person will make visitations to each location in The City of Pico Rivera facilities on a daily basis to monitor and inspect.*
- *(Please note: we have not identified our supervisor-team leaders as of the time this proposal was written-however, we will provide The City of Pico Rivera with their resumes and references prior to actually assigning them to this project).*

Minimum of five years experience in supervising janitorial contracts in excess of 200,000 square feet. Successful completion of seminar and/or formal training in front-line-leadership skills. Completion of training in dealing with difficult people. Industry training in the use of chemicals and equipment and floor care. *Note: upon notification of contract award, we will bring in equipment and chemical specialists to train these individuals.*

Duties:

- Responsible for ensuring designated areas are maintained in accordance with standardized specifications.
- Quality Assurance review and inspection of entire area and facilities on a daily basis.
- Training and reinforced training of employees in productivity, operations and safety. Maintain employee training records and safety records.

Submitted by General Building Management Co.

EXHIBIT A

Quality Control Plan/Approach

Our management plan is designed to establish accountability down to the supervisor/lead levels. Productivity will be enhanced while at the same time; theft and security will be controlled. It is all part of our scheduling and quality assurance programs, which are, designed to reduce employee idleness and to enhance employee accountability and responsibility.

Our Quality Assurance Program: Quality Assurance at GBM is tailored after the international quality standards of ISO 9002.

So, how does that materialize into better quality assurance being introduced into the janitorial services at The City of Pico Rivera facilities?

What it means is there is a place and time for all activities, including safety, employee training, supervisor training, HAZCOM training, housekeeping inspections, and recycling inspections. It also means better record keeping, environmental protection, etc. Our Quality Assurance Plan Manual and the administration of the plan will ensure adherence to all specifications of the solicitation and contract. This includes but is not limited to the following quality objectives:

- Employee Training
- Equipment Inspection and Maintenance
- Vehicle Inspection and Maintenance
- Safety Compliance
- Housekeeping Inspections
- Recycling Compliance and Inspections
- Security Education Compliance
- Requisitioning and Purchasing Monitoring (evaluation of subcontractors)
- Adherence to The City of Pico Rivera and the State of California Environmental Concerns
- Drug and Alcohol Compliance Programs
- Accident and Incident Reporting
- HAZCOM compliance

Training: We have a comprehensive Procedures and Training Manual that is used by our Project Managers and on-site Supervisors to regularly and frequently train employees on proper cleaning procedures. Our Project Manager holds weekly meetings with our employees and reiterates the proper and safe processes to perform their tasks. The following examples are excerpts from our Employee and Training Procedures.

Responsibilities of the on-site supervisor was defined earlier in this proposal. It includes the responsibility of ensuring quality standards are met and that employees are properly trained in both techniques and safety.

The Chief of Quality for our organization is the President of our corporation. Reporting directly to the President is the Quality Assurance Manager. The Quality Assurance Manager shall have the right and obligation to demand quality assurance documents from the various projects on a weekly basis.

Submitted by General Building Management Co.

EXHIBIT A

Responsibility and Authority:

The Quality Assurance Manager shall reserve the right and obligation to obtain documents relating to quality, inspections, safety and employee training upon demand. The Quality Assurance Manager (through the authority of the Project Manger), shall have the authority to inspect and intervene in the following functions:

Quality at **GBM** will be actively involved in the following:

- Employee Training
- Timely Completion of Work
- Complaint Resolution Process and Documentation
- Equipment Inspection System
- Vehicle Inspections
- Safety Compliance
- Housekeeping Inspections
- Security Education Compliance
- Purchasing
- Employee Evaluation
- The City of Pico Rivera Environmental Concerns
- Drug and Alcohol Program Compliance
- Accident and Incident Reporting
- HAZCOM compliance

Duties of the Quality Assurance Manager:

1. The Quality Assurance Manager upon discovery of any occurrence of any nonconformities relating to service, process and quality systems will intervene and initiate action to prevent occurrence or reoccurrence.
2. The Quality Assurance Manager shall identify and record any problems relating to the service, process and quality systems.
3. The Quality Assurance Manager shall initiate resolution through the affected project manager/supervisor as appropriate. This shall include recommendations and/or solutions. The QA Manager will immediately notify the President of the company of any adverse findings, their recommended solutions and cause.
4. The Quality Assurance Manager upon discovery of any occurrence of any nonconformities relating to service, process and quality systems will intervene and initiate action to prevent occurrence or reoccurrence.
5. The Quality Assurance Manager shall identify and record any problems relating to the service, process and quality systems.
6. The Quality Assurance Manager shall initiate resolution through the affected project manager/supervisor as appropriate. This shall include recommendations and/or solutions. The QA Manager will immediately notify the President of the company of any adverse findings, their recommended solutions and cause.
7. The QA Manager shall verify the implementation of the solutions.

The QA Manager shall have the authority to control future services by operating through designated channels. Designated channels are the President of the corporation and the on-site project manager.

Submitted by General Building Management Co.

EXHIBIT A

Each month, the Project Manager or Supervisor shall review the specifications of the solicitation and the contract to ensure we are in compliance with the contract.

- a. In reviewing the contract and solicitation requirements, the Project Manager and/or supervisor shall review the designated work schedule in relation to the contract and frequencies to ensure we are providing service to all designated areas at the specified intervals. Secondly, the Project Manager/supervisor shall review the frequency of inspections to ensure we are complying with the specifications of the solicitation and/or contract. This review shall be documented and filed in accordance with the Quality Assurance Manual.;
- b. Any difference between the contract and the service we are providing shall be documented and resolved. The findings and resolution shall be documented.
- c. In this review, the Project Manager will identify resources to determine if he/she has the capability to meet the contract requirements. If it is identified that additional resources are needed, the Project Manager/supervisor shall implement a plan to acquire those resources within his/her authority. Should the acquisition of the resources exceed the Project Manager's/supervisor's authority, he will immediately notify the Quality Assurance Manager and the President of **General Building Management Co.**

Our Quality Assurance Plan provides the basis for the evaluation of the quality of service at three levels:

- Work Level
- Supervisory and Lead Personnel Level
- Project Management Level

The plan includes methods for the evaluation of work performed, materials used, procedures, personnel skills, manning levels, systems, tools and equipment, records, training, supervision, and management. The plan describes and establishes an active, on-going system with built-in feedback, independent checks, and corporate involvement.

The Quality Management Program established by the plan ensures that acceptable levels of service are achieved and also that the methods used are the most cost-effective. The Quality Management Program results in measurable savings that will be passed on to the Government because of our:

- Efficient use of personnel, systems, materials, and equipment
- Ability to do the job right, the first time
- Reduced downtime or outages
- Improved communications
- Reduced lost time due to unavailability or quality of tools and materials
- Extensive employee skills development and training programs
- Reduced accident rate and damaged property

Submitted by General Building Management Co.

EXHIBIT A

The following tables are excerpts from GBM employee training and procedures manual for cleaning restrooms and showers:

General Cleaning Steps:

General Cleaning	
1	Place caution signs at the entrance or edge of the work area and remove walk off mats that need replacing.
2	Use a caddy and broom or a counter brush and dust pan to remove all debris and large soil from tables and floor surfaces. Use caution. Some debris may contain sharp objects.
3	Remove and seal trash liners. Replace the liner neatly in the receptacle. If the receptacle is wet due to leakage, properly clean and dry the container before putting in a new liner.
4.	High dusting may not be a daily necessity. A standard rule is "avoid dusting where there are occupants in the room." When high dusting is scheduled, all air vents, ceiling fixtures, drapery rods and other overhead items should be dusted with a special dusting tool or vacuum unit.
5	Surfaces of tables and other hard surface furniture should be cleaned using a spray bottle filled with cleaning solution. Solution should be with a clean, lint-free cloth or disposable towel. When cleaning electrical appliances, spray the cloth directly, and then wipe the appliance surface. If lint-free cloths are used, they should be cleaned and changed frequently.
6	When all the floor surfaces have been cleaned of large debris, the floor should be dry mopped or vacuumed. First, when dusting or dry mopping keep mop head on the floor or very close to it. This will eliminated unwanted airborne dust. Remove any substances stuck to the floor with a putty knife. Do not remove dust from the mop head until you have moved out of the work area. The second step is damp or wet mopping to remove any additional soil prior to a floor maintenance technique of spray buffing or burnishing.
4	When cleaning the floor in large areas, divide the room into sections moving tables and chairs and other furniture accordingly. After each section of the floor has been cleaned and dried, replace all tables, chairs, and furniture, and repeat the same procedure on the remaining sections until the entire area is cleaned. Solution should be discarded and not used in any other room

Submitted by General Building Management Co.

EXHIBIT A

General Restroom Cleaning Procedures:

Restroom Cleaning Procedures	
Step	Procedures
1	Place room closed or caution signs in the entrance way. Remove all large debris from all surfaces. Carefully remove all urinal blocks and screens and place in a bucket of detergent/disinfectant.
2	Flush toilet to remove any loose soil.
3	Push the water down the trap of the toilet with the bowl swab.
4	Hold the swab over the bowl and pour the bowl cleaner onto the swab. Beginning cleaning up under the rim and work your way down the bowl around the sides and into the trap. Follow manufacturer's recommended contact time.
5	Flush toilet, rinsing out bowl swab as the clean water enters.
6	Use the same technique for cleaning urinals.
7	Spray the exterior surfaces of all toilets and urinals with your detergent/disinfectant solution. Don't forget under the seats and lids of toilet fixtures. Allow detergent/disinfectant solution to sit on exterior surfaces for ten minutes while you spray vanities, sinks, and other fixtures.
8	Wipe down exterior surfaces with disposable towels and discard them. Repeat this procedure on all toilets and urinals. It is recommended that you spray all surfaces with an approved disinfectant and allow it to air dry for additional protection against cross infection.
9	Clean mirrors with a glass cleaning product. To prevent streaking, spray from the bottom up and remove solution by wiping from the top down. Discard disposable towels.
10	Replace all urinals screens and blocks, add new paper products and refill all soap dispensers.
11	Clean floor surface by applying detergent/disinfectant solution from the back of the room to the back of the room to the edges. Wet floor sufficiently so that it remains wet for at least ten minutes to ensure complete disinfection. Pay special attention to areas around toilets and urinals.
12	Remove excess solution with damp mop. Allow surface to air dry.
13	When room is complete, give a visual check before removing room closed sign.
Note:	All cleaning and disinfecting solutions should be mixed at the work closet in or near your work station. Wear your personal protective equipment, gloves and glasses. Follow the manufacturer's direction on product labels when mixing.

Submitted by General Building Management Co.

EXHIBIT A

Shower Stalls:

In some facilities, exercise tubs and showers are in special rooms. These rooms should also be cleaned and disinfected on a daily basis.

Shower Stalls	
Step	Procedure
1	All shower stall vertical surfaces should be sprayed with a detergent/disinfectant solution from the bottom to the top of the stall to prevent streaking.
2	Rinse off surfaces with clean water to wash soil down the drain.
3	Excess solution and moisture should be wiped down with clean towels.
4	An application of an appropriate disinfectant which air dries on the surface is an additional precaution.
5	All support equipment can be sprayed with a detergent/disinfectant solution and wiped down with clean towels.
6	The floor area is last to be cleaned and disinfected. Damp mop the floor with a detergent/disinfectant solution starting from the rear of the room and working toward the entrance. Be sure the floor is thoroughly dry before the room is opened for use by residents.

Trash Receptacles:

All trash receptacles throughout the facility and at the facility entrance must be emptied daily or more frequently to prevent overflow, odor or other unsanitary and unsightly conditions.

Trash Receptacles Procedure	
Step	Procedure
1	Remove liner containing trash.
2	If receptacle is soiled, wash with degreasing cleaner solution and a brush at the slop sink.
3	Use a disinfectant to kill germs and eliminate odor.
4	Insert a new liner
5	As needed, clean exterior of container with degreasing cleaner and a disposable wipe.

Window and Glass Cleaning Procedures:

Glass is one of the easiest surfaces to be cleaned, yet it is one which shows soiling the most quickly. Clean glass lends to the appearance of cleanliness, while glass with soils, smears and fingerprints gives the entire facility an unkempt and unsanitary appearance.

Submitted by General Building Management Co.

EXHIBIT A

Small Glass Areas:

Materials Required:

1. Glass cleaner
2. Paper towels

Small Glass Areas Procedures	
Step	Procedure
1	Pre-clean any heavily soiled areas (i.e., fingerprints, food soils, smears) by spraying the soiled area with glass cleaner and rubbing vigorously with a paper towel. Repeat procedure if any soil remains.
2	Clean the entire surface by lightly misting surface and then wiping dry with a paper towel. Discard towel when it becomes soiled and dry with a paper towel. Discard towel when it becomes soiled and start with a fresh, clean one.
Note	On vertical glass surfaces, always spray from the bottom of the surface up and wipe clean from the top of the surface down to prevent streaking. Move across the surface in a horizontal fashion (side to side).

Large Glass Windows:

Materials Required:

1. Trigger sprayer of glass cleaner
2. 18" window squeegee and handle
3. New single edge razor blade
4. Window brush
5. 5-gallon bucket

Large Glass Window Procedures	
Step	Procedures
1	Pre-clean any heavily soiled areas (i.e., fingerprints, food soils, smears) by spraying the soiled area with the glass cleaner and rubbing vigorously with a paper towel. Repeat procedure if any soil remains.
2	Remove any tape adhesive from signs, etc., with a razor blade. Always use a NEW blade which is free of nicks. Hold the blade flat on the glass, and remove the tape by pressing gently and sliding the blade over the soiled area.
3	Next, mix solution into the 10 quart bucket:
3a.	Using the window brush, wet a window with the solution. Cover the entire surface and agitate the solution as it is applied.
3b	To squeegee the window, begin by running the squeegee across the top and down the sides of the window. Next, in one continuous motion, squeegee the entire center portion going from side to side in overlapping strokes. Wipe squeegee blade with paper towel when it becomes soiled after cleaning the window. Dry any streaked areas with a paper towel. With practice, you will be able to clean without streaking.
3c.	Change solutions when they become soiled. Clean, dry, and store the equipment properly when the task is completed.

Submitted by General Building Management Co.

EXHIBIT A

Mopping:

*Discuss with your supervisor double or single bucket mopping procedures.

Materials Required:

1. 48" dust mop, or disposable cloths, handle and frame.
2. Bucket on casters with wringer. (Two buckets for double bucket method).
3. Clean wet mop and handle.
4. Counter brush and dustpan.
5. Wet Floor signs.
6. Putty knife for scraping matted substances, such as chewing gum.
7. Solution of detergent/disinfectant or all purpose cleaner (whatever is applicable).
8. Automatic scrubber. (as required)

Single Bucket Mopping Procedure:

Single Bucket Mopping Procedure	
Step	Procedure
1	Dust mop is to remove loose soil. Pick up excess with dust pan.
2	Fill mop bucket approximately 2/3 with cool water and cleaner or detergent/disinfectant from water tap in closet.
3	Set up "Wet Floor" signs at either end of approximately 100 square foot area (5'x20'). Note: Some of our contracts require the area to be roped off.
4	Thoroughly wet one clean mop with cleaner or detergent/disinfectant and wring out tightly. Begin mopping the designated area. Use heel of mop to clean along baseboards (use putty knife to dig out corners, if necessary). Next, cover the entire area with side-to-side passes of the mop, reversing direction with a figure-8 at the end of each pass.
5	Keep the mop wet with cleaner or detergent/disinfectant solution. The heel of the mop should always be firm on the floor with strands evenly spread. Turn the mop several times between immersions to obtain full use of solution.
6	Change the mop solution when the solution becomes cloudy or soiled to avoid recontamination of surfaces.
7	When the floor area is dry, remove the wet floor signs and continue to the next area.

Submitted by General Building Management Co

BID COMPARISON

Solicitation Number: RFB 2014-005 Janitorial Services

Closing Date: 5/19/2014 at 9:00 am

ENCLOSURE 2

Item No.	Months	Description	All Care Industries		Executive State Services		Professional Building Maint.		Santa Fe Building Maintenance	
			Each	Est Cost	Each	Est Cost	Each	Est Cost	Each	Est Cost
1	36	City Hall	\$1,445.00	\$2,020.00	\$2,830.00	\$101,880.00	\$1,308.00	\$47,088.00	\$1,818.66	\$65,471.76
2	36	City Hall - West	\$350.00	\$12,600.00	\$425.00	\$15,300.00	\$311.00	\$11,196.00	\$263.86	\$9,498.96
3	36	City Yard	\$750.00	\$27,000.00	\$1,325.00	\$47,700.00	\$488.00	\$17,568.00	\$1,241.42	\$44,691.12
4	36	Parks & Recreation Offices	\$700.00	\$25,200.00	\$840.00	\$30,240.00	\$428.00	\$15,408.00	\$1,030.11	\$37,083.96
5	36	Pico Rivera Library	\$1,650.00	\$9,400.00	\$2,385.00	\$85,860.00	\$2,005.00	\$72,180.00	\$1,490.70	\$53,665.20
6	36	Rivera Library	\$750.00	\$27,000.00	\$990.00	\$35,640.00	\$970.00	\$34,920.00	\$556.67	\$20,040.12
Total Bid			\$203,220.00		\$316,620.00		\$198,360.00		\$230,451.12	

Item No.	Months	Description	Valley Maintenance Corp.		DH Maintenance Services		General Building Maintenance		Williams & Associates	
			Each	Est Cost	Each	Est Cost	Each	Est Cost	Each	Est Cost
1	36	City Hall	\$1,690.00	\$60,840.00	\$2,375.00	\$85,500.00	\$1,510.00	\$54,360.00	\$739.00	\$26,604.00
2	36	City Hall - West	\$365.00	\$13,140.00	\$775.00	\$27,900.00	\$180.00	\$6,480.00	\$1,427.00	\$51,372.00
3	36	City Yard	\$780.00	\$28,080.00	\$625.00	\$22,500.00	\$632.00	\$22,752.00	\$492.00	\$17,712.00
4	36	Parks & Recreation Offices	\$760.00	\$27,360.00	\$1,000.00	\$36,000.00	\$576.00	\$20,736.00	\$498.00	\$17,928.00
5	36	Pico Rivera Library	\$2,100.00	\$75,600.00	\$3,000.00	\$108,000.00	\$1,469.00	\$52,884.00	\$876.00	\$31,536.00
6	36	Rivera Library	\$720.00	\$25,920.00	\$1,325.00	\$47,700.00	\$486.00	\$17,496.00	\$2,237.00	\$80,532.00
Total Bid			\$230,940.00		\$327,600.00		\$174,708.00		\$225,684.00	

Item No.	Months	Description	Cobra Land Maintenance Serv.		United Maintenance Systems	
			Each	Est Cost	Each	Est Cost
1	36	City Hall	\$2,360.00	\$84,960.00	\$1,850.00	\$66,600.00
2	36	City Hall - West	\$450.00	\$16,200.00	\$250.00	\$9,000.00
3	36	City Yard	\$1,080.00	\$38,880.00	\$750.00	\$27,000.00
4	36	Parks & Recreation Offices	\$980.00	\$35,280.00	\$850.00	\$30,600.00
5	36	Pico Rivera Library	\$2,650.00	\$95,400.00	\$1,650.00	\$59,400.00
6	36	Rivera Library	\$1,200.00	\$43,200.00	\$950.00	\$34,200.00
Total Bid			\$313,920.00		\$226,800.00	