

NOTICE

IF RECEIVING THIS IFB BY INTERNET, CALL (707) 543-3700 TO REGISTER AS A BIDDER. FAILURE TO REGISTER AS A BIDDER MAY RESULT IN YOUR FIRM NOT RECEIVING BID ADDENDUMS. FAILURE TO SUBMIT BID ADDENDUMS WITH BID MAY CAUSE YOUR BID TO BE CONSIDERED NON-RESPONSIVE.



**INVITATION FOR BIDS
12-47**

Utilities Janitorial Services

DATE ISSUED

December 4, 2012

**NON-MANDATORY PRE-BID MEETING
AND SITE VISIT**

**December 12, 2012 at 7:30a.m. – 4:00p.m.
RSVP no later than December 10, 2012 by 12:00p.m.
Bring a Bag Lunch and Drink**

BID DUE DATE

(Bid Opening)

January 3, 2013 at 2:00 p.m.

TO

**Jennifer Myles, Senior Buyer
City of Santa Rosa – Purchasing Office
635 First Street, 2nd Floor
Santa Rosa, CA 95404
(707) 543-3709
707-543-3703
jmyles@srcity.org**

**INVITATION FOR BIDS
IFB 12-47**

**JANITORIAL SERVICES
VARIOUS UTILITIES FACILITIES**

Sealed Bids, signed and in the original only, subject to the Invitation For Bids, Provisions and Specifications, will be received at City of Santa Rosa, **Purchasing Office, 635 First Street, 2nd Floor Santa Rosa, CA 95404** until **2:00 p.m., on January 3, 2013** for janitorial services as described in the accompanying schedule.

NOTE: To submit bid, address location – 635 First Street, 2nd Floor, Santa Rosa, CA 95404
Please allow plenty of time to find parking. No bids will be allowed after 2:00pm.

The Intent of this Invitation for Bids is to establish a *two-year* contract for janitorial services provided to various Utility Department locations and the Sonoma County Water Agency in accordance with the terms, conditions and work specifications contained herein. The contract period would be for two years with the option to renew the agreement for two 2-year extensions, three 1-year extensions, or any combination of extensions not exceeding a total of three years, upon mutual agreement of parties.

NOTE: There will be a Non-Mandatory Pre-Bid meeting on December 12, 2012 from 7:30 am – 4:00 pm. Sign-in: 7:30 a.m. to 8:00 a.m., meeting starts at 8:00 a.m. sharp. Contractors are requested to attend to gain full knowledge of scope of work and have he ability to ask questions. The pre-bid meeting will be conducted by the city's Utilities Department and Purchasing and will meet at the **Laguna Treatment Plant Administration Building, Estuary Conference Room, 4300 Llano Road, Santa Rosa, CA 95407.**

NOTE: There will be no rescheduling of the non-mandatory pre-bid meeting. Please call 707-543-3709 to **RSVP** no later than December 10, 2012 by 12:00p.m. If required, the City will be scheduling a bus to take contractors to various locations and will need to determine the quantity of attendees. The City requests that *no more than two* representatives from each company attend.

Please bring a bag lunch and/or drink. Time will be limited, so we will be having lunch on the bus.

Bid responses must fully address all factors, complete references and data to verify qualifications and experience and include a statement that the City contract can be executed, and any exceptions. Bid responses without sufficient submittal of data to provide a complete bid response will be considered non-responsive. Vendor must review the City's proposal terms and conditions. Any exceptions taken to the proposal specifications must be listed as a separate item in the Exceptions to Specifications form located in the Required Data Section of the documents.

Cost Proposals

Prices quoted shall remain firm for a period of 90 days and include all costs requested on the Contract Items/Compensation schedule, **Attachment "A"**. Sales tax must be applied and itemized only where applicable. Attachment "A" is also available as an Excel spreadsheet which is posted on our website under this bid.

Contractor's Worksheet: Bidders are required to provide the information requested on the Contractor's Worksheet, **Attachment "B"**. Failure to provide complete information may be sufficient reason to consider the proposal submittal non-responsive and given no further consideration. The Contractor's Worksheet will be a critical part of the overall proposal evaluation and subsequent award.

Note: Vendors must meet the minimum hours listed in each worksheet. The number of custodians plus hours assigned should equal the estimated hours per day. Failure to do so may result in your bid as non-responsive.

References: Attachment "C" Provide on the form a list of at least five agency references for which your firm has like contracts currently in service. References are to include: Name, Address, Contact, Title, Phone Number, and length of time service has been performed.

Before a Contract will be awarded for the services described herein, the City reserves the right to conduct an investigation, if deemed necessary, to determine the performance record and ability of the apparent successful Bidder to perform all requirements specified under this Contract. Upon request, the Bidder shall submit any additional information as deemed necessary by the City.

Sample Contract

Attachment "D" is a draft of a City contract as would normally be used in this procurement. Bidders' are not required to sign said contract at time of proposal submittal. A contract in final form will be forwarded to the successful bidder, for signature, prior to contract award. As part of the technical proposal, a bidder must evaluate the terms and conditions and provide any exceptions. Any exceptions taken to the draft contract must be provided as an attachment to the proposal submittal.

Floor Plans

Attachment "E" is available Floor Plans for various locations.

Business Tax

Any person whose business is located in Santa Rosa, or conducts business in Santa Rosa, must apply for a business tax certificate within 30-days of the date the business commences. Conducting business in Santa Rosa without a business tax certificate can result in penalties, violation notices, citations and court action. You can go to the following link to obtain more information about applying or renewing a City of Santa Rosa business tax license:

<http://ci.santa-rosa.ca.us/departments/finance/revenue/businessstax/Pages/default.aspx>

Bidders' Qualifications/Experience

Bidders are required who have significant experience in providing the janitorial services specified herein. Bidders must have adequate number of trained service personnel employed to provide satisfactory service to all facility locations specified under the bid specifications and subsequent contract award.

Designated Contact

All bids will be extended through the City of Santa Rosa Purchasing Agent or his appointed representative whose name, address and telephone number as shown in **REQUIRED DATA FORMS**: Award will be by the Board of Public Utilities, by Motion. No other officer or agent may obligate or bind the City. In **REQUIRED DATA FORMS**: NOTIFICATIONS, Bidders will designate, by name, who will receive contract documents. The person named will be an authorized agent of contractor able to conduct written offers in good faith.

The City reserves the right to reject all Bids, or any Bid not in conformance with the intent of the Contract Documents, and to waive any informalities and irregularities in said Bids.

VENDOR INQUIRIES

For information concerning IFB procedures and regulations (i.e., submission deadline, forms required, etc.), interested parties may contact:

Jennifer Myles - Senior Buyer
City of Santa Rosa
635 First Street – 2nd Floor
Santa Rosa, CA 95404
(707) 543-3709 Voice
(707) 543-3703 Fax
jmyles@srcity.org

For information concerning scope of work requirements, interested parties may contact:

Jama Giammona - Contracting Officer Representative
City of Santa Rosa
(707) 543-3411
jgiammona@srcity.org

SPECIFICATIONS

The following specifications are provided to allow prospective bidders the opportunity to submit their bids for services which the bidder feels best meet or exceed the City's requirements.

GENERAL

The contractor shall furnish all labor, material, equipment and other services necessary for the complete janitorial cleaning at all facilities specified under the contract specifications.

The City requires that the successful contractor(s) comply with all requirements of the California Displaced Janitor Opportunity Act. The Act requires that the successor contractor retain, for a 60-day transition employment period, employees who have been employed by the terminated contractor for the preceding four months or longer at the site or sites covered by the successor service contract unless the successor contractor has reasonable and substantiated cause not to hire a particular employee based on that employee's performance or conduct while working under the terminated contract.

BASIC SERVICE

The following basic services shall be performed in all buildings unless otherwise specified. All equipment and materials shall be used per manufacturer's directions for each application. See the special conditions listed under each building for additional specifications which are specific to each site and may include or vary from these basic services.

Restrooms

Daily

- Fill and clean all dispensers.
- Empty, clean and disinfect all waste receptacles and insert new liners.
- Clean and disinfect all wash basins, counters, and fixtures with non-abrasive cleanser.
- Clean all mirrors, chrome, stainless steel, and polish to a shine.
- Wash and disinfect all urinals and toilets, removing stains and cleaning under rims and flush holes. Clean and disinfect toilet seats, fixtures and outside surfaces of urinals and toilets.
- Sweep and damp mop floor with disinfectant detergent solution.

Weekly

- Clean urinals and toilets with liquid toilet bowl cleaner to remove and prevent build-up of stains and deposits.
- Pour a large pail of fresh water down floor drains.
- Wash and disinfect walls, partitions, frames, doors.

Shower/Locker Rooms

Daily

- Fill and clean all dispensers.
- Empty, clean and disinfect all waste receptacles and insert new liners.
- Scrub and disinfect with antifungal cleanser, all shower areas and fixtures. All surfaces shall be free of soap scum, body oils, mineral deposits, mold, mildew, stains and odors.
- Sweep and damp mop floors with disinfectant.
- Dust and spot clean lockers and benches. Benches shall be left dry.
- Dust and spot clean all doors, walls, partitions, mirrors and other surfaces.
- Clean floor drains of hair, soap and all other materials.
- Scrub entrances and walk ways with deck scrub brush and disinfectant cleanser.

Weekly

- Clean and disinfect exterior of all lockers. Do not allow water to drip into lockers.
- Clean and disinfect all doors, walls, partitions, and benches. Leave benches completely dry.

Entry Ways, Lobbies, Hallways, Corridors, Traffic Areas

Daily

- Vacuum all carpets.
- Dust mop floors.
- Damp mop floors.
- Empty and clean wastebaskets, central recycling bins, and trash barrels, including those outside entrances and at all outside patios, and replace liners. Wastebaskets and trash cans shall be free of stains and odors.
- Clean doors, door glass, frames and kick plates on both sides.
- Dust and wipe clean with damp or treated cloth: partitions, walls, baseboards, counters, cabinets and all other horizontal surfaces.
- Sweep outside entryways.
- Empty and clean ashtrays, screen all sand urns. Replenish sand as needed.
- Wipe down all doors and door handles at main entrances. Wash windows.

Offices, Meeting and Conference Rooms

Daily

- Dust all desks, office furniture, chairs, partitions and picture frames with a treated dust cloth. Do not move or disturb any paperwork or other materials.
- Spot clean tabletops, countertops, office furniture, fabric, and chairs. Arrange chairs in orderly fashion.
- Dust and spot clean doors, frames, walls, counters, sills, baseboards and partitions, glass and inside of window.
- Empty, clean and sanitize wastebaskets, and replace liners.
- Vacuum meeting and conference room carpets.
- Damp mop hard/resilient flooring in meeting and conference rooms.
- Vacuum all office carpets

Lunch Rooms, Break Rooms, Vending Areas

Daily

- Remove all trash and recyclables and replace liners. Clean and disinfect as needed. Wastebaskets shall be free of stains and odors.
- Fill and clean all dispensers.
- Vacuum all carpets.
- Dust mop floors.
- Damp mop floors.
- Damp wipe tables and chairs, and replace in orderly fashion.
- Clean and disinfect counter tops, sinks, exterior of appliances, and fixtures.
- Dust and spot clean doors, glass, door frames, walls, partitions, sills, baseboards.

Other Services

Daily

- Empty garbage cans and replace liners.
- Spot clean walls.
- Clean, sanitize and polish drinking fountains.
- Sweep all exterior entrances and patios, empty garbage cans and replace liners, clean garbage cans and cigarette urns, clean exterior furniture as needed. Carry or roll all trash/recycle containers to exterior dumpster and dispose trash/recycle into dumpster. **PLEASE DO NOT DRAG TRASH BAGS.**

Weekly

- Janitorial closets and storage areas shall be kept clean, neat and orderly.
- Remove all cobwebs
- Damp wipe all doors, wall, frames, sills, counters, baseboards.
- UV Fountain: Wash, scrub and control algae on ceramic tiles.
- Laundry Room: Damp wipe washers and dryers. Sweep and damp mop laundry room floors.

Monthly

- Blinds. Dust and damp wipe blinds.

Quarterly

- HVAC Grates. Remove grates, clean and replace.
- Strip, wash and wax floors. Clean grout and seal. Chemically clean carpets.
- Spot clean chairs.
- Windows. Clean interior and exterior of windows. Windows are to be thoroughly cleaned, spot cleaning is not acceptable.

Annual

- Pressure wash outside of designated buildings. Exterior windows shall be cleaned to rid windows of any overspray and/or dirt during the course of power washing the building. Pressure washing as much dirt and grime off of building as possible, without leaving.
- Clean 4 Geysers pump stations.

AS NEEDED

- Damp wipe chalk and white boards

DEFINITIONS

The following definitions apply unless otherwise noted.

Daily: Shall mean once per day, Monday through Friday, excluding holidays when service need not be performed. Alternating Thursdays means the offices are closed every other Friday. One week services will be provided Monday, Wednesday and Friday whereas the next week will be Monday,

- Weekly:** Wednesday and Thursday.
Shall mean one day per week.
- Monthly:** Shall mean once per calendar month. All such work performed and completed in the last week of each month
- Quarterly:** Shall mean every three calendar months.
- Semi-Annually:** Shall mean every six calendar months.
- Annual:** Shall be once per year.
- As-Needed:** Shall be determined by City representative.

FLOOR COVERINGS: Floor coverings vary in each building. They may include, but not limited to, carpet, vinyl, ceramic tile, concrete and slip retardant flooring. The contractor shall be responsible for performing the prescribed and appropriate cleaning method for each type of floor covering.

CARPETED FLOORS AND FLOOR MATS: Vacuum carpets with an industrial grade vacuum and high efficiency bag/filter (filter down to 1 micron). Vacuum the entire carpeted areas, including under chairs, tables and other easily moved items, and around furniture legs. Return moved items to their original position. Pick up staples and other hard to remove items by hand if necessary. Vacuum hard to reach areas such as behind desks and furniture as needed. The carpet shall be free of visible dirt, litter, and soil.

Inspect carpet for spots and remove immediately. Remove spots with an appropriate industrial grade spot removing solution using the manufacturer's recommended techniques. Report any tears, burns or unraveling of carpet to the Contract Administrator.

Steam clean or wet extract all carpets quarterly with approved equipment and materials. Follow manufacturer's recommendations for proper cleaning procedures.

RESILIENT AND HARD SURFACE FLOORS: All resilient and hard surface floors shall be swept or vacuumed daily. These floors shall then be damp mopped with clean mop, clean water and approved cleanser. Chairs, trash containers, and other easily movable items shall be moved, cleaned underneath and placed back in an orderly fashion. Upon completion, the entire surface shall be free of mold, mildew, litter, soil, dust and foreign matter, stains, streaks, film, standing water and splash marks. Put out wet floor warning signs while work is in progress and until floor is dry.

Spray buff floors monthly with floor machine and buffing pad. Apply a thin film of polish then buff while moist to remove black marks, scuffs, stains, and scratches. Dust and wet mop the floor first, and dust-mop the floor when done spray buffing.

Strip and seal all tile and linoleum floors. Move furniture out of the way to wash the walls, and dust mop the floor. Put out wet floor warning signs while work is in progress and until

floor is dry and ready for traffic. Strip entire floor including corners and edges until all waxes, sealants and cleaning agents are removed. Rinse floor until all soil and cleaning agents are removed. Inspect floor to be sure all wax, sealant, dirt, cleaning agents and streaks are removed. Baseboards, furniture, door and window frames, and corners should be cleaned as well as the floor. Apply three coats of finish and buff final coat. Finish should be clear in color, have no streaks, and resist dirt and soil.

Vendors must refer to and adhere to the City's Environmentally Friendly Policy for use of cleaning products, located at the link below:

http://ci.santa-rosa.ca.us/environmental_stewardship/eps/policy/Pages/default.aspx

DEFINITION OF TERMS

CLEAN: Remove all dirt, stains and marks with approved cleaner.

SWEEP: remove all loose dirt and litter with sweeping tool and treated cloth; in places difficult to sweep, use brush or vacuum.

DAMP WIPE: Remove all surface dirt with a damp cloth.

DAMP MOP: Remove all surface dirt and stains with a mop and warm water containing detergent or floor cleaner as required and rinse.

DUST: Remove all loose dirt and debris. Treated cloth shall be used.

VACUUM: Remove all surface and embedded dirt with a high efficiency filter suction cleaner (filtering down to particles 1 micron in size).

SCRUB: Remove all dirt, stains and marks with an approved cleaner using a floor machine equipped with scrubbing pads.

STRIP: Remove accumulation of old floor finish, all surface dirt, stains and marks. Rinse and dry.

WAX: Apply appropriate number of coats of approved floor finish.

SPRAY-BUFF: Use floor machine equipped with spray buff pad. Apply solution and buff until dry.

HI-SPEED BUFFING: Hi-speed buffing machine shall be used to apply protective sheen on wax floors where specified.

CERAMIC TILE SEALER: Apply protective sealer finish that adds luster but does not build up on floor surface.

CLEANING HOURS: All of the work described below and in the subsequent pages shall be performed as specified for each location.

WEEKEND AND HOLIDAY WORK: All work necessary to be performed on Saturdays, Sundays, or legal holidays, except for that as may be required in the specifications, shall be performed without additional expense to the City, and shall be authorized by the Contracts Administrator.

If the holiday falls on a scheduled work day for a 24/7 facility, vendors would be required to clean the facility. Exception, vendors can schedule to clean the facility the day before in lieu of cleaning on the holiday. If the vendor was there the night before, no cleaning would be required on the day of the holiday.

HOLIDAYS: Holidays include:

New Year's Day	January 1
Martin Luther King Day	3 rd Monday in January
Washington's Birthday	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25

If a holiday falls on a Saturday, it is observed the previous Friday. If it falls on a Sunday, it is observed the following Monday.

INDIVIDUAL FACILITY SPECIFICATIONS

BID ITEM NO. 1 & 21

Laguna Treatment Plant, Administration Building
4300 Llano Road
Approximately 24,920 Square Feet

GENERAL DESCRIPTION: The Laguna Treatment Plant Administration building consists of numerous private offices, cubicles, an environmental laboratory, control room, conference rooms, lunchroom, restrooms and locker rooms.

CLEANING HOURS: This facility is operates on a seven day a week, twenty-four hour a day basis. Daily cleaning as defined three days per week: Sunday, Tuesday and Thursday.

AREAS TO BE CLEANED: All areas in the building will be cleaned. Pressure washing of this facility will be performed on an annual basis. NOTE: Safety equipment will be worn while working in the Environmental laboratory.

BID ITEM NO. 2 & 22

Laguna Treatment Plant, Annex
4300 Llano Road
Approximately 4,411 Square Feet

GENERAL DESCRPTION: The Annex houses the Wastewater Operations and Reclamation divisions. There is a combination of offices and individual cubicles along with a lunchroom, conference room, restrooms, locker rooms and laboratory.

CLEANING HOURS: This facility is operates on a seven day a week, twenty-four hour a day basis. Daily cleaning as defined three days per week: Sunday, Tuesday and Thursday..

AREAS TO BE CLEANED: All areas will be cleaned. Pressure washing of this facility will be performed on an annual basis.

BID ITEM NO. 3 & 23
Laguna Treatment Plant, Chemical Building
4300 Llano Road
Approximately 650 Square Feet

GENERAL DESCRPTION: The Chemical Building is the office space for the wastewater treatment operation staff.

CLEANING HOURS: This facility is operates on a seven day a week, twenty-four hour a day basis. Daily cleaning as defined three days per week: Sunday, Tuesday and Thursday.

AREAS TO BE CLEANED: The operator's control room, the restroom and the hallway. Pressure washing of this facility will be performed on an annual basis.

BID ITEM NO. 4
Laguna Treatment Plant, Control Room, Belt Press Building
4300 Llano Road
Approximately 650 Square Feet

GENERAL DESCRIPTION: The Belt Press Building houses some wastewater treatment plant operation staff to oversee the sludge process, prior to moving over to the composting process.

CLEANING HOURS: This facility is operates on a seven day a week, twenty-four hour a day basis. Daily cleaning as defined Sunday through Thursday; or three days per week Sunday, Tuesday and Thursday.

AREAS TO BE CLEANED: The operator's control room and the restroom/locker rooms.

BID ITEM NO. 5 & 24
Laguna Treatment Plant, Maintenance Shop
4300 Llano Road
Approximately 330 Square Feet

GENERAL DESCRIPTION: The maintenance shop houses the electrical, instrumentation, skilled maintenance and mechanical technologist sections.

CLEANING HOURS: This facility is operates on a five day a week, eight hour a day basis. Daily cleaning as defined three days per week: Sunday, Tuesday and Thursday.

AREAS TO BE CLEANED: Electrician's office, instrumentation office, mechanical technologist's office, skilled maintenance, two supervisor's offices, restroom, laundry area, and restroom/locker room. Pressure washing of this facility will be performed on an annual basis.

BID ITEM NO. 6 & 25
Laguna Treatment Plant Warehouse
4300 Llano Road
Approximately 288 Square Feet

GENERAL DESCRIPTION: This building houses the warehouse operations.

CLEANING HOURS: This facility is operates on a five day a week, eight hour a day basis. Daily cleaning as defined three days per week: Sunday, Tuesday and Thursday.

AREAS TO BE CLEANED: The office area and restroom. Pressure washing of this facility will be performed on an annual basis.

BID ITEM NO. 7
Laguna Treatment Plant
Wastehauler Station/Digester Bathroom
4300 Llano Road
Approximately 224 square feet

GENERAL DESCRIPTION: This building is part of the operations section and takes samples of their product prior to allowing them to release.

CLEANING HOURS: This facility is operates on a seven day a week, twenty-four hour a day basis. Daily cleaning as defined three days per week: Sunday, Tuesday and Thursday.

AREAS TO BE CLEANED: The office area. Digester bathroom is included in this bid item. Bathroom area is cleaned two times per week.

BID ITEM NO. 8
Laguna Treatment Plant UV Fountain
4300 Llano Road

GENERAL DESCRIPTION: This ceramic tile fountain is used whenever there are tours to show what those on the tour what the final product looks like.

CLEANING HOURS: This facility is part of the seven day a week, twenty-four hour per day operation. Cleaning will be done once per week.

AREAS TO BE CLEANED: The tile and grout of the fountain.

BID ITEM NO. 9 & 26
Compost Facility
4301 Llano Road
Approximately 2,273 square feet

GENERAL DESCRIPTION: This facility is responsible for the process that makes compost.

CLEANING HOURS: This facility operates five days per week eight hours per day; however, staff does work most Saturday's. Daily cleaning as defined three days per week: Sunday, Tuesday and Thursday.

AREAS TO BE CLEANED: The office area, hallway, lunchroom, restroom and locker room, and mud room. Pressure washing of this facility will be performed on an annual basis.

BID ITEM NO. 10
Brown Farm Maintenance Facility
2200 Llano Road
Approximately 300 square feet

GENERAL DESCRIPTION: This facility is responsible for maintaining the reclamation system.

CLEANING HOURS: This facility operates five days per week eight hours per day. Daily cleaning as defined two times per week, Tuesday and Thursday during working hours.

AREAS TO BE CLEANED: The trailer and the restroom and locker room area located in the pole barn.

BID ITEM NO. 11 & 27
Geysers Operation Facility
35 Stony Point Road
Approximately 1,465 square feet

GENERAL DESCRIPTION: This facility is responsible for maintaining the geysers pipeline.

CLEANING HOURS: This facility operates five days per week eight hours per day. Daily cleaning as defined three times per week Monday, Wednesday, and Friday.

AREAS TO BE CLEANED: The office areas, conference room, hallways, lunchroom, restrooms and locker rooms. Pressure washing of this facility will be performed on an annual basis.

BID ITEM NO. 12 & 33
Utilities Field Operations
35 Stony Point Road
Approximately 40,000 square feet

GENERAL DESCRIPTION: This division is responsible for maintaining the Utilities water and wastewater lines.

CLEANING HOURS: This facility operates five days per week eight hours per day. Daily cleaning as defined three times per week Monday, Wednesday and Friday.

AREAS TO BE CLEANED: The office areas, conference rooms, hallways, restrooms and locker rooms, shops and lunchroom. The use of green products and scent free products only. Pressure washing of this facility will be performed on an annual basis.

BID ITEM NO. 13
MSCN Yard Attendant
55 Stony Point Road
Approximately 54 square feet

GENERAL DESCRIPTION: This office is responsible for monitoring visitors to the corporation yard.

CLEANING HOURS: This facility operates seven days per week, primarily occupied in the evenings. Daily cleaning as defined three times per week Monday, Wednesday and Friday.

AREAS TO BE CLEANED: The office area.

BID ITEM NO. 14
Water Station #4
2260 Sonoma Avenue
Approximately 5,254 square feet

GENERAL DESCRIPTION: This facility is responsible for monitoring the water system for the department.

CLEANING HOURS: This facility operates five days per week. Daily cleaning as defined three days per week, Monday, Wednesday and Friday - alternating Thursdays every other week for Friday's closed.

AREAS TO BE CLEANED: The office areas, restroom and locker room, hallway, and lunchroom. Periodic sweeping of the garage area is required.

BID ITEM NO. 15
Sonoma County Water Agency
2150 West College Avenue
Approximately 1500 square feet

GENERAL DESCRPTION: The Sonoma County Water Agency consists of numerous buildings that contain private offices, cubicles, an environmental laboratory, control room, conference rooms, lunchroom, restrooms and locker rooms.

CLEANING HOURS: This facility is operates on a seven day a week, twenty-four hour a day basis. Daily cleaning as defined five days per week Monday through Friday.

AREAS TO BE CLEANED: O & M building bathrooms and labs, SCADA computer area at Service Center Building. NOTE: Safety equipment will be worn while working in the Environmental Lab.

BID ITEM NO. 16
Sonoma County Water Agency
404 Aviation Blvd
Approximately 58,000 square feet

GENERAL DESCRPTION: The Sonoma County Water Agency consists of one office building that contains private offices, cubicles, conference rooms, lunchroom, restrooms and locker rooms.

CLEANING HOURS: This facility is operates five days per week. Daily cleaning as defined five days per week Monday through Friday.

AREAS TO BE CLEANED: All areas in the specified buildings will be cleaned.

BID ITEM NO. 17
Sonoma County Water Agency
204 Concourse
Approximately 25,000 square feet

GENERAL DESCRPTION: The Sonoma County Water Agency consists of one office building that contains private offices, cubicles, two environmental laboratories, conference rooms, lunchroom, restrooms and locker rooms.

CLEANING HOURS: This facility is operates five days per week. Daily cleaning as defined five days per week Monday through Friday.

AREAS TO BE CLEANED: All areas in the specified buildings will be cleaned. NOTE: Safety equipment will be worn while working in the Environmental laboratory.

BID ITEM NO. 18
Sonoma Wastewater Treatment Plant
22675 8TH Street East, Sonoma, CA
Approximately 1,600 square feet

GENERAL DESCRPTION: The Sonoma Wastewater Treatment Plant consists of an administration building that contains private offices, an environmental laboratory, lobby, conference rooms, lunchroom, restrooms and locker rooms.

CLEANING HOURS: This facility is operates on a seven day a week, twenty-four hour a day basis. Daily cleaning as defined once per week on Friday.

AREAS TO BE CLEANED: All areas in the buildings will be cleaned. **NOTE:** Safety equipment will be worn while working in the Environmental laboratory.

BID ITEM NO. 19
Russion River Treatment Plant
18400 Neely Road, Guerneville, CA
Approximately 4,379 square feet

GENERAL DESCRPTION: The Russian River Treatment Plant consists of a building that contain offices, an environmental laboratory, conference rooms, lunchroom, restrooms and locker rooms.

CLEANING HOURS: This facility is operates on a seven day a week, twenty-four hour a day basis. Daily cleaning as defined monthly.

AREAS TO BE CLEANED: All areas in the specified buildings will be cleaned. **NOTE:** Safety equipment will be worn while working in the Environmental laboratory.

BID ITEM NO. 20
Fisheries
2025 Skylane Blvd
Windsor, CA
Approximately 900 square feet

GENERAL DESCRPTION: The Fisheries consists of a building that contains an environmental laboratory and restroom.

CLEANING HOURS: This facility is operates five days per week Monday through Friday. Cleaning will be done twice per month.

AREAS TO BE CLEANED: All areas in the specified buildings will be cleaned. **NOTE:** Safety equipment will be worn while working in the Environmental laboratory.

BID ITEM NO. 28 & 34
Llano Road Pump Station
4305 Llano Road
Approximately 1,224 square feet

GENERAL DESCRIPTION: This facility is responsible for maintaining the geysers pipeline.

CLEANING HOURS: This facility operates five days per week eight hours per day. Annual cleaning will be scheduled Monday through Friday by prior arrangement with Geysers staff.

AREAS TO BE CLEANED: Dusting of walls, horizontal surfaces, piping 15' down from standing level; concrete floors, stairwells, around equipment, including degrease oil spots. Pressure washing of this facility will be performed on an annual basis.

BID ITEM NO. 29 & 35
Bear Canyon Pump Station
5565 Pine Flat Road, Healdsburg, CA
Approximately 6,900 square feet

GENERAL DESCRIPTION: This facility is responsible for maintaining the geysers pipeline.

CLEANING HOURS: This facility operates five days per week eight hours per day. Annual cleaning will be done Monday through Friday by prior arrangement with Geysers staff.

AREAS TO BE CLEANED: Dusting of walls, horizontal surfaces, piping 15' down from standing level; concrete floors, stairwells, around equipment, including degrease oil spots. Pressure washing of this facility will be performed on an annual basis.

BID ITEM NO. 30 & 36
Mayacamas Pump Station
8100 Pine Flat Road, Healdsburg, CA
Approximatley 6,900 square feet

GENERAL DESCRIPTION: This facility is responsible for maintaining the geysers pipeline.

CLEANING HOURS: This facility operates five days per week eight hours per day. Annual cleaning will be done Monday through Friday by prior arrangement with Geysers staff.

AREAS TO BE CLEANED: Dusting of walls, horizontal surfaces, piping 15' down from standing level; concrete floors, stairwells, around equipment, including degrease oil spots. Pressure washing of this facility will be performed on an annual basis.

BID ITEM NO. 31 & 37
Pine Flat Pump Station
10600 Pine Flat Road, Healdsburg, CA
Approximately 6,000 square feet

GENERAL DESCRIPTION: This facility is responsible for maintaining the geysers pipeline.

CLEANING HOURS: This facility operates five days per week eight hours per day. Annual cleaning will be done Monday through Friday by prior arrangement with Geysers staff.

AREAS TO BE CLEANED: Dusting of walls, horizontal surfaces, piping 15' down from standing level; concrete floors, stairwells, around equipment, including degrease oil spots. Cleaning of lunchroom is included in this facility. Pressure washing of this facility will be performed on an annual basis.

BID ITEM NO. 32
Terminal Reservoir Tank located on Privat Road at
North End of Pine Flat Road, Healdsburg, CA
Pressure Washing Only

GENERAL DESCRIPTION: This facility is responsible for maintaining the geysers pipeline.

CLEANING HOURS: This facility operates five days per week eight hours per day. Annual cleaning will be done Monday through Friday by prior arrangement with Geysers staff.

AREAS TO BE CLEANED: Pressure washing of this facility will be performed on an annual basis.

SPECIAL PROVISIONS

General: The work covered under this specification consists of performing all operations in connection with the accomplishment of janitorial services in the buildings. The contractor shall furnish all labor, supplies (except those specified), material, equipment and supervision to perform satisfactorily the services specified herein at the frequencies and during the times shown.

Note: Prevailing Wage is not required.

Equipment & Facilities Inspection: The City of Santa Rosa reserves the right to inspect and evaluate the suitability of all proposed equipment and bidder's facilities to be used in performance of the contract prior to making an award. This inspection process will be a critical part of the bid evaluation.

Qualifications of Employees: The City of Santa Rosa may require dismissal from the work those employees whom he deems incompetent, careless or otherwise objectionable to the public interest. The contractor shall fill out at commencement of the contract a complete list of all employees assigned to perform the contract work. All of the contractor's employees will be required to wear a company uniform, identifying contractor and employee, and shall carry proper visible identification on their person at all times. Contractor shall notify the facility manager at each service location or his/her representative immediately in writing of all changes in contract personnel by submitting name and address of employee and effective date of employment or termination. When in the opinion of the City, an employee does not constitute a satisfactory security risk; his employment on the contract will be denied.

Conduct Of Work: The contractor shall prohibit his employee from disturbing papers on desks, opening desk drawers or cabinets or using telephones, radio equipment, or office equipment provided for official City use. No equipment shall be unplugged without prior City approval.

Methods Of Communications: The City prefers that the successful contractor have the capability to be reached via Internet E-Mail. At a minimum, Contractor shall have telephone communication capability.

Security: All spaces shall be locked and the lights turned off after cleaning in each area has been completed. Security lights (as directed) shall be turned on prior to leaving the facility. Keys required by the contractor will be furnished by the City to a designated contractor employee on a custody receipt and shall be returned to the City on demand. Any loss of keys must be reported to the City's Utilities Department Contract Administrator immediately. Keys are to be made only by the City. The charge to the Contractor for replacing lost keys will be the actual cost of the key replacement plus an administrative fee of 5% for staff time spent in replacing lost keys. Should a lost or stolen key jeopardize the security of the particular City facility, the contractor shall be totally responsible for all costs incurred by the City in re-keying the lock system, plus an administrative fee of an addition 5% of the total cost for re-keying any facility. Contractor is advised that this process could be quite costly. Electronic security system (where installed) shall be properly disarmed and armed each time

after-hours access is made. All exiting doors are to remain locked while the contractor is in the space. Do not block open occupant or exterior doors for any reason. Do not assist entry of anyone except contractor, employees or Police/Fire personnel. Close and lock any exterior windows.

Alarm System: Where applicable, the contractor shall be charged the actual cost for staff time, including police time, in responding to alarms set off by the Contractor, while in the process of entering or leaving the facility.

Energy Conservation: Contractor shall instruct all employees performing work within the facility to utilize methods, which will maximize energy conservation. This shall include the turning on of light fixtures only in the areas where work is in progress.

Cleaning Quality Requirements: Services performed under this contract shall be subjected to inspection and approval by the City's Utilities Department Contract Administrator, Supervisor or his/her representative at each service location. First quality cleaning will be required. Careless performance of the contract work will not be tolerated. Unsatisfactory work will be called to the attention of the contractor and he will be required to correct the work deficiencies within four (4) hours, and improve the overall work results to the satisfaction of the facility manager or his/her representative. Contractor shall respond to the work site within one (1) hour should unsatisfactory work cause an emergency condition as determined by the City.

Failure by the contractor to comply with such requests will result in either the corrective work being performed by other means and the cost charged to the contractor, or in termination of the contract. Notification of unsatisfactory work shall be deemed given as soon as the City leaves a telephone or fax message notifying contractor of deficient performance. Contractor shall provide telephone and fax numbers for this purpose, and shall provide a telephone number for emergency calls, and respond within 15 minutes with a phone call back.

Workmanship, Materials & Equipment: Unless otherwise provided in the contract requirements and specifications, the contractor shall furnish all labor, materials and equipment for satisfactory contract performance. When not specifically identified in the specifications, such materials and equipment shall be of suitable type and grade for the purpose. Each item or article shall be subject to inspection and/or test and approved by the facility manager at each service location or his/her representative when so required. All workmanship shall be subject to the inspection and approval of the facility manager at each service location or his/her representative. All necessary cleaning equipment including power driven floor scrubbing machines, waxing and polishing machines, industrial-type vacuum cleaners, and all necessary motor trucks, etc., needed for the performance of the work of this contract shall be furnished by the contractor. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the facility manager at each service location or his/her representative. Equipment deemed by the facility manager at each service location or his/her representative to be of improper type of design or inadequate for the purpose intended shall be replaced.

All products used by the contractor shall meet all EPA and Cal OSHA standards and be U.S. Green Building Council approved. The City will not be held liable for contractor's failure to

comply this requirement. All supplies used must be approved by the Contracting Officer Representative. All products/chemicals will have proper identifying labels affixed to them as well as secondary containers (i.e. spray bottles). Any chemical used in the performance of the contract work shall have the appropriate Material Safety Data Sheet (MSDS) in a labeled safety binder in each area/closet in which they are stored. Copies of all MSDSs for each building will be supplied to the Utilities Store Specialist at the start of the contract. Failure to comply will result in immediate removal of said product(s)/Chemical(s) by the contractor.

Changes: The City may at any time, by giving fifteen days written notice delete or add to the work as set forth in the specifications. If such changes cause an increase or decrease in the amount due under the contract, an equitable adjustment shall be made and the contract amended in writing accordingly.

Supervision: The contractor shall arrange for daily on site supervision of the employees performing the contract work. The contractor or his supervisors shall be available at all times, when the contract work is in progress and during the day when the buildings are occupied by the City to receive instructions from the Contracting Officer Representative or his/her representative. The contractor's supervisor shall be fully and adequately trained and have experience in cleaning supervision, sufficient in scope to meet the approval of the Contracting Officer Representative or his/her representative. Contractor's supervisor will be required to perform daily inspections of all buildings serviced under the contract. The contractor's supervisory personnel shall be able to communicate clearly in the English language and with non-English speaking personnel who may be employed by the contractor to perform the services described in the contract. Contractor's employees shall not be accompanied in their work area by acquaintances, family members or any other person unless said person is an authorized employee of the contractor assigned to clean work area.

Inspection of Premises: The contractor shall inform each employee that the employee shall be required to sign a "Verification of Services Performed Log" each day after his work is complete and record the time they started and finished their work for the day. This log will be located at each service location specified herein. This log shall also be signed by the supervisor at that location. The supervisor shall inspect and rate the level of service performed that day. The log shall be posted at all times. There shall be no exception to this requirement.

The contractor shall accompany the City's representative on scheduled and non-scheduled inspection tours of the buildings and/or sites when requested by the Contracting Officer Representative or his/her representative at each service location. Inspections will be scheduled for 7:30 A.M. each Tuesday until further notice.

Protection & Damage: The contractor shall be responsible for the protection of all existing vegetation, equipment and facilities and shall, at his own expense, repair or restore any damages caused by the actions or negligence of his employees, within a 24 hour period. If he fails or refuses to make such repairs or restorations, the City may have the work accomplished under separate contract and deduct the cost from this contract price.

The contractor shall take all precautions necessary for the protection against injury of all persons engaged at the site in the performance of the contract. He shall observe all pertinent safety practices and comply with any applicable safety regulations. In addition to

City furnished supplies, all products used by the contractor in performance of the contract shall meet the appropriate EPA and Cal OSHA Standards. The City will not be held liable should contractor fail to comply with said standards. All supplies used must be approved by the City's Store Specialist. All products/chemical containers (i.e. spray bottles) will be properly labeled. Material Safety Data Sheets (MSDS) must be kept in a labeled safety binder in the area where said chemical are stored. Copies of all MSDSs for each building will be supplied to the facility manager at the start of the contract. Failure to comply with this requirement will result in immediate removal of said product/chemical by contractor.

Storage Space: The City will assign a limited amount of space available in the buildings for the storage of the contractor's supplies and equipment. Contractor shall keep this space in a neat and orderly condition. The City will not be responsible in any way for damage or loss of the contractor's stored supplies or equipment or the contractor's employees' personal belongings brought into the building.

Weekend & Holiday Work: All work necessary to be performed on Saturdays, Sundays, or legal holidays, except for that as may be required in the specifications, shall be performed without additional expense to the City, and shall be authorized by the facility manager at each location or his/her representative.

Evening Activities: On occasion, the Utilities Department conducts meetings or activities in the evening. It will be the responsibility of the contractor to check the Conference Room book each week for meetings scheduled in the evening. In the event that a meeting is scheduled for the evening, the contractor will be required to clean the rooms used after the meeting has concluded.

City Furnished Supplies: The City will maintain a supply of paper towels, liquid soap, toilet tissue, toilet seat covers, and 55 gallon size plastic trash liners. Plastic trash liner for waste paper baskets, smaller trash containers and sanitary liners shall be the responsibility of the contractor. The contractor will be responsible for replenishing all City supplied products from City warehouse inventory supplies.

Cleaning Schedules: The successful contractor will be required to furnish to the Contracting Officer Representative or his/her representative, a monthly work schedule of all the tasks scheduled for the month no later than the 15th day of the prior month.

Invoices: Invoices shall be submitted monthly for all work completed during the previous month. Invoices shall be formatted and described exactly as the bid items listed on this Invitation for Bids, including item numbers. Invoices will include only those sites visited for the previous month.

Cleaning Hours: The City will require some areas to be cleaned during normal business hours. For those areas to be cleaned during normal business hours, contractor will work with each division to ensure that the cleaning will not disrupt their work.

Areas to be cleaned during normal business hours of 9:00a.m to 3:00p.m. include:

- Brown Farm
- Station 4

The rest of the Utilities Facilities shall be cleaned in the evening hours with work beginning no later than 4:00 PM and be completed not later than 8:00 am the following day in the following areas:

- Maintenance Building: Rest Room and Locker Room
- Maintenance Building: Electrical Office
- Maintenance Building: Instrumentation Office
- Maintenance Building: Millwright Office
- Maintenance Building: Skilled Maintenance Office
- Compost Facility
- UV Fountain
- Digester Restroom
- Waste Hauler Station

NOTE: Some of the monthly and quarterly cleaning tasks may be performed during normal business hours.

Recyclable Materials: The contractor will be required to deposit all recyclable paper, cans and all other recyclables in the appropriate containers for that facility. The recycled material containers shall be emptied when full into the appropriate bin. Contractor is not to remove recyclable materials that employees may have on their work spaces.

Penalties: Contractor shall incur a flat rate penalty fee of \$300 per occurrence to be deducted from subsequent contract monthly billing for any of the following:

1. Failure to submit the monthly work schedules to the City's Contracting Officer Representative by the 15th of each month.
2. Failure to perform the daily tasks as described.
3. Failure to correct deficiencies in performance.

James Furuli Investment Co, Inc.

CA Lic. #496526

dba Environmental Dynamics
dba Total Building Maintenance
1320 Commerce St., Suite T
Petaluma, CA 94954

Telephone (707) 762-9224

Fax (707) 762-1964

Thursday, December 27, 2012

City of Santa Rosa
c/o Review Committee

Re: **IFB 12-47**

To Whom it May Concern:

We appreciate the opportunity to bid on the Utilities Janitorial Services for the City of Santa Rosa.

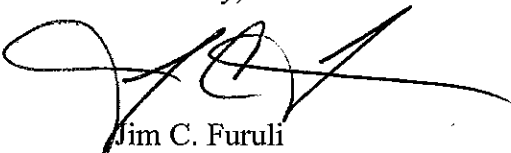
Environmental Dynamics is a Certified Green Small Business and one of the first **Green** Certified janitorial companies in Sonoma County. We strive to provide our customers with the finest in services utilizing **green** products and high-efficiency, low-emission equipment that meets "Green Label" Testing Program requirements, while being extremely conscious of our environment. We are very much interested in being chosen again as your maintenance contractor for these facilities with a total commitment of service and responsibility to the City of Santa Rosa.

Environmental Dynamics intends to increase hours to meet minimum requirements while staying competitive. Environmental Dynamics plans to utilize Cycle Cleaning Schedules, trained qualified staff members, and latest equipment and materials.

Enclosed you will find our Invitation for Bid package. Invitations for bids always leave room for negotiation.

If you have any questions or need clarification on any point, please don't hesitate to contact us.

Sincerely,



Jim C. Furuli
President

JCF:pll
Enclosure



December 19, 2012

ALL PROSPECTIVE BIDDERS

ADDENDUM 1 – IFB 12-47 UTILITIES JANITORIAL SERVICES

Notice is hereby given that certain sections contained in the above referenced Invitation For Bids are being amended, clarified and/or deleted and are identified as Addendum No. 1 and attached hereto.

THEREFORE: All bidders are required to note this Addendum No. 1, are **required** to sign this Addendum and shall submit this Addendum with the sealed bid.

Should you have any questions, please feel free to call me at 707-543-3709.

Jennifer Myles

Jennifer Myles
Senior Buyer

Attachment

CONTINUATION SHEET	BID NO. 12-47	PAGE NO. AD1-1
--------------------	------------------	-------------------

ADDENDUM NO. 1

The following is a list of clarifications provided in response to Request for Information submitted:


Attachment B:

Original Worksheets that referred to Bid Items 28-31 have been changed to Bid Items 34-37 for annual cleaning services. There are no worksheets required for pressure washing services.

"The undersigned offers and agrees, if this addendum is accepted, to pay for any or all of the items upon which prices are offered at the price set opposite each item."

NO. 1

DATED: December 19, 2012

COMPANY NAME:	JAMES FURULI INVESTMENT CO., INC.
COMPANY ADDRESS:	1329 COMMERCE STREET, STE T PETALUMA, CA 94954
REPRESENTATIVE'S NAME:	JAMES FURULI
SIGNATURE and TITLE:	 PRESIDENT
DATE:	December 27, 2012

James Furuli Investment Co, Inc.

CA Lic. #496526

**dba Environmental Dynamics
dba Total Building Maintenance
1320 Commerce St., Suite T
Petaluma, CA 94954**

Telephone (707) 762-9224

Fax (707) 762-1964

City of Santa Rosa
c/o Jennifer Myles/Senior Buyer
635 First St., 2nd Floor
Santa Rosa, CA 95404

Bidders' Qualifications/Experience IFB 12-47

Established in 1979, dba Environmental Dynamics, and dba Total Building Maintenance. Incorporated in 1985 as James Furuli Investment Co., Inc. Our Dun & Bradstreet number is 03-968-5615.

We are the present contractor over the past several years, working with the City of Santa Rosa. Contracting Officer representatives, department heads, together we have made several contract cost reductions and brought the productivity up to high standards.

We are pleased to offer City of Santa Rosa the lowest possible bid.

Attachment "B" Questionnaire IFB 12-47 Additional Information

- B. Equipment: Contract equipment to be upgraded to meet City green/noise requirements; true-hepa three stage filtration multi vacuums and latest innovated equipment.
- C. Work Methods: Beginning in 2008, Environmental Dynamics became one of Sonoma County's first certified green janitorial companies, and continues those practices.

Upon hiring, our employees are fully trained by a qualified supervisor who is knowledgeable in all aspects of the janitorial field. We have also used outside training services, i.e. City of Santa Rosa Clean Water program and video training. Our employees' training is ongoing, thus keeping up-to-date with the industry's most innovative ideas and products. We are in the process of training our employees on GREEN cleaning procedures and habits. We have also utilized EPA and CAL OSHA standard; each employee is equipped with an Employee Handbook which outlines our Company policies and safety procedures. Each employee is trained in the safe handling and use of chemicals, and current MSDS books are readily available for easy reference. Through meticulous training processes, we are confident that our staff is capable and ready for every aspect of the job before placing them in the field.

Duty list to be formatted for approval by Facility Administrator. Times and area of responsibility listed along with specifications. Assignments implemented by Project Manager (p.m.), scheduled and random inspections by supervisors, detailed time sheets to be used by all staff. Calendars and schedules will be created by Environmental Dynamics office staff and submitted to the Administrator one month prior for authorization for services to be rendered.

See attached for examples of: Monthly calendar, quarterly schedule, inspection sheet, field ticket and time sheet

Upon acceptance of a new janitorial contract with the City of Santa Rosa, County of Sonoma utilities, we plan on recruiting a new position to assist staffing, training and supply inventory for this contract.

- All existing employee positions will be revised to meet minimum standards. This will position us to be the lowest most responsible bidder.

Respectfully submitted by:

James C. Furuli
President

JCF:p11

September 2012

Utilities Field Operations (W. College) - Quarterly

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 LABOR DAY Basic Service Weekly's	4	5 Basic Services	6	7 Basic Services	8
9	10 Basic Service Weekly's	11	12 Basic Services	13	14 Basic Services	15
16	17 QUARTERLY Basic Service Weekly's SW Corridor & Offices	18 SE Corridor & Offices	19 Basic Services HVAC GRATES NE Carpet & VCT	20	21 Basic Services Monthly	22
23	24 Basic Service Weekly's	25	26 Basic Services	27	28 Basic Services	29
30						

2012
City of Santa Rosa
Quarterly Schedule

January

Laguna Quarterly's
Floor care, grout, seal
chem. clean upholstery

SCWA College
Carpets

February

SCWA College
Station #4
Guerneville
Geysers
Sonoma Plant - Vinyl/Tile Floors
SCWA Concourse

March

SCWA Aviation
UFO Facility

April

Laguna Quarterly's
Floor care, grout, seal
chem. clean upholstery

SCWA College
Carpets

May

SCWA College
Brown Trailer (Bi-Annual)
Station #4
Guerneville
Geysers
Sonoma Plant - Vinyl/Tile Floors
SCWA Concourse

June

SCWA Aviation
UFO Facility

July

Laguna Quarterly's
Floor care, grout, seal
chem. clean upholstery

SCWA College
Carpets

August

SCWA College
Station #4
Guerneville
Geysers
Sonoma Plant - Vinyl/Tile Floors
SCWA Concourse

September

SCWA Aviation
UFO Facility

October

Laguna Quarterly's
Floor care, grout, seal
chem. clean upholstery

SCWA College
Carpets

November

SCWA College
Brown Trailer (Bi-Annual)
Station #4
Guerneville
Geysers
Sonoma Plant - Vinyl/Tile Floors
SCWA Concourse

December

SCWA Aviation
UFO Facility

ENVIRONMENTAL DYNAMICS

INSPECTION REPORT

Company: _____ # _____ Date _____

Account _____ # _____ Tenant _____

1 = Above The Standard 2 = Meets the Standard 3 = Needs Improvement

N/A		1	2	3	N/A		1	2	3	
	2. Telephones					24. Edges - Corners				
	4. Drinking Fountains					26. Behind Doors				
						27.				
	6. Entrance Glass					28. Dust Mopping				
						29. Damp Mopping				
	8. Desks - Tables					30. Corners - Edges - Baseboards				
	9. Window Ledges					31. Behind Doors				
	10. Picture Frames					32.				
	11. Shelves - Files					33. Clean - Orderly				
	12. Furniture Bases					34. Equipment - Supplies				
	13. Vents					35. Material Safety Data Sheets				
	14.					36. Account Information Sheet				
	15. Mirrors					37.				
	16. Sinks - Counters					38. Elevator - Stairwells				
	17. Toilets - Urinals					39. Breakroom				
	18. Dispensers (Filled - Cleaned)					40. Blinds				
	19. Partitions - Walls					41. Tile				
	20. Base - Behind Toilets					42. Carpet Care				
	21. Floors - Behind Doors					43. Exterior Glass				
	22.					44.				
REF #	COMMENTS							Corrected	By	Date

Inspected By _____ Employee _____

Building: _____ Floor: _____ Area: _____ Asst: _____

Date: _____ Time: _____ Account No.: _____ Asst: _____

Status General:	CL				OR				CD				Status Work Areas:	CL				OR				CD				Status Miscellaneous:	CL				OR				CD			
	A	U	A	U	A	U	A	U	A	U	A	U		A	U	A	U	A	U	A	U	A	U	A	U		A	U	A	U	A	U	A	U				
1 Floor T or C													26 Counters					50 Extinguishers																				
2 Baseboard / Cove													27 Chairs / Stools					51 Refrigerators																				
3 Corners / Edges													28 Sinks					52 Ice Machines																				
4 Walls													29 Stainless Steel					53 Glass Doors																				
5 Doors													30 Cabinets					54 Entrances																				
6 Door Jams													31 Equipment					55 Ash Urns																				
7 Wall Vents													32 Tables / Desks					56 Plastic Plants																				
8 Pictures													33 Files / Bookcases					57 Furniture																				
9 Closet													34 Telephones					58 Magazines																				
10 Lockers													35					59 Elevator Ceiling																				
11 Windows													36					60 Elevator Walls / Doors																				
12 Window Sills													Restroom					61 Elevator Floor / Tracks																				
13 Screens													37 Ceiling					62 Handrails																				
14 Blinds													38 Lights					63 Stairwell Landings																				
15 Drapes													39 Vents					64																				
16 Drape Tracks													40 Mirrors					65																				
17 Partitions													41 Sinks					66																				
18 Hi Dusting													42 Plumbing					67																				
19													43 Shower / Tile / Curtains					68																				
20													44 Dispensers					69 Janitor Closet																				
21													45 Toilet Units					70 Equipment																				
22 Ceiling													46 Tub / Seats					Totals																				
23 Ceiling Vents													47 Holder / Bars																									
24 Light Fixtures													48 Corners / Edges																									
25 Television Unit													49 Floor																									

Overall Assessment by: _____ Supervisor: _____ Comment: _____

Manager / Owner: _____ Comment: _____

CL = Cleanliness OR = Orderliness CD = Condition A = Acceptable U = Unacceptable

Environmental Dynamics Time Sheet

Employee Name:

Noemi Nicolas

Date	In	Out	Job Location	Subtotal	Total
11/1	2:30	4:00	LAGUNA (WASTE HAULER)		1.5
"	4:00	6:00	LAGUNA (BELT PRESS)		2
"	6:00	8:00	LAGUNA (CHEM BUILD.)		2
11/2	4:00	8:00	COMPOST		4
11/3	4:30	10:30	GEYSERS		6
			SAMPLE		
				Total	15.5

Signature:



ATTACHMENT "A"
COST PROPOSAL

In addition to providing itemized pricing in the schedule below, bidders must complete a Contractor's Service Worksheet (Attachment B) for each bid item.

SECTION I
Janitorial Services

Bid Item	Qty	Unit	Description	Unit Cost	Total Amount
1.	12	Mo	Laguna Wastewater Treatment Plant, Administration, 3 Days Per Week	\$1,800.00	\$21,600.00
2.	12	Mo	Laguna Wastewater Treatment Plant, Annex, 3 Days Per Week	\$900.00	\$10,800.00
3.	12	Mo	Laguna Wastewater Treatment Plant, Chemical Building, 3 Days Per Week	\$303.75	\$3,645.00
4.	12	Mo	Laguna Wastewater Treatment Plant, Belt Press, 3 Days Per Week	\$303.75	\$3,645.00
5.	12	Mo	Laguna Wastewater Treatment Plant, Maintenance Building, 3 Days Per Week	\$630.00	\$7,560.00
6.	12	Mo	Laguna Wastewater Treatment Plant, Warehouse, 3 Days Per Week	\$379.00	\$4,548.00
7.	12	Mo	Laguna Wastewater Treatment Plant, Wastehauler and Digester Bathroom, 3 Days Per Week	\$236.25	\$2,835.00
8.	12	Mo	Laguna Wastewater Treatment Plant, UV Fountain, 1 Day Per Week	\$231.00	\$2,772.00
9.	12	Mo	Compost Facility, 3 Days Per Week	\$768.75	\$9,225.00
10.	12	Mo	Brown Farm, Trailer and Restrooms, 2 Days Per Week	\$305.00	\$3,660.00
11.	12	Mo	Geyers Operations, 3 Days Per Week	\$907.50	\$10,890.00
12.	12	Mo	Utilities Field Operation Facility, 3 Days Per Week	\$2,790.00	\$33,480.00
13.	12	Mo	MSCN Yard Attendant Office, 3 Days Per Week	\$65.00	\$780.00
14.	12	Mo	Water Station 4, 3 Days Per Week	\$753.75	\$9,045.00
15.	12	Mo	Sonoma County Water Agency West College, 5 Days Per Week	\$1,892.00	\$22,704.00
16.	12	Mo	Sonoma County Water Agency 404, 5 Days Per Week	\$4,812.50	\$57,750.00
17.	12	Mo	Sonoma County Water Agency 204, 5 Days Per Week	\$3,517.50	\$42,210.00

Bid Item	Qty	Unit	Description	Unit Cost	Total Amount
18.	12	Mo	Sonoma Wastewater Treatment Plant, 1 Day Per Week	\$390.00	\$4,680.00
19.	12	Ea	Russian River Treatment Plant, 1 Day Per Month	\$202.50	\$2,430.00
20.	12	Mo	Sonoma County Fisheries Environmental Lab, 2 Times Per Month	\$90.00	\$1,080.00
Total Amount					\$255,339.00
Total Amount x2 (2 Year Total)					\$510,678.00

SECTION II
ANNUAL PRESSURE WASHING OF BUILDINGS
See Page 8 of 56

Bid Item	Qty	Unit	Description	Unit Cost	Total Amount
21.	1	Ea	Laguna Wastewater Treatment Plant, Administration	\$675.00	\$675.00
22.	1	Ea	Laguna Wastewater Treatment Plant, Annex	\$225.00	\$225.00
23.	1	Ea	Laguna Wastewater Treatment Plant, Chemical Building	\$325.00	\$325.00
24.	1	Ea	Laguna Wastewater Treatment Plant, Maintenance Building	\$220.00	\$220.00
25.	1	Ea	Laguna Wastewater Treatment Plant, Warehouse	\$165.00	\$165.00
26.	1	Ea	Compost Facility	\$915.00	\$915.00
27.	1	Ea	Geysers Operations	\$335.00	\$335.00
28.	1	Ea	Llano Road Pump Station	\$370.00	\$370.00
29.	1	Ea	Bear Canyon Pump Station	\$370.00	\$370.00
30.	1	Ea	Mayacamas Pump Station	\$370.00	\$370.00
31.	1	Ea	Pine Flat Pump Station	\$370.00	\$370.00
32.	1	Ea	Terminal Reservoir	\$225.00	\$225.00
33.	1	Ea	Utilities Field Operations	\$1,680.00	\$1,680.00
Total					\$6,245.00
Total Amount x2 (2 Year Total)					\$12,490.00

Section III
Annual Cleaning of Pump Stations
See Pages 19-20

Bid Item	Qty	Unit	Description	Unit Cost	Total Amount
34.	1	Ea	Llano Road Pump Station	\$720.00	\$720.00
35.	1	Ea	Bear Canyon Pump Station	\$720.00	\$720.00
36.	1	Ea	Mayacamas Pump Station	\$720.00	\$720.00
37.	1	Ea	Pine Flat Pump Station	\$720.00	\$720.00
Total					\$2,880.00
Total Amount x2 (2 Year Total)					\$5,760.00

Section IV
Miscellaneous Services as needed

NOTE: This section will not be included as part of determination for award.

Bid Item	Qty	Unit	Description	Unit Cost	Total Amount
38.		Hr	Misc. Cleaning – Hourly Rate applied for various miscellaneous cleaning outside of defined scope of work listed herein.	Hourly Rate <u>\$12.50</u> Overtime Rate <u>\$18.75</u> Holiday Rate <u>\$18.75</u>	

ATTACHMENT "B"
COST WORKSHEETS

CONTRACTOR'S WORKSHEET – BID ITEMS 1 – 8 LAGUNA WASTEWATER TREATMENT PLANT

A. **PERSONNEL RESOURCES:** Contractors shall list their proposed work force to be assigned to this section of the contract.

1. Number of Custodians: 5
2. Number of hours assigned to each custodian: 4-8 HOURS
3. Names: NEOMI N. - 11 YEARS EXPERIENCE
LAURA G. - 3 YEARS EXPERIENCE
LIZBET B. - 1.5 YEARS EXPERIENCE
FRANCISCO T. - 11 YEARS EXPERIENCE
4. Contract Supervisor: ALEX S. / CECILIA G. Phone: 707.762.9224
5. Experience: AS LISTED ABOVE

B. **EQUIPMENT:** Contractors shall list and briefly describe their proposed equipment to be used in the performance of this section of the contract.

	<u>QUANTITY</u>	<u>MAKE</u>	<u>MODEL</u>	<u>YEAR</u>	<u>DESCRIPTION</u>
1.	<u>1</u>	<u>FORD</u>	<u>RANGER</u>	<u>2006</u>	<u>PICK-UP TRUCK</u>
2.	<u>3</u>	<u>TENNANT</u>	<u>V-SMU-14</u>	<u>2012</u>	<u>COMMER. UPRIGHT VACUUM</u>
3.	<u>1</u>	<u>POWR-FLITE</u>	<u>20" MILLENIUM</u>	<u>2012</u>	<u>FLOOR MACHINE</u>
4.	<u>1</u>	<u>POWR-FLITE</u>	<u>PREDATOR 14</u>	<u>2012</u>	<u>SCRUBBER</u>

C. **WORK METHODS:** Contractors shall outline their methods for execution of the contract including organization of their work force, number of janitors assigned and methods of supervision of the work.

SEE ATTACHMENT "B" INFO SHEET

D. **ESTIMATED HOURS:** 32 hours per day, 3 days per week, for 52 weeks per year (4,992 hours per year); plus quarterly and annual work for a total of 200 hours per year. Total hours of service is 5,192 hours per year. Contractor shall provide the listed hours of service as the minimum service level.

E. **TOTAL COST:** Contractor shall state total proposed cost per year for this section of the contract
\$ 57,405.00

CONTRACTOR'S WORKSHEET - ITEM 9 - COMPOST

A. **PERSONNEL RESOURCES:** Contractors shall list their proposed work force to be assigned to this section of the contract.

1. Number of Custodians: 1

2. Number of hours assigned to each custodian: 5 HOURS

3. Names: MANUEL C. - 7 YEARS EXPERIENCE

4. Contract Supervisor: CECILIA G. Phone: 707.762.9224

5. Experience: AS LISTED ABOVE

B. **EQUIPMENT:** Contractors shall list and briefly describe their proposed equipment to be used in the performance of this section of the contract.

<u>QUANTITY</u>	<u>MAKE</u>	<u>MODEL</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	
1.	<u>1</u>	<u>FORD</u>	<u>F-150</u>	<u>2007</u>	<u>PICK-UP TRUCK</u>
2.	<u>1</u>	<u>POWR-FLITE</u>	<u>20" MILLENIUM</u>	<u>2012</u>	<u>FLOOR MACHINE</u>
3.	<u>1</u>	<u>CLEANMAX PRO</u>	<u>CMPS-QD</u>	<u>2012</u>	<u>COMMER. UPRIGHT VACUUM</u>
4.	<u>1</u>	<u>BASIC CLEANING KIT WITH EXTION POLE, DUSTER, CLEANING SOLUTION, ETC.</u>			

C. **WORK METHODS:** Contractors shall outline their methods for execution of the contract including organization of their work force, number of janitors assigned and methods of supervision of the work.

SEE ATTACHMENT "B" INFO SHEET

D. **ESTIMATED HOURS:** 5 hours per day, 3 days per week, for 52 weeks per year (780 hours per year); plus quarterly and annual work for a total of 40 hours per year. Total hours of service is 820 hours per year. Contractor shall provide the listed hours of service as the minimum service level.

E. **TOTAL COST:** Contractor shall state total proposed cost per year for this section of the contract
\$ 9,225.00

CONTRACTOR'S WORKSHEET -- ITEM 10 -- BROWN FARM

A. **PERSONNEL RESOURCES:** Contractors shall list their proposed work force to be assigned to this section of the contract.

1. Number of Custodians: 1

2. Number of hours assigned to each custodian: 3 HOURS

3. Names: SANDRA R. - 8 YEARS EXPERIENCE

4. Contract Supervisor: CECILIA G. Phone: 707.762.9224

5. Experience: AS LISTED ABOVE

B. **EQUIPMENT:** Contractors shall list and briefly describe their proposed equipment to be used in the performance of this section of the contract.

<u>QUANTITY</u>	<u>MAKE</u>	<u>MODEL</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	
1.	1	TENNANT	V-SMU-14	2012	COMMER. UPRIGHT VACUUM
2.	1	TMI	MUSTANG M-12	2010	CARPET EXTRACTOR
3.	1	POWR-FLITE	20" MILLENIUM	2012	FLOOR MACHINE
4.	1	BASIC CLEANING KIT WITH EXTION POLE, DUSTER, CLEANING SOLUTION, ETC.			

C. **WORK METHODS:** Contractors shall outline their methods for execution of the contract including organization of their work force, number of janitors assigned and methods of supervision of the work.

SEE ATTACHMENT "B" INFO SHEET

D. **ESTIMATED HOURS:** 3 hours per day, 2 days per week, for 52 weeks per year (312 hours); plus bi-annual work for a total of 16 hours per year. Total hours of service is 328 hours per year. Contractor shall provide the listed hours of service as the minimum.

E. **TOTAL COST:** Contractor shall state total proposed cost per year for this section of the contract
\$ 3,660.00

CONTRACTOR'S WORKSHEET -- ITEM 11 -- GEYSERS OPERATIONS

A. **PERSONNEL RESOURCES:** Contractors shall list their proposed work force to be assigned to this section of the contract.

1. Number of Custodians: 1-2

2. Number of hours assigned to each custodian: 6-3 HOURS

3. Names: HIRBERTO C. - 12 YEARS EXPERIENCE

FRANCISCO T. - 11 YEARS EXPERIENCE

4. Contract Supervisor: CECILIA G. Phone: 707.762.9224

5. Experience: AS LISTED ABOVE

B. **EQUIPMENT:** Contractors shall list and briefly describe their proposed equipment to be used in the performance of this section of the contract.

<u>QUANTITY</u>	<u>MAKE</u>	<u>MODEL</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	
1.	1	POWR-FLITE	20" MILLENIUM	2012	FLOOR MACHINE
2.	1	CLEANMAX PRO	CMPS-QD	2012	COMMER. UPRIGHT VACUUM
3.	1	TMI	MUSTANG M-12	2010	CARPET EXTRACTOR
4.	1	BASIC CLEANING KIT WITH EXTION POLE, DUSTER, CLEANING SOLUTION, ETC.			

C. **WORK METHODS:** Contractors shall outline their methods for execution of the contract including organization of their work force, number of janitors assigned and methods of supervision of the work.

SEE ATTACHMENT "B" INFO SHEET

D. **ESTIMATED HOURS:** 6 hours per day, 3 days per week, for 52 weeks per year (936 hours); plus quarterly and annual work for a total of 32 hours per year. Total hours of service is 968 hours per year. Contractor shall provide the listed hours of service as a minimum.

E. **TOTAL COST:** Contractor shall state total proposed cost per year for this section of the contract
\$ 10,890.00

CONTRACTOR'S WORKSHEET -- ITEM 12 Utilities Field Operations

A. **PERSONNEL RESOURCES:** Contractors shall list their proposed work force to be assigned to this section of the contract.

1. Number of Custodians: 4
2. Number of hours assigned to each custodian: 4 HOURS
3. Names: FRANCISCO T. - 11 YEARS EXPERIENCE
ROBERTO N. - 11 YEARS EXPERIENCE
LAURA G. - 3 YEARS EXPERIENCE
HIRBERTO C. - 12 YEARS EXPERIENCE
4. Contract Supervisor: ALEX S. / FRANCISCO T. Phone: 707.762.9224
5. Experience: AS LISTED ABOVE

B. **EQUIPMENT:** Contractors shall list and briefly describe their proposed equipment to be used in the performance of this section of the contract.

<u>QUANTITY</u>	<u>MAKE</u>	<u>MODEL</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	
1.	<u>1</u>	<u>POWR-FLITE</u>	<u>20" MILLENIUM</u>	<u>2012</u>	<u>FLOOR MACHINE</u>
2.	<u>1</u>	<u>TMI</u>	<u>MUSTANG M-12</u>	<u>2010</u>	<u>CARPET EXTRACTOR</u>
3.	<u>3</u>	<u>TENNANT</u>	<u>V-SMU-14</u>	<u>2012</u>	<u>COMMER. UPRIGHT VACUUM</u>
4.	<u>4</u>	<u>BASIC CLEANING KIT WITH EXTION POLE, DUSTER, CLEANING SOLUTION, ETC.</u>			

C. **WORK METHODS:** Contractors shall outline their methods for execution of the contract including organization of their work force, number of janitors assigned and methods of supervision of the work.

SEE ATTACHMENT "B" INFO SHEET

D. **ESTIMATED HOURS:** 16 hours per day, 3 days per week, for 52 weeks per year (2,496 hours) Plus quarterly and annual work for a total of 184 hours per year. Total hours of service is 2,680 hours per year. Contractor shall provide the listed hours of service as a minimum.

E. **TOTAL COST:** Contractor shall state total proposed cost per year for this section of the contract
\$ 33,480.00

CONTRACTOR'S WORKSHEET -- ITEM 13 --MSCN Yard Attendant

A. **PERSONNEL RESOURCES:** Contractors shall list their proposed work force to be assigned to this section of the contract.

1. Number of Custodians: 1
2. Number of hours assigned to each custodian: 0.5 HOUR
3. Names: HERIBERTO C. - 12 YEARS EXPERIENCE

4. Contract Supervisor: FRANCISCO T. Phone: 707.762.9224
5. Experience: AS LISTED ABOVE

B. **EQUIPMENT:** Contractors shall list and briefly describe their proposed equipment to be used in the performance of this section of the contract.

<u>QUANTITY</u>	<u>MAKE</u>	<u>MODEL</u>	<u>YEAR</u>	<u>DESCRIPTION</u>
1	POWR-FLITE	20" MILLENIUM	2012	FLOOR MACHINE
1	TMI	MUSTANG M-12	2010	CARPET EXTRACTOR
1	TENNANT	V-SMU-14	2012	COMMER. UPRIGHT VACUUM
1	BASIC CLEANING KIT WITH EXTION POLE, DUSTER, CLEANING SOLUTION, ETC.			

C. **WORK METHODS:** Contractors shall outline their methods for execution of the contract including organization of their work force, number of janitors assigned and methods of supervision of the work.

SEE ATTACHMENT "B" INFO SHEET

D. **ESTIMATED HOURS:** .5 hour per day, 3 days per week, for 52 weeks per year (78 hours). Contractor shall provide the listed hours of service as a minimum.

E. **TOTAL COST:** Contractor shall state total proposed cost per year for this section of the contract
\$ 780.00

CONTRACTOR'S WORKSHEET -- ITEM 15 SONOMA COUNTY WATER AGENCY

A. **PERSONNEL RESOURCES:** Contractors shall list their proposed work force to be assigned to this section of the contract.

1. Number of Custodians: 1-2

2. Number of hours assigned to each custodian: 8-4 HOURS

3. Names: HERIBERTO C. - 12 YEARS EXPERIENCE

FRANCISCO T. - 11 YEARS EXPERIENCE

4. Contract Supervisor: CECILIA G.

Phone: 707.762.9224

5. Experience: AS LISTED ABOVE

B. **EQUIPMENT:** Contractors shall list and briefly describe their proposed equipment to be used in the performance of this section of the contract.

<u>QUANTITY</u>	<u>MAKE</u>	<u>MODEL</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	
1.	<u>1</u>	<u>POWR-FLITE</u>	<u>20" MILLENIUM</u>	<u>2012</u>	<u>FLOOR MACHINE</u>
2.	<u>1</u>	<u>TMI</u>	<u>MUSTANG M-12</u>	<u>2010</u>	<u>CARPET EXTRACTOR</u>
3.	<u>2</u>	<u>TENNANT</u>	<u>V-SMU-14</u>	<u>2012</u>	<u>COMMER. UPRIGHT VACUUM</u>
4.	<u>2</u>	<u>BASIC CLEANING KIT WITH EXTION POLE, DUSTER, CLEANING SOLUTION, ETC.</u>			

C. **WORK METHODS:** Contractors shall outline their methods for execution of the contract including organization of their work force, number of janitors assigned and methods of supervision of the work.

SEE ATTACHMENT "B" INFO SHEET

D. **ESTIMATED HOURS:** 8 hours per day, 5 days per week, for 52 weeks per year (2,080 hours); plus quarterly work for a total of 32 hours per year. Total hours of service is 2,112 hours per year. Contractor shall provide the listed hours of service as a minimum.

E. **TOTAL COST:** Contractor shall state total proposed cost per year for this section of the contract
\$ 22,704.00

CONTRACTOR'S WORKSHEET - ITEM 16 SONOMA WATER AGENCY 404

A. **PERSONNEL RESOURCES:** Contractors shall list their proposed work force to be assigned to this section of the contract.

- 1. Number of Custodians: 4
- 2. Number of hours assigned to each custodian: 4-6 HOURS
- 3. Names: JAIME G. - 9 YEARS EXPERIENCE
MARIA C. - 2 YEARS EXPERIENCE
ALEJANDRA B. - 6 YEARS EXPERIENCE
JASON C. - 2 YEARS EXPERIENCE
- 4. Contract Supervisor: ALEX S. / FRANCISCO T. Phone: 707.762.9224
- 5. Experience: AS LISTED ABOVE

B. **EQUIPMENT:** Contractors shall list and briefly describe their proposed equipment to be used in the performance of this section of the contract.

<u>QUANTITY</u>	<u>MAKE</u>	<u>MODEL</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	
1.	1	POWR-FLITE	20" MILLENIUM	2012	FLOOR MACHINE
2.	1	TMI	MUSTANG M-12	2010	CARPET EXTRACTOR
3.	3	TENNANT	V-SMU-14	2012	COMMER. UPRIGHT VACUUM
4.	4	BASIC CLEANING KIT WITH EXTION POLE, DUSTER, CLEANING SOLUTION, ETC.			

C. **WORK METHODS:** Contractors shall outline their methods for execution of the contract including organization of their work force, number of janitors assigned and methods of supervision of the work.

SEE ATTACHMENT "B" INFO SHEET

D. **ESTIMATED HOURS:** 24 hours per day, 5 days per week, for 52 weeks per year (6,240 hours); plus quarterly work for a total of 160 hours per year. Total hours of service is 6,400 per year. Contractor shall provide the listed hours of service as a minimum.

E. **TOTAL COST:** Contractor shall state total proposed cost per year for this section of the contract
\$ 57,750.00

CONTRACTOR'S WORKSHEET - ITEM 17 SONOMA WATER AGENCY 204

A. **PERSONNEL RESOURCES:** Contractors shall list their proposed work force to be assigned to this section of the contract.

1. Number of Custodians: 4
2. Number of hours assigned to each custodian: 5 HOURS
3. Names: MARISELA M. - 5 YEARS EXPERIENCE
MIGUEL P. - 7 YEARS EXPERIENCE
ARMANDO D. - 13 YEARS EXPERIENCE
ISMAEL G. - 12 YEARS EXPERIENCE
4. Contract Supervisor: ALEX S. Phone: 707.762.9224
5. Experience: AS LISTED ABOVE

B. **EQUIPMENT:** Contractors shall list and briefly describe their proposed equipment to be used in the performance of this section of the contract.

<u>QUANTITY</u>	<u>MAKE</u>	<u>MODEL</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	
1.	1	POWR-FLITE	20" MILLENIUM	2012	FLOOR MACHINE
2.	1	TMI	MUSTANG M-12	2010	CARPET EXTRACTOR
3.	2	TENNANT	V-SMU-14	2012	COMMER. UPRIGHT VACUUM
4.	2	BASIC CLEANING KIT WITH EXTION POLE, DUSTER, CLEANING SOLUTION, ETC.			

C. **WORK METHODS:** Contractors shall outline their methods for execution of the contract including organization of their work force, number of janitors assigned and methods of supervision of the work.

SEE ATTACHMENT "B" INFO SHEET

D. **ESTIMATED HOURS:** 20 hours per day, 5 days per week, for 52 weeks per year (5,200 hours); plus quarterly work for a total of 160 hours per year. Total hours of service is 5,360 per year. Contractor shall provide the listed hours of service as a minimum.

E. **TOTAL COST:** Contractor shall state total proposed cost per year for this section of the contract
\$ 42,210.00

CONTRACTOR'S WORKSHEET - ITEM 19 RUSSIAN RIVER TREATMENT PLANT

A. **PERSONNEL RESOURCES:** Contractors shall list their proposed work force to be assigned to this section of the contract.

1. Number of Custodians: 2

2. Number of hours assigned to each custodian: 8 HOURS

3. Names: ARMANDO D. - 13 YEARS EXPERIENCE

JUAN G. - 8 YEARS EXPERIENCE

4. Contract Supervisor: CECILIA G. Phone: 707.762.9224

5. Experience: AS LISTED ABOVE

B. **EQUIPMENT:** Contractors shall list and briefly describe their proposed equipment to be used in the performance of this section of the contract.

<u>QUANTITY</u>	<u>MAKE</u>	<u>MODEL</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	
1.	1	POWR-FLITE	20" MILLENIUM	2012	FLOOR MACHINE
2.	1	TMI	MUSTANG M-12	2010	CARPET EXTRACTOR
3.	2	TENNANT	V-SMU-14	2012	COMMER. UPRIGHT VACUUM
4.	2	BASIC CLEANING KIT WITH EXTION POLE, DUSTER, CLEANING SOLUTION, ETC.			

C. **WORK METHODS:** Contractors shall outline their methods for execution of the contract including organization of their work force, number of janitors assigned and methods of supervision of the work.

SEE ATTACHMENT "B" INFO SHEET

D. **ESTIMATED HOURS:** 16 hours per month for 12 months per year (192 hours); plus quarterly work for a total of 24 hours per year. Total hours of service is 216 hours. Contractor shall provide the listed hours of service as a minimum.

E. **TOTAL COST:** Contractor shall state total proposed cost per year for this section of the contract
\$ 2,430.00

CONTRACTOR'S WORKSHEET -- ITEM 20 SONOMA COUNTY FISHERIES

A. **PERSONNEL RESOURCES:** Contractors shall list their proposed work force to be assigned to this section of the contract.

1. Number of Custodians: 1

2. Number of hours assigned to each custodian: 4 HOURS

3. Names: ISMAEL G. - 12 YEARS EXPERIENCE

4. Contract Supervisor: FRANCISCO T. Phone: 707.762.9224

5. Experience: AS LISTED ABOVE

B. **EQUIPMENT:** Contractors shall list and briefly describe their proposed equipment to be used in the performance of this section of the contract.

	<u>QUANTITY</u>	<u>MAKE</u>	<u>MODEL</u>	<u>YEAR</u>	<u>DESCRIPTION</u>
1.	<u>1</u>	<u>POWR-FLITE</u>	<u>20" MILLENIUM</u>	<u>2012</u>	<u>FLOOR MACHINE</u>
2.	<u>1</u>	<u>TMI</u>	<u>MUSTANG M-12</u>	<u>2010</u>	<u>CARPET EXTRACTOR</u>
3.	<u>1</u>	<u>TENNANT</u>	<u>V-SMU-14</u>	<u>2012</u>	<u>COMMER. UPRIGHT VACUUM</u>
4.	<u>1</u>	<u>BASIC CLEANING KIT WITH EXTION POLE, DUSTER, CLEANING SOLUTION, ETC.</u>			

C. **WORK METHODS:** Contractors shall outline their methods for execution of the contract including organization of their work force, number of janitors assigned and methods of supervision of the work.

SEE ATTACHMENT "B" INFO SHEET

D. **ESTIMATED HOURS:** 4 hours per day, 2 times per month for 12 month per year (96 hours). Contractor shall provide the listed hours of service as a minimum.

E. **TOTAL COST:** Contractor shall state total proposed cost per year for this section of the contract
\$ 1,080.00

CONTRACTOR'S WORKSHEET -- ITEM 34 LLANO ROAD PUMP STATION

A. **PERSONNEL RESOURCES:** Contractors shall list their proposed work force to be assigned to this section of the contract.

- 1. Number of Custodians: 4
- 2. Number of hours assigned to each custodian: 4 HOURS
- 3. Names: MIGUEL P. - 7 YEARS EXPERIENCE
MARIA F. - 15 YEARS EXPERIENCE
MIKE F. - 7 YEARS EXPERIENCE
BILL M. - 10 YEARS EXPERIENCE
- 4. Contract Supervisor: ALEX S. Phone: 707.762.9224
- 5. Experience: AS LISTED ABOVE

B. **EQUIPMENT:** Contractors shall list and briefly describe their proposed equipment to be used in the performance of this section of the contract.

<u>QUANTITY</u>	<u>MAKE</u>	<u>MODEL</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	
1.	1	FORD	F150	2007	PICK-UP TRUCK
2.	1	FORD	RANGER	2010	PICK-UP TRUCK
3.	2	HONDA	13-HP	2010	PRESSURE WASHER
4.	1	EAGLE	RODI	2009	LOW PRESSURE WASHER

C. **WORK METHODS:** Contractors shall outline their methods for execution of the contract including organization of their work force, number of janitors assigned and methods of supervision of the work.

EPA & CAL OSHA STANDARDS TO BE FOLLOWED. SAFETY EQUIPMENT WILL BE WORN WHILE WORKING ABOVE 14 FEET WITHOUT SAFETY RAILS. WORK TO BE PERFORMED AT SAME TIME AS INTERIOR CLEANING. EXTERIOR PRESSURE WASHING TO BE PERFORMED AT SAME TIME AS INTERIOR CLEANING.

D. **ESTIMATED HOURS:** 16 hours per visit, 4 times per year (64 hours). Contractor shall provide the listed hours of service as a minimum.

E. **TOTAL COST:** Contractor shall state total proposed cost per year for this section of the contract
\$ 720.00

CONTRACTOR'S WORKSHEET -- ITEM 35 BEAR CANYON PUMP STATION

A. **PERSONNEL RESOURCES:** Contractors shall list their proposed work force to be assigned to this section of the contract.

1. Number of Custodians: 4

2. Number of hours assigned to each custodian: 4 HOURS

3. Names: MIGUEL P. - 7 YEARS EXPERIENCE

MARIA F. - 15 YEARS EXPERIENCE

MIKE F. - 7 YEARS EXPERIENCE

BILL M. - 10 YEARS EXPERIENCE

4. Contract Supervisor: ALEX S. Phone: 707.762.9224

5. Experience: AS LISTED ABOVE

B. **EQUIPMENT:** Contractors shall list and briefly describe their proposed equipment to be used in the performance of this section of the contract.

<u>QUANTITY</u>	<u>MAKE</u>	<u>MODEL</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	
1.	1	FORD	F150	2007	PICK-UP TRUCK
2.	1	POWR-FLITE	PF600	2012	HEPA VACUUM
3.	2	WERNER	32'	2010	EXTENSION LADDER
4.	4	BASIC CLEANING KIT WITH EXTION POLE, DUSTER, CLEANING SOLUTION, ETC.			

C. **WORK METHODS:** Contractors shall outline their methods for execution of the contract including organization of their work force, number of janitors assigned and methods of supervision of the work.

EPA & CAL OSHA STANDARDS TO BE FOLLOWED. SAFETY EQUIPMENT WILL BE WORN WHILE WORKING ABOVE 14 FEET WITHOUT SAFETY RAILS. WORK TO BE PEFORMED AT SAME TIME AS INTERIOR CLEANING. EXTERIOR PRESSURE WASHING TO BE PERFORMED AT SAME TIME AS INTERIOR CLEANING.

D. **ESTIMATED HOURS:** 16 hours per visit, 4 times per year (64 hours). Contractor shall provide the listed hours of service as a minimum.

E. **TOTAL COST:** Contractor shall state total proposed cost per year for this section of the contract
\$ 720.00

CONTRACTOR'S WORKSHEET -- ITEM 36 MAYACAMAS PUMP STATION

A. **PERSONNEL RESOURCES:** Contractors shall list their proposed work force to be assigned to this section of the contract.

1. Number of Custodians: 4

2. Number of hours assigned to each custodian: 4 HOURS

3. Names: MIGUEL P. - 7 YEARS EXPERIENCE

MARIA F. - 15 YEARS EXPERIENCE

MIKE F. - 7 YEARS EXPERIENCE

BILL M. - 10 YEARS EXPERIENCE

4. Contract Supervisor: ALEX S. Phone: 707.762.9224

5. Experience: AS LISTED ABOVE

B. **EQUIPMENT:** Contractors shall list and briefly describe their proposed equipment to be used in the performance of this section of the contract.

<u>QUANTITY</u>	<u>MAKE</u>	<u>MODEL</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	
1.	1	FORD	F150	2007	PICK-UP TRUCK
2.	1	POWR-FLITE	PF600	2012	HEPA VACUUM
3.	2	WERNER	32'	2010	EXTENSION LADDER
4.	4	<u>BASIC CLEANING KIT WITH EXTION POLE, DUSTER, CLEANING SOLUTION, ETC.</u>			

C. **WORK METHODS:** Contractors shall outline their methods for execution of the contract including organization of their work force, number of janitors assigned and methods of supervision of the work.

EPA & CAL OSHA STANDARDS TO BE FOLLOWED. SAFETY EQUIPMENT WILL BE WORN WHILE WORKING ABOVE 14 FEET WITHOUT SAFETY RAILS. WORK TO BE PEFORMED AT SAME TIME AS INTERIOR CLEANING. EXTERIOR PRESSURE WASHING TO BE PERFORMED AT SAME TIME AS INTERIOR CLEANING.

D. **ESTIMATED HOURS:** 16 hours per visit, 4 times per year (64 hours). Contractor shall provide the listed hours of service as a minimum.

E. **TOTAL COST:** Contractor shall state total proposed cost per year for this section of the contract
\$ 720.00

CONTRACTOR'S WORKSHEET -- ITEM 37 PINE FLAT PUMP STATION

A. **PERSONNEL RESOURCES:** Contractors shall list their proposed work force to be assigned to this section of the contract.

- 1. Number of Custodians: 4
- 2. Number of hours assigned to each custodian: 4 HOURS
- 3. Names: MIGUEL P. - 7 YEARS EXPERIENCE
MARIA F. - 15 YEARS EXPERIENCE
MIKE F. - 7 YEARS EXPERIENCE
BILL M. - 10 YEARS EXPERIENCE
- 4. Contract Supervisor: ALEX S. Phone: 707.762.9224
- 5. Experience: AS LISTED ABOVE

B. **EQUIPMENT:** Contractors shall list and briefly describe their proposed equipment to be used in the performance of this section of the contract.

<u>QUANTITY</u>	<u>MAKE</u>	<u>MODEL</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	
1.	1	FORD	F150	2007	PICK-UP TRUCK
2.	1	POWR-FLITE	PF600	2012	HEPA VACUUM
3.	2	WERNER	32'	2010	EXTENSION LADDER
4.	4	BASIC CLEANING KIT WITH EXTION POLE, DUSTER, CLEANING SOLUTION, ETC.			

C. **WORK METHODS:** Contractors shall outline their methods for execution of the contract including organization of their work force, number of janitors assigned and methods of supervision of the work.

EPA & CAL OSHA STANDARDS TO BE FOLLOWED. SAFETY EQUIPMENT WILL BE WORN WHILE WORKING ABOVE 14 FEET WITHOUT SAFETY RAILS. WORK TO BE PERFORMED AT SAME TIME AS INTERIOR CLEANING. EXTERIOR PRESSURE WASHING TO BE PERFORMED AT SAME TIME AS INTERIOR CLEANING.

D. **ESTIMATED HOURS:** 16 hours per visit, 4 times per year (64 hours). Contractor shall provide the listed hours of service as a minimum.

E. **TOTAL COST:** Contractor shall state total proposed cost per year for this section of the contract
\$ 720.00

**REQUIRED
DATA
FORMS**

List of Forms:

Designated Contact

Attachment 'A' Cost Proposal

Attachment 'B' Contractor's Worksheet

Attachment 'C' References

Attachment 'D' Sample Contract

Attachment 'E' Floor Plans

ATTACHMENT "C"
REFERENCES

Indicate below, or on a separate sheet, at least five (5) references from accounts similar in size. Be sure to include for each reference: an account name, contact person, telephone number, and how long you have had the account.

1. Account Name: UPS (MULTIPLE LOCATIONS)
Address: 2222 17TH STREET, SAN FRANCISCO, CA
Contact Person/Title: GEORGE MCGEE / PLANT ENGINEERING
Phone Number: (650) 737-3760
Number of years servicing this account: SINCE 1991

2. Account Name: FEDEX (TWO LOCATIONS)
Address: 500 CALETI AVE, WINDSOR, CA
Contact Person/Title: DOMINIC PONCIA / MANAGER
Phone Number: (707) 836-9890
Number of years servicing this account: SINCE 2007

3. Account Name: KEEGAN & COPPIN (VARIOUS LOCATIONS)
Address: 1355 N. DUTTON AVE, SUITE 100, SANTA ROSA, CA
Contact Person/Title: JIM KALLINGER / PROPERTY MANAGER
Phone Number: (707) 528-1400 X 123
Number of years servicing this account: SINCE 2007

4. Account Name: CLOVER-STORNETTA (MULTI-COMPLEX)
Address: 91 LAKEVILLE HWY, PETALUMA, CA
Contact Person/Title: JIM LANE / CUSTOMER SERVICE
Phone Number: (707) 769-3232
Number of years servicing this account: SINCE 2000

5. Account Name: CITY OF SANTA ROSA
Address: 55 STONY POINT ROAD, SANTA ROSA, CA
Contact Person/Title: MARK POWELL / DEPUTY DIRECTOR - LOCAL OPERATIONS
Phone Number: (707) 543-3354
Number of years servicing this account: SINCE 2010

ATTACHMENT "D"
CITY OF SANTA ROSA
GENERAL SERVICES AGREEMENT
WITH [NAME OF CONTRACTOR]
AGREEMENT NUMBER _____

This "Agreement" is made as of this ____ day of _____, 2012 [leave date blank until all parties have signed or until Council approves], by and between the City of Santa Rosa, a municipal corporation ("City"), and [add Contractor's full name, for example, "XYZ Sales Corporation" or "ABC Contracting, LLC" or "ABC Enterprises, LP", or "John Smith, dba Smith Contracting"] a [add type of legal entity and state of entity formation or incorporation, for example, a "California Corporation," or a "Delaware Limited Liability Company," or a "Nevada Limited Partnership," or a "sole proprietor"], ("Contractor").

RECITALS

A. City desires to contract for janitorial services according to the specifications, terms and conditions of Invitation for Bid (IFB) 12-47.

B. City desires to retain a qualified contractor to conduct the services described above in accordance with the terms of this Agreement.

C. Contractor represents to City that it is fully qualified to conduct the services described above.

D. The parties have negotiated upon the terms pursuant to which Contractor will provide such services and have reduced such terms to writing.

AGREEMENT

NOW, THEREFORE, City and Contractor agree as follows:

1. SCOPE OF SERVICES

Contractor shall provide to City the services described in Exhibit A ("Scope of Services"). Contractor shall provide these services at the time, place, and in the manner specified in Exhibit A. Exhibit A is attached hereto solely for the purpose of defining the manner and scope of services to be provided by Contractor and is not intended to, and shall not be construed so as to, modify or expand the terms, conditions or provisions contained in this Agreement. The parties agree that any term contained in Exhibit A that adds to, varies or conflicts with the terms of this Agreement is null and void.

2. TIME FOR PERFORMANCE

The services described herein shall be provided for the period of February 1, 2013 through January 31, 2015. Contractor shall devote such time and effort to the performance of

services as is necessary for the satisfactory and timely performance of Contractor's obligations under this Agreement. Neither party shall be considered in default of this Agreement, to the extent that party's performance is prevented or delayed by any cause, present or future, that is beyond the reasonable control of that party.

3. STANDARD OF PERFORMANCE

Contractor shall perform all services required under this Agreement in the manner and according to the standards currently observed by a competent practitioner of Contractor's occupation in California. All products and services of whatsoever nature that Contractor provides to City pursuant to this Agreement shall conform to the standards of quality normally observed by persons currently practicing in Contractor's occupation, and shall be provided in accordance with any schedule of performance specified in Exhibit A. Contractor shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, at any time during the term of this Agreement, desires the removal of any person assigned by Contractor to perform services pursuant to this Agreement, because City, in its sole discretion, determines that such person is not performing in accordance with the standards required herein, Contractor shall remove such person immediately upon receiving notice from City of the desire of City for the removal of such person.

4. COMPENSATION

The total of all fees paid to Contractor for the satisfactory performance and completion of all services set forth in Exhibit A shall not exceed the total sum of \$_____. The Chief Financial Officer is authorized to pay all proper claims from Charge Number _____.

5. BILLABLE RATES, PAYMENTS TO CONTRACTOR

a. Billable Rates. Contractor shall be paid for the performance of services at rates as set forth in Exhibit B.

b. Payments. Payments will be delayed where Contractor fails to provide the information required under subsection c. below or fails to comply with the insurance requirements in Attachment One to this Agreement. In no event shall the City be obligated to pay late fees or interest, whether or not such requirements are contained in Contractor's invoice.

c. Invoices. Payment will be made on a calendar-month basis in arrears. Invoices shall be submitted to the person and address specified in the Agreement, bid, or purchase order. In the event this Agreement becomes effective or terminates during the course of a month, the amount paid to the Contractor for the partial month shall be determined by prorating the amount on the basis of the number of calendar days involved. Processing of payment will be delayed for Contractor's failure to include reference to Agreement (including number) on the invoice **and for failure to maintain current insurance information with the City in accordance with insurance requirements hereunder.** In no event shall City be obligated to pay late fees or interest, whether or not such requirements are contained in the Contractor's invoice. Invoices for services provided in June or for any services not previously invoiced shall be submitted within 10 working days after June 30 to facilitate City fiscal year end closing. Failure to comply with this invoice submission requirement may delay payment.

In connection with any cash discount specified in the bid response, if applicable, or Contractor's

Proposal, time will be computed from the date correct invoices are received by the person and address specified in the Agreement, bid, or purchase order. For the purpose of earning the discount, payment is deemed to be made on the date of mailing of the City warrant or check. All invoices shall contain the following information:

1. Contractor name and remittance address
2. Date of invoice issuance
3. Amount of invoice
4. City purchase order or Agreement number
5. Identification of Agreement or purchase order line item(s) (if multiple lines) and description of services provided
6. Date of completion of services
7. Detail of costs, including labor, materials, tax, etc.

d. **Business Taxes.** Contractor shall pay to the City when due all business taxes payable by Contractor under the provisions of Chapter 6-04 of the Santa Rosa City Code. The City may deduct any delinquent business taxes, and any penalties and interest added to the delinquent taxes, from its payments to Contractor.

6. TERM, SUSPENSION, TERMINATION

a. The term of this Agreement shall be for two years, commencing on the date it is made above. City and Contractor may, upon mutual written agreement of both parties, renew the agreement for one 3-year extensions, one 2-year extension with one year extension remaining, or any combination of extensions not exceeding a total of three years.

b. City shall have the right at any time to temporarily suspend Contractor's performance hereunder, in whole or in part, by giving a written notice of suspension to Contractor. If City gives such notice of suspension, Contractor shall immediately suspend its activities under this Agreement, as specified in such notice.

c. City shall have the right to terminate this Agreement for convenience at any time by giving a written notice of termination to Contractor. If City gives such notice of termination, Contractor shall immediately cease rendering services pursuant to this Agreement. If City terminates this Agreement, City shall pay Contractor the reasonable value of services rendered by Contractor prior to termination. In this regard, Contractor shall furnish to City such information as in the judgment of the City is necessary for City to determine the reasonable value of the services rendered by Contractor. City shall not in any manner be liable for lost profits that might have been made by Contractor had the Agreement not been terminated or had Contractor completed the services required by this Agreement.

7. TERMINATION OF AGREEMENT FOR DEFAULT

If at any time 1) Contractor fails to conform to the requirements of this Agreement; 2) Contractor seeks relief under any law for the benefit of insolvents or is adjudicated bankrupt; 3) any legal proceeding is commenced against Contractor which may interfere with the performance of this Agreement; or 4) Contractor has failed to supply an adequate working force, or materials of proper quality, or has failed in any other respect to prosecute the work with the diligence and force specified and intended in and by the terms of this Agreement, which default is not fully corrected or remedied to the reasonable satisfaction of City within ten (10) days following the date a written notice thereof by City, then City shall have

the right and power, at its option and without prejudice to any other rights or remedies it may have, to immediately terminate this Agreement. Any cost or expense incurred by City arising out of Contractor's breach or default hereunder, and for City's enforcement of these rights, shall be the obligation of Contractor and may, at City's discretion, be deducted from any amounts that may then be owing to Contractor under this Agreement, without any release or waiver of any other rights or remedies in law or equity to which City may be entitled.

8. INDEMNIFY AND HOLD HARMLESS AGREEMENT

Contractor shall indemnify, defend and hold harmless City and its employees, officials, and agents, from and against any liability, (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, interest, defense costs, and expert witness fees), where the same results from or arises out of the performance of this Agreement by Contractor, its officers, employees, agents, or sub-contractors, excepting only that resulting from the sole, active negligence or intentional misconduct of City, its employees, officials, or agents. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under workers' compensation acts, disability benefits acts, or other employees' benefits acts. The provisions of this Section 8 shall survive any expiration or termination of this Agreement.

9. INSURANCE REQUIREMENTS

Contractor shall maintain in full force and effect all of the insurance coverage described in, and in accordance with, Attachment One, "Insurance Requirements", which is attached hereto and hereby incorporated herein by this reference. Maintenance of the insurance coverages as set forth in Attachment One is a material element of this Agreement and a material part of the consideration provided by Contractor in exchange for the City's agreement to make the payments prescribed hereunder. Failure by Contractor to (i) maintain or renew coverage, (ii) provide the City notice of any changes, modifications, or reductions in coverage, or (iii) provide evidence of renewal, may be treated by the City as a material breach of this Agreement by Contractor, whereupon the City shall be entitled to all rights and remedies at law and in equity, including but not limited to the immediate termination of this Agreement. Notwithstanding the foregoing, any failure by Contractor to maintain required insurance coverage shall not excuse or alleviate Contractor from any of its other duties or obligations under this Agreement. In the event Contractor, with approval of the City pursuant to Section 11 below, retains or utilizes any subcontractors in the provision of any services to City under this Agreement, Contractor shall assure that any such subcontractor has first obtained, and shall maintain, all of the insurance coverage requirements set forth in Attachment One.

10. LEGAL REQUIREMENTS AND PERMITS

Contractor represents and warrants that Contractor has all licenses, permits, City Business Tax Certificate, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its occupation and provide services under this Agreement. Contractor shall perform all services described herein in compliance with all applicable federal, state and local laws, rules, regulations, and ordinances, including but not limited to, (i) the Americans With Disabilities Act (ADA) of 1990, (42 U.S.C. 12101, et seq.), and any regulations and guidelines issued pursuant to the ADA, which prohibits discrimination against individuals with disabilities and may require reasonable accommodations; (ii) and Labor Code Sections 1700-1775, which require prevailing wages (in accordance with DIR schedule at

www.dir.ca.gov) be paid to any employee performing work covered by Labor Code Section 1720 et seq.; (iii) OSHA; and (iv) the Immigration Reform and Control Act of 1986. Contractor shall, if requested by City, provide certification and evidence of such compliance. If Contractor is an out-of-state corporation, Contractor warrants and represents that it possesses a valid certificate of qualification to transact business in the State of California issued by the California Secretary of State pursuant to Section 2105 of the California Corporations Code.

11. ASSIGNMENT AND SUBCONTRACTING

Contractor shall not subcontract or assign any right or obligation under this Agreement without the written consent of the City. Any attempted or purported subcontract or assignment without City's written consent shall be void and of no effect. No right under this Agreement, or claim for money due or to become due hereunder, shall be asserted against the City, or persons acting for the City, by reason of any so-called assignment of this Agreement or any part thereof and Contractor hereby agrees to indemnify and hold City harmless against any and all such claims. In the event Contractor obtains the prior written consent of City to assign monies due or to become due under this Agreement, Contractor shall provide City a copy of the instrument of assignment duly executed by Contractor, which shall contain a clause subordinating the claim of the assignee to all prior liens for services rendered or materials supplied for the performance of work. Upon notice and request by the City, Contractor shall promptly remedy, to include termination of any subcontract as appropriate and necessary, any default or failure to perform in a satisfactory manner the work undertaken by any subcontractor. Contractor shall be fully responsible and accountable to the City for the acts and omissions of its subcontractors, and of persons directly or indirectly employed by them, to the same extent that Contractor is for the acts and omissions of persons directly employed by Contractor. Nothing contained in this Agreement shall create any contractual relation between any subcontractor and the City.

12. BINDING EFFECT

This Agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the parties, subject to the provisions of Section 11, above.

13. RETENTION OF RECORDS

Contractor shall be required to retain any records necessary to document the charges for the services to be performed under this Agreement and make such records available to the City for inspection at the City's request for a period of not less than four (4) years.

14. ENTIRE AGREEMENT

This document, including all Exhibits and Attachment One, contains the entire agreement between the parties and supersedes whatever oral or written understanding the parties may have had prior to the execution of this Agreement. No alteration to the terms of this Agreement shall be valid unless approved in writing by Contractor, and by City, in accordance with applicable provisions of the Santa Rosa City Code.

15. SEVERABILITY

If any portion of this Agreement or the application thereof to any person or circumstance shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall be enforced to the greatest extent permitted by law.

16. WAIVER

Neither City acceptance of, or payment for, any service performed by Contractor, nor any waiver by either party of any default, breach or condition precedent, shall be construed as a waiver of any provision of this Agreement, nor as a waiver of any other default, breach or condition precedent or any other right hereunder.

17. ENFORCEMENT OF AGREEMENT

This Agreement shall be governed, construed and enforced in accordance with the laws of the State of California. Venue of any litigation arising out of or connected with this Agreement shall lie exclusively in the state trial court located in Sonoma County in the State of California, and the parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such court, and consent to service of process issued by such court.

18. CONTRACTOR NOT AGENT

Except as City may specify in writing, Contractor and Contractor's personnel shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Contractor and Contractor's personnel shall have no authority, express or implied, to bind City to any obligations whatsoever.

19. INDEPENDENT CONTRACTOR

a. It is understood and agreed that Contractor (including Contractor's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto for any purpose whatsoever. Neither Contractor nor Contractor's assigned personnel shall be entitled to any benefits payable to employees of City. City is not required to make any deductions or withholdings from the compensation payable to Contractor under the provisions of this Agreement, and Contractor shall be issued a Form 1099 for its services hereunder. As an independent contractor, Contractor hereby agrees to indemnify and hold City harmless from any and all claims that may be made against City based upon any contention by any of Contractor's employees or by any third party, including but not limited to any state or federal agency, that an employer-employee relationship or a substitute therefor exists for any purpose whatsoever by reason of this Agreement or by reason of the nature and/or performance of any services under this Agreement.

b. It is further understood and agreed by the parties hereto that Contractor, in the performance of Contractor's obligations hereunder, is subject to the control and direction of City as to the designation of tasks to be performed and the results to be accomplished under this Agreement, but not as to the means, methods, or sequence used by Contractor for accomplishing such results. To the extent that Contractor obtains permission to, and does, use City facilities, space, equipment or support services in the performance of this Agreement, this use shall be at the Contractor's sole discretion based on the Contractor's determination that such use will promote Contractor's efficiency and effectiveness. Except as may be specifically provided elsewhere in this Agreement, the City does not require that Contractor use City facilities, equipment or support services or work in City locations in the performance of this Agreement.

c. If, in the performance of this Agreement, any third persons are employed

by Contractor, such persons shall be entirely and exclusively under the direction, supervision, and control of Contractor. Except as may be specifically provided elsewhere in this Agreement, all terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by Contractor. It is further understood and agreed that Contractor shall issue W-2 or 1099 Forms for income and employment tax purposes, for all of Contractor's assigned personnel and subcontractors.

d. The provisions of this Section 19 shall survive any expiration or termination of this Agreement. Nothing in this Agreement shall be construed to create an exclusive relationship between City and Contractor. Contractor may represent, perform services for, or be employed by such additional persons or companies as Contractor sees fit.

20. NOTICES

Except as otherwise specifically provided in this Agreement, any notice, submittal or communication required or permitted to be served on a party hereto, may be served by personal delivery to the person or the office of the person identified below. Service may also be made by mail, by placing first-class postage affixed thereto, and addressed as indicated below, and depositing said envelope in the United States mail to:

City

Jim Wright
Purchasing Agent
631 First Street, 2nd Floor
Santa Rosa, California 95404
Phone: (707) 543-3706
Fax: (707) 543-3723

Contractor

21. AUTHORITY; SIGNATURES REQUIRED FOR CORPORATIONS

Contractor hereby represents and warrants to the City that it is (a) a duly organized and validly existing [enter type of entity], formed and in good standing under the laws of the State of [enter state of formation for corporations, LPs and LLCs], (b) has the power and authority and the legal right to conduct the business in which it is currently engaged, and (c) has all requisite power and authority and the legal right to consummate the transactions contemplated in this Agreement. Contractor hereby further represents and warrants that this Agreement has been duly authorized, and when executed by the signatory or signatories listed below, shall constitute a valid agreement binding on Contractor in accordance with the terms hereof.

If this Agreement is entered into by a corporation, it shall be signed by two corporate officers, one from each of the following two groups: a) the chairman of the board, president or any vice-president; b) the secretary, any assistant secretary, chief financial officer, or any assistant treasurer. The title of the corporate officer shall be listed under the signature.

Executed as of the day and year first above stated.

CONTRACTOR:

CITY OF SANTA ROSA
a Municipal Corporation

Name of Firm: _____

TYPE OF BUSINESS ENTITY (*check one*):

- Individual/Sole Proprietor
 Partnership
 Corporation
 Limited Liability Company
 Other (please specify: _____)

By: _____

Print Name: _____

Title: _____

Signatures of Authorized Persons:

APPROVED AS TO FORM:

By: _____

Print Name: _____

Title: _____

Office of the City Attorney

ATTEST:

By: _____

Print Name: _____

Title: _____

City Clerk

Taxpayer I.D. No. _____

City of Santa Rosa Business Tax Cert. No.

Attachments:

- Attachment One - Insurance Requirements
- Exhibit A - Scope of Services IFB 12-47
- Exhibit B - Contractors Proposal



TLCD ARCHITECTURE
 117 Fresno Street, Suite 400
 Fresno, CA 93702
 (559) 233-3300
 FAX: (559) 233-3306



SUBMITTAL 3

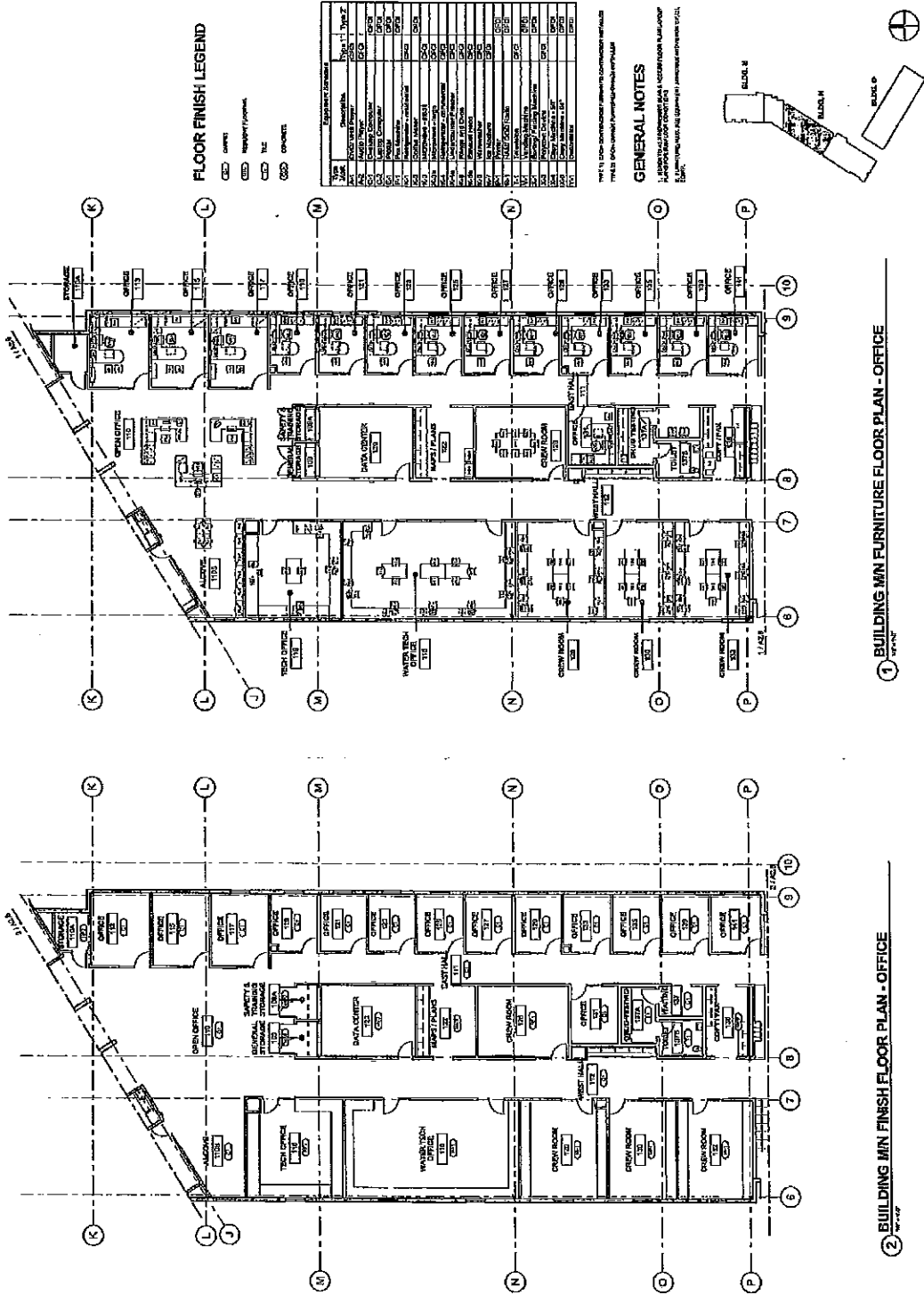
07/28/2017
 APPROVED
 PROJECT: WATER COLLEGE UTILITIES FACILITY PHASE 3
 DRAWING NO: A2.7
 SHEET NO: 01 OF 02
 DATE: 07/28/2017
 BY: [Signature]
 CHECKED BY: [Signature]
 PROJECT MANAGER: [Signature]
 ARCHITECT: [Signature]

**Water College
 Utilities Facility
 Phase 3**
 55 Shog Point Road
 Santa Rosa, CA

City of Santa Rosa
 69 Shog Point
 Santa Rosa, CA 95407

DATE	DESCRIPTION
07/28/2017	ISSUED FOR PERMIT
07/28/2017	ISSUED FOR CONSTRUCTION
07/28/2017	ISSUED FOR RECORD

BUILDING MIN FURNITURE FLOOR PLAN
A2.7
 City of Santa Rosa File No. 2007-0001
 07/28/2017



FLOOR FINISH LEGEND

- 001 Concrete
- 002 Carpet
- 003 Rubber Floor
- 004 Tile
- 005 Concrete

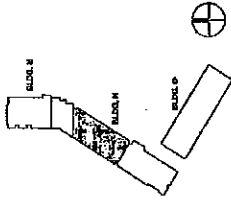
NO.	DESCRIPTION	FINISH
001	CONCRETE	001
002	CARPET	002
003	RUBBER FLOOR	003
004	TILE	004
005	CONCRETE	005
006	WOOD FLOOR	006
007	WOOD FLOOR	007
008	WOOD FLOOR	008
009	WOOD FLOOR	009
010	WOOD FLOOR	010
011	WOOD FLOOR	011
012	WOOD FLOOR	012
013	WOOD FLOOR	013
014	WOOD FLOOR	014
015	WOOD FLOOR	015
016	WOOD FLOOR	016
017	WOOD FLOOR	017
018	WOOD FLOOR	018
019	WOOD FLOOR	019
020	WOOD FLOOR	020
021	WOOD FLOOR	021
022	WOOD FLOOR	022
023	WOOD FLOOR	023
024	WOOD FLOOR	024
025	WOOD FLOOR	025
026	WOOD FLOOR	026
027	WOOD FLOOR	027
028	WOOD FLOOR	028
029	WOOD FLOOR	029
030	WOOD FLOOR	030
031	WOOD FLOOR	031
032	WOOD FLOOR	032
033	WOOD FLOOR	033
034	WOOD FLOOR	034
035	WOOD FLOOR	035
036	WOOD FLOOR	036
037	WOOD FLOOR	037
038	WOOD FLOOR	038
039	WOOD FLOOR	039
040	WOOD FLOOR	040
041	WOOD FLOOR	041
042	WOOD FLOOR	042
043	WOOD FLOOR	043
044	WOOD FLOOR	044
045	WOOD FLOOR	045
046	WOOD FLOOR	046
047	WOOD FLOOR	047
048	WOOD FLOOR	048
049	WOOD FLOOR	049
050	WOOD FLOOR	050
051	WOOD FLOOR	051
052	WOOD FLOOR	052
053	WOOD FLOOR	053
054	WOOD FLOOR	054
055	WOOD FLOOR	055
056	WOOD FLOOR	056
057	WOOD FLOOR	057
058	WOOD FLOOR	058
059	WOOD FLOOR	059
060	WOOD FLOOR	060
061	WOOD FLOOR	061
062	WOOD FLOOR	062
063	WOOD FLOOR	063
064	WOOD FLOOR	064
065	WOOD FLOOR	065
066	WOOD FLOOR	066
067	WOOD FLOOR	067
068	WOOD FLOOR	068
069	WOOD FLOOR	069
070	WOOD FLOOR	070
071	WOOD FLOOR	071
072	WOOD FLOOR	072
073	WOOD FLOOR	073
074	WOOD FLOOR	074
075	WOOD FLOOR	075
076	WOOD FLOOR	076
077	WOOD FLOOR	077
078	WOOD FLOOR	078
079	WOOD FLOOR	079
080	WOOD FLOOR	080
081	WOOD FLOOR	081
082	WOOD FLOOR	082
083	WOOD FLOOR	083
084	WOOD FLOOR	084
085	WOOD FLOOR	085
086	WOOD FLOOR	086
087	WOOD FLOOR	087
088	WOOD FLOOR	088
089	WOOD FLOOR	089
090	WOOD FLOOR	090
091	WOOD FLOOR	091
092	WOOD FLOOR	092
093	WOOD FLOOR	093
094	WOOD FLOOR	094
095	WOOD FLOOR	095
096	WOOD FLOOR	096
097	WOOD FLOOR	097
098	WOOD FLOOR	098
099	WOOD FLOOR	099
100	WOOD FLOOR	100

GENERAL NOTES
 1. SEE CONTRACT DOCUMENTS FOR ALL NOTES.
 2. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF SANTA ROSA SPECIFICATIONS.
 3. ALL WORK SHALL BE IN ACCORDANCE WITH THE CALIFORNIA BUILDING CODE.

1 BUILDING MIN FURNITURE FLOOR PLAN - OFFICE

2 BUILDING MIN FINISH FLOOR PLAN - OFFICE

KEY PLAN





TLOD ARCHITECTURE
111 East Main Avenue, Suite 200
Santa Rosa, CA 95404
TEL: 532-6269
FAX: 778-253-8810



PERMIT SET RESUBMITTAL 3

West College
Utilities Facility
Phase 3
37500 Pine Road
Santa Rosa, CA

City of Santa Rosa
City Engineer
APPROVED
PROJECT No. 17-0000000000
DATE 08/14/2017

City of Santa Rosa
City Engineer
APPROVED
PROJECT No. 17-0000000000
DATE 08/14/2017

BUILDING MIN FURNITURE FLOOR PLAN
A2.6
City of Santa Rosa File No. 17-000-0002
1/17/2017

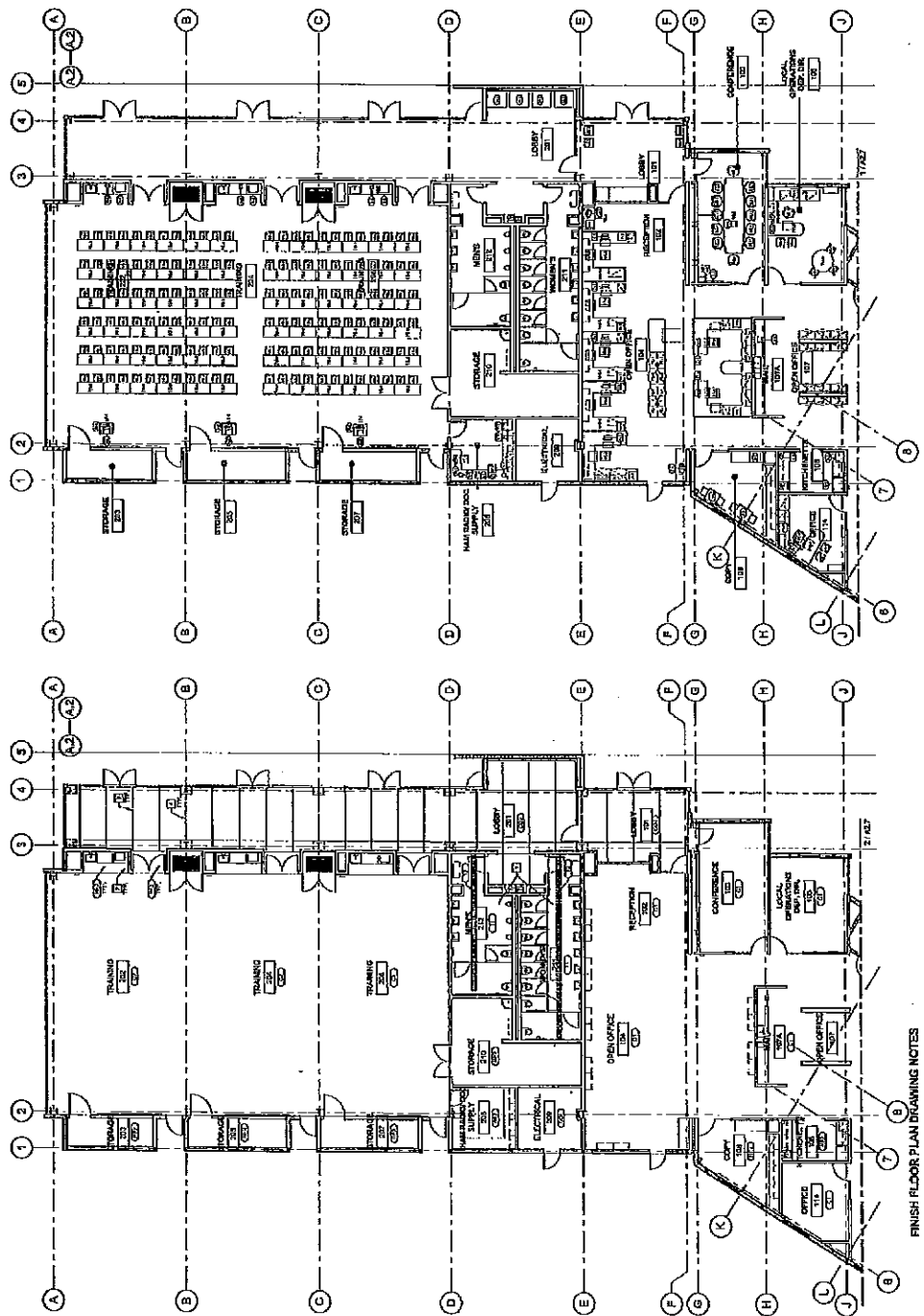
FLOOR FINISH LEGEND

- CS20 CARPET
- CS21 CARPET TILE
- CS22 POLISHED CONCRETE
- CS23 POLISHED CONCRETE
- CS24 POLISHED CONCRETE
- CS25 POLISHED CONCRETE
- CS26 POLISHED CONCRETE
- CS27 POLISHED CONCRETE
- CS28 POLISHED CONCRETE
- CS29 POLISHED CONCRETE
- CS30 POLISHED CONCRETE
- CS31 POLISHED CONCRETE
- CS32 POLISHED CONCRETE
- CS33 POLISHED CONCRETE
- CS34 POLISHED CONCRETE
- CS35 POLISHED CONCRETE
- CS36 POLISHED CONCRETE
- CS37 POLISHED CONCRETE
- CS38 POLISHED CONCRETE
- CS39 POLISHED CONCRETE
- CS40 POLISHED CONCRETE
- CS41 POLISHED CONCRETE
- CS42 POLISHED CONCRETE
- CS43 POLISHED CONCRETE
- CS44 POLISHED CONCRETE
- CS45 POLISHED CONCRETE
- CS46 POLISHED CONCRETE
- CS47 POLISHED CONCRETE
- CS48 POLISHED CONCRETE
- CS49 POLISHED CONCRETE
- CS50 POLISHED CONCRETE
- CS51 POLISHED CONCRETE
- CS52 POLISHED CONCRETE
- CS53 POLISHED CONCRETE
- CS54 POLISHED CONCRETE
- CS55 POLISHED CONCRETE
- CS56 POLISHED CONCRETE
- CS57 POLISHED CONCRETE
- CS58 POLISHED CONCRETE
- CS59 POLISHED CONCRETE
- CS60 POLISHED CONCRETE
- CS61 POLISHED CONCRETE
- CS62 POLISHED CONCRETE
- CS63 POLISHED CONCRETE
- CS64 POLISHED CONCRETE
- CS65 POLISHED CONCRETE
- CS66 POLISHED CONCRETE
- CS67 POLISHED CONCRETE
- CS68 POLISHED CONCRETE
- CS69 POLISHED CONCRETE
- CS70 POLISHED CONCRETE
- CS71 POLISHED CONCRETE
- CS72 POLISHED CONCRETE
- CS73 POLISHED CONCRETE
- CS74 POLISHED CONCRETE
- CS75 POLISHED CONCRETE
- CS76 POLISHED CONCRETE
- CS77 POLISHED CONCRETE
- CS78 POLISHED CONCRETE
- CS79 POLISHED CONCRETE
- CS80 POLISHED CONCRETE
- CS81 POLISHED CONCRETE
- CS82 POLISHED CONCRETE
- CS83 POLISHED CONCRETE
- CS84 POLISHED CONCRETE
- CS85 POLISHED CONCRETE
- CS86 POLISHED CONCRETE
- CS87 POLISHED CONCRETE
- CS88 POLISHED CONCRETE
- CS89 POLISHED CONCRETE
- CS90 POLISHED CONCRETE
- CS91 POLISHED CONCRETE
- CS92 POLISHED CONCRETE
- CS93 POLISHED CONCRETE
- CS94 POLISHED CONCRETE
- CS95 POLISHED CONCRETE
- CS96 POLISHED CONCRETE
- CS97 POLISHED CONCRETE
- CS98 POLISHED CONCRETE
- CS99 POLISHED CONCRETE
- CS00 POLISHED CONCRETE

NO.	DESCRIPTION	TYPE	FINISH
1	CEILING	1	POP
2	CEILING	2	POP
3	CEILING	3	POP
4	CEILING	4	POP
5	CEILING	5	POP
6	CEILING	6	POP
7	CEILING	7	POP
8	CEILING	8	POP
9	CEILING	9	POP
10	CEILING	10	POP
11	CEILING	11	POP
12	CEILING	12	POP
13	CEILING	13	POP
14	CEILING	14	POP
15	CEILING	15	POP
16	CEILING	16	POP
17	CEILING	17	POP
18	CEILING	18	POP
19	CEILING	19	POP
20	CEILING	20	POP
21	CEILING	21	POP
22	CEILING	22	POP
23	CEILING	23	POP
24	CEILING	24	POP
25	CEILING	25	POP
26	CEILING	26	POP
27	CEILING	27	POP
28	CEILING	28	POP
29	CEILING	29	POP
30	CEILING	30	POP
31	CEILING	31	POP
32	CEILING	32	POP
33	CEILING	33	POP
34	CEILING	34	POP
35	CEILING	35	POP
36	CEILING	36	POP
37	CEILING	37	POP
38	CEILING	38	POP
39	CEILING	39	POP
40	CEILING	40	POP
41	CEILING	41	POP
42	CEILING	42	POP
43	CEILING	43	POP
44	CEILING	44	POP
45	CEILING	45	POP
46	CEILING	46	POP
47	CEILING	47	POP
48	CEILING	48	POP
49	CEILING	49	POP
50	CEILING	50	POP
51	CEILING	51	POP
52	CEILING	52	POP
53	CEILING	53	POP
54	CEILING	54	POP
55	CEILING	55	POP
56	CEILING	56	POP
57	CEILING	57	POP
58	CEILING	58	POP
59	CEILING	59	POP
60	CEILING	60	POP
61	CEILING	61	POP
62	CEILING	62	POP
63	CEILING	63	POP
64	CEILING	64	POP
65	CEILING	65	POP
66	CEILING	66	POP
67	CEILING	67	POP
68	CEILING	68	POP
69	CEILING	69	POP
70	CEILING	70	POP
71	CEILING	71	POP
72	CEILING	72	POP
73	CEILING	73	POP
74	CEILING	74	POP
75	CEILING	75	POP
76	CEILING	76	POP
77	CEILING	77	POP
78	CEILING	78	POP
79	CEILING	79	POP
80	CEILING	80	POP
81	CEILING	81	POP
82	CEILING	82	POP
83	CEILING	83	POP
84	CEILING	84	POP
85	CEILING	85	POP
86	CEILING	86	POP
87	CEILING	87	POP
88	CEILING	88	POP
89	CEILING	89	POP
90	CEILING	90	POP
91	CEILING	91	POP
92	CEILING	92	POP
93	CEILING	93	POP
94	CEILING	94	POP
95	CEILING	95	POP
96	CEILING	96	POP
97	CEILING	97	POP
98	CEILING	98	POP
99	CEILING	99	POP
100	CEILING	100	POP

GENERAL NOTES

1. SEE FINISH SCHEDULE FOR FINISHES AND ACCESSORIES.
2. SEE FINISH SCHEDULE FOR FINISHES AND ACCESSORIES.
3. SEE FINISH SCHEDULE FOR FINISHES AND ACCESSORIES.



FINISH FLOOR PLAN DRAWING NOTES
 1. FINISHES SHALL BE AS SHOWN IN THE FINISH SCHEDULE.
 2. FINISHES SHALL BE AS SHOWN IN THE FINISH SCHEDULE.
 3. FINISHES SHALL BE AS SHOWN IN THE FINISH SCHEDULE.

1 BUILDING MIN FURNITURE FLOOR PLAN - NORTH

2 BUILDING MIN FINISH FLOOR PLAN - NORTH

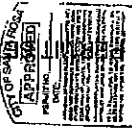
KEY PLAN



TLCO ARCHITECTURE
 111 Main Street, Suite 100
 Santa Ana, CA 92701
 714.262.5200
 FAX: 714.262.5214



RESUBMITTAL 3



**West Challenge
 Utilities Facility
 Phase 3**
 3rd Story Public Road
 Santa Ana, CA

City of Santa Ana
 3rd Story Public Road
 Santa Ana, CA 92701

DATE: 08/15/11
 DRAWN BY: [Name]
 CHECKED BY: [Name]

**BUILDING MIN
 FURNITURE FINISH
 FLOOR PLAN**
A2.8
 City of Santa Ana File No. 2008-002
 08/15/11

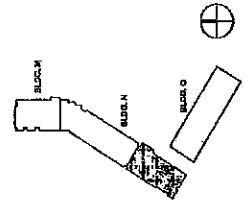
DRAWING NOTES
 1. SEE FINISH SCHEDULE FOR FINISH SCHEDULES.

FLOOR FINISH LEGEND

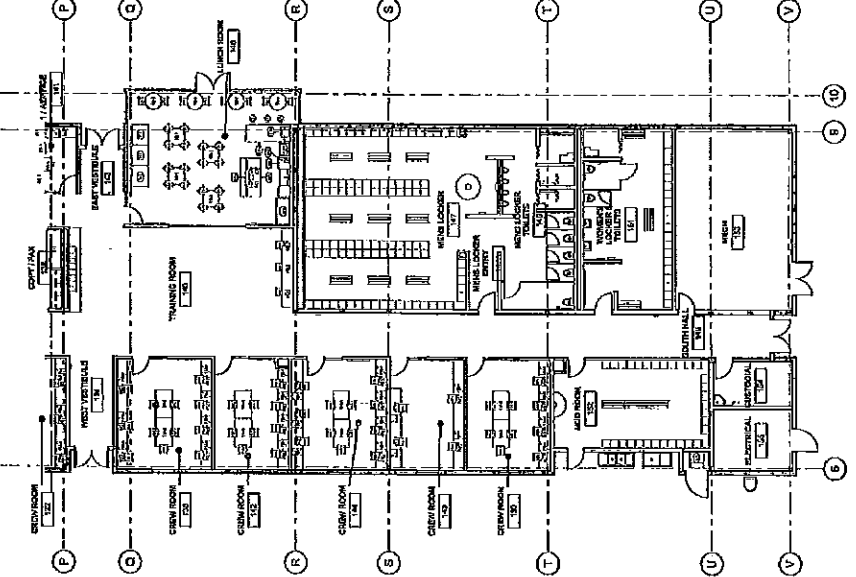
- CS2 SMART
- CS3 POLYURETHANE
- CS4 TM
- CS5 CONCRETE

NO.	DESCRIPTION	FINISH	THICKNESS
1	CONCRETE	CS5	4"
2	CONCRETE	CS5	4"
3	CONCRETE	CS5	4"
4	CONCRETE	CS5	4"
5	CONCRETE	CS5	4"
6	CONCRETE	CS5	4"
7	CONCRETE	CS5	4"
8	CONCRETE	CS5	4"
9	CONCRETE	CS5	4"
10	CONCRETE	CS5	4"
11	CONCRETE	CS5	4"
12	CONCRETE	CS5	4"
13	CONCRETE	CS5	4"
14	CONCRETE	CS5	4"
15	CONCRETE	CS5	4"
16	CONCRETE	CS5	4"
17	CONCRETE	CS5	4"
18	CONCRETE	CS5	4"
19	CONCRETE	CS5	4"
20	CONCRETE	CS5	4"
21	CONCRETE	CS5	4"
22	CONCRETE	CS5	4"
23	CONCRETE	CS5	4"
24	CONCRETE	CS5	4"
25	CONCRETE	CS5	4"
26	CONCRETE	CS5	4"
27	CONCRETE	CS5	4"
28	CONCRETE	CS5	4"
29	CONCRETE	CS5	4"
30	CONCRETE	CS5	4"
31	CONCRETE	CS5	4"
32	CONCRETE	CS5	4"
33	CONCRETE	CS5	4"
34	CONCRETE	CS5	4"
35	CONCRETE	CS5	4"
36	CONCRETE	CS5	4"
37	CONCRETE	CS5	4"
38	CONCRETE	CS5	4"
39	CONCRETE	CS5	4"
40	CONCRETE	CS5	4"
41	CONCRETE	CS5	4"
42	CONCRETE	CS5	4"
43	CONCRETE	CS5	4"
44	CONCRETE	CS5	4"
45	CONCRETE	CS5	4"
46	CONCRETE	CS5	4"
47	CONCRETE	CS5	4"
48	CONCRETE	CS5	4"
49	CONCRETE	CS5	4"
50	CONCRETE	CS5	4"

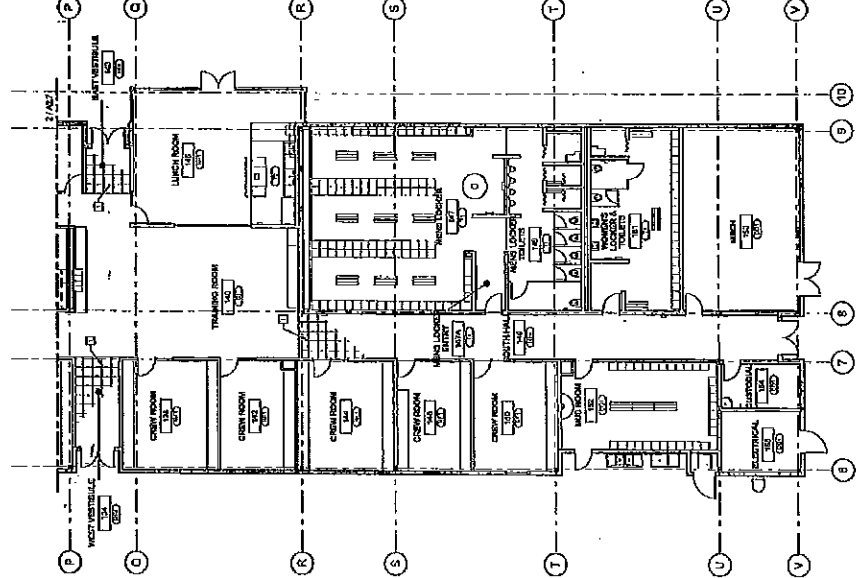
GENERAL NOTES
 1. FINISHES TO BE AS SHOWN ON FINISH SCHEDULES.
 2. FINISHES TO BE AS SHOWN ON FINISH SCHEDULES.
 3. FINISHES TO BE AS SHOWN ON FINISH SCHEDULES.



KEY PLAN
 11/11/11

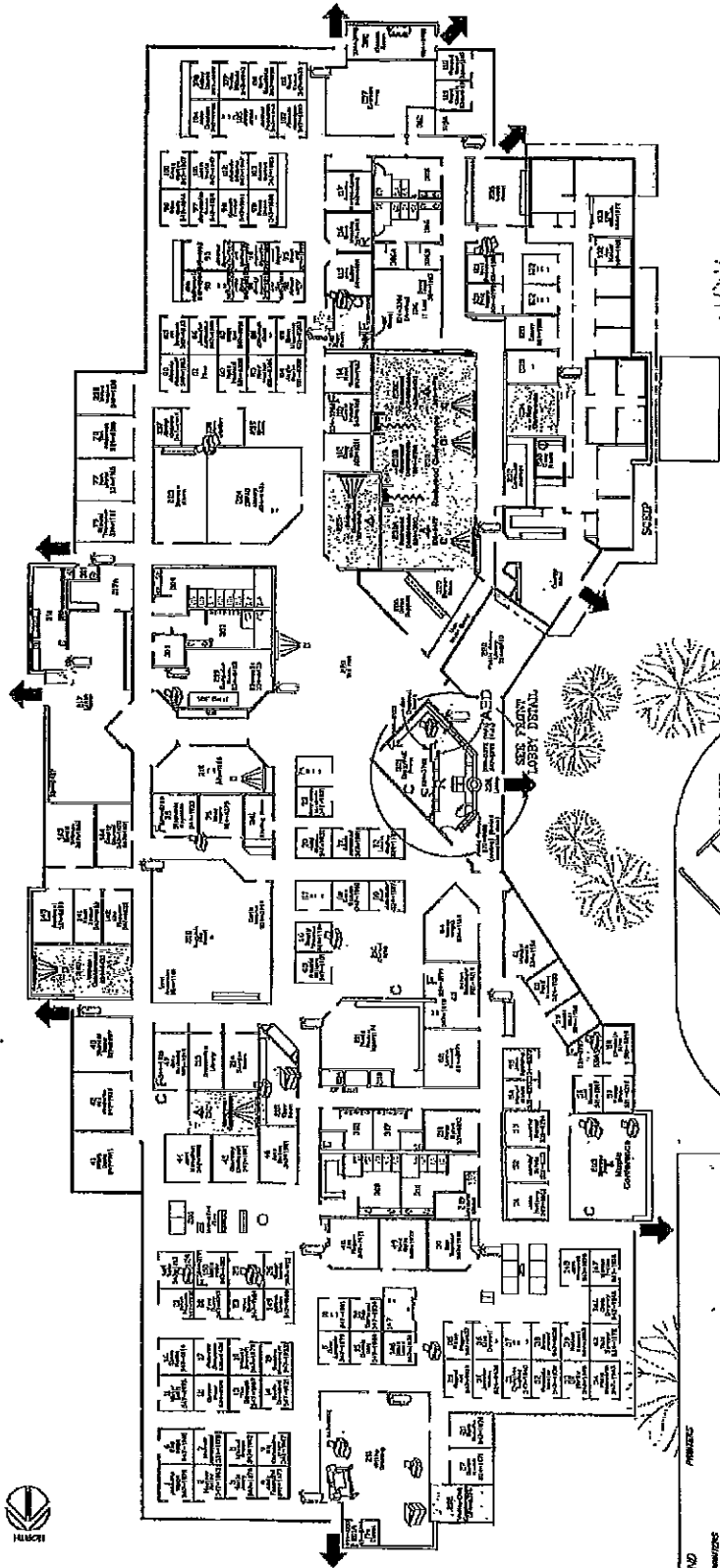


1 BUILDING MIN FURNITURE FLOOR PLAN - SOUTH

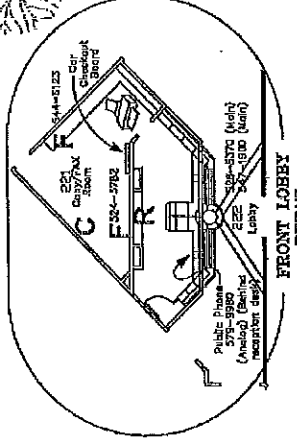


2 BUILDING MIN FINISH FLOOR PLAN - SOUTH

404 Aviation Boulevard



- LEGEND**
- AMBULANCE
 - A/C CONDENSATION
 - ⊞ AUTOMATIC LOCKING
 - ⊞ AUTOMATIC
 - ⊞ FIRST AID
 - ⊞ LIFE
 - ⊞ CODES
 - ⊞ F
 - ⊞ R
 - ⊞ BEST RAISED
 - ⊞ CONFERENCE PHONE
 - ⊞ PHONES - PHONE
 - ⊞ TELEVISION



SONOMA COUNTY WATER AGENCY
404 AVIATION BLVD

1st FLOOR PLAN

LAST REVISED: 10/20/02

FIRE AND SAFETY
AUTOMATED EXTERNAL DEFORMATION

- FIRE ALARM
- FIRE EXTINGUISHER
- FIRST AID
- EXIT

LEGEND

- ALARM
- TELEPHONE
- FAX
- COPY
- AEOC

- FLOOR CTRL RECORDING
- SECURITY

AEOC NUMBERS

- 224-1001
- 224-1002
- 224-1003
- 224-1004
- 224-1005
- 224-1006
- 224-1007
- 224-1008
- 224-1009
- 224-1010
- 224-1011
- 224-1012

PRINTER OPTIONS

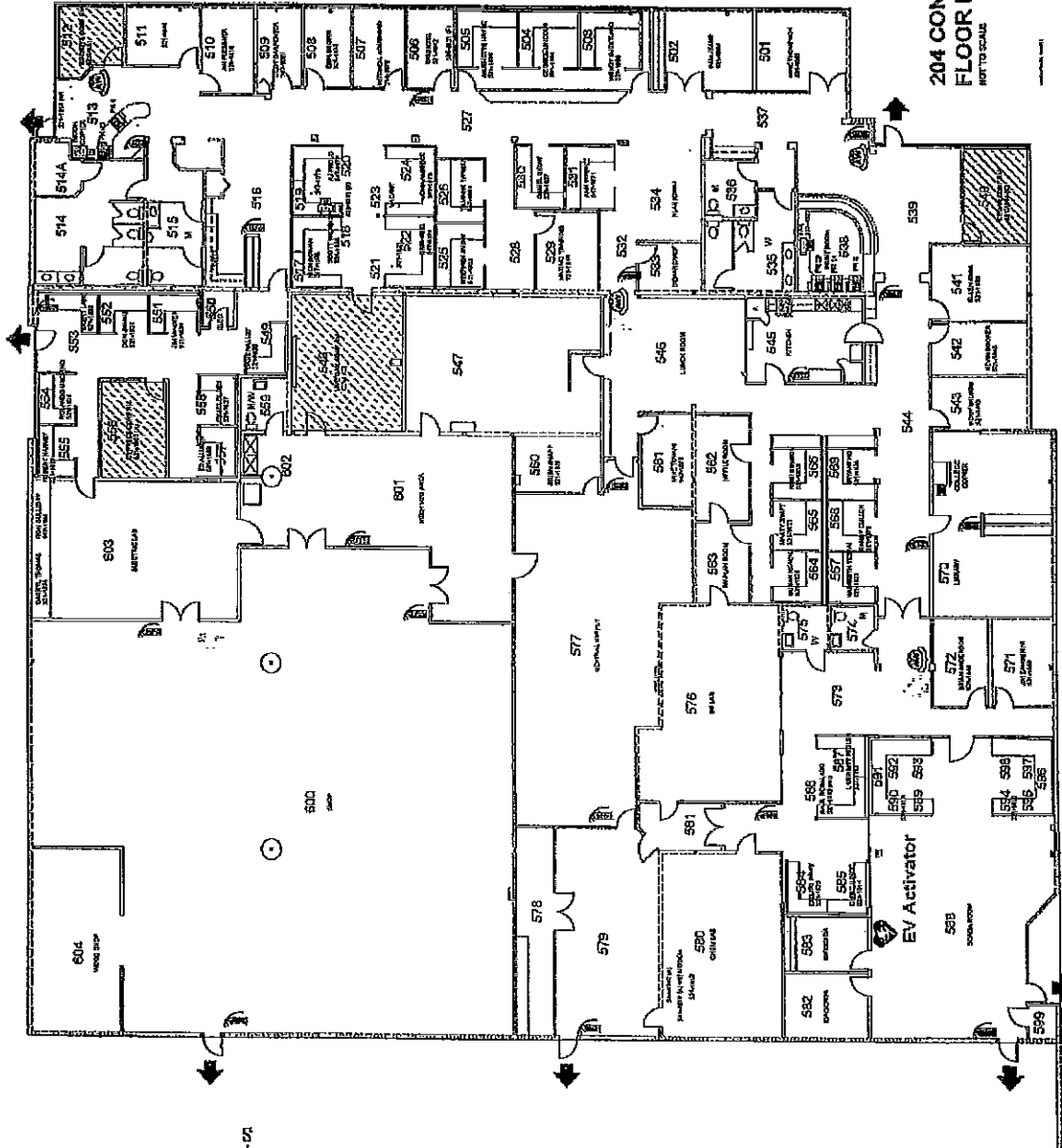
- 224-1001
- 224-1002
- 224-1003
- 224-1004
- 224-1005
- 224-1006
- 224-1007
- 224-1008
- 224-1009
- 224-1010
- 224-1011
- 224-1012

COPYING OPTIONS

- 224-1001
- 224-1002
- 224-1003
- 224-1004
- 224-1005
- 224-1006
- 224-1007
- 224-1008
- 224-1009
- 224-1010
- 224-1011
- 224-1012

FAX OPTIONS

- 224-1001
- 224-1002
- 224-1003
- 224-1004
- 224-1005
- 224-1006
- 224-1007
- 224-1008
- 224-1009
- 224-1010
- 224-1011
- 224-1012



204 CONCOURSE BLVD
FLOOR PLAN
NOT TO SCALE



204 CONCOURSE BLVD
FLOOR PLAN

REQUIRED DATA

DESIGNATED CONTACT

Bidder is required to indicate in the space provided below, the designated contact individuals name and address as requested under Vendor Inquiries in the General Provisions Section of the Request For Proposals.

CITY OF SANTA ROSA:

JENNIFER MYLES
CITY SENIOR BUYER
635 FIRST STREET
SANTA ROSA, CA 95404
(707) 543-3709
Fax (707) 543-3703
jmyles@srcity.org

**CONTRACTING OFFICER
REPRESENTATIVE (COR):**

JAMA GIAMMONA
STORES SPECIALIST
LTP AT: 4300 LLANO RD.
SANTA ROSA, CA 95407
(707) 543-3411
Fax (707) 543-3416
jgiammona@srcity.org

CONTRACTOR:

James Furuli Investment Co, Inc.
James C. Furuli, President
1320 Commerce St., Ste T
Petaluma, CA 94954
707.762.9224 / 707.762.1964 fax
envdynamic@aol.com

STAFF SUPERVISOR:

Alex Souglobov
Francisco Torrez
Miguel Paniagua
Cecilia Guerrero