

EXHIBIT A

**CITY OF SANTA ROSA
GENERAL SERVICES AGREEMENT
WITH UNIVERSAL SITE SERVICES, INC.
AGREEMENT NUMBER F001349**

This "Agreement" is made as of this 4th day of April, 2017 by and between the City of Santa Rosa, a municipal corporation ("City"), and Universal Site Services, Inc. a California Corporation, ("Contractor").

RECITALS

A. City desires to contract for sweeping services for City Garage, Parking Lot and Transit locations, starting September 1, 2016.

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 will provide to City the services described in Exhibit A. 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 under Exhibit A shall be provided beginning September 1, 2016, as set forth in the Scope of Services. 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 both Exhibit A shall not exceed the total sum of \$159,520.64 (One Hundred Fifty-Nine Thousand Twenty Dollars and Sixty-Four Cents), of which total Contractor has been paid \$19,690.08 (Nineteen Thousand Six Hundred Ninety Dollars and Eight Cents) for the period September 1, 2016 through November 30, 2016. The Chief Financial Officer is authorized to pay all proper claims from Various Charge Numbers.

5. BILLABLE RATES, PAYMENTS TO CONTRACTOR

a. Billable Rates. Contractor has been paid for the performance of services as set forth in Exhibit A from September 1, 2016 through November 30, 2016 and shall be paid for the performance of services at the same rates from December 1, 2016 through the end of the contract term. Contractor shall be paid for the performance of services as of the date this agreement is signed as set forth in Exhibit A.

b. Payments. Payments will be delayed where Contractor fails to provide the information required under subsection c.1 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 September 1, 2016. City and Contractor may, upon mutual written agreement of both parties, extend this Agreement for up to one 3-year extension, one 2-year extension and one 1-year extension, three 1-year extensions, 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 subcontractors, 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; NONDISCRIMINATION

a. 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.

b. Non-Discrimination. With respect to the provision of goods or services under this Agreement, Contractor agrees not to discriminate against any person because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of that person.

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:

<u>City</u>	<u>Contractor</u>
Brandalyn Tramel Purchasing Agent 631 First Street, 2 nd Floor Santa Rosa, California 95404 Phone: (707) 543-3706 Fax: (707) 543-3703	_____ _____ _____ _____ _____

21. AUTHORITY; SIGNATURES REQUIRED FOR CORPORATIONS

Contractor hereby represents and warrants to the City that it is (a) a duly organized and validly existing corporation, formed and in good standing under the laws of the State of Delaware, (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: Universal Site Services, Inc.

TYPE OF BUSINESS ENTITY (check one):

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

By: _____

Print Name: _____

Title: Mayor

Signatures of Authorized Persons:

APPROVED AS TO FORM:

By: _____

Office of the City Attorney

Print Name: _____

ATTEST:

Title: _____

By: _____

City Clerk

Print Name: _____

Title: _____

City of Santa Rosa Business Tax Cert. No.

Attachments:
Attachment One - Insurance Requirements
Exhibit A - Scope of Services

**ATTACHMENT ONE
INSURANCE REQUIREMENTS FOR
GENERAL SERVICES AGREEMENTS**

A. Insurance Policies: Contractor shall, at all times during the term of this Agreement, maintain and keep in full force and effect, the following policies of insurance with minimum coverage as indicated below and issued by insurers with AM Best ratings of no less than A:VI or otherwise acceptable to the City.

Insurance	Minimum Coverage Limits	Additional Coverage Requirements
1. Commercial general liability	\$ 1 million per occurrence \$ 2 million aggregate	Coverage must be at least as broad as ISO CG 00 01 and must include completed operations coverage. If insurance applies separately to a project/location, aggregate may be equal to per occurrence amount. Coverage may be met by a combination of primary and umbrella or excess insurance but umbrella and excess shall provide coverage at least as broad as specified for underlying coverage. Coverage shall not exclude subsidence.
2. Business auto coverage	\$ 1 million	ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, then hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$ 1 million per accident for bodily injury and property damage.
3. Workers' compensation and employer's liability	\$ 1 million	As required by the State of California, with Statutory Limits and Employer's Liability Insurance with limit of no less than \$ 1 million per accident for bodily injury or disease. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

B. Endorsements:

1. All policies shall provide or be endorsed to provide that coverage shall not be canceled by either party, except after prior written notice has been provided to the entity in accordance with the policy provisions.
2. Liability, umbrella and excess policies shall provide or be endorsed to provide the following:
 - a. For any claims related to this project, Contractor's insurance coverage shall be primary and any insurance or self-insurance maintained by City shall be excess of the Contractor's insurance and shall not contribute with it; and,

- b. **The City of Santa Rosa, its officers, agents, employees and volunteers are to be covered as additional insureds on the CGL policy.** General liability coverage can be provided in the form of an endorsement to Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

C. Verification of Coverage and Certificates of Insurance: Contractor shall furnish City with original certificates and endorsements effecting coverage required above. Certificates and endorsements shall make reference to policy numbers. All certificates and endorsements are to be received and approved by the City before work commences and must be in effect for the duration of the Agreement. The City reserves the right to require complete copies of all required policies and endorsements.

D. Other Insurance Provisions:

1. No policy required by this Agreement shall prohibit Contractor from waiving any right of recovery prior to loss. Contractor hereby waives such right with regard to the indemnitees.
2. All insurance coverage amounts provided by Contractor and available or applicable to this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage. Defense costs must be paid in addition to coverage amounts.
3. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either Contractor or City. Self-insured retentions above \$10,000 must be approved by City. At City's option, Contractor may be required to provide financial guarantees.
4. Sole Proprietors must provide a representation of their Workers' Compensation Insurance exempt status.
5. ~~City reserves the right to modify these insurance requirements while this Agreement is in effect, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.~~

EXHIBIT A

COST PROPOSAL - SECTION 1					
Bid Item	Qty	Unit	Location - Description	Unit Cost	Total Amount
1.	24	Mo.	Garage # 1, 521 Seventh Street, 5 levels - 750 spaces Santa Rosa, CA 95404	\$ 541.67	\$ 13,000.08
2.	24	Mo.	Garage #3, 735 5 th Street, 5 levels - 680 spaces Santa Rosa, CA 95404	\$ 433.34	\$ 10,400.16
3.	24	Mo.	Garage # 5, 635 3 rd Street, 3 levels - 208 spaces Santa Rosa, CA 95404	\$ 325.00	\$ 7,800.00
4.	24	Mo.	Garage # 9, 97 "D" Street, 7 levels - 440 spaces Santa Rosa, CA 95404	\$ 433.84	\$ 10,412.16
5.	24	Mo.	Garage # 12, 555 1 st Street, 7 levels - 720 spaces Santa Rosa, CA 95404	\$ 541.67	\$ 13,000.08
6.	24	Mo.	Parking Lot #2, Ross & "B" Streets, 521 5 th Street, 1 level - 137 spaces, Santa Rosa, CA 95404	\$ 281.67	\$ 6,760.08
7.	24	Mo.	Parking Lot #4, 7 th & Mendocino Ave, 608 7 th Street, 1 level -24 spaces, Santa Rosa, CA 95404	\$ 169.00	\$ 4,056.00
8.	24	Mo.	Parking Lot #6, 4th & "E" Streets, 1 level - 45 spaces Santa Rosa, CA 95404	\$ 106.17	\$ 2,548.08
9.	24	Mo.	Parking Lot #7, 2 nd & "E" Streets, 769 2 nd Street, 1 level - 116 spaces, Santa Rosa, CA 95404	\$ 169.00	\$ 4,056.00
10.	24	Mo.	Parking Lot #10, 5 th & "D" Streets, 730 5 th Street, 1 level - 78 spaces, Santa Rosa, CA 95404	\$ 169.00	\$ 4,056.00
11.	24	Mo.	Parking Lot #11, 5 th & "B" Streets, 540 5 th Street, 1 level - 68 spaces, Santa Rosa, CA 95404	\$ 169.00	\$ 4,056.00
12.	24	Mo.	Parking Lot #13, 207 3 th Street, 1 Level - 97 parking spaces, Santa Rosa, CA 95404	\$ 169.00	\$ 4,056.00
13.	24	Mo.	Parking Lot #14 206 5 th Street, 1 Level - 68 parking spaces, Santa Rosa, CA 95404	\$ 169.00	\$ 4,056.00
14.	24	Mo.	Parking Lot #15, 210 5 th Street, 1 Level - 63 parking spaces, Santa Rosa, CA 95404	\$ 169.00	\$ 4,056.00
15.	24	Mo.	Railroad Depot Parking Lot "D" at Railroad Square on Wilson St., 1 Level - 42 spaces Santa Rosa, CA 95404	\$ 169.00	\$ 4,056.00
16.	24	Mo.	Sweeping Services at Transit Mall, 2 nd & "B" Street, Santa Rosa, CA 95404	\$ 1,365.00	\$ 32,760.00
17.	24	Mo.	Sweeping Services at Westside Transfer Station, corner of West College and Stony Point Road, Santa Rosa, CA 95401	\$ 1,183.00	\$ 28,392.00
				TOTAL	\$ 157,520.64

1	LS	Contingency for emergency call-out services as requested at the sole discretion of the City of Santa Rosa; not guaranteed and NOT TO EXCEED amount.	\$2,000
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COST PROPOSAL - SECTION 2				
Bid Item	Qty	Unit	Description	Unit Cost
18.	1	Ea.	Emergency call-outs will be paid for on an as needed basis to cover emergency incidents that occur between regular cleanings.	\$ 200.00

Scope of Services

CONTRACTOR shall furnish all materials, labor, supervision and equipment necessary to perform all work required for regularly scheduled sweeping of all defined sites in the City of Santa Rosa at the frequency and within the time frames described under Service Requirements. Within 90 days of this contract's initial date, CONTRACTOR shall adopt a CITY approved street sweeping schedule that follows the CITY approved sweeping schedule. Exceptions resulting from equipment breakdowns are to be reported to the CITY immediately with a catch-up schedule.

Sweeping services shall be provided in accordance with all CITY ordinances and applicable federal, state and local laws and shall comply with all licenses, permits and approvals required by any regulatory authorities. Equipment used shall meet all California air emission requirements.

The City parking garages, parking lots and Transit Mall to be swept and cleaned are in downtown areas. The Westside Transfer Station to be cleaned is located on the corner of Stony Point Road and College Avenue (See two attached location maps of City Garages, Parking Lots, and Transit Locations). The Contractor for these sweeping services shall remove all paper, glass, leaves, dirt and other debris from garage floors, parking lots, driveways, driving lanes, driving aisles, walkways, stairways, pedestrian ramps, perimeter sidewalks and fire lanes, around dumpsters, in and around dumpster enclosures, landscaped areas, around wheel stops, columns and trash cans.

Sweeping Method

The Contractor shall use a parking lot sweeper, mechanical broom sweeper, blower and broom for sweeping and cleaning. The Contractor shall dispose of all debris generated from sweeping and cleaning. Debris generated from sweeping and cleaning parking facilities, and the Downtown Transit Mall shall be disposed of in the garage dumpster in Parking Lot #6. Debris generated from sweeping and cleaning the Westside Transfer Station shall be disposed of at the City Corporation Yard (55 Stony Point Road).

Sweeper operators shall not exceed the sweeper manufacturer's recommended speed and shall not exceed eight (8) miles per hour in commercial areas. Sweeping speeds shall be maintained to thoroughly clean as conditions warrant. Adequate water shall be used at all times to maximize dust control. CONTRACTOR shall not discharge liquid waste from the sweeper units onto CITY streets or into the storm drain system.

Items that impede sweeping, such as tree branches, palm fronds, rocks, trash and debris shall be removed from the sweeping path and properly disposed of by the sweeping operator rather than driving around them. Items that impede sweeping and are immovable such as impaired vertical or horizontal clearance by tree limbs shall be reported to the CITY immediately for correction. CONTRACTOR is not responsible for areas missed due to parked cars.

In areas where drainage is a problem, the CONTRACTOR shall make as many passes as necessary to remove debris from standing water. In addition, all sand, dirt, rocks, gravel, vegetation, and other sweep-able debris shall be removed during the sweeping operation. If standing water is over the top of curb then CONTRACTOR shall not be required to sweep that specific area. Sweeper operators shall report drainage problems to the CITY.

Standards of Service

All areas identified as part of this Contract shall be thoroughly cleaned. All debris shall be picked up by the sweeper unit and properly disposed of at the CONTRACTOR's expense. Sweeping shall include, but is not limited to, the removal of all sand, gravel, dirt, litter, vegetation, and any and all other debris that accumulates between sweeps.

Curb lines shall be swept along both sides of the roadway, or to the edge of pavement where no curb exists, along all curbs on raised medians, over all portions of painted medians, painted left and right turn pockets, and all intersection cross gutters. CONTRACTOR shall make additional passes or make such extra effort required to adequately clean to the satisfaction of the CITY. Extra effort shall be required when sweeping equipment leaves a dirt/silt smear in its swept path. The service standards may be reviewed and modified as conditions warrant to maintain cleanliness by the CITY or as necessary to comply with any regulatory permits issued to CITY.

All sweeping operations shall be conducted as quietly as possible and shall conform to applicable federal, state, county and CITY noise level regulations as they now exist or may be amended to read in the future. The CITY may conduct random checks of noise emission levels to ensure such compliance.

Equipment requirements:

Equipment shall be maintained in clean appearance and clearly identify the CONTRACTOR.

All equipment shall be maintained in good mechanical condition, including but not limited to brushes, brooms and ground-engaging wear surfaces that are to be replaced at regular intervals. CONTRACTOR shall be responsible to immediately clean any vehicle fluids (hydraulic fluids, lubricating oils, etc.) that leak or spill from equipment.

Sweeping equipment shall not be stored on CITY property or public right of ways unless mechanical failure prevents immediate removal. In the event of mechanical failure all efforts must be made to remove the equipment from the public right of way as soon as possible. The CITY must approve any overnight storage on public right of way or CITY property.

All equipment is subject to inspection by the CITY at any time. If unsatisfactory equipment is found, it shall be repaired or replaced prior to the next scheduled service interval at no additional cost to the CITY.

All sweepers shall have an operational strobe and back-up alarm and shall conform to all CITY, county, state and federal safety requirements.

CONTRACTOR shall maintain or have access to alternative equipment sufficient to meet all obligations and schedules herein.

Personnel requirements:

CONTRACTOR shall provide personnel specifically trained and experienced in the work to be performed as follows:

Sweeper operators shall receive appropriate training in safety, blood-borne pathogens and equipment operation regulations.

Sweeper operators and other agents responsible for public contact shall be in uniform or work clothing suitable for public contact as determined by the CITY. Additionally, for all work to be performed during non-daylight hours, all sweeper operators and agents shall wear Class 2/Level 2 reflective safety vest/clothing.

All drivers shall be licensed as required by the State of California to operate the equipment required herein, and shall abide by all laws while driving within the CITY.

Contractor shall maintain a reserve of staffing to meet all existing and future requirements of this agreement.

Water Use

Water for all sweeping operations shall be the responsibility of the Contractor. Arrangements for the cost, payment, and method of loading shall be coordinated with the CITY'S Water Department. Water shall be used during all sweeping operations to eliminate air-borne dust. CONTRACTOR shall not discharge liquid waste from the sweeper units onto CITY streets or into the storm drain system. Washing of sweepers on CITY property is prohibited. Any and all washing of sweeper units shall take place at the CONTRACTOR's facility. CONTRACTOR shall implement best management practices when loading water into the street sweepers to prevent any overflow/potable water discharges into the storm drainage system.

The CONTRACTOR shall be responsible for paying all water costs including meter service charges.

Communication

CONTRACTOR shall have direct communication with all sweeping equipment in the field utilizing radios or cellular telephones. Each sweeper operator shall have the ability to communicate verbal information immediately to CITY staff, Police and Fire Department personnel via cellular telephone.

Deficiencies and Corrections

The CITY may also make regular unannounced inspections of sites. If a swept area is deemed to be below acceptable performance standards, the substandard section shall be re-swept within 24 hours of notification. CONTRACTOR shall re-sweep at their own expense. The CITY shall be notified of the completed re-sweep.

Service Requirements

1. All GARAGE locations to be cleaned as follows:
 - 1.1 Garage-1, 521 7th Street (Weekly Monday between 12:01 & 6:00am)
 - Sweep all garage floor areas (parking stalls, driving aisles and ramps)
 - Sweep and clean all stairways including stairwell and elevator landings
 - Sweep all connecting driveways
 - Remove all debris from planted areas on ground level
 - Sweep and clean all internal and perimeter pedestrian walkways, sidewalks, and fire lane
 - Hand sweep/blow using portable leaf blower where mechanical sweepers cannot sweep
 - 1.2 Garage-3, 735 5th Street (Weekly Monday between 12:01 & 6:00am)
 - Sweep all garage floor areas (parking stalls, driving aisles and ramps)
 - Sweep and clean all stairways including stairwell and elevator landings
 - Sweep all connecting driveways
 - Remove all debris from planted areas on ground level
 - Sweep and clean all internal and perimeter pedestrian walkways and sidewalks
 - Hand sweep/blow using portable leaf blower where mechanical sweepers cannot sweep
 - 1.3 Garage-5, 635 3rd Street (Weekly Monday between 12:01 & 6:00am)
 - Sweep all garage floor areas (parking stalls, driving aisles and ramps)
 - Sweep and clean all stairways including stairwell and elevator landings
 - Sweep all connecting driveways
 - Remove all debris from planted areas on ground level
 - Sweep and clean all internal and perimeter pedestrian walkways and sidewalks
 - Hand sweep/blow using portable leaf blower where mechanical sweepers cannot sweep
 - 1.4 Garage-9, 97 D Street (Weekly Monday between 12:01 & 6:00am)
 - Sweep all garage floor areas (parking stalls, driving aisles and ramps)
 - Sweep and clean all stairways including stairwell and elevator landings
 - Sweep all connecting driveways
 - Remove all debris from planted areas on ground level
 - Sweep and clean all internal and perimeter pedestrian walkways and sidewalks
 - Hand sweep/blow using portable leaf blower where mechanical sweepers cannot sweep
 - 1.5 Garage-12, 555 1st Street (Weekly Monday between 12:01 & 6:00am)
 - Sweep all garage floor areas (parking stalls, driving aisles and ramps)
 - Sweep and clean all stairways including stairwell and elevator landings
 - Sweep all connecting driveways
 - Remove all debris from planted areas on ground level
 - Sweep and clean all internal and perimeter pedestrian walkways and sidewalks
 - Hand sweep/blow using portable leaf blower where mechanical sweepers cannot sweep

2. All PARKING LOT locations to be cleaned as follows:

2.1 Lot-2, 521 5th Street (Weekly Sunday between 4:00 & 8:30am)

- Sweep entire parking lot (parking stalls, driving aisles and driving lanes)
- Sweep all connecting driveways
- Sweep and clean all internal and perimeter pedestrian walkways and sidewalks
- Remove all debris from planted areas
- Hand sweep/blow using portable leaf blower between islands and obstructions where mechanical sweepers cannot sweep
- Remove, sweep and clean all excess accumulation of dirt/rock debris at the parking lots when required

2.2 Lot-4, 608 7th Street (Weekly Sunday between 4:00 & 8:30am)

- Sweep entire parking lot (parking stalls, driving aisles and driving lanes)
- Sweep all connecting driveways
- Sweep and clean all internal and perimeter pedestrian walkways and sidewalks
- Remove all debris from planted areas
- Hand sweep/blow using portable leaf blower between islands and obstructions where mechanical sweepers cannot sweep
- Remove, sweep and clean all excess accumulation of dirt/rock debris at the parking lots when required

2.3 Lot-6, 4 E Street (**Bi-Weekly**** Sunday between 4:00 & 8:30am)

**** Note frequency**

- Sweep entire parking lot (parking stalls, driving aisles and driving lanes)
- Sweep all connecting driveways
- Sweep and clean all internal and perimeter pedestrian walkways and sidewalks
- Remove all debris from planted areas
- Hand sweep/blow using portable leaf blower between islands and obstructions where mechanical sweepers cannot sweep
- Remove, sweep and clean all excess accumulation of dirt/rock debris at the parking lots when required

2.4 Lot-7, 769 2nd Street (Weekly Sunday between 4:00 & 8:30am)

- Sweep entire parking lot (parking stalls, driving aisles and driving lanes)
- Sweep all connecting driveways
- Sweep and clean all internal and perimeter pedestrian walkways and sidewalks
- Remove all debris from planted areas
- Hand sweep/blow using portable leaf blower between islands and obstructions where mechanical sweepers cannot sweep
- Remove, sweep and clean all excess accumulation of dirt/rock debris at the parking lots when required

2.5 Lot-10, 730 5th Street (Weekly Sunday between 4:00 & 8:30am)

- Sweep entire parking lot (parking stalls, driving aisles and driving lanes)
- Sweep all connecting driveways
- Sweep and clean all internal and perimeter pedestrian walkways and sidewalks

- Remove all debris from planted areas
- Hand sweep/blow using portable leaf blower between islands and obstructions where mechanical sweepers cannot sweep
- Remove, sweep and clean all excess accumulation of dirt/rock debris at the parking lots when required

2.6 Lot-11, 540 5th Street (Weekly Sunday between 4:00 & 8:30am)

- Sweep entire parking lot (parking stalls, driving aisles and driving lanes)
- Sweep all connecting driveways
- Sweep and clean all internal and perimeter pedestrian walkways and sidewalks
- Remove all debris from planted areas
- Hand sweep/blow using portable leaf blower between islands and obstructions where mechanical sweepers cannot sweep
- Remove, sweep and clean all excess accumulation of dirt/rock debris at the parking lots when required

2.7 Lot-13, 200 4th Street (Weekly Sunday between 4:00 & 8:30am)

- Sweep entire parking lot (parking stalls, driving aisles and driving lanes)
- Sweep all connecting driveways
- Sweep and clean all internal and perimeter pedestrian walkways and sidewalks
- Remove all debris from planted areas
- Hand sweep/blow using portable leaf blower between islands and obstructions where mechanical sweepers cannot sweep
- Remove, sweep and clean all excess accumulation of dirt/rock debris at the parking lots when required

2.8 Lot-14, 200 5th Street (Weekly Sunday between 4:00 & 8:30am)

- Sweep entire parking lot (parking stalls, driving aisles and driving lanes)
- Sweep all connecting driveways
- Sweep and clean all internal and perimeter pedestrian walkways and sidewalks
- Remove all debris from planted areas
- Hand sweep/blow using portable leaf blower between islands and obstructions where mechanical sweepers cannot sweep
- Remove, sweep and clean all excess accumulation of dirt/rock debris at the parking lots when required

2.9 Lot-15, 210 5th Street (Weekly Sunday between 4:00 & 8:30am)

- Sweep entire parking lot (parking stalls, driving aisles and driving lanes)
- Sweep all connecting driveways
- Sweep and clean all internal and perimeter pedestrian walkways and sidewalks
- Remove all debris from planted areas
- Hand sweep/blow using portable leaf blower between islands and obstructions where mechanical sweepers cannot sweep
- Remove, sweep and clean all excess accumulation of dirt/rock debris at the parking lots when required

2.10 Lot-D, 9 4th Street (Weekly Sunday between 4:00 & 8:30am)

- Sweep entire parking lot (parking stalls, driving aisles and driving lanes)
- Sweep all connecting driveways

- Sweep and clean all perimeter pedestrian walkways and sidewalks including the walkways around the Depot Building
- Remove all debris from planted areas
- Hand sweep/blow using portable leaf blower between islands and obstructions where mechanical sweepers cannot sweep
- Remove, sweep and clean all excess accumulation of dirt/rock debris at the parking lots when required
- Sweep and clean all internal and perimeter pedestrian walkways and sidewalks
- Hand sweep/blow using portable leaf blower where mechanical sweepers cannot sweep

3. **TRANSIT** locations to be cleaned as follows:

3.1 Downtown Transit Mall, 2nd Street between B Street and Santa Rosa Ave. (Daily between 12:01 & 5:30 a.m.)

- Sweep entire transit mall (driving aisles, driving lanes)
- Sweep all connecting driveways
- Sweep and clean all internal and perimeter pedestrian walkways and sidewalks
- Hand sweep/blow using portable leaf blower where mechanical sweepers cannot sweep
- Sweep and clean under and around bus schedule boards, display cases, benches and trash receptacles
- Wipe off benches, bus schedule boards, trash receptacles and display cases to remove any dust and debris from the leaf and trash blowing

3.2 Westside Transfer Station, 2100 College Ave (corner of College and Stony Point) (Daily between 12:01 & 5:30 a.m.)

- Sweep entire transit mall (driving aisles, driving lanes)
- Sweep all connecting driveways
- Sweep and clean all internal and perimeter pedestrian walkways and sidewalks
- Hand sweep/blow using portable leaf blower where mechanical sweepers cannot sweep
- Sweep and clean under and around bus schedule boards, display cases, benches and trash receptacles
- Wipe off benches, bus schedule boards, trash receptacles and display cases to remove any dust and debris from the leaf and trash blowing

4. The Contractor shall repair or replace, at no cost to the City, all existing improvements that are damaged or removed as a result of its sweeping service.

Emergency call-outs will be paid for on an as needed basis to cover emergency incidents that occur between regular cleanings. Contractor shall state the Emergency Call-Out Price per incident on Attachment A, Cost Proposal.

SPECIAL PROVISIONS

MANDATORY PRE-BID MEETING: On Wednesday, August 3, 2016 at 8:30 a.m., the Finance Department Parking Division and the Transit Department along with the Purchasing Division will conduct a mandatory pre-bid meeting. **Sign in: 8:00 – 8:30 a.m., meeting starts at 8:30 a.m. sharp.** Prospective bidders are requested to meet at the City Purchasing Office, 635 First Street, Conference Room 2 (Second Floor), Santa Rosa, CA 95404. The meeting will allow prospective bidders to meet with City staff and ask questions to familiarize themselves with conditions and requirements that may affect the performance and cost of the contract.

NOTE: The pre-bid meeting will be mandatory. However, failure to become familiarized with all facilities and conditions shall not constitute a basis for subsequent contract adjustment.

COMPETENCY OF CONTRACTORS: Contractor will be required to provide evidence of having at least three (3) years' experience in performing the services covered under this contract. Typical documentation would be the names of customers with whom the Contractor has similar contracts and details of types of services performed. The City reserves the right to inspect Contractor's service facility and equipment to assure its adequacy to comply with the requirements of these specifications (see Required Data Section).

DAMAGE TO FACILITIES AND PARKED VEHICLES: The Contractor shall take precautions to prevent damage or soiling to parked vehicles and surrounding areas of the parking structure or otherwise causing damage from the use of his/her equipment, processes and chemicals. In the event of damage resulting from the Contractor's work performance, the Contractor shall pay the full cost to repair, clean and/or replace the damaged vehicles, equipment and facilities.

QUALIFICATIONS OF EMPLOYEES: The City of Santa Rosa may require dismissal from the work those employees deemed 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.

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, approved by City staff.

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. The Contractor's supervisor shall be fully and adequately trained and have experience in cleaning and sweeping supervision, sufficient in scope to meet the approval of the contract Project Manager or his/her representative. 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.

INSPECTION OF SITES: The Contractor may be required to accompany a City's representative on scheduled and non-scheduled inspection tours of the contract sites when requested by the project manager or his/her representative.

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. Contractor 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.

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 project manager or his/her representative.

CLEANING QUALITY REQUIREMENTS: Services performed under this contract shall be subject to inspection and approval of the project manager or his/her representative. First quality cleaning and sweeping 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 project 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 contract. Notification of unsatisfactory work shall be deemed given as soon as City leaves telephone or email message notifying Contractor of deficient performance. Contractor shall provide telephone and email addresses for this purpose, and shall provide a telephone number for emergency calls, and respond within 15 minutes with a phone call back.

SAMPLE CONTRACT AND INSURANCE REQUIREMENTS: A draft of a City contract and insurance requirements as would normally be used in this procurement are included as Attachment E and Attachment One. Bidders are not required to sign said sample contract at time of bid submittal. A contract in final form will be forwarded to the successful bidder, for signature, prior to contract award. As part of the technical bid, 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 bid submittal or in Exceptions Section in Required Documents.

AWARD: All bid items will be awarded to a single contractor who is determined to be the lowest responsive and responsible bidder for all bid items.

REQUIRED

DATA

FORMS

**Note: Required Data Forms must be completed
and attached as part of your bid response.**

List of Forms:

Exceptions to Specifications

References-
Capability and Experience

Licenses

Subcontractors

Designated Contact

Signature Page

REQUIRED DATA
REFERENCES
(History and Capability)

Contractors shall provide the name, locations and a narrative statement on the work performed for a minimum of two (2) comparable contracts during the past five (5) years. A short resume on the general history and experience of the Contractor's organization shall be provided along with a statement of financial resources indicating the ability to maintain an adequate staff, equipment capable of complete and satisfactory support and performance of the contract.

Ref No.	Company Info	Work Performed
1	Company Name:	Home Depot Maint. Dept.
	Contact:	Sarah Livingston
	Address:	P.O. Box 105573, Atlanta, GA 30349
	Phone:	770-433-8211
		Multiple locations: Parking lot sweeping
		Hand pick trash & debris, Hauling,
		Pressure Washing, Graffiti Abatement
2	Company Name:	Cal-Tex Equities (Park Plaza Center)
	Contact:	Bruce Wilson
	Address:	650 California St. 26th Floor, San Francisco, CA 94108
	Phone:	415-677-9007
		Parking lot sweeping (Daily)
		Day Porter Service (Daily)
		Pressure Washing (Monthly)
3	Company Name:	Keegan & Coppin Co., Inc.
	Contact:	Jim Kallinger
	Address:	1355 N. Dutton Ave. Ste 100 Santa Rosa, CA 95401
	Phone:	707-528-1400
		Multiple Locations: Parking lot sweeping
		Day Porter Services, Hauling,
		Graffiti Abatement, Pressure Washing
4	Company Name:	
	Contact:	
	Address:	
	Phone:	

REQUIRED DATA

LICENSES

Contractor shall list below the number, expiration date, and types of Contractor licenses, which may be required in order to perform the services described under this contract.

License No.	Type of License	Expiration Date (if applicable)
907009	C61/D63/C27	

REQUIRED DATA

DESIGNATED CONTACT

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

City of Santa Rosa

Valerie Shatto, Buyer
City of Santa Rosa – Purchasing Office
635 First Street, 2nd Floor
Santa Rosa, CA 95404
707-543-3708 Voice
707-543-3703 Fax
vshatto@srcity.org

Contractor

Cari Gilbert, Territory Manager

Universal Site Services, Inc.

1599 Hampton Way

Santa Rosa, CA 95407

707-338-8715 - Direct

cgilbert@universalsiteservices.com

REQUIRED DATA

SIGNATURE PAGE

The undersigned is licensed in accordance with an act providing for the registration of Contractors, License No. 907009, Class C61/D63, expiration date _____.

The undersigned is registered with the Department of Industrial Relations, Registration No. 1000041648.

IMPORTANT NOTICE: If bidder or other interested person is a corporation, state legal name of corporation, also names of the president, secretary, treasurer, and manager of the corporation; if a partnership, state true name of partnership, also the names of all partners in the partnership; if the bidder is a sole proprietor, state the business name and the proprietor's name in full.

Secretary of State Business Entity Number: C0488086

<p>In compliance with the bid documents, the undersigned offers and agrees, if this Quotation is accepted, within ninety (90) calendar days from date of opening, to furnish any or all of the items upon which prices are offered at the price set opposite each item, delivered at the designated point(s) within the time specified in the Schedule. Note: Prompt Payment Discounts - discounts for prompt payment will be taken into consideration in determining lowest bid: <u>1%</u> percent, 20 calendar days; _____ percent, 30 calendar days.</p>	
<p>Name and Address of Bidder: <u>Carl Gilbert</u> <hr/> <u>Universal Site Services, Inc.</u> <hr/> <u>1599 Hampton Way, Santa Rosa, CA 95407</u> <hr/> Phone No.: <u>707-338-8715</u></p>	<p>Signature of Person Authorized to Sign: <u><i>Cari Gilbert</i></u> <hr/> Type Name: <u>Carl Gilbert</u> <hr/> Type Title: <u>Territory Manager</u> <hr/> Date of Bid: <u>August 16, 2016</u></p>

Legal Name	Registration Number	Country	City	Registration Date	Expiration Date
UNIVERSAL SITE SERVICES, INC.	1000041548	SANTA CLARA	MILPITAS	09/16/2016	06/30/2017

