

**CITY OF SANTA ROSA  
GENERAL SERVICES AGREEMENT  
WITH JAMES FURULI INVESTMENT COMPANY, INC.,  
DBA ENVIRONMENTAL DYNAMICS  
AGREEMENT NUMBER F001626**

This "Agreement" is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the City of Santa Rosa, a municipal corporation ("City"), and James Furuli Investment Company, Inc., dba Environmental Dynamics, a California Corporation, ("Contractor").

**RECITALS**

A. City desires to enter into an agreement for janitorial services for various City of Santa Rosa Water Department locations.

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 and C ("Scope of Services"). Contractor shall provide these services at the time, place, and in the manner specified in Exhibit A and C. Exhibit A and C 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 during the period of March 1, 2018 through February 28, 2021. 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 \$332,192.08 with a \$10,000 Contingency. The Chief Financial Officer is authorized to pay all proper claims from various Charge Number.

### **5. BILLABLE RATES, PAYMENTS TO CONTRACTOR**

a. Billable Rates. Contractor shall be paid for the performance of services at the 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 three years, commencing on the date it is made above. City and Contractor may, upon mutual written agreement of both parties, extend this Agreement for up to two (2) additional one year terms.

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; 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](http://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:

### **City**

Brandalyn Tramel  
Purchasing Agent  
635 First Street, 2<sup>nd</sup> Floor  
Santa Rosa, California 95404  
Phone: (707) 543-3706  
Email: [btramel@srcity.org](mailto:btramel@srcity.org)

### **Contractor**

James Furuli  
President  
1320 Commerce St. Ste T  
Petaluma, CA 94954  
Phone: (707)-762-9224  
Email: [jim@envdynamics.com](mailto:jim@envdynamics.com)

## **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 California, (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

James Furuli Investment Co., Inc.

TYPE OF BUSINESS ENTITY:

☐ Individual/Sole Proprietor  
☐ Partnership  
☒ Corporation  
☐ Limited Liability Company  
☐ Other (please specify: \_\_\_\_\_)

By: \_\_\_\_\_

Print Name: Daniel J. Galvin III

Title: Chairman of the Board

*Signatures of Authorized Persons:*

APPROVED AS TO FORM:

By: 

Print Name: James C. Furuli

\_\_\_\_\_  
Office of the City Attorney

Title: President

ATTEST:

By: 

Print Name: James C. Furuli

\_\_\_\_\_  
Board Secretary

Title: CFO

City of Santa Rosa Business Tax Cert. No.

\_\_\_\_\_

Attachments:

Attachment One - Insurance Requirements  
Exhibit A - Scope of Services  
Exhibit B - Compensation/Rates  
Exhibit C - Contractor's Worksheets

## **EXHIBIT "A"** **SCOPE OF WORK**

The following scope of work is 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.

### **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, Wednesday and Thursday.
- Weekly:** 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:

<https://srcity.org/documentcenter/view/15760>

Note: Cleaning products used in all facilities are required to be scent free.

### **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 <sup>rd</sup> Monday in January
Washington's Birthday	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	4 <sup>th</sup> 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 & 16**

#### **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 two (2) locker rooms.

**CLEANING HOURS:** This facility 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 & 16**

#### **Laguna Treatment Plant, Annex**

**4300 Llano Road**

**Approximately 4,411 Square Feet**

**GENERAL DESCRIPTION:** 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 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 & 18**  
**Laguna Treatment Plant, Chemical Building**  
**4300 Llano Road**  
**Approximately 650 Square Feet**

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

**CLEANING HOURS:** This facility 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 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 & 19**  
**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 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 & 20**  
**Laguna Treatment Plant Warehouse**  
**4300 Llano Road**  
**Approximately 288 Square Feet**

**GENERAL DESCRIPTION:** This building houses the warehouse operations.

**CLEANING HOURS:** This facility operates on a five day a week, ten hour a day basis. Daily cleaning is 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 high strength waste and septic waste prior to release into the basin.

**CLEANING HOURS:** This facility 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 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**  
**Construction Management/Training Trailer**  
**4300 Llano Road**  
**Approximately 2,100 square feet**

**GENERAL DESCRIPTION:** This office is used by construction management personnel and for training by plant personnel.

**CLEANING HOURS:** This facility operates five days per week and will require weekly cleaning.

**AREAS TO BE CLEANED:** The office areas, restrooms, hallway, and lunchroom/kitchen.

**BID ITEM NO. 10 & 21 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. 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. 11**  
**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. 12 & 22**  
**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. 13 & 24**  
**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. 14**  
**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. 15**  
**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. 23**  
**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.

**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 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 are 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. 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 Water 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 Water 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 Water 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 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 15<sup>th</sup> 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 15<sup>th</sup> of each month.
2. Failure to correct deficiencies in performance within 1 day after written notice to cure.

## “SAMPLE CITY REPORTS”

**Note:** The forms listed below are sample City forms that can be altered/changed at any time throughout contract period. Any new forms that may be created will be reviewed and discussed with Contractor for clear understanding before implemented.

### CONTRACT INSPECTION REPORT

This form will be completed and submitted to the Contractor when deficiencies are found or reported during the COR's inspections.				
<b>INSTRUCTIONS:</b> Form is used for inspection of contract cleaning by inspectors to record results. The condition of area(s) inspected will be rated <b>SATISFACTORY</b> or <b>UNSATISFACTORY</b> . Explain unsatisfactory rating in remarks column and complete quantity column.				
Inspector (Print Name)			Inspector (Signature)	
Time Started:		Time Completed:		Date of Inspection:
Reported by:	Signature:	Date:	Contractor Contact Receipt of Report:	Date/Time:
Location/Area:			Check One: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Work Description/Remarks:				
Date and Time of Correction/Remarks:				

### **QUALITY DEFICIENCY NOTICE**

<u>Name of Contractor/Address:</u>	<u>Contractor Contact:</u>
<u>Contract No.:</u>	<u>Location:</u>
<b><u>A deficiency exists in your quality control system. The nature of the deficiency is:</u></b>	
<b>Immediate action is required to correct the deficient condition that occurred identified within the contract.</b>	
<b>Please provide a written response of corrective action taken to the COR within two (2) working days after receiving this notice. Corrective action must identify the prevention for any future deficiencies pertaining to services identified within this notice.</b>	
<u>City COR (Print Name):</u>	<u>Date:</u>
<u>Signature:</u>	
<u>Contractor Receipt Acknowledged:</u>	<u>Date:</u>
<u>Signature:</u>	
<b>Evaluation of Corrective Action Results</b>	
<u>Corrective action verified and acceptable</u> <input type="checkbox"/>	<u>Corrective action not acceptable</u> <input type="checkbox"/>
<b><u>If corrective action is not acceptable, please provide explanation below:</u></b>	
<b>This matter is being referred to the Contracting Officer for action. Direct further correspondence on this matter to the CO.</b>	
<u>Contractor Signature:</u>	<u>Date:</u>

**EXHIBIT "B"**  
**COST PROPOSAL**

**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	\$ <u>2,337.60</u>	\$ <u>28,051.20</u>
2.	12	Mo	Laguna Wastewater Treatment Plant, Annex, 3 Days Per Week	\$ <u>1,168.80</u>	\$ <u>14,025.60</u>
3.	12	Mo	Laguna Wastewater Treatment Plant, Chemical Building, 3 Days Per Week	\$ <u>394.47</u>	\$ <u>4,733.64</u>
4.	12	Mo	Laguna Wastewater Treatment Plant, Belt Press, 3 Days Per Week	\$ <u>397.47</u>	\$ <u>4,733.64</u>
5.	12	Mo	Laguna Wastewater Treatment Plant, Maintenance Shop Building, 3 Days Per Week	\$ <u>818.16</u>	\$ <u>9,817.92</u>
6.	12	Mo	Laguna Wastewater Treatment Plant, Warehouse, 3 Days Per Week	\$ <u>511.35</u>	\$ <u>6,136.20</u>
7.	12	Mo	Laguna Wastewater Treatment Plant, Wastehauler Station/Digester Bathroom, 3 Days Per Week	\$ <u>306.81</u>	\$ <u>3,681.72</u>
8.	12	Mo	Laguna Wastewater Treatment Plant, UV Fountain, 1 Day Per Week	\$ <u>306.81</u>	\$ <u>3,681.72</u>
9.	12	Mo	Trailer, 1 day per Week	\$ <u>85.23</u>	\$ <u>1,022.76</u>
10.	12	Mo	Compost Facility, 3 Days Per Week	\$ <u>998.35</u>	\$ <u>11,980.20</u>
11.	12	Mo	Brown Farm, Trailer and Restrooms, 2 Days Per Week	\$ <u>399.34</u>	\$ <u>4,792.08</u>
12.	12	Mo	Geysers Operations, 3 Days Per Week	\$ <u>1,178.54</u>	\$ <u>14,142.48</u>
13.	12	Mo	Utilities Field Operation Facility, 3 Days Per Week	\$ <u>3,262.90</u>	\$ <u>39,154.80</u>
14.	12	Mo	MSCN Yard Attendant Office, 3 Days Per Week	\$ <u>94.97</u>	\$ <u>1,139.58</u>
15.	12	Mo	Water Station 4, 3 Days Per Week	\$ <u>978.87</u>	\$ <u>11,746.44</u>
Total Amount x2 (2 Year Total)					\$ <u>317,679.96</u>

*Handwritten:* \$4,769.64

*Handwritten:* \$1,139.64

*Handwritten:* \$317,752.08

**SECTION II**

**ANNUAL PRESSURE WASHING OF BUILDINGS**

Bid Item	Qty	Unit	Description	Unit Cost	Total Amount
16.	1	Ea	Laguna Wastewater Treatment Plant, Administration	\$ 760.00	\$ 760.00
17.	1	Ea	Laguna Wastewater Treatment Plant, Annex	\$ 570.00	\$ 570.00
18.	1	Ea	Laguna Wastewater Treatment Plant, Chemical Building	\$ 380.00	\$ 380.00
19.	1	Ea	Laguna Wastewater Treatment Plant, Maintenance Shop Building	\$ 665.00	\$ 665.00
20.	1	Ea	Laguna Wastewater Treatment Plant, Warehouse	\$ 380.00	\$ 380.00
21.	1	Ea	Compost Facility	\$ 1,140.00	\$ 1,140.00
22.	1	Ea	Geysers Operations	\$ 570.00	\$ 570.00
23.	1	Ea	Llano Road Pump Station	\$ 475.00	\$ 475.00
24.	1	Ea	Utilities Field Operations	\$ 2,280.00	\$ 2,280.00
Total					\$ 7,220.00
Total Amount (2 Year Total)					\$ 14,440.00
Grand Total (Section I & II)					\$ 332,119.96

*✓*  
\$ 332,192.08

**Section III**  
**Miscellaneous Services**

Description	Unit Cost
Misc. Cleaning – Hourly Rate applied for various miscellaneous cleaning outside of defined scope of work listed herein.	Hourly Rate \$ 26.45
	Overtime Rate \$ 39.68
	Holiday Rate \$ 39.68

Note: A contingency amount of \$10,000 for miscellaneous services will be made part of the agreement and is not to be considered a guarantee of work. The contingency will not be included in identifying the lowest responsive and responsible bid.



**EXHIBIT "C"**  
**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: 4
2. Number of hours assigned to each custodian: 8 hours
3. Names: Roberto N.  
Juventino R.  
Lizbet B.  
Manuel C.
4. Contract Supervisor: Randy Rash Phone: 707-889-4899
5. Experience: See attached

- 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>4</u>	<u>Clean Max</u>	<u>Pro-Series</u>	<u>2017</u>	<u>Com'l. Upright Vac.</u>
2.	<u>1</u>	<u>Mustang</u>	<u>Extractor</u>	<u>2017</u>	<u>Carpet/Upholstery Equip.</u>
3.	<u>1</u>	<u>Kent</u>	<u>Hawk</u>	<u>2017</u>	<u>Dual Buffer</u>
4.	<u>NOTE: Equip. to meet City green/noise requirements: true HEPA 3-stage filtration.</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.

Assigned individual to service area by following a duty list/scope of work listed in Exhibit "B" including green janitorial practices.

- D. **MINIMUM 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 \$75,884.40

  
\$74,897.64

## CONTRACTOR'S WORKSHEET - ITEM 10 & 21 - 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: Laura G.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Contract Supervisor: Randy Rash Phone: 707-762-9224
5. Experience: See attached

- 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. Quantity of equipment differs to meet City specifications of work to be performed and
2. green/noise requirements; true HEPA three-stage filtration vacuums (multiple) and latest innovative
3. equipment
4. \_\_\_\_\_

- 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.

Assigned Individual to service area by following a duty list/scope of work listed in Exhibit "B" including green janitorial practices.

- D. MINIMUM 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 \$11,980.20

### Item 21 - Section II

1. Number of Custodians: 3
2. Number of hours assigned to each custodian: 8+ hours
3. Forest B./Walt S./Francisco T.

### **CONTRACTOR'S WORKSHEET -- ITEM 11 -- 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: Maria F.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Contract Supervisor: Jeff Stafford Phone: 925-595-3595
5. Experience: See attached

- 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. | Quantity of equipment differs to meet City specifications of work to be performed and               |  |  |  |
| 2. | green/noise requirements; true HEPA three-stage filtration vacuums (multiple) and latest innovative |  |  |  |
| 3. | equipment.  |  |  |  |
| 4. |   |  |  |  |

- 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.

Assigned individual to service area by following a duty list/scope of work listed in Exhibit "B"

including green janitorial practices.

- D. **MINIMUM 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 \$4,792.08

## CONTRACTOR'S WORKSHEET -- ITEM 12 & 22-- 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. Number of hours assigned to each custodian: 6 hours
3. Names: Javier C.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Contract Supervisor: Randy Rash Phone: 707-857-4899
5. Experience: See attached

- 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. | Quantity of equipment differs to meet City specifications of work to be performed and               |  |  |  |
| 2. | green/noise requirements; true HEPA three-stage filtration vacuums (multiple) and latest innovative |  |  |  |
| 3. | equipment.  |  |  |  |
| 4. |   |  |  |  |

- 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.

Assigned individual to service area by following a duty list/scope of work listed in Exhibit "B"  
including green janitorial practices.

- D. MINIMUM 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 \$14,142.48

Item 21 - Section II

1. Number of Custodians: 2
2. Number of hours assigned to each custodian: 8 hours
3. Forest B./Walt S.

*Handwritten signature*  
814,712.48

## **CONTRACTOR'S WORKSHEET -- ITEM 13 & 24 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: Juventino R.  
Javier C.  
Laura G.  
Walt S.
4. Contract Supervisor: Randy Rash Phone: 707-857-4899
5. Experience: See attached

- 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>Quantity of equipment differs to meet City specifications of work to be performed and</u>			
2.	<u>green/noise requirement; true HEPA three-stage filtration vacuums (multiple) and latest innovative</u>			
3.	<u>equipment.</u>			
4.	<u></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.


Assigned individual to service area by following a duty list/scope of work listed in Exhibit "B"

including green janitorial practices.

- D. **MINIMUM 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 \$39,154.80  
Item 24 - Section II

1. Number of Custodians: 3
2. Number of hours assigned to each custodian: 8 hours - 2 days
3. Forest B./Walt S./Francisco T.

\$41,434.80  




## **CONTRACTOR'S WORKSHEET -- ITEM 14 -- 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: .5 hour
3. Names: Javier C.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Contract Supervisor: Randy Rash Phone: 707-857-4899
5. Experience: See attached

- 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>Quantity of equipment differs to meet City specifications of work to be performed and</u>               |              |             |                    |
| 2.              | <u>green/noise requirements; true HEPA three-stage filtration vacuums (multiple) and latest innovative</u> |              |             |                    |
| 3.              | <u>equipment.</u>  |              |             |                    |
| 4.              | _____  |              |             |                    |

- 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.

Assigned individual to service area by following a duty list/scope of work listed in Exhibit "B"

including green janitorial practices.

- D. **MINIMUM 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 \$1,139.58

\$1,139.64  


### CONTRACTOR'S WORKSHEET -- ITEM 15 -- STATION 4

- 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: Ismael G.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Contract Supervisor: Jeff Stafford Phone: 925-595-3595
5. Experience: See attached

- 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. | Quantity of equipment differs to meet City specifications of work to be performed and              |  |  |  |
| 2. | green/noise requirement; true HEPA three-stage filtration vacuums (multiple) and latest innovative |  |  |  |
| 3. | equipment.   |  |  |  |
| 4. |  |  |  |  |

- 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.

Assigned individual to service area by following a duty list/scope of worked listed in Exhibit "B"  
including green janitorial practices.

- D. MINIMUM HOURS: 5 hours per day, 3 days per week, for 52 weeks per year (780 hours); Plus quarterly work for a total of 24 hours per year. Total hours of service is 804 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 \$11,746.44

**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.

<b>Insurance</b>	<b>Minimum Coverage Limits</b>	<b>Additional Coverage Requirements</b>
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. <b>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.</b>
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.
4. Pollution Liability	(N/A)	If the work involves lead-based paint or asbestos identification/remediation, the policy must not contain lead-based paint or asbestos exclusions. If the work involves mold identification, the policy must not contain mold exclusion and the definition of "Pollution" in the policy must include microbial matter, including mold.



**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.



ENVIDYN-01

HFAHY

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/06/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> George Petersen Insurance Agency, Inc. P.O. Box 3539 Santa Rosa, CA 95402		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> (707) 525-4150 <b>FAX (A/C, No):</b> (707) 525-4175 <b>E-MAIL ADDRESS:</b> info@gpins.com		
<b>INSURED</b> James Furull Investment Co Inc. dba: Environmental Dynamics dba: Total Building Maintenance 1320 Commerce St., Suite T Petaluma, CA 94954		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		<b>INSURER A:</b> Financial Pacific Insurance Co		31453
		<b>INSURER B:</b> Falls Lake Fire & Casualty Company		15884
		<b>INSURER C:</b>		
		<b>INSURER D:</b>		
		<b>INSURER E:</b>		
		<b>INSURER F:</b>		

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER: 2

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		60481084	09/01/2017	09/01/2018	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>GEN'L AGGREGATE LIMIT APPLIES PER:</b>						
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC						
	OTHER:						
	<b>AUTOMOBILE LIABILITY</b>						
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB			60481084	09/01/2017	09/01/2018	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 2,000,000
	DED <input type="checkbox"/> RETENTION \$						
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A	X		FLA005183-00	04/17/2017	04/17/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Contract F001626

The City of Santa Rosa, their officers, agents, employees and volunteers are named as Additional Insured with respects to General Liability per endorsement CG 20 10R 12 11, attached with primary wording. A waiver of subrogation applies for the City of Santa Rosa per endorsement WC 04 03 06 (Ed.4-84), attached.

## CERTIFICATE HOLDER

## CANCELLATION

City of Santa Rosa  
c/o Jennifer Myles  
Department of Finance  
635 1st St. - Second Floor  
Santa Rosa, CA 95404

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR  
CONTRACTORS  
(WITH LIMITED COMPLETED OPERATIONS COVERAGE)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
BUSINESSOWNERS COVERAGE FORM

**SCHEDULE**

**NAME OF PERSON OR ORGANIZATION**

Any person or organization to whom or to which the named insured is obligated by a virtue of a written contract to provide insurance that is afforded by this policy. Where required by contract, the officers, officials, employees, directors, subsidiaries, partners, successors, parents, divisions, architects, surveyors and engineers are included as additional insureds. All other entities, including but not limited to agents, volunteers, servants, members and partnerships are included as additional insureds, if required by contract, only when acting within the course and scope of their duties controlled and supervised by the primary (first) additional insured. If an Owner Controlled Insurance Program is involved, the coverage applies to off-site operations only. If the purpose of this endorsement is for bid purposes only, then no coverage applies.

**WHO IS AN INSURED:** (Section II)

This section is amended to include as an insured the person or organization within the scope of the qualifying language above, but only to the extent that the person or organization is held liable for your acts or omissions in the course of "your work" for that person or organization by or for you. The "products-completed operations hazard" portion of the policy coverage as respects the additional insured does not apply to any work involving or related to properties intended for residential or habitation occupancy (other than apartments). This clause does not affect the "products-completed operations" coverage provided to the named insured(s).

**WAIVER OF SUBROGATION:**

We waive any right of recovery, when required by written contract, that we may have against the person or organization within the scope of

the qualifying language above because of payments we make for injury.

**LOCATION OF JOB:**

The job location must be within the State of domicile of the named insured, or within any contiguous State thereto.

**DESCRIPTION OF WORK:**

The type of work performed must be that as described under classifications in the CGL Coverage Part Declarations.

**PRIMARY CLAUSE:**

When this endorsement applies and when required by written contract, such insurance as is afforded by the general liability policy is primary insurance and other insurance shall be excess and shall not contribute to the insurance afforded by this endorsement.

**EXCLUSION**

This insurance provided to the additional insured does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of an architect's, engineer's or surveyor's rendering or failure to render any professional services, including:

1. The preparing, approving, or failing to prepare or approve, maps, designs, shop drawings, opinions, reports, surveys, field orders, change orders, or drawings and specifications; and
2. Supervisory, inspection, architectural or engineering activities.

Endorsement EFFECTIVE DATE: SEE DEC

Endorsement EXPIRATION DATE: SEE DEC

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT-CALIFORNIA**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 2.5% of the California workers' compensation premium otherwise due on such remuneration.

**Schedule****Person or Organization**

Blanket Waiver of Subrogation

**Job Description**

As respects to all CA jobs performed by the named insured during the policy period where by written contract a waiver of subrogation is required prior to the commencement of work.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 04-17-2017  
Insured  
James Furull Investment Co, Inc. (A Corp)

Policy No. FLA005183-00  
Insurance Company  
Falls Lake Fire & Casualty Company

Endorsement No.

Countersigned By \_\_\_\_\_



# State of California Secretary of State

**S**

## Statement of Information

(Domestic Stock and Agricultural Cooperative Corporations)

FEES (Filing and Disclosure): \$25.00.

If this is an amendment, see instructions.

**IMPORTANT – READ INSTRUCTIONS BEFORE COMPLETING THIS FORM**

**FN91527****FILED**

In the office of the Secretary of State  
of the State of California

**JUL-19 2017**

This Space for Filing Use Only

**1. CORPORATE NAME**

JAMES FURULI INVESTMENT CO., INC.

**2. CALIFORNIA CORPORATE NUMBER**

C1283308

**No Change Statement** (Not applicable if agent address of record is a P.O. Box address. See instructions.)

3. If there have been any changes to the information contained in the last Statement of Information filed with the California Secretary of State, or no statement of information has been previously filed, this form must be completed in its entirety.

☒ If there has been no change in any of the information contained in the last Statement of Information filed with the California Secretary of State, check the box and proceed to Item 17.

**Complete Addresses for the Following** (Do not abbreviate the name of the city. Items 4 and 5 cannot be P.O. Boxes.)

4. STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE CITY STATE ZIP CODE

5. STREET ADDRESS OF PRINCIPAL BUSINESS OFFICE IN CALIFORNIA, IF ANY CITY STATE ZIP CODE

6. MAILING ADDRESS OF CORPORATION, IF DIFFERENT THAN ITEM 4 CITY STATE ZIP CODE

**Names and Complete Addresses of the Following Officers** (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

7. CHIEF EXECUTIVE OFFICER/ ADDRESS CITY STATE ZIP CODE

8. SECRETARY ADDRESS CITY STATE ZIP CODE

9. CHIEF FINANCIAL OFFICER/ ADDRESS CITY STATE ZIP CODE

**Names and Complete Addresses of All Directors, Including Directors Who are Also Officers** (The corporation must have at least one director. Attach additional pages, if necessary.)

10. NAME ADDRESS CITY STATE ZIP CODE

11. NAME ADDRESS CITY STATE ZIP CODE

12. NAME ADDRESS CITY STATE ZIP CODE

13. NUMBER OF VACANCIES ON THE BOARD OF DIRECTORS, IF ANY:

**Agent for Service of Process** If the agent is an individual, the agent must reside in California and Item 15 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 15 must be left blank.

14. NAME OF AGENT FOR SERVICE OF PROCESS

15. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL CITY STATE ZIP CODE

**Type of Business**

16. DESCRIBE THE TYPE OF BUSINESS OF THE CORPORATION

17. BY SUBMITTING THIS STATEMENT OF INFORMATION TO THE CALIFORNIA SECRETARY OF STATE, THE CORPORATION CERTIFIES THE INFORMATION CONTAINED HEREIN, INCLUDING ANY ATTACHMENTS, IS TRUE AND CORRECT.

07/19/2017

PAMELA LEE LANE

OFFICE MANAGER

DATE

TYPE/PRINT NAME OF PERSON COMPLETING FORM

TITLE

SIGNATURE

SI-200 (REV 01/2013)

APPROVED BY SECRETARY OF STATE



2018 City of Santa Rosa  
Business Tax Certificate Renewal

Confirmation #: JIRII24QIX Due: January 1, 2018 • Delinquent Date: March 1, 2018

City of Santa Rosa • c/o MuniServices, LLC • PO Box 1556 • Santa Rosa, CA 95402 • Toll Free: (855) 219-4339  
Fax: (855) 219-4338 • Email: [srsupport@muniservices.com](mailto:srsupport@muniservices.com) • Online Filing: [santarosa.bizlicenseonline.com](http://santarosa.bizlicenseonline.com)

Business Name: JAMES FURULI INVESTMENT CO INC Account Number: 298241  
Trade Name/DBA: Environmental Dynamics Total Paid: \$949.69  
Address: 1320 COMMERCE ST Payment Type: Checking  
PETALUMA, CA 94954-0000  
Business Type/Class: 212-3C CONTRACTORS - MISCELLANEOUS

	2017 Actual	2018 Estimate
Enter Gross Receipts* (Cost of Operations)**	\$870,171.56	\$550,000.00
(Standard Deduction)	\$25,000.00	\$25,000.00
Adjusted Receipts	\$845,171.56	\$525,000.00
Calculated Tax: (Tax Rate 0.109% )	\$921.24	\$572.25
Minimum Tax (\$25.00) + Calculated Tax	\$946.24	\$597.25
Prepaid Amount from Previous Year	\$597.80	
Subtotal by Year	\$348.44	\$597.25
Subtotal (Prior Year + Current Year)		\$945.69
Penalty if paid after the due date ( 15.00 %)		\$0.00
Interest if paid after the due date (# of months late x 0.0084 x Tax)		\$0.00
Total Taxes Due (Taxes + Penalty + Interest)		\$945.69
Is your business physically located in the Santa Rosa city limits?		No
Compliance Review Fee		\$0.00
State Mandated Disability Access / Education Fee ***		\$4.00
Outstanding Credit/Balance Due		\$0.00
Grand Total		\$949.69

I declare under penalty of perjury that the information contained in this renewal form is true and correct, and that all required licenses and permits are in full force and effect.  
I understand that a business tax certificate does not permit business operation unless my business is properly zoned and/or in compliance with all applicable laws/rules.

Signature: Pam Lane Title: Office Manager Phone: 707-762-9224 Date: 2/2/2018

\*Do Not Include Sales Tax or Alcohol Tax in Your Gross Receipts.

\*\*Report total gross payroll, utilities and rent for this location.

\*\*\* On September 19, 2012, Governor Brown signed Senate Bill 1186 (SB 1186) into law. SB 1186 is intended to increase disability access, encourage compliance with construction-related accessibility requirements, develop education resources for businesses, and facilitate compliance with Federal and State disability laws. From January 1, 2013, and until December 31, 2017, cities and counties were required to collect a State mandated fee of \$1.00 from "any applicant for a local business license or equivalent instrument or permit, and from any applicant for the renewal of a business license or equivalent instrument or permit." Assembly Bill 1379 was passed on October 11, 2017 which extends the assessment of the fee indefinitely and also the State mandated fee from \$1.00 to \$4.00 from January 1, 2018 until December 31, 2023. The City is required by law to inform you of the following: Under Federal and State law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect at <http://www.dgs.ca.gov/dsa/home.aspx>  
The Department of Rehabilitation at <http://www.rehab.cahwnet.gov>  
The California Commission on Disability Access at <http://www.cdda.ca.gov>

Thank you for filing your City of Santa Rosa Business Tax online.

- Keep your online receipt with confirmation number as your "temporary business tax certificate." Please note that the "temporary business tax certificate" is valid for no longer than 30 days from the date of the application or until the Business Tax Certificate has been issued if sooner than 30 days. Upon receipt and review of your business tax application and payment, you will be issued an official certificate as long as the business tax is paid in full.
- If you do not receive your official certificate within 30 days, please contact MuniServices toll free at (855) 219-4339 or email [srsupport@muniservices.com](mailto:srsupport@muniservices.com) for assistance.
- As a reminder, all new businesses located within the City limits of Santa Rosa are required to obtain zoning clearance and/or a home occupational permit (if applicable) from the Planning and Economic Development Department.
- If you are an established business inside the City limits and have recently moved to a new location within the City limits of Santa Rosa, you are required to obtain an updated zoning clearance permit from the Community Development Department.

Planning and Economic Development Department Address: 100 Santa Rosa Avenue, Room 3 at City Hall  
Planning and Economic Development Phone: (707) 543-3223  
Planning and Economic Development Office is open Monday through Friday.  
Please access [www.srclty.org/ped](http://www.srclty.org/ped) or call 707-543-3200 for counter hours.

- Sales or Use Tax may apply to your business activities. Please contact the local State Board of Equalization office for information.
- 6-04.120 - Santa Rosa Business Tax Ordinance authorizes Representatives of the Collector to examine, audit and inspect books and records of any taxable business. All persons subject to this provision shall keep complete records of business transactions for a period of at least three years.

For questions regarding your City of Santa Rosa Business Tax Certificate, please contact MuniServices toll free at (855) 219-4339 or email [srsupport@muniservices.com](mailto:srsupport@muniservices.com) for assistance.