

**LEGAL NOTICE
NOTICE OF CALL FOR SEALED BIDS
TO FURNISH JANITORIAL SERVICES
FOR THE CITY OF CORNING**

In accordance with the provisions of the Municipal Code of the City of Corning, sealed bids will be received by the City Clerk of the City of Corning, at City Hall, 794 Third Street, Corning, California 96021, until 2:00 p.m. on July 20, 2010 to furnish Janitorial services over a three year period for the City of Corning, as per specifications and contract.

**BIDS RECEIVED AFTER THIS DATE WILL NOT BE ACCEPTED OR
CONSIDERED. POSTMARKS WILL NOT BE CONSIDERED.**

Said bids will be opened and publicly read following bid closing on July 20, 2010 at 2:00 p.m. in the Council Chambers, Corning City Hall, 794 Third Street, Corning, CA 96021.

All bids must be submitted on standard bid forms provided by the City of Corning and presented in sealed envelope with **“Janitorial Services Bid – Do Not Open”** clearly marked on the outside of the envelope. Specifications contained within contract and bid forms can be obtained at City Hall from the Public Works Department, 794 Third Street, Corning, CA or online at www.corning.org

The City of Corning reserves the right to reject any or all bids, and to waive any and all irregularities.

Lisa Linnet
City Clerk

PUBLISH: Saturday, June 12, 2010
Wednesday, June 16, 2010

**CITY OF CORNING
DEPARTMENT OF PUBLIC WORKS
CORNING, CALIFORNIA**

**JANITORIAL SERVICE
BID PROPOSAL FORM**

DATE: _____

The undersigned _____
(Name of Company)

Request for Proposal to provide Janitorial Services at Corning City Hall, Police Department, Corning Library, Corning Transportation Center, City Corporation Yard, the restrooms at Martini Plaza, Woodson Park, Northside Park and the Transportation Center. Including the opening and closing of the restrooms specified in the contract.

Monthly Fee Proposal

\$ _____

The price quoted herein is firm, and is not subject to change.

The City of Corning reserves the right to reject any and all Requests for Proposals that may be submitted or to waive any irregularity, and in the event of identical Requests for Proposals, to be the sole judge of the Company to receive the contract.

Request for Proposals will be accepted at 794 Third Street, Corning, CA 96021 until 2:00 p.m. on July 20, 2010. All bids must be clearly marked **"JANITORIAL SERVICE – DO NOT OPEN."**

Signature of Company Representative

Date

Company Name

Address

Phone

JANITORIAL SERVICES AGREEMENT

This agreement is entered into by and between the City of Corning, a municipal corporation, (hereinafter referred to as "City") and the person or entity identified at the end of this Agreement (hereinafter referred to as "Contractor").

Purpose of Agreement:

The purpose of this agreement is to document the arrangement worked out between the City and the Contractor for certain janitorial work to be performed on City property over a three-year term.

Location of work to be performed:

The Contractor will perform janitorial services at the following eight (8) City of Corning locations.

- ◆ City Hall, 794 Third Street.
- ◆ Police Department, 774 Third Street.
- ◆ Corning Library, 740 Third Street.
- ◆ Corning Transportation Center, Suite D, 1081 Solano Street.
- ◆ Corporation Yard, 1106 Butte Street.
- ◆ Martini Plaza, 1409 Solano Street, restrooms only.
- ◆ Woodson Park, South Street at Pear Street, restrooms only.
- ◆ Northside Park, 1418 Colusa Street, restrooms only.

Contractor Responsibility:

All work under this Agreement shall be performed in a skillful and workmanlike manner. The City may, in writing, require the Contractor to remove any employee the City deems incompetent, careless, or otherwise objectable, or for theft, possession and/or removal of material, supplies, equipment, or any other City owned Property.

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking disciplinary action with respect to Contractor's employees as may be necessary. Each employee must be finger printed by the Corning Police Department before employment.

No other personnel other than the Contractor or Contractor's employees or City of Corning employees shall be allowed in the building during the period prescribed for maintenance. No children shall be in the building when performing janitorial services.

Contractor shall perform cleaning duties after business hours and on weekends. Because of public meetings, Tuesday evenings cannot be cleaning dates. All cleaning shall be performed on Wednesday evenings with the exception of the first Wednesday of the month, and one day or evening of the weekend.

The Contractor shall be responsible for the training of all employees in the use of Multiple Safety Data Sheets supplied with all cleaning fluids and disinfectants. All employees must also be advised of all CAL-OSHA safety laws and the Contractor shall have a current ongoing safety program.

Description of work to be performed:

The Contractor will perform the following work throughout the term of this Agreement:

Each day:

- The restroom facilities located at the Transportation Center, Northside Park, Woodson Park and Martini Plaza will be closed each evening at dark Monday through Friday.
- The restroom facilities located at Northside Park, Woodson Park and Martini Plaza will be opened at 7:00 a.m. and closed at dark each weekend, holiday and City Furlough day.
- The Transportation Center Suite D (bus waiting area) must be opened no later than 5:45am and closed at dark every City Furlough day and on holidays except for holidays that TRAX services are not available. TRAX does not provide services on New Year's Eve, New Year's Day, Presidents' Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve and Christmas Day.
- During the closing of each facility the contractor will inspect each restroom and pickup and clean as needed and make sure all paper dispensers are filled for the following day. If problems or vandalism are discovered the contractor is to contact Public Works.

Once per week:

- Vacuum all carpeted areas.
- Mop and buff all tile floors.
- Mop and buff seamless floors.
- Inspect and clean any furnishings and areas needing attention.

Twice per week:

- Dust shelves, desks, ledges, etc.
- Dust mop floors.
- Damp mop soiled floor areas.
- Spot wash counters, desks, etc.
- Clean, disinfect and deodorize restrooms.
- Fill restroom containers with supplies.
- Clean stainless and glass doors.
- Empty and clean wastebaskets and containers.
- Turn off lights as needed.

Monthly:

- Dust sills and blinds, all pictures, plaques and emblems.
- Wash and clean all glass, including all windows and doors inside and out.
- Spot wash and clean walls, doorframes, etc.
- Clean dispensers, stall separators and top partitions in restrooms.
- Scrub tile in all areas, remove black marks and apply new finish.
- Remove spider webs throughout buildings.

General Cleaning:

- Light fixtures dusted and washed twice per year.
- Keep Janitors closet in a clean and orderly fashion.
- Clean and remove all dirt, stains and marks with an approved cleaner.
- Clean and fill receptacles, dispensers, and the like and fill with an appropriate supply to last until the next cleaning day.
- Mop-Damp or Wet all surface dirt and stains with a cotton mop and warm water (damp mopping) containing soap, detergent, or floor cleaner, as required and rinse by (wet mopping). If mopping operation results in removal of floor finish, restore surface with one coat of approved anti-slip floor finish.
- Sweep in areas with smooth floors, such as linoleum or tile; remove all loose dirt and litter with sweeping broom and disposable or laundered type treated cloth. For other type of floors, remove loose dirt and litter with a hair floor brush or other sweeping tool. In places difficult to sweep with regular sweeping tools, use a brush or vacuum to remove dirt and litter.
- Remove all surface and embedded dirt with a vacuum cleaner.
- Wash to remove all dirt stains and marks with approved cleaner, then rinse with clear water.

City and Contractor Furnished Supplies:

The **City agrees to furnish the following supplies:** Hand soap, toilet tissue, paper towels, and toilet seat covers. The **Contractor is required to furnish:** All chemicals and cleaning agents including deodorizers, an assortment of trash bags for all waste and garbage containers, all vacuums, mops, brooms, and other cleaning equipment.

Term of Contract:

The term of the Contract will be 3 years, beginning at signing of Contract and ending July 31, 2013.

Insurance Requirements:

- ◆ Contractor shall provide the City with Liability Insurance in the amount of \$1,000,000 and shall list the City as an Additional Insured on an Additional Insured Endorsement.
- ◆ Worker's Compensation shall be required for additional employees.

Business License Requirement:

- ◆ Contractor shall purchase and maintain a City of Corning Business License.

Amount of Compensation:

City will pay Contractor on a monthly basis at the beginning of each month for the work performed the preceding month. The monthly amount to be paid for each and every month throughout the term of this Agreement is \$_____.

Independent Contractor:

Contractor is an independent Contractor and is not an employee of the City of Corning. Contractor is not limited to performing the type of work provided for in this contract to only the City of Corning but it is assumed and agreed that Contractor will perform similar services for other customers. Although the City establishes contract objectives, it does not have authority to provide supervision over contractor and its employees other than to determine if the established objectives are being met and if the contractor is in compliance with the terms of this contract.

Attorney Fees and Costs:

In the event of a dispute arising out of this Agreement, City and contractor agree that a court or arbitrator may award a reasonable amount of attorney fees and costs to the prevailing party should such dispute be resolved through litigation or arbitration.

Entire Agreement:

This document represents the entire agreement between the parties and all commitments arising out of discussions between the parties have been fully integrated herein.

Notices to Parties:

Notices to City shall be provided to:

City of Corning
Attn: Public Works Director
794 Third Street
Corning, CA 96021

Notices to Contractor shall be provided to:

SO AGREED.

CITY OF CORNING

By: _____

Date: _____

CONTRACTOR

By: _____

Date: _____

Attest:

Lisa Linnet, City Clerk