

To all Potential Respondents:

REQUEST FOR PROPOSALS (RFP)

PARKING STRUCTURE MAINTENANCE

DOWNTOWN PARKING STRUCTURES 1 – 6, #9 and #10

BAYSIDE DISTRICT CORPORATION



The Bayside District Corporation (BDC) is seeking to contract with an experienced urban cleaning and maintenance service company to achieve excellence in cleaning within the boundaries of the Bayside District Property-Based Assessment District (PBAD).

The focus of this RFP is to select a vendor to clean and maintain the Downtown Parking Structures (PS#1 - 6), located on Second and Fourth Streets in Downtown Santa Monica, and two structures north of Wilshire Blvd, PS#9 and #10.

Only written proposals will be considered. Any materials submitted will become part of the proposal and may be incorporated into any subsequent contract(s) between the BDC and the selected vendor. One electronic copy and eight hard copy of the complete proposal must be received by 4:00 p.m. on May 8, 2009. The proposals should be addressed to:

Bayside District Corporation
Attn: Andrew Thomas – Operations Manager
1351 Third Street
Suite 201
Santa Monica, CA 90401
PH: (310) 393-8355
FAX: (310) 458-3921
Email: athomas@baysidedistrict.org

If you have questions, please submit them in writing to Andrew Thomas as directed above.

Description:

The Bayside District Corporation is a non-profit, special assessment district located in downtown Santa Monica. The Bayside District Corporation's purpose is to provide enhanced maintenance, ambassadors, marketing, and special project completion, above and beyond those provided by the City of Santa Monica. Property owners within the Bayside District Property-Based Assessment District boundaries (see map attached) pay a special assessment designed to fund these programs, which focus on improving the physical and economic environment and creating a safe and inviting atmosphere for downtown. One of the most important elements needed to achieve this goal, and one that needs special attention, is providing improved maintenance in Downtown.

The parking structures are often the first place visitors, residents, property owners, and business owners experience when they visit Downtown. It is imperative that these structures provide a positive "first impression" on our visitors, and a clean, safe and inviting experience for return users.

Currently, the City of Santa Monica Maintenance Staff provides the maintenance for the parking structures. This will cease in 2009 when these resources will be moved into other areas in Downtown. The purpose of this RFP is to identify and select a vendor to assume these responsibilities, and improve on them, seamlessly.

Services To Be Provided:

Our mission is to create a clean parking environment for our customers. To this end, we are asking that the following duties be fulfilled:

- Pan and Broom: Walk structures removing loose trash and debris – 3x per day
- Mobile Vacuuming: Run equipment through each structure to collect loose trash and debris – Daily
- Empty structure trash and replace bags on trash cans located on every level –3x per day
- Clean and deodorize trash can liners –Weekly
- Spray and wipe down all signage in structures –Daily
- Spray and wipe down all handrails in the stairwells of structures – Daily
- Spray and wipe down all trash can surfaces - Daily
- Mop all stairwells, restroom and lobby areas, and landings of structures - Daily

- Spray and wipe down all walls in restroom and lobby areas, stairwells, and stairwell landings of structures - Daily
- Remove graffiti, flyers, and handbills from structures – Continuously
- Clean and maintain all parking structure restrooms (includes restocking of hand towels and other sanitary supplies) – 3x day
- Clean and maintain all elevator interiors – 3x day
- Report non-functioning lights (in structure and in structure elevators) – Daily
- In addition to these regular tasks, emergency maintenance such as spill clean ups will be required and must be attended to immediately.

Reponses to this RFP must contain the above services and their corresponding unit costs. For example, cleaning and maintaining all elevator interiors one time per day costs \$XXX.XX. The purpose of this is to provide the BDC and the vendor with the flexibility to adjust resources as needed.

The vendor will maintain a weekly collection/cleaning report. This report will be distributed to the BDC each week to ensure compliance. In addition, bi-weekly walkthroughs with the BDC and the City of Santa Monica and monthly meetings to be held at either the BDC or City of Santa Monica offices are mandatory.

Specifications for Proposal:

Contractor is requested to submit one electronic copy of its proposal in accordance with the following requirements:

- Introduction: Summarizing the scope of work to be performed.
- Scope of Work: List work to be performed. Proposal shall describe procedure, materials and resources (e.g. staff), which will be utilized to complete each task in the scope. It is understood that services may be increased or decreased during negotiating with the winning bidder.
- Company Background: Describe your organization/company's background including list of owner/principals (if private sector) or Board of Directors (if non-profit) including resumes of key management personnel, length of time company/organization has been in operation, size (annual revenues) and organization structure (e.g. staff and org chart).
- Use of Chemicals: Provide a list of all chemicals and cleaning agents you plan on using for maintenance. This list must be approved by the City of Santa Monica Office of Sustainability and Environment.

- Prior Experience: Provide a comprehensive list of all contracts or work performed during the last five years regarding any/all of the items in the scope of service.

The list should include:

1. Job Location
2. Contract Amount
3. Role in the Job (contractor or subcontractor)
4. Equipment and General Procedures Used
5. References

Contractor's Employees

- All employees shall be U.S. citizens or be legal residents of the United States with supporting documentation.
- Personnel shall have good communications and public relations skills in order to effectively interact with visitors, business and property owners, and the BDC staff. Contractor will assure that personnel understand that public relations and public assistance are a primary part of their duties.
- Contractor will make their recommended on-site manager available to the BDC for interview prior to that person's selection for this project.

Management, Supervision and Training

- Contractor shall assign one responsible management level person to meet with the BDC Operations Manager on an as-needed basis. Such management level person will be available to attend BDC Board meetings upon request.
- All shifts must be supervised.
- Contractor is responsible for all training required to ensure that employees clearly understand their duties and responsibilities. Such training shall include pre-assignment training and remedial training, as necessary. Contractor understands that the BDC will have the right to request that any employee receive remedial training or be removed from the project upon request.

Storage Area

- The BDC will provide a small utility area in on of the parking structures for Contractor to store supplies.

Equipment and Uniforms

- Contractor shall provide their personnel with uniforms that feature the BDC logo. Uniforms must be replaced as they are worn out.
- Personnel shall be equipped with all necessary equipment in order to perform the essential functions of this proposal.
- Contractor shall provide information on the type of equipment available to this contract (e.g. pan, broom, etc).
- The City of Santa Monica will provide all necessary trash bags, cleaning solutions, toilet paper, and hand towels for Contractor to maintain structures. Contractor must provide the BDC with inventory control documentation on these items.

Insurance

The successful contractor shall be required to carry the following insurance and name the BDC and the City of Santa Monica as additional insured:

- **Worker's Compensation:** In accordance with state compensation laws, the contractor shall carry worker's compensation and employer's liability insurance for all persons employed in the performances of services described in this proposal.
- **Liability/Bodily Injury and Property Damage:** The contractor shall carry liability insurance/bodily injury and property damage in the amount not less than \$1,000,000 per occurrence with a \$2,000,000 aggregate.

Other

The Contractor must obtain a Santa Monica Business License.

Replies to this RFP must be received no later than Friday, May 8, 2009, at 4 p.m.

The selected firm will be chosen based on the most competitive, qualified bid.