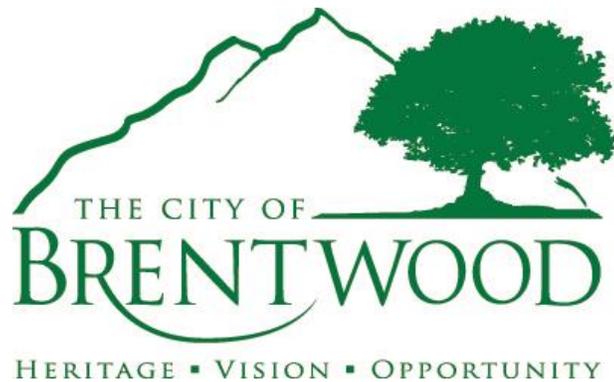


City of Brentwood
REQUEST FOR PROPOSALS
For Park Restroom Cleaning and Trash
Receptacle Maintenance Services



Date of Issuance:	October 1, 2020
Request for Information Deadline:	October 15, 2020
Proposal Deadline:	October 29, 2020

CITY OF BRENTWOOD REQUEST FOR PROPOSALS

The City of Brentwood (“**City**”) requests proposals (“**Proposals**”) from qualified firms (individually, a “**Respondent**” and collectively, “**Respondents**”) for park restroom cleaning and trash receptacle maintenance services (the “**Project**”).

1. ABOUT THE CITY

The City is a general law city located in east Contra Costa County, with an estimated population of 66,500. Additional information about the City is available online at <https://www.brentwoodca.gov>.

2. THE WORK

A. Summary. The City requires park restroom cleaning and trash receptacle maintenance services in parks and along various trail segments (collectively the “**Work**” and as more specifically detailed in Exhibit A Scope of Work). The Work involves routine, scheduled park restroom cleaning in certain parks and the monitoring, inspection and emptying of trash receptacles within parks and other specific trails and designated areas. Respondent awarded the Work will be responsible for all transportation to and from each work site. Vehicles and transportation will not be provided by the City.

The initial term of the Contract is two (2) years commencing January 1, 2021 and ending December 31, 2022. City may elect to extend the term, at its sole discretion, for up to two additional two (2) year terms. If City elects to extend the term, the compensation payable to Contractor will be adjusted by the increase in the Consumer Price Index (CPI) – Urban Wage Earners and Clerical Works for the San Francisco – Oakland – Hayward metropolitan area as of April 30th of each year, but the CPI increase will not exceed 3%.

B. Form of Agreement. A copy of the City’s standard General Services Agreement (“**Agreement**”), is attached and incorporated as **Attachment A**. By submitting a Proposal, the Respondent agrees to enter into the Agreement using the attached form with no exceptions to the form of the Agreement.

C. Scope of Work. The required Scope of Work is attached and incorporated as **Exhibit A**. By submitting a Proposal, the Respondent represents that it is fully qualified and available to provide the Work set forth in the Scope of Work at the price set forth in its Proposal, and that it agrees to provide the Work if it is awarded the Agreement, which will attach and incorporate the Scope of Work.

3. REQUEST FOR PROPOSAL PROCEDURES

A. Requests for Information. Questions or objections relating to the Request for Proposal (“**RFP**”), the RFP attachments, the RFP procedures, or the required Work may only be submitted via email to Brian Johnson, Park Maintenance Supervisor, at cjohnson@brentwoodca.gov by 5:00 p.m., Thursday, October 15, 2020 (the “**Request for**”).

Information Deadline”). Any questions or objections that are not submitted in the manner specified and by the Request for Information Deadline will be deemed waived. City will not be bound by the oral representations of any City officials, employees, or representatives.

B. Submittal Instructions. Proposals must be *received* by the City by or before **Thursday, October 29, 2020 at 5:00 p.m.**, Pacific Daylight Time (“**Proposal Deadline**”). Respondent must submit one copy of the Proposal in electronic format (pdf or Word) via email to Brian Johnson, Park Maintenance Supervisor at cjohnson@brentwoodca.gov with the subject line stating: “Proposal for Park Restroom Cleaning and Trash Receptacle Maintenance Services” by the Proposal Deadline. Late submissions will be disregarded.

C. Planned RFP Schedule. The following schedule is provided for planning purposes based on current information. However, all dates are subject to revision, including the Proposal Deadline, and may be amended by addenda to this RFP.

ACTIVITY	PLANNED DATES/TIME
RFP Issued	October 1, 2020
Request for Information Deadline	October 15, 2020 at 5:00 p.m.
Proposal Deadline	October 29, 2020 at 5:00 p.m.
Interviews <i>(if requested by City)</i>	Week of November 9, 2020
Notice of Selection	Week of November 16, 2020
Council Consideration of Award	December 15, 2020
Commence Services	January 1, 2021

D. Addenda. City reserves the right to issue addenda to modify the terms and conditions of this RFP, including modifications to the Proposal Deadline or to the Exhibits to this RFP. Addenda will be posted on the City’s website at <https://www.brentwoodca.gov>. Each Respondent is solely responsible for checking the City’s website for addenda, and for reviewing any and all addenda before submitting its Proposal.

4. PROPOSAL REQUIREMENTS

Each Proposal must be submitted in compliance with the requirements of this RFP. Each Proposal must respond to the items listed below. *Clarity and brevity are preferable to volume.* Unless requested, do not attach brochures or promotional materials to the Proposal. By submitting a Proposal, the Respondent agrees that the lump sum price and proposed approach to providing the Work, including staffing, constitute a firm offer to enter into the Agreement with the City, and that the offer will remain open for 120 days following the Proposal Deadline.

A. Cover Letter. Provide a brief cover letter that includes all of the following information:

- (1) Respondent’s name, address, phone number, and website address;
- (2) Type of organization (e.g. corporation, partnership, sole proprietorship, and State of formation);
- (3) A summary of general information about Respondent and the types of services it provides in relation to the Work required by the City; and

(4) Contact information, including name, title, address, phone number, and email, of Respondent's primary representative for purposes of this RFP.

The cover letter must be signed by a representative that is authorized to bind Respondent by contract and must state his or her name, title, and email address.

B. General Qualifications. Provide a brief description of the Respondent's business, including the number of years in business under the current name. Describe the size of the business, including total number of employees and offices, and identify and briefly describe each local office that will be involved in providing the Work if awarded the Agreement. Describe how and why Respondent is qualified to provide the Work.

C. Experience. Identify services Respondent has provided in the last five years for projects that are similar in scope and nature to the Project described in this RFP, particularly with respect to services provided to other cities or public agencies. For each example, provide (1) a brief description of the services provided, (2) an explanation of why this experience is relevant to the required Work, and (3) the name and address of the contracting agency, including contact information for a reference check (name, title, phone number, and email address).

D. Staffing.

(1.) Include a work plan of how you will staff and supervise each area. Include the estimated hours needed to maintain each area, listing each area separately. Provide a monthly calendar indicating staffing and work strategies throughout all seasons of the year. Discuss how you will adhere to all maintenance schedules.

(2.) Provide a complete overview of all training programs provided.

(3.) Detail your company's employee retention program and philosophy.

(4.) List the full or part time status of each employee that will be assigned to this the Work.

(5.) Describe the designated on-site supervisor's role in delivery of the Work and availability of on-site supervisor and contingency plans when not available.

(6.) Describe the line staff's role in the delivery of exceptional service.

E. Price. Using the Cost Proposal Form (**Exhibit C**), provide a lump sum price for the Work that is fully inclusive of all costs to provide the Work, including hourly billing rates, all labor, materials, equipment, supplies, the insurance required under the terms of the Agreement, travel fees, and any additional cost(s) the City would incur if Respondent is awarded the Agreement. Attach a copy of billing rates that would apply to any authorized additional Work.

5. EVALUATION

The factors that the City will consider in evaluating Proposals are as follows:

- Cover letter 1-15 points
- General qualifications 1-15 points
- Relevant experience 1-20 points
- Pricing (to be included on Cost Proposal Form) 1-20 points
- References 1-15 points
- Interview (if requested) 1-15 points

6. SELECTION AND AWARD

A. Review. Proposals will be reviewed for responsiveness and evaluated and ranked based on the factors listed in Section 5, above. When the evaluation is complete, the Proposals will be ranked based on total scores to identify the Proposal that provides the best value to the City. Acting in its sole discretion, the City may elect to conduct interviews with shortlisted Respondents. If interviews occur, they may be conducted via electronic methods including teleconference and/or videoconference. Interviews are not public meetings as defined by California open meeting laws (the Brown Act).

B. Award. The City staff will recommend award of the Agreement, if at all, to the Respondent that is determined by the staff to offer the best value to the City based on the City's review, as outlined above. City staff will submit its recommendation to the City Council or the awarding officer, as applicable, for award of the Agreement to the Respondent that it determines to offer the best value. The Respondents will be notified of staff's intended recommendation by a Notice of Selection which will be posted on the City's website at <https://www.brentwoodca.gov>, and which may also be emailed to each Respondent that submits a Proposal. The City Council or awarding officer will award the Agreement, if at all, to the Respondent that is determined by the City Council, acting in its sole discretion, to offer the best value to the City.

C. Protest Procedures. Any protest challenging the City's intended selection or the selection process must be submitted no later than 5:00 p.m., on the fifth business day following the date of the Notice of Selection. The protest must be submitted in writing via email to Aaron Wanden, Park Maintenance Manager at awanden@brentwoodca.gov; and must clearly specify the basis for the protest. The protest will be reviewed by Bruce Mulder, Director of Parks and Recreation in consultation with the City Attorney's Office, and the reviewing individual's determination on the protest is final. No public hearing will be held on the protest. Time being of the essence, the City reserves the right to proceed with award of the Agreement and commencement of the Work notwithstanding any pending protest or legal challenge.

7. MISCELLANEOUS

A. Disclaimers and Reservation of Rights. Upon receipt, each Proposal becomes the sole property of City and will not be returned to the Respondent. Each Respondent is solely responsible for the costs it incurs to prepare and submit its Proposal. The City reserves, in its sole discretion, the right to reject any and all Proposals, including the right to cancel or postpone the RFP or the Work at any time, or to decline to award the Agreement to any of the Respondents. The City reserves the right to waive any immaterial irregularities in a Proposal or submission of a Proposal. The City reserves the right to reject any Proposal that is determined to contain false or misleading information, or material omissions.

B. Conflict of Interest. Respondents must disclose to the City any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to Respondent, any employees of Respondent, or any other person relative to the Work to be provided pursuant to this RFP. This RFP process will be conducted in compliance with

all laws regarding political contributions, conflicts of interest, or unlawful activities. In accordance with Government Code Section 1090, Respondents who have participated in preliminary discussions, negotiations, reasoning, planning, and/or drawing of plans and specifications for previous agreements related to the same scope of work, will be excluded from consideration for the award of the Agreement. City employees are prohibited from participating in the selection process for this RFP if they have any financial or business relationship with any Respondent.

C. Public Records. The City is subject to the provisions of the California Public Records Act (Govt. Code § 6250 et seq.) (the “**Act**”), and each Proposal submitted to the City is subject to disclosure as a public record, unless the Proposal or any portion thereof is exempt under the Act. If a Respondent believes that any portion of its Proposal is exempt from disclosure under the Act, it must clearly identify the portion(s) it believes to be exempt and identify the basis for the exemption. Each Respondent bears the burden of proving any claimed exemption under the Act, and by submitting a Proposal, a Respondent agrees to indemnify, defend, and hold harmless the City against any third party claim seeking disclosure of the Proposal or any portions thereof.

Attachments:

Attachment A – Form of Agreement
Exhibit A – Scope of Work
Exhibit B – Cost Proposal Form

ATTACHMENT A – FORM OF AGREEMENT

**AGREEMENT FOR PARK RESTROOM CLEANING
AND TRASH RECEPTACLE MAINTENANCE SERVICES
[Name of Contractor]**

THIS AGREEMENT is made and entered into as of the _____ day of _____, 2020, by and between the City of Brentwood, a municipal corporation of the State of California ("City"), and _____, a _____ ("Contractor") (collectively, the "Parties").

RECITALS

City requires the services of a contractor experienced in park restroom cleaning and trash receptacle maintenance services. Contractor has the necessary experience in providing these services, has submitted a proposal to City and has affirmed its willingness and ability to perform such work.

NOW, THEREFORE, in consideration of these recitals and the mutual covenants contained herein, the Parties agree as follows:

1. Scope of Work. City retains Contractor to perform, and Contractor agrees to render, those services (the "Work") that are defined in Exhibit "A," attached and incorporated by this reference in accordance with the terms and conditions set forth in this Agreement.

2. Term

2.1 Unless earlier terminated, the term of this Agreement will commence on January 1, 2021 and will expire on December 31, 2022 ("Term"). Time is of the essence in the performance of this Agreement. Contractor shall continue performance of the Work without interruption.

2.2 The City Manager may amend the Agreement to extend it for up to two additional two year periods, or parts thereof. Extensions will be based upon a satisfactory review of Contractor's performance, City needs, and appropriation of funds by the City Council. The Parties will prepare a written amendment indicating the effective date and length of the extended Agreement. If City elects to extend the Term, the compensation payable to Contractor under Section 3 below will be adjusted in accordance with Section 3 below. Any Compensation increase for the annual extensions periods that exceed 3% CPI, will be approved by the City Council.

3. Compensation.

3.1 City agrees to pay, and Contractor agrees to accept, for full performance of the Work, the prices for landscape maintenance services set forth in Exhibit A. The total amount payable to Contractor for the Term of the Agreement shall not exceed _____ (\$_____) (the "Agreement Price") subject to adjustments for changes in the Work as may be agreed to in writing by the Parties. Payment will be made pursuant to Exhibit A. No other compensation for the Work will be allowed except for items covered by subsequent amendments to this Agreement.

City will revise the Agreement Price effective for the following 12-month period on July 1st of each year starting July 1, 2021. All price increases will be adjusted by the increase in

the Consumer Price Index (CPI) – Urban Wage Earners and Clerical Works for the San Francisco – Oakland – Hayward metropolitan area as of April 30th of each year, but the annual price increase will not exceed 3% of CPI. Revisions to the Agreement Price during the Term of this Agreement due to an increase in CPI will not require a written amendment or change order unless the annual extensions periods exceed the 3% maximum allowed under 2.2 above.

The Agreement Price is broken down as follows which includes a not to exceed 3% estimated CPI amount starting each July 1st:

FY 2020/21	\$ _____	(January 1, 2021 – June 30, 2021)
FY 2021/22	\$ _____	(July 1, 2021 – June 30, 2022)
FY 2022/23	\$ _____	(July 1, 2022 – December 31, 2022)

3.2 Contractor will submit written payment applications for progress payments in a form satisfactory to City on or before the first day of each month on account of routine landscape maintenance services and Additional Work provided during the preceding month. For routine landscape maintenance services, the payment applications shall be based on the tasks satisfactorily completed. For properly authorized Additional Work, the payment applications shall identify each person performing Work, the time each person spends on each task (in units not to exceed one quarter hour) and shall be based on the rates in the Cost Proposal Form.

3.3 Within thirty (30) days after receipt of each payment application for progress payment, City shall verify the accuracy of the progress payment application, correct the charges where appropriate, and make payment to Contractor in an amount equal to the amount of such application, as verified or corrected by City. No payment made under this Contract shall be construed as evidence of acceptance of any part of the Work. City reserves the right to withhold payment from Contractor on account of Work not performed satisfactorily, delays in Contractor's performance of Work, or other defaults hereunder. City shall promptly notify Contractor of any invoiced amounts that City disputes, and City and Contractor shall work to promptly resolve any such disputes. Contractor shall not stop or delay performance of Work under this Contract on account of payment disputes with City.

3.4 Payment to Contractor shall be considered as full compensation of all labor, supervision, materials, supplies, and equipment used in carrying out the Work. Contractor shall pay all taxes, including sales, use and income taxes, incurred in connection with performance of the Work.

3.5 City's failure to discover or object to any unsatisfactory work or billing prior to payment will not constitute a waiver of City's right to:

- 3.5.1 Require Contractor to correct such work or billings; or
- 3.5.2 Seek any other legal remedy.

4. Status of Contractor. Contractor will perform the Work as an independent contractor, free from the control and direction of City, in pursuit of Contractor's independent calling, and not as an employee of City. The persons used by Contractor to provide the Work under this Agreement will not be considered employees of City for any purposes whatsoever and City will not pay any tax, workers' compensation insurance, retirement contributions or unemployment contributions on behalf of Contractor or its employees or subcontractors. Contractor agrees to indemnify and pay City within thirty (30) days for any tax, retirement contribution, social security, overtime payment, unemployment payment or workers' compensation payment, including, but not limited to, those based on any provision of the Federal Affordable Care Act, which City may be required to make on behalf of Contractor or any agent, employee, or contractor of

Contractor for work done under this Agreement. The payment made to Contractor pursuant to the Agreement will be the full and complete compensation to which Contractor is entitled. At the City's election, City may deduct the amounts paid pursuant to this Section, from any balance owing to Contractor.

5. Indemnification. Contractor will hold harmless, defend and indemnify City and its officers, agents and employees and volunteers from all liability, penalties, costs, losses, damages, expenses, causes of action, claims, or judgments, including attorney's fees and other defense costs resulting from injury to or death sustained by any person (including Contractor's employees), or damage to property of any kind, or any other injury or damage whatsoever, which injury, death or damage arises out of or is in any way connected with the performance of this Agreement, regardless of the Contractor's fault or negligence, including any of the same resulting from City's alleged or actual negligent act or omission; except that said indemnity shall not be applicable to injury, death or damage to property arising from the sole negligence or willful misconduct of City. This indemnification shall extend to claims asserted after termination of this Agreement for whatever reason.

6. Insurance. Contractor will obtain and maintain, at its cost and expense, policies of commercial general liability insurance, automobile liability insurance, workers' compensation and employers liability insurance from an insurance company authorized to transact the business of insurance in the State of California which has a current rating in the Best's Key Rating guide of at least A:VII in an amount of not less than one million dollars (\$1,000,000) each, except for commercial general liability and worker's compensation, unless otherwise authorized and approved by the Risk Manager or the City Manager in consultation with the City Attorney. Commercial general liability will be set at two million dollars (\$2,000,000) and worker's compensation limits as required by the California Labor Code and Employer's Liability limits of \$1,000,000 per accident for bodily injury. Workers' Compensation and Employer's Liability Insurance will not be required if Contractor has no employees and provides to the City's satisfaction, a declaration stating this. Contractor will obtain occurrence coverage.

The insurance will be in force during the life of this Agreement and will not be canceled without thirty (30) days prior written notice to the City by certified mail. City, its officers, agents, volunteers and employees will be named as additional insureds on commercial general and automobile liability insurance. Contractor's insurance coverage will be primary insurance with respect to City, its officers, agents, volunteers and employees. Any insurance or self-insurance maintained by the City will be in excess of Contractor's insurance and not contributory with it. Contractor will furnish certificates of insurance for all policies, and endorsements for commercial general liability policies, to City prior to City's execution of this Agreement. The policies shall contain a waiver of subrogation for the benefit of City.

7. Displaced Janitor Opportunity Act. Any janitorial contractor or subcontractor employing 25 or more individuals shall be subject to the employee retention and reporting provisions of the Displaced Janitor Opportunity Act (Labor Code §§ 1060-1065).

8. Maintenance of Records. Contractor will maintain complete and accurate records with respect to costs incurred under this Agreement. All records will be clearly identifiable. Contractor will allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of records and any other documents created pursuant to this Agreement. Contractor will allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

9. Compliance With Laws. Contractor will comply with all applicable local, state and federal laws and regulations including, but not limited to, those related to air pollution control and those prohibiting discrimination and harassment; and will obtain and maintain a City of Brentwood Business License for the term of this Agreement.

10. Pandemic Health Laws. Contractor's duty to comply with Laws includes compliance by Contractor with all local, state, or federal Laws that have been or may be enacted in response to the COVID-19 pandemic (collectively, "Health Laws"), which include all of the County of Contra Costa Health Orders. Failure to fully comply with the Health Laws constitutes a material default, subject to all available remedies including suspension or termination.

11. Claims and Lawsuits. By signing this Agreement, Contractor agrees it may be subject to civil penalties for the filing of false claims as set forth in the California False Claims Act, Government Code sections 12650, *et seq.* Contractor further acknowledges that debarment by another jurisdiction is grounds for the City of Brentwood to terminate this Agreement.

12. Jurisdiction, Venue and Governing Law. Any action at law or in equity brought by either of the Parties for the purpose of enforcing a right or rights provided for by this Agreement will be tried in a court of competent jurisdiction in the County of Contra Costa, State of California, and the Parties waive all provisions of law providing for a change of venue in these proceedings to any other county. This agreement will be governed by the laws of the State of California.

13. Notices. Any notices relating to this Agreement shall be given in writing and shall be deemed sufficiently given and served for all purposes when delivered personally, by facsimile or by generally recognized overnight courier service, or five (5) days after deposit in the United States mail, certified or registered, return receipt requested, with postage prepaid, addressed as follows:

For City:

City of Brentwood
150 City Park Way
Brentwood, CA 94513
Phone No.: _____
Facsimile No.: _____
Attn: _____

For Contractor:

Name: _____
Title: _____
Address: _____
Phone No.: _____
Facsimile No: _____
Attn: _____

Either party may change its address for purposes of this section by giving the other party written notice of the new address in the manner set forth above.

14. Assignment. Contractor may not assign this Agreement or any part of it, or any monies due or to become due under it, without the prior written consent of City.

15. Entire Agreement. This Agreement, together with any other written document referred to or contemplated by it embody the entire Agreement and understanding between the parties relating to the subject matter of it. The City Manager is authorized, in consultation with the City Attorney, to agree to non-material amendments to this Agreement. Neither this Agreement nor any of its provisions may be amended, modified, waived or discharged except in a writing signed by both parties.

16. Termination. In the event of the Contractor's failure to prosecute, deliver, or perform the Work, City may terminate this Agreement for nonperformance by notifying Contractor in writing pursuant to the notice provisions of this Agreement. If applicable, Contractor has five (5) business days to deliver any documents owned by City and all work in progress to City address contained in this Agreement. City will make a determination of fact based upon the work product delivered to City and of the percentage of work that Contractor has performed which is usable and of worth to City in having the Agreement completed. Based upon that finding City will determine the final payment of the Agreement. In the event

City elects to terminate, City will have the right to immediate possession of all work product and work in progress prepared by Contractor, whether located at the project, at Contractor's place of business, or at the offices of a subcontractor.

Either Party, upon tendering thirty (30) calendar days written notice to the other Party, may terminate this Agreement for convenience. In this event and upon request of City, if applicable Contractor will assemble the work product without charge and put it in order for proper filing and closing and deliver it to City. Contractor will be paid for work performed to the termination date; however, the total will not exceed the lump sum fee payable under this Agreement. City will make the final determination as to the portions of tasks completed and the compensation to be made.

17. Waivers. The waiver by either Party of any breach or violation of any term, covenant, or condition of this Agreement or of any provisions of any ordinance or law will not be deemed to be a waiver of such term, covenant, condition, ordinance or law or of any subsequent breach or violation of same or of any other term, covenant, condition, ordinance or law or of any subsequent breach or violation of the same or of any other term, condition, ordinance, or law. The subsequent acceptance by either party of any fee or other money which may become due hereunder will not be deemed to be a waiver of any preceding breach or violation by the other party of any term, covenant, or condition of this agreement or any applicable law.

18. Severability. If any term, provision, condition or covenant of this Agreement or its application to any party or circumstances shall be held, to any extent, invalid or unenforceable, the remainder of this Agreement, or the application of the term, provision, condition or covenant to persons or circumstances other than those as to whom or which it is held invalid or unenforceable, shall not be affected, and shall be valid and enforceable to the fullest extent permitted by law.

19. Authority. The individuals executing this Agreement and the instruments referenced in it on behalf of Contractor each represent and warrant that they have the legal power, right and actual authority to bind Contractor to the terms and conditions of this Agreement.

CONTRACTOR:

CITY:

* By: _____

By: _____
Tim Y. Ogden, City Manager

Printed Name: _____

Title: _____

ATTEST:

** By: _____

By: _____
Margaret Wimberly, City Clerk

Printed Name: _____

APPROVED AS TO FORM:

Title: _____

By: _____
Damien Brower, City Attorney

If required by City, proper notarial acknowledgment of execution by Contractor must be attached. If a Corporation, Agreement must be signed by one corporate officer from each of the following two groups.

***Group A.**
Chairman,
President, **or**
Vice-President

****Group B.**
Secretary,
Assistant Secretary,
CFO **or** Assistant Treasurer

Otherwise, the corporation **must** attach a resolution certified by the secretary or assistant secretary under corporate seal empowering the officer(s) signing to bind the corporation.

If an LLC:

- The Agreement must be signed by a Managing Member **or** the LLC must attach a resolution empowering the signatory to bind the LLC.

If a partnership:

- The Agreement must be signed by the Managing Partner **or** the Partner authorized to execute agreements of this type. Additional documentation, such as the partnership agreement, confirming this signature authority may be required.

If a sole proprietorship:

- The Agreement must be signed by the owner.

EXHIBIT A – SCOPE OF WORK

PARK RESTROOM CLEANING & TRASH RECEPTACLE MAINTENANCE

PARK RESTROOM CLEANING:

Restroom cleaning is required at the following City locations: Apple Hill Park, Balfour-Guthrie Park, Blue Goose Park, City Park, Dolphin Park, Oak Meadow Park, Sunset Park, and Veterans Park (“Park(s)”). See chart below indicating the number of buildings, stalls, and urinals at each Park. A list and/or map of the Parks, and the park addresses, can be located at <https://www.brentwoodca.gov/gov/parks>.

The restrooms at all Parks are open from 9:00 AM to 9:00 PM. All restrooms need to be cleaned during **closed** hours (9:01 PM – 8:59 AM) so that they can be open to the public every day starting at 9:00 AM. City staff will provide cleaning services for opening of restrooms on Saturdays and Sundays. Therefore, Contractor will need to clean the restrooms 5 times a week. All Parks restrooms have onsite storage closets for supplies. City provides all cleaning and toiletry supplies and equipment. City will rely on Contractor to inform City when supplies are running low by contacting Brian Johnson, Park Maintenance Supervisor, via email at cjohnson@brentwoodca.gov so that City staff can place a supply order.

Contractor shall complete the following tasks in all Park restrooms: clean toilets, clean sinks, clean mirrors, clean floors, empty trash receptacles, and haul away waste. Contractor shall notify City staff of any vandalism, including graffiti, or obvious repairs that need to be made by contacting the Parks and Recreation Main Office at (925) 516-5444 or via email at ParksAndRecreation@brentwoodca.gov.

Park restrooms have automatic locks on the doors. Contractor will be provided access code(s) and key(s) which must be returned to City at the completion of the Agreement term.

PARK NAME	MEN’S RESTROOM(S)	WOMEN’S RESTROOM(S)
Apple Hill Park	1 urinal and 1 stall	1 stall
Balfour-Guthrie Park	1 urinal and 1 stall	2 stalls
Blue Goose Park	1 stall	1 stall
City Park	1 urinal and 1 stall	2 stalls
Dolphin Park	1 urinal and 1 stall	1 stall
Oak Meadow Park	1 urinal and 1 stall	2 stalls
Sunset Park	2 restroom buildings, each with 2 urinals and 1 stall	2 restroom buildings, each with 3 stalls
Veterans Park	1 urinal and 1 stall	3 stalls

TRASH RECEPTACLE MAINTENANCE SERVICES SCHEDULE:

Contractor shall monitor, inspect, and empty trash cans at the locations below at the frequencies indicated. While at each site indicated, “Mutt Mitt” dispensers should be inspected and refilled as needed (see locations of Mutt Mitt dispensers below). Contractor shall pick up any trash or litter throughout the parks and trails by inspecting the entire grounds during the scheduled site visits. From time to time work orders may come in that require immediate attention and Contractor needs to be able to respond to the work order within 24 or 48 hours. Contractor must haul away trash and dispose of it for no charge to the Contractor in the dumpsters allocated at the City of Brentwood Corporation Yard located at 2201 Elkins Way, Brentwood, CA. Contractor shall notify City staff of any vandalism, including graffiti, or obvious repairs that need to be made by contacting the Parks and Recreation Main Office at (925) 516-5444 or via email at ParksAndRecreation@brentwoodca.gov.

City will work with Contractor to coordinate access to the City’s Corporation Yard for disposal of waste.

Contractor will be provided keys to remove the bollards to access trash receptacles. Those keys are to be returned to City at the completion of the Agreement term.

TRASH RECEPTACLE MAINTENANCE SERVICES SCHEDULE

PARK NAME	TRASH	RECYCLE	TOTER	MUTT MITT	DAILY	WEEKLY
ALMANOR PARK	2	0	0	0		X
ALMOND PARK	3	2	0	1		X
AMBER PARK	2	0	0	1		X
ANASTASIA PARK	3	1	0	1		X
ANTICA POCKET PARK	2	0	0	1		X
APPLE HILL PARK	9	0	0	2	X	
APPALOOSA PARK	1	0	0	1		X
APRICOT PARK	1	0	0	0		X
ARBOR VIEW PARK	6	4	0	1		X
BALFOUR GUTHRIE PARK	8	5	0	3	X	
BELLA FIORE PARK	1	0	0	1		X
BERKSHIRE PARK	1	1	0	1		X
BRNTWD FAMILY AQUATIC COMP.	8	6	26	0		X
BIG BASIN PARK	2	0	0	0		X
BLACK GOLD PARK	2	1	0	1		X
BLUE GOOSE PARK	5	5	3	1	X	
BOONE POCKET PARK	1	0	0	1		X
BOSK POCKET PARK	1	0	0	0		X
BSAC	0	0	0	0		

PARK NAME	TRASH	RECYCLE	TOTER	MUTT MITT	DAILY	WEEKLY
BRENTWOOD SKATE PARK	6	2	0	0	X	
BUENA VISTA PARK	2	0	0	1		X
CABOOSE PARK	1	2	0	1		X
CELESTE PARK	4	0	0	1		X
CHERRY PARK	1	1	0	1		X
CHESTNUT POCKET PARK	0	0	0	1		X
CITY PARK	8	7	2	1	X	
CORTONA PARK	1	0	0	1		X
CORTONA POCKET PARK	1	0	0	2		X
CREEKSIDE PARK	4	2	0	1	X	
CREEKSIDE TRAILHEAD PARK	1	0	0	1		X
CREEKSIDE TRAIL PARK	2	0	0	1		X
CURTIS PARK	1	0	0	0		X
DAKOTA PARK	6	0	0	2		X
DAYTONA PARK	4	0	0	1		X
DOLPHIN PARK	3	2	0	1	X	
DRAGONFLY PARK	2	0	0	1		X
EDERA POCKET PARK	1	0	0	1		X
EGRET PARK	4	0	0	1		X
FRUITWOOD PARK	1	0	0	1		X
GARIN PARK	5	0	0	2	X	
GEMINI PARK	4	0	0	1		X
GIOTTO POCKET PARK	2	0	0	1		X
GLORY PARK	3	0	0	1		X
GOLDEN POPPY PARK	10	0	0	2		X
GRANVILLE GREEN PARK	7	3	0	3		X
HERON PARK	6	2	0	2		X
HOMECOMING PARK	4	0	0	1		X
IRON HORSE POCKET PARKS	2	0	0	0		X
KALEIDOSCOPE PARK	3	1	0	1		X
KESTREL PARK	6	0	0	2		X
KING PARK	7	2	0	3		X
LAKE PARK	1	0	0	0		X
LEXINGTON PARK	1	0	0	0		X
LOMA VISTA PARK	4	1	0	1		X
MALLARD PARK	2	0	0	1		X
MARSH CREEK STAGING	2	0	0	1		X
MARSH CREEK VISTA PARK	2	0	0	0		X

PARK NAME	TRASH	RECYCLE	TOTER	MUTT MITTS	DAILY	WEEKLY
McCLARREN PARK	8	0	0	1		X
MEADOWHAWK PARK	2	0	0	1		X
MEDALLION PARK	4	0	0	0		X
MISSION GROVE PARK	2	0	0	1		X
MIWOK PARK	8	3	0	5		X
MONARCH PARK	8	0	0	4		X
OAK MEADOW PARK	20	7	0	3	X	
ORCHARD PARK	4	2	0	1		X
OUTRIGGER POCKET PARKS	2	0	0	2		X
PALMILLA PARK	13	0	0	3		X
PALOMINO PARK	1	1	0	1		X
PEACH PARK	1	1	0	1		X
PELICAN PARK	3	0	0	1		X
PISTACHIO PARK	4	0	0	1		X
PORTOFINO PARK	2	0	0	1		X
RAINBOWS END PARK	4	0	0	1		X
ROLLING HILLS PARK	2	0	0	1		X
ROSE GARDEN PARK	4	2	0	1		X
SAGE GLEN PARK	3	2	0	2		X
SAWYER POCKET PARK	1	0	0	1		X
SEEDLING PARK	2	2	0	1		X
SPARROW PARK	2	0	0	1		X
SPIRIT PARK	2	2	0	1		X
STEEPLECHASE PARK	3	0	0	1		X
STONEHAVEN PARK	1	0	0	0		X
SUMMERSET COMMONS PARK	3	0	0	1		X
SUMMERWOOD PARK	4	0	0	1		X
SUNGOLD PARK	8	0	0	1		X
SUNSET PARK	28	19	21	0	X	
SYCAMORE PARK	4	0	0	4		X
TOPAZ PARK	2	1	0	1		X
TULARE PARK	2	1	0	1		X
VETERANS PARK	26	10	6	4	X	
WALNUT PARK	3	3	0	3		X
WHEATFIELD PARK	3	1	0	1		X
WINDSOR WAY PARK	2	0	0	0		X
YOKUT PARK	6	3	0	1		X
TOTALS	375	110	58	112		

MISC. RECEPTACLE LOCATIONS	TRASH	RECYCLE	TOTER	MUTT MITT	DAILY	WEEKLY
ADAMS LN. & GRANT ST.	2	0	0	0		X
ADAMS LN. NORTH OF BIG BASIN DR.	1	0	0	0		X
ARMSTRONG RD. & HUDSON DR.	1	0	0	0		X
ASCOT CT.	1	0	0	0		X
BALFOUR RD. & GUISE WAY	1	0	0	0		X
BLOOMFIELD CT.	1	0	0	0		X
BLOSSOM CT.	1	0	0	0		X
BREAKWATER CT.	1	0	0	1		X
CORTONA TRAIL OFF CORTONA WAY	2	0	0	0		X
CREEK RD. (MARSH CREEK TRAIL)	6	0	0	2	X	
DOWNTOWN	19	0	0	0	X	
END OF EAST SAND CREEK RD.	1	0	0	0		X
FAIRVIEW AVE. & ANDUALUCIA LN.	1	0	0	0		X
FAIRVIEW AVE. & CONCORD AVE.	1	0	0	1		X
FAIRVIEW AVE. & DECANter CIR.	1	0	0	0		X
FAIRVIEW AVE. SOUTH OF GLADSTONE	1	0	0	0		X
FAIRVIEW AVE. NORTH OF MIWOK AVE	1	0	0	1		X
FAIRVIEW AVE. & ST. JULIEN ST.	1	0	0	1		X
FAIRVIEW AVE. & WOLFE RD.	1	0	0	0		X
GRANT ST. & EMPIRE AVE.	1	0	0	0		X
GRANT ST. & GARIN PARKWAY	1	0	0	0		X
GRANT ST. & FAIRVIEW AVE.	1	0	0	1		X
GRANT ST. & OHARA AVE.	2	0	0	0		X
GRANT ST. & SHADY WILLOW	2	0	0	0		X
GRIDLEY CT.	2	0	0	1		X
JENSEN WAY	1	0	0	0		X
MARSH CREEK STAGING	2	0	0	0		X
MEADOWBROOK DR.	1	0	0	1		X
MINNESOTA NEAR BRISTOW SCHOOL	1	0	0	1		X
MINNESOTA TRAIL	2	0	0	1		X
NIGHTHAWK WAY & SAGE SPARROW	1	0	0	0		X
PARKING GARAGE DOWNTOWN	4	0	0	0	X	
POPPY DR.	1	0	0	0		X
ROSEBROOK TERRACE	1	0	0	1		X
ROSE GARDEN TRAIL	17	0	0	3		X
SAGE GLEN TRAIL	2	0	0	0		X
SELLERS AVE. & MORNINGSIDE ST.	1	0	0	1		X
SHADY WILLOW & OLD SAND CREEK	1	0	0	0		X

MISC. RECEPTACLES	TRASH	RECYCLE	TOTER	MUTT MITT	DAILY	WEEKLY
SUMMER CIRCLE	1	0	0	1		X
TRESCH WAY	1	0	0	0		X
VINEYARDS PARKWAY	4	0	0	2		X
WHEATFIELD CT.	1	0	0	0		X
TOTALS	95	0	0	20		

EXHIBIT B – COST PROPOSAL FORM

Please provide a lump sum price for the Work described in this RFP that is fully inclusive of all costs to provide the Work, including (if applicable): hourly billing rates, labor, materials, equipment, supplies, insurance required under the Contract, travel fees, and any additional cost(s) City would incur if Respondent is awarded the Agreement for the period of January 1, 2021 through December 31, 2022.

BID AMOUNT:

Total annual proposed cost to clean park restrooms for trash receptacle monitoring and maintenance as described above:

\$ _____

Attach a copy of billing rates that would apply to any authorized additional Work.

By: (Signature): _____

Printed Name: _____

Title: _____

Date: _____