

CONTRACT FOR SERVICES

THIS CONTRACT is made on _____, 2021, by and between the CITY OF ROCKLIN a municipal corporation ("City"), and

Karla's Janitorial & Suppliers, LLC
1485 Bayshore Blvd. M.B. 205
San Francisco, CA 94124
(415)494-5347/Sheylag@karlasjanitorial.com

"Contractor" who mutually agree as follows:

1. SCOPE OF SERVICES

Subject to the terms and conditions set forth in this agreement, Contractor shall provide to the City the services described in the Scope of Work, Exhibit A. Contractor shall provide the services at the time, place and in the manner specified in Exhibits A and/or B. Contractor shall not be compensated for services outside the scope of Exhibit A unless prior to the commencement of the services: (a) Contractor notifies the City and City agrees the services are outside the scope of Exhibit A; (b) Contractor estimates the additional compensation required for these additional services; and (c) City after notice, approves in writing a supplemental agreement specifying the additional services and the amount of compensation therefore. City shall have no obligation whatsoever under this agreement or any supplemental agreement, unless and until the agreement or supplemental agreement is approved by the City Manager, the City Manager's authorized designee, or by the Rocklin City Council, as required by the Rocklin Municipal Code or other local law or policy.

2. COMPENSATION

A. The City shall pay Contractor for the services rendered pursuant to this agreement at the times and in the manner set forth in the Scope of Services, Exhibit A, the Schedule for Performance, Exhibit B, and in accordance with the Schedule of Fees in Exhibit C, but in no event shall the total compensation exceed the **total sum of Eight Hundred, Twenty-Four Thousand, Nine Hundred and Ninety- Eight Dollars and Ninety-Two Cents (\$824,998.92)**. The payments specified in Exhibits A and/or B shall be the only payments to be made to Contractor for the services rendered pursuant to this Agreement unless pursuant to Section 1, above, City approves additional compensation for additional services.

B. Contractor shall furnish City with invoices for all expenses as well as for all materials authorized by this Contract. The invoices shall be submitted with the monthly billings. Reimbursable expenses shall be limited to actual expenditures of Contractor for expenses that are necessary for the proper completion of the services and shall only be payable if specifically authorized in advance by City.

C. Contractor shall submit all billings/invoices for services to City in the manner specified in Exhibit B. Contractor's fees shall be as specified in the Scope of Work, Exhibit A or the Schedule of Fees as set forth in Exhibit C. All invoices submitted by Contractor shall contain the following information:

- (1) Job/project name or description;
- (2) City's current purchase order and/or work order number (if applicable);
- (3) Contractor's invoice number;
- (4) Date of invoice issuance;
- (5) Description of services billed under invoice, including the description of tasks performed and the corresponding rate charged for the completion of that task;
- (6) Amount of invoice, itemizing all authorized reimbursable expenses; and
- (7) Total billed to date under agreement.

D. City shall make payment to Contractor net 30 days from receipt of an acceptable invoice. If Contractor's performance is not in conformity with the Scope of Work, Exhibit A, or the Schedule of Performance, Exhibit B, or the provisions set forth above, payments may be delayed or denied, unless the Contractor's failure to perform is a documented result of the City's failure to conform with the Schedule of Performance, or if the Schedule of Performance is extended pursuant to Section 4. City shall not be responsible for delays in payment to Contractor resulting from Contractor's failure to comply with the invoice format described above, or as set forth in the Schedule of Performance.

E. During performance of the agreement and for a period of three (3) years after completing all services, Contractor shall maintain all accounting and financial records related to this Agreement, including but not limited to records of Contractor's costs for all services performed under this agreement and records of Contractor's reimbursable expenses, in accordance with generally accepted accounting practices, and shall keep and make the records available for inspection and audit by representatives of the City upon reasonable written notice.

F. Contractor shall pay when and as due, any and all taxes incurred as a result of Contractor's compensation hereunder, including estimated taxes, and shall provide City with proof of payment upon request. Contractor hereby agrees to indemnify City for any claims, losses, costs, fees, liabilities, damages or injuries suffered by City arising out of Contractor's breach of this section.

3. FACILITIES AND EQUIPMENT

Contractor shall at its sole cost and expense, furnish all facilities and equipment that may be required for Contractor to perform services pursuant to this agreement. City shall furnish to Contractor, only the facilities and equipment listed in Exhibit A (if any) according to any terms and conditions set forth in Exhibit A.

4. TERM OF CONTRACT

A. This agreement shall become effective on the date that it is approved by both parties, set forth on the first page of the agreement and shall continue in effect until both parties have fully performed their respective obligations under this agreement, unless sooner terminated as provided herein.

B. The services of Contractor are to commence upon receipt of written notice to proceed from the City, and shall be undertaken and completed in accordance with the Schedule of Performance attached hereto and incorporated herein by this reference as **Exhibit B**.

C. The City Manager or his or her designee may, by written instrument signed by the Parties, extend the duration of this Contract for a period equal to the original term of this Contract in the manner provided in Section 7.

5. SUSPENSION/TERMINATION:

A. City shall have the right at any time to temporarily suspend Contractor's performance hereunder, in whole or in part, by giving written notice of suspension to Contractor. If City gives such notice, Contractor shall immediately suspend its activities under this agreement.

B. Non-appropriation. City shall have the right to cancel the contract at the end of each fiscal year if the City Council does not budget sufficient funds for the contract for the following fiscal year.

C. This Contract may be terminated by either party for convenience, provided that the other party is given not less than 60 calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate. If the agreement is terminated by the City:

- i. Contractor shall immediately cease rendering services pursuant to this agreement;
- ii. Contractor shall, not later than five days after such notice of termination, deliver to City copies of all information prepared pursuant to this agreement;
- iii. City shall pay Contractor the reasonable value of services rendered by Contractor prior to termination; provided however, 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. Contractor shall furnish to City such financial information as in the judgment of the City is necessary for City to determine the reasonable value of the services rendered by Contractor. The foregoing is cumulative and does not affect any right or remedy that city may have in law or equity.

D. Notwithstanding any provisions of this Contract, Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract by Contractor, and the City may withhold any payments due to Contractor until such time as the exact amount of damages, if any, due the City from Contractor is determined.

6. INDEPENDENT CONTRACTOR

Contractor enters into this Contract as an independent contractor and not as an employee or agent of the City. Contractor shall have no power or authority by this Contract to act on behalf of City in any capacity whatsoever as an agent, or to bind the City in any respect or to any obligations whatsoever. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Contractor are employees, agents, contractors or subcontractors of the Contractor and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against Contractor by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this agreement.

7. AMENDMENTS, CHANGES OR MODIFICATIONS

Amendments, changes or modifications in the terms of this Contract may be made at any time by mutual written agreement between the parties hereto and shall be signed by the persons authorized to bind the parties hereto.

8. EXTENSIONS OF TIME

Contractor may, for good cause, request extensions of time to perform the services required hereunder. Such extensions shall be authorized in advance by the City in writing and shall be incorporated in written amendments to this Contract or the attached Work Program in the manner provided in Section 7.

9. PROPERTY OF CITY

It is mutually agreed that all materials prepared by the Contractor under this Contract shall become the property of the City, and the Contractor shall have no property right therein whatsoever. Immediately upon termination, the City shall be entitled to, and the Contractor shall deliver to the City, all data, drawings, specifications, reports, estimates, summaries and other such materials as may have been prepared or accumulated to date by the Contractor in performing this Contract which is not Contractor's privileged information, as defined by law, or Contractor's personnel information, along with all other property belonging exclusively to the City which is in the Contractor's possession.

10. COMPLIANCE WITH ALL LAWS

Contractor shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, all applicable laws, ordinances, and codes of federal, State and local governments, which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract.

For all leases and purchases of materials, equipment, supplies or other tangible personal property used to perform the agreement and shipped from outside California, the Contractor and any subcontractors leasing or purchasing such materials, equipment, supplies or other tangible personal property shall obtain a Use Tax Direct Payment Permit or Seller's Permit from the California State Board of Equalization, in accordance with the applicable SBE criteria and requirements. This provision applies in all instances unless prohibited by the funding source for the agreement.

11. WARRANTIES AND RESPONSIBILITIES - CONTRACTOR

A. Contractor agrees and represents that it is qualified to properly provide the services set forth in **Exhibit "A"** in a manner which is consistent with the generally accepted standards of Contractor's profession.

B. Contractor is duly licensed, qualified and experienced to perform the services set forth in the Scope of Services, Exhibit A. Contractor represents and warrants that Contractor has all licenses, permits, qualifications and approvals of whatsoever nature that are legally required for Contractor to practice its profession or provide any services under this agreement. Contractor

represents and warrants that Contractor shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this agreement, any licenses, permits and approvals that are legally required for Contractor to practice its profession or provide such services. If Contractor is an out of state corporation, Contractor further warrants and represents that it possesses a valid certification of qualification to transact business in the State of California issued by the California Secretary of State.

C. Contractor shall perform all services required pursuant to this agreement in the manner and according to the standards currently observed by a competent practitioner of Contractor's profession in California. Contractor shall devote such time and effort to the performance of services pursuant to this agreement 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 that is beyond the reasonable control of that party.

D. All products of whatsoever nature that Contractor delivers to City pursuant to this Agreement shall be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in Contractor's profession, and shall be provided in accordance with any scope of services or schedule of performance specified in Exhibits A or B.

E. Contractor shall assign only competent personnel to perform services pursuant to this agreement. Contractor shall designate a project manager who at all times shall represent the Contractor before the City on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he or she is removed at the request of the City, is no longer employed by Contractor, or is replaced with the written approval of the City, which approval shall not be unreasonably withheld. Contractor shall notify City in writing, of any other changes in Contractor's staff assigned to perform the services required under this agreement, prior to any such performance. In the event the City desires the removal of any person assigned by Contractor to perform services pursuant to this agreement, because the 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 the City of the desire for the removal of such person.

F. Contractor agrees and represents that the work performed under this Contract shall be in accordance with applicable federal, State and local law.

G. Contractor shall provide corrective services without charge to the City for services which fail to meet the above professional and legal standards and which are reported to Contractor in writing within sixty (60) days of discovery. Should Contractor fail or refuse to perform promptly its obligations, the City may render or undertake performance thereof and the Contractor agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this agreement is based on such independent investigation and research. Contractor shall be liable for any expenses thereby incurred.

12. SUBCONTRACTING

None of the services covered by this Contract shall be subcontracted without the prior written consent of the City, which will not be unreasonably withheld. Contractor shall be as fully responsible to the City for the negligent acts and omissions of its contractors and subcontractors,

and of persons either directly or indirectly employed by them, as it is for the negligent acts and omissions of persons directly employed by Contractor.

13. ASSIGNABILITY

Contractor shall not assign or transfer any interest in this Contract whether by assignment or novation, without the prior written consent of the City. The City has a strong interest in the qualifications and capability of the persons and entities that will fulfill the obligations imposed on Contractor under this agreement. However, claims for money due or to become due Contractor from the City under this Contract may be assigned to a financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the City.

14. INTEREST IN CONTRACT

Contractor covenants that neither it, nor any of its employees, agents, contractors, or subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder. Contractor shall make all disclosures required by the City's conflict of interest code in accordance with the category designated by the City, unless the City Manager determines in writing that Contractor's duties are more limited in scope than is warranted by the category designated by the City code and that a narrower disclosure category should apply. Contractor also agrees to make disclosure in compliance with the City conflict of interest code if, at any time after the execution of this Contract, City determines and notifies Contractor in writing that Contractor's duties under this Contract warrant greater disclosure by Contractor than was originally contemplated. Contractor shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the City.

15. MATERIALS CONFIDENTIAL

To the extent permitted by law, all of the materials prepared or assembled by Contractor pursuant to performance of this Contract are confidential and Contractor agrees that they shall not be made available to any individual or organization without the prior written approval of the City, except by court order.

16. LIABILITY OF CONTRACTOR-NEGLIGENCE

Contractor shall be responsible for performing the work under this Contract in a manner which is consistent with the generally-accepted standards of the Contractor's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. The City shall have no right of control over the manner in which the work is to be done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to Contractor or its employees, agents, contractors or subcontractors.

17. INDEMNITY AND LITIGATION COSTS

Contractor shall indemnify, defend, and hold harmless the City, its officers, officials, agents, and employees against all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees, arising from Contractor's negligent acts or negligent failure to act, errors, omissions or willful misconduct incident to the performance of this Contract except such loss or damage caused by the active

negligence, sole negligence, or willful misconduct of the City. The provisions of this paragraph shall survive termination or suspension of this Contract.

Contractor shall protect, hold free and harmless, defend and indemnify the Agency, its Contractors, and each of their officers, employees and agents, from any and all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments, including attorney's fees and expenses of litigation arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the Contractor, its employees or anyone else employed by the Contractor in the performance of professional design services under this agreement, to the extent of the Contractor's proportionate percentage of fault.

To the extent permitted by Civil Code section 2782.8, for all other claims unrelated to the provision of professional design services, the Contractor shall protect, hold free and harmless, defend and indemnify the Agency, its Contractors, and each of their officers, employees and agents, from any and all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments, including attorney's fees and expenses of litigation, which arise out of or are in any way connected with the Contractor's, or its subcontractors' or suppliers', performance under this agreement or failure to comply with any of the obligations contained in the agreement. This indemnity shall imply no reciprocal right of the Contractor in any action on the agreement pursuant to California Civil Code section 1717 or section 1717.5. To the fullest extent legally permissible, this indemnity, defense and hold harmless agreement by the Contractor shall apply to any and all acts or omissions unrelated to the provision of professional design services, whether active or passive, on the part of the Contractor or its agents, employees, representatives, or subcontractor's agents, employees and representatives, resulting in claim or liability, irrespective of whether or not any acts or omissions of the parties to be indemnified hereunder may also have been a contributing factor to the liability, except such loss or damage which was caused by the active negligence, the sole negligence, or the willful misconduct of the Agency.

18. CONTRACTOR TO PROVIDE INSURANCE

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

A. MINIMUM SCOPE AND LIMIT OF INSURANCE

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.

3. **Workers' Compensation** insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease. **(Not required if Contractor provides written verification it has no employees]**

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

B. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status.** The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

2. **Primary Coverage.** For any claims related to this contract, the Contractor's insurance coverage shall be primary with coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, or volunteers, and shall be in excess of the Contractor's insurance and shall not contribute to it.

3. **Notice of Cancellation.** Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the City.

4. **Waiver of Subrogation.** Contractor hereby grants to City a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

5. **Self-Insured Retentions.** Self-insured retentions must be declared to and approved by the City. The City may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

6. **Acceptability of Insurers.** Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

7. **Claims Made Policies.** If any of the required policies provide coverage on a claims made basis:

- i. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
- ii. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

- iii. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

8. **Verification of Coverage.** Contractor shall furnish the City with original Certificate of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the City before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

9. **Subcontractors.** Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors.

10. **Special Risks or Circumstances.** City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

19. GENERAL/MISCELLANEOUS PROVISIONS:

A. **Contract Documents.** This agreement and its exhibits shall be known as the "Contract Documents." Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control. If any portion of the Contract Documents shall be in conflict with any other portion, provisions contained in the Contract shall govern over conflicting provisions contained in the exhibits to the Contract. In the event of any conflict between the terms or conditions of this written agreement and any terms or conditions of any document prepared or provided by Contractor and made a part of this agreement, including without limitation any document relating to the scope of services or payment therefor, the written terms of this document shall control over those terms or conditions.

B. **Non-Discrimination in Employment and Equal Employment Opportunity.** Contractor shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, color, ancestry, national origin, religious creed, sex (including pregnancy, childbirth breastfeeding or related medical condition), sexual orientation, gender, gender identity, gender expression, age (over 40), disability (mental and physical), medical condition, marital status, citizenship, and military and veteran status.

C. **Inspection of Records.** Contractor shall maintain and make available for inspection by the City and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during

regular office hours at any time until six (6) months after the final payments under this Contract are made to the Contractor.

D. **Entire Agreement.** This Contract constitutes the entire agreement between the parties relative to the services specified herein and supersedes whatever oral or written understanding they may have had prior to the execution of this agreement. No alteration or modification of this agreement shall be valid or effective unless and until such modification is evidenced by a writing signed by both parties to this Contract, by persons authorized to act on behalf of the parties. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing.

E. **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.

F. **Waiver.** Neither City's 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.

G. **Notice.** All notices that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses:

City:	City of Rocklin 4081 Alvis Court Rocklin, CA 95677
Copy to:	City Attorney City of Rocklin 3970 Rocklin Road Rocklin, CA 95677 Email: LegalNotices@rocklin.ca.us
Contractor:	Karla's Janitorial & Suppliers, LLC 1485 Bayshore Blvd. M.B. 205 San Francisco, CA 94124

H. **Enforcement of Agreement.** This Contract shall be interpreted, governed and enforced in accordance with the laws of the State of California. Venue of any action arising out of this Contract shall be brought and maintained in Placer County California, regardless of where else venue may lie. 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 courts.

I. **Attorney's Fees.** In any action brought by either party to enforce the terms of this Contract, each party shall bear responsibility for its attorney's fees and all costs regardless of whether one party is determined to be the prevailing party.

J. **Power and Authority to Enter into Agreement.** All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles, and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, Contractor hereby warrants that it shall not have breached the terms or conditions of any other contract or Agreement to which Contractor is obligated, which breach would have a material effect hereon.

K. **Exhibits.** All exhibits referred to herein and attached hereto, are by this reference incorporated as if set forth fully herein.

CITY OF ROCKLIN

By: _____
Aly Zimmermann, City Manager

ATTEST:

By: _____
Hope Ithurburn, City Clerk

APPROVED AS TO FORM:

By: _____
Sheri Chapman, City Attorney

CONTRACTOR

By: _____

Print Name: _____

Title: _____

By: _____

Print Name: _____

Title: _____

EXHIBIT A

Contractor Proposal/Scope of Work

BUILDING MAINTENANCE SPECIFICATIONS

1. SCOPE

- A. Furnish all labor, materials, tools, equipment, and transportation required to perform cleaning, disinfecting restroom, trash removal, and other items specified herein and listed on the request for proposal. Facility square footages provided are approximate and is the responsibility of the contractor to verify.
- B. All facilities are to be serviced five (5) days per week except for the Rocklin Event Center which will be serviced seven days per week.
- C. It is the responsibility of the Contractor to assure City buildings are cleaned in a manner that complies with the standards expected by the City of Rocklin, set forth herein.
- D. The Contractor is responsible for providing all cleaning supplies, paper supplies and equipment. This includes but is not limited to cleaning supplies, waxes, paper products, hand towels, toilet paper, hand soaps, etc.
- E. Facilities and approximate square footage included are:
 - 1. Rocklin Police Station (40,000sq.ft.)
 - 2. Rocklin City Hall (17,000 sq.ft.)
 - 3. Historic City Hall (2100 sq.ft.)
 - 4. Rocklin Train Station (700 sq.ft.)
 - 5. Rocklin Community Center (3400 sq.ft.)
 - 6. Park and Recreation Building (5500 sq.ft.)
 - 7. Corporation Yard Complex (7500 sq.ft.)
 - 8. Rocklin Event Center (26,000sq.ft.)

2. DEFINITIONS

- A. **CLEANING:**
To keep free from dirt or impurities, removing stains, either by hand or with tools on items such as urinals, water closets, sinks, drinking fountains, light fixtures, mirrors, etc.

- B. **BUFFING:**
To clean or shine with a floor machine surfaces such as resilient tiles, terrazzo, wood, slate, etc.
- C. **SURFACE WIPING:**
To remove surface dust, or dirt from furniture, files, sills, blinds, telephones, vents, grills, lighting fixtures 9 feet or below, tables, and desks. Wipe only surfaces that are free of personal items and papers.
- D. **EMPTYING:**
To remove accumulation of trash or residue from waste/recycling containers, ashtrays, receptacles, etc., and deposit in designated containers.
- E. **MOPPING - DAMP AND WET:**
To wash, wipe and remove dirt and stains from floor that cannot be removed by sweeping or vacuuming. To leave clean with no standing water.
- F. **POLISHING:** To smooth and brighten by rubbing with polishing cloth using proper pastes, etc., as surfaces may require, such as brass, furniture, counters, mirrors, etc.
- G. **REFILL:** To replace the contents of a container such as soap, toilet tissue, towel dispensers, hand sanitizers, etc. The City will accept no less than the quality of the existing soap, toilet tissue, paper towels and hand sanitizers.
- H. **STRIPPING:** This is a colloquial term for removing built-up waxes, seals and other floor dressings, from the original natural surface before applying a fresh coat of protective cover to surfaces such as resilient tile, wood, terrazzo, etc.
- I. **SWEEPING:** To remove or clear away dirt or debris with a broom or brush. Normally all horizontal surfaces subject to foot or wheeled usage.
- J. **VACUUM:** Vacuums with HEPA filters are required. To clean with a vacuum cleaner. Regular emptying of collector device is important and proper setting of height above surface will improve effectiveness.
- K. **WASHING:** The act or process of making thoroughly clean by moistening, wetting, scrubbing, rinsing, with water plus proper quantities of soap, detergents, and disinfectants as furnished for various objects and equipment.
- L. **WAXING:** To cover or treat with liquid wax or other floor finish in proper quantities over properly prepared surfaces to protect and beautify the finish to an even high gloss shine. Any evidence of splashing must be removed from baseboards and furniture/fixtures/doors.

- M. EXTRA WORK: 1. Carpet extraction, Dusting and deep cleaning, Vinyl floor refinishing, Grout cleaning.

3. WORK STANDARDS

- A. BUILDING ENTRANCES: All building entrances interior and exterior should appear neat, clean, safe, and free from litter, debris, and other types of soils at all times. Glass surfaces should be clean and free from smudges, streaks, stains, and other forms of soils. Matting should be clean and safe for traffic at all times.
- B. ENTRANCE MATS: All matting should be clean and free from sand, dirt, moisture, and other types of soils. For safety and appearance, worn matting should be reported as soon as it shows signs of deterioration to City of Rocklin Building Maintenance Supervisor.
- C. HALLWAYS - VINYL TILED FLOORS: All halls should be free of trash and dirt. Corners and edges should be clean without visible build-up of dirt or old floor finish. All entrance mats must be free of trash and dirt underneath. Halls should shine with no hint of streaks or dust film.
- D. OTHER HARD SURFACED FLOORS: Hard surfaced hallways should be clean, free from sand or dirt and other types of soils. Surfaces should be polished and shiny at all times. Care should be taken to ensure that procedures for specialty floors are observed.
- E. CARPETED HALLWAYS: Carpeting should be clean, static free, and free from litter, debris and other types of soils.
- F. STAIRWAYS: All interior and exterior stairways and landings should be neat, safe, clean, and free from litter, debris, and other forms of accumulated soils at all times. There should be no traces of spills, stains, gum or sticky accumulations on stairways or railings.
- G. COMMON AREAS: There should be no trace of spills, gum accumulations, stains, and other types of soils. Hard floor surfaces should be polished and shiny. Carpeted areas should be clean and free from stains and other types of soils.
- H. CONCESSION AND VENDING MACHINE AREAS: Area should be neat, clean, and free from accumulated litter and soils at all times including underneath. There should be no trace of spills, ground-in food, or other types of soils. Floors should be shiny and polished. Carpeted areas should be free from stains and accumulated soils.

- I. ELEVATORS: Area should be neat, clean, odor-free, and free from accumulated litter and soils at all times. There should be no trace of spills, ground-in food, or other types of soils. Floors should be shiny and polished. Carpeted areas should be free from stains and accumulated soils.
- J. RESTROOMS: All restrooms should be neat, clean, odor free and free from litter and soils. All surfaces should be clean and free from bacterial contamination.
- K. CONFERENCE ROOMS: All areas should appear neat, clean, well-organized and free from accumulated litter and soils at all times. There should be no trace of spills or other types of soils. Hard floor surfaces should be shiny and polished. Carpeted areas should be free from stains and accumulated soils. Whiteboard trays should be clean and free from dust. Movable chairs and seating should be neatly aligned to their original position. Wood tables should be polished and free from finger prints and smudges.
- N. CUSTODIAL AREAS: Area should appear neat, clean and well organized at all times. The degree of cleanliness and orderliness should be the same as in any other area of the facility.
- O. CUSTODIAL WET CLOSETS: Slop sink closets should appear neat, clean and well organized at all times. Areas should be free from litter, debris and clutter. The degree of cleanliness and orderliness should be the same as in any other area of work.
- P. CUSTODIAL AND GENERAL STORAGE: All storage areas should appear neat, clean and well organized at all times. Areas should be free from litter, debris and clutter. The degree of cleanliness and orderliness should be the same as in any other area of the facility. Safety Data Sheets for all chemicals in use must be available.
- Q. LUNCH AND BREAK ROOMS: Area should be neat, clean and free from accumulated litter and soils at all times. There should be no trace of spills or other types of soils. Floor surfaces should be shiny and polished. Carpeted areas should be free from spills and accumulated soils. Eating surfaces should be sanitized.
- R. AUDITORIUMS: Areas should appear neat, clean and free from any litter or soils. These areas should be ready for use and activity at any time. All carpeted areas and upholstered furniture should be free from soils, spills and other debris.
- S. SHOWER ROOMS: All shower facilities should appear neat, clean and free from litter and soils. All surfaces should be clean and sanitized.
- T. OFFICES: Office areas should appear neat, clean, and free from accumulated litter and soil.

3. HOURS AND DAYS OF OPERATION / DUTIES AND FREQUENCY OF MAINTENANCE SERVICES

A. HOURS, DAYS, AND FREQUENCY OF OPERATION

The Contractor is required to perform the following frequency of operations at each City facility detailed within the Janitorial Task Specification sheets incorporated herein. Hours of operation are to be between 10pm and 7am except for the Rocklin Event Center which is from 12am to 7am.

FACILITY	FREQUENCY OF SERVICE (PER WEEK)	SERVICE DAYS
City Hall 3970 Rocklin Road	5	Sun-Thur
Historic City Hall 3980 Rocklin Road	5	Sun-Thur
Police Station 4080 Rocklin Road	5	Sun-Thur
Corporation Yard Complex 4081 Alvis Court	5	Sun-Thur
Community Center 5480 Fifth Street	5	Tue-Sat
Parks and Recreation 5460 Fifth Street	5	Sun-Thur
Train Station 3740 Rocklin Road	5	Sun-Thur
Rocklin Event Center 2650 Sunset Blvd.	7	Mon-Sun

B. DUTIES:

City Hall 3970 Rocklin Road 17,000 sq.ft. Functions	Weekly	Monthly	Quarterly	Semi Annually	Annually	As Needed
	FLOORS					
Carpets - Vacuum	5x					
Vinyl/tile - Dust mop	5x					
Vinyl/tile - Wet mop	5x					
RESTROOMS						
Clean fixtures and Mirrors	5x					
Check/refill dispensers	5x					
Clean drinking fountains and sinks	5x					
Clean/wet mop floors	5x					
KITCHENS						
Clean fixtures	5x					
Check/refill dispensers	5x					
Clean drinking fountains and sinks	5x					
Clean/wet mop floors	5x					
WINDOWS						
Clean entry areas	5x					
LOBBY FURNITURE/COUNTERS						
Wipe counter tops	5x					
Clean, chairs, tables						X
WASTEBASKETS						
Empty trash & recycled paper baskets	5x					
Change liners						X
OUTSIDE (Porch Areas, Steps, Sidewalks)						
Empty trash cans	3x					
Sweep						X
Clean around garbage containers		X				
Clean ashtrays	3x					
STAIRWELLS						
Sweep	3x					

Historic City Hall 3980 Rocklin Road 2023 sq.ft. Functions	Frequency					
	Weekly	Monthly	Quarterly	Semi Annually	Annually	As Needed
FLOORS						
Carpets - Vacuum	5x					
Vinyl/tile - Dust mop	5x					
Vinyl/tile - Wet mop	5x					
RESTROOMS						
Clean fixtures and Mirrors	5x					
Check/refill dispensers	5x					
Clean drinking fountains and sinks	5x					
Clean/wet mop floors	5x					
KITCHENS						
Clean fixtures	5x					
Check/refill dispensers	5x					
Clean drinking fountains and sinks	5x					
Clean/wet mop floors	5x					
WINDOWS						
Clean entry areas	X					
LOBBY FURNITURE/COUNTERS						
Dust/vacuum						X
Clean, chairs, tables						X
WASTEBASKETS						
Empty trash & recycled paper baskets	5x					
Change liners						X
OUTSIDE (Porch Areas, Steps, Sidewalks)						
Sweep						X
STAIRWELLS						
Sweep and mop	X					

Train Station 3740 Rocklin Road 700 sq.ft. Functions	Frequency					
	Weekly	Monthly	Quarterly	Semi Annually	Annually	As Needed
FLOORS						
Stained Concrete - Dust mop	5x					
Stained Concrete - Wet mop	5x					
RESTROOMS						
Clean fixtures	5x					
Check/refill dispensers	5x					
Clean drinking fountains and sinks	5x					
Clean/wet mop floors	5x					
WINDOWS						
Clean entry areas	5x					
Clean ground level windows	1x					
WASTEBASKETS						
Empty trash & recycled paper baskets	5x					
Change liners	5x					
OUTSIDE (Porch Areas, Steps, Sidewalks)						
Empty trash cans	5x					
Sweep						X
Clean around garbage containers						X

Corporation Yard Complex 4081 Alvis Court 19,000sq.ft. Functions	Frequency					
	Weekly	Monthly	Quarterly	Semi Annually	Annually	As Needed
FLOORS						
Carpets - Vacuum	5x					
Vinyl/tile - Dust mop	5x					
Vinyl/tile - Wet mop	5x					
RESTROOMS						
Clean fixtures and Mirrors	5x					
Check/refill dispensers	5x					
Clean drinking fountains and sinks	5x					
Clean/wet mop floors	5x					
LOCKER ROOMS						
Clean showers	1x					
KITCHENS						
Clean fixtures	5x					
Check/refill dispensers	5x					
Clean drinking fountains and sinks	5x					
Clean/wet mop floors	5x					
WINDOWS						
Clean entry areas	5x					
LOBBY FURNITURE/COUNTERS						
Wipe counter tops	5x					
Clean, chairs, tables						X
WASTEBASKETS						
Empty trash & recycled paper baskets	5x					
Change liners						X
OUTSIDE (Porch Areas, Steps, Sidewalks)						
Sweep						X

Police Department 4870 Rocklin Road 40,000 sq.ft.	Frequency					
	Weekly	Monthly	Quarterly	Semi Annually	Annually	As Needed
Functions						
FLOORS						
Carpets - Vacuum	5x					
Vinyl/tile - Dust mop	5x					
Vinyl/tile - Wet mop	5x					
RESTROOMS						
Clean fixtures and Mirrors	5x					
Check/refill dispensers	5x					
Clean drinking fountains and sinks	5x					
Clean/wet mop floors	5x					
LOCKER ROOMS						
Clean showers	2x					
KITCHENS						
Clean fixtures	5x					
Check/refill dispensers	5x					
Clean drinking fountains and sinks	5x					
Clean/wet mop floors	5x					
WINDOWS						
Clean entry areas	5x					
LOBBY FURNITURE/COUNTERS						
Wipe counter tops	5x					
Clean, chairs, tables						X
WASTEBASKETS						
Empty trash & recycled paper baskets	5x					
Change liners						X
OUTSIDE (Porch Areas, Steps, Sidewalks)						
Empty trash cans	5x					
Sweep						X
Clean around garbage containers		X				

Parks and Recreation 5460 5th Street 5500 sq.ft. Functions	Frequency					
	Weekly	Monthly	Quarterly	Semi Annually	Annually	As Needed
FLOORS						
Carpets - Vacuum	5x					
Vinyl/tile - Dust mop	5x					
Vinyl/tile - Wet mop	5x					
Wood - Dust mop	5x					
Wood - Mop	5x					
RESTROOMS						
Clean fixtures and Mirrors	5x					
Check/refill dispensers	5x					
Clean drinking fountains and sinks	5x					
Clean/wet mop floors	5x					
KITCHENS						
Clean fixtures	5x					
Check/refill dispensers	5x					
Clean drinking fountains and sinks	5x					
Clean/wet mop floors	5x					
WINDOWS						
Clean entry areas	5x					
LOBBY FURNITURE/COUNTERS						
Wipe counter tops	5x					
Clean, chairs, tables						X
WASTEBASKETS						
Empty trash & recycled paper baskets	5x					
Change liners						X
OUTSIDE (Porch Areas, Steps, Sidewalks)						
Empty trash cans	5x					
Sweep						X
Clean around garbage containers		X				

Community Center 5480 5th Street 3500 sq.ft. Functions	Frequency					
	Weekly	Monthly	Quarterly	Semi Annually	Annually	As Needed
FLOORS						
Vinyl/tile - Dust mop	5x					
Vinyl/tile - Wet mop	5x					
Wood - Dust mop	5x					
Wood - Mop	5x					
RESTROOMS						
Clean fixtures and Mirrors	5x					
Check/refill dispensers	5x					
Clean drinking fountains and sinks	5x					
Clean/wet mop floors	5x					
KITCHENS						
Clean fixtures	5x					
Check/refill dispensers	5x					
Clean drinking fountains and sinks	5x					
Clean/wet mop floors	5x					
Clean/polish stainless	5x					
WINDOWS						
Clean ground level windows	5x					
WASTEBASKETS						
Empty trash & recycled paper baskets	5x					
Change liners	5x					
OUTSIDE (Porch Areas, Steps, Sidewalks)						
Empty trash cans	5x					
Sweep						X
Clean around garbage containers						X

Rocklin Event Center 2650 Sunset Blvd. 26,000sq.ft. Functions	Frequency					
	Weekly	Monthly	Quarterly	Semi Annually	Annually	As Needed
FLOORS						
Carpets - Vacuum	7x					
Vinyl/tile - Dust mop	7x					
Vinyl/tile - Wet mop	7x					
Wood - Dust mop	7x					
Wood - Mop	7x					
RESTROOMS						
Clean fixtures and Mirrors	7x					
Check/refill dispensers	7x					
Clean drinking fountains and sinks	7x					
Clean/wet mop floors	7x					
KITCHENS						
Clean fixtures	7x					
Check/refill dispensers	7x					
Clean drinking fountains and sinks	7x					
Clean grease trap				X		
Clean/wet mop floors	7x					
Clean/polish stainless	7x					
WINDOWS						
Clean entry areas	7x					
WASTEBASKETS						
Empty trash & recycled paper baskets	7x					
Change liners	7x					
OUTSIDE (Porch Areas, Steps, Sidewalks)						
Empty trash cans	7x					
Sweep						X
Clean around garbage containers						X
Empty ashtrays						X

4. INTERFERENCE

- A. Contractor shall conduct the work required in such manner as to cause the least amount of interference to the employees and renters.
- B. Contractor recognizes that, during the course of this Agreement, other activities and operations may be conducted by the City work forces and/or other contracted parties. These activities may include, but not be limited to, disaster/emergency drills, disaster/emergency response, special events, and event rentals. Contractor may be required to modify the weekly schedule and shall promptly comply with any request made by the Building Maintenance Supervisor, Facilities Operations Superintendent or Public Services Manager. To the extent that any such modifications may alter the specifications in the agreement, the City will evaluate the need to amend the contract.

5. DAMAGE/NON-PERFORMANCE

- A. The work area covered under this contract will be evaluated on a regular basis by the Facility Management team. Any damage identified will be noted and reviewed with the Contractor at meetings to be scheduled by the City.
- B. Any damage to the facility or furnishings due to contractor's negligence during the performance of any provision of this agreement shall be the responsibility of the Contractor. The City's Facility Management team will determine who is responsible for such negligence.
- C. Contractor will have five (5) working days to repair, or make necessary arrangements for repair of any damages once Contractor has been notified by the City's Facility Management. Any time extension or deviation will require the coordination and approval of the Public Services Director. The damaged area will be restored to its original condition unless otherwise specified. Contractor will notify the City in writing that the repairs and/or corrections have been completed no more than two (2) business days after they have been finished.
- D. Non-performance by the contractor that results in City personnel performing unnecessary work in preparation for Contractor, or completing work that should have been performed by Contractor will result in the actual cost being charged back to the Contractor. These costs will be deducted from the monthly invoice.
- E. Failure to perform as specified in the scope of work will be determined by the Public Services management team. Any inspection reports showing non-performance will be grounds for the recuperation of part or all of the monthly costs of the affected site from the Contractor. The decision to apply the charges

shall be at the sole discretion of the Public Services Director. This includes but is not limited to non-adherence to the approved cleaning schedule without the City's approval.

6. SECURITY REQUIREMENTS

Confidentiality of activity and information maintained within City facilities is paramount. Persons having access to the facility must agree to keeping information confidential. Disclosure of confidential information learned while inside the facility by a contractor's employee to unauthorized persons may constitute a crime. Such disclosure will be reason to deny that employee access to the facility and may be reason to terminate the Contract for cause.

Any person assigned on behalf of the Contractor to enter the facility shall submit to and pass a background check prior to commencing work in the facility. In order to pass, personnel must be of good character, free of criminal association, criminal convictions (minor violations may not disqualify, i.e.: common DUI), and free from recent drug use.

Rocklin Police station security requirements include a background investigation conducted by police staff as well as successful completion of CLETS security awareness testing prior to working inside of the police station. All staff and supervisors that will be working within the police station are required to pass these security requirements prior to entering the facility. Additional costs of the background investigation and CLETS testing to be determined by the Police department.

EXHIBIT B
Schedule of Performance

This agreement is for nine months and two years beginning, October 1, 2021 –up to and including– June 30, 2024, unless otherwise terminated pursuant to the terms of this agreement. The performance of this agreement shall be followed as identified in Exhibit A.

EXHIBIT C

Schedule of Fees

City shall pay Contractor for the full and complete performance of this contract the sum of:

(Period October 1, 2021- June 30, 2022):

Cost to provide janitorial services and supplies in the sum of:

Two Hundred and Twenty Thousand, Five Hundred and Ninety Dollars - (\$ 220,590) paid in Nine (9) equal payments, invoiced on a monthly basis, subject to adjustments as provided in the Contract Documents.

(Period July 1, 2022- June 30, 2023):

Cost to provide janitorial services and supplies in the sum of:

Three Hundred Thousand and Two Dollars and Forty Cents - (\$300,002.40) paid in Twelve (12) equal payments, invoiced on monthly basis, subject to adjustments as provided in the Contract Documents.

(Period July 1,2023 - June 30, 2024):

Cost to provide janitorial services and supplies in the sum of:

Three Hundred and Four Thousand, Four Hundred and Six Dollars and Fifty-two Cents (\$304,406.52) paid in twelve (12) equal payments, invoiced on a monthly basis, subject to adjustments as provided in the Contract Documents.

EXHIBIT D

CERTIFICATE OF COMPLIANCE WITH LABOR CODE § 3700
[Labor Code § 1861]

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

CONTRACTORS

By: _____
[Title]

