



## The Greater Broadway District

### REQUEST FOR PROPOSALS

#### Maintenance Services

The Greater Broadway District invites the submittal of proposals for maintenance services.

Proposals are due by **2:00 p.m., Wednesday, February 1, 2017.**  
**If Interviews are necessary, they will occur the week of February 6.**

Proposals can be mailed to 2100 21<sup>st</sup> Street, Sacramento CA 95818  
Or e-mailed to [hello@greaterbroadwaydistrict.com](mailto:hello@greaterbroadwaydistrict.com). Please confirm receipt of your proposal to ensure your documents were received, in advance of the deadline.

Late submittals will not be considered.

Included with this package:

1. Greater Broadway District Project Specifications
2. Exhibit A – Insurance/Business License Requirements
3. Attachment 1 – Scope of Services
4. Attachment 1 – Proposal Information
5. Attachment 2 – Pricing Schedule
6. Map of Project Area

Proposals should be valid for a period of 90 days from the date of submittal. Please provide five (5) copies of your proposal if submitting hard copies. Company financial information will be kept confidential.

## Greater Broadway District

### Greater Broadway District PBID Maintenance Project Specifications

#### Overview and Program Description

The Greater Broadway District (the District) is a private, non-profit business association responsible for managing and promoting programs to strengthen the economic and cultural well-being of the community. The organization manages a Property and Business Improvement District (PBID) designed to provide supplemental services within the District's boundaries.

#### Program Description

The Maintenance Program (Services) will be directed by the District (Client) through a contracted provider organization (Contractor). This service is not designed as a replacement for individual garbage or dumping needs by individual property owners or businesses or for services regularly provided by the City, County or Caltrans.

Contractor shall provide appropriate personnel to deliver the following Services:

- ❖ Removal of litter and trash from public areas including sidewalks, curbs and gutters;
- ❖ Removal of large items placed illegally on roadsides (i.e. furniture, appliances);
- ❖ Assistance with proper removal of toxic items left illegally on roadsides (i.e. paint, tires, needles);
- ❖ Removal of graffiti on public and private property (with owner permission);
- ❖ Removal of illegally posted posters and advertisements on public property;
- ❖ Removal of debris from illegal campsites after campers have been relocated;
- ❖ Pressure washing services;
- ❖ Monthly and annual statistical activity reports.

#### Area Served

The area designated by the Client for this program is contained within the Greater Broadway District PBID (map of Project Area attached). The District is approximately 6 miles long. It is roughly bounded by Broadway to the South, X Street to the north, I-5 to the west and Franklin Boulevard to the east.

#### Insurance

Contractor shall maintain insurance covering Contractor, any subcontractor, or anyone directly or indirectly employed by either of them for the duration of the Contract and any extensions. Insurance specifications are detailed in Exhibit A, Insurance Requirements. The Greater Broadway District and the City of Sacramento shall be named as additional insureds under such insurance policies and Contractor/Sub-Contractors shall provide Certificates of Insurance, Additional Insured form, business licenses and any other such proof evidencing coverage as requested by Client.

#### Licenses and Permits

Contractor shall possess and maintain all necessary licenses, permits, certificates and credentials required by the laws of the United States, the State of California, County of Sacramento, City of Sacramento and all other appropriate governmental agencies.

#### Term of Contract: Payment for Services

Period of contract shall begin around March 1, 2017 and shall expire one year from this date, subject to the right of the

District to terminate the contract upon thirty (30) day written notice to Contractor. The District can extend, two (2) one-year options as approved by the Board of Directors. The District will pay Contractor for Services monthly, after Services are performed, upon receipt of invoice(s) which will include a work report. Payment terms are net thirty (30) days.

### **Subcontracting/Assignment**

Contractor shall not subcontract or assign the Contract or any portion of the Contract without the District's prior written consent; the District must approve any and all subcontractors/assignees; the District has the right to refuse to approve subcontractors/assignees; the District may request the dismissal of subcontractors at any time. Subcontractors/assignees shall be held responsible for all terms and conditions outlined in the original Contract.

### **Work Schedule**

The maintenance service will operate on a five-day (Monday through Friday) schedule (due to budget and needs, this program may be accomplished with part time staffing; a five-day presence is desirable). Client shall be notified if there is a need to alter the work schedule due to an unforeseen event.

**Billings over and above the amount stipulated in the Contract must be approved, in advance, by the Client.**

### **Personnel**

All personnel will be provided by the Contractor company. Contractor shall pay all salaries and expenses, all federal taxes, federal and state unemployment taxes, and all other fees or taxes relating to its employees. Contractor shall comply with legal requirements under the Fair Labor Standards Act, Equal Opportunity Employment and Americans with Disabilities Act.

### **Nondiscrimination**

Contractor shall comply with all applicable federal, state and local nondiscrimination laws, regulations and ordinances and will not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment, recipient of services provided or employee or agent of the District or the County of Sacramento because of race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, sexual orientation, age, medical condition (including HIV or AIDS), or physical or mental disability. Contractor shall comply with the Americans with Disabilities Act of 1990, Fair Labor Standards Act, Equal Opportunity Employment, Fair Employment and Housing Act and Americans with Disabilities Act.

### **Supplies; Equipment; Uniforms**

Contractor shall provide all supplies and equipment appropriate to complete the duties of the Contract including vehicles and dumpster.

Contractor shall provide appropriate reflective & high visibility safety vests for each employee. While on the job, employees shall be properly attired in clothing/uniforms appropriate for the job. To the extent possible, clothing or uniforms should be maintained in a clean and professional manner. Oversized clothing and/or clothing that suggests any alliance to gangs or gang activity is highly discouraged.

### **Policies**

Contractor is responsible for the safety of its personnel. Contractor shall establish and publish detailed policies and procedures for safety and conduct. Policies shall comply with all applicable state, local and federal laws and regulations as they may apply to employment, operations or safety. Contractor shall obtain or maintain any licenses or certifications required to perform duties under the Contract.

Contractor employees shall not accept tips or gratuities for services provided while on duty.

### **Audit**

Client reserves the right to audit employee payroll records and review testing programs, policies and procedures, employee handbook and other written information. Client may observe training. Contractor shall furnish a detail of employee hours worked with each invoice.

### **Training**

Officers will be appropriately trained to complete the Service and will include both initial and in-service training.

Training provided by the Contractor at Contractor's expense shall include, but may not be limited to:

1. Philosophy and mission of the program
2. Company and employment policies; Code of Conduct; chain of command; rules and regulations
3. Personal conduct, attitude, etiquette
4. Scheduling, assignments, procedures
5. Appearance & uniform maintenance; equipment use & maintenance
6. Data collection, report writing, emergency reporting procedures
7. Personal safety procedures
8. Legal responsibilities
9. Street Smarts/Awareness/Authority
10. Dealing with conflict, emotional behavior, mentally ill, homeless, aggressive behavior, etc.

### **Policies**

Contractor is responsible for the safety of its personnel. Contractor shall establish and publish detailed policies and procedures and provide an employee handbook for each employee. Policies shall comply with all applicable state, local and federal laws and regulations as they may apply to employment, operations or safety. Contractor shall obtain or maintain any licenses or certifications required to perform duties under the Contract. Contractor shall be responsible, in concurrence with the District, for preparation of Post Orders that specifically outline the program and define duties.

Contractor employees shall not accept tips or gratuities for services provided while on duty under this Contract



## Exhibit A – Insurance Requirements

### Insurance Requirements:

- a. Time for Compliance. Contractor shall not commence work until it has provided evidence satisfactory to the District that it has secured all insurance required under this section, in a form and with insurance companies acceptable to the District. In addition, Contractor shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.
  
- b. Minimum Requirements. Contractor shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Contractor, its agents, representatives, employees or subcontractors. Contractor shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement, subject to subparagraph “c” below. Such insurance shall meet at least the following minimum levels of coverage:
  - (1) Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability:* Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001 or exact equivalent); (2) *Automobile Liability:* Insurance Services Office Business Auto Coverage (form CA 0001, code 1 (any auto) or exact equivalent); and (3) *Workers’ Compensation and Employer’s Liability:* Workers’ Compensation insurance as required by the State of California and Employer’s Liability Insurance.
  
  - (2) Minimum Limits of Insurance. Contractor shall maintain limits no less than: (1) *General Liability:* \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit; (2) *Automobile Liability:* \$1,000,000 per accident for bodily injury and property damage; and (3) *if Contractor has any employees, Workers’ Compensation and Employer’s Liability:* Workers’ Compensation limits as required by the Labor Code of the State of California. Employer’s Practices Liability limits of \$1,000,000 per accident.
  
- c. Subcontractor Insurance Requirements. Contractor shall not allow any subcontractors to commence work on any subcontract until they have provided evidence satisfactory to the District that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors shall be endorsed to name the District as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage.

## Attachment 1 SCOPE OF SERVICES

- A. **Contract Coverage;** Contract is to provide street maintenance services in the area specified by boundaries of the Greater Broadway District PBID map.
- B. **Maintenance Coverage Period;** Provide and supervise work crew Monday through Friday and as needed on an ongoing basis until the contract is fulfilled.
- C. **Pressure Washing Coverage Period:** Quarterly pressure washing of the entire District. Monthly spot cleaning throughout the District as requested. Service hours would be decided in advance with the approval of an annual calendar.
- D. **Litter Collection;** Monday through Friday, sweep, remove and dispose of trash and debris from sidewalks, gutters, and curbs.
- E. **Graffiti Abatement;** Monday through Friday, or as directed by a designated GBD representative remove graffiti from public and private property with property owner's permission. Property or business owner will provide color matched paint if standard gray or beige is not acceptable. Graffiti on private business property not authorizing graffiti removal will be reported to the GBD contact person.
- F. **Signage;** All posters, stickers and advertisements illegally posted shall be removed from property.
- G. **Illegal Dumping; Remove** any bulk items dumped in the public areas of the district will be removed within 24-hours of notification.
- H. **Inclement Weather;** In the event of inclement weather, contractor is still responsible for daily cleanup and services.
- I. **Reporting; Contractor** shall maintain statistics on the amount of garbage collected, shopping carts retrieved, graffiti covered or removed and posters/signs removed including photo documentation. Statistics will be reported monthly to the GBD contact person.

**Attachment 2**  
**The Greater Broadway District Maintenance Proposal**  
*(All Sub-Contractors Must Also Fill Out This Form)*

Proposal of	
A corporation organized and existing under the laws of the State of	
<u>Or</u> a partnership consisting of	
<u>Or</u> an individual trading as	
Contact name	
Address	
Telephone	
Email	
Number of years in business	
Has your business operated under any other name(s)?	
If so, what name(s)?	
List licenses or certifications held, along with license numbers.	
Can you provide insurance coverage as set forth in the specifications including workers compensation? (attach certificate)	
Provide a list of current contracts/references along with contact names and telephone numbers (attach up to one separate sheet if necessary).	
Are you presently in good standing with local, state and federal governing agencies in terms of compliance with all applicable statutes, acts and codes? If no, please explain.	



## Attachment 2 (continued)

Please include the following information in your proposal:

1. Brief company history and philosophy.
2. Company organization chart.
3. Evidence of ability for Contractor to provide insurance and workers compensation coverage in amounts set forth in the specifications.
4. Brief description of personnel policies including recruiting, training, staff turnover history, and employee benefits offered (as applicable).
5. Examples of your typical reporting documents.
6. Description of your proposed staffing and scheduling to accomplish the goals of the program.

### Attachment 3

### Greater Broadway District Maintenance Pricing Schedule

**Proposal Cost:**

<b>Maintenance Rates</b>	<b>Proposal Cost</b>
Total Hourly Billing Rate	\$ per hour
Total Weekly Billing Rate	\$ per week
Total Monthly Billing Rate	\$ per month
<b>TOTAL PROPOSAL ANNUAL COST</b> (weekly billing X 52)	\$ per year

<b>Pressure Washing Rates</b>	<b>Proposal Cost</b>
Total Hourly Billing Rate	\$ per hour
Total Weekly Billing Rate	\$ per week
Total Monthly Billing Rate	\$ per month
<b>TOTAL PROPOSAL ANNUAL COST</b> (weekly billing X 52)	\$ per year

***Greater Broadway District – Map of Project Area***