



The Greater Broadway District

REQUEST FOR PROPOSALS

District Maintenance Services

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

Proposals are due by **2:00 p.m., Friday, October 31, 2018.**

If Interviews are necessary, they will occur the week of November 26, 2018.

Proposals can be mailed to PO Box 188182, Sacramento CA 95818
Or e-mailed to greaterbroadwaypartnership@gmail.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. Exhibit B – Scope of Services
4. Exhibit C – Proposal Information
5. Exhibit D – Pricing Schedule
6. Exhibit E - 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 (Contractor). This service is not a replacement for individual garbage or dumping needs by individual property owners or businesses nor is it a replacement for services regularly provided by the City, County or Caltrans.

Contractor shall provide appropriate personnel and equipment to deliver the following services (further described in Exhibit B):

- ❖ Removal of litter and trash from public areas including sidewalks, curbs and gutters;
- ❖ Removal of weeds and leaves from sidewalks, parking strip, curbs and gutters;
- ❖ Removal of large items placed illegally on roadsides within 24-hours (i.e. furniture, appliances);
- ❖ Proper removal and disposal of toxic items within 24-hours (i.e. paint, tires, needles);
- ❖ Removal of debris from illegal campsites after campers have been relocated within 24-hours or timed to coordinate with Sacramento Police Department Impact Teams;
- ❖ 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. 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 endorsement, 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 January 1, 2019 and shall expire December 31, 2019, 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 any 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 (5) day (Monday through Friday) schedule. 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, trucks and other appropriate equipment.

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.

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.

EXHIBIT B SCOPE OF SERVICES

- A. **Contract Coverage:** Contract is to provide street maintenance and litter pick-up services in the area specified by boundaries of the Broadway PBID.
- B. **Maintenance Coverage Period:** Provide and supervise work crew five (5) days a week for District wide maintenance. Number of employees and hours will be set out in the final Agreement.
- C. **Maintenance Services:** The Clean Team will only provide services to parcels within District boundaries. These maintenance services are not to replace existing City maintenance services, but to complement and enhance what currently is provided. The PBID services will include:
- **Litter Collection:** Blow, remove and dispose of trash and debris as well as human waste from: sidewalks, gutters, parking strip, curbs and alleys. Maintenance team must also be equipped and trained to properly dispose of syringes and refuse from abandoned encampments. Costs to properly dispose of sharps should be included in contract.
 - **Weeds and Leaves:** Remove weeds and leaves from sidewalks, gutters, and parking strips in the public right of way and alleys. Leaves and weeds to be collected and placed in dumpster provided by the District.
 - **Illegal Dumping:** Remove any bulk items dumped in the public areas of the district within 24 hours or remove debris from illegal campsites after campers have been relocated within 24-hours or timed to coordinate with Sacramento Police Department Impact Teams. Illegal dumps shall be reported to 311 AND removed within 24-hours. All costs for collection and hauling to be included in contract. Records of locations, amounts and dates of hauling will be maintained and reported to the Partnership on a monthly basis.
- D. **Inclement Weather:** In the event of inclement weather, contractor is still responsible for daily cleanup and services.

Exhibit C
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.	
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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.
7. Hourly rate(s) of proposed employees.

Exhibit D
Greater Broadway District Maintenance Pricing Schedule

Proposal Cost:

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