

PO Box 1792
Pacific Palisades, CA 90272

**REQUEST FOR PROPOSAL
SIDEWALK CLEANING AND PRESSURE WASHING/ORNAMENTAL AND SEASONAL DECORATIONS PROGRAM
FOR THE PACIFIC PALISADES BUSINESS IMPROVEMENT DISTRICT**

RESPONSES DUE BY FRIDAY, JUNE 12, 2020

I. Introduction and Terms

The Pacific Palisades Business Improvement District (PP BID) is requesting proposals ("RFPs") for cleaning personnel and the maintenance of designated public areas in our District's boundaries (see attached map). The selected Company's assigned personnel shall dedicate to the various needs of the District. This contract shall approximately start on July 1, 2020 and run initially for a period of six (6) months, with annual options for renewal for a total of three (3) additional years.

In addition to providing general street cleaning services (including pressure washing) and minor landscaping in the public rights of way, the Company shall provide the procurement, purchasing, placement, installation and storage of seasonal decorations as described in this RFP. The PP BID requires the technical knowledge to maintain the private and public rights of way and personnel with the people skills and professionalism to interact with the members of PP BID and the public, who may potentially have to deal with unruly or marginalized persons.

The PP BID may require additional personnel in times of higher workload due to holidays and special events.

The PP BID Board shall retain the right to terminate this agreement with a 60-day written notice, with or without cause, to the selected company. All outstanding payments to the company shall be paid within 15 days of the termination of this agreement.

II. Not to Exceed Contract Amount:

The Company shall provide a *Not-to-Exceed* price with a breakdown of their employees' wages and other employment costs, work positions, scheduled hours of work, overhead and profit. **The monthly amount for the first 6 months of this contract shall not exceed \$11,000 per month (excluding the purchase price of the decorations and ornaments).**

III. Maintenance and Cleaning Requirements:

The PP Bid may require the selected cleaning personnel to wear uniforms and may require decorations and other purchased items to be branded with the District's logo.

1. **Sidewalk/Gutter Sweeping** - Using hand or power sweeping equipment, clean and remove all trash, gum, stickers, debris and human bio-waste from sidewalks, gutters, driveways, tree wells, landscaped areas and on and around street furniture, including trash receptacles. Perform duties in a uniform fashion based upon directed frequency. Personnel shall be courteous and helpful to district merchants, residents, visitors, pedestrians and City personnel.
2. **Pressure Washing** - At least two times per year. Pressure washing should be done at a time of day that is convenient for business and property owners and not after 9:00 AM. Water temperature shall be at least 180 degrees Fahrenheit with a pressure of not less than 3500 psi and a volume not less than 5 gpm. All spray nozzles shall have a 25-degree pattern or greater. All storefront areas including storefront glass areas shall be protected to avoid water seepage into storefronts and debris on the sidewalk areas should be picked up immediately prior to washing. The Company shall provide their own water source if needed or arrangements shall be made to use public or private sources while following all applicable governing laws and regulations, including state and local laws governing storm water disposal. Appropriate safety measures shall be taken at all times.
3. **Trash Collection/Removal** - There are multiple City-maintained trash receptacles which are located throughout the District. Los Angeles City or PP BID maintenance personnel may be responsible for emptying any new receptacles, once placed, as frequently as is necessary and to repair and replace the receptacles in a timely manner as necessary. The Company shall be responsible to clean the exterior surfaces of all trash receptacles on public rights of way and keep them free of minor graffiti without damaging the receptacles. Major graffiti and vandalism shall be reported to the City.
 - A. Wipe down trash receptacle covers on a consistent basis, frequently mopping or washing the bottoms of the receptacles to remove dog urine, spilled drinks or other liquids.
 - B. Clean and/or pressure wash trash receptacles at least monthly or as needed.
 - C. Maintain daily cleaning reports to submit to the PP BID periodically.
4. **Human Bio-waste** – Remove all human bio-waste, by sprinkling kitty litter on the bio-waste, thoroughly cleaning with a disinfecting agent or pressure washing with a similar agent from pavements, trees, poles, planters, street furniture, news racks, bus stops, utility bases and any other relevant surfaces when applicable without damaging the receptacles or furniture. All human bio-waste should be removed from the ground and wall surfaces immediately. All bio-waste found on private property shall be noted and notified to the PP BID.
5. **Painting/touch-up/washing** – Provide an ad-on for touch-up painting of trashcans, planters, benches and light bases throughout the PP BID as requested.
6. **Special Events, Holiday Decorations, Banners and Planter Watering** – The Company shall recommend, purchase, transport, install and maintain various holiday decorations, planters, ornaments and other beautification items to enhance the District’s appeal. Maintenance personnel may be called upon to install banners, holiday decorations, pedestrian way-finding systems and maintain those amenities as long as they are displayed in the boundaries of the District. This shall be considered a standard service of the regular maintenance crew.

IV. Specifications for Proposal

Interested companies shall submit proposals by **June 12, 2020** in accordance with the following format requirements:

- **Scope of Work** - List work to be performed with the accompanying cost proposed for that service. Proposal shall describe procedure, materials and resources (e.g. staff), which will be utilized to complete each task in the scope. Services could ultimately be increased or decreased during the phase of negotiating a service agreement with the successful bidder. *Company shall provide the personnel's planned hours of work.*
- **Listing of Resources:** The Company shall describe their materials to be used:
 - i. Supplies and equipment.
 - ii. Water trailer.
 - iii. Uniforms or special apparel.
 - iv. Radio and communications system.
 - v. Steam clean.
 - vi. Personnel's schedules.
- **References** – Company shall provide 3 references of similar contracts over the past 2 years:
 - 1. Job location.
 - 2. Contract Amount.
 - 3. Client's contact information.
 - 4. Equipment/general procedures used on the job.
- **Public Space Development:** Special consideration will be given to companies who have demonstrated experience in the development of dynamic public spaces in the public rights of way.

V. Company's Personnel

- All cleaning personnel must possess legal authorization to work in the United States.
- Personnel shall have good communications and public relations skills (must understand and speak English) to effectively interact with visitors, businesses and property owners in the PP BID, including distribution of items to merchants, providing directions, and assisting the public as needed.

VI. Management, Supervision and Training

- Company shall assign one employee responsible management level person or an Operations Director to meet with the PP BID District Manager or PP BID Board on an as needed basis. This Operations Director shall attend the PP BID's Board meeting, which occur approximately every other month.
- All shifts must be supervised by an individual who monitors cleaning and landscaping personnel, makes client calls, contacts city departments to correct area maintenance problems, makes route inspections, makes graffiti lists, maintains service reports, reports suspicious/nuisance activity and homeless or vagrant issues to the Los Angeles PD.
- Company is responsible for all training required to ensure that employees clearly understand their

duties and responsibilities. Such training shall include pre-assignment training and remedial training, as necessary. PP BID will have the right to request that any employee receive remedial training or be removed from the project upon request.

VII. Equipment

Personnel shall be equipped with all necessary equipment to perform the essential functions of this proposal.

VIII. Insurance

The Company must be licensed to do business in the State of California and hold a valid City of Los Angeles Business license.

Company is required to carry the following insurance and name the Pacific Palisades Business Improvement District, its Board members, Directors and Officers as well as the City of Los Angeles as an Additional Insured. Insurance companies and limits shall meet the standards of the PP BID and the City and shall be provided in forms acceptable to PP BID and City.

Insurance company issuing the policy shall be an “admitted” insurer in the State of California and shall carry an A.M. Best and Company minimum rating of AA: VII. Additional insurance provisions shall conform to Section 17 of the approved Management and Disbursement Agreement by and between the City of Los Angeles and the Pacific Palisades Business Improvement District, copy of which will be provided upon request.

- **Worker's Compensation** – Company shall carry worker's compensation & employer's liability insurance for all persons employed in the performances of services at all times.
- **Liability/Bodily Injury and Property Damage** - Company shall carry liability insurance/bodily injury and property damage in the amount not less than \$2,000,000 per occurrence with a \$3,000,000 aggregate.
- **Automobile** - The contractor shall carry automobile liability insurance/bodily injury and property damage liability in the amount not less than \$1,000,000 per combined single limit. All vehicles shall be registered and maintained by the Company.

IX. Submittal of Proposals

Bids should be submitted electronically by email - **No later than 5:00 PM on Friday, June 12, 2020, with the Subject Line “PP BID Services Proposal” to:**

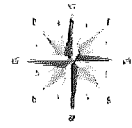
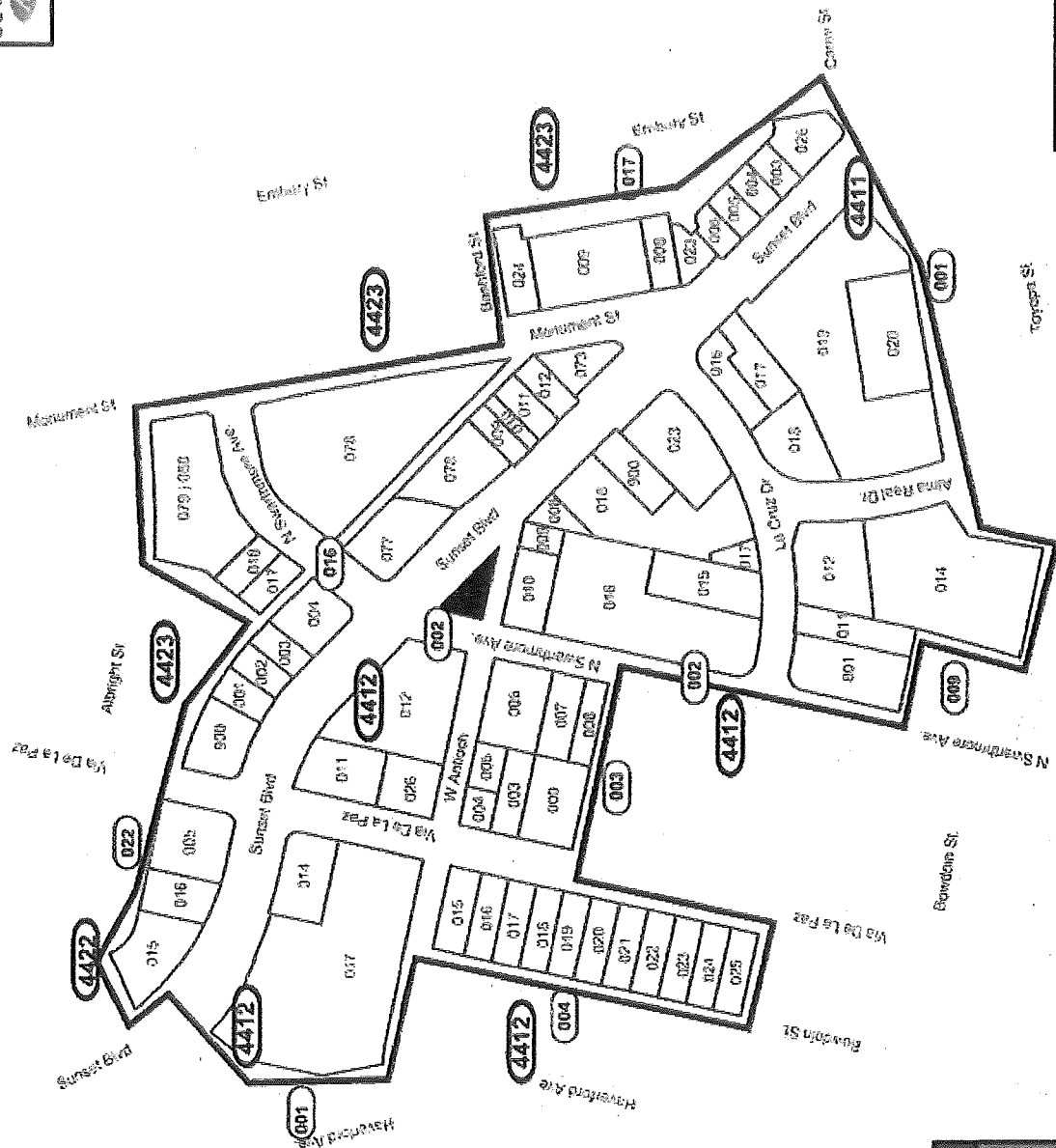
Manuel Pardo, PP BID Treasurer, at mpardo@village-school.org.

The contract award is anticipated to be no later than **June 28, 2020** and commencement of services on July 1, 2020 soon thereafter. The term of the contract will be initially for 6 months. The rates established in the contract are to be maintained for the entire term of the contract.

MAP OF THE DISTRICT AND PARCELS AFFECTED



Pacific Palisades PBID 2020



LEGEND

- District Parcel (represented by a white square)
- Parcel (represented by a light gray square)
- Not Included (represented by a dark gray square)