

# ADDENDUM

Addendum No. 1

August 28, 2020

**Project: Janitorial Services for City Facilities**

---

The following changes to the **Bid and Contract Documents** shall apply to proposals made for this service RFP. All other conditions shall remain the same.

This Addendum consists of eight (8) pages total including this cover page.

**CHANGES TO THE BID PROPOSAL:**

**Page 26, Section 2 CONTRACTOR DOCUMENTS**, delete:

(h). Performance Bond and Labor and Materials Bond

**Page 29, BID GUARANTEE**, is not required, remove page.

**Page 30, CONTRACT BOND – CALIFORNIA FAITHFUL PERFORMANCE BOND**, bond is not required, remove page.

**Page 31, LABOR AND MATERIAL PAYMENT BOND**, bond is not required, remove page.

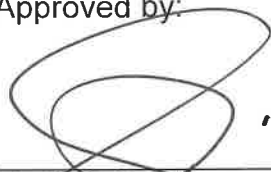
**Page 34, BID PROPOSAL SCHEDULE “A” REGULAR**, form has been reformatted to separate item number 14.

**Page 35, BID PROPOSAL SCHEDULE “B” MODIFIED**, form has been reformatted to separate item number 11.

**Pages 29 through 35, RENUMBER PAGES**, new page numbering to reflect all the addendums.

---

Approved by:



Manuel Carrillo Jr.  
City of Baldwin Park  
Director of Recreation and Community Services

8/28/2020

Date

## AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2020, by and between the CITY OF BALDWIN PARK, a municipal corporation (hereinafter "CITY") and \_\_\_\_\_ (hereinafter "CONTRACTOR"):

### WITNESSETH:

The parties hereto do agree as follows:

- (1) RECITALS: This Agreement is made and entered into with respect to the following facts:
  - (a) That CITY has heretofore solicited sealed public bids for janitorial services as specified herein and accordance with the plans and specifications in said City; and
  - (b) That CONTRACTOR has submitted bid to accomplish said work; and
  - (c) That the City Council of CITY has heretofore determined, in accordance with all applicable laws, that CONTRACTOR'S said bid constitutes the lowest responsible bid and has heretofore awarded said bid to said CONTRACTOR; and
  - (d) That CONTRACTOR is fully qualified to perform the work as hereinafter described.
  
- (2) CONTRACTOR DOCUMENTS: The following documents, incorporated herein by this reference shall constitute the contract documents referred to in this Agreement.
  - (a). Notice Inviting Sealed Bids dated
  - (b). Contractor's Bid Dated
  - (c). Bid Proposals
  - (d). Instructions to Bidders
  - (e). Specifications
  - (f). Bidder's Bond or Guarantee Bond
  - (g). Workers Compensation Certificate
  - (h). Liability Insurance Certificate
  
- (3) NATURE OF WORK: CONTRACTOR agrees to furnish all materials, tools, equipment, apparatus, transportation, labor and service necessary to perform and complete in a good and workmanlike manner the services in the manner designated in the Agreement and the contract documents.
  
- (4) TERM OF AGREEMENT: This Agreement shall commence within ten days of the Notice to Proceed and shall be valid for a period of thirty-six months thereafter. The Agreement may be terminated at anytime by a majority vote of the City Council. The Agreement shall not be assignable or transferable by either party without the express written consent of the other party. The City reserves the right to negotiate an extension to the initial contract for an additional period of one (1) year prior to expiration of the contract.
  
- (5) WARRANTY: Warranty for labor and material will be for a period of not less than one (1) year.

(6) INDEMNIFICATION: The CONTRACTOR shall hold harmless the CITY and the City's agents and employees against all claims, demands, actions and suits brought against any of them arising from the CONTRACTOR'S work under this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

CITY OF BALDWIN PARK

\_\_\_\_\_  
Mayor Date

ATTEST:

\_\_\_\_\_  
City Clerk Date

Contractor:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**BIDDER'S BOND TO ACCOMPANY PROPOSAL**

(Note: If the bidder desires to submit a bond with the proposal instead of cash, certified check, or a cashier's check, the following form should be executed.)

KNOW ALL MEN BY THESE PRESENTS,

That \_\_\_\_\_ as principal, and \_\_\_\_\_ as Surety, a company admitted to do business in the State of California are held and firmly bound unto the CITY OF BALDWIN PARK, hereinafter called "CITY" in the sum of: \_\_\_\_\_

\_\_\_\_\_ Dollars (\$\_\_\_\_\_), which is not less than ten percent (10%) of the total amount of bid, for the payment of which sum well and truly to be made we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, as Principal has submitted a bid to said City to perform all work required under the Specifications of the City for the projects entitled:

**JANITORIAL SERVICES**

NOW, THEREFORE, if said Principal is awarded a contract by said City and within the time and in the manner required under the heading "Instruction to Bidders", bound with said Specifications, then this obligation shall be null and void; otherwise it shall remain in full force and effect. In the event suit is brought upon this bond, a reasonable attorney's fee to be taxed as costs in said suit and to be included in the judgment therein rendered.

SIGNED AND SEALED, this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
PRINCIPAL (Seal)

BY: \_\_\_\_\_  
SIGNATURE

Seal and Notarial  
Acknowledgment  
of Surety \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

The undersigned in submitting a bid for performing the following work by contract, being duly sworn, deposes and says:

That he has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract.

Collusion

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Place of Residence

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public in and for the  
County of Los Angeles, State of CA

My Commission expires \_\_\_\_\_, 200\_\_.

## LIST OF REFERENCES

Provided at least five (5) references representing a good sample of the vendor's customers (i.e., new customers if less than 5 years, customers of 5 years or more and customers of 10 years or more). If any customers are municipalities or governmental agencies, please list them.

<b>NAME OF COMPANY</b>	<b>HOW LONG (YEARS)</b>	<b>TELEPHONE NUMBER OF COMPANY</b>	<b>NAME OF CONTACT PERSON</b>

## BID PROPOSAL SCHEDULE "A" REGULAR

Bidder Name: \_\_\_\_\_

The above-named Bidder, having examined the proposed Contract Documents and having visited the sites and examined the conditions affecting the work, hereby proposes and agrees to furnish all labor, materials, supplies and equipment, and to perform operations necessary to complete the work as required by proposed Contract Documents.

ITEM NO.	LOCATION	APPROX. SQ. FT.	MONTHLY PRICE
1	City Hall	85,000	\$
2	Parking Structure	176,200	\$
3	Arts & Recreation Center	15,000	\$
4	Esther Snyder Community Center	44,000	\$
5	Julia McNeill Senior Center	11,646	\$
6	Teri G. Muse Family Service Center	5,150	\$
7	Teen Center & Skate Park	9,200	\$
8	Barnes Park Family Recreation Center	3,500	\$
9	Walnut Creek Nature Park	750	\$
10	Hamilton City Yard	10,000	\$
11	Playground Services (Hilda L. Solis, Morgan Park & Barnes Park)	3 Parks	\$
12	Outdoor Restroom Day Porter Services (12PM-2PM)		\$
13	Outdoor Restroom Day Porter Services (5PM-6PM) (May 1 <sup>st</sup> -Sept. 30 <sup>th</sup> )		\$
<b>TOTAL COST PER MONTH</b>			<b>\$</b>
<b>TOTAL ANNUAL COST</b>			<b>\$</b>
<b>THE ANNUAL SUM (spell out amount):</b>			
14	Day Porter Hourly Rate for Special Events (only on an as needed basis for special events)	Per staff	\$
<b>THE SUM (spell out amount):</b>			

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

## BID PROPOSAL SCHEDULE "B" MODIFIED

Bidder Name: \_\_\_\_\_

The above-named Bidder, having examined the proposed Contract Documents and having visited the sites and examined the conditions affecting the work, hereby proposes and agrees to furnish all labor, materials, supplies and equipment, and to perform operations necessary to complete the work as required by proposed Contract Documents.

ITEM NO.	LOCATION	APPROX. SQ. FT.	MONTHLY PRICE
1	City Hall	85,000	\$
2	Parking Structure	176,200	\$
3	Walnut Creek Nature Park (Restrooms)	750	\$
4	Hamilton City Yard	10,000	\$
5	Morgan Park Restrooms (3 stalls & 1 urinal)		\$
6	Hilda L. Solis Restrooms (3 stalls & 1 urinal)		\$
7	Teen Center Restrooms (2 stall )		\$
8	Barnes Park Restrooms (5 stalls & 1 urinal)		\$
9	Outdoor Restroom Day Porter Services (12PM-2PM)		\$
10	Outdoor Restroom Day Porter Services (5PM-6PM) (May 1 <sup>st</sup> -Sept. 30 <sup>th</sup> )		\$
<b>TOTAL COST PER MONTH</b>			<b>\$</b>
<b>TOTAL ANNUAL COST</b>			<b>\$</b>
<b>THE ANNUAL SUM (spell out amount):</b>			
11	Day Porter Hourly Rate for Special Events (only on an as needed basis for special events)	Per staff/hour	\$
<b>THE SUM (spell out amount):</b>			

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company



# ADDENDUM

Addendum No. 2

August 28, 2020

**Project: Janitorial Services for City Facilities**

---

The following changes to the **Bid and Contract Documents** shall apply to proposals made for this service RFP. All other conditions shall remain the same.

This Addendum consists of eight (8) pages total including this cover page.

**CHANGES TO THE BID PROPOSAL:**

**Page 5, GENERAL SCOPE OF WORK, NOTE a.,** City to provide re-stock product:


City will provide, toilet paper, paper towels, toilet seat covers, trash bags, urinal screens deodorants, hand soap, hand soap, and HEPA filtered vacuum cleaner.

**Page 22, SCHEDULE "B" MODIFIED,** corrected basement service days and times:

<b>Site</b>	<b>Service Days</b>	<b>Service Time</b>
Basement	7 Days	8:00PM to 4:00AM Directed by Staff

---

Approved by:

  
\_\_\_\_\_  
Manuel Carrillo Jr.  
City of Baldwin Park  
Director of Recreation and Community Services

  
\_\_\_\_\_  
Date

**PART 1**

**INTRODUCTION AND INSTRUCTIONS TO BIDDERS**

1. **GENERAL SCOPE OF WORK:** The scope of this contract shall be to furnish all labor, equipment, tools, cleansers and disinfectants to do all work necessary to perform the required janitorial services at the following locations:

<b>SITE</b>	<b>ADDRESS</b>
City Hall: Council Chambers, Basement, 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> Floors	14403 E. Pacific Avenue
Baldwin Park Parking Structure (5 levels)	14403 E. Pacific Avenue
Arts & Recreation Center (ARC) 2 Story	14403-B E. Pacific Avenue
Esther Snyder Community Center, Morgan Park Restrooms and Julia McNeill Senior Center	4100 Baldwin Park Boulevard
Teri G. Muse Family Service Center	14305 Morgan Street
Teen Center & Skate Park and Hilda L. Solis Park Restrooms	15010 Badillo Avenue
Barnes Park Family Recreation Center	3251 Patritti Avenue
Walnut Creek Nature Park (Restrooms)	701 N. Frazier Avenue
Hamilton City Yard	13135 Garvey Avenue

**NOTE:**

- a. City will furnish storage areas for cleaning supplies. City will provide, toilet paper, paper towels, toilet seat covers, trash bags, urinal screens deodorants, hand soap, hand soap, and HEPA filtered vacuum cleaner.
  - b. All employees must submit to a complete background check through the State of California Department of Justice and the FBI. Said check must be completed prior to receiving access to secure areas or where children are present. Anyone working in the Police Department will need to comply with the CJIS Training. It will be the responsibility of the contractor to arrange with the Baldwin Park Police Department for this process as well as the cost associated.
  - c. A day porter shall be scheduled daily for general cleaning at the Police Department for a minimum of 2 hours during business hours. This is to service the restricted areas.
2. **MANDATORY PRE-BID MEETING:** A mandatory pre-bid meeting is scheduled for 9:00AM, Friday, August 28, 2020 for all interested bidders. All participants will assemble at the Julia McNeill Community Center, located at 4100 Baldwin Park Blvd., Baldwin Park, CA. Bidders **MUST ATTEND** the pre-meeting to address questions and tour areas of the two (2) major facilities.
3. **PROPOSAL FORM:** All proposals must be on the forms furnished by the City, completed in full, and signed by the authorized representative of the organization providing the bid. All items and statements shall be properly filled out. Numbers shall

