

DATE: June 26, 2017

TO: WCA Governing Board

FROM: Salian Garcia, Fiscal Manager

THROUGH: Mark Stanley, Executive Officer

SUBJECT: Item 14: Consideration of a resolution approving a contract for Janitorial Services.

RECOMMENDATION: Approve a contract for Janitorial Services with Brite Works, Inc. in the amount not to exceed \$9,600 for Fiscal year 2017/2018 at El Encanto.

BACKGROUND: As a part of operating expenses to run the office, the WCA outsources janitorial services to keep the office clean and maintained. On May 4, 2017, staff released a Request for Proposals (RFP) for Cleaning Services (Exhibit A). The RFP was posted on the WCA website and Facebook, and emails were sent to 22 area companies that offer office-oriented janitorial service. No firms attended the non-mandatory job walk on May 12, 2017; by the proposal submission deadline of May 26, 2017, only one proposal was received.

Though the singular proposal received is from the WCA's current janitorial services provider, WCA staff evaluated the proposal based on the required RFP documentation required to be considered responsive to the RFP. Staff also conducted a brief follow-up interview with the firm to ensure its level of service and professionalism continues. The services, as proposed by BriteWorks, Inc., shall be rendered three times per week at a cost of \$794.52 per month. (Exhibit B). Overall, contracted janitorial services, in addition to weekly services, include scheduled periodic and quarterly cleaning of the WCA offices including activities such as floor finishing, carpet cleaning, washing of exterior windows, and walkways. All janitorial supplies are also included in the proposal price such as cleaning products, supplies, toilet paper, hand towels, etc.

Upon an evaluation of the proposal received and performance of current services, as well as a follow-up interview, staff recommends awarding the janitorial services contract to BriteWorks, Inc. The agreement is for one year with an option to extend the contract up to two additional one-year periods.

FISCAL INFORMATION: This contract will be funded from Operational Revenues in the amount not to exceed \$9,600 for Fiscal Year 2017/18 and it is classified under Janitorial Services in the FY 2017/18 Budget.

NOTICE OF INVITING PROPOSALS FOR JANITORIAL SERVICES

The Watershed Conservation Authority (WCA) is requesting proposals from qualified entities to provide janitorial services. The WCA is a joint powers authority of San Gabriel and Lower Los Angeles Rivers and Mountains and the Los Angeles County Flood Control District. The purpose of the Authority includes providing for a comprehensive program to expand and improve the open space and recreational opportunities for the conservation, restoration, and environmental enhancement of the San Gabriel and Lower Los Angeles Rivers Watershed. The objective of this solicitation is to select a qualified contractor to provide janitorial services at its office building located at 100 N. Old San Gabriel Canyon Road Azusa, CA 91702.

A site tour will be held at the WCA office where services will be provided. This pre-proposal site visit will be held on the following date:

Friday, May 12, 2017 at 1:30pm @ El Encanto, in the parking lot in front of the WCA office (former El Encanto Restaurant) at 100 N. Old San Gabriel Canyon Road, Azusa, CA 91702

All potential proposers should attend the site visit if possible; however, attendance is not mandatory to proposal acceptance.

Each proposal must be submitted on the forms available in the enclosed Request for Proposals (RFP) package. Proposals shall be submitted to 100 N. Old San Gabriel Canyon Road, Azusa, CA 91702, **on or before 3:00 p.m. on Friday, May 26, 2017.** Proposals shall be identified as **“Janitorial Services - WCA Office”** on the envelope. No faxed or e-mail proposals will be considered. If you have questions before submitting your proposal please contact Salian Garcia, WCA Fiscal Manager, 626-815-1019 ext. 110 or at sgarcia@wca.ca.gov

The proposal(s) found to be most advantages to meet the needs of the WCA shall be submitted to the WCA Board for their consideration to award. The board has the right to reject any proposal at their discretion.

This page was intentionally left blank

REQUEST FOR PROPOSALS
for
JANITORIAL SERVICES



100 North Old San Gabriel Canyon Road
Azusa, CA 91702

Primary Contact:

Salian Garcia, Fiscal Manager

626-815-1019 ext 110

sgarcia@wca.ca.gov

Date of Release: May 4, 2017

This page was intentionally left blank.

TABLE OF CONTENTS

Introduction and Overview	1
Definitions	2
Proposals	2
Scope of Services	3
Fiscal Manager	6
Payment	6
Schedule of Services	6
Insurance	6
General Conditions	7
Format of Proposal	8
Mandatory Contents	8
Specific Requirements for Each Section of the Proposal	8
Evaluation Criteria	9

EXHIBITS

Exhibit A:	WCA Office Layout
Exhibit B:	WCA Information Sheet
Exhibit C:	Checklist of Proposal Packet
Exhibit D:	Proposal Form
Exhibit E:	Affidavit of Non-Collusion
Exhibit F:	Sample Agreement for Contractor Services with Insurance Alternatives

This page was intentionally left blank.

1. INTRODUCTION AND OVERVIEW:

The Watershed Conservation Authority (WCA) is requesting proposals from qualified firms to provide janitorial services at its office building at 100 N. Old San Gabriel Canyon Road, Azusa, CA 91702. The objective of this Request for Proposal (RFP) is to select a qualified firm with a schedule of services and associated fee that are most beneficial to the WCA. These services shall include a number of janitorial services that shall be conducted on a weekly, monthly, and quarterly basis.

- 1.1 Summary of Requested Services: Proposals are invited for janitorial services. Proposers must submit proposals for all elements of the work requested in the scope of work section. The goal of this Request for Proposal (RFP) is to provide the WCA sufficient information for the selection of contractors based on qualifications and cost. All proposers must hold the appropriate Local and/or California State licenses, where required, to perform the work proposed under this solicitation.

Proposers must submit a fee schedule that would be invoiced monthly for the items listed in the Scope of Work.

The contractor(s) shall provide regular on-going janitorial services to the WCA office. All cleaning equipment, supplies, and labor shall be all-inclusive in the proposed fee to be invoiced monthly. All work shall be carried out in a time and manner set forth by the WCA and in accordance with local codes, industry standards and methods. Current janitorial personnel perform services on Monday, Wednesday, and Saturday after normal office hours. While the current cleaning schedule is preferable to the WCA, the Proposal Form, **Exhibit D**, will provide the Proposer the option of offering an alternative 3-days a week schedule to provide services.

As part of the proposal, all personnel, equipment, cleaning solutions, and supplies shall be part of the fixed price submitted. The WCA office occupies approximately 5,000 square feet with less than one-half of the square footage being utilized on a regular basis. The WCA office has 2 large offices, 2 conference rooms, kitchen, two restrooms with 2 stalls each (men and women), a foyer and 2 main hallways, one large office space with 8 cubicles and 2 rooms for storage. See **Exhibit A**, Office Layout for a blueprint of the layout. The WCA offices is currently occupied by 12 employees.

- 1.2 About the WCA: The WCA is a local public entity of the State of California known as a Joint Powers Authority, exercising the joint powers of the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) and Los Angeles County Flood Control District (LACFCD) pursuant to Section 65000 et seq. of the Government Code. The purpose of the WCA is to provide for a comprehensive program to expand and improve the open space and recreational opportunities for the conservation, restoration and environmental enhancement of the San Gabriel and Lower Los Angeles Rivers Watershed area consistent with the goals of flood protection, water supply, groundwater recharge and water conservation. Additional information about the agency can be found at www.wca.ca.gov and within **Exhibit B: WCA Information Sheet**.

2. DEFINITIONS:

Whenever the following terms are used in this request for proposal, they shall be understood to mean and refer to the following:

- 2.1 Contractor: Shall be referred to hereafter as the qualified person or persons, company firm or corporation who has been awarded a contract pursuant to the scope of work outlined below from the WCA.
- 2.2 Proposer: Shall be a qualified Contractor, and or entity, who holds a relevant current business license in the City of Azusa (or shall obtain one prior to offering services) and/or has the right to engage in the proposed work as a matter of their normal business activities/license.

3. PROPOSALS:

- 3.1 Proposers are requested to submit proposals offering services in accordance with Section 4, and in a format specified in Section 10 of this Request for Proposals (RFP).
- 3.2 This RFP is a solicitation for proposals only, and is neither intended, nor to be construed as, an offer to enter an agreement or engage in any formal competitive bidding or negotiation pursuant to any statute, ordinance, rule, or regulation. Thus, the WCA reserves the right to reject any and all proposals received, to waive any informality on any proposal and to be the sole judge of the relative merits of material mentioned in the respective proposal received. WCA is responsible only for that which is expressly stated in this RFP.
- 3.3 WCA is not responsible for, and shall not be bound by, any representations otherwise made by any individual acting or purporting to act on its behalf.
- 3.4 WCA shall not in any way be liable or responsible for any costs incurred in connection with the preparation, submittal, or presentation of any proposals prepared and/or submitted in response to this request. Responses to this RFP shall be made per the specifications and instructions contained herein. Failure to adhere to RFP instructions may be cause for rejection of any proposal.
- 3.5 WCA reserves the right to interpret or change any provisions of this RFP at any time prior to the proposal submittal date. Such interpretations or changes shall be in the form of addenda to this RFP. Such addenda will become part of this RFP and may become part of the resultant contract. Such addenda shall be made available to each person or organization which has received an RFP. Should such addenda require additional information not previously requested a Proposer's failure to address the requirements of such addenda may result in the WCA's disregard of the Proposer's submittal.
- 3.6 WCA, at its sole discretion, may determine that a time extension is required for submittal of proposals, in which case an addendum shall indicate the new proposal submittal date.

- 3.7 No changes to the proposals shall be allowed after their submittal to WCA.
- 3.8 Any agreement entered into by the Proposer shall be consistent with applicable federal, state, and local laws.
- 3.9 Proposers understand and agree that submittal of a proposal will constitute acknowledgment and acceptance of, and a willingness to comply with, all of the terms, conditions, and criteria contained in this RFP, including attachments thereto, except as otherwise specified in the proposal. Any and all parts of the submitted proposal may become part of any resultant contract between the selected Contractor and the WCA.
- 3.10 WCA will select a successful Proposer based on qualifications that represent the best service, regardless of race, creed, color or gender.
- 3.11 The Contractor shall take all formal direction from the WCA Office Manager or Fiscal Manager assigned the responsibility to oversee these services. All activities related to administration of the Contractor's agreement will be managed by the assigned WCA Office Manager and Fiscal Manager.
- 3.12 The services shall be overseen by the Office Manager or Fiscal Manager or designee assigned by the Executive Officer of the WCA.

4. SCOPE OF SERVICES:

- 4.1 All work shall be done per local codes and in accordance with industry standards and methods and in a prescribed manner as determined by the WCA or its designee. The WCA and Contractor shall agree upon the scope of work and not to exceed price for each requested service based on the rates quoted in the Proposal Form, **Exhibit D**. The Proposal Form will provide the Contractor the option of supplying the WCA a monthly cost/fee to provide services 3 days per week. All submitted costs must include the "Daily," "Periodic" and "Quarterly" activities specified below, which are expected to be completed as part of the routine cleaning visits.
- 4.2 The scope of work rendered shall be agreed upon in writing and approved by the authorized WCA representative before work can proceed.
- 4.3 Contractor shall at all times furnish the equipment, cleaning solutions, supplies and personnel needed to complete the required work in the most efficient manner. All of these items shall be included as part of the fixed price submitted.
 - 4.3.1 Example Equipment & Cleaning Solution: mops, sponges, vacuums, rags, brooms, appropriate cleaning products.
 - 4.3.2 Example Supplies: toilet paper, hand towels, urinal deodorizer, soap.
- 4.4 Contractor shall ensure that all work conforms to prevailing standards and applicable codes. The following is a schedule of janitorial work requirements and accompanying timing of these services:

- 4.4.1 Daily Services shall be performed each visit in foyer, offices, office cubicles, hallways, restrooms, conference rooms, and kitchen area.

Carpet Care: Carpeted areas, and rugs shall be vacuumed free of all loose soil, debris, lint, dust, dirt, and ashes.

Trash Cans: Trash containers include all trash cans and large trash containers used for collecting trash from individual rooms. Trash containers shall be emptied and any trash or debris shall be removed and placed into the large trash bins outside of the property. All trash cans will contain plastic liners and will replenish when trash is removed.

Restroom Cleaning: Restroom fixtures, including water closets, urinals, lavatories, and sinks shall be disinfected inside and outside and shall be free of stains and odors. Partitions and dividers shall be washed with a disinfectant and be free of dirt, stains, streaks, and graffiti. All wall surfaces, including glass, shall be cleaned, free of dirt, stains and streaks. Mirrors shall be cleaned and polished. Restroom walls shall be cleaned free of film, streaks, and stains. All metal fixtures and hardware shall be clean and bright. All toilet paper, toilet seat covers, paper towel and soap dispensers shall be filled at each room servicing. An adequate supply of toilet paper shall be left in all restrooms when supply in dispensers is low.

Kitchen Cleaning: Kitchen fixtures including sink and metal fixtures shall be disinfected inside and outside and shall be free of stains. Counters shall be wiped clean. Dishes left in the sink shall be washed and placed aside for drying. The paper towel and soap dispenser shall be filled at each servicing.

Cubicle and Office Cleaning: Carpeted floors in and under the cubicle and desk spaces shall be vacuumed. Cubicle and desk countertops shall be wiped cleaned and free of any dust and dirt.

Miscellaneous: Phones, light switches, and door handles shall be cleaned and disinfected.

- 4.4.2 Periodic Services shall be performed on a periodic or as needed basis as identified by the WCA or janitorial staff. The Contractor is expected to complete a walkthrough weekly to determine whether these items are requiring completion.

Dusting: All furniture, table tops, picture frames, glass cabinetry, mirrors, moldings, baseboards, and window ledges shall be cleaned and kept free of dust and dirt. Walls and corners shall be kept free of cobwebs, streaks, and markings.

Floor Care: Hard surfaced floors shall be damp mopped (applies only to kitchen and bathroom area).

Spot Care: Carpets and any other upholstered items such as cubicle and conference room chairs shall be shampooed as needed for extracting any spots or stains.

Polishing: Wood surfaced glass cabinetry and conference room tables shall be cleaned and polished.

Window Care: Interior windows shall be washed and cleaned, free of any streaks, and wiped dry.

- 4.4.3 Quarterly Services shall be performed once per quarter, applicable to the foyer, office cubicles, hallways, restrooms, conference rooms, and kitchen area. Janitorial staff will inform the Office Manager/Fiscal Manager or designee as to when the janitorial staff plans to complete its quarterly cleaning so that a walkthrough can be completed to ensure the sufficiency of the services.

HVAC Vents and Grills: All supply and returned vents are to be removed, washed, cleaned, and replaced.

Light Fixtures: All light fixtures are to be dusted. For light fixtures that are part of sconces, the fixture should be removed and the entire light fixture cleaned and replaced.

Carpet Care: Carpets and any other upholstered items such as cubicle and conference room chairs shall be shampooed primarily for extracting any spots or stains.

Exterior: The exterior windows shall be washed and cleaned, free of any streaks, and wiped dry. The front entry way doors shall be cleaned and dusted. The front exterior shall be washed including the office mailbox, eaves, cement floor to remove any dirt, grime, bird droppings, etc.

- 4.5 Contractor shall at all times have one (1) person who shall be responsible for the conduct and supervision of any staff on site.
- 4.6 Contractor shall obey all State and Federal Laws and codes, all local ordinances and regulation and any other laws, codes, ordinances and regulations that may apply. It is the responsibility of the contractor to keep informed of these laws, codes, ordinances and regulations and to keep informed of any changes to them.
- 4.7 Contractor will promptly notify the WCA of any damage to public or private property as a result of activities authorized under the contract resulting from this RFP.
- 4.8 All work which is determined by the WCA or its designee to be unacceptable or deficient in any of the requirements of the RFP and resulting contract shall be remedied by the Contractor at their sole expense in a manner acceptable to the WCA.
- 4.9 The Janitorial service contract will be for a period up to (12) month period If the WCA is satisfied with the services performed, the contract has an option to extend for up to two (2) additional one (1) year periods.

- 4.10 Prior to execution of a contract, the contract will be placed on the agenda for authorization by the WCA Governing Board at their next public meeting.
 - 4.11 The WCA shall provide access in the form of a key copies and alarm code information. The WCA shall furnish water and electricity as may be required for the work to be performed under the contract. The Contractor shall conserve utilities and will ensure that all water is shut off, lights are turned off, and A/C or heater unit is turned off when not in use and when the facility is vacated. The WCA will also provide a locked supplies closet that can be utilized for the storage of cleaning products or equipment. The WCA shall not be responsible for any materials, supplies, and equipment stored at the WCA that is destroyed by fire, theft, or other natural causes. The Contractor shall report as soon as is possible to the property manager all damaged, clogged, leaking, or inoperable plumbing or fixtures, surfaces, which prevents the proper performance of his/her duties. Emergency situations shall be reported immediately to the WCA onsite ranger.
 - 4.12 The Contractor shall complete a cleaning checklist as supplied by WCA staff and initial after services have been completed.
5. **FISCAL MANAGER**: The Fiscal Manager(s) is the person(s) assigned by the WCA Executive Officer to oversee, direct, and coordinate the requested services.
 6. **PAYMENT**: Payment shall be made after an approved invoice is submitted. Contactor shall submit a consistent monthly invoice for work completed and the WCA agrees to pay within a 30-day period. Payment shall not be made until the WCA or its representative, have inspected janitorial work and determined that it has been satisfactorily completed.
 7. **SCHEDULE OF SERVICES**: The selected Contractor shall be asked to execute a contract for performance not to exceed twelve (12) months beginning July 1, 2017 through June 30, 2018. Fees included as part of this proposal and contract shall remain firm for the twelve (12) month period. If the WCA is satisfied with the services performed, the contract has an option to extend for up to two (2) additional one (1) year periods. If the option for extensions are carried forward, rates may be adjusted each year to allow increased costs subject to written agreement with the WCA representative.
 8. **INSURANCE**: Contractor will show proof of Workers Compensation Insurance, General Contractors' Insurance and Auto Insurance with the General and Auto Insurance to be at least \$1 million per occurrence. The contractor must also have the Watershed Conservation Authority, San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy, Los Angeles Flood Control District and the Mountains Recreation and Conservation Authority as Additionally Insured. There are Insurance Alternatives to the Written Agreement and the contractor must select either Alternative 1 or 2 upon contract execution.

9. GENERAL CONDITIONS:

- 9.1 Responses to this RFP shall be made per the specifications and instructions contained herein.
- 9.2 Proposers understand and agree that submittal of a proposal will constitute acknowledgment and acceptance of, and a willingness to comply with, all of the terms, conditions and criteria contained in this RFP, including attachments thereto, except as otherwise specified in the proposal. Any and all parts of the submitted proposal may become part of any resultant contract between the selected Contractor(s) and WCA.
- 9.3 The submission of a proposal shall be considered conclusive evidence that the Proposer has investigated and is satisfied as to the conditions to be encountered in respect to the character, quality and quantities of the properties listed in this RFP.
- 9.4 Anything called for in any one of said documents shall be deemed to be required equally as if called for in all these documents; Request for Proposal, Proposal Form, Affidavit of Non-Collusion, Statement of Experience, and Written Agreement executed by the parties, shall constitute the Contract; the documents constituting the same are intended to be read together and to require a complete and finished piece of work, including all labor, materials and equipment necessary for the proper execution and completion thereof.
- 9.5 The Proposer(s) to whom the award is made will enter into a written contract with the WCA. In case of default by the Contractor, the WCA reserves the right to procure the services from other sources and to hold the Contractor responsible for any excess costs incurred by the WCA thereby. A copy of a sample Draft WCA contract is attached (**Exhibit F**).
- 9.6 A site tour will be held at the WCA Office where the will be provided. This pre-proposal site visits will be held on the following date:
- Friday, May 12, 2017 at 1:30pm @ El Encanto**, in the parking lot in front of the WCA office (former El Encanto Restaurant) at 100 N. Old San Gabriel Canyon Road, Azusa, CA 91702
- All potential proposers should attend the site visit if possible; however, attendance is not mandatory to proposal acceptance.
- 9.7 Questions and comments concerning this RFP shall be directed to Salian Garcia, Fiscal Manager with the WCA at 626-815-1019 ext. 110 or at sgarcia@wca.ca.gov. Verbal questions are also welcome during the non-mandatory site visit. Note that the WCA's responses to question and request for clarifications will be shared with other potential proposers through e-mail and the WCA website.
- 9.8 It is recommended that potential proposers inform Salian Garcia of their intention or interest in responding to this RFP. Such notification will allow for any supplemental information regarding this solicitation to be provided, including addenda and responses to questions.

10. FORMAT OF PROPOSAL:

- 10.1 The response to this RFP must be made per the requirements set forth in this Section, both for content and for sequence. Submittals should be received by Watershed Conservation Authority **on or before 3:00 p.m. on Friday, May 26, 2017.**
- 10.2 The proposal must be made on the forms provided for that purpose, enclosed in a sealed envelope and marked as "**Janitorial Services - WCA Office**" on the envelope. No faxed or e-mailed proposals will be considered. Proposals must be submitted to 100 N. Old San Gabriel Canyon Road, Azusa, CA 91702 at the attention of Salian Garcia, Fiscal Manager. One (1) copy of the completed Proposal Form shall be submitted to the WCA.
- 10.3 Proposal submittals shall be organized as indicated below. Specific requirements for each of the Consultant's proposal sections are included hereinafter.

11. MANDATORY PROPOSAL CONTENTS:

- 11.1 Section 1: Completed Checklist of Proposal Packet
- 11.2 Section 2: Completed Proposal Form with detailed monthly cost
- 11.3 Section 3: Statement of Experience
- 11.4 Section 4: Signed Affidavit of Non-Collusion

12. SPECIFIC REQUIREMENTS FOR EACH SECTION OF THE PROPOSAL:

- 12.1 Section 1: "**Completed Checklist of Proposal Packet**" shall serve as a cover sheet to submitted proposals and shall consist of the completed checklist, see included as **Exhibit C**.
- 12.2 Section 2: "**Completed Proposal Form with detailed monthly cost**" shall provide a cost for the prescribed services. The Proposer shall submit costs on **Exhibit D**. The Proposer shall also submit proposed schedule of days and hours that janitorial staff is expected to provide services. Rates quoted will be applicable for the initial duration of this agreement, i.e. up to 12 months (based on the WCA fiscal calendar). If the option for a contract extension is carried forward, rates may be adjusted to allow increased costs subject to written agreement with the WCA representative.
- 12.3 Section 3 "**Statement of Experience**," shall include, but not be limited to the following information: 1) list relative experience of supervisor and staff responsible for the delivery of services; 2) A listing of related work experience and/or projects within the last 5 years which reflects ability to satisfactorily complete requested work; 3) A list of up to five (5) references and respective contact phone numbers.
- 12.4 Section 4 "**Signed Affidavit of Non-Collusion**" shall consist of a completed and signed affidavit of non-collusion, see **Exhibit E**.

13. EVALUATION CRITERIA: Proposals that are determined to be responsive to the requirements of this RFP as indicated in Sections 10 and 11 shall be evaluated based on the following criteria:

13.1 SUMMARY OF SCORING

General Quality and Responsiveness of the Overall Proposal:

(10 pts) Completeness of RFP package and responsiveness to RFP requirements

Proposal Form with Task Pricing:

(40 pts) Fees associated with proposal

Statement of Experience:

(25 pts) Level of experience/expertise of supervisor and staff in the delivery of the requested services

(25 pts) Firm's level of experience with providing similar services

100 points possible

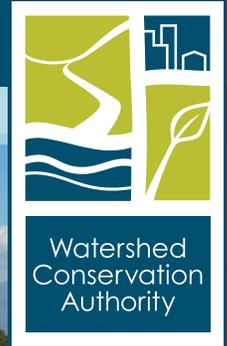
Proposals will be evaluated based on the criteria in Section 11. Scores will be averaged, and ranked. Final selection will be based on the identification of the highest benefit to the WCA in providing the requested services. This determination will be established on a combination of the evaluation criteria.



Exhibit A: Office Layout

El Encanto Building
100N Old San Gabriel Canyon Rd
Azusa, CA 91702





About the Organization

The Watershed Conservation Authority (WCA) vision of *Connecting Communities with Nature* embraces holistic watershed management to improve environmental integrity and to provide increased access to open space and recreational opportunities within the San Gabriel and Lower Los Angeles Rivers Watersheds.

Established in 2003 the WCA is a Joint Powers Authority (JPA). Member agencies include the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) and Los Angeles County Flood Control District.

Our Territory

The territory served by the Watershed Conservation Authority covers dynamic landscapes encompassing most of the San Gabriel Mountains—including the San Gabriel Mountains National Monument—down to the ocean across some of the most urban parts of the United States. This includes large, diverse populations in many distinct and culturally rich communities, in a region also recognized as an ecological hot spot for the diversity of wildlife and for the importance of natural conservation.

Our Territory

1,490 Square Miles
Lower LA River Watershed
San Gabriel River Watershed

Communities Served

LA and Orange Counties
68 Cities

Population

4.85 Million
Approx. 40% DAC (2010 Census)

Conserved Land

Approximately 460 Acres

- Staff: 7
- Funding: Work 95% Grant Funded
- Local, State, and Federal Partnerships

Actively engaged in enhancing river parkways:

- River Wilderness Park
- Walnut Creek Nature Park
- Duck Farm River Park
- East Fork San Gabriel River
- Parque Dos Rios



WCA

The WCA collaborates to plan, design, implement, maintain, and promote stewardship of land vital for both community and environmental wellbeing.

The scope of our work involves projects that conserve, preserve, improve, and restore landscapes for natural functions and passive recreation. This includes many different activities: trails for hikes, bikes, and horseback riding, access to nature, interpretation, spaces for wildlife, and spaces for people to gather or rest. Resource conservation is also central to our work: promoting wise water management, species diversity through healthy plant communities, and active multi-modal transportation for cleaner air and stronger connections throughout the places we live.



Goals and Objectives from 2012 Draft Strategic Plan

Creating Healthy Watershed Function

- Protect open space for people and wildlife.
- Improve watershed hydrology to support water supply, water quality, flood protection, and ecosystem improvement.

Serving as a Regional Information Source for Recreation and Environmental Education

- Build regional awareness for WCA parks, plans, programs and services.
- Inspire environmental stewardship in diverse communities and among urban users of recreational resources.

Connecting People to Recreation and Nature

- Expand public access to existing, improved, and new recreation opportunities.
- Expand access to nature and natural environments that balances the needs of the community and the needs of nature.
- Design and implement a comprehensive environmental interpretation program.

Building a Sustainable Agency

- Build a diverse short- and long-term funding portfolio.
- Expand collaborative partnerships to support WCA parks, projects, and programs.
- Create and grow WCA independent identity and public awareness.



Contact Us

626-815-1019

www.wca.ca.gov

Like us on Facebook

@WatershedConservationAuthority

100 N. Old San Gabriel Canyon Rd.
Azusa, CA, 91702

Exhibit C - CHECKLIST OF PROPOSAL PACKET**ITEMS DUE: May 26, 2017 ON OR BEFORE 3:00 P.M.**

- ___ 1. Completed Proposal Form with Pricing (**Exhibit D**)
- ___ 2. Statement of Experience
- ___ 3. Signed Affidavit of Non-Collusion (**Exhibit E**)

ACKNOWLEDGEMENT OF AGREEMENT DOCUMENTS**UPON AWARD OF CONTRACT**

Proposer, by submitting the RFP, agrees to accept all the terms and conditions in the following contract documents if chosen as the successful proposal and upon award of contract. The successful Proposer shall return the signed contract documents and proof of insurance to the WCA prior to award of contract.

- ___ 1. Contractor agrees to the Indemnification and Insurance Provisions (See attached Insurance **Exhibit F- Alternate 1 & 2**)
- ___ 2. Proof of all required Insurances, Bonds and Licenses
- ___ 3. Signed Contract Agreement or comments on Contract Agreement (see **Exhibit F: Draft Written Agreement**).

SIGNED: _____

PRINT NAME: _____

Watershed Conservation Authority Janitorial Services

In accordance with your invitation to submit a proposal to provide janitorial services the undersigned hereby agrees to accept all terms and conditions and to provide services and further be available, if necessary, to initiate the services specified immediately after contract execution by the WCA and said Contractor.

Janitorial Services Fee and Schedule

Service Days Requested	3 Days Per Week
Preferred Service Days (Please circle three)	Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____ Sunday _____
Monthly Quote *	\$ _____
Emergency or Supplementary Service Per Technician/Staff (upon customer request)	\$ _____ rate per hour

*Monthly price should include the staff/personnel, equipment, cleaning solution, and supplies needed to accomplish the weekly scope of work. The Monthly price will also include the cost of "Periodic" or "Quarterly" services as specified in the Scope of Services.

Please attach additional information and/or expand table if needed.

SIGNED: _____ **Date** _____

COMPANY: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

Print Name

Title

Exhibit E - AFFIDAVIT OF NON-COLLUSION

The undersigned, as proposer, declares that this proposal is made without collusion with any other person, firm or corporation and that the only person or parties interested as principals are names herein. Having carefully examined the Notice Inviting Proposals, the Request for Proposal, the Proposal Instructions and Conditions, the Agreement and the Proposal Form, we do hereby propose and agree, in the event of acceptance hereof, to Enter into the required agreement with the Watershed Conservation Authority.

Dated this _____ day of _____, 2017

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

NAME OF COMPANY

SIGNATURE

TITLE

AGREEMENT FOR CONTRACTOR SERVICES

THIS AGREEMENT, made and entered into this xxth day of Month 20YY,

BY AND BETWEEN

Watershed Conservation Authority
(WCA), a joint powers authority
between the Rivers and Mountains
Conservancy (RMC) and the Los
Angeles County Flood Control
District

AND

Company
Address 1
Address 2
City, ST Zip
Email: xxxx
Phone: (xxx) xxx-xxxx
hereinafter referred to as
"Contractor,"

WCA has determined that it is a matter of public convenience and necessity to engage the specialized services of a Contractor to provide [DESCRIPTION].

Contractor is a recognized professional with extensive experience and training in this specialized field. In rendering these services, Contractor shall, at a minimum, exercise the ordinary care and skill expected of the average practitioner in Contractor's profession acting under similar circumstances. The work will involve the performance of professional, expert, and/or technical services of a temporary or part-time duration; and

The parties hereto do mutually agree as follows:

1. Definition

"WCA" means the joint power authority between the Rivers and Mountains Conservancy (RMC), and the Los Angeles County Flood Control District.

2. Contractor's Services

The scope of work shall be as outlined above and in the attached Exhibit A dated, Month date, year.

3. Consideration

In consideration of the performance by Contractor in a manner satisfactory to WCA of the services described in Article 2 above, including receipt and acceptance of such work by the Executive Officer of the Watershed Conservation Authority (hereinafter called Executive Officer) or authorized representative, WCA agrees to pay Contractor a maximum not to exceed fee of 'write out amount in words' (\$Numbers). Services will be rendered beginning Month date, year and end by Month date, year.

WCA shall compensate Contractor as follows:

- a. Monthly payments for the work accomplished shall be made upon verification and acceptance of such work by Executive Officer or authorized representative. Monthly invoices shall be accompanied by an analysis of work completed for the invoice period. This analysis shall be prepared in a format satisfactory to Executive Officer or authorized representative.
- b. Supplemental Contractor Services may be required at WCA's discretion, upon prior written authorization by Executive Officer or authorized representative, and will be based on Contractor's fee schedule on file with Executive Officer or authorized representative.
- c. If Cost of Living Adjustments (COLA) are provided in the attachment, WCA shall limit COLAs to the lesser of: 1) the average salary increase or decrease granted to WCA employees or 2) the increase or decrease from the previous fiscal year's U.S. Department of Labor Bureau of Labor Statistics' Urban Consumer Price Index for Los Angeles-Riverside-Orange WCA, CA. If the COLA is based on the CPI, the adjustment shall be based on the change in the CPI from time of execution of this contract to the time at which the COLA is to be made. In the event fiscal circumstances ultimately prevent the Board of Supervisors from approving any increase in employee salaries for a fiscal year, Contractor will not receive a COLA for the contract period which coincides with that fiscal year.
- d. In the event that budget reductions occur in any fiscal year covered by this Agreement that may cause WCA to consider terminating this Agreement, the parties agree to attempt to renegotiate the terms of this Agreement to reduce the cost thereof in lieu of termination under the termination provisions of the contract.
- e. Contractor will not be required to perform services which will exceed

the contract amount, scope of work, and contract dates without amendment to this Agreement.

- f. Contractor will not be paid for any expenditure beyond the contract amount stipulated without a written amendment to this Agreement.

4. Equipment and Supplies

Contractor agrees to furnish all necessary equipment and supplies used in the performance of the aforementioned services.

5. WCA's Responsibility

WCA will make available any items specified in the Request for Proposals.

6. WCA's Representative

Executive Officer, or his authorized representative, shall represent WCA in all matters pertaining to the services to be rendered pursuant to this Agreement.

7. Terms and Termination

The term of this Agreement shall commence on the date stipulated on Page 1 of this agreement, through **Month date, year** and unless otherwise modified, shall terminate on the date that the work is accepted by WCA. The Parties may cancel or terminate this Agreement for any lawful reason, without any liability other than payment for work already performed, up to the date of termination by giving three days written notice of such termination to the other Party.

This agreement may be extended up to two years, contingent upon acceptable performance of services per Executive Officer or authorized representative.

Contractor shall be paid the reasonable value of services rendered. In the event of any such termination by WCA, Contractor shall provide to WCA a termination report consisting of all drawings, specifications, reports, and data accumulated to the date of such termination in a form capable of assimilation for use by WCA.

8. Mutual Indemnification

For damages, claims, liabilities, costs, suits, or expenses arising from Consultant's lawful activities on behalf of WCA under this Agreement, WCA agrees to indemnify and hold harmless Consultant against any and all damages, claims, liabilities, costs, suits, or expenses arising from, or connected with, the negligent or willful acts and/or omissions

of WCA.

Contractor agrees to indemnify, defend, and hold harmless WCA, RMC, and the Los Angeles County Flood Control District, their Board of Supervisors, Executive Officers, agents, its elected or appointed officials, officers, agents, attorneys and employees from and against any and all claims, suits or causes of action including liability, expense, including defense costs and legal fees, and claims for damages of any nature whatsoever, including, but not limited to, bodily injury, death, personal injury, or property damage arising from, or connected with, Contractor's negligent, willful, or unlawful actions, operations, or services hereunder including any Workers' Compensation suits, liability, or expense arising from, or connected with, services pursuant to this Agreement.

9. Liability & Insurance OR Reserved [No Text]

Two alternative Indemnification and Insurance Provisions are set forth in Exhibit B of this Agreement.

Contractor has selected one of the two alternative Indemnification and Insurance Provisions and has indicated its selection by initialing the selected alternative as follows:

Alternative 1 _____ Alternative 2 _____

This Agreement shall be subject to the Indemnification and Insurance Provisions set forth in the alternative identified by Contractor above. Such provision is hereby incorporated into this Article by reference.

10. Anti-Discrimination

The Contractor shall abide by the following provisions found in Section 4.32.010 et seq. of the Los Angeles County Code:

Contractor certifies and agrees that all persons employed by Contractor, its affiliates, subsidiaries, or holding companies are, and will be, treated equally by Contractor without regard to or because of race, religion, ancestry, national origin, or sex, and in compliance with state and federal anti-discrimination laws. Contractor further certifies and agrees that it will deal with its subcontractors, bidders, and vendors without regard to or because of race, religion, ancestry, national, origin, or sex. Contractor agrees to allow access to its employment records during regular business hours to verify compliance with the foregoing provisions when so requested by WCA.

Contractor specifically recognizes and agrees that if WCA finds that any of the foregoing provisions have been violated, the same shall constitute a material breach of contract

upon which WCA may determine to cancel, terminate, or suspend the contract. While WCA reserves the right to determine individually that the anti-discrimination provision of the contracts have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that Contractor has violated state or federal anti-discrimination laws shall constitute a finding by WCA that Contractor has violated the anti-discrimination provisions of the contract.

At its option, and in lieu of canceling, terminating, or suspending the contract, WCA may impose damages for any violation of the anti-discrimination provisions of this paragraph, in the amount of Two Hundred Dollars (\$200) for each violation found and determined. WCA and Contractor specifically agree that the aforesaid amount shall be imposed as liquidated damages, and not as a forfeiture or penalty. It is further specifically agreed that the aforesaid amount is presumed to be the amount of damages sustained by reason of any such violation, because from the circumstances and the nature of the violation, it is impracticable and extremely difficult to fix actual damages.

11. Independent Contractor Status

This Agreement is by and between WCA and Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between WCA and Contractor.

Contractor understands and agrees that all persons furnishing services to WCA pursuant to this Agreement are, for purposes of Workers' Compensation liability, employees solely of Contractor and not of WCA.

Contractor shall bear the sole responsibility and liability for furnishing workers' compensation benefits to any person for injuries arising from, or connected with, services performed on behalf of Contractor pursuant to this Agreement.

12. WCA's Quality Assurance Plan

WCA, or its agent, will evaluate Contractor's performance under this Agreement on not less than a semi-annual basis. Such evaluation will include assessing Contractors' compliance with all contract terms and performance standards. Contractor deficiencies which WCA determines are severe or continuing, and that may place performance of the Agreement in jeopardy if not corrected, will be reported to the WCA Board. The report will include improvement/corrective action measures taken by WCA and Contractor. If improvement does not occur consistent with the corrective action measures, WCA may terminate this Agreement or impose other penalties as specified in this Agreement.

13. Assignment

This Agreement shall not be assigned without the prior written consent of WCA. Any attempt to assign without such consent shall be void and confer no rights on any third parties.

14. Forum Selection

Contractor hereby agrees to submit to the jurisdiction of the courts of the State of California. The exclusive venue of any action brought by Contractor, on Contractor's behalf or on the behalf of any subcontractor, which arises from this Agreement or is concerning or connected with services performed pursuant to this Agreement, shall be deemed to be in the courts of the State of California located in Los Angeles, California.

15. Conflict of Interest

No WCA employee in a position to influence the award of this Agreement or any competing agreement, and no spouse or economic dependent of such employee, shall be employed in any capacity by Contractor herein, or have any other direct or indirect financial interest in this Agreement.

16. Prohibition from Involvement in Bidding Process

Contractor understands and agrees that neither it nor its subsidiaries shall be involved in any way in the bidding process on any Request for Proposal developed or prepared by or with the assistance of Contractor's services rendered pursuant to this Agreement, either as a prime Contractor or subcontractor, or as a Contractor to any other prime Contractor or subcontractor. Any such involvement by Contractor shall result in the rejection by the WCA of the bid by the prime Contractor in question.

17. Gratuities

It is improper for any WCA Executive Officer, employee, or agent to solicit consideration, in any form, from Contractor with the implication, suggestion, or statement that Contractor's provision of the consideration may secure more favorable treatment for Contractor in the award of the contract or that Contractors' failure to provide such consideration may negatively affect WCA's consideration of Contractor's submittal. Contractor shall not offer or give, either directly or through an intermediary, consideration, in any form, to a WCA Executive Officer, employee, or agent for the purpose of securing favorable treatment with respect to the award of the contract.

Contractor shall immediately report any attempt by a WCA Executive Officer, employee,

or agent to solicit such improper consideration. The report shall be made to The Executive Officer or authorized representative.

Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

18. Termination for Improper Consideration

WCA may, by written notice to Contractor, immediately terminate the right of Contractor to proceed under this Agreement if it is found that consideration, in any form, was offered or given by Contractor, either directly or through an intermediary, to any WCA Executive Officer, employee, or agent with the intent of securing the Agreement or securing favorable treatment with respect to the award, amendment, or extension of the Agreement or the making of any determinations with respect to Contractors' performance pursuant to the Agreement. In the event of such termination, WCA shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

Contractor shall immediately report any attempt by a WCA Executive Officer or employee to solicit such improper consideration. The report shall be made either to WCA manager charged with the supervision of the employee or to WCA Executive Officer or authorized representative.

Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

19. Notice to Employees Regarding the Federal Earned Income Credit

Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirement set forth in Internal Revenue Service Notice 1015.

20. Reduction of Solid Waste

Consistent with the WCA's policy to reduce the amount of solid waste deposited in landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on the project.

21. WCA Rights

The WCA may employ, either during or after performance of this contract, any right of

recovery the WCA may have against the Contractor by any means it deems appropriate including, but not limited to, set-off, action at law or in equity, withholding, recoupment, or counterclaim. The rights and remedies of the WCA under this contract are in addition to any right or remedy provided by California law.

22. Fair Labor Standards Act

Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act, and shall indemnify, defend, and hold harmless WCA, its agents, Executive Officers and employees from any and all liability including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law including, but not limited to, the Federal Fair Labor Standards Act for services performed by Contractor's employees for which WCA may be found jointly or solely liable.

23. Prevailing Wage Requirements

Contractor shall comply with all applicable prevailing wage requirements.

24. Employment Eligibility Verification

Contractor warrants that it fully complies with all federal statutes and regulations regarding employment of aliens and others, and that all its employees performing services hereunder meet the citizenship or alien status requirements contained in federal statutes and regulations. Contractor shall obtain, from all covered employees performing services hereunder, all verifications and other documentation of employment eligibility status required by federal statutes and regulations as they currently exist and as they may be hereafter amended. Contractor shall retain such documentation for all covered employees for the period prescribed by law. Contractor shall indemnify, defend, and hold harmless WCA, its Executive Officers and employees from employer sanctions and any other liability which may be assessed against Contractor or WCA in connection with any alleged violation of federal statutes or regulations pertaining to the eligibility for employment of persons performing services under this Agreement.

25. Contractor Responsibility and Debarment

- a. A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the contract. It is the WCA's policy to conduct business only with responsible contractors.
- b. The Contractor is hereby notified that if the WCA acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the

WCA may, in addition to other remedies provided in the contract, debar the Contractor from bidding on WCA contracts for a specified period of time not to exceed three years, and terminate any or all existing contracts the Contractor may have with the WCA.

- c. The WCA may debar a Contractor if the Board finds, in its discretion, that the Contractor has done any of the following: 1) violated any term of a contract with the WCA; 2) committed any act or omission which negatively reflects on the Contractor's quality, fitness, or capacity to perform a contract with the WCA or any other public entity, or engaged in a pattern or practice which negatively reflects on same; 3) committed an act or offense which indicates a lack of business integrity or business honesty; or 4) made or submitted a false claim against the WCA or any other public entity.
- d. These terms shall also apply to subcontractors of the WCA Contractor.

26. No Payment for Services Provided Following Expiration and/or Termination of Agreement

Contractor shall have no claim against WCA for payment for any money or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Agreement. Should Contractor receive any such payment it shall immediately notify WCA and shall immediately repay all such funds to WCA. Payment by WCA for services rendered after expiration/termination of this Agreement shall not constitute a waiver of WCAs' right to recover such payment from Contractor. This provision shall survive the expiration or other termination of this Agreement.

27. Notices

Any notice required or desired to be given pursuant to this Agreement shall be given in writing and addressed as follows:

WCA

Watershed Conservation Authority
100 N. Old San Gabriel Canyon Road
Azusa, CA 91702
Attention: Mark Stanley

Contractor

Company
Address 1
City, ST Zip

The address for notice may be changed by giving notice pursuant to this paragraph.

28. Entire Agreement

This contract constitutes the entire Agreement between WCA and Contractor and may be modified only by further written Agreement between the parties hereto.

WCA

Company

By _____
Mark Stanley
Executive Officer

By _____
Company Contact
Contact Title

Exhibit A

Company

Scope of Work

Month date, year

(1 page)

Exhibit B

ALTERNATIVE 1

INDEMNIFICATION AND INSURANCE PROVISIONS

I. INDEMNIFICATION

CONTRACTOR agrees to indemnify, defend, and save harmless Watershed Conservation Authority (WCA), Rivers and Mountains Conservancy (RMC), and Los Angeles County Flood Control District (District), its agents, appointed and elected officers, and employees from and against any and all liability, expense (including defense costs and legal fees), or claims for damages of any nature whatsoever, including without limitation, bodily injury, death, personal injury, or property damage (including property of CONTRACTOR), arising from, or connected with, any alleged willful or negligent act, error, or omission of CONTRACTOR, its agents, or subcontractors of any tier.

The foregoing paragraph notwithstanding, CONTRACTOR further agrees to indemnify, defend, and save harmless WCA, RMC, the District and their respective agents, appointed and elected officers, and employees from and against any Workers' Compensation suits, liability, or expense arising from, or connected with, any services performed pursuant to this agreement on behalf of CONTRACTOR by any person.

Neither the CONTRACTOR, nor its agents and subcontractors of any tier, shall be obligated to indemnify the WCA and its related persons and entities for liabilities caused by the active negligence of the WCA and its related persons and entities. However, this provision does not limit any obligation to defend or indemnify the WCA and its related persons and entities arising under the policies of insurance maintained by the CONTRACTOR under this provision.

II. INSURANCE

Without limiting CONTRACTOR indemnification of WCA and during the term of this Agreement, CONTRACTOR shall provide and maintain at its own expense the following programs of insurance. Such programs and evidence of insurance shall be satisfactory to the WCA and primary to and not contributing with, any other insurance maintained by the WCA. Certificate(s) or other evidence of coverage shall be delivered to the Watershed Conservation Authority, 100 N. Old San Gabriel Canyon Road, Azusa, CA 91702 prior to commencing services under this Agreement, shall specifically identify this Agreement, and shall contain the express condition that WCA is to be given written notice by registered mail at least thirty (30) days in advance of any modification or termination of insurance.

Failure by CONTRACTOR to procure and maintain the required insurance shall constitute a material breach of contract upon which WCA may immediately terminate or suspend this Agreement.

A. Liability:

Such insurance shall be endorsed naming the Watershed Conservation Authority as an additional insured and shall include:

1. 1. General liability insurance written on a commercial general liability form or on a comprehensive general liability form covering the hazards of premises/operations, contractual, independent contractors, advertising, products/completed operations, broad form property damage, and personal injury with a combined single limit of not less than One Million Dollars (\$1,000,000) per occurrence.

2. 2. Comprehensive auto liability for all owned, non-owned, and hired vehicles with a combined single limit of not less than One Million Dollars (\$1,000,000) per occurrence.

a. If written with an annual aggregate limit, the policy limit should be three times the above required occurrence limit.

b. If written on a claims form, the CONTRACTOR shall be required to provide an extended two-year reporting period commencing upon termination or cancellation of this Agreement.

B. Workers' Compensation:

Insurance in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with a One Million Dollar (\$1,000,000) limit, covering all persons the CONTRACTOR is legally required to cover.

CONTRACTOR agrees to the above Indemnification and Insurance Provisions.

_____ Initials

Exhibit B

ALTERNATIVE 2

INDEMNIFICATION AND INSURANCE PROVISIONS

I. INSURANCE

CONTRACTOR agrees at its own expense to maintain with insurance companies policies for general liability, professional liability, comprehensive automobile liability, and worker's compensation insurance as set forth below:

A. General Liability Insurance:

The CONTRACTOR shall maintain general liability insurance written on a commercial or comprehensive general liability form(s) that include(s) coverage for premises-operations, products/completed operations, contractual liability, broad-form property damage, and personal injury liability. The general liability policy shall have a combined single limit of not less than One Million Dollars (\$1,000,000) per occurrence.

B. Comprehensive Automobile Insurance:

The CONTRACTOR shall maintain automobile insurance for all owned, non-owned, and hired vehicles with a combined single limit of One Million Dollars (\$1,000,000) per occurrence or accident.

C. Worker's Compensation Insurance:

The CONTRACTOR shall maintain worker's compensation insurance in an amount and form which will meet all applicable requirements of the Labor Code of the State of California, including Employers' Liability Coverage with limits of One Million Dollars (\$1,000,000) per occurrence.

D. General Conditions Relating to Insurance:

1. Additional Insureds: The WCA, RMC, and DISTRICT, its agents, appointed and elected officers, and employees shall be named as additional insureds on each policy, except workers' compensation and professional liability insurance, the CONTRACTOR is required to provide under this Agreement. Such insurance shall be primary to and not contributing with, any other insurance maintained by or for the WCA and its related persons and entities.
2. Waiver of Subrogation: Each policy obtained by the CONTRACTOR to fulfill its obligations under this provision shall contain a provision waiving the right of the insurer to subrogate against the WCA and its related persons and entities for any liability covered by the policy.
3. Claims Made Policies: If any of the policies obtained by the CONTRACTOR to fulfill its obligations under this provision are written on a claims-made

basis, the policy shall be endorsed to provide an extended reporting period of not less than two years following the termination of this Agreement or the CONTRACTOR'S work on the project referred to in this Agreement, whichever is later.

4. Occurrence Policies: If any of the policies obtained by the CONTRACTOR to fulfill its obligations under this provision are written on an occurrence basis, the policies and any endorsements required by this provision (including, but not limited to, the additional insured endorsements) shall be maintained in full force and effect for a period of not less than two years following the termination of this Agreement or the CONTRACTORS' work on the project referred to in this Agreement, whichever is later.
5. Certificate of Insurance: Prior to commencing work on the project referred to in this Agreement, the CONTRACTOR shall provide to the WCA certificate(s) of insurance identifying the insurers, policies, coverage, and limits of liability for the insurance the CONTRACTOR is required to provide under this provision. Accompanying the certificate(s) shall be a copy of the required additional insured endorsement(s) to the policies obtained by the CONTRACTOR as set forth above.
6. Notice of Cancellation or Non-renewal: Each policy shall require the insurer to give the WCA at least 30 days notice of termination of the policy by cancellation, rescission, non-renewal, or otherwise. Notice shall also be given to WCA of any material change in the terms of the coverage required to be maintained by the CONTRACTOR under this provision.
7. Delivery of Notices: All certificates and notices required by this provision shall be in writing and shall be delivered to the Contract Administrator. The notices and certificates shall refer to this contract.
8. Maintenance of Insurance: The CONTRACTOR shall promptly pay the premiums on all insurance policies required under this provision. The CONTRACTOR further agrees that the policies shall remain in full force and effect as required by this Agreement. CONTRACTOR agrees to immediately obtain replacement coverage for any policy which is terminated, canceled, non-renewed, or which has paid policy limits or upon the insolvency of the insurer issuing the policy.
9. Breach: Failure on the part of CONTRACTOR to procure or maintain insurance as required by this provision shall constitute a material breach of this contract. In the event of such a breach, the WCA may, among other things, terminate this Agreement, suspend work being performed on the project by or on behalf of the CONTRACTOR, or at its sole discretion, the WCA may obtain replacement coverage. In the event that replacement coverage is obtained, the CONTRACTOR shall, upon demand, repay the WCA for the full amount of premiums paid by the WCA for the replacement coverage. In its sole discretion, the WCA may offset the cost of premiums against any monies due to the CONTRACTOR from the WCA.

II. INDEMNIFICATION:

CONTRACTOR agrees to indemnify and save harmless the WCA, RMC, DISTRICT, its agents, appointed and elected officers and employees ("WCA and its related persons and entities") from any and all claims, liabilities, expenses, lawsuits, actions, or proceedings arising from, or connected with, any act or omission of the CONTRACTOR, its agents, or subcontractors of any tier. The obligation to indemnify the WCA is in addition to the obligation to procure insurance as set forth in this provision.

WCA agrees that prior to demanding a defense from the CONTRACTOR that it or CONTRACTOR shall tender such claim to the insurers issuing the policies of insurance referred to in this provision. If the claims are not covered by any policy referred to in this provision, or the insurers refuse to defend the WCA or any of its related persons and entities, then the CONTRACTOR shall be obligated to defend the WCA from any claim, suit, or proceeding in which it has been claimed or alleged that the acts or omissions of the CONTRACTOR, its agents, or subcontractors of any tier were a cause of the damages claimed against the WCA and its related persons and entities in that suit, action, or proceeding.

Neither the CONTRACTOR, nor its agents and subcontractors of any tier, shall be obligated to indemnify the WCA and its related persons and entities for liabilities caused by the active negligence of the WCA and its related persons and entities. However, this provision does not limit any obligation to defend or indemnify the WCA and its related persons and entities arising under the policies of insurance maintained by the CONTRACTOR under this provision.

III. SUBCONTRACTOR'S INSURANCE AND INDEMNIFICATION:

CONTRACTOR agrees to require that its subcontractors, subconsultants, and independent contractors maintain the same insurance coverage which it is required to maintain under this provision, including but not limited to, the obligation to name the WCA and its related persons and entities as additional insureds under each such policy.

CONTRACTOR further agrees to require its subcontractors, subconsultants, and independent contractors to indemnify and defend the WCA and its related persons and entities from any and all claims, liabilities, expenses, lawsuits, actions, or proceedings arising from, or connected with, any act or omission of each such subcontractor, subconsultant, or independent contractor, its agents, or subcontractors of any tier.

Failure on the part of CONTRACTOR to require its subcontractors, subconsultants, and independent contractors to provide insurance and indemnification shall constitute a material breach of this contract. In the event of such breach, the WCA may, among other things, terminate this Agreement, suspend work being performed on the project by or on behalf of the CONTRACTOR, or in its sole discretion, the WCA may obtain replacement insurance coverage. In the event that replacement coverage is obtained, the CONTRACTOR shall, upon demand, repay the WCA for the full amount of premiums paid by the WCA for the replacement coverage. In its sole discretion, the WCA may offset the cost of premiums against any monies due to the CONTRACTOR from the WCA.

CONTRACTOR agrees to the above Indemnification and Insurance Provisions.

_____ Initials

Exhibit C - CHECKLIST OF PROPOSAL PACKET**ITEMS DUE: May 26, 2017 ON OR BEFORE 3:00 P.M.**

- 1. Completed Proposal Form with Pricing (**Exhibit D**)
- 2. Statement of Experience
- 3. Signed Affidavit of Non-Collusion (**Exhibit E**)

ACKNOWLEDGEMENT OF AGREEMENT DOCUMENTS**UPON AWARD OF CONTRACT**

Proposer, by submitting the RFP, agrees to accept all the terms and conditions in the following contract documents if chosen as the successful proposal and upon award of contract. The successful Proposer shall return the signed contract documents and proof of insurance to the WCA prior to award of contract.

- 1. Contractor agrees to the Indemnification and Insurance Provisions (See attached Insurance **Exhibit F- Alternate 1 & 2**)
- 2. Proof of all required Insurances, Bonds and Licenses
- 3. Signed Contract Agreement or comments on Contract Agreement (see **Exhibit F: Draft Written Agreement**).

SIGNED: Anita Ron

PRINT NAME: Anita Ron

RECEIVED
 12 17-538
 MAY 26 2017
 WATERSHED CONSERVATION
 AUTHORITY

Exhibit D - PROPOSAL FORM

Watershed Conservation Authority Janitorial Services

In accordance with your invitation to submit a proposal to provide janitorial services the undersigned hereby agrees to accept all terms and conditions and to provide services and further be available, if necessary, to initiate the services specified immediately after contract execution by the WCA and said Contractor.

Janitorial Services Fee and Schedule

Service Days Requested	3 Days Per Week
Preferred Service Days (Please circle three)	Monday <u> X </u> Tuesday <u> </u> Wednesday <u> X </u> Thursday <u> </u> Friday <u> X </u> Saturday <u> </u> Sunday <u> </u>
Monthly Quote *	\$ <u>794.52</u>
Emergency or Supplementary Service Per Technician/Staff (upon customer request)	\$ <u>20.⁰⁰</u> rate per hour

*Monthly price should include the staff/personnel, equipment, cleaning solution, and supplies needed to accomplish the weekly scope of work. The Monthly price will also include the cost of "Periodic" or "Quarterly" services as specified in the Scope of Services.

Please attach additional information and/or expand table if needed.

SIGNED: Anita Ron Date 5/26/17

COMPANY: Brite Works

ADDRESS: 620 Commercial Ave Marina CA 91723

PHONE: 626 337 0099

E-MAIL: services@brietworks.com

Anita Ron
Print Name

President
Title

Exhibit E - AFFIDAVIT OF NON-COLLUSION

The undersigned, as proposer, declares that this proposal is made without collusion with any other person, firm or corporation and that the only person or parties interested as principals are names herein. Having carefully examined the Notice Inviting Proposals, the Request for Proposal, the Proposal Instructions and Conditions, the Agreement and the Proposal Form, we do hereby propose and agree, in the event of acceptance hereof, to Enter into the required agreement with the Watershed Conservation Authority.

Dated this 26 day of May, 2017

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Biteworks, Inc
NAME OF COMPANY

Shirley Ron
SIGNATURE

President
TITLE



Janitorial Cleaning Services Proposal for Watershed Conservation Authority



**REQUEST FOR PROPOSAL
MAY 26, 2017**

BriteWorks, Inc. / 620 N. Commercial Ave. / Covina, CA 91723
Office: (626) 337-0099 / Fax: (626) 337-3399 / www.briteworks.com

Why BriteWorks, Inc.?

At BriteWorks, Inc. customer service is our priority. Our client's will have the opportunity to work directly with BriteWorks, Inc. management to develop a personalized service plan. We ensure the Janitorial Service we provide will be efficient, effective, and consistent.

Efficient: It is important for us to provide a cost efficient service that will meet all of your organizations janitorial service needs. BriteWorks, Inc. utilizes a Total Quality Management system that ensures our staff and employees are working around the clock to provide high quality service.

- ❖ BriteWorks, Inc. offers 24 hours, 7-days a week full-service staff.
- ❖ Our clients' have around the clock telephone access to a BriteWorks, Inc. representative, with no more than 20 minutes delay.
- ❖ Ongoing site visits are conducted with our client by a member of BriteWorks, Inc.
- ❖ Log books are available for our client to communicate with our janitors.
- ❖ Additional work requests are completed daily.



Effective: Our job at BriteWorks, Inc. is to create a clean and healthy working environment for all our clients within the guidelines of the Occupational Safety and Health Administration (OSHA). BriteWorks, Inc. provides consistent services of dirt, dust, and microbe removal to prevent employee contamination from colds, influenza, and allergic reactions. In addition, at BriteWorks, Inc., we believe in advocating for the sustainability of our planet's natural resources and promote environmental stewardship, not only through recycling materials, but through energy conservation and water conservation.

- ❖ We promote water conservation practices by minimizing water usage and wastewater generated. These activities help us reduce our carbon footprint.
- ❖ We use recycled paper products, such as office paper, paper towels, toilet paper.
- ❖ We recycle paper products, packaging materials and printer cartridges

Consistent: Communication is our key to success! Our cleaners utilize a Quality Inspection Form which is put into a daily log book. The log book is monitored by a supervisor which gives us first hand communication to correct any issue that has transpired. At BriteWorks, Inc. we are pro-active; our staff is trained to eliminate the opportunity of neglect when it comes to cleaning.

I. Guidelines

Our responsibility is to build a relationship with our customer in order to deliver satisfaction with every visit. We uphold accountability to customer service within the organization by following:

Mission

BriteWorks, Inc. is committed to providing consistent high-quality janitorial service leading to a clean and healthy work environment for the world.

Vision

BriteWorks, Inc. will take a lead role in providing sustainable cleaning solutions that makes a healthier world to enjoy.

II. Management Overview

In a work environment such as The Watershed Conservation Authority, we understand you want to spend your time working on matters that further your business goals, not constantly encountering disturbances. Furthermore complaints by visitors and staff about cleaning services can be tiresome. At BriteWorks, Inc. we have developed solutions such as effective communication, time utilization, and value execution to reduce your burden.

A. Communication

Communication is our key to success! BriteWorks, Inc. customizes our communication to each customer depending on what fits their organization best. Our communication with The Watershed Conservation Authority and our cleaners will be with a log book, Quality Inspection Form and through direct communication from a lead Supervisor. We at BriteWorks, Inc. like to be pro-active; our staff is trained to eliminate the opportunity of neglect when it comes to cleaning. At BriteWorks, Inc., "we care." As an organization, we believe in taking care of our employees; and our employees will never hesitate to take care of the needs of our customers. BriteWorks, Inc. has been successful as a janitorial service provider and supplier in commercial industrial institutions. Responsibilities of Daily, Weekly, Monthly, Quarterly and Yearly communication are customized to each customer via methods of:

- Smart Phone
- Log Book
- Scheduled Calendars (customized to each customer)
- E-mail
- Fax

B. Time

BriteWorks, Inc. offers a full staff service 24 hours 7 days a week. Our client’s janitorial needs are offered around the clock. Our service is about reliability, dependability, integrity, and consistent quality of service. Our trained personnel excel in prompt response to accommodate our client’s requests and emergencies. Our job at BriteWorks, Inc. is to create a clean and healthy working environment for all our clients.

C. Value

It is important for us to provide a cost efficient service that will meet all the janitorial service needs of The Watershed Conservation Authority. BriteWorks, Inc. utilizes a Total Quality Management System that ensures our staff and employees are working around the clock to provide a high quality service.

BriteWorks, Inc. will be providing the following support structure:

1.	Account Manager - This individual will oversee your account by managing your specs that are assigned to your facility. They will insure that all Daily, Weekly, Monthly, Quarterly and Annually items are completed. They will also meet with the main contact to take care of any requests, in a timely manner.
2.	Safety Coordinator – This individual will be assigned to your facility as many times as the customer requests. The safety coordinator will use an inspection form to check off areas of pass or fail. The safety coordinator is trained to look for safety issues, such as, broken cords to vacuums where a blowout could transpire and report their findings to our Operations Manager. By providing this service, BriteWorks, Inc. is being proactive in assuring that all tasks are being followed. Any major concerns will be followed up with in a 24 hour period.
3.	Lead Supervisor – This individual is in charge of all BriteWorks, Inc. customer profiles. He schedules all carpet, hard floor, and window care to be completed in the scheduled time according to each customer’s specification. Special requests are scheduled immediately to ensure that our customer’s needs are being met. He also oversees all field employees to be sure they are following the specifications assigned to the account they are servicing.
4.	Customer Service – 24/7 is how BriteWorks, Inc. operates! BriteWorks, Inc. prides itself in having the flexibility for clients to contact us at all times, no matter what time or day it is! If an emergency occurs in the middle of the night, someone live at BriteWorks, Inc. will answer and will respond to the emergency quickly and appropriately. During regular working hours, customers may call in and request services as needed and BriteWorks, Inc. will accommodate.

III. Information



OFFICE ADDRESS:	620 N. Commercial Ave. Covina, CA 91723
CONTACT PERSON:	Anita Ron, President
TELEPHONE:	(626) 337-0099
FAX:	(626) 337-3399
WEB SITE:	www.briteworks.com
EMAIL:	Services@briteworks.com
YEAR COMPANY FOUNDED:	1996
EMPLOYEES:	126
NICS CODE:	561720 561740
CAGE CODE:	3H6H9
SIC CODE:	7439
DUN#:	17668309
GROSS ANNUAL SALES:	\$5.1 million
CERTIFICATIONS:	MBE, DBE, WMB

IV. BriteWorks Inc. Executive Summary

BriteWorks, Inc., located in Covina California, was established in 1996 with the belief that the business would grow by offering a good quality cleaning service and an open communication with clients. BriteWorks, Inc., founded by Anita Ron, started in West Covina, California. Ron was previously employed by Marriott Corporation, as a food service manager, overseeing and managing several school food service institutions in Southern California. Ron's skills and knowledge in the strict food borne illness and sanitation guidelines, gave her the edge to develop processes in the janitorial service. Ron knew there was a need to provide a janitorial service that the customer would never have to question. Ron, with only three vacuum cleaners, \$700, and a lot of determination, became a successful entrepreneur.

In 2001, BriteWorks, Inc. was incorporated with the State of California. Shortly after in 2003, BriteWorks, Inc. received the SBA, 8A certification, which opened the door to provide services to several Federal and Municipal Government Institutions. Some of the government entities that BriteWorks, Inc. currently provides janitorial services for are Metropolitan Transportation Authority, Metro, City of Irwindale and the County of Los Angeles Board of Education Department. Currently BriteWorks provides cleaning and floor care service for Coca-Cola, Miller-Coors, and San Gabriel Valley Tribune. BriteWorks, Inc. has also provided janitorial services on an as needed basis for West Covina City, West Covina Police Department, Montebello Unified School District and West Covina Unified School District. BriteWorks, Inc. delivers a service that meets the expectation of every client's unique janitorial needs. In 2011, BriteWorks, Inc. moved the location of the office from West Covina to the City of Covina, California. The financial conditions of BriteWorks, Inc. have maintained steady growth. The sales continue to increase over 20 percent every year. The corporation does not have any debt and continues to have a strong balance sheet. BriteWorks, Inc. continues to do what it does best, provide quality janitorial services for over 90 clients, in California.



V. Services

- General Office Cleaning
- Floor Finishing – full service waxing and buffing
- Bus Cleaning and Polishing
- Upholstery Cleaning
- General Cleaning
- Carpet Cleaning
- Restroom Cleaning and Sanitation
- Window Cleaning
- Construction Clean up
- Graffiti Abatement
- Pressure Washing



No Job is too big!

VI. Safe and Healthy Workplace

A. Employee Training

BriteWorks, Inc. provides an intense initial training for new hires that includes education on Safety First Program, working with chemicals, handling janitorial equipment, general cleaning procedures, Green Cleaning, Green Seal Certified Chemicals, report writing, customer communication and record keeping. Employees also receive quarterly continuing education on initial education, review of cleaning processes and procedures, customer service, and new techniques or services that are being adopted by BriteWorks, Inc. Supervisor training consists of mastery of Safety First Training, conduction site visitation, implementing procedures, Mastering Green Cleaning, report writing, employee review, disciplinary procedures, customer service procedures, problem solving, troubleshooting analysis and time management.

B. Uniform Policy

BriteWorks, Inc. requires all employees that are cleaning a facility to wear a BriteWorks, Inc. uniform. They are to wear closed steel toe shoes and look presentable at all times. BriteWorks, Inc. also customizes their uniforms according to the safety requirements of each facility.

C. Safety Requirements

Safety is our priority before cleaning! Some organizations require eye and face protection, closed steel toe shoes, hand protection, hearing protection, head protection, fall protection and respiratory protective equipment. BriteWorks, Inc. is required to abide by the standards of each organization.

1. PURPOSE:

The purpose of BriteWorks, Inc. policy is to provide additional opportunities for increased work safety, to encourage our employees to experience a greater sense of work identity and belonging, to encourage an improvement in employee's behavior, to reduce clothing costs, to encourage a high level of program participation and to improve and expand their work ethics.

2. EVALUATION:

BriteWorks, Inc. supervisor will conduct inspections to assure all company employees are abiding by our uniform code. If they do not comply with our policy, the employee will be written up, to ensure future compliance.

D. BriteWorks will provide a healthier working environment by:

- Adhering to OSHA Guidelines
- Minimizing time spent reviewing an outside Janitorial Service
- Consistent restroom sanitizing
- Creating a clean work environment for employees, reducing employee contamination from colds and influenza.
- Consistent Removal of dirt, dust and microbes in employee work areas possibly reducing employee environmental allergic reactions.
- Efficient floor care plan prolonging life of floors
- Providing High-Quality cleaning
- Providing expert solutions on cleaning services
- Supporting The Watershed Conservation Authority on mandated Good Manufacturing Practices and Government requirements for Janitorial Services



VII. Chemicals

Balance Neutral Floor Care

Multi- Scrub Degreaser

310 Mild Acid Washroom Cleaner

Speedball

200 Multi all Purpose Cleaner

No Streak Glass Cleaner

CBC bowl cleaner

Orange Enzyme

Super Gloss

Poli Clean Furniture Polish



VIII. Equipment

Carpet Cleaning

Standard Sanitaire Vacuums

Hot Water Carpet Extractor

Floor Fan

Non Carpet Areas

Low Speed Scrubber Machines

Wet Vacuum

Floor Fan

General Cleaning

Pro team Back Pack Vacuum

Micro fiber Towels

Poly Wool Extendable Dusters

Wall Dusters

Dusters 12"

Mop Bucket and Wringer

Mop

Broom

Dust Magnet Treated Dust Mop

Gloves

Brute Containers

Caddy

Dust Care Clothes

Scouring Pads

Secondary Labeled Sprayer and Bottles

Caution Floor Signs

2 Way Radios

Eye Protective Glasses

Slip Resistant Shoes

Window Cleaning

Telescopic poles

Platform Ladders

Squeegees and Strip Washers

Solution Buckets

Stair Cleaning

Pressure Washer

Scrub Brushes and Brooms



Get the **VIP** Treatment

IX. Sustainability

BriteWorks, Inc. believes in advocating for the sustainability of our Planet's natural resources and promoting environmental stewardship, not only through recycling materials, but through energy and water conservation. We conserve energy by using energy conserving equipment and compact fluorescent light bulbs. We promote water conservation practices by minimizing water usage and wastewater generated. These activities help us reduce our carbon footprint.

BriteWorks recycling initiative is two-fold, an in-house recycling program and our client recycling support. Our in-house program consists of the following:

- Using recycled paper products, such as office paper, paper towels, toilet paper
- Using reusable towels and dusting cloths
- Recycling paper products, packaging materials and printer cartridges
- Recycling plastic bottles and aluminum cans



Our Client recycling support program consists of the following:

- Reviewing and understanding our client's recycling program
- Training our employees on the various aspects of our clients recycling initiatives so that they can effectively carry out the program
- We sort out recyclable materials as needed and empty out indoor recycling containers to the respective outdoor storage containers
- Provide support as our clients request it



X. Awards

2014- Awarded the Wells Fargo Community Impact award

2014-Los Angeles Chamber of Commerce and SBA awarded 8A of the year for work completed for the Federal Government

2011 – California Small business award by Assemblyman Roger Hernandez, 57 District.

2011 – President Anita Ron receives Women Business of the Year by Congress Women Judy Chu.

2011 –Los Angeles Business Journal, business service award.

2009- LBA, (Latin Business Association) Sol Award.

2005- NLBWA Service Award (National Latina Business Women Award).

2004- City of West Covina Entrepreneur Award.

2004- Latina Hispanic Magazine and Wells Fargo, Maria Arias Award and \$5000 grant for outstanding Business Achievements’.

2002 and 2003 - Top 100 growing companies in the Hispanic Magazine.

2001 - BriteWorks Inc. becomes incorporated in the State of California.

2000 - President Anita Ron receives the LBA 2000 Latina Entrepreneur Award

1998 – City of West Covina, Home Base Business of the year.



June 26, 2017 - Item 14

RESOLUTION 2017-23

RESOLUTION OF THE WATERSHED CONSERVATION AUTHORITY TO APPROVE A CONTRACT FOR JANITORIAL SERVICES

WHEREAS, the Watershed Conservation Authority (WCA) has been established as a joint powers agency between the Rivers and Mountains Conservancy (RMC) and the Los Angeles County Flood Control District (District); and

WHEREAS, the Watershed Conservation Authority (WCA) has further been established to focus on projects which will provide open space, habitat restoration, and watershed improvement projects in both the San Gabriel and Lower Los Angeles Rivers watershed; and

WHEREAS, this action will approve the WCA to contract for janitorial services with Brite Works, Inc.; and

WHEREAS, the proposed action is exempt from the provisions of the California Environmental Quality Act; NOW

Therefore be it resolved that the WCA hereby:

1. **FINDS** that this action is consistent with the purposes and objectives of the WCA.
2. **FINDS** that the actions contemplated by this resolution are exempt from the environmental impact report requirements of the California Environmental Quality Act (CEQA).
3. **ADOPTS** the staff report dated June 26, 2017.
4. **APPROVES** a contract for janitorial services with Brite Works, Inc. for an amount not to exceed \$9,600 for Fiscal Year 2017/18 with an option to extend the contract up to two additional one-year periods.

~ End of Resolution ~

//

Motion: _____ Second: _____

Ayes: _____ Nays: _____ Abstentions: _____

Resolution 2017-23

Passed and Adopted by the Board of the
WATERSHED CONSERVATION AUTHORITY
On June 26, 2017

M. Janet Chin, Governing Board Chair

ATTEST: _____
David Edsall
Deputy Attorney General