

DATE: May 14, 2015

TO: Watershed Conservation Authority Governing Board

FROM: Jennifer Thompson, Fiscal Manager

THROUGH: Mark Stanley, Executive Officer

SUBJECT: Item 10: Consideration of a resolution approving a contract for Janitorial Services with Brite Works, Inc.

RECOMMENDATION: Approve a contract for Janitorial Services with Brite Works, Inc. in the amount not to exceed \$7,000.

BACKGROUND: As a part of operating expenses to run the office, the WCA outsources janitorial services to keep the office clean and maintained. On April 05, 2015, staff released a Request for Proposals (RFP) for Cleaning Services (Exhibit A). The RFP was posted on the WCA website and emails were sent to 21 area companies that offer office oriented janitorial services of this type. Three firms attended the non-mandatory job walk on April 14, 2015; however, by the April 28th, 2015 proposal submission deadline only one proposal was received.

WCA Staff evaluated the single received proposal based on the required RFP documentation required to be considered responsive to the RFP. As the WCA has not had personal experience with this firm to date, staff conducted a follow-up interview with the firm and conducted an expanded reference review. This extra due diligence was to ensure a level of service and professionalism would be maintained in the services received. The services, as proposed by Brite Works, Inc., shall be rendered three times per week at a cost of \$574.00 per month. (Exhibit B) Overall, contracted janitorial services, in addition to weekly services, include scheduled bi-monthly, monthly and quarterly cleaning of the WCA offices including items 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.

Currently, the preferred service type for the cleaning and maintenance of the WCA offices is 3 days per week: Tuesdays, Thursdays and Saturdays. This has been the schedule that has been followed by the current cleaning service and has been deemed more than sufficient. However, due to the WCA working a modified work week with the office closed on alternating Fridays, staff will explore the option, with associated cost savings, to reduce service days down to two days during these modified work weeks. If it is advantageous to do so the WCA shall implement the modified service schedule.

Upon evaluating the Janitorial Services proposal received, and having conducted a follow-up interview and reference evaluation, staff recommends awarding the janitorial services contract to Brite Works, Inc. The agreement is for one year with an option to extend the contract up to one additional year.

FISCAL INFORMATION: This contract will be funded from Operations Revenues in the amount not to exceed \$7,000 for Fiscal Year 2015/16. This amount is classified under janitorial services in the FY 2015/16 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:

April 14, 2015 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 Tuesday, April 28, 2015.** 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 Jennifer Thompson, WCA Fiscal Manager, 626-815-1019 ext. 118 or at jthompson@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.

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REQUEST FOR PROPOSALS
for
JANITORIAL SERVICES



100 North Old San Gabriel Canyon Road
Azusa, CA 91702

Primary Contact:

Jennifer Thompson, Fiscal Manager

626-815-1019 ext 118

jthompson@wca.ca.gov

Date of Release: April 3, 2015

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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

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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 on the basis of 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 on a monthly basis. 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 Tuesday, Thursday, 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's), 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 10 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 into 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 according to 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 according to 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 "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 the purpose of 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 the purpose of 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 months (tied to WCA's fiscal calendar July 1 to June 30) with the option to extend once for an additional 12 months.
 - 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. Contractor 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, 2015 through June 30, 2016. 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 one (1) additional one (1) year period. If the option for an extension is 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 according to 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:
- April 14, 2015 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 Jennifer Thompson, fiscal manager with the WCA at 626-815-1019 ext 118 or at jthompson@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 Jennifer Thompson 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 according to the requirements set forth in this Section, both for content and for sequence. Submittals should be received by Watershed Conservation Authority **on or before 3:00p.m. on Tuesday, April 28, 2015.**
- 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 Jennifer Thompson, 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:

(**50 pts**) Fees associated with proposal

Statement of Experience:

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

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

Proposals will be evaluated based on the criteria in Section 10. 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.

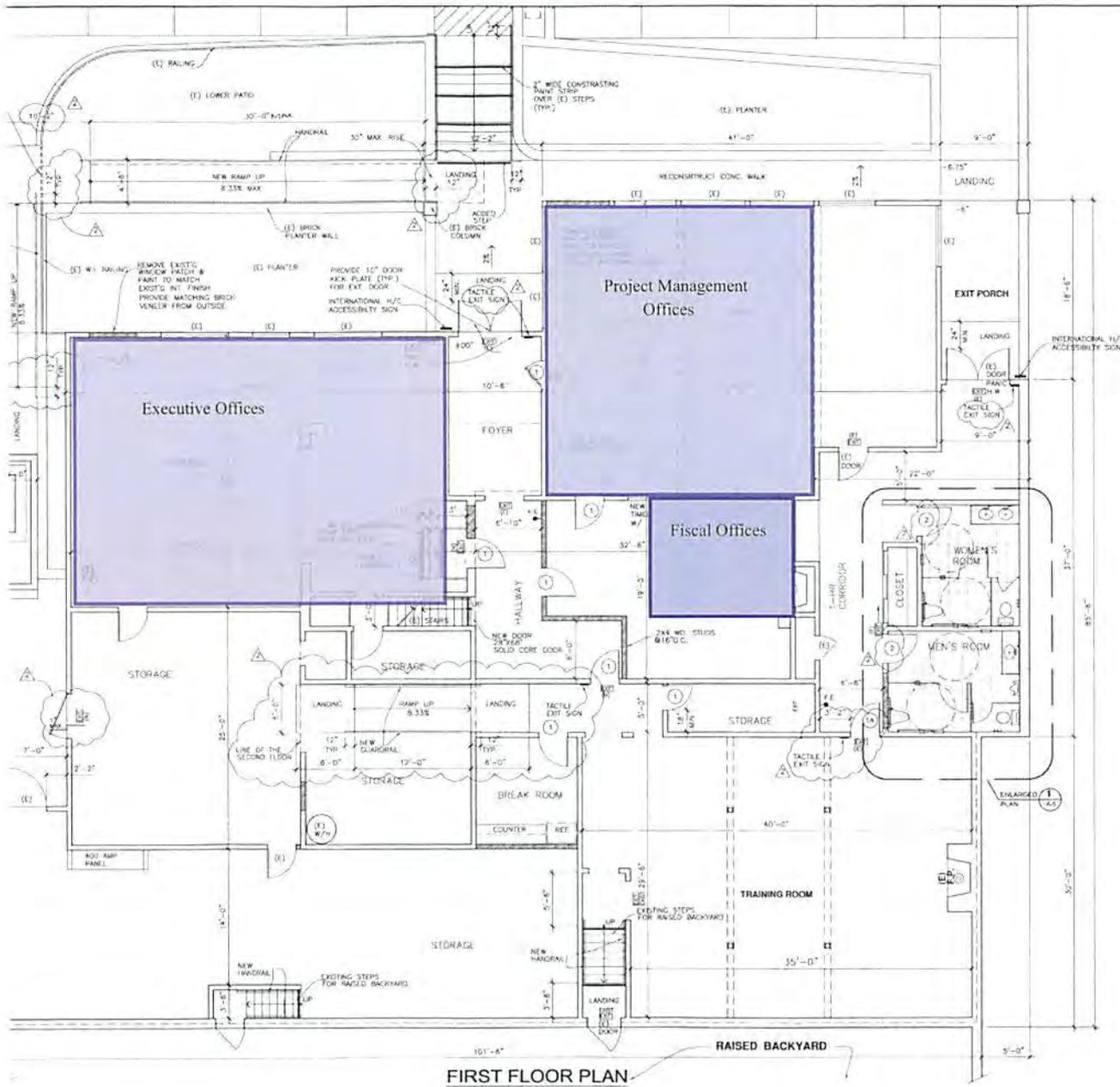


EXHIBIT A

EL ENCANTO
100 N OLD SAN GABRIEL CANYON ROAD
AZUSA, CA 91702

RMC Leased Spaces:
Executive Offices: 1,100 sq. ft.
Project Management Offices: 610 sq. ft.
Fiscal Offices: 90 sq. ft.

JUNE 29, 2010

Exhibit A

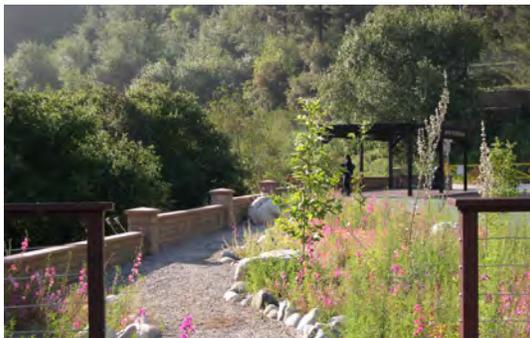
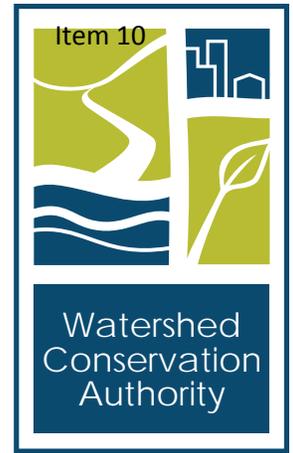
Established in 2003, the Watershed Conservation Authority (WCA) is a local public entity of the State of California exercising joint powers of the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) and Los Angeles County Flood Control District. Effectively serving as a partnership between these two public agencies, the WCA's purpose is to provide increased accessibility and availability of open space and recreation. Actives and projects also seek to provide for the conservation, restoration, and environmental enhancement of the San Gabriel and Lower Los Angeles Rivers Watershed area, consistent with regional efforts to provide for flood protection, water supply, groundwater recharge and water conservation.

Since its creation, the WCA has acquired 4 properties totaling 193 acres, all of which are at various stages of being established as protected open space

or parkland. The WCA also works with regional partners, where the WCA has no land ownership, to plan or implement an additional 9 ongoing projects.

As a joint powers authority (JPA), the WCA's ability to implement projects and acquire land are common powers shared by the JPA Partners, and are specifically identified in an agreement known as the WCA Joint Exercise of Powers Agreement. Other powers such as eminent domain have not been granted, and the WCA is subject to all laws, regulations, general and specific plan regulations of any city or county in which any action is proposed.

Funding is primarily provided by grants from other governmental agencies, with other limited funding from JPA Partner contributions and lease revenues generated from WCA properties. The WCA seeks to diversify its funding with private and/or other sustained funding sources.



Governing Board Members

WCA's Governing Board consist of 8 voting members and 1 non-voting member, including 4 members appointed by the Governing Board of the RMC, 4 members from the Board of Supervisors of the Los Angeles County Flood Control District, or their designees, and as designess of the Director of the Los Angeles County Department of Public Works. Current board members and their designees include:

Appointed by RMC Governing Board

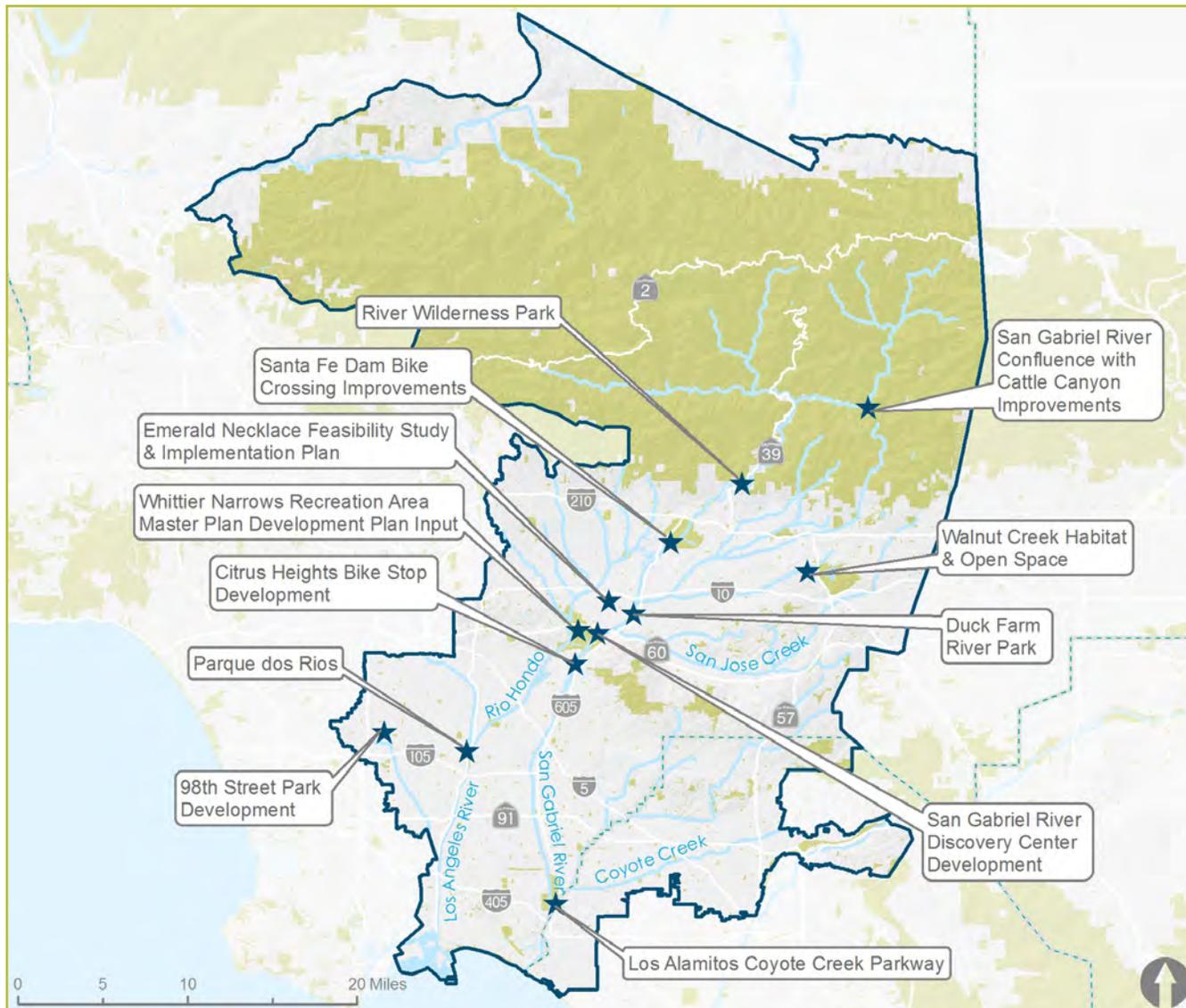
- Dan Arrighi
- Edward Wilson
- Vacant

Board of Supervisors of the Los Angeles County Flood Control District

- Gloria Molina, Supervisor, First District
 - Designee: **Teresa Villegas, Vice-chair**
 - Designee: Nicole Englund
- Mark Ridley-Thomas, Supervisor, Second District
 - Designee: Karly Katona
- Don Knabe, Supervisor, Fourth District
 - Designee: Connie Sziel
- Michael D. Antonovich, Supervisor, Fifth District
 - Designee: **Brian Mejia, Chair**

The Director of the Los Angeles County Department of Public Works as a non-voting, ex officio member

- Gail Farber
 - Designee: Gary Hildebrand



Watershed Conservation Authority

Staff



Mark Stanley
Executive Officer
mstanley@wca.ca.gov
Extension 100



Debbie Enos
Deputy Executive Officer
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Extension 112



Marybeth Vergara
Project Manager
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Extension 111



Robert Romanek
Project Manager
rromanek@wca.ca.gov
Extension 108



Jennifer Thompson
Fiscal Manager
jthompson@wca.ca.gov
Extension 118



Dena Tarighi
Administrative Assistant
dtarighi@wca.ca.gov
Extension 116

Exhibit C - CHECKLIST OF PROPOSAL PACKET**ITEMS DUE: April 28, 2015 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 prior to the WCA.

- ___ 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 _____, 2015

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

NAME OF COMPANY

SIGNATURE

TITLE

Exhibit C - CHECKLIST OF PROPOSAL PACKET

ITEMS DUE: April 28, 2015 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 prior to the WCA.

- 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

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 _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____ Sunday _____
Monthly Quote *	\$ <u>574.00</u>
Emergency or Supplementary Service Per Technician/Staff (upon customer request)	\$ <u>15.75</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 4/28/15

COMPANY: Brite Works, Inc.

ADDRESS: 620 N. Commercial Ave, Covina, CA, 91723

PHONE: (626) 337-0099

E-MAIL: Services@briteworks.com

Anita Ron President
 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 28 day of April, 2015

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

Brite Works, Inc.
NAME OF COMPANY

Mark Ron
SIGNATURE

President
TITLE



Janitorial Cleaning Services Proposal for Watershed Conservation Authority



RFP

April 25, 2015 3:00 p.m

BriteWorks, Inc. / 620 N. Commercial Ave. / Covina, CA 91723
Office: (626) 337-0099 / Fax: (626) 646-1920 / www.briteworks.com

BriteWorks, Inc. Statement of Experience

A. President, CEO

Anita Ron is the owner of BriteWorks, Inc., a minority, women owned corporation, founded in 1996. Before BriteWorks, Inc., Ron was employed with Marriott Corporation for 11 years. In conjunction with her service management skills, Ron received a Bachelor of Arts Degree from the University of La Verne in California in 1988. Ron claims BriteWorks, Inc., started when, “The cleaning needs of businesses were being ignored. I knew the need to eliminate the janitorial headaches encountered in the business world was a demand and BriteWorks, Inc. took advantage of that opportunity.” Ron is the driving force behind the company’s commitment to customer service. Ron also inspires the company’s unique culture by promoting core values that focus on taking care of her employees and in return they take care of the customer. Ron is committed to overseeing the services that are provided in the proposal for The Watershed Conservation Authority. Ron will conduct ongoing site visitations. She will efficiently and effectively communicate with The Watershed Conservation Authority about any staff changes, safety precautions, or irregular situations, to assure all services are being provided at a high quality level. Ron will ensure all OSHA laws and guidelines are followed and practiced daily. As the client you will have immediate access 24 hours a day to communicate your request with Ron, the decision maker.

“Our philosophy is simple, our staff is sincere
Keep your promise, tell the truth, and respect others and their property.
Most of all, always get the job done.”

CEO Accomplishments

- 2014 Congresswomen Grace Napolitano awarded Heroism /Women of year for volunteerism in community
- 2014 Melvin Jones Award from West Covina Lions Club
- 2012-2013 President of West Covina Lions, member at large 14 years
- Board of Directors for YWCA, San Gabriel Valley, YWCA President from 2010-2012, volunteer 2003 to present.
- Business Service Award- 2005, by National Latin Business Women Association Los Angeles
- Awarded Wells Fargo / Latina Style Ana Arias Memorial Fund Grant- 2004
- Awarded the Latin Business Association (LBA) Entrepreneur of Year 2000
- Awarded City of West Covina Small Home Business of the Year 1998
- Board of Directors for LBA – 1999 to present
- Board of Directors West Covina Chamber of Commerce 1998-2003

B. Operation Manager

Oscar Garcia has over 10 years' experience in the janitorial arena. As the Vice-President of Sales and Operations with BriteWorks, Inc., his skills include training of employees, risk management and the ability to supervise over 90 employees at over 92 unique job sites in California. Garcia is a key leader in the success of BriteWorks, Inc. Garcia is the link to guarantee that all cleaning services provided to The Watershed Conservation Authority are met. Garcia will be responsible for scheduling staff, reporting employee labor hours and ordering cleaning solution products for this project.

In addition Garcia's trustworthy character has been proven by his ability to supervise the unique needs of locations such as Coca-Cola, US Forestry, Los Angeles County Office of Education, and White Wave which have multiple facilities in Southern California. Garcia's concentration will be to ensure that all services follow safe cleaning OSHA laws and are performed at a high quality level. He has experience working with Green Seal Certified cleaning products and is knowledgeable in supporting client Leadership in Energy & Environmental Design (LEED) goals and recycling initiatives.

Oscar Garcia shall be the designated operational manager for The Watershed Conservation Authority facility. He will be on-call and be available 24-7 basis, including holidays. It is essential to address and insure service provision in the event of emergencies and/or official requests.

C. Account Supervisor

The account supervisor oversees 92 locations and supervises 90 employees. Master trainer in hard floor care restoration and maintenance, carpet care restoration and maintenance, has completed knowledge of cleaning solutions and equipment, certified safety trainer of CAL/OSHA requirements and experienced in managing multiple sites and creating cross training opportunities and reducing absent employee impact.

For The Watershed Conservation Authority facility the account supervisor will be conducting site walk through to ensure all of the requirements in the scope of work are being met on a daily, weekly, bi-weekly, or monthly basis. The essential goal of the account supervisor is to assign and supervise activities of custodial staff; developing, updating, and evaluating work and/or safety standards, policies and procedures; assisting in the development of the facility maintenance plan; maintaining personnel records and work schedule; evaluating associate performance, and counseling. The account supervisor will also be responsible of investigating, responding, and/or resolving complaints regarding custodial service in a timely manner.

D. Quality Control & Safety Manager

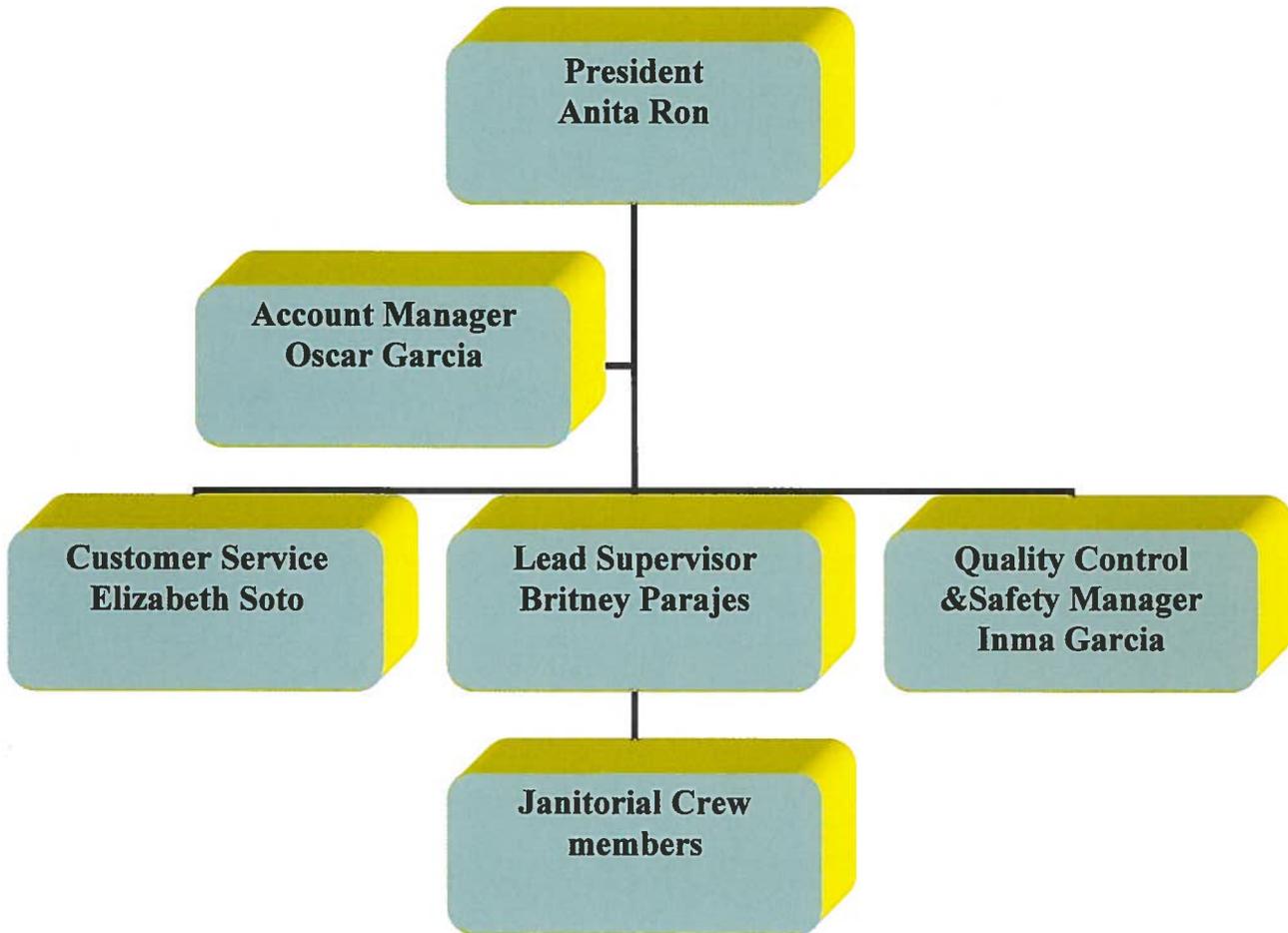
Inma Garcia has over 12 years of successful track records in quality and safety practices. From 2006-2011 Garcia worked at TST Inc. as an ISO and safety coordinator. During her employment at TST Inc. Garcia was in charge of overseeing the ISO quality system to ensure compliance of system procedures. Additionally at TST Inc., Garcia received the ISO 9001 Certification/ AS 9100 certification. Furthermore, Garcia was responsible for applying corrective actions when non-conformances were detected.

Garcia will be assigned to The Watershed Conservation Authority to oversee quality control and safety. It is the quality control/safety manager's responsibility to proactively conduct inspections to confirm scheduled cleaning tasks are being completed in a high quality manner. In addition the quality control/safety manager also meets with the fiscal manager to assess effectiveness and efficiencies of service.

E. Customer Service Support

Elizabeth Soto will be in charge of working with the fiscal manager to address any and all operations, administrative, and budgetary concerns relating to the awarded contract. As the office manager at BriteWorks, Inc. Ms. Soto is responsible of maintaining office efficiency by planning and implementing office systems, layouts, and equipment procurement. Ms. Soto is also in charge of ordering supplies, communicating with employees and clients to resolve any deficiencies within the workplace.

F. Organizational Chart



Staffing

BriteWorks, Inc. staff is screened prior to hiring and are personally trained to provide the highest quality. Maintaining excellent quality and customer satisfaction is very important to our staff. The staff is empowered to extend the best service by providing:

- Background checks
- Drug Screening
- Total Quality management practices
- Delivery of quality service and effective cleaning systems that comply with OSHA regulation and the State of California
- Uniformed, highly skilled and courteous workers

“Let us spoil you with our friendly staff and professional services”

Staff Description for the Watershed Conservation Authority

The services will be performed after business hours in the evening or a specified scheduled according to the needs of The Watershed Conservation Authority. The duties consist of but not limited to the Scope of Work. The crew will clean and sanitize rest rooms, restock paper supplies in restrooms, empty trash containers, and remove trash to the designated disposal area. They will vacuum carpeted areas, mop and sweep accessible common areas, hallways, stairwells, dust and clean furniture and fixtures thoroughly using a treated dust cloth or duster. The spot clean will consist of removing marks on walls, doors, switch plate's and windows. Removing of regularly clean the interior and exterior of trash containers. A daily schedule check off list will be used to handle all daily, weekly and quarterly services. Weekly areas will cover high and low dusting. Quarterly cleaning will consist of a detail cleaning of restrooms and floors. Monthly services will include the cleaning crew to scrub composition of floors where applicable.



Work Experience

A. References

Ultimately BriteWorks, Inc. provides a consistent high quality janitorial service. Please do not hesitate to contact one of our references and let them tell you about how BriteWorks, Inc. has satisfied their janitorial needs.

❖ **Company Name: White Wave Foods**

Name of Contact: Reeta Sami

Title of Contact: Quality Assurance Supervisor

Telephone Number: (626) 810-1775 ext. 57641

Types of Services provided:

- Janitorial Service provided seven days a week, 365 days a year for the following facilities: Administrative Building/Offices, Soy Milk offices and labs, restrooms, mechanic office, Logistics, Cubicles offices and Lunch Area.
- Reception Lobby Area- clean and sanitize lobby area, clean front glass doors, remove marks on walls and doors, remove trash and replace trash liners, remove dust and clean counters, sweep and mop tile floors, and vacuum carpet areas.
- Office Area/Conference Area- Remove trash in designated areas, Dust off file cabinets, desks and counters , clean glass windows and doors, remove marks on walls, vacuum carpets mop and sweep VCT area, polish water fountains.

Date work began: 06/13/2003

❖ **Company Name: Coca-Cola Refreshments (Multiple Locations)**

Name of Contact: Arcelia Garcia

Telephone Number: (562) 922-7644

Types of services provided:

- Multiple locations in Southern California providing day porter, cleaning and floor refinishing services 24/7 365 days a year for over 250,000 square feet.
- Clean washbasins and mirrors as necessary
- Thoroughly germ-clean lunchroom floors including tables, chairs and counter tops with approved disinfectant
- Interior glass cleaning. Glass shall be clean and free of dirt, streaks, watermarks, spots and grime

Date work began: April 2,2012 (has been renewed twice)

❖ **Company Name: Los Angeles County of Education (Multiple Locations)**

Name of Contact: Jhowel Mercado

Title of Contact: Operations Manager

Telephone Number: (562) 572-6325

Types of services provided:

- Provide janitorial service for 24 locations across the County of Los Angeles five days a week.
- Supply all supplies, such as, paper towels, soap, toilet tissue, plastic trash liners, seat protectors, lamps and other items as approved by LACOE.
- Provide all cleaning materials, supplies and equipment necessary to perform the work.
- Vacuum all carpets and spot clean.
- Dust all desks, conference tables, chairs, office, and classroom furniture with microfiber cloths.
- Clean and sanitize all drinking fountains.
- Remove graffiti from windows, walls, doors, desks, cabinets, and shelves.
- Clean all light fixtures and replace burnt out lamps.
- Strip, seal and wax all hard surfaces floors every six months.

Date work began: June 2014

❖ **Company Name: Inland Valley New Group (Multiple Locations)**

Name of Contact: Jon Merendino

Title of Contact: Operations Manager

Telephone Number: (909) 559-0720

Types of services provided:

- Multiple locations in Los Angeles County and San Bernardino County area providing daily cleaning and floor refinishing.
- Spot clean door frames walls and switch plates
- Conduct high dusting of class rooms and offices
- Clean and sanitize kitchen areas, restrooms, and offices
- Damp mop all tile floors and lobby areas moving furniture as needed
- On completion of work secure all doors throughout building, and turning off the lights.

Date work began: 2005- Present

❖ **Company Name: City of Irwindale**

Name of contact: Elizabeth Rodriguez

Title of Contact: Public Works Analyst

Telephone Number: (626) 430-2211

Description of Services Provided:

- Multiple locations: Complete janitorial services for the following City of Irwindale Facilities: City Hall, Council Chamber, Police Department, Library, Recreation Center, Swimming Pool, and Multiple Parks.
- Sweep and mop or scrub floors utilizing cleaners- disinfectant
- Clean and Sanitize all fixtures with approved germicidal detergent solution
- Empty waste receptacles, service/supplies, paper towels, soap, toilet paper, and seat cover dispensers.
- Damp Mopping and Spray Buffing: Floors shall be free of streaks, mop-strand marks
- All walls baseboards and other surfaces shall be free of splashing and markings
- Prime and Treat Floor Drains: Prime and treat floor drains with an approved liquid enzyme treatment to reduce odors and gas smells
- Strip and apply four coats of floor finish to all hard and resilient floors

Dates for the Contract: August 27, 2014-June 30, 2017

If additional references needed please contact our Office Customer Service staff for assistance (626) 337-0099.

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 a high quality service.

- ❖ BriteWorks, Inc. offers a 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. consistent services of dirt, dust, and microbe removal can 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.
- ❖ Using recycled paper products, such as office paper, paper towels, toilet paper
- ❖ Recycling 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) 646-1920
WEB SITE:	www.briteworks.com
EMAIL:	Services@briteworks.com
YEAR COMPANY FOUNDED:	1996
EMPLOYEES:	90
NICS CODE:	561720 561740
CAGE CODE:	3H6H9
SIC CODE:	7439
DUN#:	17668309
GROSS ANNUAL SALES:	\$2.3 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 US Forestry, 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% 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 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.



May 14, 2015 - Item 10

RESOLUTION 2015-16

RESOLUTION OF THE WATERSHED CONSERVATION AUTHORITY APPROVING A CONTRACT FOR JANITORIAL SERVICES WITH BRITE WORKS, INC.

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 authorize the WCA to approve a contract for janitorial services with Brite Works, Inc. for an amount not to exceed \$7,000; 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 May 14, 2015.
4. **AUTHORIZES** the Watershed Conservation Authority to approve a contract for janitorial services with Brite Works, Inc. for an amount not to exceed \$7,000.

~ End of Resolution ~

//

Motion: _____ Second: _____

Ayes: _____ Nays: _____ Abstentions: _____

Resolution 2015-16

Passed and Adopted by the Board of the
WATERSHED CONSERVATION AUTHORITY
On May 14, 2015

Brian Mejia, Chairperson

ATTEST: _____
Terry Fujimoto
Deputy Attorney General