

## REQUEST FOR PROPOSAL



### THE STATE BAR OF CALIFORNIA

This document is a Request for Proposal ("RFP") for janitorial services at 180 Howard Street, San Francisco, CA.

Please submit 5 copies of your proposal in a sealed envelope no later than 5 p.m. on Thursday, October 14, 2004 to:

The State Bar of California  
180 Howard Street  
San Francisco, CA 94105-1639

Attn: Sharon Pearl-Jacobvitz,  
Director, Real Property Operations

#### I. INTRODUCTION

The State Bar of California ("the State Bar"), created in 1927 by the Legislature and adopted into the California Constitution, is a public corporation within the judicial branch of state government. In accordance with statute and the State Bar's procurement policies, contracts of \$50,000 or more are subject to formal competitive bidding. As a governmental agency, the State Bar regularly is granted favorable governmental pricing and contract terms.

The State Bar is seeking proposals for janitorial services at 180 Howard Street, San Francisco, CA, a 13-floor building with 221,870 square feet. The ground floor houses two lobbies and an industrial print shop; other floors are dedicated to general office and meeting room space. **All bids must include pricing for a three-year period. The contract will be for a period of two years with an additional one-year option to extend at the pricing submitted for year three and based upon a satisfactory level of service. All custodial staff performing services at 180 Howard Street must be members in good standing of their trade union.**

All proposers are required to attend a pre-bid meeting and building tour. The tour will begin in the lobby of 180 Howard Street at 10a.m. on Monday, September 27, 2004. Proposers must confirm their intent to attend in advance with Jeanine Budney at 415-538-2460.

A proposal shall constitute an irrevocable offer for 30 business days following the deadline for its submission. Reference to a certain number of days in this RFP shall mean business days unless otherwise specified.

Contact with State Bar personnel in connection with this RFP may not be made other than as specified in this RFP. Unauthorized contact of any State Bar personnel may be cause for rejection of a bid.

## II. GENERAL INFORMATION

### A. Submission Requirements

To be considered responsive, a proposal must contain all of the following:

1. A brief description of the history and organization of the proposer's firm, and of any proposed subcontractor, including union information and complete contact information.
2. Copies of business licenses, professional certifications or other credentials, together with evidence that proposer, if a corporation, is in good standing and qualified to conduct business in California.
3. The most recent annual report, or comparable document, including detailed current profit and loss, assets and liabilities, and other relevant financial data.
4. At least 4 references with contact information from organizations that have been customers for a minimum of 12 months and have used proposer's services on a contract basis for janitorial services in buildings of comparable size and composition.
5. A schedule of cleaning personnel including resumes for the Project Manager and Foreperson to be assigned to the contract, in the form of *Bid Submittal Form B* attached hereto.
6. A list of cleaning supplies that will be used in the building including MSDS sheets for each product, in the form of *Bid Submittal Form C* attached hereto.
7. A detailed cost proposal, in the form of *Bid Submittal Form A* attached hereto. As the State Bar may award a contract based on the initial offer, a proposer should make its initial offer on the most favorable terms available. The State Bar reserves the right, however, to have discussions with those proposers falling within a competitive range, and to request revised pricing offers from them and to make an award or conduct negotiations thereafter. **The bid must provide pricing for a three-year period.**

## **B. Rejection of Proposals**

**The State Bar reserves the right in its sole discretion to reject any or all proposals in whole or in part, without incurring any cost or liability whatsoever.** All proposals will be reviewed for completeness of the submission requirements. If a proposal fails to meet a material requirement of the RFP, or if it is incomplete or contains irregularities, the proposal may be rejected. A deviation is material to the extent that a proposal is not in substantial accord with RFP requirements.

Immaterial deviations may cause a bid to be rejected. The State Bar may or may not waive an immaterial deviation or defect in a proposal. The State Bar's waiver of an immaterial deviation or defect shall in no way modify the RFP or excuse a proposer from full compliance with the RFP requirements.

Any proposal may be rejected where it is determined to be not really competitive, or where the cost is not reasonable.

Proposals that contain false or misleading statements may be rejected if in the State Bar's opinion the information was intended to mislead the State Bar regarding a requirement of the RFP.

## **C. Evaluation Process and Highest Score Proposer**

An evaluation team will review in detail all proposals that are received to determine the Highest Score Proposer ("HSP").

The State Bar reserves the right to determine the suitability of proposals on the basis of a proposal's meeting administrative requirements, technical requirements, the review team's assessment of the quality and performance of the equipment and services proposed, and cost.

The State Bar intends to conduct in person interviews with all responsive proposers during the week of October 18, 2004. The State Bar may require a proposer's representative to answer questions about the proposal and to present the project manager and foreperson responsible for implementing the contract. Failure of a proposer to appear for the interview and to sufficiently respond to questions may be cause for deeming a proposal non-responsive. The State Bar may also have discussions with those proposers falling within a competitive range, and request revised pricing offers from such proposers and make an award and/or conduct negotiations thereafter.

**The following criteria will be used in reviewing and comparing the proposals and in determining the HSP. The weight to be assigned to each criterion appears following each item.**

1. Responsiveness of the proposal to original specifications set forth in the RFP, including agreement with the State Bar's contracting requirements (15%).
2. The technical ability, capacity, and flexibility of the proposer to perform the contract in a timely manner and on budget, as verified by, e.g., the character, integrity, reputation and strength of the Project Manager/Foreperson Team, the quality of any demonstration, client references, demonstrated success in projects with similar requirements and any other contracts with the State Bar (40%).
3. The financial viability of the proposer as evidenced by standard financial reports and by related factors such as its business plan, market position, and strategic partnerships (10%).
4. The total cost of the proposal solution. Costs will be evaluated only if a proposal is determined to be otherwise qualified. Costs should be itemized by type to allow the State Bar to implement the solution over the term of the contract (35%).

#### **D. Award and Execution of Contract**

Subject to the State Bar's right to reject any or all proposals, the HSP will be awarded the contract. Notice will be posted at the State Bar's offices at 180 Howard Street, San Francisco, CA and written notice sent to proposers on or about Monday, October 25, 2004 of the Bar's intention to award the contract to the HSP. It is anticipated that final selection of the HSP will be made by Monday, November 1, 2004. The evaluation team will select a winning proposal subject to approvals granted by the Board of Governors. Upon selection, the State Bar and the selected Vendor will enter into good faith negotiations on a contract containing, without limitation, the Statement of Work and Contracting Requirements sections below.

No contract or agreement, express or implied, shall exist or be binding on the State Bar before the execution of a written contract by both parties. If agreement on the terms of such a contract cannot be reached after a period deemed reasonable by the State Bar in its sole discretion, the State Bar may enter into negotiations and sign a contract with any other proposer who submitted timely, responsive and responsible proposals to this RFP.

If, after the State Bar and the HSP agree to terms and execute a contract, that contract is terminated for any reason, the State Bar may, in its sole discretion, either enter into negotiations with the next highest scored proposer, or issue a new RFP and begin the proposal process anew.

Questions regarding the State Bar's award of any business on the basis of proposals submitted in response to the RFP, or on any other matter in connection with the selection process, should be addressed in writing to:

Sharon Pearl-Jacobvitz  
Director, Real Property Operations

The State Bar of California  
180 Howard Street  
San Francisco, CA 94105  
Tel: 415-538-2340; Fax: 415-538-2005  
[sheri.pearl@calbar.ca.gov](mailto:sheri.pearl@calbar.ca.gov)

Where written notice is required in this RFP, the notice must be sent by U.S. mail **and** either facsimile or e-mail.

**E. Errors in the RFP**

If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the proposer should immediately provide the State Bar with written notice of the problem and request that the RFP be clarified or modified. Without disclosing the source of the request, the State Bar may modify the document prior to the date fixed for submission of proposals by issuing an addendum to all potential proposers to whom the RFP was sent.

If prior to the date fixed for submissions, a proposer knows of or should have known of an error in the RFP but fails to notify the State Bar of the error, the proposer shall bid at its own risk, and if, awarded the contract, shall not be entitled to additional compensation or time by reason of the error or its later correction.

**F. Questions Regarding the RFP**

Questions regarding the RFP may be addressed in writing to Sharon Pearl-Jacobvitz, contract information above.

Questions and answers regarding the RFP may be shared with all proposers.

If a question relates to a proprietary aspect of its proposal and the question would expose proprietary information if disclosed to competitors, the proposer may submit the question in writing, conspicuously marking it as "CONFIDENTIAL." With the question, the proposer must submit a statement explaining why the question is sensitive. If the State Bar concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered, and both the question and answer will be kept in confidence. If the State Bar does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the proposer will be notified.

A proposer who believes that one or more of the RFP's requirements is onerous or unfair, or unnecessarily precludes less costly or alternative solutions, may submit a written request that the RFP be changed. The request must set forth the recommended change and reason for proposing the change. Any such request must be received by the State Bar within 3 days of the proposer's receipt of the RFP, but in no event later than Thursday, September 30, 2004.

## **G. Addenda**

The State Bar may modify the RFP prior to the date fixed for submission by mailing, e-mailing or faxing an addendum to the proposers to whom the RFP was sent. If any proposer determines that an addendum unnecessarily restricts its ability to bid, it must notify the State Bar in writing no later than three (3) days following the receipt of the addendum.

## **H. Withdrawal and Resubmission/Modification of Proposals**

A proposal may be withdrawn at any time prior to the deadline for submitting proposals by notifying the State Bar in writing of its withdrawal. The notice must be signed by the proposer. The proposer may thereafter submit a new or modified proposal, provided that it is received at the State Bar no later than the deadline.

Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed after the evaluation process begins

## **I. Protest Procedure**

A proposer may protest the award if it meets all the following conditions:

1. The proposer has submitted a proposal that it believes is or should have been the HSP, under the criteria set forth above;
2. The proposer believes that its proposal meets the State Bar's administrative and technical requirements, proposes services of proven quality and performance, and offers a competitive cost to the State Bar; and
3. The proposer believes that the State Bar has incorrectly selected another proposer.

A proposer qualified to protest should contact Bill Brauer, Procurement Officer, the State Bar of California, 415-538-2543, [Bill.Brauer@calbar.ca.gov](mailto:Bill.Brauer@calbar.ca.gov), to attempt an informal resolution. If (s)he is unable to resolve the protest to the proposer's satisfaction, the proposer must file a written protest within 5 days of the notice of intention to award contract. The written protest must state the facts surrounding the issue and the reasons the proposer believes the award to be invalid. The protest must be sent by certified or registered mail or delivered personally to:

The State Bar of California  
180 Howard Street  
San Francisco, CA 94105-1639

Attention: Peggy Hetzler, Chief Financial Officer

Protests will be reviewed and decided by the State Bar's Award Protest Team within 30 days after the State Bar issues written acknowledgment of the protest. In the event that a protest is filed, the contract award will be postponed pending resolution of the protest.

**J. News Releases**

News releases pertaining to the award of a contract may not be made without the prior written approval of the State Bar.

**K. Disposition of Materials**

All materials submitted in response to an RFP will become the property of the State Bar of California and will be returned only at the State Bar's option and at the expense of the proposer. One copy of each proposal will be retained for official files and become a public record. Specific limited pages of a proposal, not including proposed cost and compensation, may be marked as proprietary and confidential. The proposer's consent will be requested before release of such pages to non-State Bar personnel. By submitting a proposal, a proposer agrees to these terms and waives any right to pursue a cause of action for damages incurred as a result of the release of any information contained in a proposal.

**III. STATEMENT OF WORK**

The Statement of Work is attached hereto as Attachment A, Janitorial Specifications, and incorporated herein by this reference.

**IV. CONTRACTING REQUIREMENTS**

Upon selection of a vendor, the terms set forth in this RFP are to be embodied in a definitive agreement containing such additional covenants and other provisions as may be mutually acceptable. If appropriate, the State Bar's first choice is to incorporate the master purchasing terms and conditions applicable to the State of California to the State Bar's agreement with the Vendor.

The State Bar contemplates that, in addition to the terms described above in this RFP, final agreement between the State Bar and the selected vendor will include, without limitation, the following terms. Submission of a proposal shall constitute agreement to contract on these terms, except for any term specifically reserved in the proposal for future negotiation.

**A. Time of Essence**

Time is of the essence with respect to Vendor's performance of the services and equipment to be provided in the final agreement.

## **B. Warranties and Representations**

Vendor warrants and represents that it possesses such expertise, experience and resources to perform the scope of services required in a diligent, timely and professional manner consistent with the highest standards of the industry. **Vendor warrants and represents that all employees, contractors and subcontractors are and will remain at all times during the performance of this Agreement, members in good standing of their respective trade unions.** Vendor will supply at all times an adequate number of well-qualified personnel to perform the work and a contact person available and authorized to remedy any non-conformity with these warranties.

## **C. Equipment, Tools, Supplies**

The Vendor will supply all equipment, tools, supplies, offices, personnel, instrumentalities, transportation, support services and insurance required. The Vendor is not required to purchase, rent or hire any equipment, tools, supplies, offices, transportation, personnel, insurance or instrumentalities from the State Bar. The State Bar has no obligation whatsoever to provide any equipment, tools, supplies, offices, personnel, instrumentalities, transportation, support services or insurance required to perform services under this agreement.

## **D. Indemnity Obligations of Vendor**

To the fullest extent permitted by law, the Vendor will agree to protect, indemnify, defend and hold the State Bar and the State Bar's Board of Governors, officers, employees, agents and representatives and each of their successors and assigns (the "Indemnities") entirely harmless from and against any and all claims, actions, demands, proceedings, liabilities, damages, judgments, fines, penalties, settlements, costs and charges, including, without limitation, attorneys' fees and expenses, arising directly or indirectly from or in connection with (a) any breach of the Agreement, (b) any actual or alleged negligent act, negligent error or omission, intentional misconduct of, or violation of any law by Vendor, the Vendor's employees, subcontractors, agents, representatives or assigns (collectively, the "Vendor's Agents") in the performance or non-performance of the professional services required to be performed by the Vendor under the Agreement; or (c) the State Bar's enforcement of its rights under this indemnity provision. The Vendor will agree that its obligations under this indemnity will survive the expiration and termination of this agreement.

In the event both the State Bar and Vendor are named as defendants in the same civil action, and the State Bar determines that a conflict of interest exists between the parties, Vendor will agree to provide, at its own cost, independent counsel for the State Bar. The State Bar may, at its option, designate its Office of General Counsel as equal participating counsel in any litigation wherein the Vendor defends the State Bar.

## **E. Insurance Obligations of Vendor**

The Vendor will provide and keep in full force and effect during the term of this agreement, at the Vendor's own cost and expense, the following insurance policies for the joint benefit of the Vendor and the State Bar, with an insurer reasonably acceptable to the State Bar:

1. Commercial general liability insurance with a general aggregate limit (other than products/completed operations) of at least Two Million Dollars (\$2,000,000.00); at least One Million Dollars (\$1,000,000.00) personal and advertising injury limit; at least One Million Dollars (\$1,000,000.00) premises and operations limit; at least One Million Dollars (\$1,000,000.00) each occurrence limit;
2. Workers' compensation coverage as required by law, together with employer liability coverage with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence.
3. Comprehensive automobile liability insurance covering owned, leased, hired and non-owned vehicles with at least One Million Dollars (\$1,000,000.00) combined single limit.
4. Professional liability insurance with a general aggregate limit of Two Million Dollars (\$2,000,000) and an occurrence limit of two Million Dollars (\$2,000,000).
5. Bond with a limit of at least Fifty Thousand Dollar (\$50,000.00) per employee, per incident

The Vendor will deliver to the State Bar offices at 180 Howard Street, San Francisco, CA 94105 Attn: Bill Brauer, Procurement Officer true and correct copies of its insurance policies required above, and certificates of such insurance within seven (7) days of the execution of this agreement. Each such policy will name the State Bar as an additional insured and will state that the Vendor's policy shall be primary and that any insurance carried by the State Bar shall be noncontributing with respect thereto. Each such policy will provide for thirty (30) days prior written notice to the State Bar in the event of cancellation or reduction in coverage or amount. If the Vendor fails to secure and maintain insurance policies complying with the provisions of this agreement, the State Bar may purchase the appropriate insurance policies and the Vendor will pay upon demand the cost of it to the State Bar or the State Bar may terminate this agreement. In addition to the insurance required to be obtained and maintained by the Vendor, if the Vendor assigns any portion of the duties under this agreement in accordance with the terms, hereof, each subcontractor or assignee will purchase and maintain the same insurance coverage required hereunder.

The Vendor will immediately notify the State Bar if the Vendor's commercial general liability insurance contains restrictive endorsements other than those restrictive

endorsements normally included in the State of California. If the Vendor's commercial general liability insurance contains such restrictive endorsements, the Vendor shall have five (5) business days to remove said restrictions. If the Vendor is unable to do so, the State Bar may terminate this agreement, and will be required to give the Vendor no more than two (2) days' notice of such termination, anything in this agreement to the contrary notwithstanding.

## **F. Termination**

1. **Authorization of Funds.** If the term of this agreement extends into fiscal year(s) subsequent to that in which it is signed, it is understood that the continuation of this contract is subject to the authorization of sufficient funding for such purpose by the California State Legislature. If sufficient funds are not so authorized, the parties mutually agree that the contract may be terminated or amended as appropriate in response to the reduction in funding. If the agreement is terminated, Contractor agrees to take back any affected equipment, products, software, or hardware furnished under this contract, and relieve the State Bar of any further obligation, except for the State Bar's obligation to pay for services already performed pursuant to this Agreement.
2. **Default by Vendor.** This agreement may be terminated by the State Bar upon thirty (30) days written notice to the Vendor in the event the Vendor is in default under any of its provisions. In the event this agreement is terminated due to the default by the Vendor, the Vendor will not be entitled to receive any compensation for services performed or for any reimbursable expenses incurred, and the State Bar will have the right to have the services completed by other parties and the Vendor will reimburse the State Bar for the actual costs to complete the services in excess of the balance of the fee and reimbursable expenses, if any, provided for in this agreement. Any such act by the State Bar will not be deemed a waiver of any other right or remedy of the State Bar, including, without limitation, the State Bar's right to consequential damages caused directly or indirectly by the Vendor's default.
3. **Automatic Termination.** This agreement will automatically terminate on the occurrence of any of the following events: (a) bankruptcy or insolvency of either party; (b) sale of the business of either party; (c) failure to comply with federal, state or local laws, regulations or requirements, or (d) expiration of the agreement.

## **H. Confidentiality and Publicity**

The Vendor will retain all confidential information provided by the State Bar in the strictest confidence and will neither use it nor disclose it to anyone other than employees requiring the information to perform services under this agreement without the prior written consent of the State Bar. The State Bar retains the right to enjoin any unauthorized disclosure in an appropriate court of law. The Vendor will not issue any public announcements concerning the State Bar without the prior written consent of the State Bar.

## **I. Nondiscrimination**

The Vendor will not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40), sex or sexual orientation. The Vendor will comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900 et seq.) and applicable regulations promulgated there under (California Administrative Code, Title 2, section 7285.0 et seq.). The Vendor will include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this agreement.

## **J. Assignment/Subcontracting**

1. **Assignment.** The Vendor will not assign or transfer its interest, in whole or in part, under this agreement, without the written consent of the State Bar, which consent may be granted or withheld in the sole and absolute discretion of the State Bar. The parties acknowledge that the State Bar's obligations under this agreement primarily concern the financial ability to carry through the terms of payment. Therefore, the State Bar may assign or transfer part or all of its interest in this agreement, provided that such assignment shall not become effective, and the State Bar will not be released from its obligations under this agreement, until such time as the State Bar or the State Bar's assignee makes payment to the Vendor of all fees and payments then due and payable to the Vendor.
2. **Subcontracting.** The Vendor may subcontract with other qualified firms or individuals as required to complete all, or a portion of, the delivery of equipment and services, subject to the approval of the State Bar.

The Vendor will clearly describe the reason for using any subcontractors, the specific role each subcontractor will play in the project, and the relationship between the Vendor and its subcontractor to be maintained during the term of this agreement. Any such proposed subcontract shall be subject to the written approval of the State Bar prior to award of such subcontract by the Vendor. No subcontract will be approved unless the Vendor provides a written guarantee that the Vendor's firm will be contractually obligated to assume all project responsibilities and the insurance requirements set forth above.

## **K. General Provisions**

1. **Force Majeure.** Neither party will be deemed in default of this agreement or any provision hereunder to the extent that any delay or failure in the performance of the obligations of such party (other than the payment of money) results from any significant and material causes beyond its reasonable

control and without fault or negligence by such party. Examples of such causes include, but are not limited to, (1) acts of God or public enemy, (2) acts of the government in either its sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) embargoes, (9) earthquakes, and (10) unusually severe weather.

2. **Governing Law.** This agreement will be governed by the laws of the State of California without giving effect to its principles of conflict of laws.
3. **Attorneys' Fees.** In the event either party institutes any action or proceeding against the other party relating to this agreement, the unsuccessful party in such action or proceeding will reimburse the successful party for its disbursements incurred in connection therewith and for its reasonable attorneys' fees as fixed by the court. In addition to the foregoing award of attorneys' fees to the successful party, the successful party in any lawsuit shall be entitled to collect or enforce the judgment. This provision is separate and several and shall survive the merger of this agreement into any judgment.
4. **Arbitration.** Any question, claim or dispute arising out of or in connection with this agreement in excess of Five Thousand Dollars (\$5,000.00) shall be referred to binding arbitration, except with respect to disputes regarding breaches of confidentiality. Such arbitration shall take place before a single arbitrator in the City and County of San Francisco, and shall be conducted in accordance with Part III, Title 9 of the California Code of Civil Procedure. The arbitrator shall apply legal principles in accordance with California law, without regard to its conflict of laws principles, unless the alleged claim or dispute is otherwise pre-empted by federal law. By agreeing to this arbitration clause, neither party waives applicable defenses or immunities available to it under California law. Any arbitration demand made under this clause must be made no later than one year from the expiration or termination of this agreement. The cost of the arbitration shall be borne equally by the parties, each party to pay its own fees and costs. Disputes of Five Thousand Dollars (\$5,000) or less shall be handled in Small Claims Court in the City and County of San Francisco.
5. **License.** In those instances where required, the Vendor represents and warrants that the Vendor holds a license, permit or special license to perform the services pursuant to this agreement, as required by law, or employs or works under the general supervision of the holder of such license, permit or special license and shall keep and maintain all such licenses, permits or special licenses in good standing and in full force and effect at all times while the Vendor is performing the services pursuant to this agreement.

**ATTACHMENT A**  
**Janitorial Specification**

<b>Task Descriptions</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semiannual</b>	<b>Annually</b>
<i>Private Offices</i>						
Empty recycling wastebasket and replace with new liner.	X					
Empty saddlebag wet waste units.	X					
Wash saddlebag wet waste units.		X				
Empty shredding wastebaskets if present.	X					
Vacuum carpet.	X					
Dust all ledges and other flat surfaces within reach.			X			
Dust all counters, desks, chairs, table, file cabinets and telephones.			X			
Properly arrange furniture in offices.	X					
Spot-clean and remove finger marks, smudges and scuff marks from doors, frames, walls and partitions.		X				
Remove fingerprints from doors and partition glass.	X					
Vacuum desk and guest chairs.			X			
Clean guest chair upholstery.						X
Clean desk chair upholstery.					X	
Clean exterior and interior of glass sidelights.						X

Task Descriptions	Daily	Weekly	Monthly	Quarterly	Semiannual	Annually
<u>Open Office Areas</u>						
Empty recycling wastebaskets and replace with new liner.	X					
Empty saddlebag wet waste units.	X					
Empty shredding wastebaskets if present.	X					
Vacuum carpet.	X					
Dust all ledges and other flat surfaces within reach.			X			
Dust all counters, desks, chairs, table, file cabinets and telephones.			X			
Properly arrange furniture in cubicles.	X					
Spot-clean and remove finger marks, smudges and scuff marks from doors, frames, walls and partitions.		X				
Remove fingerprints cubicle glass.	X					
Vacuum desk and guest chairs.			X			
Clean guest chair upholstery.					X	X
Clean desk chair upholstery.					X	

Task Descriptions	Daily	Weekly	Monthly	Quarterly	Semiannual	Annually
<u>Restrooms</u>						
Empty waste receptacles and replace with new liner.	X					
Empty sanitary napkin disposal units and replace liner. Clean unit.	X					
Clean toilets and urinals including rear porcelain, bases and flush units.	X					
Clean stainless steel toilet paper, towel dispensers and receptacles.	X					
Wet mop bathroom floor.	X					
Spot clean bathroom stall partitions and doors.	X					
Thoroughly clean all areas of stall partitions and doors including locks and hardware and the metal bases at floor level.		X				
Clean bathroom mirrors.	X					
Clean stainless steel shelves.	X					
Clean stainless steel sanitary napkin dispenser.		X				
Spot clean bathroom walls.	X					
Thoroughly clean all bathroom walls.			X			
Strip tile floor, clean grout and reseal floor.			X			
Spot clean bathroom doors, including door to the janitor's closet.		X				
Replenish paper towels and toilet paper in dispensers.	X					
Restock sanitary napkin dispenser.		X				

Task Descriptions	Daily	Weekly	Monthly	Quarterly	Semiannual	Annually
Thoroughly clean janitorial closet.		X				
<i>Drinking Fountains and Pantries</i>						
Clean and polish drinking fountains.	X					
Clean and polish pantry sinks.	X					
Wipe down and clean pantry counters including areas under coffee makers and microwaves.	X					
Wipe down coffee maker.	X					
Empty and rinse coffee pots.	X					
Clean interiors and exteriors of microwave ovens.	X					
Discard food items from refrigerators/freezers and clean interior and exterior of unit. (Friday night)		X				
<b><i>10<sup>th</sup> Floor Lunch Room</i></b>						
Clean lunch room tables.	X					
Empty garbage cans and replace liners.	X					
Empty recycling cans and replace liners.	X					
Clean garbage cans and recycling cans.		X				
Wipe down lunch room chairs.		X				
Wipe down coffee maker.	X					

Task Descriptions	Daily	Weekly	Monthly	Quarterly	Semiannual	Annually
Empty and rinse coffee pots.	X					
Clean interiors and exteriors of microwave ovens.	X					
Discard food items from refrigerators/freezers and clean interior and exterior of unit. (Friday night)		X				
Clean ice maker interior and exterior.		X				
<u>Hallways</u>						
Vacuum hallways	X					
Wipe down walls, remove spots and smudges.	X					
Wipe down door frames and doors.		X				
Wipe down card readers.			X			
Wipe down elevator cab doors.		X				
<u>Ground Floor Lobby</u>						
Spot clean limestone floor.	X					
Thoroughly mop limestone floor.		X				
Wipe down optical card reader turnstiles and polish stainless steel.		X				
Wipe down guard console and clean monitors.		X				
Polish granite counter top on guard console.	X					
Remove prints and smudges from granite wall covering.		X				

Task Descriptions	Daily	Weekly	Monthly	Quarterly	Semiannual	Annually
Wipe down wood paneling.		X				
Wipe down stainless steel elevator cab outer doors and frames.	X					
Clean glass and hardware on front entry doors.	X					
Wipe down metal detector.		X				
Wipe down x-ray machine.		X				
Empty trash receptacles and replace liners.	X					
Empty recycling receptacles and replace liners.	X					
Clean glass wall.			X			
Vacuum slip mats.	X					
Clean slip mats.		X				
<u>State Bar Lobby</u>						
Vacuum carpet.	X					
Vacuum chair upholstery.		X				
Polish tables.	X					
Polish granite ledge near computer monitor.	X					
Dust computer monitor screen.	X					
Polish granite ledge on reception desk.	X					
Wipe down reception counter.		X				

Task Descriptions	Daily	Weekly	Monthly	Quarterly	Semiannual	Annually
Empty trash receptacles and replace liners.	X					
Wipe down wood paneling.		X				
Empty recycling receptacles and replace liners.	X					
Empty trash receptacles and replace liners.	X					
Empty recycling receptacles and replace liners.	X					
<u>Print Shop</u>						
Wipe down work stations.			X			
Mop VCT flooring.			X			
Clean eyewash station.		X				
Wipe down built in counters and shelves.			X			
Remove papers etc. that have fallen between counter and windows.					X	
<u>Mail Room</u>						
Empty trash receptacles and replace liners.	X					
Empty recycling receptacles and replace liners.	X					
Wipe down built in counters and shelves.			X			
Wipe down work stations.		X				
Mop VCT flooring.			X			
Clean glass doors leading to the street including hardware.		X				

Task Descriptions	Daily	Weekly	Monthly	Quarterly	Semiannual	Annually
<u>Elevator Cab Interiors</u>						
Polish stainless steel control panels.	X					
Polish all stainless steel including door interiors.		X				
Vacuum carpet.	X					
Clean notice holders.		X				
<u>Computer ACD Room - 5<sup>th</sup> Floor</u>			X			
Vacuum raised floor using appropriate technique.						
Clean interior and exterior of glass windows.					X	
Wipe down counters and shelves.			X			
<u>Conference Rooms</u>						
Vacuum carpets.	X					
Wipe down counter tops and wood cabinets.	X					
Polish tables.	X					
Vacuum fabric walls.			X			
Adjust chairs so that they are all at same level.	X					
Empty trash receptacles and replace liners.	X					
Wipe down operable walls.			X			

Task Descriptions	Daily	Weekly	Monthly	Quarterly	Semiannual	Annually
<u>Miscellaneous</u>						
Spot treat carpet spills with specialty kit as needed.	X					
Mop floors of all electrical closets.				X		
Dust stairwell ledges and rails on all floors.			X			
Sweep stairwells.		X				
Mop stairwells.			X			
Mop floor and dust all storage rooms (approximately 20)						X
Clean all overhead light fixture grids and diffusers.						X
Clean both sides of all interior glass side lights and windows.						X
Vacuum and clean return air grills/						X
Notify Building Engineers of burnt out lamps in restrooms and storage rooms.	X					
Mop floors of all storage rooms.					X	
<u>Courtrooms and SBC Reception Area (6<sup>th</sup> Floor)</u>						
Vacuum carpet.	X					
Polish counsel tables.		X				
Polish judge's benches.		X				
Vacuum upholstered chairs.				X		

Task Descriptions	Daily	Weekly	Monthly	Quarterly	Semiannual	Annually
<u>4<sup>th</sup> Floor Board Room Kitchen</u>						
Empty garbage cans and replace liners.	X					
Empty recycling cans and replace liners.	X					
Clean garbage cans and recycling cans.		X				
Wipe down coffee maker.		X				
Mop VCT Flooring as needed. Check daily.	X					
Clean interiors and exteriors of microwave ovens.			X			
<u>Courtyard</u>						
Empty trash cans and replace liners.	X					
Empty ashtrays.	X					
Clean trash cans thoroughly.		X				
Clean ashtrays thoroughly.		X				
Clean bike racks.				X		
Sweep courtyard.	X					
Sweep sidewalks.		X				
Vacuum slip pads.		X				
Remove slip pads and vacuum out track at entryway.			X			

Year \_\_\_\_\_ (Use a separate form for each year 1, 2 and 3)

**Bid Submittal Form A**

**Pricing Sheet**

Pricing should be based upon full occupancy of the building. The price per square foot figure will be used to determine any reduction in the total contract price resulting from space vacancy.

1) Personnel:

FTE	Type	Title	Loaded Cost <sup>1</sup>
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\_\_\_\_\_ Supervisory Personnel \_\_\_\_\_

\_\_\_\_\_ Custodial Personnel \_\_\_\_\_

**Total Personnel Costs:** \_\_\_\_\_

2) Administrative Costs:

Account Management (including account manager) \_\_\_\_\_

Office Expenses: \_\_\_\_\_

Payroll Services \_\_\_\_\_

<sup>1</sup>Includes union wages, all benefits including vacation, sick, personal leaves, health coverage, payroll taxes, worker's comp etc. Please identify in supplementary attachment.

**Bid Submittal Form A**

**Pricing Sheet (continued)**

Fax and Phone

Training

Transportation

Other (identify in supplementary attachment)

**Total Administrative Expenses:**

3) Equipment and Supplies:

Qty

Type

Cost

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Bid Submittal Form A**

**Pricing Sheet (continued)**

Equipment (continue):

Qty	Type	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total Equipment Costs:**

**Total Consumable Supply Costs: (The State Bar will provide all paper products)**

**TOTAL ANNUAL COST:**

**Bid Submittal Form A**  
**Pricing Sheet**

**Break Down by Floor**

Submit one Summary for each year.

<u>Floor</u>	<u>Status</u>	<u>Cost</u>
Ground Floor	Current Condition	_____
Floor 1	Mirror Floor 8	_____
Floor 2	Current Condition	_____
Floor 3	Current Condition Occupied	_____
Floor 4	Current Condition	_____
Floor 5	Current Condition	_____
Floor 6	Current Condition	_____
Floor 7	Current Condition	_____
Floor 8	Current Condition	_____
Floor 9	Current Condition	_____
Floor 10	Current Condition	_____
Floor 11	Mirror Floor 8	_____
Floor 12	Mirror Floor 8	_____

TOTAL COST:

\_\_\_\_\_

**Bid Submittal Form B**

Attach proposed work schedule, beginning at 5:00 p.m. Monday through Friday. Attach resumes of proposed supervisory personnel.