

NOTICE INVITING BIDS

Notice is hereby given that sealed proposals will be received by the City of San Fernando, California, for furnishing the following:

SWEEPING AND PRESSURE WASHING SERVICES

in strict accordance with the Specifications on file in the office of the SAN FERNANDO PUBLIC WORKS DEPARTMENT, 117 Macneil Street, San Fernando, California, 91340. Copies of specifications and proposal documents may be obtained from the City's website at <https://ci.san-fernando.ca.us/rfps-rfqs-nibs-nois/>

One original and one electronic copy of the proposal must be submitted to the PUBLIC WORKS DEPARTMENT in a sealed envelope at CITY HALL, 117 Macneil Street, San Fernando, California, 91340, not later than **5:30 p.m. on Thursday, January 6, 2022**. In lieu of providing an original copy, proposals will also be accepted via email and must be received prior to the deadline indicated above. Any bidder may withdraw their proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. Proposals may later be referred to the City Council for appropriate action. The City reserves the right to reject any or all proposals as the best interests of the City may dictate.

By: _____
Julia Fritz, City Clerk

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REQUEST FOR PROPOSALS



The Public Works Department is requesting proposals for:

Sweeping and Pressure Washing Services

RELEASE DATE: December 7, 2021

RESPONSE DUE: January 6, 2022

GENERAL INFORMATION

The City of San Fernando is interested in contracting with an experienced contractor to provide sweeping and pressure washing services for a three-year term with two (2) optional one-year extensions, commencing in FY 2021-22. The required services and performance conditions are described in the Scope of Work.

BACKGROUND

The City of San Fernando was incorporated in 1911 and is currently organized according to the City Council/City Manager form of government with seven departments, including a Police Department, Public Works Department, and Recreation and Community Services Department. The City employs approximately 134 full-time equivalent positions and operates from a General Fund budget of \$22.5 million. The City is a cost conscious provider of outstanding public services to its citizens and local businesses.

The City believes that the open competition for services and products provides the City with the best results for its public dollars. The City is interested in receiving responsive and competitive proposals from experienced and qualified contractors to provide sweeping and pressure washing services in the downtown mall area.

INSTRUCTIONS TO SUBMITTING CONTRACTORS

A. Examination of Proposal Documents

By submitting a proposal, the prospective contractor represents that it has thoroughly examined and become familiar with the services required under this RFP, and that it is capable of delivering quality services to the City in a creative, cost-effective & service-oriented manner.

B. Questions/Clarifications

Please direct any questions regarding this RFP to Matthew Baumgardner, Director of Public Works, via e-mail at mbaumgardner@sfcity.org. Questions must be received by 5:30 p.m. on **Thursday, December 30, 2021**. All questions received prior to the deadline will be collected and responses will be emailed by **Monday, January 3, 2022**.

C. Submission of Bid Proposals

All bid proposals shall be submitted via email to Matt Baumgardner at mbaumgardner@sfcity.org and the subject line of the email shall read, "City of San Fernando

RFP – Sweeping and Pressure Washing Services.” Proposals must be received no later than Thursday, **January 6, 2022 at 5:30 p.m.** All proposals received after that time will not be accepted.

D. Withdrawal of Proposals

A contractor may withdraw its proposal at any time before the due date for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of the prospective contractor.

E. Rights of City of San Fernando

This RFP does not commit the City to enter into a Contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

The City reserves the right to:

- 1) Make the selection based on its sole discretion;
- 2) Reject any and all proposals without prejudice;
- 3) Issue subsequent Requests for Proposal;
- 4) Postpone opening for its own convenience;
- 5) Remedy technical errors in the Request of Proposal process;
- 6) Approve or disapprove the use of particular sub-contractors;
- 7) Negotiate with any, all, or none of the prospective contractors;
- 8) Solicit best and final offers from all or some of the prospective contractors;
- 9) Accept other than the lowest offer; and/or
- 10) Waive informalities and irregularities in the proposal process.

F. Contract Type

It is anticipated that a standard form professional services agreement contract will be signed subsequent to City Council review and approval of the recommended contractor.

G. Collusion

By submitting a proposal, each prospective contractor represents and warrants that; its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the prospective contractor has not directly, induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and, that the prospective contractor has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

SCOPE OF SERVICE

The Contractor will provide sweeping and pressure washing services in the downtown mall area.

Invoices shall be submitted monthly and shall contain sufficient detail to identify personnel, hours worked and tasks completed.

SWEEPING SERVICES

1. The City has 12 public parking lots (see Exhibit A) that require daily sweeping between the hours of 2 am and 5am.
2. The contractor shall use mechanical (vacuum truck, leaf blower, etc.) and manual (broom, rake, etc.) means to ensure that the lots are swept clean of debris.
3. The City also needs daily sweeping of the alleys in the downtown mall area, including the trash enclosures that abut the alleys (see Exhibit B). As part of this sweeping, your staff may encounter illegally dumped items within the enclosures or outside of them. This refuse will need to be collected and deposited into the trash bins in the enclosure or, if bins are full, taken to our City Yard for disposal in available trash bins. The trash enclosures and alleys should be swept clean of any debris using mechanical or manual means.
4. The City is requesting an alternate bid item for sweeping of curbs on Maclay Avenue between 1st Street and 4th Street. The contractor should pay special attention to the area between the curb face and the semi-circular planters, where debris tends to build-up.
5. The City requests that the contractor keep a log of the illegal dumping within the project areas and submit to City staff on a monthly basis.
6. Provide all required resources for the safety of the public and your staff during the work.
7. Perform all work in a thorough, competent, and professional manner.

PRESSURE WASHING SERVICES

1. The City requires pressure washing services of the sidewalks and trash enclosures within its downtown mall area every two weeks (see Exhibit B).
2. The City is requesting alternate bid items for pressure washing of sidewalks on both sides of Maclay Avenue between 1st Street and 4th Street; between 4th Street and 5th Street; between 5th Street and Glenoaks Blvd; between Glenoaks Blvd and 7th Street; and between 7th Street and 8th Street. These items may be included in the contract.
3. The contractor shall use appropriate equipment to ensure that the water used to pressure wash the areas is contained and collected for disposal in an approved area. It is important that none of the water be allowed to enter the storm drain system.
4. Provide all required resources for the safety of the public and your staff during the work.
5. Perform all work in a thorough, competent, and professional manner.

PROPOSED TERM OF CONTRACT

The proposed term of the contract is **three years, with options for two one-year extensions at the City's discretion.**

SCHEDULE FOR SELECTION

RFP Available:	December 7, 2021
Deadline for submittal of Questions:	December 30, 2021
Response to Questions:	January 3, 2022
Deadline for submittal of Proposal:	January 6, 2022
Agreement Presented to Council for Review & Approval:	January 17, 2022

INFORMATION TO BE SUBMITTED

The proposal should include the following:

1. Cost proposal sheet (use Exhibit C)
2. Provide a list of three (3) current or completed projects (use Exhibit D) from the last 5 years that are similar in scope along with contact information for a client reference for the project (name, phone number, email address).

Attachments:

Exhibit A: Parking Lots
Exhibit B: Sidewalks, Alleys, Trash Enclosures
Exhibit C: Cost Proposal Sheet
Exhibit D: List of Similar Projects

THIRD ST

SECOND ST

FIRST ST

CITY
HALL

PW
OPS
CENTER

117 Macneil St

120 Macneil St

Lot 6-N

POLICE
DEPARTMENT

910 First St

PB

INFILTRATION
SYSTEM
PROJECT

SA
FERNA
RECRE
PAR

BIKEWAY

CE SAR
CHAVEZ

MEMORIAL

TRUMAN ST

SAN FERNANDO RD

Lot 5

Alley (adjacent Lot 5)

Lot 4

Alley (adjacent Lot 4)

Lot 2

Alley (adjacent Lots 11 and 12)

Lot 12

Lot 11

Lot 3

Lot 8

Lot 10

Lot 1

LOPEZ
ADOBE

1100 Pico St.

PV

Lot 9

SAN FERNANDO MISSION BLVD

MACLAY AVE

CARLISLE ST

BRAND BLVD

CHATSWORTH DR

WOLFSKILL ST

CELIS ST

PICO ST

CORONEL ST

HOLLISTER ST

HEWITT ST

KEWEN ST

GRIFFITH ST

MOTT ST

WOODWORTH ST

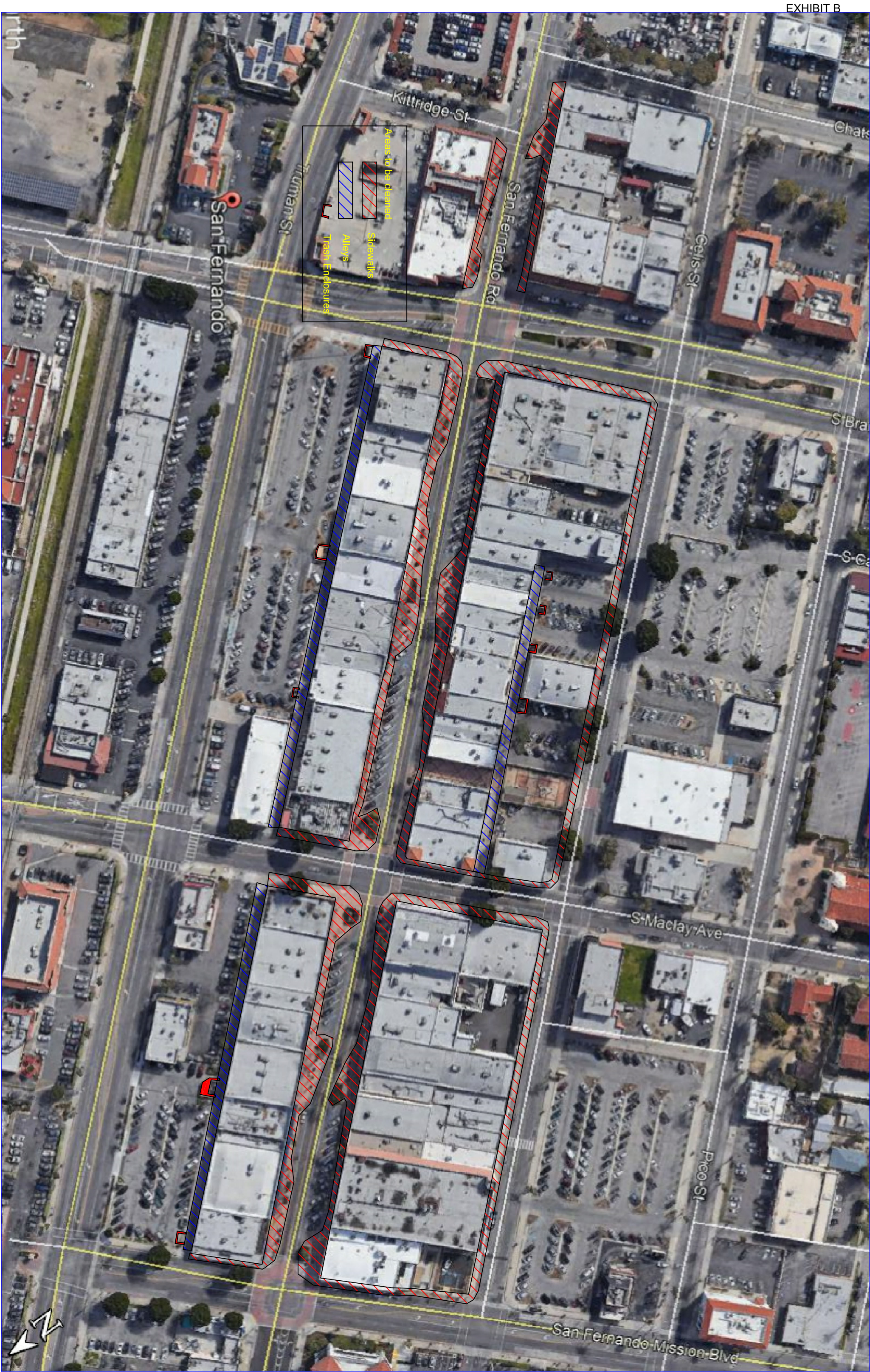
O'MELVENY ST

KALISHER
POCKET
PARK

PB

PV

PB



rth

San Fernando

Kittridge-St

San Fernando Rd

Cello St

Chats

S-Br

S-Ga

S-Maclay Ave

Pico St

San Fernando-Mission Blvd



Exhibit C - Cost Proposal for Sweeping and Pressure Washing Services

Please provide the daily cost for line items 1 through 18

Line Item		Sweeping (Daily)
1	Lot 1	\$
2	Lot 2	\$
3	Lot 3	\$
4	Lot 4	\$
5	Lot 5	\$
6	Lot 6N	\$
7	Lot 7	\$
8	Lot 8	\$
9	Lot 9	\$
10	Lot 10	\$
11	Lot 11	\$
12	Lot 12	\$
13	Alley adjacent Lot 4	\$
14	Alley adjacent Lot 5	\$
15	Alley adjacents Lots 11 and 12	\$
16	Trash enclosures adjacent Lot 4 (3 total)	\$
17	Trash enclosures adjacent Lot 5 (2 total)	\$
18	Trash enclosures adjacent Lots 11 and 12 (4 total)	\$
Subtotal #1 Cost:		\$

ALTERNATE BID ITEMS: Please provide the daily cost for line item 19

Line Item		Sweeping (Daily)
19	Curbs along both sides of Maclay between 1st Street and 4th Street	\$

Please provide the bi-weekly cost for line items 20 through 28

Line Item		Pressure Washing (every 2 weeks)
20	Trash enclosures adjacent Lot 4 (3 total)	\$
21	Trash enclosures adjacent Lot 5 (2 total)	\$
22	Trash enclosures adjacent Lots 11 and 12 (4 total)	\$
23	Sidewalks on San Fernando Rd. between Brand & SF Mission	\$
24	Sidewalks on San Fernando Rd. between Brand & Chatsworth	\$
25	Sidewalks on Celis between Brand & SF Mission	\$
26	Sidewalks on Brand between San Fernando Rd and Celis	\$
27	Sidewalks on Maclay between San Fernando Rd and Celis	\$
28	Sidewalks on SF Mission between San Fernando Rd and Celis	\$
Subtotal #2 Cost:		\$

ALTERNATE BID ITEMS: Please provide the bi-weekly cost for line items 29 through 33

Line Item		Pressure Washing (every 2 weeks)
29	Sidewalks on Maclay Ave. between 1st Street & 4th Street	\$
30	Sidewalks on Maclay Ave. between 4th Street & 5th Street	\$
31	Sidewalks on Maclay Ave. between 5th Street & Glenoaks	\$
32	Sidewalks on Maclay Ave. between Glenoaks & 7th Street	\$
33	Sidewalks on Maclay Ave. between 7th Street & 8th Street	\$

Please add Subtotal #1 and Subtotal #2 and provide as Total Cost (do not include Alternate Bid Items):

\$

Please write out the total cost on the line below. For Example, \$25,000 would be
Twenty-Five Thousand Dollars.

Please provide your signature and date on the line below confirming that you have
reviewed and accept your submitted cost as accurate:

Signature

Date

Exhibit D - List of Projects

1. Project Name: _____

Description of Scope:

Project Budget: _____

Client Reference (Name, Phone Number, Email Address):

2. Project Name: _____

Description of Scope:

Project Budget: _____

Client Reference (Name, Phone Number, Email Address):

3. Project Name: _____

Description of Scope:

Project Budget: _____

Client Reference (Name, Phone Number, Email Address):
