

ORIGINAL

CONTRACT RESULTING FROM REQUEST FOR PROPOSAL NUMBER 10090297-25-J Janitorial Services for Public Utilities Department

This Contract (Contract) is entered into by and between the City of San Diego, a municipal corporation (City), and the successful proposer to Request for Proposal (RFP) # 10090297-25-J Janitorial Services for Public Utilities Department (Contractor).

RECITALS

On or about 4/3/2025, City issued an RFP to prospective proposers on services to be provided to the City. The RFP and any addenda and exhibits thereto are collectively referred to as the "RFP." The RFP is attached hereto as Exhibit A.

City has determined that Contractor has the expertise, experience, and personnel necessary to provide the services.

City wishes to retain Contractor to provide janitorial services as further described in the Scope of Work, attached hereto as Exhibit B (Services).

For good and valuable consideration, the sufficiency of which is acknowledged, City and Contractor agree as follows:

ARTICLE I CONTRACTOR SERVICES

1.1 Scope of Work. Contractor shall provide the Services to City as described in Exhibit B which is incorporated herein by reference. Contractor will submit all required forms and information described in Exhibit A to the Purchasing Agent before providing Services.

1.2 General Contract Terms and Provisions. This Contract incorporates by reference the General Contract Terms and Provisions, attached hereto as Exhibit C.

1.3 Contract Administrator. The Public Utilities Department (PUD) is the Contract Administrator for this Agreement. Contractor shall provide the Services under the direction of a designated representative of the Department.

ARTICLE II DURATION OF CONTRACT

2.1 Term. This Contract shall be for a period of five (5) years beginning on the Effective Date. The term of this Contract shall not exceed five years unless approved by the City Council by ordinance.

2.2 Effective Date. This Contract shall be effective on the date it is executed by the last Party to sign the Contract, and approved by the City Attorney in accordance with San Diego Charter Section 40.

Document No. **RR-316386**
Filed **JUL 29 2025**
Office of the City Clerk
San Diego, California

**ARTICLE III
COMPENSATION**

3.1 Amount of Compensation. City shall pay Contractor for performance of all Services rendered in accordance with this Contract in an amount not to exceed \$9,000,000.00.

**ARTICLE IV
WAGE REQUIREMENTS**

4.1 By submitting a response to this RFP, Contractor certifies that he or she is aware of, and agrees to comply with, the wage provisions described in Exhibit D, Wage Requirements, which is incorporated herein by reference, before commencing Services.

**ARTICLE V
CONTRACT DOCUMENTS**

5.1 Contract Documents. The following documents comprise the Contract between the City and Contractor: this Contract and all exhibits thereto, the RFP; the Notice to Proceed; and the City's written acceptance of exceptions or clarifications to the RFP, if any.

5.2 Contract Interpretation. The Contract Documents completely describe the Services to be provided. Contractor will provide any Services that may reasonably be inferred from the Contract Documents or from prevailing custom or trade usage as being required to produce the intended result whether or not specifically called for or identified in the Contract Documents. Words or phrases which have a well-known technical or construction industry or trade meaning and are used to describe Services will be interpreted in accordance with that meaning unless a definition has been provided in the Contract Documents.

5.3 Precedence. In resolving conflicts resulting from errors or discrepancies in any of the Contract Documents, the Parties will use the order of precedence as set forth below. The 1st document has the highest priority. Inconsistent provisions in the Contract Documents that address the same subject, are consistent, and have different degrees of specificity, are not in conflict and the more specific language will control. The order of precedence from highest to lowest is as follows:

- 1st Any properly executed written amendment to the Contract
- 2nd The Contract
- 3rd The RFP and the City's written acceptance of any exceptions or clarifications to the RFP, if any
- 4th Contractor's Proposal

5.4 Counterparts. This Contract may be executed in counterparts which, when taken together, shall constitute a single signed original as though all Parties had executed the same page.

5.5 **Public Agencies.** Other public agencies, as defined by California Government Code section 6500, may choose to use the terms of this Contract, subject to Contractor's acceptance. The City is not liable or responsible for any obligations related to a subsequent Contract between Contractor and another public agency.

IN WITNESS WHEREOF, this Contract is executed by City and Contractor acting by and through their authorized officers.

CONTRACTOR

NMS Management, Inc.

Proposer

155 W. 35th St, Suite A

Street Address

National City, Ca. 91950

City

6194250440

Telephone No.

nmsmanagement@msn.com

E-Mail

CITY OF SAN DIEGO
A Municipal Corporation

BY:

Abarca

Print Name: Claudia C. Abarca

Director, Purchasing & Contracting
Title

August 18, 2025
Date Signed

BY:

David M. Guaderrama

David M. Guaderrama (Jun 17, 2025 13:26 PDT)

Signature of

Proposer's Authorized
Representative

David M. Guaderrama

Print Name

Director of Business Development

Title

06/17/2025

Date

Approved as to form this 20th day of

August, 20 25.

HEATHER FERBERT, City Attorney

BY:

Myra
Deputy City Attorney

R-316386

EXHIBIT A
PROPOSAL SUBMISSION AND REQUIREMENTS

A. PROPOSAL SUBMISSION

1. Timely Proposal Submittal. Proposals must be submitted as described herein to the Purchasing & Contracting Department (P&C).

1.1 Reserved.

1.2 Paper Proposals. The City will accept paper proposals in lieu of eProposals. Paper proposals must be submitted in a sealed envelope to the Purchasing & Contracting Department (P&C) located at 1200 Third Avenue, Suite 200, San Diego, CA 92101. The Solicitation Number and Closing Date must be referenced in the lower left-hand corner of the outside of the envelope. Faxed proposals will not be accepted.

1.3 Proposal Due Date. Proposals must be submitted prior to the Closing Date indicated on the eBidding System. E-mailed and/or faxed proposals will not be accepted.

1.4 Pre-Proposal Conference. Pre-proposal conference information is noted on the eBidding System.

Proposers must attend the mandatory pre-proposal conference and all the mandatory site inspections for the facilities listed on the "Site Visit Order and Locations" table below.

1.4.1 Reserved.

1.5 Questions and Comments. Written questions and comments must be submitted electronically via the eBidding System no later than the date specified on the eBidding System. Only written communications relative to the procurement shall be considered. The City's eBidding System is the only acceptable method for submission of questions. All questions will be answered in writing. The City will distribute questions and answers without identification of the inquirer(s) to all proposers who are on record as having received this RFP, via its eBidding System. No oral communications can be relied upon for this RFP. Addenda will be issued addressing questions or comments that are determined by the City to cause a change to any part of this RFP.

1.6 Contact with City Staff. Unless otherwise authorized herein, proposers who are considering submitting a proposal in response to this RFP, or who submit a proposal in response to this RFP, are prohibited from communicating with City staff about this RFP from the date this RFP is issued until a contract is awarded.

2. Proposal Format and Organization. Unless electronically submitted, all proposals should be securely bound and must include the following completed and executed forms and information presented in the manner indicated below:

Tab A – Submission of Information and Forms.

2.1 Completed and signed Contract Signature Page. If any addenda are issued, the latest Addendum Contract Signature Page is required.

2.2 Exceptions requested by proposer, if any. The proposer must present written factual or legal justification for any exception requested to the Scope of Work, the Contract, or the Exhibits thereto. Any exceptions to the Contract that have not been accepted by the City in writing are deemed rejected. The City, in its sole discretion, may accept some or all of proposer's exceptions, reject proposer's exceptions, and deem the proposal non-responsive, or award the Contract without proposer's proposed exceptions. The City will not consider exceptions addressed elsewhere in the proposal.

2.3 The Contractor Standards Pledge of Compliance Form.

2.4 Equal Opportunity Contracting forms including the Work Force Report and Contractors Certification of Pending Actions.

2.5 Living Wage Ordinance Certification of Compliance.

2.6 Reserved.

2.7 Reserved.

2.8 Additional Information as required in Exhibit B.

2.9 Reserved.

Tab B - Executive Summary and Responses to Specifications.

2.10 A title page.

2.11 A table of contents.

2.12 An executive summary, limited to one typewritten page, that provides a high-level description of the proposer's ability to meet the requirements of the RFP and the reasons the proposer believes itself to be best qualified to provide the identified services.

2.13 Proposer's response to the RFP.

Tab C - Cost/Price Proposal (if applicable). Proposers shall submit a cost proposal in the form and format described herein. Failure to provide cost(s) in the form and format requested may result in proposal being declared non-responsive and rejected.

3. Proposal Review. Proposers are responsible for carefully examining the RFP, the Specifications, this Contract, and all documents incorporated into the Contract by reference before submitting a proposal. If selected for award of contract, proposer shall be bound by same unless the City has accepted proposer's exceptions, if any, in writing.

4. Addenda. The City may issue addenda to this RFP as necessary. All addenda are incorporated into the Contract. The proposer is responsible for determining whether addenda were issued prior to a proposal submission. Failure to respond to or properly address addenda may result in rejection of a proposal.

5. Quantities. The estimated quantities provided by the City are not guaranteed. These quantities are listed for informational purposes only. Quantities vary depending on the

demands of the City. Any variations from the estimated quantities shall not entitle the proposer to an adjustment in the unit price or any additional compensation.

6. Quality. Unless otherwise required, all goods furnished shall be new and the best of their kind.

6.1 Items Offered. Proposer shall state the applicable trade name, brand, catalog, manufacturer, and/or product number of the required good, if any, in the proposal.

6.2 Brand Names. Any reference to a specific brand name in a solicitation is illustrative only and describes a component best meeting the specific operational, design, performance, maintenance, quality, or reliability standards and requirements of the City. Proposer may offer an equivalent or equal in response to a brand name referenced (Proposed Equivalent). The City may consider the Proposed Equivalent after it is subjected to testing and evaluation which must be completed prior to the award of contract. If the proposer offers an item of a manufacturer or vendor other than that specified, the proposer must identify the maker, brand, quality, manufacturer number, product number, catalog number, or other trade designation. The City has complete discretion in determining if a Proposed Equivalent will satisfy its requirements. It is the proposer's responsibility to provide, at their expense, any product information, test data, or other information or documents the City requests to properly evaluate or demonstrate the acceptability of the Proposed Equivalent, including independent testing, evaluation at qualified test facilities, or destructive testing.

7. Modifications, Withdrawals, or Mistakes. Proposer is responsible for verifying all prices and extensions before submitting a proposal.

7.1 Modification or Withdrawal of Proposal Before Proposal Opening. Prior to the Closing Date, the proposer or proposer's authorized representative may modify or withdraw the proposal by providing written notice of the proposal modification or withdrawal to the City Contact via the eBidding System. E-mail or telephonic withdrawals or modifications are not permissible.

7.2 Proposal Modification or Withdrawal of Proposal After Proposal Opening. Any proposer who seeks to modify or withdraw a proposal because of the proposer's inadvertent computational error affecting the proposal price shall notify the City Contact identified on the eBidding System no later than three working days following the Closing Date. The proposer shall provide worksheets and such other information as may be required by the City to substantiate the claim of inadvertent error. Failure to do so may bar relief and allow the City recourse from the bid surety. The burden is upon the proposer to prove the inadvertent error. If, as a result of a proposal modification, the proposer is no longer the apparent successful proposer, the City will award to the newly established apparent successful proposer. The City's decision is final.

8. Incurred Expenses. The City is not responsible for any expenses incurred by proposers in participating in this solicitation process.

9. Public Records. By submitting a proposal, the proposer acknowledges that any information submitted in response to this RFP is a public record subject to disclosure unless the City determines that a specific exemption in the California Public Records Act (CPRA) applies. If the proposer submits information clearly marked confidential or proprietary, the City may protect such information and treat it with confidentiality to the extent permitted by

law. However, it will be the responsibility of the proposer to provide to the City the specific legal grounds on which the City can rely in withholding information requested under the CPRA should the City choose to withhold such information. General references to sections of the CPRA will not suffice. Rather, the proposer must provide a specific and detailed legal basis, including applicable case law, that clearly establishes the requested information is exempt from the disclosure under the CPRA. If the proposer does not provide a specific and detailed legal basis for requesting the City to withhold proposer's confidential or proprietary information at the time of proposal submittal, City will release the information as required by the CPRA and proposer will hold the City, its elected officials, officers, and employees harmless for release of this information. It will be the proposer's obligation to defend, at proposer's expense, any legal actions or challenges seeking to obtain from the City any information requested under the CPRA withheld by the City at the proposer's request. Furthermore, the proposer shall indemnify and hold harmless the City, its elected officials, officers, and employees from and against any claim or liability, and defend any action brought against the City, resulting from the City's refusal to release information requested under the CPRA which was withheld at proposer's request. Nothing in the Contract resulting from this proposal creates any obligation on the part of the City to notify the proposer or obtain the proposer's approval or consent before releasing information subject to disclosure under the CPRA.

10. Right to Audit. The City Auditor may access proposer's records as described in San Diego Charter section 39.2 to confirm contract compliance.

B. PRICING

1. Fixed Price. All prices shall be firm, fixed, fully burdened, FOB destination, and include any applicable delivery or freight charges, and any other costs required to provide the requirements as specified in this RFP. The lowest total estimated contract price of all the proposals that meet the requirements of this RFP will receive the maximum assigned points to this category as set forth in this RFP. The other price schedules will be scored based on how much higher their total estimated contract prices compare with the lowest:

$$\left(1 - \frac{(\text{contract price} - \text{lowest price})}{\text{lowest price}}\right) \times \text{maximum points} = \text{points received}$$

For example, if the lowest total estimated contract price of all proposals is \$100, that proposal would receive the maximum allowable points for the price category. If the total estimated contract price of another proposal is \$105 and the maximum allowable points is 60 points, then that proposal would receive $(1 - ((105 - 100) / 100)) \times 60 = 57$ points, or 95% of the maximum points. The lowest score a proposal can receive for this category is zero points (the score cannot be a negative number). The City will perform this calculation for each Proposal.

2. Taxes and Fees. Taxes and applicable local, state, and federal regulatory fees should not be included in the price proposal. Applicable taxes and regulatory fees will be added to the net amount invoiced. The City is liable for state, city, and county sales taxes but is exempt from Federal Excise Tax and will furnish exemption certificates upon request. All or any portion of the City sales tax returned to the City will be considered in the evaluation of proposals.

3. Escalation. An escalation factor is not allowed unless called for in this RFP. If escalation is allowed, proposer must notify the City in writing in the event of a decline in market price(s) below the proposal price. At that time, the City will make an adjustment in the Contract or may elect to re-solicit.

4. Unit Price. Unless the proposer clearly indicates that the price is based on consideration of being awarded the entire lot and that an adjustment to the price was made based on receiving the entire proposal, any difference between the unit price correctly extended and the total price shown for all items shall be offered shall be resolved in favor of the unit price.

C. EVALUATION OF PROPOSALS

1. Award. The City shall evaluate each responsive proposal to determine which proposal offers the City the best value consistent with the evaluation criteria set forth herein. The proposer offering the lowest overall price will not necessarily be awarded a contract.

2. Sustainable Materials. Consistent with Council Policy 100-14, the City encourages use of readily recyclable submittal materials that contain post-consumer recycled content.

3. Evaluation Process.

3.1 Process for Award. A City-designated evaluation committee (Evaluation Committee) will evaluate and score all responsive proposals. The Evaluation Committee may require proposer to provide additional written or oral information to clarify responses. Upon completion of the evaluation process, the Evaluation Committee will recommend to the Purchasing Agent that award be made to the proposer with the highest scoring proposal.

3.2 Reserved.

3.3 Reserved.

3.4 Discussions/Negotiations. The City has the right to accept the proposal that serves the best interest of the City, as submitted, without discussion or negotiation. Contractors should, therefore, not rely on having a chance to discuss, negotiate, and adjust their proposals. The City may negotiate the terms of a contract with the winning proposer based on the RFP and the proposer's proposal or award the contract without further negotiation.

3.5 Inspection. The City reserves the right to inspect the proposer's equipment and facilities to determine if the proposer is capable of fulfilling this Contract. Inspection will include, but not limited to, survey of proposer's physical assets and financial capability. Proposer, by signing the proposal agrees to the City's right of access to physical assets and financial records for the sole purpose of determining proposer's capability to perform the Contract. Should the City conduct this inspection, the City reserves the right to disqualify a proposer who does not, in the City's judgment, exhibit the sufficient physical and financial resources to perform this Contract.

3.6 Evaluation Criteria. The following elements represent the evaluation criteria that will be considered during the evaluation process:

MAXIMUM
EVALUATION
POINTS

A. Responsiveness to the RFP.

1. Requested information included and thoroughness of response.
2. Understanding of the project and ability to deliver as exhibited in the Executive Summary.
3. Clarity and brevity of the response.
4. The Proposal's acceptance of the Exhibit B Scope of work and City's General Contract Terms and Provisions.

10

B. Staffing Plan.

1. Qualifications of personnel adequate for requirement.
2. Qualifications of proposer's organization and staff including current workforce.
3. Clearly defined roles/responsibilities of personnel.
4. Documentation proof for personnel who have passed/cleared any security background checks.

25

C. Firm's Capability to provide the services and expertise and Past Performance.

1. Experience at facilities where work of similar size and scope was performed.
2. Experience and qualifications of key personnel, including but not limited to, management team and on-site supervisors.
3. Knowledge and understanding of the scope of work and the capability to effectively meet the City's needs.
4. Quality of professional references and experiences at public facilities with projects of similar size and scope as verified through professional references.

25

D. Service Approach and Methodology

1. Detailed methods to accomplish the work, including technical, and management considerations. Tasks and approach are clearly described.
2. Approach shows an understanding of the Scope of Work and meets the requirements and needs of City of San Diego Public Utilities Department.

30

E. Price. Competitiveness and reasonableness of pricing.

10

SUB TOTAL MAXIMUM EVALUATION POINTS:

100

F. Participation by Small Local Business Enterprise (SLBE) or Emerging Local Business Enterprise (ELBE) Firms*

12

FINAL MAXIMUM EVALUATION POINTS INCLUDING SLBE/ELBE:

112

*The City shall apply a maximum of an additional 12 percentage points to the proposer's final score for SLBE OR ELBE participation. Refer to Equal Opportunity Contracting Form, Section V.

4. **Rejection of All Proposals.** The City may reject any and all proposals when to do so is in the City's best interests.

D. ANNOUNCEMENT OF AWARD

1. **Award of Contract.** The City will inform all proposers of its intent to award a Contract in writing.

2. **Obtaining Proposal Results.** No solicitation results can be obtained until the City announces the proposal or proposals best meeting the City's requirements. Proposal results may be obtained by: (1) e-mailing a request to the City Contact identified on the eBidding System or (2) visiting the P&C eBidding System to review the proposal results. To ensure an accurate response, requests should reference the Solicitation Number. Proposal results will not be released over the phone.

3. **Multiple Awards.** City may award more than one contract by awarding separate items or groups of items to various proposers. Awards will be made for items, or combinations of items, which result in the lowest aggregate price and/or best meet the City's requirements. The additional administrative costs associated with awarding more than one Contract will be considered in the determination.

E. PROTESTS. The City's protest procedures are codified in Chapter 2, Article 2, Division 30 of the San Diego Municipal Code (SDMC). These procedures provide unsuccessful proposers with the opportunity to challenge the City's determination on legal and factual grounds. The City will not consider or otherwise act upon an untimely protest.

F. SUBMITTALS REQUIRED UPON NOTICE OF INTENT TO AWARD. The successful proposer is required to submit the following documents to P&C **within ten (10) business days** from the date on the Notice of Intent to Award letter:

1. **Insurance Documents.** Evidence of all required insurance, including all required endorsements, as specified in Article VII of the General Contract Terms and Provisions.

2. **Taxpayer Identification Number.** Internal Revenue Service (IRS) regulations require the City to have the correct name, address, and Taxpayer Identification Number (TIN) or Social Security Number (SSN) on file for businesses or persons who provide goods or services to the City. This information is necessary to complete Form 1099 at the end of each tax year. To comply with IRS regulations, the City requires each Contractor to provide a Form W-9 prior to the award of a Contract.

3. **Business Tax Certificate.** Unless the City Treasurer determines a business is exempt, all businesses that contract with the City must have a current business tax certificate.

4. **Bond.** A bond as described in Exhibit B.

5. **Reserved.**

The City may find the proposer to be non-responsive and award the Contract to the next highest scoring responsible and responsive proposer if the apparent successful proposer fails to timely provide the required information or documents.

**EXHIBIT B
SCOPE OF WORK**

A. BACKGROUND. The City is seeking a contractor to provide complete janitorial maintenance service for the exterior and interior areas of NTC Harbor Laboratory, Alvarado Water Treatment Plant (WTP), Alvarado Joint Laboratory, Employee Training and Development Center at Alvarado, Electrical and IC and T Building at Alvarado, SCADA Trailers at Alvarado WTP, IWCP Trailer at Alvarado WTP, Point Loma WTP, Pump Station No. 1, Pump Station No. 2, Grove Avenue Pump Station, South Bay WTP, Metropolitan Biosolids Center, Penasquitos Pump Station, Pump Station 64, Pump Station 65, San Pasqual Treatment Plant, Miramar WTP, Otay WTP, San Vicente Operations Yard, MOC Complex, Chollas Water Operations Yard, North City Reclamation Plant, and North City Pure Water Facility.

Proposers are advised to note the conditions and challenges that each site poses so that they can be fully responsive to the requirements. Some buildings have challenging architectural design, materials, and surfaces relative to janitorial maintenance service. For a facility description for each site refer to Attachment C attached to PlanetBids as an Excel spreadsheet.

B. OBJECTIVE. This RFP consists of three (3) Groups of multiple City facilities that are part of the Public Utilities Department. The City intends to award all three (3) Groups to a single Proposer that will provide all aspects of janitorial maintenance service as specified in this RFP.

C. MANDATORY PRE-PROPOSAL CONFERENCE AND SITE INSPECTIONS. Proposers must attend the mandatory pre-proposal conference and all the mandatory site inspections for the facilities listed on the "Site Visit Order and Locations" table below. Failure to attend the mandatory pre-proposal conference and all the mandatory site inspections for all facilities listed on the "Site Visit Order and Locations" table below shall deem a proposal as non-responsive.

1. Mandatory Pre-Proposal Conference. The mandatory pre-proposal conference will be held in the MOC 2 Auditorium located at 9192 Topaz Way, San Diego, CA on April 14, 2025, at 8:00 a.m. Allow approximately 30 minutes for the pre-proposal conference.

~~**2. Mandatory Site Inspections.** The mandatory site inspections will cover four (4) days and are listed on the following table, "Site Visit Order and Locations".~~

~~**2.1** — The mandatory site inspection for **Group 2** will begin on Monday, April 14, 2025, and will follow the pre-proposal conference.~~

~~**2.2** — The mandatory site inspections for the remainder of **Group 2** and for the first part of **Group 1** will be held on Tuesday, April 15, 2025, at 8:00 a.m. at Pump Station #64.~~

~~**2.3** — The mandatory site inspections for the remainder of **Group 1** will be held on Wednesday, April 16, 2025, starting at 8:00 a.m. at the Alvarado Water Treatment Plant.~~

2. Mandatory Site Inspections. The mandatory site inspections will cover four (4) days and are listed on the following table, "Site Visit Order and Locations".

2.1 The mandatory site inspection for **Group 2** will begin on Monday, April 14, 2025, at MOC Complex 9192 Topaz Way, San Diego, CA 92123, and will follow the pre-proposal conference.

2.2 The mandatory site inspections for the remainder of **Group 2** and for the first part of **Group 3** will be held on Tuesday, April 15, 2025, and will begin at 8:00 a.m. at San Pasqual Pump Station (SPPS) located at 14103 Highland Valley Rd. Escondido, CA 92025.

2.3 The mandatory site inspections for the first part of **Group 1** will be held on Wednesday, April 16, 2025, starting at 8:00 a.m. at the Alvarado Water Treatment Plant located at 5530 Kiowa Drive, La Mesa CA 91942.

2.4 The mandatory site inspections for the remainder of **Group 1** and **Group 3** will be held on Thursday, April 17, 2025, starting at 8:00 a.m. at the Grove Avenue Pump Station (GAPS) located at 2484 Grove Avenue, San Diego, CA 92154.

Drive time will be allowed between each site, as needed.

Proposers are responsible for inspecting the work sites to verify site conditions and size of areas to be serviced. Failure to do so will not relieve the Contractor of their responsibility to perform in accordance with these specifications. No additional compensation or relief from any obligations of the Contract will be granted because of lack of knowledge of the sites.

The following table with approximate start times of site visits is provided only as a guide. The order of the site visits will remain unchanged, unless otherwise notified. This will be the only opportunity for Proposers to walk the sites.

	Site Visit Order and Locations	Date and Approximate Start Time	Date and Approximate End Time
Group 2	MOC Complex 9192 Topaz Way, San Diego, CA 92123 Check in with Receptionist, meet inside the Auditorium and immediately following the Pre-Proposal Conference, the site visits will begin at MOC 2	4/14/2025 Start Time 0900	4/14/2025 End Time 1100
Group 2	Metropolitan Biosolids Center (MBC) 5240 Convoy Street, San Diego, CA 92111 Check in out front of Administration Building, located just right of security shack.	4/14/2025 Start Time 1130	4/14/2025 End Time 1300
Group 2	North City Water Reclamation Plant (NCWRP) 4949 Eastgate Mall Rd. San Diego, CA 92121 Check in at security guard shack. Meet at upper parking lot.	4/14/2025 Start Time 1330	4/14/2025 End Time 1430

Group 2	San Pasqual Pump Station (SPPS) 14103 Highland Valley Rd. Escondido, CA 92025	4/15/2025 Start Time 0800	4/15/2025 End Time 0900
Group 2	Penasquitos Pump Station (PSP) 10150 Cara Way, San Diego, CA 92131	4/15/2025 Start Time 1000	4/15/2025 End Time 1030
Group 2	Pump Station 64 (PS64) Building #10253 10749 Roselle St., San Diego, CA 92121	4/15/2025 Start Time 1100	4/15/2025 End Time 1130
Group 2	Pump Station 65 (PS65) Building #010216 12112 Sorrento Valley Rd. San Diego, CA 92121	4/15/2025 Start Time 1200	4/15/2025 End Time 1230
Group 3	Miramar WTP 10730 Scripps Lake Drive, San Diego, CA 92131 Check in at the Security Guard Shack. Will meet at Main Operations Building.	4/15/2025 Start Time 1300	4/15/2025 End Time 1430
Group 1	Alvarado WTP Plant, Alvarado Joint Lab, Electrical and IC&T, Employee Training & Development Center, SCADA trailer, IWCP trailer 5530 Kiowa Drive, La Mesa CA 91942	4/16/2025 Start Time 0800	4/16/2025 End Time 1000
Group 1	Pump Station 1 (PS1) 3550 Harbor Dr. San Diego, CA 92101	4/16/2025 Start Time 1030	4/16/2025 End Time 1100
Group 1	Pump Station 2 (PS2) 4077 North Harbor Dr., San Diego, CA. 92101	4/16/2025 Start Time 1130	4/16/2025 End Time 1200
Group 1	NTC Harbor Lab Kincaid 2392 Kincaid Road, San Diego, CA 92101 Check in with Receptionist.	4/16/2025 Start Time 1230	4/16/2025 End Time 1300
Group 1	Point Loma Wastewater Treatment Plant (PLWTP) 1902 Gatchell Rd. San Diego, CA. 92106 Main Operations Building. Check in at Guard Shack. G	4/16/2025 Start Time 1400	4/16/2025 End Time 1530
Group 1	Grove Avenue Pump Station (GAPS) 2484 Grove Avenue, San Diego, CA 92154	4/17/2025 Start Time 0800	4/17/2025 End Time 0830
Group 1	South Bay Wastewater Treatment Plant 2411 Dairy Mart Rd., San Diego, CA 92154 Check in at Security Guard Shack	4/17/2025 Start Time 0900	4/17/2025 End Time 1000

Group 3	Otay WTP and Trailers 1500 Wueste Road, Chula Vista, CA 91915 Meet at the Maintenance Shop. Directions may be obtained when checking in at the Guard Shack.	4/17/2025 Start Time 1030	4/17/2025 End Time 1130
Group 3	San Vicente Operations Yard and Trailers 12375 Moreno Avenue, Lakeside, CA 92040 Check in at Security Guard Shack.	4/17/2025 Start Time 1230	4/17/2025 End Time 1300
Group 3	Chollas Water Operations Yard 2797 Caminito Chollas, San Diego, CA 92105	4/17/2025 Start Time 1400	4/17/2025 End Time 1500

By submitting a proposal, Proposer acknowledges that they are relying on their own examination of the work site and have the capability to fulfill the Contract requirements; and are knowledgeable of all other data and matters requisite to the fulfillment of the Contract.

The information provided by the City is not intended to be a substitute for, or a supplement to the independent verification by the Proposer to the extent such independent investigation of site conditions is deemed necessary or desirable by the Proposer. Proposer acknowledges that they have not solely relied upon City furnished information regarding site conditions in preparing and submitting a proposal.

2.4 The mandatory site inspections for Group 3 will be held on Thursday, April 17, 2025, starting at 8:00 a.m. at the Otay Water Treatment Plant.

Drive time will be allowed between each site, as needed.

Proposers are responsible for inspecting the work sites to verify site conditions and size of areas to be serviced. Failure to do so will not relieve the Contractor of their responsibility to perform in accordance with these specifications. No additional compensation or relief from any obligations of the Contract will be granted because of lack of knowledge of the sites.

The following table with approximate start times of site visits is provided only as a guide. The order of the site visits will remain unchanged, unless otherwise notified. This will be the only opportunity for Proposers to walk the sites.

	Site Visit Order and Locations	Date and Approximate Start Time	Date and Approximate End Time
Group 1	Alvarado WTP Plant, Alvarado Joint Lab, Electrical and IC&T, Employee Training & Development Center, SCADA trailer, IWCP trailer	4/16/2025 Start Time 0800	4/16/2025 End Time 1000
Group 1	Point Loma Wastewater Treatment Plant (PLWTP) 1902 Gatchell Rd. San Diego, CA 92106 Main Operations Building. Check in at Guard Shack. Guard can provide directions to Main Operations Building.	4/15/2025 Start Time 1400	4/15/2025 End Time 1530
Group 1	NTC Harbor Lab Kincaid at 2392 Kincaid Road, San Diego, CA 92101 Check in with Receptionist.	4/15/2025 Start Time 1230	4/15/2025 End Time 1300
Group 1	Pump Station 2 (PS2) 4077 North Harbor Dr., San Diego, CA 92101	4/15/2025 Start Time 1130	4/15/2025 End Time 1200
Group 1	Pump Station 1 (PS1) 3550 Harbor Dr. San Diego, CA 92101	4/15/2025 Start Time 1030	4/15/2025 End Time 1100
Group 1	Grove Avenue Pump Station (GAPS) 2484 Grove Avenue, San Diego, CA 92154	4/16/2025 Start Time 0800	4/16/2025 End Time 0830
Group 1	South Bay Wastewater Treatment Plant 2411 Dairy Mart Rd., San Diego, CA 92154 Check in at Security Guard Shack.	4/16/2025 Start Time 0900	4/16/2025 End Time 1000

	Site Visit Order and Locations	Date and Approximate Start Time	Date and Approximate End Time
Group 2	MOC Complex 9192 Topaz Way, San Diego, CA 92123 Check in with Receptionist, meet inside the Auditorium and immediately following the Pre-Proposal Conference, the site visits will begin at MOC 2	4/14/2025 Start Time 0830	4/14/2025 End Time 1030
Group 2	Metropolitan Biosolids Center (MBC) 5240 Convoy Street, San Diego, CA 92111 Check in out front of Administration Building, located just right of security shack.	4/14/2025 Start Time 1100	4/14/2025 End Time 1230
Group 2	North City Water Reclamation Plant (NCWRP) 4949 Eastgate Mall Rd. San Diego, CA 92121 Check in at security guard shack. Meet at upper parking lot.	4/14/2025 Start Time 1000	4/14/2025 End Time 1100
Group 2	North City Pure Water Facility 4949 Eastgate Mall Rd. San Diego, CA 92121	4/14/2025 Start Time 1130	4/14/2025 End Time 1300
Group 2	San Pasqual Pump Station (SPPS) 14103 Highland Valley Rd. Escondido, CA 92025	4/14/2025 Start Time 1400	4/14/2025 End Time 1500
Group 2	Penasquitos Pump Station (PSP) 10150 Cara Way, San Diego, CA 92131	4/14/2025 Start Time 1530	4/14/2025 End Time 1600
Group 2	Pump Station 64 (PS64) Building #10253 10749 Roselle St., San Diego, CA 92121	4/15/2025 Start Time 0800	4/15/2025 End Time 0830
Group 2	Pump Station 65 (PS65) Building #010216 12112 Sorrento Valley Rd. San Diego, CA 92121	4/15/2025 Start Time 0900	4/15/2025 End Time 0930

	Site Visit Order and Locations	Date and Approximate Start Time	Date and Approximate End Time
Group 3	Otay WTP and Trailers 1500 Wueste Road, Chula Vista, CA 91915 Meet at the Maintenance Shop. Directions may be obtained when checking in at the Guard Shack.	4/17/2025 Start Time 0800	4/17/2025 End Time 0900
Group 3	San Vicente Operations Yard and Trailers 12375 Moreno Avenue, Lakeside, CA 92040 Check in at Security Guard Shack.	4/17/2025 Start Time 1030	4/17/2025 End Time 1100
Group 3	Miramar WTP 10730 Scripps Lake Drive, San Diego, CA 92131 Check in at the Security Guard Shack. Will meet at Main Operations Building.	4/17/2025 Start Time 1200	4/17/2025 End Time 1300
Group 3	Chollas Water Operations Yard 2797 Caminito Chollas, San Diego, CA 92105	4/17/2025 Start Time 1530	4/17/2025 End Time 1630

By submitting a proposal, Proposer acknowledges that they are relying on their own examination of the work site and have the capability to fulfill the Contract requirements; and are knowledgeable of all other data and matters requisite to the fulfillment of the Contract.

The information provided by the City is not intended to be a substitute for, or a supplement to the independent verification by the Proposer to the extent such independent investigation of site conditions is deemed necessary or desirable by the Proposer. Proposer acknowledges that they have not solely relied upon City furnished information regarding site conditions in preparing and submitting a proposal.

D. BACKGROUND CHECK REQUIRED. Prior to starting work on this Contract, and during the term of this Contract, Contractor is required to provide proof that all janitorial staff, including supervisors, management, and subcontractors, assigned to this Contract have passed a minimum of a Live Scan background check. All costs associated with the Live Scan and any other background checks will be borne by the Contractor. The Contractor is responsible for obtaining the Live Scan or any other backgrounds checks. The Contractor may contact the California Department of Justice for guidance in this matter.

Janitorial maintenance personnel with outstanding wants or warrants will not be accepted unless wants and warrants are cleared. Janitorial maintenance personnel with felony records will not be accepted. The City's decision in this matter will be final.

Prior to the start of this Contract, the Contractor must provide the Technical Representative, or designee with the names of all staff, including supervisors and subcontractor staff, who have passed the required background check and who are assigned to this Contract. The Contractor will provide the Technical Representative, or designee, with an updated list of janitorial staff, supervisors and subcontractors assigned to the contract change.

Upon passing the background check, the Contractor shall issue each employee who has passed the background check and who shall be working on this contract a photographic identification badge/card. The cost of this identification badge shall be borne by the Contractor. This employee identification badge/card shall be displayed on the employee's outer clothing at all times the employee is in any City facility. No janitorial staff, including supervisors and subcontractors, will be permitted in any City facility that is a part of this contract, until they have passed the background check.

Background checks may take a minimum of five (5) weeks. Therefore, during the term of the Contract, the Contractor must maintain sufficient staffing to maintain the facilities while background checks are completed on new employees. In order to preserve security, the City also has a compelling interest in limiting access to each facility. The City may, in the City's sole discretion, deem that unreasonably high turnover of Contractor's personnel assigned to each facility creates a security risk and authorizes the City to terminate the Contract for convenience or default as provided in Section 4.2 or Section 4.3 of the City's General Contract Terms and Provisions (Exhibit C).

E. CONTRACTOR'S RESPONSIBILITIES.

1. Staffing. The Contractor shall furnish adequate supervisory and working personnel capable of completing all work required under this RFP as scheduled and to the satisfaction of the Technical Representative or designee.

The Contractor shall also maintain a sufficient number of trained staff to cover vacations, illness, and emergency leave for staff assigned to this Contract.

1.1 Supervision. The Contractor shall have a minimum of one (1) qualified supervisor on site, at all times when work is being performed to provide the necessary and adequate supervision and to ensure work is completed as specified in this Contract. This may be a working supervisor. Prior to start of the Contract, the Contractor shall notify the Technical Representative or designee of the name of the supervisor assigned to each site. Any changes in supervision shall be submitted in writing to the Technical Representative or designee prior to commencement of work. Failure of the Contractor to notify the Technical Representative or designee of such changes may result in termination of the Contract.

The Contractor shall also be responsible for ensuring that the new supervisor understands the requirements of this Contract and shall schedule a meeting with the Technical Representative or designee and the new supervisor prior to commencement of work.

1.2 Uniforms. Janitorial staff, including supervisors, shall work in distinguishing neat and clean uniforms provided by the Contractor. All uniforms shall be cleaned and maintained by the Contractor. At a minimum, the Contractor will furnish their employees with a shirt, or some other type of upper body wear, in a common color bearing the company's identification. Uniform shall also consist of proper footwear that fully covers the foot. Sandals and flip-flops are unacceptable footwear. Long pants shall be worn on each work shift. Shorts and cut-offs are unacceptable. Contractor's employees must look professional and have proper personal hygiene. Appropriate uniform shall be worn at all times, including personnel who are being trained. Failure to do so may result in termination of the Contract.

1.3 Training. Prior to the start of work on this Contract, Contractor shall contact the Technical Representative(s) or designee(s) to obtain a copy of the Safety Data Sheet (SDS) for City-provided chemicals and shall train their janitorial staff on safety requirements to include SDS for all chemicals used for this Contract (including any City-provided chemicals), Blood Born Pathogen, Personal Protective Equipment, and Injury/Illness Program as required by CAL OSHA, Title 8, Sections 3203, 1926.59, and 5193. Janitorial staff shall be trained in the proper use of green cleaning techniques and products.

The Contractor is required to provide certification that janitorial personnel assigned to the Contract have received this training. This certification must be submitted to the Technical Representative or designee prior to the commencement of the Contract. (see Attachment B for form to use). For new employees being assigned to this Contract, the required certification must be provided to the Technical Representative or designee prior to the commencement of duties. All training shall be provided at the sole expense of the Contractor. The City reserves the right to require retraining at the Contractor's expense, as determined by the City.

1.4 Certification. Failure of the Contractor to provide the above required certification to a particular employee shall be cause for immediate removal of the employee from this Contract and may be cause for termination of the Contract.

The Contractor is responsible for ensuring new employees understand the requirements of the Contract and are properly trained prior to starting work.

2. Cleaning Supplies, Chemicals and Equipment.

2.1 Contractor Furnished Supplies and Cleaning Equipment. The Contractor shall be responsible for furnishing the equipment and supplies, such as but not limited to, mops, mop heads, mop buckets, step stools, ladders, vacuums, dusters, brooms, dust pans, sponges, and rags, required for performing specified tasks, unless otherwise noted. All materials shall be top quality by industry standards. All vacuum cleaners shall be power lifting, silent, commercial grade with micro filters. Any vacuum cleaners, power scrubbers or other power equipment provided by the Contractor shall be in proper, safe working condition before use. Frayed cords or other non-safe conditions must be corrected immediately, or the machine must be removed from service.

2.2 City Furnished Supplies. The City shall provide all required cleaning chemicals and day-to-day janitorial supplies required on this Contract, such as but not limited to, trash liners, paper towels, deodorizers, liquid or powdered hand soap, toilet paper, seat covers and shower curtains, unless Contractor is otherwise notified by the Technical Representative or designee during the term of this Contract.

All janitorial supplies and chemicals provided by the City are individually funded by each department and are to be stored in the specific Janitor's Closet as designated by the Technical Representative, they shall not to be removed or taken off City property or be comingled or shared between the different departments.

Contractor shall inform the Technical Representative or designee, in advance, of the need to replenish these City furnished supplies and the Technical Representative or designee will initiate the necessary order of City furnished supplies. The Contractor shall pick up the City furnished supplies Monday through Friday at the designated City storeroom.

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Contractor shall provide a minimum of a one (1) week notice to the Technical Representative or designee when City furnished supplies need to be replenished.

3. Keys, Security Access Cards, and Employee Identification Badges. Keys, security access cards, and employee identification badges supplied to the Contractor shall not be shared or loaned out to others. They must be retained by authorized janitorial personnel to whom they were issued. Failure to abide by these security regulations is a breach in security and may be grounds for removal of the employee from the Contract. Repeated violations of these security regulations by a Contractor's employees may be grounds for termination of this Contract.

Keys, security access cards, and employee identification badges supplied to Contractor shall not be duplicated, except by the City. Lost keys, security access cards, and employee identification badges shall be reported immediately to the Technical Representative or designee.

All keys, security access cards, and employee identification badges are the property of the City and shall be returned upon completion of the Contract. If the Contractor loses any of the keys during the term of the Contract or fails to return the keys immediately upon completion or termination of the Contract, the Contractor shall pay the City for the cost of re-keying the locks; such costs may be retained from the final payment. If the City does not re-key the locks, the cost of any replacement key(s) shall be paid by the Contractor; such costs may be retained from monthly payments.

4. Janitorial Staff Reporting Procedures. Janitorial personnel, including all supervisors conducting inspections, shall sign in upon reporting for work and shall sign out prior to leaving work on a log provided by the Technical Representative or designee. Janitorial personnel are to sign in and out based on actual arrival and departure times versus scheduled times. Supervisors shall write "Supervisor" beside their name. The City has no obligation to pay for services if the log is not properly completed. The log will be kept in a designated area identified by the Technical Representative or designee. Signing in after employees are already working or signing in for other employees is strictly forbidden and may be grounds for removal of the employee from the Contract.

The janitorial personnel shall complete the Janitor's Cleaning Checklists when tasks are completed and leave the checklist in the designated area. The Contractor shall provide the City with a master copy of each Janitor's Cleaning Checklist (incorporated as Attachment A) prior to commencement of work. The Contractor shall be responsible for ensuring copies are made available to janitorial personnel, at no additional cost to the City. City Copiers are not permitted to be used by the Contractor or Contractor's staff.

The City has no obligation to pay for services if the checklists are not completed.

5. Contractor Response Time. A Contractor representative, authorized to discuss matters related to this Contract, must be available during normal business hours, between 6:00 a.m. and 4:30 p.m., Monday through Friday. Contractor must be available via cell phone, and/or email during these designated times.

5.1 Emergency Calls for Call Back Services. A supervisor or manager shall

respond to emergency telephone calls within fifteen (15) minutes of the call being placed. All actions required to resolve onsite emergencies shall be completed within four (4) hours and shall be charged at the "Call Back Services" rate submitted by the Contractor on the Pricing Pages of this RFP. Emergency calls are defined as those where the Technical Representative or designee states an emergency exists and notifies the Contractor's office of such emergency. Failure to take appropriate corrective action for emergencies within the time frame may result in termination of the Contract.

5.2 Non-Emergency Calls. A supervisor or manager shall respond to non-emergency calls, or e-mails within one (1) hour of the call being placed, or the email being sent. All actions required to resolve the non-emergency issue(s) or deficiencies must be completed by the next business day unless otherwise directed by the Technical Representative or designee. Failure to respond and/or take appropriate corrective action within the time frame specified may result in termination of the Contract.

6. Safety Requirements. All work performed under this Contract will be performed in such a manner as to provide maximum safety to the public and employees and shall comply with all safety provisions and regulations. The Contractor is responsible for abiding by all CAL/OSHA requirements, including the labeling of containers. Contractors who have ten (10) or more employees shall have an injury/illness program as required by OSHA.

Wet floor warning signs shall be supplied by the Contractor and properly utilized whenever a potentially hazardous floor condition exists. It is the Contractor's responsibility to ensure that adequate warning signs are posted, and all safety regulations are adhered to.

Personal Protective Equipment (PPE), including fall protection devices, as required, shall be supplied by the Contractor for janitorial staff and properly used at all times.

7. Safety Data Sheets (SDS). The Contractor is responsible for ensuring that copies of all SDS are available at the work site. When the Contractor picks up City-provided chemicals from the City storeroom to be used on this Contract, they shall pick up a copy of the SDS for their work site.

For Contractor-provided chemicals, the Contractor is required to provide a SDS and applicable green certification. Contractor provided chemicals shall be approved by the City, prior to usage. Only those products whose labels and SDS clearly state the content, hazard potential, and protective measures required shall be approved for use. Proof of product certification as green may include, but not be limited to, a copy of the green certification, or product literature or label stating that the product is green certified.

Failure to comply with the above shall be cause for immediate termination of the Contract for violation of safety procedures.

8. Environmental Management System. Public Utilities Department complies with the voluntary environmental standard titled ISO 14001 Environmental Management Systems. This includes a commitment to Regulatory Compliance, Pollution Prevention, and Continual Improvement. The Contractor shall be aware of the ISO-14001 Environmental Management System while working at the site under Contract and is expected to participate by following environmental regulations, keeping the site clean, waste minimization, recycling, and reporting any environmental issues or concerns to the site representative.

Contract personnel working for or on behalf of our organization are required to be aware of and in support of these programs and goals. Information will be provided by the Contractor on an annual basis in the form of a printed document. Documented evidence, such as a sign in sheet is required to ensure the awareness training has been provided.

9. Janitor's Closet. Janitorial closets/rooms, as applicable, will be maintained in a clean, disinfected, and sanitized manner to include sinks, floors, and all fixtures and fittings. Cleaning materials shall be properly maintained and stored. Buckets shall be emptied daily.

NTC Harbor Laboratory: Located in the Janitorial Closet on the lower level is a basin drain system. The Janitor shall take care to make sure that the drain is not blocked or covered at any time.

10. Security Precautions. Janitorial personnel shall not allow anyone on the premises unless that person is specifically assigned by the Contractor to do janitorial service at the facility. This rule will be strictly enforced, and non-compliance shall be cause for termination of the Contract.

The Contractor will ensure that each office or facility is locked and that, as applicable, all alarm systems are turned on / enabled upon completion of each cleaning. Offices will not be left open when not attended or when cleaning is conducted out of sight of the open office. Security shall be maintained during the cleaning period and access to any office by anyone except janitorial personnel will not be permitted.

11. Site Inspection Upon Commencement and Turnover of Contract. Within five(5) days upon commencement of the Contract, the Contractor will inspect Contract sites with the Technical Representative or designee to determine if the sites are in compliance with the specifications. Contractor Strategic Plan for Training, Staffing and Business Performance. Proposers shall submit a written description of the proposed methods and a specific work plan explaining how they will provide the complete services as specified in this RFP, utilizing the janitorial staff dedicated to this Contract, meeting all deadlines, and utilizing the equipment proposed by Contractor to perform the Contract. The plan shall provide for training, staffing, and operations.

Failure to provide the required and/or complete information may be cause for the Proposal to be rejected as non-responsive.

11.1 The training plan shall describe in detail how Contractor will train janitors and supervisors in advance of working on this RFP, to address areas of facility orientation, cleaning methods for assigned cleaning tasks, and use of Contractor- provided equipment. The training plan will address how Contractor will minimize janitorial and management staff turnover assigned to this RFP, to achieve consistent cleaning results. The training plan shall also show how Contractor will train and ensure staff compliance with and delivery of the most current policies and practices regarding the cleaning of City facilities.

11.2 The staffing plan shall confirm availability of all staff, and any needed reserve staff, for all aspects of related services, and shall address staff recruiting and retention. Contractor shall provide documentation of staff retention and turnover at a facility of similar scope (in scale and type and volume of services) from within the last three (3) years. The plan shall specify the total number of janitorial, management and supervisory staff Contractor will dedicate to the account by facility per Group, and how management will

retain the indicated staff to maximize the accumulation of on-site familiarity and institutional knowledge among all staff during the Contract. The staffing plan shall also include names, titles, resumes, and description(s) of duties for all Managers, including the Account Manager, and Supervisors performing work relative to this Contract.

11.3 The business plan shall show Contractor can provide an adequate number of trained staff and all equipment and materials required to perform the Contract in an efficient, timely, and consistent manner. The business plan shall also present a detailed cleaning strategy clearly describing how the Contractor will manage, supervise, and clean facility by Group, in satisfaction of the Contract. Challenges related to cleaning the facilities in satisfaction of the required specifications in this RFP shall be identified and Proposer shall provide solutions to all such anticipated challenges.

12. Statement of Qualifications and Experience. The following experience, qualifications and skills are required. Failure to provide the required and/or complete information may be cause for the Proposal to be rejected as non-responsive.

12.1 Contractor shall submit a staffing or organizational chart showing staffing to be used including the dedicated Account Manager, all supervisors who will supervise work, and all senior management who supervise the dedicated Account Manager, including all years of tenure of such.

12.2 Contractor must have a minimum of three (3) years of experience (in the last five (5) years) conducting work of similar type, scope, and scale at facilities as those specified in this RFP. All references shall be provided on the Contractor Standard Pledge of Compliance, Revised April 5, 2018, paragraph F, item 7.

12.3 An Account Manager (Project Manager), who shall be dedicated to this Contract, and must have a minimum of two (2) years of experience (in the last five (5) years) managing and conducting work of similar type, scope, and scale as those specified in this RFP. Contractor shall submit the resume for the dedicated Account Manager.

12.4 All Managers and Supervisors proposed to be involved in services at facilities in this RFP must have a minimum of two (2) years' service in providing managerial and supervisory support in cleaning and conducting work of similar type, scope, and scale as those specified in this RFP. Contractor shall submit resumes for the Managers and Supervisors proposed to be involved in services for this RFP.

F. STATEMENT OF METHODOLOGY.

1. Detailed explanation of all janitorial activity to be provided by the proposer. Include cleaning methods, staffing, supervision, materials consumable, man-hours, and security measures.

2. A description of specific employee training programs, proposed uniforms, employee identification methods, means of communication (cell phone, radio), emergency response and security measures for all personnel.

3. A complete materials/consumables list (See paragraph E. item 2.1, "Contractor Furnished Supplies and Cleaning Equipment").

4. A detailed list of the types of cleaning equipment to be utilized in the performance of cleaning tasks, along with the age of the vacuum cleaners.

5. Demonstration of green cleaning practices, and other policies and measure which indicate environmental sensitivity.

G. QUALITY OF WORK/INSPECTIONS. The Contractor shall provide quality janitorial services for the sites specified herein. All work shall be performed in accordance with best Industry Standards and all facilities shall be kept clean and maintained in accordance with the Cleaning Standards specified throughout the Contract period.

1. **Inspections by Contractor.** The Contractor shall perform regular and comprehensive inspections of the job site(s) to ensure that all work is completed in accordance with the specifications of this RFP. At a minimum, these inspections shall be performed by a supervisor on a weekly basis.

The Contractor shall schedule a monthly meeting with the Technical Representative or designee to evaluate services performed. The Contractor shall schedule a regular monthly meeting day and time with the Technical Representative or designee. Failure to appear for the meeting as scheduled may be cause for termination.

2. **Inspections by City's Technical Representative or Designee.** Regular inspections shall be conducted by the City's Technical Representative or designee. Any performance deficiencies shall be noted on the Janitor's Cleaning Checklists and left in the designated area. A copy will also be emailed to the Contractor.

Deficiencies must be corrected the next business day unless otherwise directed by the Technical Representative or designee. Failure to correct deficiencies to comply with the specifications within the time specified may result in termination of the Contract.

H. END OF CONTRACT. Prior to the end of the Contract period on this Contract, the Technical Representative or designee will inspect the Contract sites with the Contractor to ensure that sites are turned over at the end of the Contract period in a condition that conforms to the Contract specifications. Any deficiencies found in the specified maintenance level will be noted and presented to the current Contractor in writing. All deficiencies noted will be corrected by the end of the Contract period. The City will be the sole judge as to what constitutes a deficiency.

If the current Contractor fails to correct the noted deficiencies and turns over the Contract sites in an unacceptable condition, as determined by the Technical Representative, the City will authorize work to bring the site into compliance with the specifications. All costs incurred by the City to correct deficiencies will be deducted from the current Contractor's final payment. The City will be the sole judge as to what constitutes a reasonable cost for work authorized.

I. FACILITY DESCRIPTION. See Attachment C for a detailed facility description. However, these descriptions are approximate and provided for informational purposes. Accordingly, the Contractor is responsible for verifying the actual requirements. All square footages are approximate.

J. STATEMENT OF JANITORIAL TASKS AND CLEANING STANDARDS. The following standards are intended to indicate the acceptable minimum level of service to satisfy the requirements of these specifications. These tasks are also listed on the Janitor's Checklist included as Attachment A.

Daily Tasks (Full-Service Day):

The following tasks (Tasks No. 1 – 13) shall be performed on the day(s) specified in the Pricing Pages at each site designated in this RFP, unless otherwise expressly noted.

1. Clean Restrooms, Locker Rooms, Showers, and Janitor Closets. Contractor shall maintain restrooms, locker rooms, showers, janitor's closets in a clean, disinfected, and sanitized manner using cleaning agents and/or disinfectants that are pre-approved by the City. Restrooms shall be scrubbed using anti-bacterial/anti-fungal cleaner.

Walls, wall partitions, shower curtains, flooring, floor seams, cracks, grout, wainscoting, etc., and fixtures including sinks, toilets, urinals, water closets, lavatories, floor sinks, and mop sinks shall be washed/scrubbed with quality materials using techniques which will remove and prevent soil buildup, formation or encrustation, or stains, under lids, ledges, sills, or rims. All metal fixtures and hand grab rails will be cleaned. Tile grout shall be cleaned and scrubbed to maintain clean appearance. Toilet stall partitions and door locks will be inspected and cleaned daily on both sides of the panels. Special attention will be given to the countertops to ensure its cleanliness. Entry door and stall door frames will be cleaned, with special emphasis around the hinges.

The term "clean" as used here will mean that no dirt, dust, lint, stains, spots, grease, molds, or odors can be detected on areas including floors, walls, lockers, partitions, ledges, trim, doors, moldings, shower doors, shower mats and/or curtains or fixtures within the restroom, lockers, or showers.

2. Refill Dispensers for Paper Towels, Soap, Toilet Paper, and Toilet Seat Covers. Contractor shall refill all dispensers for paper towels, soap, toilet paper, and toilet seat covers using City-provided material. Contractor shall provide a minimum of a one (1) week notice to the Technical Representative or designee when supplies need to be replenished.

3. Clean Drinking Fountains/Water Dispensers/Ice Maker Machines. Contractor shall clean and sanitize drinking fountains/water dispensers/Ice Maker Machines to remove all spots, marks, and stains. For sanitation purposes, Contractor shall not use the same rags, sponges, cloths, etc. to clean and sanitize the drinking fountains/water dispensers/Ice Maker Machines as those that are used to clean other areas.

4. Clean Kitchen Area/Break Room including Microwave Ovens. Kitchen areas/break rooms shall be cleaned and sanitized including sinks, floor sinks, and countertops. All spots, marks, and stains shall be removed; tables and chairs shall be cleaned and straightened. Contractor shall clean microwave, interior and exterior, removing all food remains, splatters, spills, and smudges. Exterior of refrigerators (including the top) and toaster ovens (as applicable) shall be wiped clean by Janitorial staff.

5. Damp Mop and Disinfect All Hard Surface Flooring Areas. Contractor shall damp mop and disinfect vinyl, tile, linoleum, concrete and other types of floor covering excluding rubber, carpet, hardwood and sports flooring in all public and staff areas, to

include but not be limited to, hallways, lobbies, restrooms, locker rooms, showers, and kitchens, to remove all spots, stains, or spills as part of normal floor care.

While damp mopping, Contractor shall take special care to not leave streaks on the floor, or cause the accumulation of soil, lint or other material in the corners, edges, nooks, and baseboards. Water should be changed out frequently. Contractor must use clean mop water always.

6. Sweep/Dust Mop Floors. Contractor shall remove dirt on all non-carpeted flooring to include stairways, stairway landings and areas under chairs, tables, and desks by one (1) or more of the following. Special attention will be given to edges, nooks, and baseboards to prevent the accumulation of soil, lint, or other material.

6.1 Sweeping with a horsehair or similar type push broom

6.2 Using a dust mop

6.3 Using renewable commercial-type cleaning cloths

6.4 Using a heavy-duty vacuum cleaner with appropriate pick-up tool.

7. Vacuum Carpeted Floors and Rugs. Contractor shall thoroughly vacuum all carpets and rugs to remove dirt in all offices, cubicles, and throughout the building. Vacuum cleaning shall also include the removal of all spots, stains, or spills as part of normal floor care. Rugs and carpet runners are to be straightened and adjusted.

The vacuum cleaner must use filters that prevent dust from entering the air.

Special care shall be given to edges, nooks, and baseboards to prevent accumulation of soil, lint, or other material.

8. Routine Spot Clean Carpet. As needed, carpet is to be kept in a stain-free condition. The Technical Representative and the Contractor shall agree as to whether carpet shampooing/extraction supersedes spot cleaning.

Spot cleaning requires the removal of dirt, soil, debris, liquids, stains, or other foreign materials from carpeted areas which can be accomplished by cleaning only the immediately affected area where cleaning the whole area would not be necessary. Spot cleaning may be accomplished by any of the methods contained herein and as dictated by the circumstances of the soiling. Carpet spots shall consist of areas that are 12 square inches or less. Carpet spots shall be removed immediately with an approved carpet cleaning solution in such a manner, which will not leave rings or discoloration.

Standard: Spot cleaning shall remove completely any evidence of the soiling which necessitated the cleaning and return the finish of the area affected to its pre-soiled condition without evidence of occurrence or cleaning.

9. Pick-up Litter, Trash, and Garbage. Contractor shall pick-up and dispose of all litter, trash, garbage, and foreign discarded or abandoned objects found in the interior of the facility, exterior parking lots, patios, all entry ways, and walkways. Contractor shall

pick-up and dispose of trash from trash cans located at the entrance and exit doors. All trash will be placed in a designated City dumpster.

10. Empty and Clean all Wastebaskets, Trash Receptacles, and Ash Urns.

Contractor shall empty all wastebaskets, trash receptacles, ashtrays, butt cans, and sand urns inside facility and outside all lobby door entrances, patios and breeze ways. All receptacles shall be washed, as necessary, to maintain them in a stain-free and odor-free condition. Trash receptacles shall be lined with City-provided plastic trash bags. Contractor shall place all trash bags in a designated dumpster(s). The sand in sand urns shall be sifted quarterly or as needed.

11. Empty Recycle Containers and Bins. Contractor shall empty all recycling bins, including but not limited to desk-side, common area, entrance and exit doors, and patios, into the designated recycling dumpster(s), as required.

Cardboard boxes shall be broken down and flattened before placing in recycling bins or dumpsters. All recycling receptacles shall be washed, when needed and as directed by the Technical Representative or designee, to maintain them in a stain-free and odor-free condition.

12. Clean Glass, Mirrors, and Metal Handrails. Contractor, as needed, shall clean all interior glass including observation windows, display-type windows, display cases, glass doors and adjoining panes, interior partitions, desk glass, mirrors, and metal handrails will be washed and cleaned. Glass surfaces shall be left clean with no fingerprints, streaks, spots, or dirt film. Care shall be taken in cleaning any surfaces covered with solar film to avoid any damage to the film.

NTC Harbor Laboratory: Clean, as needed, all interior glass and windows, including twelve-foot front glass panels in lobby.

13. Clean Tables, Chairs, Countertops, and Dry Erase/Chalk Boards. Contractor shall wipe and clean tables, chairs, countertops, and dry erase/chalk boards, as needed, to remove fingerprints, streaks, spots, dirt film and/or writing in all conference rooms, and break rooms at each facility, and at Alvarado Employee Training & Development Center five (5) classrooms. No wax or oily polish shall be applied.

Weekly Tasks:

The following Weekly Tasks (Tasks No. 14 – 22) shall be performed once per week, unless otherwise expressly noted. Tasks specified under daily requirements shall be included in the weekly tasks.

14. Dust. Contractor shall dust in all offices, common and public areas, including but not limited to classrooms, service counters, waiting rooms, conference rooms, kitchens, and break rooms.

Contractor shall dust desks (*only when cleared of work material*), hutches, tables, chairs, file cabinets, shelving, countertops, lampshades, light fixtures, pictures, lockers, telephones, map frames, moldings, ledges, switches, door frames and jambs, windowsills, partitions, and any other surface that accumulates dust. Dusting of furniture will include chair legs,

a manner to maintain the facility in a dustless condition and free of surface spots, stains, or marks. Contractor shall not move or disturb any articles, documents, equipment, or papers, and shall only dust exposed areas.

All cobwebs shall be removed.

15. Vacuum and Clean Fabric Seat Cushions- Contractor shall vacuum seat cushions to remove all visible dirt. Special attention shall be given to prevent the accumulation of dirt, lint, or other foreign matter. Vacuum cleaning shall also include the removal of all spots, stains, or spills as part of normal care.

16. Floor Drains. Contractor shall maintain floor drains so that they do not smell. Contractor shall pour approximately one (1) cup of City approved disinfectant/enzyme cleaner down each restroom floor drain, as needed.

17. Clean Walls, Door Frames, Jambs, and Light Switches. As needed, Contractor shall clean, walls, doors, door frames/jambs, partitions, light switches, ledges, moldings, windowsills, wood and metal work, to remove dust, dirt, spots, stains, hand marks, and any other marks or scuffs.

18. Dust Air Diffusers, Grills, Vents, and Filter Houses. Contractor shall maintain the air diffusers, grills, and vents, including those located in restrooms to keep them clean and free of dust. These areas shall be wiped and cleaned with a damp cloth and/or vacuumed to remove dust, dirt, and debris. A ladder will be used where necessary.

19. Clean all Window Blinds. Contractor shall maintain the window blinds and shades to keep them free of dust, dirt, dead bugs, and dead bug spots. Contractor shall wipe them with a damp cloth or clean with the appropriate specialized hand tool.

20. Sweep Pedestrian Areas. Contractor shall sweep exterior sidewalks, pedestrian access walkways, stairs, stairwells, main entrance, and outside vestibules.

21. Clean Patios. Contractor shall sweep patios and stairs, wipe down tables, chairs and exterior handrails, and empty trash.

22. ELEVATORS ONLY - Vacuum and Clean. Contractor shall vacuum carpets and carpeted walls of each elevator, or if not carpeted, Contractor shall dust, sweep, and mop elevator floor and wipe down elevator walls to remove dirt, debris, and litter. Contractor shall wipe down and clean all handrails, doors (including outside and inside of doors when closed), and door tracks to leave them left clean and polished with no fingerprints, streaks, spots or spills. Refer to Facility Description, Attachment C for locations that have elevators.

Monthly Tasks:

The following Monthly Tasks (tasks no. 23 – 25) shall be performed once per month, unless otherwise expressly noted.

23. Buff Tile, Vinyl, and Hardwood Floors. Contractor shall buff tile, vinyl, and hardwood floors which shall include the application of high-grade wax, or other specified floor treatment. The application of wax or other specified floor treatment will be applied in a manner consistent with manufacturer's recommendations and/or instructions and applied with a high-speed buffer, if necessary (minimum 1500 RPM). Propane buffers are not to be used in any facility. Contractor shall post sufficient safety signs indicating slip hazards and or wet floor when buffing, damp mopping, scrubbing, stripping, and waxing.

Contractor shall pay special attention to and remove all scuff marks. Contractor is responsible for removing and replacing all furniture.

24. Machine Scrub Tile and Terrazzo Floors. Contractor shall machine scrub the tile and terrazzo floors.

25. Dust Exposed Ceiling Pipes. Contractor shall dust exposed ceiling pipes at all facilities listed in this Contract where applicable in offices, hallways, lobbies, and admin buildings.

Additional Tasks Requiring Written Pre-Authorization:

The following additional tasks (Tasks No. 26 – 28) shall be performed at each facility at the discretion of the City, as directed by the Technical Representative, or designee, and only after written pre-authorization. The City is not required to pay for additional tasks performed without written pre-authorization.

26. Strip, Wax, and Buff Tile, Vinyl/Tile and Ceramic Flooring. Work will be performed in the manner described and include removal (stripping) of accumulated traffic stains and old wax. This work is to be accomplished by thoroughly scrubbing with a machine floor scrubber using steel wool pads, basin brush or pads similar or equal to 3-M pads. Completely pick up cleaning water and follow with clear water rinse. Floor treatment shall be applied per manufacturer's instructions and buffed with a high-speed buffer (minimum 1500 RPM). Propane buffers are not to be used in any facility. Contractor shall post sufficient safety signs indicating slip hazards and or wet floor when buffing, damp mopping, scrubbing, stripping, and waxing.

Contractor shall pay special attention to and remove all scuff marks. Contractor is responsible for removing and replacing all furniture.

27. Clean Carpets. Wet/steam clean carpets to remove all dirt, spots, and stains. The carpet cleaning machinery shall be industrial grade carpet cleaning machines to include use of a bonnet and extractor machine.

28. Concrete Floor. Strip and apply concrete cleaner.

K. SERVICE HOURS AND FACILITIES TO BE MAINTAINED. Complete janitorial maintenance service shall be completed at each facility between the "Hours of Service" listed in the tables on the following pages (17-25).

The hours of service may be changed by the Technical Representative, or designee. All Contractor requests for schedules of work changes must be submitted in writing and authorized by the Technical Representative or designee. Failure to do so may result in nonpayment of services performed. All monthly tasks must be completed by the 15th of the month.

Group / Schedule	Facility Location	Hours of Service	Site Designee
Group 1 Schedule A	NTC Harbor Lab, 2392 Kincaid Road, San Diego, CA 92101	Monday-Friday 7:00 am - 3:30 pm	David Magpali Telephone: (619) 758-2306 Email: DMagpali@sandiego.gov
Group 1 Schedule B	Alvarado WTP 5540 Kiowa Drive La Mesa, CA 91942	Monday-Friday 7:00 am - 3:30 pm One (1) full-time janitor On-site shared between Alvarado WTP and Electrical and IC&T buildings.	Michael Simpson Telephone: (619) 668-2773 Email: MSimpson@sandiego.gov.
Group 1 Schedule C	Alvarado Joint Lab Building No. 1003 5530 Kiowa Drive La Mesa, CA 91942	Monday-Friday 7:00 am - 3:30 pm	David Magpali Telephone: (619) 758-2306 Email: Dmmagpali@sandiego.gov
Group 1 Schedule D	Employee Training and Development Center at Alvarado 5510 Kiowa Drive La Mesa, CA 91942	Monday-Friday 7:00 am - 3:30 pm Due to training schedules, the start time may be moved to 6:00 am by the Technical Representative or designee. One (1) Full-time janitor on-site shared between ETDC, SCADA Trailer and IWCP Trailer	Emily Cimino Telephone: (619)-668-2087 Email: Ecimino@sandiego.gov
Group 1 Schedule E	Electrical and IC&T Building at Alvarado 5530 Kiowa Drive La Mesa, CA 91942	Monday-Friday 7:00 am - 3:30 pm One (1) full-time janitor On-site shared between Alvarado WTP and Electrical and IC&T buildings.	Bernardino Labiano Cell: (619) 871-2519 Office: (619) 668-2796 Email: BLabiano@sandiego.gov
Group 1 Schedule F	SCADA Trailers at Alvarado WTP 5540 Kiowa Drive La Mesa, CA 91942	Tuesday and Thursday 7:00 am - 3:30 pm One (1) Full-time janitor on- site shared between ETDC, SCADA Trailer and IWCP Trailer	Shelly Cartwright Telephone: (619)952-7449 Email: sfwhite@sandiego.gov

Group / Schedule	Facility Location	Hours of Service	Site Designee
Group 1 Schedule G	IWCP Trailer at Alvarado WTP 5540 Kiowa Drive La Mesa, CA 91942	Monday-Friday 7:00 am - 3:30 pm One (1) Full-time janitor on-site shared between ETDC, SCADA Trailer and IWCP Trailer	Josh Rambo Telephone: (619)668-3297 Email: jrambo@sandiego.gov
Group 1 Schedule H	Point Loma Wastewater Treatment Plant (PLWWTP) 1902 Gatchell Rd. San Diego, CA 92106	There shall be one full time daytime janitor, and one part time assigned to this site Monday through Friday from 6:00 am to 2:30 pm.	David Magpali Telephone: (619) 758-2306 Email: DMagpali@sandiego.gov
Group 1 Schedule I	Pump Station 1 (PS1) 3550 Harbor Dr. San Diego, CA 92101 And Pump Station 2 (PS2) 4077 North Harbor Drive San Diego, CA 92101	In addition, there shall be one (1) daytime janitor assigned to these sites, five (5) days a week, Monday through Friday from 6:00 am to 2:30 a.m. The daytime janitor will start work each day at Pump Station #2 and will remain there until all work is completed; the daytime janitor will then go to Pump Station #1 to work as time permits in that day's work schedule; unless otherwise directed by the Technical Representative.	David Magpali Telephone: (619) 758-2306 Email: DMagpali@sandiego.gov

Group / Schedule	Facility Location	Hours of Service	Site Designee
Group 1 Schedule J	Grove Avenue Pump Station (GAPS) 2484 Grove Avenue San Diego, CA 92154	Janitorial service shall be completed one (1) day every two (2) weeks on Tuesday, between 6:00 am to 11:00 am. Janitor must complete tasks between the aforementioned hours.	David Magpali Telephone: (619) 758-2306 Email: DMagpali@sandiego.gov
Group 1 Schedule J	South Bay Wastewater Reclamation Plant 2411 Dairy Mart Rd. San Diego, CA 92154	There shall be one (1) daytime janitor assigned to this site Monday through Friday from 6:00 am to 2:30 p.m.	David Magpali Telephone: (619) 758-2306 Email: DMagpali@sandiego.gov

Group / Schedule	Facility Location	Hours of Service	Site Designee
Group 2 Schedule A	MOC 1 9150 Topaz Way San Diego, CA 92123-1119	Monday – Friday Nighttime janitorial services shall be completed five (5) days a week from 5:00 pm – Midnight. In addition, there shall be one (1) daytime janitor assigned to this site Monday through Friday from 6:00 am – 3:00 pm. This daytime janitor will be shared between MOC 1, 2, 3, 6, and 9.	Federico Guerra Cell: (858) 654-4289 Email: fguerra@sandiego.gov
Group 2 Schedule B	MOC 2 9192 Topaz Way San Diego, CA 92123-1119	Monday – Friday Nighttime janitorial services shall be completed five (5) days a week from 5:00 pm – Midnight. In addition, there shall be one (1) daytime janitor assigned to this site Monday through Friday from 6:00 am – 3:00 pm. This daytime janitor will be shared between MOC 1, 2, 3, 6, and 9.	Federico Guerra Cell: (858) 654-4289 Email: fguerra@sandiego.gov
Group 2 Schedule C	MOC 3 9191 Kearny Villa Court San Diego, CA 92123-1107	Monday – Friday Nighttime janitorial services shall be completed five (5) days a week from 5:00 pm – Midnight. In addition, there shall be one (1) daytime janitor assigned to this site Monday through Friday from 6:00 am – 3:00 pm. This daytime janitor will be shared between MOC 1, 2, 3, 6, and 9.	Federico Guerra Cell: (858) 654-4289 Email: fguerra@sandiego.gov

Group / Schedule	Facility Location	Hours of Service	Site Designee
Group 2 Schedule D	MOC 6 5571 Kearny Villa Road San Diego, CA 92123-1107	Monday – Friday Nighttime janitorial services shall be completed five (5) days a week from 5:00 pm – Midnight. In addition, there shall be one (1) daytime janitor assigned to this site Monday through Friday from 6:00 am – 3:00 pm. This daytime janitor will be shared between MOC 1, 2, 3, 6, and 9.	Federico Guerra Cell: (858) 654-4289 Email: fguerra@sandiego.gov
Group 2 Schedule E	MOC 9 5655 Kearny Villa Rd. San Diego, CA 92123-1123	Monday – Friday Nighttime janitorial services shall be completed five (5) days a week from 5:00 pm – Midnight. In addition, there shall be one (1) daytime janitor assigned to this site Monday through Friday from 6:00 am – 3:00 pm. This daytime janitor will be shared between MOC 1, 2, 3, 6, and 9.	Federico Guerra Cell: (858) 654-4289 Email: fguerra@sandiego.gov

Group / Schedule	Facility Location	Hours of Service	Site Designee
Group 2 Schedule F	Metropolitan Biosolids Center (MBC) 5240 Convoy Street San Diego, CA 92111	Monday - Friday Nighttime janitorial services shall be completed five (5) days a week from 2:00 pm - Midnight. In addition, there shall be one (1) daytime janitor assigned to this site Monday through Friday from 6:00 am - 3:00 pm. This daytime janitor will only work within this site.	Federico Guerra Cell: (858) 654-4289 Email: fguerra@sandiego.gov

Group / Schedule	Facility Location	Hours of Service	Site Designee
Group 2 Schedule G	North City Water Reclamation Plant (NCWRP) 4949 Eastgate Mall Road San Diego, CA 92121	Monday – Friday Nighttime janitorial services shall be completed five (5) days a week from 2:00 pm – Midnight. In addition, there shall be one (1) daytime janitor assigned to this site Monday through Friday from 6:00 am – 3:00 pm. This daytime janitor will only work at this site.	Federico Guerra Cell: (858) 654-4289 Email: fguerra@sandiego.gov
Group 2 Schedule G	North City Pure Water Facility (NCPWF) 4949 Eastgate Mall Road San Diego, CA 92121	Monday – Friday Nighttime janitorial services shall be completed five (5) days a week from 2:00 pm – Midnight. In addition, there shall be one (1) daytime janitor assigned to this site Monday through Friday from 6:00 am – 3:00 pm. This daytime janitor will only work at this site.	John Carroll Cell: (858) 526-2021 Email: Jccarroll@sandiego.gov
Group 2 Schedule H	Penasquitos Pump Station 10150 Cara Way San Diego, CA 92131	Janitorial service shall be completed one (1) day a week on Thursday, between 6:00 am to 11:00 am Janitor must complete tasks between the aforementioned hours.	Federico Guerra Cell: (858) 654-4289 Email: fguerra@sandiego.gov

Group / Schedule	Facility Location	Hours of Service	Site Designee
Group 2 Schedule I	Pump Station 64 (PS64) Building #10253 10749 Roselle St. San Diego, CA 92121	Janitorial Service shall be completed by one (1) janitor five (5) days a week, Monday thru Friday from 6:00 am to 11:00 am.	Federico Guerra Cell: (858) 654-4289 Email: fguerra@sandiego.gov
Group 2 Schedule J	Pump Station 65 (PS65) Building #010216 12112 Sorrento Valley Rd. San Diego, CA. 92121	Janitorial Service shall be completed by one (1) janitor five (5) days a week, Monday thru Friday from 6:00 am to 11:00 am.	Federico Guerra Cell: (858) 654-4289 Email: fguerra@sandiego.gov
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Group / Schedule	Facility Location	Hours of Service	Site Designee
Group 3 Schedule A	Miramar WTP 10730 Scripps Lake Drive San Diego, CA 92131	Monday, Wednesday, Friday 7:00 am – 3:30 pm	Thomas Watson Telephone: (858) 635-7304; Email: RHopson@sandiego.gov
Group 3 Schedule B	Otay WTP 1500 Wueste Road Chula Vista, CA 91915	Monday, Wednesday, Friday 7:00 am – 3:30 pm	Jeff Cekander Telephone: (619) 424-0462; Email: JCekander@sandiego.gov
Group 3 Schedule C	San Vicente Water Operations Yard 12375 Moreno Ave Lakeside, CA 92040	Monday, Wednesday, Friday 7:00 am – 3:30 pm	Bryan Norris Telephone: (619) 668-2014 Email: BNorris@sandiego.gov
Group 3 Schedule D	Chollas Water Operations Yard 2797 Caminito Chollas San Diego, CA 92105	Janitorial Service shall be completed by two (2) janitors five (5) days a week, Monday thru Friday from 6:00 am to 2:30 pm.	Lorne Hampton Telephone: (619) 5275406 Email: Lhampton@sandiego.gov

L. CITY OBSERVED HOLIDAYS. Janitorial maintenance service shall not be performed on City observed holidays at any of the facilities listed in this RFP. The Contractor only receives compensation for the days that they perform service at the locations specified in this RFP.

There are eleven (11) City observed holidays.

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Presidents' Day
4. Cesar Chavez Day
5. Memorial Day
6. Juneteenth Day
7. Independence Day
8. Labor Day
9. Veterans' Day
10. Thanksgiving Day
11. Christmas Day

M. CALL BACK SERVICES (MUST BE PRE-AUTHORIZED). The Contractor shall provide call back services, twenty-four (24) hours a day, seven (7) days a week, which are defined as emergency clean-up service, which may include but not be limited to fecal matter, urine, vomit, and other body fluids in or just outside of the facilities. These services will be required to be performed on an emergency basis, within four (4) hours of notification of the Contractor by the City, shall be in accordance with the Pricing Pages of this solicitation and listed separately on acceptable invoices to the City. No travel time shall be charged.

N. CALL BACK AND ADDITIONAL SERVICES (MUST BE PRE-AUTHORIZED). The City shall have the right to require on an as-needed basis that Contractor provide Call Back and Additional Janitorial services necessary or appropriate to fulfill the goals of this Contract (Call Back and Additional Services). No Call Back and Additional Services shall be performed without specific written authorization and instructions from the Technical Representative or designee. Any Call Back or Additional Services performed without written authorization shall be considered unauthorized and shall not obligate the City to pay for such services. Call Back and Additional Services shall be in accordance with the Pricing Pages of this solicitation, listed separately on acceptable invoices to the City with a copy of the written authorization attached. No travel time shall be charged.

Proposers shall provide, as an attachment to the Pricing Page(s) their pricing for Call Back and Additional Services within the scope of work as outlined in this RFP and as detailed in proposer's response. Proposer response to Call Back and Additional Janitorial Services shall not be considered in the evaluation for award.

O. SQUARE FOOTAGES LISTED. All square footages provided for each site location are approximate. Each Proposer is responsible for verifying actual square footage.

P. PAYMENTS WITHHELD. The City may withhold payment for services not performed and for unsatisfactory or substandard work not corrected to the satisfaction of the Technical Representative or designee within the time specified. Such deductions shall not prevent the City from terminating the Contract in accordance with Section 4.3 (City's Right to Terminate for Default) of the General Contract Terms and Provisions (Exhibit C).

Q. CONTRACT MODIFICATIONS. At any time during the Contract, the City reserves the right to increase or decrease task frequencies for sites to be maintained under the provisions of this Contract at the one-time cost for the specified task(s) that is in effect at the time of such election. The City also reserves the right to add or delete sites as it deems necessary, and to modify tasks as required.

The Contract specifications and scope of work may only be modified by the Purchasing Agent and shall be confirmed in writing prior to implementation. Any Contract modifications which are not approved by the Purchasing Agent will be considered unauthorized and shall not obligate the City to pay for said services.

R. SUBCONTRACTORS. If Contractor proposes any subcontractors to be used in the performance of the services under this Contract, Contractor shall provide a detailed description of the scope of work to be performed by subcontractors and list all City facilities/treatment plants where subcontractors will be assigned to perform work. Contractor shall provide this information on the Contractor Standards Pledge of Compliance Form on page 9, paragraph K, "Statement of Subcontractors & Suppliers", and on page 12, Attachment A (to be used for additional space, if needed).

If awarded the Contract with no subcontractor listed at the time of the award, the Contractor shall not subcontract any portion of this Contract to any party without pre-authorized written approval from the City. San Diego Municipal Code Section 22.4210(c), part of the City's Living Wage Ordinance, requires the Contractor to use its own employees to perform at least 50 percent of the work described in the Contract.

Subcontractors must comply with all contractual requirements including but not limited to background checks, uniforms, and badges. If Contractor uses subcontractors that have not been authorized by the City, the City has the option, in its sole discretion, to terminate the Contract.

S. NON-INTERFERENCE WITH CITY OPERATIONS. Employees and agents of Contractor shall, while on the premises of the City, comply with all City rules and regulations. Contractor shall acquaint itself with conditions at the work site so as not to interfere with City operations. Contractor shall not stop, delay, or interfere with City work schedule(s) or operations without the prior approval of the Technical Representative or designee. Contractor shall be entirely responsible for working in harmony with all others on the work site (i.e., City staff and Contractor's staff) when Contractor is working on City premises.

T. COOPERATION AND TRANSITION. Contractor shall cooperate with the City and any incumbent contractor at the expiration of any previous contract for the services described in this RFP to accomplish a smooth phase-out and transition of responsibilities and services, if applicable.

U. DISPLACED JANITOR OPPORTUNITY ACT AND SERVICE WORKERS RETENTION ORDINANCE.

The Displaced Janitor Opportunity Act dated December 6, 2001, Chapter 4.5 (commencing with Section 1060) of Part 3 of Division 2 of the Labor Code, and the City's Service Worker Retention Ordinance (San Diego Municipal Code Article 2, Division 28), are incorporated as part of this proposal and any resulting contract by reference. The Displaced Janitor Opportunity Act is attached herein as Exhibit E. By signing and/or authorizing this proposal submittal the Proposer acknowledges that it is subject to and has read and understood the meaning, intent, and requirements of the Displaced Janitor Opportunity Act and Service Worker Retention Ordinance.

V. DEPARTMENT OF INDUSTRIAL RELATIONS PROPERTY SERVICE WORKERS PROTECTION (PSWPA) ACT, AND (DIR) REGISTRATION NUMBER

Pursuant to Sections 1420 through 1434 of the California Labor Code, the Proposer and all Proposer subcontractors with one or more employees and one or more janitorial workers operating in California shall register with the State of California Department of Industrial Relations (DIR). Requirements include but are not limited to contractor registration, maintaining accurate records, sexual harassment training, and civil penalties of \$100 for each calendar day for non-compliance (not to exceed \$10,000).

Failure to comply with registration requirements shall be cause to reject the proposer's submittal as non-responsive.

	Registration No.	Expiration Date	Name
Janitorial DIR Registration No.	JS-LR-1000898987	5/19/2026	NMS Management, Inc.
Subcontractor DIR Registration No.			
Subcontractor DIR Registration No.			

W. PERFORMANCE BOND. The Contractor will be required to furnish the City of San Diego with an annual surety bond executed by a surety company authorized to do business in the State of California, and approved by the City of San Diego, in a sum equal to **25%** of the Contract amount, conditional for the performance of the Contract. Using Exhibit F, the performance bond must be submitted to Purchasing & Contracting within ten days of request. Failure to provide the bond within the time frame specified by the City will be cause for the bid to be rejected as non-responsive. The bond must be maintained by the Bidder in full force and effect during the entire period of performance under Contract. Failure to do so will be cause for termination of the Contract.

X. ADDITIONAL INSURANCE. Contractor shall not begin any performance under the contract until it has provided the City with evidence of the following insurance coverage, in addition to the coverage required under Section 7.2 of the General Contract Terms and Provisions, revised November 8, 2016.

Crime Insurance, including Employee Dishonest/Fidelity coverage, for a minimum of twenty-five thousand dollars (\$25,000.00) per employee or one hundred thousand dollars (\$100,000.00) blanket limit. This coverage protects the Contractor against loss by the theft or mysterious disappearance of property by any of Contractor's employees or third parties while said property is in the care, custody, or control of the Contractor resulting directly or indirectly from the performance or execution of the Contract or subcontract thereunder.

Y. TECHNICAL REPRESENTATIVE. The Technical Representative for this Contract is identified in the notice of award and is responsible for overseeing and monitoring this Contract.

Z. POST AWARD KICK-OFF MEETING.

Contractor shall be required to attend a post award kick-off meeting within ten (10) calendar days after award of contract to be scheduled by the Technical Representative or designee. The Technical Representative or designee shall communicate the date, time, location, and agenda for this meeting to proposer.

AA. PRICING.

It is the City's intent to award this RFP to a single Proposer. The Pricing Pages are to be completed in full and shall be incorporated herein. Failure to submit complete Pricing Pages shall be cause for the proposal submittal to be deemed non-responsive. Proposers must submit their proposal for pricing on the Pricing Pages attached to PlanetBids as an Excel spreadsheet (only the City's Pricing Pages will be accepted). Using the Pricing Pages will help ensure consistency in the price evaluation process. Any deviations from the Pricing Pages may be considered non-responsive and unacceptable. "N/A" should be used for any areas of the Pricing Pages that are not applicable. Blanks on the Pricing Pages will be interpreted as zero dollars (\$0), and no price will be allowed.

The prices stated on the Pricing Pages shall be submitted as a flat rate for performance of all specifications in this RFP; fully burdened, firm fixed price, and shall include the complete service and/or material, and be inclusive of any and all related charges and costs, including, but not limited to labor (in accordance with the City of San Diego's Living Wage Ordinance), cleaning materials/supplies (as specified), equipment, travel, transportation, training, overhead, administrative costs, profit, etc. The City shall evaluate pricing for this RFP solely based upon proposers submitted flat rate, as specified in the Pricing Pages below.

Unit prices shall be based on the unit of measure (u/m) as specified on the Pricing Pages. Any changes to the unit of measure made by the Proposer may be cause for the proposal to be rejected as non-responsive.

ATTACHMENT A

JANITOR'S DAILY TASKS (FULL SERVICE) CLEANING CHECKLIST

Facility: _____

Date Done: _____

Circle the Day of Service:

	JANITOR Initial and date each task when completed	CITY INSPECTOR Completed Satisfactorily	
	M T W TH F SA SU	YES	NO
As specified, Exhibit B, Paragraph I, Statement of Tasks and Cleaning Standards:			
1. Clean Restrooms, Locker Rooms, Showers, and Janitor Closets			
2. Refill Dispensers for Paper Towels, Soap, Toilet Paper, and Toilet Seat Covers			
3. Clean Drinking Fountains/Water Dispensers/Ice Maker Machines			
4. Clean Kitchen Area/Break Room including Microwave Ovens			
5. Damp Mop & Disinfect All Hard Surface Flooring Areas			
6. Sweep/Dust Mop Floors			
7. Vacuum Carpeted Floors and Rugs			
8. Routine Spot Clean Carpet			
9. Pick-up Litter, Trash, and Garbage			
10. Empty and Clean All Wastebaskets, Trash Receptacles, and Ash Urns			
11. Empty Recycle Containers and Bins			
12. Clean Glass, Mirrors, and Metal Handrails <i>NOTE: At NTC Harbor Lab: Includes cleaning 12 foot front glass panels in lobby.</i>			
13. Clean Tables, Chairs, Countertops, and Dry Erase/Chalk Boards			

Date and Time Contractor notified of discrepancies: _____

Response Time (if emergency): _____

Date discrepancies satisfied: _____

Contractor's Supervisor: _____ Date: _____

Inspection conducted by: _____ Date: _____

LEGEND:

M = Monday T = Tuesday W = Wednesday TH = Thursday
 F = Friday SA = Saturday SU = Sunday

ATTACHMENT A (cont.)

JANITOR'S WEEKLY TASKS CLEANING CHECKLIST

Facility: _____

Date Done: _____

Circle the Day of Service:

	JANITOR Initial and date each task when completed	CITY INSPECTOR Completed Satisfactorily	
	M T W TH F SA SU	YES	NO
As specified, Exhibit B, Paragraph I, Statement of Tasks and Cleaning Standards:			
14. Dust			
15. Vacuum and Clean Fabric Seat Cushions			
16. Floor Drains (As needed using approximate 1 cup of City approved disinfectant/enzyme cleaner to prevent smell)			
17. Clean Walls, Door Frames, Jambs, and Light Switches			
18. Dust Air Diffusers, Grills, Vents, and Filter Houses			
19. Clean all Window Blinds			
20. Sweep Pedestrian Areas			
21. Clean Patios			
22. <i>ELEVATORS ONLY</i> – Vacuum and Clean			

Date and Time Contractor notified of discrepancies: _____

Response Time (if emergency): _____

Date discrepancies satisfied: _____

Contractor's Supervisor: _____ Date: _____

Inspection conducted by: _____ Date: _____

LEGEND: M = Monday T = Tuesday W = Wednesday
 TH = Thursday F = Friday SA = Saturday SU = Sunday

ATTACHMENT A (cont.)

JANITOR'S QUARTERLY AND OPTIONAL DISCRETIONARY TASKS (REQUIRING WRITTEN PRE-AUTHORIZATION) CLEANING CHECKLIST

Facility: _____

Date Done: _____

Circle the Day of Service:

	JANITOR Initial and date each task when completed	CITY INSPECTOR Completed Satisfactorily	
	M T W TH F SA SU	YES	NO
As specified, Exhibit B, Paragraph I, Statement of Tasks and Cleaning Standards:			
QUARTERLY SERVICE			
23. Buff Tile, Vinyl, and Hardwood Floors			
24. Machine Scrub Tile and Terrazzo Floors			
25. Dust Exposed Ceiling Pipes			
OPTIONAL DISCRETIONARY TASKS REQUIRING WRITTEN PRE-AUTHORIZATION			
Date Done: _____ Circle the Day of Service:	M T W TH F SA SU	YES	NO
26. Strip, Wax, and Buff Tile, Vinyl/Tile, and Ceramic Flooring			
27. Clean Carpets			
28. Concrete Floors (Strip and apply concrete cleaner)			

Date and Time Contractor notified of discrepancies: _____

Response Time (if emergency): _____

Date discrepancies satisfied: _____

Contractor's Supervisor: _____ Date: _____

Inspection conducted by: _____ Date: _____

LEGEND: M = Monday T = Tuesday W = Wednesday
 TH = Thursday F = Friday SA = Saturday SU = Sunday

RFP No.

ATTACHMENT B

TRAINING CERTIFICATION FOR JANITORIAL PERSONNEL

Company's Name: _____

I certify that the employees named below have received the following training and have been provided the necessary safety equipment.

TRAINING	YES	NO	DATE
Material Safety Data Sheet (MSDS) Training			
Blood Born Pathogen Training			
Personal Protective Equipment Training			
Injury/Illness Program Training			
Employee(s) has/have been trained in safety and emergency procedures			
Employee(s) has/have been trained in the proper use of green cleaning techniques and products.			
Employee(s) has/have been furnished with appropriate uniform			

Employee Name

Facility Assigned

Signature [*Authorized Company Representative*]

Date

Printed Name

Title

EXHIBIT C



THE CITY OF SAN DIEGO

GENERAL CONTRACT TERMS AND PROVISIONS

APPLICABLE TO GOODS, SERVICES, AND CONSULTANT CONTRACTS

ARTICLE I
SCOPE AND TERM OF CONTRACT

1.1 Scope of Contract. The scope of contract between the City and a provider of goods and/or services (Contractor) is described in the Contract Documents. The Contract Documents are comprised of the Request for Proposal, Invitation to Bid, or other solicitation document (Solicitation); the successful bid or proposal; the letter awarding the contract to Contractor; the City's written acceptance of exceptions or clarifications to the Solicitation, if any; and these General Contract Terms and Provisions.

1.2 Effective Date. A contract between the City and Contractor (Contract) is effective on the last date that the contract is signed by the parties and approved by the City Attorney in accordance with Charter section 40. Unless otherwise terminated, this Contract is effective until it is completed or as otherwise agreed upon in writing by the parties, whichever is the earliest. A Contract term cannot exceed five (5) years unless approved by the City Council by ordinance.

1.3 Contract Extension. The City may, in its sole discretion, unilaterally exercise an option to extend the Contract as described in the Contract Documents. In addition, the City may, in its sole discretion, unilaterally extend the Contract on a month-to-month basis following contract expiration if authorized under Charter section 99 and the Contract Documents. Contractor shall not increase its pricing in excess of the percentage increase described in the Contract.

ARTICLE II
CONTRACT ADMINISTRATOR

2.1 Contract Administrator. The Purchasing Agent or designee is the Contract Administrator for purposes of this Contract, and has the responsibilities described in this Contract, in the San Diego Charter, and in Chapter 2, Article 2, Divisions 5, 30, and 32.

2.1.1 Contractor Performance Evaluations. The Contract Administrator will evaluate Contractor's performance as often as the Contract Administrator deems necessary throughout the term of the contract. This evaluation will be based on criteria including the quality of goods or services, the timeliness of performance, and adherence to applicable laws, including prevailing wage and living wage. City will provide Contractors who receive an unsatisfactory rating with a copy of the evaluation and an opportunity to respond. City may consider final evaluations, including Contractor's response, in evaluating future proposals and bids for contract award.

2.2 Notices. Unless otherwise specified, in all cases where written notice is required under this Contract, service shall be deemed sufficient if the notice is personally delivered or deposited in the United States mail, with first class postage paid, attention to the Purchasing Agent. Proper notice is effective on the date of personal delivery or five (5) days after deposit in a United States postal mailbox unless provided otherwise in the Contract. Notices to the City shall be sent to:

Purchasing Agent
City of San Diego, Purchasing and Contracting Division
1200 3rd Avenue, Suite 200
San Diego, CA 92101-4195

ARTICLE III COMPENSATION

3.1 Manner of Payment. Contractor will be paid monthly, in arrears, for goods and/or services provided in accordance with the terms and provisions specified in the Contract.

3.2 Invoices.

3.2.1 Invoice Detail. Contractor's invoice must be on Contractor's stationary with Contractor's name, address, and remittance address if different. Contractor's invoice must have a date, an invoice number, a purchase order number, a description of the goods or services provided, and an amount due.

3.2.2 Service Contracts. Contractor must submit invoices for services to City by the 10th of the month following the month in which Contractor provided services. Invoices must include the address of the location where services were performed and the dates in which services were provided.

3.2.3 Goods Contracts. Contractor must submit invoices for goods to City within seven days of the shipment. Invoices must describe the goods provided.

3.2.4 Parts Contracts. Contractor must submit invoices for parts to City within seven calendar (7) days of the date the parts are shipped. Invoices must include the manufacturer of the part, manufacturer's published list price, percentage discount applied in accordance with Pricing Page(s), the net price to City, and an item description, quantity, and extension.

3.2.5 Extraordinary Work. City will not pay Contractor for extraordinary work unless Contractor receives prior written authorization from the Contract Administrator. Failure to do so will result in payment being withheld for services. If approved, Contractor will include an invoice that describes the work performed and the location where the work was performed, and a copy of the Contract Administrator's written authorization.

3.2.6 Reporting Requirements. Contractor must submit the following reports using the City's web-based contract compliance portal. Incomplete and/or delinquent reports may cause payment delays, non-payment of invoice, or both. For questions, please view the City's online tutorials on how to utilize the City's web-based contract compliance portal.

3.2.6.1 Monthly Employment Utilization Reports. Contractor and Contractor's subcontractors and suppliers must submit Monthly Employment Utilization Reports by the fifth (5th) day of the subsequent month.

3.2.6.2 Monthly Invoicing and Payments. Contractor and Contractor's subcontractors and suppliers must submit Monthly Invoicing and Payment Reports by the fifth (5th) day of the subsequent month.

3.3 Annual Appropriation of Funds. Contractor acknowledges that the Contract term may extend over multiple City fiscal years, and that work and compensation under this Contract is contingent on the City Council appropriating funding for and authorizing such work and compensation for those fiscal years. This Contract may be terminated at the end of the fiscal year for which sufficient funding is not appropriated and authorized. City is not obligated to pay Contractor for any amounts not duly appropriated and authorized by City Council.

3.4 Price Adjustments. Based on Contractor's written request and justification, the City may approve an increase in unit prices on Contractor's pricing pages consistent with the amount requested in the justification in an amount not to exceed the increase in the Consumer Price Index, San Diego Area, for All Urban Customers (CPI-U) as published by the Bureau of Labor Statistics, or 5.0%, whichever is less, during the preceding one year term. If the CPI-U is a negative number, then the unit prices shall not be adjusted for that option year (the unit prices will not be decreased). A negative CPI-U shall be counted against any subsequent increases in the CPI-U when calculating the unit prices for later option years. Contractor must provide such written request and justification no less than sixty days before the date in which City may exercise the option to renew the contract, or sixty days before the anniversary date of the Contract. Justification in support of the written request must include a description of the basis for the adjustment, the proposed effective date and reasons for said date, and the amount of the adjustment requested with documentation to support the requested change (e.g. CPI-U or 5.0%, whichever is less). City's approval of this request must be in writing.

ARTICLE IV SUSPENSION AND TERMINATION

4.1 City's Right to Suspend for Convenience. City may suspend all or any portion of Contractor's performance under this Contract at its sole option and for its convenience for a reasonable period of time not to exceed six (6) months. City must first give ten (10) days' written notice to Contractor of such suspension. City will pay to Contractor a sum equivalent to the reasonable value of the goods and/or services satisfactorily provided up to the date of suspension. City may rescind the suspension prior to or at six (6) months by providing Contractor with written notice of the rescission, at which time Contractor would be required to resume performance in compliance with the terms and provisions of this Contract. Contractor will be entitled to an extension of time to complete performance under the Contract equal to the length of the suspension unless otherwise agreed to in writing by the Parties.

4.2 City's Right to Terminate for Convenience. City may, at its sole option and for its convenience, terminate all or any portion of this Contract by giving thirty (30) days' written notice of such termination to Contractor. The termination of the Contract shall be effective upon receipt of the notice by Contractor. After termination of all or any portion of the Contract, Contractor shall: (1) immediately discontinue all affected performance (unless the notice directs otherwise); and (2) complete any and all additional work necessary for the orderly filing of

documents and closing of Contractor's affected performance under the Contract. After filing of documents and completion of performance, Contractor shall deliver to City all data, drawings, specifications, reports, estimates, summaries, and such other information and materials created or received by Contractor in performing this Contract, whether completed or in process. By accepting payment for completion, filing, and delivering documents as called for in this section, Contractor discharges City of all of City's payment obligations and liabilities under this Contract with regard to the affected performance.

4.3 City's Right to Terminate for Default. Contractor's failure to satisfactorily perform any obligation required by this Contract constitutes a default. Examples of default include a determination by City that Contractor has: (1) failed to deliver goods and/or perform the services of the required quality or within the time specified; (2) failed to perform any of the obligations of this Contract; and (3) failed to make sufficient progress in performance which may jeopardize full performance.

4.3.1 If Contractor fails to satisfactorily cure a default within ten (10) calendar days of receiving written notice from City specifying the nature of the default, City may immediately cancel and/or terminate this Contract, and terminate each and every right of Contractor, and any person claiming any rights by or through Contractor under this Contract.

4.3.2 If City terminates this Contract, in whole or in part, City may procure, upon such terms and in such manner as the Purchasing Agent may deem appropriate, equivalent goods or services and Contractor shall be liable to City for any excess costs. Contractor shall also continue performance to the extent not terminated.

4.4 Termination for Bankruptcy or Assignment for the Benefit of Creditors. If Contractor files a voluntary petition in bankruptcy, is adjudicated bankrupt, or makes a general assignment for the benefit of creditors, the City may at its option and without further notice to, or demand upon Contractor, terminate this Contract, and terminate each and every right of Contractor, and any person claiming rights by and through Contractor under this Contract.

4.5 Contractor's Right to Payment Following Contract Termination.

4.5.1 Termination for Convenience. If the termination is for the convenience of City an equitable adjustment in the Contract price shall be made. No amount shall be allowed for anticipated profit on unperformed services, and no amount shall be paid for an as needed contract beyond the Contract termination date.

4.5.2 Termination for Default. If, after City gives notice of termination for failure to fulfill Contract obligations to Contractor, it is determined that Contractor had not so failed, the termination shall be deemed to have been effected for the convenience of City. In such event, adjustment in the Contract price shall be made as provided in Section 4.3.2. City's rights and remedies are in addition to any other rights and remedies provided by law or under this Contract.

4.6 Remedies Cumulative. City's remedies are cumulative and are not intended to be exclusive of any other remedies or means of redress to which City may be lawfully entitled in case of any breach or threatened breach of any provision of this Contract.

ARTICLE V ADDITIONAL CONTRACTOR OBLIGATIONS

5.1 Inspection and Acceptance. The City will inspect and accept goods provided under this Contract at the shipment destination unless specified otherwise. Inspection will be made and acceptance will be determined by the City department shown in the shipping address of the Purchase Order or other duly authorized representative of City.

5.2 Responsibility for Lost or Damaged Shipments. Contractor bears the risk of loss or damage to goods prior to the time of their receipt and acceptance by City. City has no obligation to accept damaged shipments and reserves the right to return damaged goods, at Contractor's sole expense, even if the damage was not apparent or discovered until after receipt.

5.3 Responsibility for Damages. Contractor is responsible for all damage that occurs as a result of Contractor's fault or negligence or that of its' employees, agents, or representatives in connection with the performance of this Contract. Contractor shall immediately report any such damage to people and/or property to the Contract Administrator.

5.4 Delivery. Delivery shall be made on the delivery day specified in the Contract Documents. The City, in its sole discretion, may extend the time for delivery. The City may order, in writing, the suspension, delay or interruption of delivery of goods and/or services.

5.5 Delay. Unless otherwise specified herein, time is of the essence for each and every provision of the Contract. Contractor must immediately notify City in writing if there is, or it is anticipated that there will be, a delay in performance. The written notice must explain the cause for the delay and provide a reasonable estimate of the length of the delay. City may terminate this Contract as provided herein if City, in its sole discretion, determines the delay is material.

5.5.1 If a delay in performance is caused by any unforeseen event(s) beyond the control of the parties, City may allow Contractor to a reasonable extension of time to complete performance, but Contractor will not be entitled to damages or additional compensation. Any such extension of time must be approved in writing by City. The following conditions may constitute such a delay: war; changes in law or government regulation; labor disputes; strikes; fires, floods, adverse weather or other similar condition of the elements necessitating cessation of the performance; inability to obtain materials, equipment or labor; or other specific reasons agreed to between City and Contractor. This provision does not apply to a delay caused by Contractor's acts or omissions. Contractor is not entitled to an extension of time to perform if a delay is caused by Contractor's inability to obtain materials, equipment, or labor unless City has received, in a timely manner, documentary proof satisfactory to City of Contractor's inability to obtain materials, equipment, or labor, in which case City's approval must be in writing.

5.6 Restrictions and Regulations Requiring Contract Modification. Contractor shall immediately notify City in writing of any regulations or restrictions that may or will require Contractor to alter the material, quality, workmanship, or performance of the goods and/or services to be provided. City reserves the right to accept any such alteration, including any resulting reasonable price adjustments, or to cancel the Contract at no expense to the City.

5.7 Warranties. All goods and/or services provided under the Contract must be warranted by Contractor or manufacturer for at least twelve (12) months after acceptance by City, except automotive equipment. Automotive equipment must be warranted for a minimum of 12,000 miles or 12 months, whichever occurs first, unless otherwise stated in the Contract. Contractor is responsible to City for all warranty service, parts, and labor. Contractor is required to ensure that warranty work is performed at a facility acceptable to City and that services, parts, and labor are available and provided to meet City's schedules and deadlines. Contractor may establish a warranty service contract with an agency satisfactory to City instead of performing the warranty service itself. If Contractor is not an authorized service center and causes any damage to equipment being serviced, which results in the existing warranty being voided, Contractor will be liable for all costs of repairs to the equipment, or the costs of replacing the equipment with new equipment that meets City's operational needs.

5.8 Industry Standards. Contractor shall provide goods and/or services acceptable to City in strict conformance with the Contract. Contractor shall also provide goods and/or services in accordance with the standards customarily adhered to by an experienced and competent provider of the goods and/or services called for under this Contract using the degree of care and skill ordinarily exercised by reputable providers of such goods and/or services. Where approval by City, the Mayor, or other representative of City is required, it is understood to be general approval only and does not relieve Contractor of responsibility for complying with all applicable laws, codes, policies, regulations, and good business practices.

5.9 Records Retention and Examination. Contractor shall retain, protect, and maintain in an accessible location all records and documents, including paper, electronic, and computer records, relating to this Contract for five (5) years after receipt of final payment by City under this Contract. Contractor shall make all such records and documents available for inspection, copying, or other reproduction, and auditing by authorized representatives of City, including the Purchasing Agent or designee. Contractor shall make available all requested data and records at reasonable locations within City or County of San Diego at any time during normal business hours, and as often as City deems necessary. If records are not made available within the City or County of San Diego, Contractor shall pay City's travel costs to the location where the records are maintained and shall pay for all related travel expenses. Failure to make requested records available for inspection, copying, or other reproduction, or auditing by the date requested may result in termination of the Contract. Contractor must include this provision in all subcontracts made in connection with this Contract.

5.9.1 Contractor shall maintain records of all subcontracts entered into with all firms, all project invoices received from Subcontractors and Suppliers, all purchases of materials and services from Suppliers, and all joint venture participation. Records shall show name, telephone number including area code, and business address of each Subcontractor and Supplier, and joint venture partner, and the total amount actually paid to each firm. Project relevant records, regardless of tier, may be periodically reviewed by the City.

5.10 Quality Assurance Meetings. Upon City's request, Contractor shall schedule one or more quality assurance meetings with City's Contract Administrator to discuss Contractor's performance. If requested, Contractor shall schedule the first quality assurance meeting no later than eight (8) weeks from the date of commencement of work under the Contract. At the quality assurance meeting(s), City's Contract Administrator will provide Contractor with feedback, will note any deficiencies in Contract performance, and provide Contractor with an opportunity to address and correct such deficiencies. The total number of quality assurance meetings that may be required by City will depend upon Contractor's performance.

5.11 Duty to Cooperate with Auditor. The City Auditor may, in his sole discretion, at no cost to the City, and for purposes of performing his responsibilities under Charter section 39.2, review Contractor's records to confirm contract compliance. Contractor shall make reasonable efforts to cooperate with Auditor's requests.

5.12 Safety Data Sheets. If specified by City in the solicitation or otherwise required by this Contract, Contractor must send with each shipment one (1) copy of the Safety Data Sheet (SDS) for each item shipped. Failure to comply with this procedure will be cause for immediate termination of the Contract for violation of safety procedures.

5.13 Project Personnel. Except as formally approved by the City, the key personnel identified in Contractor's bid or proposal shall be the individuals who will actually complete the work. Changes in staffing must be reported in writing and approved by the City.

5.13.1 Criminal Background Certification. Contractor certifies that all employees working on this Contract have had a criminal background check and that said employees are clear of any sexual and drug related convictions. Contractor further certifies that all employees hired by Contractor or a subcontractor shall be free from any felony convictions.

5.13.2 Photo Identification Badge. Contractor shall provide a company photo identification badge to any individual assigned by Contractor or subcontractor to perform services or deliver goods on City premises. Such badge must be worn at all times while on City premises. City reserves the right to require Contractor to pay fingerprinting fees for personnel assigned to work in sensitive areas. All employees shall turn in their photo identification badges to Contractor upon completion of services and prior to final payment of invoice.

5.14 Standards of Conduct. Contractor is responsible for maintaining standards of employee competence, conduct, courtesy, appearance, honesty, and integrity satisfactory to the City.

5.14.1 Supervision. Contractor shall provide adequate and competent supervision at all times during the Contract term. Contractor shall be readily available to meet with the City. Contractor shall provide the telephone numbers where its representative(s) can be reached.

5.14.2 City Premises. Contractor's employees and agents shall comply with all City rules and regulations while on City premises.

5.14.3 Removal of Employees. City may request Contractor immediately remove from assignment to the City any employee found unfit to perform duties at the City. Contractor shall comply with all such requests.

5.15 Licenses and Permits. Contractor shall, without additional expense to the City, be responsible for obtaining any necessary licenses, permits, certifications, accreditations, fees and approvals for complying with any federal, state, county, municipal, and other laws, codes, and regulations applicable to Contract performance. This includes, but is not limited to, any laws or regulations requiring the use of licensed contractors to perform parts of the work.

5.16 Contractor and Subcontractor Registration Requirements. Prior to the award of the Contract or Task Order, Contractor and Contractor's subcontractors and suppliers must register with the City's web-based vendor registration and bid management system. The City may not award the Contract until registration of all subcontractors and suppliers is complete. In the event this requirement is not met within the time frame specified by the City, the City reserves the right to rescind the Contract award and to make the award to the next responsive and responsible proposer of bidder.

ARTICLE VI INTELLECTUAL PROPERTY RIGHTS

6.1 Rights in Data. If, in connection with the services performed under this Contract, Contractor or its employees, agents, or subcontractors, create artwork, audio recordings, blueprints, designs, diagrams, documentation, photographs, plans, reports, software, source code, specifications, surveys, system designs, video recordings, or any other original works of authorship, whether written or readable by machine (Deliverable Materials), all rights of Contractor or its subcontractors in the Deliverable Materials, including, but not limited to publication, and registration of copyrights, and trademarks in the Deliverable Materials, are the sole property of City. Contractor, including its employees, agents, and subcontractors, may not use any Deliverable Material for purposes unrelated to Contractor's work on behalf of the City without prior written consent of City. Contractor may not publish or reproduce any Deliverable Materials, for purposes unrelated to Contractor's work on behalf of the City, without the prior written consent of the City.

6.2 Intellectual Property Rights Assignment. For no additional compensation, Contractor hereby assigns to City all of Contractor's rights, title, and interest in and to the content of the Deliverable Materials created by Contractor or its employees, agents, or subcontractors, including copyrights, in connection with the services performed under this Contract. Contractor

shall promptly execute and deliver, and shall cause its employees, agents, and subcontractors to promptly execute and deliver, upon request by the City or any of its successors or assigns at any time and without further compensation of any kind, any power of attorney, assignment, application for copyright, patent, trademark or other intellectual property right protection, or other papers or instruments which may be necessary or desirable to fully secure, perfect or otherwise protect to or for the City, its successors and assigns, all right, title and interest in and to the content of the Deliverable Materials. Contractor also shall cooperate and assist in the prosecution of any action or opposition proceeding involving such intellectual property rights and any adjudication of those rights.

6.3 Contractor Works. Contractor Works means tangible and intangible information and material that: (a) had already been conceived, invented, created, developed or acquired by Contractor prior to the effective date of this Contract; or (b) were conceived, invented, created, or developed by Contractor after the effective date of this Contract, but only to the extent such information and material do not constitute part or all of the Deliverable Materials called for in this Contract. All Contractor Works, and all modifications or derivatives of such Contractor Works, including all intellectual property rights in or pertaining to the same, shall be owned solely and exclusively by Contractor.

6.4 Subcontracting. In the event that Contractor utilizes a subcontractor(s) for any portion of the work that comprises the whole or part of the specified Deliverable Materials to the City, the agreement between Contractor and the subcontractor shall include a statement that identifies the Deliverable Materials as a "works for hire" as described in the United States Copyright Act of 1976, as amended, and that all intellectual property rights in the Deliverable Materials, whether arising in copyright, trademark, service mark or other forms of intellectual property rights, belong to and shall vest solely with the City. Further, the agreement between Contractor and its subcontractor shall require that the subcontractor, if necessary, shall grant, transfer, sell and assign, free of charge, exclusively to City, all titles, rights and interests in and to the Deliverable Materials, including all copyrights, trademarks and other intellectual property rights. City shall have the right to review any such agreement for compliance with this provision.

6.5 Intellectual Property Warranty and Indemnification. Contractor represents and warrants that any materials or deliverables, including all Deliverable Materials, provided under this Contract are either original, or not encumbered, and do not infringe upon the copyright, trademark, patent or other intellectual property rights of any third party, or are in the public domain. If Deliverable Materials provided hereunder become the subject of a claim, suit or allegation of copyright, trademark or patent infringement, City shall have the right, in its sole discretion, to require Contractor to produce, at Contractor's own expense, new non-infringing materials, deliverables or works as a means of remedying any claim of infringement in addition to any other remedy available to the City under law or equity. Contractor further agrees to indemnify, defend, and hold harmless the City, its officers, employees and agents from and against any and all claims, actions, costs, judgments or damages, of any type, alleging or threatening that any Deliverable Materials, supplies, equipment, services or works provided under this contract infringe the copyright, trademark, patent or other intellectual property or proprietary rights of any third party (Third Party Claim of Infringement). If a Third Party Claim

of Infringement is threatened or made before Contractor receives payment under this Contract, City shall be entitled, upon written notice to Contractor, to withhold some or all of such payment.

6.6 Software Licensing. Contractor represents and warrants that the software, if any, as delivered to City, does not contain any program code, virus, worm, trap door, back door, time or clock that would erase data or programming or otherwise cause the software to become inoperable, inaccessible, or incapable of being used in accordance with its user manuals, either automatically, upon the occurrence of licensor-selected conditions or manually on command. Contractor further represents and warrants that all third party software, delivered to City or used by Contractor in the performance of the Contract, is fully licensed by the appropriate licensor.

6.7 Publication. Contractor may not publish or reproduce any Deliverable Materials, for purposes unrelated to Contractor's work on behalf of the City without prior written consent from the City.

6.8 Royalties, Licenses, and Patents. Unless otherwise specified, Contractor shall pay all royalties, license, and patent fees associated with the goods that are the subject of this solicitation. Contractor warrants that the goods, materials, supplies, and equipment to be supplied do not infringe upon any patent, trademark, or copyright, and further agrees to defend any and all suits, actions and claims for infringement that are brought against the City, and to defend, indemnify and hold harmless the City, its elected officials, officers, and employees from all liability, loss and damages, whether general, exemplary or punitive, suffered as a result of any actual or claimed infringement asserted against the City, Contractor, or those furnishing goods, materials, supplies, or equipment to Contractor under the Contract.

ARTICLE VII INDEMNIFICATION AND INSURANCE

7.1 Indemnification. To the fullest extent permitted by law, Contractor shall defend (with legal counsel reasonably acceptable to City), indemnify, protect, and hold harmless City and its elected officials, officers, employees, agents, and representatives (Indemnified Parties) from and against any and all claims, losses, costs, damages, injuries (including, without limitation, injury to or death of an employee of Contractor or its subcontractors), expense, and liability of every kind, nature and description (including, without limitation, incidental and consequential damages, court costs, and litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation) that arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, any goods provided or performance of services under this Contract by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or anyone that either of them control. Contractor's duty to defend, indemnify, protect and hold harmless shall not include any claims or liabilities arising from the sole negligence or willful misconduct of the Indemnified Parties.

7.2 Insurance. Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or

in connection with the performance of the work hereunder and the results of that work by Contractor, his agents, representatives, employees or subcontractors.

Contractor shall provide, at a minimum, the following:

7.2.1 Commercial General Liability. Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

7.2.2 Commercial Automobile Liability. Insurance Services Office Form Number CA 0001 covering Code 1 (any auto) or, if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

7.2.3 Workers' Compensation. Insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

7.2.4 Professional Liability (Errors and Omissions). For consultant contracts, insurance appropriate to Consultant's profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

If Contractor maintains broader coverage and/or higher limits than the minimums shown above, City requires and shall be entitled to the broader coverage and/or the higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to City.

7.2.5 Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions:

7.2.5.1 Additional Insured Status. The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

7.2.5.2 Primary Coverage. For any claims related to this contract, Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by City, its officers, officials, employees, or volunteers shall be excess of Contractor's insurance and shall not contribute with it.

7.2.5.3 Notice of Cancellation. Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to City.

7.2.5.4 Waiver of Subrogation. Contractor hereby grants to City a waiver of any right to subrogation which the Workers' Compensation insurer of said Contractor may acquire against City by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

7.2.5.5 Claims Made Policies (applicable only to professional liability). The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

7.3 Self Insured Retentions. Self-insured retentions must be declared to and approved by City. City may require Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

7.4 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VI, unless otherwise acceptable to City.

City will accept insurance provided by non-admitted, "surplus lines" carriers only if the carrier is authorized to do business in the State of California and is included on the List of Approved Surplus Lines Insurers (LASLI list). All policies of insurance carried by non-admitted carriers are subject to all of the requirements for policies of insurance provided by admitted carriers described herein.

7.5 Verification of Coverage. Contractor shall furnish City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive Contractor's obligation to provide them. City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

7.6 Special Risks or Circumstances. City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

7.7 Additional Insurance. Contractor may obtain additional insurance not required by this Contract.

7.8 Excess Insurance. All policies providing excess coverage to City shall follow the form of the primary policy or policies including but not limited to all endorsements.

7.9 Subcontractors. Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors. For CGL coverage, subcontractors shall provide coverage with a format at least as broad as the CG 20 38 04 13 endorsement.

ARTICLE VIII BONDS

8.1 Payment and Performance Bond. Prior to the execution of this Contract, City may require Contractor to post a payment and performance bond (Bond). The Bond shall guarantee Contractor's faithful performance of this Contract and assure payment to contractors, subcontractors, and to persons furnishing goods and/or services under this Contract.

8.1.1 Bond Amount. The Bond shall be in a sum equal to twenty-five percent (25%) of the Contract amount, unless otherwise stated in the Specifications. City may file a claim against the Bond if Contractor fails or refuses to fulfill the terms and provisions of the Contract.

8.1.2 Bond Term. The Bond shall remain in full force and effect at least until complete performance of this Contract and payment of all claims for materials and labor, at which time it will convert to a ten percent (10%) warranty bond, which shall remain in place until the end of the warranty periods set forth in this Contract. The Bond shall be renewed annually, at least sixty (60) days in advance of its expiration, and Contractor shall provide timely proof of annual renewal to City.

8.1.3 Bond Surety. The Bond must be furnished by a company authorized by the State of California Department of Insurance to transact surety business in the State of California and which has a current A.M. Best rating of at least "A-, VIII."

8.1.4 Non-Renewal or Cancellation. The Bond must provide that City and Contractor shall be provided with sixty (60) days' advance written notice in the event of non-renewal, cancellation, or material change to its terms. In the event of non-renewal, cancellation, or material change to the Bond terms, Contractor shall provide City with evidence of the new source of surety within twenty-one (21) calendar days after the date of the notice of non-renewal, cancellation, or material change. Failure to maintain the Bond, as required herein, in full force

and effect as required under this Contract, will be a material breach of the Contract subject to termination of the Contract.

8.2 Alternate Security. City may, at its sole discretion, accept alternate security in the form of an endorsed certificate of deposit, a money order, a certified check drawn on a solvent bank, or other security acceptable to the Purchasing Agent in an amount equal to the required Bond.

ARTICLE IX CITY-MANDATED CLAUSES AND REQUIREMENTS

9.1 Contractor Certification of Compliance. By signing this Contract, Contractor certifies that Contractor is aware of, and will comply with, these City-mandated clauses throughout the duration of the Contract.

9.1.1 Drug-Free Workplace Certification. Contractor shall comply with City's Drug-Free Workplace requirements set forth in Council Policy 100-17, which is incorporated into the Contract by this reference.

9.1.2 Contractor Certification for Americans with Disabilities Act (ADA) and State Access Laws and Regulations: Contractor shall comply with all accessibility requirements under the ADA and under Title 24 of the California Code of Regulations (Title 24). When a conflict exists between the ADA and Title 24, Contractor shall comply with the most restrictive requirement (i.e., that which provides the most access). Contractor also shall comply with the City's ADA Compliance/City Contractors requirements as set forth in Council Policy 100-04, which is incorporated into this Contract by reference. Contractor warrants and certifies compliance with all federal and state access laws and regulations and further certifies that any subcontract agreement for this contract contains language which indicates the subcontractor's agreement to abide by the provisions of the City's Council Policy and any applicable access laws and regulations.

9.1.3 Non-Discrimination Requirements.

9.1.3.1 Compliance with City's Equal Opportunity Contracting Program (EOCP). Contractor shall comply with City's EOCP Requirements. Contractor shall not discriminate against any employee or applicant for employment on any basis prohibited by law. Contractor shall provide equal opportunity in all employment practices. Prime Contractors shall ensure that their subcontractors comply with this program. Nothing in this Section shall be interpreted to hold a Prime Contractor liable for any discriminatory practice of its subcontractors.

9.1.3.2 Non-Discrimination Ordinance. Contractor shall not discriminate on the basis of race, gender, gender expression, gender identity, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring or treatment of subcontractors, vendors or suppliers. Contractor shall provide equal opportunity for subcontractors to participate in subcontracting opportunities. Contractor understands and agrees that violation of this clause shall be considered a material breach of the Contract and may result

in Contract termination, debarment, or other sanctions. Contractor shall ensure that this language is included in contracts between Contractor and any subcontractors, vendors and suppliers.

9.1.3.3 Compliance Investigations. Upon City's request, Contractor agrees to provide to City, within sixty calendar days, a truthful and complete list of the names of all subcontractors, vendors, and suppliers that Contractor has used in the past five years on any of its contracts that were undertaken within San Diego County, including the total dollar amount paid by Contractor for each subcontract or supply contract. Contractor further agrees to fully cooperate in any investigation conducted by City pursuant to City's Nondiscrimination in Contracting Ordinance. Contractor understands and agrees that violation of this clause shall be considered a material breach of the Contract and may result in Contract termination, debarment, and other sanctions.

9.1.4 Equal Benefits Ordinance Certification. Unless an exception applies, Contractor shall comply with the Equal Benefits Ordinance (EBO) codified in the San Diego Municipal Code (SDMC). Failure to maintain equal benefits is a material breach of the Contract.

9.1.5 Contractor Standards. Contractor shall comply with Contractor Standards provisions codified in the SDMC. Contractor understands and agrees that violation of Contractor Standards may be considered a material breach of the Contract and may result in Contract termination, debarment, and other sanctions.

9.1.6 Noise Abatement. Contractor shall operate, conduct, or construct without violating the City's Noise Abatement Ordinance codified in the SDMC.

9.1.7 Storm Water Pollution Prevention Program. Contractor shall comply with the City's Storm Water Management and Discharge Control provisions codified in Division 3 of Chapter 4 of the SDMC, as may be amended, and any and all applicable Best Management Practice guidelines and pollution elimination requirements in performing or delivering services at City owned, leased, or managed property, or in performance of services and activities on behalf of City regardless of location.

Contractor shall comply with the City's Jurisdictional Urban Runoff Management Plan encompassing Citywide programs and activities designed to prevent and reduce storm water pollution within City boundaries as adopted by the City Council on January 22, 2008, via Resolution No. 303351, as may be amended.

Contractor shall comply with each City facility or work site's Storm Water Pollution Prevention Plan, as applicable, and institute all controls needed while completing the services to minimize any negative impact to the storm water collection system and environment.

9.1.8 Service Worker Retention Ordinance. If applicable, Contractor shall comply with the Service Worker Retention Ordinance (SWRO) codified in the SDMC.

9.1.9 Product Endorsement. Contractor shall comply with Council Policy 000-41 which requires that other than listing the City as a client and other limited endorsements, any advertisements, social media, promotions or other marketing referring to the City as a user of a product or service will require prior written approval of the Mayor or designee. Use of the City Seal or City logos is prohibited.

9.1.10 Business Tax Certificate. Unless the City Treasurer determines in writing that a contractor is exempt from the payment of business tax, any contractor doing business with the City of San Diego is required to obtain a Business Tax Certificate (BTC) and to provide a copy of its BTC to the City before a Contract is executed.

9.1.11 Equal Pay Ordinance. Unless an exception applies, Contractor shall comply with the Equal Pay Ordinance codified in San Diego Municipal Code sections 22.4801 through 22.4809. Contractor shall certify in writing that it will comply with the requirements of the EPO.

9.1.11.1 Contractor and Subcontract Requirement. The Equal Pay Ordinance applies to any subcontractor who performs work on behalf of a Contractor to the same extent as it would apply to that Contractor. Any Contractor subject to the Equal Pay Ordinance shall require all of its subcontractors to certify compliance with the Equal Pay Ordinance in its written subcontracts.

ARTICLE X CONFLICT OF INTEREST AND VIOLATIONS OF LAW

10.1 Conflict of Interest Laws. Contractor is subject to all federal, state and local conflict of interest laws, regulations, and policies applicable to public contracts and procurement practices including, but not limited to, California Government Code sections 1090, *et. seq.* and 81000, *et. seq.*, and the Ethics Ordinance, codified in the SDMC. City may determine that Contractor must complete one or more statements of economic interest disclosing relevant financial interests. Upon City's request, Contractor shall submit the necessary documents to City.

10.2 Contractor's Responsibility for Employees and Agents. Contractor is required to establish and make known to its employees and agents appropriate safeguards to prohibit employees from using their positions for a purpose that is, or that gives the appearance of being, motivated by the desire for private gain for themselves or others, particularly those with whom they have family, business or other relationships.

10.3 Contractor's Financial or Organizational Interests. In connection with any task, Contractor shall not recommend or specify any product, supplier, or contractor with whom Contractor has a direct or indirect financial or organizational interest or relationship that would violate conflict of interest laws, regulations, or policies.

10.4 Certification of Non-Collusion. Contractor certifies that: (1) Contractor's bid or proposal was not made in the interest of or on behalf of any person, firm, or corporation not identified; (2) Contractor did not directly or indirectly induce or solicit any other bidder or proposer to put in a sham bid or proposal; (3) Contractor did not directly or indirectly induce or

solicit any other person, firm or corporation to refrain from bidding; and (4) Contractor did not seek by collusion to secure any advantage over the other bidders or proposers.

10.5 Hiring City Employees. This Contract shall be unilaterally and immediately terminated by City if Contractor employs an individual who within the twelve (12) months immediately preceding such employment did in his/her capacity as a City officer or employee participate in negotiations with or otherwise have an influence on the selection of Contractor.

ARTICLE XI DISPUTE RESOLUTION

11.1 Mediation. If a dispute arises out of or relates to this Contract and cannot be settled through normal contract negotiations, Contractor and City shall use mandatory non-binding mediation before having recourse in a court of law.

11.2 Selection of Mediator. A single mediator that is acceptable to both parties shall be used to mediate the dispute. The mediator will be knowledgeable in the subject matter of this Contract, if possible.

11.3 Expenses. The expenses of witnesses for either side shall be paid by the party producing such witnesses. All other expenses of the mediation, including required traveling and other expenses of the mediator, and the cost of any proofs or expert advice produced at the direct request of the mediator, shall be borne equally by the parties, unless they agree otherwise.

11.4 Conduct of Mediation Sessions. Mediation hearings will be conducted in an informal manner and discovery will not be allowed. The discussions, statements, writings and admissions will be confidential to the proceedings (pursuant to California Evidence Code sections 1115 through 1128) and will not be used for any other purpose unless otherwise agreed by the parties in writing. The parties may agree to exchange any information they deem necessary. Both parties shall have a representative attend the mediation who is authorized to settle the dispute, though City's recommendation of settlement may be subject to the approval of the Mayor and City Council. Either party may have attorneys, witnesses or experts present.

11.5 Mediation Results. Any agreements resulting from mediation shall be memorialized in writing. The results of the mediation shall not be final or binding unless otherwise agreed to in writing by the parties. Mediators shall not be subject to any subpoena or liability, and their actions shall not be subject to discovery.

ARTICLE XII MANDATORY ASSISTANCE

12.1 Mandatory Assistance. If a third party dispute or litigation, or both, arises out of, or relates in any way to the services provided to the City under a Contract, Contractor, its agents, officers, and employees agree to assist in resolving the dispute or litigation upon City's request. Contractor's assistance includes, but is not limited to, providing professional consultations,

attending mediations, arbitrations, depositions, trials or any event related to the dispute resolution and/or litigation.

12.2 Compensation for Mandatory Assistance. City will compensate Contractor for fees incurred for providing Mandatory Assistance. If, however, the fees incurred for the Mandatory Assistance are determined, through resolution of the third party dispute or litigation, or both, to be attributable in whole, or in part, to the acts or omissions of Contractor, its agents, officers, and employees, Contractor shall reimburse City for all fees paid to Contractor, its agents, officers, and employees for Mandatory Assistance.

12.3 Attorneys' Fees Related to Mandatory Assistance. In providing City with dispute or litigation assistance, Contractor or its agents, officers, and employees may incur expenses and/or costs. Contractor agrees that any attorney fees it may incur as a result of assistance provided under Section 12.2 are not reimbursable.

ARTICLE XIII MISCELLANEOUS

13.1 Headings. All headings are for convenience only and shall not affect the interpretation of this Contract.

13.2 Non-Assignment. Contractor may not assign the obligations under this Contract, whether by express assignment or by sale of the company, nor any monies due or to become due under this Contract, without City's prior written approval. Any assignment in violation of this paragraph shall constitute a default and is grounds for termination of this Contract at the City's sole discretion. In no event shall any putative assignment create a contractual relationship between City and any putative assignee.

13.3 Independent Contractors. Contractor and any subcontractors employed by Contractor are independent contractors and not agents of City. Any provisions of this Contract that may appear to give City any right to direct Contractor concerning the details of performing or providing the goods and/or services, or to exercise any control over performance of the Contract, shall mean only that Contractor shall follow the direction of City concerning the end results of the performance.

13.4 Subcontractors. All persons assigned to perform any work related to this Contract, including any subcontractors, are deemed to be employees of Contractor, and Contractor shall be directly responsible for their work.

13.5 Covenants and Conditions. All provisions of this Contract expressed as either covenants or conditions on the part of City or Contractor shall be deemed to be both covenants and conditions.

13.6 Compliance with Controlling Law. Contractor shall comply with all applicable local, state, and federal laws, regulations, and policies. Contractor's act or omission in violation of applicable local, state, and federal laws, regulations, and policies is grounds for contract

termination. In addition to all other remedies or damages allowed by law, Contractor is liable to City for all damages, including costs for substitute performance, sustained as a result of the violation. In addition, Contractor may be subject to suspension, debarment, or both.

13.7 Governing Law. The Contract shall be deemed to be made under, construed in accordance with, and governed by the laws of the State of California without regard to the conflicts or choice of law provisions thereof.

13.8 Venue. The venue for any suit concerning solicitations or the Contract, the interpretation of application of any of its terms and conditions, or any related disputes shall be in the County of San Diego, State of California.

13.9 Successors in Interest. This Contract and all rights and obligations created by this Contract shall be in force and effect whether or not any parties to the Contract have been succeeded by another entity, and all rights and obligations created by this Contract shall be vested and binding on any party's successor in interest.

13.10 No Waiver. No failure of either City or Contractor to insist upon the strict performance by the other of any covenant, term or condition of this Contract, nor any failure to exercise any right or remedy consequent upon a breach of any covenant, term, or condition of this Contract, shall constitute a waiver of any such breach of such covenant, term or condition. No waiver of any breach shall affect or alter this Contract, and each and every covenant, condition, and term hereof shall continue in full force and effect without respect to any existing or subsequent breach.

13.11 Severability. The unenforceability, invalidity, or illegality of any provision of this Contract shall not render any other provision of this Contract unenforceable, invalid, or illegal.

13.12 Drafting Ambiguities. The parties acknowledge that they have the right to be advised by legal counsel with respect to the negotiations, terms and conditions of this Contract, and the decision of whether to seek advice of legal counsel with respect to this Contract is the sole responsibility of each party. This Contract shall not be construed in favor of or against either party by reason of the extent to which each party participated in the drafting of the Contract.

13.13 Amendments. Neither this Contract nor any provision hereof may be changed, modified, amended or waived except by a written agreement executed by duly authorized representatives of City and Contractor. Any alleged oral amendments have no force or effect. The Purchasing Agent must sign all Contract amendments.

13.14 Conflicts Between Terms. If this Contract conflicts with an applicable local, state, or federal law, regulation, or court order, applicable local, state, or federal law, regulation, or court order shall control. Varying degrees of stringency among the main body of this Contract, the exhibits or attachments, and laws, regulations, or orders are not deemed conflicts, and the most stringent requirement shall control. Each party shall notify the other immediately upon the identification of any apparent conflict or inconsistency concerning this Contract.

13.15 Survival of Obligations. All representations, indemnifications, warranties, and guarantees made in, required by, or given in accordance with this Contract, as well as all continuing obligations indicated in this Contract, shall survive, completion and acceptance of performance and termination, expiration or completion of the Contract.

13.16 Confidentiality of Services. All services performed by Contractor, and any sub-contractor(s) if applicable, including but not limited to all drafts, data, information, correspondence, proposals, reports of any nature, estimates compiled or composed by Contractor, are for the sole use of City, its agents, and employees. Neither the documents nor their contents shall be released by Contractor or any subcontractor to any third party without the prior written consent of City. This provision does not apply to information that: (1) was publicly known, or otherwise known to Contractor, at the time it was disclosed to Contractor by City; (2) subsequently becomes publicly known through no act or omission of Contractor; or (3) otherwise becomes known to Contractor other than through disclosure by City.

13.17 Insolvency. If Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, Contractor agrees to furnish, by certified mail or electronic commerce method authorized by the Contract, written notification of the bankruptcy to the Purchasing Agent and the Contract Administrator responsible for administering the Contract. This notification shall be furnished within five (5) days of the initiation of the proceedings relating to bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of City contract numbers and contracting offices for all City contracts against which final payment has not been made. This obligation remains in effect until final payment is made under this Contract.

13.18 No Third Party Beneficiaries. Except as may be specifically set forth in this Contract, none of the provisions of this Contract are intended to benefit any third party not specifically referenced herein. No party other than City and Contractor shall have the right to enforce any of the provisions of this Contract.

13.19 Actions of City in its Governmental Capacity. Nothing in this Contract shall be interpreted as limiting the rights and obligations of City in its governmental or regulatory capacity.

EXHIBIT D

WAGE REQUIREMENTS: SERVICE AND MAINTENANCE CONTRACTS EXECUTED ON OR AFTER JANUARY 1, 2015

By signing this Contract, Bidder certifies that he or she is aware of the wage provisions described herein and shall comply with such provisions before commencing services.

A. Living Wages. This Contract is subject to the City's Living Wage Ordinance (LWO), codified in San Diego Municipal Code Chapter 2, Article 2, Division 42. Bidder agrees to require all of its subcontractors, sublessees, and concessionaires subject to the LWO to comply with the LWO and all applicable regulations and rules.

1. Payment of Living Wages. Pursuant to San Diego Municipal Code section 22.4220(a), Bidder and its subcontractors shall ensure that all workers who perform work under this Contract are paid not less than the required minimum hourly wage rates and health benefits rate unless an exemption applies.

1.1 Copies of such living wage rates are available on the City website at <https://www.sandiego.gov/purchasing/programs/livingwage/>. Bidder and its subcontractors shall post a notice informing workers of their rights at each job site or a site frequently accessed by covered employees in a prominent and accessible place in accordance with San Diego Municipal Code section 22.4225(e).

1.2 LWO wage and health benefit rates are adjusted annually in accordance with San Diego Municipal Code section 22.4220(b) to reflect the Consumer Price Index. Service contracts, financial assistance agreements, and City facilities agreements must include this upward adjustment of wage rates to covered employees on July 1 of each year.

2. Compensated Leave. Pursuant to San Diego Municipal Code section 22.4220(c), Bidder and its subcontractors shall provide a minimum of eighty (80) hours per year of compensated leave. Part-time employees must accrue compensated leave at a rate proportional to full-time employees.

3. Uncompensated Leave. Bidder and its subcontractors must also permit workers to take a minimum of eighty (80) hours of uncompensated leave per year to be used for the illness of the worker or a member of his or her immediate family when the worker has exhausted all accrued compensated leave.

4. Enforcement and Remedies. City will take any one or more of the actions listed in San Diego Municipal Code section 22.4230 should Bidder or its subcontractors are found to be in violation of any of the provisions of the LWO.

5. Payroll Records. Bidder and its subcontractors shall submit weekly certified payroll records online via the City's web-based Labor Compliance Program. Bidder is responsible for ensuring its subcontractors submit certified payroll records to the City.

5.1 For contracts subject to both living wage and prevailing wage requirements, only one submittal will be required. Submittals by a Bidder and all subcontractors must comply with both ordinance requirements.

6. Certification of Compliance. San Diego Municipal Code section 22.4225 requires each Bidder to fill out and file a living wage certification with the Living Wage Program Manager within thirty (30) days of Award of the Contract.

7. Annual Compliance Report. Bidder and its subcontractors must file an annual report documenting compliance with the LWO pursuant to San Diego Municipal Code section 22.4225(d). Records documenting compliance must be maintained for a minimum of three (3) years after the City's final payment on the service contract or agreement.

8. Exemption from Living Wage Ordinance. Pursuant to San Diego Municipal Code section 22.4215, this Contract may be exempt from the LWO. For a determination on this exemption, Bidder must complete the Living Wage Ordinance Application for Exemption.



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AB-350 Displaced Janitor Opportunity Act. (2011-2012)

SHARE THIS:



AMENDED IN SENATE SEPTEMBER 02, 2011

AMENDED IN SENATE AUGUST 30, 2011

AMENDED IN SENATE AUGUST 15, 2011

AMENDED IN SENATE JUNE 30, 2011

AMENDED IN ASSEMBLY APRIL 27, 2011

CALIFORNIA LEGISLATURE— 2011-2012 REGULAR SESSION

ASSEMBLY BILL

NO. 350

**Introduced by Assembly Member Solorio
(Coauthor(s): Assembly Member Lara, Mendoza)
(Coauthor(s): Senator Vargas)**

February 10, 2011

An act to amend Sections 1060, 1061, and 1064 of, and to amend the heading of Chapter 4.5 (commencing with Section 1060) of Part 3 of Division 2 of, the Labor Code, relating to employment.

LEGISLATIVE COUNSEL'S DIGEST

AB 350, as amended, Solorio. Displaced Janitor Opportunity Act.

Existing law, the Displaced Janitor Opportunity Act, requires contractors and subcontractors, that are awarded contracts or subcontracts by an awarding authority to provide janitorial or building maintenance services at a particular job site or sites, to retain, for a period of 60 days, certain employees who were employed at that site by the previous contractor or subcontractor. The act requires the successor contractors and subcontractors to offer continued employment to those employees retained for the 60-day period if their performance during that 60-day period is satisfactory. The act authorizes an employee who was not offered employment or who has been discharged in violation of these provisions by a successor contractor or successor subcontractor, or an agent of the employee, to bring an action against a successor contractor or successor subcontractor in any superior court of the state having jurisdiction over the successor contractor or successor subcontractor, as specified.

This bill would rename the act the Displaced Property Service Employee Opportunity Act and make the provisions of the act applicable to property services, which would consist of licensed security, as defined, window cleaning, food cafeteria and dietary services, janitorial services, and ~~cleaning-related or light~~ building maintenance

services. This bill would exclude from the definitions of "contractor" and "subcontractor" specified types of food service providers. The bill also would make conforming changes.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. The heading of Chapter 4.5 (commencing with Section 1060) of Part 3 of Division 2 of the Labor Code is amended to read:

CHAPTER 4.5. Displaced Property Service Employee Opportunity Act

SEC. 2. Section 1060 of the Labor Code is amended to read:

1060. The following definitions shall apply throughout this chapter:

(a) "Awarding authority" means any person that awards or otherwise enters into contracts for property services performed within the State of California, including any subcontracts for those services.

(b) "Contractor" means any person that employs 25 or more individuals and that enters into a property service contract with the awarding authority, excluding an organization vendored or contracted through a regional center or the State Department of Developmental Services pursuant to the Lanterman Developmental Disabilities Services Act (Division 4.5 (commencing with Section 4500) of the Welfare and Institutions Code) or the California Early Intervention Services Act (Title 14 (commencing with Section 95000) of the Government Code) to provide services and supports for persons with developmental disabilities, as defined in Section 4512 of the Welfare and Institutions Code, that employs 200 or fewer individuals in the delivery of food services, that enters into a food service contract with the awarding authority or with a contractor to assist that contractor in performing a food service contract, and that provides a written notice to the awarding authority asserting exemption pursuant to this subdivision. In calculating whether an organization employs 200 or fewer individuals for these purposes, persons employed solely to produce commodities or provide services for procurement pursuant to Sections 46 to 48c, inclusive, of Title 41 of the United States Code shall not be counted.

(c) "Employee" means any person employed as a property service employee of a contractor or subcontractor who works at least 15 hours per week, has been employed by the contractor for at least four months prior to receiving notification of a contract termination, as described in paragraph (1) of subdivision (a) of Section 1061, and whose primary place of employment is in the State of California under a contract to provide property services. "Employee" does not include a person who is a managerial, supervisory, or confidential employee, including those employees who would be so defined under the federal Fair Labor Standards Act.

(d) "Person" means any individual, proprietorship, partnership, joint venture, corporation, limited liability company, trust, association, or other entity that may employ individuals or enter into contracts.

(e) "Property service" means janitorial, ~~cleaning-related or light~~ building maintenance, licensed security, window cleaning, or food cafeteria and dietary services. For purposes of this subdivision, "licensed security service" means service rendered by a person covered under a valid collective bargaining agreement who is registered as a security guard pursuant to Chapter 11.5 (commencing with Section 7580) of Division 3 of the Business and Professions Code.

(f) "Property service contract" means any contract that has the principal purpose of providing property services through the use of property service employees.

(g) "Subcontractor" means any person who is not an employee who enters into a contract with a contractor to assist the contractor in performing a property service contract, excluding an organization vendored or contracted through a regional center or the State Department of Developmental Services pursuant to the Lanterman Developmental Disabilities Services Act (Division 4.5 (commencing with Section 4500) of the Welfare and Institutions Code) or the California Early Intervention Services Act (Title 14 (commencing with Section 95000) of the Government Code) to provide services and supports for persons with developmental disabilities, as defined in Section 4512 of the Welfare and Institutions Code, that employs 200 or fewer individuals in the delivery of food services, that enters into a food service contract with the awarding authority or with a contractor to assist that contractor in performing a food service contract, and that provides a written notice to the awarding authority asserting exemption pursuant to this subdivision. In calculating whether an organization employs 200 or fewer individuals for these purposes, persons employed solely to produce commodities or provide services for procurement pursuant to Sections 46 to 48c, inclusive, of Title 41 of the United States Code shall not be counted.

(h) "Successor property service contract" means a property service contract for the performance of essentially the same services as were previously performed pursuant to a different property service contract at the same facility that terminated within the previous 30 days. A property service contract entered into more than 30 days after the termination of a predecessor property service contract shall be considered a "successor property service contract" if its execution was delayed for the purpose of avoiding application of this chapter.

SEC. 3. Section 1061 of the Labor Code is amended to read:

1061. (a) (1) If an awarding authority notifies a contractor that the property service contract between the awarding authority and the contractor has been terminated or will be terminated, the awarding authority shall indicate in that notification whether a successor property service contract has been or will be awarded in its place and, if so, shall identify the name and address of the successor contractor. The terminated contractor shall, within three working days after receiving that notification, provide to the successor contractor identified by the awarding authority, the name, date of hire, and job classification of each employee employed at the site or sites covered by the terminated property service contract at the time of the contract termination.

(2) If the terminated contractor has not learned the identity of the successor contractor, if any, the terminated contractor shall provide that information to the awarding authority, which shall be responsible for providing that information to the successor contractor as soon as that contractor has been selected.

(3) The requirements of this section shall be equally applicable to all subcontractors of a terminated contractor.

(b) (1) A successor contractor or successor subcontractor shall retain, for a 60-day transition employment period, employees who have been employed by the terminated contractor or its subcontractors, if any, for the preceding four months or longer at the site or sites covered by the successor service contract unless the successor contractor or successor subcontractor has reasonable and substantiated cause not to hire a particular employee based on that employee's performance or conduct while working under the terminated contract. This requirement shall be stated by awarding authorities in all initial bid packages that are governed by this chapter.

(2) The successor contractor or successor subcontractor shall make a written offer of employment to each employee, as required by this section, in the employee's primary language or another language in which the employee is literate. That offer shall state the time within which the employee must accept that offer, but in no case may that time be less than 10 days. Nothing in this section requires the successor contractor or successor subcontractor to pay the same wages or offer the same benefits as were provided by the prior contractor or prior subcontractor.

(3) If at any time the successor contractor or successor subcontractor determines that fewer employees are needed to perform services under the successor property service contract or successor subcontract than were required by the terminated contractor under the terminated contract or terminated subcontract, the successor contractor or successor subcontractor shall retain employees by seniority within the job classification.

(c) The successor contractor or successor subcontractor, upon commencing service under the successor property service contract, shall provide a list of its employees and a list of employees of its subcontractors providing property services at the site or sites covered under that contract to the awarding authority. These lists shall indicate which of these employees were employed at the site or sites by the terminated contractor or terminated subcontractor. The successor contractor or successor subcontractor shall also provide a list of any of the terminated contractor's employees who were not retained either by the successor contractor or successor subcontractor, stating the reason these employees were not retained.

(d) During the 60-day transition employment period, the successor contractor or successor subcontractor shall maintain a preferential hiring list of eligible covered employees not retained by the successor contractor or successor subcontractor from which the successor contractor or successor subcontractor shall hire additional employees until such time as all of the terminated contractor's or terminated subcontractor's employees have been offered employment with the successor contractor or successor subcontractor.

(e) During the initial 60-day transition employment period, the successor contractor or successor subcontractor shall not discharge without cause an employee retained pursuant to this chapter. Cause shall be based only on the performance or conduct of the particular employee.

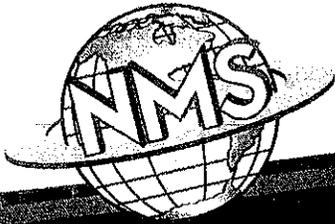
(f) At the end of the 60-day transition employment period, a successor contractor or successor subcontractor shall provide a written performance evaluation to each employee retained pursuant to this chapter. If the employee's performance during that 60-day period is satisfactory, the successor contractor or successor

subcontractor shall offer the employee continued employment. Any employment after the 60-day transition employment period shall be at-will employment under which the employee may be terminated without cause.

(g) Nothing in this section shall require an employer to employ a person who is a registered sex offender or who has been convicted of a felony involving robbery, rape, murder, assault with intent to kill, assault that inflicts grievous bodily injury, or any similar violation.

SEC. 4. Section 1064 of the Labor Code is amended to read:

1064. Nothing in this chapter shall prohibit a local government agency from enacting ordinances relating to displaced property service employees that impose greater standards than, or establish enforcement provisions in addition to, those prescribed by this chapter.



MANAGEMENT, INC.
The Environmental Care Specialist

May 16, 2025

Janet Polite, Senior PCO
City of San Diego
1200 Third Avenue, Suite 200
San Diego, CA 92101

SUBJECT: NMS MANAGEMENT INC. PROPOSAL FOR RFP 10090297-25-J JANITORIAL SERVICES FOR PUBLIC UTILITIES DEPARTMENT

Ms. Polite,

On behalf of NMS Management, Inc., I would like to thank you for allowing NMS Management to participate in the procurement process for the subject RFP. We at NMS view such contracts as a partnership between our company and our esteemed government agency clients. We are proud to provide cost-effective, highly responsive and quality services and we take great pride in being a valued member of your team. NMS has been partnering with the government and various public agency clients on janitorial service contracts for over four decades. Every accomplished member of our workforce has undergone extensive training and education in addition to their first-hand experience in performing their duties.

We have been fortunate to experience consistent growth and a diversification of support service capability since 1985, while never losing sight of the fact that quality of service and customer satisfaction are the true standards by which we measure our success. By following this philosophy, NMS has built a solid reputation of trust by fulfilling its commitments, conducting business with integrity, and keeping customer satisfaction as a priority.

We have the requisite experience, technical expertise, and available resources to provide high quality janitorial services, consistently, and in the most professional manner which will be unparalleled by our competitors. We are committed to serving our clients and look forward to the opportunity of serving your respected agency. Please feel free to call me at (619) 425-0440 or email to nmsmanagement@msn.com, should you have any questions or feel the need for clarification.

Respectfully,

David M. Guaderrama
Director of Business Development
NMS Management, Inc.

City of San Diego
CONTRACTOR STANDARDS
Pledge of Compliance

The City of San Diego has adopted a Contractor Standards Ordinance (CSO) codified in section 22.3004 of the San Diego Municipal Code (SDMC). The City of San Diego uses the criteria set forth in the CSO to determine whether a contractor (bidder or proposer) has the capacity to fully perform the contract requirements and the business integrity to justify the award of public funds. This completed Pledge of Compliance signed under penalty of perjury must be submitted with each bid and proposal. If an informal solicitation process is used, the bidder must submit this completed Pledge of Compliance to the City prior to execution of the contract. All responses must be typewritten or printed in ink. If an explanation is requested or additional space is required, Contractors must provide responses on Attachment A to the Pledge of Compliance and sign each page. Failure to submit a signed and completed Pledge of Compliance may render a bid or proposal non-responsive. In the case of an informal solicitation or cooperative procurement, the contract will not be awarded unless a signed and completed Pledge of Compliance is submitted. A submitted Pledge of Compliance is a public record and information contained within will be available for public review except to the extent that such information is exempt from disclosure pursuant to applicable law.

By signing and submitting this form, the contractor is certifying, to the best of their knowledge, that the contractor and any of its Principals have not within a five (5) year period – preceding this offer, been convicted of or had a civil judgement rendered against them for commission of a fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) contract or subcontract.

"Principal" means an officer, director, owner, partner or a person having primary management or supervisory responsibilities within the firm. The Contractor shall provide immediate written notice to the Procurement Contracting Officer handling the solicitation, at any time prior to award should they learn that this Representations and Certifications was inaccurate or incomplete.

This form contains 10 pages, additional information may be submitted as part of Attachment A.

A. BID/PROPOSAL/SOLICITATION TITLE:

RFP 10090297-25-J Janitorial Services for Public Utilities Department

B. BIDDER/PROPOSER INFORMATION:

NMS Management, Inc.

Legal Name	DBA		
<u>155 W. 35th St, Suite A, National City, Ca. 91950</u>			
Street Address	City	State	Zip
<u>David M. Guaderrama, Dir. of Business Development, (619) 425-0440, (619) 425-2432</u>			
Contact Person, Title	Phone	Fax	

Provide the name, identity, and precise nature of the interest* of all persons who are directly or indirectly involved** in this proposed transaction (SDMC § 21.0103). Use additional pages if necessary.

* The precise nature of the interest includes:

- the percentage ownership interest in a party to the transaction,
- the percentage ownership interest in any firm, corporation, or partnership that will receive funds from the transaction,
- the value of any financial interest in the transaction,
- any contingent interest in the transaction and the value of such interest should the contingency be satisfied, and
- any philanthropic, scientific, artistic, or property interest in the transaction.

** Directly or indirectly involved means pursuing the transaction by:

- communicating or negotiating with City officers or employees,
- submitting or preparing applications, bids, proposals or other documents for purposes of contracting with the City, or
- directing or supervising the actions of persons engaged in the above activity.

David S. Guaderrama, President

Name Poway, Ca.	Title/Position
City and State of Residence 60% Owner	Employer (if different than Bidder/Proposer)
Interest in the transaction	

Sophia E. Guaderrama, Vice President

Name Poway, Ca.	Title/Position
City and State of Residence 40% Owner	Employer (if different than Bidder/Proposer)
Interest in the transaction	

Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	

Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	

Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	

Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	

Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	
Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	
Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	

C. OWNERSHIP AND NAME CHANGES:

1. In the past five (5) years, has your firm changed its name?
 Yes No

If **Yes**, use Attachment A to list all prior legal and DBA names, addresses, and dates each firm name was used. Explain the specific reasons for each name change.

2. Is your firm a non-profit?
 Yes No

If **Yes**, attach proof of status to this submission.

3. In the past five (5) years, has a firm owner, partner, or officer operated a similar business?
 Yes No

If **Yes**, use Attachment A to list names and addresses of all businesses and the person who operated the business. Include information about a similar business only if an owner, partner, or officer of your firm holds or has held a similar position in another firm.

D. BUSINESS ORGANIZATION/STRUCTURE:

Indicate the organizational structure of your firm. Fill in only one section on this page. Use Attachment A if more space is required.

Corporation Date incorporated: 1/3/1997 State of incorporation: California

List corporation's current officers: President: David S. Guaderrama
Vice Pres: Sophia E. Guaderrama
Secretary: Sophia E. Guaderrama
Treasurer: David S. Guaderrama

Type of corporation: C Subchapter S

Is the corporation authorized to do business in California: Yes No

If **Yes**, after what date: 1/3/1997

Is your firm a publicly traded corporation? Yes No

If Yes, how and where is the stock traded? _____

If Yes, list the name, title and address of those who own ten percent (10 %) or more of the corporation's stocks:

Do the President, Vice President, Secretary and/or Treasurer of your corporation have a third party interest or other financial interests in a business/enterprise that performs similar work, services or provides similar goods? Yes No

If Yes, please use Attachment A to disclose.

Please list the following:

	Authorized	Issued	Outstanding
--	------------	--------	-------------

a. Number of voting shares:	_____	_____	_____
b. Number of nonvoting shares:	_____	_____	_____
c. Number of shareholders:			_____
d. Value per share of common stock:		Par	\$ _____
		Book	\$ _____
		Market	\$ _____

Limited Liability Company Date formed: _____ State of formation: _____

List the name, title and address of members who own ten percent (10%) or more of the company:

Partnership Date formed: _____ State of formation: _____

List names of all firm partners:

Sole Proprietorship Date started: _____

List all firms you have been an owner, partner or officer with during the past five (5) years. Do not include ownership of stock in a publicly traded company:

Joint Venture Date formed: _____

List each firm in the joint venture and its percentage of ownership:

Note: To be responsive, each member of a Joint Venture or Partnership must complete a separate *Contractor Standards form*.

E. FINANCIAL RESOURCES AND RESPONSIBILITY:

1. Is your firm preparing to be sold, in the process of being sold, or in negotiations to be sold?
 Yes No

If **Yes**, use Attachment A to explain the circumstances, including the buyer's name and principal contact information.

2. In the past five (5) years, has your firm been denied bonding?
 Yes No

If **Yes**, use Attachment A to explain specific circumstances; include bonding company name.

3. In the past five (5) years, has a bonding company made any payments to satisfy claims made against a bond issued on your firm's behalf or a firm where you were the principal?
 Yes No

If **Yes**, use Attachment A to explain specific circumstances.

4. In the past five (5) years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?
 Yes No

If **Yes**, use Attachment A to explain specific circumstances.

5. Within the last five years, has your firm filed a voluntary petition in bankruptcy, been adjudicated bankrupt, or made a general assignment for the benefit of creditors?
 Yes No

If **Yes**, use Attachment A to explain specific circumstances.

6. Are there any claims, liens or judgements that are outstanding against your firm?
 Yes No

If **Yes**, please use Attachment A to provide detailed information on the action.

7. Please provide the name of your principal financial institution for financial reference. By submitting a response to this Solicitation Contractor authorizes a release of credit information for verification of financial responsibility.

Name of Bank: US Bank-Mira Mesa Branch

Point of Contact: Rhonda Smith, Branch Manager

Address: 8359 Mira Mesa Blvd, San Diego, Ca. 92126

Phone Number: (858) 689-1352

8. By submitting a response to a City solicitation, Contractor certifies that he or she has sufficient operating capital and/or financial reserves to properly fund the requirements identified in the solicitation. At City's request, Contractor will promptly provide to City

a copy of Contractor's most recent balance sheet and/or other necessary financial statements to substantiate financial ability to perform.

9. In order to do business in the City of San Diego, a current Business Tax Certificate is required. Business Tax Certificates are issued by the City Treasurer's Office. If you do not have one at the time of submission, one must be obtained prior to award.

Business Tax Certificate No.: B2004003949 Year Issued: 2025

F. PERFORMANCE HISTORY:

1. In the past five (5) years, has your firm been found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement, for defaulting or breaching a contract with a government agency?

Yes No

If Yes, use Attachment A to explain specific circumstances.

2. In the past five (5) years, has a public entity terminated your firm's contract for cause prior to contract completion?

Yes No

If Yes, use Attachment A to explain specific circumstances and provide principal contact information.

3. In the past five (5) years, has your firm entered into any settlement agreement for any lawsuit that alleged contract default, breach of contract, or fraud with or against a public entity?

Yes No

If Yes, use Attachment A to explain specific circumstances.

4. Is your firm currently involved in any lawsuit with a government agency in which it is alleged that your firm has defaulted on a contract, breached a contract, or committed fraud?

Yes No

If Yes, use Attachment A to explain specific circumstances.

5. In the past five (5) years, has your firm, or any firm with which any of your firm's owners, partners, or officers is or was associated, been debarred, disqualified, removed, or otherwise prevented from bidding on or completing any government or public agency contract for any reason?

Yes No

If Yes, use Attachment A to explain specific circumstances.

6. In the past five (5) years, has your firm received a notice to cure or a notice of default on a contract with any public agency?

Yes No

If Yes, use Attachment A to explain specific circumstances and how the matter resolved.

7. Performance References:

Please provide a minimum of three (3) references familiar with work performed by your firm which was of a similar size and nature to the subject solicitation within the last five (5) years.

Please note that any references required as part of your bid/proposal submittal are in addition to those references required as part of this form.

Company Name: Metropolitan Transit Systems

Contact Name and Phone Number: Andy Goddard, (619) 595-4904

Contact Email: andy.goddard@sdmts.com

Address: 1255 Imperial Avenue, San Diego, CA 92101-7492

Contract Date: 1/1/23-12/31/28

Contract Amount: \$13,032,992.53

Requirements of Contract: Janitorial for MTS Facilities, transit stations and trolleys

Company Name: City of San Diego Public Utilities Department (PUD)

Contact Name and Phone Number: David L. Magpali (858) 614-4051/Federico Guerra (858) 654-4289

Contact Email: dmagpali@sandiego.gov/fguerra@sandiego.gov

Address: 9192 Topaz Way, San Diego, Ca. 92123

Contract Date: 9/1/2020-8/31/2025

Contract Amount: \$3,969,846.40

Requirements of Contract: Janitorial Services for all PUD facilities and water treatment plants

Company Name: Port of San Diego

Contact Name and Phone Number: Lourdes Sherman, (619) 686-7222

Contact Email: lsherman@portofsandiego.org

Address: 3165 Pacific Highway, San Diego, CA 92101

Contract Date: 7/1/2022-6/30/2027

Contract Amount: \$2,550,000.00

Requirements of Contract: Janitorial Services for all Port of San Diego Facilities

G. COMPLIANCE:

1. In the past five (5) years, has your firm or any firm owner, partner, officer, executive, or manager been criminally penalized or found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement, for violating any federal, state, or local law in performance of a contract, including but not limited to, laws regarding health and safety, labor and employment, permitting, and licensing laws?
 Yes No

If **Yes**, use Attachment A to explain specific circumstances surrounding each instance. Include the name of the entity involved, the specific infraction(s) or violation(s), dates of instances, and outcome with current status.

2. In the past five (5) years, has your firm been determined to be non-responsible by a public entity?
 Yes No

If **Yes**, use Attachment A to explain specific circumstances of each instance. Include the name of the entity involved, the specific infraction, dates, and outcome:

H. BUSINESS INTEGRITY:

1. In the past five (5) years, has your firm been convicted of or found liable in a civil suit for making a false claim or material misrepresentation to a private or public entity?

Yes No

If **Yes**, use Attachment A to explain specific circumstances of each instance. Include the entity involved, specific violation(s), dates, outcome and current status.

2. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a crime, including misdemeanors, or been found liable in a civil suit involving the bidding, awarding, or performance of a government contract?

Yes No

If **Yes**, use Attachment A to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

3. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a federal, state, or local crime of fraud, theft, or any other act of dishonesty?

Yes No

If **Yes**, use Attachment A to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

4. Do any of the Principals of your firm have relatives that are either currently employed by the City or were employed by the City in the past five (5) years?

Yes No

If **Yes**, please disclose the names of those relatives in Attachment A.

I. BUSINESS REPRESENTATION:

1. Are you a local business with a physical address within the County of San Diego?

Yes No

2. Are you a certified Small and Local Business Enterprise certified by the City of San Diego?

Yes No NMS is a certified SLBE with the County of Los Angeles

Certification # 097314

3. Are you certified as any of the following:

- a. Disabled Veteran Business Enterprise Certification # _____
b. Woman or Minority Owned Business Enterprise Certification # 12020134
c. Disadvantaged Business Enterprise Certification # 39730

J. WAGE COMPLIANCE:

In the past five (5) years, has your firm been required to pay back wages or penalties for failure to comply with the federal, state or local **prevailing, minimum, or living wage laws**? Yes No If **Yes**, use Attachment A to explain the specific circumstances of each instance. Include the entity involved, the specific infraction(s), dates, outcome, and current status.

By signing this Pledge of Compliance, your firm is certifying to the City that you will comply with the requirements of the Equal Pay Ordinance set forth in SDMC sections 22.4801 through 22.4809.

K. STATEMENT OF SUBCONTRACTORS & SUPPLIERS:

Please provide the names and information for all subcontractors and suppliers used in the performance of the proposed contract, and what portion of work will be assigned to each subcontractor. Subcontractors may not be substituted without the written consent of the City. Use Attachment A if additional pages are necessary. If no subcontractors or suppliers will be used, please write "Not Applicable."

Company Name: Not Applicable

Address: _____

Contact Name: _____ Phone: _____ Email: _____

Contractor License No.: _____ DIR Registration No.: _____

Sub-Contract Dollar Amount: \$ _____ (per year) \$ _____ (total contract term)

Scope of work subcontractor will perform: _____

Identify whether company is a subcontractor or supplier: _____

Certification type (check all that apply): DBE DVBE ELBE MBE SLBE WBE Not Certified

Contractor must provide valid proof of certification with the response to the bid or proposal to receive participation credit.

Company Name: Not Applicable

Address: _____

Contact Name: _____ Phone: _____ Email: _____

Contractor License No.: _____ DIR Registration No.: _____

Sub-Contract Dollar Amount: \$ _____ (per year) \$ _____ (total contract term)

Scope of work subcontractor will perform: _____

Identify whether company is a subcontractor or supplier: _____

Certification type (check all that apply): DBE DVBE ELBE MBE SLBE WBE Not Certified

Contractor must provide valid proof of certification with the response to the bid or proposal to receive participation credit.

L. STATEMENT OF AVAILABLE EQUIPMENT:

A full inventoried list of all necessary equipment to complete the work specified may be a requirement of the bid/proposal submission.

By signing and submitting this form, the Contractor certifies that all required equipment included in this bid or proposal will be made available one week (7 days) before work shall commence. In instances where the required equipment is not owned by the Contractor, Contractor shall explain how the equipment will be made available before the commencement of work. The City of San

Diego reserves the right to reject any response, in its opinion, if the Contractor has not demonstrated he or she will be properly equipped to perform the work in an efficient, effective matter for the duration of the contract period.

M. TYPE OF SUBMISSION: This document is submitted as:

- Initial submission of *Contractor Standards Pledge of Compliance*
- Initial submission of *Contractor Standards Pledge of Compliance* as part of a Cooperative agreement
- Initial submission of *Contractor Standards Pledge of Compliance* as part of a Sole Source agreement
- Update of prior *Contractor Standards Pledge of Compliance* dated _____.

Complete all questions and sign below.

Under penalty of perjury under the laws of the State of California, I certify that I have read and understand the questions contained in this Pledge of Compliance, that I am responsible for completeness and accuracy of the responses contained herein, and that all information provided is true, full and complete to the best of my knowledge and belief. I agree to provide written notice to the Purchasing Agent within five (5) business days if, at any time, I learn that any portion of this Pledge of Compliance is inaccurate. Failure to timely provide the Purchasing Agent with written notice is grounds for Contract termination.

I, on behalf of the firm, further certify that I and my firm will comply with the following provisions of SDMC section 22.3004:

- (a) I and my firm will comply with all applicable local, State and Federal laws, including health and safety, labor and employment, and licensing laws that affect the employees, worksite or performance of the contract.
- (b) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of receiving notice that a government agency has begun an investigation of me or my firm that may result in a finding that I or my firm is or was not in compliance with laws stated in paragraph (a).
- (c) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of a finding by a government agency or court of competent jurisdiction of a violation by the Contractor of laws stated in paragraph (a).
- (d) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of becoming aware of an investigation or finding by a government agency or court of competent jurisdiction of a violation by a subcontractor of laws stated in paragraph (a).
- (e) I and my firm will cooperate fully with the City during any investigation and to respond to a request for information within ten (10) working days.

Failure to sign and submit this form with the bid/proposal shall make the bid/proposal non-responsive. In the case of an informal solicitation, the contract will not be awarded unless a signed and completed *Pledge of Compliance* is submitted.

David M. Guaderrama, Director
of Business Development



5/6/25

Name and Title

Signature

Date

**City of San Diego
CONTRACTOR STANDARDS
Attachment "A"**

Provide additional information in space below. Use additional Attachment "A" pages as needed. Each page must be signed. Print in ink or type responses and indicate question being answered.

I have read the matters and statements made in this Contractor Standards Pledge of Compliance and attachments thereto and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief and as to such matters, I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

David M. Guaderrama, Director
of Business Development

Print Name, Title



Signature

5/6/25

Date

County of LA – Approval for Preference Program Enterprise Certification

From Sulahi Alvarez <SAlvarez@opportunity.lacounty.gov>
Date Sun 2/23/2025 1:27 PM
To NMSMANAGEMENT <NMSMANAGEMENT@MSN.COM>



Name: NMS MANAGEMENT, INC.

Vendor #: 149529

Certification #: 097314

Greetings,

Thank you for contacting our Office of Small Business, we appreciate your patience as we continue to improve the certification application portal and process. This is your notification that your certification application has been APPROVED.

You can view your status for PPE Certifications (LSBE, DVBE, SE) by logging into the Certification Portal <http://certify.lacounty.gov/> and within 24 of approval will be updated to the Webven Portal at [Los Angeles County Vendor Registration \(la.ca.us\)](http://Los Angeles County Vendor Registration (la.ca.us)).

Your certification active and expiration dates are as follows:

- Your LSBE Certification is valid until **02/04/2026**. You are approved for **Federal** Solicitations.

As a certified preference program enterprise, you are eligible for the following benefits:

- Receive a 15% price bid preference (of lowest responsible bidder price)
- Procurement opportunities available through the Simplified Acquisition Process (SAP)
- Eligible for a 15-day prompt payment on approved, undisputed County invoices

A Prompt Pay Stamp can be made available upon request and will be mailed to the address on file or can be picked up in person at the East Los Angeles Entrepreneur Center at 4716 E Cesar E. Chavez Ave, Bldg. B, Los Angeles, CA 90022.

To find information on open solicitations please visit [Doing Business With – Los Angeles County \(lacounty.gov\)](http://Doing Business With – Los Angeles County (lacounty.gov)).

If you have any additional questions regarding certifications, please do not hesitate to contact our office at Office of Small Business - **Certifications** cbesbe@opportunity.lacounty.gov

Did you know? Our office offers government contracting training and marketing services through our APEX Accelerator program. We ask that you please use the [APEX Accelerators](#) system to set up an appointment with any available counselor.



Please contact us if you have questions at (844) 432-4900.



Thank you

Sulahi Alvarez, Small Business Counselor, Office of Small Business
salvarez@opportunity.lacounty.gov
County of Los Angeles, Department of Economic Opportunity
844-432-4900 | opportunity.lacounty.gov
Stay informed, follow us; ig: @econoppla
Eventbrite: [LA County DEO Office of Small Business Events](https://www.eventbrite.com/e/la-county-deo-office-of-small-business-events) | Eventbrite
DEO Newsletter: <http://bit.ly/SubscribeDEO?r=qf>

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County of LA – Approval for Community Business Enterprise Certification

From Sulahi Alvarez <Salvarez@opportunity.lacounty.gov>
Date Mon 2/24/2025 12:34 PM
To NMSMANAGEMENT <NMSMANAGEMENT@MSN.COM>



Name: NMS MANAGEMENT, INC.

Vendor #: 149529

Certification #: 097428

Greetings,

Thank you for contacting our Office of Small Business, we appreciate your patience as we continue to improve the certification application process. This is your notification that your certification application has been APPROVED.

Your certification is now active. Please take note of active dates here:

- Your CBE Certification is valid until **02/28/2027**. Your CBE Certification includes the participation in **DBE, MBE**.

If you have any additional questions regarding certifications, please do not hesitate to contact our office at Office of Small Business - **Certifications** cbesbe@opportunity.lacounty.gov

As a certified preference program enterprise, you are eligible for the following benefits:

- Eligible toward the County's 25% participation goal
- Included on the County's certification listing

To find information on open solicitations please visit [Doing Business With - Los Angeles County \(lacounty.gov\)](http://Doing Business With - Los Angeles County (lacounty.gov)).

Did you know? Our office offers government contracting training and marketing services through our APEX Accelerator program. We ask that you please use the [APEX Accelerators](#) system to set up an appointment with any available counselor.



Please contact us if you have questions at (844) 432-4900.



Thank you

Sulahi Alvarez, Small Business Counselor, Office of Small Business
salvarez@opportunity.lacounty.gov
County of Los Angeles, Department of Economic Opportunity
844-432-4900 | opportunity.lacounty.gov

Stay informed, follow us; lg: [@econoppla](#)
Eventbrite: [LA County DEO Office of Small Business Events | Eventbrite](#)
DEO Newsletter: <http://bit.ly/SubscribeDEO?r=qr>

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CALIFORNIA UNIFIED CERTIFICATION PROGRAM DISADVANTAGED BUSINESS ENTERPRISE CERTIFICATE

NMS MANAGEMENT INC

155 W. 35TH STREET, SUITE D
NATIONAL CITY, CA 91950

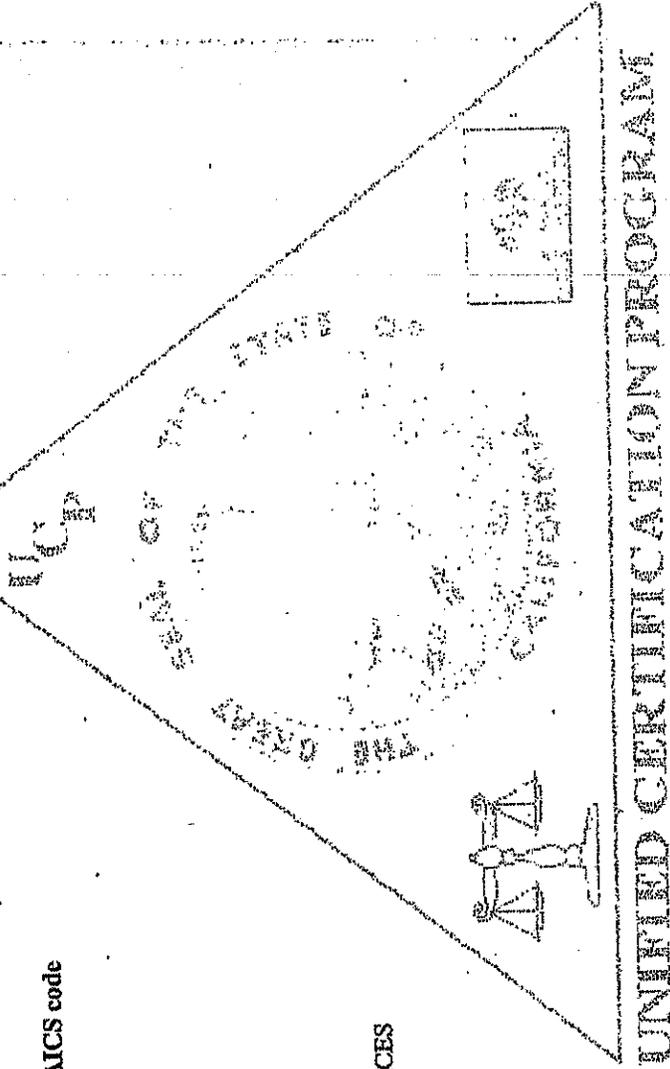
Owner: DAVID GUADERRAMA
Business Structure: CORPORATION

This certificate acknowledges that said firm is approved by the California Unified Certification Program (CUCP) as a Disadvantaged Business Enterprise (DBE) as defined by the U.S. Department of Transportation (DOT) CER 49 Part 26, as may be amended, for the following NAICS codes:

NAICS Code(s) * Indicates primary NAICS code
* 561720 Janitorial Services

Work Category Code(s)
I7341 JANITORIAL SERVICES

Licenses



CERTIFYING AGENCY:
DEPARTMENT OF TRANSPORTATION
1823 14TH STREET
SACRAMENTO, CA 95811 0000
(916) 324-1700

UCP Firm Number: 39730

James Salas
GUCP OFFICER

August 19, 2011

It is CUCP's policy and objective to promote and maintain a level playing field for DBEs in California on Federal-aid contracts. We ensure nondiscrimination in the award and administration of U.S. DOT assisted contracts based on the requirements of 49 CER Parts 21 and 26.



Business Outreach Investing In Southern California Businesses

Certified Small Business Enterprise

August 5, 2024

Vendor Account Number: 169463

NMS Management Inc

David Guaderrama

155 W. 35th St, Suite A

National City, CA 91950

Thank you for submitting your Vendor Application seeking Small Business Enterprise recognition with the Metropolitan Water District of Southern California. We evaluated the information you provided in your application and the North American Industry Classification System codes you identified, and your status as a Small Business Enterprise (SBE) has been approved. The following organizations recognize this certification:

Port of Long Beach

San Diego County Water Authority

Los Angeles Unified School District

Los Angeles Community College District

Metropolitan is pleased to issue this SBE Certificate subject to the terms and conditions identified below:

NAICS code(s) for which SBE status is recognized:

561720 - Janitorial Services

SBE Certificate Effective Date: 08/05/2024

SBE Certificate Expiration Date: 08/05/2027

Work Performed by your company that falls within the NAICS code(s) listed above will be counted as SBE participation for work performed on contracts procured by the above agencies.

Metropolitan reserves the right to withdraw this certification if it is determined that certification was knowingly obtained by false, misleading, or incorrect information and reserve the right to audit all statements. If any company attempts to falsify or misrepresent information to obtain certification, the company may be disqualified from participating in any contracts for up to five years.

SBE Certification is valid for a period of three (3) years. To maintain SBE status, Vendors must update their existing SBE Vendor Application on or before the expiration date mentioned above. All information is subject to verification.

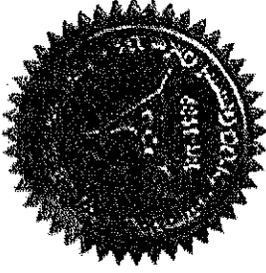
Any changes in your status may impact your certification, and you must update your

account information online. A copy of your data can be viewed by logging into your Vendor Profile and visiting the Small Business Certification tab.

Sincerely,
John J. Arena
Business Outreach Program Manager
The Metropolitan Water District of Southern California

700 N. Alameda Street, Los Angeles, California 90012 Mailing Address: Box 54153,
Los Angeles, CA 90054-0153
Telephone (213) 217-7444 FAX: 213.217.6002

SUPPLIER CLEARINGHOUSE CERTIFICATE OF ELIGIBILITY



CERTIFICATION EXPIRATION DATE: September 26, 2027

The Supplier Clearinghouse for the Utility Supplier Diversity Program of the California Public Utilities Commission hereby certifies that it has audited and verified the eligibility of:

NMS Management Inc
Minority Business Enterprise (MBE)

pursuant to Commission General Order 156, and the terms and conditions stipulated in the Verification Application Package. This Certificate shall be valid only with the Clearinghouse seal affixed hereto.

Eligibility must be maintained at all times and renewed within 30 days of any changes in ownership or control. Failure to comply may result in a denial of eligibility. The Clearinghouse may reconsider certification if it is determined that such status was obtained by false, misleading or incorrect information. Decertification may occur if any verification criterion under which eligibility was awarded later becomes invalid due to Commission ruling. The Clearinghouse may request additional information or conduct on-site visits during the term of verification to verify eligibility.

This certification is valid only for the period that the above firm remains eligible as determined by the Clearinghouse. Utility companies may direct inquiries concerning this Certificate to the Clearinghouse at (800) 359-7998.

VON: 12020134

DETERMINATION DATE: September 26, 2024



Office of Small Business & DVBE Services

Certification ID: 23846

Legal Business Name:
NMS MANAGEMENT INC

Doing Business As (DBA) Name 1:
NMS MANAGEMENT INC

Doing Business As (DBA) Name 2:

Address:
155 W. 35TH STREET
SUITE A
NATIONAL CITY
CA 91950-7922

Email Address:
nmsmanagement@msn.com
Business Web Page:
<http://nms-management.com>
Business Phone Number:
619/425-0440
Business Fax Number:
619/425-2432
Business Types:
Service

Certification Type	Status	From	To
SB	Approved	06/20/2024	06/30/2026

Stay informed! KEEP YOUR CERTIFICATION PROFILE UPDATED!
-LOG IN at [CaleProcure.CA.GOV](https://www.caleprocure.ca.gov)

Questions?
Email: OSDSHELP@DGS.CA.GOV
Call OSDS Main Number: 916-375-4940
707 3rd Street, 1-400, West Sacramento, CA 95605

EQUAL OPPORTUNITY CONTRACTING PROGRAM (EOCP)

GOODS AND SERVICES CONTRACTOR REQUIREMENTS

I. City's Equal Opportunity Contracting Commitment.

The City of San Diego (City) promotes equal employment and subcontracting opportunities. The City is committed to ensuring that taxpayer dollars spent on public contracts are not paid to businesses that practice discrimination in employment or subcontracting. The City encourages all companies seeking to do business with the City to share this commitment. Contractors are encouraged to take positive steps to diversify and expand their subcontractor and supplier solicitation base and to offer opportunities to all eligible business firms.

Contractors must submit the required EOCP documentation indicated below with their bids. Contractors who fail to provide the required EOCP documentation are considered non-responsive.

II. Definitions.

Commercially Useful Function: a Small Local Business Enterprise or Emerging Local Business Enterprise (SLBE/ELBE) performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the SLBE/ELBE shall also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself.

To determine whether a SLBE/ELBE is performing a commercially useful function, an evaluation will be performed of the amount of work subcontracted, normal industry practices, whether the amount the SLBE/ELBE firm is to be paid under the contract is commensurate with the work it is actually performing and the SLBE/ELBE credit claimed for its performance of the work, and other relevant factors. Specifically, a SLBE/ELBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of meaningful and useful SLBE/ELBE participation, when in similar transactions in which SLBE/ELBE firms do not participate, there is no such role performed.

Disadvantaged Business Enterprise (DBE): a certified business that is (1) at least fifty-one (51%) owned by socially and economically Disadvantaged Individuals, or, in the case of a publicly owned business at least fifty-one percent (51%) of the stock is owned by one or more socially and economically Disadvantaged Individuals; and (2) whose daily business operations are managed and directed by one or more socially and economically disadvantaged owners. Disadvantaged Individuals include Black Americans, Hispanic Americans, Asian Americans, and other minorities, or individual found to be disadvantaged by the Small Business Administration pursuant to Section 8 of the Small Business Reauthorization Act.

Disabled Veteran: Disabled Veteran Business Enterprise (DVBE): a certified business that is (1) at least fifty-one percent (51%) owned by one or more Disabled Veterans; and (2) business operations must be managed and controlled by one or more Disabled Veterans. A Disabled Veteran is a veteran of the U.S. military, naval, or air service who resides in California and has a service-connected disability of at least 10% or more. The firm shall be certified by the State of California's Department of General Services, Office of Small and Minority Business.

Emerging Business Enterprise (EBE): a business whose gross annual receipts do not exceed the amount set by the City Manager, and which meets all other criteria set forth in regulations implementing the City's Small and Local Business Preference Program. The City Manager shall review the threshold amount for EBEs on an annual basis, and adjust as necessary to reflect changes in the marketplace.

Emerging Local Business Enterprise (ELBE): a Local Business Enterprise that is also an Emerging Business Enterprise.

Local Business Enterprise (LBE): a business that has both a principle place of business and a significant employment presence in the County of San Diego, and that has been in operation for twelve (12) consecutive months.

Minority Business Enterprise (MBE): a certified business that is (1) at least fifty-one percent (51%) owned by one or more minority individuals, or, in the case of a publicly owned business at least fifty-one percent (51%) of the stock is owned by one or more minority individuals; and (2) whose daily business operations are managed and directed by one or more minority owners. Minorities include the groups with the following ethnic origins: African, Asian Pacific, Asian Subcontinent, Hispanic, Native Alaskan, Native American, and Native Hawaiian.

Other Business Enterprise (OBE): any business which does not otherwise qualify as Minority, Woman, Disadvantaged, or Disabled Veteran Business Enterprise.

Principle Place of Business: a location wherein a business maintains a physical office and through which it obtains no less than fifty percent (50%) of its gross annual receipts.

Significant Employee Presence: no less than twenty-five percent (25%) of a business's total number of employees.

Small Business Enterprise (SBE): a business whose gross annual receipts do not exceed the amount set by the City Manager, and that meets all other criteria set forth in regulations implementing the City's Small and Local Business Preference Program. The City Manager shall review the threshold amount for SBEs on an annual basis, and adjust as necessary to reflect changes in the marketplace. A business certified as a DVBE by the State of California, and that has provided proof of such certification to the City Manager, shall be deemed to be an SBE.

Small Local Business Enterprise (SLBE): a Local Business Enterprise that is also a Small Business Enterprise.

Women Business Enterprise (WBE): a certified business that is (1) at least fifty-one percent (51 %) owned by a woman or women, or, in the case of a publicly owned business at least fifty-one percent (51%) of the stock is owned by one or more women; and (2) whose daily business operations are managed and directed by one or more women owners.

III. Disclosure of Discrimination Complaints.

As part of its bid, Contractor shall provide to the City a list of all instances within the past ten (10) years where a complaint was filed or pending against Contractor in a legal or administrative proceeding alleging that Contractor discriminated against its employees, subcontractors, vendors, or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken. (Attachment AA).

IV. Workforce Report and Equal Opportunity Outreach Plan.

- A. Work Force Report. Contractors shall submit with their bid a Work Force Report (WFR) for approval by the City. (Attachment BB). If the City determines that there are under representations when compared to County Labor Force Availability data, then the Contractor will also be required to submit an Equal Employment Opportunity Plan (EEOP) to the City for approval. Questions regarding the WFR should be directed to the Equal Opportunity Contracting Department.
- B. Duty to Comply with Equal Opportunity Outreach Plan. A Contractor for whom an EEOP has been approved by the City shall use best efforts to comply with that EEOP.

V. Small and Local Business Program Requirements.

The City has adopted a Small and Local Business Preference Program for goods and services contracts. The SLBE requirements are set forth in San Diego Municipal Code Division 36. For goods, services, and consultant contracts in which the Purchasing Agent is required to advertise for sealed bids in the City's official newspaper:

- A. The City shall apply a bid discount in the way of:
 - a. Five percent (5%) discount off the bid price for SLBE or ELBE prime contractors; or
 - b. Five percent (5%) discount off the bid price for prime contractors achieving the voluntary goal of twenty percent (20%) for SLBE or ELBE subcontractor participation set forth in Subsection B below.

The discount will not apply if an award to the discounted bidder would result in a total contract cost of \$50,000 in excess of the low, non-discounted bid. In the event of a tie between a discounted bidder and non-

discounted bidder, the discounted bidder will be awarded the contract. The discount shall be taken off the total contract value, including contract option years.

- B. Include a voluntary subcontractor participation requirement of 20% of the total bid price for SLBE or ELBEs.

VI. Maintaining Participation Levels.

- A. Bid discounts are based on the bidder's level of participation proposed prior to the award of the goods, services, or consultant contract. Bidders are required to achieve and maintain the SLBE or ELBE participation levels throughout the duration of the goods, services, or consultant contract.
- B. If the City modifies the original specifications, the bidder shall make reasonable efforts to maintain the SLBE or ELBE participation for which the bid discount was awarded. The City must approve in writing a reduction in SLBE or ELBE participation levels.
- C. Bidder shall notify and obtain written approval from the City in advance of any reduction in subcontract scope, termination, or substitution for a designated SLBE or ELBE subcontractor.
- D. Bidder's failure to maintain SLBE or ELBE participation levels as specified in the goods, services, or consultant contract shall constitute a default and grounds for debarment under Chapter 2, Article 2, Division 8, of the San Diego Municipal Code.
- E. The remedies available to the City under San Diego Municipal Code Division 36 are cumulative to all other rights and remedies available to the City.

VII. Certifications.

The City accepts certifications of MBE, WBE, DBE, or DVBE from the following certifying agencies:

- A. Current certification by the State of California Department of Transportation (CALTRANS) as DBE.
- B. Current MBE or WBE certification from the California Public Utilities Commission.
- C. DVBE certification is received from the State of California's Department of General Services, Office of Small and Minority Business.
- D. Current certification by the City of Los Angeles as DBE, WBE, or MBE.

Subcontractors' valid proof of certification status e.g., copy of MBE, WBE, DBE, or DVBE certification must be submitted with the ITB. MBE, WBE, DBE, or DVBE certifications are listed for informational purposes only.

VIII. List of Attachments.

AA. Contractors Certification of Pending Actions

BB. Work Force Report

AA. CONTRACTORS CERTIFICATION OF PENDING ACTIONS

As part of this Contract, the Contractor must provide to the City a list of all instances within the past 10 years where a complaint was filed or pending against the Contractor in a legal or administrative proceeding alleging that Contractor discriminated against its employees, subcontractors, vendors or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.

CHECK ONE BOX ONLY.

- The undersigned certifies that within the past 10 years the Contractor has NOT been the subject of a complaint or pending action in a legal administrative proceeding alleging that Contractor discriminated against its employees, subcontractors, vendors or suppliers.
- The undersigned certifies that within the past 10 years the Contractor has been the subject of a complaint or pending action in a legal administrative proceeding alleging that Contractor discriminated against its employees, subcontractors, vendors or suppliers. A description of the status or resolution of that complaint, including any remedial action taken and the applicable dates is as follows:

DATE OF CLAIM	LOCATION	DESCRIPTION OF CLAIM	LITIGATION (Y/N)	STATUS	RESOLUTION/ REMEDIAL ACTION TAKEN

Contractor Name: NMS Management, Inc.

Certified By David M. Guaderrama

Title Director of Business Development

Name



Date 5/6/25

Signature

EQUAL OPPORTUNITY CONTRACTING (EOC)

1200 Third Avenue, Suite 200 • San Diego, CA 92101
Phone: (619) 236-6000 • Fax: (619) 236-5904

BB. WORK FORCE REPORT

The objective of the *Equal Employment Opportunity Outreach Program*, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law. Such employment practices include, but are not limited to unlawful discrimination in the following: employment, promotion or upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. Contractors are required to provide a completed *Work Force Report (WFR)*.

**NO OTHER FORMS WILL BE ACCEPTED
CONTRACTOR IDENTIFICATION**

Type of Contractor: Construction Vendor/Supplier Financial Institution Lessee/Lessor
 Consultant Grant Recipient Insurance Company Other

Name of Company: NMS Management, Inc.

ADA/DBA: _____

Address (Corporate Headquarters, where applicable): 155 W. 35th St, Suite A

City: National City County: San Diego County State: California Zip: 91950

Telephone Number: (619) 425-0440 Fax Number: (619) 425-2432

Name of Company CEO: David S. Guaderrama

Address(es), phone and fax number(s) of company facilities located in San Diego County (if different from above):

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____ Email: _____

Type of Business: Janitorial Service Provider Type of License: DIR

The Company has appointed: David M. Guaderrama

As its Equal Employment Opportunity Officer (EEOO). The EEOO has been given authority to establish, disseminate and enforce equal employment and affirmative action policies of this company. The EEOO may be contacted at:

Address: 155 W. 35th St, Suite A, National City, Ca. 91950

Telephone Number: 6194250440 Fax Number: 6194252432 Email: nmsmanagement@msn.com

- One San Diego County (or Most Local County) Work Force - Mandatory
- Branch Work Force *
- Managing Office Work Force

Check the box above that applies to this WFR.

**Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.*

I, the undersigned representative of NMS Management, Inc.
(Firm Name)

San Diego, Ca. hereby certify that information provided
(County) (State)

herein is true and correct. This document was executed on this 6th day of May, 2026



(Authorized Signature)

David M. Guaderrama

(Print Authorized Signature Name)

NAME OF FIRM: NMS Management, Inc. DATE: 5/6/25

OFFICE(S) or BRANCH(ES): Companywide COUNTY: San Diego

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) Black or African-American
- (2) Hispanic or Latino
- (3) Asian
- (4) American Indian or Alaska Native
- (5) Native Hawaiian or Pacific Islander
- (6) White
- (7) Other race/ethnicity; not falling into other groups

Definitions of the race and ethnicity categories can be found on Page 4

ADMINISTRATION OCCUPATIONAL CATEGORY	(1) Black or African American		(2) Hispanic or Latino		(3) Asian		(4) American Indian/ Nat. Alaskan		(5) Pacific Islander		(6) White		(7) Other Race/ Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Management & Financial			2	2										
Professional														
A&E, Science, Computer														
Technical														
Sales			1											
Administrative Support			1	2										
Services														
Crafts														
Operative Workers														
Transportation														
Laborers*	2		45	91	6	8								

*Construction laborers and other field employees are not to be included on this page

Totals Each Column	2		49	95	6	8								
--------------------	---	--	----	----	---	---	--	--	--	--	--	--	--	--

Grand Total All Employees 160

Indicate by Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Non-Profit Organizations Only:

Board of Directors														
Volunteers														
Artists														

WORK FORCE REPORT – Page 3

NAME OF FIRM: NMS Management, Inc. DATE: 5/6/25

OFFICE(S) or BRANCH(ES): Companywide COUNTY: San Diego

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) Black or African-American
- (2) Hispanic or Latino
- (3) Asian
- (4) American Indian or Alaska Native
- (5) Native Hawaiian or Pacific Islander
- (6) White
- (7) Other race/ethnicity; not falling into other groups

Definitions of the race and ethnicity categories can be found on Page 4

TRADE OCCUPATIONAL CATEGORY	(1) Black or African American		(2) Hispanic or Latino		(3) Asian		(4) American Indian/ Nat. Alaskan		(5) Pacific Islander		(6) White		(7) Other Race/ Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Brick, Block or Stone Masons														
Carpenters														
Carpet, Floor & Tile Installers Finishers														
Cement Masons, Concrete Finishers														
Construction Laborers														
Drywall Installers, Ceiling Tile Inst														
Electricians														
Elevator Installers														
First-Line Supervisors/Managers														
Glaziers														
Helpers; Construction Trade														
Millwrights														
Misc. Const. Equipment Operators														
Painters, Const. & Maintenance														
Pipelayers, Plumbers, Pipe & Steam Fitters														
Plasterers & Stucco Masons														
Roofers														
Security Guards & Surveillance Officers														
Sheet Metal Workers														
Structural Metal Fabricators & Fitters														
Welding, Soldering & Brazing Workers														
Workers, Extractive Crafts, Miners														

Totals Each Column														
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Grand Total All Employees 0

Indicate By Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Work Force Report

HISTORY

The Work Force Report (WFR) is the document that allows the City of San Diego to analyze the work forces of all firms wishing to do business with the City. We are able to compare the firm's work force data to County Labor Force Availability (CLFA) data derived from the United States Census. CLFA data is a compilation of lists of occupations and includes the percentage of each ethnicity we track (American Indian or Alaska Native, Asian, Black or African-American, Native Hawaiian or Pacific Islander, White, and Other) for each occupation. Currently, our CLFA data is taken from the 2010 Census. In order to compare one firm to another, it is important that the data we receive from the consultant firm is accurate and organized in the manner that allows for this fair comparison.

WORK FORCE & BRANCH WORK FORCE REPORTS

When submitting a WFR, especially if the WFR is for a specific project or activity, we would like to have information about the firm's work force that is actually participating in the project or activity. That is, if the project is in San Diego and the work force is from San Diego, we want a San Diego County Work Force Report¹. By the same token, if the project is in San Diego, but the work force is from another county, such as Orange or Riverside County, we want a Work Force Report from that county². If participation in a San Diego project is by work forces from San Diego County and, for example, from Los Angeles County and from Sacramento County, we ask for separate Work Force Reports representing your firm from each of the three counties.

MANAGING OFFICE WORK FORCE

Equal Opportunity Contracting may occasionally ask for a Managing Office Work Force (MOWF) Report. This may occur in an instance where the firm involved is a large national or international firm but the San Diego or other local work force is very small. In this case, we may ask for both a local and a MOWF Report^{1, 3}. In another case, when work is done only by the Managing Office, only the MOWF Report may be necessary.³

TYPES OF WORK FORCE REPORTS:

Please note, throughout the preceding text of this page, the superscript numbers one ¹, two ² & three ³. These numbers coincide with the types of work force report required in the example. See below:

- ¹ One San Diego County (or Most Local County) Work Force – Mandatory in most cases
- ² Branch Work Force *
- ³ Managing Office Work Force

**Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.*

RACE/ETHNICITY CATEGORIES

American Indian or Alaska Native – A person having origins in any of the peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian – A person having origins in any of the peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American – A person having origins in any of the Black racial groups of Africa.

Native Hawaiian or Pacific Islander – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White – A person having origins in any of the peoples of Europe, the Middle East, or North Africa.

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.

Exhibit A: Work Force Report Job Categories – Administration

Refer to this table when completing your firm's Work Force Report form(s).

Management & Financial

Advertising, Marketing, Promotions, Public
Relations, and Sales Managers
Business Operations Specialists
Financial Specialists
Operations Specialties Managers
Other Management Occupations
Top Executives

Professional

Art and Design Workers
Counselors, Social Workers, and Other Community
and Social Service Specialists
Entertainers and Performers, Sports and Related
Workers
Health Diagnosing and Treating Practitioners
Lawyers, Judges, and Related Workers
Librarians, Curators, and Archivists
Life Scientists
Media and Communication Workers
Other Teachers and Instructors
Postsecondary Teachers
Primary, Secondary, and Special Education School
Teachers
Religious Workers
Social Scientists and Related Workers

Architecture & Engineering, Science, Computer

Architects, Surveyors, and Cartographers
Computer Specialists
Engineers
Mathematical Science Occupations
Physical Scientists

Technical

Drafters, Engineering, and Mapping Technicians
Health Technologists and Technicians
Life, Physical, and Social Science Technicians
Media and Communication Equipment Workers

Sales

Other Sales and Related Workers
Retail Sales Workers
Sales Representatives, Services
Sales Representatives, Wholesale and
Manufacturing
Supervisors, Sales Workers

Administrative Support

Financial Clerks
Information and Record Clerks
Legal Support Workers

EOC Work Force Report (rev. 08/2018)

Material Recording, Scheduling, Dispatching,
and Distributing Workers
Other Education, Training, and Library
Occupations
Other Office and Administrative Support
Workers
Secretaries and Administrative Assistants
Supervisors, Office and Administrative Support
Workers

Services

Building Cleaning and Pest Control Workers
Cooks and Food Preparation Workers
Entertainment Attendants and Related
Workers
Fire Fighting and Prevention Workers
First-Line Supervisors/Managers, Protective
Service Workers
Food and Beverage Serving Workers
Funeral Service Workers
Law Enforcement Workers
Nursing, Psychiatric, and Home Health Aides
Occupational and Physical Therapist Assistants
and Aides
Other Food Preparation and Serving Related
Workers
Other Healthcare Support Occupations
Other Personal Care and Service Workers
Other Protective Service Workers
Personal Appearance Workers
Supervisors, Food Preparation and Serving
Workers
Supervisors, Personal Care and Service
Workers
Transportation, Tourism, and Lodging
Attendants

Crafts

Construction Trades Workers
Electrical and Electronic Equipment
Mechanics, Installers, and Repairers
Extraction Workers
Material Moving Workers
Other Construction and Related Workers
Other Installation, Maintenance, and Repair
Occupations
Plant and System Operators
Supervisors of Installation, Maintenance, and
Repair Workers
Supervisors, Construction and Extraction
Workers
Vehicle and Mobile Equipment Mechanics,

Installers, and Repairers
Woodworkers

Operative Workers

Assemblers and Fabricators
Communications Equipment Operators
Food Processing Workers
Metal Workers and Plastic Workers
Motor Vehicle Operators
Other Production Occupations
Printing Workers
Supervisors, Production Workers
Textile, Apparel, and Furnishings Workers

Transportation

Air Transportation Workers
Other Transportation Workers
Rail Transportation Workers
Supervisors, Transportation and Material
Moving Workers
Water Transportation Workers

Laborers

Agricultural Workers
Animal Care and Service Workers
Fishing and Hunting Workers
Forest, Conservation, and Logging Workers
Grounds Maintenance Workers
Helpers, Construction Trades
Supervisors, Building and Grounds Cleaning
and Maintenance Workers
Supervisors, Farming, Fishing, and Forestry
Workers

Exhibit B: Work Force Report Job Categories-Trade

Brick, Block or Stone Masons
Brickmasons and Blockmasons
Stonemasons

Carpenters

Carpet, floor and Tile Installers and Finishers
Carpet Installers
Floor Layers, except Carpet, Wood and Hard
Tiles
Floor Sanders and Finishers
Tile and Marble Setters

Cement Masons, Concrete Finishers
Cement Masons and Concrete Finishers
Terrazzo Workers and Finishers

Construction Laborers

Drywall Installers, Ceiling Tile Inst
Drywall and Ceiling Tile Installers
Tapers

Electricians

Elevator Installers and Repairers

First-Line Supervisors/Managers
First-line Supervisors/Managers of
Construction Trades and Extraction Workers

Glaziers

Helpers, Construction Trade
Brickmasons, Blockmasons, and Tile and
Marble Setters
Carpenters
Electricians
Painters, Paperhangers, Plasterers and Stucco
Pipelayers, Plumbers, Pipefitters and
Steamfitters
Roofers
All other Construction Trades

Millwrights

Heating, Air Conditioning and Refrigeration
Mechanics and Installers
Mechanical Door Repairers
Control and Valve Installers and Repairers
Other Installation, Maintenance and Repair
Occupations

Misc. Const. Equipment Operators

Paving, Surfacing and Tamping Equipment
Operators
Pile-Driver Operators
Operating Engineers and Other Construction
Equipment Operators

Painters, Const. Maintenance

Painters, Construction and Maintenance
Paperhangers

Pipelayers and Plumbers

Pipelayers
Plumbers, Pipefitters and Steamfitters

Plasterers and Stucco Masons**Roofers****Security Guards & Surveillance Officers****Sheet Metal Workers****Structural Iron and Steel Workers****Welding, Soldering and Brazing Workers**

Welders, Cutter, Solderers and Brazers
Welding, Soldering and Brazing Machine
Setter, Operators and Tenders

Workers, Extractive Crafts, Miners

**LIVING WAGE ORDINANCE
 CERTIFICATION OF COMPLIANCE**
 REQUIRED BY SAN DIEGO MUNICIPAL CODE §22.4225(c)

COMPANY INFORMATION

Company Name: NMS Management, Inc.
 Company Address: 155 W. 35th St, Suite A, National City, Ca. 91950
 Company Contact Name: David M. Guaderrama Contact Phone: (619) 425-0440

CONTRACT INFORMATION

Contract Number (if no number, state location): 10090297-25-J Start Date:
 Contract Title (or description): Janitorial Services for Public Utilities Department End Date:
 Purpose/Service Provided: Janitorial Services

TERMS OF COMPLIANCE

A contractor or subcontractor working on or under the authority of an agreement subject to the Living Wage Ordinance [LWO] must comply with all applicable provisions unless specifically approved for an exemption. Basic requirements of the LWO are:

- (a) Pay covered employees the current fiscal year hourly wage rate;
- (b) If any lesser amount is applied toward the health benefits rate, add this difference to the hourly wage rate as cash;
- (c) Provide minimum of 80 compensated leave hours per year for illness, vacation, or personal need at the employee's request and permit 80 additional unpaid leave hours for personal or family illness when accrued compensated leave hours have been used;
- (d) Annually distribute a notice with the first paycheck after July 1 to inform all covered employees of LWO requirements, their possible right to Federal Earned Income Tax Credit, and possible availability of health insurance coverage under the Affordable Care Act;
- (e) Prohibit retaliation against any covered employee who alleges noncompliance with the requirements of the LWO;
- (f) Permit access for authorized City representatives to work sites and records to review compliance with the LWO; and
- (g) Maintain wage and benefit records for covered employees for 3 years after final payment.

If a subcontractor fails to submit this completed form, the prime contractor may be found in violation of the LWO for failure to ensure its subcontractor's compliance. This may result in a withholding of payments or termination of the agreement.

CONTRACTOR CERTIFICATION

By signing, the contractor certifies under penalty of perjury under laws of the State of California to the following:

- (a) comply with the requirements of the Living Wage Ordinance; and
- (b) will perform at least fifty percent (50%) of the work with its own employees.

David M. Guaderrama

Name of Signatory



Signature

Director of Business Development

Title of Signatory

5/6/25

Date

FOR OFFICIAL CITY USE ONLY

Date of Receipt: LWO Analyst: Contract Number:

2.6 Reserved.

2.7 Reserved.

2.8 Additional Information as required in Exhibit B.

Tab B - Executive Summary and Responses to Specifications.



NMS Management, Inc.

155 West 35th St., Suite A
National City, CA 91950
nmsmanagement@msn.com
(619) 425-0440

RFP: 10090297-25-J
Janitorial Services for Public Utilities
Department
CITY OF SAN DIEGO



MANAGEMENT, INC.

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Executive Summary

NMS Management, Inc. is a proud provider of high quality and efficient janitorial services for military establishments, healthcare facilities, institutions of higher education, public housing agencies, public transportation authorities and a host of federal, state, and municipal agencies. NMS also accommodates a complete spectrum of commercial properties, from Class A office high-rise buildings and corporate office complexes to laboratories, industrial properties, and other high-traffic commercial facilities.

NMS Management is comprised of outstanding individuals who have dedicated their careers to providing industry-leading janitorial services and remain committed to sustaining a clean, healthy, and productive work environment in support of our customers' mission-critical function.

Established in 1985 as a dedicated janitorial service provider, NMS fully subscribes to the policies, procedures, and principles compliant with ISSA's Cleaning Industry Management Standards (CIMS-GB). Although we have been fortunate to experience growth and a diversification of support service capability, we have never lost sight of the fact that quality of service and customer satisfaction are the true standards by which we measure our success.

NMS currently employs a workforce of over 230 skilled and highly qualified janitorial maintenance service professionals that subscribe to the highest ethical standards of quality and customer satisfaction. The entire NMS workforce that will be allocated to this contract will be cleared, well-trained and fully qualified hired staff. NMS does not subcontract and will not contract a staffing agency for any portion of this contract.

Collectively, NMS has the technical expertise, management capability and a proven track record to deliver an effective, high performance cleaning plan in accordance with LEED Green Cleaning Standards to encompass all requirements under the scope of services for the City of San Diego's Public Utilities Department.

As the current janitorial service provider for the City of San Diego's Public Utilities Department, NMS brings extensive experience and in-depth knowledge of the unique conditions and operational demands associated with maintaining high-security, mission-critical facilities. Our team is thoroughly familiar with the stringent access requirements, specialized safety protocols, and heightened environmental sensitivities that define these locations. We have successfully provided comprehensive interior and exterior cleaning services for the broad range of Public Utility Department sites and our proven track record demonstrates our ability to deliver high-quality janitorial services tailored to the unique needs of critical infrastructure environments. Moreover, our operational readiness, attention to detail, and commitment to service excellence ensure we provide the best value for our customers' cleaning investment.

The contents of this proposal will outline the advantage of leveraging NMS Management's 40 years of experience and the efficient protocols that have been developed to provide our customers with better customer service, effective quality control, and a well-executed janitorial service program that not only guarantees a consistent level of service but also provides the building occupants with a safe, clean, and productive work environment while focusing on service excellence and aesthetic facilities for the City staff.

2.13 Proposer's Response to the RFP.

Staffing Plan

❖ **Qualifications of Personnel Adequate for Requirement**

NMS Management is the current contractor providing janitorial services for the City of San Diego's Public Utilities Department. Our experienced personnel are fully equipped and prepared to continue delivering these services to the highest standard.

We have consistently and successfully performed comprehensive interior and exterior cleaning services across a wide range of Public Utilities facilities, including but not limited to: NTC Harbor Laboratory, Alvarado Water Treatment Plant (WTP), Alvarado Joint Laboratory, Employee Training and Development Center at Alvarado, Electrical and IC&T Building at Alvarado, SCADA Trailers at Alvarado WTP, IWCP Trailer at Alvarado WTP, Point Loma WTP, Pump Station No. 1, Pump Station No. 2, Grove Avenue Pump Station, South Bay WTP, Metropolitan Biosolids Center, Peñasquitos Pump Station, Pump Station 64, Pump Station 65, San Pasqual Treatment Plant, Miramar WTP, Otay WTP, San Vicente Operations Yard, MOC Complex, Chollas Water Operations Yard, and North City Reclamation Plant.

Our proven track record underscores our ability to meet the complex requirements of these critical infrastructure sites. NMS brings a robust combination of qualifications, extensive first-hand experience, and highly dedicated personnel that are more than adequate to continue performing on this contract. Below is a detailed overview:

● **ADEQUACY OF PROPOSED STAFF**

1. **Skilled and Certified Staff:** NMS Management's janitorial team is composed of highly trained and certified professionals who are knowledgeable in the latest cleaning techniques and safety protocols. Our staff undergoes continuous training to stay updated on industry advancements and regulatory requirements.
2. **Vetted and Cleared Staff:** All janitorial staff, including supervisors and managers assigned to this project have successfully passed a Live Scan background check, including I-9 verification, DMV, and criminal record checks. Additionally, every NMS employee must satisfactorily complete a chemical urine analysis.
3. **Dedicated Management Team:** NMS assigns a dedicated management team to oversee this janitorial services contract, ensuring efficient coordination, communication, and quality control. This team is available around the clock to address any immediate concerns or emergency situations.
4. **Flexible Staffing Model:** NMS Management employs a scalable staffing model that allows for the adjustment of personnel based on the fluctuating needs of the facilities. This flexibility ensures that all facilities receive the appropriate level of service, even during peak times or special events.
5. **Response Time and Availability:** NMS Management guarantees prompt response times and the availability of staff for both scheduled services and emergency situations. The company's 24/7 operational support ensures that all city facilities remain in pristine condition, regardless of time or day.

At NMS Management, we believe that qualified and motivated employees are the fundamental element to our success. It is imperative that all employees are treated with respect and dignity, provided with competitive compensation and that personal growth is supported at every level throughout their career. Because the quality of our employees is the key to our success, we carefully select our new employees and provide extensive training in all aspects of janitorial services starting from the fundamentals and continually progressing to the most advanced cleaning procedures. In turn, we expect our employees' maximum contribution to the success of the Company.

- **HUMAN RESOURCES**

NMS's Human Resources Department establishes processes, instructions, tools, and metrics that enable the delivery of safe, healthy, efficient, and reliable work environments to allow our workforce to better achieve our clients' goals. In following our commitment to providing a work environment where employees can thrive with productivity and take pride in their work, the principals of NMS have created an NMS Employee Handbook which fully defines the terms and conditions of employment at NMS and the NMS Management Standard Operating Procedures Guidebook, which is designed to help maintain processes, ensure quality outcomes, and better assist us to remain competitive in the current business environment. Our Handbook was also designed to familiarize all employees with our company policies, requirements, and standards of conduct during employment with NMS. Likewise, NMS's Standard Operating Procedures reduces service variation, which is counterproductive to our efficient efforts.

- **EMPLOYEE SCREENING PROCESS**

NMS takes great pride in hiring strictly trustworthy and honorable employees that undergo a rigorous background check and stringent verification process. By investing heavily in our human resources department, employee training and back-office support we give confidence that our customers will receive the highest possible level of service at their facilities.

- ✓ NMS screens all employees to ensure that all prospective representatives of NMS are of good moral character, and they will support and maintain NMS's high standards for quality, integrity and policy of a drug and alcohol-free workplace.
- ✓ All new employees are placed on a 90-day probation to ensure that they support and maintain NMS policies, procedures and regulations and share our same commitment and dedication to high standards of quality and customer satisfaction.
- ✓ All NMS employees are U.S. Citizens, or they possess a valid permanent resident card. We fully investigate all applicants and conduct the following investigations to verify compliance both upon hire and semi-annually: Live Scan fingerprinting, I-9 verification, DMV, and criminal record checks.

NMS Management, Inc. is dedicated to outperforming the competition in service, quality, convenience, and responsiveness while maximizing our internal operating effectiveness. Our number one priority is to meet the complete satisfaction of our customers, their workforce and the general public who utilize our services.

- **LOSS PREVENTION INITIATIVES**

The following directives have been established as key elements of NMS Management, Inc.'s Loss Prevention Program. Such directives have been created to mitigate possible opportunities for employee theft, theft of customers' property, burglary and/or vandalism by our workforce while on location in performance of contracted services. From our inception to the current date, we have never had any accusation of such acts by our workforce.

- a) **Pre-employment Screening:** The first line of defense against employee theft is by hiring honest employees at the outset. This is accomplished through a program of pre-employment screening. By performing in-depth checks of an applicant's job history, references, credit history, driving record, etc., NMS has reduced its exposure to theft while creating an environment of honesty. Our experience shows that our thorough screening process conveys to employees that management is concerned with ensuring the highest level of integrity in our workforce.
- b) **Procedure Controls and Devices:** NMS boldly implements procedures limiting or deterring the opportunity for theft in our customer's facilities. Workflow and task assignments have been arranged so that the work of one employee acts as a control on that of another, similar to a system of checks and balances.
- c) **Employee Job Satisfaction:** Human Resources promotes initiatives designed specifically to build employee loyalty and align employee and company goals, promotion-from-within policies and fair compensation practices which can be effective at reducing employee theft. Through such programs, management can establish an atmosphere of positive attitudes that will benefit the company not only in terms of increased honesty, but in terms of increased productivity as well.
- d) **Enforcement Policy:** Although its effectiveness is often debatable, NMS's policy of dismissal and prosecution is considered a useful control strategy because of its role as a deterrent. The fear of being caught, coupled with dismissal (being terminated), possible prosecution, and the threat of jail (depending on the severity of the crime), will cause many employees to think twice about stealing. Managers have been trained in the procedures to be followed in questioning or detaining a suspected thief.
- e) **Theft Prevention:** Most of the procedures discussed herein are suitable for both preventing employee theft and also effective in preventing the theft of customers' property by employees. We are strong supporters in hiring honest people, having human resource programs designed to build employee loyalty, and establishing a policy of dismissal and prosecution for every employee of NMS to follow.

- **NMS's EMPLOYMENT POLICY**

The first 90 days of employment at NMS is considered a trial period. During this time, employees will learn their responsibilities, get acquainted with fellow employees and determine whether or not they are a good fit for the job. Also, during this time, their supervisor will closely monitor their performance on the job.

Upon completion of the trial period, NMS will review the employee's performance. If NMS finds the performance satisfactory and decides to continue the employment, it will advise of any

improvements expected from the employee. At that time, the employee may express suggestions to improve NMS's efficiency and operations.

During the first 90 days, their employment is At-Will. Their employment thereafter continues as At-Will. Completion of the trial period does not entitle any employee to remain employed by NMS for any definite period of time. Both the employee and NMS are free, at any time, with or without notice and with or without cause, to end the employment relationship.

During the trial period, every supervisor will explain in detail the job responsibilities and the performance standards expected of every employee. Job responsibilities may change at any time during their employment. From time to time, janitors may be asked to work on special projects or to assist with other work necessary or important to the operation of their department or NMS. Cooperation and assistance in performing such additional work is expected.

NMS Managers and Supervisors will assign each employee their individual work schedule. All employees are expected to be at their workstations at the start of their scheduled shifts, ready to perform their work. Exchanging work schedules with other employees is discouraged. However, if it is necessary to exchange schedules, supervisors must be notified, who may authorize an exchange, if possible. Work schedule exchanges will not be approved for mere convenience or if the exchange will result in disruption of or interference with normal operations or if it will result in unnecessary overtime.

- **PERFORMANCE EVALUATIONS**

Employees will receive periodic performance reviews by supervisors and/or managers. The first performance evaluations will be after completion of the probationary period. After that review, performance evaluations will be conducted annually, on or about the anniversary date of employment with NMS. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems. Performance evaluations may review factors such as the quality and quantity of the work being performed, the knowledge of the job, initiative, employees' work attitude and their attitude towards others. The performance evaluations are designed to help the worker become aware of their progress, areas for improvement and objectives or goals for future work performance.

- **STANDARD OPERATING PROCEDURES**

NMS's Standard Operating Procedures (SOP) is a detailed manual created to provide guidance as to how a certain cleaning task is completed in the most efficient and effective manner according to Industry Best Practices. The purpose of the SOP is to provide enough detail so employees can perform the task correctly as they have been instructed during NMS's hands-on training and orientation. Additional instruction is also provided on the safe and proper use of all chemicals and equipment in addition to the step-by-step procedures for specific cleaning requirements.

- **OVERVIEW OF NMS DRUG AND ALCOHOL TESTING PROCEDURES AND POLICY**

Prior to an employee being allocated to a job site, they must successfully pass NMS's chemical urine analysis to ensure they are of good moral character and have the capacity and enthusiasm to support our company mission and values.

NMS is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety, and health and therefore seriously impair the employee's value to NMS. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes NMS to the risks of property loss or damage, or injury to other persons. The following rules and standards of conduct apply to all employees both on or off company property or during or after the workday (including meals and rest periods).

The following are strictly prohibited by NMS:

- a) Possession or consumption of alcohol or being under the influence of alcohol while on the job.
- b) Driving a Company vehicle within eight hours of consuming alcohol or at any time while under the influence of alcohol or a drug that impairs performance or judgment.
- c) Distribution, sale, or purchase of an illegal or controlled substance while on the job.
- d) Possession or use of an illegal or controlled substance or being under the influence of an illegal or controlled substance while on the job.

Violation of the above rules and standards of conduct will not be tolerated. NMS also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, NMS reserves the right to conduct searches of company property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work. NMS may require a written authorization form from the employee's physician prior to permitting an employee to work who is utilizing such prescription or over-the-counter medication.

NMS will encourage and reasonably accommodate employees with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation. To this end, employees desiring such assistance should request treatment or rehabilitation leave and contact their project manager for additional information. NMS policy on treatment and rehabilitation is not intended to affect NMS's treatment of employees who violate the policies described above. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency. NMS fully complies with all applicable State and Federal laws concerning employees who engage in voluntary alcohol or drug treatment and rehabilitation.

NMS Reasons for Drug Testing

- a) **Pre-Employment:** Pre-employment testing is conducted to prevent the hiring of individuals who use illegal drugs. An individual is required to provide a drug test specimen during the job application process, typically after a conditional offer of employment. After a negative test result, we will make a job offer to the applicant.

- b) **Periodic:** Periodic testing is usually scheduled in advance and uniformly administered to all employees. A drawback of this method is that employees can prepare for a screening by ceasing their drug use in advance of the scheduled test.
- c) **Random:** Random testing is a strong deterrent to drug users because it is conducted unannounced. Using a random selection process, the employer selects one or more individuals from all of the employees included in the employer's workplace drug testing program. NMS fully supports this means of drug testing in accordance with the U.S. Department of Transportation and FTA regulations.
- d) **Reasonable Suspicion:** Reasonable suspicion testing, sometimes referred to as "probable-cause," or "for-cause" testing, is conducted when supervisors have evidence or objective reasons to suspect drug use. Since this type of drug testing is discretionary, it requires stringent supervisor training to ensure consistent application of the program across the workforce.
- e) **Post-Accident:** Testing following an accident sometimes referred to as "post incident" testing can help determine whether drugs or alcohol were a factor.

We have a long history of performing janitorial contracts with public agencies and our performance has been stellar throughout the term of every single contract. The standard of cleanliness set by NMS Management is supported by our distinguished managers and our dedicated workforce. We feel strongly that if you set a high level of expectation, you will find that most employees will rise to or exceed that level of expectation. NMS will deliver a qualified workforce that is fully knowledgeable in the appropriate cleaning methodologies to provide a safe, healthy, and aesthetically pleasing environment during our performance of Janitorial Services at the City of San Diego's managed facilities.

- **NMS TRAINING PROGRAM**

NMS is a firm believer that training is an important part of the performance outcomes that we provide. Our training program is much more in depth and hands-on than any of our cleaning competitors. We use a comprehensive approach to train all site personnel in proper green cleaning and safety techniques in addition to quality assurance techniques and efficient operational functions. This training includes information on responsibilities, forms, reports, preventative measures, corrective actions, service implementation, quality work systems, job site conduct and a plethora of other topics including individual task cleaning procedures for a total of 22.5 hours, which is paid training time, prior to being allocated to the job site. This training is conducted at NMS Corporate Headquarters or our satellite offices. NMS will provide certification that all janitorial personnel assigned to the contract have received training on the various topics including City-provided chemicals, Safety Data Sheets, Blood Born Pathogen, Personal Protective Equipment, and Injury/Illness Program as required by CAL OSHA, Title 8, Sections 3203, 1926.59, and 5193.

We invest countless hours into research, training, and program development in our efforts to meet and exceed our customers' needs and expectations. Our pledge is to provide top-tier cleaning and building maintenance services, with a commitment to continually investigate and implement newer, more sustainable products and processes that are user friendly, fiscally responsible, and protect our

environment. We have an extensively researched and documented training manual, which outlines key functions in all areas of janitorial services. The following are representative of such procedures:

- a) **Ongoing Training & Education:** Training at NMS is continuous, as is our Green Cleaning Training regimen, which is conducted by our managers, supervisors and/or Safety Training staff. Consisting of green cleaning procedures and safety practices.
- b) **Cleaning Methodology:** NMS's cleaning methodology is based on relevant current guidelines and best industry standards. For example, our staff focuses on building entryways, both inside and out. Trapping and removing dirt and pollutants before they enter the building is the green goal. Cleaners are directed to frequently clean entrances and entryway mats. Additionally, our cleaning manual is continually reviewed and improved in an ongoing effort to provide a better work environment for our clients.
- c) **Proper Usage of Cleaning Equipment and Solutions:** Our janitorial teams are trained in the proper use of equipment and cleaners including accurate product dilution and procedures for minimizing particles of dust and chemicals in the air. Maximizing cleaning efficiency and minimizing waste is the ultimate goal.
- d) **HEPA Compliance:** NMS staff empties HEPA bags at the end of their shift or when they are half-full. Our staff is also trained in proper vacuuming, extraction, rinsing and drying techniques, and taking the necessary steps to complete each process thoroughly.
- e) **Focus on Preventative Measures:** Our cleaning staff is trained to focus on cleaning touch points such as doorknobs, handles, bright work, fixtures and any other common areas in the building where occupants come in contact. Our staff also takes the time and care to properly apply disinfectants in restrooms by following the proper dwell time for chemicals to work on the surface. The main purpose is to disinfect or remove any spot by using less product, while maintaining a hygienic environment.

- **NMS SAFETY PROGRAM**

NMS's classroom training involves technical and detailed safety information for a total of 22.5 hours before a new employee will report to a job site, existing employees must complete 12 hours of training annually and managers must satisfy 87 hours of training. Training is continuous and mandatory and then reinforced through monthly in-house training and on-the-job instruction. The enclosed Safety Training Chart lists the individual subjects that each employee will receive that are involved in this contract. (See Sample Safety Training Chart Diagram below)

NMS Management, Inc.

SAFETY POLICIES AND PROCEDURES



SAFETY TRAINING CHART
Total Training Annual Hours Required

No.	Topics	Employee Training Hours	On-Going Training	Management Training Hours	Other
1	Accident Prevention	0.75	On-Going	3.00	
2	Automated External Defibrillator-MTS 1001-15	0.50		1.00	
3	Blood Borne Pathogen	1.00	On-Going	2.00	
4	Chemical Training	1.00	On-Going	3.00	
5	CleanTelligent/QC Plan	1.00	On-Going	5.00	
6	Customer Service	1.00	On-Going	3.00	
7	Disciplinary Action	1.00	On-Going	3.00	
8	Drug and Alcohol Policy	0.50	On-Going	1.00	
9	Emergency Procedures	0.50	On-Going	3.00	
10	Employee Rights/Benefits	0.75		4.00	
11	Energy Conservation Plan	0.50		1.00	
12	Green Cleaning Procedures	2.00	On-Going	5.00	
13	Harassment (Sexual, Religion, Disability, Etc.)	1.00		3.00	
14	Hazardous Material	0.50	On-Going	3.00	
15	Health Plan-Enrollments	0.50	On-Going	3.00	
16	Janitor Dress and Grooming/Uniforms Policy	0.50	On-Going	2.00	
17	NMS Adv. Clean Procedures	1.50		3.00	
18	Occupancy Emergency Plan	1.00	On-Going	1.00	
19	On The Job Behavior	1.00	On-Going	5.00	
20	Pandemic Mitigation Procedures	0.50		1.00	
21	Personal Protective Equipment (PPE)	0.50	On-Going	2.00	
22	Safety & Health	1.00	On-Going	4.00	
23	Safety Data Sheet	0.50	On-Going	2.00	
24	Safety Orientation	1.00	On-Going	5.00	
25	Standard Operation Procedure (CPUC) General Order 172	0.50	On-Going	3.00	
26	Security Policy (Access to Customers Property/Badging)	0.50	On-Going	3.00	
27	Sign In/Out & Key Policy	0.50	On-Going	3.00	
28	Slip and Fall Hazard	0.50	On-Going	4.00	
29	Storm Water Pollution Prevention Plan	0.50		2.00	
Total Training Hours Required		22.50	On-Going	87.00	

• ANNUAL SAFETY TRAINING CALENDAR

The Annual Safety Training Calendar below lists the individual subjects covered during the monthly training meetings throughout the year. Please Note: Every training meeting is conducted at NMS's Corporate Office. (See Sample Safety Training Calendar).

NMS Management, Inc.



SAFETY POLICIES AND PROCEDURES

SAFETY TRAINING ANNUAL 2024 CALENDAR

Department:

No.	Topics	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Security Policy (Access to customer Property/Badging)	1/17/25			4/16/25			7/21/25			10/16/25		
2	Sign In/Out & Key Policy						6/6/25						
3	Uniform Policy		2/13/25			5/8/25			8/4/25			11/13/25	
4	Employee Rights/Benefits			3/2/25			6/1/25			9/13/25			12/19/25
5	Job Site Safety Orientation	1/1/25		3/1/25		5/21/25		7/1/25		9/1/25		11/1/25	
6	Standard Operations Procedure-Cleaning		2/5/25		4/4/25		6/2/25		8/3/25		10/1/25		12/2/25
7	Standard Operations Procedure-Safety	1/7/25					6/1/25				10/15/25		12/29/25
8	SDS Sheets			3/11/25									12/29/25
9	Occupancy Emergency Plan				4/24/25							11/9/25	
10	Pandemic Mitigation Procedures	1/4/25						7/6/25					
11	CAL/OSHA Regulations		2/4/25			5/22/25				9/21/25			
12	Personal Protective Equipment (PPE)						6/24/25						12/2/25
13	Blood Borne Pathogen	1/28/25								8/19/25			
14	Train The Trainer Blood Borne Pathogen					5/22/25							
15	Bio Clean Procedures & Cleaning Blood Spills			3/11/25				7/6/25					
16	Spills Containment and use of Spills Kits		2/25/25							8/19/25			
17	Harassment (Sexual, Religion, Disability, Etc.)					5/5/25						11/18/25	
18	Accident Prevention				4/1/25					9/9/25			
19	Emergency Procedure	1/28/25						7/29/25					
20	Safety & Health			3/11/25							10/28/25		
21	Storm Water Pollution Prevention Plan											11/9/25	
22	Spill and Fall Hazard		2/25/25							9/21/25			
23	Chemical Training				4/24/25				8/19/25				
24	Clean Telligent						6/15/25						12/7/25
25	Inspection Policy							7/6/25					
26	Disciplinary Action	1/28/25					6/17/25					11/18/25	
27	Energy Conservation Plan			3/25/25									
28	NMS Adv. Clean Procedure					5/27/25					10/15/25		
29	On the Job Behavior									9/30/25			

• CONTINGENCY STAFFING

NMS Management, Inc., fully understands our responsibility to provide adequate staffing and the necessary coverage (personnel, material, equipment and service) in the event of staff absences (i.e. illness, vacations, and/or terminations) or in the event of an emergency. NMS takes a proactive approach to contingency planning. The two most critical aspects of a contract are the availability of personnel, and the equipment/material/technology required to perform the work. We pride ourselves on making sure our team has all the equipment and supplies necessary for success. Systems are also in place to ensure that all preventive maintenance is completed as scheduled and that there is sufficient redundancy to allow work to continue should equipment break. Any issues related to customer provided equipment will be reported via the procedure developed between onsite management and the customer. To ensure adequate availability of personnel, NMS employs the following strategies, as needed:

- ✓ Cross train staff to perform multiple functions.
- ✓ Develop an "on-call" pool of qualified workers to be used.
- ✓ When permitted, use part-time staff whose hours can be expanded.
- ✓ Maintain a network of referral sources as a pipeline for new employees.
- ✓ Maintain and remain constantly ready to deploy emergency operations plans in case of emergencies, natural disasters, etc.
- ✓ Identify personnel at other contract sites that could be temporarily assigned in the event of an emergency.
- ✓ Recruiting efforts will be intensified to shore up the sudden requirement. Our experience operating in the local area as well as our many contacts and sources of labor gives us every confidence that we will be able to quickly meet any requirement.
- ✓ NMS Management, Inc. is fully prepared to utilize overtime when required at our other contract sites to bring already fully qualified personnel to fill requirements during recruiting, processing, and training of an additional workforce.

❖ **Qualifications of Proposer's Organization and Staff Including Current Workforce.**

NMS Management is a premier provider of facility services with a well-established reputation for excellence, reliability, and client satisfaction. Our organization is built on a foundation of operational integrity, innovation, and an unwavering commitment to quality. We bring decades of experience in delivering comprehensive janitorial and facility management solutions tailored to meet the specific needs of our clients.

Our team currently providing janitorial services at the Public Utilities Department exemplifies the highest standards of professionalism and performance. This dedicated workforce is comprised of trained, vetted, and highly skilled personnel who take pride in maintaining safe, sanitary, and well-presented environments. Each team member is equipped with the latest tools, adheres to best practices in hygiene and sustainability, and undergoes continuous training to stay ahead of industry standards.

The exceptional qualifications of NMS Management and our staff are reflected not only in our meticulous service delivery, but also in our proactive communication, responsiveness, and ability to adapt to evolving client needs. We consistently exceed expectations and foster environments that support the operational success of the facilities we serve.

• **RESUMES OF KEY PERSONNEL**

The exceptional quality of the proposed project team is reflected in the following key personnel. This proactive management team establishes clear standards and implements proven procedures that set forth the framework to guarantee our skilled and motivated service team delivers positive results. Many organizations struggle to find a winning team, they often fail because their winning team is never found. NMS will have the winning team in place on this contract. The following is a brief synopsis of the experience of each member on our winning team, every member listed will be actively involved on this contract should NMS be the successful bidder.

Mr. David S. Guaderrama, President
Email Address: dguaderrama@cox.net
Cell Phone: (619) 743-1219
Experience: 45 years

Qualifications: Mr. Guaderrama has over forty-six years of experience in the janitorial maintenance field. He has hands-on experience in planning, coordinating, budgeting and administrating government contracts. Mr. Guaderrama founded this organization for the purpose of providing responsive, cost-effective, high-quality services, including janitorial, housekeeping, landscape maintenance and other diverse support services to government agencies, health care institutions and private sector companies. Mr. Guaderrama is a certified Executive Housekeeper, he has taken continuing education courses in environmental microbiology in addition to business courses at Amos Tuck School of Business Administration at Dartmouth College and most recently, he attended the University of Texas, El Paso's Executive Business Management workshop. His areas of expertise include logistics and personnel management, along with contract phase-in and program management oversight. He is recognized as a man of integrity and respected by the SBA as an innovative entrepreneur for providing quality services to the customer. As a result of Mr. Guaderrama's efforts, his company was chosen as "Minority Small Business of the Month" in April of 1997 and "Minority Owned Small Business of the Year" in 1998.

Ms. Liliana Montes, Director of Operations
Email Address: liliana_nmsmanagement@hotmail.com
Cell Phone: (619) 454-8809
Experience: 31 years

Qualifications: Ms. Montes works under the direction of the President of NMS Management, Inc. She is a subject matter expert and knowledgeable regarding all contractual matters. She assists the president with contract development, administration, tracking, and analysis, as well as communication of supplier performance and contract compliance. Ms. Montes works on tasks associated with payroll, office administration, recruitment, selection, engagement, training, development, and related recordkeeping. She will be responsible for the technical success of this

contract. She reviews and executes all modifications, extensions, and contract closeout requirements. She will work with the program manager to direct and coordinate the activities of NMS's contractual obligations and assigned objectives, as well as, coordinate with all levels of management to guarantee success on this project.

Ms. Montes is fully knowledgeable in the Association of Physical Plant Administrators (APPA) cleaning standards and ISSA CIMS-GB standards and how they apply to current operations. Ms. Montes' strict adherence to JCAHO, OSHA and Naval Medical Command Standards and Regulations have resulted in zero violations and a very low incidence of injuries companywide. Being fluent in English and Spanish, Ms. Montes is able to effectively communicate with the work force and the customer alike which adds to the company's great working relationship with the public, which is reflected in NMS' exceptional performance reviews.

Mr. David M. Guaderrama, Director of Business Development/Contract Administrator

Email Address: nmsmanagement@msn.com

Cell Phone: (858) 335-7518

Experience: 23 years

Qualifications: Mr. Guaderrama facilitates NMS Management's business development practices. He is also the contract administrator on this project. He reports directly to the President of NMS. Mr. Guaderrama develops contract proposals to support organizational goals. He reviews contract estimates, including proposed materials, production costs, etc. and determines whether they are acceptable and accurate. He ensures that all records are accurate and up to date. Mr. Guaderrama facilitates all contract modifications and responds to any communications and notices from the customer. Mr. Guaderrama is responsible for negotiating and approving contract terms while ensuring that projects remain within the established budget. He attends high level meetings with customers and conducts inspections to assess progress on projects which are in motion and generate reports to share with the officers of the company. Mr. Guaderrama will be the point of contact during the procurement process of this solicitation and for communication between NMS and the customer's contracting personnel.

Ms. Elvira Rodriguez, Operations Manager

Email Address: elvira_nmsmanagement@hotmail.com

Cell Phone: (619) 454-8805

Experience: 24 years

Qualifications: Ms. Rodriguez brings a wealth of knowledge and expertise to NMS on this contract. As Operations Manager, Ms. Rodriguez is responsible for purchasing and procuring all material and supplies to ensure ample stock is maintained in order to carry out contractual operations. She is dually responsible for conducting assigned quality control inspections utilizing NMS's CleanTelligent/Otivy system. Ms. Rodriguez operates out of NMS Management's Corporate Office and under NMS's Corporate budget as an independent and objective viewpoint to monitor the project staff's quality work. Ms. Rodriguez will make regular unannounced visits to the project during daytime and nighttime operations and conduct her own independent quality audits with random inspections and reviews of quality documentation. Furthermore, Ms. Rodriguez also has the authority to order immediate corrective action for any work found to be inconsistent with NMS

standards and maintain direct communications with the executive officers of NMS to ensure that all areas of concern are promptly resolved. It is her duty to pay close attention to deficiency notices and the corrective actions taken to address them and follow up to verify that it has been corrected.

Ms. Aranza Meza, Project Manager

Email Address: nms.ameza@gmail.com

Cell Phone: (619) 248-7226

Experience: 12 years

Qualifications: Ms. Meza will be the Lead Project Manager on this project and she will be the level one point of Contact for the customer. NMS's Project Manager is ultimately responsible for the delivery and performance of all aspects of this Janitorial Services contract. As such the Project Manager is empowered and has full authority to make all necessary decisions in regard to the successful operation of NMS's contracted service. She will have every resource of the company at her disposal to make sure this contract operates successfully, 7 days per week, 365 days per year for the entire duration of the contract. All NMS employees assigned to this contract fall under the responsibility of the Project Manager. She is responsible for coordinating and interfacing with all key stakeholders on this contract.

Ms. Meza is highly knowledgeable and a highly skilled subject matter expert with proficient experience in managing janitorial contracts for government agencies. Ms. Meza is fluent in English and Spanish, giving her an ability to communicate effectively with every employee, this guarantees that every janitor fully understands the scope of work and methodology to complete their daily tasks in a timely and professional manner. Additionally, Ms. Meza excels in clearly communicating what the expectations are as a result of each individual task, therefore at the completion of each service there will be no room for a variance of outcomes. Her no-nonsense method of management clearly conveys to each janitor that nothing but perfection is acceptable to our respected customer. Her remarkable ability to lead, guide, direct, develop and motivate at all levels, has resulted in a proven ability to successfully operate her department within budget and according to contract specifications. Ms. Meza will be 100% dedicated to this project.

Mr. Simon Bojorquez, Supervisor-Janitorial Services

Email Address: nms.sbojorquez@gmail.com

Cell Phone: (619) 724-7381

Experience: 12 years

Qualifications: Mr. Bojorquez is a highly experienced and respected supervisor with over 12 years in the janitorial industry and more than 20 years of expertise in facility maintenance. His extensive background has equipped him with a deep understanding of both the technical and operational aspects of facility care, enabling him to lead with precision and foresight. Mr. Bojorquez is known for his articulate communication, meticulous attention to detail, and unwavering commitment to excellence. He consistently demonstrates exceptional leadership, guiding his team of janitors with professionalism, clarity, and a results-driven mindset. Under his supervision, teams perform at the highest standards, ensuring clean, safe, and well-maintained environments for clients and staff alike. His proactive approach, combined with his ability to motivate and mentor team members, has made Mr. Bojorquez a cornerstone of NMS Management's success in delivering superior janitorial

and maintenance services. Mr. Bojorquez's significant facilities under his responsibility are Point Loma Wastewater Treatment Plant, North City Reclamation Plant, Metropolitan Biosolids Center, NTC Harbor Laboratory, Chollas Building A & B, and South Bay WTP.

Ms. Diana Arispe, Supervisor-Janitorial Services

Email Address: nms.cityofsdlead@gmail.com

Cell Phone: (619) 748-8956

Experience: 20 years

Qualifications: Ms. Arispe brings over 20 years of hands-on experience in the janitorial industry to NMS Management, which establishes herself as a dependable and highly effective supervisor. Her prolific career is marked by a deep sense of responsibility, unwavering punctuality, and a strong work ethic that sets the tone for the team she leads. Ms. Arispe is a proven leader, known for her ability to inspire and manage a high-performing janitorial team with professionalism and consistency. Her excellent communication skills, paired with her diligent follow-up, ensure that tasks are completed efficiently, standards are upheld, and client expectations are consistently exceeded. With a leadership style grounded in accountability and respect, Ms. Arispe continues to be a key asset to NMS Management, fostering an environment of teamwork, reliability, and service excellence. Ms. Arispe's key facilities under her supervision are the MOC Complex, Alvarado Water Treatment Plant (WTP), Alvarado Joint Laboratory, and Employee Training and Development Center at Alvarado.

• CONCLUSION

NMS Management, Inc. is exceptionally well-qualified to handle the janitorial needs of the City of San Diego's Public Utilities Department. Our extensive experience with similar municipal contracts, advanced cleaning techniques, and dedicated staff make us an ideal partner for maintaining the city's highly secure public utility facilities.

❖ Clearly Defined Roles/Responsibilities of Personnel.

NMS Management will provide Janitorial Services for the seventy-five (75) Public Utilities Department buildings that require janitorial services, in accordance with the Scope of Work, by providing all labor, supervision, equipment, and cleaning materials necessary for performance under this contract for the City of San Diego. Daily services will be provided solely by NMS's trained and qualified personnel, without the use of subcontractors or outside personnel. NMS will provide fully qualified and trained cleaning professionals to perform all contractual services. NMS's workforce will be U.S. Citizens or residents legally permitted to work in the U.S. Additionally, all NMS personnel will have passed a Live Scan background check, chemical urine analysis and shall be able to talk, read and write English to the extent required to perform under this contract.

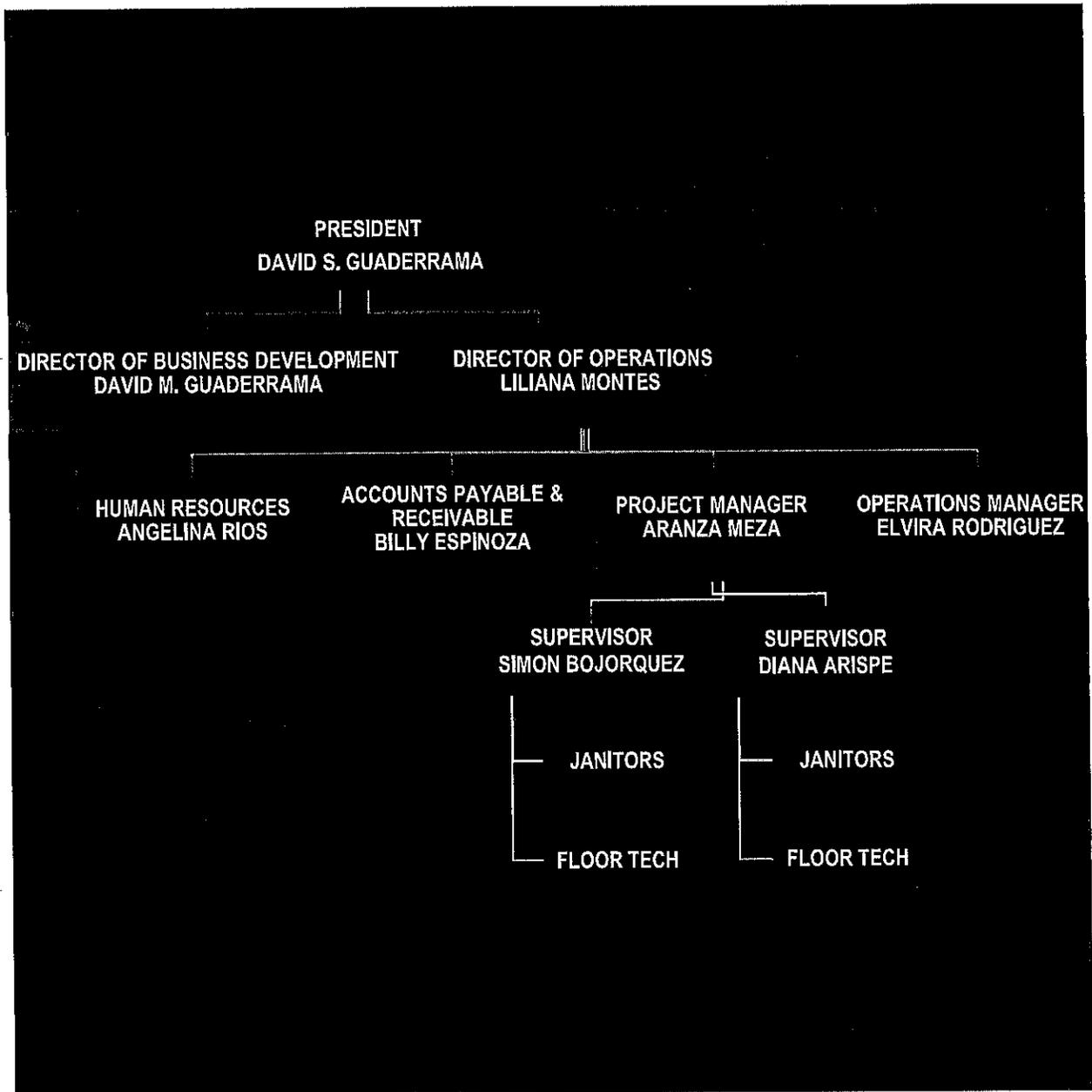
Our qualified personnel will be onboard and ready to perform on the contract start date and throughout the period of performance. NMS will ensure that the project sites are adequately staffed to perform our contractual obligations at all times, and we will maintain an "on-call" list of qualified replacements that possess City Badging in the event of employee absence. Additionally, we will have two full-time supervisors that are on the job site every single day to oversee janitorial operations, there will also be one full-time Project Manager. Both the Project Manager and two

Supervisors will be 100% dedicated to this contract and will play an active role in achieving a zero-deficiency rate. This contract team will be fully supported by NMS's corporate team consisting of our President, Director of Operations, Contract Administrator, Operations Manager, Quality Control and Safety Inspector, Human Resources, and Accounts Payable and Receivable Department.

NMS will designate a qualified and competent Project Manager, with supervisory and technical knowledge of all janitorial functions, including performance requirements, schedules, work assignments, equipment, machinery, and materials. The contract Project Manager is a subject matter expert and shall be the primary point of contact for the customer on all matters related to contract performance, including deficiencies requiring immediate corrective and preventative action. The Project Manager and two Supervisors will oversee the cleaning staff, ensuring quality control, managing supplies, and be directly involved with the successful operations of the City of San Diego's Public Utility Department's Janitorial Services. The NMS Supervisors will also be responsible for the ongoing training of all employees on effective cleaning procedures, safety protocols, and the proper use of chemicals and equipment. They will also be responsible to evaluate the performance of janitorial staff, providing direction, and addressing any issues related to productivity, attendance, and on the job conduct. Both the project manager and janitorial supervisors play a crucial role in maintaining the cleanliness, safety, and overall environment of our customer's facilities while ensuring effective communication and alignment with NMS's overall contractual goals.

- **PROJECT ORGANIZATION**

We understand that the efficiency with which NMS operates depends largely on how effectively we manage our contract staff. NMS believes in providing well-defined duties and responsibilities to all program staff, inclusive of the expected outcomes. This allows every employee to know exactly what role they play in helping achieve a zero-deficiency rate on this contract. Our lines of authority for the City of San Diego Public Utilities Department's Janitorial Services are indicated in the following chart.



• **PROJECT MANAGEMENT CONTACT LIST**

NMS Management, Inc.'s Project Management Contact List will be maintained in the Project Operations Book. This will be updated whenever there is a change in the designated management team. NMS's Project Manager, Aranza Meza, will oversee all contract operations. Ms. Meza is a highly skilled subject matter expert and very knowledgeable regarding government agency janitorial contracting needs and expectations. The official Point of Contact for NMS during the

procurement process will be NMS Director of Business Development, David M. Guaderrama, however, after project start-up, lines of authority will follow the order provided below:



**Project Management
Contact #5**

Contact: David S. Guaderrama

- Title: President
- Cell: (619)743-1219
- Email: dguaderrama@cox.net
- Number 5 Point of Contact



**Project Management
Contact #4**

Contact: Liliana Montes

- Title: Director of Operations
- Phone: (619) 454-8809
- Email: liliana_nmsmanagement@hotmail.com
- Number 4 Point of Contact



**Project Management
Contact #3**

Contact: David M. Guaderrama

- Title: Director of Business Development
- Cell: (858) 335-7518
- Email: nmsmanagement@msn.com
- Number 3 Point of Contact



**Project Management
Contact #2**

Contact: Eivira Rodriguez

- Title: Quality & Safety Inspector
- Cell: (619) 454-8805
- Email: eivira_nmsmanagement@hotmail.com
- Number 2 Point of Contact



**Project Management
Contact #1**

Contact: Aranza Meza

- Title: Project Manager
- Cell: (619) 248-7226
- Email: nms.ameza@gmail.com
- Number 1 Point of Contact

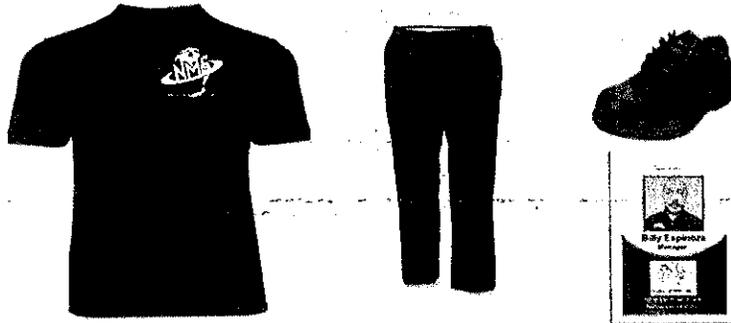
• **PROFESSIONAL IMAGE AND VISIBILITY OF NMS WORKFORCE**

We understand that the efficiency with which NMS Management's plan for the janitors working within the City of San Diego's facilities involves a coordinated effort to enhance the professional image and visibility of its workforce. The key elements of this plan include:

1. **Uniforms:** All janitors employed by NMS Management and working in the City of San Diego's facilities will be required to wear standardized company uniforms. These uniforms will feature the company's colors and logo, ensuring a consistent and professional appearance across all staff members. This move is aimed at promoting a cohesive team image and making it easier for the city employees to identify janitorial staff.

NMS STAFF UNIFORM CODE

NMS CUSTODIAN/JANITOR UNIFORM CODE



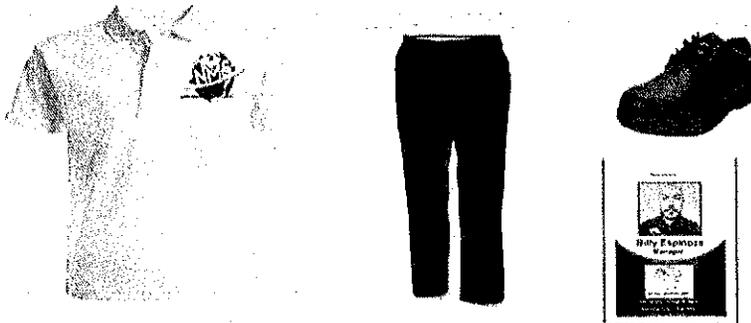
Shirt:

- Company logo polo shirt
- Company logo T-shirt
- Shirt must be tucked in
- Provided by NMS

Pants:

- Color black or navy blue
- Working pants
- No jennies
- No shorts or capri pants allowed
- Not provided by NMS

NMS SUPERVISOR/QC UNIFORM CODE



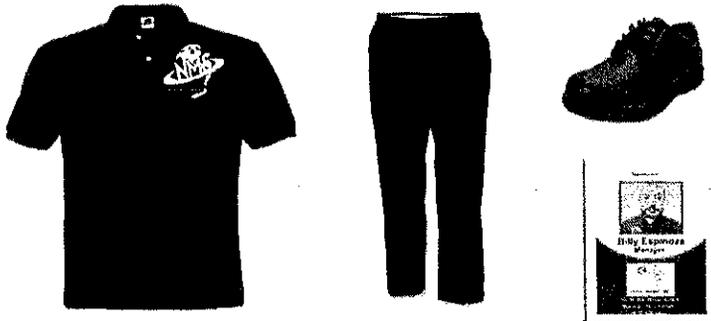
Safety shoes:

- Non slip
- No open toe
- No tennis shoes allowed
- Not provided by NMS

Employee ID Badge

- Company ID Badge must be visible at all times.

NMS MANAGER UNIFORM CODE



Winter Weather:

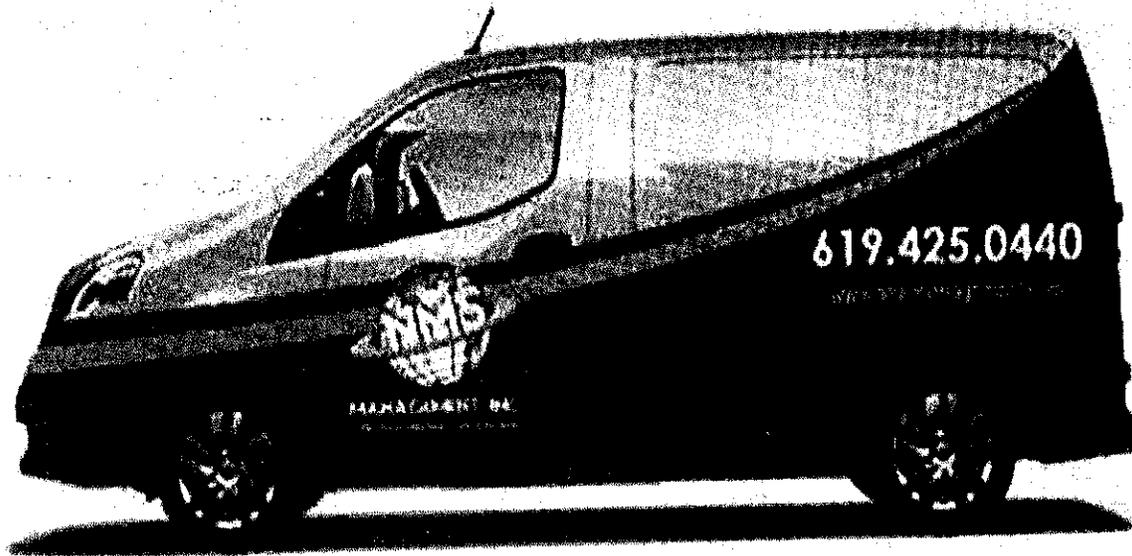
- Sweaters must be worn underneath company logo shirt.
- Company logo must be visible at all times.

Hair:

- Neat and groomed and if you have long hair, it must be tied back and secured for safety reasons.

2. **Company Vehicles:** Janitors will also be provided with company vehicles for transportation between various city facilities. These vehicles will be clearly marked with NMS Management's logo and branding, which not only strengthens the company's presence in the city but also enhances accountability and visibility, thus boosting our commitment to integrity and professionalism.

NMS COMPANY VEHICLE



3. **Company and City Badges:** To further distinguish the janitorial workforce from the city's staff, janitors will wear NMS employee badges and City of San Diego badges on the exterior of their uniforms. These badges will symbolize that each employee has been vetted and cleared to work on this contract. The badges serve as a means of identification, underscoring the official nature of the work being performed and the affiliation to the city. Both badges must be worn at all times while on City premises.

This plan is designed to improve the City staff's perception of the janitorial staff, enhance security by making staff easily recognizable, and reinforce the partnership between NMS Management and the City of San Diego.

- ❖ **Documentation proof for personnel who have passed/cleared any security background checks.**

NMS Management is a distinguished government contractor with an exceptional record of performance in facilitating base wide janitorial service contracts for agencies such as the Department of the Navy, the Department of Justice, the Federal Bureau of Prisons, and U.S. Customs and Border Protection. With decades of experience supporting high-security federal environments, NMS Management fully understands the sensitive and secure nature of the facilities we are entrusted to service. NMS extends the same security protocols to the City of San Diego Public Utilities Department.

Security and compliance are the cornerstones of our operations. We recognize that our personnel are often working in restricted or sensitive environments, and as such, we ensure that every janitorial staff member—without exception—meets all stringent background and security clearance requirements.

Prior to the commencement of this contract, NMS Management will provide the City of San Diego's designated Technical Representative with comprehensive documentation that includes the names, positions, and assigned facilities of all staff members—supervisors, managers, and janitorial personnel—who have successfully passed all mandatory screenings. These screenings include:

- **Live Scan Background Check**
- **I-9 Employment Eligibility Verification**
- **DMV Record Check**
- **Criminal Record Screening**
- **Chemical Urine Analysis**

NMS Management assumes full financial responsibility for all background investigations and screening procedures.

Upon successful clearance, each approved employee will be issued photographic identification that includes **two badges**: an official **NMS Company ID badge** and a **City of San Diego contract-specific badge**. Both badges must be visibly worn at all times while the employee is on duty at any City facility. No staff member will be permitted access to a City facility under this contract until all security and verification steps have been successfully completed and validated.

In line with our strong culture of consistency and accountability, and given our historically low turnover rate, NMS Management will assign the same janitors to specific facilities for the duration of the contract. **NMS's historical turnover rate for the most recent 3 years has been at 4%.** Therefore, City staff can be assured they will encounter the same janitor in their facility, day in and day out. Access will be restricted strictly to the facilities to which each employee is assigned, further ensuring site-specific familiarity, accountability, and security.

NMS Management takes great pride in setting the standard for secure, professional, and dependable janitorial service in government facilities, and we look forward to maintaining that same standard of excellence at the City of San Diego Public Utilities Department.

Firm's Capability to Provide the Services and Expertise and Past Performance

❖ Experience at Facilities Where Work of Similar Size and Scope Was Performed.

NMS Management has a wealth of experience in delivering janitorial services to a variety of City Facilities, including City Hall, Police Headquarters, Fire Departments, Water Treatment Plants, and more. Our extensive experience is demonstrated through our long-standing contracts with municipal entities, where we have consistently met the high standards required for maintaining City buildings.

NMS Management is skilled in handling the unique challenges associated with cleaning and maintaining government facilities, which often require specialized services due to high traffic, sensitive areas, and secure nature. Our team is well trained in adhering to strict security protocols, particularly in sensitive environments like Police Headquarters, Fire Departments, and Water Treatment Plants, ensuring that our operations do not interfere with the daily functions of these critical services. NMS Management's commitment to quality, reliability, and attention to detail has earned us a reputation as a trusted partner in maintaining the cleanliness and upkeep of City Facilities.

• EXPERIENCE IN CLEANING WATER TREATMENT PLANTS, LABORATORIES, AND PUMP STATIONS

NMS Management brings extensive, proven experience in delivering high-quality janitorial services to highly sensitive facilities, including Water Treatment Plants, Water Quality Laboratories, and Water Pump Stations. As the current service provider on this contract, we understand that maintaining cleanliness in these environments is not just about appearance — it's essential to operational integrity, public health, and regulatory compliance.

Our team is uniquely trained to operate within high-security, critical infrastructure sites. We fully recognize the specialized protocols and strict access requirements these facilities demand. All NMS personnel undergo rigorous background checks, comprehensive security training, and site-specific onboarding to ensure adherence to all security and safety protocols.

We tailor our janitorial programs to meet the specific needs of water facilities:

Water Treatment Plants: We implement detailed sanitation programs that prevent cross-contamination and maintain safe, compliant conditions in critical processing areas.

Water Quality Laboratories: Our cleaning standards are aligned with laboratory best practices, preserving sterile environments where scientific integrity is paramount.

Water Pump Stations: We ensure these high-traffic, mechanically intensive sites are kept clean, safe, and operationally efficient through routine and responsive cleaning schedules.

In every project, NMS Management emphasizes discretion, reliability, and precision, ensuring that all janitorial services support the essential mission of providing clean, safe, and reliable water to the communities our clients serve.

• LIST OF AGENCY CUSTOMERS IN CALIFORNIA

NMS Management has been providing janitorial services for an array of Federal, State and Municipal agencies continuously since 1985. We currently have 35 active contracts that are similar in scope and size to the City of San Diego Public Utilities Department's subject RFP.

NMS Management is headquartered in San Diego County therefore we will have the ability to allocate every resource of the company to facilitate the needs of this contract. At the NMS Corporate office, we will conduct all of the hiring, onboarding activities, training, and education of our staff for this project.

I am providing below a complete list of all active California contracts NMS is committed to for 2024-2026 that involve janitorial services or some aspect of contractual cleaning services. This includes our current contracts located in the Greater San Diego Metropolitan Area and the Greater Los Angeles Metropolitan Area:

NMS MANAGEMENT, INC. CURRENT CONTRACTS

Contract Information	Service Provided	Anticipated Annual Revenue	Start Date	End Date
Contract Num: MTS DOC NO G2613.0-22 Contract Name: Janitorial Services (SDTI & SDTC) Customer: San Diego Trolley, Inc. & San Diego Transit Corp. Agency: Metropolitan Transit System Address: 1255 Imperial Avenue, San Diego, Ca. 92101 Contract Contact: Andy Goddard Phone Num: (619) 595-4904 Email: Andy.Goddard@sdmts.com	•Janitorial Services •Floor Care •Terminal Cleaning •Window Cleaning •Pressure Washing •Street Sweeping	\$ 2,147,616.95	January 1, 2023	December 31, 2028
Contract Num: MTS DOC NO B0707.0-20 Contract Name: BRT Station Janitorial Maintenance Services Customer: San Diego Transit Corp. Agency: Metropolitan Transit System Address: 100 16th St San Diego CA 92101 Contract Contact: Clarke Peters Phone Num: (619) 595-7037 Office/(619) 372-0313 Cell Email: Clarke.Peters@sdmts.com	•Janitorial Services •Terminal Cleaning •Window Cleaning •Pressure Washing •Street Sweeping •Pest Control •Anti Graffiti Window Film	\$ 787,464.28	March 1, 2020	February 28, 2025
Contract Num: AGREEMENT NUMBER: 22057-OS Contract Name: Train Cleaning Services Customer: North County Transit District Agency: NCTD Address: 810 Mission Ave, Oceanside, CA 92054 Contract Contact: David Ramongarcia Phone Num: (760) 435-9138 Cell/ (760) 641-1467 Office Email: dramongarcia@nctd.org	•Janitorial Services •Floor Care •Terminal Cleaning •Window Cleaning •Pressure Washing •Street Sweeping •Anti Graffiti Window Film	\$ 1,647,322.86	September 1, 2022	August 31, 2030
Contract Num: 10089561-19-L Contract Name: City of San Diego Janitorial Maintenance Service Customer: City of San Diego Agency: Public Utilities Department Address: 9192 Topaz Way San Diego, Ca. 92123 Contract Contact: David Magpali Phone Num: (858) 614-4051 Office/ (619) 980-2916 Cell Email: DMagpali@sandiego.gov	•Janitorial Services •Floor Care •Window Cleaning •Pressure Washing	\$ 844,969.28	September 1, 2020	August 31, 2025
Contract Num: Mess Attendant Services Naval Air Station Lemoore, Ca Contract Name: Melissa Ferri Customer: Contract Specialist Agency: NAVSUP FLC San Diego Seal Beach Branch Address: 800 Seal Beach Blvd, Bldg 239 Seal Beach Ca 90740 Contract Contact: N00244-23-R-0070 Phone Num: (562) 626-7365 Email: melissa.e.ferri.civ@us.navy.mil	•Mess Attendant Svc •Janitorial Services	\$ 597,932.04	October 1, 2023	September 30, 2028
Contract Num: 119-2021MA Contract Name: Janitorial Services at the Port Facilities Customer: San Diego Unified Port District Agency: 3165 Pacific Highway Address: San Diego, CA 92101 Contract Contact: Lourdes Sherman Phone Num: Maintenance Support Supervisor 1400 Tulelands Avenue National City, CA 91950 (619) 686-6531 Email: lsherman@portofsandiego.org	•Janitorial Services •Floor Care •Window Cleaning •Pressure Washing	\$ 510,000.00	December 1, 2021	June 30, 2027

<p>Contract Num: RFP10089853-22-W Contract Name: Janitorial Maintenance Services for Public Utilities Department (PUD) Agency: Chollas Buildings A & B and Warehouse Trailer Address: City of San Diego 9192 Topaz Way San Diego, Ca. 92123 Contract Contact: Michael Warner Phone Num: (619) 236-6154 Email: mwarner@sandiego.gov</p>	<ul style="list-style-type: none"> •Janitorial Services •Floor Care •Window Cleaning •Pressure Washing 	\$ 150,000.00	March 1, 2023	February 28, 2027
<p>Contract Num: 79021 (Region 26) Contract Name: Custodial Services to the County of Los Angeles Customer: County of Los Angeles Agency: Internal Services Division Address: 1100 N. Eastern Avenue Los Angeles, CA 90063 Contract Contact: John Kuo Phone Num: (323) 267-2239 Email: jkuo@sdl.lacounty.gov</p>	<ul style="list-style-type: none"> •Janitorial Services •Floor Care •Window Cleaning •Pressure Washing 	\$ 366,958.00	January 1, 2020	December 31, 2025
<p>Contract Num: 79022 (Region 27) Contract Name: Custodial Services to the County of Los Angeles Customer: County of Los Angeles Agency: Internal Services Division Address: 1101 N. Eastern Avenue Los Angeles, CA 90064 Contract Contact: John Kuo Phone Num: (323) 267-2240 Email: jkuo@sdl.lacounty.gov</p>	<ul style="list-style-type: none"> •Janitorial Services •Floor Care •Window Cleaning •Pressure Washing 	\$ 327,456.00	January 1, 2020	December 31, 2025
<p>Contract Num: PO 193872 Contract Name: Custodial Services at Austal USA Customer: Austal USA Agency: Commercial Ship Builder Address: 1313 Bay Marina Drive, National City, CA 91950 Contract Contact: Hector Virgen Phone Num: Office (251) 445-7365/Mobile (251) 318-7461 Email: Hector.Virgen@austalusa.com</p>	<ul style="list-style-type: none"> •Janitorial Services •Floor Care •Window Cleaning •Pressure Washing 	\$ 325,112.00	January 1, 2023	December 31, 2028
<p>Contract Num: PSA24-2256FAC Contract Name: Park & Beach Restroom Custodial Maintenance Service Customer: City of Carlsbad Agency: City of Carlsbad Public Works Address: 405 Oak Avenue, Carlsbad, CA 92008 Contract Contact: Brian Bacardi Phone Num: (760) 585-8076 Email: brian.bacardi@carlsbadca.gov</p>	<ul style="list-style-type: none"> •Janitorial Services •Floor Care •Window Cleaning •Pressure Washing 	\$ 794,863.25	October 1, 2023	September 30, 2028
<p>Contract Num: RFP 224020 Contract Name: Janitorial Services Customer: City of Poway Department of Public Works Agency: City of Poway Address: 14467 Lake Poway Road, Poway, CA 92064 Contract Contact: Kellye Thompson Phone Num: (858) 668-4738 Office/(858) 395-1622 Cell Email: KThompson@poway.org</p>	<ul style="list-style-type: none"> •Janitorial Services •Floor Care •Window Cleaning •Pressure Washing 	\$ 650,423.00	July 18, 2022	June 30, 2027
<p>Contract Num: Contract No. (SC-24-01) Contract Name: Janitorial and Porter Services Customer: Facilities Coordinator Real Estate Department Agency: San Diego Housing Commission Address: 1122 Broadway, Suite 300, San Diego, CA 92101 Contract Contact: Daleece Maxwell Phone Num: (619) 578-7483 (o) Email: daleece@sdhce.org</p>	<ul style="list-style-type: none"> •Janitorial Services •Floor Care •Window Cleaning •Pressure Washing 	\$ 245,556.00	November 1, 2023	October 31, 2028
<p>Contract Num: PO 242017 Contract Name: Janitorial Services at the La Mesa Police Department Customer: La Mesa Police Department Agency: City of La Mesa Address: 8087 University Avenue, La Mesa, Ca. 91942 Contract Contact: Erin Jones Phone Num: (619) 667-7508 Email: ejones@cityoflarresa.us</p>	<ul style="list-style-type: none"> •Janitorial Services •Floor Care •Window Cleaning •Pressure Washing 	\$ 85,332.00	September 1, 2023	August 31, 2029
<p>Contract Num: DJBP06100000044 Contract Name: Waste Removal and Recycling Customer: US Dept of Justice Agency: Federal Bureau of Prisons Address: 808 Union St., San Diego, CA 92101 Contract Contact: Jeffrey Spear Phone Num: (619) 232-4311 x1379 Email: jspear@bop.gov</p>	<ul style="list-style-type: none"> •Trash Removal •Recycle Removal •Organic Waste Removal 	\$ 245,415.00		Month to Month
<p>Contract Num: DJBP06101.VB110153 Contract Name: Biohazardous waste removal at MCC-San Diego Customer: US Dept of Justice Agency: Federal Bureau of Prisons Address: 808 Union St., San Diego, CA 92101 Contract Contact: Jeffrey Spear Phone Num: (619) 232-4311 x1379 Email: jspear@bop.gov</p>	<ul style="list-style-type: none"> •Biohazardous Removal 	\$ 36,555.00		Month to Month

Contract Num: TBD Contract Name: Janitorial Services Customer: Public Works Agency: City of Oceanside Address: 300 N Coast Hwy, Oceanside CA 92054 Contract Contact: Jose Avila Phone Num: (760) 532-5870 Email: javila@ocearsideca.org	•Janitorial Services •Floor Care •Window Cleaning	\$ 487,140.22	January 1, 2025	December 31, 2030
Contract Num: TBD Contract Name: Janitorial Services Customer: City of Manhattan Beach Agency: Dept. of Public Works Address: 3621 Bell Avenue Manhattan Beach, CA 90266 Contract Contact: Liana M. Urrutia Phone Num: (310) 802-5334 Email: lurrutia@manhattanbeach.gov	•Janitorial Services •Floor Care •Window Cleaning •Pressure Washing	\$ 959,867.00	May 1, 2025	July 30, 2030

❖ Experience and Qualifications of Key Personnel, Including but not Limited to, Management Team and On-Site Supervisors.

NMS Management is proud to present a team of exceptionally qualified, experienced, and dedicated professionals, each contributing critical expertise to our role as the trusted janitorial services provider for the City of San Diego Public Utilities Department. Our leadership team ensures the delivery of consistent, high-quality service to critical facilities such as Water Treatment Plants, Water Quality Laboratories, and Pump Stations, with a sharp focus on security, operational excellence, and customer satisfaction.

Ms. Liliana Montes – Director of Operations

Ms. Montes serves as a cornerstone of NMS Management’s leadership, bringing extensive experience in operations and contract management. As Director of Operations, she serves as a subject matter expert in contractual compliance, administration, and performance analysis. Ms. Montes expertly manages payroll, recruiting, workforce development, and regulatory compliance activities, ensuring the technical success of all projects under her oversight.

Mr. David M. Guaderrama – Contract Administrator

Mr. Guaderrama is the pivotal link between NMS Management and our clients for all contractual matters. He develops, reviews, negotiates, and administers all contract proposals and modifications. Mr. Guaderrama ensures the accuracy of contract records, budgets, and project deliverables, while responding efficiently to client communications and overseeing procurement phases. He will ensure all insurance coverages and performance bonds are in-force throughout the life of the contract. His precise oversight and strategic approach to contract management foster strong relationships with the City’s contracting personnel, ensuring that NMS consistently meets and exceeds contractual requirements.

Ms. Elvira Rodriguez – Operations Manager

Ms. Rodriguez is a seasoned operations expert responsible for supply chain management, quality control inspections, and maintaining the operational readiness of NMS services. Ms. Rodriguez leverages advanced quality management tools such as CleanTelligent/Otivy systems to conduct objective, random quality audits. Through her frequent unannounced site visits, Ms. Rodriguez enforces immediate corrective action when necessary and ensures that all operations align with NMS’s exacting standards. Her thorough oversight of deficiency notices and diligent follow-up has resulted in consistently high levels of service quality across all facilities.

Ms. Aranza Meza – Project Manager

As Lead Project Manager, Ms. Meza is fully empowered to oversee the day-to-day operations, employee performance, and customer satisfaction for all facilities under this contract. Fluent in both English and Spanish, she is able to provide clear instructions and set precise expectations for every team member, leaving no room for misunderstanding or performance variance. Ms. Meza's proven government contract management experience, combined with her no-nonsense leadership style and commitment to excellence, ensures that janitorial services are delivered consistently and flawlessly 365 days a year. She is fully dedicated to the success of this project and maintains a close, transparent working relationship with City stakeholders.

Mr. Simon Bojorquez – Supervisor, Janitorial Services

Mr. Bojorquez brings over 12 years of janitorial management and more than 20 years in facility maintenance to the supervisory team. Known for his sharp attention to detail, articulate communication, and strong leadership, he supervises key facilities such as the Point Loma Wastewater Treatment Plant, North City Reclamation Plant, and the Metropolitan Biosolids Center, among others. Through proactive management, hands-on training, and consistent team motivation, Mr. Bojorquez ensures that all assigned sites are maintained to the highest standards of cleanliness, safety, and operational readiness.

Ms. Diana Arispe – Supervisor, Janitorial Services

Ms. Arispe is a seasoned supervisor with over 20 years of janitorial service experience, renowned for her unwavering work ethic, punctuality, and effective team leadership. She supervises critical sites including the MOC Complex, Alvarado Water Treatment Plant, Alvarado Joint Laboratory, and the Employee Training and Development Center at Alvarado. Ms. Arispe's leadership is marked by strong communication, accountability, and exceptional follow-through, enabling her teams to consistently meet and exceed client expectations. Her commitment to excellence fosters a culture of reliability and professionalism across all assigned facilities.

Summary of NMS Management's Highly Seasoned and Professional Key Personnel

Together, this team embodies NMS Management's commitment to service excellence, security awareness, operational efficiency, and customer satisfaction. With a wealth of experience and a results-driven approach, our leadership guarantees that the City of San Diego Public Utilities Department's critical infrastructure will continue to receive unparalleled janitorial services.

❖ Knowledge and Understanding of the Scope of Work and the Capability to Effectively Meet the City's Needs.

NMS Management, Inc. brings a profound understanding of the unique operational environments, security protocols, and high sanitation standards required across the City of San Diego's Public Utilities Department facilities. Through extensive experience in servicing critical infrastructure such as water treatment plants, water quality laboratories, and pump stations, NMS Management has developed a comprehensive approach that ensures regulatory compliance, operational readiness, and exceptional cleanliness standards in highly sensitive environments.

Our team is intimately familiar with the operational and security requirements of each specific location, including:

- **Treatment Plants** (e.g., Alvarado WTP, Point Loma WTP, South Bay WTP, Miramar WTP, Otay WTP, North City Reclamation Plant) where heightened focus on sanitation, cross-contamination prevention, and secure access control is paramount.
- **Laboratories** (e.g., NTC Harbor Laboratory, Alvarado Joint Laboratory) requiring precise cleaning methodologies to support sterile environments and prevent interference with sensitive testing operations.
- **Pump Stations and Operational Yards** (e.g., Pump Stations 1, 2, 64, 65, Grove Avenue, Peñasquitos, Chollas Water Operations Yard) where maintenance of clean, hazard-free, and secure areas supports critical city infrastructure functions.
- **Administrative and Specialized Facilities** (e.g., Employee Training and Development Center, Electrical and IC&T Building, SCADA Trailers, IWCP Trailer, MOC Complex, San Vicente Operations Yard) where flexibility, responsiveness, and discretion in service delivery are necessary to minimize operational disruptions.

Understanding the Scope of Work: NMS Management’s operational approach is built on strict adherence to the City’s Scope of Work requirements, including:

- Daily, weekly, and monthly janitorial tasks tailored to each site’s operational needs and sensitivity.
- Use of environmentally preferable and City-approved cleaning products to support sustainability goals.
- Strict compliance with OSHA safety requirements, site-specific security protocols, and all applicable water and environmental regulatory standards.
- Specialized cleaning techniques for high-security areas and technical equipment rooms, including SCADA-related facilities.
- Coordinated cleaning schedules to ensure seamless operation during both business and off-peak hours with minimal impact on City operations.
- Rigorous documentation and reporting procedures through digital platforms (CleanTelligent/Otivy) to ensure transparency, real-time monitoring, and immediate corrective action when necessary.

Capability to Meet the City's Needs: NMS Management ensures that every facility under this contract will be maintained at the highest standard through:

- A **dedicated, highly trained, and security-cleared workforce** familiar with treatment plants, laboratory standards, and industrial operations.
- A **hands-on management team** (led by Ms. Aranza Meza, Project Manager) providing daily oversight, quality control audits, and direct communication with City stakeholders.
- **Redundant coverage plans** and emergency response protocols ensuring uninterrupted service 365 days a year.
- **Bilingual supervision and staff** to eliminate communication barriers and ensure consistent understanding of all tasks, especially critical safety procedures.

- **Flexible resource allocation**, allowing NMS to scale services quickly to meet any emergent City needs, such as urgent decontamination, rapid sanitation, or special project support.
- **Proven expertise in compliance** with APPA standards, ISSA CIMS-GB certifications, and experience maintaining zero regulatory violations across sensitive facilities under stringent inspection regimes (including JCAHO, OSHA, and Naval Medical Command standards).

Through our extensive operational experience, disciplined management structure, and deep respect for the City's mission to protect public health and environmental integrity, NMS Management is fully capable and prepared to ensure that each Public Utilities Department facility is impeccably maintained, safe, and operationally supported at all times.

❖ **Quality of Professional References and Experiences at Public Facilities With Projects of Similar Size and Scope as Verified Through Professional References.**

Our 40 years of proficiency in performing janitorial services to public agencies and facilities of similar stature validates our ability to provide the highest professional standards and best practices available in our industry. We retain the experienced personnel that know how to manage and operate complex contracts. Our dedicated staff works in close partnership with our distinguished customers to facilitate their daily and nightly cleaning needs as our janitorial programs are designed to fit facility-specific needs and issue support based around our customer's daily and nightly operations. Our experience, which has been obtained throughout our 40 years in this industry, has given us the ability to adapt to fast-paced environments, and dependably get the job done. NMS has provided references for current contracts that are similar in scope and size:

- **REFERENCE # 1**

Contract Number: G2613.0-22

Customer: Metropolitan Transit System
1255 Imperial Avenue
San Diego, CA 92101-7492



Type of Contract: Janitorial Services (SDTI & SDTC)

Summary of Work: NMS Management, Inc. is currently in our fourth contracting term as a distinguished cleaning service provider for San Diego's Metropolitan Transit Systems (MTS). The complete contract encompasses janitorial services for all one hundred seventy-one (171) San Diego Trolley, Inc. (SDTI) Light Rail Vehicles (LRVs). All services are performed seven (7) days a week, three hundred sixty-five (365) days a year, without any interruption to our customer's operations. NMS also performs janitorial services on a nightly basis for four (4) buildings located at the SDTI Maintenance Facilities, specifically buildings A, B, C, and Trolley Yard Tower. The contract also includes cleaning of nine (9) MTS transit station terminals twelve hours per day, seven days per week. Additional responsibilities include janitorial services at two (2) San Diego Transit Corp.'s Bus operation sites. San Diego Transit Corp.'s (SDTC) Bus Division facilities include Imperial Avenue Division (IAD) and Kearny Mesa Division (KMD) locations. Contract successfully operates with CleanTelligent, NMS's electronic work order system, CMMS and janitorial inspection software.

LEED Green Standard Utilized: Performance Metrics, Equipment Maintenance Program, Sustainable Purchasing, Sustainable Equipment, Hazard Communication, Effective Janitorial Training, Hard-Floor and Carpet Maintenance, Handling and Storage of Cleaning Chemicals, Practices to Optimize Staffing and Training.

Contract Dollar Value: \$13,032,992.53

Date of Award and Completion: Current Contract Term: 1/1/23-12/31/28 Last Contract Term: 1/1/17-12/31/22; Previous Contract Term: 10/1/11-12/31/16; First Contract Term: 10/1/05-9/30/11

Contacts:	Andy Goddard MTS Superintendent 1255 Imperial Avenue	San Diego, CA 92101-7492 andy.goddard@sdmts.com (619) 595-4904 phone
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• **REFERENCE # 2**

Contract Number: 119-2021MA
Customer: San Diego Unified Port District
3165 Pacific Highway
San Diego, CA 92101



Type of Contract: As Needed Janitorial and Related Maintenance Services-Facilities

Summary of Work: NMS Management, Inc. currently performs high-quality janitorial services to all Port District facilities spread out throughout San Diego County totaling approximately 200,000 cleanable squared feet. NMS also provides cleaning services on areas deemed Secure by the US Department of Homeland Security and Transportation Security Administration and therefore require each member of our workforce to successfully pass a security threat assessment and obtain a Transportation Workers Identification Credential (TWIC). Additional secure facilities included in the scope of services include San Diego Harbor Police Headquarters, Harbor Police-Shelter Island Substation, Harbor Police-South Bay Substation & the Joint Harbor Operations Center (JHOC). During the COVID-19 pandemic which crippled our nation, the essential Port operations continued to conduct business as usual and NMS provided daily enhanced sanitation which includes wiping down all high touch points in every facility with a disinfecting agent proven to kill COVID, we provided this service twice daily in every facility. Whenever there was a suspected case of COVID in any facility, NMS provided a Rapid Sanitation service which sprayed a strong disinfectant which was on the EPA list of chemicals proven to kill COVID and was administered through an electrostatic disinfectant sprayer.

LEED Green Standard Utilized: Performance Metrics, Equipment Maintenance Program, Building Specific Green Cleaning Plans, Sustainable Purchasing, Sustainable Equipment, Green Chemicals, Green Equipment, Hazard Communication, Effective Janitorial Training, Hard-Floor and Carpet Maintenance, Handling and Storage of Cleaning Chemicals, Practices to Optimize Staffing and Training.

Contract Dollar Value: \$2,550,000.00

Date of Award and Completion: July 2022-June 2027

Contacts: Sharalynne Nichols, MBA
Maintenance Support Supervisor
General Services

1400 Tidelands Avenue
National City, CA 91950
snichols@portofsandiego.org
(619) 686-6531 Office
(619) 857-6741 Cell

• **REFERENCE # 3**

Contract Number: RFP 10089561-19-L

Customer: City of San Diego
Public Utilities Department (PUD)
9192 Topaz Way
San Diego, Ca. 92123



Type of Contract: Janitorial Maintenance Service at Various Public Utilities Department (PUD) Facilities and Treatment Plants

Summary of Work: NMS Management, Inc. provides Janitorial Maintenance Services to the 75 buildings that are currently comprised of the Public Utilities Department (PUD) for the City of San Diego. Such facilities include Water Treatment Plants, Laboratories, Pump Stations, Training & Development Centers, Water Reclamation Plants, Administration Buildings, Filtration Plants, and Maintenance Buildings. Services are provided 5 days a week at most buildings. The facilities are scattered throughout the Greater San Diego area, therefore, NMS Management has put together a performance service plan to facilitate the janitorial needs of each facility which consists of specialized cleaning teams that travel throughout the City in company-provided vehicles and are overseen by our experienced and professional management team of Managers, Supervisors, Quality Control Inspectors and Team Leads. During the Coronavirus (COVID-19) pandemic, in addition to the daily and nightly cleaning, NMS also provided daily Enhanced Sanitation according to CDC guidelines to prevent the spread of this pandemic in the facilities. When there was a confirmed positive case in our buildings, our team then provided a Rapid Response Sanitation Service which utilized an Electrostatic Disinfectant Sprayer that sprayed a specialized disinfectant chemical to kill COVID and protect the surface for up to 72 hours. All of NMS's disinfectant chemicals are on the EPA's list of approved chemicals proven to kill COVID. Again, on this project, NMS fully adheres to the service schedule and remains on budget for the contracted work.

LEED Green Standard Utilized: Performance Metrics, Equipment Maintenance Program, Solid Waste Reduction, Building Specific Green Cleaning Plans, Sustainable Purchasing, Sustainable Equipment, Green Chemicals, Green Equipment, Hazard Communication, Effective Janitorial Training, Hard-Floor and Carpet Maintenance, Hand Hygiene.

Contract Dollar Value: \$3,969,846.40

Date of Award and Completion: Current Contract Term: 9/1/2020-8/31/2025

Contacts:	David L. Magpali	Federico Guerra
	Building Service Supervisor	Building Service Supervisor
	Department of General Services	Department of General Services
	(858) 614-4051 Phone	(858) 654-4289
	(619) 980-2916 Cell	FGuerra@sandiego.gov
	dmagpali@sandiego.gov	

- **REFERENCE # 4**

Contract Number: B0707.0-20

Customer: Metropolitan Transit System
San Diego Transit Corp.
100 16th Street
San Diego, CA 92101



Type of Contract: Bus Rapid Transit (BRT) Janitorial Maintenance Services

Summary of Work: NMS Management, Inc. is currently responsible to provide janitorial maintenance services, to include trash litter removal and recycling, parking lot/platform sweeping, general station cleaning, and graffiti removal services at over one hundred (100) San Diego Metropolitan Transit System (MTS) Bus Rapid Transit (BRT) Stations and Transit Centers. All services are performed seven (7) days a week, three hundred sixty-five (365) days a year, without any interruption to our customer's operations. NMS also provides weekly power washing services at all passenger platforms and bus bays, as well as monthly pest control and bee removal services.

LEED Green Standard Utilized: Performance Metrics, Equipment Maintenance Program, Sustainable Purchasing, Sustainable Equipment, Hazard Communication, Effective Janitorial Training, Pest Control and Bee Removal Services, Handling and Storage of Cleaning Chemicals, Practices to Optimize Staffing and Training.

Contract Dollar Value: \$5,512,249.95

Date of Award and Completion: Current Contract Term: 3/1/20-2/28/27

Contacts: J. Clarke Peters
Supervisor of Passenger Facilities
100 16th Street
San Diego, CA 92101
Clarke.Peters@sdmts.com
(619) 595-7037 Office
(619) 372-0313 Cell

- **EVIDENCE OF RESULT-DRIVEN SERVICE PROVIDER**

The following examples are provided to substantiate NMS as a result-driven service provider that will not fail, nor fall short of success in our mission. The following examples best demonstrate situations that exemplify NMS's unique ability to overcome adversity and the favorable end-result significant to our dedication and unwavering commitment to our customer's needs:

- **EXAMPLE 1:**

Contract Number: N68711-04-D-3601 Base wide Custodial Services Navy Region Southwest Division-Naval Base Coronado (NBC) including NAS North Island, Naval Amphibious Base, Naval Station San Diego, Naval Outlying Field of Imperial Beach and San Clemente Island.

Situation: Due to lack of Government funding, services were cut significantly compared to the incumbent's custodial contract, uniformly demands across the 400 facilities of NBC were not met. NMS managed to maintain the same level of service, not the new contract, submit done.

Action: NMS's QC Supervisor and Project Manager created individual facility schedules with task frequencies, the janitor, supervisor and QC inspector's name and individual cleaning schedule for all 400+ facilities included in this contract. This information was personally provided to each tenant in charge of the facility along with a detailed schedule of services and the acceptable cleaning standards specific to the relevant service level per building. This information was provided in order to inform the customer of the tasks and frequencies to be performed under the requirements of the new contract and their Point of Contact that could answer any question or facilitate any request that should arise throughout the term of the contract.

Result: After successfully completing a custodial effectiveness audit, NMS conducted joint walk throughs with government personnel and put in place service frequencies that matched what budgeting would allow yet be effective enough to maintain the facilities according to APPA standards. Service levels "A" and "B" which were comprised of Executive Offices and high-ranking command maintained a Level 1-Orderly Spotlessness and Service Levels "C", "D" and "E" were consistent with APPA Level 2-Ordinary Tidiness. Our commitment to the health, safety, and the appearance of the 400+ facilities and their occupants under the scope of this base-wide custodial service contract allowed NMS to establish close working relationships with our federal customer and by following through on our word, we achieved a reputation as an effective "can do" contractor.

Situation: NMS was awarded a base-wide contract from the previous contractor had defaulted on and therefore the facilities were left in extreme sub-par condition due to neglected services and poor management.

Action: NMS acquired the incumbent workforce and re-trained all new and existing employees according to our standard custodial training regimen which is now conducted upon hire and prior to our janitor's first day on the job site. We implemented NMS's standard operating cleaning procedures and developed the quality systems designed to meet the customer's needs and expectations. This operation is now referred to as "NMS Management's New Hire Training and Orientation", a rigorous and in-depth 8-day new-hire training consisting of classroom learning and hands-on education.

Result: The quality systems NMS implemented across the 400 facilities in this contract exceeded customer expectations, all service levels maintained an appearance consistent with APPA Standards Level 1 and 2. Commands were proud to receive various dignitaries on their visits, to include, in August 2005, former U.S. President of the United States George W. Bush, delivered a speech to service members onboard Naval Air Station North Island (NASNI), to commemorate the 60th anniversary of the allied forces victory over Japan during World War II, in which NMS's staff was responsible for the special event preparation and cleanup. NMS's quality services resulted in "Excellent" performance reviews across the board and a multitude of Letters of Recommendations from Department of Navy staff members.

- **EXAMPLE 2:**

Contract Number: 62-2016RH Janitorial Services at the San Diego Unified Port District facilities, Properties and Public Restroom Facilities within the Cities of San Diego, Coronado, National City, Chula Vista, and Imperial Beach

Situation: NMS Management recently took over a Janitorial Service contract for all San Diego Unified Port District facilities spread over across the vast coastline of San Diego County totaling approximately 200,000 (two hundred thousand) square feet. Included in the scope of work is the responsibility of cleaning all 40 public restrooms, which has separate facilities for both men and women, with both men's and women's of 80 separate facilities located throughout the Cities of San Diego, Coronado, National City, Chula Vista, and Imperial Beach.

Action: On this contract, Public Restroom cleaning was all inclusive and mandatory twice daily cleaning during non-peak months and during the summer, the scheduled service was three times per day, for all 19 restrooms. When NMS took over responsibility of services the incumbent had a reputation for continuous unsatisfactory services. As I'm sure you can imagine, much effort was dedicated to implementing thorough cleaning and disinfecting protocols that focus on tell-tale signs of contamination, such as unpleasant odors and visible stains or soils, and addressing key surfaces where germs are most common, NMS is proud to bolster our success of providing a healthy environment for the park visitors and patrons of the San Diego Unified Port District.

Result: Contract operated successfully throughout the term of the contract.

Situation: Every year during the 4th of July weekend, thousands of proud Americans flock to the beautiful San Diego Bay locations that are spread out across the 2,500 acres of waterfront property that is managed under the jurisdiction of the San Diego Unified Port District. Year after year, the public restrooms have been assigned for our individual team members to use the restroom facilities for portable restrooms that are hand out throughout the San Diego Bay and other Bay Parks.

Action: During the annual 4th of July Celebration, the Port Director of General Services, Mr. Marco Cromartie, warned us of the chaos that will unfold with the large crowds that flock to the bay during the 4th of July events. For this 4th of July weekend, in addition to the three times per day cleaning that NMS facilitated for the public restrooms, we were also responsible to clean, maintain and fully stock the restrooms and portable dispensers for an additional seventy-seven (77) portable restrooms, thirty (30) portable ADA accessible toilets and twenty-nine (29) portable hand washing stations. Being that this event was only one month and four days after we took over this contract back in 2016, the Port Director stated that, aside from all the great news he was hearing about our service and the major improvements that were visible in the facilities, he would be a believer of our great service if the 4th of July would happen to take place without any disasters.

Result: With proper planning and the deployment of a well-trained crew that was supported by a support staff of skilled supervisors, each allocated to a small team in separate regions across the bay, the Port Call Center did not receive one complaint throughout the three days of the holiday weekend which we were told was a miracle. In the ensuing years, each holiday weekend had gone off without a hitch. NMS was exceptionally proud of our achievements on that contract.

Service Approach and Methodology

❖ Detailed Methods to Accomplish the Work, Including Technical, and Management Considerations. Tasks and Approach are Clearly Described.

The following work plan that NMS Management is proposing is based on a thorough review of the requirements specified in the RFP, combined with our working knowledge and professional insight as the current janitorial service provider servicing the City of San Diego Public Utilities Department. The proposed price, labor hours, and performance service plan included in the forthcoming work plan considers the permitted service times, anticipated travel time, and the workload inherent with cleaning highly secure water treatment plants, laboratories, pump stations, and administrative office complexes as well as the demands of the facilities. This plan is designed to provide janitorial services that meet or exceed NMS's exceptional quality standards, efficiently and effectively, using environmentally friendly products and green cleaning procedures, to the greatest extent possible. Our company has five years of continuous service as the prime contractor and we are fully aware of the complex nature involved in every aspect of this contract, including logistics, security, staffing, the cleaning requirements, and the expected performance outcomes. We have accomplished the work proficiently and maintained staffing to meet the quality requirements in support of our customer's mission-critical function. Given our extensive experience in performing these duties, we have the ability to get the job done, daily, and without fail. We are the janitorial service specialist for Public Utilities Department, and this is a title that we are vitally invested in and devout in keeping.

• NMS MANAGEMENT'S GREEN CLEANING AND ENVIRONMENTAL STEWARDSHIP

As the current janitorial service provider for the City of San Diego's Public Utilities Department, NMS Management is committed to environmentally responsible practices that support the City's sustainability goals and regulatory compliance. Below is an overview of NMS's green cleaning initiatives and broader environmental sensitivity measures:

1. Green Cleaning Practices

Certified Green Products:

- Use of **Green Seal®**, **EPA Safer Choice**, and **EcoLogo** certified cleaning products.

Microfiber Cleaning Technology:

- Microfiber cloths and mop systems reduce chemical usage and water consumption by up to 90%.
- Color-coded cloths prevent cross-contamination.

HEPA-Filtered Vacuums:

- All vacuums will meet or exceed **CRI** (Carpet and Rug Institute) standards and use **HEPA filtration** to improve indoor air quality. All new equipment will be purchased for the start of this new contract.

Day Cleaning Initiatives:

- Where possible, services are provided during daylight hours to reduce after-hours lighting and HVAC energy consumption.

2. Sustainability-Focused Policies

Waste Minimization & Recycling:

- Implementation of waste stream audits and recycling tracking.
- Partnering with city facilities to promote effective recycling and composting programs.

Water Conservation:

- Use of water-efficient equipment and minimal-water floor-cleaning practices.
- Strict compliance with drought-level water use restrictions mandated by the City.

Sustainable Procurement Policy:

- Preference for suppliers with environmentally responsible practices.
- Procurement of paper products with high post-consumer recycled content.

3. Training & Compliance

Employee Training:

- Staff receive comprehensive training on green cleaning methods, waste reduction, and hazardous materials handling.
- Annual refreshers and audits ensure compliance with City and LEED standards.

LEED-EBOM Alignment:

- Cleaning practices aligned with **LEED for Existing Buildings: Operations & Maintenance** (LEED-EBOM) standards.
- Support for facilities seeking LEED certification or maintaining current certifications.

OSHA and EPA Compliance:

- Adherence to all applicable federal, state, and local environmental regulations.
- Clear SDS (Safety Data Sheet) documentation for all products used.

4. Innovation & Continuous Improvement

Environmental Monitoring:

- Use of digital inspection systems to monitor performance metrics related to cleanliness, chemical usage, and sustainability goals.

Customer and City Collaboration:

- Regular reporting and meetings with Public Utilities Department leadership to align with the City's evolving environmental goals.

Pilot Programs:

- Willingness to implement and test new green technologies or processes in collaboration with the City.

By integrating these practices, NMS Management supports the City of San Diego's sustainability goals and reinforces its position as a responsible steward of public facilities and the environment.

- **CLEANING EQUIPMENT**

In keeping with our commitment to maintaining a high standard of cleanliness in our client's facilities as well as promoting a Green Cleaning Program to the furthest extent possible, we will accomplish this level of commitment by incorporating chemicals that meet standards Green Seal (GS-37) or Environmental Choice standards, as well as, certified equipment that meets Carpet and Rug Institute's (CRI'S) Green Label Vacuum Cleaner program standards or the standards set forth U.S. Environmental Protection Agency (EPA). Below is a list of cleaning equipment that NMS intends to utilize in order to perform the tasks required as depicted in the RFP. We are proud to utilize proper janitorial products and procedures for Green Cleaning in our client's facilities. We make every effort to provide products that are effective and environmentally friendly with fewer burdens to our natural resources.

BACKPACK VACUUM

- ✓ **SUPER COACHVAC HEPA:** The Super CoachVac HEPA is a productivity powerhouse designed to tackle the most demanding cleaning challenges. This powerful and high filtration unit is ideal for vacuuming high square-footage areas that require the utmost cleanliness.

UPRIGHT VACUUMS

- ✓ **TORNADO CV38:** These commercial vacuums meet true HEPA guidelines for levels of filtration exceeding those of typical or even other HEPA-like vacuuming systems. These HEPA filtration vacuum cleaners meet or exceed the majority of indoor air quality standards with an ultra-capable 3-stage High Efficiency Particulate Air (HEPA) filtration system. This system removes 99.97% of all particles over 0.3 microns, making this vacuum perfect for removing all manner of dust and dirt. The CV38 vacuums are ideal vacuums for areas where asthma and allergy sufferers frequent. The Tornado series filters ALL air through the HEPA filter, making it a true Sealed HEPA cleaner.
- ✓ **NSS PACER 15UE:** The Pacer 15 UE is the best value in single-motor uprights. All of the features you need are bundled into this affordable package. Three stage filtration system with HEPA performance. 99.97% efficient at 0.3 microns. Fully compliant with LEED requirements. CRI Gold rated. Quiet operation at only 67 dBA.
- ✓ **WINDSOR SENSOR:** Feel comfortable knowing this Windsor Vacuum has CRI Indoor Air Quality Program Approval. Windsor Sensor XP is a true HEPA upright commercial vacuum. The Sensor is the perfect vacuum for hotels, schools, hospitals and more! Anywhere you look you will see our trusty vacuums working long hard hours keeping the world clean by removing soils that would ruin your carpets and hard floors

CARPET CLEANERS

- ✓ ADVANCE AQUACLEAN XP CARPET EXTRACTOR 16" & 18": AquaClean self-contained carpet extractors include the basic, hard-working. This productively extends dump and refill intervals, while allowing foot traffic to return sooner as the carpet dries more quickly. Operating AquaClean in low-moisture mode has earned it the Carpet and Rug Institute (CRI) Seal of Approval.
- ✓ ECO 500 AWH SERIES: The all new portable ECO-500 AW Series upright extractors equip carpet cleaning professionals with all of the tools required to achieve contractor-grade, deep-cleaning results. These ten-gallon workhorses are designed to meet a multitude of cleaning demands, and are equipped with all-new advanced technology, high-efficiency air-watt motors for increased cleaning performance. The ECO-500 AW Series upright extractor provides superior flexibility for smaller spaces, portability, and tackles virtually any cleaning task including restorative carpet care, stairs, upholstery, fabric office partitions, and even hard surfaces with grouted tile. With convenient, cost-effective, disposable filters, the ECO 500 AW Series is perfect for cleaning crews on the go.
- ✓ NOBLES STRIVE DUAL CARPET CLEANER
- ✓ NOBLES POWER EAGLE 1016 SELF-CONTAINED

KAIVAC CLEANING SYSTEM

- ✓ KAI VAC 2150 NO-TOUCH CLEANING SYSTEM: KaiVac 2150 wields a 21 gallon fresh water tank and 19 gallon recovery tank, along with a powerful 500 psi pressure spray for fast and effective cleaning in larger facilities. An indoor pressure washer combined with chemical injection and wet vacuum technologies empower workers to deep clean without ever having to touch soiled, contaminated surfaces.

FLOOR MACHINE

- ✓ ADVANCE ADVOLUTION™ 20XP: Advolution™ 20XP cord electric burnishers are designed to maximize performance, productivity, and operator ease. 20XP models use the unique Flex Floor™ Technology, enabling the motor to pivot and hug floor contours. Operating at less than 67 dB A, Advolution 20XP is perfect for daytime burnishing. Advolution 20XP is a 20-inch dust control model that runs at 2,000 rpm. Powerful suction collects burnishing dust in the unit's dual-port dust bag, providing total dust control for improved indoor air quality to protect the health of the operators and facility occupants. ADVOLUTION 20XP can contribute to points earned under Credit EQ 3.7 of the LEED Green Building Rating System and meets standards and requirements of GS-42.
- ✓ ADVANCE PACESETTER™ 20" Two Speed: Speed The Pacesetter™ line of floor machines feature heavy-duty construction, including an all-cast metal frame and chrome-plated base. An ergonomic molded handle protects hands while operating along walls and around corners. A compression style lever easily adjusts handle height. The Pacesetter 20TS is a two-speed floor machine with a 1.5 hp and DC rectified motor. The two-speed machine runs at 180 and 320 rpm. ADVANCE PACESETTER™ 20" Two Speed can contribute to points earned under Credit EQ 3.7 of the LEED Green Building Rating System and meets standards and requirements of GS-42.

- ✓ ADVANCE TERRA 3700B RIDER SWEEPER

WALK BEHIND SCRUBBER

- ✓ NOBLES SPEED SCRUB AUTOMATIC SCRUBBER: Equipped standard with either ec-H2O™ or FaST® technologies extending scrubbing three times longer between empty/fills. Wider cleaning path, combined with advanced technologies, increases productivity by over 30%. Able to clean in virtually all the same spaces as a traditional 20" scrubber. Perfectly sized for small and mid-sized retail facilities and route cleaners. Gain extra coverage (XC) in cleaning both open and tight spaces using advanced technologies in one cost-effective ultra-maneuverable autoscrubber. Solution/Recovery Tanks
- ✓ TENNANT 5400 CYLINDRICAL WALK BEHIND SCRUBBER: The Tennant 5400 cylindrical eliminates the need for pre-sweeping because of it's brush type. Cylindrical scrubbing heads are for wet scrubbing and sweeping floors with light or occasional debris and for tile surfaces. Cylindrical heads can deep-clean grout lines and also eliminate streaking.
- ✓ TENNANT 5400 WALK BEHIND SCRUBBER

BURNISHER

- ✓ NOBLES ULTRASHINE DUST CONTROL BURNISHER: High speed dust control burnisher. Free floating head for even results on irregular floors. Easy to burnish hard-to-reach areas with low profile base.
- ✓ WAXIE 1500 BURNISHER
- ✓ NOBLES SPEEDSHINE SERIES LOW SPEED

WET/DRY VAC

- ✓ NOBLES TYPHOON 16B WET/DRY VAC
- ✓ NOBLES TYPHOON 1610P WET/DRY VAC
- ✓ NOBLES TYPHOON EV WET/DRY VAC

SWEEPER

- ✓ SCOUT 5 COMPACT BATTERY SWEEPER: The twin, counter-rotating brushes combine overthrow and direct sweeping principles to capture large and small debris with one machine. TwinMax technology is designed for sweeping multiple floor surfaces in both indoor and outdoor environments.
- ✓ NOBLES SCOUT 28 BATTERY SWEEPER

- **CLEANING PRODUCTS**

NMS Management, Inc. is a janitorial services provider that is committed to delivering high quality services by way of environmentally friendly products and equipment. As cleaning specialists,



EcoLogo



NMS is committed to the health of our staff and the protection of the environment. All cleaning products used on this project shall be customer pre-approved products accompanied by the related SDS sheet. Sample supply list is as follows:



NMS MANAGEMENT, INC.
 155 West 35th Street Suite A
 National City CA 91950

DATED: 5/1/2025

MANAGEMENT, INC.

CLEANING PRODUCTS TO BE USED FOR CITY OF SAN DIEGO FACILITIES

PRODUCT LIST	ITEM	PRODUCT USE	SDS
WAXIE-GREEN CITRUS HYDROXYCLEAN MULTIPURPOSE CLEANER	410064	TO CLEAN SURFACES AND FLOORS	x
WAXIE-GREEN CLEANER/DEGREASER	410036	TO CLEAN SURFACES AND FLOORS	x
WAXIE-GREEN RESTROOM CLEANER	1030063	TO CLEAN TOILET BOWLS	x
WAXIE-GREEN GLASS & SURFACE CLEANER	950101	TO CLEAN SURFACES AND GLASS	x
WAXIE-GREEN FIBERCARE CARPET SOIL EXTRACTOR	1070254	EXTRACTION CLEANER, NEUTRALIZER, BRIGHTENER AND DEODORIZER	x
WAXIE-GREEN ENCAPSULATING CARPET SPIN BONNET SHAMPOO	1070661	TO SPOT AND STAIN CARPET CLEANING	x
WAXIE-GREEN FLOOR STRIPPER	320661	FLOOR WAX STRIPPER/FLOOR CARE	x
WAXIE-GREEN ADVANTAGE PLUS FLOOR FINISH	933010	FLOOR FINISH-SEALER/FLOOR CARE	x
BAR-TOP FURNITURE POLISH	750016	GENERAL-PURPOSE CLEANER, HIGH GLOSS PROTECTANT	x
WAXIE-GREEN NEUTRAL CLEANER	320002	TO CLEAN SURFACES AND FLOORS	x
SEVEN SOLUTIONS	NC 77777	TO CLEAN SURFACES AND FLOORS	x
GREASE BREAKER	ID 55555	TO CLEAN SURFACES AND FLOORS	x
SPRING CLEAN DISINFECTANT CLEANER	170284	TO DISINFECT & CLEAN SURFACES	x

- **SUPPLY INVENTORY CONTROL**

NMS Management understands that managing supply inventory efficiently is crucial for successful janitorial operations with the City of San Diego. This plan outlines the methods for ordering, inventorying, and tracking cleaning and restroom supplies, along with utilizing internal electronic databases to enhance efficiency and collaboration with City personnel.

1. Ordering Process:

- NMS will establish a centralized system for supply ordering to streamline the process.
- NMS's Project Manager will be the responsible individual for submitting requisitions based on predetermined inventory levels or as per demand.
- It is our policy to follow a regular schedule for reviewing and adjusting supply orders based on usage patterns and seasonal demands.
- Our Project Manager maintains clear communication channels with suppliers for timely delivery and resolving any issues if the City is unable to obtain orders.

2. Inventory Management:

- It is our policy to maintain a detailed inventory list of cleaning and restroom supplies, including quantities, expiration dates (if applicable), and storage locations.
- Both our PM and Supervisors conduct regular physical inventory counts to reconcile with electronic records and identify discrepancies.
- We categorize supplies based on usage frequency and criticality to prioritize restocking efforts.
- NMS establishes storage protocols to maintain cleanliness, organization, and safety in supply storage areas.

3. Tracking Mechanisms:

- NMS utilizes an inventory management software to track supply usage, orders, and inventory levels.
- Our inventory management software generates automated alerts or notifications for low stock levels to prompt timely reordering.
- We implement user access controls to restrict unauthorized modifications to inventory data.
- NMS always maintains historical data on supply usage and ordering patterns for analysis and forecasting.

Conclusion: Implementing a robust supply inventory control plan for janitorial services at the City of San Diego Public Utilities Department ensures efficient management of cleaning and restroom supplies, enhances operational effectiveness, and fosters collaboration with City personnel which is our ultimate goal. By leveraging internal electronic databases and tracking mechanisms, along with continuous improvement initiatives, NMS Management can optimize supply ordering processes and maintain high cleanliness standards to effectively meet the City's needs.

• TASKS AND APPROACH

NMS Management will deliver a high-performance green cleaning service plan to the City of San Diego's Public Utilities Department through a structured, technology-driven, and site-specific approach. Each janitor is assigned clearly defined daily and weekly responsibilities aligned with targeted training tailored to the specific site. This ensures consistency, accountability, and effectiveness in cleaning operations.

To support real-time communication, task management, and performance monitoring, every janitor is equipped with a company-issued cell phone with internet access. These devices provide direct access to **CleanTelligent/Otuvy**, NMS's web-enabled quality management and inspection platform, allowing staff to review assignments, report issues, and track quality assurance metrics seamlessly.

Janitors adhere strictly to an individualized task assignment schedule, guided by the **Daily Task Job Template** and **Weekly Task Job Template**, ensuring no cleaning duty is overlooked. In parallel, the **NMS Floor Technician (Floor Tech)** follows a **Monthly Job Template**, focusing on floor maintenance and specialized deep-cleaning procedures on a scheduled basis.

This layered system of daily, weekly, and monthly responsibilities, supported by digital tools and ongoing training, enables NMS to maintain high performance standards while supporting environmentally responsible cleaning practices across all serviced facilities. NMS Managers, Supervisors, and Quality Control Inspectors will perform daily inspections of all service tasks to ensure they consistently meet or exceed NMS's stringent quality standards.

1. Daily Tasks:

NMS's daily tasks will be carried out by highly trained, fully vetted janitors who possess the required City-issued badges. All janitorial staff will wear clearly identifiable NMS uniforms, and staffing will remain consistent, with the same personnel assigned to each building every day to ensure familiarity, reliability, and accountability.

GENERAL DAILY CLEANING FOR CITY OF SAN DIEGO

**MAIN INFORMATION
JOB SERVICES**

GROUP BY:

JOB TEMPLATE NAME Sample Job Template
 JOB TEMPLATE FREQUENCY Daily 5x Week Service
 DESCRIPTION Daily Cleaning Requirements
 STATUS Pending



Daily Tasks (Full-Service Day)

SERVICE	AREA	FREQUENCY	FUNCTION
Clean Restrooms, Locker Rooms, Showers, and Janitor Closets	Daily Tasks (Full-Service Day)	Daily	General Cleaning
Refill Dispensers for Paper Towels, Soap, Toilet Paper, and Toilet Seat Covers	Daily Tasks (Full-Service Day)	Daily	General Cleaning
Clean Drinking Fountains/Water Dispensers/Ice Maker Machines	Daily Tasks (Full-Service Day)	Daily	General Cleaning
Clean Kitchen Area/Break Room including Microwave Ovens	Daily Tasks (Full-Service Day)	Daily	General Cleaning
Damp Mop and Disinfect All Hard Surface Flooring Areas	Daily Tasks (Full-Service Day)	Daily	General Cleaning
Sweep/Dust Mop Floors	Daily Tasks (Full-Service Day)	Daily	General Cleaning
Vacuum Carpeted Floors and Rugs	Daily Tasks (Full-Service Day)	Daily	General Cleaning
Routine Spot Clean Carpet	Daily Tasks (Full-Service Day)	Daily	General Cleaning
Pick-up Litter, Trash, and Garbage	Daily Tasks (Full-Service Day)	Daily	General Cleaning
Empty and Clean all Wastebaskets, Trash Receptacles, and Ash Urns	Daily Tasks (Full-Service Day)	Daily	General Cleaning
Empty Recycle Containers and Bins	Daily Tasks (Full-Service Day)	Daily	General Cleaning
Clean Glass, Mirrors, and Metal Handrails	Daily Tasks (Full-Service Day)	Daily	General Cleaning
Clean Tables, Chairs, Countertops, and Dry Erase/Chalk Boards	Daily Tasks (Full-Service Day)	Daily	General Cleaning

2. Weekly Tasks:

NMS's weekly tasks will be performed by the same highly trained janitors, seamlessly integrated into their regular schedules to ensure each weekly task is completed once per week. These tasks will be conducted in addition to the daily cleaning requirements, maintaining a comprehensive and consistent standard of service throughout each facility.

GENERAL WEEKLY CLEANING FOR CITY OF SAN DIEGO

**MAIN INFORMATION
JOB SERVICES**

GROUP BY:

JOB TEMPLATE NAME Sample Job Template
 JOB TEMPLATE FREQUENCY 1x Week Service
 DESCRIPTION Weekly Cleaning Requirements
 STATUS Pending



Weekly Tasks

SERVICE	AREA	FREQUENCY	FUNCTION
Dust	Weekly Tasks	Weekly	General Cleaning
Vacuum and Clean Fabric Seat Cushions	Weekly Tasks	Weekly	General Cleaning
Floor Drains	Weekly Tasks	Weekly	General Cleaning
Clean Walls, Door Frames, Jambs, and Light Switches	Weekly Tasks	Weekly	General Cleaning
Dust Air Diffusers, Grills, Vents, and Filter Houses	Weekly Tasks	Weekly	General Cleaning
Clean all Window Blinds	Weekly Tasks	Weekly	General Cleaning
Sweep Pedestrian Areas	Weekly Tasks	Weekly	General Cleaning
Clean Patios	Weekly Tasks	Weekly	General Cleaning
ELEVATORS ONLY - Vacuum and Clean	Weekly Tasks	Weekly	General Cleaning

3. Monthly Tasks:

NMS's monthly tasks will be performed by experienced Floor Technicians, each with a minimum of 10 years of industry expertise. Their primary responsibility is to ensure all floor areas across

every facility remain clean, safe, and well-maintained. Using specialized green seal certified equipment and green cleaning techniques, the Floor Technicians will clean, polish, and preserve various flooring types to the highest standard. Each service will be inspected for compliance with both safety and quality standards, and upon completion, photo documentation will be uploaded to Otuvy/CleanTelligent to confirm task fulfillment.

When buffing tile, vinyl, and hardwood floors, NMS Floor Technicians will display appropriate safety signage and apply high-grade wax or other specified treatments using Green Seal-certified, high-speed buffers operating at a minimum of 1500 RPM.

For machine scrubbing of tile and terrazzo floors, Technicians will similarly post adequate safety signage and use Green Seal-certified floor machines to ensure environmentally responsible and effective results.

Additionally, NMS Floor Technicians will perform dusting of exposed ceiling pipes in applicable areas such as offices, hallways, lobbies, and administrative buildings at all facilities covered under this contract. All monthly services will be scheduled in advance, with a detailed monthly schedule submitted to the City’s Technical Representative for approval.

Upon written pre-authorization from the City Technical Representative, NMS Floor Technicians will perform strip, wax, and buff tile, vinyl and ceramic floors, carpet cleaning, and concrete floor strip and apply concrete cleaner.

GENERAL MONTHLY CLEANING FOR CITY OF SAN DIEGO

MAIN INFORMATION
JOB SERVICES

JOB TEMPLATE NAME Sample Job Template
JOB TEMPLATE FREQUENCY 1x Month Service
DESCRIPTION Monthly Cleaning Requireme
STATUS Pending



GROUP BY:

Monthly Tasks

SERVICE	AREA	FREQUENCY	FUNCTION
Buff Tile, Vinyl, and Hardwood Floors	Monthly Tasks	Monthly	General Cleaning
Machine Scrub Tile and Terrazzo Floors	Monthly Tasks	Monthly	General Cleaning
Dust Exposed Ceiling Pipes	Monthly Tasks	Monthly	General Cleaning

Additional Tasks Requiring Written Pre-Authorization

SERVICE	AREA	FREQUENCY	FUNCTION
Strip, Wax, and Buff Tile, Vinyl/Tile and Ceramic Flooring	Additional Tasks Requiring Written Pre-Authorization	As Needed	General Cleaning
Clean Carpets	Additional Tasks Requiring Written Pre-Authorization	As Needed	General Cleaning
Concrete Floor-Strip and Apply Concrete Cleaner	Additional Tasks Requiring Written Pre-Authorization	As Needed	General Cleaning

❖ Approach Shows an Understanding of the Scope of Work and Meets the Requirements and Needs of City of San Diego Public Utilities Department.

The following outlines the anticipated staffing and labor hours required to meet all contractual obligations for Janitorial Services at the City of San Diego’s Public Utilities Department. These labor allocations are flexible and may be adjusted in response to evolving customer needs.

All services will be performed under the direction of NMS's dedicated Project Manager, Aranza Meza, with the support of our two highly skilled NMS Supervisors. As the current contractor providing service on this contract, we anticipate utilizing the same staff that will undergo the same Live Scan Background check, I-9 Verification, and Chemical Urine Analysis to make sure each current employee still maintains the same level of integrity needed to support NMS's mission of providing high quality janitorial services and outstanding customer support within the Public Utilities Department facilities. Our workforce must complete in its entirety for the second time NMS's New Hire Training and Orientation and will be in place and ready to perform at the highest level of performance on the contract start date.

We are fully committed to meeting the City's janitorial needs and remain dedicated to serving as your reliable and trusted janitorial service provider throughout the duration of this contract.

• STAFFING AND LABOR HOURS

GROUP 1

NTC Harbor Lab

NTC Harbor Lab: 2392 Kincaid Road, San Diego, CA 92101-Monday-Friday 7:00 am – 3:30 pm

GROUP 1 SCHEDULE A	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	SHIFT	Title	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
	Building No. 010350 - 2 Levels	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		4.00	4.00	4.00	4.00	4.00		20.00	66.67	1040.00
	Building No. 010350 - 2 Levels	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		1.60						1.60	5.50	76.00
	Building No. 010350 - 2 Levels	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH									19.88	236.16
							0.00	5.60	4.00	4.00	4.00	4.00	0.00	21.50	112.85	1354.16

NMS will accomplish the janitorial services by providing (1) janitor 5 days per week, Monday through Friday, excluding City observed holidays. Janitorial services will take place between the hours of 7:00 am – 3:30 pm. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 236.16 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 1,354.16.

Alvarado WTP

Alvarado WTP: 5540 Kiowa Drive, La Mesa, CA 91942-Monday-Friday 7:00 am – 3:30 pm

GROUP 1 SCHEDULE B	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	SHIFT	Title	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
	Main Building No. 8719 - 2 Levels	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		3.00	3.00	3.00	3.00	3.00		15.00	55.00	780.00
	Main Building No. 8719 - 2 Levels	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		2.50						2.50	18.83	136.00
	Main Building No. 8719 - 2 Levels	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	9.84	118.08
	Finished Water Chem Bldg & Raw Water Chemical Bldg Restrooms	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.02	0.02	0.02	0.02	0.02		0.08	0.38	4.33
	Finished Water Chem Bldg & Raw Water Chemical Bldg Restrooms	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.01						0.01	0.05	0.65
	Finished Water Chem Bldg & Raw Water Chemical Bldg Restrooms	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.08	0.96
	Ozone Facility - Office Space/Elevator & Restrooms	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.03	0.03	0.03	0.03	0.03		0.18	0.69	8.23
	Ozone Facility - Office Space/Elevator & Restrooms	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.02						0.02	0.10	1.24
	Ozone Facility - Office Space/Elevator & Restrooms	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.16	1.92
	Quard Shack	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.01	0.01	0.01	0.01	0.01		0.04	0.18	2.17
	Quard Shack	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.01						0.01	0.03	0.33
	Quard Shack	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.04	0.48
							0.00	5.60	3.06	3.06	3.06	3.06	0.00	17.83	87.37	1048.38

NMS will accomplish the janitorial services by providing (1) janitor 5 days per week, Monday through Friday, excluding City observed holidays. Janitorial services will take place between the hours of 7:00 am – 3:30 pm. This full-time janitor will be shared between Alvarado WTP and Electrical and IC&T buildings. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 121.44 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 1,038.48.

Alvarado Joint Lab

Alvarado Joint Lab Building: No. 1003, 5530 Kiowa Drive, La Mesa, CA 91942-Monday-Friday 7:00 am – 3:30 pm

GROUP 1 SCHEDULE C	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	Shift	Title	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
	Building No. 1003	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		6.00	6.00	6.00	6.00	6.00		30.00	130.00	1560.00
	Building No. 1003	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		6.00						6.00	21.67	260.00
	Building No. 1003	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	14.76	177.12
							0.00	11.00	6.00	6.00	6.00	6.00	0.00	36.00	168.43	1997.12

NMS will accomplish the janitorial services by providing (1) janitor 5 days per week, Monday through Friday, excluding City observed holidays. Janitorial services will take place between the hours of 7:00 am – 3:30 pm. This full-time janitor will be shared between Alvarado WTP and Electrical and IC&T buildings. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 177.12 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 1,997.12.

Employee Training and Development Center at Alvarado

Employee Training and Development Center at Alvarado: 5510 Kiowa Drive, La Mesa, CA 91942-Monday-Friday 7:00 am – 3:30 pm

GROUP 1 SCHEDULE D	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	Shift	Title	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
	Employee Train/Dev Center - 2 Levels	1	Daily Tasks, five (5) days a week, Monday through Friday, 8 hours daily excluding City Observed Holidays, as specified.	250	DAY SHIFT	JANITOR		7.50	7.50	7.50	7.50	7.50		37.50	162.50	1950.00
	Employee Train/Dev Center - 2 Levels	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY SHIFT	JANITOR		2.00						2.00	10.93	136.00
	Employee Train/Dev Center - 2 Levels	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	4.92	59.04
							0.00	10.00	7.50	7.50	7.50	7.50	0.00	40.00	178.35	2139.04

NMS will accomplish the janitorial services by providing (1) janitor 5 days per week, Monday through Friday, excluding City observed holidays. Janitorial services will take place between the hours of 7:00 am – 3:30 pm. This full-time janitor will be shared between ETDC, SCADA Trailer, and IWCP Trailer. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 59.04 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 2,139.04.

Electrical and IC&T Building at Alvarado

Electrical and IC&T Building at Alvarado: 5530 Kiowa Drive, La Mesa, CA 91942-Monday-Friday 7:00 am – 3:30 pm

GROUP 1 SCHEDULE E	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	Shift	Title	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
	Electrical/IC&T Bldg	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.28	0.28	0.28	0.28	0.28		1.39	5.02	72.16
	Electrical/IC&T Bldg	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.21						0.21	0.90	10.83
	Electrical/IC&T Bldg	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	1.37	16.44
							0.00	0.49	0.28	0.28	0.28	0.28	0.00	1.60	6.29	99.46

NMS will accomplish the janitorial services by providing (1) janitor 5 days per week, Monday through Friday, excluding City observed holidays. Janitorial services will take place between the hours of 7:00 am – 3:30 pm. This full-time janitor will be shared between Alvarado WTP and Electrical and IC&T buildings. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 16.44 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 99.46.

SCADA Trailers at Alvarado WTP

SCADA Trailers at Alvarado WTP: 5540 Kiowa Drive, La Mesa, CA 91942-Tuesday and Thursday 7:00 am – 3:30 pm One (1) Full-Time janitor onsite shared between ETDC, SCADA Trailer and IWCP Trailer

GROUP 1 SCHEDULE F	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	Shift	Title	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
	One (1) SCADA Trailers	1	Daily Tasks, two (2) days a week, Tuesday and Thursday, excluding City Observed Holidays, as specified.	104	DAY	JANITOR			0.50		0.50			1.00	4.33	52.00
	One (1) SCADA Trailers	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR			0.35					0.35	1.62	18.20
	One (1) SCADA Trailers	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	1.23	14.76
							0.00	0.00	0.85	0.00	0.50	0.00	0.00	1.35	7.08	84.96

NMS will accomplish the janitorial services by providing (1) janitor 2 days per week, Tuesday and Thursday, excluding City observed holidays. Janitorial services will take place between the hours of 7:00 am – 3:30 pm. This full-time janitor will be shared between ETDC, SCADA Tractor, and IWCP Tractor. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 14.76 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 162.96.

IWCP Tractor at Alvarado WTP

IWCP Tractor at Alvarado WTP: 6540 Kiowa Drive La Mesa, CA 91942-Monday-Friday 7:00 am - 3:30 pm																
GROUP 1 SCHEDULE G	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	Shift	Title	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
	One (1) IWCP Tractor	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.60	0.50	0.50	0.50	0.50		2.60	10.83	130.00
	One (1) IWCP Tractor	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.35						0.35	1.62	18.20
	One (1) IWCP Tractor	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	1.23	14.76
							0.00	0.85	0.50	0.50	0.50	0.50	0.00	2.85	13.58	162.96

NMS will accomplish the janitorial services by providing (1) janitor 5 days per week, Monday through Friday, excluding City observed holidays. Janitorial services will take place between the hours of 7:00 am – 3:30 pm. This full-time janitor will be shared between ETDC, SCADA Tractor, and IWCP Tractor. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 14.76 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 162.96.

Point Loma Wastewater Treatment Plant (PLWWTP)

Point Loma Wastewater Treatment Plant (PLWWTP): 1902 Gatchell Rd, San Diego, CA 92106-One full time daytime janitor and one part time assigned to this site Monday through Friday from 6:00 am to 2:30 pm.																
GROUP 1 SCHEDULE H	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	Shift	Title	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
	PLWWTP FRP Pump Station Bldg No. 10265	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.60	0.50	0.50	0.50	0.50		2.60	10.83	130.00
	PLWWTP FRP Pump Station Bldg No. 10265	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.10						0.10	0.42	5.00
	PLWWTP FRP Pump Station Bldg No. 10265	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.63	7.56
	PLWWTP Engineering Bldg No. 4060	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		1.25	1.25	1.25	1.25	1.25		5.25	27.08	325.00
	PLWWTP Engineering Bldg No. 4060	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.72						0.72	3.12	37.49
	PLWWTP Engineering Bldg No. 4050	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	2.46	29.52
	PLWWTP Restroom So. Control Bldg No. 10241	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.25	0.25	0.25	0.25	0.25		1.25	5.42	65.00
	PLWWTP Restroom So. Control Bldg No. 10241	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.01						0.01	0.04	0.52
	PLWWTP Restroom So. Control Bldg No. 10241	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.07	0.84
	PLWWTP Central Control Bldg No. 4056	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		1.00	1.00	1.00	1.00	1.00		5.00	21.67	260.00
	PLWWTP Central Control Bldg No. 4056	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.50						0.50	2.17	26.00
	PLWWTP Central Control Bldg No. 4056	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	2.45	29.22
	PLWWTP Restroom North Control Bldg No. 4055	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.25	0.25	0.25	0.25	0.25		1.25	5.42	65.00
	PLWWTP Restroom North Control Bldg No. 4055	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.01						0.01	0.04	0.52
	PLWWTP Restroom North Control Bldg No. 4055	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.07	0.84
	PLWWTP Restroom/Showers/Loaders Chl Pump Bldg No. 4054	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.25	0.25	0.25	0.25	0.25		1.25	5.42	65.00
	PLWWTP Restroom/Showers/Loaders Chl Pump Bldg No. 4054	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.02						0.02	0.10	1.17
	PLWWTP Restroom/Showers/Loaders Chl Pump Bldg No. 4054	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.15	1.80
	PLWWTP Ops & Visitor's Center Bldg No. 10267	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		3.25	3.25	3.25	3.25	3.25		16.25	79.42	845.00
	PLWWTP Ops & Visitor's Center Bldg No. 10267	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		1.92						1.92	8.31	99.78
	PLWWTP Ops & Visitor's Center Bldg No. 10267	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	7.38	88.56
	PLWWTP Warehouse Bldg No. 1389	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.50	0.50	0.50	0.50	0.50		2.50	10.83	130.00
	PLWWTP Warehouse Bldg No. 1389	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.15						0.15	0.67	8.03
	PLWWTP Warehouse Bldg No. 1389	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	1.23	14.76
	PLWWTP Maintenance Bldg No. 4051	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		2.00	2.00	2.00	2.00	2.00		10.00	43.33	520.00
	PLWWTP Maintenance Bldg No. 4051	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		1.00						1.00	4.33	52.00
	PLWWTP Maintenance Bldg No. 4051	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	4.92	59.04
	PLWWTP GUF Bldg No. 1388	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.50	0.50	0.50	0.50	0.50		2.50	10.83	130.00
	PLWWTP GUF Bldg No. 1388	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.19						0.19	0.82	9.82
	PLWWTP GUF Bldg No. 1388	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	1.24	14.88
	PLWWTP Guard Shack Bldg No. 1352	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.25	0.25	0.25	0.25	0.25		1.25	5.42	65.00
	PLWWTP Guard Shack Bldg No. 1352	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.02						0.02	0.07	0.78
	PLWWTP Guard Shack Bldg No. 1352	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.10	1.20
							0.00	44.64	10.80	13.00	10.80	10.00	0.00	54.64	257.47	3098.61

NMS will accomplish the janitorial services by providing (1) full-time janitor and (1) part-time janitor, 5 days per week, Monday through Friday, excluding City observed holidays. Janitorial services will take place between the hours of 6:00 am to 2:30 pm. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 14.76 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 162.96.

Pump Station 1 (PS1) and Pump Station 2 (PS2)

Pump Station 1 (PS1): 3550 Harbor Dr. San Diego, CA 92101 & Pump Station 2 (PS2): 4077 North Harbor Drive, San Diego, CA 92101-(1) daytime janitor, five (5) days a week, Mon-Fri 6:00 am-2:30 a.m.

GROUP 1 SCHEDULE 1	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	Shift	Title	Days of Week							Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
							Sun	Mon	Tue	Wed	Thu	Fri	Sat			
	PS1 Maintenance Building	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	260	DAY	JANITOR		1.00	1.00	1.00	1.00	1.00		5.00	21.57	260.00
	PS1 Maintenance Building	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.11						0.11	0.49	6.52
	PS1 Maintenance Building	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.60	0.75	9.00
	PS1 Building No. 161	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	260	DAY	JANITOR		1.00	1.00	1.00	1.00	1.00		5.00	21.57	260.00
	PS1 Building No. 161	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.11						0.11	0.49	6.71
	PS1 Building No. 161	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.60	0.72	8.64
	PS1 Trailer No. 506650	1	excluding City Observed Holidays, as specified.	260	DAY	JANITOR		0.50	0.50	0.50	0.50	0.50		2.50	10.83	130.00
	PS1 Trailer No. 506650	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR								0.69	0.11	1.20
	PS1 Trailer No. 506650	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.60	0.16	1.92
	PS2 Maintenance Building No. 8958	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	260	DAY	JANITOR		2.00	2.00	2.00	2.00	2.00		10.00	43.33	520.00
	PS2 Maintenance Building No. 8958	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.14						0.14	0.61	7.33
	PS2 Maintenance Building No. 8958	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.60	0.92	11.04
	PS2 Building No. 163	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	260	DAY	JANITOR		2.00	2.00	2.00	2.00	2.00		10.00	43.33	520.00
	PS2 Building No. 163	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.23						0.23	1.01	12.14
	PS2 Building No. 163	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.60	1.53	18.36
							0.00	7.12	8.50	6.50	6.50	6.50	9.00	33.12	147.61	1771.37

NMS will accomplish the janitorial services by providing (1) janitor 5 days per week, Monday through Friday, excluding City observed holidays. Janitorial services will take place between the hours of 6:00 am – 2:30 pm. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 48.96 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 1,771.37.

Grove Avenue Pump Station (GAPS)

Grove Avenue Pump Station (GAPS): 2484 Grove Avenue, San Diego, CA 92154-one (1) day every two (2) weeks on Tuesday, between 6:00 am to 11:00 am.

GROUP 1 SCHEDULE 1	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	Shift	Title	Days of Week							Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor	
							Sun	Mon	Tue	Wed	Thu	Fri	Sat				
	Grove Ave Pump Station Building and Restrooms	1	Daily Tasks, one (1) day every two (2) weeks, Tuesday.	26	DAY	JANITOR			0.50						0.50	2.17	26.00
	Grove Ave Pump Station Building and Restrooms	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR			0.25						0.25	1.08	13.00
	Grove Ave Pump Station Building and Restrooms	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH									0.60	1.23	14.76
							0.00	0.00	0.75	0.00	0.00	0.00	0.00	0.75	4.48	53.76	

NMS will accomplish the janitorial services by providing (1) janitor one day every two weeks, on Tuesday, excluding City observed holidays. Janitorial services will take place between the hours of 6:00 am – 11:00 am. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 14.76 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 53.76.

South Bay Wastewater Reclamation Plant

South Bay Wastewater Reclamation Plant: 2411 Dairy Mart Rd. San Diego, CA 92154-One (1) daytime janitor assigned to this site Monday through Friday from 6:00 am to 2:30 p.m.

GROUP 1 SCHEDULE J	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	Shift	Title	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
	SBWWT Building 6	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		1.00	1.00	1.00	1.00	1.00		5.00	21.57	260.00
	SBWWT Building 6	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.05						0.05	0.20	2.29
	SBWWT Building 6	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.30	3.60
	SBWWT Building 60	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		5.00	5.00	5.00	5.00	5.00		25.00	105.33	1306.00
	SBWWT Building 60	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		1.92						1.92	8.31	99.76
	SBWWT Building 60	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.84	118.08
	SBWWT Building 61	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		1.00	1.00	1.00	1.00	1.00		5.00	21.67	260.00
	SBWWT Building 61	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.05						0.05	0.21	2.85
	SBWWT Building 61	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.32	3.84
							0.00	9.01	7.00	7.00	7.00	7.00	0.00	37.01	170.86	2050.23

NMS will accomplish the janitorial services by providing (1) janitor 5 days per week, Monday through Friday, excluding City observed holidays. Janitorial services will take place between the hours of 6:00 am – 2:30 pm. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 125.52 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 2,050.23.

Total Staffing Group 1

TOTAL STAFFING GROUP 1											
JOB TITLE	SUN	MON	TUE	WED	THU	FRI	SAT	WEEK	MONTH	ANNUAL	
JANITOR - DAILY TASK	0.00	44.83	45.83	44.83	45.33	44.83	0.00	225.67	977.91	11734.93	
JANITOR - WEEKLY TASK	0.00	19.37	0.60	0.00	0.00	0.00	0.00	19.97	86.55	1038.64	
FLOOR TECH - MONTHLY TASK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89.79	1077.48	
	<u>0.00</u>	<u>64.21</u>	<u>46.43</u>	<u>44.83</u>	<u>45.33</u>	<u>44.83</u>	<u>0.00</u>	<u>245.65</u>	<u>1154.25</u>	<u>13851.05</u>	

GROUP 2

MOC 1

MOC 1: 9180 Topaz Way, San Diego, CA 92123-1119-Monday – Friday Nighttime janitorial services shall be completed five (5) days a week from 5:00 pm - Midnight. Plus (1) daytime janitor, Mon-Fri 6:00 am - 3:00 pm.

GROUP 2 SCHEDULE A	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	Shift	Title	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
	MOC-1	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	290	EVENING	JANITOR		7.50	7.50	7.50	7.50	7.50		37.50	162.50	1950.00
	MOC-1	2	Weekly Tasks, one (1) day per week, as specified.	52	EVENING	JANITOR		2.00						2.00	8.67	104.90
	MOC-1	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	24.60	295.20
							0.00	9.50	7.50	7.50	7.50	7.50	0.00	39.50	195.77	2349.20

NMS will accomplish the janitorial services by providing (1) janitor 5 days per week, Monday through Friday, excluding City observed holidays. There will also be one (1) daytime janitor assigned to this site Monday through Friday from 6:00 am - 3:00 pm. This daytime janitor will be shared between MOC 1, 2, 3, 6, and 9. Nighttime Janitorial services will take place between the hours of 5:00 pm – Midnight. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 295.20 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 2,349.20.

MOC 2

MOC 2: 9192 Topaz Way, San Diego, CA 92123-1119-Monday – Friday Nighttime janitorial services shall be completed five (5) days a week from 5:00 pm - Midnight. Plus (1) daytime janitor, Mon-Fri 6:00 am - 3:00 pm.

GROUP 2 SCHEDULE B	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	Shift	Title	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
	MOC-2 - 2 Levels	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	260	EVENING	JANITOR		15.00	15.00	15.00	15.00	15.00		75.00	325.00	3900.00
	MOC-2 - 2 Levels	2	Weekly Tasks, one (1) day per week, as specified.	52	EVENING	JANITOR		6.00						6.00	26.00	312.00
	MOC-2 - 2 Levels	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	73.60	883.60
							0.00	21.00	15.00	15.00	15.00	15.00	0.00	81.00	424.60	5097.60

NMS will accomplish the janitorial services by providing (2) janitors 5 days per week, Monday through Friday, excluding City observed holidays. There will also be one (1) daytime janitor assigned to this site Monday through Friday from 6:00 am - 3:00 pm. This daytime janitor will be shared between MOC 1, 2, 3, 6, and 9. Nighttime Janitorial services will take place between the hours of 5:00 pm – Midnight. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 885.60 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 5,097.60.

MOC 3

MOC 3: 9191 Kearny Villa Court, San Diego, CA 92123-1107-Monday – Friday Nighttime Janitorial services shall be completed five (5) days a week from 5:00 pm - Midnight. Plus (1) daytime janitor, Mon-Fri 6:00 am - 3:00 pm.

GROUP 2 SCHEDULE	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	Shift	Title	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
	MOC-3-2 Levels	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		3.90	3.00	3.00	3.00	3.00		15.00	65.00	780.00
	MOC-3-2 Levels	2	Weekly Tasks, one (1) day per week, as specified.	62	DAY	JANITOR		2.90						2.90	8.57	104.00
	MOC-3-2 Levels	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	24.60	295.20
							0.00	5.80	3.00	3.00	3.00	3.00	6.00	17.00	98.27	1179.20

NMS will accomplish the janitorial services by providing (1) janitor 5 days per week, Monday through Friday, excluding City observed holidays. There will also be one (1) daytime janitor assigned to this site Monday through Friday from 6:00 am - 3:00 pm. This daytime janitor will be shared between MOC 1, 2, 3, 6, and 9. Nighttime Janitorial services will take place between the hours of 5:00 pm – Midnight. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 295.20 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 1,179.20.

MOC 6

MOC 6: 5571 Kearny Villa Road, San Diego, CA 92123-1107-Monday – Friday Nighttime Janitorial services shall be completed five (5) days a week from 5:00 pm - Midnight. Plus (1) daytime janitor, Mon-Fri 6:00 am - 3:00 pm.

GROUP 2 SCHEDULE	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	Shift	Title	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
	MOC-6 - 2 Levels, Combo Office & Warehouse (no janitorial work performed in 9,184 sq. ft. warehouse)	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.65	0.65	0.65	0.65	0.65		3.24	14.83	188.39
	MOC-6 - 2 Levels, Combo Office & Warehouse (no janitorial work performed in 9,184 sq. ft. warehouse)	2	Weekly Tasks, one (1) day per week, as specified.	62	DAY	JANITOR		0.11						0.11	0.48	6.76
	MOC-6 - 2 Levels, Combo Office & Warehouse (no janitorial work performed in 9,184 sq. ft. warehouse)	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.73	8.76
							0.00	0.76	0.65	0.65	0.65	0.65	0.00	3.35	15.04	182.91

NMS will accomplish the janitorial services by providing (1) janitor 5 days per week, Monday through Friday, excluding City observed holidays. There will also be one (1) daytime janitor assigned to this site Monday through Friday from 6:00 am - 3:00 pm. This daytime janitor will be shared between MOC 1, 2, 3, 6, and 9. Nighttime Janitorial services will take place between the hours of 5:00 pm – Midnight. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 8.76 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 182.91.

MOC 9

MOC 9: 5655 Kearny Villa Rd, San Diego, CA 92123-1123-Monday – Friday Nighttime Janitorial services shall be completed five (5) days a week from 5:00 pm - Midnight. Plus (1) daytime janitor, Mon-Fri 6:00 am - 3:00 pm.

GROUP 2 SCHEDULE	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	Shift	Title	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
	MOC-9 - Combo office & Warehouse (no janitorial work performed in 10,890 sq. ft. warehouse)	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	EVENING	JANITOR		1.34	1.34	1.34	1.34	1.34		6.72	29.12	348.44
	MOC-9 - Combo office & Warehouse (no janitorial work performed in 10,890 sq. ft. warehouse)	2	Weekly Tasks, one (1) day per week, as specified.	62	EVENING	JANITOR		0.28						0.28	1.12	13.42
	MOC-9 - Combo office & Warehouse (no janitorial work performed in 10,890 sq. ft. warehouse)	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	1.59	20.28
							0.00	74.12	63.64	63.64	63.64	63.64	0.00	296.66	1508.08	1888.98

NMS will accomplish the janitorial services by providing (1) janitor 5 days per week, Monday through Friday, excluding City observed holidays. There will also be one (1) daytime janitor

assigned to this site Monday through Friday from 6:00 am - 3:00 pm. This daytime janitor will be shared between MOC 1, 2, 3, 6; and 9. Nighttime Janitorial services will take place between the hours of 5:00 pm – Midnight. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 20.28 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 383.14.

Metropolitan Biosolids Center (MBC)

Metropolitan Biosolids Center (MBC): 6240 Convooy Street, San Diego, CA 92111-Monday – Friday Nighttime janitorial services five (5) days a week 2:00 pm - Midnight. Plus (1) daytime janitor, Mon-Fri 6:00 am - 3:00 pm.

FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	SHIFT	Title	Days of Week							Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
						Sun	Mon	Tue	Wed	Thu	Fri	Sat			
MBC Operations and Maint. Bldg Area 61	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		5.00	5.00	5.00	5.00	5.00		25.00	108.33	1300.00
MBC Operations and Maint. Bldg Area 61	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		1.00						1.00	4.33	52.00
MBC Operations and Maint. Bldg Area 61	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.94	116.08
MBC Restroom, Energy Building	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.50	0.50	0.50	0.50	0.50		2.50	10.83	130.00
MBC Restroom, Energy Building	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.01						0.01	0.04	0.52
MBC Restroom, Energy Building	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.07	0.84
MBC Restroom, Chemical Building	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.50	0.50	0.50	0.50	0.50		2.50	10.83	130.00
MBC Restroom, Chemical Building	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.01						0.01	0.04	0.52
MBC Restroom, Chemical Building	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.07	0.84
MBC Pump Station Building - Office & Restroom	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.50	0.50	0.50	0.50	0.50		2.50	10.83	130.00
MBC Pump Station Building - Office & Restroom	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.05						0.05	0.21	2.47
MBC Pump Station Building - Office & Restroom	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.31	3.72
MBC Dewatering Bldg - Sqr. ft. includes 600 sq. ft. laboratory	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.50	0.50	0.50	0.50	0.50		2.50	10.83	130.00
MBC Dewatering Bldg - Sqr. ft. includes 600 sq. ft. laboratory	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.21						0.21	0.90	10.76
MBC Dewatering Bldg - Sqr. ft. includes 600 sq. ft. laboratory	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	1.36	16.32
MBC Truck Wash Bldg - Office & Restroom	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.50	0.50	0.50	0.50	0.50		2.50	10.83	130.00
MBC Truck Wash Bldg - Office & Restroom	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.02						0.02	0.07	0.78
MBC Truck Wash Bldg - Office & Restroom	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.10	1.20
						0.00	5.70	7.50	7.50	7.50	7.50	0.00	38.79	175.84	2158.08

NMS will accomplish the janitorial services by providing (1) janitor 5 days per week, Monday through Friday, excluding City observed holidays. There will also be one (1) daytime janitor assigned to this site Monday through Friday from 6:00 am - 3:00 pm. Nighttime Janitorial services will take place between the hours of 2:00 pm – Midnight. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 141.00 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 2,158.08.

North City Water Reclamation Plant (NCWRP)

North City Water Reclamation Plant (NCWRP): 4949 Eastgate Mall Road, San Diego, CA-Monday – Friday Nighttime janitorial five (5) days a week 2:00 pm - Midnight. Plus (1) daytime janitor, Mon-Fri 6:00 am - 3:00 pm.

FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	SHIFT	Title	Days of Week							Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
						Sun	Mon	Tue	Wed	Thu	Fri	Sat			
NCWRP Admin Bldg No. 10228 - 2 Levels	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		5.50	5.50	5.50	5.50	5.50		27.50	119.17	1430.00
NCWRP Admin Bldg No. 10228 - 2 Levels	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		2.87						2.87	12.46	149.47
NCWRP Admin Bldg No. 10228 - 2 Levels	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.09	0.88	10.56
NCWRP Tertiary Filtration Area 26	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.50	0.50	0.50	0.50	0.50		2.50	10.83	130.00
NCWRP Tertiary Filtration Area 26	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.03						0.03	0.14	1.66
NCWRP Tertiary Filtration Area 26	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.21	2.52
NCWRP Chemical Building Area 55	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.50	0.50	0.50	0.50	0.50		2.50	10.83	130.00
NCWRP Chemical Building Area 55	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.07						0.07	0.29	3.45
NCWRP Chemical Building Area 55	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.43	5.16
NCWRP Headworks Building	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.50	0.50	0.50	0.50	0.50		2.50	10.83	130.00
NCWRP Headworks Building	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.05						0.05	0.21	2.47
NCWRP Headworks Building	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.31	3.72
NCWRP Influent Pump Station	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.50	0.50	0.50	0.50	0.50		2.50	10.83	130.00
NCWRP Influent Pump Station	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.08						0.08	0.33	3.96
NCWRP Influent Pump Station	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.49	5.88
NCWRP Engineering Trailer	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250	DAY	JANITOR		0.50	0.50	0.50	0.50	0.50		2.50	10.83	130.00
NCWRP Engineering Trailer	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.35						0.35	1.52	18.20
NCWRP Engineering Trailer	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	2.30	27.60
						0.00	11.45	8.00	8.00	8.00	8.00	0.00	43.45	210.88	2636.35

NMS will accomplish the janitorial services by providing (1) janitor 5 days per week, Monday through Friday, excluding City observed holidays. There will also be one (1) daytime janitor assigned to this site Monday through Friday from 6:00 am - 3:00 pm. Nighttime Janitorial services

will take place between the hours of 2:00 pm – Midnight. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 271.20 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 2,530.35.

Peñasquitos Pump Station

Peñasquitos Pump Station; 10150 Cara Way, San Diego, CA 92131- Janitorial service shall be completed one (1) day a week on Thursday, between 6:00 am to 11:00 am

GROUP 2 SCHEDULE H	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	SHIFT	TITLE	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
	PPS Maintenance Bldg	1	Daily Tasks, One (1) day a week, <i>Thursday</i> , as specified.	62	DAY	JANITOR		1.00						1.00	4.33	62.00
	PPS Maintenance Bldg	2	Weekly Tasks, one (1) day per week, as specified.	62	DAY	JANITOR		0.13						0.13	0.57	6.89
	PPS Maintenance Bldg	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.34	4.08
	PPS Control Room/Restroom	1	Daily Tasks, One (1) day a week, <i>Thursday</i> , as specified.	62	DAY	JANITOR		1.00						1.00	4.33	62.00
	PPS Control Room/Restroom	2	Weekly Tasks, one (1) day per week, as specified.	62	DAY	JANITOR		0.05						0.05	0.22	2.67
	PPS Control Room/Restroom	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.34	4.08
							0.00	2.18	0.00	0.00	0.00	0.00	0.00	2.18	16.67	128.08

NMS will accomplish the janitorial services by providing (1) janitor one day per week, on Thursday, between 6:00 am to 11:00 am, excluding City observed holidays. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 14.52 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 128.08.

Pump Station 64 (PS64)

Pump Station 64 (PS64) Building #10253; 10749 Roselle St, San Diego, CA 92121- Janitorial Service shall be completed by one (1) janitor five (5) days a week, Monday thru Friday from 6:00 am to 11:00 am.

GROUP 2 SCHEDULE I	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	SHIFT	TITLE	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
	PS64 Maint, Admin Bldg No. 10253	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	260	DAY	JANITOR		1.00	1.00	1.00	1.00	1.00		5.00	21.67	260.00
	PS64 Maint, Admin Bldg No. 10253	2	Weekly Tasks, one (1) day per week, as specified.	62	DAY	JANITOR		0.19						0.19	0.84	10.10
	PS64 Maint, Admin Bldg No. 10253	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	1.27	15.24
							0.00	1.19	1.00	1.00	1.00	1.00	0.00	5.19	23.76	285.34

NMS will accomplish the janitorial services by providing (1) janitor 5 days per week, Monday through Friday, from 6:00 am to 11:00 am, excluding City observed holidays. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 15.24 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 285.34.

Pump Station 65 (PS65)

Pump Station 65 (PS65) Building #010216; 12112 Sorrento Valley Rd, San Diego, CA. 92121- Janitorial Service shall be completed by one (1) janitor five (5) days a week, Monday thru Friday from 6:00 am to 11:00 am.

GROUP 2 SCHEDULE J	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	SHIFT	TITLE	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
	PS65 Maintenance Bldg No. 010216	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	260	DAY	JANITOR		1.00	1.00	1.00	1.00	1.00		5.00	21.67	260.00
	PS65 Maintenance Bldg No. 010216	2	Weekly Tasks, one (1) day per week, as specified.	62	DAY	JANITOR		0.12						0.12	0.53	6.42
	PS65 Maintenance Bldg No. 010216	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0	0.81	9.72
							0.00	1.12	1.00	1.00	1.00	1.00	0.00	5.12	23.01	276.14

NMS will accomplish the janitorial services by providing (1) janitor 5 days per week, Monday through Friday, from 6:00 am to 11:00 am, excluding City observed holidays. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 9.72 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 276.14.

North City Pure Water Facility (NCPWF)

North City Pure Water Facility (NCPWF): 4949 Eastgate Mall Road, San Diego, CA- Monday - Friday Nighttime Janitorial five (5) days a week 2:00 pm - Midnight. Plus (1) daytime Janitor, Mon- Fri 6:00 am - 3:00 pm.

GROUP 2 SCHEDULE K	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	Shift	Title	Days of Week							Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
							Sun	Mon	Tue	Wed	Thu	Fri	Sat			
	NCPWF Operations and Maintenance Building Area 190	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	260	DAY	JANITOR		4.00	4.00	4.00	4.00	4.00		20.00	66.67	1049.00
	NCPWF Operations and Maintenance Building Area 190	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		2.68						2.68	11.62	135.18
	NCPWF Operations and Maintenance Building Area 190	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	17.43	202.16
	NCPWF Process Building Area 130 - Grade Level	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	260	DAY	JANITOR		1.00	1.00	1.00	1.00	1.00		5.00	21.67	280.00
	NCPWF Process Building Area 130 - Grade Level	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.16						0.16	0.70	8.43
	NCPWF Process Building Area 130 - Grade Level	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	1.06	12.72
	NCPWF Process Building Area 130 - Mezzanine Level	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	260	DAY	JANITOR		0.50	0.50	0.50	0.50	0.50		2.50	40.83	430.00
	NCPWF Process Building Area 130 - Mezzanine Level	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.09						0.09	0.37	4.47
	NCPWF Process Building Area 130 - Mezzanine Level	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.66	6.72
							0.00	8.41	5.50	6.50	5.50	5.40	0.00	30.41	150.61	1869.88

NMS will accomplish the janitorial services by providing (1) janitor 5 days per week, Monday through Friday, excluding City observed holidays. There will also be one (1) daytime janitor assigned to this site Monday through Friday from 6:00 am - 3:00 pm. Nighttime Janitorial services will take place between the hours of 2:00 pm – Midnight. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 228.60 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 1,809.68.

Total Staffing Group 2

TOTAL STAFFING GROUP 2										
JOB TITLE	SUN	MON	TUE	WED	THU	FRI	SAT	WEEK	MONTH	ANNUAL
JANITOR - DAILY TASK	0.00	52.49	50.49	50.49	50.49	50.49	0.00	226.96	983.49	11813.83
JANITOR - WEEKLY TASK	0.00	18.51	0.00	0.00	0.00	0.00	0.00	15.61	67.62	814.47
FLOOR TECH - MONTHLY TASK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	163.06	1968.72
	0.00	71.00	50.49	50.49	50.49	50.49	0.00	242.56	1214.17	14597.03

GROUP 3

Miramar WTP

Miramar WTP: 10730 Scripps Lake Drive, San Diego, CA 92131-Monday, Wednesday, Friday 7:00 am - 3:30 pm

GROUP 3 SCHEDULE A	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	Shift	Title	Days of Week							Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
							Sun	Mon	Tue	Wed	Thu	Fri	Sat			
	Admin Head House Bldg No. 6904 - 4 levels (Janitor only clean top level)	1	Daily Tasks, three (3) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	156	DAY	JANITOR		2.00		2.00		2.00		6.00	26.00	312.00
	Admin Head House Bldg No. 6904 - 4 levels (Janitor only clean top level)	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.96						0.96	4.23	50.70
	Admin Head House Bldg No. 6904 - 4 levels (Janitor only clean top level)	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	6.40	76.80
	Water Sys Ops Miramar Maint Trailer (approx 12' x 60')	1	Daily Tasks, three (3) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	156	DAY	JANITOR		1.00		1.00		1.00		3.00	13.00	156.00
	Water Sys Ops Miramar Maint Trailer (approx 12' x 60')	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.09						0.09	0.26	3.12
	Water Sys Ops Miramar Maint Trailer (approx 12' x 60')	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.39	4.68
	Guard Shack	1	Daily Tasks, three (3) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	156	DAY	JANITOR		0.02		0.02		0.02		0.07	0.32	3.67
	Guard Shack	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.02						0.02	0.08	0.97
	Guard Shack	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.12	1.44
	Fltr House	1	Daily Tasks, three (3) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	168	DAY	JANITOR		1.00		1.00		1.00		3.00	13.00	156.00
	Fltr House	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		2.94						2.94	12.73	152.76
	Fltr House	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	19.27	231.24
	WTP-City Trailer	1	Daily Tasks, three (3) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	156	DAY	JANITOR		1.00		1.00		1.00		3.00	13.00	156.00
	WTP-City Trailer	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.21						0.21	0.89	10.71
	WTP-City Trailer	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	1.35	16.20
	WTP-Maintenance Shop	1	Daily Tasks, three (3) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	156	DAY	JANITOR		1.50		1.50		1.50		4.50	19.50	234.00
	WTP-Maintenance Shop	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.54						0.54	2.33	27.97
	WTP-Maintenance Shop	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	3.53	42.36
	Miramar WTP Trailer	1	Daily Tasks, three (3) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	156	DAY	JANITOR		1.00		1.00		1.00		3.00	13.00	156.00
	Miramar WTP Trailer	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.18						0.18	0.78	9.36
	Miramar WTP Trailer	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	1.19	14.16
							0.00	12.44	6.00	7.52	0.00	7.52	0.00	27.49	151.38	1816.33

NMS will accomplish the janitorial services by providing (1) janitor three days per week, Monday, Wednesday, and Friday, from 7:00 am to 3:30 pm, excluding City observed holidays. Frequent

inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 386.88 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 1,816.33.

Otay WTP

Otay WTP: 1500 Wueste Road, Chula Vista, CA 91915-Monday, Wednesday, Friday 7:00 am - 3:30 pm

GROUP 3 SCHEDULE B	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	SHIFT	Title								Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
							Sun	Mon	Tue	Wed	Thu	Fri	Sat			
	Administration Building - 2 Levels	1	Daily Tasks, five (5) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	156	DAY	JANITOR		1.75		1.75				6.25	22.75	273.00
	Administration Building - 2 Levels	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.46						0.46	2.00	23.89
	Administration Building - 2 Levels	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	3.00	36.28
	3 Filter Huts	1	Daily Tasks, three (3) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	156	DAY	JANITOR		0.25		0.25		0.25		0.75	3.25	39.00
	3 Filter Huts	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.03						0.03	0.12	1.44
	3 Filter Huts	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.18	2.16
	Guard Shack	1	Daily Tasks, three (3) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	156	DAY	JANITOR		0.25		0.25		0.25		0.75	3.25	39.00
	Guard Shack	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.00						0.00	0.02	0.20
	Guard Shack	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	0.02	0.24
	Otay WTP New Trailer	1	Daily Tasks, five (5) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	156	DAY	JANITOR		0.50		0.50		0.50		1.50	6.50	78.00
	Otay WTP New Trailer	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.18						0.18	0.78	9.36
	Otay WTP New Trailer	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	1.18	14.16
							0.00	3.42	0.00	2.75	0.00	2.75	0.00	6.92	43.00	516.33

NMS will accomplish the janitorial services by providing (1) janitor three days per week, Monday, Wednesday, and Friday, from 7:00 am to 3:30 pm, excluding City observed holidays. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 52.92 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 516.90.

San Vicente Water Operations Yard

San Vicente Water Operations Yard: 12375 Moreno Ave, Lakeside, CA 92040-Tuesday and Thursday 7:00 am - 3:30 pm

GROUP 3 SCHEDULE C	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	SHIFT	Title								Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
							Sun	Mon	Tue	Wed	Thu	Fri	Sat			
	Trailer No. 1 and Trailer No. 2	1	Daily Tasks, two (2) days a week, Tuesday and Thursday, excluding City Observed Holidays, as specified.	104	DAY	JANITOR			1.00		1.00			2.00	8.67	104.00
	Trailer No. 1 and Trailer No. 2	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR			0.27					0.27	1.18	14.13
	Trailer No. 1 and Trailer No. 2	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	1.23	14.76
	Ranger Driver Locker	1	Daily Tasks, two (2) days a week, Tuesday and Thursday, excluding City Observed Holidays, as specified.	104	DAY	JANITOR			0.75		0.75			1.50	6.50	78.00
	Ranger Driver Locker	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR			0.16					0.16	0.68	8.18
	Ranger Driver Locker	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	1.23	14.76
	Yard House	1	Daily Tasks, two (2) days a week, Tuesday and Thursday, excluding City Observed Holidays, as specified.	104	DAY	JANITOR			1.00		1.00			2.00	8.67	104.00
	Yard House	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR			0.27					0.27	1.18	14.13
	Yard House	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	1.23	14.76
	Trailer No. 3 and Trailer No. 4	1	Daily Tasks, two (2) days a week, Tuesday and Thursday, excluding City Observed Holidays, as specified.	104	DAY	JANITOR			1.00		1.00			2.00	8.67	104.00
	Trailer No. 3 and Trailer No. 4	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR			0.35					0.35	1.56	18.72
	Trailer No. 3 and Trailer No. 4	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	1.23	14.76
							0.00	9.06	4.61	0.60	3.75	0.00	0.00	8.56	42.02	504.20

NMS will accomplish the janitorial services by providing (1) janitor two days per week, Tuesday and Thursday, from 7:00 am to 3:30 pm, excluding City observed holidays. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 59.04 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 504.20.

Chollas Water Operations Yard

Chollas Water Operations Yard-Building A: 2797 Caminito Chollas, San Diego, CA 92105-Janitorial Service shall be completed by two (2) janitors five (5) days a week, Monday thru Friday from 8:00 am to 2:30 pm.

GROUP 3 SCHEDULE D	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	SHIFT	Title								Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor	
							Sun	Mon	Tue	Wed	Thu	Fri	Sat				
	Chollas OPS Building A	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250.00	DAY	JANITOR		6.00	6.00	6.00	6.00	6.00			30.00	130.00	1550.00
	Chollas OPS Building A	2	Weekly Tasks, one (1) day per week, as specified.	52.00	DAY	JANITOR		3.00							3.00	19.00	196.00
	Chollas OPS Building A	3	Monthly Tasks, one (1) day per month, as specified.	12.00	EVENING	FLOOR TECH									0.00	14.76	177.12
							0.00	9.00	6.00	6.00	6.00	6.00	0.00	33.00	157.76	1893.12	

Chollas Water Operations Yard-Building B: 2797 Caminito Chollas, San Diego, CA 92106-Janitorial Service shall be completed by two (2) janitors five (5) days a week, Monday thru Friday from 6:00 am to 2:30 pm.

GROUP 3 SCHEDULE D	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	Shift	Title	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
	Chollas OPS Building B	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250.00	DAY	JANITOR		3.50	3.50	3.50	3.50	3.50		17.50	75.83	910.00
	Chollas OPS Building B	1	4.00 additional Labor hour, Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250.00	DAY	JANITOR		3.80	3.50	3.50	3.50	3.50		17.50	75.83	910.00
	Chollas OPS Building B	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		6.00						6.00	28.57	320.00
	Chollas OPS Building B	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	14.76	177.12
							0.00	12.00	7.00	7.00	7.00	7.00	0.00	40.00	193.09	2317.12

Chollas Water Operations Yard-Warehouse Trlr: 2797 Caminito Chollas, San Diego, CA 92106-Janitorial Service shall be completed by two (2) janitors five (5) days a week, Monday thru Friday from 6:00 am to 2:30 pm.

GROUP 3 SCHEDULE D	FACILITY	Item No.	DESCRIPTION-Tasks as Specified	Estimated Annual Frequency	Shift	Title	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Direct Labor	Monthly Direct Labor	Annual Direct Labor
	Chollas Warehouse Trailer	1	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	250.00	DAY	JANITOR		0.50	0.50	0.50	0.50	0.50		2.50	10.83	130.00
	Chollas Warehouse Trailer	2	Weekly Tasks, one (1) day per week, as specified.	52	DAY	JANITOR		0.17						0.17	0.72	8.57
	Chollas Warehouse Trailer	3	Monthly Tasks, one (1) day per month, as specified.	12	EVENING	FLOOR TECH								0.00	1.09	13.08
							0.00	0.67	0.50	0.50	0.50	0.50	0.00	2.67	12.65	151.78

NMS will accomplish the janitorial services by providing (2) janitors 5 days per week, Monday through Friday, from 6:00 am to 2:30 pm, excluding City observed holidays. Frequent inspections will be conducted by NMS Supervisors, Project Manager, and Quality Control Inspector. NMS has allocated 367.32 annual labor hours for the monthly tasks. Total allocated labor hours at this facility is 4,361.99.

Total Staffing Group 3

TOTAL STAFFING GROUP 3											
JOB TITLE	SUN	MON	TUE	WED	THU	FRI	SAT	WEEK	MONTH	ANNUAL	
JANITOR - DAILY TASK	0.00	23.77	17.25	23.77	17.25	23.77	0.00	133.32	577.74	6932.87	
JANITOR - WEEKLY TASK	0.00	13.75	1.06	0.00	0.00	0.00	0.00	17.72	81.79	981.47	
FLOOR TECH - MONTHLY TASK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	91.23	1094.76	
	0.00	37.53	18.31	23.77	17.25	23.77	0.00	151.05	750.76	9009.11	

Total Staffing Combined Groups 1, 2, and 3

	QTY EST	SUN	MON	TUE	WED	THU	FRI	SAT	WEEK	MONTH	ANNUAL
JANITOR-DAILY TASK	14.85	0.00	121.19	113.68	119.16	113.08	119.10	0.00	585.95	2,539.14	30,489.63
JANITOR-WEEKLY TASK	1.98	0.00	51.84	1.28	0.00	0.00	0.00	0.00	53.30	235.97	2,831.59
PERIODICAL-MONTHLY TASK	1.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	344.08	4,128.96
SUPERVISOR	2.00	0.00	16.00	16.00	16.00	16.00	16.00	0.00	80.00	345.67	4,168.00
MANAGER	0.50	0.00	4.00	4.00	4.00	4.00	4.00	0.00	20.00	86.57	1,040.00
TOTAL STAFFING	20.50	0.00	192.74	135.24	139.16	133.08	139.10	0.00	739.25	3,052.52	42,630.18

• QUALITY CONTROL PLAN/MONITORING COMPLIANCE

As a company-wide policy, we utilize Quality Control Inspections to locate and correct deficiencies before the customer discovers them. To accomplish this objective, NMS will utilize an automated and web-enabled real-time tracking and reporting system called Otuvy, which was formerly known as CleanTelligent. A core function of this system, Otuvy is the management of quality control inspections. We have employed several inspection methods to assure compliance with our customer's requirements. The results of these inspections will be documented, reviewed, and, if necessary, trigger a corrective action plan. Daily walk-through inspections will be performed by On-Site Managers/Supervisors to observe and correct performance.

- ✓ Daily walk-through inspections will be performed by On-Site Managers/Supervisors to observe and correct performance.
- ✓ Inspections will be conducted at minimum Weekly by the Project Manager/Supervisor/Quality Inspector to validate daily inspection results.

- ✓ Unannounced total facility inspections will be conducted quarterly by NMS Contract Administrator
- ✓ Bi-annual contract site inspections will be conducted by the internal Audit Team (NMS President, Director of Operations & Project Manager) to ensure conformance with contract specifications

➤ **Inspection Personnel**

The authorized inspection personnel consist of knowledgeable, experienced, and highly capable individuals, including Subject Matter Experts proficient in the proper cleaning techniques and expected quality outcomes.

➤ **Corrective and Preventive Action (CAPA)**

During the course of a quality control inspection, or through other means, a deficiency or nonconformance could be discovered. If the deficiency can be corrected immediately, then no further action is necessary. If the deficiency cannot be corrected immediately, then it will be logged by the PM or designee along with the action person assigned and the deadline to meet an acceptable quality level. The action person and supervisor will be notified immediately of the required action and deadline. When the action person has corrected the deficiency, details will be provided to the supervisor, who will then verify the correction. The PM shall periodically review the Deficiency Log to determine any negative performance trends, and if so, issue a formal Corrective Action.

➤ **Quality Control Inspection**

Our inspection system covers all required services. Included are inspection criteria, methods of surveillance, the individual performing the inspection and the established quality standard to be observed. The standards are designed to be a guide for what each individual is looking for when performing their inspection. The various types of inspections consist of

- ✓ **Planned Inspections, Random Inspections** for high frequency and continuous tasks
- ✓ **Periodic Inspections** for infrequent cleaning tasks such as floor care maintenance or carpet cleaning
- ✓ **Crisis Inspections** for emergency services or a call-in complaint. The inspections will be modified to minimize travel time between inspection sites and to accommodate holiday and customer requests.



The customer will be notified of any changes necessitated by the work schedules, weather and other natural events, emergencies, and various requests. The inspection will be based on a random pattern that assures total coverage of each building over the course of the week.

➤ **Customer Feedback Program**

NMS welcomes feedback that will enable us to enhance the quality of the services provided and heighten customer satisfaction. We have established a program for soliciting and responding to all customer comments. Our customer feedback program features:

- ✓ A collection method that is easily understood and practiced.
- ✓ A review and action process that ensures prompt and courteous results.

NMS's policy is to respond to all negative feedback within 24 hours, provided we have customer's contact information. Regardless of contents of complaint, NMS respondents will always conduct themselves in the most respectful and professional manner. Managers are trained to immediately begin investigating the complaint and, if necessary, implement corrective action plan. NMS rarely receives complaints, however, such incidents have always resulted in a positive outcome and improved relations.

➤ **Customer Satisfaction Surveys**

NMS conducts formal customer satisfaction surveys at all contract sites. NMS leadership utilizes the survey results to improve services and enhance customer satisfaction. Like employee satisfaction, customer satisfaction results are incorporated into the Manager/Supervisors performance evaluations.

➤ **Routine Observation**

NMS's on-site management is constantly making rounds through the facility during the work days. While these are considered "informal inspections" it enables our management to observe performance, provide on-the-job training, and, if warranted, implement preventive action plans.

➤ **Customer Inspections**

It is not NMS's policy to rely on customer inspections to identify deficiencies in our performance, rather our system is designed to be proactive and to identify and correct deficiencies and prior to their inspection. NMS utilizes the results of the customer inspections as a tool to enhance their customer satisfaction.

• **CLOSING STATEMENT**

NMS Management is uniquely positioned to continue providing exceptional janitorial services to the City of San Diego's Public Utilities Department. With five years of dedicated service under the current contract, we have built and refined systems tailored specifically to your department's needs. Our deeply experienced team of managers, supervisors, leads, and janitors not only understand the operational requirements but are also thoroughly familiar with the strict security protocols necessary to support your Water Treatment Plants, Water Quality Testing Laboratories, and Water Pump Stations. Unlike new contractors who face a steep learning curve, NMS offers continuity, proven performance, and an unwavering commitment to excellence. By selecting NMS, you are choosing a trusted partner who knows your facilities, understands your expectations, and is fully prepared to deliver from day one — without disruption, delay, or compromise.

Tab C - Cost/Price Proposal

EXHIBIT 3

Attachment D: Pricing Pages, RFP										
Addendum D, Attachment D - Pricing Pages										
Group	Schedule	Section	Facility	Item No.	Estimated Annual Visit Frequency	Description - Tasks as Specified	One (1) Time Price	Unit of Measure	Extended Annual Price	Total per Site/Facility
NTC HARBOR LABORATORY										
1	A		Building No. 010356 - 2 Levels	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$	131.04	Per Day \$ 32,750.00	
1	A		Building No. 010356 - 2 Levels	2	52	Weekly Tasks, one (1) day per week, as specified.	\$	98.27	Per Week \$ 5,110.04	
1	A		Building No. 010356 - 2 Levels	3	12	Monthly Tasks, one (1) day per month, as specified.	\$	262.07	Per Month \$ 3,144.84	41,014.88
ALVARADO WTP										
1	B	1	Main Building No. 6719 - 2 Levels	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$	100.80	Per Day \$ 25,200.00	
1	B	1	Main Building No. 6719 - 2 Levels	2	52	Weekly Tasks, one (1) day per week, as specified.	\$	75.59	Per Week \$ 3,930.68	
1	B	1	Main Building No. 6719 - 2 Levels	3	12	Monthly Tasks, one (1) day per month, as specified.	\$	201.60	Per Month \$ 2,419.20	31,548.88
1	B	2	Finished Water Chem Bldg & Raw Water Chemical Bldg Restrooms	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$	0.49	Per Day \$ 122.50	
1	B	2	Finished Water Chem Bldg & Raw Water Chemical Bldg Restrooms	2	52	Weekly Tasks, one (1) day per week, as specified.	\$	0.38	Per Week \$ 19.76	
1	B	2	Finished Water Chem Bldg & Raw Water Chemical Bldg Restrooms	3	12	Monthly Tasks, one (1) day per month, as specified.	\$	1.00	Per Month \$ 12.00	154.26
1	B	3	Ozone Facility - Office Space/Elevator & Restrooms	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$	0.95	Per Day \$ 237.50	
1	B	3	Ozone Facility - Office Space/Elevator & Restrooms	2	52	Weekly Tasks, one (1) day per week, as specified.	\$	0.72	Per Week \$ 37.44	
1	B	3	Ozone Facility - Office Space/Elevator & Restrooms	3	12	Monthly Tasks, one (1) day per month, as specified.	\$	1.92	Per Month \$ 23.04	297.98
1	B	4	Guard Shack	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$	0.26	Per Day \$ 65.00	
1	B	4	Guard Shack	2	52	Weekly Tasks, one (1) day per week, as specified.	\$	0.18	Per Week \$ 9.36	
1	B	4	Guard Shack	3	12	Monthly Tasks, one (1) day per month, as specified.	\$	0.49	Per Month \$ 5.88	80.24
ALVARADO JOINT LABORATORY										
1	C		Building No. 10013	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$	205.57	Per Day \$ 51,392.50	
1	C		Building No. 10013	2	52	Weekly Tasks, one (1) day per week, as specified.	\$	154.17	Per Week \$ 8,076.84	
1	C		Building No. 10013	3	12	Monthly Tasks, one (1) day per month, as specified.	\$	411.14	Per Month \$ 4,933.68	64,248.02
EMPLOYEE TRAINING & DEVELOPMENT CENTER AT ALVARADO										

EXHIBIT 3

Attachment D: Pricing Pages, RFP										
Addendum D, Attachment D - Pricing Pages										
Group	Schedule	Section	Facility	Item No.	Estimated Annual Visit Frequency	Description - Tasks as Specified	One (1) Time Price	Unit of Measure	Extended Annual Price	Total per Site/Facility
1	D		Employee Train/Dev Center - 2 Levels	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$ 241.72	Per Day	\$ 60,430.00	
1	D		Employee Train/Dev Center - 2 Levels	2	52	Weekly Tasks, one (1) day per week, as specified.	\$ 55.28	Per Week	\$ 2,874.56	
1	D		Employee Train/Dev Center - 2 Levels	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 147.44	Per Month	\$ 1,769.28	\$ 65,073.84
ELECTRICAL AND I&CT BUILDING AT ALVARADO WTP										
1	E		Electrical/I&CT Bldg	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$ 8.39	Per Day	\$ 2,097.50	
1	E		Electrical/I&CT Bldg	2	52	Weekly Tasks, one (1) day per week, as specified.	\$ 6.29	Per Week	\$ 327.08	
1	E		Electrical/I&CT Bldg	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 16.79	Per Month	\$ 201.48	\$ 2,626.06
ONE (1) SCADA TRAILER AT ALVARADO WTP CAMPUS										
1	F		One (1) SCADA Trailers	1	104	Daily Tasks, two (2) days a week, Tuesday and Thursday, excluding City Observed Holidays, as specified.	\$ 67.01	Per Day	\$ 6,969.04	2 time per week / 52 = 104 - 10 City Holidays
1	F		One (1) SCADA Trailers	2	52	Weekly Tasks, one (1) day per week, as specified.	\$ 33.50	Per Week	\$ 1,742.00	
1	F		Two (2) SCADA Trailers	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 67.01	Per Month	\$ 804.12	\$ 9,515.16
ONE (1) IWCP TRAILER AT ALVARADO WTP CAMPUS										
1	F		One (1) IWCP Trailers	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$ 67.01	Per Day	\$ 16,752.50	
1	F		One (1) IWCP Trailers	2	52	Weekly Tasks, one (1) day per week, as specified.	\$ 33.50	Per Week	\$ 1,742.00	
1	F		One (1) IWCP Trailers	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 67.01	Per Month	\$ 804.12	\$ 19,296.62
POINT LOMA WASTEWATER TREATMENT PLANT (PLWWTP)										
1	G	1	PLWWTP RRP Pump Station Bldg No. 10255	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$ 10.56	Per Day	\$ 2,640.00	
1	G	1	PLWWTP RRP Pump Station Bldg No. 10255	2	52	Weekly Tasks, one (1) day per week, as specified.	\$ 2.91	Per Week	\$ 151.52	
1	G	1	PLWWTP RRP Pump Station Bldg No. 10255	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 7.76	Per Month	\$ 93.12	\$ 2,884.44
1	G	2	PLWWTP Engineering Bldg No. 4050	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$ 30.24	Per Day	\$ 7,560.00	
1	G	2	PLWWTP Engineering Bldg No. 4050	2	52	Weekly Tasks, one (1) day per week, as specified.	\$ 21.81	Per Week	\$ 1,134.12	
1	G	2	PLWWTP Engineering Bldg No. 4050	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 58.13	Per Month	\$ 697.56	\$ 9,391.68
1	G	3	PLWWTP Restroom So. Central Bldg No. 10041	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$ 3.02	Per Day	\$ 755.00	

EXHIBIT 3

Attachment D: Pricing Pages, RFP										
Addendum D, Attachment D - Pricing Pages										
Group	Schedule	Section	Facility	Item No.	Estimated Annual Visit Frequency	Description - Tasks as Specified	One (1) Time Price	Unit of Measure	Extended Annual Price	Total per Site/Facility
1	G	3	PLWWTP Restroom 5A, Central Bldg No. 10041	2	52	Weekly Tasks, one (1) day per week, as specified.	\$	0.30	Per Week \$ 15.50	
1	G	3	PLWWTP Restroom 5A, Central Bldg No. 10041	3	12	Monthly Tasks, one (1) day per month, as specified.	\$	0.81	Per Month \$ 9.72	780.32
1	G	4	PLWWTP Central Control Bldg No. 4056	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$	15.12	Per Day \$ 3,780.00	
1	G	4	PLWWTP Central Control Bldg No. 4056	2	52	Weekly Tasks, one (1) day per week, as specified.	\$	16.84	Per Week \$ 875.68	
1	G	4	PLWWTP Central Control Bldg No. 4056	3	12	Monthly Tasks, one (1) day per month, as specified.	\$	44.91	Per Month \$ 538.92	5,194.60
1	G	5	PLWWTP Restroom North Control Bldg No. 4055	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$	3.02	Per Day \$ 755.00	
1	G	5	PLWWTP Restroom North Control Bldg No. 4055	2	52	Weekly Tasks, one (1) day per week, as specified.	\$	0.30	Per Week \$ 15.50	
1	G	5	PLWWTP Restroom North Control Bldg No. 4055	3	12	Monthly Tasks, one (1) day per month, as specified.	\$	0.81	Per Month \$ 9.72	780.32
1	G	6	PLWWTP Restrooms/Showers/Lockers Grit Pump Bldg No. 4054	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$	7.56	Per Day \$ 1,890.00	
1	G	6	PLWWTP Restrooms/Showers/Lockers Grit Pump Bldg No. 4054	2	52	Weekly Tasks, one (1) day per week, as specified.	\$	0.67	Per Week \$ 34.84	
1	G	6	PLWWTP Restrooms/Showers/Lockers Grit Pump Bldg No. 4054	3	12	Monthly Tasks, one (1) day per month, as specified.	\$	1.80	Per Month \$ 21.50	1,946.44
1	G	7	PLWWTP Ops & Visitor's Center Bld No. 10267	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$	90.72	Per Day \$ 22,680.00	
1	G	7	PLWWTP Ops & Visitor's Center Bld No. 10267	2	52	Weekly Tasks, one (1) day per week, as specified.	\$	58.02	Per Week \$ 3,017.04	
1	G	7	PLWWTP Ops & Visitor's Center Bld No. 10267	3	12	Monthly Tasks, one (1) day per month, as specified.	\$	154.69	Per Month \$ 1,856.38	27,553.32
1	G	8	PLWWTP Warehouse Bldg No. 1389	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$	7.45	Per Day \$ 1,862.50	
1	G	8	PLWWTP Warehouse Bldg No. 1389	2	52	Weekly Tasks, one (1) day per week, as specified.	\$	4.67	Per Week \$ 242.84	
1	G	8	PLWWTP Warehouse Bldg No. 1389	3	12	Monthly Tasks, one (1) day per month, as specified.	\$	12.45	Per Month \$ 149.40	2,254.74
1	G	9	PLWWTP Maintenance Bldg No. 4051	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$	60.49	Per Day \$ 15,122.50	
1	G	9	PLWWTP Maintenance Bldg No. 4051	2	52	Weekly Tasks, one (1) day per week, as specified.	\$	40.18	Per Week \$ 2,089.36	
1	G	9	PLWWTP Maintenance Bldg No. 4051	3	12	Monthly Tasks, one (1) day per month, as specified.	\$	107.12	Per Month \$ 1,285.44	18,497.20
1	G	10	PLWWTP GUF Bldg No. 1388	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$	7.56	Per Day \$ 1,890.00	
1	G	10	PLWWTP GUF Bldg No. 1388	2	52	Weekly Tasks, one (1) day per week, as specified.	\$	5.71	Per Week \$ 296.92	
1	G	10	PLWWTP GUF Bldg No. 1388	3	12	Monthly Tasks, one (1) day per month, as specified.	\$	15.23	Per Month \$ 182.76	2,369.68
1	G	11	PLWWTP Guard Shack Bldg No. 1352	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$	6.04	Per Day \$ 1,510.00	
1	G	11	PLWWTP Guard Shack Bldg No. 1352	2	52	Weekly Tasks, one (1) day per week, as specified.	\$	0.46	Per Week \$ 23.52	
1	G	11	PLWWTP Guard Shack Bldg No. 1352	3	12	Monthly Tasks, one (1) day per month, as specified.	\$	1.21	Per Month \$ 14.52	1,548.44

EXHIBIT 3

Attachment D: Pricing Pages, RFP										
Addendum D, Attachment D - Pricing Pages										
Group	Schedule	Section	Facility	Item No.	Estimated Annual Visit Frequency	Description - Tasks as Specified	One (1) Time Price	Unit of Measure	Extended Annual Price	Total per Site/Facility
PUMP STATION NO. 1 (PS1) & PUMP STATION NO. 2 (PS2)										
1	H	1	PS1 Maintenance Building	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.		Per Day	\$ 5,670.00	
1	H	1	PS1 Maintenance Building	2	52	Weekly Tasks, one (1) day per week, as specified.		Per Week	\$ 179.40	
1	H	1	PS1 Maintenance Building	3	12	Monthly Tasks, one (1) day per month, as specified.		Per Month	\$ 110.04	\$ 5,959.44
1	H	2	PS1 Building No.161	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.		Per Day	\$ 5,670.00	
1	H	2	PS1 Building No.161	2	52	Weekly Tasks, one (1) day per week, as specified.		Per Week	\$ 173.16	
1	H	2	PS1 Building No.161	3	12	Monthly Tasks, one (1) day per month, as specified.		Per Month	\$ 106.44	\$ 5,946.60
1	H	3	PS1 Trailer No. 900650	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.		Per Day	\$ 3,780.00	
1	H	3	PS1 Trailer No. 900650	2	52	Weekly Tasks, one (1) day per week, as specified.		Per Week	\$ 40.04	
1	H	3	PS1 Trailer No. 900650	3	12	Monthly Tasks, one (1) day per month, as specified.		Per Month	\$ 24.24	\$ 3,844.28
1	H	6	PS2 Maintenance Building No. 9959	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.		Per Day	\$ 7,560.00	
1	H	6	PS2 Maintenance Building No. 9959	2	52	Weekly Tasks, one (1) day per week, as specified.		Per Week	\$ 222.04	
1	H	6	PS2 Maintenance Building No. 9959	3	12	Monthly Tasks, one (1) day per month, as specified.		Per Month	\$ 136.56	\$ 7,918.60
1	H	7	PS2 Building No.163	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.		Per Day	\$ 15,122.50	
1	H	7	PS2 Building No.163	2	52	Weekly Tasks, one (1) day per week, as specified.		Per Week	\$ 367.72	
1	H	7	PS2 Building No.163	3	12	Monthly Tasks, one (1) day per month, as specified.		Per Month	\$ 226.08	\$ 15,715.76
GROVE AVENUE PUMP STATION (GAPS)										
1	I		Grove Ave Pump Station Building and Restrooms	1	26	Daily Tasks, one (1) day every two (2) weeks, Tuesday.		Per Day	\$ 993.12	
1	I		Grove Ave Pump Station Building and Restrooms	2	52	Weekly Tasks, one (1) day per week, as specified.		Per Week	\$ 419.12	
1	I		Grove Ave Pump Station Building and Restrooms	3	12	Monthly Tasks, one (1) day per month, as specified.		Per Month	\$ 257.76	\$ 1,070.00
SOUTH BAY WASTEWATER TREATMENT PLANT (SBWWTP)										
1	J	1	SBWWTP Building 5	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.		Per Day	\$ 3,780.00	
1	J	1	SBWWTP Building 5	2	52	Weekly Tasks, one (1) day per week, as specified.		Per Week	\$ 72.80	

EXHIBIT 3

Attachment D: Pricing Pages, RFP										
Addendum D, Attachment D - Pricing Pages										
Group	Schedule	Section	Facility	Item No.	Estimated Annual Visit Frequency	Description - Tasks as Specified	One (1) Time Price	Unit of Measure	Extended Annual Price	Total per Site/Facility
1	J	1	SRWVTP Building 5	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 3.71	Per Month	\$ 44.52	\$ 3,897.32
1	J	2	SRWVTP Building 50	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$ 181.45	Per Day	\$ 45,362.50	
1	J	2	SRWVTP Building 50	2	52	Weekly Tasks, one (1) day per week, as specified.	\$ 58.02	Per Week	\$ 3,017.04	
1	J	2	SRWVTP Building 50	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 154.69	Per Month	\$ 1,856.28	\$ 50,235.82
1	J	3	SRWVTP Building 51	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$ 15.12	Per Day	\$ 3,780.00	
1	J	3	SRWVTP Building 51	2	52	Weekly Tasks, one (1) day per week, as specified.	\$ 1.48	Per Week	\$ 76.96	
1	J	3	SRWVTP Building 51	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 3.97	Per Month	\$ 47.64	\$ 3,904.60
ADDITIONAL CLEANING TASKS PERFORMED ONLY AT THE DISCRETION OF THE CITY WITH WRITTEN PRE-AUTHORIZATION										
1	K		Group 1 Sites/Facilities	1	44,994	Clean Carpets: Contractor shall wet/steam clean all carpeted areas within a site/facility, or any portion based upon the fixed price per square foot.	\$ 0.12	Per Square Foot	\$ 5,399.28	
1	K		Group 1 Sites/Facilities	2	101,883	Strip, Wax and Buff: Contractor shall strip, wax, and buff all tile, vinyl, tile, terrazzo, and ceramic flooring areas within a site/facility, or any portion based upon the fixed price per square foot.	\$ 0.17	Per Square Foot	\$ 17,320.11	
1	K		Group 1 Sites/Facilities	3	14,132	Strip and Apply Concrete Cleaner: Contractor shall strip and apply concrete cleaner to all concrete flooring within a site/facility, or any portion within a facility based upon the fixed price per square foot.	\$ 0.17	Per Square Foot	\$ 2,402.44	\$ 25,121.83
CALL BACK AND ADDITIONAL CLEANING SERVICES ONLY WITH WRITTEN PRE-AUTHORIZATION										
1	L		Group 1 Sites/Facilities	1	10	Call Back Services for all sites/facilities that are a part of this Group, as specified.	\$ 30.09	Per Hour	\$ 300.90	
1	L		Group 1 Sites/Facilities	2	90	Extra Cleaning Services for all sites/facilities that are a part of this Group, as specified.	\$ 30.09	Per Hour	\$ 902.70	\$ 1,203.60
									Total Group 1: \$ 431,576.01	

EXHIBIT 3

Attachment D: Pricing Pages, RFP										
Addendum D, Attachment D - Pricing Pages										
Group	Schedule	Section	Facility	Item No.	Estimated Annual Visit Frequency	Description - Tasks as Specified	One (1) Time Price	Unit of Measure	Expanded Annual Prices	Total per Site/Facility
MOC CAMPUS										
2	A			1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.		Per Day	\$ 39,172.50	
2	A			2	52	Weekly Tasks, one (1) day per week, as specified.		Per Week	\$ 6,111.56	
2	A			3	12	Monthly Tasks, one (1) day per month, as specified.		Per Month	\$ 3,750.68	\$ 49,044.74
2	B			1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.		Per Day	\$ 133,855.00	
2	B			2	52	Weekly Tasks, one (1) day per week, as specified.		Per Week	\$ 20,881.54	
2	B			3	12	Monthly Tasks, one (1) day per month, as specified.		Per Month	\$ 12,850.08	\$ 167,586.72
2	C			1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.		Per Day	\$ 49,132.50	
2	C			2	52	Weekly Tasks, one (1) day per week, as specified.		Per Week	\$ 7,665.32	
2	C			3	12	Monthly Tasks, one (1) day per month, as specified.		Per Month	\$ 4,716.72	\$ 61,514.54
2	D			1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.		Per Day	\$ 1,115.00	
2	D			2	52	Weekly Tasks, one (1) day per week, as specified.		Per Week	\$ 174.20	
2	D			3	12	Monthly Tasks, one (1) day per month, as specified.		Per Month	\$ 107.28	\$ 1,296.48
2	E			1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.		Per Day	\$ 2,602.50	
2	E			2	52	Weekly Tasks, one (1) day per week, as specified.		Per Week	\$ 405.60	
2	E			3	12	Monthly Tasks, one (1) day per month, as specified.		Per Month	\$ 249.72	\$ 3,257.82
METROPOLITAN BIOSOLIDS CENTER (MBC)										
2	F	1	MBC Operations and Maint. Bldg Area 51	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.		Per Day	\$ 37,800.00	
2	F	1	MBC Operations and Maint. Bldg Area 51	2	52	Weekly Tasks, one (1) day per week, as specified.		Per Week	\$ 3,417.96	
2	F	1	MBC Operations and Maint. Bldg Area 51	3	12	Monthly Tasks, one (1) day per month, as specified.		Per Month	\$ 2,103.96	\$ 43,324.92

EXHIBIT 3

Attachment D: Pricing Pages, RFP										
Addendum D, Attachment D - Pricing Pages										
Group	Schedule	Section	Facility	Item No.	Estimated Annual Visit Frequency	Description - Tasks as Specified	One (1) Time Price	Unit of Measure	Extended Annual Price	Total per Site/Facility
2	F	2	MBC Restroom, Energy Building	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	15.12	Per Day	\$ 3,780.00	
2	F	2	MBC Restroom, Energy Building	2	52	Weekly Tasks, one (1) day per week, as specified.	0.30	Per Week	\$ 15.60	
2	F	2	MBC Restroom, Energy Building	3	12	Monthly Tasks, one (1) day per month, as specified.	0.81	Per Month	\$ 9.72	\$ 3,805.32
2	F	3	MBC Restroom, Chemical Building	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	15.12	Per Day	\$ 3,780.00	
2	F	3	MBC Restroom, Chemical Building	2	52	Weekly Tasks, one (1) day per week, as specified.	0.30	Per Week	\$ 15.60	
2	F	3	MBC Restroom, Chemical Building	3	12	Monthly Tasks, one (1) day per month, as specified.	0.81	Per Month	\$ 9.72	\$ 3,805.32
2	F	4	MBC Pump Station Building - Office & Restroom	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	15.12	Per Day	\$ 3,780.00	
2	F	4	MBC Pump Station Building - Office & Restroom	2	52	Weekly Tasks, one (1) day per week, as specified.	1.44	Per Week	\$ 74.88	
2	F	4	MBC Pump Station Building - Office & Restroom	3	12	Monthly Tasks, one (1) day per month, as specified.	3.84	Per Month	\$ 46.08	\$ 3,900.96
2	F	5	MBC Dewatering Bldg - 5g, ft. Includes 600 sq. ft. laboratory	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	30.24	Per Day	\$ 7,560.00	
2	F	5	MBC Dewatering Bldg - 5g, ft. Includes 600 sq. ft. laboratory	2	52	Weekly tasks, one (1) day per week, as specified.	6.27	Per Week	\$ 326.04	
2	F	5	MBC Dewatering Bldg - 5g, ft. Includes 600 sq. ft. laboratory	3	12	Monthly Tasks, one (1) day per month, as specified.	16.72	Per Month	\$ 200.64	\$ 8,086.68
2	F	6	MBC Truck Wash Bldg - Office & Restroom	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	15.12	Per Day	\$ 3,780.00	
2	F	6	MBC Truck Wash Bldg - Office & Restroom	2	52	Weekly Tasks, one (1) day per week, as specified.	0.46	Per Week	\$ 23.92	
2	F	6	MBC Truck Wash Bldg - Office & Restroom	3	12	Monthly Tasks, one (1) day per month, as specified.	1.21	Per Month	\$ 14.52	\$ 3,818.44
NORTH CITY WATER RECLAMATION PLANT (NCWRP)										
2	G	1	NCWRP Admin Bldg No. 10226 - 2 Levels	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	181.45	Per Day	\$ 46,362.50	
2	G	1	NCWRP Admin Bldg No. 10226 - 2 Levels	2	52	Weekly Tasks, one (1) day per week, as specified.	86.91	Per Week	\$ 4,519.32	
2	G	1	NCWRP Admin Bldg No. 10226 - 2 Levels	3	12	Monthly Tasks, one (1) day per month, as specified.	231.78	Per Month	\$ 2,781.36	\$ 52,665.18
2	G	2	NCWRP Tertiary Filtration Area 25	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	15.12	Per Day	\$ 3,780.00	
2	G	2	NCWRP Tertiary Filtration Area 25	2	52	Weekly Tasks, one (1) day per week, as specified.	0.97	Per Week	\$ 50.44	
2	G	2	NCWRP Tertiary Filtration Area 25	3	12	Monthly Tasks, one (1) day per month, as specified.	2.57	Per Month	\$ 30.84	\$ 3,861.28
2	G	3	NCWRP Chemical Building Area 55	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	15.12	Per Day	\$ 3,780.00	
2	G	3	NCWRP Chemical Building Area 55	2	52	Weekly Tasks, one (1) day per week, as specified.	2.01	Per Week	\$ 104.52	

EXHIBIT 3

Attachment D - Pricing Pages, RFP									
Addendum D - Attachment D - Pricing Pages									
Group	Schedule	Section	Facility	Item No.	Estimated Annual Visit Frequency	Description - Tasks as Specified	Unit of Measure	Expanded Annual Price	Total per Site/Facility
2	G	3	NCWRP Chemical Building Area 55	3	12	Monthly Tasks, one (1) day per month, as specified.	Per Month \$	64.20 \$	3,948.72 \$
2	G	4	NCWRP Headworks Building	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	Per Day \$	3,780.00 \$	
2	G	4	NCWRP Headworks Building	2	52	Weekly Tasks, one (1) day per week, as specified.	Per Week \$	74.88 \$	
2	G	4	NCWRP Headworks Building	3	12	Monthly Tasks, one (1) day per month, as specified.	Per Month \$	46.08 \$	3,900.96 \$
2	G	5	NCWRP Influent Pump Station	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	Per Day \$	3,780.00 \$	
2	G	5	NCWRP Influent Pump Station	2	52	Weekly Tasks, one (1) day per week, as specified.	Per Week \$	118.04 \$	
2	G	5	NCWRP Influent Pump Station	3	12	Monthly Tasks, one (1) day per month, as specified.	Per Month \$	72.48 \$	3,970.52 \$
2	G	6	NCWRP Engineering Trailer	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	Per Day \$	5,585.00 \$	
2	G	6	NCWRP Engineering Trailer	2	52	Weekly Tasks, one (1) day per week, as specified.	Per Week \$	1,746.16 \$	
2	G	6	NCWRP Engineering Trailer	3	12	Monthly Tasks, one (1) day per month, as specified.	Per Month \$	1,072.20 \$	8,403.36 \$
2	G	7	NCWRP Trailer # 3	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	Per Day \$	3,780.00 \$	
2	G	7	NCWRP Trailer # 3	2	52	Weekly Tasks, one (1) day per week, as specified.	Per Week \$	118.04 \$	
2	G	7	NCWRP Trailer # 3	3	12	Monthly Tasks, one (1) day per month, as specified.	Per Month \$	72.48 \$	3,970.52 \$
2	G	8	NCWRP CM Trailer	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	Per Day \$	5,585.00 \$	
2	G	8	NCWRP CM Trailer	2	52	Weekly Tasks, one (1) day per week, as specified.	Per Week \$	1,746.16 \$	
2	G	8	NCWRP CM Trailer	3	12	Monthly Tasks, one (1) day per month, as specified.	Per Month \$	1,072.20 \$	8,403.36 \$
PENASQUITOS PUMP STATION (PPS)									
2	H	1	PPS Maintenance Building	1	52	Daily Tasks, One (1) day a week, <i>Thursday</i> , as specified.	Per Day \$	1,667.12 \$	
2	H	1	PPS Maintenance Building	2	52	Weekly Tasks, one (1) day per week, as specified.	Per Week \$	833.04 \$	
2	H	1	PPS Maintenance Building	3	12	Monthly Tasks, one (1) day per month, as specified.	Per Month \$	384.72 \$	2,884.38 \$
2	H	2	PPS Control Room/Restroom	1	52	Daily Tasks, One (1) day a week, <i>Thursday</i> , as specified.	Per Day \$	644.80 \$	
2	H	2	PPS Control Room/Restroom	2	52	Weekly Tasks, one (1) day per week, as specified.	Per Week \$	322.40 \$	
2	H	2	PPS Control Room/Restroom	3	12	Monthly Tasks, one (1) day per month, as specified.	Per Month \$	148.80 \$	1,116.00 \$
PUMP STATION 64 (PS64) & PUMP STATION 65 (PS65)									

EXHIBIT 3

Attachment D: Pricing Pages, RFP										
Addendum D, Attachment D - Pricing Pages										
Group	Schedule	Section	Facility	Item No.	Estimated Annual Visit Frequency	Description - Tasks as Specified	One (1) Time Price	Unit of Measure	Extended Annual Price	Total per Site/Facility
2	1		P554 Maint. Admin Bldg No. 10255	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$ 45.37	Per Day	\$ 11,342.50	
2	1		P554 Maint. Admin Bldg No. 10253	2	52	Weekly Tasks, one (1) day per week, as specified.	\$ 5.87	Per Week	\$ 305.24	
2	1		P554 Maint. Admin Bldg No. 10253	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 15.66	Per Month	\$ 188.16	\$ 11,855.90
2	J		P555 Maintenance Bldg No. 010216	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$ 30.24	Per Day	\$ 7,560.00	
2	J		P555 Maintenance Bldg No. 010216	2	52	Weekly Tasks, one (1) day per week, as specified.	\$ 3.74	Per Week	\$ 194.48	
2	J		P555 Maintenance Bldg No. 010216	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 9.94	Per Month	\$ 119.28	\$ 7,875.76
NORTH CITY PURE WATER FACILITY										
2	K	1	NCPWF Operations and Maintenance Building Area 190	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$ 111.17	Per Day	\$ 27,792.50	
2	K	1	NCPWF Operations and Maintenance Building Area 190	2	52	Weekly Tasks, one (1) day per week, as specified.	\$ 81.16	Per Week	\$ 4,220.32	
2	K	1	NCPWF Operations and Maintenance Building Area 190	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 240.37	Per Month	\$ 2,884.44	\$ 34,897.26
2	K	2	NCPWF Process Building Area 130 - Grade Level	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$ 31.76	Per Day	\$ 7,940.00	
2	K	2	NCPWF Process Building Area 130 - Grade Level	2	52	Weekly Tasks, one (1) day per week, as specified.	\$ 4.95	Per Week	\$ 257.40	
2	K	2	NCPWF Process Building Area 130 - Grade Level	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 14.66	Per Month	\$ 175.92	\$ 8,372.32
2	K	3	NCPWF Process Building Area 130 - Mezzanine Level	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$ 15.88	Per Day	\$ 3,970.00	
2	K	3	NCPWF Process Building Area 130 - Mezzanine Level	2	52	Weekly Tasks, one (1) day per week, as specified.	\$ 2.62	Per Week	\$ 136.24	
2	K	3	NCPWF Process Building Area 130 - Mezzanine Level	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 7.77	Per Month	\$ 93.24	\$ 4,199.48

EXHIBIT 3

Attachment D: Pricing Pages, RFP										
Addendum D: Attachment D - Pricing Pages										
Group	Schedule	Section	Facility	Item No.	Estimated Annual Visit Frequency	Description - Tasks as Specified	One (1) Time Price	Unit of Measure	Extended Annual Price	Total per Site/Facility
ADDITIONAL CLEANING TASKS PERFORMED ONLY AT THE DISCRETION OF THE CITY WITH WRITTEN PRE-AUTHORIZATION										
2	L		Group 2 Sites/Facilities	1	157,233	Clean Carpets: Contractor shall wet/steam clean all carpeted areas within a site/facility, or any portion based upon the fixed price per square foot.	\$	Per Square Foot	\$ 18,867.96	
2	L		Group 2 Sites/Facilities	2	40,993	Strip, Wax and Buff: Contractor shall strip, wax, and buff all tile, vinyl/gle, terrazzo, and ceramic flooring areas within a site/facility, or any portion based upon the fixed price per square foot.	\$	Per Square Foot	\$ 6,968.81	
2	L		Group 2 Sites/Facilities	3	51,795	Strip and Apply Concrete Cleaner: Contractor shall strip and apply concrete cleaner to all concrete flooring within a site/facility, or any portion within a facility based upon the fixed price per square foot.	\$	Per Square Foot	\$ 3,795.12	\$ 34,651.89
CALL BACK AND EXTRA CLEANING SERVICES ONLY WITH WRITTEN PRE-AUTHORIZATION										
2	M		Group 2 Sites/Facilities	1	10	Call Back Services for all sites/facilities that are a part of this Group, as specified.	\$	Per Hour	\$ 300.90	
2	M		Group 2 Sites/Facilities	2	30	Extra Cleaning Services for all sites/facilities that are a part of this Group, as specified.	\$	Per Hour	\$ 902.70	\$ 1,203.60
									Total Group 2: \$	545,676.93
MIRAMAR WTP										
3	A	1	Admin /Head House Bldg No. 6904--4 levels (janitor only cleans top level)	1	156	Daily Tasks, three (3) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	\$	Per Day	\$ 9,199.32	
3	A	1	Admin /Head House Bldg No. 6904--4 levels (janitor only cleans top level)	2	52	Weekly Tasks, one (1) day per week, as specified.	\$	Per Week	\$ 2,044.12	
3	A	1	Admin /Head House Bldg No. 6904--4 levels (janitor only cleans top level)	3	12	Monthly Tasks, one (1) day per month, as specified.	\$	Per Month	\$ 1,415.16	\$ 12,658.60
3	A	2	Water Sys Ops Miramar Maint. Trailer (approx 12' x 60')	1	156	Daily Tasks, three (3) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	\$	Per Day	\$ 566.28	
3	A	2	Water Sys Ops Miramar Maint. Trailer (approx 12' x 60')	2	52	Weekly Tasks, one (1) day per week, as specified.	\$	Per Week	\$ 125.84	
3	A	2	Water Sys Ops Miramar Maint. Trailer (approx 12' x 60')	3	12	Monthly Tasks, one (1) day per month, as specified.	\$	Per Month	\$ 87.24	\$ 779.36
3	A	3	Guard Shack	1	156	Daily Tasks, three (3) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	\$	Per Day	\$ 4,180.80	
3	A	3	Guard Shack	2	52	Weekly Tasks, one (1) day per week, as specified.	\$	Per Week	\$ 696.28	
3	A	3	Guard Shack	3	12	Monthly Tasks, one (1) day per month, as specified.	\$	Per Month	\$ 321.60	\$ 5,196.68

EXHIBIT 3

Attachment D: Pricing Pages, RFP Addendum D, Attachment D - Pricing Pages										
Group	Schedule	Section	Facility	Item No.	Estimated Annual Visit Frequency	Description - Tasks as Specified	One (1) Time Price	Unit of Measure	Extended Annual Price	Total per Site/Facility
3	A	4	Filter House	1	156	Daily Tasks, three (3) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	\$ 98.75	Per Day	\$ 15,561.00	
3	A	4	Filter House	2	52	Weekly Tasks, one (1) day per week, as specified.	\$ 97.68	Per Week	\$ 5,079.36	
3	A	4	Filter House	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 295.04	Per Month	\$ 3,540.48	\$ 24,156.84
3	A	5	WTP-City Trailer	1	156	Daily Tasks, three (3) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	\$ 46.20	Per Day	\$ 6,271.20	
3	A	5	WTP-City Trailer	2	52	Weekly Tasks, one (1) day per week, as specified.	\$ 107.20	Per Week	\$ 5,574.40	
3	A	5	WTP-City Trailer	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 107.20	Per Month	\$ 1,286.40	\$ 13,132.00
3	A	6	WTP-Maintenance Shop	1	156	Daily Tasks, three (3) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	\$ 27.04	Per Day	\$ 4,218.24	
3	A	6	WTP-Maintenance Shop	2	52	Weekly Tasks, one (1) day per week, as specified.	\$ 72.10	Per Week	\$ 3,749.20	
3	A	6	WTP-Maintenance Shop	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 72.10	Per Month	\$ 865.20	\$ 8,832.64
3	A	7	Miramar WTP Trailer	1	156	Daily Tasks, three (3) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	\$ 22.34	Per Day	\$ 3,485.04	
3	A	7	Miramar WTP Trailer	2	52	Weekly Tasks, one (1) day per week, as specified.	\$ 33.58	Per Week	\$ 1,746.16	
3	A	7	Miramar WTP Trailer	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 89.35	Per Month	\$ 1,072.20	\$ 6,303.40
OTW/WTP										
3	B	1	Administration Building - 2 Levels	1	156	Daily Tasks, three (3) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	\$ 30.24	Per Day	\$ 4,717.44	
3	B	1	Administration Building - 2 Levels	2	52	Weekly Tasks, one (1) day per week, as specified.	\$ 18.59	Per Week	\$ 966.68	
3	B	1	Administration Building - 2 Levels	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 55.78	Per Month	\$ 669.36	\$ 6,953.48
3	B	2	Filter HUS	1	156	Daily Tasks, three (3) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	\$ 8.02	Per Day	\$ 1,251.12	
3	B	2	Filter HUS	2	52	Weekly Tasks, one (1) day per week, as specified.	\$ 0.89	Per Week	\$ 46.28	
3	B	2	Filter HUS	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 7.56	Per Month	\$ 90.72	\$ 1,388.12
3	B	3	Guard Shack	1	156	Daily Tasks, three (3) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	\$ 7.56	Per Day	\$ 1,179.36	
3	B	3	Guard Shack	2	52	Weekly Tasks, one (1) day per week, as specified.	\$ 0.15	Per Week	\$ 7.80	
3	B	3	Guard Shack	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 0.46	Per Month	\$ 5.52	\$ 1,192.68
3	B	4	Cray WTP New Trailer	1	156	Daily Tasks, three (3) days a week, Monday, Wednesday and Friday, excluding City Observed Holidays, as specified.	\$ 28.52	Per Day	\$ 4,449.12	
3	B	4	Cray WTP New Trailer	2	52	Weekly Tasks, one (1) day per week, as specified.	\$ 42.78	Per Week	\$ 2,224.56	
3	B	4	Cray WTP New Trailer	3	12	Monthly Tasks, one (1) day per month, as specified.	\$ 114.08	Per Month	\$ 1,368.96	\$ 8,042.64

EXHIBIT 3

Attachment D: Pricing Pages, RFP Addendum D - Attachment D - Pricing Pages									
Group / Schedule Section	Facility	Item No.	Estimated Annual Visit Frequency	Description - Tasks as Specified	One (1) Time Price	Unit of Measure	Extended Annual Price	Total per Site/Facility	
SAN VICENTE WATER OPERATIONS YARD									
3 C 1	Trailer No. 1 and Trailer No. 2	1	104	Daily Tasks, two (2) days a week, Tuesday and Thursday, excluding City Observed Holidays, as specified.		Per Day	\$ 3,417.44		
3 C 2	Trailer No. 1 and Trailer No. 2	2	52	Weekly Tasks, one (1) day per week, as specified.		Per Week	\$ 1,738.84		
3 C 3	Trailer No. 1 and Trailer No. 2	3	12	Monthly Tasks, one (1) day per month, as specified.		Per Month	\$ 788.76	\$ 5,346.04	
3 C 4	Ranger Diver Locker	1	104	Daily Tasks, two (2) days a week, Tuesday and Thursday, excluding City Observed Holidays, as specified.		Per Day	\$ 1,978.08		
3 C 5	Ranger Diver Locker	2	52	Weekly Tasks, one (1) day per week, as specified.		Per Week	\$ 659.36		
3 C 6	Ranger Diver Locker	3	12	Monthly Tasks, one (1) day per month, as specified.		Per Month	\$ 456.48	\$ 3,092.92	
3 C 7	Yard House	1	104	Daily Tasks, two (2) days a week, Tuesday and Thursday, excluding City Observed Holidays, as specified.		Per Day	\$ 3,337.56		
3 C 8	Yard House	2	52	Weekly Tasks, one (1) day per week, as specified.		Per Week	\$ 181.48		
3 C 9	Yard House	3	12	Monthly Tasks, one (1) day per month, as specified.		Per Month	\$ 1,717.92	\$ 5,236.76	
3 C 10	Trailer No. 3 and Trailer No. 4	1	104	Daily Tasks, two (2) days a week, Tuesday and Thursday, excluding City Observed Holidays, as specified.		Per Day	\$ 2,552.28		
3 C 11	Trailer No. 3 and Trailer No. 4	2	52	Weekly Tasks, one (1) day per week, as specified.		Per Week	\$ 1,921.40		
3 C 12	Trailer No. 3 and Trailer No. 4	3	12	Monthly Tasks, one (1) day per month, as specified.		Per Month	\$ 1,179.24	\$ 5,655.92	
CHOLLAS WATER OPERATIONS YARD									
CHOLLAS BUILDING A									
3 D 1	Chollas OPS Building A	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.		Per Day	\$ 39,112.50		
3 D 2	Chollas OPS Building A	2	52	Weekly Tasks, one (1) day per week, as specified.		Per Week	\$ 4,313.92		
3 D 3	Chollas OPS Building A	3	12	Monthly Tasks, one (1) day per month, as specified.		Per Month	\$ 3,650.52	\$ 47,076.94	
CHOLLAS BUILDING B									
3 D 4	Chollas OPS Building B	1	250	Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.		Per Day	\$ 26,072.50		
3 D 5	Chollas OPS Building B	1	250	400 additional Labor hours, Daily Tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.		Per Day	\$ 26,072.50		
3 D 6	Chollas OPS Building B	2	52	Weekly Tasks, one (1) day per week, as specified.		Per Week	\$ 3,228.00		
3 D 7	Chollas OPS Building B	3	12	Monthly Tasks, one (1) day per month, as specified.		Per Month	\$ 2,516.04	\$ 58,289.04	

EXHIBIT 3

Attachment D: Pricing Pages, RFP										
Addendum D: Attachment D - Pricing Pages										
Group	Schedule	Section	Facility	Item No.	Estimated Annual Visit Frequency	Description - Tasks as Specified	One (1) Time Price	Unit of Measure	Extended Annual Price	Total per Site/Facility
CHOLLAS WAREHOUSE TRAILER										
3	D	1	Chollas Warehouse Trailer	1	250	Daily tasks, five (5) days a week, Monday through Friday, excluding City Observed Holidays, as specified.	\$ 13.04	Per Day	\$ 3,260.00	
3	D	1	Chollas Warehouse Trailer	2	52	Weekly tasks, one (1) day per week, as specified.	\$ 3.16	Per Week	\$ 164.32	
3	D	1	Chollas Warehouse Trailer	3	12	Monthly tasks, one (1) day per month, as specified.	\$ 11.59	Per Month	\$ 139.08	\$ 3,563.40
ADDITIONAL CLEANING TASKS PERFORMED ONLY AT THE DISCRETION OF THE CITY WITH WRITTEN PRE-AUTHORIZATION										
3	E		Group 3 Sites/Facilities	1	3,224	Clean Carpets: Contractor shall wet/steam clean all carpeted areas within a site/facility or any portion based upon the fixed price per square foot.	\$ 0.12	Per Square Foot	\$ 386.88	
3	E		Group 3 Sites/Facilities	2	5,568	Strip, Wax, and Buff: Contractor shall strip, wax, and buff all tile, vinyl tile, terrazzo, and ceramic flooring areas within a site/facility, or any portion based upon the fixed price per square foot.	\$ 0.17	Per Square Foot	\$ 946.56	
3	E		Group 3 Sites/Facilities	3	6,088	Strip and Apply Concrete Cleaner: Contractor shall strip and apply concrete cleaner to all concrete flooring within a site/facility, or any portion within a facility based upon the fixed price per square foot.	\$ 0.17	Per Square Foot	\$ 1,034.96	\$ 2,368.40
CALL BACK AND ADDITIONAL CLEANING SERVICES ONLY WITH WRITTEN PRE-AUTHORIZATION										
3	F		Group 3 Sites/Facilities	1	10	Call Back Services for all sites/facilities that are a part of this Group, as specified.	\$ 30.09	Per Hour	\$ 300.90	
3	F		Group 3 Sites/Facilities	2	30	Extra Cleaning Services for all sites/facilities that are a part of this Group, as specified.	\$ 30.09	Per Hour	\$ 902.70	\$ 1,203.60
									Total Group 3:	\$ 219,872.46
									Grand Total Groups 1-3	\$ 1,197,525.40

RESOLUTION NUMBER R- 316386DATE OF FINAL PASSAGE AUG 04 2025

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN DIEGO AUTHORIZING AWARD OF AN AGREEMENT IN AN AMOUNT NOT TO EXCEED \$9,000,000 WITH NMS MANAGEMENT, INC. FOR JANITORIAL SERVICES AT PUBLIC UTILITIES DEPARTMENT FACILITIES AND RELATED ACTIONS.

RECITALS

The Council of the City of San Diego (Council) adopts this Resolution based on the following:

A. The City of San Diego (City) Public Utilities Department (Department) operates water, wastewater, and administrative facilities that require regular cleaning to prevent buildup of dirt, germs, and allergens that are detrimental to hygiene.

B. The City seeks to retain a contractor to perform janitorial services at certain Department facilities to maintain a clean work environment, comply with health and safety standards, and minimize the risk of spreading illness.

C. In April 2025, the City issued a Request for Proposals (RFP) to solicit janitorial services for Department facilities. Twelve firms submitted timely and responsive proposals in response to the RFP. City staff selected NMS Management, Inc. based on the best value to the City.

D. The City now desires to retain NMS Management, Inc. (Contractor) to provide janitorial services for Department facilities. The City and Contractor negotiated an agreement, included in the docket materials accompanying this Resolution, for a term of one year with four one-year options to renew in an amount not to exceed \$9,000,000 (Services Agreement).

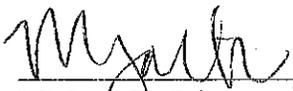
E. The Office of the City Attorney prepared this Resolution based on the information provided by City staff (including information provided by affected third parties and verified by City staff), with the understanding that this information is complete and accurate.

ACTION ITEMS

Be it resolved by the Council of the City of San Diego:

1. The Council approves the Services Agreement.
2. The Mayor or designee is authorized, on the City's behalf, to sign the Services Agreement. When signed by both parties, the Services Agreement will be placed on file in the Office of the City Clerk as Document No. RR- 316386.
3. The Chief Financial Officer is authorized to appropriate and expend funds under the Services Agreement in an amount not to exceed \$9,000,000, from Fund 700001, Metro Sewer Utility Fund, Fund 700000, Muni Sewer Revenue Fund, and Fund 700011, Water Utility Operating Fund, as applicable based on where the services are actually provided, contingent upon the adoption of the Annual Appropriation Ordinance for the applicable fiscal year, and contingent upon the Chief Financial Officer first certifying that the funds necessary for expenditure are, or will be, on deposit with the City Treasurer.

APPROVED: HEATHER FERBERT, City Attorney

By 
Michael D. Johnston
Deputy City Attorney

MDJ:cw
July 10, 2025
Or.Dept: Public Utilities Department
CC No.: 3000017865
Doc. No.: 4116595



I certify that the Council of the City of San Diego adopted this Resolution at a meeting held on
JUL 29 2025.

DIANA J.S. FUENTES
City Clerk

By Kristell Medina
Deputy City Clerk

Approved: 8/4/25
(date)

Todd Gloria
TODD GLORIA, Mayor

Vetoed: _____
(date)

TODD GLORIA, Mayor



The City of San Diego
 COMPTROLLER'S CERTIFICATE

CERTIFICATE OF UNALLOTTED BALANCE

ORIGINATING DEPT. NO.: 3000017865
 DEPT. NO.: 2000

I HEREBY CERTIFY that the money required for the allotment of funds for the purpose set forth in the foregoing resolution is available in the Treasury, or is anticipated to come into the Treasury, and is otherwise unallotted.

Amount: _____

Purpose: _____

Date: _____ By: _____

COMPTROLLER'S DEPARTMENT

ACCOUNTING DATA									
Doc. Item	Funded Program	Fund	Grant Number	G/L Account	Functional Area	Business Area	Fund Center or Cost Center	Internal Order or WBS Element	Original Amount
TOTAL AMOUNT									

FUND OVERRIDE

CERTIFICATION OF UNENCUMBERED BALANCE

I HEREBY CERTIFY that the indebtedness and obligation to be incurred by the contract or agreement authorized by the hereto attached resolution, can be incurred without the violation of any of the provisions of the Charter of the City of San Diego; and I do hereby further certify, in conformity with the requirements of the Charter of the City of San Diego, that sufficient moneys have been appropriated for the purpose of said contract, that sufficient moneys to meet the obligations of said contract are actually in the Treasury, or are anticipated to come into the Treasury, to the credit of the appropriation from which the same are to be drawn, and that the said money now actually in the Treasury, together with the moneys anticipated to come into the Treasury, to the credit of said appropriation, are otherwise unencumbered.

Not to Exceed: \$1,317,277.94

Vendor: NMS Management, Inc.

Purpose: To authorize the expenditure of funds, not to exceed \$1,317,277.94, with NMS Management, Inc. for Janitorial Maintenance Service at Various Public Utilities Department (PUD) Facilities and Treatment Plants (RFP No. 10090297-25-J).

Date: July 1, 2025

By: Elizabeth Warnock
 COMPTROLLER'S DEPARTMENT

ACCOUNTING DATA									
Doc. Item	Funded Program	Fund	Grant Number	G/L Account	Functional Area	Business Area	Fund Center	IO or WBS Element	Original Amount
001	Non-Program	700001	N/A	512158	OTHR-00000000-SU	2000	2000160013	N/A	\$48,044.28
002	Non-Program	700011	N/A	512158	OTHR-00000000-WU	2000	2000201211	N/A	\$37,580.84
003	Non-Program	700000	N/A	512158	OTHR-00000000-SU	2000	2000160012	N/A	\$17,335.22
004	Non-Program	700001	N/A	512158	OTHR-00000000-SU	2000	2000160012	N/A	\$39,192.68
005	Non-Program	700011	N/A	512158	OTHR-00000000-WU	2000	2000160012	N/A	\$18,842.64
006	Non-Program	700000	N/A	512158	OTHR-00000000-SU	2000	2000121119	N/A	\$17,532.12
007	Non-Program	700001	N/A	512158	OTHR-00000000-SU	2000	2000121119	N/A	\$22,867.99
008	Non-Program	700011	N/A	512158	OTHR-00000000-WU	2000	2000121119	N/A	\$35,826.51
009	Non-Program	700011	N/A	512158	OTHR-00000000-WU	2000	2000201211	N/A	\$3,076.13
010	Non-Program	700011	N/A	512158	OTHR-00000000-WU	2000	2000201211	N/A	\$11,145.93
011	Non-Program	700011	N/A	512158	OTHR-00000000-WU	2000	2000201211	N/A	\$22,606.14
012	Non-Program	700001	N/A	512158	OTHR-00000000-SU	2000	2000191217	N/A	\$85,746.99
013	Non-Program	700001	N/A	512158	OTHR-00000000-SU	2000	2000181911	N/A	\$18,453.23
014	Non-Program	700001	N/A	512158	OTHR-00000000-SU	2000	2000181912	N/A	\$27,684.90
015	Non-Program	700001	N/A	512158	OTHR-00000000-SU	2000	2000181913	N/A	\$1,253.38
016	Non-Program	700001	N/A	512158	OTHR-00000000-SU	2000	2000191218	N/A	\$67,984.62
017	Non-Program	700000	N/A	512158	OTHR-00000000-SU	2000	2000001111	N/A	\$51,389.64
018	Non-Program	700001	N/A	512158	OTHR-00000000-SU	2000	2000001111	N/A	\$6,351.53
019	Non-Program	700000	N/A	512158	OTHR-00000000-SU	2000	2000001112	N/A	\$53,271.69
020	Non-Program	700001	N/A	512158	OTHR-00000000-SU	2000	2000001112	N/A	\$41,433.54
021	Non-Program	700011	N/A	512158	OTHR-00000000-WU	2000	2000001112	N/A	\$102,597.34
022	Non-Program	700000	N/A	512158	OTHR-00000000-SU	2000	2000001113	N/A	\$6,517.99
023	Non-Program	700001	N/A	512158	OTHR-00000000-SU	2000	2000001113	N/A	\$31,141.49
024	Non-Program	700011	N/A	512158	OTHR-00000000-WU	2000	2000001113	N/A	\$34,762.59
025	Non-Program	700000	N/A	512158	OTHR-00000000-SU	2000	2000001116	N/A	\$1,529.01
026	Non-Program	700001	N/A	512158	OTHR-00000000-SU	2000	2000001116	N/A	\$49.32

027	Non-Program	700011	N/A	512158	OTHR-00000000-WU	2000	2000001116	N/A	\$65.76
028	Non-Program	700000	N/A	512158	OTHR-00000000-SU	2000	2000001119	N/A	\$2,416.36
029	Non-Program	700001	N/A	512158	OTHR-00000000-SU	2000	2000001119	N/A	\$613.68
030	Non-Program	700011	N/A	512158	OTHR-00000000-WU	2000	2000001119	N/A	\$805.45
031	Non-Program	700001	N/A	512158	OTHR-00000000-SU	2000	2000191215	N/A	\$78,572.49
032	Non-Program	700001	N/A	512158	OTHR-00000000-SU	2000	2000191215	N/A	\$104,924.66
033	Non-Program	700000	N/A	512158	OTHR-00000000-SU	2000	2000181915	N/A	\$4,710.30
034	Non-Program	700000	N/A	512158	OTHR-00000000-SU	2000	2000181916	N/A	\$13,934.60
035	Non-Program	700000	N/A	512158	OTHR-00000000-SU	2000	2000181917	N/A	\$9,269.91
036	Non-Program	700011	N/A	512158	OTHR-00000000-WU	2000	2000240015	N/A	\$55,887.27
037	Non-Program	700011	N/A	512158	OTHR-00000000-WU	2000	2000201212	N/A	\$79,458.54
038	Non-Program	700011	N/A	512158	OTHR-00000000-WU	2000	2000201213	N/A	\$18,983.01
039	Non-Program	700011	N/A	512158	OTHR-00000000-WU	2000	2000201311	N/A	\$10,808.55
040	Non-Program	700011	N/A	512158	OTHR-00000000-WU	2000	2000201221	N/A	\$10,808.55
041	Non-Program	700000	N/A	512158	OTHR-00000000-SU	2000	2000120001	N/A	\$1,218.01
042	Non-Program	700001	N/A	512158	OTHR-00000000-SU	2000	2000120001	N/A	\$2,436.02
043	Non-Program	700011	N/A	512158	OTHR-00000000-WU	2000	2000120001	N/A	\$2,436.02
044	Non-Program	700000	N/A	512158	OTHR-00000000-SU	2000	2000180001	N/A	\$3,654.03
045	Non-Program	700011	N/A	512158	OTHR-00000000-WU	2000	2000200001	N/A	\$8,526.08
046	Non-Program	700011	N/A	512158	OTHR-00000000-WU	2000	2000210001	N/A	\$73,080.64
047	Non-Program	700000	N/A	512158	OTHR-00000000-SU	2000	2000250001	N/A	\$1,218.01
048	Non-Program	700011	N/A	512158	OTHR-00000000-WU	2000	2000250001	N/A	\$29,232.26
TOTAL AMOUNT									\$1,317,277.94

Passed by the Council of The City of San Diego on JUL 29 2025, by the following vote:

Councilmembers	Yeas	Nays	Not Present	Recused
Joe LaCava	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Campbell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen Whitburn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Henry Foster, III	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marni von Wilpert	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kent Lee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Raul A. Campillo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vivian Moreno	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sean Elo-Rivera	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date of final passage AUG 04 2025

(Please note: When a resolution is approved by the Mayor, the date of final passage is the date the approved resolution was returned to the Office of the City Clerk.)

AUTHENTICATED BY:

TODD GLORIA
Mayor of The City of San Diego, California.

(Seal)

DIANA J.S. FUENTES
City Clerk of The City of San Diego, California.

By Kristell Medina, Deputy

Office of the City Clerk, San Diego, California
Resolution Number R- **316386**

Passed by the Council of The City of San Diego on July 29, 2025, by the following vote:

YEAS: LACAVA, CAMPBELL, WHITBURN, FOSTER III, VON WILPERT, LEE, CAMPILLO, & ELO-RIVERA.

NAYS: NONE.

NOT PRESENT: MORENO.

RECUSED: NONE.

AUTHENTICATED BY:

TODD GLORIA

Mayor of The City of San Diego, California

DIANA J.S. FUENTES

City Clerk of The City of San Diego, California

(Seal)

By: Linda Irvin, Deputy

I HEREBY CERTIFY that the above and foregoing is a full, true, and correct copy of RESOLUTION NO. R-316386 approved on July 29, 2025. The date of final passage is August 4, 2025.

DIANA J.S. FUENTES

City Clerk of the City of San Diego, California

(Seal)

By: Linda Irvin, Deputy

