



SWEEPING OF STREETS AND PARKING LOTS
REQUEST FOR PROPOSAL

April 16, 2020 by 2:00 pm

City of Oakley
Public Works Department
3231 Main Street
Oakley, CA 94561

SWEEPING OF STREETS AND PARKING LOTS

I. INTRODUCTION

The City of Oakley is seeking proposals for a service contract for sweeping streets and City parking lots. The City proposes to award a two-year contract with an option to extend for two additional years.

NOTICE IS HEREBY GIVEN that the City of Oakley, California, hereby calls for sealed bid proposals to be received by the City of Oakley, 3231 Main Street, Oakley, CA on or before Thursday, April 16, 2020 at 2:00 pm.

Description of Work. These bids shall cover the furnishings of all labor, material, equipment, mechanical workmanship, transportation and services which are required for:

SWEEPING STREETS AND PARKING LOTS

Bidding Procedures. The bidding method is a multi-step process. Bidders are required to submit an unpriced "Technical Proposal" and a "Price Proposal" in separate sealed envelopes.

The bids for this work shall be submitted in accordance with specifications prepared by the City. Bids shall be made on a proposal form which is included with the project specifications and shall be signed by the bidder. Submit a signed original to the **Public Works Department at the City Offices, 3231 Main Street, Oakley, CA 94561.**

The City will evaluate the Technical Proposals and determine which bidders are qualified and should be considered based solely on the Technical Proposals. Unacceptable Technical Proposals or proposals from unqualified bidders will be rejected. These bidders will be notified of their rejection and their Price Proposal envelopes will be returned to them unopened.

After the technical proposals of all the qualified bidders are deemed acceptable for award, the sealed Price Proposals will be opened and reviewed.

The City of Oakley reserves the right to make individual inquiries with the bidders during the evaluation process, including but not limited to, interviews with the bidders' references and other parties that have knowledge of the bidders' work performance.

Recommendation for award of contract will be based upon the best overall combined Technical Response and Price Proposal.

Awarding of Contract. Final award of bid is at the sole discretion of the City Council. The right is reserved to reject any and all proposals. The award of the contract, if it is awarded, will be to the best qualified bidder that will provide services in a manner most advantageous to the City.

Technical Response. All bidders are required to complete a Technical Response for submission with the price bid. Bids will be deemed nonresponsive unless a Technical Response is included. Information supplied in the Technical Response will be used to determine the successful bidder.

Determining the Successful Bidder. In determining the successful bidder, the following shall be considered, in addition to price:

- (a) The ability to comply with all current and future requirements related to National Pollution Discharge Elimination System (NPDES);
- (b) The ability, capacity and skill of the bidder to perform the contract or provide the supplies or services required;
- (c) Whether the bidder can perform the contract or provide the supplies or services promptly, or within the time specified, without delay or interference;
- (d) The sufficiency of the bidder's financial resources and the effect thereof on his/her ability to perform the contract or provide the supplies or services;
- (e) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- (f) The quality of the bidder's performance on previous orders or contracts with the City;

- (g) The previous and existing compliance by the bidder with laws and ordinances relating to the subject of the purchase or contract;
- (h) The bidder must show their Certificate of Compliance with the California Air Resources Board for their fleet of sweeping trucks;
- (i) The bidder's ability to provide AVL system or a Pre-Approved system Equivalent.

Business License. Successful bidders are required to obtain a City of Oakley Business License upon award of contract.

A. EVALUATION CRITERIA

The award will **not** be made strictly on the basis of the lowest bid submitted.
Consideration will be given to the following factors.

1. Technical Response
 - (a) Number of years in business
 - (b) Number & qualifications of employees dedicated to this contract
 - (c) Methods used in performance of work
 - (d) Work of similar nature, including work previously performed for the City
 - (e) Fleet (regular and back-up) to be used for work
 - (f) Cost for the sweeping services
 - (g) References

The City of Oakley reserves the right to reject any and all bids.

B. <u>CALENDAR OF EVENTS</u>	<u>DATE</u>
Issue Invitation for Bids	2/26/2020
Due Date for Bids	4/16/2020 2:00 p.m.
City Council Contract Award	5/26/2020
Contract Start Date	7/1/2020

C. CONTACT PERSON

Questions concerning this Call for Bids should be directed to Kevin Rohani, Public Works Director (925) 625-7003.

II. SPECIAL PROVISIONS FOR SWEEPING STREETS AND PARKING LOTS

1. STREET SWEEPING

Contractor shall use and furnish at his own expense all labor, equipment, and materials necessary for the satisfactory performance of the street sweeping work set forth herein. After sweeping, curbs and gutters shall be left in clean condition. Sweeping shall include as many passes as necessary to leave the street in clean condition. Contractor shall maintain a log which indicates dates, times, streets, volume of debris in cubic yards, and miles swept. The log shall be available for inspection by the City.

All sweeping equipment shall have appropriate safety markings consisting of all highway lighting, flashing and warning lights. All sweepers used by contractor must be clearly identified with the name of company and telephone number on each side of the equipment.

A. Schedule

All streets and parking lots, including any center or median strips and intersections therein, shall be swept **twice each month**, as scheduled by the City. Exception: the Contractor shall increase service at the option of the City. The duration of the extra service and the streets to be included shall be determined by the City. Compensation for extra service shall be on a curb mile basis according to the rates listed in the price proposal.

1. Sweeping shall not occur on the same day as garbage pickup in any given area. Contractor shall sweep on days following garbage pickup, whenever possible. Route changes shall not be allowed without written authorization from the Public Works Director or their designee. Should a route change be approved, Contractor shall be responsible for notifying individual households that are affected, in writing at least two weeks prior to beginning the new schedule.

2. Emergency Call-Outs

Occasionally, the Contractor is required to provide emergency response street sweeping service for material spills or other emergencies designated by the City that would occur outside of the normal sweeping schedule. In these instances, the Contractor is required to respond and begin sweeping within two (2) hours of

receiving the call. The Contractor is paid on an hourly basis at the overtime rate with a two (2) hour minimum, excluding travel to and from. The Contractor shall furnish separate billing for these services. The Contractor shall provide a primary contact telephone number to the Public Works Department for emergency services.

3. Extra Sweeper and Special Events

Contractor to provide additional sweeping as needed during the heavy leaf drop period from October 1 to January 31 each year and for City special events. Compensation for additional sweeps shall be on an hourly basis according to rates listed in the price proposal. Sweeping services shall be provided by special request for such things as parades, carnivals, festivals, construction projects, etc. In these instances the City will require the Contractor to respond within 48 hours from the original call from the City requesting service. Payment will be paid on a per hour basis. The Contractor shall furnish separate billing for these services.

4. Delays in Sweeping Schedule

In the event of inclement weather, as determined by the City, Contractor shall not be required to perform the regular sweeping schedule but shall make up the days missed if possible. Contractor shall, if requested by the City, sweep any streets which become littered with storm debris. No payment will be made for sweeping not performed due to inclement weather. In the event of a mechanical breakdown, service will be provided by a back-up sweeper available within four (4) hours at no extra cost to the City. Scheduled work that falls on a Holiday shall be completed or rescheduled within 48 hours at no extra cost to the City.

5. Automatic Vehicle Location (AVL): Contractor shall provide a complete AVL for the purpose of monitoring street sweeping activities. The AVL system shall be accessible via the internet on a secure website available to authorized City staff, with a login and password. The AVL system shall include and initiate broadcasting data when brooms are activated or lowered to begin sweeping. Data shall be submitted at a minimum, to include but not be limited to 30 second intervals to the secured website for monitoring. The AVL shall maintain a 95% performance level. The AVL coverage area shall include all of the City

of Oakley. In order for the City to monitor the efficiency of the street sweeping operation, the following shall be provided by the AVL:

- a. **Speed:** The speed of the street sweeper during the street cleaning operation shall be monitored. The AVL shall be able to determine when the street sweeper is performing the cleaning operation and report the vehicle speed. This speed shall be measured in one mile per increments.
- b. **Tracking:** The accuracy of the street sweeper's location shall be to within 50 feet or less of the actual location. The AVL shall show the following but not limited to – vacuum on, gutter or center brush down and working, and the location of a single vehicle or all the vehicles. It is preferred that the street sweeper's location be displayed on street map window with user controlled sizing and placement.
- c. **Daily Reports:** The street sweepers will be equipped with AVL units that will provide the City with real-time information about areas of the City completed. Contractor must provide a daily AVL report with a map of completed work to show progress. Daily Report must include: curb miles swept, miles or feet of any special sweeps, speed of sweeper, gallons of water used, and cubic yards of debris removed.

B. Sweeping Procedures

1. **Direction of Operation** – When traveling in lanes open to public traffic, the Contractor's vehicles shall always move with and not against the flow of traffic. These vehicles shall enter and leave work areas in a manner that will not be hazardous to, or interfere with traffic and shall not park or stop except within designated parking areas.
2. **Public Safety** – All equipment shall be maintained in accordance with existing California State Law and shall be supplied with operational amber flashing lights/strobes to indicate width and height of sweepers and "slow moving vehicle designators" as required. All vehicles and equipment must be clearly marked to properly identify the street

sweeping company, including phone number and must be visible at all times.

- a. Manual on Uniform Traffic Control Devices.
- b. Other Federal (including OSHA), State or City Code, statutes, rulings, ordinances, decisions or regulations as might apply.
- c. All subsequent revisions and supplement to the above documents.
- d. The importance of following correct safety procedures is emphasized. The City reserves the right to disallow payment for any work performed where the proper safety precautions are not followed.
- e. The safety of the public and the convenience of traffic shall be regarded as prime importance. Unless otherwise provided herein, all portions of streets shall be kept open to traffic.
- f. The Contractor shall take all reasonable precautions for the safety and reasonable protection to all of their employees and other persons and property to prevent damage, injury or loss to same.

C. Estimated Miles to be Swept

The total monthly estimated curb miles to be swept are 490 curb miles. Curb Mile is defined as the distance the machine sweeper travels with an effective sweeping width of eight (8) feet from the curb face along the street. Curb mileage is calculated according to actual curb miles swept and not machine odometer readings. These are estimated curb miles only, actual curb miles represented in the schedule shall be the basis for monthly payment. The selected contractor shall measure all streets for the sweeping contract and provide actual miles of street to the City.

It is recognized that a need may arise occasionally to increase the frequency and thus increase the total number of miles swept or to increase call-out hours. In the event that such a need does arise, contractor shall increase the frequency of sweeping as directed by the City. The additional cost for this sweeping shall be based upon the per mile cost set forth in the price proposal.

Any streets added to the City during the term of this agreement, either by new construction or annexation shall be swept according to the appropriate schedule beginning as soon as said streets are accepted

officially by the City. The additional cost for sweeping these streets shall be based on the per mile cost set forth in the price proposal.

D. Hours of Operation

Residential Sweep: Hours of operation shall be 7:00 a.m. to 5:00 p.m., Monday through Friday.

Commercial Arterial Sweep: Hours of operation shall be 6:00 p.m. to 3:00 a.m., Monday through Friday.

E. Handling of Customer/Resident Complaints

Contractor, at the direction of the City, shall reach out to any customers or residents to address complaints or concerns within the same business day reported. Contractor shall report to the City on the following working day as to the action or procedure taken with reference to any complaints or concerns and report on any resolutions that were reached.

F. Disposal of Sweepings

The Contractor will ensure proper handling and disposal of materials removed from streets to prevent discharges of pollutants to surface waters or groundwater. The cost for disposal of materials removed shall be included in the cost per mile of sweeping and no additional compensation will be allowed.

G. Water

Contractor shall provide, at his own expense, sufficient water for the street sweeping equipment necessary to comply with the agreement and to assure that the curb and gutter are left in a clean condition; and the amount of dust during sweeping is kept to a minimum. Recycled water is available for the contract at Iron House Sanitary District at (925) 625-2279.

H. Age of Vehicles

The age of all street sweeping equipment shall be no older than six (6) years.

I. National Pollution Discharge Elimination System (NPDES) Requirements

Contractor shall comply with current and any future requirements of the City's NPDES permit, as it may be amended from time to time. This includes preparation and submittal to the City, the monthly report which includes information regarding quantity of material picked up during the sweeping process. Following are Standards for Best Management Practices (BMPs):

- The Contractor will check that street sweeping equipment is in proper adjustment.
- The Contractor should operate street sweeping equipment at the speed specified by the manufacturer.
- When using broom sweepers, the Contractor will check that the proper weights on main and gutter brooms are used.
- The contractor is responsible for any spills they create and will immediately clean up and contact City staff.
- When purchasing new sweepers, the Contractor will review alternative equipment and new technologies to maximize pollutant removal.
- The Contractor will provide operators with adequate resources to conveniently report trees interfering with street sweeping.
- The Contractor will track curbed miles swept.
- The Contractor will track volume or weight of material removed.
- The Contractor will identify and inform City staff of areas where they are unable to sweep.
- The Contractor will identify and notify the City of vehicles parked over 72 hours in one location.
- In case of equipment failure, back-up equipment must be available to ensure the route is completed and all information necessary for record keeping will be provided.

J. Quality Control Board Regulations

When replacing existing sweeping equipment, the Contractor shall select and operate high-performing sweepers that are efficient in removing pollutants, including fine particulates from impervious surfaces. At least 75 percent of the sweepers replaced during the Permit term shall have the particulate removal performance of regenerative air sweepers or better. High-performing sweepers are capable of removing fine particulates (i.e., particulates less than 150 microns). Street sweeper operators shall be trained to enhance operations for water quality benefit.

K. Parking Lot Sweeping

Contractor shall use and furnish at his own expense all labor, equipment, and materials necessary for the satisfactory performance of the parking lot sweeping work set forth herein. After sweeping curbs, gutters and behind wheel stops, pavement shall be left in a clean condition. A clean condition is defined as the absence of residue in the pavement and gutters upon the completion of the sweeping operation. The sweeping shall include as many passes as necessary to leave the pavement in a clean condition. Contractor shall maintain a log which indicates dates, times, volume of debris removed and sites swept. The log shall be submitted to the City. At the discretion of the City, specific parking lots or sweeping frequencies may be deleted or added to the contract. Contract prices will be changed to reflect the change to the scope of work. At all times, contractor will bill monthly for actual sites swept at the per lot sweep rate.

a. Schedule

Parking lot sweeping schedules are as follows:

*9 Parking Lots; **two (2) sweeps per month**

The Contractor shall provide a sweeping plan and schedule for all sites upon award of this contract. This schedule shall include sites, days swept, and dates scheduled for sweeping. This schedule shall be the basis for monthly billing and is subject to verification, and approval by the City.

The following is a list of the Parking Lots to be swept:

- | | |
|-----------------------|-------------------------|
| 1. Civic Center Plaza | 3231 Main Street |
| 2. Oakley Plaza | 3070 - 3100 Main Street |

- | | |
|-------------------------------|---------------------------------|
| 3. Shopping Center | 3330 Main Street |
| 4. City Public Parking Lot | 3669 Main Street |
| 5. Creekside Park | 3900 Creekside Way |
| 6. Summerlake Park | 4020 Summerlake Drive (*2 Lots) |
| 7. Laurel Ball Fields | 850 Laurel Road |
| 8. Oakley Recreation Building | 1250 O'Hara Avenue |

B. Hours of Operation

Hours of operation shall be 10 p.m. to 7 a.m.

III. STANDARD SPECIFICATIONS

A. INSTRUCTIONS TO BIDDERS

1. Acknowledgment of Amendment

Bidders shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the proposal, by identifying the amendment date on the bid form, or by letter. The acknowledgment must be received by the City of Oakley by the time and at the place specified for receipt of bids. Failure to do so will result in proposal being considered non-responsive.

2. Proposal Acceptance Period

Any proposal submitted as a result of the solicitation shall be binding on the bidder for 60 calendar days following the proposal opening date. Any proposal for which the bidder specifies a shorter acceptance period may be rejected.

3. Proposal Form Submission

Timely submission of the bid form is the responsibility of the bidder. Proposals received after the specified time shall be rejected and returned to the bidder unopened. The time and date of receipt shall be indicated on the envelope or package by the Public Work's Office.

Failure to submit a proposal on the proposal forms provided shall be considered just cause for rejection of the proposal. Modifications or additions to any portion of the proposal document may be cause for rejection of the proposal. The City of Oakley reserves the right to decide, on a case-by-case basis, whether to reject a proposal with modifications or

additions as non-responsive. As a precondition to proposal acceptance, the City of Oakley may request the bidder to withdraw or modify those portions of the proposal deemed non-responsive that do not affect quality, quantity, price or delivery of the service.

4. Certification of Independent Price Determination

The bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without -- for the purpose of restricting competition -- any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a proposal, or the methods or factors used to calculate the prices proposal.

5. Collusion Among Bidders

Each bidder, by submitting a proposal, certifies that it is not a party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any or all proposals shall be rejected if there is any reason for believing that collusion exists among the bidders. The local government may or may not, at its discretion, accept future proposals for the same work from participants in such collusion. More than one proposal from an individual, firm, partnership, corporation, or association under the same or different name may be rejected. Reasonable grounds for believing that a bidder has interest in more than one proposal for the work being bid may result in rejection of all proposals in which the bidder is believed to have interest.

Nothing in this clause shall preclude a firm acting as a subcontractor to be included as a subcontractor for two or more primary contractors submitting a proposal for the work.

6. Late Submissions

A proposal received at the place designated in the solicitation for receipt of proposals after the exact time specified for receipt will not be considered.

7. Qualifications of Bidders

The bidder may be required before the award of any contract to show to the complete satisfaction of the City of Oakley that it has the necessary facilities, ability, and financial resources to provide the service specified therein in a satisfactory manner. The bidder may also be required to give a

past history and references in order to satisfy the City of Oakley in regard to the bidder's qualifications. The City of Oakley may make reasonable investigations deemed necessary and proper, including visiting the bidder's facilities and contacting references, to determine the ability of the bidder to provide the equipment and service, and the bidder shall furnish to the City of Oakley all information for this purpose that may be requested. The City of Oakley reserves the right to reject any proposal if the evidence submitted by, or investigation of, the bidder fails to satisfy the City of Oakley that the bidder is properly qualified to carry out the obligations of the contract and to provide the equipment and service described therein. Evaluation of the bidder's qualifications shall include:

- a) The ability, capacity, skill, and financial resources to perform the work or provide the equipment required;
- b) The ability of the bidder to provide the equipment or provide the service promptly or within the time specified, without delay or interference;
- c) The character, integrity, reputation, judgment, experience and efficiency of the bidder; and
- d) The quality of performance of previous contracts or services.

IV. INSURANCE AND INDEMNIFICATION

Specific Insurance Requirements and Required Policy Limits

MAINTENANCE CONTRACTS:

Projects Totaling \$100,000 or More

Contractor shall procure and maintain for the duration of its 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 by the consultant, his agents, representatives, employees or subcontractors in types and amounts at least equal to those required under the CA Department of Transportation Standard Specifications (2006). Those requirements are generally

spelled out below. Refer to the actual specifications for more precise coverage requirements.

Minimum scope of coverage

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability insurance.

Minimum limits of insurance

1. General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately for this project/location or the general aggregate limit shall be twice the required occurrence limit (e.g. \$4,000,000).
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
4. Umbrella Policy: \$15,000,000 per occurrence for any and all liability claims.

Other insurance provisions

The Commercial General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its officers, officials, employees and volunteers are to be covered as insured as respects: liability arising out of work or operations as performed by or on behalf of contractor; or automobiles owned, leased, hired or borrowed by the contractor.
2. For any claims related to this project, the contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees and volunteers shall be in excess of the contractor's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, unless thirty (30) days prior

written notice by certified mail, return receipt requested, has been given to the City.

Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

Waiver of Subrogation: The Workers' Compensation policy is to be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.

Deductibles and Self-Insurance Retentions: Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers, or the consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Verification of Coverage

Contractor shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on other than the City's forms provided those endorsements conform to the City's requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

Subcontractors

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

V. TERM OF AGREEMENT

This agreement will be for a two-year period from the date of execution by both the Contractor and the City. Contractor's performance will be formally reviewed after six months, twelve months, and annually thereafter. This Agreement may be canceled by either party upon thirty days advance written notice. The Agreement may be extended for two 2 year periods upon mutual agreement between Contractor and the City. **This option will be exercised only if the contractor has demonstrated exceptional performance in sweeping services to the City.**

Pricing entries in Part II - Unit Price Proposal will be for the first 12 months of the contract. The Contractor may request a percentage adjustment to the pricing for all service equal to the Consumer Price Index (CPI) for the San Francisco Bay Area Counties. **This request must be in writing sixty (60) days prior to the end of the 12 month period.**

VI. PAYMENT TO CONTRACTOR

A. BASE PAYMENT

Compensation for parking lot sweeping shall be based on the number of times each site is swept. Compensation for street sweeping shall be based on curb miles swept. Contractor shall submit invoices on a monthly basis. **This is a NOT prevailing wage contract.**

B. ANNUAL COST ADJUSTMENT

If annual contract renewals are exercised, the contractor may request an adjustment of the contract prices annually. Such prices shall be negotiated by the City and the contractor, and shall not be increased or decreased by more than the San Francisco Bay Area construction price index as established by ENR Magazine.

VII. PENALTIES FOR NOT MEETING TERMS

Following are cause for penalties:

- a. Operation of sweeper without using sufficient water to control dust
- b. Operation of sweeper exceeding the stated speed limits for operation.
- c. Missing scheduled sweeping days without providing proper notice to the City or his designee (excluding inclement weather). Proper notice is defined as reasonable, advanced and timely but in no case shall be less than 24 hours.

When observed violating the foregoing on the first occurrence, the Contractor will be notified in writing. Contractor shall respond within seven (7) days with a written plan stating how compliance will be obtained. If the Contractor violates the same specification a second time, City shall have the right to withhold payment of up to the cost of service which was scheduled for that day. If the Contractor violates the same specification three or more times, City shall have the right to withhold payment of up to two times the cost of service which was scheduled for that day of each violation. The amount of penalty shall be determined by the City.

CITY OF OAKLEY
Sweeping of Streets and Parking Lots

PART I. Technical Response Form

Kevin Rohani, P.E
Public Works Director/City Engineer
City of Oakley
3231 Main Street
Oakley, CA 94561

Dear Mr. Rohani:

We have read the City of Oakley's Call for Bids for the Sweeping of Streets and Parking Lots and fully understand its intent. We certify that we have completed PART II, Price Response Form and submitted it in a separate sealed envelope to describe our costs to perform that work for which we are submitting a bid.

We understand that our ability to meet the criteria and provide the required services shall be judged solely by the City. We also understand that representatives from the City of Oakley might visit our facility and interview employees to substantiate statements made in this bid. Further, we understand the importance of completing the Technical Response form completely and accurately because it will be considered with the Price response to determine contract award. And finally, we understand that representatives of the City of Oakley will contact references and any other companies and agencies referred to in this response as part of its evaluation and those references will be included in the evaluation of this technical response.

Name of Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____

Name of Bidder: _____

Signature of Bidder: _____

Technical Response - Questions

1. How many years has your company performed sweeping of streets and parking lots?
2. Describe in detail your company's customer service program and your anticipated program for the City of Oakley. Include details on how you will provide a seamless transition with customers during start-up, maintain positive customer relations, monitor customer satisfaction, and continuously improve your service.
3. Describe in detail what equipment will be utilized to perform street and parking lot sweeping? What back-up equipment is available for use?
4. What communication system is utilized internally within your company and what system will be used with the City?

5. How many sweeper operators will be assigned to this contract? Describe the types and length of experience for the employees assigned to the City of Oakley.
6. Are background and current Driver license checks performed on your employees? How often?
7. Describe in detail how sweeping complaints will be handled.
8. Provide a description of a typical street sweep and parking lot sweep.
9. List of references (at least three.) Provide names, addresses and phone numbers of all current clients for whom your company is providing services similar to those requested by the City. Include a description of service provided, value of contract, and length of time you have provided the service.

Part II. Price Response Form (Submit in a separate, sealed envelope.)

UNIT PRICES FOR STREET SWEEPING SERVICES

Item Description	Unit of Measure	Monthly Estimated Quantity	Unit Price	Total
Street Sweeping	Curb Mile	490		
Emergency Call-Out	Hours	10		
Additional Sweeping	Hours	20		
Subtotal				

UNIT PRICES FOR PARKING LOT SWEEPING

Number	Location	Annual Estimated Quantity	Unit	Per Sweep Unit Cost	Total
1	Civic Center Plaza 3231 Main Street	24 Sweeps	EA		
2	Oakley Plaza 3070-3100 Main Street	24 Sweeps	EA		
3	Shopping Center 3330 Main Street	24 Sweeps	EA		
4	Public Parking Lot 3669 Main Street	24 Sweeps	EA		

5	Creekside Park 3900 Creekside Way	24 Sweeps	EA		
6	Summerlake Park – Lot 1 3900 Creekside Way	24 Sweeps	EA		
7	Summerlake Park – Lot 2 3900 Creekside Way	24 Sweeps	EA		
8	Laurel Ball Fields 850 Laurel Road	24 Sweeps	EA		
9	Oakley Recreation Building 1250 O'Hara Avenue	24 Sweeps	EA		
Subtotal					
BASE BID TOTAL (Street Sweeping + Parking Lot Sweeping)					

NOTE: The City of Oakley reserves the right to reject any or all bids.

Company Name

Signature of Bidder

Date