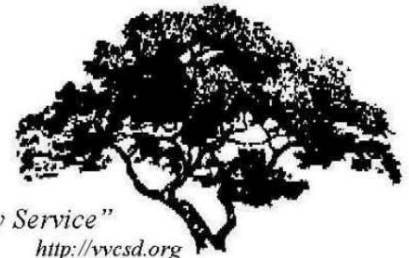


# VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

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3757 Constellation Road • Vandenberg Village • Lompoc, CA 93436  
Telephone: (805) 733-2475 • Fax: (805) 733-2109



*"Pride in Community Service"*

<http://yvcsd.org>  
[info@yvcsd.org](mailto:info@yvcsd.org)

## **INVITATION TO BID**

### **JANITORIAL SERVICES**

Vandenberg Village Community Services District is soliciting proposals for office janitorial service and invites you to provide a proposal for initial cleaning, monthly service with one visit per week, and annual window washing and carpet cleaning. The areas to be serviced include: lobby, general and private office areas, two restrooms, and conference room with kitchenette (approximately 2,500 sq. ft.).

A scope of services is attached hereto and should be referred to in, and be attached to, your proposal. Submit names and phone numbers of five references for previous and/or current commercial/government clients with your proposal.

## Cleaning Schedule

### **ABOVE THE FLOOR SURFACES**

### **PERFORMED**

Remove cobwebs; dust all fixtures, office furniture (exposed surfaces), door frames and window ledges

Each Visit

Properly position furniture

Each Visit

Spot clean doors, door frames, light switches and walls

Each Visit

Empty wastepaper receptacles, take trash to designated area for removal

Each Visit

Clean and sanitize sinks and countertops

Each Visit

Clean and sanitize eating area table tops

Each Visit

Dust wall fixtures, tops of door and window frames, corners and baseboards

Each Visit

Clean and polish office furniture (exposed surfaces)

1x Month

Clean and sanitize telephones

1x Month

Vacuum fabric furniture

1x Month

Damp wipe plastic and leather furniture

1x Month

Dust blinds

1x Month

Dust light fixtures

1x Month

Damp wipe ceiling vents

1x Month

### **CARPETED FLOOR SURFACES**

Vacuum traffic lanes, under desks and chairs

Each Visit

Detail vacuum, include edges and corners

1x Month

Remove spots

Each Visit

Spin Bonnet Cleaning of carpets\*

Request

Hot Water Extraction of carpets\* Request

### **HARD FLOOR SURFACES**

Dust mop floor areas Each Visit

Damp mop floor areas Each Visit

Spray Buff hard floor surfaces Request

Strip and Refinish hard floor surfaces Request

Scrub and Recoat hard floor surfaces Request

### **GLASS CLEANING**

Clean entrance glass Each Visit

Clean outside glass\* Request

Clean inside glass\* Request

### **RESTROOMS**

Clean and disinfect washbasins, toilets, dispensers and fixtures Each Visit

Spot clean walls Each Visit

Clean and disinfect floors Each Visit

Polish all chrome fixtures Each Visit

Clean mirrors Each Visit

Restock paper products Each Visit

### **CLOSING INSTRUCTIONS**

Clean and organize janitor closet Each Visit

Turn off lights as instructed Each Visit

Lock doors and windows as instructed Each Visit

Set alarm system as instructed

Each Visit

\*Vandenberg Village Community Services District requests once annual carpet cleaning and window washing, to be invoiced separately.

## Initial Cleaning

1. Detail vacuum, include edges and corners.
2. Sweep and damp mop all hard surfaced floor areas.
3. Dust and damp wipe all office furnishings and equipment (if cleared of all paperwork).
4. Sanitize telephones.
5. Dust and damp all sills, ledges and frames.
6. Remove cobwebs from corners and edges.
7. Spot clean walls to remove fingerprints and smudges.
8. Clean all entrance glass.
9. Clean and sanitize restrooms.

**BID SUBMISSION**

Initial Cleaning \$ \_\_\_\_\_

Monthly Cleaning with one visit per week \$ \_\_\_\_\_ per month

Annual Window Washing \$ \_\_\_\_\_ per visit

Annual Carpet Cleaning \$ \_\_\_\_\_ per visit

**Bid by:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_  
Phone

## INSURANCE PROVISION

Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors.

### A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office (ISO) Commercial General Liability coverage ("occurrence" form CG 0001, ed. 11/85).
2. ISO form number CA 0001 (ed. 1/87) covering Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by the Labor Code of the State of California and Employers Liability insurance.

### B. MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate limit shall apply separately to this project/location or the general aggregate shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation and Employer's Liability: Workers' Compensation limits as required by the Labor Code of the State of California and Employer's Liability limits of \$1,000,000 per accident.

### C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of the District either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its Board of Directors, its officers, officials, employees, agents or volunteers; or the contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.

## D. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

### 1. Commercial General Liability and Automobile Liability Coverages

- A. The District, its Board of Directors, its officers, officials, employees, agents and volunteers are to be named as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor, or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the District, its Board of Directors, its officers, officials, employees, agents or volunteers.
- B. The Contractor's insurance coverage shall be primary insurance as respects the District, its Board of Directors, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the District, its Board of Directors, its officers, officials, employees, agents and volunteers shall be excess of the Contractor's insurance and shall not contribute to it.
- C. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its Board of Directors, its officers, officials, employees, agents and volunteers.
- D. The Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

### 2. Workers' Compensation and Employer's Liability Coverage

The insurer shall agree to waive all rights of subrogation against the District, its Board of Directors, its officers, officials, employees, agents and volunteers for losses arising from work performed by the Contractor for the District.

### 3. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after 30 days' prior written notice has been given to the District.



E. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Best's rating of no less than A:VII or equivalent as determined by the District.

F. VERIFICATION OF COVERAGE

Contractor shall furnish the District with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on forms approved by the District. All certificates and endorsements are to be received and approved by the District before work commences. The District reserves the right to require complete, certified copies of all required insurance policies at any time.

G. SUBCONTRACTORS

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

I, \_\_\_\_\_, sole proprietor of \_\_\_\_\_, certify that I do not have any employees and, therefore, I am not required to carry workers' compensation coverage

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Signature

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Date