

0150-11155-0004

TRANSMITTAL

| | | |
|--|-----------------------------|------------------|
| TO The Council The City Attorney | DATE 06/09/21 | COUNCIL FILE NO. |
| FROM The Mayor | COUNCIL DISTRICT Various | |

**Second Amendment with
Universal Building Maintenance, LLC,
dba Allied Universal Janitorial Services (C-131952)
for Building Custodial, Cleaning, and COVID-19 Disinfecting Services
at Various City Facilities**

Transmitted for your consideration. The Council has 60 days from the date of receipt to act, otherwise the contract will be deemed approved pursuant to Administrative Code Section 10.5(a). See the City Administrative Officer report attached.



(Ana Guerrero for)
MAYOR

RHL:DFB:05210101


Report From
OFFICE OF THE CITY ADMINISTRATIVE OFFICER
Analysis of Proposed Contract
(\$25,000 or Greater and Longer than Three Months)

| | | | | | | | |
|---|----------------|--|----------------------------------|--|-----|----|-----|
| To: The Mayor | Date: 06-07-21 | C.D. No. All | CAO File No.: 0150-11155-0004 | | | | |
| Contracting Department/Bureau: The Department of General Services | | Contact: Cesar Avalos (213) 978-0404 | | | | | |
| Reference: The Department of General Services ED 3 Request dated April 19, 2021. | | | | | | | |
| Purpose of Contract: To provide building custodial and cleaning services, emergency custodial services, and emergency COVID-19 related custodial services at various locations. | | | | | | | |
| Type of Contract: () New contract (X) Amendment, Contract No. C-131952 | | Contract Term Dates: October 1, 2018 – December 31, 2022 includes one one-year supplemental agreement, one one-year first amendment and one one-and-a-half-year second amendment. | | | | | |
| Contract/Amendment Amount: \$7.29 million | | | | | | | |
| Proposed amount \$ 7.29 million + Prior award(s) \$ 6.86 million = Total \$ 14.15 million | | | | | | | |
| Source of funds: GSD Contractual Services Account 003040 | | | | | | | |
| Name of Contractor: Universal Building Maintenance, LLC, dba Allied Universal Janitorial Service | | | | | | | |
| Address: 583 Monterey Pass Road, Monterey Park, CA 91754 | | | | | | | |
| | Yes | No | N/A | Contractor has complied with: | Yes | No | N/A |
| 1. Council has approved the purpose | X | | | 8. Business Inclusion Program | X | | |
| 2. Appropriated funds are available | X | | | 9. Equal Benefits & First Source Hiring Ordinances | X | | |
| 3. Charter Section 1022 findings completed | X | | | 10. Contractor Responsibility Ordinance | X | | |
| 4. Proposals have been requested | | | X | 11. Disclosure Ordinances | X | | |
| 5. Risk Management review completed | X | | | 12. Bidder Certification CEC Form 50 | X | | |
| 6. Standard Provisions for City Contracts included | X | | | 13. Prohibited Contributors (Bidders) CEC Form 55 | X | | |
| 7. Workforce that resides in the City: 0% | | | | 14. California Iran Contracting Act of 2010 | X | | |

RECOMMENDATION

That the Council:

- 1) Approve, and authorize the General Manager of the Department of General Services to execute the proposed Second Amendment with Universal Building Maintenance, LLC, dba Allied Universal Janitorial Services (Allied) for building custodial, cleaning, and COVID-19 disinfection services in the South Los Angeles and East Los Angeles service districts with a total revised contract ceiling of \$14.15 million, effective July 1, 2020 through December 31, 2022, subject to the review and approval of the City Attorney;
- 2) Instruct the Department to ensure that contract compliance documentation are maintained and to ensure that evidence of the Contractors' insurance coverage meets the limits deemed appropriate by the Office of the City Administrative Officer's Risk Manager are submitted through KwikComply, prior to executing the proposed Amendments; and,
- 3) Instruct the Department of General Services and other City departments that utilize this contract to ensure the availability of funding for the services to be contracted prior to utilizing Allied's services.

| | | | |
|---------------|---------|----------|---|
| Daisy Bonilla | | |  for City Administrative Officer |
| DFB | Analyst | 05210101 | |

SUMMARY

In accordance with Executive Directive No. 3 (Villaraigosa Series), the Department of General Services (Department) requests approval to execute the proposed Second Amendment (Amendment) with Allied for building custodial and cleaning services along with emergency COVID-19 related cleaning services in the South Los Angeles and East Los Angeles service districts. Allied’s existing Agreement was executed with an initial nine-month term and two one-year options to renew, for a cumulative term of up to two years and nine months, effective October 1, 2018 through June 30, 2021.

The Department expected to release a new Request for Proposals (RFP) in early 2020 for custodial services however, the release was postponed due to the pandemic. The proposed Amendment: 1) increases the maximum contract ceiling by \$7.29 million, from \$6.86 million to \$14.15 million; 2) extends the length of the contract by 18 months, from July 1, 2021 to December 31, 2022; 3) expands the type of the custodial services available to include COVID-19 disinfection, in accordance with the Centers for Disease Control and Prevention guidelines; and, 4) increase services at Library facilities. The proposed revisions to the annual contract thresholds are reflected below:

| Contract Term | Current Authority | Proposed Change | Revised Contract Ceiling |
|--|--------------------------|------------------------|---------------------------------|
| First Term (9 months: 10/1/18 – 6/30/19) | \$ 1,400,000 | \$ -- | \$1,400,000 |
| Second Term (12 months: 7/1/19 – 6/30/20) | 2,552,000 | -- | 2,552,000 |
| Third Term (12 months: 7/1/20 – 6/30/21) | 2,908,000 | -- | 2,908,000 |
| Fourth Term (18 months: 7/1/21 – 12/31/22) | -- | 7,290,000 | 7,290,000 |
| Totals: | \$ 6,860,000 | \$ 7,290,000 | \$14,150,000 |

The Department’s proposed 2021-22 operating budget includes funding in the amount of \$10.28 million for custodial and pressure washing services which are contracted based on service districts with three separate vendors – Uniserve, Universal Building Maintenance, LLC, dba Allied Universal Janitorial Services, and Dedicated Building Services, LLC. The Department has submitted an amendment for all three contractors. The cumulative contract ceiling for the amendments of all three contractors is \$30.83 million. The maximum contract ceiling is higher than the Department’s anticipated annual expenditure to provide an allowance for emergency services and also to enable City departments to utilize these custodial agreements for an increased level of custodial and pressure washing services. It is recommended that City departments requesting additional services be required to identify sufficient funds under their control prior to utilizing the services provided under this contract.

| Custodial Contractors | 4th Term: Contract Ceiling |
|--|--|
| • Dedicated Building Services, LLC. | \$ 8,505,208 |
| • Uniserve Facilities Corporation | 15,030,411 |
| • Allied Universal Janitorial Services | 7,290,000 |
| Aggregate Total for all Three Contracts: | \$ 30,825,619 |
| GSD 2021-20 Custodial Contract Budget: | 10,276,324 |
| Gap between Authority and Dedicated Funding: | (\$20,549,295) |

There is a need to authorize the execution of the proposed Agreement, despite the funding gap, to continue the custodial services and emergency COVID-19 related cleaning services at various City facilities. The Department of General Services will monitor the use of each agreement and will work with the Office of the City Administrative Officer to identify additional funds when the level of services requested by the Department for current level and emergency services exceed the funds budgeted for these services.

As the services proposed in this Amendment include a new labor component for COVID-19 disinfecting services in excess of \$25,000, a Charter Section 1022 determination was performed. On April 19, 2021, the Office of the City Administrative Officer found that the work proposed to be contracted can be performed more feasibly by a contractor than by City employees because there is insufficient existing City staff to perform the work proposed to be contracted, additional staff cannot be employed and trained in a timely manner to meet GSD's needs, and it is necessary to maintain appropriate health and safety standards at impacted facilities.

In accordance with the Los Angeles Administrative Code Section 10.5(b)(2), Council approval of the proposed Agreement is required because the term now exceeds three years.

FISCAL IMPACT STATEMENT

The cumulative contract ceiling for the fourth term of all three custodial contractors is \$30.83 million. Partial funding in the amount of \$10.28 million is available in the Department of General Services' Contractual Services Account for custodial and pressure washing services. The Agreement complies with the City's Financial Policies inasmuch as the City's financial obligation is limited to funds budgeted for services rendered according to the City's Standard Provisions.

FINANCIAL POLICIES STATEMENT

The recommendation in this report does not comply with the City's Financial Policies in that there are insufficient budgeted funds available to address the potential custodial costs that could be incurred through this Agreement. However, compliance can be achieved to the extent that City departments are required to fully fund these expenses prior to utilizing these contracted services.

CITY OF LOS ANGELES
CALIFORNIA

TONY M. ROYSTER
GENERAL MANAGER
AND
CITY PURCHASING AGENT



ERIC GARCETTI
MAYOR

DEPARTMENT OF
GENERAL SERVICES
ROOM 701
CITY HALL SOUTH
111 EAST FIRST STREET
LOS ANGELES, CA 90012
(213) 928-9555
FAX NO (213) 928-9515

April 19, 2021

Honorable Eric Garcetti
Mayor, City of Los Angeles
200 North Spring Street, Room 303
Los Angeles, CA 90012

Attention: Heleen Ramirez, Legislative Coordinator

EXECUTIVE DIRECTIVE 3 REQUEST
BUILDING CUSTODIAL AND CLEANING SERVICES

The Department of General Services (GSD) is submitting the Executive Directive 3 (ED-3) review in order to execute a contract amendment with Universal Building Maintenance, LLC dba Allied Universal Janitorial Services (Allied). The amendment will be for a one and a half (1.5) year term to begin on July 1, 2021, with an option to execute one additional amendment of 1.5 years.

To facilitate this ED-3 process, attached for your information is all documentation required for the ED-3 approval for Allied.

SUPPLEMENTAL INFORMATION

The following information is provided in accordance with the requirements of ED-3:

1. The contract amendment is required to ensure that the provision of custodial services, which is an essential City function, continues in an efficient, uninterrupted manner during the ongoing COVID-19 pandemic. In addition, the contractor will also perform COVID-19 disinfection services on an as-needed basis, strictly following CDC guidelines for COVID-19 disinfection.
2. Due to the large number of facilities under the City's care, it was beyond the capabilities of the City's workforce to provide custodial services to them all, which resulted in the outsourcing in 2018 of some custodial services through the RFP process to three contractors, one of them being Allied. These three contracts expire on June 30, 2021. Due to unique budgetary and staffing challenges presented by the ongoing COVID-19 pandemic, we determined that it would be more efficient to extend the current contracts instead of initiating another RFP process at this time.

3. The proposed dollar amount for these services is projected at approximately \$6.5 million for Allied's first 1.5-year amendment.
 - a. The estimated dollar amount for the second 1.5-year renewal option is projected to be \$6.6 million.
 - b. These services are funded via the General Fund in the budget for the Custodial Services Division (CSD). The threshold amount is established to allow the piggybacking by other City departments onto this contract, in addition to GSD covering their own committed expenses under the agreement.
4. CSD is the Contract Administrator. City departments or divisions that need custodial services as provided under this contract can request to piggyback on the contract by contacting the designated CSD Contract Administrator.
5. Allied is an outside contractor and is not comprised of City employees or City officials. Allied is free to make recommendations or perform services specified in the contract, independent of the control of City officials, and it has no authority with respect to the City's decision beyond fulfilling the provisions of the contract.

Thank you for your efforts in processing this request. Your timely response is much appreciated given that the amendment start date for this contract is July 1, 2021. If you have any questions please contact Daniela Goga of my staff at 213-216-9809, or by email at daniela.goga@lacity.org.



Tony M. Royster
General Manager

Attachments

**SECOND AMENDMENT
TO CONTRACT NO. C-131952
PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF LOS ANGELES AND
UNIVERSAL BUILDING MAINTENANCE, LLC dba ALLIED UNIVERSAL
JANITORIAL SERVICES**

THIS SECOND AMENDMENT to Contract No. C-131952 is made and entered into by and between the City of Los Angeles (“City”), a municipal corporation, acting by and through its Department of General Services (“GSD”) and UNIVERSAL BUILDING MAINTENANCE, LLC dba ALLIED UNIVERSAL JANITORIAL SERVICES, (“Contractor”), licensed to do business in the state of California, with reference to the following:

RECITALS

WHEREAS, the provision of certain essential City functions, such as custodial services, must continue in a manner as efficient as possible during an emergency or catastrophic incident, such as a pandemic, and may be beyond the capabilities of the City’s workforce, therefore necessitating outsourcing; and

WHEREAS, on March 4, 2020, the Mayor of the City of Los Angeles (“Mayor”) declared a local emergency pursuant to Los Angeles Administrative Code (“LAAC”) Section 8.21 et seq., (“Declaration of Local Emergency”); and

WHEREAS, on March 6, 2020, the City Council approved a resolution ratifying the Declaration of Local Emergency; and

WHEREAS, pursuant to LAAC Section 8.29, the Mayor is the Director of the Emergency Operations Organization and, pursuant to LAAC Section 8.30, may obtain vital services, supplies and property and may requisition personnel and material as is needed for the protection of the people, and bind the City for the fair value thereof; and

WHEREAS, Contractor has experience with providing municipalities with custodial services, and has familiarity with all federal, state, and local laws relating to emergency management, including cost reimbursement requirements under the Stafford Act and Federal Emergency Management Agency (“FEMA”) rules and regulations; and

WHEREAS, in January of 2020 the World Health Organization (“WHO”) declared the outbreak of novel Coronavirus 2019 (“COVID-19”) a global health emergency and on March 11, 2020 the WHO designated the outbreak as a pandemic; and

WHEREAS, on March 3, 2020, the Governor of the State of California (“Governor”) declared a state of emergency as a result of the COVID-19 pandemic, pursuant to the California Emergency Services Act and section 8625 of the California Government Code; and

WHEREAS, on March 4, 2020, the Los Angeles County Board of Supervisors and Department of Public Health declared a local and public health emergency in response to the increased spread of COVID-19; and

WHEREAS, on March 13, 2020 the President of the United States (“POTUS”) declared the COVID-19 pandemic an emergency (“US COVID-19 Emergency Declaration”) pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (“Stafford Act”) thereby allowing reimbursement of eligible emergency protective measures taken to respond to the COVID-19 emergency; and

WHEREAS, on March 17, 2020 the City Council unanimously resolved that the competitive bidding restrictions in Charter Section 371 and LAAC 10.15 be suspended for contracts entered into by City Departments in response to the local emergency and mitigation efforts related to the COVID-19 pandemic; and

WHEREAS, COVID-19 poses a unique health and public safety concern and the City has need of a contract with Contractor to facilitate the consistent and uninterrupted provision of custodial services, which are inherently an essential City function, and especially so during the ongoing COVID-19 pandemic; and

WHEREAS, Contractor will continue to provide regular, ongoing custodial services as per the terms of the current contract; in addition, and as of July 1, 2021, Contractor will also provide COVID-19 disinfection services on an as-needed basis, for any City-owned facility, not limited to Contractor’s regularly-serviced locations; Contractor will follow the CDC guidelines for COVID-19 cleaning and disinfecting ([Cleaning and Disinfecting Public Spaces for COVID-19 | CDC](#)); in addition and as of July 1, 2021, Contractor will also provide custodial services on an as-needed basis for the Project RoomKey program, details of which and a corresponding services rate sheet are included in **Exhibit PRK**; and

WHEREAS, Contractor is willing and able to provide the needed services and City desires to engage Contractor for this purpose; and

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and the mutual benefits to be derived therefrom, the Parties to this **SECOND AMENDMENT** to the Contract hereby agree to amend the following provisions to the contract as follows:

- 1) Contract No. C-131952 and its **FIRST SUPPLEMENTAL AGREEMENT** and **FIRST AMENDMENT**, are incorporated herein by this reference. The terms and conditions of the Contract and its **FIRST SUPPLEMENTAL AGREEMENT** and **FIRST AMENDMENT** shall be the terms and conditions of this **SECOND AMENDMENT** to the Contract, except as expressly modified herein.
- 2) **Section 1. Term of the Contract** is hereby amended in its entirety and shall now read as follows:

The Term of the contract shall commence October 1, 2018, up to and including December 31, 2022, unless terminated earlier in accordance with Section 9. The Contract term shall be four (4) years and three (3) months.

- 3) **Section 10. Compensations to the Contractor** is hereby amended to remove and add a new first paragraph which shall now read as follows:

The total combined threshold for the first, second, third and now fourth terms of the Contract is not guaranteed and shall not exceed \$14,150,000. The term threshold for these services is \$1,400,000 for the first term, \$2,552,000 for the second term, \$2,908,000 for the third term and \$7,290,000 for the fourth term of the Contract.

- 4) **Section 21. Ratification** is hereby amended in its entirety and shall now read as follows:

Due to the CITY's immediate need for the CONTRACTOR's services, CONTRACTOR commenced performance prior to the execution of this **SECOND AMENDMENT** to the Contract. To the extent that any services were performed in accordance with the terms and conditions of this Contract, those services are hereby ratified.

- 5) **Exhibits B1.REV 7.1.2020 and B3.REV 7.1.2020** are hereby replaced by **Exhibit B1.REV 7.1.2021 and B3.REV 7.1.2021**. Therefore, **Exhibit B** is now composed of the following:

- **B1.REV 7.1.2021**
- **B2**
- **B3.REV 7.1.2021**

All references made to **Exhibit B (all versions)** throughout the Contract shall now refer to the above.

A new exhibit, namely **Exhibit PRK**, containing Project RoomKey program details, scope of work for custodial services and corresponding pricing rate sheet, is hereby included.

- 6) All other terms and conditions of the Contract shall remain in full force and effect.

(SIGNATURE PAGE TO FOLLOW)

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

By: _____
Tony M. Royster,
General Manager
Department of
General Services

By: _____
Mark E. Olivas, President
Universal Building Maintenance, LLC
dba Allied Universal Janitorial Services

Date: _____

Date: _____

APPROVED AS TO FORM:

ATTEST:

MICHAEL N. FEUER, City Attorney

HOLLY L. WOLCOTT, City Clerk

By: _____
KIMBERLY MIERA
Deputy City Attorney

By: _____
Deputy City Clerk

Date: _____

Date: _____

Approved Signature Methods:

- 1) Two signatures: One of the Chairman of the Board of Directors, President, or Vice-President, and one of the Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer.
- 2) One signature of a Corporate-designated individual together with a properly attested resolution of the Board of Directors authorizing the individual to sign.

| | |
|--|------------|
| City Business License Number: | 0002363324 |
| Internal Revenue Service Taxpayer Identification Number: | 26-1722173 |
| Agreement Number: | C-131952 |

**PRICE QUOTATION WORKSHEETS FOR EAST LOS ANGELES
DISTRICT FACILITIES**

Exhibit B1 ELA.REV 7.1.2021

* NOTE: Legend for Facility Type Abbreviations can be found below

Allied

| | | | | | | FULL SERVICE LEVEL | |
|--|-----------------------------------|--------------------------|---------------------------|----------------------------|---------------------|-------------------------------|--|
| Facilities (A) | Address (B) | Sq Ft (C) | Facility Type * (D) | Days per Week (E) | Monthly Rate (F) | Hours per Night/Day (G) | |
| LIBRARIES | | | | | | | |
| 1 | Arroyo Seco Library | 6145 N. Figueroa St. | LIB | 7 | \$ 3,907.66 | 4.3 | |
| 2 | Atwater Library | 3379 Glendale Blvd. | LIB | 6 | \$ 1,260.83 | 1.6 | |
| 3 | Benjamin Franklin Library | 2200 E. 1st St. | LIB | 6 | \$ 2,163.34 | 2.7 | |
| 4 | Chinatown Library | 639 N. Hill St. | LIB | 6 | \$ 3,195.74 | 4.0 | |
| 5 | Cypress Library | 1150 Cypress Ave | LIB | 6 | \$ 2,283.00 | 2.9 | |
| 6 | Eagle Rock Library | 5027 Caspar Ave | LIB | 6 | \$ 2,690.29 | 3.4 | |
| 7 | El Sereno Library | 5226 Huntington Drive S. | LIB | 6 | \$ 3,138.51 | 4.0 | |
| 8 | Lincoln Heights Library | 2530 Workman St. | LIB | 6 | \$ 2,797.07 | 3.6 | |
| 9 | Little Tokyo Library | 203 S. Los Angeles St. | LIB | 6 | \$ 2,709.26 | 3.5 | |
| 10 | Malabar Library | 2801 Wabash Ave | LIB | 6 | \$ 1,323.92 | 1.7 | |
| 11 | Robert Louis Stevenson Library | 803 Spence St. | LIB | 6 | \$ 1,323.92 | 1.7 | |
| 12 | Anderson Warehouse * | 361 S. Anderson St. | | 1 | \$ 452.19 | 4 | |
| TOTAL LIBRARY SERVICES MONTHLY RATE | | | | | \$ 27,245.73 | | |

SCM FACILITIES

| | | | | | | FULL SERVICE LEVEL | |
|---------------------|---------------------------------|-----------------|-----|---|--------------------|---------------------------|--|
| 1 | Dorris PL - Waste Water Mgmt | 2335 Dorris Pl. | YRD | 5 | \$ 2,732.51 | 3.7 | |
| MONTHLY RATE | | | | | \$ 2,732.51 | | |

BASIC SERVICE LEVEL

ALL OTHER FACILITIES

| | | | | | | |
|----|--|-------------------------------|-----|---|-------------|-----|
| 1 | Piper Tech SID - 212 | 555 Ramirez Street Spc 212 | SID | 5 | \$ 4,079.79 | 5.1 |
| 2 | Piper Tech SID - 270 | 555 Ramirez Stree Spc 270 | SID | 5 | \$ 2,586.09 | 3.2 |
| 3 | 7th Street Yard | 2222 E. 7th St. | YRD | 5 | \$ 3,467.34 | 4.4 |
| | 7th Street Yard - Bldg B | 2222 E. 7th St. | OB | 5 | \$ 376.06 | 0.3 |
| | 7th Street Yard - Bldg J | 2222 E. 7th St. | OB | 5 | \$ 241.83 | 0.4 |
| 4 | Asphalt Plant No. 1 | 2484 E. Olympic Blvd. | YRD | 5 | \$ 781.53 | 2.7 |
| 5 | Boyle Heights Youth Tech Center | 1600 E. 4th Street | OB | 5 | \$ 2,665.30 | 3.5 |
| 6 | Bur. St. Maint Trailers | 3900 Chevy Chase Dr. | YRD | 5 | \$ 626.31 | 1.0 |
| 7 | CD#1 Field Office | 5577 N. Figueroa | OB | 5 | \$ 671.47 | 1.0 |
| 8 | CD #1 Field Office (Glassel Park FO & CC) | 3750 Verdugo Rd | OB | 5 | \$ 1,213.14 | 1.3 |
| 9 | Central Animal Shelter | 3201 Lacy St. | SHE | 5 | \$ 6,760.38 | 1.0 |
| 10 | Central Traffic Yard | 1831 Pasadena Ave | YRD | 5 | \$ 607.86 | 1.0 |

BASIC SERVICE LEVEL

**PRICE QUOTATION WORKSHEETS FOR EAST LOS ANGELES
DISTRICT FACILITIES**

Exhibit B1 ELA.REV 7.1.2021

| | Facilities (A) | Address (B) | Sq Ft (C) | Facility Type * (D) | Days per Week (E) | Monthly Rate (H) | Hours per Night/Day (I) |
|---|--|-------------------------|--------------|---------------------------|----------------------------|---------------------|-------------------------------|
| ALL OTHER FACILITIES (cont'd) | | | | | | | |
| 11 | Constituent Srv Center - Chicago Plaza | 2130 E. First St. | 16,632 | OB | 5 | \$ 2,338.74 | 3.0 |
| 12 | Cent Refuse Equip. Repair (Fleet Svcs) | 2513 E. 24th St. | 3,759 | YRD | 5 | \$ 721.00 | 1.0 |
| 13 | Commercial St. Maintenance Yard | 447 Ducommun St. | 1,589 | YRD | 5 | \$ 618.05 | 1.0 |
| 14 | Standards (Dorris Place) | 2319 Dorris Pl. | 29,678 | YRD | 5 | \$ 3,914.10 | 4.9 |
| 15 | Eagle Rock Cultural Affairs | 2225 Colorado Blvd. | 9,765 | OB | 5 | \$ 1,391.75 | 1.8 |
| 16 | Eagle Rock Maint Yard | 2231 Fair Park Ave | 1,501 | YRD | 5 | \$ 613.87 | 1.0 |
| 17 | Eagle Rock Muni. Bldg. | 2035 Colorado Blvd. | 4,476 | OB | 5 | \$ 755.01 | 1.0 |
| 18 | El Sereno Constituent Service Ctr. | 4927 E. Huntington Dr. | 6,054 | OB | 5 | \$ 880.00 | 1.1 |
| | Hydraulics Lab | 2400 Altman | | YRD | 5 | \$ 690.83 | 1.0 |
| 19 | ITA Channel 35 Studio | 120 S. San Pedro St. | 6,593 | OB | 5 | \$ 954.33 | 1.2 |
| 20 | LAFD Repair & Stores | 140 n. Ave. 19 | 22,096 | YRD | 5 | \$ 2,925.67 | 3.7 |
| 21 | LAPD Drug Recognition | (Undisclosed) | 16,729 | OB | 5 | \$ 2,352.11 | 3.0 |
| 22 | Los Angeles Food Council Policy | 305 E. First Street | 1,899 | OB | 5 | \$ 719.67 | 1.0 |
| 23 | Metro Bomb Squad | 2029 N. Main St. | 11,911 | OB | 5 | \$ 1,687.70 | 2.2 |
| 24 | Metro 911 | 100 N. Los Angeles St | | EXT | 3 | \$ 1,433.44 | 4.0 |
| 25 | Personnel Building | 700 E. Temple St. | 138,761 | OB | 5 | \$ 19,180.73 | 25.2 |
| 26 | Sanitation/Street Maint. Yard | 452 N. San Fernando Rd. | 37,430 | YRD | 5 | \$ 4,924.68 | 6.2 |
| 27 | Small Tree Maint Yard | 499 San Fernando Rd | 353 | YRD | 5 | \$ 559.42 | 1.0 |
| 28 | Structural Constrn Yard Zone 1 (St. Maintenance Yard) | 2474 E. Olympic Blvd. | 4,181 | YRD | 5 | \$ 741.03 | 1.0 |
| 29 | Temporary Sign Post | 401 N. Ave. 19 | 9,810 | OB | 5 | \$ 1,670.38 | 2.6 |
| TOTAL ALL OTHER FACILITIES SERVICES MONTHLY RATE | | | | | | \$ 73,149.61 | |

| | | | | | | |
|--|--|--|--|--|--|----------------------|
| COMBINED TOTAL MONTHLY SERVICES | | | | | | \$ 103,127.85 |
|--|--|--|--|--|--|----------------------|

| Facility Type Legend | |
|-------------------------------|------------|
| Animal Shelters | SHE |
| Art Centers/CAD | ART |
| Child Care Centers | CHI |
| Library | LIB |
| Maintenance Yards | YRD |
| Medical Facilities | MED |
| Museums | MUS |
| Office Buildings | OB |
| <i>Outside/Exterior Areas</i> | <i>OUT</i> |
| Park'g Lots/Garages | PRK |
| Police Station w/Jails | PDJ |
| Police Stations | PDS |
| Theatres | THE |

**PRICE QUOTATION WORKSHEETS FOR SOUTH LOS ANGELES
DISTRICT FACILITIES**

Exhibit B1 SLA. REV 7.1.2021

* NOTE: Legend for Facility Type Abbreviations can be found below

| | | | | | | FULL SERVICE LEVEL | |
|---------------------|---------------------------------|-------------------------|---------------------------|----------------------------|---------------------|-------------------------------|-----|
| Facilities (A) | Address (B) | Sq Ft (C) | Facility Type * (D) | Days per Week (E) | Monthly Rate (F) | Hours per Night/Day (G) | |
| LIBRARIES | | | | | | | |
| 1 | Angeles Mesa Library | 2700 W. 52nd St | 5,243 | LIB | 6 | \$ 1,271.22 | 1.5 |
| 2 | Ascot Library | 120 Florence Ave. | 6,642 | LIB | 6 | \$ 1,601.66 | 1.8 |
| 3 | Baldwin Hills Library | 2906 S. LA Brea Ave. | 12,000 | LIB | 6 | \$ 2,867.26 | 3.3 |
| 4 | Exposition Park Library | 3900 S. Western Ave | 14,331 | LIB | 7 | \$ 3,943.89 | 4.0 |
| 5 | Hyde Park Library | 2205 W. Florence Ave | 12,500 | LIB | 6 | \$ 2,985.37 | 3.5 |
| 6 | Jefferson Library | 2211 W. Jefferson Blvd. | 9,048 | LIB | 6 | \$ 2,169.98 | 2.5 |
| 7 | John Muir Library | 1005 W. 64th Street | 8,485 | LIB | 6 | \$ 2,036.99 | 2.4 |
| 8 | Junipero Serra Library | 4607 S. Main St. | 12,912 | LIB | 6 | \$ 3,083.40 | 3.6 |
| 9 | Mark Twain Library | 9621 S. Figueroa | 9,900 | LIB | 6 | \$ 2,371.23 | 2.8 |
| 10 | Vermont Square Regional Library | 1201 W. 48th St | 8,000 | LIB | 6 | \$ 1,922.43 | 2.2 |
| 11 | Vernon Branch Library | 4504 S. Central | 10,325 | LIB | 6 | \$ 2,471.62 | 2.9 |
| 12 | Watts Library | 10205 Compton Ave. | 12,500 | LIB | 6 | \$ 2,985.37 | 3.5 |
| MONTHLY RATE | | | | | | \$ 29,710.42 | |

| | | | | | | FULL SERVICE LEVEL | |
|-----------------------|-------------------------|-------------------|-------|-----|---|---------------------------|------|
| SCM FACILITIES | | | | | | | |
| 1 | South Sewer Maint. Yard | 2002 Slauson Ave. | 5,542 | YRD | 5 | \$ 871.77 | 1.25 |
| MONTHLY RATE | | | | | | \$ 871.77 | |

| | | | | | | FULL SERVICE LEVEL | |
|-----------------------------|------------------------------------|-----------------------|--------|-----|---|---------------------------|-----|
| ALL OTHER FACILITIES | | | | | | | |
| 1 | 36th Street Yard | 3330 W. 36th Street | 8,205 | YRD | 5 | \$ 1,257.88 | 1.4 |
| 2 | CD#9 City Hall | 4301 S. Central Ave | 9,300 | OB | 5 | \$ 1,492.98 | 1.7 |
| 3 | Milliken Youth & Family Community | 1773 E. Century Blvd. | 4,700 | OB | 5 | \$ 844.45 | 1.0 |
| 4 | Constituent Service Center | 8475 S. Vermont | 8,480 | OB | 5 | \$ 1,364.21 | 1.5 |
| 5 | LAPD Crenshaw Station | 4125 Crenshaw Blvd. | 14,100 | PDS | 7 | \$ 2,799.01 | 2.5 |
| 6 | Locke Child Care Center | 320 E. 111th Street | 22,400 | CHI | 5 | \$ 5,857.56 | 8.6 |
| 7 | Charles Mingus Youth Art Center | 10624 Graham Ave. | 6,100 | ART | 5 | \$ 1,253.32 | 1.6 |
| 8 | Southern Parking Enforcement (DOT) | 7510 S. Figueroa St. | 19,221 | OB | 5 | \$ 3,051.05 | 3.5 |
| | Southern Parking Enforcement (DOT) | Parking Lot Sweeping | | PRK | 1 | \$ 234.48 | 2.0 |

**PRICE QUOTATION WORKSHEETS FOR SOUTH LOS ANGELES
DISTRICT FACILITIES**

Exhibit B1 SLA. REV 7.1.2021

| | | | | | | BASIC SERVICE LEVEL | |
|---|---|-----------------------|---------------------------|----------------------------|---------------------|-------------------------------|-----|
| Facilities (A) | Address (B) | Sq Ft (C) | Facility Type * (D) | Days per Week (E) | Monthly Rate (H) | Hours per Night/Day (I) | |
| ALL OTHER FACILITIES (cont'd) | | | | | | | |
| 9 | South District St. Maint. Yard | 8602 Denver Avenue | 2,126 | YRD | 5 | \$ 677.91 | 1.0 |
| 10 | Sotheast District Street Maint. Yard | 4206 S. Main Street | 1,420 | YRD | 5 | \$ 632.23 | 1.0 |
| 11 | South LA Animal Shelter | 1850 W. 60th Street | 17,345 | SHE | 7 | \$ 4,005.97 | 3.9 |
| 12 | Southwest District Street Maint. Yard | 5860 S. Wilton Place | 3,371 | YRD | 5 | \$ 758.46 | 1.0 |
| 13 | Vision Theater - Cult Affairs (auditorium not included) | 3341 W. 43rd Place | 22,237 | THE | 5 | \$ 4,483.01 | 5.9 |
| 14 | Watts City Hall | 1511 E. 103rd St. | 14,391 | OB | 5 | \$ 1,778.25 | 2.6 |
| 15 | Watts Towers Art Center | 1765 E. 107th Street | 4,439 | ART | 5 | \$ 920.88 | 1.2 |
| 16 | Western Dist. Traff. Yard (Expo. Yard) | 2801 Exposition Blvd. | 3,030 | YRD | 5 | \$ 736.39 | 1.0 |
| 17 | William Grant Still Art Ctr. | 2520 W. Westview St. | 2,000 | ART | 5 | \$ 669.76 | 1.0 |
| TOTAL ALL OTHER FACILITIES SERVICES MONTHLY RATE | | | | | | \$ 32,817.80 | |
| MONTHLY SERVICES - LIBRARIES AND ALL | | | | | | \$ 63,399.99 | |

| Facility Type Legend | |
|-------------------------------|------------|
| Animal Shelters | SHE |
| Art Centers/CAD | ART |
| Child Care Centers | CHI |
| Library | LIB |
| Maintenance Yards | YRD |
| Medical Facilities | MED |
| Museums | MUS |
| Office Buildings | OB |
| <i>Outside/Exterior Areas</i> | <i>OUT</i> |
| Park'g Lots/Garages | PRK |
| Police Station w/Jails | PDJ |
| Police Stations | PDS |
| Theatres | THE |

ALL DISTRICTS
OTHER SERVICES FEES AND PRICE LIST

Exhibit B3.REV 7.1.2021

ALLIED - OTHER SERVICES:

| Services | Rate | Unit | Notes | | | | |
|---|--------------------|--------------------|------------------------|----------------|----------------|-----------------|---------------|
| Strip, Seal, Hydro Seal, & Recoat Floors MINIMUM 5 COATS (for City Serviced facilities) | \$0.34 | per sq ft | Minimum \$83.34 charge | | | | |
| Burnishing Floors | \$28.21 | per hour | | | | | |
| Emergency Blood-borne Pathogen/OPIM Clean Up and Disposal | \$28.21 | per hour | 4 hour minimum | | | | |
| Emergency Response (flood coverage, water extraction, carpet sanitizing, etc.) | \$28.21 | per hour | 4 hour minimum | | | | |
| Removal of trash and debris from exterior areas. Moving bulky items to curbside for pick-up. | \$25.78 | per hour | 4 hour minimum | | | | |
| Removal of trash and debris from exterior areas. Moving bulky items to curbside for pick-up. <i>For non-service district locations.</i> | \$28.83 | per hour | 4 hour minimum | | | | |
| Surcharge for traveling to non-service district locations. | \$41.94 | each request | | | | | |
| Scabies, Lice, Bed Bugs, Fleas/Tick Control, etc... Cleaning | \$61.32 | per hour | | | | | |
| Day Porter | Labor | \$22.08 | per hour | | | | |
| | Materials | \$2.45 | per hour | | | | |
| Special Events Clean-up | Labor | \$42.92 | per hour | | | | |
| | Materials | \$3.68 | per hour | | | | |
| Scrub Restroom/ Shower Partition | \$28.21 | per hour | | | | | |
| Acid Wash Restroom Floors / Surfaces | \$28.21 | per hour | | | | | |
| Sanitizing (including chemicals as specified) | \$28.21 | per hour | | | | | |
| Supervisory Work | \$42.92 | per hour | | | | | |
| Construction Clean-up (not included in floor care) | \$28.21 | per hour | 4 hour minimum | | | | |
| Parking Lot Cleaning Per Specs | \$28.21 | per hour | 4 hour minimum | | | | |
| Custodial Services Done Outside the Requirements of Cleaning Schedule (Tag Job) | \$28.21 | per hour | 4 hour minimum | | | | |
| Exterior/Outside Cleaning Services | \$28.21 | per hour | 4 hour minimum | | | | |
| Carpet Cleaning | \$0.15 | per sq ft | Minimum \$83.34 charge | | | | |
| Upholstery | Panels | \$2.45 | per linear ft | | | | |
| | Chairs | \$6.13 | each | | | | |
| | Sofa (8 ft.) | \$61.32 | each | | | | |
| Pressure Washing: Hot water, heavy gum removal, included pre-spot treatment with chemicals. | \$0.30 | per sq ft | Minimum \$166.67 | | | | |
| Pressure Washing: Hot water, BBP with disinfectant pre-treatment. | \$0.15 | per sq ft | Minimum \$166.67 | | | | |
| Pressure Washing: Light, cold water, no chemicals or disinfectants. | \$0.06 | per sq ft | Minimum \$166.67 | | | | |
| Walk Off Mats (3' x 6') | \$50.61 | each | | | | | |
| Walk Off Mat (4' x 6') | \$55.46 | each | | | | | |
| Walk Off Mats (4' x 10') | \$109.71 | each | | | | | |
| Added Facilities | West Valley | East Valley | DT/Central | West LA | East LA | South LA | Harbor |
| Hourly Cost | \$31.89 | \$31.89 | \$31.89 | \$31.89 | \$31.89 | \$31.89 | \$31.89 |

***All of the prices quoted on this sheet are for services that must meet all of the specifications and scope of work cited in the RFP**

PRK Program Cleaning Requirements

Project RoomKey

The City of Los Angeles is supporting the Project RoomKey (PRK) initiative to provide the means necessary for the homeless population to adhere to the Shelter-in-Place protocol and reduce their risk of both contracting and spreading COVID-19. Service options under this contract will be made available and utilized, as necessary, to address cleanliness in PRK hotels under the City's jurisdiction.

For consistency and clarity with the Centers for Disease Control and Prevention's (CDC) and the Los Angeles County Department of Public Health (DPH) terminology, the following terms and definitions are added to this contract, as described in the *Novel Coronavirus (COVID-19), Los Angeles County Department of Public Health Cleaning & Disinfection Matrix*:

1. Routine Cleaning – Regular cleaning practices implemented.
2. Enhanced Cleaning – Routine cleaning practices **PLUS** additional cleaning and disinfecting of high touch surfaces during a communicable disease outbreak to prevent illness and spot cleaning of carpets with disinfectant.
3. Deep Cleaning – Routine and enhanced cleaning **PLUS** specialized cleaning of the space occupied by a person suspected or confirmed positive for a communicable disease and cleaning of all carpet areas.

Follow all PPE guidelines and requirements for all cleaning levels, ensure Safety Data Sheets are available and follow the instructions on the chemical label. Use commercial grade janitorial cleaning supplies and disinfectants as specified under the above regulatory agencies guidelines.

Services to be performed will be specified to the contractor by the City or the City's agent based on the information about the condition of the room. Not all cleaning requests will be "enhanced" or "deep" cleaning. There are occasions where routine cleaning is sufficient.

All tools, equipment, chemicals, supplies and PPE gear are to be supplies and provided by the contractor to complete the entire scope of work listed in each of the line item categories below.

All contractors' staff reporting to work at location for any of these services must check in upon arrival and then check back out upon completion of services when exiting the facility. This check in/out should be with the same person or desk whenever possible.

PRK Routine Cleaning

Description – Regular cleaning of surfaces such as: floors, tables, desks, counters, sinks, toilets, and other hard-surfaced furniture and equipment.

Perform the following Routine Cleaning practices in accordance with work specifications standards cited in the RFP:

Room Areas

- a) Dust hard surfaces
- b) Damp wipe hard surfaces free of debris
- c) Disinfect all hard surfaces
- d) Wet mop floors
- e) Vacuum all carpets

Restroom Areas

- a) Clean and disinfect all horizontal surfaces
- b) Disinfect sink, shower, tub, toilet
- c) Mop and disinfect floors
- d) Clean mirrors

PRK Enhanced Cleaning

Description – All aspects of Routine Cleaning **PLUS** additional cleaning and disinfecting of high touch surfaces during a communicable disease outbreak to prevent illness.

Perform the following Enhanced Cleaning practices in accordance with work specifications standards cited in the RFP:

Room Areas

- a) Clean visible stains/debris on porous surfaces (e.g. rugs, furniture, and drapes) with appropriate cleaners indicated for use on the material.
- b) Clean all visible stains on carpet surfaces with disinfectant as appropriate, i.e. spot cleaning carpets

Restroom Areas

- a) Clean and disinfect all vertical surfaces

PRK Deep Cleaning Services (For Suspect and Confirmed COVID-19 Positive and Terminal Cleaning)

For instances where a person is suspected or confirmed positive for a communicable disease, such as COVID-19, a Deep Cleaning will be required. The Deep Cleaning process is the thorough and complete cleaning, disinfection and sanitization of all surfaces including floors and reusable equipment either within the individual room/unit/office/area/room/hallway, etc.

For the sanitation process all materials and chemicals/disinfectants must meet all CDC guidelines and must be an EPA registered disinfectant for use against that specific bacteria/virus/fungi (Ex: For COVID-19, disinfectant used will be on the EPA list of disinfectants used against COVID-19). The sanitizing process must follow all CDC and DPH guidelines/recommendations.

Disinfectant – Use an EPA-registered disinfectant approved for emerging pathogens.

Description – Routine and enhanced cleaning actions **PLUS** specialized cleaning of the space occupied by a person suspected or confirmed positive (+) for a communicable disease.

- PPE – Wear gloves, splash goggles (if there is a risk of splash), gowns/coveralls, respirator (N95) at minimum or better. Be sure to refer to Safety Data Sheets or follow the instructions on the chemical label.
- Room will be closed off for a minimum of 24 hours prior to cleaning crews accessing the site for cleaning.

Perform the following Deep Cleaning practices in accordance with work specifications standards cited in the RFP:

- a) Increase air circulation in area if possible
- b) Perform routine and enhanced cleaning actions **PLUS** thoroughly sanitize ALL non-porous surfaces previously disinfected, especially the high-touch surfaces (e.g. desk, table, hard-backed chair, doorknob, light switch, handle, computer, keyboard, mouse, telephones) in the ill occupant's space/office.
- c) For porous surfaces (sofa, chair, rug, and drapes) in the room/space/office, remove visible contamination, clean with appropriate cleaners, and disinfect & sanitize with a liquid/spray indicated for use on the material.
- d) For carpet surfaces in the room/space/office, remove visible contamination, perform carpet cleaning of entire carpeted area with appropriate equipment cleaners, and disinfect indicated for use on the material.

PRK Demobilization Cleaning

Demobilization cleaning will take place in rooms of the hotels after the hotel contract termination date. Some cleaning may take place in the weeks prior to the termination. However, in those cases we will make every attempt to have the entire floor cleared of occupants prior to scheduling the cleaning. Hence, access to rooms should not be an issue and most of the occupant's belongings should be gone.

Cleaning under this category does not deviate from SOW in the RFP or the above SOW particularly regarding, proper chemicals, cleaning procedures, suspected exposure to COVID 19, etc.. Structure for the category is by room size (as listed in the price quote sheet), regardless of one or two beds. The contractor is to perform cleaning as cited under PRK Routine Cleaning Services and the list of tasks below (in no specific order, **EXCEPT** for the electrostatic spraying) to complete said tasks to a cleanliness level approved by the City Team.

We anticipate that most rooms will need the 'No Hazard Cleaning' category as they will have been vacant for a while. Any rooms where there was a medical issue or a hazard will be identified separately for all crews and will be requested at the 'Biohazard Cleaning' rate.

Once all cleaning is completed the room and bathroom area are to be sprayed with an approved electrostatic sprayer to kill and lingering pathogens. This step is to be included in the pricing for each room as part of the cost.

Line items for demobilization cleaning are:

- Demobilization No Hazard Cleaning – will follow the SOW details of Routine Cleaning from above and to include all tasks listed below as part of the cleaning expectations.
- Demobilization Biohazard Cleaning – will follow the SOW details of Deep Cleaning from above and to include all tasks listed below as part of the cleaning expectations.
- Demobilization Carpet Cleaning – cleaning carpets will follow SOW in the RFP.

Contractor shall perform 'PRK Routine Cleaning' in each room with additional cleaning and checkpoints listed below:

Room Area

- 1) Spot clean all walls and ceilings
- 2) Wash doorjambes and passage doors inside and outside
- 3) Clean vents, light fixtures
- 4) Clean mirrors
- 5) Wash closets inside and out
- 6) Wash chairs & desks
- 7) Clean disinfect bed frames
- 8) Wipe drawers and dressers
- 9) Wipe wardrobe closets inside and outside
- 10) Wash baseboards, vacuum carpets including inside closets
- 11) Clean window tracks
- 12) Remove graffiti, stickers, tape and dried food from all surfaces throughout room.
- 13) Remove and discard all items and trash from room, empty and wash out trash bins
- 14) Perform carpet cleaning extraction in all carpeted areas including inside any closet area
- 15) **Final step:** Electrostatic spraying

Bathroom Area:

- 1) Clean and sanitize toilet inside and out and remove any build up inside the toilet bowl.
- 2) Clean and sanitize shower, sink and counter removing any water deposits stains and dirt.
- 3) Clean medicine cabinets and shelves.
- 4) Clean cabinets and drawers under sink inside and out.

- 5) Clean mirrors and leave streak free.
- 6) Clean vents and light fixtures.
- 7) Clean disinfect floors.
- 8) Clean baseboards.
- 9) Spot clean walls, doors and doorjambes from top to bottom.
- 10) Remove graffiti, stickers, tape, pen marks and dried food from all surfaces throughout bathroom.
- 11) Empty and wash trash bins.
- 12) **Final step:** Electrostatic spraying

**SERVICE LIST QUOTE SHEET
PRK PROGRAM**

Check in and out process required for every worker on each cleaning service

| Item | Rate | UOM | Comments |
|-------------------------------------|-----------|-----|--|
| <u>PRK SERVICE RATES:</u> | | | |
| Carpet Cleaning - regular | \$ 0.10 | SF | Min. charge \$150.00 |
| Carpet Cleaning - deep cleaning | \$ 0.14 | SF | Min. charge \$150.00 |
| Routine Cleaning | \$ 28.83 | HR | Per Person, 2 person crew, min. 4 hrs/cleaner. |
| Enhanced Cleaning | \$ 31.81 | HR | Per Person, 2 person crew, min. 4 hrs/cleaner. |
| Deep Cleaning | \$ 35.00 | HR | Per Person, 2 person crew, min. 4 hrs/cleaner. |
| <u>DEMOBILIZATION RATES:</u> | | | |
| Demobilization No Hazard Cleaning | | | |
| - Rate for rooms between: | | | |
| 200 to 400 SF | \$ 325.00 | Rm | Includes carpet cleaning and electrostatic spray disinfecting. |
| 401 to 500 SF | \$ 350.00 | Rm | Includes carpet cleaning and electrostatic spray disinfecting. |
| 501 to 650 SF | \$ 375.00 | Rm | Includes carpet cleaning and electrostatic spray disinfecting. |
| > 650 SF | \$ 400.00 | Rm | Includes carpet cleaning and electrostatic spray disinfecting. |
| Demobilization Biohazard Cleaning | | | |
| - Rate for rooms between: | | | |
| 200 to 400 SF | \$ 370.00 | Rm | Includes carpet cleaning and electrostatic spray disinfecting. |
| 401 to 500 SF | \$ 395.00 | Rm | Includes carpet cleaning and electrostatic spray disinfecting. |
| 501 to 650 SF | \$ 420.00 | Rm | Includes carpet cleaning and electrostatic spray disinfecting. |
| > 650 SF | \$ 445.00 | Rm | Includes carpet cleaning and electrostatic spray disinfecting. |
| Demobilization Carpet Cleaning | | | |
| - Rate for rooms between: | | | |
| 200 to 400 SF | \$ 56.00 | Rm | Min. charge \$150.00 |
| 401 to 500 SF | \$ 70.00 | Rm | Min. charge \$150.00 |
| 501 to 650 SF | \$ 90.00 | Rm | Min. charge \$150.00 |
| > 650 SF | \$ 115.00 | Rm | Min. charge \$150.00 |