



Historic Core Business Improvement District

CONTRACT CLEANING SERVICE - REQUEST FOR PROPOSALS DUE

BY: January 2, 2023 at 12:00pm

BACKGROUND:

The Historic Core Business Improvement District (HCBID) issues this Request for Proposal (RFP) for the sweeping, trash removal, power washing, graffiti abatement, landscaping, and spot cleaning services for the HCBID area. A non-profit corporation, the HCBID provides supplemental security and cleaning services to the 70-block district located in Downtown Los Angeles.

The project requires direct onsite supervision. The team positions are a project manager, supervisors, sidewalk sweepers, drivers, graffiti removal crew, and pressure washing/water truck response teams. The district is pressure washed daily with a goal of completing every block no less than once every 4 weeks or more with on-the-spot service requests. Cleaning Services are provided 7 days a week. The HCBID reserves the right to vary the labor hours per week if the budget necessitates it. We are requesting the term of service of the proposal to be for 24 months, and to continue up to 36 additional months on a month-by-month basis.

PROGRAM OBJECTIVES:

1. To provide an environment that conveys to workers, visitors, and residents that the district invites/promotes tourism and positive living and working conditions
2. To have a visible presence in the district and to be available to respond to service requests
3. To engage with stakeholders and visitors in a pleasant and friendly manner



SCOPE OF WORK:

- Work will be performed within the Business Improvement District boundaries (see map, exhibit A.) The work will be performed on the sidewalks from the building line to the street curb (including gutters/curbs.)
- Work is to be performed 7 days per week extending from 5:30am to 9:30pm with hours specified (see exhibit B.)
- Trash collection from HCBID and other trash receptacles 7 days a week
- Estimated daily trash collection of approximately 3 tons
- Cleaning includes but is not limited to:
 - a. sweeping sidewalks/gutters
 - b. daily pressure washing
 - c. daily water truck/cart calls for spot cleaning service
 - d. removing trash/weeds/feces from tree wells
 - e. weed removal/some planter greenery maintenance
 - f. paper sign, poster, sticker removal from public and private property
 - g. removal of graffiti from public and private property.
 - h. cleaning/cone set-up of weekly Sunday farmers' market.
 - i. Power wash and cleaning of weekly farmers market footprint as well as restroom used by vendors at market
- All staff and supervisors will be provided by the Vendor.
- All equipment such as vehicles, collector trucks, pushcarts, cleaning supplies, paint, graffiti solvent, paintbrushes, trash bags, provided by Vendor with exceptions of a cart and power washing truck and power washing equipment unless negotiated otherwise.
- Vendor will be responsible for the maintenance and repairs of all equipment. Any repairs over \$1000 if covered by the HCBID will need prior approval, including



replacement batteries or other parts.

- Vendor will assume liability for any goods, materials, or equipment negligently damaged or destroyed by contract/vendor employees.
- Supervisor and drivers must be provided by the vendor on every shift. Project Manager, Supervisors, and drivers must have a valid California driver's license.
- All vehicle insurance to be provided by Vendor.
- The Project Manager and/or Supervisors will communicate daily conditions and issues directly to the HCBID Executive Director and HCBID Operations Staff.
- The Vendor must provide a detailed, in-person training program specific to the district.
- The Vendor shall log, track and update work data and project status with a reporting system shared with the HCBID each month one week prior to the monthly board meeting. (electronic)
- Uniforms are to be supplied by the Vendor in sufficient quantity to permit the cleaning of such issued uniforms regularly. The Vendor shall be responsible for the cleaning of the uniforms and ensure Vendor staff always maintains a professional appearance. The HCBID must approve all uniforms and branding.

DESCRIPTION OF PERSONNEL & RESPONSIBILITIES:

Personnel assigned must be capable of performing the duties listed under the following classifications:

Clean Team Project Manager: Receives functional supervision from the HCIBD Executive Director or Operations Director or his/her designee as well as: performs on-site supervisory functions for all Clean Team personnel; operates a two-way radio and maintains all radios in possession of clean team, drive a vehicle; makes route inspections; maintains service records, coordinates equipment, supplies receipts; informs the HCBID of any significant issues in a timely manner; reports suspicious/nuisance activity that may impede the clean team's work to the Safe Team. Any safety concerns must be addressed by partnership with



the HCBID safety team to ensure all daily tasks can be performed.

Clean Team Supervisor: Assists the Clean Team Project Manager as directed to accomplish his/her tasks; performs the Clean Team Project Manager functions in his/her absence; and when deemed necessary fills in on-field duties and covers any essential field cleaning requirement. Assists Clean Team with efforts to report illegal dumping to 311 and work with City of Los Angeles on cleanups and notifying habitual offenders.

Graffiti Remover: Paints or otherwise removes graffiti during designated weekly hours; drives the graffiti truck; operates paint sprayer and compressor; maintains equipment; paints or cleans surfaces within the HCBID within twenty-four (24) hours of the time the graffiti appears (except during inclement weather, on weekends or holidays) or unless other deployment is arranged. The Graffiti Remover also maintains reports and before/after photos on addresses and objects from which graffiti is removed; is in radio communication with and reports suspicious/nuisance activity to the Safe Team; performs special projects as assigned by the Clean Team Supervisor. Included in graffiti abatement is sticker and posted pill or other advertising removal.

Pressure Washers: Work is maintained in such a way that all areas of the district are addressed every four (4) weeks/ 230 hours, with additional support for hot spots and high-traffic areas of the district as requested by hotline or HCBID staff.

Drivers: Drive trucks used to collect trash, collect/replace liners from trash receptacles, pick up loose cardboard boxes and other loose bulky objects; deliver and transfer trash to dumping site or roll-off bins; maintain radio communication with Supervision and the Safe Team and report suspicious/nuisance activity; perform special projects as assigned by the Team Clean Supervisor.

Sweepers: Sweep litter and debris from sidewalks, and gutters/curbs using brooms, pans, and



brute carts; remove weeds, handbills, stickers, and other unwanted materials from the assigned route. They must also remove waste and washdown urine with water as needed. Must be courteous and helpful to the HCBID merchants and pedestrians. They must stay in radio communication with Supervision and the Safe Team to report suspicious/nuisance activity; perform special projects as assigned by the Team Clean supervisor.

TRAINING:

The HCBID requires that all personnel provided by the Vendor be sufficiently trained to perform their assigned functions before they arrive on site, including training on HCBID boundaries. Additionally, the Vendor is responsible for properly training staff concerning hazardous materials and all OSHA requirements. The Vendor shall provide on-site training (for example painting, graffiti removal, pressure-washing, machine operation, etc.) for all assigned personnel on their routes, equipment, and specific types of assignments. All training is the responsibility of the Vendor. The HCBID may elect, at its option, to monitor any in-house training provided to Vendors personnel assigned to the Historic Core. Any damage caused to equipment because of Vendor negligence and/or failure to follow proper procedures (as per their training) or because the training was inaccurate or incomplete, shall be the responsibility of the Vendor.

EQUIPMENT & SUPPLIES:

The HCBID will work together with the Vendor to provide or acquire the following:

1. Field Office for work crews and equipment supply/storage with lockers and restroom facilities
2. Trash cans and liners
3. Two-way Radios & Repeaters
4. Weed abatement equipment and supplies
5. Trash roll-off bins & fees



6. One (1) power wash truck – HCBID available
7. One (1) Street-legal electric cart – HCBID available
8. One (1) graffiti sprayer- HCBID available
9. Two (2) pressure wash machines – HCBID available
10. Brute carts, dollies, brooms, and dustpans
11. Vehicle fuel, maintenance, and repairs

SUBMITTALS:

Vendors are required to provide a composite hourly billing/cost rate to correspond with the provided pay rates shown in the Exhibit B table. Please offer scheduled/anticipated increases throughout the 24 months of the contract.

Breakdown of requested information:

- Description of staffing plan and cost of service. Please include the bill rate per employee.
 - Please describe any increases in the pay rate over the term of the proposed contract based on anticipated raises in minimum wage or other costs.
- Describe in detail the employee benefits package, type of coverage, vacation policy, sick day policy, personal day policy, bonus and raise structure.
- Please make a list of all items/services/costs covered in the billing rate.
- Please list additional anticipated additional costs in addition to labor.
- Please provide the price of uniforms (including shirts, pants, hats, rain gear, reflective gear.)
- Describe in detail the daily strategy and staffing levels suggested to complete the task.
- Background and description of the firm. Please include local contact, office address, phone number, and email.



- Please describe the ownership structure of the company.
- Please provide a description of the training program.
- Please provide at least three references for similar work.
- Describe your chain of command and how it will be structured to meet adequate responsiveness to HCBID management requests for information or assistance.
- Indicate any information provided that you wish to remain confidential in the RFP process.

INSURANCE:

The HCBID requires that the Vendor carry the following insurance:

- Workers' Compensation covering all persons employed by Company in the performance of Services, not less than required to satisfy all federal, state, and local laws and requirements, whether now or hereafter existing; employer liability insurance with \$1,000,000 minimum limit each accident;
- \$1,000,000 policy limit; \$1,000,000 each employee.
- Comprehensive General Liability including Broad Form Property Damage, Premises Operation Coverage, Products and Completed Operations, Contractual Liability, Independent Contractors Liability, and Personal Injury. The aforementioned shall be written for a combined single limit of liability of not less than \$2,000,000 per occurrence,
- \$2,000,000 in Personal Injury, and \$2,000,000 in General Aggregate.
- Comprehensive Automobile Liability for Bodily Injury and Property Damage applying to owned, non-owned, and hired automobiles for a combined single limit of \$2,000,000.
- Umbrella Liability applying in excess of coverage B and C for a combined single limit



of \$5,000,000 each occurrence and \$5,000,000 annual aggregate.

- Historic Core Business Improvement District Property Owners Association, Inc. and the City of Los Angeles will need to be named additional insured.

TERMS, CONDITIONS & LIMITATIONS:

This Request for Proposals is subject to the specific conditions, terms, and limitations stated below. The HCBID reserves the right to:

- Withdraw this Request for Proposals without notice
- Accept or reject any or all submittals
- Accept submittals which deviate from the RFP as the HCBID deems appropriate and in its best interest
- Extend the response period or reissue the RFP on a later date
- Negotiate with any, all, or none of the applicants responding to the RFP
- Request a review of current services offered at other locations as a requirement of the RFP
- Use any information submitted in response to this document in any manner it deems appropriate in evaluating the services proposed unless otherwise stated
- The Proposals will be evaluated on completeness and accuracy in providing all required information.
- Similar experiences will be a major factor in the decision.
- The HCBID will also evaluate on total budget and its accuracy. The selection(s) will not be based on the lowest bidder, but will use a combination of factors in its selection(s) that will best meet the needs of the district as defined by the Management Plan and Board of Directors.
- The HCBID reserves the right to contract with separate vendors to cover the individual tasks outlined in this RFP.



- The HCBID shall not pay any costs or losses incurred by any applicant at any time, including but not limited to, the cost of responding to this RFP.
- This RFP does not represent any obligation or agreement whatsoever on the part of the HCBID.
- An invitation to respond to the RFP does not create any rights on the part of the applicant.
- Any documents provided to the applicant represent the best available information at the disposal of the HCBID and are provided in good faith without a warranty of accuracy or applicability. Respondents are encouraged to undertake their own investigations.
- During the term of the contract, the Vendor shall deliver to the HCBID an invoice for every 14 days of service provided (or on another agreed-upon time interval) detailing the number of hours worked.
- There shall be no special or premium rates charged to the HCBID for services performed on evenings, weekends, and/or holidays or overtime rates unless the HCBID previously agrees to it in writing.
- The Vendor shall be responsible for the direct supervision of its employees by its own supervisory and management personnel.
- The Vendor will provide, at no extra charge, an Account Manager available twenty-four (24) hours a day, seven days a week, including all holidays. The Account Manager should make periodic visits to the HCBID Office to meet with and discuss any district-related issues with the HCBID Executive or Operations Director.
- Cleaning personnel assigned to the HCBID shall be employees of the selected Vendor and there shall be no sub-contracting with outside vendors without the knowledge and written consent of the HCBID. The Vendor agrees to pay all salaries, benefits, and expenses including all State, Federal and local taxes.
- The successful bidder will perform in-house human resource management, payroll, and training. All safety, licensing, environmental and documentation requirements are the responsibility of the Vendor.
- Hours and numbers of each classification may be modified by the HCBID as needs require. The Vendor may also be called upon to provide additional personnel in any



classification as needs dictate and on a sometimes-temporary basis.

- Overtime is not permitted without the express, advance, written permission of the HCBID Executive or Operations Director. Some classifications will periodically flex their weekly hours to accommodate the needs of the HCBID. Overtime resulting from Vendor's own scheduling changes is the responsibility of the Vendor.

Proposals should be submitted digitally or in person by

January 2, 2023 at 12:00pm

Blair Besten: blair@historiccore.com

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Historic Core BID
209 West 5th Street
Los Angeles, CA 90013

ATTACHMENTS :



Exhibit A

HISTORIC CORE BID DISTRICT BOUNDARIES



Exhibit B

Labor	Wages	Weekly	Annual
Project Mng	\$35.00	40	2,080
Supervisor	\$24.00	72	3,744
Power Wash	\$21.00	56	2,912
Water Cart/Truck	\$21.00	56	2,912
Trash Truck	\$21.00	56	2,912
Graffiti Driver	\$21.00	32	1,664
Sweeper	\$19.00	424	22,048
Total:	n/a	736	38,272



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