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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Janitorial and Building Maintenance Proposals
DATE: February 22, 2017

BACKGROUND

In 2014 the Placentia Library District entered into an agreement with the City of Placentia for the City to provide building and janitorial services. The purpose for the outsourcing of this service was a cost savings measure. The City of Placentia currently provides a two-person crew, seven days a week, three hours per day to perform janitorial and building maintenance tasks for a monthly charge of \$2,600. The contract for this work will end February 28, 2017, as mutually agreed upon by both agencies. As a result, the District proceeded with a Request for Proposal and received three.

Attachment A is the proposal from Coastal Building Services (9)

Attachment B is the proposal from Master Janitorial Service (9.5)

Attachment C is the proposal from Priority Building Services (8.5)

Fiscal Impact: \$42,000 - \$50,000

RECOMMENDATIONS

1. Discuss and decide which vendor should be awarded the contract for janitorial and building maintenance service.
2. Authorize bid to the selected company by a roll call.
3. Roll Call.
4. Authorize Library Director to sign the contract on behalf of the Placentia Library District.

**JANITORIAL PROPOSAL PREPARED FOR:
PLACENTIA LIBRARY DISTRICT**



February 17, 2017

Jeanette Contreras
PLACENTIA LIBRARY DISTRICT
411 E. Chapman Avenue
Placentia, CA. 92870-6198

RE: Contract cleaning services

Dear Jeanette,

Thank you for the opportunity to submit our proposal for your janitorial services. Coastal Building Services, Incorporated (CBS) is a mid-size company with a very diverse client base thus giving us a broad knowledge of our market, rather than specializing in one type of cleaning contract.

Everything in this proposal is meant to satisfy a specific need in each area. If necessary we will adjust the frequency of cleaning or the task to be performed in order to give you quality service while working within your budget. Areas in the specifications identified as additional labor will be an optional fee. See contract page.*

Sincerely,

Brett Dunstan

Brett Dunstan
Principal - CBS, Inc.
718 Hariton St.
Orange, CA. 92868
714-630-4445
www.cbsinc.us



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MANAGEMENT

Day Management

One aspect of The CBS, Inc. management plan is that the principals stay in direct contact with the client on a regular basis above and beyond your Quality Assurance Evaluator. Brett Dunstan is responsible for the business development and works with day operations. Polo Arias is active in the daily negotiations of new business as well as responding to the individual client's needs. Marina Guevara works directly with the day operations team reviewing the specifications, dispatching crews and administering the office staff. Alberto Melendez is the contact for customer inquiries during regular business hours and will then in-turn meet with the Night Operations staff to remedy the deficiencies.

Night Management

The night management, in any contract cleaning operation, is the nucleus of the end result. When you are dealing with a labor base as is evident in the janitorial business proper delegation of supervision is imperative. Polo Arias, in his capacity as Director of Operations, is a previous sole proprietor of a large custodial firm and is respected amongst his supervisors and crews as a loyal and dedicated professional. Polo employs 2 levels of management at night including district managers and supervisors. Alberto Melendez maintains the night operations as a District Manager and Rafael Perez works as a Managing Supervisor.

QUALITY ASSURANCE PROGRAM

Producing quality and consistent janitorial service is obtained by preparation and follow through. You must first have a plan that identifies your system of assurance.

1. District Supervision

With our diversity we have delegated supervision in the form of routes with every Supervisor completing his district in one week's time. This assures the client that the consistency of the new start program remains in effect throughout the duration.

The Supervisor will report his or her findings to the Night Operations Manager but not until completing the deficiency and warning the crew. A completion memo will be on file with each facility for tracking.

2. Quality Assurance Evaluations

In an acceptable period after the initial start of each project CBS will perform a quality assurance evaluation of your facility to ensure the service has improved and the phase-in has been completed. A written survey (based on a frequency determined by client and QAE) will continue unless otherwise determined to be more frequent by the evaluator and contact.

3. The Organization and Solving Problems

In the event when a janitorial related concern may arise CBS will react efficiently and solve the problem with the Corporate Team. From the owners to the janitors we will all strive to correct the issue so it does not become chronic. It is not uncommon to find the sleeves rolled up on the QA evaluator to ensure customer satisfaction.

TRAINING

At Coastal Building Services, Incorporated we receive a tremendous amount of applicants over the course of the year and quite frankly we do a nominal amount of hiring based on our policy. It is our opinion that we do not wish to employ experienced staff that have worked for our competitors because they may have obtained habits that are often times contradictory to our service philosophy. The majority of our new hires has a limited amount of custodial experience and must endure our training program which consists of full scale education 3 days prior to their first day of field work, learning the equipment, machinery, and chemical line. During this process they will also learn the importance of safety in the work place and how to react to certain circumstances. The majority of our employees however has been with the company for a lengthy period of time and participates in our on-going, in-house training. CBS has some of the lowest turnover of employees in the industry due to a moral and ethical workplace that mandates proper compensation.

CBS maintains a Safety Coordinator on staff to aid with continuing education on this delicate subject. This coordinator will do periodic site inspections to ensure Material Safety Data Sheets and proper documentation is in the building service closets.

A DIFFERENT DIRECTION

Self-directed work teams, also known as self-managed or autonomous, consisting of workers responsible for managing and carrying out all of the cleaning in an area. Each team is generally responsible for:

- * Routine cleaning, policing, trash removal and special projects.
- * Resupply and inventory management.
- * Assisting with the interviewing, hiring and orientation of new team members.
- * Worker training on-site.
- * Modifying team processes for increased productivity.
- * Coordination of teams cleaning activities.
- * Administrative duties and manpower record keeping.

These work teams have many benefits including; increased employee commitment, improved work quality breeding enthusiasm, more program flexibility, cross-training advantages, accountability and quicker response times.

SAFETY PROGRAM

The Safety Program will be provided as an attachment. Our insurance company will survey the site on a quarterly basis for safety and OSHA compliance. We will then meet with our representative and he will make a presentation on how we can improve. Regular bi-lingual safety training is done from our library of DVD's. An interactive question and answer session is included and all attendees receive our in-house certification and compliance acknowledgement. This documentation will be kept on-site (provided an office is available) or at our corporate offices. Due to our involvement with hospitals, we have mandated training for all potential exposures and health risks both specific and general to your site.

EVALUATION CRITERIA

Coastal Building Services, Inc. is a financially sound contract cleaning service. The principal ownership has an average of thirty-two years in the industry. Our company has no significant debt and has retained earnings of one year in arrears. This allows us to fund payroll in advance and pay our employees promptly. None of our employees earn minimum wage however when the minimum wage increases our employees gain the new percentage. We make no misrepresentations that we are the least expensive provider in the industry. However we can say confidently that we are one of the most professional, responsive services for the fee proposed. We generally will not lose business based on service issues. All of our full time employees have access to healthcare benefits and can pick a program that suits their needs. The richer the program the more out of pocket however we do allocate a significant dollar amount and program for our employees. Based on these benefits and work environment we are able to attract a more qualified applicant than our competition. We don't consider ourselves innovative, actually we have rather antiquated values, but we do commit to consistent service, management/client interfacing, low employee turnover and a safe and proactive work environment.

Coastal Building Services, Inc. is a privately held company formed in 1998. We have been under current ownership and control since 1998. We have had no acquisitions and no mergers in the last five years. We are a non-union entity.

Our invoices are very standard and simple. Your facilities will be billed as a line item based on the building. Terms are net fifteen unless otherwise predetermined. There are no discounts for shorter terms.

All new applicants fill out an employee prospect form. This determines their eligibility and geographic area of employment. When a position becomes available a prospect is selected for an interview by our night operations manager. Once this person is qualified a position will be offered. The employee will now go through our in-house training with equipment, supplies, proper dilution, safety and company policy. The last step is to place the new employee at the site and allow them to work within a team. Your company will have access to all CBS, Inc. records pertaining to your site, upon request.

CBS, Inc. does not subcontract any services other than window cleaning above four stories. CBS, Inc. currently employs approximately 200 people. We have two owners, four night managers, three administrators and the balance assigned to our sites in various capacities.

Our policy is to cross train all staffers. Each employee's task will be rotated to alleviate burn-out and various other medical conditions. Employees will be trained continuously on safety, code of conduct and company policies as they change. Employee turnover is very low. We will lose custodians generally for their own personal reasons or the loss of a job.

Employee performance is evaluated by the building lead and campus director. An evaluation is also performed when the employee is suggested for an increase.

Customer evaluations are our greatest strength. We pride ourselves on customer interaction and site analysis. We request that the customer and customer contact stay active in their contract with CBS, Inc. We perform regular and periodic site inspections with the client representative and provide them a copy of the evaluation. This allows us to track any chronic deficiencies and make improvements with customer input. This reduces the inevitable peaks and valleys.

As the incumbent, the current team will remain intact and will be compensated at or above the minimum wage if retained.

COASTAL BUILDING SERVICES, INC. - EXECUTIVE SUMMARY

President/CEO - Polo Arias

Hoag Hospital - 1980-1981 Housekeeping Lead

Hoag Hospital - 1981-1989 Housekeeping Supervisor

Fountain Valley Regional Hospital - 1989-1993 Housekeeping Supervisor

Coastal Building Services - 1989-1998 Owner

Coastal Building Services, Inc. 1998-Present Partner

Education: University of Guadalajara, Mexico. Santa Ana College

Married, resides in Villa Park, CA.

Vice President/CFO - Brett Dunstan

Commercial Maintenance Systems - 1983-1984 Sales

Ambassador Building Maintenance - 1984-1987 Sales Manager

Maintenance Masters - 1987-1991 General Manager

Janitorial Technology - 1991-1995 General Manager

Janitorial Technology, Inc. - 1995-1998 Partner

Coastal Building Services, Inc. - 1998-Present Partner

Education: Orange Coast and Santa Ana Colleges - Business

Resides in San Clemente, CA.

Coastal Building Services, Inc. is a California corporation subchapter "S" formed in July 1998.
Federal ID 330809733.

LOCATION OF WORK

Location of work is Placentia Library District at 411 E. Chapman Avenue. The building is open to the public 7 days a week Monday through Thursday, 9:00 a.m. – 8:00 p.m.; Friday & Saturday 9:00 a.m. – 5:00 p.m.; Sunday 1:00 p.m. – 5:00 p.m.

TIME OF COMPLETION

Upon notification from the Library Director or her designee, the contractor shall proceed immediately with the requested repair services.

EMERGENCY RESPONSE

Contractor shall have the capability and be required to respond to all safety (risk management) emergencies during normal working hours (8:00 a.m. to 8:00 p.m.), Monday through Thursday; (8:00 a.m. – 5:00 p.m.) Friday and Saturday and (12:00 p.m. – 5:00 p.m.) as well as after-hours, 24 hours, 7 days per week (including holidays). Contractor shall provide the District with emergency on-call contact numbers. Failure to keep information current will result in a performance deficiency deduction of \$250.00 per occurrence.

Contractor shall have the capability of responding "on site" to all emergencies (determined by the District), within one (1) hour, unless otherwise noted. All requests for services shall be returned within fifteen (15) minutes. Failure to respond in specified time frames will result in a \$250.00 performance deficiency deduction per occurrence. Contractor will be required to be equipped with cellular phones for optimum communication.

MATERIALS

All materials shall be installed new and of the same manufacturer as found unless otherwise approved by the District. Materials must be listed and approved by the Consumer Products Safety Commission and/or Underwriters' Laboratories (UL). Any deviation in replacing of original equipment unless otherwise authorized will result in a performance deficiency of \$250.00 per occurrence. In addition, the Contractor is responsible for all liabilities resulting in utilizing unauthorized materials. Material markups shall not exceed ten percent. At no time should any equipment or product provided by the District be removed from the premises or utilized by Contractor for use other than District-related.

District will provide the following supplies:

1. Trash-can liners for receptacles
2. Hand towels
3. Hand soap
4. Toilet paper
5. Toilet seat covers

SCOPE OF WORK

The work to be completed herein consists of furnishing all labor, materials, tools, equipment, supplies, and incidentals as required to adequately clean and repair District-owned facilities and equipment. The work involves daily, weekly, monthly and quarterly full service maintenance and cleaning of the 22,800 square foot facility. All work shall be completed on a time and materials basis.

Lobby/Entrance/Friends Bookstore	Daily	Weekly	Biweekly	Monthly
Clean entry glass including 5 inside and 1 outside display cases	X			
Sweep floor	X			
Damp mop floor	X			
Wet mop floor		X		
Scrub floor		X		
Vacuum Welcome mat	X			
Clean and dust bookshelves	X			
Clean and dust lobby TV monitor and computers	X			
Clean lobby/entrance furniture	X			
Clean and sanitize upholstered furniture	X			
Empty and sanitize interior and exterior trashcans	X			
Change trashcan liners	X			
Clean and sanitize trashcans	X			
Spot clean all glass including pictures frames and display cases	X			
Spot clean walls		X		
Clean and sanitize phone in the Friends office	X			
Clean and sanitize all door handles	X			
Clean can light fixtures				X
Clean, dust and sanitize drinking fountain	X			
Clean corners and remove cobwebs throughout area	X			

Public and staff restrooms (4 public restrooms, 2 staff restrooms)	Daily	Weekly	Biweekly	Monthly
Clean and sanitize toilets and urinals	X			
Clean and sanitize sinks, mirrors, baby changing station and counters	X			
Clean and sanitize partitions	X			
Clean and sanitize all door handles	X			
Spot clean walls		X		
Sweep floors	X			
Damp mop floors	X			
Scrub floors		X		
Deep wash floors				X

Empty and sanitize trashcans and sanitary receptacles	X			
Replace trashcan and sanitary receptacle liners	X			
Clean and sanitize trashcans	X			
Clean can light fixtures				X
Replace toilet paper, hand towels, toilet seat covers, and hand soap	As needed			
Clean corners and remove cobwebs throughout area	X			

Community Meeting Room	Daily	Weekly	Biweekly	Monthly
Clean entry frosted glass entry doors	X			
Clean interior glass including windows and doors	X			
Clean exterior glass including windows and doors				X
Clean and sanitize refrigerator door		X		
Clean and sanitize microwave				X
Clean and sanitize sink and counter	X			
Vacuum carpet	X			
Remove carpet stains		X		
Clean lobby/entrance furniture	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean artwork		X		
Spot clean walls (White screen is not to be cleaned)		X		
Clean and sanitize phone	X			
Clean and sanitize all door handles	X			
Clean corners and remove cobwebs throughout area	X			
Replace hand towels and hand soap	As Needed			

Group Study Room	Daily	Weekly	Biweekly	Monthly
Clean glass door	X			
Vacuum carpet	X			
Remove carpet stains		X		
Clean and sanitize furniture	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean walls		X		
Clean and sanitize all door handles	X			
Clean corners and remove cobwebs throughout area	X			

History Room	Daily	Weekly	Biweekly	Monthly
Clean glass including doors	X			
Vacuum carpet	X			
Remove carpet stains		X		
Dust book tops			X	
Clean furniture	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean walls		X		
Clean and sanitize phone	X			
Clean and sanitize all door handles	X			
Clean corners and remove cobwebs throughout area	X			

Public Areas / Stacks / Computer Lab	Daily	Weekly	Biweekly	Monthly
Clean entry glass including interior windows and doors	X			
Wash and clean exterior windows and doors				X
Vacuum carpet	X			
Remove carpet stains		X		
Clean bookshelves	X			
Clean and sanitize upholstered furniture	X			
Clean and sanitize wooden tables and chairs	X			
Clean and dust bookshelves and counters	X			
Clean and dust TV monitor in the computer lab			X	
Clean and dust all computer monitors and CPU	X			
Clean, dust and sanitize Information Desk monitors, counter tops and drinking fountains	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean all glass including pictures frames and display cases		X		
Spot clean walls		X		
Clean and sanitize phones at the Information Desk	X			
Clean and sanitize all door handles	X			
Clean can light fixtures				X
Clean corners and remove cobwebs throughout area	X			

Administration	Daily	Weekly	Biweekly	Monthly
Vacuum carpets	X			
Remove carpet stains			X	
Clean leather furniture	X			
Clean and sanitize upholstered furniture	X			
Clean windows	X			
Wash and clean exterior windows and door				X
Clean and sanitize phones	X			
Clean and dust shelves	X			
Spot clean walls		X		
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean all glass including pictures frames and display cases	X			
Clean corners and remove cobwebs throughout area	X			

Staff Offices & Work Room	Daily	Weekly	Biweekly	Monthly
Clean glass including windows and doors	X			
Vacuum carpet	X			
Remove carpet stains			X	
Clean and dust furniture and counters	X			
Clean and dust computer monitors and CPU	X			
Clean, dust and sanitize phones	X			
Empty and sanitize trashcans	X			
Replace trashcan liners	X			
Spot clean walls	X			
Clean can light fixtures				X
Clean and sanitize all door handles	X			
Dust bookshelves	X			
Clean corners and remove cobwebs throughout area	X			

Staff Lounge	Daily	Weekly	Biweekly	Monthly
Clean and sanitize tables and chairs	X			
Sweep floor	X			
Damp mop floor		X		
Wet mop floor		X		
Scrub floor			X	
Clean sink and counter	X			
Clean interior and exterior of microwaves	X			
Clean interior and exterior of refrigerator			X	
Clean and wipe stove		X		
Clean and wipe oven				X

Clean exterior of cupboards		X		
Clean and sanitize phone	X			
Clean and dust computer monitor and CPU	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean all artwork				X
Spot clean walls			X	
Vacuum and sanitize upholstered furniture	X			
Clean and sanitize all door handles	X			
Clean can light fixtures				X
Clean corners and remove cobwebs throughout area	X			
Replace paper towels, hand soap and detergent soap	As Needed			

Additional Services:

1. The following is a summary of typical services the contractor will be asked to provide:
 - Clean and remove cobwebs on all exterior of building - included
 - Water plants on a weekly basis - included
 - Clean and dust silk plants on a weekly basis - included
 - Hang and remove artwork as needed – included to hand height
 - Repair plumbing on sinks, toilets, and associated fixtures – additional fee^(*)
 - Repair stucco and walls - additional fee^(*)
 - Repair concrete and perform minor concrete work - additional fee^(*)
 - Facilities painting / repairs - additional fee^(*)
 - Assemble, remove or repair furniture - additional fee^(*)
 - Install or repair facility roofing - additional fee^(*)
 - Install, modify, or repair facility appliances - additional fee^(*)
 - Other facility repair duties and assistance as needed - additional fee^(*)

2. All repairs over one-thousand dollars (\$1,000.00) will require pre-authorization and a written work proposal from the Contractor detailing the costs for the recommended repairs, maintenance, alteration, or installation. All unauthorized work will be at no expense to the District and solely the Contractor's responsibility. All work conducted under this contract shall be compensated on a time and materials basis.

3. For work under one-thousand Dollars (\$1,000.00), the Contractor must receive verbal authorization from the Library Director or her designee prior to proceeding with the work and provide documentation with billings.

4. When proceeding to accomplish authorized maintenance, follow the directions and events listed below:

- a. Before leaving the building, check company's message center for any service request or changes in service request from the Placentia Library District.
- b. Before terminating any work being performed, Contractor shall perform a thorough clean up and remove any debris generated. A final inspection must be performed by the Contractor to insure that all necessary work is complete before leaving the library.
- c. Acceptance of work by the District for payment will occur when bills are received and approved. Warranty period will continue for a period of one (1) year from the date of acceptance by the District.

Deficient Work

1. The Library Director or her designee shall notify the Contractor verbally or in writing each time performance is unsatisfactory and corrective action is necessary.
2. Work shall proceed in an orderly manner according to industry standards. The Contractor shall provide the Library Director with a schedule of repairs in advance of starting the work. Failure to provide a schedule when requested or to perform work according to schedule will result in a performance deficiency deduction of up to \$250.00 per occurrence.
3. Failure to comply with conditions, specifications, schedules, and directives from the Library Director or her designee will result in a performance deficiency deduction of \$250.00 per occurrence.
4. All unsatisfactory work believed to be complete by the Contractor and submitted for billing shall be set aside and considered incomplete until work is performed again to the satisfaction of the District. Removals and rework shall be completed immediately by the Contractor and shall be at no additional expense to the District.
5. Work left idle, incomplete, or not commencing immediately upon notification to the Contractor to proceed shall be subject to a performance deficiency deduction for failure to protect the public. The deduction from payments will be \$250.00 per day.
6. The objective of the required service is to have available on the project sites the tools and knowledge needed to make repairs or mitigate a potentially hazardous condition as soon as it is observed.

Conflict of Interest

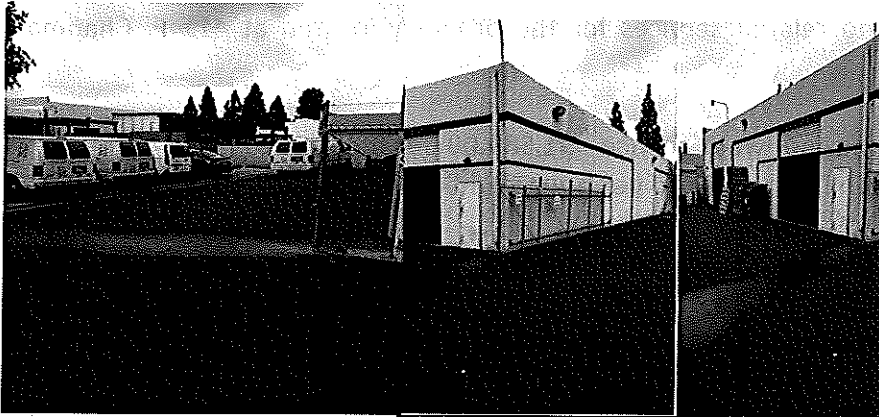
In the sole judgment of the Placentia Library District, any and all proposals are subject to disqualification on the basis of a conflict of interest. Placentia Library District may not contract with a vendor if the vendor or an employee, officer or director of the vendor's firm, or any immediate family member of the preceding, has served as an elected official, employee, who influences the making of the contract. Furthermore, Placentia Library District may not contract with any vendor whose income, investment, or real property interest may be affected by the contract. Placentia Library District, as its sole option, may disqualify any proposal on the basis of such a conflict of interest. Please identify any person associated with the firm that has a potential conflict of interest.

References

Please provide a list of at least (3) office/commercial/business references documenting your experience. Each reference should include the business name, contact name, and a current telephone number.

Insurance, License, and Bonding Documentation

Provide proper documentation verifying current policies.



JANITORIAL SERVICE AGREEMENT – page 1 of 2

This agreement was made this day _____ between **COASTAL BUILDING SERVICES, INCORPORATED** hereinafter referred to as "CBS" located at 718 N. Hariton St. Orange, California 92868 and **PLACENTIA LIBRARY DISTRICT** hereinafter referred to as the Customer, located at 411 E. Chapman Avenue Placentia, CA. 92870-6198

The purpose of this Agreement is to state the terms, conditions and compensation under which CBS will provide janitorial and related services for the property located at 411 E. Chapman Avenue Placentia, CA.

⑦ Five times per week service - ^{2,209.00}~~\$1,589.00~~ per month

Handy and minor construction labor - \$69.00 per hour, eight hour minimum (excludes parts)*

Customer shall pay CBS at the rate of ^{2,209.00}~~\$1,589.00~~, per month for the cleaning herein agreed to be performed. CBS will invoice the Customer on the 5th of each month. Customer shall make payment 15 days net. There will be a service charge on accounts past due.

This contract will change with prior notice in the event of a minimum wage increase or applicable increases in federal, state, city, or county taxes. The cost breakdown will be revised to validate the increase. Any other increase to the contract rate will be agreed to by Customer prior to implementation.

The term of this agreement shall commence on _____ 2017 and shall continue in full until such time as Customer wishes to terminate this agreement with thirty (30) days written notice to the other party. In the event it is terminated for any reason by Customer and proper thirty (30) day notice has not been given Customer must buy out the remaining days left on the contract.

TERMS AND CONDITIONS

CBS will furnish all materials and equipment necessary to perform the janitorial services with the exception of hand towels, toilet tissue, hand soap, plastic trash can liners, toilet seat covers and sanitary supplies which will can be supplied by our sister company **CleanMart USA**.

Periodic and routine supervisory inspections will be conducted on a regular basis to ensure Customer satisfaction. Management will in turn visit each site or contact by phone to follow up with the inspection. This documentation will remain on file and can be requested by Customer at any time. CBS will maintain a twenty four (24) bi-lingual VOIP.

JANITORIAL SERVICE AGREEMENT – page 2 of 2

CBS shall provide Employers Liability Insurance in the amount of \$2,000,000. Workers Compensation Insurance will be in effect upon acceptance of terms in the amount of \$1,000,000. All insurance certificates will be furnished to Customer upon request. CBS assumes all financial responsibility such as taxes, reports, payments, withholdings, and insurance relative to employees' wages and compensation for all members of the staff employed by CBS in connection with the janitorial services of the Customer's facility.

CBS observes the following holidays and will observe any remaining holidays observed by Customer. Unless otherwise contracted for 7 days per week service CBS does not provide service on these days: New Years, Memorial, Independence, Labor, Thanksgiving and Christmas Days'. In the event the management of CBS closes the office early on a day prior to a holiday the calls will forward to our twenty four (24) hour answering service.

Customer agrees that CBS shall not be liable for damage to or loss of items of unusual or extraordinary value located in the building unless said items have been previously declared and documented on the building survey prior to implementation of terms. This clause also pertains to alleged pilfering. CBS will not be held liable for any loss, damage or delay caused by accidents, strikes, lockouts, fire, floods, acts of civil or military authorities, or by riot, or any other cause which is unavoidable or beyond its control

This agreement shall be governed by the laws of the State of California. It constitutes the entire agreement between the parties regarding its subject matter. If any provision in this contract is held by any court to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force.

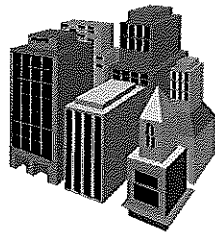
COASTAL BUILDING SERVICES, INCORPORATED

Signature: Brett Dunstan By: Brett Dunstan Date: 2-17-17

**PLACENTIA LIBRARY DISTRICT
APPROVAL AND ACCEPTANCE**

Signature: _____ Print: _____ Date: _____





Master
Janitorial Service, Inc.

Janitorial Service Proposal

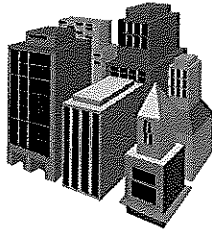
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

Attn: Jeanette Contreras

(714) 528-1906

1039 N. Main St., Orange, CA 92867
Ph: (714) 628-1351 Fax: (714) 628-1352
Website: www.masterjanitorial.com
Email: sales@masterjanitorial.com

*"Quality You Can See * Service You Can Trust * At A Price You Can Afford"*



Master

Janitorial Service, Inc.

1039 N. Main St., Orange, CA 92867

Ph: (714) 628-1351 Fax: (714) 628-1352

Website: www.masterjanitorial.com

Email: sales@masterjanitorial.com

*"Quality You Can See * Service You Can Trust * At A Price You Can Afford"*

February 17, 2017

Jeanette Contreras
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

Dear Jeanette:

We are very pleased to submit a janitorial proposal for your consideration and to offer you a bid designed to deliver professional high quality work at a very competitive price. Our cost and quality management plan is described in this proposal.

Serving Southern California since 1970, we are very proud of our recognition numerous times over the years by trade associations for outstanding service and innovative quality management techniques. Our emphasis on delivering consistent quality has made us one of the most recognized and respected commercial building service companies in the region. We proudly serve several hundred very loyal and satisfied customers.

Our business philosophy consists of honesty, reliability, consistency, and good communication practices with our employees and customers. We provide a superlative service that reflects our business quality and excellence at affordable prices.

Please contact me with any questions about our proposed services or if you need further clarification. I look forward to speaking with you soon.

Thank you very much.

Sincerely,

Lisa Rao
Office Manager

COMPANY PROFILE

- Established since 1970
- English-speaking employees
- High employee and client retention rates
- Extensive in-house training program
- Experienced supervisors and friendly customer service
- Excellent client communication and quick response
- Regular inspections and phone follow up to ensure quality

INSURANCE

- \$ 2 million Liability Insurance
- \$ 1 million Workers' Compensation Insurance
- \$ 50,000 Janitorial Employee Dishonesty Bond

GENERAL INFORMATION

- We observe the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- We accommodate all special requests
- 24/7 phone response
- We provide carpet cleaning, strip and waxing, and window cleaning upon request
- Day porter service available

CLEANING SPECIFICATIONS

Master Janitorial Service shall comply with ALL cleaning and maintenance requirements as well as all contract terms and conditions as specified in your:

- Request For Proposal for BUILDING MAINTENANCE and JANITORIAL SERVICES
- Custodial Service Task List

Cost Schedule

___ Complete janitorial service **seven** times per week for **\$ 3,320 / month**.

___ Complete janitorial service **seven** times per week for **\$ 3,500 / month**. This includes 3 hours of handyman service per month.

Additional Costs

- Costs for additional services shall be quoted upon request.

Price Matching

We sincerely feel you will be thoroughly satisfied with the professionalism and high caliber of work that our existing customers have already become accustomed to.

We value your business and look forward to a long-term working relationship with your company. In order to win your business, we agree to consider **matching any reasonable price** while still providing you with our high quality of service.

Service Guarantee

We sincerely feel you will be thoroughly satisfied with the professionalism and high caliber of work that our existing customers have already become accustomed to. If any problem that is brought to our attention is not corrected satisfactorily within one to two service visits, Master Service shall issue a credit for one day's service on your next bill...**guaranteed !**

The above specifications, conditions, and terms are satisfactory and are hereby accepted by both parties. This agreement shall inure to and bind the successors, agents, and representatives of their parties.

Master Janitorial Service

PLACENTIA LIBRARY DISTRICT

Lisa Rao

date

date

Labor, Equipment and Supplies

Our proposal includes all costs for labor, supervision, equipment and supplies required to fulfill the cleaning specifications as outlined in this proposal. This does not include the restroom supplies (paper towels, toilet paper, soap, etc.) or trash liners which may be purchased from Master Service and billed separately.

Insurance

We are licensed and carry **\$2 million** Comprehensive Liability Insurance (covering both bodily injury and property damage), **\$1 million** Workers' Compensation Insurance, and a **\$50,000** Janitorial Employee Dishonesty Bond.

Terms

All bills are due and payable on the 10th of each month of service. Bills accumulated under this contract that remain unpaid after 30 days will accrue two percent interest per month (or the maximum available under applicable laws, if less) until fully paid. The customer hereby agrees to be liable for all costs in connection with collection of any overdue amounts and accrued interest including, but not limited to, court costs, collection agency fees, attorney fees, and filing fees. Upon termination of this contract, all outstanding bills will be immediately payable upon return of keys.

It is hereby mutually agreed that customer or Master Service may terminate this **monthly contract** with **30 days** written notice. Master Service **guarantees that no price increases shall occur for one year** and, after that period, we will make every attempt to still continue providing a high level of service for the price quoted above.

It is agreed that the employee(s) hired by Master Janitorial Service to perform work proposed herein shall not be hired by customer for performance of similar work during the term of this contract and for one year thereafter.

This contract shall take effect as of _____, 2017.

The above specifications, conditions, and terms are satisfactory and are hereby accepted by both parties. This agreement shall inure to and bind the successors, agents, and representatives of their parties.

Master Janitorial Service

PLACENTIA LIBRARY DISTRICT

Lisa Rao

date

date

Reference List

BUENA PARK LIBRARY

Attn: Ray Garcia
7150 La Palma Ave.
Buena Park, CA
(714) 826-4100

ENVIRONMENTAL AUDIT

Attn: Debbie
1000 Ortega Way, # A
Placentia, CA
(714) 632-8521

LINVATEC

Attn: Gary
2860 E. Whitestar
Anaheim, CA
(714) 688-7073

MEDCOM

Attn: Juanita
6066 Phyllis Dr.
Cypress, CA
(714) 891-1443

SNYDER LANGSTON

Attn: Charlene
17962 Cowan
Irvine, CA
(949) 863-9200

INTEGRATED SYSTEMS

Attn: Linda
34 Plaza Square
Orange, CA
(714) 634-4697

PROPOSAL
PLACENTIA LIBRARY
DISTRICT
JANITORIAL SERVICES

Priority Building Services

521 Mercury Lane

Brea CA 92821

(714) 255-2940

David Kraushaar



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PLACENTIA LIBRARY DISTRICT
411 E. Chapman Avenue
Placentia, CA 92870
Request for Proposal- Janitorial Services

Thank you for the opportunity to provide you with a janitorial service proposal for PLACENTIA LIBRARY DISTRICT.

It is the intent of our proposal to provide you with a building maintenance program in accordance with excellent housekeeping practices and customer service that will constantly earn your business. We recognize that continued control of our services is dependent upon in-depth management, supervision, communication, and our flexibility in serving your requirements.

Priority Building Services prides itself in the quality of its services, and that pride has carried over since our inception. Your acceptance of this proposal will have us strive to ensure that this same pride will go into maintaining your PLACENTIA LIBRARY DISTRICT sites with the highest quality of housekeeping services.

We appreciate the opportunity to submit this proposal and look forward to working with you soon. Should you have any questions or require any clarification on any aspect of our proposal, please do not hesitate to contact me.

Sincerely,

David Kraushaar
Sales Manager





Company Profile

Established:	April 2000
Owners:	Simon C. Rocha, President Scott Nankervis, Vice President
Office Locations:	<u>Corporate Headquarters</u> 521 Mercury Lane Brea, CA. 92821 (714) 255-2940 Phone (714) 255-2952 Fax
Trade and Services Associations:	Building Owners and Managers Association International Facility Managers Association Building Service Contractors Association US Green Building Council
Liability Insurance and Workers Compensation: Proof of Insurance - available upon request	General : \$5,000,000 Auto: \$1,000,00 Worker's Comp. \$1,000,000
Dun & Bradstreet:	84-481-7143
2010 Annual Sales:	Over \$14 Million
24 hour Response Center:	Toll Free (877) 508-0770



Thinking Different

Thinking different differentiates Priority:

Although, we face a number of competitors in the marketplace none have been able to compete with Priority's customer service, simplicity and availability. Why would you switch janitorial maintenance from Priority Building Services?

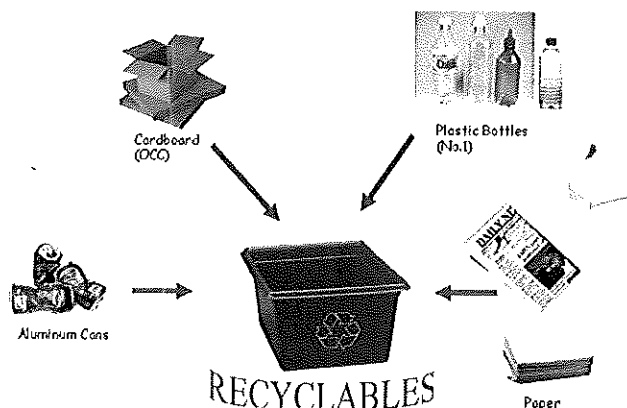
There are building service companies that are larger than we are, but it ultimately turns out that our customer's value performance over promises and the trust that has come from our reliability. Our goal is to provide the most effective and efficient service from the start so our customers recognize the quality of our company as well as our integrity.

Priority Building Services is in process of updating our business plan for the PLACENTIA LIBRARY DISTRICT contract which we consider a road map that provides directions to help avoid bumps in the road. The time we spend making our business plan thorough and accurate, and keeping it up-to-date, we consider an investment that pays big dividends in the long term for PLACENTIA LIBRARY DISTRICT a Priority.

Priority Building Services, a Partner in Your Recycling Program

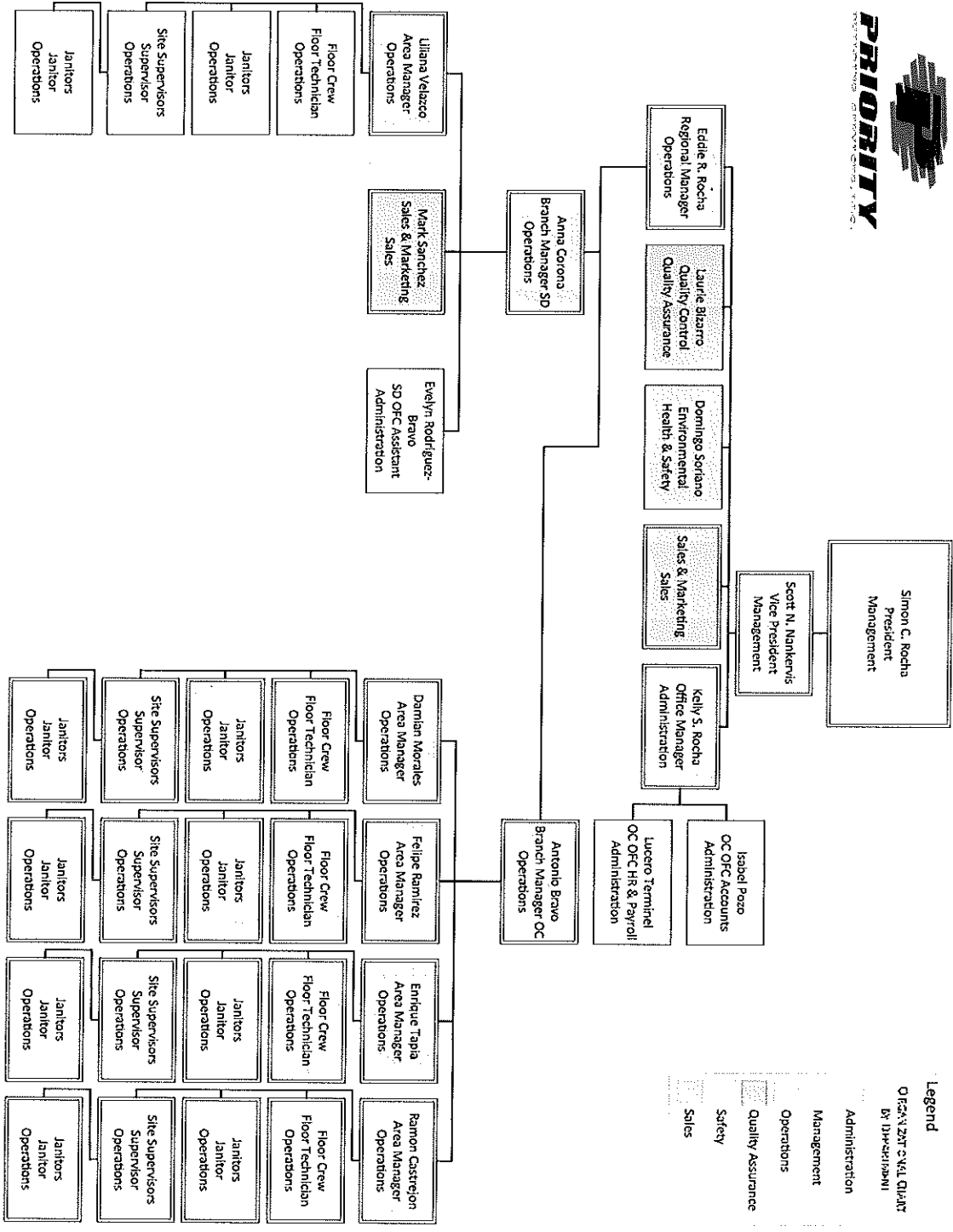
As you may know California Bill AB 341 (the Mandatory Recycling Ordinance) required that Commercial and Mixed use facilities divert at least 50% of the waste from their landfill disposal by the year 2000 and at least 75% by the year 2020.

As a partner in your recycling program Priority Building Services looks forward to assisting you in reaching your sustainability goals through diversion and cost savings and we understand the importance of recycling your broken pallets, white paper, mixed paper, cardboard, shrink-wrap, waste metal, cans and bottles, etc.





Organizational Chart



Legend

- OC OFC Accounts Administration
- OC OFC HR & Payroll Administration
- Administration
- Management
- Operations
- Quality Assurance
- Safety
- Sales



Company Information

Introduction

Priority Building Services is a progressive, quality conscious, customer driven Service Company with an on-going commitment to professional, affordable and personalized service. We provide housekeeping service to facilities in the commercial, industrial, manufacturing, corporate headquarters, educational, and retail markets throughout Southern California.

With our office centrally located in Southern California, we are able to conveniently serve our growing family of satisfied customers. Priority Building Services primary goal is to achieve a long-term relationship with our customers by being one of the best equipped janitorial companies to design, implement, and properly supervise all our job sites.

Company Philosophy

We at Priority Building Services believe that our clients, current and prospective, deserve our strongest commitment to provide them with the highest quality of service. We are committed to provide our customers with service that meet or exceed their expectations of quality at a reasonable cost.

By providing the highest quality of services we are able to successfully develop long-term relationships with our customers. As competitive as this industry is, consistent growth can only be achieved by recognizing that our employees are our greatest assets.

Our Management

We attribute our continued success to the ongoing development and retention of quality management. This aspect sets us apart from our competition. All of our managers and supervisors are developed internally and through our growth have excellent opportunities for promotions. With a solid reputation for dependability and quality service, our management team believes that for continuous growth and success in an extremely competitive janitorial service industry, we must serve our customers by understanding their requirements and becoming their prime source for all services.

Our Supervision

We at Priority are very proud of our full-time, professional supervisors, because they are the keys to the successful performance of our night cleaning operations. Their skills in employee training and motivation, along with the on-site inspections of our customer's facilities, ensure that the highest level of service is provided, and all of our customer and management expectations are met.

Our supervisors are constantly in your building checking the work and training our employees. Each of our field and site supervisors participates in a monthly bonus program where he/she has the opportunity to earn substantial bonuses, based on the level of customer satisfaction and safe working practices.

Company Information (continued)



Safety

Priority Building Services complies fully with health and safety regulations wherever we operate, emphasizing collaboration among employees and management. Our employees' safety is a top priority and concern. We have written health and safety programs and policies, many of which exceed regulatory requirements. Employees are provided ongoing health and safety training based on their job function.

Training

Priority Building Services provides exceptional training for its employees. It begins with an initial session and continues with monthly training to comply with all OSHA SB198 requirements.

The janitors are instructed in the following:

- Proper use of equipment
- Proper labeling of cleaning products
- Proper cleaning techniques
- Appropriate application and handling of cleaning products
- Proper use of protective equipment
- Correct lifting techniques
- Suitable dress code
- Correct use of the Material Safety Data Sheets
- Housekeeping requirements
- Work safety and work site emergency procedures
- Compliance with CAL-OSHA SB198 requirements

All training is provided by our skilled supervisory staff and reviewed by our Safety Coordinator and Management.

Quality Assurance

Our Quality Assurance Program begins with a well-trained, stable and reliable work force. This allows for consistent job performance and a low turnover rate.

Priority will initiate a proactive quality control plan with onsite visits from our management and supervisory staff. The visits will be announced as well as unannounced (where permitted). Priority provides a lead person at each location where there are two (2) or more employees.

Each account is assigned a fully qualified and trained Q.A. Representative. Inspections will be made a minimum of once a month. The frequency of the visits can increase dependent upon each individual account and by a request made by the facilities manager or Priority's management team.

Company Information (continued)



Communication

Priority provides a 24 hour toll free response center (877) 508-0770 that will connect you with our management within minutes. Account supervisor's cell numbers will be provided in case of emergencies. For a rapid response all of our management and supervisory staff are equipped with Blackberry and iPhones. For our customers convenience we use fax machines and e-mail for receiving and sending contracts, inspection reports, follow-ups, sign offs, work request, work approvals, purchase orders, letters, and other work related documents.

At the jobsite, Lead personnel and Day Porters are issued pagers, and in some cases radios, so they can respond to any spills or emergencies that may take place throughout the course of the day or night.

A log book may or will be stationed at a mutually agreed upon area for the purpose of special instructions and requests

Human Resources

Priority is an equal opportunity employer.

Once a candidate fills out an application for employment our Human Resource Department does a complete pre-employment screening of all prospective employees that includes:

- ✓ Employment eligibility I-9 Verification
- ✓ Employment background check
- ✓ Criminal records check
- ✓ Drug testing (Where requested)
- ✓ DMV check

At the conclusion of these checks, Priority management reviews the reports to determine the best candidates. Interviews are conducted and recruitment begins for employee's who prove trustworthy, reliable and have a propensity for detail.



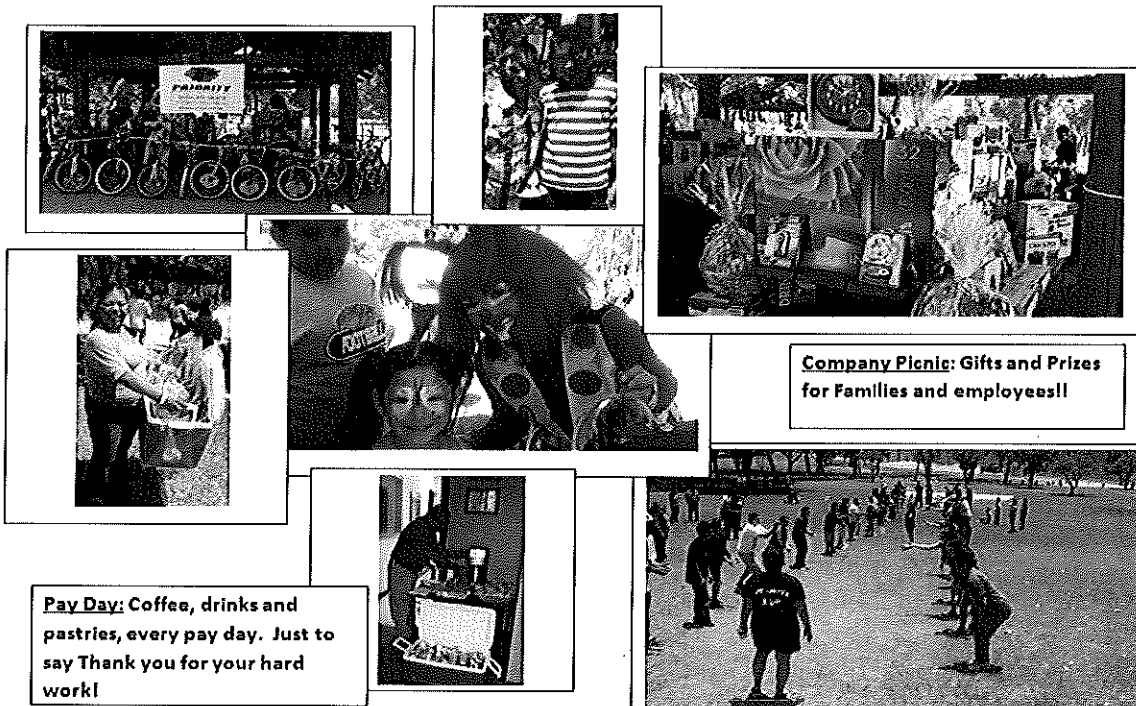
Our People

Priority Building Services provides exceptional building maintenance by employing good people, training them well and supporting them with excellent management. We have learned that a structured training program is a critical investment in providing quality services in the janitorial services industry. This investment has resulted in effective training that pays big dividends to our customers.

All of our people are paid at the top of the wage scale to guarantee you the best possible work force available. Yes, we are fully insured, but our on-going safety programs are designed to prevent accidents and protect your property. For further protection, we ensure that all of our employees know and understand your security procedures.



Giving back to those who make it happen!!



A message from the Team at Priority Building Services

We appreciate this opportunity to provide you with this proposal. When re selected as your service provider, you can rest assure that we are prepared to continue our high level of service.

As you know, we understand the importance in security, confidentiality, and employee retention. Priority provides you a partner with a strong reputation of taking care of their employees, providing them with bonuses and recognizing good performance. This supports PLACENTIA LIBRARY DISTRICT having stability and therefore consistency in your janitorial crew at the PLACENTIA LIBRARY DISTRICT account. The above photos are examples of activities that Priority Building Services does for the employees. Here at Priority Building Services we value our hard working staff and we do what we can, to show our appreciation.



People, Planet Profit

Priority Building Services will be providing “green cleaning” where possible. Green cleaning takes into consideration People, Planet and Profit.

People – Green cleaning contributes to safer and healthier work environments

Planet – Green cleaning reduces environmental impacts of the cleaning process

Profit – Green cleaning contributes to increased workplace wellness and productivity

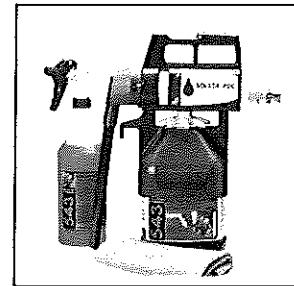
Priority Building Services will utilize Dilution Control for the PLACENTIA LIBRARY DISTRICT project. Thanks to dilution control, concentrated cleaning chemicals are effectively diluted according to manufacturer specs by a device that automatically measures out the concentrate and the water at certain proportions.

These devices can range from wall-mounted units to hand-held miniature dilution systems for the smaller or outlying areas.

Why Dilution Control?

Safety

The closed-loop system help ensure no chemical contact. Permanently secured inserts, locking cabinets and racks create a tamper-resistant system.



Our Solution Station products have simple descriptive names and are color- and number-coded at every step of the dispensing process helping to ensure that our employees never dispense the wrong chemical into the wrong bottle.

Accuracy

The metering tip is safely locked away in the concentrate bottle using a color-coded closed-loop insert to prevent tampering with the dilution ratio and to ensure end user cost per usable gallon.

Economical and Effective

Highly effective products, precise dilution, increased worker safety, and simplicity in use all add up to the most effective dilution control system you can find.

CIMS & CIMS -GB Certified with Honors



Priority Building Services is CIMS & CIMS-GB Certified with Honors!!



The first consensus-based management standard for the cleaning industry.

Priority Building Services is certified with Honors the CIMS and CIM-GB certification. Only a handful of companies in CA. have been awarded this honor. And only a CIMS-certified organization can say that an independent third party has actually performed an assessment of their systems, processes, and policies and agreed that they have instituted the management framework required by CIMS and demanded by those individuals responsible for selecting a cleaning service provider.

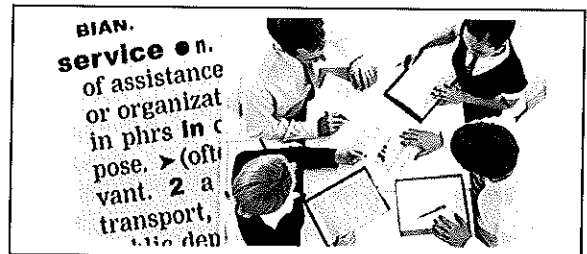
Created by the Industry, for the Industry

The Standard was created through a true consensus-based process that brought together representatives of the cleaning, facilities management, and purchasing communities. In total, more than 100,000 constituents were represented in the process, which included full peer review, and was administered, by ISSA and the American Institute for Cleaning Sciences (AICS).

What is CIMS-Green Building or CIMS-GB?

- (1) Quality Systems
- (2) Service Delivery
- (3) Human Resources
- (4) Health, Safety & Environmental Stewardship
- (5) Management Commitment
- (6) CIMS-GB Green Buildings and Service

- Green Cleaning Policy
- Green/High Performance Cleaning program
- Custodial Effectiveness Assessment (Quality System)
- Purchase of Cleaning Products and Materials
- Cleaning Equipment
- Indoor Chemical and Pollutant Source Control



Saving Money

Ultimately, the CIMS program is all about saving money. By implementing an effective management framework and green cleaning program, organizations are positioned to improve operational efficiency and better serve their customers, which naturally lead to cost savings.

What is our competitive advantage, you ask?

Building service contractors that are CIMS GB Certified:

- § Distinguish themselves from their competitors
- § Improve their bottom line, allowing savings to be passed on to you, the customer.
- § Better meet the demands of their customers, like we would for you.
- § Improve the overall quality of their services, so you the customer ultimately benefits.

Green Cleaning: LEED and Green Cleaning Policies



What is the LEED EB Rating System

The LEED 2009 Green Building Rating System for Existing Buildings: Operations & Maintenance is a set of performance standards for certifying the operations and maintenance of existing commercial or institutional buildings and high-rise residential buildings of all sizes, both public and private. The intent is to promote high performance, healthful, durable, affordable, and environmentally sound practices in existing buildings.

Green Mission Statement

Priority Building Services is committed in maintaining a high standard of cleanliness in our client's facilities as well as promoting indoor air quality by implementing a thorough Green Clean Program. We will accomplish this level of commitment by incorporating Green Seal Certified chemicals that meet (GS-37) standards, as well as, certified equipment that meet CRI Green Label standards or the standards set forth in LEED IEQ Credit 10.6. We utilize proper custodial training, procedures and agreements for Green Cleaning in our client's facilities. We are determined to provide healthy high performance cleaning and a more productive indoor environment with fewer burdens to our natural resources. In essence, this will provide products that effectively clean and are environmentally friendly to the working environment.

GREEN and Recommended Products

"Green" Paper Products: Priority Building Services is committed to providing Green Seal products that meet the standards GS-09 and GS-01. Priority Building Services ensures that the paper which is provided to the site is chlorine free (PCF), hypo-allergenic, contains no dyes or fragrances, and safe for use in microwave ovens. Roll and hand towels are made from a minimum of 40% post-consumer content, toilet tissue has 20% post-consumer content, and facial tissue has 10% post-consumer content.

Micro-fiber Cleaning Products: Priority Building Services will incorporate a variety of micro-fiber commercial products. Micro-fiber dusting cloths and flat mops will be implemented in the facility because of its ability to remove soils, pick up dust and bacteria without the need for chemical compounds. By using these products, cleaning will be made simpler, faster and more effective. Priority Building Services will provide proper directions to its cleaning staff in the proper use of micro-fiber products.

GREEN Equipment:

Priority Building Services is dedicated to ensuring that all the equipment used in the client's facilities meets the standards of Indoor Environmental Quality (IEQ) credit 10.6 of Leadership in Energy and Environmental Design (LEED). CRI Green Label Program for vacuums assures the efficiency of vacuums for removing soil, and rates the ability to contain that soil within the vacuum without sweeping it back into the environment. Green equipment also requires noise levels during operation to be low and non-disturbing, at no more than 70dba for vacuums and 90dba for propane powered equipment.

To ensure the success of our Green Clean Program, green cleaning practices must be shown to our cleaning staff. Basic principles of green cleaning procedures will include, but will not be limited, the following:



Green Cleaning: (continued)

An annual Green Clean training will be performed by manager, supervisors or Safety Training staff of proper procedures in cleaning and safety practices.

- Cleaners must focus on entryways inside and out. Trapping and removing dirt and pollutants before they enter the building is the green goal. Cleaners will be directed to frequently clean entrances and entryway mats.
- Cleaner must be trained in procedures for minimizing particles of dust and chemicals in the air. To achieve this goal, cleaners will be trained to apply the cleaner to the cloth rather than spraying the surface to be cleaned.
- Cleaners should be trained in the proper use of chemical management systems for accurate product dilution. Maximizing cleaning efficiency and minimizing waste should be the green goal.
- Cleaners should empty HEPA bags at the end of shifts or when they are half full.
- Training in proper vacuuming, extraction, rinsing and drying.
- Focusing on preventative measures. Our janitorial staff should wash their hands however many times is necessary, and also keep equipment clean and well maintained.
- Our cleaning staff will be trained to focus on cleaning touch points such as door knobs, handles, bright work, fixtures and any other common areas in the building where occupants come in contact.
- Cleaning staff must properly apply disinfectant in restrooms by following the proper dwell time for chemical to work on the surface. The main purpose is to disinfect or remove any spot by using less and fewer products.
- Cleaning staff must be trained in preventing cross-contamination by using the proper micro-fiber cloth and mop codes set by the facility.

*On-site supervisors will make sure that all products and chemicals will be stored properly.

Recordkeeping & Cleaning Staff Agreement

Keeping records is crucial for the successful management of our Green Clean Program. A comprehensive program will be developed for maintaining accurate reports directed to show the status of equipment and periodic employee training. After completing Green Clean training, employees will sign the cleaning staff agreement and cleaning codes to ensure that Green Clean requirements are met and understood.

Feedback Plan


Priority Building Services encourages building management, occupants and cleaning staff to develop open lines of communication in order to ensure the success of the green clean program. Creating a green communication line will help building occupants to understand that they are part of the process. The cooperation of building occupants is vital in reaching the goal of healthy indoor environment. Building occupants, for example, will be encouraged to notify the cleaning staff of spills, and will also be encouraged to use green cleaning chemicals inside the facility that are approved by the building.

Continued Improvement

Priority Building Services will continue to evaluate new environmentally friendly products as they are introduced to the market. We understand that the cleaning industry frequently makes advances in technology, and we plan to incorporate these advances in our cleaning services as they become available. At a minimum, all new products must meet EPA minimum guidelines, Green Seal Standards, EPA Design for the Environment specifications, Environmental Choice Standards, CRI Standards, or standards and requirements set forth by the USGBC LEED program.

Green Cleaning: Record Keeping





PRIORITY BUILDING SERVICES
 3000 WOODLAND BLVD
 WASHINGTON, DC 20007-5318
 (202) 246-1500

**Green Cleaning Policy
 Cleaning Staff Agreement**

I, _____, do hereby acknowledge by my signature that I have received, read, and fully understood the meaning of Priority Building Services cleaning policy, which includes the following procedures:


- Clean for health and safety
- Minimize human exposure to contaminants and cleaning products
- Recognize cleaning as an environmental health benefit
- Minimize chemical, particle and moisture residue when cleaning
- Follow safety procedures when diluting solutions and using products
- Following cleaning instructions & following cleaning codes
- Remove all residue at job sites before entering the building
- Inspect all cleaning positions and environmental safety ways
- Report any unsafe conditions to the maintenance

I am also aware that my employer and I are in compliance with the state and federal laws that apply to the work and that I agree to be held liable for any safety or professional standards expected of any Priority Building Services employee.

Signature: _____

Date: _____

Supervisor: _____




PRIORITY BUILDING SERVICES
 3000 WOODLAND BLVD
 WASHINGTON, DC 20007-5318
 (202) 246-1500

Equipment Maintenance Log

Work: _____

Equipment Description and Serial #	Maintenance Performed	By	Date



PRIORITY BUILDING SERVICES
 3000 WOODLAND BLVD
 WASHINGTON, DC 20007-5318
 (202) 246-1500

TRAINING IN WORKPLACE

Date: _____

Me: _____

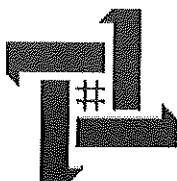
Trainer: _____

Notes/Topics Covered: Green Cleaning Policy, Procedures & Cleaning codes

LIST OF ATTENDANTS

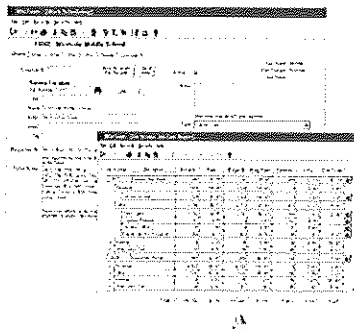
Print Name	Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Account Management and Methodologies



WinTeam Labor Management Software

WinTeam allows us to schedule periodic and project work; specify where and when the work will be done, along with detailed instructions about the task and who will perform the work. We also use WinTeam to schedule one-time jobs or recurring tasks. We input the specifics about your account and then print work tickets and daily itineraries for our staff with detailed instructions. Seamless integration with our accounts receivable ensures that billing will occur promptly and accurately.



(OS1) is a comprehensive high performance cleaning system. It employs in-depth training based on standardized tools and procedures.

Team Cleaning: Our crews work in teams and work their way through the building together. As they finish a section, they secure and turn off lights, which will reduce the "after hours" electricity costs.

Color Coding: Color coding allows our crew to easily identify what chemicals are used for what surface.

Tasks Assignments: By assigning specific tasks to each crew member that he/she is responsible for at each scheduled cleaning, he/she becomes more efficient and thorough at completing the assigned task.

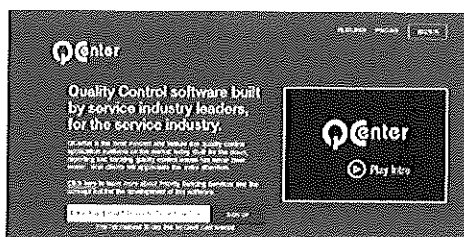


QCenter Communication

Priority Building Services is a forward thinking service company and we are continually looking for ways to create efficiencies. Below is the top of our conceptual home page screenshot of the software we are developing. Available from phone, tablet, laptop or office our Quality Control software is ready when we need it, where we want it.

Log in securely to:

- Communicate through an online Message Center
- View Work Scheduling Calendar
- Request Work
- View/print Work Tickets



Work where you want to work

Work Ticketing and Reporting

Agenda Item 28
Attachment C
Page 128



Priority Building Services, LLC
521 Mercury Lane
Brea CA 92821

Work Ticket 119

Reprinted

General Information:
 TT Job Number: 1036
 Job Number: 1036
 Schedule Date: 04/07/08
 Billable: Yes
 Routes: Agustin Pedraza's Area
 Frequency: Suite R
 Section: Suite R
 Requested By: Sylvia
 Ticket Supervisor: Jaime Solano
 Task Name: LBA Suites

Work Description:
 Please Detail Clean Suite As Follows:
 1. Clean interior & exterior windows
 2. Clean interior & exterior window muntions
 3. Dust cabinets (especially in the office area)
 4. Detail clean restrooms
 5. Stock restrooms
 6. Clean kitchen cabinets
 7. Stock kitchen paper towels dispenser
 8. Vacuum
 9. Broom sweep Warehouse (if applicable)

Directions:
 CA-57 N
 CA 60 E
 Exit Archibald Ave. & Turn LEFT
 Make a U Turn at E Francis St.
 Arrive at 1910 S Archibald Ave., Ontario, on the RIGHT

Completion Info: Date: 04/30/08 Status: Done Actual Hours: 8.00
 Notes: Quality Score:

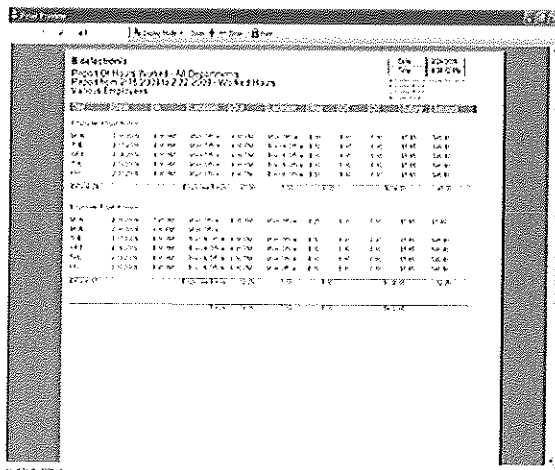
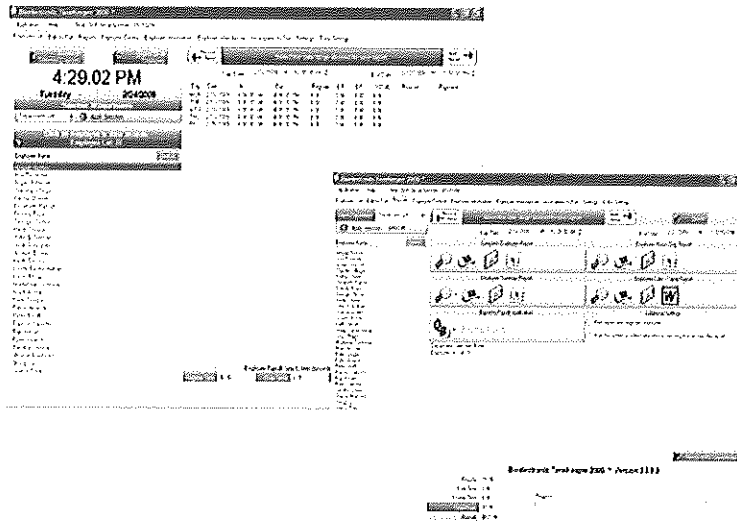
Priority Building Services, LLC		Work Ticket Report		04/07/08 To 04/07/08					
		031214	9:55:24 PM	Page 1 of 2					
Route ID	Route	Task Name	Job Number	TT Job #	Schedule Type	Route	Scheduled Hours	Schedule Date	Time
Ticket #	Section	Work Description	Job Description	Billable	Crew				
3	Agustin Pedraza's Area								
113	LBA Suites Suite R	1036 LBA	Detail Cleaning	Yes	Agustin Pedraza's Area	Done		04/07/08	
	Please Detail Clean Suite As Follows: 1. Clean interior & exterior windows 2. Clean interior & exterior window muntions 3. Dust cabinets (especially in the office area) 4. Detail clean restrooms 5. Stock restrooms 6. Clean kitchen cabinets 7. Stock kitchen paper towels dispenser 8. Vacuum 9. Broom sweep Warehouse (if applicable) Directions: CA-57 N CA 60 E Exit Archibald Ave. & Turn LEFT Make a U Turn at E Francis St. Arrive at 1910 S Archibald Ave., Ontario, on the RIGHT								
Completion Info:		Date	Actual Hours	Quality Score	Notes				
Customer #:	1036	P.O. #:		Invoice #:	1036	Invoice Date:	04/22/08		
Invoice Detail:	Invoice Description	Quantity	Measure	Price	Extension				
	LBA S PPS	1.00		1.00	1.00				
122	Dispensers - Install	1000	Warehouse Services Incorporated	No	Agustin Pedraza's Area	Done		04/07/08	
	Check All Soap Dispensers Install or replace dispensers in specified area PLEASE check them out tonight and let LBAPE know how many need to be replaced to get 800.00 before ordering soap dispensers. THANK YOU Date: 04/07/08 Actual Hours: Quality Score: Notes:								
121	Advise Crew	1200	Advise Crew	No	Agustin Pedraza's Area	Done		04/07/08	
	Fontana Building Converse INC. Please advise crew of the following: PER CUSTOMER REQUEST, WE WILL ONLY SERVICE THE FONTANA FACILITY (BY A ON/POWER) WILL NEED TO START 3:30PM TO BE FINISHED BY 4:00PM. IF THEY ARE COMPLETELY TESTED OUT, CAN WILL CALL US IF IN THEY WILL NO LONGER NEED DAILY SERVICE AT THIS LOCATION. Date: 04/07/08 Actual Hours: Quality Score: Notes:								
Company Totals									



Employee Time Management



Bioelectronix TC100 s Fingerprint Authentication



Bioelectronix TC100

With the Bioelectronix state-of-the-art fingerprint authentication technology we can track our employee's time and attendance with the touch of a finger.

Biometric fingerprint authentication is the most accurate way to collect employee time and attendance information. The Bioelectronix TC100 verifies an employee's identity based on the characteristics of their fingerprint. The Bioelectronix Fingerprint reading sensor scans any fingerprint in under 1 second; this in turn will make clocking in and out much faster for our employees and at the same time saving time and money by paying employees for the exact time they work.

Key Benefits:

- Eliminates buddy punching
- Verification of actual billable and contracted hours worked
- Verifies the hours cleaners are in the building in the event of a security concern
- Stores information within its internal memory, so there's no need to connect to client's computer or network
- Can use pin numbers as additional security check.

* Included as part of the contract if more than 30 total hours of cleaning per night, or a similar device.



Employee Background Screening



Reducing risk and ensuring candidates are qualified is an important part of the hiring process. LexisNexis® Screening Solutions offers products and services to help us automate this process and speed the hiring process while ensuring a candidate meets our company's employment standards. Reviewing past behavior helps us predict future behavior and verify fraud.

Available Checks:

1. Identity Verification including SSNs (Social Security Numbers)
 - a. An important first step in a background search, this search allows us to verify if the applicant is who he or she portrays herself as being.
2. Education, Employment References and Professional License Verification
3. National Criminal File, Statewide Criminal Database, Worker's Compensation or Sex Offender Registry Searches
 - a. National database of criminal records instantly, and check for records against alias names.
4. Criminal or Credit Record Searches
 - a. Verify criminal records at the source (or lack thereof) to show due diligence in keeping our workforce and your facility safe.
 - b. Check credit history of candidates through major bureau credit reports and comply with the Fair Credit Reporting Act.
5. Motor Vehicle Records Search
 - a. Ensures our drivers are licensed and without incidence.
6. Sanction Searches (FDIC, OFAC, FDA, OIG)
 - a. Obtain peace of mind and meet possible regulatory requirements about who we employ to work at your facility.



Transition Plan

Priority's Approach: Start-Up Transition Plan and Performa Schedule

Priority has accrued significant expertise associated with undertaking a janitorial company transition. Priority's start up plan schedule approach embodies the discipline and resourcefulness for which we are known.

To begin the process, our start up team will initiate planning immediately upon notification of facility start date. A PERT chart (Personnel, Equipment, Resources and Training) will be assembled with all key parameters logged and time lines identified. This endeavor will include the respective office staff that will be tasked as necessary to activate advertising and recruiting sources, as well as to assemble all requisite documentation to facilitate meetings with incumbent janitorial personnel.

We will begin the interviewing of all current contractor employees (Our company will consider PLACENTIA LIBRARY DISTRICT recommendations for the retention of any current employees) the interviewing of all management and supervisory ("key personnel") for your facilities. We will initiate the background checks, safety training and PLACENTIA LIBRARY DISTRICT procedures and requirements.

The appropriate number of training materials outlines equipment and tests. Uniform and equipment suppliers will be given advance notification of logistics and supply needs. Inventories will be pro actively expanded in anticipation of uniform and equipment requirements. District and Regional management will interact with key client facility personnel as well as with Priority's departments and in house resource personnel throughout the pre start process.

The start up/transition management teams meet initially with client designated representatives and start up staff to compare the existing organization, schedules, training, special requirements and specific locations against any new or changed requirements.

Based on the information given to us, we prepare a complete set of schedules, and update the time line PERT chart and other documentation and plans as necessary. This will be a separate start up and transition program for each property.

LOCATION OF WORK

Location of work is Placentia Library District at 411 E. Chapman Avenue. The building is open to the public 7 days a week Monday through Thursday, 9:00 a.m. – 8:00 p.m.; Friday & Saturday 9:00 a.m. – 5:00 p.m.; Sunday 1:00 p.m. – 5:00 p.m.

TIME OF COMPLETION

Upon notification from the Library Director or her designee, the contractor shall proceed immediately with the requested repair services.

EMERGENCY RESPONSE

Contractor shall have the capability and be required to respond to all safety (risk management) emergencies during normal working hours (8:00 a.m. to 8:00 p.m.), Monday through Thursday; (8:00 a.m. – 5:00 p.m.) Friday and Saturday and (12:00 p.m. – 5:00 p.m.) as well as after-hours, 24 hours, 7 days per week (including holidays). Contractor shall provide the District with emergency on-call contact numbers. Failure to keep information current will result in a performance deficiency deduction of \$250.00 per occurrence.

Contractor shall have the capability of responding "on site" to all emergencies (determined by the District), within one (1) hour, unless otherwise noted. All requests for services shall be returned within fifteen (15) minutes. Failure to respond in specified time frames will result in a \$250.00 performance deficiency deduction per occurrence. Contractor will be required to be equipped with cellular phones for optimum communication.

MATERIALS

All materials shall be installed new and of the same manufacturer as found unless otherwise approved by the District. Materials must be listed and approved by the Consumer Products Safety Commission and/or Underwriters' Laboratories (UL). Any deviation in replacing of original equipment unless otherwise authorized will result in a performance deficiency of \$250.00 per occurrence. In addition, the Contractor is responsible for all liabilities resulting in utilizing unauthorized materials. Material markups shall not exceed ten percent. At no time should any equipment or product provided by the District be removed from the premises or utilized by Contractor for use other than District-related.

District will provide the following supplies:

1. Trash-can liners for receptacles
2. Hand towels
3. Hand soap
4. Toilet paper
5. Toilet seat covers

SCOPE OF WORK

The work to be completed herein consists of furnishing all labor, materials, tools, equipment, supplies, and incidentals as required to adequately clean and repair District-owned facilities and equipment. The work involves daily, weekly, monthly and quarterly full service maintenance and cleaning of the 22,800 square foot facility. All work shall be completed on a time and materials basis.

Lobby/Entrance/Friends Bookstore	Daily	Weekly	Biweekly	Monthly
Clean entry glass including 5 inside and 1 outside display cases	X			
Sweep floor	X			
Damp mop floor	X			
Wet mop floor		X		
Scrub floor		X		
Vacuum Welcome mat	X			
Clean and dust bookshelves	X			
Clean and dust lobby TV monitor and computers	X			
Clean lobby/entrance furniture	X			
Clean and sanitize upholstered furniture	X			
Empty and sanitize interior and exterior trashcans	X			
Change trashcan liners	X			
Clean and sanitize trashcans	X			
Spot clean all glass including pictures frames and display cases	X			
Spot clean walls		X		
Clean and sanitize phone in the Friends office	X			
Clean and sanitize all door handles	X			
Clean can light fixtures				X
Clean, dust and sanitize drinking fountain	X			
Clean corners and remove cobwebs throughout area	X			

Public and staff restrooms (4 public restrooms, 2 staff restrooms)	Daily	Weekly	Biweekly	Monthly
Clean and sanitize toilets and urinals	X			
Clean and sanitize sinks, mirrors, baby changing station and counters	X			
Clean and sanitize partitions	X			
Clean and sanitize all door handles	X			
Spot clean walls		X		
Sweep floors	X			
Damp mop floors	X			
Scrub floors		X		
Deep wash floors				X
Empty and sanitize trashcans and sanitary receptacles	X			
Replace trashcan and sanitary receptacle liners	X			
Clean and sanitize trashcans	X			
Clean can light fixtures				X
Replace toilet paper, hand towels, toilet seat covers, and hand soap	As needed			
Clean corners and remove cobwebs throughout area	X			

Community Meeting Room	Daily	Weekly	Biweekly	Monthly
Clean entry frosted glass entry doors	X			
Clean interior glass including windows and doors	X			
Clean exterior glass including windows and doors				X
Clean and sanitize refrigerator door		X		
Clean and sanitize microwave				X
Clean and sanitize sink and counter	X			
Vacuum carpet	X			
Remove carpet stains		X		
Clean lobby/entrance furniture	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean artwork		X		
Spot clean walls (White screen is not to be cleaned)		X		
Clean and sanitize phone	X			
Clean and sanitize all door handles	X			
Clean corners and remove cobwebs throughout area	X			
Replace hand towels and hand soap	As Needed			

Group Study Room	Daily	Weekly	Biweekly	Monthly
Clean glass door	X			
Vacuum carpet	X			
Remove carpet stains		X		
Clean and sanitize furniture	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean walls		X		
Clean and sanitize all door handles	X			
Clean corners and remove cobwebs throughout area	X			

History Room	Daily	Weekly	Biweekly	Monthly
Clean glass including doors	X			
Vacuum carpet	X			
Remove carpet stains		X		
Dust book tops			X	
Clean furniture	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean walls		X		
Clean and sanitize phone	X			
Clean and sanitize all door handles	X			
Clean corners and remove cobwebs throughout area	X			

Public Areas / Stacks / Computer Lab	Daily	Weekly	Biweekly	Monthly
Clean entry glass including interior windows and doors	X			
Wash and clean exterior windows and doors				X
Vacuum carpet	X			
Remove carpet stains		X		
Clean bookshelves	X			
Clean and sanitize upholstered furniture	X			
Clean and sanitize wooden tables and chairs	X			
Clean and dust bookshelves and counters	X			
Clean and dust TV monitor in the computer lab			X	
Clean and dust all computer monitors and CPU	X			
Clean, dust and sanitize Information Desk monitors, counter tops and drinking fountains	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean all glass including pictures frames and display cases		X		
Spot clean walls		X		
Clean and sanitize phones at the Information Desk	X			
Clean and sanitize all door handles	X			
Clean can light fixtures				X
Clean corners and remove cobwebs throughout area	X			

Administration	Daily	Weekly	Biweekly	Monthly
Vacuum carpets	X			
Remove carpet stains			X	
Clean leather furniture	X			
Clean and sanitize upholstered furniture	X			
Clean windows	X			
Wash and clean exterior windows and door				X
Clean and sanitize phones	X			
Clean and dust shelves	X			
Spot clean walls		X		
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean all glass including pictures frames and display cases	X			
Clean corners and remove cobwebs throughout area	X			

Staff Offices & Work Room	Daily	Weekly	Biweekly	Monthly
Clean glass including windows and doors	X			
Vacuum carpet	X			
Remove carpet stains			X	
Clean and dust furniture and counters	X			
Clean and dust computer monitors and CPU	X			

Clean, dust and sanitize phones	X			
Empty and sanitize trashcans	X			
Replace trashcan liners	X			
Spot clean walls	X			
Clean can light fixtures				X
Clean and sanitize all door handles	X			
Dust bookshelves	X			
Clean corners and remove cobwebs throughout area	X			

Staff Lounge	Daily	Weekly	Biweekly	Monthly
Clean and sanitize tables and chairs	X			
Sweep floor	X			
Damp mop floor		X		
Wet mop floor		X		
Scrub floor			X	
Clean sink and counter	X			
Clean interior and exterior of microwaves	X			
Clean interior and exterior of refrigerator			X	
Clean and wipe stove		X		
Clean and wipe oven				X
Clean exterior of cupboards		X		
Clean and sanitize phone	X			
Clean and dust computer monitor and CPU	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean all artwork				X
Spot clean walls			X	
Vacuum and sanitize upholstered furniture	X			
Clean and sanitize all door handles	X			
Clean can light fixtures				X
Clean corners and remove cobwebs throughout area	X			
Replace paper towels, hand soap and detergent soap	As Needed			

Additional Services:

1. The following is a summary of typical services the contractor will be asked to provide:

- Clean and remove cobwebs on all exterior of building
- Water plants on a weekly basis
- Clean and dust silk plants on a weekly basis
- Hang and remove artwork as needed
- Repair plumbing on sinks, toilets, and associated fixtures
- Repair stucco and walls
- Repair concrete and perform minor concrete work
- Facilities painting / repairs

- Assemble, remove or repair furniture
 - Install or repair facility roofing
 - Install, modify, or repair facility appliances
 - Other facility repair duties and assistance as needed
2. All repairs over one-thousand dollars (\$1,000.00) will require pre-authorization and a written work proposal from the Contractor detailing the costs for the recommended repairs, maintenance, alteration, or installation. All unauthorized work will be at no expense to the District and solely the Contractor's responsibility. All work conducted under this contract shall be compensated on a time and materials basis.
 3. For work under one-thousand Dollars (\$1,000.00), the Contractor must receive verbal authorization from the Library Director or her designee prior to proceeding with the work and provide documentation with billings.
 4. When proceeding to accomplish authorized maintenance, follow the directions and events listed below:
 - a. Before leaving the building, check company's message center for any service request or changes in service request from the Placentia Library District.
 - b. Before terminating any work being performed, Contractor shall perform a thorough clean up and remove any debris generated. A final inspection must be performed by the Contractor to insure that all necessary work is complete before leaving the library.
 - c. Acceptance of work by the District for payment will occur when bills are received and approved. Warranty period will continue for a period of one (1) year from the date of acceptance by the District.

Deficient Work

1. The Library Director or her designee shall notify the Contractor verbally or in writing each time performance is unsatisfactory and corrective action is necessary.
2. Work shall proceed in an orderly manner according to industry standards. The Contractor shall provide the Library Director with a schedule of repairs in advance of starting the work. Failure to provide a schedule when requested or to perform work according to schedule will result in a performance deficiency deduction of up to \$250.00 per occurrence.
3. Failure to comply with conditions, specifications, schedules, and directives from the Library Director or her designee will result in a performance deficiency deduction of \$250.00 per occurrence.
4. All unsatisfactory work believed to be complete by the Contractor and submitted for billing shall be set aside and considered incomplete until work is performed again to the satisfaction of the District. Removals and rework shall be completed immediately by the Contractor and shall be at no additional expense to the District.

5. Work left idle, incomplete, or not commencing immediately upon notification to the Contractor to proceed shall be subject to a performance deficiency deduction for failure to protect the public. The deduction from payments will be \$250.00 per day.
6. The objective of the required service is to have available on the project sites the tools and knowledge needed to make repairs or mitigate a potentially hazardous condition as soon as it is observed.

Conflict of Interest

In the sole judgment of the Placentia Library District, any and all proposals are subject to disqualification on the basis of a conflict of interest. Placentia Library District may not contract with a vendor if the vendor or an employee, officer or director of the vendor's firm, or any immediate family member of the preceding, has served as an elected official, employee, who influences the making of the contract. Furthermore, Placentia Library District may not contract with any vendor whose income, investment, or real property interest may be affected by the contract. Placentia Library District, as its sole option, may disqualify any proposal on the basis of such a conflict of interest. Please identify any person associated with the firm that has a potential conflict of interest.

References

Please provide a list of at least (3) office/commercial/business references documenting your experience. Each reference should include the business name, contact name, and a current telephone number.

Insurance, License, and Bonding Documentation

Provide proper documentation verifying current policies.

Deadline and Contact Information

Proposals must be submitted no later than Monday, February 6, 2017 at 5:00 p.m. and to:

Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870
Attention: Library Director



Service Agreement

Priority Building Services, LLC (hereinafter referred to as PBS) located 521 Mercury Lane, Brea, CA 92821 and PLACENTIA LIBRARY DISTRICT 411 E. Chapman Avenue Placentia, CA 92870 (hereinafter referred to as "Client") agree as follows:

PBS agrees to perform the services outlined in this contract under "Statement of Work (SOW)" in locations and areas set forth in this contract for payment by the Client according to the terms outlined.

Client shall be invoiced on the first day of the month for the current month's service. Terms will be net 30. A late charge of one and one half percent per month shall be paid by Client to PBS for all past due invoices that are not received within 45 days of invoice.

The term of this agreement shall month to month and either party may terminate this agreement with 30 days written notice to the other party after the first 90 days of service commencement.

The rates specified in this agreement shall remain in effect for one (1) year from the commencement of services, unless the Federal or State Minimum wage is increased or there is an increase on any payroll related local, state, or federal taxes, charges, insurance costs and/or the negotiated wage, the cost of service per year will be increased the percentage of increase in such cost over the then current rate. Said increase in cost shall begin as of the date the cost change becomes effective.

PBS agrees to furnish all equipment, tools and other materials necessary for the performance of said duties.

Location to be serviced:

411 E. Chapman Avenue
Placentia, CA 92870

The monthly billing to client for janitorial/day porter services, will be as follows:

Cleaning Service 7x Weekly including Floor Care Program 2017

Three Thousand Four Hundred Thirty Seven Dollars Monthly \$3,437.00 _____

Cleaning Service 7x Weekly including Floor Care Program 2018

Three Thousand Five Hundred Eighty Six Dollars Monthly \$3,586.00 _____

Handyman and additional services to be billed \$30-\$35 Hourly depending on project and size of project

Service Agreement (continued)



Service levels may increase or decrease as the client's needs may change and the price will be adjusted accordingly by the agreement of both parties.

PBS will not perform services on any legal holidays unless requested by client and it will be billed at a separate negotiated price. It is further agreed that client will not hire PBS personnel for a period of 90 days after termination of this agreement.

This Contract constitutes the entire agreement between Priority Building Services and Client and may not be varied, altered or modified in any way except by written agreement between the parties. No oral changes in the terms of this contract or oral approval shall be permitted. This contract supersedes any and all previous agreement between the parties and any such agreement is hereby canceled.

If the services of an attorney are required to enforce any provision of this agreement, the defaulting party agrees to pay the prevailing party's reasonable attorney's fees for any such services, including court action.

Any Addenda and/or Attachments hereto by PBS shall be considered part of this Agreement and are equally binding.

Any controversy or claim arising out of or relating to this agreement, or the breach thereof shall be settled by arbitration in accordance with the rules of the American Arbitration Association and judgment on the award rendered may be entered in any court jurisdiction.

PBS is licensed by the State of California and this Agreement shall be construed in accordance with the laws of the State of California. The appropriate courts of San Diego County shall settle any disputes arising hereunder.

AGREED AND ACCEPTED BY

PLACENTIA LIBRARY DISTRICT CITY HALL

Priority Building Services, LLC

SIGN: _____

SIGN: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

Start Date: _____, 2017 _____



References

The accounts listed below range in size from 35,000 SF to over 1,000,000 SF.

AT&T Services

Mr. Jim Lee Facilities Coordinator

217 N. Lemon Street

Anaheim, CA 92805

(714) 284-3348 Fax: (714) 521-2229

jl1912@att.com

Janitorial Services for Southern California locations

750,000+ Square Feet of Cleaning Nightly

\$672,000 Annually

Leach International

Mr. Roy Powell Purchasing Administrator

6900 Orangethorpe Avenue

Buena Park, CA 90622

(714) 736-7346 Fax: (714) 522-8124

rpowell@leachintl.com

Janitorial and Day Porter Services

1,000,000+ Square Feet of cleaning Nightly

\$194,500 Annually

Inland Empire Utilities Agency

Mr. Dave Hein Facilities Specialist

6075 Kimball Avenue

Chino, CA 91708

(909) 993-1687 Fax: (909) 993-1684

dhein@ieua.org

Janitorial Services for all locations

100,000 Square Feet of Cleaning Nightly

\$177,000 Annually



Southern California Gas Company

Mr. Ron Fowler Facilities Coordinator

8101 S. Rosemead Blvd

Pico Rivera, CA 90660

(562) 806-4392 Fax: (562) 806-4328

rfowler@semprautilities.com

Janitorial Services for 25 locations in Southern California

\$697,000 Annually

200,000+ Square Feet of Cleaning Nightly

Sanitation Districts of Los Angeles

Mr. Steve Krai Supervising Operations Engineer

24501 S. Figueroa Street

Carson, CA 90745

(310) 830-2400 Ext. 5255 Fax: (310) 834-9013

skrai@lacsdsd.org

Janitorial and Day Porter Services for 11 locations

420,000+ Square Feet of Cleaning Nightly

\$446,000 Annually

Golden State Water District

Mr. Larry Fordham Contract Administrator

2143 Convention Center Way Suite #100

Ontario, CA 91761

(909) 937-0111 Ext 319 Fax: (909) 937-0222

ldfordha@gswater.com

Janitorial Services for all locations

250,000 Square Feet of Cleaning Nightly

\$53,000 Annually



2.7 Prior Experience

Southern California Gas Company

10/6 to Present

Priority Services 24 locations throughout Southern California. Services include nightly Janitorial, Restrooms, Trash Pickup and floor care

250,000+ Square Feet of Cleaning nightly

8101 S. Rosemead Avenue

Pico Rivera, CA 90660

Ron Fowler (562) 806-4392

Inland Empire Utilities Agency

1/16 to Present

Nightly cleaning at all facilities. Services include General Janitorial, trash, vacuuming and floor care

200,000+ Square Feet of cleaning nightly

6075 Kimball Avenue

Chino, CA, 91708

Dave Hein (909) 993-1684



Sanitation Districts of Los Angeles

1/16 to Present

Nightly cleaning at 9 facilities. Services include General Janitorial, trash, vacuuming, window washing and floor care

350,000+ Square Feet of Cleaning nightly

24501 S. Figueroa Street

Carson, CA 90745

Steve Krai (310) 830-2400

San Gabriel Valley Water District

10/15 to Present

Nightly cleaning at all facilities. Services include General Janitorial, trash, vacuuming and floor care

100,000+ Square Feet of Cleaning Nightly

11142 S. Garvey Avenue

South El Monte, CA 91734

Rick Swift (626) 448-6183

Moulton Niguel Water District

7/16 to Present

Nightly cleaning at all facilities. Services include General Janitorial, trash, vacuuming and floor care



100,000+ Square Feet of Cleaning Nightly

26161 Gordon Road

Laguna Hills, CA 92653

Larry Ballew (949) 831-2500

Golden State Water

6/16 to Present

Nightly cleaning at all facilities. Services include General Janitorial, trash, vacuuming and floor care

80,000+ Square Feet of Cleaning Nightly

2143 E. Convention Center Way Suite 100

Ontario, CA 91761

Larry Fordham (909) 937-0111 Ext. 319

Santa Margarita Water District

11/03 to Present

Nightly cleaning at all facilities. Services include General Janitorial, trash, vacuuming and floor care

75,000+ Square Feet of Cleaning Nightly

26111 Antonio Parkway

Rancho Santa Margarita, CA 92688

Jorge Bergara (949) 459-6511



Supply Price List

ITEM	PRICE
Multi-fold Towels	
White Multifold Towels (Bleached, 4,000 per case)	\$22.15
KC 199 Kleenex Scottfold Towels (Bleached, 1920 per case)	\$27.50
Clean & Soft Multifold Towels (Bleached, 4,000 per case)	\$24.25
Roll Towels	
Platinum II White Roll Towels (2-ply, 12 rolls of 600' 7200' per case)	\$45.95
Household (EPA towel 90 sheets 30 rolls per case)	\$27.75
Toilet Tissue	
Livi Toilet Tissue (2-ply, 80 rolls per case, 600 sheets per roll)	\$41.15
Clean & Soft (2-ply, 80 rolls per case, 600 sheets per roll)	\$45.25
JRT Clean & Soft (2-ply, 12 roll per case, 1000' per roll)	\$31.45
Hand Soap	
Clear Tone Lanolin-Based (4 gallons per case)	\$23.75
Lan-O-Tone Pink Hand Soap (4 gallons per case)	\$25.75
Antibacterial Hand Soap (4 gallons per case)	\$43.75
Waxie Grand Touch 1000ml 8 per case	\$60.95
WaxieCare Multi-lime Hand Cleaner 2/5000ml per case	\$79.95
Trash Can Liners	
Plastic Liners 24" (1,000 per case)	\$18.53
Plastic Liners 36" (500 per case)	\$22.00
Plastic Liners 48" (250 per case)	\$26.20
Miscellaneous	
Seat Covers (5,000 per case)	\$39.19
Playtex Tampons (500 per case)	\$69.75
Stayfree #4 Sanitary Napkins (250 per case)	\$34.40
Urinal Screens With Block (12 per case)	\$21.80
Waxie 5100 Clean & Soft Facial Tissue 30/bx per case	\$26.50
Waxie Dry Air Mango Deodorizer 12/10oz per case	\$55.65

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Determine Dates for March 2017 Board Meeting

DATE: February 22, 2017

BACKGROUND

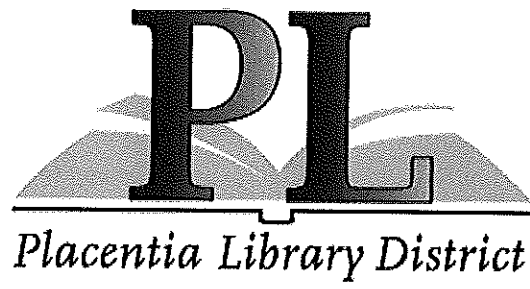
The Library Director will be attending the California Research and Education Network Initiative (CENIC) conference from March 19-22, 2017 which conflicts with the regular scheduled Library Board meeting on March 20, 2017. Authorization for the CENIC conference was approved at the January 25, 2017 Board meeting.

Alternative dates for the March meeting include:

- Monday, March 27, 2017
- Tuesday, March 28, 2017
- Wednesday, March 29, 2017
- Thursday, March 30, 2017

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



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