



Request for Proposals (RFP)

City of Torrance | 3031 Torrance Blvd, Torrance CA 90503 | www.TorranceCA.Gov

RFP No. B2022-25

RFP for Graffiti Removal Services for the City of Torrance

RFP Submittal Information

Proposals may be mailed or hand delivered. No faxed proposals will be accepted.

Late proposals will not be accepted. No Exceptions

Location: Office of the City Clerk
3031 Torrance Blvd.
Torrance, CA 90503

Date: Monday, May 23, 2022

Time Deadline: 3:00 p.m. Local (Pacific) Time

Submittal Requirements

An original plus four (4) printed copies of your RFP submittal must be submitted in a sealed envelope and marked with the RFP number and title by the deadline listed above. Your submittal must include the following: Proposers that do not provide these items in their proposal will be disqualified and their proposal will not be evaluated.

- Vendor’s Response (Section III of this document) on the forms provided. If additional space is required, please attach additional sheets/pages. Include all that is listed under “Required Proposal Submittals” on page 20 through page 26 of this RFP
- Vendor’s Affidavit (Attachment 1)
- References (Attachment 2)
- Addenda Acknowledgment (Addenda will be posted on the City website (3) business days prior to the proposal due date at: <https://www.torranceca.gov/government/general-services/completed-projects>)
- Proof of DIR Registration
- Other information about your company that would assist the City in the evaluation of your RFP submittal.

Prior to the award of a Contract

The successful consultant, must submit the following to the City of Torrance

- Proof of insurance as indicated in the terms and conditions of this RFP document.
- Proof of a City of Torrance Business License, please contact the City of Torrance Business License Office at (310) 618-5923

**Pre-Proposal Conference
NOT APPLICABLE**

Questions Regarding this RFP Must be Submitted in the Form of an E-Mail

- Your E-mail must include the RFP number and RFP title in the subject heading.
- The deadline to submit questions is 12:00 Noon Pacific Time on Monday, May 16, 2022
 - Your questions should be directed to:
Nina Schroeder, General Services Department
NSchroeder@TorranceCA.gov

SECTION I RFP INSTRUCTIONS AND INFORMATION

Notice is hereby given that sealed proposals will be received in the office of the City Clerk, City Hall, 3031 Torrance Boulevard, Torrance, CA, until 3:00 p.m. on Monday, May 23, 2022. An original and four (4) printed copies of each proposal must be submitted in a sealed envelope and clearly marked: "RFP for Graffiti Removal Services for the City of Torrance, RFP No. B2022-25."

The City of Torrance:

The City of Torrance is situated on the western side of Los Angeles County. It is bordered by the Palos Verdes Peninsula on the south, the City of Gardena on the north, the City of Redondo Beach on the north and west boundaries, the City of Lomita on the east and the Pacific Ocean on the west. The City encompasses an area of approximately 21 square miles, 329 miles of Streets, 1870 intersections, 550 miles of sidewalks, 47,000 Street Trees, 6 Public Libraries, a Municipal Airport, Transit System, 46 Parks & Recreation Amenities, 6 Fire Stations, 1 Police Station and 1 Police Community Center, and has an estimated population of approximately 146,115, which makes Torrance one of the top 10 cities in Los Angeles County in regards to population.

Background:

The City of Torrance is currently seeking graffiti removal services. Approximately 80% - 85% work time will be spent patrolling the City in vehicles provided by the contractor, seeking and removing graffiti using various chemicals, and/or water blasting, based on the nature of the graffiti to be removed. The remaining 15% - 20% of the work includes restoring surfaces where graffiti was removed, assessing the nature of the graffiti found to determine the best method and technique to remove the graffiti, and limited painting to cover up surfaces in which graffiti was removed.

Definitions:

Word	Definition as applied to this RFP
City	The City of Torrance, California
Consultant, Contractor, Proposer, Firm or Vendor	The person, firm, company or corporation providing services to the City, or submitting a proposal in response to this RFP
Contract, Purchase Order, Agreement, Purchasing Agreement	The agreement between the awarded Contractor and the City as a result of this Request for Proposals

Proposal Submittal Form:

Interested Vendors must submit five (5) separately bound copies of their proposal. One (1) of the five must be an original. Proposals must include the following information in the ordered format outlined below:

The proposal must be made on the form provided for that purpose, enclosed in a sealed envelope, and marked "RFP for Graffiti Removal Services for the City of Torrance, RFP No. B2022-25" and addressed to the City Clerk, City of Torrance, 3031 Torrance Blvd., Torrance, CA 90503. If an individual makes the proposal, it must be signed by that individual, and an address, telephone (and fax number if available) must be given. If made by a business entity, it must be signed by the person(s) authorized to execute agreements and bind the entity to contracts. A full business address, telephone (and fax number if available) must be given. No telegraphic, fax or telephonic proposal will be considered.

Blank spaces in the proposal form must be filled in; using ink, indelible pencil, or typewriter, and the text of the proposal form must not be changed. No additions to the form may be made. Any unauthorized conditions, limitations, or provisos attached to a proposal will render it informal and may cause its rejection. Alterations by erasure or interlineations must be explained or noted in the proposal form over the signature of the Proposer.

Questions:

Questions must be submitted in writing via email to Nina Schroeder at NSchroeder@TorranceCA.gov by 12:00 P.M Noon, local Pacific time on Monday, May 16, 2022. No questions will be answered by telephone. Questions submitted after this date will not be answered. Written answers and any other changes to the RFP will be posted on the City website <https://www.torranceca.gov/government/general-services/completed-projects> as an addendum to the RFP (3) business days prior to the proposal due date.

All addenda must be acknowledged. Failure to acknowledge addenda on the proposal forms provided may render the proposal non-responsive and cause it to be rejected. It is the Vendors sole responsibility to visit the project's website to obtain and administer any Addendum related to this RFP. An Addendum must be acknowledged by a proposer in its submitted form of Proposal.

To ensure fairness and avoid misunderstandings, all communications must be in written format and submitted via e-mail by the due date to the individual email address above and on page 1 of this Request for Proposal. Any verbal communications will not be considered as a submitted question. Any communications whether written or verbal to any person other than the designated individual listed on page 1, prior to award of a contract/purchase order is strictly prohibited. Any proposer making such communications may be disqualified from consideration.

Examination of RFP Documents

Proposer shall read this entire package and submit all requested information and forms with their proposal. The submitted proposals represent vendors thoroughly examined and become familiar with the work required and understand project objections and are capable of performing quality work to achieve the City's objectives. Proposers must fully inform themselves of the conditions, requirements and specifications of work and materials to be furnished. Failure to do so will be the Proposer's sole risk.

Errors and Omissions:

The proposer will not be allowed to take advantage of any errors and/or omissions in these specifications or in the proposer's specifications submitted with its proposal. Full instruction will always be given when errors or omissions are discovered.

Reservation:

The City reserves the right to revise or amend these specifications prior to the date set for opening proposals. Revisions and amendments, if any, will be announced by an addendum to this RFP. If the revisions require additional time to enable consultants to respond, the City may postpone the opening date accordingly. In such case, the addendum will include an announcement of the new proposal submittal due date.

All addenda must be attached to the proposal. Failure to attach any addendum may render the proposal non-responsive and cause it to be rejected.

The City reserves the right to award a contract to a company solely on the basis of the initial proposal submitted. The City reserves the right to require more information and clarification on information submitted in the proposal to complete the evaluation.

The City Council reserves the right to reject any and all proposals received, to take all proposals under advisement for a period not to exceed ninety (90) days after the date of the opening, to waive any informality on any proposal, and to be the sole judge of the relative merits of the material and or service mentioned in the respective proposals received. The City reserves the right to reject any proposal not accompanied with all data or information required.

This Request for Proposals does not commit the City to award a contract or to pay any cost incurred in the preparation of a proposal. All responses to this RFP document become the property of the City of Torrance.

The City reserves the right to examine all factors bearing on a Proposer's ability to perform the services under the contract. The City reserves the right to reject any proposal not accompanied with all data or information required. The City reserves the right to cancel this solicitation, without penalty, at its sole discretion.

Affidavit:

An affidavit form is enclosed. It must be completed signifying that the proposal is genuine and not collusive or made in the interest or on behalf of any person not named in the proposal, that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure for itself an advantage over any other proposer. Any proposal submitted without an affidavit or in violation of this requirement will be rejected. (Attachment 1)

Permits and Licenses:

The vendor/contractor will procure and execute all permits and licenses, pay all required charges and fees, and give all notices necessary and incidental to completion of Work. The Contractor shall obtain a City of Torrance Business License. For City of Torrance Business License information, contact the City of Torrance Business License Office at (310) 618 – 5923.

Insurance:

The Contractor must maintain Automobile Liability, General Liability and Workers' Compensation Insurance as specified in the Contract Services Agreement.

INDEMNIFICATION: The Vendor will indemnify, defend, and hold harmless the CITY, the City Council, each of its members, present and future, its officers, agents and employees from and against any and all determination of increased coverage by the Risk Manager to the City Council of CITY within 10 days of receipt of notice from the Risk Manager.

Evaluation of Proposals:

The City will be the sole determiner of suitability to the City's needs. Proposals will be rated according to their completeness and understanding of the City's needs, conformance to the requirements of the technical specifications, compatibility with the City's current technology and operations, prior experience with similar scope of work, past history of graffiti removal work in other communities, ability to perform the required services for a city of Torrance size, financial capabilities, delivery, and cost. Cost including any ongoing maintenance and support cost will be reviewed to determine which proposal best meets the needs of the City.

The City's project evaluation team will evaluate proposals based on the evaluation criteria listed below. Points will be assigned to each criterion up to a maximum of 100 points. Proposals will be ranked and that ranking will be made public.

Subsequently, the City evaluation committee may interview a qualified Firm, prior to deciding whether or not to recommend the award of an Agreement.

PART I – EVALUATION OF PROPOSALS: After receipt of proposals for this project, the City’s project evaluation committee will evaluate proposals based on the criteria listed below (with exception of cost), and develop a short list of qualified Firms. The Firms on this short list will then be invited to interview with the City.

CRITERIA	MAXIMUM POINTS
Plan of Operation	40
Costs (graffiti only – bid alternate not included)	40
References	20
Maximum Total Score	100

PART II – INTERVIEW: At the time of the interview should an interview be conducted, invited proposers will present an overview of their proposal to include specific discussion of their qualifications in the order of the review criteria listed in “evaluation of proposals” above.

If vendor will be merging company software with the City provided software (Accela system), vendor will need to provide a documented Web Based API (Application Programming Interface) that includes at minimum functions to submit new records, search for records, and request record status. This will enable the City to link with the vendor’s system via mobile app or web page. A web based systems demo may be requested.

Additionally, the city may request a detailed fee proposal that includes cost for each task in the scope of work section of the RFP.

Vendors may list any additional services and associated costs that are not covered in the City’s scope of work. These items should be listed separately from those specifically requested so they may be considered.

PART III – POST INTERVIEW EVALUATION: After the completion of the interviews and the scoring of the interview and cost components, the City’s project evaluation committee may invite the highest ranking Firm to negotiate a final contract as a result of this RFP. If negotiations fail, the next highest ranking firm will be invited to negotiate a final contract.

After selection and final cost negotiation, the City of Torrance will seek City Council approval for award of a formal contract.

Independent Contractor:

The successful proposer is, and will at all times remain as to the City, a wholly independent contractor. Neither the City nor any of its agents will have control over the conduct of the Contractor or any of the Contractor’s employees, except as otherwise set forth in the awarded Agreement. The Contractor’s agents and employees are not and will not be considered employees of the City for any purpose. The Contractor may not, at any time or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of the City. The City has no duty, obligation, or responsibility to the Contractor’s agents or employees under the Affordable Care Act. The Contractor is solely responsible for any tax penalties associated with the failure to offer affordable coverage to its agents and employees under the Affordable Care Act and any other liabilities, claims and obligations regarding compliance with the Affordable Care Act with respect to the Contractor’s agents and employees. The City is not responsible and will not be held liable for the Contractor’s failure to comply with the Contractor’s duties, obligations, and responsibilities under the Affordable Care Act. The

Contractor agrees to defend, indemnify and hold the City harmless for any and all taxes and penalties that may be assessed against the City as a result of the Contractor's obligations under the Affordable Care Act relating to the Contractor's agents and employees.

Notice:

Whenever it will be necessary for either party to serve notice on the other respecting the Agreement, such notice will be served by personal delivery or by certified mail to the following addresses, unless and until different addresses may be furnished in writing by either party or the other, and such notice will be deemed to have been served within seventy-two (72) hours after the same has been deposited in a United States Post Office by certified mail or has been delivered personally, and will be valid and sufficient service of notice for all purposes:

CITY: City Clerk
City of Torrance
3031 Torrance Boulevard
Torrance, CA 90503

VENDOR: Will be determined upon award of contract.

Notice of Intent to Award:

Approximately two (2) weeks prior to the anticipated City Council meeting awarding a contract as a result of the RFP, the City will notify all proposer's of its intent to award. Results will be posted on the City of Torrance Web site: <https://www.torranceca.gov/government/city-clerk/request-for-proposals> (view evaluated results of Bids and RFPs).

City of Torrance Bid/RFP Protest Procedures:

The City of Torrance Bid/RFP Protest Procedures may be found on the City of Torrance Web site: <https://www.torranceca.gov/government/city-clerk/request-for-proposals> (view the City's Bid / RFP Protest Procedures).

The Contract:

The Vendor to whom the award is made will be required to enter into a written contract with the City of Torrance. Attached is a copy of the City's standardized contract, which will be modified to reflect the awarded RFP. A copy of this RFP and the accepted proposal will be attached to and become a part of the contract. A purchase order with the same terms and conditions may be issued in lieu of the contract services agreement.

Contract Term:

The contract will be awarded for a total of five (5) service years (July 1, 2022 – June 30, 2027).

Execution of Contract:

After the Contract is awarded, the awarded bidder must execute the following documents:

1. Contract – 5 Year Service Purchase Order
2. Verification of Insurance Coverage (Certificates and Endorsements)
3. Business License Application Form

The contract must be signed by the successful bidder and returned, together with the evidence of required insurance coverage, within ten (10) working days, not including Sundays, after the bidder has received notice that the contract has been awarded. Failure to execute the contract as specified above must be just cause for

annulment of the award and forfeiture of the proposal guarantee. The Contract must not be considered binding upon the CITY until executed by the authorized CITY officials.

Contract Award:

There are two components to this Request for Proposal. The City of Torrance in an effort to achieve the best value is soliciting the following:

1. Proposals for Graffiti Removal Services
2. Bid Alternate for Transit Bus Stop Maintenance

Depending on the results from the solicitation, the City of Torrance reserves the right to award both contracts with a single contractor AND award the Graffiti Removal Services contract separately to achieve the best value for the City.

Contractors submitting responses to these solicitations should complete each package with the following expectations:

1. The Graffiti Abatement contract may be awarded as an individual contract OR may be combined with Bus Stop Maintenance contract.
2. The Bus Stop Maintenance contract will only be awarded as a combined package with Graffiti Abatement.

Consumer Price Index:

The contract may be increased by the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Los Angeles Area.

Payments:

Complete payment on the contract price will be made in approximately thirty (30) days from date of delivery, or completion and acceptance, unless otherwise provided for in Proposer's proposal or in these specifications. Payments will be made upon verification and acceptance by the City of contract services performed and upon the City's receipt of a correct invoice.

Suspension of Procurement:

The City may suspend, in writing all or a portion of the procurement of materials or services pursuant to this RFP and subsequent contract agreement, in the event unforeseen circumstances make such procurement impossible or infeasible, or in the event City should determine it to be in the best interest of City to cancel such procurement of services or materials.

In the event of termination, selected Proposer will perform such additional work as is necessary, as determined by the City, for the orderly filing of documents, and closing of project.

The selected Proposer will be compensated for the terminated procurement on the basis of materials or services actually furnished or performed prior to the effective date of termination, plus the work reasonably required for filing and closing.

Prevailing Wage:

This contract is subject to California State Prevailing Wage- Pursuant to Section 1771 and 1773 of the Labor Code, the general prevailing wage rates in the county in which the work is to be done have been determined

by the Director of the California Department of Industrial Relations. These wages are set forth in the General Prevailing Wage Rates for this project, are attached and available from the California Department of Industrial Relations' internet site at <http://www.dir.ca.gov/Public-Works/Prevailing-Wage.html>. Future effective general prevailing wage rates which have been predetermined and are on file with the California Department of Industrial Relations are referenced but not printed in the general prevailing wage rates.

It is the responsibility of the Proposer to determine the correct prevailing wage pay scale for this contract.

Contractor Registration with the Department of Industrial Relations (SB 854)

No contractor or subcontractor may be listed on a bid proposal or awarded a contract for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Claims

The Contractor shall not be entitled to the payment of any additional compensation for any cause, including any act, or failure to act, by the City, or the happening of any event, thing or occurrence, unless he shall have given the City due written notice of potential claim as hereinafter specified.

The written notice of potential claim shall set forth the reasons for which the Contractor believes additional compensation will or may be due, the nature of the costs involved, and, insofar as possible, the amount of the potential claim. Said notice shall be submitted on a form approved by the City at least forty-eight (48) hours (two working days) in advance of performing said work, unless the work is of an emergency nature, in which case the Contractor shall notify and obtain approval from the Inspector prior to commencing the work. The City Manager may require the Contractor to delay construction involving the claim, but no other work shall be delayed, and the Contractor shall not be allowed additional costs for any said delay but may be allowed on extension of time if the City Manager agrees that the work delayed is a controlling element of the Construction Schedule. The Contractor shall be required to submit any supporting data (or a detailed written explanation justifying further delay) within five (5) Work Days of a request from the City Manager and shall be responsible for any delays resulting from late and/or incomplete submittals. By submitting a Bid, the Contractor hereby agrees that this Section shall supersede Sections 6-6.3 and 6-6.4 of the Standard Specifications.

The City shall be the sole authority to interpret all plans, specifications and contract documents, and no claim shall be accepted which is based on the Contractor's ignorance, misunderstanding or noncompliance with any provision or portion thereof.

The Contractor shall be responsible to provide all data and to obtain all approvals required by said Specifications. No claims or extras shall be approved by the City unless all work was done under the direction of and subject to the approval of the Inspector.

It is the intention of this Subsection that differences between the parties arising under and by virtue of the Contract be brought to the attention of the City Manager at the earliest possible time in order that such matters may be settled, if possible, or other appropriate action promptly taken. The Contractor hereby agrees that it shall have no right to additional compensation for any claim that may be based on any such act, failure to act, event, thing or occurrence for which no written notice of potential claim as herein required was filed.

Force Majeure

If any party fails to perform its obligations because of strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil

commotion, fire or other casualty, or other causes beyond the reasonable control of the party obligated to perform, then that party's performance shall be excused for a period equal to the period of such cause for failure to perform.

RFP No. B2022-25

RFP for Graffiti Removal Services for the City of Torrance

SECTION II TECHNICAL REQUIREMENTS

Introduction:

The following technical requirements describe the City's requirements to provide graffiti removal services for the City of Torrance. All work must be done in accordance with the specifications contained herein.

This RFP is intended to be as descriptive as possible. However, Proposers may not take advantage of omissions or oversights in this document. Proposers must supply products and services that meet or exceed the requirements of this RFP. In the event of a dispute over product or services, the needs of the City of Torrance will govern.

General Information:

- The City of Torrance land area is 21.2 square miles
- 329 Miles of Streets
- Number of intersections 1870
- 34 Developed Parks, total of 319.5 acreage

Contract shall be awarded for a period of 5 years (July 1, 2022 through June 30, 2027).

Regular Workday: 6:00 AM to 2:00 PM (8 hours per day, Monday through Friday)

Emergencies: As requested by the City of Torrance (24 hours per day, 7 days per week)

Tools and Materials:

The City Of Torrance will provide the following tools and materials:

- City water for water blasting
- Use of storage container at city yard for paint and paint supplies, located at the City Services Facilities (City Yard). Note: The Contractor is responsible for all of the contractor owned and City supplied materials, and equipment stored within the City supplied storage container. The storage container must be maintained in a neat and orderly manner and in compliance with all applicable local, state, and federal regulations.
- Reimbursement will be made to the contractor for paint used in restoring surfaces in which graffiti is removed.
- Work Tracking System to be used for tracking graffiti incidents and removal requests, documenting before and after information regarding incidents. See below information regarding this.

Average Incidents at the City of Torrance:

Average Incidents during a 36 month period are as follows:

- Citizen and City reported incidents – 668 (56/month average)
- Routine graffiti incidents* - 7,874 (656/month average)

**Note that routine graffiti incidents may be quantified differently from City to City depending on size or location (closeness to other incidents). The information provided above is based on history within the City of Torrance.*

Minimum Requirements:

The contractor must possess a valid State of California C-33 Painting and Decorating contractor License for the last 3 years, a C-61 Limited Specialty Classifications License, and D-38 Sand and Water Blasting License. Proposer, as the prime contractor must have 2 years of continuous, full time experience for 2 or more similar sized municipalities and be responsible for removal of ALL graffiti from public and City property within the Cities.

- “Similar sized municipalities” are defined as cities having populations over 75,000 and over 10 square miles land area.
- “Full time experience” is defined as the graffiti contractor having 2 or more graffiti removal technicians permanently assigned to each city for graffiti removal, 8 hours per day, 5 days per week.

All Graffiti Contractor employees must be able to understand written and verbal instructions provided by the graffiti coordinator in English, and complete reports relating to graffiti removal.

All Graffiti Contractor employees must have a valid Class C driver’s license and be able to safely drive a pick-up truck.

The Contractor must use graffiti removal technicians with at least one year of experience exclusively in the field of graffiti removal.

The Contractor must provide a resume for all graffiti removal technicians performing work on the project that demonstrates at least one year of graffiti removal experience.

Graffiti removal technicians must have completion of extensive graffiti removal training program. . Training program at the minimum must cover graffiti removal training and techniques that graffiti will be on with some but not all of the following surfaces: walls, sidewalks, wood fences, signs, aluminum, marble, stone, glass, window film, metal, steel, etc.

Proposer must not have failed to complete a contract within the last 5 years.

Proposer shall be in the business of providing graffiti removal services on road related facilities and private properties for at least three (3) years.

Proposer shall possess all permits, licenses, and credentials required to perform graffiti removal services

Proposer shall have the ability to furnish all the necessary personnel, equipment, cleaning materials, and supplies necessary to remove or cover graffiti.

The Contractor will provide:

1. All vehicles, equipment, tools and materials necessary for safe and effective graffiti removal not specified as provided by the City of Torrance under General Requirements.
2. C-33 Painting and Decorating contractor’s license, C-61 Limited Specialty Classifications License, D-38 Sand and Water Blasting License.
3. At least one (1) handheld mobile device (ie - smart phone) in the field for transmitting and routing work orders with attached photographs in real time. The Contractor is responsible for all costs associated with the mobile device.

4. Appropriate equipment to safely remove graffiti from hard to reach areas including elevated structures. These areas will be abated without additional compensation.
5. The contractor will have and use reclamation equipment to prevent water or other materials used in the graffiti abatement process from entering storm drains. All reclaimed products shall be disposed of in accordance with applicable Federal, State and Local regulatory requirements without additional compensation. Reclaimed material or hazardous wastes shall not be stored on City property.
6. Insurance as required by the City of Torrance. This includes Workers Compensation Insurance encompassing all employees. See attached contract for amounts.
7. A 24 hour emergency contact phone number.
8. The contractor must have equipment and ability to buff acid etched glass.
9. The contractor must have equipment and ability to apply protective window film.
10. Contractor vehicles must be labeled with Contractor business name and telephone number.
11. All necessary software, licenses, to operate the internet/web-based Accela City system. This includes cameras, licenses, contractor operated servers and computers necessary for system operation and data storage. The City will provide computers to City staff.

Scope of Work:

Approximately 80% - 85% graffiti removal services work time will be spent patrolling the City, seeking and removing graffiti using various chemicals, and/or water blasting, based on the nature of the graffiti to be removed. The remaining 15% - 20% of the work includes restoring surfaces where graffiti was removed, assessing the nature of the graffiti found to determine the best method and technique to remove the graffiti, and limited painting to cover up surfaces in which graffiti was removed.

A. Seek/find and remove/eradicate all graffiti in the following areas:

- All City owned property including City Parks
- City Park playground equipment, benches, tables, trees, etc.
- All City park restroom interiors/exteriors
- All locations visible from public thoroughfares
- Other areas as directed by the City

Graffiti is defined as any unauthorized markings or postings, initials, slogans, or drawings, written, spray-painted, or sketched on a sidewalk, wall of a building or other areas visible to the public, any unauthorized markings via the use of paint, spray paint, marking pen, felt marker, stickers, flyers, postings, chalk, or by finger imprints.

B. Removal Requirements

1. All graffiti is to be removed within 16 working hours (2 work days) of discovery
2. City or Citizen reported graffiti removed within 8 working hours of report
3. City directed emergency removals within 4 hours (same day)

C. Removal Methodology

- Power washing is the preferred method unless damages underlying or adjacent surfaces
- Various chemicals may be used to remove graffiti
- Water blasting
- Paint (for surfaces in which graffiti was removed) must match adjacent areas
- No recycled paint is to be used

- No bleed through
- Paint must be applied in a blocked pattern
- Protect all adjacent surfaces and property

**It is the City's objective that all surfaces are restored to appear exactly as they did prior to the unauthorized markings or postings.*

WORK TRACKING SYSTEM

It is required for graffiti occurrences and restoration to be tracked in a Work Tracking System, which allows City, citizens and Contractor to submit and receive updates regarding occurrences. The City will provide a Work Tracking System for Contractor to use for this purpose. Access will be provided to Contractor via a mobile device application. Use of City provided Work Tracking System will be at no cost to Contractor; however, this does not include the cost of mobile devices or mobile data needed to use the application, both of which will be provided by Contractor at no cost to City. City will provide training materials regarding expectations and use of System.

Generally, City's Work Tracking System provides the ability for citizens, City staff and Contractor to

- submit occurrences of graffiti via mobile device or website, capturing details detailed in the Documentation of Work section of Contractor Responsibilities listed below, such as
 - date, time & location of graffiti and restoration
 - information regarding the graffiti such as type, size, surface affected,
 - before and after photos
 - Contractor staff completing abatement work
 - And so on
- Automatically notify Contractor of newly reported occurrences,
- Display status information to citizens, City staff and Contractor
- Provide reports as necessary to meet City needs
- update graffiti request with abatement and other information

Contractor may request an exception to provide its own Work Tracking System rather than using City Work Tracking System. A Contractor-provided Work Tracking System must meet the functional specifications listed below, AND must be accepted by City as part of this proposal.

Exception for Contractor Work Tracking System

If Contractor would prefer to provide its own Work Tracking System in lieu of using City's Work Tracking System, Contractor's system must meet the following:

- Demonstrate system meets minimum functional needs (below)
- Provide access to City staff at no cost to City to enter new requests and administer requests
- Provide a documented REST-based Application Programming Interface (API) for integration with City computing system(s).
 - City expects to "push" data via the API to Contractor's Work Tracking System. At minimum, this would include graffiti occurrence details such as location, submitted info, photograph(s), etc. necessary for Contractor to respond to occurrence
 - City expects Contractor's Work Management System to "push" data back to City Work Management System when the occurrence is updated in Contractor System. At minimum, this would include status update information. This integration would be at Contractor's expense.
 - Provide technical information needed by City to integrate via API with Contractor's Work Management System.

City uses the Accela Civic Platform for its Work Management System. Integration of information from Contractor Work Management System back to City System will be accomplished via the Accela Construct API at Contractor's expense. City will provide information necessary to connect via this API. Integration must be

completed in a testing environment and approved by City prior to implementing in City's production environment.

Work Tracking System Minimum Functionality

Contractor Work Tracking System must be able to:

1. be accessible via the Internet concurrently from existing City computers in multiple departments at no additional compensation.
2. have differing levels of authorization for City Managers, Supervisors, and field staff. The system will be password protected.
3. provide City designated employees the ability to mark work orders as urgent/non-urgent.
4. provide City designated employees the ability to enter location of work request.
5. track and sort by each or all of the following data fields.
 - a. Location (address) including intersection and routes of service trucks, with GPS coordinates
 - b. Time (must list, but not required to be sortable)
 - c. Date
 - d. Photograph (before and after graffiti removal)
 - e. Moniker/tag (to be entered by a contractor representative by end of next work day). The Torrance Police Department or City of Torrance staff **will not** enter moniker information.
 - f. Work order number/status
 - g. Types of surfaces cleaned
 - h. Square footage cleaned
 - i. Method of removal
 - j. Surface (i.e., concrete, stucco, sign, etc.).
 - k. Square footage
 - l. Abatement work completed by each graffiti removal technician.
 - m. Zone.
6. allow citizen reporting via smart phone app and website on desktop/laptop computer
7. easily attach and print photos, and search all data fields.
8. Show:
 - a. open and closed work orders
 - b. Response time to work orders both urgent and non-urgent
 - c. types of jobs completed
9. Provide summary and detail reports
10. Deliver completed work orders real-time to the CGC via contractor operated mobile device(s) and the internet/web-based system.
11. automatically notify a technician(s) immediately by text message when a graffiti occurrence is reported.

CONTRACTOR'S RESPONSIBILITIES

Work Assignments:

1. The Contractor's graffiti removal technicians will patrol the City in contractor owned vehicles, 8 hours per day, Monday – Friday to seek out and identify graffiti incidents within the City as a part of their daily routine.
2. The Contractor shall receive additional work orders from the City Graffiti Coordinator (CGC) via the Internet/Web-based (GPS work order database) system.
3. Upon receipt of a work order, graffiti removal technicians shall inspect the location and determine the method of removal that will maintain the integrity of the surface. The graffiti removal technician will perform daily routes as assigned by their supervisor.
4. All graffiti must be photographed, recorded, and removed. (**See documentation of work.**)
5. Graffiti containing obscenities shall be removed immediately on identification or assignment, before reported by residents.

6. All graffiti discovered by contractor personnel is to be removed within 16 working hours (2 work days) of discovery, City or Citizen reported graffiti must be removed within 8 working hours of report, City directed emergency removals must be within 4 hours (same day).
7. Work orders issued by the City will have priority over graffiti discovered by contractor personnel.
8. Graffiti removal technicians will seek out and identify graffiti incidents not reported by the City as a part of their daily routine. When initially identified, the graffiti incident shall be photographed and entered into the Internet/Web-based (GPS work order database) system. These graffiti incidents will be removed within 24 working hours after discovery.
9. The graffiti removal technicians will check all City Parks and all main thoroughfares and intersections daily.
10. The graffiti removal technicians will respond on site within 4 hours to requests for after-hour service calls, 24 hours a day, 7 days a week with ability for call outs on weekends.
11. The graffiti removal technicians and on site supervisor shall carry a cellular phone and respond to calls from the City Graffiti Coordinator (CGC).
12. The Contractor assigned employees shall remain within the boundaries of the City of Torrance during the normal workday.
13. In the event that a site cannot be abated within eight (8) hours due to inclement weather, size of the site or any other reason, the Contractor shall immediately notify the City Graffiti Coordinator (CGC).
14. The Contractor on site supervisor will attend daily meetings with the CGC two times per day, five days per week (Monday through Friday) as scheduled by the CGC to discuss the Contractor's schedule for the day, as needed. Weekend work orders (if required) will be assigned by the CGC before close of business on Fridays. Within 8 hours, the Contractor shall provide reports regarding cost of removal for specific abatement work.
15. A waiver must be obtained prior to removal of all graffiti from private property. Maintain a file of all waivers received.

Description of Work:

1. Graffiti Definition: Markings, as initials, slogans, or drawings, written, spray-painted, or sketched on a sidewalk, wall of a building or public restroom, or the like, via the use of paint, spray paint, marking pen, felt marker, stickers, flyers, postings, chalk, or by finger imprints, or any other unauthorized markings and/or postings.
2. The City shall make the sole determination if a dispute occurs regarding whether a specific incident is graffiti.
3. The graffiti removal technician shall:
 - a. Remove all graffiti from City property
 - b. Remove all graffiti visible from a public thoroughfare
 - c. Remove graffiti on the interior of City park restrooms and facilities (interiors / exteriors), playground equipment, benches, tables, trees, etc. (City Parks must be walked).
 - d. Remove graffiti around other areas as directed by the City
4. The graffiti removal technicians shall use only new, commercial grade products approved by City Graffiti Coordinator.
5. Removal by cleaning or washing is the preferred method for natural brick and concrete, including sidewalks. Power washing is preferred unless it causes damages to underlying or adjacent surfaces. The Contractor will ensure each graffiti incident is completely removed or covered without bleed through. When painting over graffiti on a building or structure the contractor shall use a paint color to match the existing color. Painting shall be done in a neat and workman like manner minimizing drips, spills, or overspray. Areas painted shall be blocked with even edges. No recycled paint is to be used. Paint must be applied in blocked pattern. Protect all adjacent surfaces and property. Unless otherwise approved by the CGC, graffiti shall be removed so that virtually no trace of the pre-existing graffiti remains.
6. The Contractor is responsible for choosing the method to best remove unauthorized markings.

7. The Contractor shall abate the entire surface in the event that the graffiti covers a significant area of the surface. The CGC shall make the final determination on whether or not an entire surface will be abated.
8. The Contractor shall protect the surfaces adjacent to the area to be abated.
9. In the event that the Contractor arrives on site to find the graffiti has been abated, the Contractor shall notify the CGC and submit photos of the abated location.
10. The Contractor shall ensure protection of the work area at all times including, but not limited to:
 - a. Barricading the area of work at distances, so as not to allow persons who are not involved with the abatement into the area.
 - b. Barricading area for work performed within the public right-of-way.
 - c. Using warning signs and sidewalk and street cones to inform the public of work being conducted.
 - d. Immediately correcting damages to the work site.
 - e. Leaving work in undamaged condition.
 - f. Providing signs to protect finishes and the public.
 - g. Ensure once job is complete that the work area is cleaned up prior to leaving the site.
11. The Contractor employees shall remove all equipment and materials from each site and leave the site broom clean at the end of each workday.
12. The Contractor employees shall dispose of all material containers and excess materials in accordance with all applicable laws, regulations, ordinances, codes and any other legislative or statutory requirements.
13. Report unassigned graffiti on property owned by other agencies and utilities outside the City of Torrance (ie – Caltrans, SCE Metro, etc.) to the respective City Graffiti Coordinator. The City will refer reported graffiti on property owned by other agencies and utilities to the respective agency through the City's Graffiti Coordinator.
14. The Contractor graffiti removal technicians will perform all graffiti removal services in such a manner that no property belonging to the City is damaged including City regulatory signs in the right-of-ways such as stop signs. In the event that damage does occur to City property or any adjacent property from any services performed under this contract, the Contractor shall notify the City within 24 hours and replace or repair at no cost to the City. If damage caused by the Contractor has to be repaired or replaced by the City (such as replacement of a regulatory sign), the cost of such repairs or replacement will be deducted from the amount due to the Contractor.

Documentation of Work

1. The Contractor will take photographs of the location before work is performed, and when requested, after work has been completed.
2. Utilize the City's Accela work order tracking system. The web based work order tracking system is to be used by the contractor and designated City employees.
3. Photographs of each graffiti incident are to be recorded real-time with within the Contractor provided internet/web database system.
4. Information recorded shall include the following fields:
 - Work order number (auto fill).
 - Date (auto fill).
 - Location (address), including intersections, and routes of service trucks
 - Time (must list, but not required to be sortable)
 - Photograph (before and after graffiti removal)
 - Method of removal (by technician).
 - Surface (i.e., concrete, stucco, sign, etc.).
 - Square footage (by technician).
 - Price.
 - **Moniker/tag (to be entered by a contractor representative by end of next work day)**

- **The moniker/tag must be entered by the abatement technician while in the field** (by technician). The Torrance Police Department or City of Torrance staff **will not** enter moniker information.
 - Abatement technician performing work.
 - Zone (the city is divided into zones for graffiti removal).
 - Remarks (by requestor).
 - Comments (by technician).
5. The Contractor will provide reports to the Police Department on requested graffiti incidents within 8 working hours of the request (next day). Reports shall include summaries of each incident, photos, and removal costs.
 6. Data will be made available to city staff via the internet until a period 3 years after contract termination. The records contained within the database shall remain the sole property of the City of Torrance.

Personnel

1. The Contractor shall utilize only trained, graffiti removal technicians in the performance of this contract, with at least one year of experience exclusively in the field of graffiti removal. At the request of the City, the Contractor shall remove from assignment to this contract any incompetent, abusive or disorderly employee, whether supervisory or non-supervisory.
2. The Contractor must provide a resume for all graffiti removal technicians that demonstrates at least 1 year of graffiti removal experience as well as completion of an extensive graffiti removal training program. Training must cover graffiti removal techniques from various surfaces: walls, sidewalks, wood fences, signs, aluminum, marble, stone, glass, window film, metal, steel, etc.
3. Contractor designated representative shall be available to accompany the City Representative to inspect sites and/or work upon twenty-four (24) hours of notice.
4. Contractor shall also designate one specific individual to oversee and supervise work performed by Contractor's personnel assigned to this contract. The designated supervisor shall be one of the assigned abatement crews within the City and shall therefore be within City boundaries during regular working hours.
5. The designated representative and on site supervisor shall be immediately available during work activities to receive communications from the CGC.
6. The Contractor's crews shall be in possession of a copy of the resulting contract and the Safety, Datasheet (SDS) for each product used in the performance of work at all times.
7. Any person assigned to this contract found to be in possession of and or under the influence of intoxicants or narcotics shall be removed from assignment to this contract. This person may be subject to arrest and criminal prosecution.
8. Personnel employed by the Contractor may be screened and are not to perform services under the contract without prior approval from the Contract Representative.
9. Personnel employed by the Contractor must have a valid Class C driver's license and be able to safely drive a pick-up truck.
10. The City Graffiti Coordinator or other designated City representative will approve work schedules to include all overtime work. Contractor will have 10 days to correct any unsatisfactory performance as determined by the General Services Department for no extra pay. If the correction is not made within 10 days, no payment shall be made for that work if two of these instances occur within a 12 month period without correction in 10 days, and the contract may be terminated upon 30 days' notice.

Equipment

1. The Contractor's vehicles and equipment shall be neat in appearance and easily identified. Identification on the Contractor's vehicles shall consist of, at a minimum, company name and local telephone number in print no less than six (6) inches tall.
2. The Contractor shall maintain its vehicles and equipment in a safe and mechanically sound condition.
3. The Contractor shall provide all personnel, vehicles, materials, supplies and equipment necessary to perform services.
4. Equipment to be provided on each contractor vehicle must include:
 - Hot water pressure washer
 - Baking soda blaster
 - Water blaster
 - Water recovery system
 - Airless paint sprayer
 - Painting and graffiti removal supplies
 - Safety Equipment to include:
 - Materials Safety Datasheet (MSDS)
 - Drop cloths/plastic sheeting
 - Wet paint signs
 - Caution tape
 - Ladder
 - First aid kits
 - Safety strobe lights
 - Orange cones

As part of the City's due diligence process, the General Services Department will inspect the equipment to be used in the fulfillment of this contract prior to the awarding of the contract. Random inspections of equipment will be conducted by the City of Torrance throughout the life of the contract.

Protection of the Public and Damages to Existing Structures

1. The graffiti removal technicians shall exercise caution at all times for the protection of persons and property. All fines, penalties and/or repair charges resulting from the Contractor's actions shall be the sole responsibility of the Contractor.
2. The graffiti removal technicians shall not permit placing or use of equipment in such a manner as to block vehicle traffic lanes or create safety hazards. The Contractor shall be responsible for the use of all appropriate warning devices.
3. The graffiti removal technicians shall avoid damage to existing structures. In the event that a structure is damaged in the course of work, the Contractor shall be solely responsible for its repair or replacement.

Required Proposal Submittals: Proposed methods of operation for abatement of graffiti for the City of Torrance. Each proposal must contain the information below in the following order at the time of submittal. If any of the following information is missing the proposal may be rejected:

Proposed graffiti removal plan (attach to proposal) to include:

1. Methods of operation / Methods of Removal
2. Materials used for Graffiti Removal
3. Identification of work / Assignment of Work
4. Daily routine (schedule of work-days, times, etc.)
5. Response time for after-hours (emergencies, routine, Citizen or City reported incidents)
6. Staffing (Name, Responsibility, Experience, Training – Field Staffing, Office Staffing, Management Staffing, etc.)

7. Reporting Procedures: Describe in what format you will provide this report to the City and what information will be included in this report
8. Equipment to be provided within contract (Daily equip for each response crew vehicle, and As Needed for other equipment provided on an as needed basis)
9. Exclusions/Additions – For any exclusions or additions to the minimum requirements listed above, the contractor shall provide the reason for each exclusion/addition and the cost benefit to the City of Torrance for each proposed exclusion.
10. Work Order Tracking – Description of computer tracking/monitoring system – a demonstration will be required upon request
11. Proposed web-based database system with photographs and GPS mapping
12. How database operates and will be integrated with the work plan
13. Contracts where database has been previously used
14. Provide a live demonstration of the system when requested
15. Completed Section III (pages 21 through 26)
16. List of vehicles to be used on a daily basis and equipment assigned to each vehicle
17. List of other vehicles and equipment to be used as needed
18. List Employees to be assigned with verification of graffiti removal experience (provide resumes)
19. List of current and previous customers with up to date points of contact
20. List of contractor supplied tools, equipment and other materials to be used during graffiti removal
21. Itemized breakdown of cost for graffiti abatement work (Section III)
 - a. Labor costs
 - b. Material costs
 - c. Equipment costs for equipment not included in the daily crew rate
 - d. Cost for internet/web-based database system (annual cost if not included in the daily crew rate)
 - e. Cost per gallon of paint
 - f. Cost per spray can of paint
 - g. Proposed schedule of payment deductions for work not performed by the Contractor per the City's specifications (response times not met)
Example:
 - Graffiti not removed within 16 hours, deduct \$100 per incident
 - Citizen or City reported graffiti not removed within 8 hours, deduct \$250 per incident
 - Emergency abatement crews not on site within 4 hours, deduct \$500 per incident
 - Emergency graffiti abatement not completed within 8 hours, deduct \$1,000 per incident
22. Documentation of prior graffiti removal (before and after photos)
23. References (Section III)
24. Relevant work in at least three other communities of similar size highlighting ability to achieve performance targets.
25. Other information deemed valuable in reviewing the proposal.

Incomplete proposals will not be reviewed.

BID ALTERNATE – Bus Stop Maintenance:

Scope of Work: Furnish Maintenance, Servicing, Repair, and Installation of Trash Receptacles and Miscellaneous Street Furniture at Bus Stops in the City of Torrance. Bus stops will be identified by Torrance Transit and may change over the course of the Agreement. The City may increase the number of identified

bus stops during the contract period and will reimburse Contractor at the per stop rate included in the Agreement.

Description of Work:

- Collect/empty trash, inspect trash cans and replace bags at least two times per week at 325 identified City operated bus stops
- Inspect for and remove all graffiti daily (Monday – Friday) at all bus stops
- Pick up trash, litter, and cigarette buds within 30 feet of all City operated bus stops at least two times per week
- Replace trash bag and insert new liner at each bus stop twice per week
- Perform unlimited emergency service requests (one-hour maximum response time) during normal business hours at no additional charge to the City. Emergency service requests are defined as added trash collection or pick-ups
- Dispose of all collected trash in City-designated trash bins at the City Yard or other designated location only
- Contractor must provide replacement trash cans, poles, benches, signage, or other street furniture as directed by Torrance Transit. This portion of service may be subcontracted.
- Service requests from City staff and/or Citizens must be completed within 24 hours. Urgent requests must be completed within 60 minutes.
- Perform unlimited emergency service requests (one-hour maximum response time) during normal business hours at no additional charge
- Provide maintenance, installation, and removal of trash cans, poles, benches, and signage at directed by Torrance Transit. This portion of service may be subcontracted.

***Please note that the following specifications listed above must be included in your bid alternate amount.**

(Continued on the next page)

RFP No. B2022-25

RFP for Graffiti Removal Services for the City of Torrance

SECTION III PROPOSAL SUBMITTAL

FAILURE TO COMPLETE ALL ITEMS IN THIS SECTION MAY INVALIDATE PROPOSAL.

In accordance with your "Request for Proposals (RFP)", the following proposal is submitted to the City of Torrance.

RFP Submitted By:

Name of Company

Street Address

City

Zip Code

Telephone Number

Fax Number

Printed Name/Title

E-Mail Address

Signature

Date

Contact for Additional Information:

Please provide the name of the individual at your company to contact for any additional information

Name

Title

Telephone Number/Fax Number

Form of Business Organization: Please indicate the following (check one);

Corporation Partnership Sole Proprietorship Other: _____

Do you have a Parent Company?: No Yes, _____
(Name of Parent Company)

Do you have any Subsidiaries?: No Yes, _____

(Name of Subsidiary Company)

Federal Tax ID # _____

Public Works Registration (PWCR) Number: _____

Proposal Submittal (continued):

Vendor Name: _____

Business History:

Years in business under your current name and form of business organization? _____ Years

If less than three (3) years and your company was in business under a different name, what was that name?

Were you involved in a breach of contract in the last 5 years? No Yes

If so, please describe your experience.

Contractor's License No.: _____ **Class:** _____

Date first obtained: _____

Has License ever been suspended or revoked? _____

If yes, describe when and why: _____

Any current claims against License? _____

If yes, describe claims: _____

Proposal Submittal (continued):

Vendor Name: _____

Addenda Received: Please indicate addenda information you have received regarding this RFP:

Addendum No.	Date Received

Addendum No.	Date Received

- Addendum must be attached to proposal.

No Addenda received regarding this RFP.

Payment Terms: The City of Torrance Payment terms are Net 30. The City does not make pre-payments, or pay upon receipt.

Do you offer any discounted invoice terms? _____

Renewal Option:

Please state, if requested by the City, if your company would agree to a five year purchase order contract with price, terms and conditions unchanged with the exception of potential changes pertaining to the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI – W) for the Los Angeles area.

Yes _____ We would agree to a 5 year contract with price, terms and conditions unchanged with the exception of potential changes pertaining to the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI – W) for the Los Angeles area.

Proposal Submittal (continued):

Price proposals should use the following format be provided in a sealed envelope. (i.e., separate line item prices for each project)

Vendor Name: _____

Price Proposal	
In accordance with your "Request for Proposal", the following price proposal is submitted to the City of Torrance. We understand that our price submittal is a not to exceed amount and that if we are selected to enter into negotiations with the City the pricing may be adjusted down unless additional services are requested and pricing will be negotiated and adjusted accordingly.	
Category Description	Proposal Not to Exceed
A. Labor Costs – Daily Cost Per Crew	\$
B. Labor Costs – Proposed Number of Crews (Daily)	\$
C. Labor Costs – Total Proposed Daily Costs (A x B)	\$
D. Labor Costs – Hourly Cost for Overtime	\$
E. Material Costs – Cost per gallon of paint	\$
F. Material Costs – Cost per spray can of KILZ	\$
G. Equipment Costs (daily cost of any equipment not included in the basic contract)	\$
H. Cost for work order database system (Annual cost charged to the City if not included in the daily crew rate)	\$

Proposal Submittal (continued):

Price proposals should use the following format be provided in a sealed envelope. (i.e., separate line item prices for each project)

Vendor Name: _____

City Work Management System Acceptance
Select one of the two options below to indicate which Work Management System you propose to use. If Vendor requests an exception, documentation is REQUIRED to be included with this proposal that demonstrates the alternate Work Management system fulfills minimum required functionality as well as other requirements listed above. City retains the right to deny use of an alternate Work Management System.

I accept use of City Work Management System for tracking graffiti occurrences under this proposal.

Signed: _____

Or

I would like to request an exception and use an alternate Work Management System. Attachments will be provided with this proposal for City to evaluate that system and its ability to integrate with City's Work Management System. I understand it is at City's discretion to approve or deny this request, which may affect acceptance of this RFP response.

Proposal Submittal (continued):

Price proposals should use the following format be provided in a sealed envelope. (i.e., separate line item prices for each project)

Vendor Name: _____

Price Proposal for Bid Alternate – Bus Stop Maintenance	
In accordance with your "Request for Proposal", the following price proposal is submitted to the City of Torrance. We understand that our price submittal is a not to exceed amount and that if we are selected to enter into negotiations with the City the pricing may be adjusted down unless additional services are requested and pricing will be negotiated and adjusted accordingly.	

Quantity	Activity Timing	Service Description – Bus Stop Maintenance	Unit Price	Total Annual Price
			Price per bus stop cleaning	Unit Price x 325 bus stops x 2 cleanings per week x 52 weeks
325 (bus stops)	2 times Per week	<ul style="list-style-type: none"> • Collect/empty trash, inspect trash cans and replace bags at least within 30 feet of all bus stops at least two times per week • Perform safety checks of trash cans and any bench at all stops • Dispose of all collected trash in City – designated trash bins at City yard or other designated location only. 	\$	\$
Quantity	Activity Timing	Service Description – Bus Stop Maintenance	Unit Price	Total Annual Price
			Daily Price per bus stop	Unit Price x 325 bus stops x 5 days per week x 52 weeks
325 (bus stops)	Daily	<ul style="list-style-type: none"> • Inspect for and remove all graffiti daily (Monday – Friday) at all bus stops 	\$	\$
			Total Price Per Year	\$

Proposal Submittal (continued):

Vendor Name: _____

RFP Submittal Requirement and Acknowledgment – Bid Alternate – Bus Stop Maintenance

Vendors are required to place a check mark in Column A indicating that your proposal is as per the specifications of this Request for Proposals.

Vendors are required to place a check mark in Column B indicating that your proposal deviates from the specifications of this Request for Proposal. If you are proposing anything other than what is specified, you must explain in detail how your proposal differs by attaching additional pages to your RFP submittal and indicating the page number in Column C.

You may attach additional sheets to your RFP submittal describing in detail the service you are proposing. You must indicate the page number reference in Column C.

Description	Column A	Column B	Column C
RFP Specification/Requirement	Place a check mark in this column indicating that your proposal is as per the specifications in this RFP	Place a check mark in this column if you are proposing something different than what is specified in this RFP	Please reference the page number of your attachment in the space below if your proposal deviates from the specifications
Bid Alternate Submittals – Bus Stop Maintenance			
Inspect trash cans and replace bags at least two times per week at 325 identified bus stops			
Trash bags must be black or other dark color			
Inspect for and remove all graffiti daily (Monday – Friday) at all bus stops			
Pick up trash within 30 feet of all bus stops at least two times per week			
Perform safety checks of trash cans and benches at all stops			
Perform unlimited emergency service requests (one-hour maximum response time) during normal business hours at no additional charge to the City			
Provide maintenance, installation, and removal of trash cans, poles, benches, signage as directed by Torrance Transit. This service may be subcontracted.			

Will you be subcontracting the maintenance, installation and removal of trash cans, poles, benches, and signage?

Yes, the subcontractor information is as follows:

Sub-Contractor: _____

Contact: _____

Address: _____

Phone Number: _____

No, we will provide that service ourselves.

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

PROPOSER'S AFFIDAVIT

_____ being first duly sworn deposes and says:

1. That he/she is the _____ of _____
(Title of Office) (Name of Company)

Hereinafter called "proposer", who has submitted to the City of Torrance a proposal for

_____ (Title of RFP)

- 2. That the proposal is genuine; that all statements of fact in the proposal are true;
- 3. That the proposal was not made in the interest or behalf of any person, partnership, company, association, organization or corporation not named or disclosed;
- 4. That the Proposer did not, directly or indirectly, induce solicit or agree with anyone else to submit a false or sham proposal, to refrain from proposing, or to withdraw his proposal, to raise or fix the proposal price of the Proposer or of anyone else, or to raise or fix any overhead, profit or cost element of the Proposer's price or the price of anyone else; and did not attempt to induce action prejudicial to the interest of the City of Torrance, or of any other Proposer, or anyone else interested in the proposed contract;
- 5. That the Proposer has not in any other manner sought by collusion to secure for itself an advantage over the other Proposer or to induce action prejudicial to the interests of the City of Torrance, or of any other Proposer or of anyone else interested in the proposed contract;
- 6. That the Proposer has not accepted any proposal from any subcontractor or materialman through any proposal depository, the bylaws, rules or regulations of which prohibit or prevent the Proposer from considering any proposal from any subcontractor or material man, which is not processed through that proposal depository, or which prevent any subcontractor or materialman from proposing to any contractor who does not use the facilities of or accept proposals from or through such proposal depository;
- 7. That the Proposer did not, directly or indirectly, submit the Proposer's proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, or to any individual or group of individuals, except to the City of Torrance, or to any person or persons who have a partnership or other financial interest with said Proposer in its business.
- 8. That the Proposer has not been debarred from participation in any State or Federal works project.

Dated this ____ day of _____, 20____.

(Proposer Signature)

(Title)

Vendor Name: _____

References:

Please supply the names of companies/agencies for whom you recently provided graffiti removal services. These references must be of similar size abatement areas as the City of Torrance. Please make sure the contact information is current.

Reference #1

Name of Company/Agency:

Address:

Contact Name:

Contact Telephone Number:

Contact E-Mail Address:

Please describe the general method of the contract used by this reference (i.e. – on request, search/find and remove or something else):

Please indicate the annual contract fee for this reference’s contract:

Please describe what the fee for this contract was based upon (i.e. – per incident, crew, square footage, or something else):

Please describe how your employees were assigned to this contract (i.e. – permanent or temporary, hourly). If employees were assigned on an hourly/on-call basis, provide the number of labor hours that were used for this contract per week for graffiti removal services.

Additional Comments regarding the contract:

Proposal Submittal (continued):

Reference #2

Name of Company/Agency:

Address:

Contact Name:

Contact Telephone Number:

Contact E-Mail Address:

Please describe the general method of the contract used by this reference (i.e. – on request, search/find and remove or something else):

Please indicate the annual contract fee for this reference's contract:

Please describe what the fee for this contract was based upon (i.e. – per incident, crew, square footage, or something else):

Please describe how your employees were assigned to this contract (i.e. – permanent or temporary, hourly). If employees were assigned on an hourly/on-call basis, provide the number of labor hours that were used for this contract per week for graffiti removal services.

Additional Comments regarding the contract:

Proposal Submittal (continued):

Reference #3

Name of Company/Agency:

Address:

Contact Name:

Contact Telephone Number:

Contact E-Mail Address:

Please describe the general method of the contract used by this reference (i.e. – on request, search/find and remove or something else):

Please indicate the annual contract fee for this reference's contract:

Please describe what the fee for this contract was based upon (i.e. – per incident, crew, square footage, or something else):

Please describe how your employees were assigned to this contract (i.e. – permanent or temporary, hourly). If employees were assigned on an hourly/on-call basis, provide the number of labor hours that were used for this contract per week for graffiti removal services.

Additional Comments regarding the contract:

Proposal Submittal (continued):

Reference #4

Name of Company/Agency:

Address:

Contact Name:

Contact Telephone Number:

Contact E-Mail Address:

Please describe the general method of the contract used by this reference (i.e. – on request, search/find and remove or something else):

Please indicate the annual contract fee for this reference's contract:

Please describe what the fee for this contract was based upon (i.e. – per incident, crew, square footage, or something else):

Please describe how your employees were assigned to this contract (i.e. – permanent or temporary, hourly). If employees were assigned on an hourly/on-call basis, provide the number of labor hours that were used for this contract per week for graffiti removal services.

Additional Comments regarding the contract:

Proposal Submittal (continued):

Reference #5

Name of Company/Agency:

Address:

Contact Name:

Contact Telephone Number:

Contact E-Mail Address:

Please describe the general method of the contract used by this reference (i.e. – on request, search/find and remove or something else):

Please indicate the annual contract fee for this reference's contract:

Please describe what the fee for this contract was based upon (i.e. – per incident, crew, square footage, or something else):

Please describe how your employees were assigned to this contract (i.e. – permanent or temporary, hourly). If employees were assigned on an hourly/on-call basis, provide the number of labor hours that were used for this contract per week for graffiti removal services.

Additional Comments regarding the contract: