



DOWNTOWN PROPERTY OWNERS ASSOCIATION
DBA: LA FASHION DISTRICT
(LA FASHION DISTRICT BUSINESS IMPROVEMENT DISTRICT)
LOS ANGELES, CA

CONTRACT CLEANING SERVICE - REQUEST FOR PROPOSAL
PROPOSALS DUE BY: JULY 20, 2021

The Fashion District Business Improvement District (BID) issues this Request for Proposal (RFP) for Contract Cleaning Services Personnel. A non-profit corporation, the Fashion District BID provides supplemental security and cleaning services to the 107-block district located in downtown Los Angeles.

The LA Fashion District in Los Angeles, CA was created to provide a clean, safe, and inviting environment for the Downtown area previously known as the Garment District. The organization was established in 1995. The LA Fashion District is requesting proposals for the services of a cleaning vendor for the entire BID (approximately 107 blocks).

The project requires direct onsite supervision. The required positions are Project Manager, Supervisors, sidewalk sweepers, Drivers, Graffiti removal crew, and Pressure washing crews. The District is pressure washed daily with a goal of completing every block no less than once every 5 weeks. Maintenance Services are provided 7 days a week. The LA Fashion District reserves the right to vary the labor hours per week if the budget necessitates it.

We are requesting the term of service of the proposal to be for 36 months.

PROGRAM OBJECTIVES:

1. To provide a clean and inviting environment that conveys to workers, visitors, and residents that the District is cared about, tended to, and is safe to move about.
2. To have a visible presence of cleaning and maintenance staff who provide a clean LA Fashion District.
3. To provide a service, performed in an expert, professional manner, to the LA Fashion District business area.



SCOPE OF WORK:

BID cleaning services include, but are not limited to, sidewalk, gutter, and alley sweeping, sidewalk scrubbing and sweeping, freeway underpass cleaning, graffiti and handbill removal, weed abatement, trash collection, and special collections such as disposal of perishable foods or illegal dumping.

- Work will be performed within the Business Improvement District boundaries (see map, attachment A) The work will be performed on the sidewalks, from the building line to the street curb (which includes gutters)
- Work is to be performed 7 days per week (see attachment B)
- Trash collection from trash receptacles 7 days a week
- Estimated daily trash collection of 6 tons
- Cleaning includes but is not limited to:
 - a. sweeping sidewalks/gutters
 - b. daily pressure washing
 - c. removing trash/weeds from tree wells
 - d. weed removal
 - e. paper sign, poster, sticker removal from public and private property
 - f. removal of graffiti from public and private property.
 - g. cleaning/bollard set-up of Santee Alleys.
- All staff will be provided by the vendor
- All equipment such as vehicles, Collector trucks, pushcarts, cleaning supplies, paint, graffiti solvent, paintbrushes, trash bags, etc... will be provided by LA Fashion District BID.
- LA Fashion District will be responsible for the maintenance and repairs of all of the owned equipment
- The Vendor will assume liability for any goods or materials, supplied by the Fashion District that is deemed to have been negligently damaged or destroyed by contract employees.
- Supervisor must be provided by the Vendor on every shift. Project Manager, Supervisors, and Drivers must have a valid California driver's license with no more than two penalty points on the driving record.
- The Project Manager and/or Supervisors will communicate daily conditions and issues directly to the LA Fashion District Staff.
- The Vendor must provide a detailed training program.



- The Vendor shall log, track and update work data and project status with a system provided by the LA Fashion District.
- Uniforms are to be supplied by the Vendor in sufficient quantity to permit the cleaning of such issued uniforms regularly. The Vendor shall be responsible for the cleaning of the uniforms and ensure Vendor staff maintains a professional appearance at all times. The LA Fashion District BID must approve all uniforms and branding.
- The Vendor should be prepared to absorb into their employment a cadre of employees who are currently employed at the Fashion District under an existing contract

DESCRIPTION OF PERSONNEL & RESPONSIBILITIES:

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

Clean Team Project Manager: Receives functional supervision from the Fashion District Operations Director or his/her designee; performs on-site supervisory functions for all Clean Team personnel; must be able to operate a two-way radio, drive a vehicle; make route inspections; maintain service records, coordinate equipment, and supply receipt, and distribution; informs the Fashion District Operations Director or his/her designee of any significant issues; reports suspicious/nuisance activity to the Safe Team.

Clean Team Supervisor: Assists the Clean Team Project Manager as directed to accomplish his/her tasks; performs the Clean Team Project Manager functions in his/her absence; and when deemed necessary fills in on-field duties, such as but not limited to driving collector truck, graffiti abatement, trash collection, and covers any essential Field cleaning requirement.

Graffiti Remover: Paints or otherwise removes graffiti during nighttime hours unless inclement weather prohibits; drives the Fashion District Graffiti Truck; operates paint sprayer and compressor; maintains equipment; paints or cleans surfaces within the Fashion District within twenty-four (24) hours of the time the graffiti appears (except during inclement weather, on weekends or holidays); performs trash collection work when graffiti work is completed. The Graffiti Remover also maintains reports on addresses and objects from which graffiti is removed; is in radio communication with and reports suspicious/nuisance activity to the Safe Team; performs special projects as assigned by the Clean Team Supervisor.



Pressure Washers: Pressure Washers' work performed during the evening hours. Two pressure washing rigs shall work in a coordinated effort to complete all District sidewalks are, serviced at least once every five (5) weeks.

Drivers: Drive 13-foot stake bed trucks used to collect trash, collect/replace liners from trash receptacles, pick up loose cardboard boxes and other loose bulky objects; deliver and transfer trash to dumping site or roll-off bins; maintain radio communication with Supervision and the Safe Team and report suspicious/nuisance activity; perform special projects as assigned by the Team Clean Supervisor.

Sweepers: Sweep litter, refuse, and debris from sidewalks, and gutters using brooms, pans, and brute carts; remove weeds, handbills, and other unwanted materials from the assigned route. Must be courteous and helpful to the Fashion District merchants and pedestrians. Stay in radio communication with Supervision and the Safe Team to report suspicious/nuisance activity; perform special projects as assigned by the Team Clean supervisor.

TRAINING:

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

EQUIPMENT & SUPPLIES:

The Fashion District will provide or make available the following:

1. Field Office for work crews and equipment supply/storage
 - a. Lockers and restroom facilities
2. Trash cans and liners
3. Two-way Radios & Repeaters



4. Weed abatement equipment and supplies
5. Trash roll-off bins & fees
6. Three (3) 13-foot collector trucks with stake-beds and lift gates
7. Four (4) · ton pick-up trucks
8. One (1) medium street sweeper
9. Two (2) pressure washer machines
10. Brute carts, dollies, brooms, and dustpans
11. Vehicle fuel, maintenance, and repairs
12. Cleaning fluids and supplies for Field Office and bathrooms
13. Drinking-water dispenser and water

SUBMITTALS:

Vendors are required to provide a composite hourly billing rate that will apply to each hour of service, except as noted herein. Provide the proposed firm-fixed composite rate for 36 months and include all details of how the rates were computed.

Please provide the following information:

1. Description of staffing plan and cost of service. Please include the bill rate per employee.
 - a. Please itemize what is included in the bill rate, the difference between the hourly and billing rate. (See attachment C for a form to use)
 - b. Please describe any increases in the pay rate over the term of the proposed contract.
2. Describe in detail the employee benefits package, type of coverage, vacation policy, sick day policy, personal day policy, and whether that is included in the billing rate.
3. Please provide the price of uniforms (including shirts, pants, rain gear, etc...).
4. Describe in detail the daily strategy and staffing levels suggested to complete the task.
5. Background and description of the firm. Please include local contact, office address, phone number, and email.
6. Please describe the ownership structure of the company.
7. A description of the services that the firm will provide.
8. Description of the training program.
9. A portfolio of similar works which include maintenance within an urban downtown environment that includes at least three references for similar work.
10. Describe how you would go about finding a project manager/supervisor for the stewardship of this project.



11. Describe your chain of command and how it will be structured to meet adequate responsiveness to LA Fashion District management requests for information or assistance.
12. The LA Fashion District requires that the Vendor carry the following insurance:
 - a) Workers' Compensation covering all persons employed by Company in the performance of Services, not less than required to satisfy all federal, state, and local laws and requirements, whether now or hereafter existing; employer liability insurance with \$1,000,000 minimum limit each accident; \$1,000,000 policy limit; \$1,000,000 each employee.
 - b) Comprehensive General Liability including Broad Form Property Damage, Premises Operation Coverage, Products and Completed Operations, Contractual Liability, Independent Contractors Liability, and Personal Injury. The aforementioned shall be written for a combined single limit of liability of not less than \$2,000,000 per occurrence, \$2,000,000 in Personal Injury, and \$2,000,000 in General Aggregate.
 - c) Comprehensive Automobile Liability for Bodily Injury and Property Damage applying to owned, non-owned, and hired automobiles for a combined single limit of \$2,000,000.
 - d) Umbrella Liability applying in excess of coverage B and C for a combined single limit of \$5,000,000 each occurrence and \$5,000,000 annual aggregate.
 - e) Downtown Property Owners Association (DBA) LA Fashion District and the City of Los Angeles will need to be named additional insured.

TERMS, CONDITIONS & LIMITATIONS:

This Request for Proposals is subject to the specific conditions, terms, and limitations stated below:

1. The Proposals will be evaluated on completeness and accuracy in providing all of the information required.
2. Similar experiences will be a major factor in the decision.
3. We will also evaluate on total budget and its accuracy. We will not necessarily select the lowest bidder but will use a combination of factors in selecting a firm that in our opinion will best meet the needs of the LA Fashion District as defined by the Management Plan and Board of Directors.
4. The LA Fashion District shall not pay any costs or losses incurred by any applicant at any time, including but not limited to, the cost of responding to this RFP.
5. This RFP does not represent any obligation or agreement whatsoever on the part of the LA Fashion District.
6. An invitation to respond to the RFP does not create any rights on the part of the applicant.



7. Any documents provided to the applicant represent the best available information at the disposal of the LA Fashion District and are provided in good faith without a warranty of accuracy or applicability. Respondents are encouraged to undertake their investigations.
8. The LA Fashion District reserves the right to accept or reject all or part of a proposal for any reason it deems advisable.
9. During the term of the contract, the Vendor shall deliver to the Fashion District an invoice for every 14 days of service provided (or on another agreed-upon time interval) detailing the number of hours worked.
10. There shall be no special or premium rates charged to the Fashion District for services performed on evenings, weekends, and/or holidays unless the Fashion District previously agrees to it in writing.
11. The Vendor shall be responsible for the direct supervision of its employees by its own supervisory and management personnel. The Vendor will provide, at no extra charge, an Account Manager available twenty-four (24) hours a day, seven days a week, including all holidays. The Account Manager should make periodic visits to the Fashion District Field Office to meet with and discuss any district-related issues with the Fashion District's Operations Director. The Account Manager will also have unfettered access to his/her cleaning personnel to assure all internal issues are being addressed and that the District's cleaning needs are being adhered to.
12. Cleaning personnel assigned to the Fashion District shall be employees of the selected Vendor and there shall be no sub-contracting with outside vendors without the knowledge and written consent of the Fashion District. The Vendor agrees to pay all salaries, benefits, and expenses including all State, Federal and local taxes.
13. The successful bidder will perform in-house human resource management, payroll, and training. All safety, licensing, environmental and documentation requirements are the responsibility of the Vendor.
14. Hours and numbers of each classification may be modified by the Fashion District as needs require. The Vendor may also be called upon to provide additional personnel in any classification as needs dictate and on a sometimes temporary basis.
15. Overtime is not permitted without the express, advance, written permission of the Fashion District Operations Director. Some classifications will periodically flex their weekly hours to accommodate the needs of the Fashion District.



Proposals should be submitted digitally to the email address below:

Email: anthony@fashiondistrict.org

The submission deadline is 7/20/2021 at 5 p.m. Pacific Standard Time.

All questions regarding the interpretation of this RFP should be addressed in writing to:

Anthony Rodriguez

LA Fashion District BID

anthony@fashiondistrict.org

All questions and answers will be given in writing to all Vendors who have requested or received an RFP and provided an email address.

ATTACHMENTS:

A.) District Map



FASHION DISTRICT
BUSINESS IMPROVEMENT DISTRICT
(AKA DOWNTOWN LOS ANGELES PROPERTY OWNERS ASSOCIATION)
2019 TO 2026

