



Good Neighbors

San Diego
Housing Commission

REPORT

DATE ISSUED: October 25, 2006

REPORT NO: HCR 06-91

ATTENTION: Chair and Members of the Housing Commission
For the Agenda of November 17, 2006

SUBJECT: Award of Contract for Site Cleaning Services (Citywide)

REQUESTED ACTION:

Award a contract to Baja Pacific for site cleaning services at the San Diego Housing Commission (“the Commission”) owned/managed properties located in the City of San Diego.

STAFF RECOMMENDATION:

- 1) Approve the award of a one (1)-year contract to Baja Pacific for One Hundred Twenty Four Thousand Five Hundred Forty and No/100 Dollars (\$124,540) with the option to renew for two (2) additional one (1)-year periods.
- 2) Authorize the President & Chief Executive Officer to execute the contract (Attachment 1).

BACKGROUND:

The proposed work under this contract provides for site cleaning services at the developments owned and/or managed by the Commission. The Commission has a continuing need for site cleaning services at its housing sites and provides this service to the sites on a regularly scheduled basis.

FISCAL CONSIDERATIONS:

Funding for this contract is included in the FY07 Commission budget previously approved by the Housing Commission on April 14, 2006, and the Housing Authority on May 2, 2006. No local funds are required.

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:

On September 12, 2006, a Request for Proposals was issued for this work. Bid advertisements were placed in the *San Diego Union Tribune*, the *San Diego Daily Transcript*, *La Prensa* and the *Voice and Viewpoint*. In addition, twenty-three (23) invitations were sent as outreach to landscaping contractors and two (2) packages were provided to plan rooms.

On September 28, 2006, a pre-proposal conference was conducted with eight (8) firms in attendance. During the bid period a total of nine (9) bid packages were provided to interested contractors. At bid closing on October 20, 2006, five (5) bids were received. Information on the submitted bids is outlined below:



<u>Bidder</u>	<u>Amount</u>	<u>Responsive Bidder</u>	<u>DBE</u>
Baja Pacific	\$124,540	Yes	Yes
T and T Janitorial, Inc.	\$163,985	Yes	No
Aztec Landscaping, Inc.	\$181,351	Yes	Yes
Priceless Services	\$198,229	Yes	No
Jani-King of California	\$756,389	Yes	No

Baja Pacific is a San Diego based landscaping company. Staff analysis indicates that Baja has submitted the lowest responsible bid, and is capable of performing this service. In addition, Baja Pacific has performed this service for the Commission in previous years.

ENVIRONMENTAL REVIEW:

This action is categorically exempt from the provisions of CEQA pursuant to State CEQA Article 19 Guidelines Section 15301 (existing facilities). It is also categorically excluded from the provisions of NEPA under the provisions of 24 California Code of Regulations 58.35(b). A Determination of Environmental Exemption and a Determination of Categorical Exclusion have been issued by the environmental review staff of the City of San Diego.

Respectfully submitted,

**Signature on File
With Original Document**

Steve Snyder
Director of Facilities

Approved by,

Elizabeth C. Morris
President & Chief Executive Officer

Attachments: 1 - Contract

SAN DIEGO HOUSING COMMISSION

AGREEMENT FOR

SITE CLEANING SERVICES

WITH

BAJA PACIFIC

THIS AGREEMENT, entered into the _____ day of _____ 2006,

between the Commission:

SAN DIEGO HOUSING COMMISSION
1122 Broadway
San Diego, California 92110
(619)

and the Contractor:

BAJA PACIFIC
602 Garrison Street #104
Oceanside, CA 92054
(760) 450-0537

101. DESCRIPTION OF WORK

Contractor shall provide site cleaning services to the Commission as generally described in the specifications/scope of services attached hereto.

102. CONTRACT ATTACHMENTS

The above services shall be performed in accordance with the following listed documents which are attached hereto and made a part hereof:

1. *General Provisions, Contract Attachment No. 1*
2. *Specifications/Scope of Service, Contract Attachment No. 2*
3. *Compensation Schedule, Contract Attachment No. 3*
4. *Certificate of Compliance, Contract Attachment No. 4*

103. TIME OF PERFORMANCE

All services required pursuant to this Agreement shall commence effective January 1, 2007 through December 31, 2007. The Commission, at its discretion, may extend this contract for two (2) additional one (1) year periods.

104. COMPENSATION AND METHOD OF PAYMENT

Attachment 1

a. Rates

For services performed under this Agreement, the Commission shall pay the Contractor at the rates set forth in Contract Attachment No. 3, "Compensation Schedule", attached hereto and made a part hereof.

b. Maximum Compensation

The total compensation for all services performed pursuant to this Agreement shall not exceed the sum of ONE HUNDRED TWENTY FOUR THOUSAND FIVE HUNDRED FORTY AND NO/100 DOLLARS (\$124,540.00). Contractor acknowledges that the Commission is under no obligation to compensate Contractor for services rendered or expenses accrued under this Agreement in excess of the maximum compensation specified above. It shall be the responsibility of the Contractor to monitor its activities to ensure that the scope of services specified in Contract Attachment No. 2 (Specifications) may be completed and no charges accrued in excess of the maximum compensation during the term of this Agreement. In the event that the work required cannot be completed within the amount specified, or it appears that the maximum compensation provided may be exceeded before the term of the Agreement expires, Contractor shall promptly notify the Commission.

Further, the Commission may cancel the Agreement, without cause, by written notice to the Contractor at any time during the term of the Agreement, or any extension thereto, in the event that the Commission and/or the Authority fails to appropriate funds for the rendition of services set forth in this Agreement. This right to cancel is in addition to the rights of the Commission to terminate the Agreement as set forth in Section 214 of this Agreement.

c. Method of Payment

The Contractor shall submit a requisition to the Commission specifying the amount due for services performed by the contractor's staff. Such requisition shall: (1) reference the Agreement number assigned hereto; (2) describe the services performed in detail, as specified in Contract Attachment No. 2; and (3) indicate the amount charged for the work performed. Such requisition for payment shall contain a certification by the Contractor specifying payment requested for work performed in accordance with the provisions of this Agreement. Upon approval of the requisition, the Commission shall make payment by approximately the thirtieth (30th) day of a given month if the requisition is submitted to the Commission no later than the first (1st) day of said given month. Payments will be made to Contractor at the address given above.

105. NOTICES

Notices to the parties shall, unless otherwise requested in writing, be sent to the Commission and the Contractor at the addresses given above.

Attachment 1

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the day and year first above written.

BAJA PACIFIC	
By:	
	Signature
Title:	
	License Number
	Business Address
	602 Garrison Street #104 Oceanside, CA 92054
SAN DIEGO HOUSING COMMISSION	
By:	
	Signature
Title:	
	Business Address
	<i>San Diego Housing Commission</i>
	<i>9550 Ridgehaven Court</i>
	<i>San Diego, CA 92123</i>

APPROVED AS TO FORM CHRISTENSEN SCHWERDTFEGER & SPATH LLP	
By:	
	Charles B. Christensen, Esq.
	General Counsel
	San Diego Housing Commission
Date:	

Attachment 1
CONTRACT ATTACHMENT NO. 1

200. GENERAL PROVISIONS

201. Status of Contractor

This Agreement calls for the performance of the services of the consultant as an independent contractor. Contractor will not be considered an employee of the Commission for any purpose.

202. Ownership of Materials and Documents

Any and all sketches, drawings and other materials and documents prepared by the Contractor shall be the property of the Commission from the moment of their preparation, and the Contractor shall deliver such materials and documents to the Commission whenever requested to do so by the Commission. However, the Contractor shall have the right to make duplicate copies of such materials and documents for its own file or for other purposes as may be authorized in writing by the Commission.

203. Non-Disclosure

The designs, plans, reports, investigations, materials, and documents prepared or acquired by the Contractor pursuant to this Contract (including any duplicate copies kept by the Contractor) shall not be shown or disclosed to any other public or private person or entity directly or indirectly, except as authorized by the Commission. The Contractor shall not disclose to any other public or private person or entity directly or indirectly, any information regarding the activities of the Commission during the term of this Agreement or at any time thereafter except as authorized by the Commission.

204. Conflict of Interest

- a. For the duration of this Agreement, the Contractor will not act as a consultant or perform services of any kind for any person or entity which would conflict with the services to be provided herein, without the written consent of the Commission.
- b. A conflict occurs when circumstances, known to the Contractor, place the Commission and the Contractor's new client in adverse, hostile or incompatible positions wherein the interests of the Commission, the Authority, or the City may be jeopardized. Contractor shall promptly notify the Commission in the event that such a conflict occurs.
- c. In the event of such a conflict, Contractor shall meet and confer with the Commission to agree upon modifications of its relationship with said new client or Commission in order to continue to perform services for said client and/or Commission without compromising the interests of either. Should no agreement regarding modification be reached, Commission may terminate its Agreement with Contractor.
- d. When consent has been given, Contractor shall endeavor to avoid involvement on behalf of said new client which would in any manner undermine the effective performance of services by Contractor for Commission. Under no circumstances may Contractor convey, utilize, or permit to be utilized,

Attachment 1

confidential information gained through its association with Commission for the benefit of any other client.

- e. Contractor agrees to alert every client for whom consent is required, to the existence of this conflict of interest provision and to include language in its agreement with said client which would enable Contractor to comply fully with its terms. This last paragraph shall not apply to existing clients of the Contractor for which Contractor has previously received the Commission's consent.
- f. This Agreement may be unilaterally and immediately terminated by the Commission if Contractor employs an individual who, within twelve (12) months immediately preceding such employment, in their capacity as a Commission employee, participated in negotiations with or otherwise had an influence on the selection of the Contractor.

205. Contractor's Liability

- a. The Contractor shall be responsible for all injuries to persons and for all damages to real or personal property of the Commission or others, caused by or resulting from the negligence of itself, its employees, or its agents during the progress of or connected with the rendition of services hereunder.
- b. Contractor shall indemnify and hold harmless the Commission, the Authority, the City, and all officers and employees of each agency from any and all liability, claims, costs (including reasonable attorney's fees), damages, expenses and causes of action:
 - 1. For damages to real or personal property, or personal injury to any third party resulting from the negligence of Contractor, its employees or its agents; or
 - 2. For any breach of any obligations, duties or covenants of Contractor under this Contract or transactions related to it.

206. Insurance

Contractor shall not commence work until Contractor has obtained, at its sole cost and expense, all insurance required under this Section. The insurance obtained must be approved by the Commission. Contractor agrees to the following:

- a. Contractor shall provide public liability and property damage insurance in the minimum amount of One Million and No/100 Dollars (\$1,000,000.00) for injury to or death of one or more persons and/or property damage arising out of a single accident or occurrence, insuring against all liability of the Commission, Contractor, its Subcontractors and its authorized representatives, arising out of or in connection with the Contractor's performance of work under this Agreement.
- b. Contractor shall purchase and maintain in full force and effect workers' compensation insurance for contractors, subcontractors, employees and agents in form and amount acceptable to the Commission during the full term of this Agreement.
- c. Contractor shall provide automobile liability insurance on owned and non-owned motor vehicles used

Attachment 1

in the performance of services as detailed in the Scope of Services, both on site or in connection therewith for a combined single limit for bodily injury and property damage of no less than Five Hundred Thousand and No/100 Dollars (\$500,000.00) per occurrence.

- d. All insurance required to be purchased and maintained by the Contractor shall name the Commission, the Authority and the City as additional insureds and shall contain cross-liability endorsements.
- e. The Contractor shall furnish to the Commission Certificates of Insurance evidencing the insurance carried in compliance with this Section. This Certificate shall contain a provision that at least thirty (30) days prior written notice will be given to the Commission in the event of cancellation, reduction or non-renewal of the insurance.

207. Correction of Work

The performance of services by the Contractor shall not relieve the Contractor from any obligation to correct any incomplete, inaccurate or defective work at no further cost to the Commission, when such inaccuracies are due to the negligence of the Contractor, provided such work has not been accepted in writing by an authorized representative of the Commission.

208. Equal Opportunity Programs

During the performance of this Agreement, the Contractor agrees as follows:

- a. Contractor shall comply with all applicable local, state and federal Equal Opportunity Programs, as well as any other applicable local, state and federal law. Each month, the contractor will report to the project manager payments made to all vendors by month, contract to date and percentage of overall contract value.
- b. Contractor and each Subcontractor, if any, shall fully comply with and shall submit a Report of San Diego County Workforce Report and Certificate of Compliance with Title VII of the Civil Rights Act of 1964, as amended, the California Fair Employment Practices Act, and any other applicable Federal and State law and regulations hereinafter enacted.
- c. Contractor shall not discriminate against any employee or applicant for employment because of race, color, age, religion, ancestry, gender, disability or national origin. Contractor shall ensure that applicants for employment and employees are treated equally without regard to their race, color, religion, ancestry, gender, disability or national origin.
- d. If any under-representation is found after submission of contractor's workforce report, the Commission may request an equal employment opportunity plan (EEOP). An acceptable plan to correct the identified underrepresented categories must be submitted within thirty (30) days. Once the EEOP has been approved by the Commission, the contractor must adhere to said plan. In the case of multi-year contracts, the contractor will be required to submit annual workforce reports and EEOP updates as requested.
- e. Contractor understands that failure to comply with the above requirements and/or submitting

Attachment 1

false information in response to these requirements may result in penalties provided for in State and Federal law. In addition, the Contractor may, at the election of the Commission, be disqualified from participating in Commission projects for not less than one (1) year.

209. Cost Records

In accordance with generally accepted accounting principles, the Contractor shall maintain full and complete records of the cost of services performed under this Agreement. Such records shall be open to the inspection of the Commission or to the appropriate federal agencies after reasonable notice, and at reasonable times.

210. Subcontracting

- a. No services covered by this Contract shall be subcontracted without the prior written consent of the Commission.
- b. In order to obtain consent, Contractor shall submit a list of all potential subcontractors, and a description of work to be performed by each subcontractor, to the Commission. Once this list has been approved, no changes to the list will be allowed except by written approval of the Commission.
- c. The Contractor shall be as fully responsible to the Commission for the acts and omissions of his subcontractors, and of persons directly or indirectly employed by them, as he is for acts and omissions of persons directly employed by him.

211. Assignability

- a. The Contractor shall not assign any interest in this Agreement and shall not transfer any interest in the same (whether by assignment or notation) without the prior written approval of the Commission.
- b. Claims for money due or to become due to the Contractor from the Commission under this Agreement may be assigned to a bank, trust company, or other financial institutions, or to a Trustee in Bankruptcy, without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Commission.

212. Changes

The Commission may, from time to time, request changes in the Scope of Services of the Agreement to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon, by and between the Commission and the Contractor, shall be incorporated into this Contract.

213. Documents and Written Reports

Attachment 1

The Contractor, when preparing any document or written report for or under the direction of the Commission or the City, shall comply with the provisions of Government Code Section 7550; to wit,

- a. Any document or written report prepared for or under the direction of a state or local agency, which is prepared in whole or in part by non-employees of such agency, shall contain the numbers and dollar amounts of such contracts and subcontracts relating to the preparation of such document or written report; provided, however, that the total cost for work performed by non-employees of the agency exceeds Five Thousand and No/100 Dollars (\$5,000.00). The contract and subcontract numbers and dollar amounts shall be contained in a separate section of such document or written report.
- b. When multiple documents or written reports are the subject or product of the Agreement, the disclosure section may also contain a statement indicating that the total Agreement amount represents compensation for multiple documents or written reports.

214. Termination

This Agreement may be terminated by the Commission upon thirty (30) days written notice to the Contractor, the effective date of cancellation being the thirtieth (30th) day of said written notice with no further action required by either party.

215. Attorneys' Fees and Costs

If any legal action or any arbitration or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any of the provisions of this Agreement, the successful or prevailing Party or Parties shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, in addition to any other relief to which it or they may be entitled.

216. Entire Agreement

This Agreement represents the sole and entire agreement between the Commission and Contractor and supersedes all prior negotiations, representations, agreements, arrangements or understandings, either oral or written, between or among the parties hereto, relating to the subject matter of this Agreement, which are not fully expressed herein. No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of both the Commission and Contractor.

217. Partial Invalidity

If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

218. Agreement Governed by Laws of State of California

Attachment 1

This Agreement and its performance and all suits and special proceedings under this Agreement shall be construed in accordance with the laws of the State of California. In any action, special proceeding, or other proceeding that may be brought arising out of, under, or because of this Agreement, the laws of the State of California shall be applicable and shall govern to the exclusion of the law of any other forum, without regard to the jurisdiction in which the action or special proceeding may be instituted.

219. Interest of Member of Congress

No member or delegate to the Congress of the United States of America or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit to arise therefore, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

220. Interest of Current or Former Members, Officers, Employees

No member, officer or employee of the Commission, no member of the governing body of the locality in which the work is situated, no member of the governing body in which the Commission was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the assignment of work, shall, during his or her tenure, or for one (1) year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof. Any violation of this section shall result in unilateral and immediate termination of this Agreement by the Commission.

221. Drug-free Workplace

Contractor shall certify to the Commission that it will provide a drug-free workplace and do each of the following:

1. Publish a statement notifying its employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance as defined in schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) is prohibited in Contractor's workplace and specify the actions that will be taken against employees for violation of the prohibition.
2. Establish a drug-free awareness program to inform employees about all of the following:
 - a. *The dangers of drug abuse in the workplace.*
 - b. *The Contractor's policy of maintaining a drug-free workplace.*
 - c. *Any available drug counseling, rehabilitation and employee assistance programs.*
 - d. *The penalties that may be imposed upon employees for drug abuse violations.*
3. Post the statement required by subdivision 1 in a prominent place at Contractor's main office and at any job site large enough to necessitate an on-site office.

222. Plan of Operation

Attachment 1

The Contractor shall submit to the Contracting Officer a complete plan of operations. The Contractor is responsible for notifying the Contracting Officer of any changes to the plan of operations.

223. Labor Provisions

It is the responsibility of the Contractor to be fully aware of and comply with every requirement under Federal and State law pertaining to labor provisions.

224. Extension of Contract Term

- a. Provided, that the contractor is not in default under the terms of this Agreement, the Chief Executive Officer of the Commission, may extend the terms of the Agreement for a period, not to exceed ninety (90) days, on the same payment schedule, and terms and conditions, in effect on the date that the Agreement would otherwise have terminated, including the option period, if any. The option to extend the Agreement shall be at the Commission's discretion only, and may not be excised by the Contractor,
- b. The Agreement may not be extended for an aggregate period of more than ninety (90) days, but may be exercised in multiple "Notices of Extension," of not less than seven (7) days in duration, for each such notice. The Agreement may be extended by the Commission by delivery of a Notice of Extension in writing to the contractor and that the stated terms and conditions of the Agreement shall be adhered to by the Contractor and the Commission during the term of the extension.
- c. Nothing contained herein, however, shall require the Commission to exercise any option to extend the Agreement. During the extension of the Agreement, the Contractor shall provide the Commission with additional certificates of insurance, if necessary, covering the term(s) of the extension.
- d. Notice of Extension may be served by the Commission upon the contractor not earlier than sixty (60) days before the original termination date of the Agreement and not later than eighty-three (83) days after the original termination date of the Agreement. Nothing contained herein shall be construed as granting the contractor a right to compel the Chief Executive Officer of the Commission to exercise the option to extend the Agreement.
- e. The Commission and Authority hereby delegate the authority to the Chief Executive Officer of the Commission to pay compensation to Contractor, during the option period, on a prorated basis, for any extension period, based upon the contract rate in effect on the date of the exercise of the extension.
- f. All contracts which are approved by the Commission and/or Authority and include options for renewal may be renewed by the Chief Executive Officer or his/her designee at the previously stated terms for renewal. The Chief Executive Officer's authority to execute the option for renewal includes authorization to execute the required documents, identification of appropriate funding source and authorization of payment of funds for the continuation of services identified in the Scope of Services.

Attachment 1

225. Statement of Economic Interest Disclosure Form (for consulting services only)

Contractor shall file a completed and executed Statement of Economic Interest Disclosure Form (Form 700), a copy of which is attached to this Agreement as Attachment No. 5, at the following times:

- a. Upon execution of this Agreement;
- b. Annually on or before April First (1st) of each year;
- c. Within thirty (30) days after completion of the Agreement.

Said form will be filed within ten (10) days of written notice from the Commission to the Contractor.

226. Conflict between Agreement and Attachments

To the extent that the provisions of the Agreement and the Attachments and Schedules conflict, the following order of construction shall apply:

- a. To the extent that the Agreement and any Attachments or Schedules conflict, the terms and conditions of the Agreement shall prevail; and
- b. To the extent that any Contract Attachment and any Schedule conflicts, the Contract Attachment shall prevail.

227. Section 3 Contract Clauses

- a. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- b. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this Agreement certify that they are under no contractual or other impediment that would prevent them from complying with part 135 of the regulations.
- c. The Contractor agrees to send to each labor organization or representative of workers with which the Contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire; availability of apprenticeship and training positions; the qualifications for each; the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

Attachment 1

- d. The Contractor agrees to include the Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- e. The Contractor will certify that any vacant employment positions, including training positions, that are filled: (1) after the contractor is selected but before the contract is executed; and, (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- f. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- g. With respect to work performed in connection with Section 3 covering Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment subcontracts shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

228. HUD Program-Specific Audit Requirement

24 CFR 45-1 requires that nonprofit institutions with combined receipts of Federal financial assistance and outstanding Federal direct, guaranteed or insured loan balances totaling Three Hundred Thousand and No/100 Dollars (\$300,000.00) or more a year shall have an audit conducted in accordance with the requirement of OMB Circular A-133 or a program specific financial audit, depending on the amount of funds received and the number of programs. Nonprofit institutions having only outstanding HUD direct, guaranteed or insured loans that were made guaranteed or insured prior to the effective date of the part, are required to conduct audits in accordance with HUD program specific audit requirements.

229. Lobbying Provisions

Contractor hereby certifies to the Commission, under penalty of perjury, under the terms of applicable federal law, that at all applicable times before, during and after the term of the Agreement, that:

- 1. No Federally appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a

Attachment 1

Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement;

2. If any funds other than Federally appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. Contractor will require that the above-stated language be included in the award documents for all subawards at all tiers, including subcontracts, subgrants, loans, contracts, and cooperative agreements concerning the subject matter of this Agreement; and
4. Further, Contractor and all subrecipients, at all times, shall certify compliance with the provisions of 31 USC 1352 and any and all terms and conditions of the Byrd Anti-Lobbying Amendment, as amended from time to time.

Indicate Approval by Initials Below:

COMMISSION _____

CONTRACTOR _____

General Counsel _____

Attachment 1
CONTRACT ATTACHMENT NO. 2
SPECIFICATIONS/SCOPE OF SERVICES
SITE CLEANING SERVICES

The Contractor shall provide site cleaning services in accordance with an approved schedule or upon request; to any or all units owned/managed by the San Diego Housing Commission.

The following specifications must be met by the contractor in the provision of site cleaning services:

SECTION I

Scope of Work

The work to be performed under these specifications shall include the furnishing of all labor and materials necessary to clean and maintain exterior housing sites and laundry facilities of designated rental units owned and/or managed by the San Diego Housing Commission. All references made to exterior housing sites in this document shall be defined to mean the entire parcel area contained within individual property lot boundaries.

Areas To Be Maintained

Areas to be maintained are indicated in Section II of the Specification/Scope of Services.

Hours and Days of Maintenance Schedule

Hours of maintenance shall be 8:00 a.m. to 5:00 p.m., Monday through Friday. No cleaning shall commence prior to 8:00 a.m., or be performed on weekends, unless specifically authorized in writing by the Housing Commission. Staffing shall be adequate to accommodate any change with seasonal needs.

Work Schedule

Services listed in the following sections shall be performed in accordance with a services schedule. Prior to the initiation of the work of this contract, Contractor shall provide a work schedule to the Housing Commission indication which day(s) the contractor will be working on each site. Said schedule shall require Housing Commission approval by the Contracting Officer or designee prior to commencement of work. However, the Commission reserves the right to modify the approved service schedule at any time during the term of the contract upon ten (10) days written notice to the Contractor.

Invoicing

Invoicing shall be submitted within Thirty (30) Days from months end.

SECTION II

Attachment 1

Work Items to Be Performed At Each Visit

1. Pick up litter, trash, paper, debris at entire site, including but not limited to front, alley, curbs, gutters, sidewalks, parking areas, dumpster areas, laundry facilities (if any), and around the perimeter of the designated housing site.
2. Sweep all common areas including the front property sidewalk, gutter, and properly dispose of refuse.
3. Remove from housing site and properly dispose of, discarded furniture and bulky items that are on the grounds and in or around the dumpster areas.
4. Sweep and mop interior of laundry facilities, clean windows, screens and exterior of laundry equipment, remove trash to dumpster.
5. Clean the dumpster enclosure by removing the container and picking/sweeping up all debris on the ground.

Reporting Need Repairs

Advise designated Housing Commission staff immediately regarding any observed damage to property including but not limited to, dumpsters, fire extinguisher, lights, doors, screens, including cracks, holes in surfaces, and safety hazards.

Additional Work

Additional sites and non-routine work to be performed shall be included as a part of the Contractor's bid at a maximum of Two Hundred Forty (240) extra visits a year at no additional charge to the Agency. Contractor shall provide support documentation in the form of copies of work orders issued that the yearly maximum for extra site visits has been reached.

Contract Monitoring

Housing Commission representatives will monitor sites to assure specification requirements are being met and will notify Contractor regarding resolution of any deficiencies.

Resident Employment Opportunity

The San Diego Housing Commission asks that the contractor make a good faith effort in the hiring and training of Housing Commission residents. The Contractor shall maintain any and all records/solicitations used towards this effort.

Attachment 1
PERFORMANCE DEFICIENCY DEDUCTION

Notification to: _____

Date: _____ Time: _____ Method: _____

The following performance deficiency(ies) has been observed and requires immediate attention to correct.

Location: _____

Total Deduction: \$ _____

Please initiate the necessary corrective action(s) and notify the Technical Services Manager or designee when complete for re-inspection. The San Diego Housing Commission Representative will check deficient items and comment (if applicable) below.

- ___ 1. Failure to keep emergency information current; deduction of \$100 per occurrence
- ___ 2. Failure to supply weekly schedule; deduction of \$150 per day.
- ___ 3. Performance not on schedule; deduction of \$100 per day.
- ___ 4. Failure to protect Public Health and/or correct safety concerns; deduction of \$250 per occurrence.
- ___ 5. Failure to provide adequate equipment resources; deduction of up to \$100 per work day/per occurrence.
- ___ 6. Non-compliance with Specifications, Schedules, Directives; deduction of \$150 per occurrence.
- ___ 7. Other _____

Technical Services Representative

Technical Services Manager or designee

Attachment 1
DESCRIPTION OF DEFICIENCIES

<u>Deficiency</u>	<u>Deduction</u>
Failure to keep emergency information current	\$100 Per Occurrence
Failure to supply weekly schedule	\$150 Per Day
Performance not on schedule	\$100 Per Day
Failure to protect Public Health and/or correct safety concerns	\$250 Per Occurrence
Failure to provide adequate equipment resources	\$100 Per Day/Per Occurrence
Non-compliance with Conditions, Specifications, Schedules, Directives	\$150 Per Occurrence

Attachment 1

SECTION III - LIST OF SITES TO BE SERVICED

Location	Address	No. of Days per week to Service Site	Number of units	No. of Laundry Rooms Per Site
1	3501 1 st Ave	1	22	1
2	3617 4 ^{2nd} St	2	4	0
3	4261 4 ^{5th} St	1	5	1
4	4078 47 th St	2	4	1
5	4286 48 th St	1	4	1
6	3051 54 th St	2	6	1
7	3755 Alabama Ave	1	8	1
8	4164 Altadena Ave	1	6	1
9	4207 Altadena Ave	1	2	0
10	4479 Altadena Ave	1	8	1
11	4560 Altadena Ave	1	8	1
12	4080 Arizona St	1	4	1
13	4147 Chamoune Ave	1	6	0
14	3850 Cherokee Ave	1	5	1
15	4054 Cherokee Ave	1	8	1
16	2477 Fairmount Ave	1	4	0
17	2701 Figueroa Blvd	2	5	1
18	2615 Genesee Ave	1	11	0
19	8637 Glenhaven St	1	4	1
20	8649 Glenhaven St	1	4	1
21	8661 Glenhaven St	1	4	1
22	8701 Glenhaven St	1	4	1
23	2045 Grand Ave	2	6	1
24	8714 Hurlbut St	1	4	1
25	8726 Hurlbut St	1	4	1
26	2326 Jewett St	1	4	0
27	3919 Mason St	1	8	1
28	5316 Meade Ave	2	30	1
29	5071 Muir Ave	1	8	1
30	4352 Oregon St	1	8	1
31	2325 Rachel Ave	1	3	0
32	5955 Streamview Ave	1	4	0
33	5385 Trojan Ave	1	3	0

Attachment 1

Location	Address	No. of Days per week to Service Site	Number of units	No. of Laundry Rooms Per Site
34	3630 Van Dyke Ave	2	4	2
35	2420 44 th St	2	8	1
36	2628 44 th St	2	8	0
37	2716 44 th St	2	4	0
38	2734 44 th St	2	4	0
39	4225 44 th St	2	6	0
40	3222 Camulos Ave	2	12	1
41	1351 Hollister St	2	20	1
42	4205 Juniper St	2	20	0
43	4381 Louisiana Ave	2	8	1
44	4131 Maryland St	2	24	3
45	4180 Poplar St	2	9	1
46	281 Sycamore Rd	2	24	1
47	391 Sycamore Rd	2	41	1
48	4043 Wilson Ave	1	5	1
49	2005 Alaquinas Dr	3	66	1
50	121 Averil Rd	3	14	0
51	7777 Belden St	3	243	2
52	2955 Boston Ave	3	5	1
53	2883 Boston Ave	3	5	1
54	178 Calle Primera	3	70	2
55	7105 Eastman St	3	36	1
56	12643 El Camino Real	3	45	1
57	7526 Fulton St	3	31	1
58	7891 Golfcrest Dr	2	9	1
59	2381 Grove Ave	3	41	1
60	4273 Juniper St	3	24	0
61	7085 Levant St	3	14	1
62	4390 Maple St	3	6	0
63	4451 Market St	5	20	1
64	605 Picador Blvd	3	78	1
65	4055 Pulitzer Place	5	50	1
66	5359 Santa Margarita St	5	32	1
67	7281 Saranac St	3	7	1
68	402 Sycamore Rd	5	24	1
69	2052 Via Las Cumbres	3	120	2
70	2932 30 th St	3	5	0

Attachment 1

Location	Address	No. of Days per week to Service Site	Number of units	No. of Laundry Rooms Per Site
71	3012 30 th St	3	5	0
72	3030 30 th St	3	5	0
73	3217 30 th St	1	5	0
74	4729 32 nd St	1	5	0
75	4632 33 rd St	1	5	0
76	4541 33 rd St	1	8	1
77	4751 33 rd St	1	8	1
78	4720 34 th St	1	3	0
79	4756 35 th St	1	4	0
80	4254 36 th St	1	5	1
81	4164 37 th St	1	8	1
82	4575 38 th St	1	8	0
83	4343 38 th St	1	5	0
84	3010 39 th St	1	2	0
85	4566 51 st St	1	5	1
86	3280 A Street	1	2	0
87	3974 Bancroft St	1	8	1
88	3984 Bancroft St	1	8	1
89	2766 Cardinal Rd	1	2	0
90	4360 Cherokee Ave	1	5	1
91	4081 Florida St	1	8	1
92	4450 Georgia St	1	8	1
93	3350 Grim Ave	1	8	1
94	4637 Hamilton St	1	8	1
95	3081 Hawthorne St	1	4	0
96	4416 Highland Ave	1	8	1
97	2644 Hornblend St	1	5	0
98	3125 Ivy St	1	5	0
99	2727 Mead Avee	1	6	1
100	8792 Mira Mesa Blvd	1	5	1
101	8816 Mira Mesa Blvd	1	5	1
102	4890 Naples St	1	4	0
103	5326 Rex Ave	1	4	1
104	5330 Rex Ave	1	4	1
105	3755 Swift Ave	1	4	0
106	6511 Tait St	1	4	0
107	4095 Valeta St	1	4	0

Attachment 1

108	10101 Maya Linda Rd.	5	132	1
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Indicate Approval by Initials Below:

COMMISSION _____

CONTRACTOR _____

General Counsel _____

Attachment 1
CONTRACT ATTACHMENT NO. 3
COMPENSATION SCHEDULE

SITE CLEANING SERVICES

Baja Pacific

Location	Address	No. of Days per week to Service Site	Number of units	No. of Laundry Rooms Per Site	Cost Per Day	Cost Per Week
1	3501 1 st Ave	1	22	1	11	11
2	3617 4 th St	2	4	0	11	22
3	4261 4 th St	1	5	1	11	11
4	4078 47 th St	2	4	1	11	22
5	4286 48 th St	1	4	1	11	11
6	3051 54 th St	2	6	1	11	22
7	3755 Alabama Ave	1	8	1	11	11
8	4164 Altadena Ave	1	6	1	11	11
9	4207 Altadena Ave	1	2	0	11	11
10	4479 Altadena Ave	1	8	1	11	11
11	4560 Altadena Ave	1	8	1	11	11
12	4080 Arizona St	1	4	1	11	11
13	4147 Chamoune Ave	1	6	0	11	11
14	3850 Cherokee Ave	1	5	1	11	11
15	4054 Cherokee Ave	1	8	1	11	11
16	2477 Fairmount Ave	1	4	0	11	11
17	2701 Figueroa Blvd	2	5	1	11	22
18	2615 Genesee Ave	1	11	0	11	11
19	8637 Glenhaven St	1	4	1	11	11
20	8649 Glenhaven St	1	4	1	11	11
21	8661 Glenhaven St	1	4	1	11	11
22	8701 Glenhaven St	1	4	1	11	11
23	2045 Grand Ave	2	6	1	11	22
24	8714 Hurlbut St	1	4	1	11	11
25	8726 Hurlbut St	1	4	1	11	11
26	2326 Jewett St	1	4	0	11	11
27	3919 Mason St	1	8	1	11	11
28	5316 Meade Ave	2	30	1	11	22
29	5071 Muir Ave	1	8	1	11	11
30	4352 Oregon St	1	8	1	11	11
31	2325 Rachel Ave	1	3	0	11	11
32	5955 Streamview Ave	1	4	0	11	11
33	5385 Trojan Ave	1	3	0	11	11

Attachment 1

Location	Address	No. of Days per week to Service Site	Number of units	No. of Laundry Rooms Per Site	Cost Per Day	Cost Per Week
34	3630 Van Dyke Ave	2	4	2	11	22
35	2420 44 th St	2	8	1	11	22
36	2628 44 th St	2	8	0	11	22
37	2716 44 th St	2	4	0	11	22
38	2734 44 th St	2	4	0	11	22
39	4225 44 th St	2	6	0	11	22
40	3222 Camulos Ave	2	12	1	11	22
41	1351 Hollister St	2	20	1	11	22
42	4205 Juniper St	2	20	0	11	22
43	4381 Louisiana Ave	2	8	1	11	22
44	4131 Maryland St	2	24	3	11	22
45	4180 Poplar St	2	9	1	11	22
46	281 Sycamore Rd	2	24	1	11	22
47	391 Sycamore Rd	2	41	1	11	22
48	4043 Wilson Ave	1	5	1	11	11
49	2005 Alaquinas Dr	3	66	1	11	33
50	121 Avenir Rd	3	14	0	11	33
51	7777 Belden St	3	243	2	20	60
52	2955 Boston Ave	3	5	1	11	33
53	2883 Boston Ave	3	5	1	11	33
54	178 Calle Primera	3	70	2	15	45
55	7105 Eastman St	3	36	1	11	33
56	12643 El Camino Real	3	45	1	11	33
57	7526 Fulton St	3	31	1	11	33
58	7891 Golfcrest Dr	2	9	1	11	22
59	2381 Grove Ave	3	41	1	11	33
60	4273 Juniper St	3	24	0	11	33
61	7085 Levant St	3	14	1	11	33
62	4390 Maple St	3	6	0	11	33
63	4451 Market St	5	20	1	18	90
64	605 Picador Blvd	3	78	1	20	60
65	4055 Pulitzer Place	5	50	1	20	100
66	5359 Santa Margarita St	5	32	1	20	100
67	7281 Saranac St	3	7	1	11	33
68	402 Sycamore Rd	5	24	1	11	55
69	2052 Via Las Cumbres	3	120	2	20	60
70	2932 30 th St	3	5	0	11	33
71	3012 30 th St	3	5	0	11	33
72	3030 30 th St	3	5	0	11	33

Attachment 1

Location	Address	No. of Days per week to Service Site	Number of units	No. of Laundry Rooms Per Site	Cost Per Day	Cost Per Week
73	3217 30 th St	1	5	0	11	11
74	4729 32 nd St	1	5	0	11	11
75	4632 33 rd St	1	5	0	11	11
76	4541 33 rd St	1	8	1	11	11
77	4751 33 rd St	1	8	1	11	11
78	4720 34 th St	1	3	0	11	11
79	4756 35 th St	1	4	0	11	11
80	4254 36 th St	1	5	1	11	11
81	4164 37 th St	1	8	1	11	11
82	4575 38 th St	1	8	0	11	11
83	4343 38 th St	1	5	0	11	11
84	3010 39 th St	1	2	0	11	11
85	4566 51 st St	1	5	1	11	11
86	3280 A Street	1	2	0	11	11
87	3974 Bancroft St	1	8	1	11	11
88	3984 Bancroft St	1	8	1	11	11
89	2766 Cardinal Rd	1	2	0	11	11
90	4360 Cherokee Ave	1	5	1	11	11
91	4081 Florida St	1	8	1	11	11
92	4450 Georgia St	1	8	1	11	11
93	3350 Grim Ave	1	8	1	11	11
94	4637 Harnilton St	1	8	1	11	11
95	3081 Hawthorne St	1	4	0	11	11
96	4416 Highland Ave	1	8	1	11	11
97	2644 Hornblend St	1	5	0	11	11
98	3125 Ivy St	1	5	0	11	11
99	2727 Mead Avee	1	6	1	11	11
100	8792 Mira Mesa Blvd	1	5	1	11	11
101	8816 Mira Mesa Blvd	1	5	1	11	11
102	4890 Naples St	1	4	0	11	11
103	5326 Rex Ave	1	4	1	11	11
104	5330 Rex Ave	1	4	1	11	11
105	3755 Swift Ave	1	4	0	11	11
106	6511 Tait St	1	4	0	11	11
107	4095 Valeta St	1	4	0	11	11
108	10101 Maya Linda Rd.	5	132	1	35	175
TOTALS					\$ 1268	\$ 2395

GRAND TOTAL

\$124,540.00

* Grand Total will be used to determine low bidder

GRAND TOTAL SHALL BE INCLUSIVE OF ALL OVERHEAD AND PROFIT, HOURLY RATES AND FRINGE BENEFITS

Attachment 1

Indicate Approval by Initials Below:

COMMISSION _____

CONTRACTOR _____

General Counsel _____

Attachment 1

**EQUAL OPPORTUNITY PROGRAM FOR CONTRACTORS DOING BUSINESS
WITH THE SAN DIEGO HOUSING COMMISSION**

The City of San Diego, the San Diego Housing Commission and the Housing Authority of the City of San Diego are committed to an Equal Opportunity Program pursuant to applicable Federal and State laws and regulations, which provides Equal Opportunity in all activities of the State and its agencies, including the employment of individuals and firms which contract with the San Diego Housing Commission.

CERTIFICATE OF COMPLIANCE

(Name of Firm)

As an authorized official for the above named firm, I hereby certify by the signature affixed to this document that said firm will comply with Executive Order 11246, Title VII of the Civil Rights Act of 1964, as amended, the California Fair Employment Practices Act and any other applicable Federal and State laws and regulations hereinafter enacted.

Further, I am submitting a current Report of San Diego County Workforce and if requested, an acceptable Equal Employment Opportunity Plan which addresses the corrective actions that will be taken by this firm to eliminate any discriminatory outreach or hiring practices, if they exist, and to introduce outreach and hiring practices to maximize employment opportunities for all qualified individuals.

Name of Authorized Official

Title

Signature of Authorized