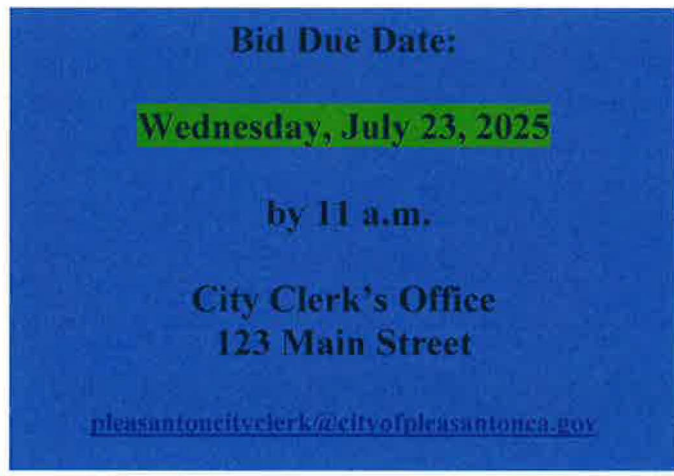


PUBLIC WORKS DEPARTMENT

REQUEST FOR PROPOSALS (RFP) PWD 25.401

**“AS NEEDED SERVICES FOR
FACILITIES MAINTENANCE & RENOVATION – SUSPENDED
CEILINGS, FRAMING AND DRYWALL”**



BID MAY BE DISQUALIFIED IF BID PACKAGE DOES NOT INCLUDE ALL REQUESTED DOCUMENTS AND DOES NOT ADHERE TO ALL OF GUIDELINES IN THIS DOCUMENT

APPROVED

Jan Byt for SCY

Siew-Chin Yeong
Director of Public Works

I. INTRODUCTION

The City is seeking bids from experienced licensed contractors to perform routine and emergency “As-Needed Services” related to facilities maintenance focused on suspended ceiling, framing, and drywall repairs and installation. We encourage your company to submit a proposal(s) based on the categories outlined below. The City will potentially be awarding multiple contracts in each category for fiscal years 2025/26, 2026/27, and 2027/28. By mutual agreement, both parties may extend the agreement by amendment for an additional two (2), one-year terms, not to exceed five years for the total agreement.

The Public Works Department, Facilities Section, has 8 full-time employees that maintain over 139 Buildings, ranging from Operation Services Center, Fire Stations, Police Station, Civic Center, Library, Museums, Senior Center, Veterans Hall, Council Chambers, Aquatic Center, and Preschool. The Facilities division is also responsible for the maintenance of all City operated parks restrooms and recreational buildings.

- ★ Suspended Ceiling
- ★ Framing & Drywall

II. SUBMITTAL PROCESS

Proposals will be received by the City of Pleasanton City Clerk’s office:

- In-person, Civic Center, at 123 Main Street, Pleasanton, CA 94566
- By Express Courier only, send to City Clerk’s Office 123 Main Street
- By email to: pleasantoncityclerk@cityofpleasantonca.gov
 - ❖ Special Notes: If sending electronically:
Include a cc: dvillasenor@cityofpleasantonca.gov
Do not provide links or a zip file; it should be a PDF attachment(s) only
Recommend having an email delivery receipt set up to verify proof of submittal

Deadline: Wednesday, July 23 2025, by 11 a.m.

Please reference the Title, Project Number, and **Contractor Name** for all Submittals

“As Needed Services for Facilities Maintenance & Renovation” RFP PWD 25-401

Qualifications and Bid proposals shall include completed Bid Response Package with the following: Contractor Information, Work Experience, Scope of Services with Rate Sheet, and any Additional Information deemed relevant by the Contractor.

III. PROCURMENT SCHEDULE

| | |
|----------------------|---------------------|
| Invitation for Bids: | July 3, 2025 |
|----------------------|---------------------|

| | |
|----------------------------|--|
| Written Questions Deadline | July 16, 2025 |
| Bids Due: | July 23, 2025 by 11 a.m. to City Clerk’s office |
| Bid review Period: | By July 29, 2025 |
| Presented to City Council | August 16, 2025 |
| Begin Services: | September 01, 2025 |

IV. SELECTION PROCESS

It is the City’s intention to qualify multiple contractors in each category to perform potential as-needed services and emergency services. Selection shall be based on the most qualified contractors in terms of work experience, list of references, as well as offering the most competitive rates.

Any additional information deemed necessary by your company to assist the City in the selection process including any special provisions or specifications that the contractor brings to the bid process and actual services may be submitted.

Bids received after the time established for receiving bids will not be considered.

The City reserves the right to reject any or all bids and to determine which bid is, in the City's judgment, the lowest responsive and responsible bid of a Bidder or group of Bidders. The City also reserves the right to waive any inconsequential omissions or discrepancies in any bid and to delete certain items listed in the bid as set forth therein. Costs for developing, submitting, and presenting bids are the sole responsibility of the Bidder and claims for reimbursement will not be accepted by the City.

For questions, please contact Daniel Villasenor, Management Analyst, Public Works Department at dvillasenor@cityofpleasantonca.gov

V. AGREEMENT TERMS

The term of this agreement commences on September 1, 2025, and expires on June 30, 2028. The parties may extend this Agreement, by Amendment, for additional two (2), one-year terms, not to exceed five years for the total Agreement. The rates shall remain firm during the first year of the Agreement. For the second or subsequent years of the Agreement, the cost of each one-year term may increase only by the change in the consumer price index for the San Francisco-Oakland-San Jose Metropolitan Area (all items index; all urban consumers) for the twelve-month period ending in May each year as published by the Bureau of Labor Statistics, U.S. Department of Labor. It is the sole responsibility of the contractor to provide the City with their new calculated rate sheet(s).

Within ten days of being notified by the City, Contractor shall submit to the City:

- A signed copy of the City’s standard Maintenance and Trade Services Agreement
- Certificates of Insurance, with Endorsement letter naming the City as additional insurer
- Evidence of a current business license to conduct business in the City of Pleasanton <https://www.cityofpleasantonca.gov/our-government/finance-department/business-license/>
- Completed W-9 Form for all new contractors

VI. SPECIAL PROVISIONS & REQUIREMENTS

Insurance: Contractor and Sub-contractors must provide and maintain in full force for the duration of the Agreement General Liability and Bodily Injury Insurance, Automobile Insurance, Worker’s Compensation Insurance and Certificates of Insurance with a supporting endorsement letter according to Agreement (**Attachment II**).

Rate Sheet (Exhibit A): Each agreement will have a specified not to exceed amount on an annual basis. Rate Compensation for services rendered will be on a time and material basis or a designated measure based upon each contractor’s provided rate schedule, which shall include regular time, overtime, and emergency call outs. No work shall be performed unless approved by the City’s designated project manager. Rate sheets must be updated at the beginning of each fiscal year with the Management Analyst.

D.I.R.: *Contractors will be subject to registration and annual renewal fee to the Department of Industrial Relations (DIR) per Senate Bill 854. The mandate applies to all contractors and sub-contractors who intend to bid or perform work on public works projects (as defined in the Labor Code).*

Registration of Contractors with the Department of Industrial Relations

For bids submitted the bidder and its sub-contractors must be registered and qualified to perform public work pursuant to section 1725.5 of the Labor Code, subject to limited legal exceptions under Labor Code section 1771.1. A contractor or sub-contractor shall not be qualified to bid on, be listed in a bid proposal, or engage in the performance of any contract for public work, unless currently registered and qualified to perform public work pursuant to Section 1725.5. A bid will not be accepted, nor any contract entered into without proof that the bidder and its sub-contractors are registered with the California Department of Industrial Relations to perform public work pursuant to Labor Code Section 1725.5, subject to limited legal exceptions.

Certified Payroll Records

Contractor shall furnish the records specified in California Labor Code section 1776, including but not limited to the certified payrolls, directly to the Labor Commissioner. The Contractor shall furnish the records specified in California Labor Code section 1776 to the Labor Commissioner for all projects, whether new or ongoing. Copies of those certified payroll records shall also be submitted electronically to the City, upon request.

Prevailing Wage

In accordance with California Labor Code Section 1170 et seq., the Contractor shall pay general prevailing rate of per diem wages to all workers employed under this contract.

Job Site Postings by Contractor

Contractors are required to post all job site notices prescribed by law or regulation. See 8 Calif. Code Reg. section 16451(d).

Reserved Rights

City retains the right to award a job to another contractor, to use City forces, or not to do the job at all. No, work shall be performed without being approved by the City’s designated Project Manager. There is no Maximum nor Minimum amount guaranteed for each individual Agreement.

Payments

Invoices submitted to the City for payment must include description of work performed, location of work performed, number of personnel used, time spent by personnel, type of equipment used, time equipment used, and materials furnished. Back-up materials (invoices, receipts) must be furnished, and markup must be provided on invoices. Rates included on the invoice must match the Rate Sheet on file with this Agreement. If a receipt is not available, then Contractor will need to provide a similar quoted price from the third-party vendor or supplier.

Task Authorization

When services are estimated to be over \$10,000, the Contractor will submit a written estimate detailing the cost to perform the requested work or services, the City will then issue a Task Authorization letter as a guide for reimbursement once the scheduled work is completed and to the satisfaction of the City. If authorized work exceeds the initial estimate or City requests additional services, Contractor is to notify the City of the additional cost and the City will provide an amended Task Authorization. No work shall be performed unless approved by the City’s designated project manager.

Project Manager

Designated City representative or Project Manager will determine satisfactory work performance. Contractors will clean facilities, stations, roadways, and any other areas littered or soiled by their maintenance/repair operations and/or equipment.

City of Pleasanton’s Standard Specifications and Details (July 2024)

To the extent applicable, all projects shall adhere to the City of Pleasanton’s [Standard Specifications and Details](https://www.cityofpleasantonca.gov/assets/our-government/public-works/engineering/standard-details-2024.pdf) July 2024 which can be accessed (see link below). The purpose of these Specifications is to provide minimum standards for materials used of construction for the City’s public infrastructure. <https://www.cityofpleasantonca.gov/assets/our-government/public-works/engineering/standard-details-2024.pdf>

Special Licenses:

The contractor must possess all required licenses and certifications to perform suspended ceiling, framing and drywall services in the state of California, which are the California B, C-2 & C-9.

Permits: Contractor will be responsible to obtain all necessary permits to perform work (encroachment, building, etc.), if necessary, and a scheduled of inspection, Underground Service Alerts, and a current Cal-OSHA excavation permit (the City of Pleasanton will notify USA for emergency work only).

Identification: Contractor’s crews shall be identified at all times either by a Company uniform, or by a safety vest worn outside other clothing with the Company name clearly displayed. Vehicles will have a Company sign clearly displayed.

Travel Time: The City will not pay travel time. Any Contractor desiring to cover these costs will need to incorporate them in the applicable hourly rates.

Labor Nondiscrimination

The awarded Contractor shall comply with the requirements of the State of California’s Standard Specification Code Section 7-1.01A(4) “Labor Nondiscrimination” under this contract.

Conflict of Interest

The City has established a policy concerning potential conflict of interest in maintenance services, program management, design, and construction. This policy applies to all proposers and their proposed contractors/consultants/sub-consultants.

RFP as a Public Record

All statements submitted in response to this RFP become the property of the City and thus become public records and, as such, may be subject to public review.

Right to Cancel

The City reserves the right to cancel or change, for any or no reason, in part or in its entirety, this RFP, including but not limited to selection schedule, submittal date, and submittal requirements.

Additional Information

The City reserves the right to request additional information and/or clarification from any or all respondents to this RFP.

Public Information

Contractors who wish to release information regarding the selection process, contract award, or data provided by the City at any Public Hearing must receive prior written approval from the City before disclosing such information to the public.

Clarification Questions

Questions should be directed to the Management Analyst, Daniel Villaseñor, dvillaseñor@cityofpleasantonca.gov. If interpretation or change is deemed necessary to the original documents, then the question(s) or modifications shall be addressed in writing and an Addendum shall be posted to the City’s website. To allow time for issuance of addenda, questions shall only be accepted prior to seven (7) calendar days before the bid opening date.

ATTACHMENTS/EXHIBIT:

ATTACHMENT I – BID RESPONSE PACKAGE

EXHIBIT A – SCOPE OF SERVICES/RATE SHEETS

ATTACHMENT II – SAMPLE OF AGREEMENT

ATTACHMENT I – BID RESPONSE PACKAGE

BID SUBMITTALS

All of the specific documentation listed below is **required** to be submitted with the Exhibit A - Bid Form as part of the Bid Response Packet in order for a proposal to be deemed complete. Bidders shall submit all documentation in the order listed below and clearly label each section with the appropriate title. Contractor may submit their own customized rate sheet with the accompanying Exhibit A.

Contractors must complete each Scope of Services/Rate Sheet, Exhibit A, in its entirety to be considered for each type of work you are bidding on.

Submitted proposal shall contain the following:

- ☐ **CONTRACTOR INFORMATION:** name, address, year established, former names (if applicable), applicable licenses, contacts and signatures of principals of company.

- ☐ **WORK EXPERIENCE/REFERENCES:** 3 references for work or services that have been completed by your company in the last three years within the Bay Area or San Joaquin Valley. Work experience shall be submitted for each category, if submitting multiple rate sheets.

- ☐ **SCOPE OF SERVICES/RATE SHEET (EXHIBIT A):** a completed section for each of the scope of services for which the contractor is bidding including name, signature, and billable items within the rate sheet. Note: This invitation attempts to use proper trade names for each service. Bidding contractors are required to add, delete or correct in “**Labor**” and “**Equipment**” category tables. If applicable Contractor may supply their own customized rate sheet, which will be attached to existing scope of services.

- ☐ **ADDITIONAL INFO:** Any additional information deemed necessary or relevant by your company to assist the City in the selection process including any special project provisions or specifications that the contractor brings to the bid process.

IMPORTANT NOTICE: If contractor or other interested person is a corporation, give legal name of corporation, state where incorporated, and names of the president and secretary thereof; if a partnership, give name of the company, also names of individuals co-partners composing company; if contractor or other interested person is an individual, give first and last names in full.

CONTRACTOR INFORMATION

(Required)

| | | |
|--------------------------------------|---|------------|
| CONTRACTOR: (Company Name) | | Year Est.: |
| BUSINESS ADDRESS: | | |
| WEBSITE: | | |
| DIR REGISTRATION NUMBER: | *DIR # must match the Company Named mentioned above | |
| APPLICABLE LICENSE(S) #: | | |
| SUBMITTED BY: | Name: Title: | |
| TELEPHONE: | Office: Cell: | |
| EMAIL: | Email: Email: | |

Questionnaire (please circle):

1. Has the contractor license been suspended in the past? (If Yes, please explain)
Yes No

If, Yes _____

2. Do you have any contracts terminated by Owner in the past? (If Yes, please explain) Yes No

If, Yes _____

3. Has the company been debarred or suspended by Owner in the past? (If yes, please explain) Yes No

If, Yes _____

SIGNATURE: _____

DATE: _____

TITLE: _____

I declare under penalty of perjury that I have the authority to execute this bid and that the foregoing is true and correct.

WORK EXPERIENCE/REFERENCES
(Required)

Provide locations and contact information regarding three (3) projects or services that have been completed by your company in the last three (3) years within the Bay Area or San Joaquin Valley. Examples are to be of a similar type as type work you are bidding on and with a public agency. Please provide a list of references of (3) on a separate sheet of paper if different than the ones listed below.

PROJECT I

| | |
|------------------------------------|--|
| LOCATION AND FOR AGENCY PERFORMED: | |
| CONTACT PERSON AND PHONE NUMBER: | |
| YEAR PERFORMED: | |
| TYPE OF WORK PERFORMED: | |
| CONTRACT AMOUNT: | |

PROJECT II

| | |
|------------------------------------|--|
| LOCATION AND FOR AGENCY PERFORMED: | |
| CONTACT PERSON AND PHONE NUMBER: | |
| YEAR PERFORMED: | |
| TYPE OF WORK PERFORMED: | |
| CONTRACT AMOUNT: | |

PROJECT III

| | |
|------------------------------------|--|
| LOCATION AND FOR AGENCY PERFORMED: | |
| CONTACT PERSON AND PHONE NUMBER: | |
| YEAR PERFORMED: | |
| TYPE OF WORK PERFORMED: | |
| CONTRACT AMOUNT: | |

Contractor Name: _____

Signature: _____

EXHIBIT A FY 2025/2026 – RATE SHEET

FACILITIES MAINTENANCE & RENOVATIONS “SUSPENDED CELING SERVICES”

SCOPE OF SERVICES

The City seeks a qualified contractor to provide suspended ceiling services for City-owned structures on both a scheduled maintenance and emergency basis. The contractor must furnish personnel, materials, and equipment to ensure efficient and effective installation, maintenance, and repair of suspended ceiling systems. Services include, but are not limited to, ceiling tile replacement, grid system maintenance, cleaning, and structural integrity inspections. The contractor will be responsible for ensuring all work complies with relevant safety, building, and environmental regulations.

- Suspended Ceiling Installation and Repair
- Preventative Maintenance for Ceiling Systems
- Custom Ceiling Design and Integrated Systems
- Installation and Repair of Suspended Acoustical Tiles
- Service and Repair of Existing Ceiling Tiles
- Servicing Tegular Ceiling Panels
- Adhering to Environmental Regulations and Compliance

Personnel, Materials, and Equipment: Qualified personnel with expertise in construction, renovation, and maintenance will be provided by the contractor. All materials and equipment used must meet industry standards and safety regulations.

Renovation Projects: The contractor will undertake renovation and construction projects as required, including structural repairs, interior/exterior renovations, and facility improvements. Projects may range from minor repairs to major renovations or new construction.

Compliance and Safety: Strict adherence to compliance with laws, regulations, and safety protocols is mandatory to ensure a safe working environment and prevent accidents or injuries. All OSHA Safety Requirements must be adhered to by the Contractor and/or any subcontractors while on-site.

Communication and Quality Assurance: Effective communication and coordination between the contractor and the City's project manager are essential. Quality assurance measures will be implemented to ensure high-quality painting services.

Identification: Contractor's crews shall be identified at all times either by a Company uniform, or by a safety vest worn outside other clothing with the Company name clearly displayed. Vehicles will have a Company sign clearly displayed.

License: Must have a Minimum License Requirement, California B and a C-2.

All work to be performed shall be in accordance with the [City of Pleasanton Standard Specifications and Details](#)* dated July 2024, and shall be overseen by the Facilities Maintenance Supervisor or his designee.

RATE SHEET

The cost quoted below shall include all taxes and all other charges, including travel expenses, and is the cost the City will pay for the term of any contract that is a result of this bid. For items below, assume all vehicles, tools, equipment, supervision, and overhead necessary, unless noted. Rates are to be on-site productive time only and are to include any clean-up and disposal costs due to work.

Bidder hereby certifies to City that all representations, certifications, and statements made by Bidder, as set forth in this Bid Form and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

Contractor's Labor Rates (Hourly)

| Position Description | Regular Time | Overtime | Emergency Callout |
|-----------------------------|---------------------|-----------------|--------------------------|
| Foreperson | \$ | \$ | \$ |
| Journey | \$ | \$ | \$ |
| Laborer | \$ | \$ | \$ |
| Apprentice | \$ | \$ | \$ |
| Other: | \$ | \$ | \$ |

| Materials/Rentals | Example | % Mark-Up |
|------------------------------|---|------------------|
| *Materials | Invoicing must be demonstrated as a percentage. Example: Material \$1,000 + 10% (\$100) = \$1,100 | % |
| *Outside Equipment (Rentals) | Invoicing must be demonstrated as a percentage. Example: Outside Equipment \$2,000 + 10% (\$200) = \$2,200 | % |
| *Sub-Contractors | Invoicing must be demonstrated as a percentage. Example: Sub-Contractor Invoice for services \$10,000 + 10% (\$1,000) = \$11,000 | % |

***Special Notes: All receipts/invoices/price verification must be provided with these mark-ups.**

Mark-Ups will remain the same for the term of the Agreement.

Rentals of Equipment must be pre-approved by City Project Manager.

Contractor may submit their own customized “Rate Sheet”.

Contractor Name:

Signature: _____

Authorized Staff Name:

Date: _____

EXHIBIT A FY 2025/26 – RATE SHEET

FACILITIES MAINTENANCE & RENOVATIONS “FRAMING & DRYWALL SERVICES”

SCOPE OF SERVICES

The City is requesting an experienced licensed contractor to perform as-needed scheduled and non-scheduled installation, removal, maintenance, and framing and drywall repair services. This work will be performed at any of the City’s facilities under the guidance of the Facilities Maintenance Team. The contractor will be responsible for performing the services and providing the necessary personnel, materials, and equipment to repair, design, replace, or install drywall for the following functions:

- Layout and installation of gypsum wallboard and gypsum wallboard assemblies
- Installation of nonstructural metal framing members
- Taping and texturing operations, including the application of compounds to adhere to wallboard, producing a continuous smooth or textured surface (832.09 CCR)

Personnel, Materials, and Equipment: Qualified personnel with expertise in construction, renovation, and maintenance will be provided by the contractor. All materials and equipment used must meet industry standards and safety regulations.

Renovation Projects: The contractor will undertake renovation and construction projects as required, including structural repairs, interior/exterior renovations, and facility improvements. Projects may range from minor repairs to major renovations or new construction.

Compliance and Safety: Strict adherence to compliance with building codes, regulations, and safety protocols is mandatory to ensure the safety and integrity of City buildings and structures. All OSHA Safety Requirements must be adhered to by the Contractor and/or any subcontractors while on-site.

Communication and Collaboration: Effective communication and collaboration between the contractor and the City's project manager are essential for successful project execution. Regular updates, coordination meetings, and clear communication channels will be established to facilitate project progress and address any issues or concerns.

Identification: Contractor’s crews shall be identified at all times either by a Company uniform, or by a safety vest worn outside other clothing with the Company name clearly displayed. Vehicles will have a Company sign clearly displayed.

License: Must have a Minimum License Requirement, California “B” and a C-9.

All work to be performed shall be in accordance with the [City of Pleasanton Standard Specifications and Details*](#) dated July 2024, and shall be overseen by the Facilities Maintenance Supervisor or his designee.

RATE SHEET

The cost quoted below shall include all taxes and all other charges, including travel expenses, and is the cost the City will pay for the term of any contract that is a result of this bid. For items below, assume all vehicles, tools, equipment, supervision, and overhead necessary, unless noted. Rates are to be on-site productive time only and are to include any clean-up and disposal costs due to work.

Bidder hereby certifies to City that all representations, certifications, and statements made by Bidder, as set forth in this Bid Form and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

Contractor's Labor Rates (Hourly)

| Position Description | Regular Time | Overtime | Emergency Callout |
|----------------------|--------------|----------|-------------------|
| Foreperson | \$ | \$ | \$ |
| Journey | \$ | \$ | \$ |
| Apprentice | \$ | \$ | \$ |
| Laborer | \$ | \$ | \$ |
| Light Carpentry | \$ | \$ | \$ |
| Other: | \$ | \$ | \$ |

| Materials/Rentals | Example | % Mark-Up |
|------------------------------|---|-----------|
| *Materials | Invoicing must be demonstrated as a percentage. Example: Material \$1,000 + 10% (\$100) = \$1,100 | % |
| *Outside Equipment (Rentals) | Invoicing must be demonstrated as a percentage. Example: Outside Equipment \$2,000 + 10% (\$200) = \$2,200 | % |
| *Sub-Contractors | Invoicing must be demonstrated as a percentage. Example: Sub-Contractor Invoice for services \$10,000 + 10% (\$1,000) = \$11,000 | % |

***Special Notes: All receipts/invoices/price verification must be provided with these mark-ups.**

Mark-Ups will remain the same for the term of the Agreement.

Rentals of Equipment must be pre-approved by City Project Manager.

Contractor may submit their own customized "Rate Sheet".

Contractor Name:

Signature: _____

Authorized Staff Name:

Date: _____