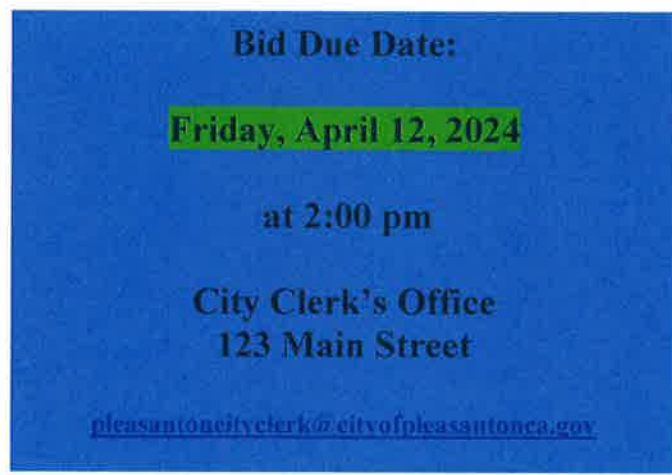


PUBLIC WORKS DEPARTMENT

REQUEST FOR PROPOSALS (RFP) #PWD-24-403

**“AS NEEDED SERVICES FOR
FACILITIES MAINTENANCE & RENOVATION”**



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



Adam Nelkie
Acting Director of Public Works

I. INTRODUCTION

The City is seeking proposals from experienced licensed contractors to perform routine, and potential emergency “As-Needed Services” related to facilities maintenance, renovation, and repairs of the City’s infrastructure. Emergency response is work needed to be performed in a timely manner for public safety concerns, due to a traffic accident, a weather event and/or when an urgent request or an emergency is declared by City staff, local or state officials. We encourage your company to submit a proposal(s) based on the categories outlined below. You are invited to bid on any of the services, separated by categories, which your company is qualified to perform. The City will be awarding several contracts in each category to effectively maintain community infrastructure for three (3) years beginning July 1, 2024. By mutual agreement both parties may extend this Agreement, by Amendment, for additional two (2), one-year terms, not to exceed five years for the total Agreement.

The Public Works Department, Facilities/Support Services Division, 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.

FACILITIES MAINTENANCE & RENOVATIONS

The City is looking for support in the following categories:

- BUILDING PAINTING SERVICES – exterior & interior painting of facilities
- GENERAL CONTRACTOR SERVICES – maintenance, renovations, & restoration of facilities
- ELECTRICAL SERVICE REPAIRS – provide general electrical work with repairs for lighting and communication systems of facilities
- LOCKSMITH SERVICES – repair & replacement services for locks and gates
- PLUMBING SERVICES - repair and replacement of plumbing systems & piping
- ROLL-UP & SECTIONAL DOORS AND GATE REPAIRS – repair or service of doors & gates
- ROOFING SERVICES – Repairs & Replacement of all roofing types & gutters
- WINDOW/DOOR GLASS REPAIRS - installation & repairs of windows & store front doors

II. SUBMITTAL PROCESS

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

- In-person, Civic Center, at 123 Main Street, Pleasanton, CA 94566
- By mail to City of Pleasanton, P.O. Box 520, Pleasanton, CA 94566
- By Express Courier only, send to City Clerk’s Office 123 Main Street
- By email to: pleasantoncityclerk@cityofpleasantonca.gov

Deadline: Friday, April 12 2024

Please reference the Title and Project Number for all Submittals

**“As Needed Services for Facilities Maintenance & Renovation”
Project No. PWD 24-403**

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:	March 25, 2024
Bids Due:	April 12, 2024
Bid review Period:	April 15 – April 19, 2024
Presented to City Council	May 21, 2024
Begin Services:	July 1, 2024

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 July 1, 2024, and expires three years from that date. 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
- 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 \$60,000, 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 (November 2016): To the extent applicable, all projects shall adhere to the latest City of Pleasanton’s [Standard Specifications and Details](https://www.cityofpleasantonca.gov/our-government/public-works/engineering/) (November 2016) 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/our-government/public-works/engineering/>

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.

Traffic Control: Contractor shall conduct its operations as to cause the least possible obstruction and inconvenience to public traffic. To the greatest extent possible, all traffic shall be permitted to pass through the work area. Contractor shall furnish, erect, and maintain enough warning and directional signs, safety cones, sign boards, barricades and lights, and furnish sufficient flaggers to give adequate warning to the public at all times that the road or street is under construction, as prescribed by the Department of Transportation.

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.

EXHIBITS/ATTACHMENTS:

ATTACHMENT I – BID RESPONSE PACKAGE

EXHIBIT A – SCOPE OF SERVICES/RATE SHEETS

ATTACHMENT II – SAMPLE OF AGREEMENT

ATTACHMENT I – BID RESPONSE PACKAGE

BID SUBMITTALS

Contractors must complete each Scope of Services/Rate Sheet form in its entirety to be considered for each type of work you are bidding on. With multiple services being offered and the City will be accepting multiple Contractors for each specific service, a Contractor may submit as many rate sheets as they are qualified and interested in performing for the City.

Submitted bid 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:	

SIGNATURE: _____ DATE: _____

TITLE: _____

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 2024/25 – RATE SHEET

FACILITIES MAINTENANCE & RENOVATIONS “BUILDING PAINTING SERVICES”

SCOPE OF SERVICES

The City seeks a qualified contractor to provide building painting 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 painting tasks.

Scheduled Maintenance and Emergency Painting: The contractor will perform scheduled maintenance painting, including surface preparation, primer and paint application, and touch-ups. Additionally, the contractor must be available for emergency painting services to address vandalism, damage, or hazardous conditions.

Personnel, Materials, and Equipment: Qualified personnel with experience in building painting will be provided by the contractor. All materials and equipment used must meet industry standards and safety regulations.

Overtime Availability and Reporting: The contractor should be prepared to work overtime as needed and provide accurate documentation of all painting activities, including progress reports, photos, and inspection records.

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.

Uniforms: Contractor's crews should be identified either by a Company uniform, or by a safety vest worn outside other clothing with the Company name clearly displayed.

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.

"BUILDING PAINTING SERVICES (continued)"

Contractor's Labor Rates (Hourly)

Position Description	Regular Time	Overtime	Emergency Callout
Foreperson	\$	\$	\$
Journey Rate	\$	\$	\$
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 Name: _____

Signature: _____

EXHIBIT A FY 2024/25 – RATE SHEET

FACILITIES MAINTENANCE/RENOVATIONS/RESTORATION “GENERAL CONTRACTOR SERVICES”

SCOPE OF SERVICES

The City seeks a qualified general contractor to perform maintenance, renovations, and restoration services for City-owned buildings and structures. The contractor will be responsible for renovating, repairing, and/or replacing any improvements as needed.

Scheduled Maintenance and Emergency Repairs: The contractor will conduct scheduled maintenance tasks, including routine inspections, repairs, and renovations, to ensure the upkeep and functionality of City buildings. Additionally, the contractor must be available for emergency repairs to address unforeseen issues or emergencies.

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.

Renovations 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.

Overtime Availability and Reporting: The contractor should be prepared to work overtime as needed to meet project deadlines or address emergencies. Accurate reporting of all maintenance, renovation, and construction activities is required, including progress reports, documentation of work performed, and project updates.

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.

Uniforms: Contractor's crews should be identified either by a Company uniform, or by a safety vest worn outside other clothing with the Company name clearly displayed.

<https://www.cityofpleasantonca.gov/our-government/public-works/engineering/>

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.

"GENERAL CONTRACTOR SERVICES (continued)"

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	\$	\$	\$
Concrete Finisher	\$	\$	\$
Other:	\$	\$	\$

Contractor's Equipment

Equipment	Size and Description	Hourly Rate
Excavator		\$
Backhoe Loader		\$
Truck & Hand Tools		\$
Compressor w/Tools		\$
Dump Truck		\$
Concrete/Asphalt Saw		\$
Other:		\$
Other:		\$

Attach additional equipment rate sheets if needed

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 Name: _____

Signature: _____

EXHIBIT A FY 2024/25 – RATE SHEET

FACILITIES MAINTENANCE & RENOVATIONS “ELECTRICAL SERVICE REPAIRS”

SCOPE OF SERVICES

The City is seeking a qualified electrical contractor to provide repair and replacement services for commercial general electric service, lighting, and communication systems in City-owned buildings and structures.

Scheduled Maintenance and Emergency Repairs: The contractor will perform scheduled maintenance tasks and emergency repairs on electrical systems as needed to ensure the continued operation and safety of City buildings. Services will be provided on both a scheduled basis and during emergencies, with availability for 24-hour response, including overtime when necessary.

Repair and Replacement of Electrical Systems: The contractor will be responsible for repairing and/or replacing commercial general electric service, lighting fixtures, and communication systems in City buildings. This includes troubleshooting electrical issues, upgrading outdated systems, and ensuring compliance with safety standards and regulations.

Personnel, Materials, and Equipment: Qualified electrical personnel equipped with the necessary tools, materials, and equipment will be provided by the contractor to perform the required services. All materials used must meet industry standards and safety regulations.

Compliance and Safety: Strict adherence to electrical codes, regulations, and safety protocols is paramount to ensure the safety and functionality of electrical systems within 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 facilitate project progress and address any issues or concerns promptly.

Contractor's crews should be identified either by a Company uniform, or by a safety vest worn outside other clothing with the Company name clearly displayed.

<https://www.cityofpleasantonca.gov/our-government/public-works/engineering/>

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.

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.

"ELECTRICAL SERVICE REPAIRS (continued)"

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 Name: _____

Signature: _____

EXHIBIT A FY 2024/25 – RATE SHEET

FACILITIES MAINTENANCE & RENOVATIONS “LOCKSMITH SERVICES”

SCOPE OF SERVICES

The City is soliciting bids from qualified locksmith contractors to provide repair and replacement services for locks, door hardware, gate hardware, fence hardware, and related equipment in City-owned buildings and structures.

Comprehensive Locksmith Services: The selected contractor will be responsible for addressing all locksmith-related needs within City facilities, including repairing and replacing various types of locks, door hardware, gate hardware, and fence hardware. Services will encompass a wide range of locksmith tasks required to ensure the security and functionality of City buildings.

Emergency Services: Emergency locksmith services will be provided on a 24-hour basis, ensuring rapid response to urgent lock-related issues such as lockouts, broken locks, or security breaches. The contractor must be readily available to address emergencies and provide timely solutions to mitigate security risks.

Adherence to OSHA Safety Requirements: The contractor and any subcontractors engaged in locksmith services must strictly adhere to all Occupational Safety and Health Administration (OSHA) safety requirements while on-site. This includes implementing appropriate safety protocols, utilizing personal protective equipment (PPE), and adhering to safety guidelines to prevent accidents and ensure the well-being of workers and occupants.

Personnel Qualifications: Qualified locksmith technicians equipped with the necessary skills, experience, and certifications will be provided by the contractor to perform locksmith services. Personnel must demonstrate proficiency in repairing and replacing various types of locks, door hardware, gate hardware, and fence hardware to meet the diverse needs of City facilities

Materials and Equipment: The contractor will utilize high-quality locks, hardware, and related equipment that comply with industry standards and specifications. All materials used in locksmith services must meet the City's requirements for durability, functionality, and security.

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.

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.

"LOCKSMITH SERVICES (continued)"

Contractor's Labor Rates (Hourly)

Position Description	Regular Time	Overtime	Emergency Callout
Foreperson	\$	\$	\$
Journey Rate	\$	\$	\$
Apprentice	\$	\$	\$
Technician	\$	\$	\$
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 Name: _____

Signature: _____

EXHIBIT A FY 2024/25 – RATE SHEET

FACILITIES MAINTENANCE & RENOVATIONS “PLUMBING SERVICES/REPAIRS”

SCOPE OF SERVICES

The City of Pleasanton is seeking contractors to provide plumbing services and repairs for municipal buildings and structures. This procurement initiative is aimed at securing reliable and efficient plumbing solutions to address maintenance needs and ensure the proper functioning of plumbing systems across various facilities.

Service Description:

Contractors are to repair, replace, and install plumbing systems, piping, and fixtures in City-owned buildings and structures. This includes addressing issues such as leaks, blockages, and malfunctioning fixtures to maintain operational efficiency and safety standards.

Scheduled Maintenance and Emergency Repairs:

Contractors will be expected to perform both scheduled maintenance tasks and emergency repairs on plumbing systems as needed. Services will be provided on a scheduled basis to ensure proactive upkeep, with provisions for 24-hour emergency response to address urgent plumbing issues promptly.

Repair and Replacement of Plumbing Systems:

Responsibilities encompass the repair and/or replacement of plumbing infrastructure, including pipes, fixtures, and related components. Contractors will be tasked with diagnosing issues, implementing repairs, and upgrading systems to meet regulatory requirements and industry standards.

Personnel, Materials, and Equipment:

Qualified plumbing personnel equipped with necessary tools, materials, and equipment will be provided by the contractor to execute service requests effectively. All materials utilized must meet quality standards and adhere to safety regulations.

Compliance and Safety:

Strategic adherence to plumbing codes, regulations, and safety protocols is imperative to uphold the integrity and functionality of plumbing systems within City-owned buildings and structures. Contractors must ensure compliance with all applicable standards throughout project execution. 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 management team are essential for seamless project coordination. Regular updates, coordination meetings, and transparent communication channels will facilitate project progress and issue resolution.

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.

"PLUMBING SERVICES/REPAIRS" (continued)

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 Rate	\$	\$	\$
Laborer	\$	\$	\$
Apprentice	\$	\$	\$
Other:	\$	\$	\$

Contractor's Equipment

Equipment	Size and Description	Hourly Rate
Truck & Hand Tools		\$
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 Name: _____

Signature: _____

EXHIBIT A FY 2024/25 – RATE SHEET

FACILITIES MAINTENANCE & RENOVATIONS “ROLL-UP & SECTIONAL DOORS & GATE REPAIRS”

SCOPE OF SERVICES

The City of Pleasanton is seeking proposals from qualified contractors to provide comprehensive services for the repair, servicing, and replacement of Roll-Up, Sectional Doors, and Gates on City buildings and structures. This procurement aims to ensure the proper functioning, safety, and security of these essential components across our facilities.

Service Description: The selected contractor will be responsible for a range of services related to Roll-Up, Sectional Doors, and Gates, including but not limited to construction, repair, servicing, and replacement. These services must be provided as required to maintain the functionality and integrity of City buildings and structures.

Scheduled Maintenance and Emergency Repairs: The contractor will perform scheduled maintenance tasks and emergency repairs on Roll-Up, Sectional Doors, and Gates as needed. Services will be provided on both a scheduled basis and during emergencies, with availability for 24-hour response, including overtime if required, to address any urgent issues promptly.

Construction and Replacement: Contractors must be capable of constructing new Roll-Up, Sectional Doors, and Gates as well as replacing existing ones. This includes the installation of necessary hardware, mechanisms, and safety features to ensure optimal performance and longevity.

Personnel, Materials, and Equipment: Qualified personnel equipped with the necessary materials, tools, and equipment will be furnished by the contractor to perform the required services. All materials used must meet industry standards and safety regulations.

Compliance and Safety: Strict adherence to building codes, regulations, and safety protocols is imperative to ensure the safety and functionality of Roll-Up, Sectional Doors, and Gates within City buildings and structures.

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 facilitate project progress and address any issues or concerns promptly.

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.

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.

"ROLL-UP & SECTIONAL DOORS & GATE REPAIRS" (continued)

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 Name:

Signature: _____

EXHIBIT A FY 2024/25 – RATE SHEET

FACILITIES MAINTENANCE & RENOVATIONS “ROOFING REPAIRS & REPLACEMENT”

SCOPE OF SERVICES

The City of Pleasanton is seeking a qualified contractor to provide repair and replacement services for roofing systems and gutters on City buildings and structures. This procurement aims to address roofing issues promptly and ensure the integrity and longevity of municipal facilities.

Scheduled Maintenance and Emergency Repairs:

The selected contractor will perform scheduled maintenance tasks and emergency repairs on roofing systems to mitigate damage and prevent further deterioration. Services will be provided on both a scheduled basis and during emergencies, with 24-hour availability and overtime if required.

Repair and Replacement of Roofing Systems:

Contractors will be responsible for repairing leaks, damage, and other issues affecting roofing systems, gutters systems as well as replacing old or deteriorated roofing materials as needed to maintain structural integrity and weatherproofing.

Personnel, Materials, and Equipment:

Qualified personnel equipped with the necessary materials, tools, and equipment will be provided by the contractor to perform the required services. All materials used will meet industry standards and safety regulations.

Compliance and Safety:

Strict adherence to safety protocols, building codes, and regulations is paramount to ensure the safety of personnel and compliance with legal requirements during roofing repair and replacement activities.

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 facilitate project progress and address any issues or concerns promptly.

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.

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.

"ROOFING REPAIRS & REPLACEMENT" (continued)

Contractor's Labor Rates (Hourly)

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

Contractor's Equipment

Equipment	Size and Description	Hourly Rate
Dump Truck		\$
Other:		\$
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	%
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Rentals of Equipment must be pre-approved by City Project Manager.**

Contractor Name: _____

Signature: _____

EXHIBIT A FY 2024/25 – RATE SHEET

FACILITIES MAINTENANCE & RENOVATIONS “WINDOW/DOOR GLASS REPAIRS”

SCOPE OF SERVICES

The selected contractor will be responsible for repairing and/or replacing commercial glass windows and doors on City buildings and structures as required. This includes addressing issues such as cracks, chips, shattered glass, and malfunctioning mechanisms.

Scheduled Maintenance and Emergency Repairs:

Services will be provided on both a scheduled basis and in response to emergency repair needs. The contractor must be available to address urgent repair requests promptly, including after-hours and weekends, if necessary, to ensure the safety and security of City facilities.

Glass Store Front Doors:

In addition to window glass repairs, the contractor will also handle repairs and replacements for glass storefront doors. This includes addressing issues with door glass panels, frames, hinges, handles, and locking mechanisms.

Personnel, Materials, and Equipment:

Qualified personnel equipped with the necessary materials, tools, and equipment will be provided by the contractor to perform the required services. The materials used for glass repairs and replacements must meet industry standards for safety and durability.

Compliance and Safety:

Strict adherence to safety protocols, building codes, and regulations is paramount to ensure the safety of personnel and compliance with legal requirements during glass repair and replacement activities. All work must be conducted in accordance with industry best practices and safety standards.

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 facilitate project progress and address any issues or concerns promptly.

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.

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.

"WINDOW/DOOR GLASS REPAIRS" (continued)

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	%
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***Special Notes: All receipts/invoices/price verification must be provided with these mark ups.
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Contractor Name: _____

Signature: _____