

City of Costa Mesa Street Sweeping

Prepared by:

CEO Office

Finance Department

Public Services Department

City of Tustin



Street Sweeping

1. Project Chronology
2. RFP Notice
3. Vendor List
4. RFP
5. Proposal Evaluation Documents
6. Interview Evaluation Documents
7. Proposals
8. Proposal Evaluation Scores
9. Interview Evaluation Scores
10. References
11. Management Staff Report

Project Chronology for Street Sweeping

- 9-12-11 *The first meeting for Street Sweeping Contracting Committee (see Contracting Committee Council Policy 100-6 book)*
- 11-7-11 Posted RFP notice
- 11-9-11 Release RFP for Street Sweeping with the following schedule'
Questions 11-23-11
Answers 12-1-11
Due date 12-9-11
- 12-15-11 Received 7 proposals for Street Sweeping
- 12-21-11 Meeting with Public Services on evaluation instruction
- 12-22-11 All insider evaluators were provided proposals, instruction and list of questions and answers.
- 1-3-12 Sent out reference checks
- 1-13-12 Obtain approval on outsider evaluator
- 1-13-12 Compiled reference checks for evaluators
- 1-19-12 Meet with outside evaluator for instruction
- 2-7-12 Meet with evaluation committee
- 2-23-11 Interviews with top proposers and team meeting
- 3-12-12 Management Meeting on findings.

RFP NOTICE



City of Costa Mesa

Street Sweeping Services

11/7/2011

4:00PM

Request for Proposal

NOTICE IS HEREBY GIVEN that sealed proposals shall be received by the City of Costa Mesa to wit: The City of Costa Mesa/Jones & Mayer, City Attorney's Office, 3777 N. Harbor Blvd, Fullerton, California 92835, on or before the hour of **4:00 p.m. on Friday, December 9, 2011**. It shall be the responsibility of the offeror to deliver his proposal to Jones & Mayer, Kimberly Hall Barlow, City Attorney's Office, 3777 N. Harbor Blvd., Fullerton, CA 92835

Proposal shall be returned to the attention of the City Attorney Office Kimberly Hall Barlow at the specific address above, within said time limit, in a sealed envelope identified on the outside with the Offeror's Business Name, Proposal Identify—RFP for Street Sweeping Services and the due date. There will be no public opening

The Request for Proposal may be downloaded from the website at <http://www.ci.costa-mesa.ca.us/departments/CM purchasing.htm>. If you have addition question, please contact Richard Amadril, via e-mail at: rick.amadril@costamesaca.gov



City of Costa Mesa

77 Fair Drive,
P.O. Box 1200
Costa Mesa, CA 92628-1200

Phone: 714-754-5227
Fax: 714-754-5040
E-mail: rick.amadril@costamesaca.gov

VENDOR LIST

Street Sweeping Service Vendors

Company Name	Contact Person	E-mail	Phone	FAX	Address	City	Zip
CleanStreet				(310) 538-8015	1937 W. 169th St.	Gardena	90247
Bill's Sweeping Service				(714) 998-6487	715 W. Fletcher Ave.	Orange	92865-2598
Sweeppro							
Universal Site Services					760 E. Capitol Ave.	Milpitas	95035
Venco Power Sweeping, Inc.				(805) 201-0041	2400 Eastman Ave.	Oxnard	93030

RFP



REQUEST FOR PROPOSAL

FOR

STREET SWEEPING SERVICES



Public Services Department

CITY OF COSTA MESA

Released on November 9, 2011

STREET SWEEPING SERVICES
REQUEST FOR PROPOSAL (RFP)

Dear Proposers:

The City of Costa Mesa (hereinafter referred to as the “City”) is requesting proposals from a qualified public entity or private firm, to establish a contract for Street Sweeping Services. The term is expected to be for five (5) years with up to three (3) one-year options to renew. Longer initial and extended terms will be considered depending upon the Proposer’s submission regarding use of City facilities and equipment.

1. BACKGROUND

On March 1, 2011, the City Council agreed to move forward with a comprehensive review and analysis of outsourcing 18 City services, one of which is Street Sweeping Services, as outlined in the *Outsourcing of City Services Council Agenda Report*, dated February 24, 2011.

The City of Costa Mesa is a general law city, which operates under the council/manager form of government with a General Fund budget of over \$94 million and a total of over \$107 million of fiscal year 2010-2011.

The City of Costa Mesa, incorporated in 1953, has an estimated population of 116,479 and has a land area of 16.8 square miles. It is located in the southern coastal area of Orange County, California, and is bordered by the cities of Santa Ana, Newport Beach, Huntington Beach, Fountain Valley and Irvine.

The City is a “full service city” and provides a wide range of services. These services include: police and fire protection; animal control; emergency medical aid; building safety regulation and inspection; street lighting; land use planning and zoning; housing and community development; maintenance and improvement of streets and related structures; traffic safety maintenance and improvement; and full range of recreational and cultural programs.

The City of Costa Mesa is home of the Segerstrom Center for the Arts, Orange County Fairgrounds, South Coast Repertory Theater and the South Coast Plaza Shopping Center, which is the single largest commercial activity center in the City. The volume of sales generated by South Coast Plaza, secures its place as the highest volume regional shopping center in the nation.

The City of Costa Mesa is dedicated to providing quality service regarding the cleaning of its streets

The City prides itself on sustaining full time, dedicated staff working to provide Street Sweeping and related Services. Due to the current fiscal environment, the City recognizes the need to search for alternative solutions while providing and maintaining the quality and expertise necessary to support these services. As such, the City requires a full service street sweeping company or service to provide a quality level of service.

2. SCHEDULE OF EVENTS

This request for proposal will be governed by the following schedule:

Release of RFP	November 9, 2011
Deadline for Written Questions	November 23, 2011
Responses to Questions Posted on Web	December 1, 2011
Proposals are Due	December 9, 2011
Interview (if held)	December 26, 2011
Approval of Contract	TBD

All dates are subject to change at the discretion of the City

3. SCOPE OF WORK

(a) Generally

Furnish all labor, equipment, materials, and supervision to perform maintenance as described herein including, but not limited to, the following:

Using a modern mechanical or vacuum street sweeper, thoroughly sweep each improved street, alley, public parking lot in the City on a frequency as specified in this scope of work and dispose of collected debris in a legal manner. It is possible for a Proposer to use the City's facilities to store its street sweepers. Naturally any arrangement will involve the payment to City for the lease of such space. If Proposer desires to store its street sweepers in the City's facilities, then that should also be included in the Proposal. See Attachment A for City's Street Sweeping Route Maps. See Attachment B for City's Parking Restriction Locations.

(b) Definitions

- a. Curb Mile – measurement of curbing of streets and medians
- b. Linear Mile – measurement of actual miles driven in order to satisfactorily clean streets to the City standard, which may require multiple passes depending on condition and width of street
- c. Curb-to-Curb – area within the curb limits of the street including medians, intersections, and street ends
- d. Holiday – all days observed by the City as holidays including: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving (including the following Friday), Christmas Eve & Christmas Day, New Year's Eve.

- e. Inclement Weather – weather conditions that prohibit the effective operation of sweeping operations, such as heavy rain or winds
- f. Debris – litter, rubbish, leaves, sand, dirt, garbage, and other foreign material
- g. Street – all paved dedicated public rights-of-way within the existing or future corporate limits of the City
- h. Re-sweep – sweep required when previous sweeps are deemed by the City to be below standard or when a street or sections of a street are missed during regularly scheduled operation
- i. Special Sweep – sweep involving unusual conditions such as traffic hazards, parades, and similar events billed at an hourly rate including travel time. If appropriate, prior approval from Street Superintendent, Traffic Operations Supervisor or other assigned agent.
- j. Travel Speed – sweeper operator must maintain a speed of no more than seven miles per hour while the sweeping head is lowered in the operating position.
- k. City Representative – The administering officer of the City of Costa Mesa.

(c) Working Hours

Working hours for the sweeping of residential areas shall be between the hours of 8:00 AM and 3:30 PM, Monday through Friday. Working hours for arterial routes and commercial routes shall be between the hours of 11:00 PM and 6:00 AM, Monday through Friday. Some ‘specialty routes’ may be swept between 6:00 AM and 8:00 AM if so posted. No street sweeping shall be required or permitted on weekends or City holidays.

(d) Level of Maintenance

All work shall be performed in accordance with the highest maintenance standard.

Standards, schedules, and frequencies may be modified as deemed necessary by the City for the proper maintenance of the sites. Due to various street widths throughout the City, street sweeping may require slower travel speed and/or multiple passes by the sweeper in many cases, to ensure curb-to-curb coverage of the street. Streets with raised medians (commercial and residential) shall have the curb-gutter perimeters of each raised median swept, including turnouts. Street-grade striped medians shall be swept in their entirety. All deposits within intersections shall be removed as part of the sweeping operations. Each street shall be swept clean to the adjacent property line. Swept clean shall mean minimal debris residual or tailings left on the swept surface following the completion of a pass of the street sweeping machine. No sweeper shall blow debris onto private property. All dust suppression systems shall be as mandated by AQMD.

A significant number of City streets are posted no parking for street sweeping or have alternate side postings during designated hours on various days of the week. Proposer shall

adhere to established schedules for sweeping posted streets. The Proposer shall coordinate sweeping operations with Parking Control Officers from the City of Costa Mesa Police Department.

The Proposer is required to sweep City owned parking lots, including those for City facilities, parks and parking districts, adjacent to streets along the scheduled route.

Alternative means to sweep locations such as street ends and inaccessible portions of parking lots will be considered. Alternatives must be included in this proposal and approved by the Street Superintendent, Traffic Operations Supervisor or other City representative prior to the start of the contract. Because of existing parking restrictions posted to accommodate existing sweeping routes, if you would plan to change the established routes or schedules, you must include such proposed changes in your proposals so that the City may evaluate costs of implementing such changes. All proposed changes must be reviewed and approved by the Transportation Manager and if needed, City Council prior to implementation.

The Proposer is required to correct deficiencies within the time specified by the City. Re-sweeps of the deficient area will be at no additional cost to the City. If noted deficient work has not been completed, payment for subject deficiency shall be withheld for current billing period and shall continue to be withheld until deficiency is corrected, without right to retroactive payments.

The Proposer shall perform **200 curb miles of special sweeping requests** in support of City events for each contract year at the request of the City. These sweeps are not re-sweeps of an area not swept properly but rather an additional sweep that is not part of the regular schedule. These may be used to clean before and after a traffic hazards, parades, and similar events, or for other City needs.

The Proposer shall perform **250 curb miles of inclement weather sweeps** for each contract year at the request of the City. These sweeps are not re-sweeps of an area not swept properly but are additional sweeps that are not part of the regular schedule.

If, in the judgment of the City, the level of maintenance is less than specified herein, the City shall, at its option, in addition to or in lieu of other remedies provided herein, withhold appropriate payment from the Proposer until services are rendered in accordance with specifications set forth within this document and providing no other arrangements have been made between the Proposer and the City. Failure to notify of a change and/or failure to perform an item or work on a scheduled day may result in deduction of payment for that date or week. Payment will be retained for work not performed until such time as the work is performed to City standards.

Proposer shall be required to comply with all NPDES Permit requirements, AQMD requirements (including but not limited to those set out in Attachment C), and all other applicable federal, state, county or city ordinances dealing with sweeping of streets, water quality, air quality, hazardous wastes and rubbish disposal.

(e) Term of Contract

Unless earlier terminated as allowed for in the approved Agreement, contract term shall be for a period of five (5) years. The term of the Agreement shall automatically be extended for

up to three (3) additional one (1) year terms with the extensions to automatically commence upon the expiration of the initial term or any extended term, unless the City notifies Proposer in writing at least thirty (30) days before the end of the initial term or any extended term, of its intent to terminate the Agreement at the conclusion of the initial term or any extension. Time is of the essence in the performance of services under the approved Agreement.

(f) Supervision of Contract

All work shall meet with the approval of the Director of Public Services or his designee. There shall be a minimum of one monthly meeting with the Proposer and the City representative to determine progress. A status report of activities performed and maintenance issues addressed by the Proposer shall be submitted in writing to the Street Superintendent, Traffic Operations Supervisor or other assigned City Representative on weekly basis.

Any specific problem area which does not meet the conditions of the specifications set forth herein and in an approved Agreement shall be called to the attention of the Proposer and if not corrected, payment to the Proposer will not be made for the deficient or disputed work until condition is corrected in a satisfactory manner as set forth in the specifications.

(g) Specifications

This Description of the Scope of Work is intended to cover all labor, material and standards of workmanship, including compliance with all AQMD and NPDES standards, to be employed in the work called for in the Proposal and in any approved Agreement or reasonably implied by terms of same. Work or materials of a minor nature which may not be specifically mentioned, but which may be reasonably assumed as necessary for the completion of this work, shall be performed by the Proposer as if described in the specifications.

(h) Correspondence

All written correspondence shall be addressed to Richard Simons, Street Superintendent, City of Costa Mesa, and PO Box 1200, Costa Mesa CA 92628-1200.

(i) Provisions for Extras

No new work of any kind shall be considered an extra unless a separate estimate is given for said work and the estimate is approved by the City in writing before the work is commenced. The Proposer will be required in the approved Agreement to provide before and after photographs of safety items or emergency repairs required by the City. Documentation of contract compliance may be required at the discretion of the City.

(j) Water

The successful Proposer shall contact the Mesa Consolidated Water District and the Irvine Ranch Water District (Districts) to obtain legal access to water to meet the contract requirements. The Proposer shall be responsible for all costs associated with the access to and continued use of water provided by the Districts.

(k) Disposal

The collection, transfer, and/or disposal of all debris collected during the course of all street sweeping services as specified in this Proposal and an approved Agreement shall be the responsibility of the Proposer to dispose of in a legal manner that meets all City, State, County of Orange and Federal laws, regulations, or other applicable statutes. The City of Costa Mesa assumes no responsibility for any violations, fines, fees or other liability that may arise from improper debris disposal practices. Disposal at the City Corporation Yard will not be permitted. The cleaning and maintenance of any street sweeping machine may not take place on City property or public streets, except as may be included in an approved Agreement allowing use of the City Yard facilities.

(l) Records and Schedule

The Proposer shall keep accurate records concerning all of his/her employees or agents and provide the City with names and telephone numbers of emergency contact employees.

The Proposer shall complete a monthly maintenance report indicating work performed and submit this completed report to the Street Superintendent, Traffic Operations Supervisor or other assigned City Representative. This report should also contain a description of work performed, including man-hours, equipment, and any additional work, which the Proposer deems to be beyond the scope of the contract. Payment for this work will not be authorized unless the additional work and the costs thereof are first approved by the City. **A telephone log will be submitted monthly of all calls from the City of Costa Mesa Public Services Department and the City of Costa Mesa Police Department to the Proposer, whether or not those calls require a request for service, and a description of the action taken from the City call.**

The Proposer shall utilize the City's established street sweeping routes and schedules for all regularly scheduled street sweeping operations, unless otherwise directed. If at the request of the Proposer, the public or a City department it is necessary to make revisions to any schedule, the City shall provide a modified schedule to the Proposer a minimum of ten (10) working days prior to the effective date of the change. This is intended for long-term schedule changes and not for 'special sweeps' or emergencies. The Street Superintendent, Traffic Operations Supervisor or other authorized City Representative shall approve any changes.

The Proposer shall permit the City to inspect and audit its books and records regarding City-provided services at any time with reasonable notice.

(m) Emergency Services

The Proposer shall provide the City with a 24-hour emergency telephone number to contact a Proposer representative authorized to dispatch appropriate equipment and operators when emergency maintenance conditions occur during hours when the Proposer's normal work force is not present in the City of City of Costa Mesa. The Proposer shall dispatch equipment to said emergency within thirty (30) minutes from receiving notification. Failure to do so will result in a penalty of \$200 per occurrence.

(n) Proposer Office

Proposer is required to maintain an office within a one (1) hour response time of the city limits and provide the office with phone service during normal working hours. During all other times, a telephone answering service shall be utilized and the answering service shall be capable

of contacting the Proposer by radio or pager. Proposer shall have a maximum response time of thirty (30) minutes to all emergencies. There will be no storage of equipment or materials on City property, except as may be expressly provided in any approved Agreement.

(o) Schedules

The Proposer must sweep according to the established schedules and posted parking restriction unless otherwise approved by the City. Street sweeping must be at an effectiveness level of 90% or above. The effectiveness level is determined by what percentage of the route is missed on an annual basis, for any reason. An overall annual effectiveness rating of less than 90% for any route is considered unacceptable and may result in non-renewal of the contract or a reduction in payment.

A. Annual Schedule

1. Utilizing route information provided by the City, the Proposer shall provide an annual schedule indicating the time frames when items of work shall be accomplished per the performance requirements.
2. The Proposer shall complete the schedule for each functional area in a manner which shall correspond to the weekly sweeping schedule.
3. The annual schedule shall be submitted for City approval within fifteen (15) calendar days after effective date of the contract.
4. The Proposer shall submit revised schedules when actual performance differs substantially from planned performance.

B. Monthly Schedule

1. Monthly schedule forms shall be provided by the Proposer indicating the major items of work to be performed in accordance with the performance requirements and further delineate the time frames for accomplishment by day of the week and by morning, afternoon and evening.
2. The Proposer shall complete the schedule for each item of work and each area of work.
3. The initial schedule shall be submitted one week prior to the effective date of the contract. Thereafter, it shall be submitted monthly on the first Monday of the month for City approval, prior to scheduling work for the upcoming month.
4. Changes to the schedule shall be received by the Street Superintendent, Traffic Operations Supervisor or other assigned agent at least twenty-four (24) hours prior to the scheduled time for the work.
5. Failure to notify of a change and/or failure to perform an item of work on a scheduled day may result in deduction of payment for that date or week.

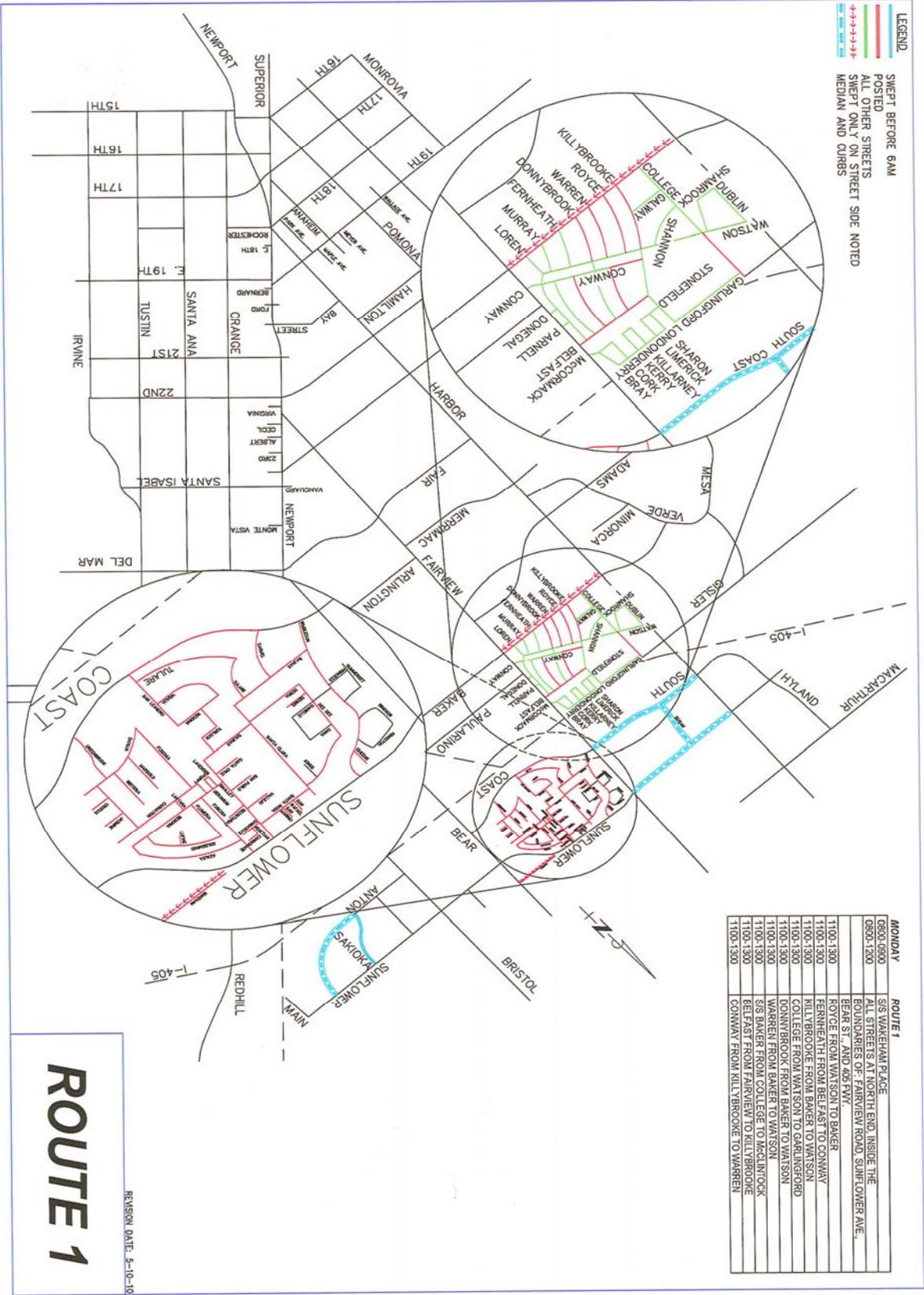
The Proposer shall adjust his/her schedule to compensate for all holidays and rainy days. Maintenance and litter removal shall be scheduled for all holidays.

(p) Performance During Inclement Weather

1. During the periods when inclement weather or Santa Ana wind conditions prevents normal operations, the Proposer shall adjust his/her work force as directed by the City Representative and shall only be paid for sweeping actually done.
2. Failure to adjust the work force to show good progress on the work shall result in deduction of payments to reflect only the work actually accomplished.
3. The Proposer shall immediately notify the Street Superintendent, Traffic Operations Supervisor or other assigned agent when the work force has been removed from the job site due to inclement weather or other reasons.

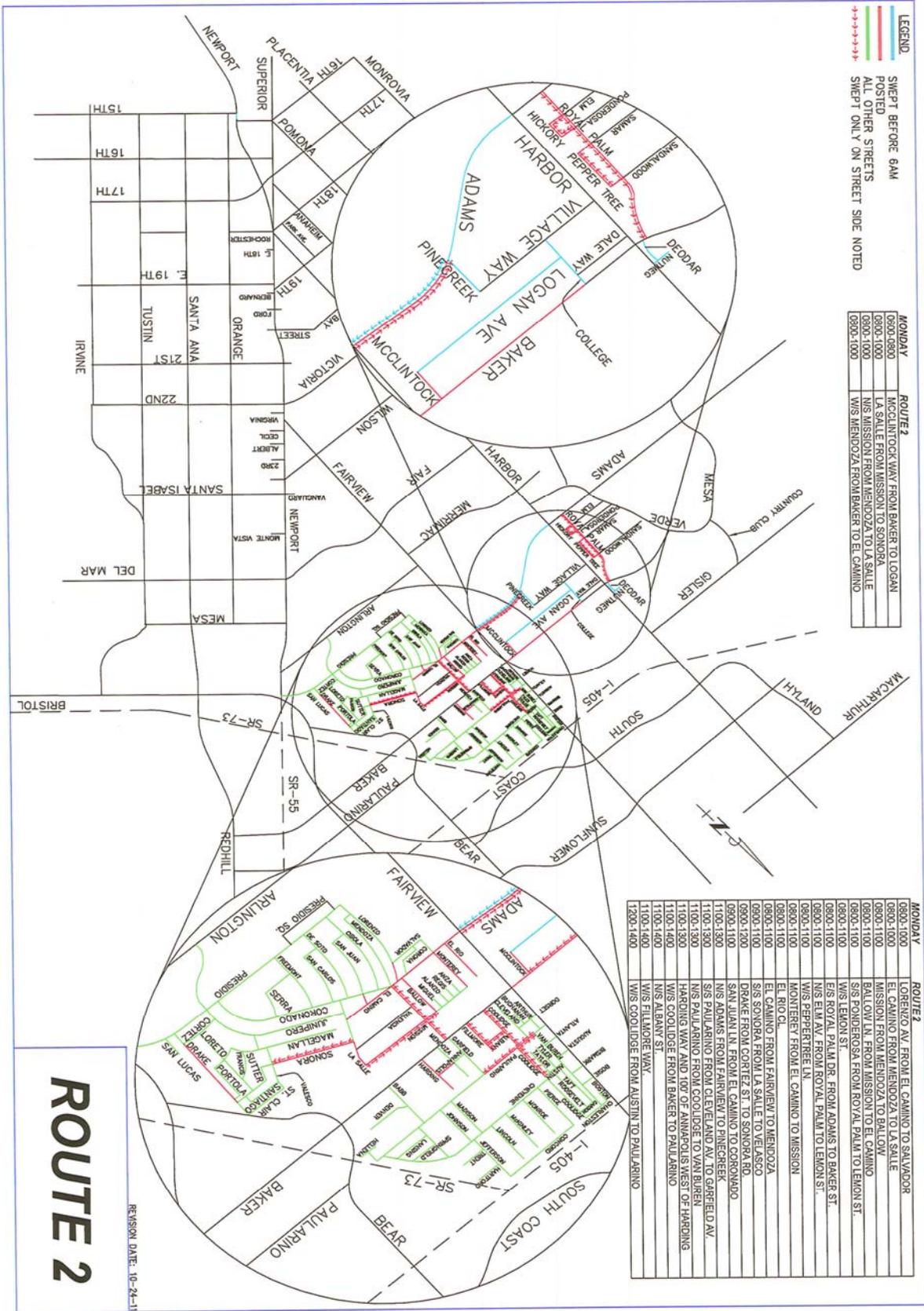
Attachment 'A'

STREET SWEEPING ROUTE MAPS



ROUTE 1

REVISION DATE: 5-10-10



LEGEND

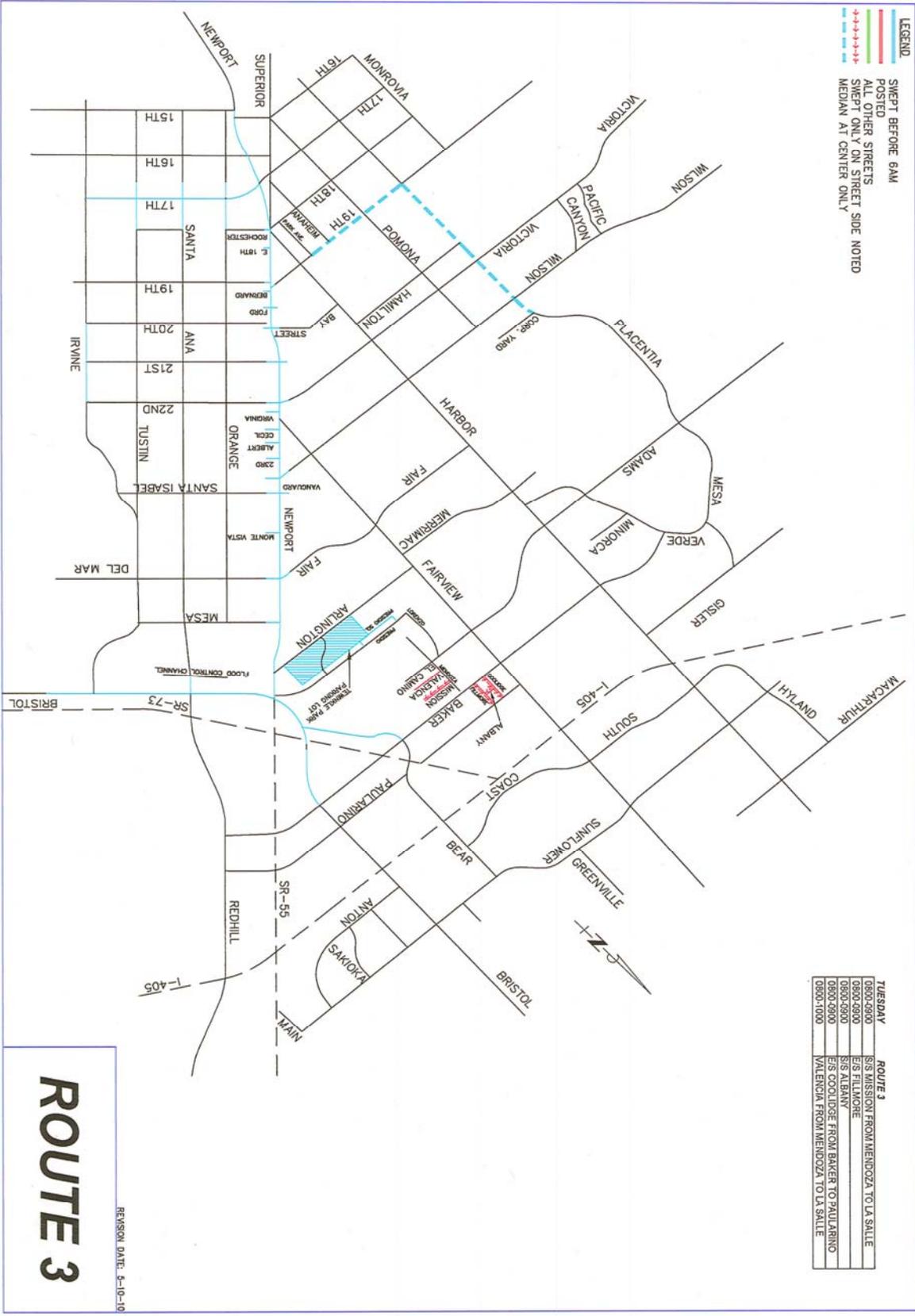
- SWEEP BEFORE 6AM POSTED
- ALL OTHER STREETS
- - - SWEEP ONLY ON STREET SIDE NOTED

MONDAY	ROUTE 2
0900-0900	MCCLEINTOCK WAY FROM BAKER TO LOGAN
0900-1000	LA SALLE FROM MISSION TO SONORA
0900-1000	NIS MISSION FROM MENDOZA TO LA SALLE
0900-1000	WIS MENDOZA FROM BAKER TO EL CAMINO

MONDAY	ROUTE 2
0900-1000	LORENZO AV. FROM EL CAMINO TO SALVADOR
0900-1000	EL CAMINO FROM MENDOZA TO LA SALLE
0900-1100	MISSION FROM MENDOZA TO BALDWIN
0900-1100	BALDWIN LN. FROM MISSION TO EL CAMINO
0900-1100	SIS PONDEROSA FROM ROYAL PALM TO LEMON ST.
0900-1100	WIS LEMON ST.
0900-1100	E/S ROYAL PALM DR. FROM ADAMS TO BAKER ST.
0900-1100	NIS ELM AV. FROM ROYAL PALM TO LEMON ST.
0900-1100	WIS PEPPER TREE LN.
0900-1100	MONTEREY FROM EL CAMINO TO MISSION
0900-1100	EL RIO CL.
0900-1100	EL CAMINO FROM FAIRVIEW TO MENDOZA
0900-1100	SIS SONORA FROM LA SALLE TO VELASCO
0900-1200	DRAKE FROM CORTIZ ST. TO SONORA RD.
0900-1100	SAAN JUAN LN. FROM EL CAMINO TO COLONIA
1100-1300	NIS ADAMS FROM FAIRVIEW TO PINECREK GARFIELD AV.
1100-1300	SIS PAULARINO FROM COLLEGE PARK TO AN BURKE
1100-1300	NIS PAULARINO FROM COLLEGE PARK TO AN BURKE
1100-1400	HARDING WAY AND 100 OF HARDING IS WEST OF HARDING
1100-1400	WIS COOLIDGE FROM BAKER TO PAULARINO
1100-1400	NIS ALBANY ST. WAY
1200-1400	WIS FILLODGE FROM AUSTIN TO PAULARINO

ROUTE 2

REVISION DATE: 10-24-11



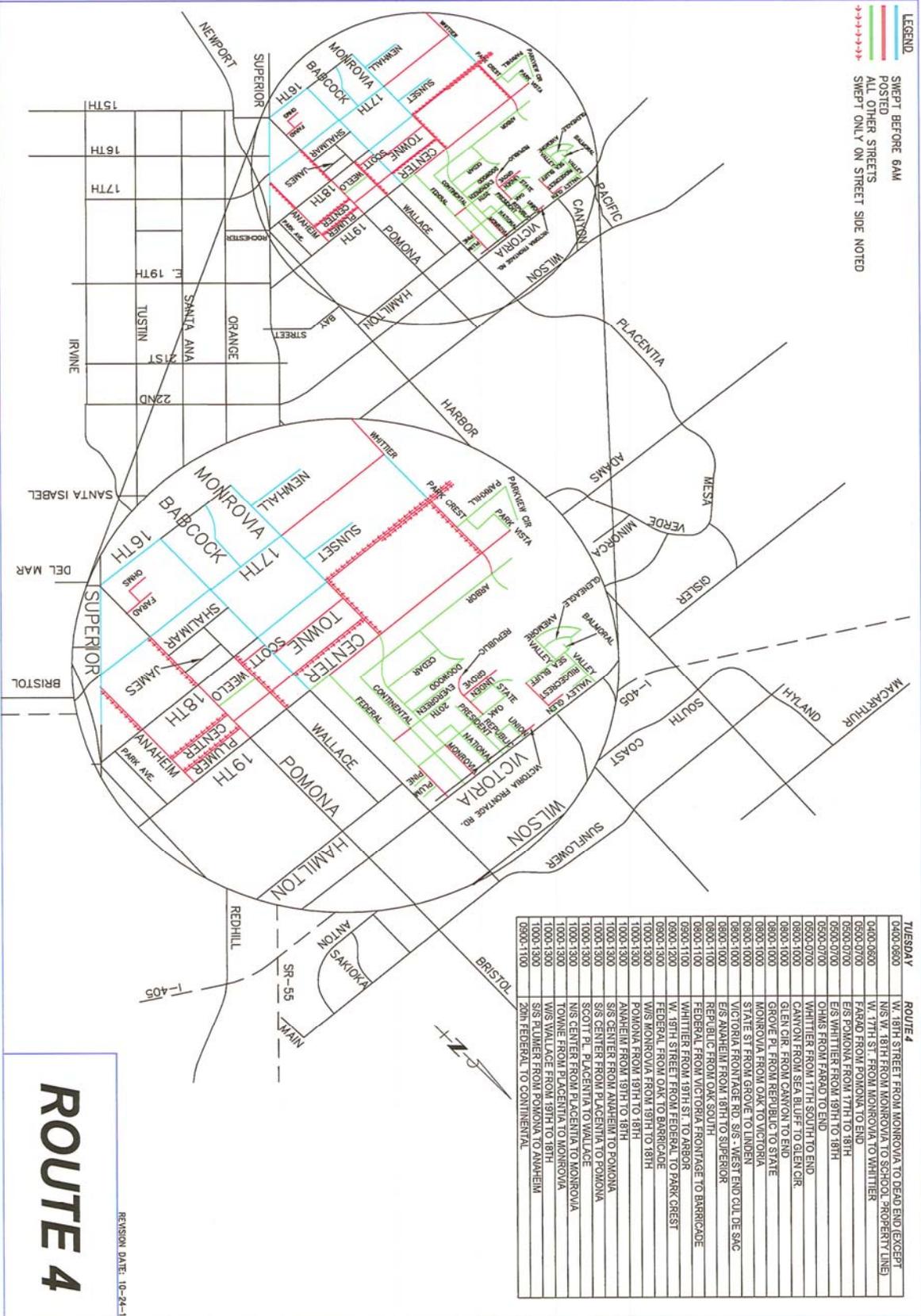
LEGEND

- SWEEP BEFORE 6AM
- POSTED
- ALL OTHER STREETS
- SWEEP ONLY ON STREET SIDE NOTED
- MEDIAN AT CENTER ONLY

TUESDAY		ROUTE 3	
0800-0900	S/S MISSION FROM MENDOZA TO LA SALLE		
0900-0900	E/S FILMORE		
0900-0900	S/S ALBANY		
0900-0900	E/S COOLIDGE FROM BAKER TO PAULARINO		
0900-1000	VALENCIA FROM MENDOZA TO LA SALLE		

ROUTE 3

REVISION DATE: 5-10-10

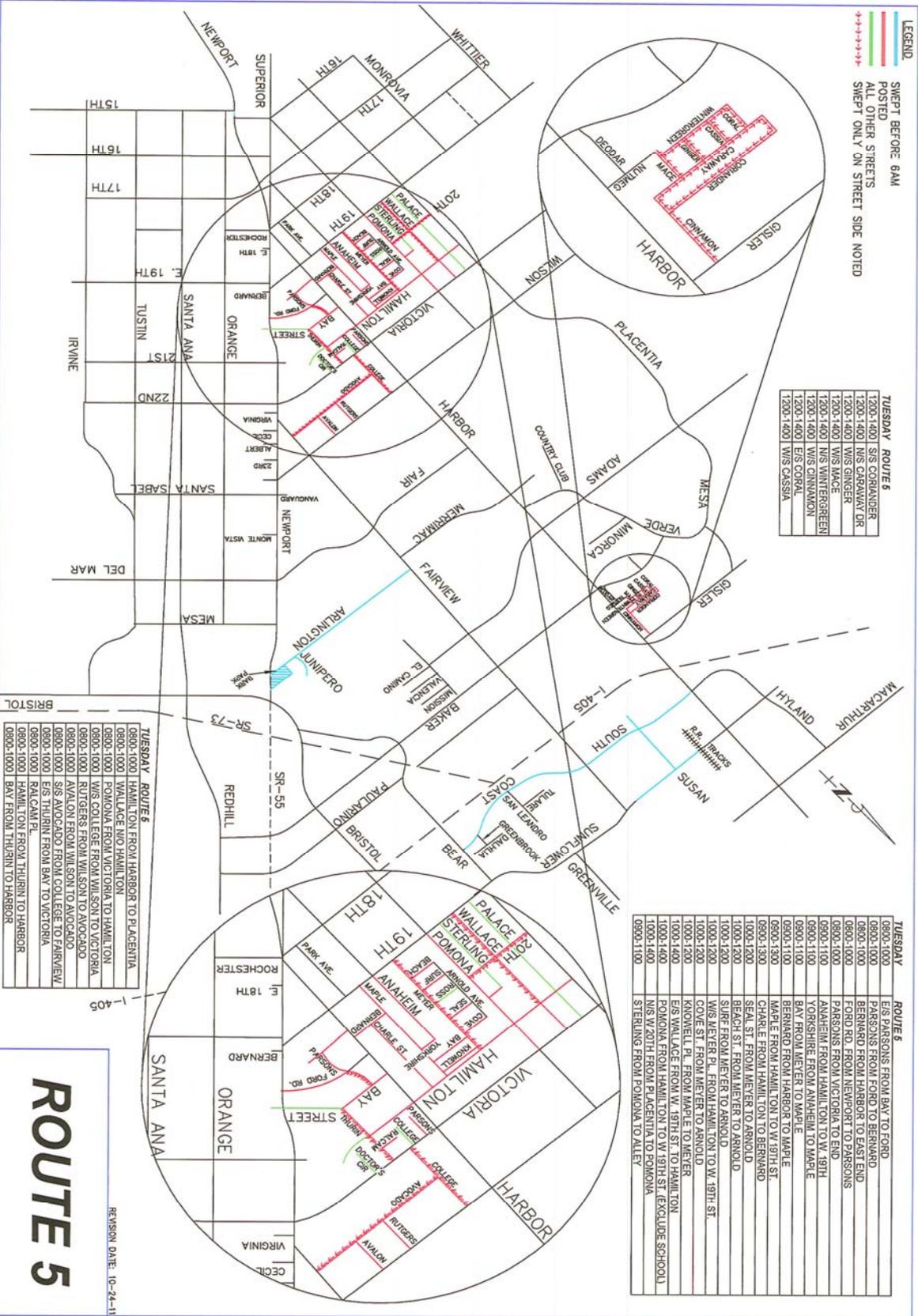


LEGEND
 SWEEP BEFORE 6AM
 POSTED
 ALL OTHER STREETS
 SWEEP ONLY ON STREET SIDE NOTED

TUESDAY	ROUTE 4
0400-0800	W. 18TH STREET FROM MONROVIA TO DEAD END (EXCEPT NIS W. 18TH FROM MONROVIA TO SCHOOL PROPERTY LINE)
0400-0800	FARAD FROM POMONA TO END
0500-0700	E/S POMONA FROM 17TH TO 18TH
0500-0700	E/S WHITTIER FROM 19TH TO 18TH
0500-0700	OHMS FROM FARAD TO END
0500-0700	WHITTIER FROM 17TH SOUTH TO END
0800-1000	CANTON FROM SEA BLUFF TO GLEN CIR
0800-1000	GLEN CIR FROM CANTON TO END
0800-1000	GROVE PL FROM REPUBLIC TO STATE
0800-1000	MONROVIA FROM OAK TO VICTORIA
0800-1000	STATE ST FROM GAGE TO SEVENDEN
0800-1000	VICTORIA FROM GAGE TO SEVENDEN
0800-1000	E/S ANAHEIM FROM 18TH TO 19TH
0800-1100	FEDERAL FROM VICTORIA FRONTAGE TO BARRIAGE
0800-1100	REPUBLIC FROM OAK TO ARBOR
0800-1100	W. 18TH STREET FROM FEDERAL TO PARK CREST
0900-1100	FEDERAL FROM OAK TO BARRIAGE
0900-1100	WIS MONROVIA FROM 19TH TO 18TH
1000-1300	POMONA FROM 19TH TO 18TH
1000-1300	ANAHEIM FROM 19TH TO 18TH
1000-1300	SIS CENTER FROM ANAHEIM TO POMONA
1000-1300	SIS CENTER FROM PLACENTIA TO POMONA
1000-1300	SCOTT PL PLACENTIA TO WALLACE
1000-1300	NIS CENTER FROM PLACENTIA TO MONROVIA
1000-1300	TOWNE FROM PLACENTIA TO MONROVIA
1000-1300	WIS WALLACE FROM 19TH TO 18TH
1000-1300	SIS PLUMER FROM POMONA TO ANAHEIM
1000-1300	29th FEDERAL TO CONTINENTAL

ROUTE 4

REVISION DATE: 10-24-11



LEGEND

- SHEPT BEFORE 6AM
- POSTED
- ALL OTHER STREETS
- SHEPT ONLY ON STREET SIDE NOTED

TUESDAY ROUTE 5

1200-1400	SIS CORNABANDER
1200-1400	NIS CORNABANDER DR
1200-1400	NIS GINGER
1200-1400	NIS MACE
1200-1400	NIS WINTERGREEN
1200-1400	NIS CINNAMON
1200-1400	NIS CORAL
1200-1400	NIS CASIA

TUESDAY ROUTES

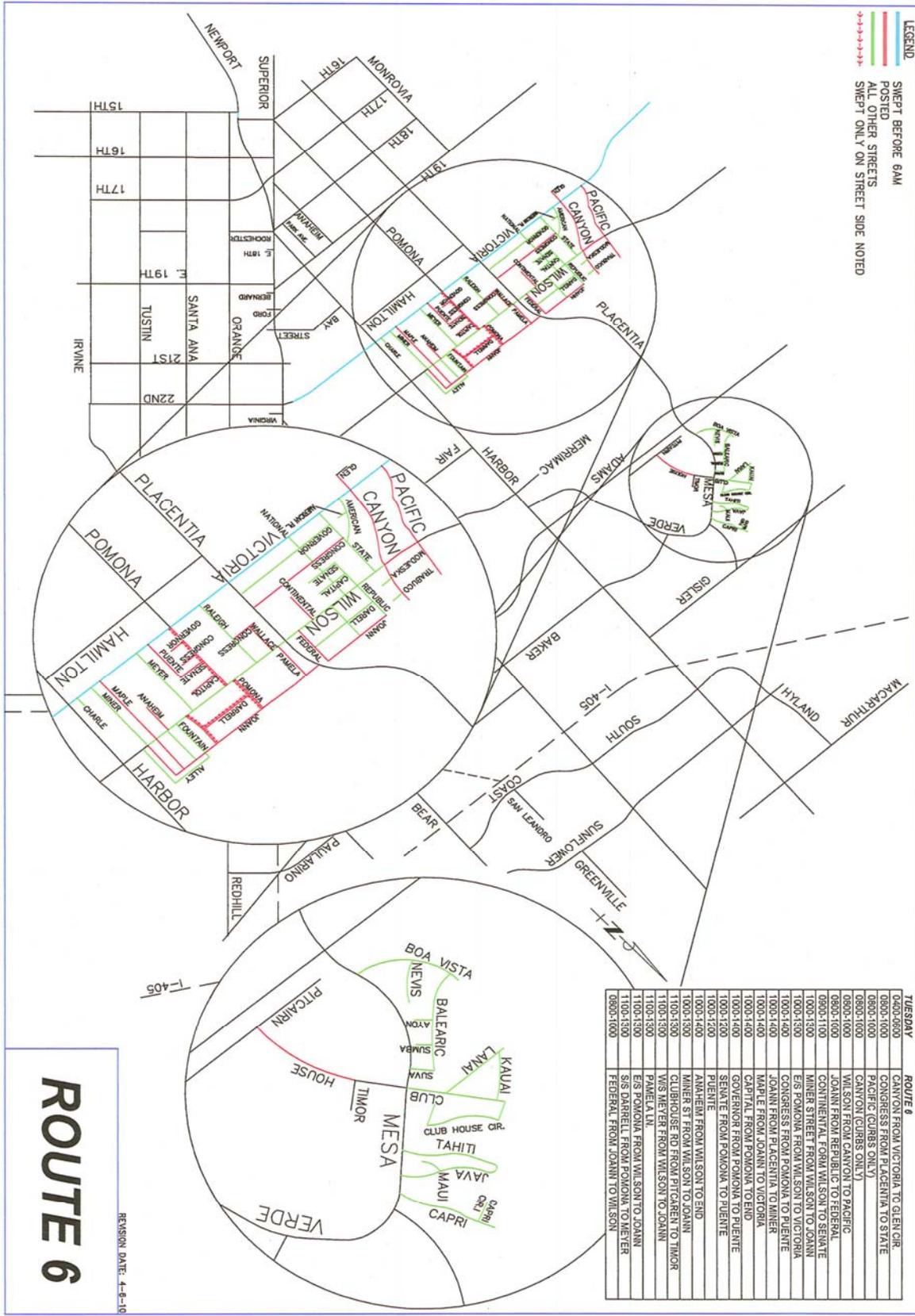
0900-1000	EIS PARSONS FROM BAY TO FORD
0900-1000	PARSONS FROM FORD TO BERNARD
0900-1000	BERNARD FROM HARBOR TO EAST END
0900-1000	FORD RD. FROM NEWPORT TO PARSONS
0900-1000	PARSONS FROM VICTORIA TO END
0900-1100	ANAHAIM FROM HAMILTON TO W. 19TH
0900-1100	YORKSHIRE FROM ANAHAIM TO MAPLE
0900-1100	BAY FROM MEYER TO MAPLE
0900-1300	BERNARD FROM HARBOR TO W. 19TH ST
0900-1300	MAPLE FROM HAMILTON TO W. 19TH ST
1000-1200	CHARLE FROM HAMILTON TO ARNOLD
1000-1200	SEAL ST. FROM MEYER TO ARNOLD
1000-1200	BEACH ST. FROM MEYER TO ARNOLD
1000-1200	SURE FROM MEYER TO ARNOLD
1000-1200	WIS MEYER PL. FROM HAMILTON TO W. 19TH ST.
1000-1200	COVE ST. FROM MEYER TO ARNOLD
1000-1200	KNOWELL PL. FROM MAPLE TO MEYER
1000-1400	EIS WALLACE FROM W. 19TH ST. TO HAMILTON
1000-1400	POMONA FROM HAMILTON TO W. 19TH ST. (EXCLUDE SCHOOL)
1000-1400	NIS W. 20TH FROM PLACENTIA TO POMONA
0900-1100	STERLING FROM POMONA TO ALLEY

TUESDAY ROUTE 5

0900-1000	HAMILTON FROM HARBOR TO PLACENTIA
0900-1000	WALLACE NIO HAMILTON
0900-1000	POMONA FROM VICTORIA TO HAMILTON
0900-1000	WIS COLLEGE FROM WILSON TO VICTORIA
0900-1000	RUTGERS FROM WILSON TO AVOCADO
0900-1000	AVALON FROM WILSON TO AVOCADO
0900-1000	SIS AVOCADO FROM COLLEGE TO FAIRVIEW
0900-1000	EIS THURIN FROM BAY TO VICTORIA
0900-1000	RALCAM PL.
0900-1000	HAMILTON FROM THURIN TO HARBOR
0900-1000	BAY FROM THURIN TO HARBOR

ROUTE 5

REVISION DATE: 10-24-11



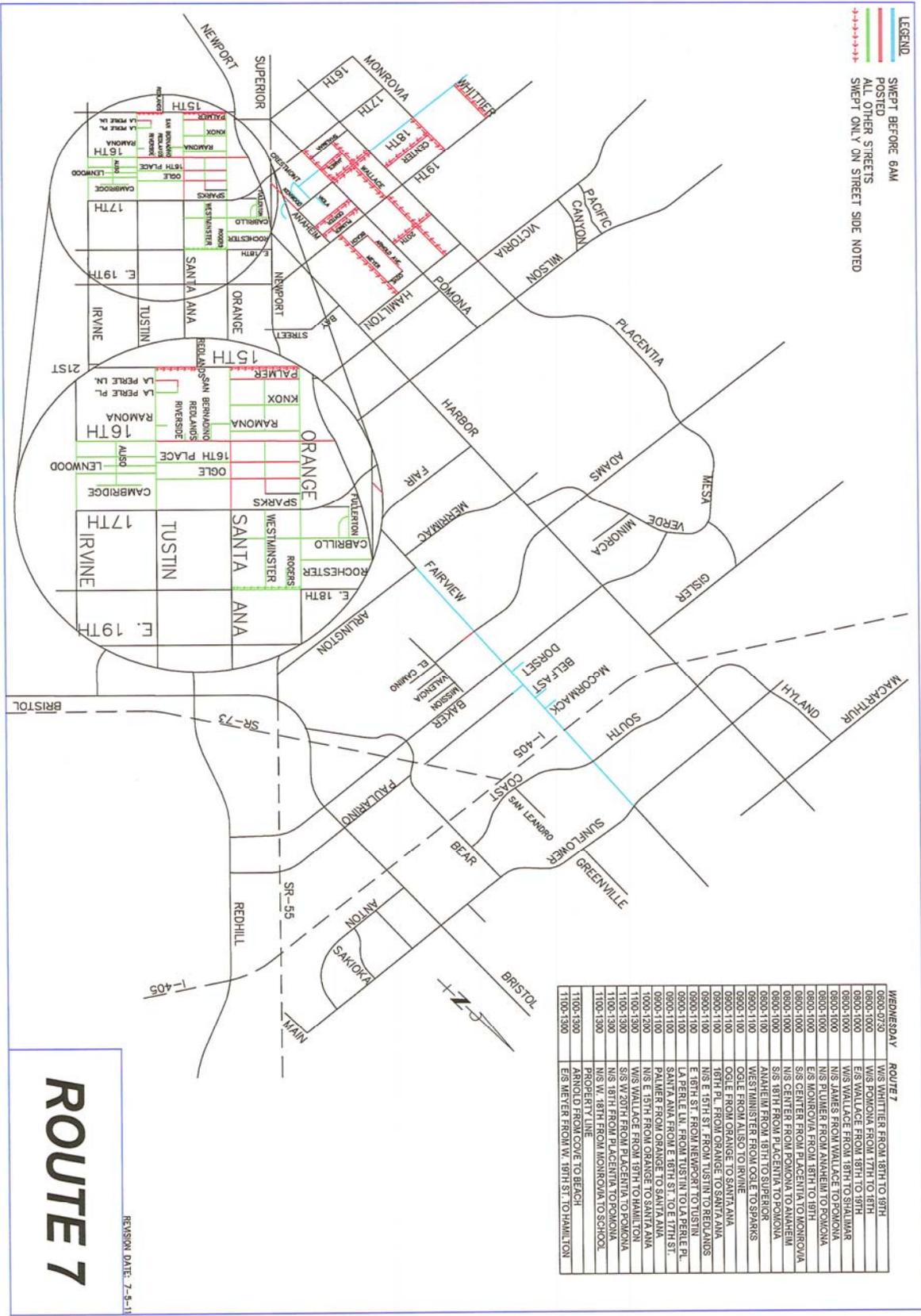
LEGEND
 SWEEP BEFORE 6AM
 POSTED
 ALL OTHER STREETS
 SWEEP ONLY ON STREET SIDE NOTED

TUESDAY ROUTE 6

04:00-06:00	CANYON FROM VICTORIA TO GLEN CIR
06:00-10:00	CONGRESS FROM PLACENTIA TO STATE
06:00-10:00	PACIFIC (CURBS ONLY)
06:00-10:00	CANYON (CURBS ONLY)
09:00-10:00	WILSON FROM CANYON TO PACIFIC
09:00-10:00	JOHANN FROM REPUBLIC TO FEDERAL
09:00-11:00	CONTINENTAL FROM WILSON TO SEVANTE
10:00-11:00	MINNER STREET FROM WILSON TO JOHANN
10:00-11:00	E/S POMONA FROM PLACENTIA TO VICTORIA
10:00-11:00	CONGRESS FROM POMONA TO MINNER
10:00-11:00	JOHANN FROM PLACENTIA TO VICTORIA
10:00-11:00	MAPLE FROM JOHANN TO VICTORIA
10:00-11:00	CONFLUENT FROM POMONA TO PUENTE
10:00-11:00	SEVANTE FROM POMONA TO PUENTE
10:00-11:00	PUENTE FROM POMONA TO PUENTE
10:00-11:00	ANAHUIM FROM WILSON TO END
10:00-11:00	MINNER ST FROM WILSON TO JOHANN
10:00-11:00	CLUBHOUSE RD FROM PITCAIRN TO TIMOR
10:00-11:00	VIS MEYER FROM WILSON TO JOHANN
10:00-11:00	PANELA LN
10:00-11:00	E/S POMONA FROM WILSON TO JOHANN
10:00-11:00	S/S DARRELL FROM POMONA TO MEYER
09:00-10:00	FEDERAL FROM JOHANN TO WILSON

ROUTE 6

REVISION DATE: 4-8-16



LEGEND
 SWEEP BEFORE 6AM
 POSTED
 ALL OTHER STREETS
 SWEEP ONLY ON STREET SIDE NOTED

WEDNESDAY

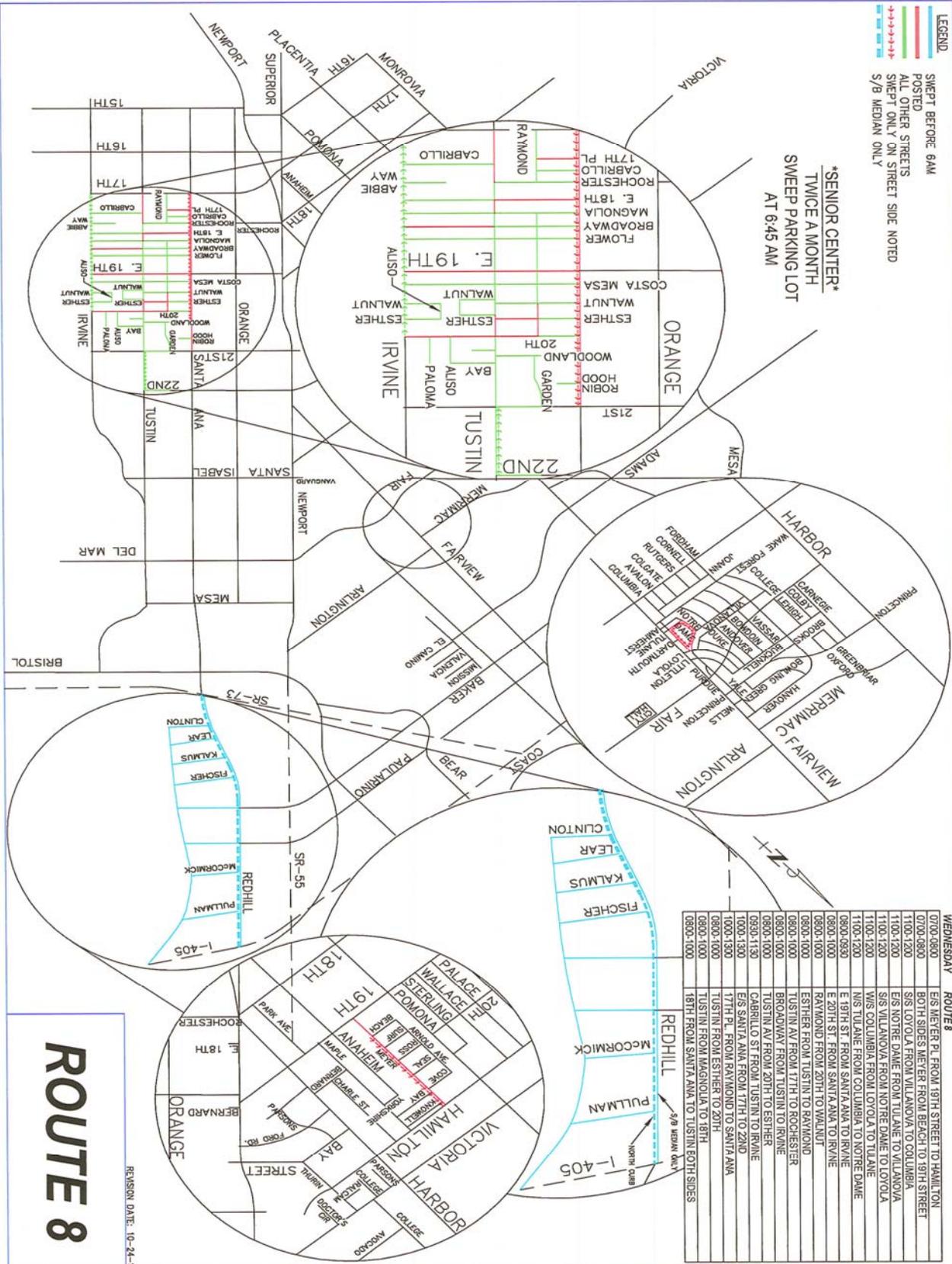
TIME	ROUTE 7
0600-0730	WAS WHITTIER FROM 18TH TO 19TH
0600-1000	WAS POMONA FROM 17TH TO 18TH
0600-1000	E/S WALLACE FROM 18TH TO 19TH
0600-1000	WAS WALLACE FROM 18TH TO 19TH
0600-1000	N/S JAMES FROM WALLACE TO POMONA
0600-1000	N/S PLUMER FROM ALHAMBRA TO POMONA
0600-1000	N/S PLUMER FROM ALHAMBRA TO POMONA
0600-1000	S/S CENTER FROM PLACENTIA TO MONROVIA
0600-1000	S/S CENTER FROM PLACENTIA TO MONROVIA
0600-1000	S/S CENTER FROM PLACENTIA TO MONROVIA
0600-1100	WESTMINSTER FROM OGLE TO SPARKS
0600-1100	OGLE FROM ORANGE TO SANTA ANA
0600-1100	18TH PL. FROM ORANGE TO SANTA ANA
0600-1100	S/S E 15TH ST. FROM TUSTIN TO REDLANDS
0600-1100	E 16TH ST. FROM NEWPORT TO TUSTIN
0600-1100	LA PERLE LN. FROM TUSTIN TO LA PERLE PL.
0600-1100	SANTA ANA FROM E 18TH ST. TO E 17TH ST.
0600-1200	PALMER FROM ORANGE TO SANTA ANA
1000-1200	W/S WALLACE FROM 18TH TO 19TH
1100-1300	S/S W/20TH FROM PLACENTIA TO POMONA
1100-1300	N/S 18TH FROM POMONA TO MONROVIA
1100-1300	N/S W. 18TH FROM MONROVIA TO SCHOOL PROPERTY LINE
1100-1300	ARNOLD FROM COVE TO BEACH
1100-1300	E/S MEYER FROM W. 19TH ST. TO HAMILTON

ROUTE 7

REVISION DATE: 7-8-11

LEGEND
 SWEEP BEFORE 6AM
 POSTED
 ALL OTHER STREETS
 SWEEP ONLY ON STREET SIDE NOTED
 S/B MEDIAN ONLY

***SENIOR CENTER*
 TWICE A MONTH
 SWEEP PARKING LOT
 AT 6:45 AM**

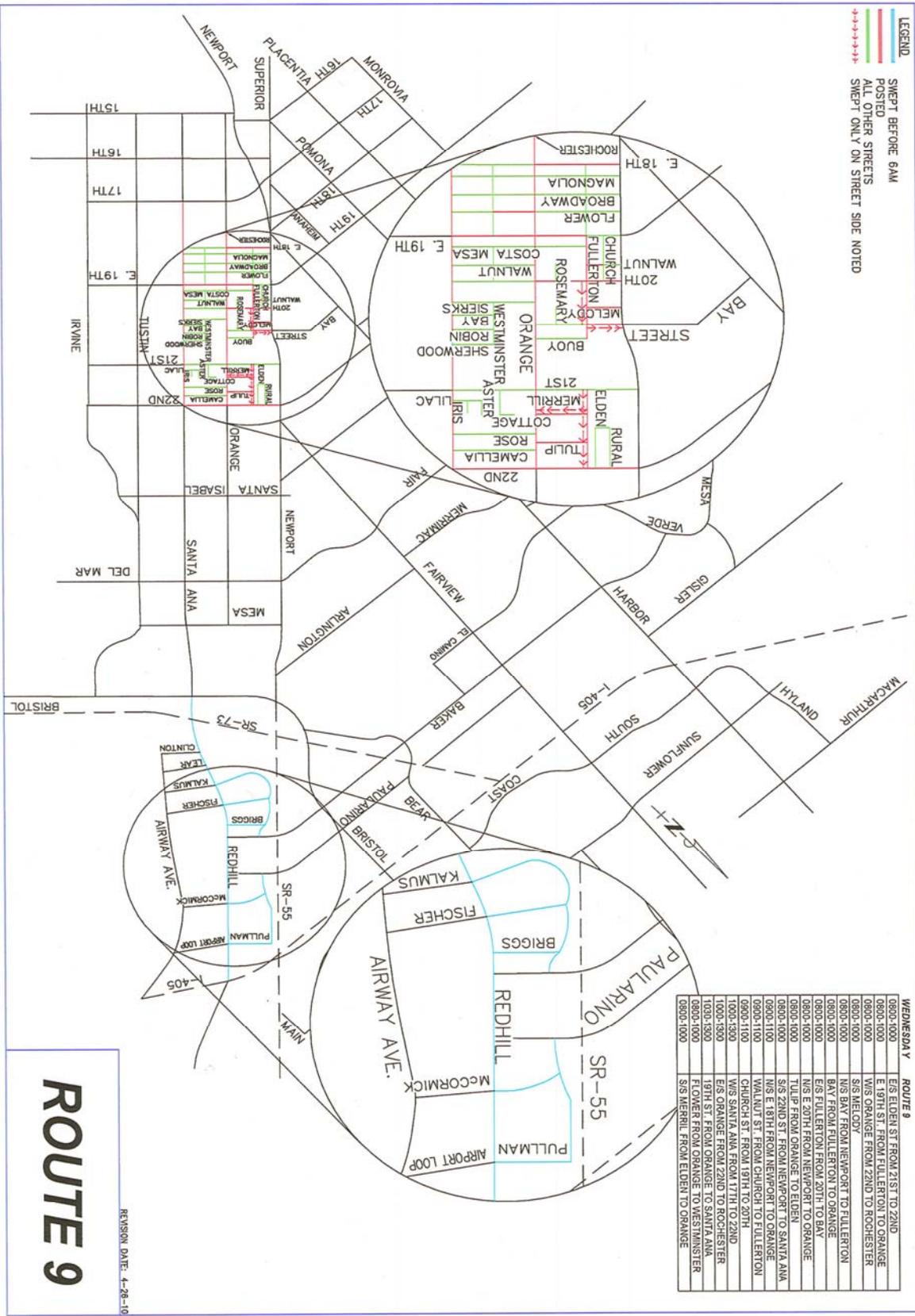


WEDNESDAY ROUTE 8

0700-0800	E/S MEYER PL FROM 19TH STREET TO HAMILTON
0700-0800	BOTH SIDES MEYER FROM BEACH TO 19TH STREET
1100-1200	S/S LOYOLA FROM VILLANOVA TO COLUMBIA
1100-1200	E/S NOTRE DAME FROM TULANE TO VILLANOVA
1100-1200	S/S VILLANOVA FROM NOTRE DAME TO TULANE
1100-1200	W/S COLUMBIA FROM LOYOLA TO TULANE
1100-1200	N/S TULANE FROM COLUMBIA TO NOTRE DAME
0800-0930	E 19TH ST. FROM SANTA ANA TO IRVINE
0800-1000	E 20TH ST. FROM SANTA ANA TO IRVINE
0800-1000	RAYMOND FROM 20TH TO WALNUT
0800-1000	ESTHER FROM TUSTIN TO RAYMOND
0800-1000	TUSTIN AV FROM 17TH TO ROCHESTER
0800-1000	BROADWAY FROM TUSTIN TO IRVINE
0800-1000	TUSTIN AV FROM 20TH TO ESTHER
0830-1130	CABRILLO ST FROM TUSTIN TO IRVINE
1000-1300	E/S SANTA ANA FROM 17TH TO 22ND
1000-1300	17TH PL. FROM RAYMOND TO SANTA ANA
0900-1000	TUSTIN FROM ESTHER TO 20TH
0900-1000	TUSTIN FROM MAGNOLIA TO 18TH
0900-1000	18TH FROM SANTA ANA TO TUSTIN BOTH SIDES

ROUTE 8

REVISION DATE: 10-24-11



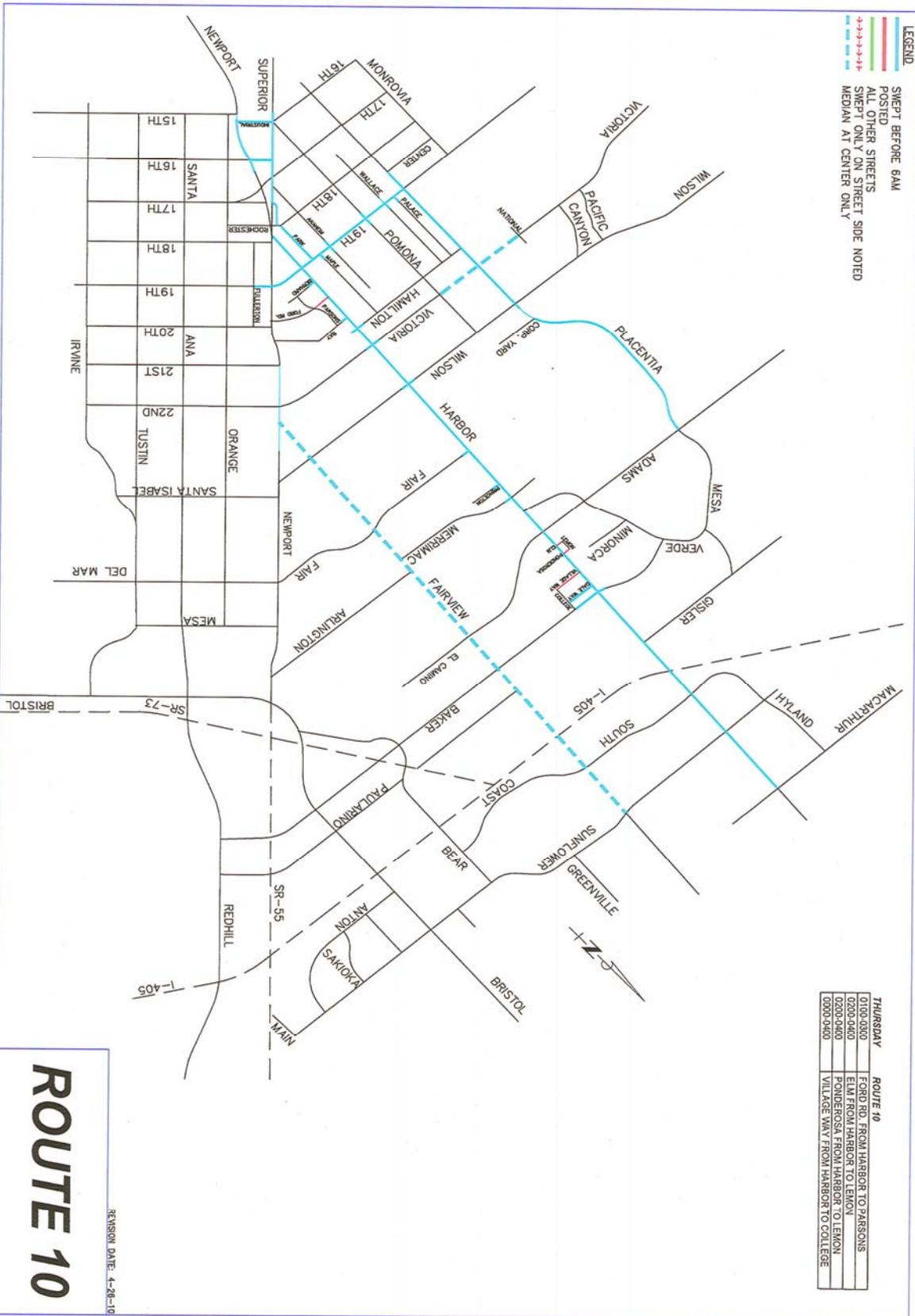
LEGEND
 SWEEP BEFORE 6AM
 POSTED
 ALL OTHER STREETS
 SWEEP ONLY ON STREET SIDE NOTED

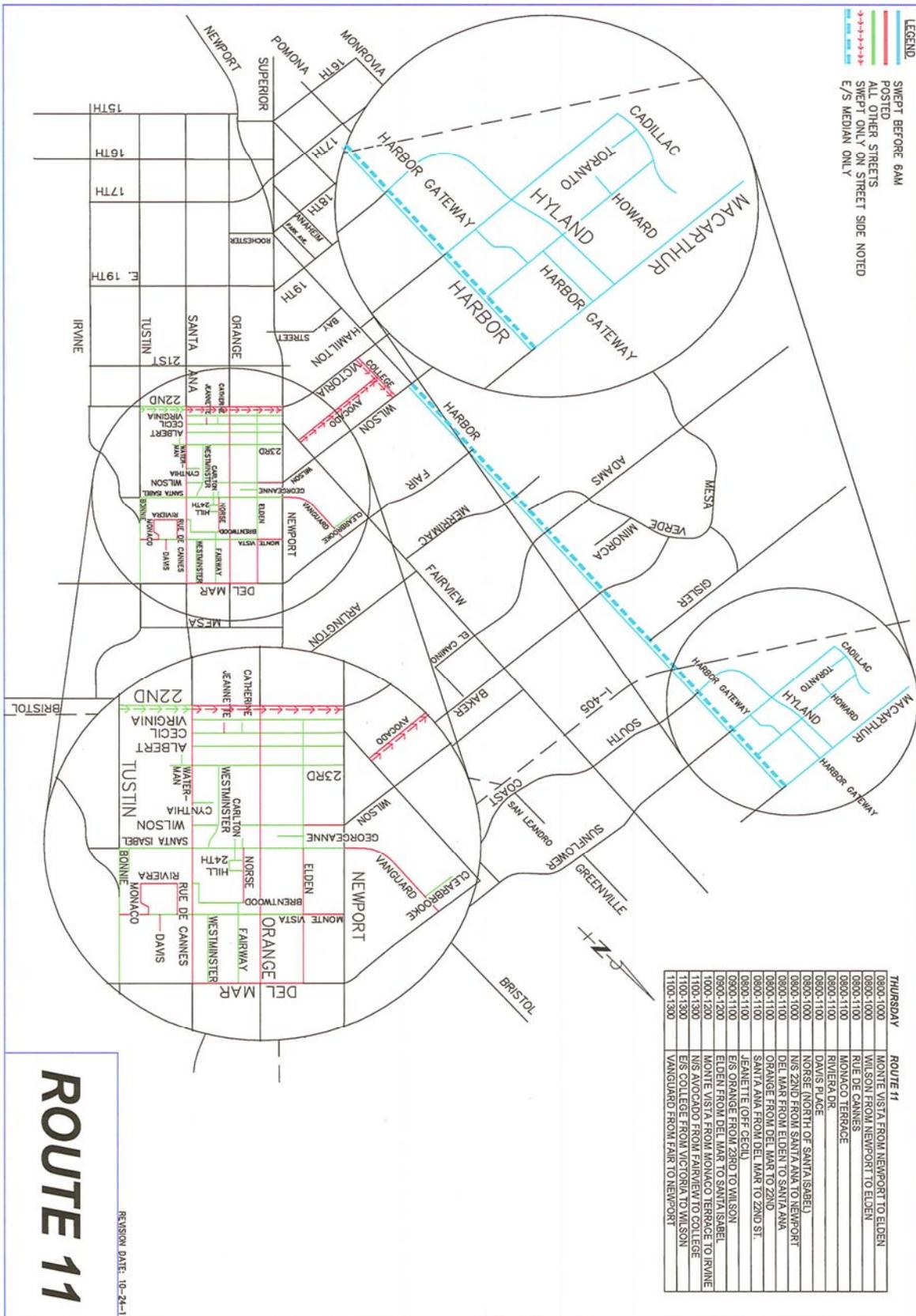
WEDNESDAY

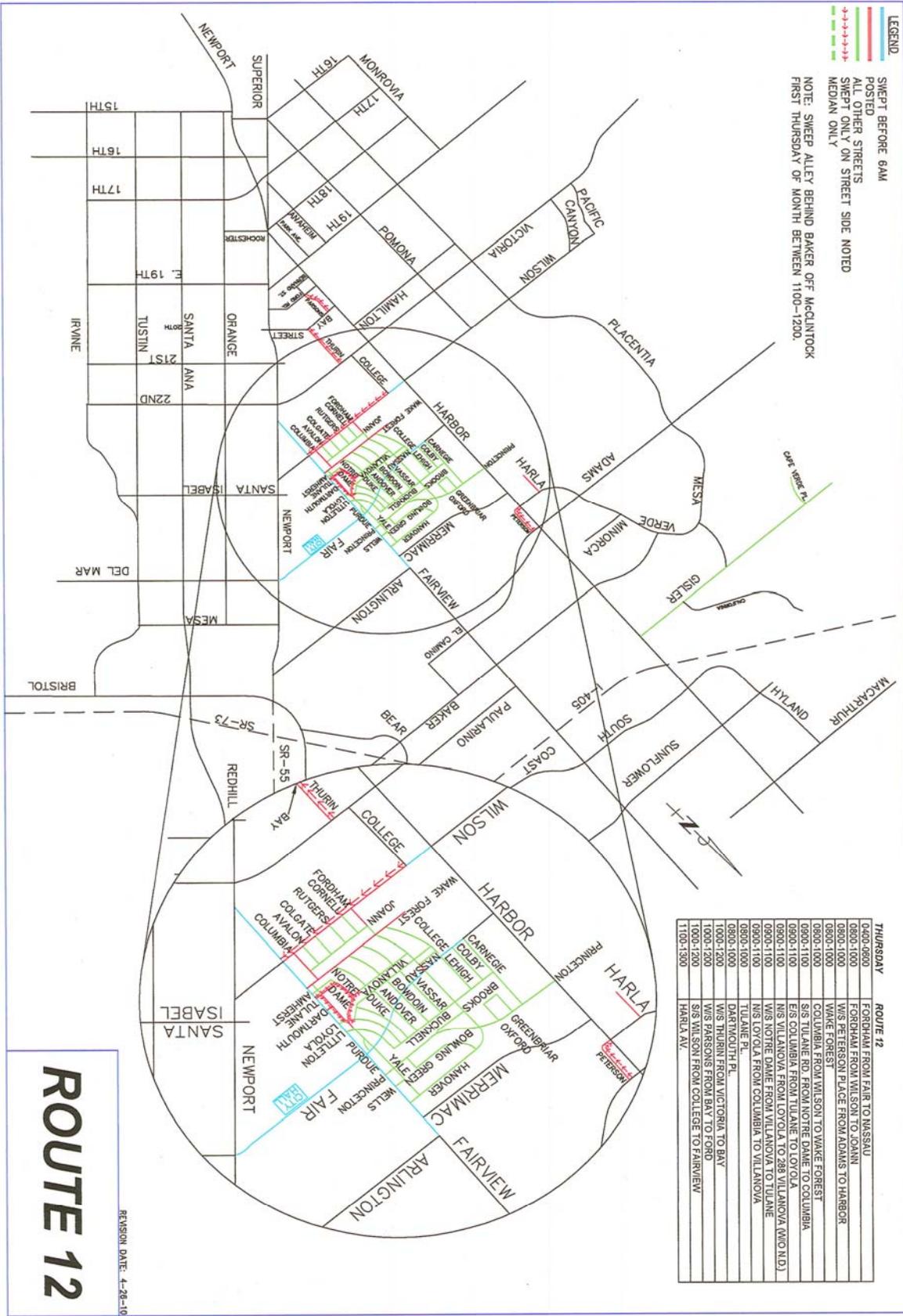
TIME	ROUTE 9
0800-1000	E/S ELDEN ST FROM 21ST TO 22ND
0800-1000	E 19TH ST FROM FULLERTON TO ORANGE
0800-1000	WIS ORANGE FROM 22ND TO ROCHESTER
0800-1000	SIS MELODY
0800-1000	NIS BAY FROM NEWPORT TO FULLERTON
0800-1000	BAY FROM FULLERTON TO ORANGE
0800-1000	E/S FULLERTON FROM 20TH TO BAY
0800-1000	NIS E 20TH FROM NEWPORT TO ORANGE
0800-1000	TULIP FROM ORANGE TO ELDEN
0800-1000	S/S 22ND ST FROM NEWPORT TO ORANGE
0800-1000	NIS E 18TH FROM NEWPORT TO ORANGE
0800-1000	WALNUT ST FROM CHURCH TO FULLERTON
0800-1000	CHURCH ST FROM 19TH TO 20TH
1000-1300	WIS SANTA ANA FROM 11TH TO 22ND
1000-1300	E/S ORANGE FROM 22ND TO SANTA ANA
1000-1300	19TH ST FROM ORANGE TO SANTA ANA
0800-1000	FLOWER FROM ORANGE TO WESTMINSTER
0800-1000	SIS MERRILL FROM ELDEN TO ORANGE

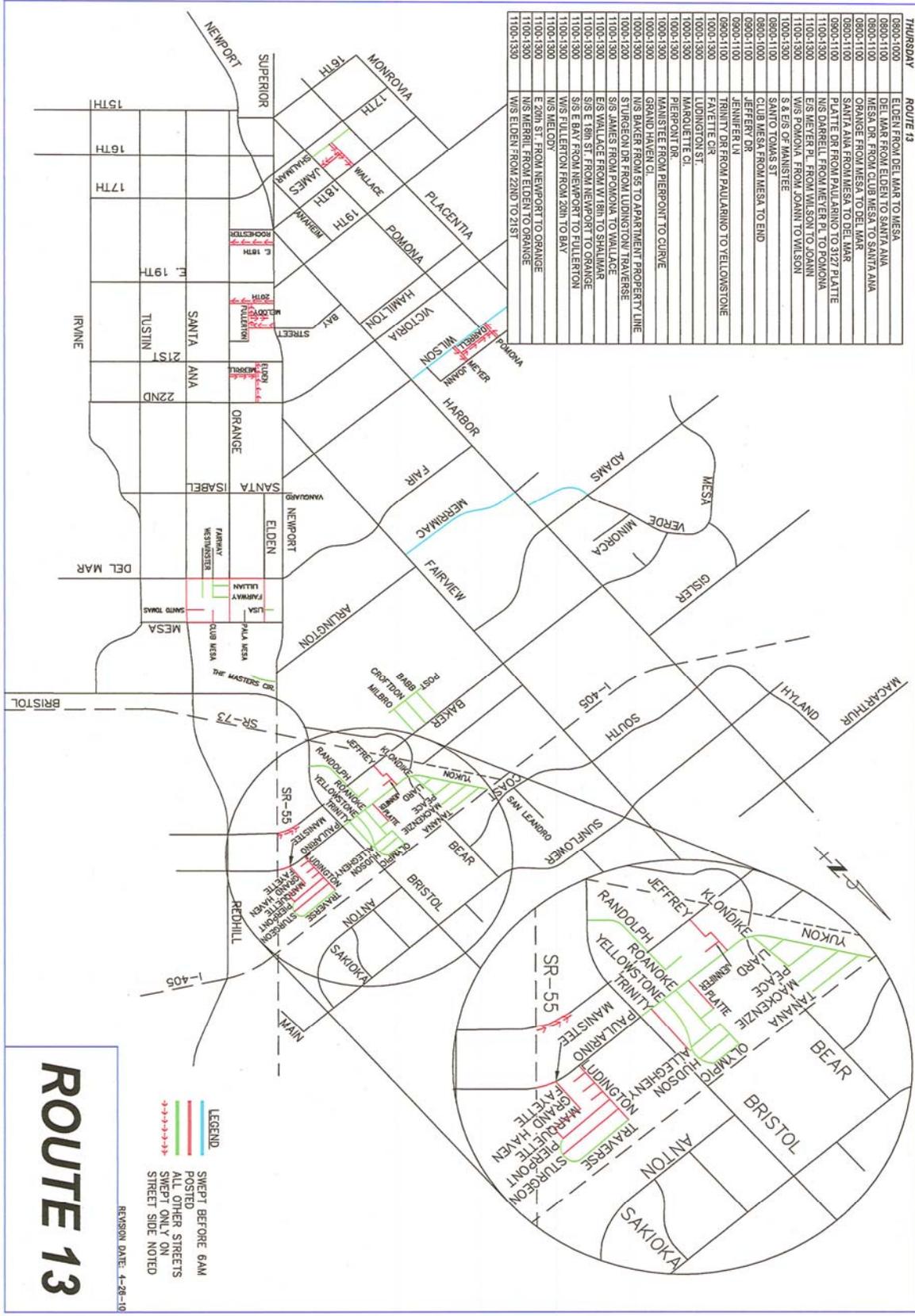
ROUTE 9

REVISION DATE: 4-28-10









THURSDAY ROUTE 13

0800-1000	ELDEN FROM DEL MAR TO MESA
0800-1100	DEL MAR FROM ELDEN TO SANTA ANA
0800-1100	MESA DR FROM CLUB MESA TO SANTA ANA
0800-1100	ORANGE FROM MESA TO DEL MAR
0800-1100	SANTA ANA FROM MESA TO DEL MAR
0800-1100	PLATTE DR FROM PAULARINO TO 3127 PLATTE
1100-1300	E/S DARRIEL FROM MEYER PL TO POMONA
1100-1300	E/S MEYER PL FROM WILSON TO JOHNN
1100-1300	W/S POMONA FROM JOHNN TO WILSON
1100-1300	S & E/S OF MANISTEE
0800-1100	SANTA TOMAS ST
0800-1100	CLUB MESA FROM MESA TO END
0800-1100	JETTIE DR
0800-1100	TRINITY DR FROM PAULARINO TO YELLOWSTONE
1000-1300	FAYETTE CIR
1000-1300	LUDINGTON ST
1000-1300	MARQUETTE CI
1000-1300	PIERPOINT DR
1000-1300	MANISTEE FROM PIERPOINT TO CURVE
1000-1300	GRAND HAVEN CI
1000-1300	N/S BAKER FROM 65 TO APARTMENT PROPERTY LINE
1000-1300	STURGEON DR FROM LUDINGTON/ TRAVERSE
1100-1300	S/S JAMES FROM POMONA TO WALLACE
1100-1300	E/S WALLACE FROM W/TIBI TO SHALMAR
1100-1300	S/S E 16th ST FROM NEWPORT TO ORANGE
1100-1300	S/S E BAY FROM NEWPORT TO FULLERTON
1100-1300	W/S FULLERTON FROM 20th TO BAY
1100-1300	N/S MELODY
1100-1300	E 20th ST FROM NEWPORT TO ORANGE
1100-1300	N/S MERRILL FROM ELDEN TO ORANGE
1100-1300	W/S ELDEN FROM 22ND TO 21ST

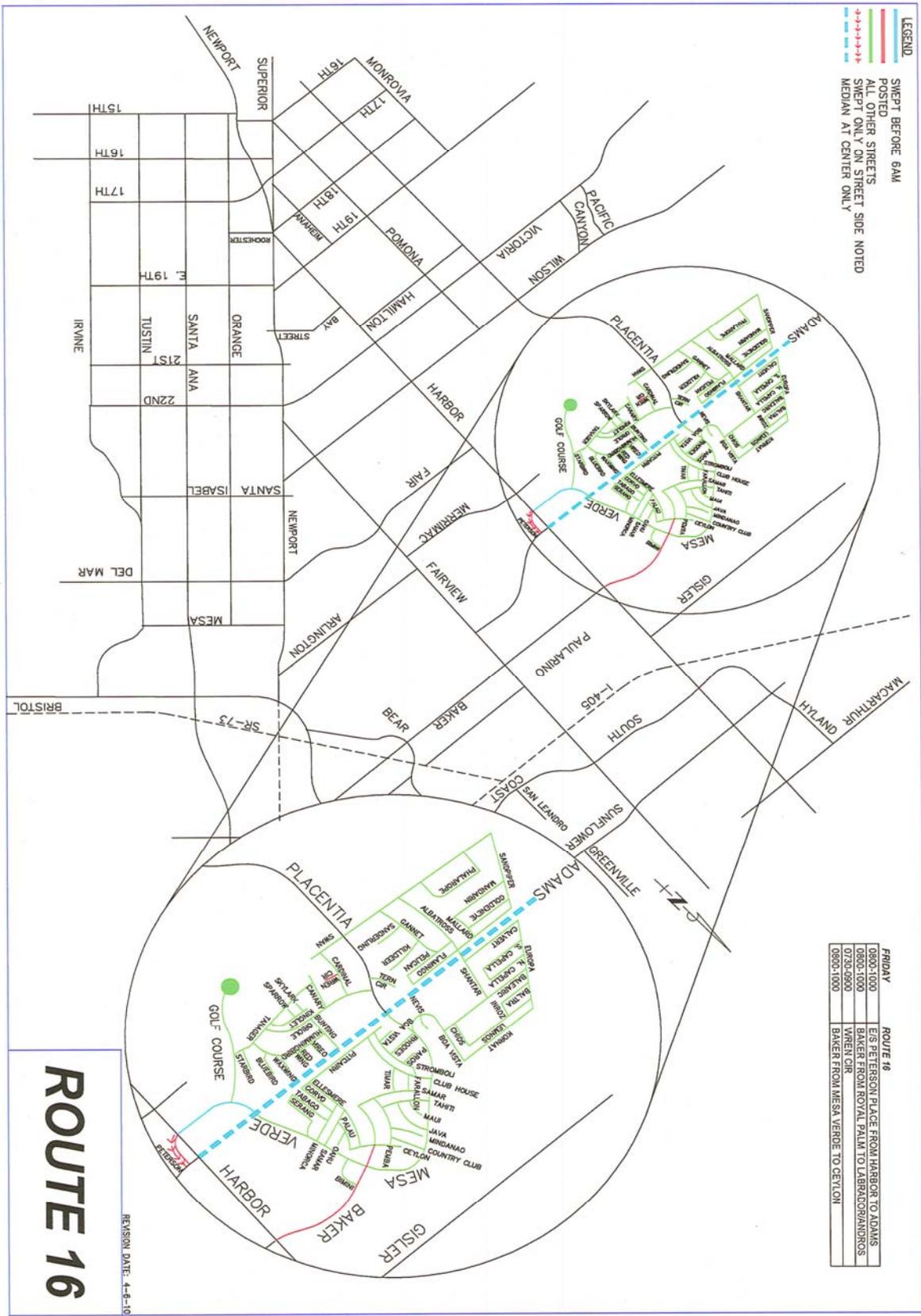
ROUTE 13

REVISION DATE: 4-28-10

LEGEND

- SWEEP BEFORE 6AM
- POSTED
- ALL OTHER STREETS
- SWEEP ONLY ON
- STREET SIDE NOTED





Attachment 'B'

PARKING RESTRICTION LOCATIONS

Alaska Avenue	Friday		
Albatross Drive	Friday		
Albany Street	Monday	1100-1400	North side
Albany Street	Monday	0800-0900	South side
Albert Place	Thursday		
Aliso Avenue	Wednesday		
Allegheny Avenue	Thursday		
Alva Lane	Wednesday		
American Avenue	Tuesday		
American Place	Tuesday		
Amherst Place	Thursday		
Amherst Road	Thursday		
Anaheim Avenue	Tuesday	1000-1300	From 19 th to 18 th
	Tuesday	0900-1100	From 19 th to W. Bay
	Tuesday	1000-1400	From Wilson to Dead End
	Wednesday	0800-1000	From 18 th to Superior
Andover Place	Thursday		
Andros Street	Friday		
Annapolis Street	Monday	1100-1300	West of Harding 100'
Anton Boulevard	Wednesday	Early Shift	
Anza Lane	Monday		
Arbor Street	Tuesday		
Arlington Drive	Tuesday	Early Shift	
Arizona Lane	Friday		
Arnold Avenue	Wednesday	1100-1300	Both directions
Arthur Avenue	Monday		
Aster Place	Wednesday		
Atlanta Way	Monday		
Augusta Street	Monday		
Austin Street	Monday		
Avalon Street	Tuesday	0800-1000	From Wilson to Avocado
	Thursday		From Wilson to Joann
Avenue of the Arts	Wednesday		
Aviemoire Terrace	Tuesday		
Avocado Street	Tuesday	0800-1000	South side
	Thursday	1100-1300	North side
Ayon Circle	Tuesday		
Azalea Drive	Monday	0800-1200	
Babb Street	Monday		From Baker to Paularino
	Thursday		From Baker to Post
Babcock Street	Tuesday		
Bahama Place	Friday		
Baker Street	Friday		From Royal Palm to Labrador/Andros
	Friday	0800-1000	From Mesa Verde to Ceylon
	Friday		Ceylon to Samar (NOT POSTED)
	Monday		From Harbor to Fairview
	Monday	1100-1300	South side from College to McClintock
	Wednesday		From Fairview to Airway
Balearic Drive	Tuesday		From Boa Vista to Suva
	Friday		From Boa Vista to Europa

Canary Drive	Friday		
Cannonade Circle	Monday		
Canyon Drive	Tuesday	0400-0600	From Victoria to Glen Circle
	Tuesday	0800-1000	From Victoria North to end
	Tuesday	0800-1000	From Glen Circle to Sea Bluff
Cape Verde Place	Friday		
N. Capella Court	Friday		
S. Capella Court	Friday		
Capital Street	Tuesday	1000-1400	From Pomona to end (REST OF STREET IS NOT POSTED)
Capri Circle	Tuesday		
Capri Lane	Tuesday		
Caraway Drive	Friday	1000-1200	
Cardinal Drive	Friday		
Carlton Place	Thursday		
Carmel Drive	Monday	0800-1200	
Carnation Avenue	Monday	0800-1200	
Carnegie Avenue	Thursday		
Carson Street	Monday		
Cassia Avenue	Friday	1000-1200	
Catherine Place	Thursday		
Cecil Place	Thursday		
Cedar Place	Tuesday		
Center Street	Tuesday	1000-1300	From Pomona to Placentia
	Tuesday	1000-1300	South side from Pomona to Anaheim
	Tuesday	1000-1300	North side from Placentia to Monrovia
	Wednesday	0800-1000	South side from Monrovia to Placentia
	Wednesday	0800-1000	North side from Pomona to Anaheim
Century Place	Wednesday	2400-0200	
Ceylon Drive	Friday		
Ceylon Road	Friday		
Charle Drive	Tuesday		From Wilson to End (NOT POSTED)
Charle Street	Tuesday	0900-1300	From Hamilton to Bernard
Charleston Street	Monday		
Chestnut Avenue	Friday		
Cheyenne Street	Monday		
Chios Road	Friday		
Church Street	Wednesday	0900-1100	
Churchill Court	Wednesday		
Cibola Avenue	Monday		
Cinnamon Avenue	Friday	1000-1200	
Clearbrook Lane	Thursday		
Cleveland Avenue	Monday		
Clinton Street	Wednesday		
Clubhouse Circle	Tuesday		
Clubhouse Road	Tuesday		From Mesa Verde to North end (NOT POSTED)
	Tuesday	1100-1300	From Pitcairn to Timor
	Friday		From Mesa Verde to Timor (NOT POSTED)
Club Mesa Drive	Thursday	0800-1000	
Colby Place	Thursday		

Date Place	Thursday		
Davis Place	Thursday	0800-1000	
Debra Drive	Monday	0800-1200	
DeeDee Drive	Monday	0800-1200	
Delaware Place	Friday		
Del Mar Avenue	Thursday	0800-1100	From Elden to Santa Ana (REST OF STREET IS NOT POSTED)
Denver Drive	Monday		
Deodar Avenue	Monday		
De Soto Avenue	Monday		
Doctors Circle	Tuesday		
Dogwood Street	Tuesday		
Donegal Place	Monday		
Donnie Road	Thursday		
Donnybrook Lane	Monday	1100-1300	From Baker to Watson (REST OF STREET IS NOT POSTED)
Dorset Lane	Monday		
Drake Avenue	Monday	0900-1200	From Cortez to Sonora (REST OF STREET IS NOT POSTED)
Dublin Street	Monday		
Duke Place	Thursday		
Elba Circle	Friday		
El Camino Drive	Monday	0800-1000	From Mendoza to La Salle, both sides
El Rio Circle	Monday	0800-1100	
Elden Avenue	Wednesday	0800-1000	East side from 21 st to 22 nd
	Thursday	1100-1330	West side from 21 st to 22 nd
	Thursday	0900-1200	From Monte Vista to Del Mar
	Thursday	0800-1000	From Del Mar to Mesa
	Thursday	0900-1200	From Santa Isabel to Monte Vista both directions
Ellesmere Avenue	Friday		
Elm Avenue	Thursday	2400-0400	From Harbor to Lemon
	Monday	0800-1100	North side from Lemon to Royal Palm
	Friday	0700-0800	South side from Royal Palm to Lemon
Elmhurst Lane	Thursday		
Enterprise Street	Wednesday	2400-0200	
Esther Street	Wednesday	0800-1000	From Tustin to Raymond (REST OF STREET IS NOT POSTED)
Europa Drive	Friday		
Evergreen Place	Tuesday		
Fair Drive	Thursday		
Fairview Road	Thursday		Arlington to Newport (CURBS)
	Thursday		All medians
	Wednesday		Arlington to Sunflower (CURBS)
Fairway Drive	Thursday		
Fairway Place	Thursday		
Farad Street	Tuesday	0400-0600	
Farallon Drive	Friday		
Fayette Circle	Thursday	1000-1300	
Federal Avenue	Tuesday	0900-1300	From Oak to Victoria Frontage
Federal Avenue	Tuesday	0800-1000	Wilson Street to Joann Street

Harbor Boulevard	Thursday		
Harbor Gateway North	Thursday		
Harbor Gateway South	Thursday		
Harding Way	Monday	1100-1300	
Harla Avenue	Thursday	1100-1300	
Hartford Way	Monday		
Hawaii Circle	Friday		
Hayes Avenue	Monday		
Helena Circle	Monday		
Helena Place	Monday		
Hickory Place	Friday	1100-1300	
Hill Place	Thursday		
Howard Way	Thursday		
Hudson Avenue	Thursday		
Hummingbird Drive	Friday		
Hyland Avenue	Thursday		
Idaho Lane	Friday		
Idaho Place	Friday		
Illinois Street	Friday		
Indiana Avenue	Friday		
Industrial Way	Tuesday		
Inroz Drive	Friday		
Iowa Street	Friday		
Iris Place	Wednesday		
Irvine Avenue	Wednesday		West side
Jacaranda Avenue	Friday		
Jamaica Road	Friday		
James Street	Wednesday	0800-1000	North side
	Thursday	1100-1300	South side
Jasmine Circle	Monday	0800-1200	
Java Road	Tuesday		
Jeanette Place	Thursday	0800-1100	
Jefferson Avenue	Monday		
Jeffrey Drive	Thursday	0900-1100	
Jennifer lane	Thursday	0900-1100	
Joann Street	Tuesday	0800-1000	From Republic to Federal
	Tuesday	1000-1400	From Placentia to Miner
	Thursday	0800-1000	From Fordham to Columbia
Johnson Avenue	Monday		
Junipero Drive	Monday		
Kalmus Drive	Wednesday		
Kauai Place	Tuesday		
Kentucky Place	Friday		
Kenwood Place	Wednesday		
Kerry Lane	Monday		
Killarney Lane	Monday		
Killdeer Circle	Friday		
Killybrooke Lane	Monday	1100-1300	From Baker to Watson (REST OF STREET IS NOT POSTED)
Kinglet Court	Friday		

Magellan Street	Monday		
Magnolia Street	Wednesday		
Main Street	Wednesday		
Mallard Drive	Friday		
Mandarin Drive	Friday		
Manistee Drive	Thursday	1000-1300	East side from Paularino to Pierpont
Manistee Drive	Thursday	1000-1300	West side from Pierpont to curve
Maple Avenue	Tuesday	0900-1300	
Maple Street	Tuesday	1000-1400	
Marian Way	Wednesday		
Marigold Circle	Monday	0800-1200	
Marquette Circle	Thursday	1000-1300	
Maryland Circle	Friday		
Maui Circle	Tuesday		
Maui Place	Friday		
McClintock Way	Monday	0600-0800	
McCormack Lane	Monday		
McCormick Avenue	Wednesday		
McKinley Way	Monday		
Melody Lane	Wednesday	0800-1000	South side
	Thursday	1100-1300	North side
Mendoza Drive	Monday	0800-1000	West side from Baker to El Camino (REST OF STREET IS NOT POSTED)
Merrill Place	Wednesday	0800-1000	South side from Elden Ave to Orange Ave
Merrill Place	Thursday	1100-1300	North side from Orange Ave to Elden Ave
Merrimac Way	Thursday		
Mesa Drive	Thursday	0800-1100	From Club Mesa to Santa Ana
Mesa Verde Drive	Wednesday		Medians
Mesa Verde Drive East	Thursday		Curbs
Mesa Verde Drive West	Thursday		Curbs
Meyer Place	Tuesday	1000-1200	West side from Hamilton to Beach
	Wednesday	1100-1300	East side from Beach to Hamilton
	Wednesday	0700-0800	Both sides from Beach to 19th
Michigan Avenue	Friday		
Miguel Lane	Monday		
Milbro Street	Thursday		
Mindanao Drive	Friday		
Miner Street	Tuesday	1000-1300	From Wilson to Joann (REST OF STREET IS NOT POSTED)
Minnesota Avenue	Friday		
Minorca Drive	Friday		
Minorca Place	Friday		
Mission Drive	Monday	0800-1100	From Mendoza to Ballow
	Monday	0800-1000	North side from Mendoza to La Salle
	Tuesday	0800-0900	South side from Mendoza to La Salle
Missouri Street	Friday		
Modjeska Circle	Tuesday		
Molokai Place	Friday		
Monaco Terrace	Thursday	0800-1000	
Monroe Way	Monday		

Palmer Street	Wednesday	0900-1100	
Paloma Drive	Wednesday		Within Costa Mesa boundaries
Pamela Lane	Tuesday	1100-1300	
Panay Circle	Friday		
Park Avenue	Thursday		
Park Drive	Wednesday		
Parkcrest Drive	Tuesday		
Park Center Drive	Wednesday		
Parkglen Circle	Tuesday		
Parkhill Drive	Tuesday		
Parkview Circle	Tuesday		
Parkvista Circle	Tuesday		
Parnell Place	Monday		
Paros Circle	Friday		
Parsons Street	Tuesday	0800-1000	East side from Ford to Bay
Parsons Street	Thursday	1000-1200	West side from Bay to Ford
Parsons Street	Tuesday	0800-1000	Victoria to End
Paularino Avenue	Monday		From Fairview to Helena
	Monday	1100-1300	South side from Coolidge to Garfield
	Monday	1100-1300	Eastbound from Cleveland to Coolidge
	Monday	1100-1300	Westbound from Coolidge to Van Buren
	Thursday		From Bear to Bristol
	Wednesday		From Bristol to Airway
Pauline Place	Wednesday		
Peace Place	Thursday		
Pelican Place	Friday		
Pemba Drive	Friday		
Peppertree Lane	Monday	0800-1100	West side
	Friday	1100-1300	East side
Peterson Place	Thursday	0700-0800	West side
	Friday	0800-1000	East side
	Thursday	0800-1000	Northbound from Harbor to Adams
Phalarope Court	Friday		
Pierce Avenue	Monday		
Pierpont Drive	Thursday	1000-1300	
Pinecreek Drive	Monday		
Pine Place	Tuesday		
Pitcairn Drive	Friday		
Placentia Avenue	Tuesday		From 19 th to 16 th
	Thursday		From 19 th to Adams
Platte Drive	Thursday	0900-1100	
Plum Place	Tuesday		
Plumer Street	Tuesday	1000-1300	South side
	Wednesday	0800-1000	North side
Plumeria Place	Monday	0800-1200	
Pomona Avenue	Tuesday	0500-0700	East side from 17 th to 18 th
	Tuesday	1000-1300	From 18 th to 19 th
	Tuesday	1000-1400	From 19 th to Hamilton
	Tuesday	1000-1300	East side from Wilson to Victoria
	Tuesday	1100-1300	East side from Wilson to Joann

Royce Lane	Monday	1100-1300	
Rue De Cannes	Thursday	0800-1000	
Rural Lane	Wednesday		
Rural Place	Wednesday		
Rutgers Drive	Tuesday	0800-1000	From Wilson to Avocado
	Thursday		North of Wilson
Saint Clair Street	Monday		
Sakioka Drive	Wednesday		
Salinas Avenue	Monday		
Salvador Street	Monday		
Samar Drive	Friday		
Samar Place	Friday		
Samoa Place	Friday		
San Bernardino Place	Wednesday		
San Carlos Lane	Monday		
San Jose Avenue	Monday	0800-1200	
San Juan Lane	Monday		
San Leandro Lane	Monday	0800-1200	
San Lucas Lane	Monday	0800-1200	
San Marino Circle	Monday	0800-1200	
San Pablo Circle	Monday	0800-1200	
San Rafael Circle	Monday	0800-1200	
Sandalwood Street	Friday		
Sanderling Circle	Friday		
Sandpiper Drive	Friday		
Santa Ana Avenue	Wednesday		From 15 th to 16 th (NOT POSTED)
	Wednesday	0900-1100	From 16 th to 17 th
	Wednesday	1000-1300	From 17 th to 22 nd
	Thursday	0800-1100	From 22 nd to Mesa
Santa Clara Circle	Monday	0800-1200	
Santa Cruz Circle	Monday	0800-1200	
Santa Isabel Avenue	Thursday		
Santa Rosa Avenue	Monday	0800-1200	
Santiago Road	Monday		
Santo Tomas Street	Thursday		
Scenic Avenue	Thursday		
Scott Place	Tuesday	1000-1300	
Sea Bluff Drive	Tuesday		
Seal Street	Tuesday	1000-1200	
Secretariat Circle	Monday	0800-1200	
Senate Street	Tuesday	1000-1200	From Pomona to Puente (REST OF STREET IS NOT POSTED)
Serang Place	Friday		
Serra Way	Monday		
Shalimar Drive	Thursday		
Shamrock Lane	Monday		
Shannon Lane	Monday		
Shantar Drive	Friday		
Sharon Lane	Monday		
Sherwood Place	Wednesday		

Trinity Drive	Thursday	0900-1100	
Tulane Road	Wednesday	1100-1200	North side from Columbia to Notre Dame
	Thursday	0900-1100	South side from Notre Dame to Columbia
Tulane Place	Thursday	0800-1000	
Tulare Drive	Monday	0800-1200	
Tulip Lane	Wednesday		
Turlock Drive	Monday	0800-1200	
Tustin Avenue	Wednesday	1000-1300	From 17 th to Rochester (REST OF STREET IS NOT POSTED)
Tyler Way	Monday		
Union Avenue	Tuesday		
Utah Circle	Friday		
Valencia Street	Tuesday	0800-1000	From Mendoza to La Salle, both sides
Vallejo Circle	Monday	0800-1200	
Valley Circle	Tuesday		
Valley Road	Tuesday		
Van Buren Avenue	Monday		
Vanguard Way	Thursday	1100-1300	
Vassar Place	Thursday		
Velasco Lane	Monday		
Venetian Drive	Monday	0800-1200	
Vermont Avenue	Friday		
Victoria Place	Tuesday		
Victoria Street	Tuesday		
Villanova Road	Wednesday	1100-1200	South side from Notre Dame to Loyola
	Thursday	0900-1100	North side from Loyola to 288 Villanova (REST OF STREET IS NOT POSTED)
Viola Place	Wednesday		
Virginia Place	Thursday		
Vireo Circle	Friday		
Visalia Drive	Monday	0800-1200	
Wake Forest Road	Thursday	0800-1000	
Wakeham Place	Monday	0800-0900	
Wallace Avenue	Tuesday	1000-1300	West side from 19 th to 18 th
	Tuesday	1000-1400	East side from 19 th to Hamilton
	Wednesday	0800-1000	East side from 18 th to 19 th
	Wednesday	0800-1000	West side from 18 th to Shalimar
	Wednesday	1100-1300	West side from 19 th to Hamilton
	Thursday	1100-1300	East side from 18 th to Shalimar
Walnut Place	Wednesday		
Walnut Street	Wednesday	0900-1100	From Church to Fullerton (REST OF STREET IS NOT POSTED)
Warren Lane	Monday	1100-1300	
Washington Way	Friday		
Waterman Way	Thursday		
Watson Avenue	Monday		
Waxwing Circle	Friday		
Weelo Drive	Tuesday		
Wellesley Lane	Thursday		
Wells Place	Wednesday		

Westbrook Place	Thursday		
Westminster Avenue	Wednesday	0900-1100	From Ogle to Sparks
	Wednesday	10:00-13:00	Broadway to East 19 th Street
			All segments South of 22 nd (NOT POSTED)
	Thursday		From 22 nd to Del Mar
Westminster Place	Thursday		
White Oak Street	Friday		
Whittier Avenue	Tuesday	0500-0700	East side from 18 th to 19 th
	Tuesday	0900-1100	From 19 th to Arbor
	Tuesday		From 18 th to South end (NOT POSTED)
	Wednesday	0600-0730	West side from 19 th to 18 th
E. Wilson Street	Wednesday		
W. Wilson Street	Tuesday	0800-1000	From Canyon to Pacific
	Tuesday		From Harbor to Canyon (NOT POSTED)
W. Wilson Street	Tuesday	Early Shift	From Newport to Fairview
	Thursday	1000-1200	West side from College to Fairview
	Thursday		From Harbor to College (NOT POSTED)
	Thursday	0800-1000	175' east of Newport Boulevard to Elden Avenue, both sides of the street
Wimbledon Way	Monday	0800-1200	
Wintergreen Place	Friday	1000-1200	
Wisteria Circle	Monday	0800-1200	
Woodland Place	Wednesday		
Wren Circle	Friday		
Wyoming Circle	Friday		
Yale Place	Thursday		
Yellowstone Drive	Thursday		
Yorkshire Street	Tuesday	0900-1100	
Yukon Avenue	Thursday		
Yukon Circle	Thursday		

Attachment 'C'
AQMD RULE 1186.1

Attachment 'C': AQMD Rule 1186.1

Rule 1186.1 - Less-Polluting Sweepers

(Adopted August 18, 2000)(Amended June 4, 2004)

(Amended September 9, 2005)(Amended May 5, 2006)

RULE 1186.1. LESS-POLLUTING SWEEPERS

(a) Purpose

To reduce air toxic and criteria pollutant emissions, this rule requires certain public and private sweeper fleet operators to acquire alternative-fuel or otherwise less-polluting sweepers when purchasing or leasing these vehicles for sweeping operations undertaken by or for governments or governmental agencies in the jurisdiction of the South Coast Air Quality Management District (District).

(b) Applicability

(1) This rule applies to any federal, state, county, city or governmental department or agency, any special district such as water, air, sanitation, transit, and school districts, or private individual firm, association, franchise, contractor, user or owner who provides sweeping services to a governmental agency that owns or leases 15 or more vehicles, including passenger cars, light-duty trucks, and medium- and heavy-duty on-road vehicles, but excluding those vehicles exempt as defined by Rule 1191 paragraph (f) (1).

(2) Sweepers having a gross vehicle weight of 14,000 pounds or more are subject to this rule.

(c) Definitions

For purposes of this rule, the following definitions shall apply:

(1) **AFFECTED GOVERNMENTAL AGENCY** means any governmental agency in the District's jurisdiction that owns or leases 15 or more vehicles, including passenger cars, light-duty trucks, and medium- and heavy-duty on-road vehicles, excluding those exempt as defined by Rule 1191 paragraph (f) (1).

(2) **ALTERNATIVE-FUEL SWEEPER** means a sweeper with engine(s) that use compressed or liquefied natural gas, liquefied petroleum gas (propane), methanol, electricity, or fuel cells. Hybrid-electric and dual-fuel technologies that use diesel fuel are not considered alternative-fuel technologies for the purposes of this rule.

(3) **APPROVED CONTROL DEVICE(S)** is a California Air Resources Board

(CARB)-certified exhaust control device(s) that reduces particulates and possibly other precursor emissions. To be considered fitted with approved control device(s), all diesel exhaust from the sweeper, including the auxiliary engine (if applicable) must be vented through such a device(s) that have been certified by CARB at the time of vehicle purchase.

(4) FLEET OPERATOR is any federal, state, county, city, or governmental department or agency, any special district such as water, air, sanitation, transit, and school districts, or private individual firm, association, franchise, contractor, user or owner who provides sweeping services to a governmental agency that owns or leases 15 or more vehicles, including passenger cars, light-duty trucks, and medium- and heavy-duty on-road vehicles, excluding those exempt as defined by Rule 1191 paragraph (f)(1).

(5) GOVERNMENTAL AGENCY include any federal, state, regional, county, city, or governmental department and agency, and any special district such as water, air, sanitation, transit, and school districts. See AFFECTED GOVERNMENTAL AGENCY.

(6) LOW-SULFUR DIESEL FUEL means diesel fuel that has a maximum sulfur content of 15 parts per million (ppm). The use of low-sulfur diesel fuel improves the performance of and may be necessary for the use of advanced exhaust control devices.

(7) PURCHASE OR LEASE means that a purchase or lease contract has been signed by both parties for a sweeper to be delivered within 1 year of the purchase or lease contract date, which is the date the contract, is signed by both parties.

(8) SWEEPER means any heavy-duty vehicle with a gross vehicle weight of 14,000 pounds or more that is permitted to operate on public roads through California Department of Motor Vehicle registration or the federal government and used for the express purpose of removing material from paved surfaces, by mechanical means through the action of one or more brooms, or by suction through a vacuum or regenerative air system or any combination of the above.

(9) SWEEPING OPERATIONS means operations to remove material from paved surfaces using sweeper(s), as defined by this rule.

(d) Requirements

For Fleet Operators:

(1) Beginning July 1, 2002, a fleet operator shall meet the following conditions for each individual purchase or lease of a replacement or additional sweeper:

(A) Purchase or lease an alternative-fuel sweeper, OR

(B) Before July 1, 2008, if the fleet operator has an approved Technical Infeasibility Certification for this individual purchase or lease, as described in subdivision (e),

(i) purchase or lease a non-alternative fueled sweeper with all applicable approved control device(s), and

(ii) maintain the approved control device(s) per manufacturer's specifications, and

- (iii) if using diesel fuel, fuel the sweeper with low-sulfur diesel fuel only, and
- (iv) comply with Rule 1186 without invoking the exemption provision in Rule 1186 paragraph (i) (3), unless a demonstration is made to the Executive Officer that for solely technical reasons no certified sweeper, as defined in Rule 1186 paragraph (c) (2) is commercially available.

For Affected Governmental Agencies Contracting for Sweeping Services:

(2) Any affected governmental agency that signs a contract after July 1, 2002 for sweeping services must:

(A) Contract for sweeping services that use alternative-fuel sweeper(s),

OR

(B) Solicit bids for sweeping operations using alternative-fuel sweepers and if no bids are submitted:

(i) Contract for non-alternative fueled sweeper(s) and ensure that the sweeper(s) are only fueled with low-sulfur diesel and outfitted with approved control device(s) that are installed and maintained per the manufacturer's specifications, and

(ii) Contract for sweeper(s) that comply with Rule 1186 without invoking the exemption provision in Rule 1186 paragraph (i) (3), unless a demonstration is made to the Executive Officer that for solely technical reasons no certified sweeper, as defined in Rule 1186 paragraph (c) (2), is commercially available.

(3) After January 1, 2003, any renewal or extension option of a contract is considered a new contract that must meet the requirements of paragraph (d)(2).

(e) Technical Infeasibility Certification Criteria and Procedures

(1) Six months prior to the date of purchase or lease of a replacement or additional sweeper, any fleet operator seeking to comply with subdivision

(d) without purchasing or leasing an alternate-fuel sweeper [i.e., opting to comply with paragraph (d) (2)], shall demonstrate the technical infeasibility of complying with paragraph (d) (1) requirements by submitting a signed and dated Technical Infeasibility Certification Request to the Executive Officer and attest to the accuracy of all statements therein, that shall include:

(A) the name and address of the fleet operator; and

(B) current sweeper fleet composition, including make, model, and a complete description of the sweepers' dust suppression systems; and

(C) demonstration that no alternative-fuel engine and chassis configuration is commercially available from any manufacturer for sweeping operations conducted by the fleet operator (only technical reasons for choosing a given chassis configuration are acceptable),

OR

(D) demonstration that a fueling station for alternative-fuel sweepers

commercially available from any manufacturer for sweeping operations conducted by the fleet operator is not available within five miles of the vehicle storage or maintenance yards.

(2) Within 90 calendar days of receipt of a completed Technical Infeasibility Certification Request submitted pursuant to paragraph (e) (1), the Executive Officer will either approve or disapprove the Request, in writing.

(3) The Executive Officer shall disapprove a Technical Infeasibility Certification Request if it does not meet the requirements of paragraph (e)(1). If a Technical Infeasibility Certification Request is disapproved by the Executive Officer:

(A) The reasons for disapproval shall be given to the applicant in writing.

(B) Upon receipt of a notice of a disapproved Technical Infeasibility Certification Request, the fleet operator shall comply with paragraph (d) (1).

(C) The fleet operator may resubmit a Technical Infeasibility Certification Request at any time after receiving disapproval notification, but must still comply with paragraph (d) (1) until such time as the Executive Officer approves a Technical Infeasibility Certification Request under paragraph (e) (1).

(4) A Technical Infeasibility Certification Request is subject to plan filing and evaluation fees as described in Rule 306.

(f) Exemptions

(1) The provisions of this rule shall not apply to fleets consisting of evaluation/test vehicles, provided by or operated by the vehicle manufacturer or manufacturer representative for testing or evaluation, exclusively.

(2) The provisions of subdivision (d) shall not apply to a sweeper purchase by a fleet operator that is solely dedicated to serving governmental agencies that are not subject to this rule, upon demonstration to and approval of the Executive Officer.

(g) Compliance Auditing and Enforcement

(1) At the request of the Executive Officer, the fleet operator shall provide the purchase, lease, or contract records for their sweepers to demonstrate compliance with subdivision (d).

(2) At the request of the Executive Officer, any fleet operator claiming an exemption under subdivision (f) shall supply proof that their sweeper or fleet is exempted from this rule.

(h) Severability

If any provision of this rule is held by judicial order to be invalid, or invalid or inapplicable to any person or circumstance, such order shall not affect the validity of the remainder of this rule, or the validity or applicability of such provision to other persons or circumstances. In the event any of the exceptions to this rule is held by judicial order to be invalid, the persons or circumstances

covered by the exception shall instead be required to comply with the remainder of this rule.

AQMD Incentive Funding Programs

- Summary of Co-funding Sources

<http://www.aqmd.gov/tao/FleetRules/AFVFundingSources.htm>

- Mobile Source Emission Reduction Review Committee

<http://www.cleantransportationfunding.org/>

- Carl Moyer Memorial Program Incentives for Purchasing Lower-Emission Heavy-Duty Engines (ARB website)

<http://www.arb.ca.gov/msprog/moyer/moyer.htm>

Other Links for Finding Fueling Stations

<http://www.aqmd.gov/tao/FleetRules/Fuelguides.htm>

For more information on the fleet rules, call the FLEET RULE IMPLEMENTATION HOTLINE at (909) 396-3044 or e-mail fleetrules@aqmd.gov.

Source: <http://www.aqmd.gov/tao/FleetRules/1186.1Sweepers/index.htm>

4. PROPOSAL FORMAT GUIDELINES

Interested Proposers are to provide the City of Costa Mesa with a thorough proposal using the following guidelines:

Proposal should be typed and should contain no more than 20 typed pages using a 12-point font size, including transmittal letter and resumes of key people, but excluding Index/Table of Contents, tables, charts, and graphic exhibits. Each proposal will adhere to the following order and content of sections. Proposal should be straightforward, concise and provide “layman” explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals which appear unrealistic in terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this RFP and any awarded contract, may be rejected. The following proposal sections are to be included in the Proposer’s response:

- **Vendor Application Form and Cover Letter**

Complete Appendix A, “Request for Proposal-Vendor Application Form” and attach this form to the cover letter. A cover letter, not to exceed three pages in length, should summarize key elements of the proposal. An individual authorized to bind the consultant must sign the letter. The letter must stipulate that the proposal price will be valid for a period of at least 180 days. Indicate the address and telephone number of the Proposer’s office located nearest to Costa Mesa, California and the office from which the project will be managed.

- **Background and Project Summary Section**

The Background and Project Summary Section should describe your understanding of the City, the work to be done, and the objectives to be accomplished. Refer to Scope of Work of this RFP.

- **Methodology Section**

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. The Methodology Section should include:

1. An implementation plan that describes in detail (i) the methods, including controls by which the Proposer manages projects of the type sought by this RFP; (ii) methodology for soliciting and documenting views of internal and external stakeholders; (iii) and any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.
2. Detailed description of efforts the Proposer will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section.
3. Detailed project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion, including a complete

transition plan. Include your plan to deal with fluctuation in service needs and any associated price adjustments.

4. Detailed description of specific tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the Scope of Work.
5. Proposers are encouraged to provide additional innovative and/or creative approaches for providing the service that will maximize efficient, cost-effective operations or increased performance capabilities. In addition, the City will consider proposals that offer alternative service delivery means and methods for the services desired.
6. Firms, public entities and individuals wishing to be considered shall include in their submissions the steps they will, if selected, implement and adhere to for the recruitment, hiring and retention of former employees of the City who have been or may be displaced due to layoff or outsourcing of functions and services formerly provided by the City.
7. Proposers are also requested to identify any City owned facilities or property which Proposer would propose to use or lease, purchase, or rent from the City in connection with the services to be performed, including information about the terms of any proposed lease, purchase or use of such equipment and facilities, and how this proposed structure affects the overall cost proposal to the City. In the case of use of the City Yard property, facilities or equipment, the Proposer must identify how such use would integrate with and not interfere with City's use of such facilities or equipment, how Proposer will provide insurance for operations conducted at the City Yard or using City equipment, how waste streams, water usage and other operations of Proposer will be separately accounted for.

- **Staffing**

Provide a list of lead personnel who will be working on this project and indicate the functions that each will perform and anticipated hours of service of each individual.¹ Include a resume for each designated individual.

Upon award and during the contract period, if the Proposer chooses to assign different personnel to the project, the Proposer must submit their names and qualifications including information listed above to the City for approval before they begin work.

- **Qualifications**

The information requested in this section should describe the qualifications of the Proposer, key staff and sub-contractors performing projects within the past five years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

¹ Hourly rates for the proposed personnel shall be set forth on Appendix D.

Names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work.

A summary of the Proposer's demonstrated capability, including length of time that the Proposer has provided the services being requested in this Request for Proposal.

For private Proposers, provide at least three references that received similar services from the Proposer. The City of Costa Mesa reserves the right to contact any of the organizations or individuals listed. Information provided shall include:

- Client Name
- Project Description
- Project start and end dates
- Client project manager name, telephone number, and e-mail address.

Any public entity which submits a proposal should describe in detail how it currently performs services like those identified in the scope of work within its or other jurisdictions, including photographs, written policies and/or video of services provided. If you have performed these services under contract for another public entity, please provide references for those entities as set forth above for private Proposers.

- **Financial Capacity**

Provide the Proposer's latest audited financial statement or other pertinent information such as internal unaudited financial statements and financial references to allow the City to reasonably formulate a determination about the financial capacity of the Proposer. Describe any administrative proceedings, claims, lawsuits, or other exposures pending against the Proposer.

- **Fee Proposal**

All Proposers are required to use the form in Appendix D to be submitted with their proposal. Pricing instructions should be clearly defined to ensure fees proposed can be compared and evaluated. Proposals shall be valid for a minimum of 180 days following submission.

- **Disclosure**

Please disclose any and all past or current business and personal relationships with any current Costa Mesa elected official, appointed official, City employee, or family member of any current Costa Mesa elected official, appointed official, or City employee. *Any past or current business relationship may not necessarily disqualify the firm from consideration.*

- **Sample Agreement**

The firm selected by the City will be required to execute an Agreement for Services (Agreement) with the City. The form of the Agreement is enclosed as Appendix B, **but may be modified to suit the specific services and needs of the City. If a Proposer has any exceptions or conditions to the Agreement, these must be submitted for consideration with the proposal. Otherwise, the Proposer will be deemed to have accepted the form of**

Agreement. See Section 13, below.

- **Checklist of Forms to Accompany Proposal**

As a convenience to Proposers, following is a list of the forms, included as appendices to this RFP, which should be included with proposals

- (1) Vendor Application Form
- (2) Ex Parte Communications Certificate
- (2) Price Proposal Form
- (3) Disclosure of Government Positions
- (4) Disqualifications Questionnaire

5. **PROCESS FOR SUBMITTING PROPOSALS**

- **Content of Proposal**

The proposal must be submitted using the format as indicated in the proposal format guidelines.

- **Preparation of Proposal**

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.

- **Number of Proposals**

Submit one original, Five (5) hard copies plus one disk copy of your proposal in sufficient detail to allow for thorough evaluation and comparative analysis. In the event of a conflict between the original and any hard copy or disk copy, the original shall control.

- **Submission of Proposals**

Complete written proposals must be submitted in sealed envelopes marked and received no later than 4:00 p.m. (P.S.T) on December 9, 2011 to the address below. Proposals will not be accepted after this deadline. Faxed or e-mailed proposals will not be accepted.

Kimberly Hall Barlow
Jones & Mayer
City of Costa Mesa
City Attorney's Office
3777 N. Harbor Blvd
Fullerton, CA 92835
RE: Street Sweeping Services

- **Inquiries**

Questions about this RFP must be directed in writing, via e-mail to:

██████████, RFP Facilitator
██████████@costamesaca.gov

The City reserves the right to amend or supplement this RFP prior to the proposal due date. All amendments, responses to questions received, and additional information will be posted to the Costa Mesa Procurement Registry, [Costa Mesa - Official City Web Site - Business - Bids & RFP's](#); Proposers should check this web page daily for new information. The City will endeavor to answer all written questions timely received no later than November 23, 2011. The City reserves the right not to answer all questions.

From the date that this RFP is issued until a Proposer is selected and the selection is announced, firms or public entities are not allowed to communicate outside the process set forth in this RFP with any City employee other than the contracting officer listed above regarding this RFP. The City reserves the right to reject any proposal for violation of this provision. No questions other than written will be accepted, and no response other than written will be binding upon the City.

- **Conditions for Proposal Acceptance**

This RFP does not commit the City to award a contract or to pay any costs incurred for any services, including costs of responding to this RFP. The City, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source(s), or to cancel this RFP in part or in its entirety. The City may waive any irregularity in any proposal. All proposals will become the property of the City of Costa Mesa, USA. If any proprietary information is contained in the proposal, it should be clearly identified.

6. EVALUATION CRITERIA

The City's evaluation and selection process will be conducted in accordance with Chapter V, Article 2 of the City's Municipal Code (Code). In accordance with the Code, the lowest responsible bidder will be determined based on evaluation of qualitative factors in addition to price. At all times during the evaluation process, the following criteria will be used. Sub-criteria are not necessarily listed in order of importance. Additional sub criteria that logically fit within a particular evaluation criteria may also be considered even if not specified below.

1. Qualifications of Proposer and Key Personnel-----25%

Includes ability to provide the requested scope of services, the Proposer's financial capacity, recent experience conducting work of similar scope, complexity, and magnitude for other public agencies of similar size, references.

2. Approach to Providing the Requested Scope of Services-----10%

Includes an understanding of the RFP and of the project's scope of services, knowledge of applicable laws and regulations related to the scope of services.

3. Price Proposal-----50%

Price Proposals will be evaluated on the basis of the Total Estimated Annual Price submitted in Appendix D.

4. Innovative and/or creative approaches to providing the services that provide additional efficiencies or increased performance capabilities. ----15%

7. EVALUATION OF PROPOSALS AND SELECTION PROCESS

In accordance with its Municipal Code, the City will adhere to the following procedures in evaluating proposals. An Evaluation/Selection Committee (Committee), which may include members of the City's staff and possibly one or more outside experts, will screen and review all proposals according to the weighted criteria set forth above. While price is one basic factor for award, it is not the sole consideration.

A. **Responsiveness Screening**

Proposals will first be screened to ensure responsiveness to the RFP. The City may reject as non-responsive any proposal that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, the City reserves the right to request clarifications or additional information from any or all Proposers regarding their proposals.

B. **Initial Proposal Review**

The Committee will initially review and score all responsive written proposals based upon the Evaluation Criteria set forth above. The Committee may also contact Proposer's references. Proposals that receive the highest evaluation scores may be invited to the next stage of the evaluation process. The City may reject any proposal in which a Proposer's approach, qualifications, or price is not considered acceptable by the City. An unacceptable proposal is one that would have to be substantially rewritten to make it acceptable. The City may conclude the evaluation process at this point and recommend award to the lowest responsible bidder. Alternatively, the City may elect to negotiate directly with one or more Proposers to obtain the best result for the City prior to making a recommendation or selection.

C. **Interviews, Reference Checks, Revised Proposals, Discussions**

Following the initial screening and review of proposals, the Proposers included in this stage of the evaluation process may be invited to participate in an oral interview. Interviews, if held, are tentatively scheduled for December 26, 2011 and will be conducted at City of Costa Mesa City Hall, 77 Fair Drive, Costa Mesa, CA 92626. This date is subject to change. The individual(s) from Proposer that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview. The oral interview may, but is not required to, use a written question/answer format for the purpose of clarifying the intent of any portions of the proposal.

In addition to conducting an oral interview, the City may during this stage of the evaluation process also contact and evaluate the Proposer's references, contact any Proposer to clarify any response or request revised or additional information, contact any current users of a Proposer's services, solicit information from any available source concerning any aspect of a proposal, and seek and review any other information deemed pertinent to the evaluation process.

Following conclusion of this stage of the evaluation process, the Committee will again rank all Proposers according to the evaluation criteria set forth above. The Committee may conclude the evaluation process at this point, and make a recommendation for award, or it may request Best and Final Offers from Proposers. The City may accept the proposal or negotiate the terms and conditions of the agreement with the highest ranked firm, which shall be determined to be the lowest responsible bidder. The City may recommend award without Best and Final Offers, so Proposers should include their best proposal with their initial submission.

Recommendation for award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully within a time period determined by the City, the City may terminate negotiations and commence negotiations with the next highest scoring Proposer or withdraw the RFP.

8. PROTEST PROCEDURES

Failure to comply with the rules set forth herein may result in rejection of the protest. Protests based upon restrictive specifications or alleged improprieties in the proposal procedure which are apparent or reasonably should have been discovered prior to receipt of proposals shall be filed in writing with the RFP Facilitator at least 10 calendar days prior to the deadline for receipt of proposals. The protest must clearly specify in writing the grounds and evidence on which the protest is based.

Protests based upon alleged improprieties that are not apparent or which could not reasonably have been discovered prior to submission date of the proposals, such as disputes over the staff recommendation for contract award, shall be submitted in writing to the RFP Facilitator, within forty-eight hours from receipt of the notice from the City advising of staff's recommendation for award of contract. The protest must clearly specify in writing the grounds and evidence on which the protest is based. The RFP Facilitator will respond to the protest in writing at least three days prior to the meeting at which staff's recommendation to the City Council will be considered.

Should Proposer decide to appeal the response of the RFP Facilitator, and pursue its protest at the Council meeting, it will notify the RFP Facilitator of its intention at least two days prior to the scheduled meeting.

9. CONFIDENTIALITY

The California Public Records Act (Cal. Govt. Code Sections 6250 et seq.) mandates public access to government records. Therefore, unless information is exempt from disclosure by law, the content of any request for explanation, exception, or substitution, response to this RFP, protest, or any other written communication between the City and Proposer, shall be available to the public. The City intends to release all public portions of the proposals following the evaluation process at such time as a recommendation is made to the City Council.

If Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer's competitive position if disclosed, the Proposer shall request that the City withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Proposer may not designate its entire proposal as confidential nor designate its Price Proposal as confidential.

Submission of a proposal shall indicate that, if Proposer requests that the City withhold from disclosure information identified as confidential, and the City complies with the Proposer's request, Proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless the City from and against all damages (including but not limited to attorney's fees that may be awarded to the party requesting the Proposer information), and pay any and all costs and expenses related to the withholding of Proposer information. Proposer shall not make a claim, sue, or maintain any legal action against the City or its directors, officers, employees, or agents concerning the disclosure, or withholding from disclosure, of any Proposer information. If Proposer does not request that the City withhold from disclosure information identified as confidential, the City shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to the City.

10. EX PARTE COMMUNICATIONS

Proposers and Proposers' representatives should not communicate with the City Council members about this RFP. In addition, Proposers and Proposers' representatives should not communicate outside the procedures set forth in this RFP with an officer, employee or agent of the City, including any member of the evaluation panel, with the exception of the RFP Facilitator, regarding this RFP until after Contract Award. Proposers and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the City during a public meeting.

A "Proposer" or "Proposer's representative" includes all of the Proposer's employees, officers, directors, consultants and agents, any subcontractors or suppliers listed in the Proposer's proposal, and any individual or entity who has been requested by the Proposer to contact the City on the Proposer's behalf. Proposers shall include the Ex Parte Communications form (Appendix C) with their proposals certifying that they have not had or directed prohibited communications as described in this section.

11. CONFLICT OF INTEREST

The Proposer warrants and represents that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code sections 1090 et seq., or sections 87100 et seq., during the performance of services under any Agreement awarded. The Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of any Agreement awarded. Violation of this provision may result in any Agreement awarded being deemed void and unenforceable.

12. DISCLOSURE OF GOVERNMENTAL POSITION

In order to analyze possible conflicts that might prevent a Proposer from acting on behalf of the City, the City requires that all Proposers disclose in their proposals any positions that they hold as directors, officers, or employees of any governmental entity. Additional disclosure may be required prior to contract award or during the term of the contract. Each Proposer shall disclose whether any owner or employee of the firm currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months using the attached "Disclosure of Government Positions Form." (See Appendix F.)

13 CONDITIONS TO AGREEMENT, IF ANY.

The selected Proposer will execute an Agreement for Services with the City describing the Scope of Services to be performed, the schedule for completion of the services, compensation, and other pertinent provisions. The contract shall follow the sample form of Agreement provided as Appendix B to this RFP, which may be modified by City. All Proposers are directed to particularly review the indemnification and insurance requirements set forth in the sample Agreement.

The terms of the agreement, including insurance requirements have been mandated by the City and can be modified only if extraordinary circumstances exist. Submittal of a proposal shall be deemed acceptance of all the terms set forth in this RFP and the sample Agreement for Services unless the Proposer includes with its proposal, in writing, any conditions or exceptions requested by the Proposer to the proposed Agreement. In accordance with the Municipal Code, the City may consider the scope and number of conditions in evaluation proposals and determining the lowest responsible bidder.

14. DISQUALIFICATION QUESTIONNAIRE

Proposers shall complete and submit, under penalty of perjury, a standard form of questionnaire inquiring whether a Proposer, any officer of a proposer, or any employee of a Proposer who has a proprietary interest in the Proposer, has ever been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local government project because of a violation of law or safety regulation and if so, to explain the circumstances. A proposal may be rejected on the basis of a Proposer, any officer or employee of such Proposer, having been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local project because of a violation of law or a safety regulation. See Appendix E.

15. STANDARD TERMS AND CONDITIONS

Amendments

The City reserves the right to amend or supplement this RFP prior to the proposal due date. All amendments and additional information will be posted to the Costa Mesa Procurement Registry, [Costa Mesa - Official City Web Site - Business - Bids & RFP's](#); Proposers should check this web page daily for new information.

Cost for Preparing Proposal

The cost for developing the proposal is the sole responsibility of the Proposer. All proposals submitted become the property of the City.

Insurance Requirements

City requires that licensees, lessees, and vendors have an *approved* Certificate of Insurance (not a declaration or policy) or proof of legal self-insurance on file with the City for the issuance of a permit or contract. Within ten (10) consecutive calendar days of award of contract, successful Proposer must furnish the City with the Certificates of Insurance proving coverage as specified within Appendix B.

APPENDIX A



REQUEST FOR PROPOSAL

Street Sweeping Services

VENDOR APPLICATION FORM

TYPE OF APPLICANT: NEW CURRENT VENDOR

Legal Contractual Name of Corporation: _____

Contact Person for Agreement: _____

Corporate Mailing Address: _____

City, State and Zip Code: _____

E-Mail Address: _____

Phone: _____ Fax: _____

Contact Person for Proposals: _____

Title: _____ E-Mail Address: _____

Business Telephone: _____ Business Fax: _____

Is your business: (check one)

NON PROFIT CORPORATION FOR PROFIT CORPORATION

Is your business: (check one)

CORPORATION LIMITED LIABILITY PARTNERSHIP

INDIVIDUAL SOLE PROPRIETORSHIP

PARTNERSHIP UNINCORPORATED ASSOCIATION

Names & Titles of Corporate Board Members

(Also list Names & Titles of persons with written authorization/resolution to sign contracts)

Names	Title	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Federal Tax Identification Number: _____

City of Costa Mesa Business License Number: _____

(If none, you must obtain a Costa Mesa Business License upon award of contract.)

City of Costa Mesa Business License Expiration Date: _____

APPENDIX B

PROFESSIONAL SERVICES AGREEMENT

CITY OF COSTA MESA

THIS AGREEMENT is made and entered into this __ day of ____, 2011 (“Effective Date”), by and between the CITY OF COSTA MESA, a municipal corporation (“City”), and consultant, a California corporation (“Consultant”).

WITNESSETH:

- A. WHEREAS, City proposes to have Consultant _____ as described herein below; and
- B. WHEREAS, Consultant represents that it has that degree of specialized expertise necessary to practice and perform the services herein contemplated; and
- C. WHEREAS, City and Consultant desire to contract for specific services in connection with the project described below (the “Project”) and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and
- D. WHEREAS, no official or employee of City has a financial interest, within the provisions of California Government Code, Sections 1090-1092, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Services. Consultant shall provide the professional services described in Consultant’s Proposal (the “Proposal”). A copy of said Proposal is attached hereto as Exhibit “A” and incorporated herein by this reference.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. It is understood that in the exercise of every aspect of its role, within the scope of work, consultant will be representing the City, and all of its actions, communications, or other work, during its employment, under this contract is under the direction of the City. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant’s performance of this Agreement.

1.3. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws

including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

1.4 Performance Bond. A performance bonds shall be required to be issued to ensure Consultant's performance under this Agreement. The amount of the performance bond shall be \$_____ and shall be issued by an admitted surety insurer as defined by the Code of Civil Procedure Section 995.120.

1.5 Non-discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code. Violation of this provision may result in the imposition of penalties referred to in Labor Code, Section 1735.

1.6 Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.7 Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense.

2.0. COMPENSATION AND BILLING

2.1 Compensation. [TBD]

2.2 Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Proposal unless the City or the Project Manager for this Project, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

2.3 Method of Billing. Consultant may submit invoices to City's affected supervisor for approval on a progress basis, but no more often than two times a month. Said invoice shall be based on the total of all Consultants' services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail, the services performed and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the

authorized change order, where applicable, on all invoices.

2.4. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City or its Project Manager for inspection and/or audit at mutually convenient times for a period of three (3) years from the Effective Date.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Said services shall be performed in strict compliance with the Project Schedule approved by City as set forth in Exhibit "D," attached hereto and incorporated herein by this reference. The Project Schedule may be amended by mutual agreement of the parties. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on the Effective Date and continue for a period of three year, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties. At the end of the term period, the City may determine, in its sole discretion, to exercise an option to renew the contract for up to two periods of one (1) year each. The City shall give notice to Consultant of its intention to exercise such option at least 30 days prior to expiration of the base, or option, term.

4.2. Notice of Termination. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City.

4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, inmate intake reports and logs shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City's sole risk and without liability or legal expense to Consultant.

5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain and maintain during the life of this Agreement all of the following insurance coverages:

- (a) Comprehensive general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury with a policy limit of not less than Three Million Dollars (\$3,000,000.00), combined single limits, per occurrence and aggregate.
- (b) Automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate.
- (c) Workers' compensation insurance as required by the State of California. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving, subrogation rights under its workers' compensation insurance policy against the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.
- (d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.

5.2. Endorsements. The comprehensive general liability insurance policy shall contain or be endorsed to contain the following provisions:

- (a) Additional insureds: "The City of Costa Mesa and its elected and appointed boards, officers, agents, and employees are additional insureds with respect to this subject project and contract with City."
- (b) Notice: "Said policy shall not terminate, nor shall it be cancelled, nor the coverage reduced, until thirty (30) days after written notice is given to City."
- (c) Other insurance: "Any other insurance maintained by the City of Costa Mesa shall be excess and not contributing with the insurance provided by this policy."

5.3 If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. No policy of insurance issued as to which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

5.4. Certificates of Insurance: Consultant shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement.

5.5. Non-limiting: Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

6.0. GENERAL PROVISIONS

6.1. Entire Agreement: This Agreement constitutes the entire Agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. The City Manager or his designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. City shall designate a Project Manager to work directly with Consultant in the performance of this Agreement.

Consultant shall designate a Project Manager who shall represent it and be its agent in all consultations with City during the term of this Agreement. Consultant or its Project Manager shall attend and assist in all coordination meetings called by City.

6.4. Notices: Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; and c) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

IF TO CITY:

Consultant

City of Costa Mesa

12345 Jefferson Rd.

77 Fair Drive

Costa Mesa, CA 92626

Costa Mesa, CA 92626

Tel: 555-555-5555

Tel: 714-754-5156

Fax: 555-555-5555

Fax: 714-754-5330

Attn:

Attn: Purchasing

6.5. Drug-free Workplace Policy. Consultant shall provide a drug-free workplace by complying with all provisions set forth in City's Council Policy 100-5, attached hereto as Exhibit "B" and incorporated herein by reference. Consultant's failure to conform to the requirements set forth in Council Policy 100-5 shall constitute a material breach of this Agreement and shall be cause for immediate termination of this Agreement by City.

6.6. Attorneys' Fees: In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.7. Governing Law: This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California.

6.8. Assignment: Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.9. Indemnification and Hold Harmless:

To the fullest extent permitted by law, the Consultant assumes liability for and shall save and protect, hold harmless, indemnify, and defend the City and its elected and appointed officials, officers, and employees (all the foregoing, hereinafter collectively, "Indemnitees")

from and against all claims, suits, demands, damages, losses, expenses, and liabilities of any kind whatsoever (all the foregoing, hereinafter collectively "Claims") including, without limitation, attorneys' fees, arising out of, resulting from, relating to, or claimed to have arisen out of, resulted from or related to the engagement of Consultant or the performance of this Agreement by the Consultant (including its subcontractors and suppliers)

It is expressly intended by the parties that Consultant's indemnity and defense obligations shall apply, and Indemnitees shall be fully indemnified without offset, deduction or contribution, regardless of any negligence or other fault of Indemnitees, or any of them, and whether or not such Indemnitee negligence or other fault caused or contributed to the arising of the Claims.

"Claims" as used in this section shall include, without limitation, those for personal injuries, wrongful death, mental or emotional distress, loss of consortium, damage to or loss of use of real, personal or intangible property of any kind, loss of income, loss of earning capacity, and business, financial, commercial or pecuniary losses of any kind whatsoever, and attorneys fees, and costs and expenses of any kind whatsoever.

Consultant's indemnity and defense obligations shall cover the acts or omissions of any of Consultant's subcontractors, and suppliers, and the employees of any of the foregoing.

The Consultant's indemnity and defense obligation under this Section includes, without limitation, any claims, suits, demands, damages, losses, expenses, and liabilities arising from allegations of violations of any federal, State, or local law or regulation, and from allegations of violations of Consultant's or its subcontractor's personnel practices or from any allegation of an injury to an employee of the Consultant or subcontractor performing work or labor necessary to carry out the provisions of this Contract.

The indemnification obligations in this Section shall not be construed to negate, abridge or otherwise reduce any other obligation of indemnity the Consultant may have with respect to the City which may otherwise exist. If any judgment is rendered against the City or any of the other individuals enumerated above in any such action, the Consultant shall, at its expense, satisfy and discharge the same. This indemnification shall survive termination or expiration of this Agreement.

6.10. Independent Contractor: Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall secure, at his expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder.

6.11 PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.12. Ownership of Documents: All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Consultant. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by City or its authorized representative, at no additional cost to the City.

6.13. Confidentiality: Any City materials to which the Consultant has access, information that reasonably might be construed as private or containing personal identifiable information, or materials prepared by the Consultant during the course of this Agreement (collectively referred to as "confidential information") shall be held in confidence by the Consultant, who shall exercise all reasonable precautions to prevent the disclosure of confidential information to anyone except the officers, employees and agents of the Consultant as necessary to accomplish the rendition of services set forth in this Agreement. Consultant shall not release any reports, information, private or promotional information or materials, whether deemed confidential or not, to any third party without the approval of the City.

6.14. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

6.15. Prohibited Employment: Consultant will not employ any regular employee of City while this Agreement is in effect.

6.16. Order of Precedence: In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of the Proposal, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and

conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the Proposal.

6.17. Costs: Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.18. No Third Party Beneficiary Rights: This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.19 Headings: Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.20. Construction: The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.21. Amendments: Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.22. Waiver: The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.23. Severability: If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party is materially impaired, which determination as made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.24. Counterparts: This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.25. Corporate Authority: The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said

parties and that by doing so, the parties hereto are formally bound to the provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

CITY OF COSTA MESA,

A municipal corporation

Date: _____

City Manager of Costa Mesa

CONSULTANT

Date: _____

Signature

Name and Title

Social Security or Taxpayer ID Number

APPROVED AS TO FORM:

Date: _____

City Attorney

APPROVED AS TO INSURANCE:

Date: _____

Risk Management

APPROVED AS TO CONTENT:

Date: _____

Project Manager

EXHIBIT A

CONSULTANT'S PROPOSAL

EXHIBIT B

CITY COUNCIL POLICY 100-5

SUBJECT	POLICY	EFFECTIVE	PAGE
	NUMBER	DATE	
DRUG-FREE WORKPLACE	100-5	8-8-89	1 of 3

BACKGROUND

Under the Federal Drug-Free Workplace Act of 1988, passed as part of omnibus drug legislation enacted November 18, 1988, contractors and grantees of Federal funds must certify that they will provide drug-free workplaces. At the present time, the City of Costa Mesa, as a sub-grantee of Federal funds under a variety of programs, is required to abide by this Act. The City Council has expressed its support of the national effort to eradicate drug abuse through the creation of a Substance Abuse Committee, institution of a City-wide D.A.R.E. program in all local schools and other activities in support of a drug-free community. This policy is intended to extend that effort to contractors and grantees of the City of Costa Mesa in the elimination of dangerous drugs in the workplace.

PURPOSE

It is the purpose of this Policy to:

1. Clearly state the City of Costa Mesa’s commitment to a drug-free society.
2. Set forth guidelines to ensure that public, private, and nonprofit organizations receiving funds from the City of Costa Mesa share the commitment to a drug-free workplace.

POLICY

The City Manager, under direction by the City Council, shall take the necessary steps to see that the following provisions are included in all contracts and agreements entered into by the City of Costa Mesa involving the disbursement of funds.

1. Contractor or Sub-grantee hereby certifies that it will provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in Contractor’s and/or sub-grantee’s workplace, specifically the job site or location included in this contract, and specifying the actions that will be taken against the employees for violation of such prohibition;
 - b. Establishing a Drug-Free Awareness Program to inform employees about:
 1. The dangers of drug abuse in the workplace;

SUBJECT	POLICY	EFFECTIVE	PAGE
	NUMBER	DATE	
DRUG-FREE WORKPLACE	100-5	8-8-89	2 of 3

2. Contractor's and/or sub-grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by subparagraph A;
- d. Notifying the employee in the statement required by subparagraph 1 A that, as a condition of employment under the contract, the employee will:
1. Abide by the terms of the statement; and
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- e. Notifying the City of Costa Mesa within ten (10) days after receiving notice under subparagraph 1 D 2 from an employee or otherwise receiving the actual notice of such conviction;
- f. Taking one of the following actions within thirty (30) days of receiving notice under subparagraph 1 D 2 with respect to an employee who is so convicted:
1. Taking appropriate personnel action against such an employee, up to and including termination; or
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health agency, law enforcement, or other appropriate agency;
 3. Making a good faith effort to maintain a drug-free workplace through implementation of subparagraphs 1 A through 1 F, inclusive.

SUBJECT	POLICY	EFFECTIVE	PAGE
	NUMBER	DATE	
DRUG-FREE WORKPLACE	100-5	8-8-89	3 of 3

g. Making a good faith effort to maintain a drug-free workplace through implementation of subparagraphs 1 A through 1 F, inclusive

2. Contractor and/or sub-grantee shall be deemed to be in violation of this Policy if the City of Costa Mesa determines that:

- a. Contractor and/or sub-grantee has made a false certification under paragraph 1 above;
- b. Contractor and/or sub-grantee has violated the certification by failing to carry out the requirements of subparagraphs 1 A through 1 G above;
- c. Such number of employees of Contractor and/or sub-grantee have been convicted of violations of criminal drug statutes for violations occurring in the workplace as to indicate that the contractor and/or sub-grantee has failed to make a good faith effort to provide a drug-free workplace.

3. Should any contractor and/or sub-grantee be deemed to be in violation of this Policy pursuant to the provisions of 2 A, B, and C, a suspension, termination or debarment proceeding subject to applicable Federal, State, and local laws shall be conducted. Upon issuance of any final decision under this section requiring debarment of a contractor and/or sub-grantee, the contractor and/or sub-grantee shall be ineligible for award of any contract, agreement or grant from the City of Costa Mesa for a period specified in the decision, not to exceed five (5) years. Upon issuance of any final decision recommending against debarment of the contractor and/or sub-grantee, the contractor and/or sub-grantee shall be eligible for compensation as provided by law.

EXHIBIT C

CERTIFICATES OF INSURANCE

APPENDIX C

EX PARTE COMMUNICATIONS CERTIFICATION

Please indicate by signing below one of the following two statements. **Only sign one statement.**

I certify that Proposer and Proposer's representatives have not had any communication with a City Councilmember concerning the Street Sweeping Services RFP at any time after November 9, 2011

OR

I certify that Proposer or Proposer's representatives have communicated after November 9, 2011 with a City Councilmember concerning the Street Sweeping Services RFP. A copy of all such communications is attached to this form for public distribution.

APPENDIX D

PRICING PROPOSAL FORM

STREET SWEEPING SERVICES

Provide hourly rates, along with estimated annual pricing in accordance with the City’s current requirements, as set forth in section 3 Scope of Work. Also provide the Proposer’s proposed Staffing Plan on a separate sheet of paper. Proposer should use a separate form to state pricing for any added value.

Pricing shall remain firm for a minimum of two (2) years. Any and all requests for pricing adjustments for follow-on contract renewal periods shall be provided no later than sixty (60) days prior to the end of the contract period. Any such proposed price adjustments shall not exceed The Bureau of Labor Statistics Consumer Price Index (CPI) data for Los Angeles-Riverside-Orange County, CA, All Items, Not Seasonally Adjusted, “annualized change comparing the original proposal month and the same month in the subsequent year. (This information may be found on the U.S. Department of Labor’s website at www.bls.gov.)

ROUTE:	Total Annual Cost (Weekly)	Total Annual Cost (Twice monthly)
Weekly Route 1 Total (211 Curb & Linear miles):	\$ _____	\$ _____
Weekly Route 2 Total (206 Curb & Linear Miles):	\$ _____	\$ _____
Weekly Route 3 Total (208 Curb & Linear Miles):	\$ _____	\$ _____
Weekly Route 4 Total (214 Curb & Linear Miles):	\$ _____	\$ _____
Weekly Extra Sweeps/Call Outs (12 miles):	\$ _____	\$ _____
Total Annual Cost	\$ _____	\$ _____

The Proposer agrees that for requested and/or required changes in the scope of work, including additions and deletions on work not performed, the Contract Sum shall be adjusted in accordance with the following unit prices, where the City elects to use this method in determining costs.

Proposer is advised that the unit prices will enter into the determination of the contract award. Unreasonable prices may result in rejection of the entire bid proposal. Unit prices listed below refer to all items installed and the Construction Documents and include all costs connected with such items; including but not limited to, materials, labor, overhead, and profit for the Proposer.

The unit prices quoted by the Proposer shall be those unit prices that will be charged or credited for labor and materials to be provided regardless of the total number units and/or amount of labor required for added or deleted items of work.

All work shall be performed in accordance with the specifications.

WORK DESCRIPTION	Unit Price
Cost Per Curb Mile	\$ _____
Hourly rate for special sweeps	\$ _____

Proposer's Initials

C. Proposal Schedule

(Please Type or Print)

Total Bid Amount:

• In written words _____

• In figures \$_____

CONTRACTOR Lawful Name: _____

Proposer's Name: _____ Proposer's Initials: _____

PROPOSER License No. _____ Expiration: _____

PROPOSER Taxpayer I.D. Number: _____

Signature: _____ Date: _____

PROPOSER Address: _____

Telephone Number: (____) _____

Fax Number: (____) _____

24-Hour Emergency Contacts:

_____ Telephone No.: (____) _____

Name

_____ Telephone No.: (____) _____

Name

_____ Telephone No.: (____) _____

Name

Proposer's Initials

The Proposer agrees that the City will not be held responsible if any of the approximate quantities shown in the foregoing proposal shall be found incorrect, and he shall not make any claim for damages or for loss of profits because of a difference between the quantities of the various classes of work as estimated and the work actually done. If any error, omission or misstatements shall be discovered in the estimated quantities, it shall not invalidate this contract or release the Proposer from the execution and completion of the whole or part of the work herein specified, in accordance with the specifications and the plans herein mentioned and the prices herein agreed upon and fixed therefore, or excuse him from any of the obligations or liabilities hereunder, or entitle him to any damages or compensation otherwise than as provided for in this contract.

The Proposer agrees that the City shall have the right to increase or decrease the quantity of any item or portion of the work or to omit portions of the work as may be deemed necessary or expedient, and that the payment for incidental items or work, not separately provided in the proposal shall be considered included in the price bid for other various items or work.

Proposer's Initials

Respectfully submitted,

If the proposal is by a corporation, state the names of the officers who can sign an agreement on behalf of the corporation and whether more than one officer must sign.

Corporation

Taxpayer I.D. Number: _____

	Can Sign	Must Sign
Name _____	<input type="checkbox"/>	<input type="checkbox"/>
Name _____	<input type="checkbox"/>	<input type="checkbox"/>
Name _____	<input type="checkbox"/>	<input type="checkbox"/>

If the proposal is by a partnership or a joint venture, state the names and addresses of all general partners and joint ventures.

Partnership or Joint Ventures

Taxpayer I.D. Number: _____

Name _____

Address _____

Name _____

Address _____

If the Proposer is a sole proprietorship or another entity that does business under a fictitious name, the Proposer shall be in the real name of the Proposer with a designation following showing "DBA (the fictitious name)"; provided, however, no fictitious name shall be used unless there is a current registration with the Orange County Recorder.

The full names and residences of all persons and parties interested in the foregoing proposal, as principals, are as follows:

NOTE: Give first and last names in full; in case of corporation, give names of President, Secretary, Treasurer and Manager, and affix corporate seal; in case of partnerships and joint ventures, give names of all the individual members.

_____	_____
_____	_____
_____	_____
_____	_____

Proposer's Initials

Proposer shall signify receipt of all Addenda here, if any:

<u>Addendum No.</u>	<u>Date Received</u>	<u>Proposer's Signature</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPENDIX E

DISQUALIFICATION QUESTIONNAIRE

The Contractor shall complete the following questionnaire:

Has the Contractor, any officer of the Contractor, or any employee of the Contractor who has proprietary interest in the Contractor, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation?

Yes _____ No _____

If the answer is yes, explain the circumstances in the following space.

APPENDIX F

DISCLOSURE OF GOVERNMENT POSITIONS

Each Proposer shall disclose below whether any owner or employee of the firm currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months. List below or state "None."

QUESTIONS & ANSWERS

City of Costa Mesa RFP Questions – Street Sweeping

1. Please provide a list of the current equipment used by the City of Costa Mesa:
 - Year, Make, Model, Hours/Miles, Fuel Type, Overall Condition

UNIT NUMBER	YEAR	TRUCK MFCTR.	MODEL	SWEeper MFCTR.	FUEL TYPE		
	Miles:				Condition:		
#387	90592	2001	FREIGHTLINER	FL 70	TYMCO 600	Good	DIESEL
#389	101,598	1997	FORD	CF 8000	TYMCO 600	Good	DIESEL
#390	95,199	2001	FREIGHTLINER	FL 70	TYMCO 600	Good	DIESEL
#391	117,915	1999	FREIGHTLINER	FL 70	TYMCO 600	Good	DIESEL
#392	67,498	2003	FREIGHTLINER	FL 70	TYMCO 600	Good	PROPANE

2. When do you anticipate starting this contract? **Answer** Unknown at this time.
3. Does the City require that we pay prevailing wage? **Answer: No**
4. Will the City consider a longer term contract? **Answer: The City will consider a longer term contract depending upon proposals for use of City Facilities and Equipment.**
5. What type of rate adjustment mechanism can be provided to the contractor? **Answer: Please refer to page 77, second paragraph of the RFP.**
6. Will the City consider extending the Proposal Submission Due Date to December 21, 2011? **Answer: No**
7. What is the current annual City budget for street sweeping? **Answer: Fiscal Year 2011 / 2012 - \$593,779.00**
8. How many routes does the City currently run on a weekly basis? **Answer: 16**
9. Does the City currently operate their sweepers four days per week or five days per week? **Answer: Five days**
10. Will we be required to hire the current street sweeping drivers? If so, can we please get their current pay rates? **Answer: Vendors will not be expected to include a potential employment package with their submittal proposal. Vendors should identify necessary costs to perform the scope of work as provided in the RFP.**
11. How many sweepers does the City currently operate on a daily basis? **Answer: 4 with one backup sweeper.**
12. How many curb miles are covered by each sweeper? **Answer: Approximately 45 - 55 miles daily, more accurate information regarding mileage can be derived from sweeper route maps.**
13. Can you please clarify the information provided on Page 77 of the RFP regarding weekly curb miles swept? **Answer: See question # 35**
14. Are the parks included in the total curb and linear miles or are they swept at no additional cost? **Answer: They are included in the total curb miles.**
15. Page 4 i: Are special sweeps billed at an hourly rate? **Answer: Yes**

16. Are the 200 curb miles per year of special sweep requests and 250 curb miles per year of inclement weather sweeps chargeable? Answer: see answer # 15, they are to be included in the price of the bid. What is entailed in the inclement weather sweeps? Answer: Usually due to Santa Ana wind conditions / rain, extra sweeping passes required on most streets to remove additional leaves and wind blow debris.
17. What type of status reports and weekly reports will be required? Answer: Daily sweeper route form, weekly labor distribution work unit report. Excel spread sheet for monthly totals.
18. Page 8 – Is B1 applicable to this contract as the services are ongoing? Answer: yes, see question # 17
19. Page 9, B5 – Please provide clarification on adjustments for holidays and inclement weather? Are any services made up? Answer: Holiday’s and rain days, service not to be made up. Windy, service as outlined in RFP.
20. Page 9 – Does maintenance and litter removal scheduled for all holidays apply to street sweeping? If so, please provide examples. Answer: No Street sweeping on recognized Holidays.
21. Page 44(footnotes) – Is RFP requesting labor rates separate from hourly rates or is it all inclusive? Answer: The RFP is requesting a bid for all work, but also seeks specification of hourly rates for the specified personnel.
22. Page 78, paragraph 2 - The words “installed and the Construction Documents” should be deleted. Answer: Correct. The pricing should be for all items. Nothing is to be installed or constructed under this RFP.
23. Please provide current compensation and benefit detail or at least City salary range for current employees performing these services. Answer: Sweeper staff is comprised of senior maintenance workers see link for salary range. <http://www.ci.costa-mesa.ca.us/CMEmployment.htm>
24. Please provide listing of current City equipment, including age (see question #1) and acquisition price. Answer:

SWEeper UNIT #	ORIGINAL COST	REHAB COST	TOTAL COST
387	\$ 123,799.00	\$ 109,905.00	\$ 233,704.00
389	\$ 110,674.00	\$ 105,460.00	\$ 216,134.00
390	\$ 123,799.00	\$ 109,905.00	\$ 233,704.00
391	\$ 119,063.00	\$ 105,460.00	\$ 224,523.00
392	\$ 173,607.00	\$ -	\$ 173,607.00

25. Please provide monthly tonnage and water usage totals for the past year. Answer: Tonnage of sweeper debris collected per year / 930 tons. Water usage, unknown.
26. Page 64, Section 6.15 Prohibited Employment – Is exception built in for existing city employees if hired? Answer: Yes. If hired by the contractor due to layoff from the City, the individuals would no longer be considered existing city employees.

27. Page 50, Ex Parte Communications – This page provides several entities that cannot be contacted; however, the Certificate to be signed only mentions council members. Please provide clarification. **Answer: The certificate identifies only council members, but the prohibitions on contact are as specified on page 50. If contact has been made outside of the parameters permitted on page 50 of the RFP that should be disclosed on the Certificate or as an attachment to the Certificate.**
28. Page 58 1.4: What is the amount required for the Performance Bond? **Answer: The amount of the bond will be the full amount of the proposal or such other amount as is negotiated with the successful proposer.**
29. Page 58 2.3: Can payment be net 30 from date of receipt by City? **Answer: 45 days is provided to ensure adequate time for review and approval of invoices by the City Representative and to then allow the City's Finance Department to issue and ail warrants.**
30. Page 59 4.1: Term is different than on page 2. Please clarify. **Answer: The term anticipated would be for five years with an option to renew for three additional one year periods as provided on page 2 of the RFP.**
31. Page 59 4.4: Delete "...inmate intake reports and logs..." **Answer: The specified language will be deleted from the proposed contract and appropriate language relating to street sweeping records will be inserted.**
32. Page 60 5.1(d): Is Errors and omissions insurance applicable to this contract? **Answer: No. No errors and omissions insurance will be required for this contract.**
33. What is the current enforcement method for parking citations and how is that coordinated with the sweeping operations? **Answer: City's Police department provides enforcement. Parking restrictions are enforced during the sweeping operations in accordance with the posted no –parking for street sweeping.**
34. Please coordinate routes 1 through 16 on pages 11 through 26 with the 4 routes identified on page 77. What routes are swept on what days?

Weekly Route By Operator:
Operator # 1 Night Routes / Route 1 (Monday), Route 3 (Tuesday), Route 14 (Wednesday), Route 10 (Thursday)
Operator # 2 Route 2 (Monday), Route 6 (Tuesday), Route 9 (Wednesday), Route 13 (Thursday)
Operator # 3 / Route 4 (Tuesday), Route 7 (Wednesday), Route 11 (Thursday), Route 16 (Friday)
Operator # 4 / Route 5 (Tuesday), Route 8 (Wednesday), Route 12 (Thursday), Route 15 (Friday)

35. Are the weekly extra sweeps mentioned on page 77 the same as the 200 curb miles of special sweeping plus the 250 curb miles of inclement weather sweeps mentioned on page 5? **Answer: Yes. 450 miles annually equals to 8.65 curb**

miles weekly, however, the bid sheet identifies 12 extra miles per week? What is the correct number of weekly sweeps per week? **Answer: 8.65**

36. Appendix B Item 1.4 page 58 mentions a performance bond required. What is the amount of this performance bond and can a copy of the performance bond form be provided? **Answer: The amount of the performance bond will depend on the total price proposed. We do not currently have a form of performance bond prepared for this RFP.**
37. Page 5 requires the proposer to sweep City owned parking lots, facilities, parks and parking districts that are adjacent to streets along the scheduled route. Is this cost to be included in the Pricing Proposal Form on page 77? **Answer: Yes**
38. Page 6 mentions three additional one year extensions possible, page 59 mentions two periods of one year extensions possible, which one is correct? **See answer to question # 31**
39. Can you provide a breakdown of the total curb miles per day by residential and commercial miles? **Answer: Information is included in the RRP route maps.**
40. Please provide a list and schedule/frequency of city owned parking lots that will need to be serviced?

CITY OWNED PARKING LOTS

- City Hall Parking Lot / Weekly
- Costa Mesa Corporation Yard / Weekly
- Mesa Verde Library / Monthly
- Fairview Park (Entrances off Placentia Avenue & Canyon Drive) / Monthly, as needed
- Estancia Park (Entrance off Boa Vista Drive) / Monthly, as needed
- Balearic Center (Entrance off Balearic Drive) / Monthly, as needed
- Suburbia I Park (Entrance off California Street) / Monthly, as needed
- Gisler Park (Entrance off Gisler Avenue) / Monthly, as needed
- Wakeham Park (Entrance off Smalley Road) / Monthly, as needed
- Shiffer Park (Entrance off Bear Street) / Monthly, as needed
- Farm Sports Complex / Monthly, as needed
- Costa Mesa Golf Course / Weekly
- Senior Center / Bi-weekly
- Westside Police Sub-Station / Monthly, as needed
- Canyon Park (Entrance off Arbor Street) / Monthly, as needed
- Neighborhood Community Center / Historical Center / Weekly
- Old Newport Frontage (Between 18th Street and Superior Avenue) / Weekly
- TeWinkle Park (Entrances off Arlington Drive, Presidio Square, Junipero Drive) / Weekly
- Volcom Skate Park / Weekly

➤ Costa Mesa Bark Park / Weekly

41. Will the proposer be able to store sweeping equipment at the City Yard? **Answer:** Please check the "Methodology Section" under number 7 on page 44 of the RFP.
42. Will the sweepers need to follow the code enforcement officer during the ticketing process for posted time areas? **Answer:** See question # 34
43. Can you provide the total debris tons per year from street sweeping? **Answer:** See question # 25.

PROPOSAL EVALUATION DOCUMENTS



Evaluation Committee Agenda

Team: Street Sweeping

Process/Project: Contracting City Services

Date: January 19, 2012

Time: 2:00PM

Place: City of Tustin – City Yard

Meeting Facilitator: [REDACTED]		
Evaluators and Other Attendees:		
[REDACTED]	Outside resource(s)	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
		Resource [REDACTED]

Time	Agenda Topics:	Person Providing Information:
	Review Action Items	[REDACTED]
	Topic 1: RFP Schedule of Events	Committee
	Topic 2: Evaluation Instructions	[REDACTED]
	Topic 3: Member Statements	[REDACTED]
	Topic 4: Evaluation Forms & Scores	[REDACTED]
	Topic 5: Interviews Forms, Scores & Questions	[REDACTED] & Committee
	Topic 6: Reference checks & Questions	[REDACTED] & Committee
	Topic 7: Negotiation checklist	[REDACTED]
	Topic 8: Overall Pre-Award Selection Process	[REDACTED]
	Identify Items for Evaluation Committee	Committee



**CITY OF COSTA MESA
FINANCE DEPARTMENT
INTEROFFICE MEMORANDUM**

TO: EVALUATION COMMITTEE
FROM: [REDACTED], RFP FACILITATOR
DATE: DECEMBER 19, 2011
SUBJECT: *EVALUATION OF STREET SWEEPING SERVICES*

You have been chosen for the evaluations of the following proposals:

- Costa Mesa Sanitary District
- Venco Power Sweeping, Inc.
- CR&R Incorporated
- CleanStreet
- Sunset Property
- R.F. Dickson Co., Inc.
- Athens Services

Attached is an evaluation template you will be using for each proposal that will be distributed to you. For each criterion, enter the number in the score box based on the following scale:

- 0 - (Zero) Criterion was not address at all.
- 1 - Unacceptable
- 2 - Below Average
- 3 - Average
- 4 - Above Average
- 5 - Exceptional

You should evaluate the proposal independently and each proposal is to be evaluated against RFP requirements. If you need further clarification, do not contact the proposer but e-mail your questions to me instead.

After your review, please forward your evaluation sheets to me not later that than January 13, 2012, so I can summarize your scores. I will then schedule a meeting so we can discuss the scores given to each proposal and develop a team score.

If you have any questions regarding this process, please call me at 714-754-5227 or email me at [REDACTED]. Thank you for your participation and cooperation in this project.

Distribution:

STREET SWEEPING SERVICES

EVALUATION COMMITTEE MEMBER STATEMENT

Request for Proposal:

STREET SWEEPING SERVICES.

You have been asked to participate in the evaluation of proposals that have been received as the result of the competitive solicitation referenced above. A proposal was received from each of the companies listed on the attached Inter-Departmental Communication dated December 19, 2011.

It is essential that the integrity of the evaluation process be maintained to insure that each Proposer is given fair and equal consideration. Your knowledge of and/or past or current association with particular firms and/or individuals must not influence your evaluation. The proposals and any subsequent respective clarifications and/or negotiations must stand alone, and you are required to be particularly objective and guard against any tendency to favor a particular firm or individual. (This does not mean that you are to ignore past or current experiences with a particular firm in which goods or services they supplied to the City were sub par.)

You are required to report to [REDACTED], any actual or potential conflict of interest and the nature of the conflict. (You personally, or if your spouse or child has or had any association or interest with the business entity or any principal employee of the business entity.)

An additional consideration is the need to maintain confidentiality during the evaluation regarding the contents of the Proposers' responses, as well as the proceedings of the evaluation committee. Any inquiries regarding the evaluation of this particular solicitation must be directed to [REDACTED].

STREET SWEEPING SERVICES EVALUATION FORM

PROPOSER:

Scores are given from 0 - 5 points indicating:
 0 - the criterion was not addressed at all
 1 - unacceptable
 3 - acceptable
 5 - exceptional

		RATER	
WEIGHT	CRITERIA		SCORE
25	Qualifications of Entity and Key Personnel: Includes ability to provide the requested scope of services, the Proposer's Financial capacity, recent experience conducting work of similar scope, complexity, and magnitude for other public agencies of similar size, references.		
	Comments:		
10	Approach to Providing the Requested Scope of Services: Includes an understanding of the RFP and of the project's scope of services, knowledge's of applicable laws and regulations related to the scope of services.		
	Comments:		
50	Price Proposal: Price Proposal will be evaluated on the bases of the Total Estimated Annual Price submitted in Appendix D.		
	Comments:		
15	Innovative and/or creative approaches to providing the services that provide additional efficiencies or increased performance capabilities.		
	Comments:		



Interview Evaluation Agenda

Team: Street Sweeping

Process/Project: Contracting City Services

Date: February 7, 2012

Time: 2:00PM – 3:00PM

Place: City Hall Room 3A

Meeting Facilitator: ██████████		
Evaluators and Other Attendees:		
██████████	██████████	
██████████		██████████
██████████		██████████
██████████		Resource: ██████████

Time	Agenda Topics:	Person Providing Information:
	Review Action Items	██████████
	Topic 1: Proposal Scores	██████████
	Topic 2: Interview Questions	██████████
	Topic 3: Reference Checks	██████████
	Topic 4: D&B Summaries	██████████
	Topic 5: Interviews & Scores	██████████ & Committee
	Topic 6: Outsourcing Checklist	██████████ & Committee
	Topic 7: Negotiation Checklist	Committee

CITY OF COSTA MESA STREET SWEEPING SERVICES INTERVIEW QUESTIONS

1. Grasp of the Project

- a. Describe your understanding of the City's Street Sweeping Services.
- b. Describe your understanding of the Costa Mesa and your relationship with them.
- c. To be successful, should the scope of the project be limited to the scope of services requirements? If not, what else should be included and why?

2. Approach and Work Plan

- a. Describe your approach and work plan for creating a transition with the city's including specific deliverables.
- b. What are the issues that you have experience in past implementations?
- c. Describe the City's responsibilities, requirements, supporting efforts needed in meeting your effort and delivery of services.
- d. What is the normal support you provide to clients with similar contracts (i.e., technical support for implementation/integration and trouble shooting of services)? Is this reflected in your schedule of cost?
- e. Describe your support outside of our primarily requirements.
- f. How will you comply with the city during emergency situations?
- g. Are you willing to be flexible with your schedule? If so, how will that affect your cost?

3. Qualifications and Experience

- a. Describe your firm's competence, support staff, turnover and willingness to adjust to specific needs.
- b. Of contracts that you have been awarded in the past, what percent have stayed within the proposal cost? Briefly describe the reason(s) for cost deviation on other similar projects/services.
- c. Describe one or two engagements where your firm may have had difficulty and explain why. How was it resolved?
- d. Is any portion of this service sub-contracted out?
- e. In order to facilitate the financial responsibility, City of Costa Mesa will request and evaluate Dun & Bradstreet (D&B) business analysis report form the prospective firm. If the financial information available through D&B is not sufficient to complete a satisfactory review will your firm offer to bring its latest completed comparative financial statement?

4. Please describe any additional cost as it relates to response time, emergency call outs and any other items we need to be aware of.

STREET SWEEPING INTERVIEW EVALUATION

Proposer

Evaluation Criteria	Maximum Score
---------------------	------------------

Grasp of the project	
Requirements including	15 Points
Identification of critical	
Elements and key issues.	
Approach and	
Work plan for the project,	
	25 Points
Including innovative	
Approaches	
Qualification and experience	
Of the Project manager, other	25 Points
Key individuals	
Communication skills of	
Personnel	20 Points
Quality of the overall	
Presentation	15 Points
Subtotal	

Response to key questions Points

Total

COMMENTS: _____

Rated By: _____

PROPOSALS

- **Athens Services**
- **CleanStreet**
- **Sunset Property Services**
- **Costa Mesa Sanitary Districts**
- **Venco Power Sweeping, Inc.**
- **CR&R, Inc.**
- **R.F. Dickson Co., Inc.**

City of Costa Mesa
Response to Request for Proposals for
Street Sweeping Services



Athens Services
P. O. Box 60009
City of Industry, CA 91716
(626) 336-3636



Table of Contents

<i>Section One</i>	Vendor Application Form and Cover Letter
<i>Section Two</i>	Background and Project Summary
<i>Section Three</i>	Methodology
<i>Section Four</i>	Staffing
<i>Section Five</i>	Qualifications
<i>Section Six</i>	Financial Capacity
<i>Section Seven</i>	Fee Proposal
<i>Section Eight</i>	<ul style="list-style-type: none"> • Disclosure • Ex Parte Certification • Disqualification Questionnaire
<i>Section Nine</i>	Sample Agreement
<i>Section Ten</i>	Letters of Reference
<i>Addendum</i>	



December 9, 2011

Kimberly Hall Barlow
Jones & Mayer
City of Costa Mesa
City Attorney's Office
3777 N. Harbor Blvd.
Fullerton, CA 92835

RE: Street Sweeping Services

Dear Ms. Barlow:

Arakelian Enterprises, Inc., dba Athens Services, is pleased to submit this proposal to provide city wide street sweeping services in the City of Costa Mesa. We recognize that the City of Costa Mesa expects a high level of quality service and we are the premier service provider that is ready, willing and able to perform the services described in our proposal. We are forward thinking and we embrace high standards and creativity. Athens has carefully examined the specifications and instructions and all other information furnished and inspected the sites of the proposed work.

Athens Services is a fourth generation, family owned, and locally operated solid waste collection, processing, and street sweeping company operating in the greater Southern California region for over fifty years.

Some of the key features and benefits of choosing Athens Services are:

- ✓ **Experience** - We have been providing Street Sweeping services since **1987**. Our first client was the City of Temple City and we still service them today! Athens Services has a proven track record implementing the transition from municipal services to contracted services.
- ✓ **Lowest Cost** – Our computerized routing software and other modern technologies allow us to produce the most efficient results at the lowest possible costs.
- ✓ **Maximum Public Safety** – We have fleet maintenance and safety programs that are often used as industry examples of how a fleet should be run. Our employees are trained by retired law enforcement officials on the elements of neighborhood watch and safety while driving and have the ability to report any suspicious activity they see while on route.
- ✓ **Customer Service** – Our phones are answered **LIVE** from 7:00 a.m. to 5:00 p.m. on weekdays and 7:00 a.m. to Noon on Saturdays with **175-language** capabilities to assure that customer's concerns are addressed immediately, reducing the calls to City Hall!
- ✓ **Recycling Experts** – As an integral part of our company, we operate recycling facilities (MRF's) and the *only* Southern California compost facility so we fully understand the City's concern for the impact of street sweeping debris and will work hard to maximize diversion!
- ✓ **Public Awareness Experts** – We produce and publish materials to publicize the importance of Street Sweeping and post City sweeping schedules on our website for easy consumer access!

- ✓ **Fast Response** - We utilize Nextel Direct to produce quick communication with the field and you will also have the cell phone numbers of Key Management Personnel!

Athens Services *understands* the sensitivity of municipal transitions. We pride ourselves on municipal employee opportunities and senior management is directly involved in this transition.

Our proposal is valid for at least 180 days. We will be managing the contract with the City of Costa Mesa from our City of Industry office located at 15045 Salt Lake Avenue and servicing it from our local office. We can be reached at (626) 336-3636 and on the Internet at www.AthensServices.com.

We continue to be the fastest growing sweeping company in Southern California and we will quickly show you how our tremendous capabilities coupled with our genuine interest in your community will create the synergy necessary to achieve a big "win-win." On behalf of the dedicated Athens employees, we thank you for your consideration.

Respectfully Submitted,





Section Two Background and Project Summary

Athens Services has a very good understanding of the scope of the work because we have carefully reviewed all the City's RFP materials thoroughly; have conducted a physical review of all the streets; have entered all of this information into our routing data base; and can ensure the City that we will comply with the sweeping schedule as described in RFP.

At the minimum, Athens Services will furnish all labor, equipment, materials, and supervision to perform maintenance as described in the City's RFP, including, but not limited to, using a modern mechanical or vacuum street sweeper, thoroughly sweep each improved street, alley, public parking lot in the City on a frequency as specified in the scope of work and dispose of collected debris in a legal manner.

We accept the definitions described in the RFP as well as the holiday schedule.

Working hours for the sweeping of residential areas shall be between the hours of 8:00 AM and 3:30 PM, Monday through Friday. Working hours for arterial routes and commercial routes shall be between the hours of 11:00 PM and 6:00 AM, Monday through Friday. Some 'specialty routes' may be swept between 6:00 AM and 8:00 AM if so posted. We will not sweep on weekends or City holidays.

All work shall be performed in accordance with the highest maintenance standard and we will work with the City and make modifications as necessary to assure proper maintenance of the sites. We understand that due to various street widths throughout the City, street sweeping may require slower travel speed and/or multiple passes by the sweeper in many cases, to ensure curb-to-curb coverage of the street. Streets with raised medians (commercial and residential) shall have the curb-gutter perimeters of each raised median swept, including turnouts. Street-grade striped medians shall be swept in their entirety. All deposits within intersections shall be removed as part of the sweeping operations. Each street shall be swept clean to the adjacent property line. Swept clean shall mean minimal debris residual or tailings left on the swept surface following the completion of a pass of the street sweeping machine. No sweeper shall blow debris onto private property. All dust suppression systems shall be as mandated by AQMD.

We have noted that a significant number of City streets are posted no parking for street sweeping or have alternate side postings during designated hours on various days of the week. Athens shall adhere to established schedules for sweeping posted streets and coordinate sweeping operations with Parking Control Officers from the City of Costa Mesa Police Department.

We will sweep City owned parking lots, including those for City facilities, parks and parking districts, adjacent to streets along the scheduled route. Any alternatives we propose will be submitted for approval by the Street Superintendent, Traffic Operations Supervisor or other City representative prior to making any changes. In the unlikely occurrence of a deficiency, we will resweep the deficient area at no additional cost to the City. If noted deficient work does not get completed, we accept that payment for subject deficiency shall be withheld.

Athens shall perform 200 curb miles of special sweeping requests in support of City events for each contract year at the request of the City. These sweeps are not re-sweeps of an area not swept properly

but rather an additional sweep that is not part of the regular schedule. These may be used to clean before and after traffic hazards, parades, and similar events, or for other City needs.

We shall perform 250 curb miles of inclement weather sweeps for each contract year at the request of the City. These sweeps are not re-sweeps of an area not swept properly but are additional sweeps that are not part of the regular schedule. We understand that if, in the judgment of the City, the level of maintenance is less than specified in the Agreement, the City shall, at its option, in addition to or in lieu of other remedies provided herein, withhold appropriate payment from us until services are rendered in accordance with specifications.

We understand that failure to notify of a change and/or failure to perform an item or work on a scheduled day may result in deduction of payment for that date or week. Payment will be retained for work not performed until such time as the work is performed to City standards. Athens shall comply with all NPDES Permit requirements, AQMD requirements (including but not limited to those set out in Attachment C), and all other applicable federal, state, county or city ordinances dealing with sweeping of streets, water quality, air quality, hazardous wastes and rubbish disposal.

We understand that unless earlier terminated as allowed for in the approved Agreement, contract term shall be for a period of five (5) years. The term of the Agreement shall automatically be extended for up to three (3) additional one (1) year terms with the extensions to automatically commence upon the expiration of the initial term or any extended term, unless the City notifies Proposer in writing at least thirty (30) days before the end of the initial term or any extended term, of its intent to terminate the Agreement at the conclusion of the initial term or any extension. Time is of the essence in the performance of services under the approved Agreement.

All work shall meet with the approval of the Director of Public Services or his designee. There shall be a minimum of one monthly meeting between Athens Services and the City to determine progress. A status report of activities performed and maintenance issues addressed will be submitted in writing to the Street Superintendent, Traffic Operations Supervisor or other assigned City Representative on a weekly basis. Any specific problem area which does not meet the conditions of the specifications set forth in the Agreement shall be called to our attention and if not corrected, payment will not be made for the deficient or disputed work until condition is corrected in a satisfactory manner as set forth in the specifications.

Athens agrees that no new work of any kind shall be considered an extra unless a separate estimate is given for said work and the estimate is approved by the City in writing before the work is commenced. We will provide before and after photographs of safety items or emergency repairs required by the City.

We will contact the Mesa Consolidated Water District and the Irvine Ranch Water District to obtain legal access to water to meet the contract requirements. We shall be responsible for all costs associated with the access to and continued use of water provided by the Districts.

The collection, transfer, and/or disposal of all debris collected during the course of all street sweeping services as specified in this Proposal and an approved Agreement shall be the responsibility of Athens Services and we will dispose of all material in a legal manner that meets all City, State, County of Orange and Federal laws, regulations, or other applicable statutes. We understand that the City of Costa Mesa assumes no responsibility for any violations, fines, fees or other liability that may arise from improper debris disposal practices.

The cleaning and maintenance of any street sweeping machine will not take place on City property or public streets, except as may be included in an approved Agreement allowing use of the City Yard facilities.

Athens Services will keep accurate records concerning all of our employees or agents and provide the City with names and telephone numbers of emergency contact employees. We will complete a monthly maintenance report indicating work performed and submit this completed report to the Street Superintendent, Traffic Operations Supervisor or other assigned City Representative. This report will also contain a description of work performed, including man-hours, equipment, and any additional work, which we deem to be beyond the scope of the contract. We realize that payment for this work will not be authorized unless the additional work and the costs thereof are first approved by the City. A telephone log will be submitted monthly of all calls from the City of Costa Mesa Public Services Department and the City of Costa Mesa Police Department to the Proposer, whether or not those calls require a request for service, and a description of the action taken from the City call.

Athens shall utilize the City's established street sweeping routes and schedules for all regularly scheduled street sweeping operations, unless otherwise directed.

Athens shall permit the City to inspect and audit its books and records regarding City-provided services at any time with reasonable notice.

We will provide the City with a 24-hour emergency telephone number to contact one of us who is authorized to dispatch appropriate equipment and operators when emergency maintenance conditions occur during hours when our normal work force is not present in the City. We will dispatch equipment to said emergency within thirty (30) minutes from receiving notification and we understand that failure to do so will result in a penalty of \$200 per occurrence.

We will maintain an office within a one (1) hour response time of the city limits and we will provide the office with phone service during normal working hours. During all other times, a telephone answering service shall be utilized and the answering service shall be capable of contacting us via radio or pager and we will respond in at least thirty (30) minutes to all emergencies.

We will sweep according to the established schedules and posted parking restrictions unless otherwise approved by the City. Street sweeping must be at an effectiveness level of 90% or above. The effectiveness level is determined by what percentage of the route is missed on an annual basis, for any reason. An overall annual effectiveness rating of less than 90% for any route is considered unacceptable and may result in non-renewal of the contract or a reduction in payment.

Annual Schedule

1. Utilizing route information provided by the City, we shall provide an annual schedule indicating the time frames when items of work shall be accomplished per the performance requirements.
2. We shall complete the schedule for each functional area in a manner which shall correspond to the weekly sweeping schedule.
3. The annual schedule shall be submitted for City approval within fifteen (15) calendar days after effective date of the contract.
4. We shall submit revised schedules when actual performance differs substantially from planned performance.

B. Monthly Schedule

1. Monthly schedule forms shall be provided indicating the major items of work to be performed in accordance with the performance requirements and further delineate the time frames for accomplishment by day of the week and by morning, afternoon and evening.
2. We shall complete the schedule for each item of work and each area of work.
3. The initial schedule shall be submitted one week prior to the effective date of the contract. Thereafter, it shall be submitted monthly on the first Monday of the month for City approval, prior to scheduling work for the upcoming month.
4. Changes to the schedule shall be received by the Street Superintendent, Traffic Operations Supervisor or other assigned agent at least twenty-four (24) hours prior to the scheduled time for the work.
5. Failure to notify of a change and/or failure to perform an item of work on a scheduled day may result in deduction of payment for that date or week.

We shall adjust our schedule to compensate for all holidays and rainy days. Maintenance and litter removal shall be scheduled for all holidays.

Performance During Inclement Weather

1. During the periods when inclement weather or Santa Ana wind conditions prevents normal operations, Athens shall adjust our work force as directed by the City Representative and shall only be paid for sweeping actually done.
2. Failure to adjust the work force to show good progress on the work shall result in deduction of payments to reflect only the work actually accomplished.
3. We shall immediately notify the Street Superintendent, Traffic Operations Supervisor or other assigned agent when the work force has been removed from the job site due to inclement weather or other reasons.



Section Three Methodology

1. Implementation Plan

Athens Services has successfully implemented dozens of transitions, including five in just the past 12 months. The key to a successful transition is a full understanding of the scope of work. To that end, Athens audit department has already driven the streets of Costa Mesa confirming the miles, maps, timing, and service areas. Upon Agreement execution, Athens will begin the procurement process of necessary equipment and develop the executables it takes to transition the City. Athens will shadow current routes to ensure completion times and familiarization of route in the days and weeks before we start.

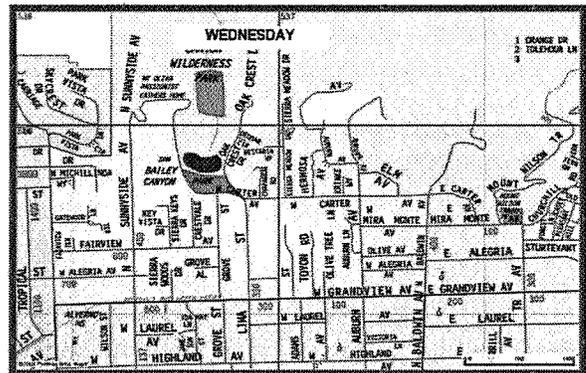
Through our experience we have developed timetables that are attainable through a project management schedule ensuring that no items are missed. Athens will work closely with City staff to ensure that all items and executables are achieved by effectively communicating throughout the course of the transition. (See #3 below for an overview of the actual schedule.)

2. Client Satisfaction (Quality Control Plan)

Athens maintains a three-prong quality assurance program, combined they ensure all service requirements are met and customer satisfaction levels are maintained. Each area is designed to be self-sustaining, and cross checked by management to ensure compliance. The three-prongs of our quality assurance program include the route supervisor, fleet maintenance, and customer service.

Every route operated by Athens is supervised by an experienced route supervisor that works in the field to ensure all services are completed, and any follow up issues are resolved in a timely manner. The route supervisor is in direct contact with the maintenance group in case of a mechanical breakdown. The route supervisor is in direct contact with our customer service group, so all service inquiries receive personal attention. Other duties assigned:

- We utilize a daily route map to ensure all streets, medians, alleys, and cul-de-sacs are swept. (See example to the right.) The supervisor will inspect these areas on a daily basis, and correct any defects.
- On a weekly basis the supervisor will trail the route to ensure proper and safe operation of the equipment, and will document his observations.
- Powerful software configuration options that allow immediate customization such as setting up authorized and unauthorized zones and times and vehicle speeds to trigger exception alerts and reports. (As an example, exception alerts and reports tell us when the driver exceeds 6 MPH or is stopped longer than 30 minutes.)
- State of the art, integrated mapping with satellite images and overlays of routes and destinations providing unprecedented detail for avoiding errors.
- Detailed reporting to help monitor driver performance, vehicle use, and productivity.



- Teletrac Fleet Director confirms that 100% of each route is completed each day.

Another important aspect of our quality control plan is outstanding Customer Service. Some key points are:

- Our toll-free number is (888) 336-6100.
- **LIVE** Telephone coverage begins at 7:00 a.m., six days a week.
- 24 hour Message system
- Same day resolution of all inquiries.
- Multilingual staffing during all business hours. We can translate over 175 languages!
- Area Supervisor always available to be dispatched for special requests and customer concerns.
- Professional and courteous customer service staff.
- Proper staffing levels to handle customer concerns promptly.
- Customer Service and Billing Department telephone numbers are published on every invoice and are also located on all of our trucks and equipment. We are listed in the printed phone book and the Internet Yellow Pages and our home on the Internet is located at www.AthensServices.com.

Athens owns and operates an IBM AS400 main frame computer system to process customer inquiries. All Customer Service Representatives are "on-line" and have immediate access to each customer's service information.



Athens responds to complaints through an inquiry processing system. All inquiries are logged into a central computer with the following information:

- Date/Time
- Inquiry Type (i.e., service request, extra service, etc.)
- Supervisor Area
- Route Number/Truck Number

Inquiries requiring immediate action are radioed via Nextel Direct to the Area Supervisor and truck driver. All calls are responded to by the supervisor who determines the root cause of the issue. A follow-up call is made to the customer to determine that he/she is pleased with our response. All inquiries will be responded to within 24 hours. The disposition of each inquiry is then logged into the computer. Daily inquiry status reports are reviewed by several members of the management team. Inquiry and disposition data is maintained for many years.



Our website, www.AthensServices.com, also provides for communication during and after business hours for the convenience of our customers. There is detailed information about our services, brochures and other informative publications which can be downloaded, and links to other sites to assist our citizens 24 hours per day. Customers can send us e-mail requests for information regarding any of our services.

E-mails sent during the day typically receive responses within an hour and those received after business hours receive responses very early the next day. There is also a 24-hour on-line survey that our customers can fill out which provides us with valued information that we use to continually improve our services.

3. Project Schedule

Athens will start service in the City of Costa Mesa and will begin the transition phase on Costa Mesa City Council award of the sweeping contract. Items in the schedule appear in anticipated chronological sequence and are assigned a completion time once the start date is known. This assigned completion timeframe may be expanded or compressed, if necessary, due to unforeseen events.

Schedule of Key Operations Tasks

1. **Execute Agreement with City** - This is the item that sets everything in motion! We are looking forward to adding the City of Costa Mesa to our family of cities.
2. **Procure vehicles** - Athens makes arrangements to assign and/or order CNG Sweeping vehicles.
3. **Conduct route audits** - Athens assembles its team of auditors and begins auditing every street, median, walkway and parking lot in Costa Mesa
4. **Meet with City Staff** – Athens will schedule a meeting with City staff prior to contract launch to ensure that any anticipated issues, high visibility locations
5. **Finalize routes and route maps** - Database information gleaned from route auditing is matched. Each route is developed to ensure time scheduling.
6. **Employment offers** - Athens will make offers of employment following a job fair to all those meeting Company employment prerequisites.
7. **Driver training sessions** - Athens will conduct driver training in the weeks preceding start of service. Individuals attending training sessions will be compensated for their time.
8. **Route Shadowing-** Athens will shadow current routes to ensure completion times and familiarization of route.
9. **Route dry run-** Athens will drive each developed route to ensure route complies with hours of service and safety regulations.
10. **Start services** – Based on an award by City Council and timeline given, Athens Services will begin servicing the City of Costa Mesa. The start service timeframe depicts a realistic timeframe based on a non-contingency situation.
11. **Typical Sweeper Route Description** – Described below is an overview of a typical route day.

Step	Activity
1	Driver will arrive at designated location in The City of Costa Mesa and clock in via handheld device
2	Check in with dispatch to advise that he is beginning service
3	Conduct pre-trip inspection of the vehicle
4	Drive to beginning of route, of specified service day area
5	Driver will engage top vacuum motor, lower rotating sweeper brushes and engage water distribution system
6	Driver will disengage vacuum and water supply. Lift sweeping brushes. Park vehicle call supervisor to inform him/her that he will be taking a ten minute break
7	Driver will get back into vehicle call supervisor and inform him/her that he will continue on assigned route, engage top vacuum motor, lower rotating sweeper brushes and engage water distribution system.
8	Driver will complete sweeping of streets in specified area and will contact supervisor informing him/her that he is headed for the disposal/recycling site.
9	Driver will disengage vacuum and water supply. Lift sweeping brushes. Drive to disposal/recycling site.

10	Driver will arrive at disposal/recycling site, weigh-in vehicle and provide origin of refuse
11	Driver will receive a dump ticket, once inside driver will be directed to specific area to dump contents of vehicle
12	Driver will, open back door, dump entire contents of vehicle
13	Upon completion of dumping process driver will move vehicle to designated clean out area where he will clean hopper, driver will practice lockout/tag out procedures when cleaning out hopper area
14	Driver will drive out of disposal/recycling site, fill vehicle with water. Driver will contact supervisor to inform of load size
15	Driver will take 30 minute lunch break
16	Driver will arrive at designated service area and engage top vacuum motor, lower rotating sweeper brushes and engage water distribution system
17	Driver will disengage vacuum and water supply. Lift sweeping brushes. Park vehicle call supervisor to inform him/her that he will be taking a ten minute break
18	Driver will get back into vehicle call supervisor and inform him/her that he will continue on assigned route, engage top vacuum motor, lower rotating sweeper brushes and engage water distribution system
19	Driver will complete sweeping of streets in specified area and will contact supervisor informing him/her that he is headed for the disposal/recycling site.
20	Driver will arrive at disposal/recycling site, weigh-in vehicle and provide origin of refuse
21	Driver will await for clearance to enter disposal/recycling site , once inside driver will be directed to specific area to dump contents of vehicle
22	Driver will, open back door, dump entire contents of vehicle
23	Upon completion of dumping process driver will move vehicle to designated clean out area where he will clean hopper, driver will practice lockout/tag out procedures when cleaning out hopper area
24	Driver will drive out of the disposal/recycling site, fill vehicle with water. Driver will contact supervisor to inform of load size.
25	Driver will drive to designated location in The City of Costa Mesa to fuel vehicle.
26	Upon completion of fueling driver will complete post trip inspection of vehicle, turn in copy of inspection report to maintenance department electronically
27	Driver will proceed to dispatch and turn in all completed work orders, VCR (vehicle inspection report), Nextel radio, signed route sheet and clock out.

4. City Staff Tasks

Simply put, Athens Services expects the City to play a *minimal* role in regard to the performance of our services. Athens has over 24 years of street sweeping experience that includes the widest possible variety of geographical, topographical, and climatic conditions. We sweep cities in the foothills of the San Gabriel Mountains that have very heavy foliage such as Azusa, Monrovia, and Sierra Madre; beach cities such as Newport, Hermosa, and Manhattan that have extremely sandy and windy conditions; as well as



heavily commercial cities like Irwindale and residential communities like San Marino and South Pasadena. Even though our client list includes cities that have an assortment of very specific requirements that dictate how we have to operate we still produce excellent sweeping results.

As a result, we have extensive experience with all of the City's scope of service requirements and therefore are uniquely qualified to provide the residents and businesses with exemplary service without burdening your staff!

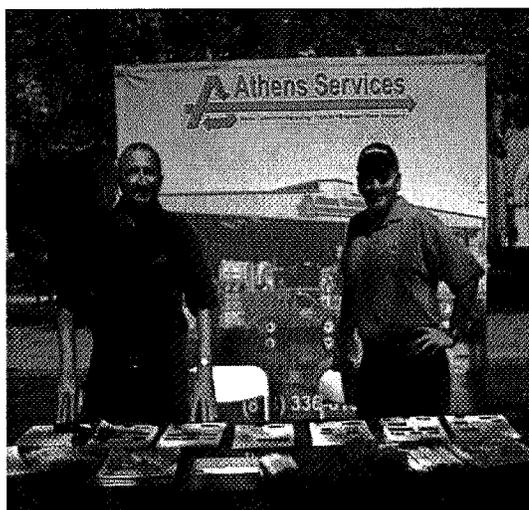
5. Creative Approaches

Our expertise extends far beyond the mere sweeping of the City of Costa Mesa's streets and we will bring to bear our variety of experiences that include assisting in meeting recycling mandates, delivering good customer service to the citizens, and producing and delivering effective public education materials. Once underway, we will present to the City any opportunities we find that could provide improved performance and results. We utilize advanced routing software, employee highly skilled and creative Operations Managers, Supervisors, and drivers and can assure you that if there are opportunities to be found, we *will* find them. That has been our basic service approach and has proven to produce high quality results since 1987. We learn and understand the specific needs of each community and make sure that those needs are met.

Some of the "*Athens Advantages*" are described below.

- ✓ By teaming up with the Public Works Departments of our client cities, we have been able to increase the quality of our services within the community. Drivers at Athens are trained to communicate with their supervisor to report all issues that affect the effective sweeping of their route. Low hanging trees, pot holes, and uneven blacktop are reported to the supervisor who then relays that information to the city. As an enhancement to our already community-friendly approach to doing business, we train our drivers to recognize and report unusual or suspicious situations to assist local law enforcement.
- ✓ Athens utilizes state-of-the-art GPS technology that improves our efficiency and as a result reduces the wear and tear on City streets, reduces pollution, reduces traffic, and improves citizen safety.
- ✓ Athens Services owns its own compost facility and we can transport and compost the City's sweeping debris to help improve the City's diversion.
- ✓ Athens can install cameras on its vehicles to assist the City with parking enforcement.
- ✓ One of Athens true strengths is our government affairs management team. We have extensive experience in producing the materials that help facilitate seamless transitions. This group's role will be to work with the citizens and business owners of Costa Mesa for the change to Athens Services and educate them on the importance and value of street sweeping services. Described below is our typical program. We will work with City staff to develop a comprehensive program that will best suit the City given the special circumstances of this transition.

- A custom-designed brochure is mailed to residents and businesses which will have the annual sweeping schedule and other important information.
- Athens joins the Chamber of Commerce and supports their programs and events.
- Our customer service group is trained and prepared to patiently walk customers through the changes.
- An Athens supervisor is in the field every day and meets personally with customers whenever necessary.
- Athens creates a web page for the City with maps, schedules, and other valuable information for the community.
- If the City so requests, Athens will set up our information booth at City events to meet, greet, and inform the residents about the importance of street sweeping.



6. Recruitment of Former City employees

Athens Services has experience transitioning Municipal Services to Athens (Private) contracted services. In every case we have offered to, and in some cases hired city employees. We understand that these employees must meet our minimum qualifications for the positions, the particular circumstances of the service allow for it, and to the extent permitted by law. It should be noted that City employees *flourish* in the Athens environment and could be subject to promotions and increased responsibilities due to our breadth and depth of the industry.

Because Athens provides trash collection, recycling, materials processing, transfer, and a variety of other services throughout Southern California, potential employees are presented opportunities that they might not find in companies that only provide street sweepings services.

Athens Services has some of the happiest and fulfilled employees in the municipal street sweeping business. Athens is looking forward to offering employment opportunities to any City Employee that has the desire, and meet our criteria. To that end, Athens will conduct a job fair for displaced workers once we are awarded the Agreement. Athens will make offers of employment following the job fair to all those meeting Company employment prerequisites.

7. Use of City Facilities

Athens Services is interested in partnering with the City long term and as such is open to a variety of options. These options will not affect our pricing and we are pleased to offer them to the City of Costa Mesa. To that end, we propose the following:

Option One: Athens Services will provide street sweeping services to the City and does not require the use of City facilities in order to provide excellent service and quick response times.

Option Two: Athens Services is willing to lease parking space at the City yard for the purposes of cleaning our service vehicles and to perform minor maintenance at current market rates.

Option Three: If the City has interest, Athens Services is willing to lease or rent additional property for equipment parking above and beyond our needs for Costa Mesa, including office space and operational facilities at current market rates. For example, if the City has an underutilized yard or a separate property that isn't being utilized, we'd be willing to discuss renting or leasing all or part of the facility.

In addition to the aforementioned, Athens Services is willing to buy the listed alternative fuel sweeper at the current market rate if the City is so inclined.

Regarding City facilities and properties, it is our intention to be as flexible as possible while offering the City multiple choices in engaging their street sweeping partner.

CHIEF OPERATING OFFICER

CURRENT RESPONSIBILITIES

Responsible for all of the municipal franchise operating divisions including collection, transfer, recycling, street sweeping, and disposal services, including our operations in the Inland Empire from our Riverside facility.

Directs the day to day operations, customer service, sales, and equipment maintenance areas. As the Chief Operating Officer, he oversees the company business strategies and development of new business opportunities along with compliance of all existing contracts and ventures and responsible for numerous hauling and street sweeping operations.

EXPERIENCE

Extensive senior management experience and leadership including researching, evaluating, capital project management, negotiating, and resolving complex managerial projects. His background includes many years spent with Warner Media Services, a division of AOL/Time Warner, and also as an Instructor at Azusa Pacific University, School of Business and Management.

Additionally, he has over 16 years of experience working with state and local government, including development of public policy and procedure. He has worked with a broad array of public officials at state, local, and federal levels and has developed key relationships.

EDUCATION

Master of Arts Degree (MAOM) in Organizational Management, Azusa Pacific University
Bachelor of Science Degree (BS) in Applied Management, Azusa Pacific University.

GENERAL MANAGER

CURRENT RESPONSIBILITIES

As the General Manager, he has day to day operational responsibility for the division comprised of a fleet of over 150 vehicles and 250 employees. Duties include oversight of all services, safety, customer service, and facility management. He manages our Street Sweeping fleets in the Inland Empire, the San Gabriel Valley and Orange County.

EXPERIENCE

A seasoned transportation industry leader with over 20 years experience who possesses excellent leadership, organizational, and project management skills. He has over 15 years of experience executing successful municipal contract transitions and has worked with both City governments and the Federal government.

EDUCATION

MBA- Pepperdine University
BA-Political Science – University Of California Riverside

[REDACTED]

DIRECTOR OF GOVERNMENTAL AFFAIRS

CURRENT RESPONSIBILITIES

Responsible for developing new and enhancing existing relationships with local municipalities in regard to Street Sweeping. In recent years his experience includes developing the company's successful responses to RFP's for the Cities of Newport Beach, Agoura Hills, Mission Viejo, Placentia, San Marino, Azusa, Covina, San Gabriel, Monterey Park, Pomona, and others. Additionally, he works closely with chambers of commerce, colleges and school districts, and various business and community leaders.

EXPERIENCE

Over 18 years with Athens Services. Experience includes management of the Sales Department and Planning Department and has worked on many vital special projects and developed the Athens Services website.

INDUSTRY ACTIVITIES

➤ Frequent presenter at universities and community organizations throughout Southern California

EDUCATION

California State University at Fullerton

[REDACTED]

OPERATIONS MANAGER

CURRENT RESPONSIBILITIES

As the Operations Manager, he oversees the day-to-day sweeping operations. He keeps and maintains quality service, good customer relations, up to date employees' files, accident investigation and reporting, conducts safety meetings and trains drivers on safe driving techniques. Maintains regular contact with City Staff to assure contract compliance and acts as the city liaison to make sure all City goals are met.

EXPERIENCE

A true industry professional, he joined Athens in 2004 and brings extensive operational management experience to the team. He is an excellent team motivator and is fluent bilingual English/Spanish, drug and alcohol abuse certified, and accident investigation trained and certified.

Baltazar has managed several street sweeping transitions for Athens, including Newport Beach, Hermosa Beach, Pomona, Placentia, Villa Park, and others.

EDUCATION

California State University at LA – Masters in Business Administration

[REDACTED]

CUSTOMER SERVICE MANAGER

CURRENT RESPONSIBILITIES

Evelyn manages the daily activity of all customer service personnel. She prepares customer/resident inquiry reports and makes sure that all supervisors and managers are informed and able to respond to our customers' special needs. [REDACTED] is responsible for hiring, training, and development of all Customer Service Representatives and Receptionists.

EXPERIENCE

Evelyn has over 10 years experience in the industry and has worked on many vital projects to improve the quality of our service. Specifically, she has continued to maintain our 50 year tradition of answering the phone personally without the use of an automated system that frustrates so many.



Section Five Qualifications



Athens Services has been providing street sweeping services for over 24 years. Our experience in street sweeping began in 1987 in the City of Temple City, a contract that we still service today. Since that time, we have added more cities because we clearly understand how to deliver high quality street sweeping services.

Currently, 23 municipalities in Southern California have made the decision to have their street sweeping services managed by Athens Services and they are glad they did. Most of these contracts are long-term agreements demonstrating that the jurisdictions want us to continue to

provide high quality, cost effective service! Athens provides sweeping services with a large fleet of CNG and Propane powered vehicles located at several of our operational properties, including Sun Valley, Montebello, City of Industry, Irwindale, Riverside, and Orange County.

In Orange County we provide service for Newport Beach, Villa Park, Placentia, and Mission Viejo as well as high profile commercial customers such as the Westminster Mall.

As an overview, we currently have service agreements for street sweeping with the municipalities illustrated on the pages that follow which contain the 3 references requested in the City's RFP. Additionally, for the City's convenience we have included as an Addendum in Section Ten a few letters of reference from some of our clients. Please feel free to contact us for further information regarding *any* of our clients.

In regard to our staff, the members listed in Section Four have been very involved in all aspects of our street sweeping operations for as many years as listed in the table next to their name. They are all intimately involved in the three specific references that follow. They will be YOUR management team.

The transition "*hand-off*" from one street sweeper to another street sweeper is a concern for most cities. We understand this concern and we also know how to get it done *effectively*. The transition process requires excellent planning, great communication, and a contractor like Athens that has the resources, commitment, and knowledge to make a seamless transition.

No other company has more experience in implementing different types of transition situations than does Athens Services. Listed below are just a few examples of each of the many types of transitions with which we have experience.

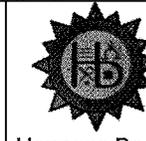
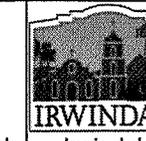
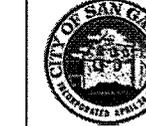


From municipal street sweeper to Athens Services

- Azusa
- Glendora
- Irwindale
- Newport Beach
- Placentia
- Pomona

From private street sweeper to Athens Services

- Agoura Hills
- Covina
- Hermosa Beach
- Los Angeles County - Rowland Heights
- Manhattan Beach
- Mission Viejo
- Monrovia
- Monterey Park
- Rosemead
- San Fernando
- San Gabriel
- San Marino
- Sierra Madre
- South El Monte
- Villa Park

 CITY OF AGOURA HILLS Agoura Hills	 CITY OF AZUSA CALIFORNIA Azusa	 THE CITY OF COVINA CALIFORNIA Covina	 CITY OF GLENDAORA CALIFORNIA Glendora	 Hermosa Beach	 IRWINDALE Irwindale
 CITY OF MANHATTAN BEACH Manhattan Beach	 CITY OF MISSION VIEJO CALIFORNIA Mission Viejo	 CITY OF MONROVIA MONROVIA Monrovia	 CITY OF MONTEREY PARK CALIFORNIA Monterey Park	 CITY OF NEWPORT BEACH CALIFORNIA Newport Beach	 CITY OF PLACENTIA CALIFORNIA Placentia
 CITY OF POMONA Pomona	 CITY OF ROSEMEAD CALIFORNIA Rosemead	 CITY OF ROWLAND HEIGHTS CALIFORNIA Rowland Heights	 CITY OF SAN MARINO San Marino	 CITY OF SAN FERNANDO CALIFORNIA San Fernando	 CITY OF SAN GABRIEL CORPORATED APRIL 1911 San Gabriel
 CITY OF SIERRA MADRE SIERRA MADRE Sierra Madre	 CITY OF SOUTH EL MONTE CALIFORNIA South El Monte	 CITY OF SOUTH PASADENA CALIFORNIA South Pasadena	 CITY OF TEMPLE CITY CALIFORNIA Temple City	 CITY OF VILLA PARK CALIFORNIA Villa Park	

Rosemead

CITY CONTACT: [REDACTED]

ADDRESS: 8838 E. Valley Blvd, Rosemead, CA 91770

TELEPHONE #: [REDACTED]

SCOPE OF SERVICE: Ongoing since 2010, sweeping of all residential and commercial streets and City owned facilities.

Newport Beach

CITY CONTACT: [REDACTED]

ADDRESS: 3300 Newport Blvd, Newport Beach, CA 92658

TELEPHONE #: [REDACTED]

SCOPE OF SERVICE: Ongoing since 2010, Sweeping of all residential and commercial streets and City owned facilities.

Glendora

CITY CONTACT: Chris Jeffers, City Manager, cjeffers@cityofglendora.com

ADDRESS: 116 E. Foothill Blvd., Glendora, CA 91741

TELEPHONE #: [REDACTED]

SCOPE OF SERVICE: Ongoing since 2009, Sweeping of all residential and commercial streets and City owned facilities.



Section Six Financial Capacity

Please see the binder marked "Original" which has a CONFIDENTIAL letter in the pocket.

Additionally, our Chief Financial Officer will be pleased to meet with City Staff if we are selected to answer any questions the City might have.



Section Seven Fee Proposal

Please see the pages that follow.

PRICING PROPOSAL FORM

STREET SWEEPING SERVICES

Provide hourly rates, along with estimated annual pricing in accordance with the City's current requirements, as set forth in section 3 Scope of Work. Also provide the Proposer's proposed Staffing Plan on a separate sheet of paper. Proposer should use a separate form to state pricing for any added value.

Pricing shall remain firm for a minimum of two (2) years. Any and all requests for pricing adjustments for follow-on contract renewal periods shall be provided no later than sixty (60) days prior to the end of the contract period. Any such proposed price adjustments shall not exceed The Bureau of Labor Statistics Consumer Price Index (CPI) data for Los Angeles-Riverside-Orange County, CA, All Items, Not Seasonally Adjusted, "annualized change comparing the original proposal month and the same month in the subsequent year. (This information may be found on the U.S. Department of Labor's website at www.bls.gov.)

ROUTE:	Total Annual Cost (Weekly)	Total Annual Cost (Twice monthly)
Weekly Route 1 Total (211 Curb & Linear miles):	\$ [REDACTED]	\$ [REDACTED]
Weekly Route 2 Total (206 Curb & Linear Miles):	\$ [REDACTED]	\$ [REDACTED]
Weekly Route 3 Total (208 Curb & Linear Miles):	\$ [REDACTED]	\$ [REDACTED]
Weekly Route 4 Total (214 Curb & Linear Miles):	\$ [REDACTED]	\$ [REDACTED]
Weekly Extra Sweeps/Call Outs (12 miles):	\$ [REDACTED]	\$ [REDACTED]
Total Annual Cost	\$ 478,800.00	\$ 313,800.00

The Proposer agrees that for requested and/or required changes in the scope of work, including additions and deletions on work not performed, the Contract Sum shall be adjusted in accordance with the following unit prices, where the City elects to use this method in determining costs.

Proposer is advised that the unit prices will enter into the determination of the contract award. Unreasonable prices may result in rejection of the entire bid proposal. Unit prices listed below refer to all items installed and the Construction Documents and include all costs connected with such items; including but not limited to, materials, labor, overhead, and profit for the Proposer.

The unit prices quoted by the Proposer shall be those unit prices that will be charged or credited for labor and materials to be provided regardless of the total number units and/or amount of labor required for added or deleted items of work.

All work shall be performed in accordance with the specifications.

WORK DESCRIPTION	Unit Price
Cost Per Curb Mile	\$ <input type="text"/>
Hourly rate for special sweeps	\$ <input type="text"/>

Proposer's Initials

C. Proposal Schedule

(Please Type or Print)

Total Bid Amount:

- In written words Four hundred seventy eight thousand, eight hundred and 00/100 Weekly
Three hundred thirteen thousand, eight hundred and 00/100 Twice Monthly
\$ 478,800.00 Weekly
- In figures \$ 313,800.00 Twice Monthly

CONTRACTOR Lawful Name: Arakelian Enterprises, Inc., dba Athens Services

Proposer's Name: [REDACTED] Proposer's Initials: _____

PROPOSER License No. N/A Expiration: _____

PROPOSER Taxpayer I.D. Number: [REDACTED]

Signature: _____ Date: 12/9/11

PROPOSER Address: PO Box 60009, Industry, CA 91716

Telephone Number: ([REDACTED]) _____

Fax Number: ([REDACTED]) _____

24-Hour Emergency Contacts:

[REDACTED] Telephone No.: ([REDACTED]) _____

Name

[REDACTED] Telephone No.: [REDACTED] _____

Name

[REDACTED] Telephone No.: ([REDACTED]) _____

Name

Proposer's Initials

The Proposer agrees that the City will not be held responsible if any of the approximate quantities shown in the foregoing proposal shall be found incorrect, and he shall not make any claim for damages or for loss of profits because of a difference between the quantities of the various classes of work as estimated and the work actually done. If any error, omission or misstatements shall be discovered in the estimated quantities, it shall not invalidate this contract or release the Proposer from the execution and completion of the whole or part of the work herein specified, in accordance with the specifications and the plans herein mentioned and the prices herein agreed upon and fixed therefore, or excuse him from any of the obligations or liabilities hereunder, or entitle him to any damages or compensation otherwise than as provided for in this contract.

The Proposer agrees that the City shall have the right to increase or decrease the quantity of any item or portion of the work or to omit portions of the work as may be deemed necessary or expedient, and that the payment for incidental items or work, not separately provided in the proposal shall be considered included in the price bid for other various items or work.

Proposer's Initials

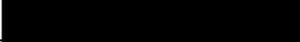
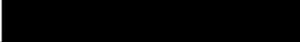
Respectfully submitted,

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If the proposal is by a corporation, state the names of the officers who can sign an agreement on behalf of the corporation and whether more than one officer must sign.

Corporation

Taxpayer I.D. Number: 95-4313271

	Can Sign	Must Sign
Name  _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name  _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name  _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the proposal is by a partnership or a joint venture, state the names and addresses of all general partners and joint ventures.

Partnership or Joint Ventures

Taxpayer I.D. Number: _____

Name _____

Address _____

Name _____

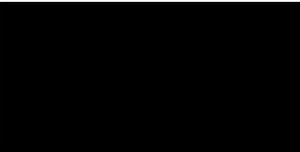
Address _____

If the Proposer is a sole proprietorship or another entity that does business under a fictitious name, the Proposer shall be in the real name of the Proposer with a designation following showing "DBA (the fictitious name)"; provided, however, no fictitious name shall be used unless there is a current registration with the Orange County Recorder.

The full names and residences of all persons and parties interested in the foregoing proposal, as principals, are as follows:

NOTE: Give first and last names in full; in case of corporation, give names of President, Secretary, Treasurer and Manager, and affix corporate seal; in case of partnerships and joint ventures, give names of all the individual members.

Arakelian Enterprises, Inc., dba Athens Services

	_____	_____
	_____	_____
	_____	_____
	_____	_____

Proposer's Initials

Proposer shall signify receipt of all Addenda here, if any:

Addendum No.

Date Received

Proposer's Signature

Received answers to questions asked.



Section Eight Disclosure

Athens has no current or past business or personal relationships with any current Costa Mesa elected official, appointed official, City employee, or family member of any current Costa Mesa elected official, appointed official, or City employee.

3

DISQUALIFICATION QUESTIONNAIRE

The Contractor shall complete the following questionnaire:

Has the Contractor, any officer of the Contractor, or any employee of the Contractor who has proprietary interest in the Contractor, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation?

Yes _____ No _____

If the answer is yes, explain the circumstances in the following space.

DISCLOSURE OF GOVERNMENT POSITIONS

Each Proposer shall disclose below whether any owner or employee of the firm currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months. List below or state "None."

None.

EX PARTE COMMUNICATIONS CERTIFICATION

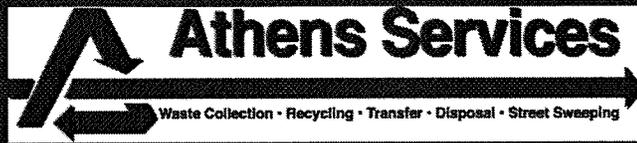
Please indicate by signing below one of the following two statements. **Only sign one statement.**

I certify that Proposer and Proposer's representatives have not had any communication with a City Councilmember concerning the Street Sweeping Services RFP at any time after November 9, 2011

Chief Operating Officer

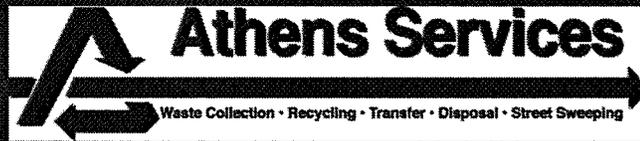
OR

I certify that Proposer or Proposer's representatives have communicated after November 9, 2011 with a City Councilmember concerning the Street Sweeping Services RFP. A copy of all such communications is attached to this form for public distribution.



Section Nine Sample Agreement

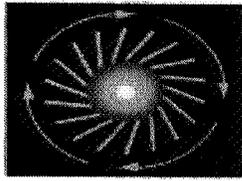
Athens Services takes no exceptions to the Agreement.



Section Ten Letters of Reference

For the City's convenience, the following pages contain a few letters of reference from some of our clients.





CleanStreet
Cleaning Your Environment



STREET SWEEPING SERVICES

EXCLUSIVELY FOR

CITY OF COSTA MESA

DECEMBER 9, 2011

1937 W. 169th Street
Gardena, CA 90247
(800) 225-7316 x108

TABLE OF CONTENTS



SECTION

COVER LETTER.....	1
• VENDOR APPLICATION	
• ADDENDUM	
BACKGROUND AND PROJECT SUMMARY.....	2
METHODOLOGY.....	3
STAFFING	4
QUALIFICATIONS.....	5
FINANCIAL CAPACITY	6
FEE PROPOSAL.....	7
DISCLOSURE.....	8



December 8, 2011

Ms. Kimberly Hall Barlow
Jones & Mayer
City of Costa Mesa
City Attorney's Office
3777 N. Harbor Blvd.
Fullerton, CA 92835

Dear Ms. Barlow,

Attached is our proposal for Street Sweeping services for the City of Costa Mesa.

This proposal contemplates 100% compliance with your RFP. All pricing will be guaranteed for 240 days. We will not utilize subcontractors.

CleanStreet is a small family owned company that specializes in providing high quality street sweeping services. We have been sweeping Cities since 1973. We are expert in all aspects of this industry. We have tremendous resources that ensure our success.

We understand that street sweeping is highly visible service that must be performed properly to satisfy discriminating residents. All work will be performed in accordance with the highest maintenance standards.

CleanStreet is dedicated to customer satisfaction. We enjoy a tremendous reputation for delivering dependable, high quality street sweeping services.

This contract will be managed directly out of our headquarters facility located at 1937 West 169th Street, Gardena, California 90247.

I sincerely hope we can be of service to your community.

Sincerely yours,
CLEANSTREET



City of Costa Mesa RFP Questions – Street Sweeping

1. Please provide a list of the current equipment used by the City of Costa Mesa:

- Year, Make, Model, Hours/Miles, Fuel Type, Overall Condition

UNIT NUMBER	YEAR	TRUCK MFCTR.	MODEL	SWEEPER MFCTR.	FUEL TYPE
	Miles:			Condition:	
#387	90592	2001	FREIGHTLINER	FL 70	TYMCO 600 Good DIESEL
#389	101,598	1997	FORD	CF 8000	TYMCO 600 Good DIESEL
#390	95,199	2001	FREIGHTLINER	FL 70	TYMCO 600 Good DIESEL
#391	117,915	1999	FREIGHTLINER	FL 70	TYMCO 600 Good DIESEL
#392	67,498	2003	FREIGHTLINER	FL 70	TYMCO 600 Good PROPANE

2. When do you anticipate starting this contract? Answer Unknown at this time.
3. Does the City require that we pay prevailing wage? Answer: No
4. Will the City consider a longer term contract? Answer: The City will consider a longer term contract depending upon proposals for use of City Facilities and Equipment.
5. What type of rate adjustment mechanism can be provided to the contractor? Answer: Please refer to page 77, second paragraph of the RFP.
6. Will the City consider extending the Proposal Submission Due Date to December 21, 2011? Answer: No
7. What is the current annual City budget for street sweeping? Answer: Fiscal Year 2011 / 2012 - \$593,779.00
8. How many routes does the City currently run on a weekly basis? Answer: 16
9. Does the City currently operate their sweepers four days per week or five days per week? Answer: Five days
10. Will we be required to hire the current street sweeping drivers? If so, can we please get their current pay rates? Answer: Vendors will not be expected to include a potential employment package with their submittal proposal. Vendors should identify necessary costs to perform the scope of work as provided in the RFP.
11. How many sweepers does the City currently operate on a daily basis? Answer: 4 with one backup sweeper.
12. How many curb miles are covered by each sweeper? Answer: Approximately 45 - 55 miles daily, more accurate information regarding mileage can be derived from sweeper route maps.
13. Can you please clarify the information provided on Page 77 of the RFP regarding weekly curb miles swept? Answer: See question # 35
14. Are the parks included in the total curb and linear miles or are they swept at no additional cost? Answer: They are included in the total curb miles.
15. Page 4 i: Are special sweeps billed at an hourly rate? Answer: Yes

16. Are the 200 curb miles per year of special sweep requests and 250 curb miles per year of inclement weather sweeps chargeable? Answer: see answer # 15, they are to be included in the price of the bid. What is entailed in the inclement weather sweeps? Answer: Usually due to Santa Ana wind conditions / rain, extra sweeping passes required on most streets to remove additional leaves and wind blow debris.
17. What type of status reports and weekly reports will be required? Answer: Daily sweeper route form, weekly labor distribution work unit report. Excel spread sheet for monthly totals.
18. Page 8 – Is B1 applicable to this contract as the services are ongoing? Answer: yes, see question # 17
19. Page 9, B5 – Please provide clarification on adjustments for holidays and inclement weather? Are any services made up? Answer: Holiday's and rain days, service not to be made up. Windy, service as outlined in RFP.
20. Page 9 – Does maintenance and litter removal scheduled for all holidays apply to street sweeping? If so, please provide examples. Answer: No Street sweeping on recognized Holidays.
21. Page 44(footnotes) – Is RFP requesting labor rates separate from hourly rates or is it all inclusive? Answer: The RFP is requesting a bid for all work, but also seeks specification of hourly rates for the specified personnel.
22. Page 78, paragraph 2 - The words "installed and the Construction Documents" should be deleted. Answer: Correct. The pricing should be for all items. Nothing is to be installed or constructed under this RFP.
23. Please provide current compensation and benefit detail or at least City salary range for current employees performing these services. Answer: Sweeper staff is comprised of senior maintenance workers see link for salary range.
<http://www.ci.costa-mesa.ca.us/CMEmployment.htm>
24. Please provide listing of current City equipment, including age (see question #1) and acquisition price. Answer:

SWEeper UNIT #	ORIGINAL COST	REHAB COST	TOTAL COST
387	\$ 123,799.00	\$ 109,905.00	\$ 233,704.00
389	\$ 110,674.00	\$ 105,460.00	\$ 216,134.00
390	\$ 123,799.00	\$ 109,905.00	\$ 233,704.00
391	\$ 119,063.00	\$ 105,460.00	\$ 224,523.00
392	\$ 173,607.00	\$ -	\$ 173,607.00

25. Please provide monthly tonnage and water usage totals for the past year.
Answer: Tonnage of sweeper debris collected per year / 930 tons. Water usage, unknown.
26. Page 64, Section 6.15 Prohibited Employment – Is exception built in for existing city employees if hired? Answer: Yes. If hired by the contractor due to layoff from the City, the individuals would no longer be considered existing city employees.

27. Page 50, Ex Parte Communications – This page provides several entities that cannot be contacted; however, the Certificate to be signed only mentions council members. Please provide clarification. Answer: The certificate identifies only council members, but the prohibitions on contact are as specified on page 50. If contact has been made outside of the parameters permitted on page 50 of the RFP that should be disclosed on the Certificate or as an attachment to the Certificate.
28. Page 58 1.4: What is the amount required for the Performance Bond? Answer: The amount of the bond will be the full amount of the proposal or such other amount as is negotiated with the successful proposer.
29. Page 58 2.3: Can payment be net 30 from date of receipt by City? Answer: 45 days is provided to ensure adequate time for review and approval of invoices by the City Representative and to then allow the City's Finance Department to issue and ail warrants.
30. Page 59 4.1: Term is different than on page 2. Please clarify. Answer: The term anticipated would be for five years with an option to renew for three additional one year periods as provided on page 2 of the RFP.
31. Page 59 4.4: Delete "...inmate intake reports and logs..." Answer: The specified language will be deleted from the proposed contract and appropriate language relating to street sweeping records will be inserted.
32. Page 60 5.1(d): Is Errors and omissions insurance applicable to this contract? Answer: No. No errors and omissions insurance will be required for this contract.
33. What is the current enforcement method for parking citations and how is that coordinated with the sweeping operations? Answer: City's Police department provides enforcement. Parking restrictions are enforced during the sweeping operations in accordance with the posted no –parking for street sweeping.
34. Please coordinate routes 1 through 16 on pages 11 through 26 with the 4 routes identified on page 77. What routes are swept on what days?

Weekly Route By Operator:
Operator # 1 Night Routes / Route 1 (Monday), Route 3 (Tuesday), Route 14 (Wednesday), Route 10 (Thursday)
Operator # 2 Route 2 (Monday), Route 6 (Tuesday), Route 9 (Wednesday), Route 13 (Thursday)
Operator # 3 / Route 4 (Tuesday), Route 7 (Wednesday), Route 11 (Thursday), Route 16 (Friday)
Operator # 4 / Route 5 (Tuesday), Route 8 (Wednesday), Route 12 (Thursday), Route 15 (Friday)

35. Are the weekly extra sweeps mentioned on page 77 the same as the 200 curb miles of special sweeping plus the 250 curb miles of inclement weather sweeps mentioned on page 5? Answer: Yes. 450 miles annually equals to 8.65 curb

- miles weekly, however, the bid sheet identifies 12 extra miles per week? What is the correct number of weekly sweeps per week? Answer: 8.65
36. Appendix B Item 1.4 page 58 mentions a performance bond required. What is the amount of this performance bond and can a copy of the performance bond form be provided? Answer: The amount of the performance bond will depend on the total price proposed. We do not currently have a form of performance bond prepared for this RFP.
37. Page 5 requires the proposer to sweep City owned parking lots, facilities, parks and parking districts that are adjacent to streets along the scheduled route. Is this cost to be included in the Pricing Proposal Form on page 77? Answer: Yes
38. Page 6 mentions three additional one year extensions possible, page 59 mentions two periods of one year extensions possible, which one is correct? See answer to question # 31
39. Can you provide a breakdown of the total curb miles per day by residential and commercial miles? Answer: Information is included in the RRP route maps.
40. Please provide a list and schedule/frequency of city owned parking lots that will need to be serviced?

CITY OWNED PARKING LOTS

- City Hall Parking Lot / Weekly
- Costa Mesa Corporation Yard / Weekly
- Mesa Verde Library / Monthly
- Fairview Park (Entrances off Placentia Avenue & Canyon Drive) / Monthly, as needed
- Estancia Park (Entrance off Boa Vista Drive) / Monthly, as needed
- Balearic Center (Entrance off Balearic Drive) / Monthly, as needed
- Suburbia I Park (Entrance off California Street) / Monthly, as needed
- Gisler Park (Entrance off Gisler Avenue) / Monthly, as needed
- Wakeham Park (Entrance off Smalley Road) / Monthly, as needed
- Shiffer Park (Entrance off Bear Street) / Monthly, as needed
- Farm Sports Complex / Monthly, as needed
- Costa Mesa Golf Course / Weekly
- Senior Center / Bi-weekly
- Westside Police Sub-Station / Monthly, as needed
- Canyon Park (Entrance off Arbor Street) / Monthly, as needed
- Neighborhood Community Center / Historical Center / Weekly
- Old Newport Frontage (Between 18th Street and Superior Avenue) / Weekly
- TeWinkle Park (Entrances off Arlington Drive, Presidio Square, Junipero Drive) / Weekly
- Volcom Skate Park / Weekly

➤ Costa Mesa Bark Park / Weekly

41. Will the proposer be able to store sweeping equipment at the City Yard? Answer: Please check the "Methodology Section" under number 7 on page 44 of the RFP.
42. Will the sweepers need to follow the code enforcement officer during the ticketing process for posted time areas? Answer: See question # 34
43. Can you provide the total debris tons per year from street sweeping? Answer: See question # 25.

BACKGROUND & PROJECT SUMMARY



The City presently has an effective street sweeping program that successfully satisfies the City's standards and requirements.

Because of financial pressure the City is seeking an alternate source of a high quality street sweeping service.

The City of Costa Mesa is seeking a full service Municipal Street Sweeping company that can provide dependable, timely and high quality street sweeping services.

The City of Costa Mesa is a very high end community that values the cleanliness of their City.

The City is seeking a company that will deliver high quality street sweeping service, sweeping all streets weekly or bi-monthly.

The City is seeking a firm that will replicate the City's current program.

The City of Costa Mesa has established a minimum quality assurance that at least 90% of all streets will be swept properly per year.

The City is seeking a qualified contractor that has a proven track record providing these services to similar municipalities.

Objectives and Goals

CleanStreet will endeavor to replicate the City's current street sweeping program in all respects.

We will seek to follow the same routes and sequence of sweeping the City presently follows.

Our goal is to minimize disruption to residents caused by changes in the schedule that are not necessary.

CleanStreet has tremendous experience adopting City operated sweeping programs successfully.

Our goal is to eliminate complaints completely.

Our goal is to sweep at 100% of the effectiveness level.

METHODOLOGY



Detailed Project Schedule

Residential streets will be swept from 8:00 a.m. to 3:30 p.m. Monday through Friday.

Arterial streets will be swept from 11:00 p.m. to 6:00 a.m. Monday through Friday.

Parking lots will be swept in conjunction with routes.

200 curb miles of street sweeping per year will be provided upon request at no additional cost.

250 curb miles of street sweeping required as a result of inclement weather will be provided per year at no additional cost.

Supervision

We will assign your City to a regular supervisor. The supervisor will visit the City on a daily basis during the first weeks of our operations. Once timings are set, the supervisor will visit the City at least once per week on a monthly basis.

At least one time per month and more often if necessary, there will be a meeting between representatives of CleanStreet and your City to assess performance and to seek ways to improve service. We will provide truly monthly reports.

Our operators will check in with the designated city person on a daily basis to see if there are any complaints. If there are complaints, we will go out and re-sweep them immediately.

Operators

We will sweep our City utilizing operators that have been properly trained and that have years of experience sweeping municipalities. We will make it clear to our operators that we will expect completely clean streets, regardless of the number of passes the sweeper must take to accomplish this.

We also believe that the operator is more highly motivated to do a good job the first time if he knows he may have to come back again if he doesn't. Our operators take great pride in not receiving any complaints and doing a good job the first time.

METHODOLOGY



Quality Control

We will assure the quality of our services by utilizing the following methods:

All operators will be thoroughly trained.

All operators will be instructed to take additional passes whenever necessary to sweep each street thoroughly.

All sweepers will be equipped with GPS monitoring equipment that we will monitor on an ongoing basis.

Gilbert Perez will be available at all times to review and monitor the performance of our operators.

Complaints will be investigated and reswept immediately. This approach builds client satisfaction.

Our operators are equipped with cell phones so we can be in contact with them at any time.

We believe that we can eliminate complaints.

We also believe that we can achieve 100% effectiveness level.

Equipment

All sweepers will be late model Tymco 600 Air Sweepers. All sweepers will be maintained in excellent operating conditions at all times.

All sweepers will be compliant with SCAQMD Rules 1186 and 1186.1

GPS

CleanStreet equips its trucks with Global Positioning Satellite (GPS) system. All of the real-data is monitored by CleanStreet's dispatchers. This permits CleanStreet to monitor the driver's speed, time and location. Authorized public works employees can generate and print GPS reports at any time. Data is available for six month and can be downloaded in Excel document.

METHODOLOGY



Tasks for City Staff

We would like City staff to forward any complaints received to our office so we can take immediate action.

City Yard

CleanStreet proposes to utilize City owned facilities such as parking spaces for the sweepers, wash rack and restroom facilities. The lease would be for one year period and renewed annually in concert with the Street Sweeping agreement.

Leasing the City facilities would not affect our current pricing.

CleanStreet's use of the City facilities would be integrated and not interfere with the City's use of these facilities. The City's employees would be given preference in the use of the City's facilities over the employees of CleanStreet.

Besides monitory compensation for use of water and the facilities, CleanStreet could share in the cleaning and disposal of the wash rack separator.

CleanStreet would provide insurance for operations conducted at the City yard or using City equipment.

CleanStreet offers \$1,000.00 per month for these privileges.

City Employees

We would be willing to meet with each displaced operator to discuss their employment with CleanStreet. We value your employees and we would be very willing to hire them if we can come to an agreement on pay rates.

City owned Sweepers

CleanStreet will be willing to lease the alternative fuel powered Tymco 600 street sweeper for \$1,000.00 per month for a five year period.

METHODOLOGY



CleanStreet Innovations

CleanStreet is a pioneer of municipal contract street sweeping. We are the industry leader.

Our innovations have improved the quality of services throughout the street sweeping industry.

Quality Innovation

One of our most powerful innovations was to authorize our operators to take additional passes if necessary to clean streets thoroughly.

While this increases our labor costs, it reduces or eliminates the complaints and the time wasted by City staff responding to complaints.

Increasing our labor costs reduces profits but it also increases customer satisfaction and loyalty.

This is why CleanStreet enjoys a great reputation.

Operator Pride

Another innovation is our program to instill pride in our operators.

Our operators are recognized and rewarded at our annual awards banquet for their excellent performance. As a result of this we have a happy, motivated work force.

These are just a couple of examples of how we have brought quality and value to our customers.

GPS Innovation

CleanStreet's innovative approach to providing the best possible service is enhanced by the utilization of GPS technology for tracking its sweepers and monitoring the performance of our sweeper operators.

CleanStreet is a pioneer in equipping sweepers with GPS systems. In addition to tracking location and speed, our systems monitor gutter broom activity to display when the sweeper is sweeping, and water system sensors to show when the sweeper sprayer systems are activated. All of our customers have access to these systems and can

METHODOLOGY



receive a daily GPS activity detail report via email or have their own account where they can pull up their City sweeper and track all GPS data in real time.

Safety Innovation

CleanStreet has an enhanced Safety Program that incorporates the latest technology with fundamental safety practices. Our operators know that each individual's performance affects the entire Company and work as a team to provide the best possible service while focusing on safety.

In addition to state of the art GPS systems, our sweepers are also equipped with a safe driver system that monitors the performance of the driver to alert our Dispatchers of any unsafe operation of our equipment. This system is called OnBoard Advisor and is recognized by our insurance carrier, Liberty Mutual, as an excellent tool to enhance safety and minimize insurance claims.

CleanStreet's safety program is complemented by the Company's safety committee, where every incident is reviewed with the goal of preventing re-occurrence. The committee's goal is to systematically improve the overall performance of the Company through education and innovation.

STAFFING



Lead Personnel:

Director of Business Development

██████████ is responsible for the preparation of this proposal and for designing our approach and executing the implementation of our program.

Resume

██████████ is a graduate of USC and Southwestern University School of Law. He has been with the Company for 21 years and has played an integral role in developing new business and overseeing all facets of operations. ██████████ dedication to the Company has helped fuel continual growth and diversification into new areas which complement CleanStreet's primary role as a street sweeping contractor.

Director of Operations

██████████ is responsible for all Human Resources or Insurance issues.

Resume

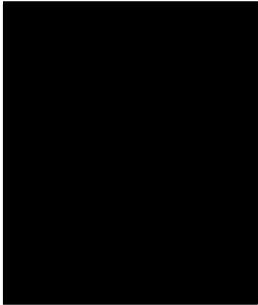
██████████ is the director of operations for CleanStreet and has been with the company since 2003. ██████████ oversees the Human Resources Department, and serves as the Company's risk manager. He has been instrumental in developing a state-of-the-art time and attendance system, in which data is transmitted through handsets and reconciled by complex GPS tracking software installed in CleanStreet's vehicles and handsets. ██████████ is also responsible for claims management and is the driving force behind CleanStreet's constant emphasis on safety.

STAFFING



Director of Fleet Maintenance

is responsible for equipment maintenance.

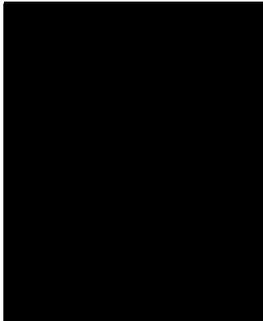


Resume

graduated from the University of Arizona in 1994 and has been with CleanStreet for 18 years. is responsible for overseeing all facets of operations, including but not limited to delegating work to the mechanics, fleet maintenance, debris management, and GPS monitoring. He is well-acquainted with CleanStreet's equipment as well as the environmental laws and regulations that apply to our extensive fleet. is quick to respond to complicated situations and his dedication to excellence is a tremendous asset to CleanStreet.

Field Supervisor

is our field supervisor. He will be in the City full time until we have completely implemented our program.



Resume

is a highly-skilled street sweeper operator who has been with CleanStreet since 2005. is also proficient in the operation of other commercial vehicles, including those which require a Class A license. has had experience with many facets of maintenance, including streets and parking structures, and is experienced with janitorial maintenance as well. supervises street sweeper operators, porters, and pressure-washing crews in the field. He is extremely dedicated to his job and works tirelessly to ensure the highest quality of work.

QUALIFICATIONS



CleanStreet is a full service Municipal Street Sweeping company. Street sweeping is our core business. We have been providing municipalities service since 1973. We currently serve over 50 municipalities.

We are expert in virtually all aspects of providing high quality municipal street services.

CleanStreet enjoys the best reputation for quality in the industry.

CleanStreet has a very successful training program.

CleanStreet employs over 80 highly skilled operators.

CleanStreet is expert at the repair and maintenance of street sweepers.

CleanStreet employs over 10 full time street sweeper mechanics.

CleanStreet has a "state of the art" repair and maintenance facility.

CleanStreet has experienced management personnel that are capable of resolving any problem that arises.

CleanStreet owns and operates a large fleet of sweepers assuring our clients that we have ample equipment for any and all eventualities.

CleanStreet specializes in providing high quality street sweeping services.

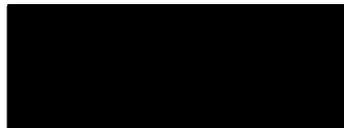
References:

Accounts – Street Sweeping

Contact

Years

CITY OF DANA POINT
33282 Golden Lantern
Dana Point, CA 92629



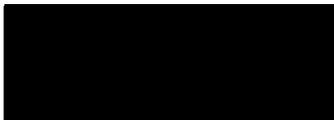
1996 to current

CITY OF GARDEN GROVE
11222 Acacia Parkway
Room 2010
PO Box 3070
Garden Grove, CA 92842



2006 to current

CITY OF IRVINE
6427 Oak Canyon
Irvine, CA 92618



2008 to current

QUALIFICATIONS



Key Staff:

Lead Dispatcher

██████████ has a broad geographical knowledge of Southern California and has extensive computer and communication skills. He is outgoing and friendly and committed to providing high quality and on-time services.

Dispatcher

██████████ joined CleanStreet in the latter part of 2007. She offers a high degree of professionalism, solid business ethics, and extensive computer skills. ██████████'s reliable and has a positive attitude. She works effectively and with a sense of urgency, and can quickly read, understand, and use street maps and complex mapping software.

██████████ has worked for CleanStreet for 30 years. During that time he has swept many cities using every type of sweeper. His expertise in operating sweepers is second to none and is matched by the courtesy he provides on a daily basis to every community he serves. His safety record is excellent.

Sweeper Operator

██████████ has worked at CleanStreet for nearly 20 years. During that time ██████████ has cultivated his mechanical knowledge of sweepers and driving expertise. ██████████ is extremely meticulous with the operating condition of his equipment to ensure the best performance of the machine he is operating. He is equally safety-conscious with an excellent safety record and reputation when it comes to sweeping and courtesy.

Sweeper Operator

██████████ first began working for CleanStreet in 1996. Over the years he has gained and advanced his knowledge of sweepers and sweeping operations.

Sweeper Operator

██████████ has worked for CleanStreet for nearly 20 years. During his time with CleanStreet he has refined his knowledge of sweepers and operating procedures. He is extremely courteous and takes great pride in providing high quality service.

CLEANSTREET, INC.

FINANCIAL REPORT

For the years ended December 31, 2010 and 2009

CONFIDENTIAL

PRICING PROPOSAL FORM

STREET SWEEPING SERVICES

Provide hourly rates, along with estimated annual pricing in accordance with the City's current requirements, as set forth in section 3 Scope of Work. Also provide the Proposer's proposed Staffing Plan on a separate sheet of paper. Proposer should use a separate form to state pricing for any added value.

Pricing shall remain firm for a minimum of two (2) years. Any and all requests for pricing adjustments for follow-on contract renewal periods shall be provided no later than sixty (60) days prior to the end of the contract period. Any such proposed price adjustments shall not exceed The Bureau of Labor Statistics Consumer Price Index (CPI) data for Los Angeles-Riverside-Orange County, CA, All Items, Not Seasonally Adjusted, "annualized change comparing the original proposal month and the same month in the subsequent year. (This information may be found on the U.S. Department of Labor's website at www.bls.gov.)

ROUTE:	Total Annual Cost (Weekly)	Total Annual Cost (Twice monthly)
Weekly Route 1 Total (211 Curb & Linear miles):	\$ <u> </u>	\$ <u> </u>
Weekly Route 2 Total (206 Curb & Linear Miles):	\$ <u> </u>	\$ <u> </u>
Weekly Route 3 Total (208 Curb & Linear Miles):	\$ <u> </u>	\$ <u> </u>
Weekly Route 4 Total (214 Curb & Linear Miles):	\$ <u> </u>	\$ <u> </u>
Weekly Extra Sweeps/Call Outs (12 miles):	\$ <u>No Charge</u>	\$ <u>No Charge</u>
Total Annual Cost	\$ <u>609,919.44</u>	\$ <u>396,447.66</u>



The Proposer agrees that for requested and/or required changes in the scope of work, including additions and deletions on work not performed, the Contract Sum shall be adjusted in accordance with the following unit prices, where the City elects to use this method in determining costs.

Proposer is advised that the unit prices will enter into the determination of the contract award. Unreasonable prices may result in rejection of the entire bid proposal. Unit prices listed below refer to all items installed and the Construction Documents and include all costs connected with such items; including but not limited to, materials, labor, overhead, and profit for the Proposer.

The unit prices quoted by the Proposer shall be those unit prices that will be charged or credited for labor and materials to be provided regardless of the total number units and/or amount of labor required for added or deleted items of work.

All work shall be performed in accordance with the specifications.

WORK DESCRIPTION	Unit Price
Cost Per Curb Mile	\$ 
Hourly rate for special sweeps	\$ 



Proposer's Initials

C. Proposal Schedule

(Please Type or Print)

Total Bid Amount:

• In written words Six hundred nine thousand, nine hundred nineteen dollars and forty-four cents

• In figures \$ 609,919.44

CONTRACTOR Lawful Name: CleanStreet

Proposer's Name: [REDACTED] Proposer's Initials: [REDACTED]

PROPOSER License No. N/A Expiration: _____

PROPOSER Taxpayer I.D. Number: [REDACTED]

Signature: [REDACTED] Date: December 8, 2011

PROPOSER Address: 1937 W. 169th Street, Gardena, CA 90247

Telephone Number: [REDACTED]

Fax Number: [REDACTED]

24-Hour Emergency Contacts:

[REDACTED]

Name

[REDACTED]

Proposer's Initials

The Proposer agrees that the City will not be held responsible if any of the approximate quantities shown in the foregoing proposal shall be found incorrect, and he shall not make any claim for damages or for loss of profits because of a difference between the quantities of the various classes of work as estimated and the work actually done. If any error, omission or misstatements shall be discovered in the estimated quantities, it shall not invalidate this contract or release the Proposer from the execution and completion of the whole or part of the work herein specified, in accordance with the specifications and the plans herein mentioned and the prices herein agreed upon and fixed therefore, or excuse him from any of the obligations or liabilities hereunder, or entitle him to any damages or compensation otherwise than as provided for in this contract.

The Proposer agrees that the City shall have the right to increase or decrease the quantity of any item or portion of the work or to omit portions of the work as may be deemed necessary or expedient, and that the payment for incidental items or work, not separately provided in the proposal shall be considered included in the price bid for other various items or work.

 _____
Proposer's Initials

Respectfully submitted,

CleanStreet

1937 W. 169th Street

Gardena, CA 90247

If the proposal is by a corporation, state the names of the officers who can sign an agreement on behalf of the corporation and whether more than one officer must sign.

Corporation

Taxpayer I.D. Number: [REDACTED]

Can Sign

Must Sign

Name [REDACTED]

Name [REDACTED]

Name _____

If the proposal is by a partnership or a joint venture, state the names and addresses of all general partners and joint ventures.

Partnership or Joint Ventures

Taxpayer I.D. Number: _____

Name _____

Address _____

Name _____

Address _____

If the Proposer is a sole proprietorship or another entity that does business under a fictitious name, the Proposer shall be in the real name of the Proposer with a designation following showing "DBA (the fictitious name)"; provided, however, no fictitious name shall be used unless there is a current registration with the Orange County Recorder.

The full names and residences of all persons and parties interested in the foregoing proposal, as principals, are as follows:

NOTE: Give first and last names in full; in case of corporation, give names of President, Secretary, Treasurer and Manager, and affix corporate seal; in case of partnerships and joint ventures, give names of all the individual members.



President / Chief Executive Officer

Secretary

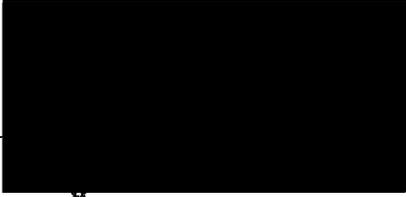


Proposer's Initials

EX PARTE COMMUNICATIONS CERTIFICATION

Please indicate by signing below one of the following two statements. **Only sign one statement.**

I certify that Proposer and Proposer's representatives have not had any communication with a City Councilmember concerning the Street Sweeping Services RFP at any time after November 9, 2011

_____ 

OR

I certify that Proposer or Proposer's representatives have communicated after November 9, 2011 with a City Councilmember concerning the Street Sweeping Services RFP. A copy of all such communications is attached to this form for public distribution.

DISCLOSURE OF GOVERNMENT POSITIONS

Each Proposer shall disclose below whether any owner or employee of the firm currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months. List below or state "None."

None

DISQUALIFICATION QUESTIONNAIRE

The Contractor shall complete the following questionnaire:

Has the Contractor, any officer of the Contractor, or any employee of the Contractor who has proprietary interest in the Contractor, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation?

Yes _____ No _____

If the answer is yes, explain the circumstances in the following space.

Letter of Transmittal

December 9, 2011

Kimberly Hall Barlow, Esq.
Jones & Mayer
City of Costa Mesa
City Attorney's Office
3777 N. Harbor Boulevard
Fullerton, CA 92835

Re: Street Sweeping Services

Dear Ms. Barlow:

We are pleased to provide our street and parking lot sweeping proposal to the City of Costa Mesa for the contract term beginning in 2012. This proposal provides all of the required information set forth by the City in its Request for Proposal. Additionally, the pricing provided will be valid for a minimum of 180 days from the proposal due date of December 9, 2011.

With our main office and fleet location in Irvine for over 28 years, Sunset Property Services is conveniently located at 16251 Construction Circle West, Irvine, California since 1979. Sunset is able to respond to City requests within 30 minutes and we are located less than one (1) hour from the City. We also have a strong local presence throughout Orange County which provides us with an unparalleled edge in our dedication and understanding of the scope of work in Costa Mesa. The management personnel responsible for the overall direct contact with the City would be:

[REDACTED]
Director of Operations
[REDACTED]

The staff responsible for the day-to-day customer care and operations would be:

[REDACTED]
Director of Operations
[REDACTED]

and
[REDACTED]

Assistant Operations Manager-Field Crews
[REDACTED]

Sunset is the current vendor for the Cities of Lake Forest, Rancho Santa Margarita, Laguna Hills and Newport Beach. With our municipal experience, Sunset offers a tremendous understanding of the scope of work to be performed. Additionally, Sunset was the first street sweeping vendor under the County of Orange in 2000 for all unincorporated locations and assisted the County in determining and creating sweeping schedules for posted areas which are still being utilized and followed today.

The provision of residential, arterial and parking lot sweeping on a daily, weekly or monthly basis is a task Sunset has been accomplishing for these Cities since 1993. We work closely with our contracted municipalities to establish areas needing special attention, "hot spots," and any other detail to ensure a high level service each time we dispatch our sweepers.

Although Sunset Property Services has been in the sweeping industry since 1967, in 1993 we were a late-comer into the municipal street sweeping market, yet introduced the nation's first TYMCO 600 compressed natural gas powered street sweeper that same year. Since 1993 and well before it was a federal mandate, Sunset has met and/or exceeded all specifications set forth in all municipal RFP's for alternative fuel and fully compliant with a fleet of PM₁₀ AQMD certified sweepers.

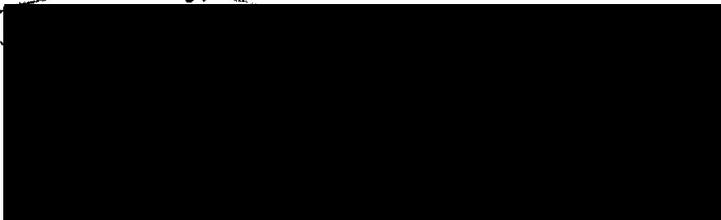
Full AQMD compliance is one of the uppermost features Sunset can offer with its state-of-the-art alternative fuel street sweepers. Also, with the inception of the Clean Water Act, Sunset has augmented its practices and has become a partner in supporting cities in developing street sweeping plans to eliminate urban runoff in compliance with NPDES. Sunset has never received any Notices of Violation from any local, state or federal agency.

Sunset will bring the benefits of innovation and advancement in technology to this contract through our use of GPS which enhances the quality of service and a high level of monitoring to assure schedules are met. We are also researching the latest in sweeping technology: "Sweepercams" which provide license recognition pictures during each service. The service could be a proven cost-reduction tool for any municipality that employs Code Enforcement personnel to monitor parking violators.

Sunset is a small company in comparison but our size does not mean that we compromise on providing the personal touch to each and every client. In fact, it allows greater opportunities to provide extra attention to all aspects of a contract while maintaining a clean environment.

We look forward to your consideration of our proposal and the opportunity to work with the City of Costa Mesa, its staff and residents.

Sincerely,

A large black rectangular redaction box covering the signature area.

President

Background and Project Summary

BUSINESS HISTORY

Sunset Property Services is a multi-faceted firm that specializes in maintenance services to municipalities, homeowner's associations, retail and investment properties in Orange, Riverside and Los Angeles.

RANGE OF SERVICES

Sunset offers a wide range of supportive services in addition to its specialty of municipal street sweeping. The highlights of the company's service range include street and parking lot sweeping, pressure washing with reclamation, sealing, hydro-washing with reclamation, custodial, janitorial, day porters, hauling, RD-2000 oil and stain treatment, awning cleaning, graffiti removal, special events and construction clean-up.

SCOPE OF WORK

The objectives and general scope of the sweeping contract are clear to Sunset Property Services and within the scope of our experience and understanding. With our years of experience, we are familiar with and understand the definitions as provided.

The working hours are clear and within the scope of our experience and understanding, inclusive of all posted areas. Sunset can meet the sweeping requirements for time restricted locations. Through our proven scheduling program, we are able to create comprehensive daily route logs for our drivers and make any updates as they arise. When a change does occur, the information is discussed with all drivers assigned to the contracted services and routes and maps are updated and disseminated to the appropriate personnel. Drivers are also instructed and trained to initiate additional passes if the first pass did not achieve a high level of cleanliness. To assist with some of the more challenging areas, drivers carry additional standard equipment—hand brooms, shovels and oil absorbent—in order to go “the extra mile”.

Along with our training programs, Sunset maintains a high level of maintenance and quality control that is supported by constant reporting and communication. Sunset has always endeavored to provide suggestions and measures that will benefit the client and provide cost-effective planning and history keeping. We pride ourselves in our flexibility to adapt to any and all changes and the proactive approach we take with each contract.

Our Quality Control program is set up to review each area swept immediately following the vehicle which allows for a same day detailed service and allows for City staff to spend their time with other projects thus resulting in a cost-savings to the City.

Although municipal sweepers are called out in the RFP, we feel the use of a smaller parking lot sweeper is far more effective for detailing the parking lots listed for this RFP. Using a two-man crew and blowers, we ensure all areas inaccessible to the sweeper are carefully cleared of debris. In addition, with a GVW of 12,000, there is less chance of damage to the parking lot over time. As mentioned before, our fleet of sweepers is recognized by the AQMD as PM₁₀ certified and all employ a patented regenerative air system which greatly reduces the noise and

dust associated with other sweepers and recirculates the air rather than expelling the dust and particulates into the environment.

Sunset street sweepers employ water as part of the overall high quality sweep we provide. An added benefit of the TYMCO sweeper is the decreased reliance on large amounts of water in the dust-suppression system. The water is utilized to suppress dust in three different vacuum-assisted areas—both externally and internally. Our sweepers use a misting action versus a large un-concentrated stream of water. A clean, crisp image is an essential element of Sunset Property Services. Therefore, Sunset's maintenance program includes daily cleaning of vehicles and equipment at our Irvine yard and all vehicles are quickly identified with the company logo.

Sunset understands and will comply with proper disposal by utilizing a green waste facility for sweeping disposal as a further commitment to our environment. The facility is a state-approved landfill diversion plant and counts 100% towards AB939 diversion credits.

Sunset Property Services makes great efforts to ensure a high-level of communication not only with its crews but especially with City staff to guarantee immediate notice for any situation encountered during a route. We have a very effective Customer Care Department which logs all telephone calls inclusive of action taken. The logs are reviewed by the Operations team at the end of each day so any changes can be made before the next service.

Methodology

Our company's approach to servicing this contract is simple and straightforward. Our 18 years of municipal experience is our strong suit. Sunset proposes to accomplish the following objectives to support the service goals of the City of Costa Mesa:

All scheduling and training will follow the RFP and will be implemented per the City's request. Using our efficient and effective routing program, changes can be made effortlessly and communicated timely to the personnel assigned to the contract. Through our employment of a full-time Quality Control team, we are able to resolve any issues on and/or communicate further information to the City on the same day.

Support the City in all aspects of its environmental goals and government compliance. Sunset brings already compliant equipment to the contract, with other state-of-the-art features which further reduce emissions, dust and water use above and beyond what the AQMD requires. Sunset will also strive to look for even more opportunities to assist the City in meeting and exceeding the requirements of the Clean Water Act and Rule 1186.1.

Maintain a high level of satisfaction. Our company's dedicated Quality Control schedule, use of GPS and continuous monitoring will be a time-proven important tool in accomplishing this goal.

Sunset provides its drivers, supervisors and quality control representatives with binders that include the daily routes, including highlighted maps and specific information such as "hot spots" and any other details needed to ensure a daily high quality service.

We provide monthly training to the crews assigned to a particular contract, including cross training of each route to confirm that nothing is missed if someone is out for any reason. Through our extensive internal training program and monthly and/or as needed recap meetings with our crews, we can provide a seamless service each and every day.

Establish an extremely high level of responsiveness. Because of Sunset's local corporate residence and optimal proximity to the City, Sunset will reduce response time to many aspects of contract sweeping such as emergency sweeps, special sweeps and especially resident concerns. Though not an industry standard, Sunset has dedicated staff members to handle all customer care issues and does not use voicemail.

Look for new opportunities to make service better and challenges minimal. Sunset continues to improve and maximize efficiency daily and enhancing good business practices.

Level of Cleanliness. In addition to all of the physical sweeper equipment features and overall general effort Sunset applies to its sweeping practices, the company self-monitors through an aggressive Quality Control program. Drivers are trained to make safe second passes if a first pass has not met Sunset standards. Because we maintain a Quality Control schedule with other private accounts as well as the alley ways within the City, we maintain

a very constant presence that supports regular reporting of positive and negative influences on cleanliness.

Scheduling Requirements. Sunset made a major investment in upgrading its computerized routing system to optimize personnel, resources and time. In most cases our response time to all conditions ranges between 20-30 minutes, well under the expected time parameters set for most non-scheduled sweeping circumstances. All routing and schedules will be designed to mirror those provided by the City in this RFP.

During the training process and prior to the contract start, all personnel assigned to the contract, including Management, Quality Control, Supervisors and Drivers are taken through the routes each day to familiarize themselves with the areas, identifying any challenging locations needing additional detail to further enhance a fairly seamless transition.

Communication. Consistent communication is the key to any successful contract and Sunset would direct any questions or issues to City staff immediately in order to complete the routes successfully.

Maintaining Safety. All Sunset drivers are enrolled in the DMV Employer Pull Notice Program. Prior to hiring, each driver provides a current driving record to Sunset from the DMV and our insurance broker runs an additional check on each new driver. Should a driver be cited, fined or jailed for traffic infractions while enrolled in the program, Sunset management is automatically informed by the DMV and appropriate action to suspend driving activity can take place immediately. Similarly, drivers with work-related incidents are reprimanded, retrained and/or terminated based on the severity of the infraction.

Recruitment of City employees will be offered utilizing labor rates and benefits currently afforded Sunset's employees for this type of work. Any City employees who join the Sunset team will be required to go through the same training program as discussed above to ensure Sunset's philosophy and procedures are followed as provided in this proposal.

Sunset will not need the use of any Costa Mesa yard to store equipment, perform cleaning or maintenance as we have a local yard less than one (1) hour from the City that enables us to perform these functions at our site.

Staffing

President: [REDACTED] is one of the founding members of this family-owned and operated business. Since 1967, he has been developing and expanding the scope of Sunset's business and service expertise. He brings intimate knowledge of the industry, a hands-on approach to solving challenges and futuristic technological ideas that can continue to positively impact the property maintenance industry. [REDACTED] is also an entrepreneurial pioneer, introducing the concept of alternative fuel to a TYMCO street sweeper and following through to employ that new technology in 1993 at Sunset. [REDACTED] is currently investigating other technological breakthroughs for alternative fuel to further enhance the safety of our environment.

Director of Operations: Since 1997, [REDACTED] has contributed in a variety of administrative and project-based capacities. Since March 1999, [REDACTED] has led the Operations Department in maintaining and managing all client contracts with an intensive concentration on municipalities including direct interaction with City staff and residents. With an M.A. in Health & Safety/OSHA Law, she provides a tremendous understanding of Operation safety and remains current on changes in laws that directly affect Sunset's clients and the way Sunset conducts business. [REDACTED] continually strives to meet the needs of clients without limit.

Assistant Operations Manager-Field Crew: [REDACTED] brings a gamut of experience and perspective to the table for this contract. He has been with the company for 25 years and has participated in all aspects of the business, from working in the field, driving a sweeper, hiring and training crews and estimating properties. Having such a diverse and experienced background, [REDACTED] provides efficient and veteran solutions to day-to-day issues including managing personnel and coordinating resources for the benefit of Sunset clients.

Quality Control: [REDACTED] is a dedicated, family-founding member of the business. Since 1967, [REDACTED] has honed her skills as an observer and plays a vital role in Sunset's ability to self-monitor quality of service, degree of performance and possible equipment and/or personnel obstacles. Due to [REDACTED] fixed quality control schedule, Sunset is able to anticipate and address many client concerns before they even come to the attention of the client. She is pivotal to Sunset's pro-active approach to service.

Minority Business Enterprise (MBE) Certification: Sunset has held an MBE Certification since 2001. To verify our current status, please feel free to call the Southern California Regional Purchasing Council at (213) 689-6960.

Qualifications

1. **CITY OF MISSION VIEJO**, [REDACTED] 27204 La Paz Road, Mission Viejo, CA 92691, [REDACTED] 1994-2011
2. **CITY OF NEWPORT BEACH**, [REDACTED] 3300 Newport Boulevard, Newport Beach, CA 92658, [REDACTED] 2003-Current
3. **CITY OF RANCHO SANTA MARGARITA**, [REDACTED] 22112 El Paseo, Rancho Santa Margarita, CA 92688, [REDACTED] 2006-Current
4. **CITY OF LAGUNA HILLS**, [REDACTED] 24035 El Toro Road, Laguna Hills, CA 92653, [REDACTED] 2008-Current
5. **CITY OF LAKE FOREST**, [REDACTED] 25550 Commercentre Drive, Suite 100, Lake Forest, CA 92630, [REDACTED]

Sunset Property Services have never employed subcontractors for any of their services and will not employ subcontractors for this contract.

Sunset's key personnel for the above contracts are [REDACTED], Director of Operations and [REDACTED] Assistant Operations Manager-Field Crew.

Financial Capacity/Disclosure

Sunset Property Services will be happy to share its financial information at our offices with a representative from Costa Mesa.

For any further information, the City can contact:



Sunset Property Services has not experienced any claims, lawsuits or any other exposures against it and currently does not have anything pending in these areas.

Disclosure:

Sunset Property Services has not had any business or personal relationship with any current Costa Mesa elected official, appointed official, City employee or family member of any current Costa Mesa elected official, appointed official, or City employee.

EX PARTE COMMUNICATIONS CERTIFICATION

Please indicate by signing below one of the following two statements. **Only sign one statement.**

I certify that Proposer and Proposer's representatives have not had any communication with a City Councilmember concerning the Street Sweeping Services RFP at any time after November 9, 2011



12-9-11
Date

OR

I certify that Proposer or Proposer's representatives have communicated after November 9, 2011 with a City Councilmember concerning the Street Sweeping Services RFP. A copy of all such communications is attached to this form for public distribution.

PRICING PROPOSAL FORM

STREET SWEEPING SERVICES

Provide hourly rates, along with estimated annual pricing in accordance with the City's current requirements, as set forth in section 3 Scope of Work. Also provide the Proposer's proposed Staffing Plan on a separate sheet of paper. Proposer should use a separate form to state pricing for any added value.

Pricing shall remain firm for a minimum of two (2) years. Any and all requests for pricing adjustments for follow-on contract renewal periods shall be provided no later than sixty (60) days prior to the end of the contract period. Any such proposed price adjustments shall not exceed The Bureau of Labor Statistics Consumer Price Index (CPI) data for Los Angeles-Riverside-Orange County, CA, All Items, Not Seasonally Adjusted, "annualized change comparing the original proposal month and the same month in the subsequent year. (This information may be found on the U.S. Department of Labor's website at www.bls.gov.)

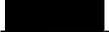
ROUTE:	Total Annual Cost (Weekly)	Total Annual Cost (Twice monthly)
Weekly Route 1 Total (211 Curb & Linear miles):	\$ [REDACTED]	\$ [REDACTED]
Weekly Route 2 Total (206 Curb & Linear Miles):	\$ [REDACTED]	\$ [REDACTED]
Weekly Route 3 Total (208 Curb & Linear Miles):	\$ [REDACTED]	\$ [REDACTED]
Weekly Route 4 Total (214 Curb & Linear Miles):	\$ [REDACTED]	\$ [REDACTED]
Weekly Extra Sweeps/Call Outs (12 miles):	\$ [REDACTED]	\$ [REDACTED]
<i>Total Annual Cost</i>	\$ 778,869.00	\$ 389,434.50

The Proposer agrees that for requested and/or required changes in the scope of work, including additions and deletions on work not performed, the Contract Sum shall be adjusted in accordance with the following unit prices, where the City elects to use this method in determining costs.

Proposer is advised that the unit prices will enter into the determination of the contract award. Unreasonable prices may result in rejection of the entire bid proposal. Unit prices listed below refer to all items installed and the Construction Documents and include all costs connected with such items; including but not limited to, materials, labor, overhead, and profit for the Proposer.

The unit prices quoted by the Proposer shall be those unit prices that will be charged or credited for labor and materials to be provided regardless of the total number units and/or amount of labor required for added or deleted items of work.

All work shall be performed in accordance with the specifications.

WORK DESCRIPTION	Unit Price
Cost Per Curb Mile	\$  _____
Hourly rate for special sweeps	\$  _____



Proposer's Initials

EXCEPTIONS/EXPLANATIONS TO PRICING:

C. Proposal Schedule

(Please Type or Print)

Total Bid Amount:

- In written words

Weekly: Seven Hundred Seventy-Eight Thousand Eight Hundred and Sixty-Nine Dollars and No Cents

Twice Monthly: Three Hundred Eighty-Nine Thousand Four Hundred and Thirty-Four Dollars and Fifty Cents

- In figures (Weekly) \$ 778,869.00
In figures (Twice Monthly) \$ 389,434.50

CONTRACTOR Lawful Name: Jonset Corporation dba Sunset Property Services

Proposer's Name: Sunset Property Services Proposer's Initials: _____

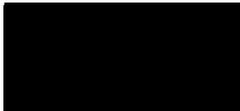
PROPOSER License No. N/A Expiration: _____

PROPOSER Taxpayer I.D. Number: 

Signature: 

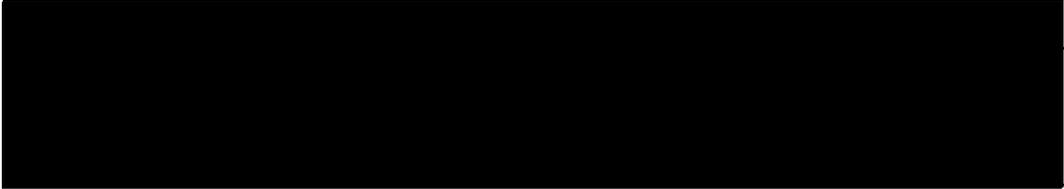
Date: 12-9-11

PROPOSER Address: 16251 Construction Circle West, Irvine, CA 92606

Telephone Number:  _____

Fax Number: _____

24-Hour Emergency Contacts:

 _____

Name

_____ Telephone No.: (____) _____

Name



Proposer's Initials

The Proposer agrees that the City will not be held responsible if any of the approximate quantities shown in the foregoing proposal shall be found incorrect, and he shall not make any claim for damages or for loss of profits because of a difference between the quantities of the various classes of work as estimated and the work actually done. If any error, omission or misstatements shall be discovered in the estimated quantities, it shall not invalidate this contract or release the Proposer from the execution and completion of the whole or part of the work herein specified, in accordance with the specifications and the plans herein mentioned and the prices herein agreed upon and fixed therefore, or excuse him from any of the obligations or liabilities hereunder, or entitle him to any damages or compensation otherwise than as provided for in this contract.

The Proposer agrees that the City shall have the right to increase or decrease the quantity of any item or portion of the work or to omit portions of the work as may be deemed necessary or expedient, and that the payment for incidental items or work, not separately provided in the proposal shall be considered included in the price bid for other various items or work.

A large black rectangular redaction box covers the signature area. A horizontal line extends from the left side of the box.

Proposer's Initials

Respectfully submitted,



12-9-11
Date

Jonset Corporation
dba Sunset Property Services

If the proposal is by a corporation, state the names of the officers who can sign an agreement on behalf of the corporation and whether more than one officer must sign.

Corporation

Taxpayer I.D. Number:

	Can Sign	Must Sign
Name	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name _____	<input type="checkbox"/>	<input type="checkbox"/>

If the proposal is by a partnership or a joint venture, state the names and addresses of all general partners and joint ventures.

Partnership or Joint Ventures

Taxpayer I.D. Number: _____

Name _____

Address _____

Name _____

Address _____

If the Proposer is a sole proprietorship or another entity that does business under a fictitious name, the Proposer shall be in the real name of the Proposer with a designation following showing "DBA (the fictitious name)"; provided, however, no fictitious name shall be used unless there is a current registration with the Orange County Recorder.

The full names and residences of all persons and parties interested in the foregoing proposal, as principals, are as follows:

NOTE: Give first and last names in full; in case of corporation, give names of President, Secretary, Treasurer and Manager, and affix corporate seal; in case of partnerships and joint ventures, give names of all the individual members.



Proposer's Initials

Proposer shall signify receipt of all Addenda here, if any:

Addendum No.

Date Received

Proposer's Signature

DISQUALIFICATION QUESTIONNAIRE

The Contractor shall complete the following questionnaire:

Has the Contractor, any officer of the Contractor, or any employee of the Contractor who has proprietary interest in the Contractor, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation?

Yes _____ No X

DISCLOSURE OF GOVERNMENT POSITIONS

Each Proposer shall disclose below whether any owner or employee of the firm currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months. List below or state "None."

None



Costa Mesa Sanitary District

... an Independent Special District

December 7, 2011

Board of Directors



City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626

RE: Street Sweeping Services

Staff

General Manager

On behalf of the Board of Directors and staff from the Costa Mesa Sanitary District, please accept this proposal to manage the street sweeping contract if the City decides to outsource this service.

Background

The Costa Mesa Sanitary District (CMSD) is an independent special district that that was incorporated nine years before Costa Mesa cityhood to resolve the on-going trash issues in the community. Now, nearly seventy years later CMSD provides solid and liquid waste collection services to over 116,000 residents in Costa Mesa, Newport Beach and the County of Orange. Since the passage of the Integrated Waste Management Act in 1989 (AB 939), CMSD has worked cooperatively with the City of Costa Mesa to ensure the City is in compliance with AB 939. Our partnership has proven to be very successful as the City is able to meet its resident per capita disposal rate of 8.5 Pounds per Day (PPD) by achieving 6.1 PPD in 2010!

While street sweeping is an important local government service to providing clean streets and preventing pollution from entering storm drains, it also plays a significant role to achieving the AB 939 mandate by diverting green waste from the landfills. It is our understanding that the purpose for the City of Costa Mesa's RFP is to determine outsourcing as an alternative service delivery that can be innovative, creative, cost effective, and provide high quality level of service. As you know, CMSD does not provide street sweeping services; however, if you decide to outsource this service then below are two creative ideas for your consideration to effectively manage your street sweeping contract.

Phone

(949) 645-8400

Fax

(949) 650-2253

Address

628 W. 19th Street
Costa Mesa, CA
92627-2716



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Protecting our community's health and the environment by providing solid waste and sewer collection services.
www.cmsdca.gov

1. CMSD Solicits RFP's

The first idea is to allow CMSD to manage the RFP process that will include preparing specifications, advertising, answering questions from vendors, reviewing RFPs and recommending to the City Council the best value proposal. City staff would assist in reviewing and commenting on specifications and participate alongside with CMSD staff in evaluating the proposals. In addition to standard boiler plate specifications, CMSD recommends the following innovative requirements to be included in the specification package.

- A. Vendors must operate twin engine high dump regenerative air sweeper powered by Compressed Natural Gas (CNG) and comply with California PM10 standards for dust control. The age of street sweeping equipment must not exceed two years and the vendor must provide sufficient evidence of the equipment years in service and good maintenance records.
- B. CMSD will enter into a contract with a legal disposal site, such as a Material Recovery Facility, that will allow for 80-100% of the 930 tons of debris collected annually by Costa Mesa street sweepers be diverted as green waste. CMSD will pay all disposal cost directly to the MRF operator to avoid paying markup costs from the street sweeping vendor. This requirement will also allow CMSD to obtain disposal slips to accurately report diversion tonnage to the City and eventually to state regulators.

To ensure fairness and an equal opportunity to all eligible street sweeping vendors, CMSD will require the awarded vendor to provide roll-off bins in the City Corporate Yard where the vendor will empty the collected contents into the bin by using its "high dump" sweeping equipment. The vendor will then be required to transport and empty the roll-off bin to the legal disposal site approved by CMSD (e.g. Material Recovery Facility). Requiring a high dump street sweeping equipment to empty its content in roll off bins at the City's Corporate Yard will achieve several beneficial objectives, which are described below:

- a. Improves sweeping efficiencies by having less travel time to and from the legal disposal site. Less travel time will result in:
 - 1. Less wear and tear on sweeping equipment, which means the vendor should experience a longer return on his capital investment that can be passed on in cost savings;

2. Less fuel being used by the sweeper will result in cost savings;
 3. Less wear and tear on sweeping equipment will also result in less down time the equipment is in the shop for repair; and
 4. More streets can be swept in less time and probably with less equipment, which means cost savings are passed on to the City.
- b. High dump sweeping equipment will avoid NPDES violations by emptying contents in a roll off bin instead of on the ground at the City Yard.
- C. Upon City approval, the vendor will be allowed to store his sweeping equipment in the City Yard at no cost to him. Allowing the vendor to park his equipment in the City Yard will improve operational efficiencies by avoiding travel time from the contractor's yard to the City and it will save fuel and put less wear and tear on the equipment, which means less downtime and more savings.
- D. The vendor will be required to install a Global Positioning System (GPS) on all of his equipment serving Costa Mesa. We recommend installing an "active" or "passive" GPS that will enable the vendor and CMSD staff to view, via his/her desktop computer, where the sweeping equipment is located at all time. The GPS must be able to track non-sweeping stops and speed of the equipment. Finally, the GPS must also be able to generate reports and maps with an exact description of services.
- E. The vendor will be required to place cameras in their sweepers to enforce parking restrictions during sweeping days. The vendor will be required to explain how the digital photograph recordings will work with a third party and how it will comply with AB 2567. There are many benefits to having cameras in the sweepers, which are identified below:
- a. Parking citations will be issued in real time (when the sweeper arrives) and will include digital photographs of the vehicle along with the date and time on the photographs to coincide with the citation. This will reduce complaints to City Hall for citations issued

- well after the sweeper drove by and it will reduce appeals for contesting the citations.
- b. In the short term, revenues will probably increase because of the real time the citations are issued. In the long term, revenues may decrease because of a higher parking restriction compliance rate, but will result in cleaner streets and fewer pollutants entering the storm drains.
 - c. The parking enforcement officer dedicated to issuing street sweeping citations can be reassigned to another service area.
- F. CMSD will enter into a contract with Clean Energy to allow the vendor to fuel his street sweeping equipment at one of Clean Energy's nearby CNG public fueling stations. The CMSD would pay for CNG directly and avoid paying markup fuel costs by the vendor.
- G. The vendor will be required to assign dedicated street sweeping drivers to the community. Dedicated drivers will take ownership of their work and will become avid members of the community by reporting required services to the City such as graffiti removal, pothole repairs, collecting abandon shopping carts and more. CMSD would encourage vendors to rehire City employees to be their dedicated street sweeping drivers.

In addition to managing the RFP process, CMSD can also administer and manage the street sweeping contract. More information about our proposal for contract administration is provided below.

2. CMSD Administers and Manages Street Sweeping Contract

If you receive favorable proposals and are considering moving forward to outsourcing this service as described in the City's RFP, then the second idea is to allow CMSD to manage the street sweeping contract. Approximately 83% of our operations are outsourced to private companies for solid waste, sewer mainline cleaning, pump station maintenance and sewer repairs, so we believe the District is well adverse and experienced in managing contracts. In addition, we have proven to be an efficient organization by adopting pension reform (two tier system) and we have one of the lowest personnel costs in California where salaries and benefits for District employees account for only 16% of the total \$9 million operating budget (see CMSD's 2011-12 Adopted Budgeted attached hereto).

Below are some of the services we can provide to managing the street sweeping contract:

- District staff will respond to complaints in two ways:
 - ✓ Verify GPS from employee computer the date, time, speed and sweeper arrival.
 - ✓ CMSD code enforcement officer will visit locations to determine if the street is free from residue and dirt. Pictures will be taken and sent to the contractor and request the street to be swept again or deduct a portion of their payment will occur.
- District staff will obtain disposal tonnage slips and prepare excel spreadsheet of green waste diversion. Report will be submitted to City.
- District staff will maintain a database of complaints and the action taken by the District. Submit database to the City.
- District will obtain daily sweeper route form, weekly labor distribution work unit report, Excel spreadsheet of monthly totals and submit all to the City on a monthly basis.
- District staff will ensure contractor is performing in accordance with the terms of the contract. Invoice deductions will occur if found contractor is not performing in accordance with the terms of the contract.
- District staff will meet with the contractor's supervisor on a quarterly basis to go over street sweeping related issues and contractor's performance.
- District staff will notify contractor of special sweeping for planned community events.
- The District will make sure designated drivers swept Costa Mesa streets or contractor provided 24 hour notice of operator change. The District will notify City of operator change as well.
- The District will provide an annual report to the City of the street sweeping program.

Contract Administration Fee

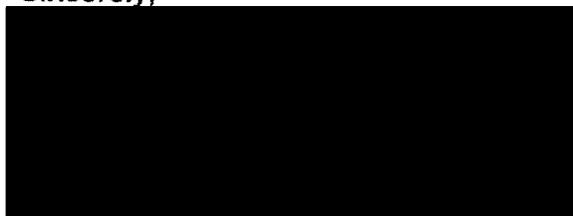
Our fee for the services mentioned above can be negotiated at a later time after you decide to use CMSD as your contract administrator for street sweeping services. At this time, CMSD is unable to calculate fees until we know the type of contract administration services you are seeking (e.g. RFP & contract administration or just contract administration). Then, we can analyze revenue generation and payment options along with a recommended fee that is in the best interest for both organizations. In our analysis we will explore options with City staff such as establishing a street sweeping franchise fee and/or enterprise fund, assessing street sweeping costs on property taxes, billing options and reimbursements.

Conclusion

In conclusion, the District has on staff the necessary experience to manage street sweeping contracts. For instance, the District's General Manager has ten years experienced in managing street sweeping contracts while employed at the Cities of Claremont and Lemon Grove. At the City of Claremont he successfully analyzed existing street sweeping services along with outsourcing options, prepared and evaluated RFPs and managed the contract using most of the innovative suggestions mentioned above. As a result, the City of Claremont has a very successful street sweeping program. At the City of Lemon Grove, he was responsible for implementing the City's first street sweeping RFP and contract that resulted in a twenty percent savings in operation costs.

The Costa Mesa Sanitary District is a results oriented organization as proven in the 2010 and 2011 Accomplishments, which is attached hereto, and we practice strategic thinking by gathering and analyzing information, setting goals, and making decisions for the future. I believe the future that lies ahead for both organizations is to continue building our partnership to achieve the common goal of providing excellent customer services in our community. I look forward to hearing from you soon to discuss this proposal further.

Sincerely,



Attachments: 2011 Accomplishments
 2010 Accomplishments
 CMSD Strategic Plan FY 2010-15
 CMSD Adopted Budget FY2011-12

C: CMSD Board of Directors
 CMSD General Manager

2011 Accomplishments

Costa Mesa Sanitary District



ACHIEVEMENT

"Without continual growth and progress, such words as improvement, achievement, and success have no meaning."

Benjamin Franklin

SUCCESS

"Success is never final. Failure is never fatal. It is courage that counts."

Winston Churchill

Significant Accomplishments

- Adopted pension reform by implementing a two tier pension system. The pension formula for new employees is 2% @ 60 and employees pay their full share of retirement cost, which is 7% of their annual salary
- Successfully implemented a Paperless Agenda Program that will save approximately 40,000 pages of printed paper a year and an annual cost savings of nearly \$11,000.
- CMSD is the first public entity in Orange County to successfully implement a lockable trash can program to deter scavenging.
- CMSD is the first public entity in Orange County to successfully implement a recycling program for used cooking grease.
- Installed an emergency generator at District Headquarters to provide power to the building and to the District's Emergency Operations Center (EOC).
- Approved installing high water monitoring devices under eleven critical manhole covers to monitor and detect high water before reaching the surface. The "Smart Covers" is another tool to prevent sanitary sewer overflows (SSOs)
- Successfully developed a Sewer Root Control Program by using no-dig technology to prevent SSOs in the future.
- Implemented an Asset Management Program to fund and replace infrastructure when it reaches the end of its lifecycle and developed a minimum asset management fund of \$5 million.
- Successfully repaired 123 Grade 5 sewer line segments that were classified as "eminent failure" at a cost of \$704,487.
- Awarded LEED Platinum by U.S. Green Building Council for the District Yard
- Awarded Bronze Education Excellence by the Solid Waste Association of North America for the District's Telephone Book Recycling Program.
- KTLA Channel 5 Morning News reporter Gayle Anderson visited Costa Mesa for a story about CMSD's Residential Grease Recycling Program.

To see more of CMSD's 2011 Accomplishments,
please read the following pages

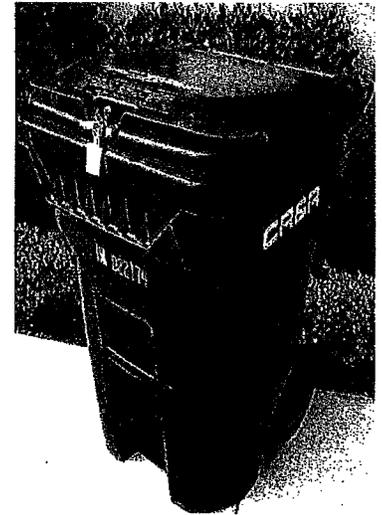
Administration



- Approved revising District's Standby Policy
- Successfully conducted an employee satisfaction survey where 92% of staff gives the District an overall approval rating and 80% of staff believes the District is heading in the right direction. 90% of staff said the District is a good place to work.
- Adopted Ordinance No. 82, Amending Section 4.03.010 of the Operations Code to Allow Budget Transfer
- Adopted Ordinance No. 83, Establishing Legal Duties to Maintain Sewer Laterals so as to Not Damage District Property or Cause Sewer Spills and Prohibiting Dumping Debris into District's System
- Adopted Ordinance No. 84, Amending Alternate District Engineer's Responsibilities
- Successfully obtained the parcel data from the County of Orange at a substantially reduced rate (\$2,658 instead of \$22,000) to be uploaded in the District's GIS
- Successfully implemented a Paperless Agenda Program that will save approximately 40,000 pages of printed paper a year and an annual cost savings of nearly \$11,000
- Developed and implemented a Succession Plan where District staff received new titles and pay ranges to go along with their new duties.
- Successfully recruited three vacant positions (Office Specialist I, Maintenance Worker I & Administrative Services Manager)
- Adopted a two tier pension system
- Developed and implemented Respectful Workplace Policy
- Developed and implemented Preventing Violence in the Workplace Policy
- Developed and implemented Drug and Alcohol Abuse Policy
- Successfully annexed the five remaining islands to the District's service area
- Two District maintenance workers passed and obtained CWEA Grade I Certification
- Adopted a Records Management and Retention Program
- Implemented a successful Maintenance Internship Program
- Finished completing a draft Employee Handbook
- Provide remote access to the City of Costa Mesa permit database

Solid Waste

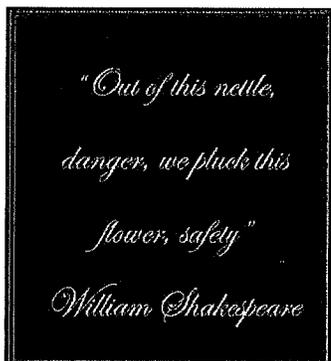
- Successfully implemented a lockable container program to deter scavenging
- Achieved 54.14% diversion
- Zero Waste workshop, November 2, 2011
- Adopted policy prohibiting the use of Styrofoam in District facilities and at District Sponsored events
- Successfully implemented a new noticing procedure for trash cans being stored in public view
- Adopted a new program to reduce unwanted junk mail
- Implemented a successful Residential FOG Recycling Program
- Adopted Ordinance No. 85, Prohibiting Unauthorized Use of residential trash cans
- Acquired electrical vehicle for code enforcement
- Approved Contract Assignment & Addendum No. 3 with Waste Management Curbside to continue door-to-door HHW collection services
- Revised Large Item Collection Program by discontinuing the once a year event and replacing it by allowing residents to have three large item pickups per year and up to ten items per pick up
- Implemented Telephone Book Recycling Program
- Sold 246 composting bins and 18 vermicomposting bins



CMSD Lockable Container Program

Risk Management / Emergency Preparedness

- Successfully kicked-off the District's Injury Illness Prevention Program (IIPP)
- Conducted a seismic study on District pump stations
- Procured and made improvements to install an emergency generator at District Headquarters
- Board of Directors and staff completed SEMS, NIMS, ICS and EOC training
- Developed an emergency response plan for District wide power outage
- Purchased and acquired emergency equipment such as standby generators, by-pass pumps and trash pumps
- Conducted a permanent generator and by-pass pump feasibility study for the District's critical pump stations
- Enrolled in the federal Government Emergency Telecommunication Services (GETS) program
- Adopted mutual aid agreement with CalWARN
- Developed a Permit Required Confined Space Entry Program
- Installed new emergency base radios at District Yard and Headquarters



Sewer System



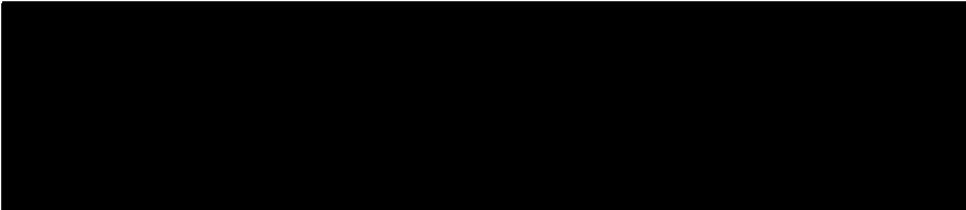
District Maintenance Crew



District Maintenance Crew

- Successfully rebuilt check valve at 21st Street Pump Station. The check valve could not be replaced because of its odd size. Staff had it rebuilt, tested and reinstalled
- Repaired Canyon Pump Station force main break within 12 hours after being notified resulting in a minimal SSO.
- Successfully implemented a pilot program on Golf Course Drive to determine that top hats and short lining are effective methods to deterring reoccurring roots in the mainline
- Successfully replaced old pumps at Valley and South Coast Plaza Pump Stations
- Successfully cleaned the wet wells at Harbor, Corp Yard, Valley and Elden Pump Stations
- Installed gen sets at all pump stations to allow connection to emergency standby generators
- Successfully installed high water monitoring devices under eleven manhole covers to monitor and detect high water before reaching the surface.
- Developed Standard Operating Procedures (SOPs) for Sanitary Sewer Overflows (SSOs)
- Developed a Sewer Root Control Program that will reduce the number of "hotspots"
- Successfully reduced the number of "hotspot" locations from 94 to 57
- Conducted a SCADA pilot program at Canyon and Elden Pump Stations to determine the feasibility of a new SCADA system
- Cleaned 50 "hotspot" locations
- Raised 20 manholes to grade and identified another 20 buried manholes to be raised
- Performed an audit of the District's Sewer System Management Plan (SSMP) and completed the minor non-conformance issues identified in the audit
- Cleaned 490,066 feet of sewer mainline
- Approved 162 Sewer Lateral Assistance Applications that reimbursed \$216,050 to homeowners

Finance

- 
- 
- Successfully completed the Comprehensive Annual Financial Report (CAFR) for FY Ended June 30, 2011

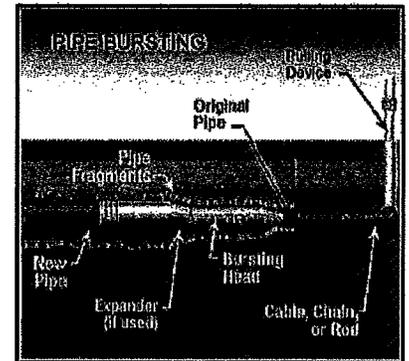
*"Whenever the people
are well-informed, they
can be trusted with their
own government."*

Thomas Jefferson

Capital Improvements

- Project No. 129, Bristol Street Sewer Phase 2— Using no-dig technology pipe bursting to replace existing 8 inch pipe with 12 inch pipe. Cost: [REDACTED]
- Project No. 164, Sewer Root Control Program—Cost: [REDACTED]
- Project No. 171, Irvine Pump Station Force Main—Design phase complete. Cost: [REDACTED]
- Project No. 185, System Wide Sewer Reconstruction Phase 1—Repaired 123 Grade 5 line segments. Cost: [REDACTED]
- Project No. 189, Rehabilitating Six Sewers Transferred from OCSD— This project covered three areas of work:
 - ✓ Replacing 602 feet of sewer at South Coast Drive
 - ✓ Rehabilitating sewer manholes
 - ✓ Grinding "OCSD" off manhole covers

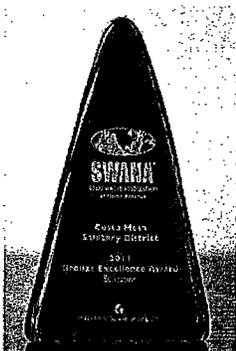
Total cost including contract administration and inspection was [REDACTED]



- Project No. 190, Canyon Force Main Rehabilitation—Began design phase. Cost: [REDACTED]
- Project No. 192, System Wide Sewer Construction Phase 2—Began design phase. Cost: [REDACTED]
- Project No. 193, Pump Station Seismic Study and Retrofit—Study complete. Cost: [REDACTED]
- Project No. 195, Headquarters Lobby Expansion Project—Design complete. Cost: [REDACTED]

Awards

- U.S. Green Building Council: LEED Platinum for District Yard
- Solid Waste Association of North America: Bronze Education Excellence Award for Telephone Book Recycling Program
- California Society of Municipal Finance Officers: FY09-10 Comprehensive Annual Financial Report (CAFR)
- National Safety Council: Perfect Record Award for twelve consecutive months (Jan 2010—Dec 2010) without an occupational injury or illness resulting in days away from work
- Orange County Business Council: Certificate of Recognition for District Yard



Good Media Coverage

- The Daily Pilot, July 3, 2011: "Trash turns to awards treasure for sanitary district"
- Orange County Register, July 10, 2011: CMSD's website is considered superior in regards to transparency according to the Orange County Grand Jury
- The Daily Pilot, July 22, 2011: "Sanitary district looking to get more locking trash cans"
- Los Angeles Times, July 26, 2011: "Officials may offer more locking trash cans to thwart scavengers"
- The Daily Pilot, July 26, 2011: "Taking a stance against scavengers"
- KTLA Channel 5 News, July 26, 2011: "Costa Mesa Looks To Add More Locking Trash Bins"
- NBC Los Angeles, July 27, 2011: "Costa Mesa Locks Out Trash Scavengers"
- The Bill Carroll Show on KFI 640 AM Radio, July 2011: Lockable trash cans
- Telemundo, July 2011: Lockable trash cans
- The Daily Pilot, August 22, 2011: "One job, six days, 682 applicants"
- KTLA Channel 5 Morning News, November 21, 2011: Reporter Gayle Anderson visited Costa Mesa to do a story about CMSD's Residential FOG Recycling Program
- Orange County Register, November 23, 2011: "Bag up your turkey grease to go... to recycling center"
- The Daily Pilot, December 2, 2011: "OCC wants your turkey fat"
- Los Angeles Times, December 3, 2011: "College collecting residents' kitchen grease"
- KNX 1070 News Radio, December 5, 2011: Residential FOG Recycling Program
- California Special District Association Magazine, Nov/Dec 2011: CMSD's Paperless Agenda Program



"Effective employees need to be reliable and positive. Our culture supports teamwork. Having a positive attitude and displaying that to co-workers and customers sets the stage for a good outcome."

Rachel West

2010 Accomplishments



TEAMWORK

Coming together is a beginning...

Keeping together is progress...

WORKING TOGETHER IS
SUCCESS

Administration

- ✓ Adopted Strategic Plan for FY2010-15
- ✓ Revised Standby Policy
- ✓ Completed new website
- ✓ Completed a Sewer User Study
- ✓ Adopted Ordinance No. 75 — Revised the Plan Check, Inspection, Permit & Annexation Fee Provisions of the District's Operations Code (last updated in 1994)
- ✓ Adopted Ordinance No. 76 — Revised the Charges Collected by the District & Establishing that Fixture Fees are Capacity Charges & Making related Clarifying Changes (last fee increase in 1970)
- ✓ Adopted Ordinance No. 77—Enacted an Administrative Citation Imposing Civil Fines for Violations of District Ordinances
- ✓ Adopted Ordinance No. 78 — Repealed Chapter 4.05 from the Operations Code & Establishing a new Ordinance for Competitive Bidding and Purchasing
- ✓ Adopted Ordinance No. 79 — Repealed the District's Operations Code in its entirety and replaced it with a revised Code
- ✓ Adopted Ordinance No. 80— Adopted California Plumbing Code
- ✓ Developed new personnel evaluation forms
- ✓ Agreement with the City of Costa Mesa for maintaining District vehicles
- ✓ Established new office hours where District HQ is open every Friday

2010 Accomplishments



TEAMWORK

Coming together is a beginning...

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WORKING TOGETHER IS
SUCCESS

Administration

- ✓ Approved new design standards for constructing manholes in alleys
- ✓ Converted Atlas Maps to GIS System
- ✓ Established a Pumping Station Review Committee to ensure pumping stations are operating in the most efficient manner
- ✓ Established an invasive root control program to help prevent Sanitary Sewer Overflows (SSO)
- ✓ 93% reduction of SSO gallons spilled since 1998
- ✓ Contained all four (4) SSOs. No raw sewage entered the Ocean and/or other waterways

Finance

- ✓ Adopted 2010-11 Budget that included no rate increases
- ✓ Adopted Investment Policy for 2010-11
- ✓ Completed 2009-10 Audit
- ✓ Developed a new Petty Cash Policy
- ✓ Created a new Credit Card Handbook that included new credit card purchasing procedures
- ✓ Created Quarterly Budget Reports where the Board reviews actual expenditures and projected budget balances of District operating funds
- ✓ Saved \$60,000 in construction costs for Bristol Street Sewer Improvements—Phase I

Infrastructure Improvements

- ✓ Completed Bristol Street Sewer Improvements — Phase I

2010 Accomplishments



Infrastructure Improvements

- ✓ Completed District Yard Construction
- ✓ Completed Bristol Street, North of Randolph Sewer Improvements
- ✓ Completed sewer pipe repairs at Bernard, Carnegie, 17th Street, and Westward Land
- ✓ Cleaned 400,000 linear feet of sewer mainline
- ✓ Plugged and sealed approximately 1,500 manhole covers that prevented 4.5 million gallons of water entering into the sewer system and inundating the treatment facilities at Orange County Sanitation District
- ✓ Replaced old pumps at 23rd Pumping Station
- ✓ Completed Irvine Pump Station Improvements

Emergency Preparedness

- ✓ Adopted Emergency Operations Plan to conform with state and national requirements
- ✓ Approved Indemnification Agreement with Water Emergency Response Organization of Orange County (WEROC), which coordinates and supports effective emergency response efforts on behalf of OC water and wastewater agencies
- ✓ Successfully procured emergency radios for the WEROC system

Risk Management

- ✓ Successfully conducted a Safety Assessment of District facilities
- ✓ Developed and implemented a Fleet Safety Policy

TEAMWORK

Coming together is a beginning...

Keeping together is progress...

WORKING TOGETHER IS
SUCCESS

2010 Accomplishments



TEAMWORK

Coming together is a beginning...

Keeping together is progress...

WORKING TOGETHER IS
SUCCESS

Risk Management

- ✓ Developed a Safety Program that includes the following safety programs:
 - ☛ Injury & Illness Prevention Program
 - ☛ Hearing Conservation Program
 - ☛ Lockout Program
 - ☛ Heat Illness Prevention Program
 - ☛ Hazard Communication
 - ☛ Fire Prevention Plan
 - ☛ Emergency Action Plan

Programs

- ✓ Sold 390 Composting Bins resulting in diverting 97.5 tons of organic waste from the landfill a year
- ✓ Used Tire Roundup collected 140 tires
- ✓ Approved 127 Sewer Lateral Assistance applications that resulted in reimbursing \$169,117 to private homeowners
- ✓ Created a Sewer Lateral Assistance Workshop for local plumbers
- ✓ Implemented a new contract for the District's Sharps Program where residents can safely dispose hypodermic needles.
- ✓ Coordinated three (3) school tours of the Material Recovery Facility and the landfill
- ✓ Planned and coordinated District Yard Grand Opening Event

Awards

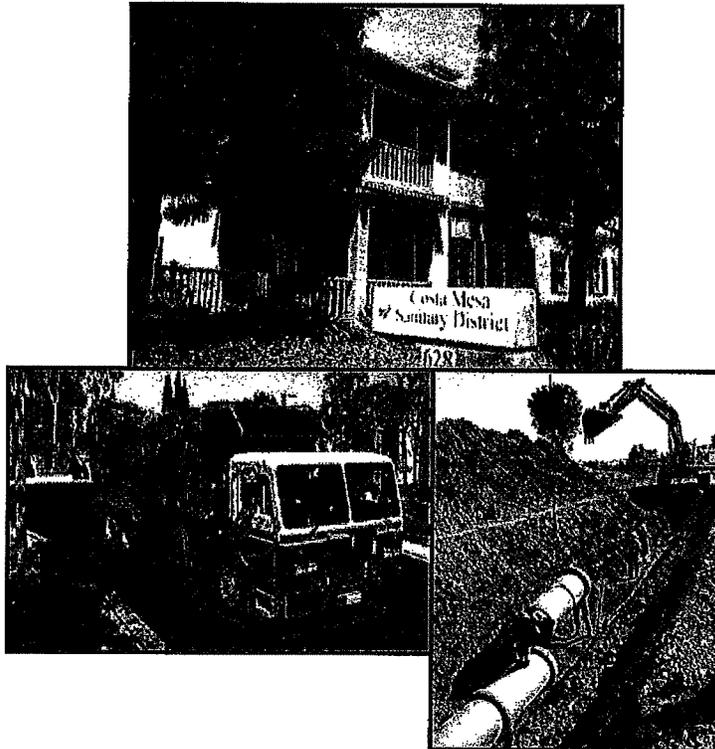
- ✓ City of Costa Mesa — Mesa Green Design for District Yard
- ✓ Santa Ana River Basin Section — Public Education Program of the Year



628 W. 19th Street
Costa Mesa, CA 92627

Fiscal Years
2010-15

Strategic Plan

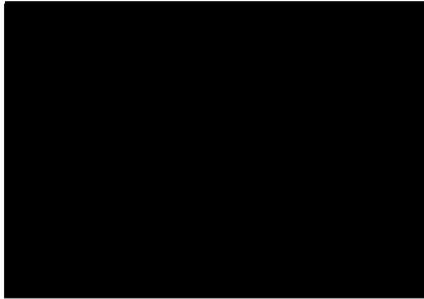


*Meeting and Exceeding the
Public's Expectations*

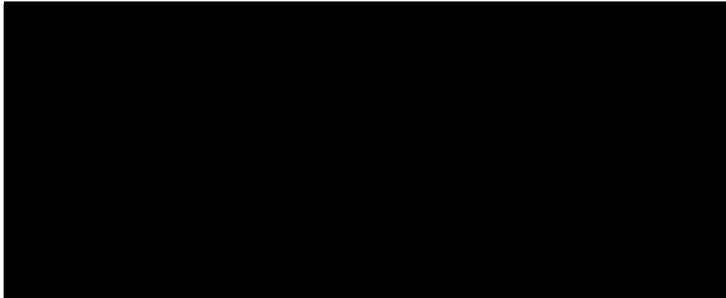
Costa Mesa Sanitary District



Governing Board of Directors



District Staff



Consultant





**Costa Mesa Sanitary District
Strategic Plan
Table of Contents**

A. Introduction 4

B. Definitions 4

C. Plan Development and Continuation 7

D. Mission Statement, Vision Statement, Core Values 8

E. Strategic Elements and Goals 10

1.0 Sewer Infrastructure 11

2.0 Solid Waste 19

3.0 Partnerships 23

4.0 Public Relations 26

5.0 Administrative Management 30

6.0 Personnel/Organizational Management 33

7.0 Finances 37

F. District Boundary Map40

G. Table 1 – Five Year Plan at-a-glance41



A. Introduction

A Strategic Plan is a top level planning document for an organization to set clear direction over all operational aspects of its mission. It serves as a framework for decision making over a 5-year period. It is a disciplined effort to produce fundamental decisions that shape what a District plans to accomplish by selecting a rational course of action. This plan has incorporated an assessment of the present state of District operations, gathering and analyzing information, setting goals, and making decisions for the future. Time has been taken to gather input from various sources to add to the veracity of the plans herein. The plan seeks to strengthen and build upon opportunities while addressing areas of concern.

This plan also identifies actions, activities, and planning efforts that are currently active and needed for continued success in operations and management of the District, and provides for periodic reviews and updates.

The strategic planning effort has focused on several or all of the following task areas:

- A clear commitment to infrastructure health.
- Community relations.
- Collaboration with partner agencies.
- The need to address the challenges of providing a balance of programs and facilities that are needed with the very real constraints that exist now and in the future.
- Workplace health that is critical to meeting the District's service goals.

B. Definitions

1. Mission Statement: A declaration of an organization's purpose, why the organization exists. Ideally, all activities of the District should be in support of the Mission Statement.



2. **Vision Statement:** A statement that articulates where the organization would like to be over the term of the Plan. It should outline important aspects of the organization as described within the planning term. The Vision should create strategy and tactics in order to be met.

3. **Strategic Elements:** These are the broad, primary areas of District operations, planning, and management within the Plan that need to be addressed and supported by Strategic Goals to ensure optimum progress.
 - A. **Objective:** A concise statement associated with each strategic element that describes the objective of that element. It explains why that element is important to the District's overall strategy.

 - B. **Strategy:** A concise statement associated with each strategic element that describes how the objective for that element will be achieved.

 - C. **Performance Measurement:** Describes specific measureable outcomes for each strategic element to determine if objectives were achieved or not. The District uses the Balance Approach method of desired outcomes by focusing on three related areas:
 - Service Delivery (what is our product?)
 - Citizen/Customer Satisfaction (how satisfied are our customers?)
 - Cost Efficiency (how much does it cost?)

 - D. **Benchmark:** A concise statement describing a standard by which the strategic objective can be measured.



4. Performance Measurements: Performance measures help translate an organization's mission, vision and strategy into tangible objectives. It is an important interlinking tool for improving results, engaging customers (externally & internally), sharing information and building partnerships. Performance measurement is important to interlink with strategic planning because:
- A. If you have performance measurement without strategic planning, you know how fast you are going, but you do not know whether you are going in the right direction.
 - B. If you have strategic planning without performance measurement, you know you are going in the right direction, but you do not know whether you are getting there.
 - C. The District's philosophy of performance measurement is to:
 - Increase customer trust and confidence;
 - Focus on meaningful outcomes;
 - Demonstrate effectiveness;
 - Challenge staff to be creative and innovative.
5. Strategic Goals: Strategic Actions are specific and measurable activities or targets that address the strategic elements. Day-to-day actions and projects (not covered in detail in the Strategic Plan) will be designed so that the Strategic Goals are accomplished.



C. Plan Development and Continuation Process

In 2008 the Board of Directors of the Costa Mesa Sanitary District (District) retained BHI Management Consulting (Consultant) to facilitate and coordinate the initial Strategic Plan development. BHI first gathered input from the employee base at CMSD, then interviewed individual Board members to get their one-on-one perspectives. The following items were discussed; mission statement, core values, District strengths, weaknesses, opportunities and threats, current and future issues and important future projects.

The Board supported this process as a way to allow all to participate in the foundation of the Strategic Plan. A Board/Key Staff workshop was conducted to develop the following plan elements: strategic elements, write objective and strategy statements for each strategic element, write performance measurements and the desired outcomes to achieve, and initial work on Strategic Goals.

A steering committee, consisting of the Key Staff, worked with BHI to complete the list of Strategic Goals in support of the Vision and strategic elements and refine the Plan prior to presentations to the full Board for initial review and final approval.

A key part of the Strategic Planning process is to conduct an annual review and update of the plan. These reviews allow for maintenance of the plan so that it reflects the actual progress and needs of the District. The reviews will be documented, and followed up with by either a plan supplement or an updated plan. A five-year planning horizon will be maintained.



D. Mission Statement, Vision Statement, Core Values

MISSION OF THE COSTA MESA SANITARY DISTRICT

“Protecting our community’s health and the environment by providing solid waste and sewer collection services.”

VISION OF THE COSTA MESA SANITARY DISTRICT

IN FIVE YEARS THE DISTRICT WILL HAVE:

- ***eliminated areas in our sewer system that require significant enhanced maintenance;***
- ***a positive reputation in the community;***
- ***significantly lessened infiltration and inflow into our sewer system;***
- ***mitigated calcium buildup in the sewer collection system;***
- ***diverted as much solid waste as practical from the landfill;***
- ***eliminated all public sewer system overflows;***
- ***implemented modern technologies to all of our operations;***
- ***completed westside pumping station abandonment;***
- ***diversified our revenue sources;***
- ***continued our model sewer lateral program;***
- ***implemented a working succession plan;***
- ***maintained reasonable rates and reserves to support current and future infrastructure.***



CORE VALUES OF THE COSTA MESA SANITARY DISTRICT

- *Is it responsive to our customers?*
- *Is it cost efficient, practical and sensitive to rates?*
- *Does it protect the environment?*
- *Will it support our commitment to maintenance and rehabilitation of our sewer infrastructure?*
- *Does it support our employees to be productive and motivated?*
- *Will it support our commitment to reliability in the services we provide?*



E. Strategic Elements and Goals

Strategic Elements and Strategic Goals represent the vital areas of the District's operation, planning, and management. Strategic Elements are derived from the foundational Mission and Vision statements of the District. They are linked to action through Strategic Goals within the five-year period that serve to assure that important areas of the District are well supported and moved forward per Board direction. Strategic Elements and supportive Strategic Goals, along with action dates within the planning period, are presented in tabular form in Table 1.

The Strategic Elements are:

- **1.0 Sewer Infrastructure**
- **2.0 Solid Waste**
- **3.0 Partnerships**
- **4.0 Public Relations**
- **5.0 Administrative Management**
- **6.0 Personnel/Organization Management**
- **7.0 Finances**



1.0 Sewer Infrastructure

Objective: Our objective is to collect and transport wastewater to meet the needs of existing and future customers.

Strategy: We will do this by the careful management of the collection infrastructure using prudent planning and maintenance, with financial strategies to maintain sufficient capacity and respond to changing regulatory demands.

Service Delivery Measurement	Benchmark
To ensure transmittal of wastewater by properly maintaining the Districts sewer system	<ul style="list-style-type: none"> • Within the 30 percentile of the fewest gallons lost in the environment per 100 miles compared with other public agencies. • Within the 30 percentile of the fewest spills per 100 miles compared with other public agencies.
Citizen/Customer Satisfaction Measurement	Benchmark
To achieve high citizen/customer satisfaction	<ul style="list-style-type: none"> • 90% of survey cards returned indicated the District's Sewer Lateral Assistance Program as being good to excellent. • Match OCSD's rain ingress goal of 2%
Cost Efficiency Measurement	Benchmark
Demonstrate cost effective use of funds allocated to maintaining the District sewer mains	The cost per 100 miles for maintaining the sewer mains is within the lowest 30 percentile when compared to other public agencies



STRATEGIC GOALS

1.1 Implement a Calcium Abatement Program -

The Costa Mesa Sanitary District (CMSD), the El Toro Water District (ETWD), the Santa Margarita Water District (SMWD) and the Leucadia Wastewater District (LWD) have all experienced one form or another of calcium buildup on the inside of their vitrified clay pipe (VCP) sewers. The buildup is extensive and

Strategic Goals	Completion Timeline
1.1 Implement a Calcium Abatement Program	2010-11
1.2 Inflow Reduction Program	2011-12
1.3 Hot Spot Abatement Program	On-going
1.4 System wide Sewer Replacement and Repair Program	On-going
1.5 Sewer Line Maintenance Cleaning Program	On-going
1.6 Evaluate force main conditions on a regular basis	On-going
1.7 Pump Station Maintenance & Standardization Program	On-going
1.8 Fats Oil Grease (FOG) Program	On-going
1.9 Sewer Lateral Assistance Program	On-going

extremely hard to remove and prevents the regular cleaning and televising of the lines. The LWD experienced nine miles of layered buildup while the ETWD experienced stalagmites and the CMSD experienced layers and stalagmites.

The National Clay Pipe Institute (NCPI) stated these instances appeared to be the first occurrences of this emerging problem. NCPI has been testing the calcium in labs in the United States and France and is formulating a citric acid solution to soften the calcium followed by removing by hydrojetting. Meanwhile, the CMSD found an impact cutter, similar to tunneling equipment, which will remove the calcium. Because the impact cutter might damage offset joints, the citric acid procedure appears safer. The CMSD's Calcium Abatement Program will begin in late 2010 when NCPI completes their study.



1.2 Inflow Reduction Program - The State Water Resources Control Board and the Orange County Sanitation District (OCS&D) require agencies to develop programs that prevent Infiltration and Inflow (I/I) from entering sewer systems. This project is a continuation of the District's I/I Program, which began in 2009.



I/I places a severe operational and financial strain on OCSD due to significant amounts of I/I causing sewers to be oversized because of the unwanted water. Normally, I/I is a low percentage of the daily dry wastewater flow, however, I/I in OCSD's tributary area is sometimes as high as two to three times the dry weather flow. Therefore, agencies are obligated to make a concentrated and on-going effort to reduce I/I, including designating yearly Capital Improvement Projects in this regard.

Infiltration is underground water entering into sewer lines through cracks and/or separated joints. After recently televising the District's system, the system was found to be in good condition with no measureable infiltration.

Inflow is surface water entering from manholes or from illegal connections and the District had significant inflow due to flat streets and the need for additional storm drain improvements. The District's Inflow Reduction Program is an attempt to reduce the amount of surface water entering the sewer system. Staff believes plugging and sealing manholes is the best course of action to prevent inflow although not all manholes will be plugged and sealed in order to allow the sewer system to function properly. To date, staff has plugged and sealed approximately 1,500 manholes out of approximately 4,646 manholes District wide.

As stated, according to the District-wide CCTV results, the I/I making its way into the CMSD sewer system is from Inflow, not Infiltration. As evidenced in the OCSD Percent Rain Ingress Map and as explained at Sewer System Committee meetings, there are three orange/red/brown areas that have rainfall above the OCSD goal of 2.0% rainfall ingress (light blue color) into the sewer system. This is quite a large percentage of the CMSD service area and the reason OCSD has CMSD near the top of the list for member agencies with I/I.

District staff divided the entire District into thirds and the Maintenance Supervisor and two construction inspectors were each assigned one-third. Each of the three is responsible for plugging and sealing manholes located in vee gutters in alleys, manholes within 5'-10' of curb and gutter, manholes in streets known to flood during rain events, manholes on private property subject to inflow so long as permission from the property owner is obtained, and any other manholes subject to inflow. Additionally, the three attempt to locate illegal connections of backyard or parking lot storm water into the sewer followed by working with the property owners to terminate the connections.



In order to quantify results of the Inflow Reduction Program, the District Engineer prepares charts comparing pumping station run times during rain events with run times during dry weather to calculate the total Inflow into the system.

Another proactive step is the arrangement with National Plant Services (NPS) to completely seal the vent holes, pick hole, and the open space between the ring and cover at no cost to the District if done during the regular maintenance cleaning operation.

CMSD staff is coordinating its effort with the Orange County Sanitation District and is continuing its public education of the importance of preventing storm water from entering the sanitary sewer.

- 1.3 Hot Spot Abatement Program - "Enhanced Maintenance Areas" (or "Hot Spots")** are sewer line segments that require frequent cleaning due to sags in the line, heavy grease, offset joints, or other line problems. The frequent cleaning causes the District to expend time and resources, as the Maintenance Supervisor and cleaning crew must regularly clean these sections to avoid sanitary sewer overflows (SSO's).

Through the District's sewer system sub-committee, District staff and consultant Environmental Engineering & Contracting (EEC) analyze the hot spots in order from worst to best to determine the necessary line repairs or FOG program assistance to eliminate the hot spots. This program has proven to be successful by structurally repairing many line segments and increasing the cleaning frequency. This program will continue until enhanced maintenance areas are eliminated.

- 1.4 System Wide Sewer Replacement and Repair Program –**

Replacement

This portion of the program provides a yearly contribution to the long-term replacement fund for the sewer system. The Board of Directors approves the yearly contribution that will contribute to replacing the sewer system if and when the sewer system reaches its life expectancy. A long-term replacement fund is prudent and one of the necessary components of comprehensive sewer system management.

The District has 216 miles of gravity sewer main that were constructed beginning in 1953. Therefore, the system is 57 years old and industry standard belief considers the life expectancy of vitrified clay pipe (VCP) to be 100 years. The economics of a system wide replacement program are as follows: Assigning a per foot construction cost of [REDACTED] per foot, which includes manholes and other



related costs, times 216 miles of sewer equals approximately [REDACTED]. This is a significant sum and one that will not likely be reached by the District since the total yearly budget for the entire District is just over [REDACTED].

Fortunately, VCP sewers have lasted over 200 years in certain locations in the United States and the material itself is inert (resistant to chemical breakdown) and resistant to abrasion. Therefore, it is possible to consider the life expectancy long enough so that technology may advance to a point where new inexpensive rehabilitation methods will be developed.

The most important component for extending the life expectancy of the sewer system is to televise the pipe interior and repair problems before they magnify. The District completed a District-wide televising project in 2009 and recently analyzed and compiled the results into a repair program.

Staff will continue televising sewer mains and make recommendations to the Board a timeline for sewer replacement.

Repairs

This portion of the project will fund repairs, rehabilitation and reconstruction of various types of deficiencies encountered during the District-wide televising project.

Rehabilitation is expected over the long term and the proposed funding for this project is currently at \$700,000 per year. It is anticipated the funding will continue thereafter to handle the on-going rehabilitation necessary to insure the system operates properly as it enters its second 50 years of existence.

Projects high on the priority list are those deficiencies that score 5 on the National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Certification Program (PACP) rating system used during the televising project. A score of 5 indicates immediate attention is required and a score of 4 indicates repair will likely be necessary in the next few years.

The Board will approve a plan that will include a timeline and a budget for repairing pipelines receiving a deficiency score of 5.

- 1.5 Sewer Line Maintenance Cleaning Program** - Sewer mains are cleaned to remove grit, debris, solids, grease and roots that build up over time. Because flow velocities in sewers are low, buildup on pipe walls, and having solids settle out, is continually occurring. Industry standard cleaning cycles vary from cleaning the system once every year to once every three years.



The CMSD uses a hybrid approach and cleans small 8" VCP tract sewers with small flows once every three years, while cleaning higher flowing sewers every two years, and cleaning the highest flowing and problem sewers every year.

The CMSD uses a combination public-private arrangement where National Plant Services, Inc. (NPS) performs maintenance cleaning while the CMSD employee crew performs hot spot and other specialty cleaning. By cleaning all parts of the gravity sewer system within three years, the CMSD is in conformance with industry standards.

- 1.6 Evaluate force main conditions on a regular basis** - Because force mains operate under pressure, breaks in force mains are similar to breaks in water lines where water is gushing out at high volumes. Because flows in force mains are so high, SSOs from breaks in force mains result in large spill volumes. For instance, should a five minute spill occur from a break in the Irvine pumping station force main, the spill would total $5 \text{ min} \times 1,500 \text{ gal/min} = 7,500 \text{ gallons}$. This volume is far above a typical gravity sewer spill volume. Therefore, agencies should conclude force main rehabilitation is a priority.

Unfortunately, force main condition assessment is at this point in time an inexact science, meaning there is no current method to determine the structural integrity of the entire line. Pipe wall thickness is the critical indicator of whether a failure is likely to occur, however, existing pipe wall thickness can only be currently measured by excavating and exposing the pipe followed by attaching a sensor. Obviously, the entire pipe length cannot be exposed for this test. What is needed is a new technology consisting of a no-dig method of introducing a probe into the line from the outlet manhole all the way down the line while it measures the pipe wall thickness.

It is prudent for the District to continue tracking the age and operating conditions of the force mains and to replace or rehabilitate the lines as necessary.

- 1.7 Pump Station Maintenance and Standardization Program** - The District's 20 sewer pumping stations each contain two pumps, piping, valves, fittings, electronic controls, liquid level sensors, and other equipment that requires regular maintenance. The key to avoiding station breakdown and Sanitary Sewer Overflows (SSOs) is a regular maintenance schedule for each of the components.

With the assistance of the Operations Manager, the Maintenance Supervisor maintains a detailed spreadsheet of all his activities at the pumping stations. The Maintenance Supervisor has determined the proper maintenance and replacement frequency and continues to keep the pumping stations running



properly. The Maintenance Supervisor is also assembling an inventory of replacement parts and equipment to decrease down time.

To simplify operations, the District Engineer, Maintenance Supervisor and Operations Manager have agreed to a standardized list of parts and equipment in the stations. Uniformity of equipment simplifies operational knowledge, replacement activities, and inventory.

- 1.8 Fats, Oils and Grease (FOG) Program** - Fats, oils, and grease (FOG) is discharged into the sewer system mainly from food service establishments (FSEs). The grease cools, then adheres to the pipe walls and decreases the open area of the sewer interior. Unless removed, the FOG will eventually completely block the flow and cause a sanitary sewer overflow (SSO).

The State of California Waste Discharge Requirements (WDR) requires sewer agencies to have FOG programs to eliminate SSOs. In response to this mandate, the Costa Mesa Sanitary District uses consultant EEC and the Orange County Health Care Agency (OCHCA) to manage its FOG program along with CMSD plan check and inspection staff.

EEC provides permitting, monitoring, and enforcement activities for the District's FSEs. An OCHCA food inspector will also pay visits to FSE's on behalf of CMSD to check whether a pre-determined list of best management practices (BMPs) is being adhered to. Additionally, the District's FOG program includes the CMSD Permit Processing Specialist and District Engineer insuring new, remodeled, and existing (where appropriate) FSEs contain FOG reduction devices through the plan check process.

- 1.9 Sewer Lateral Assistance Program** - The State Water Resources Control Board recognizes that private property sewer spills are not the responsibility of the public sewer agency but the number of private property spills is significant and needs to be addressed. Private property sewer spills are a major cause of ocean water pollution and programs should be developed to reduce spills.

CMSD Board of Directors became concerned at the significant cost of sewer lateral repair, particularly if the problem is located in the street. Because many property owners are unable to service their sewer laterals due to the lack of a cleanout, the Board approved an incentive program where the District would financially assist the property owner.

The Costa Mesa Sanitary District Board adopted its Sewer Lateral Assistance Program in the 2007-2008 fiscal year including the program parameters of reimbursing a residential property owner up to [REDACTED] for installing a cleanout, cleaning the lateral, root cutting, hydro jetting, spot repair, or installing a liner.



Strategic Plan 2010

The lateral is defined as the sewer from the building all the way to, and including, the connection to a sewer main.

The first application was received on September 27, 2007, followed by very active resident participation. The program was so well received; the Board allocated an additional [REDACTED] for the first fiscal year, 2007-2008, making the total [REDACTED]

The yearly project budget of [REDACTED] includes [REDACTED] for reimbursements to residential property owners for work performed on sewer laterals and [REDACTED] for staff costs. The District's program has been closely watched locally and state-wide as other agencies also begin to voluntarily adopt programs.



2.0 Solid Waste

Objective: Our objective is to manage the collection and recycling of residential trash in the most economical and environmentally friendly way.

Strategy: We will do this by looking for ways to improve efficiencies, achieve high customer satisfaction, and considering prudent new recycling methods.

Service Delivery Measurement	Benchmark
Promote recycling and maximize the use of feasible source reduction and recycling options.	Achieve an annual diversion 10% greater than the AB 939 compliance rate.
Citizen/Customer Satisfaction Measurement	Benchmark
To achieve high citizen/customer satisfaction.	90% of survey cards returned indicated the quality of service provided by the District's franchise hauler as being good to excellent.
Cost Efficiency Measurement	Benchmark
Demonstrate cost effective use of funds allocated for refuse and recycling services.	Residential rates will rank competitively* when compared to surrounding municipalities.

*Competitively shall mean within the fifty percentile.



STRATEGIC GOALS

2.1 Encourage the use of alternative fuel vehicles

– The use of alternative fuel vehicles such as Compressed Natural Gas (CNG), Liquid Natural Gas (LNG), hybrid, propane, electric and fuel cells, etc., promotes the reduction of vehicle emissions, reduces the dependency on foreign

Strategic Goals	Completion Timelines
2.1 Encourage the use of alternative fuel vehicles	2012-13
2.2 Pursue reducing polystyrene food packaging	2013-14
2.3 Comprehensive School Education Programs	On-going
2.4 Encourage Zero Waste	On-going
2.5 Monitor advancements and technology in the solid waste industry	On-going

oil, and improves the air quality that we breathe. Diesel garbage trucks are among the oldest, least fuel-efficient and most polluting vehicles in the United States. Requiring the District’s franchise hauler to use alternative fuel trash collection vehicles will achieve our objective of collecting, recycling and disposing in an environmentally friendly way, will reduce the health risks to both the drivers and the public, and will help reduce the country’s dependence on foreign oil.

2.2 Pursue reducing polystyrene food packaging – Expanded polystyrene foam presents unique management issues because it is lightweight, floats, resists biodegradation, and easily breaks into smaller pieces. These small pieces can be ingested by marine wildlife, leading to reduced appetite and nutrient absorption and possible death by starvation. According to a United Nations Environment Global Program of Action study, at least 162 marine species including most seabirds are reported to have eaten plastics and other litter.

Although expanded polystyrene is considered an inexpensive and effective product, it has many drawbacks and hidden costs which are deferred to the public and the environment. Food service polystyrene is a one---time use product that degrades extremely slowly in nature. Expanded polystyrene litter is not easily contained and is often conveyed to local creeks, the San Francisco Bay and the Pacific Ocean. Polystyrene waste constitutes 15% of the litter collected in storm drains, and is the second most abundant type of marine debris according to a 2004 CIWMB study.

According to the Long Beach---based Algalita Marine Research Foundation, 60 to 80 percent of the world’s ocean litter is made up of plastic. In some areas, 90 to 95 percent of the marine debris is plastic. State and local governments spend millions of dollars every year on ocean litter cleanup. In fiscal year 2006,



Caltrans spent \$55 million to remove litter and debris from roadsides and highways. Uncollected, most of this will ultimately drain into the ocean. Marine debris also negatively impacts California's \$46 billion tourism-based ocean-dependent economy. Despite an ongoing effort for decades to reduce ocean litter, the proliferation of plastic debris has increased exponentially.

Full and partial polystyrene food container prohibitions have been implemented in many California cities including: Alameda, Aliso Viejo, Berkeley, Calabasas, Capitola, Carmel, Emeryville, Fairfax, Hercules, Huntington Beach, Laguna Beach, Laguna Woods, Los Angeles, Malibu, Millbrae, Oakland, Pacific Grove, Pittsburg, San Clemente, San Francisco, San Juan Capistrano, Santa Cruz, Santa Monica, and West Hollywood.

The District will coordinate efforts with the Cities of Costa Mesa, Newport Beach and the County of Orange to pursue the possibility of a full or partial polystyrene food package prohibition within District boundaries. The economic impacts will be considered as part of staff's research to ban this product.

2.3 Comprehensive School Education Programs – California state law requires each jurisdiction to divert a minimum of 50% of the waste stream from landfill disposal into recycling and/or green waste and to provide education and outreach. The District promotes the three "R's" – Reduce, Reuse and Recycle. The District is responsible for collection of solid waste from residential units only. While the District is not responsible for collection of solid waste from commercial facilities, the District continues to promote recycling education and recycling principles at schools to reinforce the concepts starting at the earliest ages possible to begin the learned pattern of the three "R's". The District will continue promoting recycling concepts to school children through the waste free lunch program, backyard composting and vermicomposting program, telephone book recycling program, scheduling tours of material recovery facilities, and general recycling presentations.

2.4 Encourage Zero Waste - Zero waste is a philosophy and a design principle for the 21st Century; it is not simply about putting an end to landfilling. Zero waste efforts, just like recycling efforts before, will change the face of solid waste management in the future. Instead of managing wastes, the District will encourage the management of resources and encourage eliminating waste through public education programs.



- 2.5 Monitor advancements and technology in the solid waste industry** – The District will pursue advancing technologies and methods for processing solid waste material at material recovery facilities to further increase the diversion of solid waste material from landfills. The solid waste industry is opening new opportunities for innovative technologies from converting gas to energy, biodiesel and fuel cells to landfill cap design. Some of the new and innovative technologies the District will monitor will include, but not be limited to: landfill gas to energy, bioreactor technology, fuel cell, biodiesel, digesters, thermal conversion process, and anaerobic digestion.



3.0 Partnerships

Objective: To foster beneficial relationships to accomplish the goals of the District.

Strategy: We will do this by embracing strategic ties with other organizations, working closely with regulators, developing a deliberate legislative agenda and participating in professional associations.

Service Delivery Measurement	Benchmark
Promote good stewardship with other public, private and/or non-profit agencies that will enhance District services.	<ul style="list-style-type: none"> • Increase customer trash collection compliance (CR&R). • Reduce the number of trash cans being tagged for being left at curbside on non-collection day by 50%. • Increase the quantity of HHW commodities collected and recycled. • Increase school participation by 10% from the year before.
Partnership Satisfaction Measurement	Benchmark
To achieve high satisfaction among partnering organizations.	90% of survey cards returned indicated the ongoing partner relationship as being good to excellent.
Cost Efficiency Measurement	Benchmark
Demonstrate cost savings and/or operational efficiencies by being associated with professional associations.	Percent of cost savings as a result of new and innovative programs implemented.



STRATEGIC GOALS

3.1 Explore partnerships with other utilities –

The District is currently involved in formal and informal partnerships with various utility providers. Doing so has enabled the District to provide more efficient service and to tap into support needed during emergencies. In addition, such relationships help

Strategic Goals		Completion Timeline
3.1	Explore partnerships with other utilities	2010-11
3.2	Strengthen our ties with Cities of Costa Mesa, Newport Beach and the County of Orange	2010-11
3.3	Strengthen our ties with our state and federal legislators	2010-11
3.4	Participate in the activities of professional associations	On-going
3.5	Participate in Chamber of Commerce activities	On-going

provide a strong and united voice on issues affecting the local area. To accomplish this requires reaching out to utility representatives, establishing regular information exchanges, making District resources available and providing support when necessary.

3.2 Strengthen our ties with Cities of Costa Mesa, Newport Beach and the County of Orange -

In order to properly support the cities and county the District serves, it is imperative to maintain open channels of communication with neighboring communities. Continued participation on the Liaison Committee between Mesa Consolidated Water, the City of Costa Mesa, and CMSD is favorable. Casting the net wider to include the City of Newport Beach will assist the District in obtaining even more feedback from the local region. Establishing a contact person responsible for identifying opportunities and maintaining positive working relationships with the County of Orange and surrounding agencies is critical to the success of the District’s plan in the future.

3.3 Strengthen our ties with our state and federal legislators -

The District is subject to the dictates of new state and federal legislation and the requirements of initiatives. The District can also secure funding through the legislative process. To accomplish this goal, staff will monitor proposed bills and initiatives through the California State Legislature website and other means and will provide information to the Board of Directors such as the impacts propose legislation may or may not have on the District. In turn, the Board of Directors can provide written communications to state and federal legislators on certain bills the District supports or opposes. In addition, the Board of Directors and/or staff will seek assistance from our legislators on securing grant funds to the District.



- 3.4 Participate in the activities of professional associations** - To pursue and accomplish District goals and objectives, key staff will be assigned to actively participate in professional associations. This will include participating on committees, subcommittees, and task forces assigned to address specific areas of concern or those that are of strategic interest to the District. If possible and where it also serves the best interests of the District, key staff will also pursue appointment or election to the governing boards and committees of select professional associations.
- 3.5. Participate in Chamber of Commerce activities** - It is important that the District build a positive identity in the community. The Chamber of Commerce is a well-known advocate for local business. Current membership in the Costa Mesa Chamber of Commerce provides the District with opportunities for low cost publicity, networking, referrals, and community development. Utilizing these tools for maximum exposure will enable the District to maintain its high level of commitment to residents.



4.0 Public Relations

Objective: Our objective is to inform and establish beneficial relations with the community.

Strategy: We will do this by providing a high level of customer service internally and through the careful management of service providers. We will provide information to and seek feedback from our customers about our programs, services and accomplishments through modern technologies, the media and direct interactions with our customers.

Service Delivery Measurement	Benchmark
To provide exceptional quality of service in the liquid waste and solid waste industry.	90% of District service providers received an annual and/or project completion evaluation score of at least 95 points out of a possible 100 point rating system.
Citizen/Customer Satisfaction Measurement	Benchmark
To achieve high citizen/customer satisfaction.	90% of survey cards returned indicated District programs are good to excellent.
Cost Efficiency Measurement	Benchmark
Implement effective methods to reach our customers at minimal cost to the District.	90% of methods used to reach our customers cost less than \$5.00 per 1,000 residents for each method implemented.



STRATEGIC GOALS

- 4.1 Develop a Facebook page** - Facebook is a social networking website that has the ability to connect the District with residents, vendors and other public agencies. Facebook is free to register and user friendly. Facebook enables the District to publicize information, events, discussions,

Strategic Goals		Completion Timeline
4.1	Develop a Facebook page	2010-11
4.2	Develop user survey to be incorporated in the District website and Facebook	2010-11
4.3	Develop a survey card for the Sewer Lateral Assistance Program	2010-11
4.4	District branding	2010-11
4.5	To ensure high level of customer service through effective management of contracts	2011-12
4.6	Submit award applications	On-going

comments, and photos. It also has the ability to link the user to other government agencies. Residents may communicate with the District through private or public messages. Utilizing a Facebook page will strengthen community and District interactions.

- 4.2 Develop user surveys to be incorporated in the District website and Facebook** - The Costa Mesa Sanitary District highly values its customers. The District will develop a user survey available on the District website and Facebook page. A well-laid out survey allows the District to obtain customer feedback which can greatly help the District achieve a high level of customer satisfaction. As we continually seek ways to improve, the District will continue to provide customers with prompt and courteous service, while maintaining competitive rates.
- 4.3 Develop a survey card for the Sewer Lateral Assistance Program** - The Costa Mesa Sanitary District residential Sewer Lateral Assistance Program was established on July 15, 2007 and continues to earn high praise. The program pays 50% of a resident's sewer lateral cleaning, repair, lining, replacement or installation of a clean out, up to \$1,800. Since the establishment of the program, over 350 residents have received financial assistance. Obtaining feedback from customers on their level of satisfaction will assist the District in determining if refinements are needed and/or to continue with the program. The District will monitor resident feedback on this program by requesting residents to complete a pre-paid postcard survey created by staff. Residents will receive the survey card along with his/her reimbursement check in the mail.



4.4 District branding - Cost Mesa Sanitary District is a Special District that meets and exceeds your expectations! The District builds an identity to solidify customer's confidence when working with the District. The District devotes 100% effort to assist customers. The District responds quickly to any sewer issues and inspection requests. The District's permit process is low cost and simple. Moreover, if a resident requests trash service, the District's trash collector will respond quickly to haul away their trash. If there is any complaint, the District listens and resolves the issue. Citizens can depend on and trust the District for the services it provides. Staff will present to the Board ideas on how to distinguish ourselves from other public agencies.

4.5 To ensure high level of customer service through effective management of contracts - Contracting for public services can be a complex process that requires multiple types of expertise and responsibilities from public administrators. Typically, there are three phases to the contract process. They are:

1. *Feasibility Assessment.* This process is when administrators determine whether a particular service is appropriate or not for contracting, and whether or not vendors exist to perform such services.
2. *Implementation.* This is the process that requires the development of bid specifications, soliciting bids, selecting a vendor and awarding the contract.
3. *Evaluation.* The final process is monitoring and evaluating the performance of a vendor to determine if he/she has fulfilled the responsibilities specified in the contract.

Many organizations perform the first two phases very well. However, the third phase, evaluation, is where many organizations find themselves lacking the capacity to adequately monitor and audit contractors. As a result, contractors will cut corners in their performance so they can go to another job site to earn more money. The bottom line is that contractors are in the business to make money. The more contracts they can secure the more money they will earn so it is essential for them to be efficient in their performances.



The problem for public organizations is that they are being overwhelmingly challenged to do more with less. These agencies do not have the resources and/or an effective program to continually inspect contractor performances. There always seems to be other projects that take on a higher priority than contractor evaluations.

The District is no exception. That does not mean staff is failing to inspect the work of our contractors. However, with more responsibilities being bestowed upon us (e.g. implementing the Strategic Plan, performance measurements, budget reports, public education, etc.), it will become increasingly difficult to inspect all the work being performed by our contractors. A well thought out plan should be developed and implemented that will have "teeth" to hold contractors accountable. Staff will develop a rating system that will consistently evaluate the performance of District contractors and hold them accountable for their performance.

- 4.6 Submit award applications** - The Costa Mesa Sanitary District dedication has resulted in a high level of accountability and responsibility to the public, and a high degree of customer satisfaction. Over the years, the District has received awards from California Special District Association, California Water Environment Association, and the Costa Mesa Chamber of Commerce for its excellent work. The District will continue to submit award applications for available grants and public recognition. The District is proud to contribute significantly to the quality of life in the communities it serves.



5.0 Administrative Management

Objective: To create, maintain and implement policies and procedures to ensure sound management of the District.

Strategy: *We will conduct periodic reviews, refine and implement policies and procedures, and assure the General Manager has the direction and tools necessary for successful District operations.*

Service Delivery Measurement	Benchmark
Monitor federal, state and regional legislation, regulations, and rules through advocate agencies such as the California Special District Association, League of California Cities, California Association of Sanitation Agencies, etc.	New passage of federal, state and/or regional regulations are incorporated in existing District policies and procedures and approved by the Board within 90 days after passage in the state legislature and/or Congress.
Management Satisfaction Measurement	Benchmark
District management has the necessary tools to successfully fulfill District operational needs.	District management has necessary resources to fully implement programs without delays.
Cost Efficiency Measurement	Benchmark
Implement new policies and procedures at minimal cost to the District.	90% of new policies and procedures are implemented at cost or less.



STRATEGIC GOALS

5.1 Update Operations Code

The Operations Code was adopted as an ordinance/general regulation pursuant to the authority provided by Health and Safety Code Section 6490. With the recent restructuring of the District and changes made to the District's administrative rules and regulations, revisions to the Operations Code are required.

Strategic Goals		Completion Timeline
5.1	Update Operations Code	2010-11
5.2	Enhance Records Management Program	2011-12
5.3	Stay informed on applicable federal, state and regional regulations	On-going
5.4	IT Management	On-going
	a. SCADA	2010-11
	b. GIS	2012-13
	c. CMMS	2012-13

5.2 Enhance Records Management Program - A records management and retention program for the District is necessary for efficient and systematic control of records, including classifying, storing, securing and destruction or preservation of records. Using technology to manage documents is critical to the efficient administration of the District. Records must be identified and authenticated. A government agency, it is necessary for the District to adopt a records retention policy document. Staff is recommending, through the budget approval process, the services of a professional in developing a retention schedule; destruction procedures and training, and imaging assistance. The recommended professional is an expert in effective and efficient procedures on how to scan, index, assures quality control and various procedures surrounding the process, and is an expert in compliance with California Law for Special Districts.

5.3 Stay informed on applicable federal, state and regional regulations - Staff will monitor federal, state and regional legislations, regulations and rules and ensure the Board is apprised. Necessary revisions to District policies and procedures will be presented to the Board of Directors for approval. Staff will observe publications of California Special District Association, League of California Cities, and the California Association of Sanitation Agencies, etc. for notifications of such legislations and regulations.



5.4 IT Management - The District will develop its management information capabilities to support the District's move towards a performance and knowledge base, metric-driven organization that aligns day-do-day operations with business strategy. Information technology creates opportunities and options. To extract the value of information, technology requires innovation in business practices. A management information system provides enhanced analysis, modeling and decision-making capabilities. Under this plan, IT Management will have completed a Supervisory Control and Data Acquisition (SCADA), Geographic Information System (GIS), and a Computerized Maintenance Management System (CMMS).



6.0 Personnel/Organizational Management

Objective: To employ and retain a high quality, motivated workforce.

Strategy: We will do this by utilizing sound policies and personnel practices, offering competitive compensation and benefits, providing opportunities for training, development and professional growth, while ensuring a safe and secure workplace.

Service Delivery Measurement	Benchmark
Implement workplace security measures and trained staff on safety protocols.	Zero work related injuries occurred in the workplace.
Employee Satisfaction Measurement	Benchmark
Achieve high employee satisfaction.	90% of District employees surveyed indicated the District is a good to excellent place to work.
Cost Efficiency Measurement	Benchmark
Salaries and benefits are competitive within the industry.	Salary ranges are favorably compared to other public agencies surveyed. Benefits are a least equivalent to the average survey public agencies.



STRATEGIC GOALS

6.1 Enhance existing safety plan – A Workplace Injury and Illness Prevention Program is essential to insure the health and safety of District employees. To maintain a safe working environment the District will continue current workplace safety practices and enhance the program in the following areas:

- Increased attendance of safety training courses
 - Implementation of a safety awards program
 - Special District Risk Management Authority's (SDRMA) online safety program
1. Increase number of employees taking courses.
 2. Document the District Workplace Injury, Illness and Prevention Program.

Strategic Goals	Completion Timeline
6.1 Enhance Existing Safety Plan	2010-11
6.2 Enhance Emergency Operations Center (EOC)	2010-11
6.3 Update personnel rules and administrative regulations	2010-11
6.4 Redesign employee performance evaluation forms	2010-11
6.5 Complete comprehensive succession plan for the District	2011-12
6.6 Complete a comprehensive salary study	2011-12
6.7 Periodic Organization chart evaluation	On-going
6.8 Promote high employee satisfaction	On-going

As a result of the increased usage of Special District Risk Management Authority (SDRMA)'s Target Safety website the District will receive additional credit incentives applicable toward liability insurance premiums.

6.2 Enhance Emergency Operations Center - An emergency operations center, or EOC, is a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management or disaster management functions at a strategic level in an emergency situation, and ensuring the continuity of operation of an organization.

An EOC is responsible for the strategic overview, or "big picture", of the disaster, and does not normally directly control field assets, instead making operational decisions and leaving tactical decisions to lower commands. The common functions of all EOC's is to collect, gather and analyze data; make decisions that protect life and property, maintain continuity of the organization, within the



scope of applicable laws; and disseminate those decisions to all concerned agencies and individuals.

Currently, the District trains EOC operations and procedures with the City of Costa Mesa. The District will establish its own EOC at District Headquarters and train staff on EOC functions along with the state Standardized Emergency Management System (SEMS) and the federal National Incident Management Systems (NIMS). This will ensure the District is eligible for state and federal assistance in the event of a catastrophic disaster.

6.3 Update personnel rules and administrative regulations - District rules and regulations are required to facilitate effective and economical services to the public and to provide an equitable system of personnel management. District reorganization created the need and opportunity to review and update administrative and personnel rules and regulations to ensure District goals are obtainable.

6.4 Redesign employee performance evaluation forms - The purpose of the performance appraisal process is to improve employee performance and to provide appropriate rewards. Performance appraisals help employees improve by providing feedback on how they are performing and can provide motivation by recognizing well done jobs. Performance appraisals help the manager make personnel decisions such as promotions, reassignments, and terminations.

They also help define training needs and integrate total human resources of the firm. The current employee performance evaluation is long and cumbersome and does not provide incentives for employees to perform at the highest level. The District employee performance evaluation form will be redesigned to be user friendly for managers, easy to understand for employees and will provide incentives to encourage employees to perform at his/her highest level.

6.5 Complete comprehensive succession plan for the District - A succession plan allows an organization to look into the future to mitigate issues with potential staffing gaps, analyze pending issues with staffing, as well as single point information failures. The District has never performed such an analysis. As baby boomer employees reach or anticipate retirement, it is important that organizations properly plan. The plan will analyze the known planned attrition and the organization as it relates to potential upcoming staffing issues. Further, it will propose methods to ensure appropriate organizational depth in critical functional areas, determine if critical information is held by singular employees and explore methods to share this information. The plan will assure proper information spread to provide for adequate staffing in the future. The succession plan will also evaluate means for allowing and promoting the growth of internal staff for career progression. Training plans will be proposed to



promote career development progression in a planned way. An outside firm may be engaged to assist with this effort.

- 6.6 Complete a comprehensive salary study** – Employees expect objectivity and equity in decisions about their pay, and good organizations do their best to meet that expectation. A salary study can provide useful information to attract, support and retain competent employees. In order for the District to retain a high quality, motivated workforce it must be competitive with other agencies. Staff will conduct a comprehensive salary study to determine useful benchmarking information for comparing salaries and benefits.
- 6.7 Periodic Organization chart evaluation** – The Board of Directors should know the structure and size of the organization for which they provide oversight. The General Manager will periodically outline the organizational structure with the Board to assure that the organization is structured for efficient operations and proper organizational flow and function. The evaluation will be presented to the Board of Directors for their review every two years or as changes or new positions are proposed.
- 6.8 Promote high employee satisfaction** – Employee satisfaction is key to providing excellent customer service and retaining employees. District employees will participate in an initial employee satisfaction survey. Survey results will be reviewed and areas of improvement determined. Employee input and teamwork will be promoted. Staff training and cross training will become a priority. The latest programs for employee motivation and satisfaction will be reviewed and implemented when possible. A follow up survey will be taken to determine the progress achieved.



7.0 Finances

Objective: To ensure the short and long-term fiscal health of the District.

Strategy: *The District will forecast and plan revenue and expenditures and maintain appropriate reserves and investments to provide financial resources to fund current and planned operations and projects.*

Service Delivery Measurement	Benchmark
Ensure projects are completed within Approved Budget.	90% of projects and/or programs are completed within Approved Budget.
Citizen/Customer Satisfaction Measurement	Benchmark
Enhance public access to District Financial Reports.	90% of customers surveyed indicated financial reports on District website were understandable and user friendly.
Cost Efficiency Measurement	Benchmark
Long Term Fiscal Conditions: 5-year financial forecast.	Operating expenditures will not exceed operating revenues each year.



STRATEGIC GOALS

7.1 Develop quarterly budget reports –

Currently, the Finance Department prepares monthly financial reports to the Board and staff on line item expenditures. The report describes every line item budget amount, monthly expenditure, year to date

Strategic Goals		Completion Timeline
7.1	Develop quarterly budget reports	2010-11
7.2	Develop financial reports for the website	2011-12
7.3	Develop an asset management program	2012-13
7.4	Develop a Comprehensive Annual Financial Report (CAFR)	2012-13
7.5	Evaluate an appropriate reserve program	2012-13

expenditure, year to date variance and available balance. While this is good information, it does not tell the whole story. Staff will prepare new budget reports that will compare the original budget to the working budget and current expenditures to last year's expenditures. The report will describe any changes to the budget and run rate projections along with staff's projected balances. Along with this data will be a narrative describing the expenditures. These reports are more time consuming than the current financial reports because the reports will require analytical work from staff. Because of the detailed analyses, the budget reports will be submitted to the Board and staff on a quarterly (every three months) basis.

7.2 Develop financial reports for the website – To demonstrate transparency within the District, staff will develop and make available user friendly financial reports on the District's website. The financial reports to be made available on the website are the audited financial reports and the annual budget document.

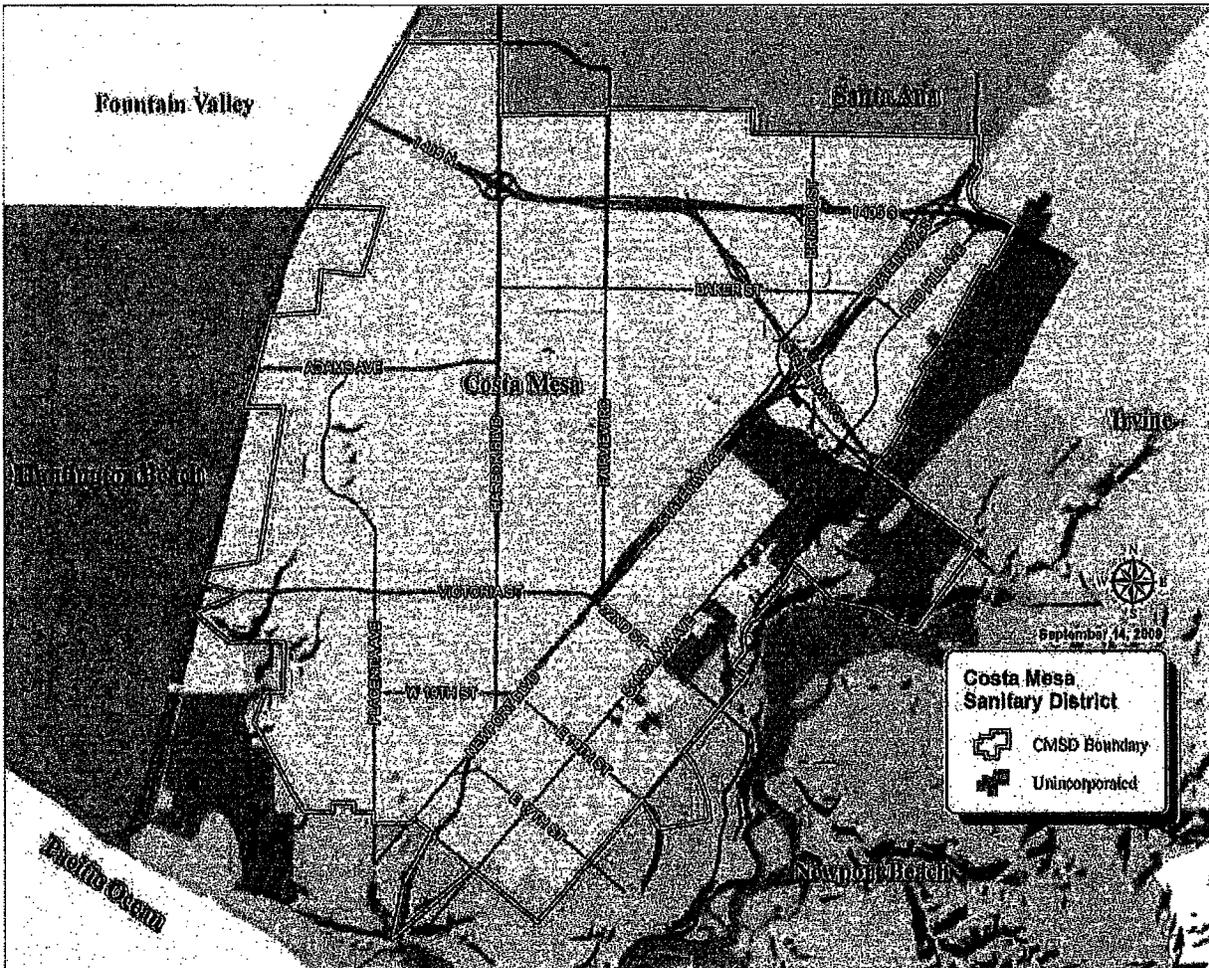
7.3 Develop an asset management program - Asset Management is a continuous process that guides the acquisition, use, and disposal of an infrastructure asset or assets in order to optimize service delivery and minimize the cost of the asset over its service life. Staff will develop a program that will assess the condition of District assets greater than \$25,000, determine the asset life cycles and risk management and develop a life cycle costing system (Internal Service Fund).



- 7.4 Develop a Comprehensive Annual Financial Report (CAFR)** - Each year all State and local governments prepare a financial report on assets, liabilities, revenues and expenditures in a standardized format that must conform to the Government Accounting Standards Board (GASB) accounting and financial reporting standards. This financial report is called the Comprehensive Annual Financial Report. Most people have heard of the budget, which is the document that plans and authorizes the spending of money. The CAFR describes what actually was spent and the status of assets and liabilities at the end of the fiscal year. The District will contract for an annual audit by a qualified independent certified public accountant. The District will strive for an unqualified auditors' opinion. Generally Accepted Accounting Principles (GAAP) will be used in preparing the annual financial statements. The District will prepare an annual CAFR and will aspire to meet the requirements of the CSMFO's or GFOA's award for Excellence in Financial Reporting program.
- 7.5 Evaluate an appropriate reserve program** – An appropriate reserve balance is needed in the event of catastrophic emergencies and/or to replace aging sewer infrastructure. It is impossible to establish a reserve balance that will pay for the entire replacement of the District's sewer system, which is estimated at nearly [REDACTED] because it would require significant increases in the sewer fees. Such significant sewer rate increases would likely be deemed unfavorable by the public. Furthermore, not all sewer sections need to be replaced at one time. With many of the District's sewer sections approaching 100 years old by 2050, it is prudent that funding is put aside to ensure the sewer system is replaced at the end of its life expectancy and not operate a system that is beyond its life expectancy, or the District could experience significant failures. The Board will establish a capital replacement reserve policy that will set a funding level for replacing sewer mains that have reached the end of their useful economic lives. The reserve level could be a percentage of the current value of the system or it can be a set dollar amount.



F. District Boundary Map



COSTA MESA SANITARY DISTRICT
 STRATEGIC PLAN FISCAL YEARS 2010-15
 QUARTERLY PROGRESS REPORT 2011-12 (1ST QTR)



1.0 SEWER INFRASTRUCTURE		Completion Timeline
Objective	Strategic Goals	Specific Activities
To collect and transport wastewater to meet the needs of existing and future customers	1.1 Implement a Calcium Abatement Program	National Clay Pipe Institute (NCPI) has developed an acid solution and protocol to chemically and mechanically remove calcium. However, protocols are still in the testing phase. The weakened economy has affected NCPI's ability to complete research projects in a timely manner.
	1.2 Inflow Reduction Program	1,561 manholes are plugged and sealed. Additional manholes will be plugged and sealed in October 2011. The goal is to match OCSD's rain ingress goal of 2%. The District achieved a rain ingress of 1.64% at the last big storm of the year on Dec 20, 2010.
	1.3 Hot Spot Abatement Program	Successfully reduced hot spot locations from 94 to 75. Submitted a plan to the Sewer System Committee on Sept 13 to eliminate another 18 locations, which would bring the total hot spot locations to 57. The goal is to have less than 40 locations.
	1.4 System wide Sewer Replacement & Repair Program	Replaced pumps at Valley and at South Coast Plaza. Project #189 – Rehabilitating transfer sewer lines from OCSD are complete. Project #185, System wide Sewer Reconstruction – Phase 1 was awarded by the Board on July 28, 2011. Preconstruction meeting was held on August 9, 2011. Construction has begun.
	1.5 Sewer Line Maintenance Cleaning Program	Successfully completed cleaning 494,000 feet of sewer line. Will begin cleaning biennial mainlines in the Fall 2011. Cleaned 50 high frequency locations (Hotspots)
	1.6 Evaluate force main conditions on a regular basis	Found a local company that has experience cleaning force mains. Developing a plan to clean the 23 rd St Pumping Station force main. After force main is cleaned, will use a new technology from PICA to evaluate force main condition.
	1.7 Pump Station Maintenance & Standardization Program	Cleaned wet well at Elden PS. Currently evaluating options to mitigate hydrogen sulfide at Elden PS.
	1.8 Fats Oil Grease (FOG) Program	EEC performed 50 inspections of food establishments in this first quarter Completed SSMP audit as well as recommended revisions to SSMP
	1.9 Sewer Lateral Assistance Program	58 applications were approved totaling \$82,975 in reimbursements. Since July 2010, 198 applications have been approved totaling \$278,021 being reimbursed to homeowners.

COSTA MESA SANITARY DISTRICT
 STRATEGIC PLAN FISCAL YEARS 2010-15
 QUARTERLY PROGRESS REPORT 2011-12 (1ST QTR)

-  In-Process
-  Completed
-  Ongoing
-  Not scheduled to begin yet
-  Delayed

2.0 SOLID WASTE			
Objective	Strategic Goals	Specific Activities	Completion Timeline
To manage the collection and recycling of residential trash in the most economical and environmentally friendly way.	2.1 Explore commercial collection services	Nothing to report this quarter. The Board approved deleting this goal from the Plan	2010-11
	2.2 Encourage the use of alternative fuel vehicles	Three CR&R refuse trucks serving the District are operating on CNG. C&R's entire fleet for the District will be operating on CNG by 2014. The District recently ordered an electric plug-in vehicle for its code enforcement officer.	2012-13
	2.3 Pursue reducing polystyrene food packaging	Nothing to report this quarter. Will need the City's cooperation and assistance to achieving this goal.	2013-14
	2.4 Comprehensive School Education Programs	CMUSD donated 1 composting bin and 6 vermicomposting bins to local schools.	Ongoing
	2.5 Encourage Zero Waste	Sold 75 composting bins bringing the total since July 1, 2010 to 593 resulting in diverting 148 tons a year of kitchen and yard waste from the landfill Sold 10 vermicomposting bins during this quarter. The total vermicomposting bins sold since January 2011, when the bins first became available, is 14	Ongoing
	2.6 Monitor advancements and technology in the solid waste industry	Implemented lockable container program to prevent scavenging. Distributed 230 containers District wide. Starting to monitor new program.	Ongoing

COSTA MESA SANITARY DISTRICT
 STRATEGIC PLAN FISCAL YEARS 2010-15
 QUARTERLY PROGRESS REPORT 2011-12 (1ST QTR)



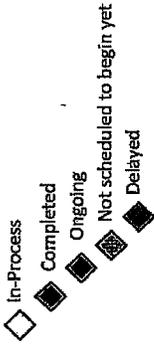
3.0 PARTNERSHIPS			Completion Timeline
Objective	Strategic Goals	Specific Activities	
To foster beneficial relationships to accomplish the goals of the District	3.1 Explore partnerships with other utilities	Executed an Indemnification and License Agreement with Southern Calif Gas Company to repair gas lines that encroach into sewer laterals. The agreement allows the Gas Company to enter the District's mainline to video District sewer lines as well as sewer laterals. In return, the Gas Company will give the District a copy of the video. Work has begun by the Gas Company.	2010-11
	3.2 Strengthen our ties with Cities of Costa Mesa, NB and the County of Orange	On September 14, 2011, LAFCO approved annexing the remaining islands to the District and approved reimbursing the District \$3,200 for the annexation fee.	2010-11
	3.3 Strengthen our ties with our state and federal legislators	The General Manager met with Assemblyman Mansoor's chief of staff. Assemblyman Mansoor and Senator Harman are on the District's distribution list for District prepared press releases. This will keep them abreast on recent news regarding the District	2010-11
	3.4 Participate in the activities of professional associations	On August 10 - 12, Board members and General Manager attended CASA's annual conference in San Diego. On August 22 - 24, Board members and staff attended SWANA's annual conference in Nashville, Tennessee Board members attended the Special District and local Government Institute in Monterey and in San Diego Board members attended 90-Minute Breakfast Boost	Ongoing
	3.5 Participate in Chamber of Commerce activities	Participated in the Chamber Golf Classic on July 25.	Ongoing

COSTA MESA SANITARY DISTRICT
 STRATEGIC PLAN FISCAL YEARS 2010-15
 QUARTERLY PROGRESS REPORT 2011-12 (1ST QTR)

-  In-Process
-  Completed
-  Ongoing
-  Not scheduled to begin yet
-  Delayed

4.0 PUBLIC RELATIONS		Completion Timelines
Objective	Strategic Goals	Specific Activities
To inform and establish beneficial relations with the community	4.1 Develop a Facebook page	Nothing to report this quarter. The Board decided not to go live with a District Facebook until District website is meeting expectations.
	4.2 Develop user survey to be incorporated into the District website and Facebook	The survey on the District website has received 36 responses.
	4.3 Develop a survey card for the Sewer Lateral Assistance Program	20 survey cards have been returned to the District during this period bringing the total of 50 surveys returned since it began in October 2010, which is a 38% return ratio.
	4.4 District branding	Staff is working with CR&R to place banners on refuse trucks.
	4.5 To ensure high level of customer service through effective management of contracts	The Branding Ad Hoc Committee is working with consultant to revise the District's marketing video.
	4.6 Submit award applications	Nothing to report this quarter
		2011-12
		Ongoing
		Received 2011 Bronze Public Education Excellence Award from SWANA
		Submitted CASA 2011 Achievement Award for Outstanding Capital Project (District Yard)
		Submitted CSDA 2011 Innovative Program Award for paperless agendas
		Submitted Orange County Business Council Award for Sustainable and Green Development (District Yard)

COSTA MESA SANITARY DISTRICT
 STRATEGIC PLAN FISCAL YEARS 2010-15
 QUARTERLY PROGRESS REPORT 2011-12 (1ST QTR)



5.0 ADMINISTRATIVE MANAGEMENT			Completion Timeline
Objective	Strategic Goals	Specific Activities	
To create, maintain and implement policies and procedures to ensure sound management of the District	5.1 Update Operations Code	Nothing to report this quarter. This goal is complete	2010-11
	5.2 Enhance Records Management Program	Program began on August 10, 2011. As a result, hundreds of documents that met the retention schedule were destroyed. Staff continues to receive legislative updates on a weekly basis from CSDA.	2011-12
	5.3 Stay informed on applicable federal, state and regional regulations		Ongoing
	5.4 IT Management a. SCADA b. GIS c. CMMS	<ul style="list-style-type: none"> a. Staff is meeting with several SCADA providers to determine the best alternative service provider to ensure a reliable and dependable SCADA system. b. EEC continues to upload the parcel data received from the County into the District's GIS. c. CMMS is nearing its final development stages where it will go live soon. 	Ongoing

COSTA MESA SANITARY DISTRICT
 STRATEGIC PLAN FISCAL YEARS 2010-15
 QUARTERLY PROGRESS REPORT 2011-12 (1ST QTR)

-  In-Process
-  Completed
-  Ongoing
-  Not scheduled to begin yet
-  Delayed

6.0 PERSONNEL/ORGANIZATIONAL MANAGEMENT			
Objective	Strategic Goals	Specific Activities	Completion Timeline
To employ and retain a high quality, motivated workforce	6.1 Enhance existing safety plan	Staff received EOC training on September 20, 2011.	2010-11
	6.2 Enhance Emergency Operations Center (EOC)	The District established its own EOC at HQ. Staff has been trained on EOC functions along with SEMS, NIMS and ICS procedures. An emergency generator is planned for installation at HQ that will power up the EOC in the event of a power outage.	2010-11
	6.3 Update personnel rules and administrative regulations	Draft personnel rules and regulations are currently under legal review with Liebert Cassidy Whitmore	2010-11
	6.4 Redesign employee performance evaluation forms	Nothing to report this quarter. This goal is complete.	2010-11
	6.5 Complete comprehensive succession plan	Nothing to report this quarter. This goal is complete.	2011-12
	6.6 Complete comprehensive salary study	Nothing to report this quarter. This goal is complete.	2011-12
	6.7 Periodic Organization chart evaluation	Nothing to report this quarter. This goal is complete.	Ongoing
	6.8 Promote high employee satisfaction	Nothing to report this quarter. This goal is complete. Earlier this year, the District conducted an employee satisfaction survey where 92% of staff gave the District an overall approval rating and 80% of believing the District is heading in the right direction. 90% of staff said the District is a good place to work. Another survey will be conducted in January 2012.	Ongoing

- In-Process
- Completed
- Ongoing
- Not scheduled to begin yet
- Delayed

COSTA MESA SANITARY DISTRICT
 STRATEGIC PLAN FISCAL YEARS 2010-15
 QUARTERLY PROGRESS REPORT 2011-12 (1ST QTR)

7.0 FINANCE			
Objective	Strategic Goals	Specific Activities	Completion Timeline
To ensure the short and long term fiscal health of the District	7.1 Develop quarterly budget reports.	Nothing to report this quarter. This goal is complete.	2010-11
	7.2 Develop financial reports for the website	Nothing to report this quarter. This goal is complete.	2011-12
	7.3 Develop an asset management program	Nothing to report this quarter. This goal is complete.	2012-12
	7.4 Develop a Comprehensive Annual Financial Report (CAFR)	Nothing to report this quarter. This goal is complete.	2012-13
	7.5 Evaluate an appropriate sewer replacement reserve	The District consultant is getting ready to prepare the CAFER for fiscal year ending June 30, 2011. The Board established a minimum \$5 million sewer replacement reserve.	2012-13



VENCO
POWER SWEEPING, INC.

2400 Eastman Ave.
Oxnard, CA 93030

Tel. (805) 201-0040

Fax (805) 201-0041

www.vencosweep.com

REQUEST FOR PROPOSAL

FOR

STREET SWEEPING SERVICES

CITY OF COSTA MESA

PUBLIC SERVICES DEPARTMENT



December 9, 2011

Kimberly Hall Barlow
Jones & Mayer
City of Costa Mesa
City Attorney's Office
3777 N. Harbor Blvd.
Fullerton, CA 92835

RE: Street Sweeping Services

Dear Ladies and Gentlemen,

Venco Power Sweeping, Inc. ("Venco") is pleased to provide this Request for Proposal for the City of Costa Mesa's street sweeping services. Venco has been in the business of providing municipal street sweeping and related services for over 50 years. The company was established in 1960, incorporated in the State of California and our Federal Tax ID number is [REDACTED]. The company's corporate headquarters is located in Oxnard California at 2400 Eastman Avenue and our Orange County address is 23151 Moulton Parkway, Laguna Hills, CA 92653 and the phone number is 1.800.350.6831.

Venco operate throughout California providing street sweeping, construction sweeping, parking lot sweeping, day porter services, graffiti removal and pressure washing services. Please refer to the attached Supplemental Services which identifies Value Added Services such as street tree audits, obstruction reporting, illegal dumping and discharge reporting and graffiti reporting provided at no additional costs to the cities we serve. A key element in municipal street sweeping is experience. You will see in our methodology, staffing and qualifications sections that we will provide the City of Costa Mesa the experience, knowledge and competency necessary to provide the citizens of Costa Mesa outstanding service.

The enclosed proposal includes supporting information regarding our complete understanding of the Scope of Work and compliance with the terms of the RFP for street sweeping services. Additionally, Venco will utilize new, state-of-the-art Tymco Model 600 Regenerative Air Sweepers compliant with AQMD rule 1186.1. Venco will implement a debris disposal program that will provide for up to 95% diversion eligibility. Our dedicated and seasoned personnel assigned to this contract will ensure a successful outcome and the value added services at no cost to Costa Mesa is indicative of our commitment to partnering at the highest level of professionalism.

In Appendix D, You will note Venco's price proposal for weekly sweeping at \$549,236.00 per annum and twice monthly at \$298,240.00 per annum.

We are pleased to provide this pricing proposal which is valid for a period of 180 days, and if selected we look forward to a long term relationship with the City of Costa Mesa.

Sincerely,

A solid black rectangular box redacting the signature of the President of Venco Power Sweeping, Inc.

President
Venco Power Sweeping, Inc.

**Venco Power Sweeping, Inc.
Response to Request For Proposal For Street Sweeping
City of Costa Mesa Public Services Department**

Table of Contents

	Page
I. Background and Project Summary	1
II. Methodology	
i) Transition and Implementation Plan	2
ii) Project Schedule	3
iii) City Deliverables	3
iv) Innovation and Value Added Services	4
v) Utilization of Displaced City Staff	5
vi) Proposed Use of City Facilities	5
III. Staffing	
i) Overview	7
ii) Resumes of Key Personnel	8
IV. Qualifications	
i) Overview	11
ii) References	11
V. Financial Capacity	13
VI. Fee Proposal	14
VII. Sample Agreement	23
VIII. Forms	24
i) Vendor Application Form	25
ii) Ex Parte Communications Certificate	27
iii) Price Proposal Form	28
iv) Disclosure of Government Positions	36
v) Disqualifications Questionnaire	37
XI. Exhibit 1 – Audited Financial Statements	38

BACKGROUND AND PROJECT SUMMARY

The City of Costa Mesa is a unique and vibrant city in Southern California. With professional management and staff offering a wide array of services to the community, the City is challenged to maintain the traditional and expected high level of service offerings and do so cost effectively. Venco Power Sweeping, Inc. is sensitive to the issues of outsourcing and has significant experience partnering with cities to become a seamless extension of their Public Works functionality.

We will be sweeping your community with Clean Air Rule 1186.1 compliant Tymco 600 sweepers. All equipment will meet SCAQMD, state and federal regulations. Our sweepers are equipped with web based GPS systems that allow us, and customers, the opportunity to track street sweeping equipment location in real time. Our operators and supervisors are also equipped with Nextel radios to stay in constant communication.

Venco will comply with the working hours and levels of maintenance stated on pages 4 and 5 of this PFP. Further we will perform the requested 200 curb miles of special sweeping as well as the 250 curb miles of inclement weather sweeps stated on page 5. We understand the term of the approved Agreement to be for a period of 5 years with 3 additional one year extensions. All work shall meet with the approval of the Director of Public Service or his designee as outlined on page 6. Venco will obtain legal access to water to meet the contract requirements. All records and reporting mentioned on page 7 shall be adhered to and we will dispatch emergency services in the 30 minute time mentioned as well as provide a 24-hour telephone service for emergency maintenance conditions.

Our office address in Orange County is 23151 Moulton Parkway, Laguna Hills, CA 92653 and the phone number is 1.800.350.6831.

Venco will sweep according to the established schedules and posted parking restrictions approved by the city. We will follow the Annual Schedule and Monthly Schedule as outlined on page 8 of the RFP. Further Venco will assess all routing and scheduling to determine if efficiencies are available to improve efficiency and overall service to your city. Any improvements will first meet with the city's approval. As directed by the city representative we will follow all inclement weather changes and contact this representative with any changes to the schedule.

Venco's overriding objective will be to maintain the high level of service the citizens of Costa Mesa have become accustomed to, provide the service in a cost effective manner, maintain the streets in a safe and aesthetically pleasing condition, meet all the mandated regulatory requirements and work diligently, professionally and proactively to be team players in the Public Works Department in the City of Costa Mesa.

METHODOLOGY

Transition and Implementation Plan

In the transition phase of this project, it is imperative to recognize the public/private partnership between the entities, Venco Power Sweeping, Inc. and the city of Costa Mesa. This partnership will entail a cooperative spirit and proactive approach to meeting the terms of the Scope of Work to the benefit of the community. Our approach is to assume full responsibility and accountability immediately upon inception of the contract agreement. The initial transition plan will include;

1. Managerial team transition meeting(s) to review contractual and Scope of Work documents, reporting hierarchy, communication requirements and performance measures,
2. Operational team transition meeting(s) to review in detail, all aspects of the Scope of Work, current work flow including specific routing and scheduling, detailed presentation by city staff of unique program characteristics and field requirements not identified in the Scope of Work, field communication requirements, specific timing and format for report submittals, review of trash pick-up schedules and parking enforcement program coordination plan.

To ensure complete satisfaction to requirements of the Scope of Work, Costa Mesa and Venco management staff will meet on a monthly basis to review the contract performance measures. These performance measures will include all required operational reports, adherence to established street sweeping schedules and restricted parking program, quality of work performed, citizen inquiries, response to special and emergency sweeping requests and review of 'value added' initiatives.

Venco proposes to utilize Tymco Model 600 Regenerative Air Sweepers compliant with rule 1186.1. Approximately 80% of our fleet of sweepers are of this make and model. We have conducted a field survey to validate current sweeper routes, disposal facilities, street conditions including street trees, restricted parking areas and all other conditions associated with meeting the demands of the Scope of Work for street sweeping services.

We believe some modest modifications to the existing sweeper routes should be proposed to maximize the efficient use of equipment and personnel resources. To that effect, we intend, per the Project Schedule below, to provide a modified

routing and scheduling program for the city's review and approval that will include accommodating the existing trash schedule and restricted parking program. This will be accomplished subsequent to managerial and operational meetings allowing for additional insight and contributions from City staff.

Our field operations will be similar to the current sweeping program with a focused approach on sweeping quality and customer service. Our customer service protocol provides for any call prior to 2:00 P.M. to have a resolution that same day and calls after 2:00 P.M. being resolved by 12:00 P.M. the following day. All citizen inquiries are documented following a city approved format and recorded for reporting purposes. The communication loop on all citizen inquiries is closed with a follow up call to ensure the resident is satisfied with the action taken. We expect to implement city of Costa Mesa contributions to the customer service protocol to ensure a seamless transition. We further propose to meet all terms of the Scope of Work without exception. In addition, we expect to divert up to 95% of the street sweeping debris through an approved recycling program.

Project Schedule

Subsequent to award:

Week One - Contract signatures, insurance and bond submittals, equipment acquisition, managerial and operational transition meeting(s) and submittal of City deliverables.

Week Two - Analysis of existing street sweeping routing and scheduling, present formatted reports.

Week Three - Presentation of proposed street sweeping routing and scheduling modifications, calendar staff (communication and performance) meetings, staffing, establish protocol to deal with possible service fluctuations and associated price adjustments.

Week Four - Team training to specific field requirements and Scope of Work.

Week Five - Initiate service.

City Deliverables

Venco Power Sweeping will require from city staff at the initial transition meeting;

1. Any and all current documents used for reporting debris disposal and diversion if applicable.
2. Four copies of a scaled city map with GIS distance measurements, if available.
3. List of displaced city staff, if any, desiring a position with Venco Power Sweeping.

Innovation and Value Added Services

Venco Power Sweeping's operators and supervisors are uniquely positioned to regularly inspect all residential, industrial and downtown streets, arterials, alleys, and center medians. Partnering with the City, Venco is an additional set of eyes and ears in the field and can supplement existing services in support of the City's efforts.

Value Added Services Provided as Part of Street Sweeping Services at No Additional Cost	Turnkey Services Available to Supplement City Services
<p>Street Tree Audits:</p> <ol style="list-style-type: none"> 1. Frequency - One time per annum at no cost 2. Reporting - Provide rating, by address, of street trees requiring maintenance 3. Rating System - <ol style="list-style-type: none"> I. Prune required within 12 months II. Obstruction, should be addressed within 30 Days III. Hazard, safety issue that needs immediate attention 	<p>Street Tree Trimming:</p> <ol style="list-style-type: none"> 1. Services available - Lifting, trimming, removal and replacement 2. C-61 License Compliant <p>Right of Way and Median Maintenance:</p> <ol style="list-style-type: none"> 1. Services available - Cleaning of hardscape, landscape maintenance, irrigation, detailing, plant replacement and weeding 2. C-27 License Compliant
<p>Obstruction Reporting:</p> <ol style="list-style-type: none"> 1. Frequency - Weekly (daily if conditions dictate) 2. Reporting - Operators will identify and describe, by address, the following: <ul style="list-style-type: none"> • Construction debris • Illicit discharge • Hazardous waste (oil, etc.) • Homeowner Debris • Hazards (immediate safety issue) 	<p>Obstruction and Excess Debris:</p> <ol style="list-style-type: none"> 1. Services available - <ol style="list-style-type: none"> a. Construction Sweeping b. Debris Removal and Disposal (i.e. Couches, appliances, illegal dumping, etc.)
<p>Graffiti Reporting:</p> <ol style="list-style-type: none"> 1. Frequency - Daily 2. Reporting - Description and Location 	<p>Graffiti Removal</p> <p>Pressure Washing</p>

These no cost value added services in the left column above, are integrated into Venco's operational and supervisorial activities on a day-to-day basis and effectively support and/or relieve public works staff of these tasks. In addition to reporting illegal dumping, graffiti and bulk item dumping, Venco is staffed and equipped to provide the remedy to these issues. Our sister firm, Venco Western, Inc., is a C-27 Landscape contract entity and we work closely with them operationally in the areas of street tree safety pruning, median and right-of-way maintenance and comprehensive municipal landscape and irrigation management and maintenance.

Utilization of Displaced City Staff

Venco, if selected to provide street sweeping services to the city, will consider offering employment to a maximum of two (2) displaced street sweeper operators. The city in it's deliverables, shall list those sweeper operator's desiring the opportunity to be considered for employment with Venco. Each individual desiring consideration will be interviewed and if eligible will be offered a position at their then existing hourly rate of pay. In addition, Venco will advertise within the City of Costa Mesa for additional staff as needed.

Proposed Use of City Facilities

Venco proposes to purchase from the city of Costa Mesa some or all five (5) Tymco street sweepers currently in inventory. The purchase price will be fair market wholesale value based on an appraisal by the Southern California Tymco dealer, Mar-Co Equipment Company. The appraised value of the equipment will be paid in lump sum or as a contract value deduct over the term of the agreement. In addition, Venco proposes to rent four (4) parking spaces in the city corporation yard, the use of the city equipment wash rack and the covered street sweeping debris ground transfer facility with sufficient room for two forty (40) cubic yard roll-off boxes for an monthly fee of \$2,000.00, assuming the weekly frequency is selected.

The use of these facilities will provide for efficient use of resources, income to the city and the ease of contractor equipment and personnel oversight. This

mechanism is consistent with the public/private partnership concept and allows for Venco to be fully integrated into the public works functionality as an extension of the street maintenance division. Venco currently utilizes this operational model in the city of Thousand Oaks with a high degree of success. Functionally, the public and private rolling stock assets are kept separate and all debris associated with the street sweeping operations are managed by Venco including all dumping, secondary handling, transportation disposal and clean up.

STAFFING

Overview

With a combined experience of more than 50 years in the sweeping business the leadership team of Venco consists of:

President & COO - [REDACTED] (See Attached Bio)

CEO - [REDACTED] (See Attached Bio)

CFO - [REDACTED] (See Attached Bio)

In addition to this leadership team Venco will provide personnel that will achieve outstanding results with experienced and highly trained operators, supervision and customer service.

[REDACTED] will oversee all aspects of the operations in your City. As the Company's COO he will be responsible for a smooth and efficient operation, all reports, meetings, and scheduling will be handled by his office.

The Lead Operator for this project will be [REDACTED] who has over 17 years of experience as a Class B licensed street sweeping operator. [REDACTED] will lead the crew of operators in the day to day sweeping operations. All operators will work within the required sweeping scheduled times.

Supervision will be assigned to [REDACTED] who has been with our company over 9 years and has been a leader in all areas of services Venco provides. All operators will be under his supervision and he will inspect and provide training and direction as needed.

Our customer service office which is open Monday through Friday 7am to 5pm is under the direction of Customer Service Manager [REDACTED] who will provide clear and consistent communication to all parties involved as well as handling all dispatching in emergencies and special sweeps.

Resumes of Key Personnel

[REDACTED]

[REDACTED] grew up in Ojai California where he resides with his wife and family. Having graduated from Multnomah University in Portland Oregon in 1982, Mr. [REDACTED] has worked with Venco in various capacities with increasing responsibilities.

As the President/COO of Venco, [REDACTED] has been the company's leader since 2004. From 2000 to 2004 he was the Production Manager for a national landscape maintenance and sweeping firm. Previously he served as Associate Pastor for 17 years in the Ojai Valley. He has also owned and operated a regional Janitorial company.

[REDACTED] has been married for 33 years and has a family of four children and one grandchild. He has remained activity in youth and church activities, coaching, and participating in various sporting and community programs.

[REDACTED]

[REDACTED] has been an outstanding employee for Venco since 2002. With 10 years of experience in our industry [REDACTED] has quickly risen through the ranks of our Company because of his commitment to customer service and quality of work. His experience with all aspects of our business and leadership skills make him an ideal supervisor. He has trained and supervised our employees for the past few years and been a key team member in providing the quality of service our customers have come to expect.

[REDACTED]

[REDACTED] grew up in Ojai California where he graduated from Nordhoff High School in 2000. He then received his AA from Ventura College in 2002, and then his BA in Liberal Arts from California State University Channel Islands in 2007.

As the Customer Service Manager of Venco, [REDACTED] has been with the company since 2005. Previously he worked as a landscaper and then an account manager for Daystar USA; a nationwide exterior facility maintenance company.

[REDACTED] has been married for 3 years and his wife Jean gave birth to their first child in October 2011. They live in Ventura, CA where they purchased their first home in 2009.

[REDACTED]

[REDACTED] was born March 19, [REDACTED] and has resided in Southern California his entire life. Graduating from the University of Southern California in January 1979, he obtained a degree from the School of Business with a Bachelor of Science in Business Administration.

[REDACTED] career began in the auditing department for Arthur Andersen & Co. during which time he secured the status of Certified Public Accountant in the state of California. During [REDACTED] career he has been involved in multiple business activities and transactions giving him a broad breath of financial and operational experience. Currently, [REDACTED] is a principal of Venco Power Sweeping, Inc. and serves in the capacity as a member of the Board of Directors and Chief Financial Officer.

[REDACTED] has been married for 35 years and has a family of four children all residing in California. Always interested in assisting the youth of our communities, [REDACTED] has been actively involved in several not for profit youth activities over the past 20 years.

[REDACTED]

[REDACTED] is a life long resident of Ojai California. A graduate of the UCLA Business Management Program, [REDACTED] acquired Venco Power Sweeping, Inc. in 1975. He is Past President of The National Contract Sweepers Association, Past Board Member of The National Solid Waste Management Association, Past Chairman of The National Contract Sweepers Institute, Current Vice-Chair of the Ojai Parks and Recreation Commission, President of Flying Under The Son Aviation Ministries, and is involved with several local nonprofit organizations. Mr. [REDACTED] has been married to [REDACTED] for 36 years and along with his wife manages a 501(c) 3 charitable operating foundation.

QUALIFICATIONS

Overview

Venco has operated throughout California for over 50 years providing street sweeping, construction sweeping, parking lot sweeping, day porter services, graffiti removal and pressure washing services.

Over the past 50 years Venco has swept millions of miles of streets for municipalities in California and removed over one million tons of debris from potentially entering our waterways and oceans. We are committed to proactive customer service, open communication, implementing the latest technology and being consistent in the execution of our responsibilities.

Please see the below list of some of Venco's current municipal contracts for reference that indicates we have successfully accomplished similar services in other municipalities. In addition, we contract with many other cities as well as hundreds of HOA'S, Mobile Home Parks, Business Parks, Medical facilities, etc. and thousands of parking lots.

References

City of Thousand Oaks	
Project Start &End Date	3.1.10 - 6.30.21
Annual Curb Miles	45,000
Service	2x Monthly Residential and Weekly Arterial Sweeping
Contact	[REDACTED] 1993 Rancho Conejo Blvd [REDACTED]
CITY OF OXNARD	
Length of Contract	6.30.90 - 3.31.12
Annual Curb Miles	20,000
Service	2x Month residential & weekly Arterial street sweeping
Contact	[REDACTED] 1060 Pacific Ave [REDACTED] Oxnard, CA 93030 [REDACTED]

CITY OF Rialto	
Project Start &End Date	7.1.06 - Month-to-Month
Annual Curb Miles	14,000
Service	3x month Commercial/Industrial 2x month Residential and 1x month parking lot sweeping
Contact	[REDACTED] 335 W. Rialto Ave Rialto, CA 92376
CITY OF Santa Maria	
Project Start &End Date	9.1.02 - 8.30.12
Annual Curb Miles	17,000
Service	3x month Commercial/Industrial 2x month Residential and 1x month parking lot sweeping
Contact	[REDACTED] 2065 East Main St Santa Maria, CA 93454
CITY OF Lancaster	
Project Start &End Date	7.1.06 - 6.30.12
Annual Curb Miles	18,500
Service	2x month of posted residential city streets 1x month sweeping of arterial streets
Contact	[REDACTED] 615 West Ave. H Lancaster, CA 93534
CITY OF Ventura	
Project Start &End Date	2.1.06 - 12.31.21
Annual Curb Miles	16,500
Service	1x month res. sweeping, 1x week comm.. sweeping
Contact	[REDACTED] 336 Sanjon Rd. Ventura, CA 93002

FINANCIAL CAPACITY

Attached as Exhibit 1 is Venco Power Sweeping, Inc.'s most recent audited Financial Statements inclusive with all Notes to Financial Statements.

Venco does not have any administrative proceedings, claims, lawsuits, or other exposures pending.

Section VI

Fee Proposal

Venco Power Sweeping, Inc.

PRICING PROPOSAL FORM

STREET SWEEPING SERVICES

Provide hourly rates, along with estimated annual pricing in accordance with the City's current requirements, as set forth in section 3 Scope of Work. Also provide the Proposer's proposed Staffing Plan on a separate sheet of paper. Proposer should use a separate form to state pricing for any added value.

Pricing shall remain firm for a minimum of two (2) years. Any and all requests for pricing adjustments for follow-on contract renewal periods shall be provided no later than sixty (60) days prior to the end of the contract period. Any such proposed price adjustments shall not exceed The Bureau of Labor Statistics Consumer Price Index (CPI) data for Los Angeles-Riverside-Orange County, CA, All Items, Not Seasonally Adjusted, "annualized change comparing the original proposal month and the same month in the subsequent year. (This information may be found on the U.S. Department of Labor's website at www.bls.gov.)

ROUTE:	Total Annual Cost (Weekly)	Total Annual Cost (Twice monthly)
Weekly Route 1 Total (211 Curb & Linear miles):	\$ [REDACTED]	\$ [REDACTED]
Weekly Route 2 Total (206 Curb & Linear Miles):	\$ [REDACTED]	\$ [REDACTED]
Weekly Route 3 Total (208 Curb & Linear Miles):	\$ [REDACTED]	\$ [REDACTED]
Weekly Route 4 Total (214 Curb & Linear Miles):	\$ [REDACTED]	\$ [REDACTED]
Weekly Extra Sweeps/Call Outs (12 miles):	\$ [REDACTED]	\$ [REDACTED]
<i>Total Annual Cost</i>	\$ <u>549,236.00</u>	\$ <u>298,240.00</u>

The Proposer agrees that for requested and/or required changes in the scope of work, including additions and deletions on work not performed, the Contract Sum shall be adjusted in accordance with the following unit prices, where the City elects to use this method in determining costs.

Proposer is advised that the unit prices will enter into the determination of the contract award. Unreasonable prices may result in rejection of the entire bid proposal. Unit prices listed below refer to all items installed and the Construction Documents and include all costs connected with such items; including but not limited to, materials, labor, overhead, and profit for the Proposer.

The unit prices quoted by the Proposer shall be those unit prices that will be charged or credited for labor and materials to be provided regardless of the total number units and/or amount of labor required for added or deleted items of work.

All work shall be performed in accordance with the specifications.

WORK DESCRIPTION	Unit Price
Cost Per Curb Mile	\$ [REDACTED]
Hourly rate for special sweeps	\$ [REDACTED]

[REDACTED]

Proposer's Initials

C. Proposal Schedule

(Please Type or Print)

Total Bid Amount: Weekly

• In written words five hundred forty nine thousand two hundred thirty six dollars

• In figures \$ 549,263.00

CONTRACTOR Lawful Name: Venco Power Sweeping, Inc.

Proposer's Name: [Redacted] Proposer's Initials: [Redacted]

PROPOSER License No. N/A Expiration: _____

PROPOSER Taxpayer I.D. Number: [Redacted]

Signature: [Redacted] Date: 12-9-2011

PROPOSER Address: 2400 EASTMAN AVE., OXNARD, CA 93030

Telephone Number: ([Redacted]) _____

Fax Number: ([Redacted]) _____

24-Hour Emergency Contacts:

[Redacted] Telephone No.: ([Redacted])

Name _____

[Redacted] Telephone No.: ([Redacted])

Name _____

[Redacted] Telephone No.: ([Redacted])

Name _____

[Redacted]

Proposer's Initials

C. Proposal Schedule

(Please Type or Print)

Total Bid Amount: Twice Monthly

• In written words Two hundred ninety eight Thousand Two hundred forty dollars

• In figures \$ 298,240.00

CONTRACTOR Lawful Name: Venco Power Sweeping, Inc.

Proposer's Name: [Redacted] Proposer's Initials: [Redacted]

PROPOSER License No. N/A Expiration: _____

PROPOSER Taxpayer I.D. Number: [Redacted]

Signature: [Redacted] Date: 12-9-2011

PROPOSER Address: 2400 Eastman Ave., Oxnard, CA 93030

Telephone Number: ([Redacted]) _____

Fax Number: ([Redacted]) _____

24-Hour Emergency Contacts:

_____	Telephone No.: ([Redacted])
Name [Redacted]	
_____	Telephone No.: ([Redacted])
Name [Redacted]	
_____	Telephone No.: ([Redacted])
Name [Redacted]	

Name

[Redacted]
Proposer's Initials

The Proposer agrees that the City will not be held responsible if any of the approximate quantities shown in the foregoing proposal shall be found incorrect, and he shall not make any claim for damages or for loss of profits because of a difference between the quantities of the various classes of work as estimated and the work actually done. If any error, omission or misstatements shall be discovered in the estimated quantities, it shall not invalidate this contract or release the Proposer from the execution and completion of the whole or part of the work herein specified, in accordance with the specifications and the plans herein mentioned and the prices herein agreed upon and fixed therefore, or excuse him from any of the obligations or liabilities hereunder, or entitle him to any damages or compensation otherwise than as provided for in this contract.

The Proposer agrees that the City shall have the right to increase or decrease the quantity of any item or portion of the work or to omit portions of the work as may be deemed necessary or expedient, and that the payment for incidental items or work, not separately provided in the proposal shall be considered included in the price bid for other various items or work.



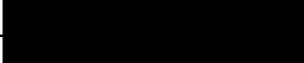
Proposer's Initials

Respectfully submitted,

If the proposal is by a corporation, state the names of the officers who can sign an agreement on behalf of the corporation and whether more than one officer must sign.

Corporation

Taxpayer I.D. Number: 

	Can Sign	Must Sign
Name 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the proposal is by a partnership or a joint venture, state the names and addresses of all general partners and joint ventures.

Partnership or Joint Ventures

Taxpayer I.D. Number: _____

Name _____

Address _____

Name _____

Address _____

If the Proposer is a sole proprietorship or another entity that does business under a fictitious name, the Proposer shall be in the real name of the Proposer with a designation following showing "DBA (the fictitious name)"; provided, however, no fictitious name shall be used unless there is a current registration with the Orange County Recorder.

The full names and residences of all persons and parties interested in the foregoing proposal, as principals, are as follows:

NOTE: Give first and last names in full; in case of corporation, give names of President, Secretary, Treasurer and Manager, and affix corporate seal; in case of partnerships and joint ventures, give names of all the individual members.



Proposer's Initials

SAMPLE AGREEMENT

Venco Power Sweeping, Inc. accepts the Sample Agreement as presented in Appendix B of the City's RFP.

Section VIII

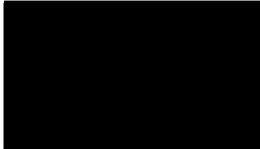
Forms

Venco Power Sweeping, Inc.

EX PARTE COMMUNICATIONS CERTIFICATION

Please indicate by signing below one of the following two statements. **Only sign one statement.**

I certify that Proposer and Proposer's representatives have not had any communication with a City Councilmember concerning the Street Sweeping Services RFP at any time after November 9, 2011



12-9-2011
President

OR

I certify that Proposer or Proposer's representatives have communicated after November 9, 2011 with a City Councilmember concerning the Street Sweeping Services RFP. A copy of all such communications is attached to this form for public distribution.

PRICING PROPOSAL FORM

STREET SWEEPING SERVICES

Provide hourly rates, along with estimated annual pricing in accordance with the City's current requirements, as set forth in section 3 Scope of Work. Also provide the Proposer's proposed Staffing Plan on a separate sheet of paper. Proposer should use a separate form to state pricing for any added value.

Pricing shall remain firm for a minimum of two (2) years. Any and all requests for pricing adjustments for follow-on contract renewal periods shall be provided no later than sixty (60) days prior to the end of the contract period. Any such proposed price adjustments shall not exceed The Bureau of Labor Statistics Consumer Price Index (CPI) data for Los Angeles-Riverside-Orange County, CA, All Items, Not Seasonally Adjusted, "annualized change comparing the original proposal month and the same month in the subsequent year. (This information may be found on the U.S. Department of Labor's website at www.bls.gov.)

ROUTE:	Total Annual Cost (Weekly)	Total Annual Cost (Twice monthly)
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Weekly Route 3 Total (208 Curb & Linear Miles):	\$ [REDACTED]	\$ [REDACTED]
Weekly Route 4 Total (214 Curb & Linear Miles):	\$ [REDACTED]	\$ [REDACTED]
Weekly Extra Sweeps/Call Outs (12 miles):	\$ [REDACTED]	\$ [REDACTED]
<i>Total Annual Cost</i>	\$ <u>549,236.00</u>	\$ <u>298,240.00</u>

The Proposer agrees that for requested and/or required changes in the scope of work, including additions and deletions on work not performed, the Contract Sum shall be adjusted in accordance with the following unit prices, where the City elects to use this method in determining costs.

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The unit prices quoted by the Proposer shall be those unit prices that will be charged or credited for labor and materials to be provided regardless of the total number units and/or amount of labor required for added or deleted items of work.

All work shall be performed in accordance with the specifications.

WORK DESCRIPTION	Unit Price
Cost Per Curb Mile	\$ <u> </u>
Hourly rate for special sweeps	\$ <u> </u>

Proposer's Initials

C. Proposal Schedule

(Please Type or Print)

Total Bid Amount: Weekly

• In written words five hundred forty nine thousand two hundred thirty six dollars

• In figures \$ 549,263.00

CONTRACTOR Lawful Name: Venco Power Sweeping, Inc.

Proposer's Name: [Redacted] - President Proposer's Initials: [Redacted]

PROPOSER License No. N/A Expiration: _____

PROPOSER Taxpayer I.D. Number: [Redacted]

Signature: [Redacted] Date: 12-9-2011

PROPOSER Address: 2400 EASTMAN AVE., OXNARD, CA 93030

Telephone Number: [Redacted]

Fax Number: [Redacted]

24-Hour Emergency Contacts:

_____	_____	Telephone No.: (_____)
Name	[Redacted]	[Redacted]
_____	_____	Telephone No.: (_____)
Name	[Redacted]	[Redacted]
_____	_____	Telephone No.: (_____)
Name	[Redacted]	[Redacted]

Name

[Redacted]

Proposer's Initials

C. Proposal Schedule

(Please Type or Print)

Total Bid Amount: Twice Monthly

• In written words Two hundred ninety eight Thousand Two hundred forty dollars

• In figures \$ 298,240.00

CONTRACTOR Lawful Name: Venco Power Suptering, Inc.

Proposer's Name: [Redacted] - President Proposer's Initials: [Redacted]

PROPOSER License No. N/A Expiration: _____

PROPOSER Taxpayer I.D. Number: [Redacted]

Signature: [Redacted] Date: 12-9-2011

PROPOSER Address: 2400 Eastman Ave., Oxnard, CA 93030

Telephone Number: [Redacted]

Fax Number: [Redacted]

24-Hour Emergency Contacts:

Name

Name

Name

[Redacted]
Proposer's Initials

The Proposer agrees that the City will not be held responsible if any of the approximate quantities shown in the foregoing proposal shall be found incorrect, and he shall not make any claim for damages or for loss of profits because of a difference between the quantities of the various classes of work as estimated and the work actually done. If any error, omission or misstatements shall be discovered in the estimated quantities, it shall not invalidate this contract or release the Proposer from the execution and completion of the whole or part of the work herein specified, in accordance with the specifications and the plans herein mentioned and the prices herein agreed upon and fixed therefore, or excuse him from any of the obligations or liabilities hereunder, or entitle him to any damages or compensation otherwise than as provided for in this contract.

The Proposer agrees that the City shall have the right to increase or decrease the quantity of any item or portion of the work or to omit portions of the work as may be deemed necessary or expedient, and that the payment for incidental items or work, not separately provided in the proposal shall be considered included in the price bid for other various items or work.



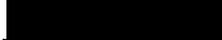
Proposer's Initials

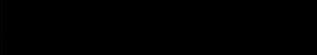
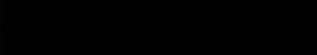
Respectfully submitted,

_____	_____
_____	_____
_____	_____
_____	_____

If the proposal is by a corporation, state the names of the officers who can sign an agreement on behalf of the corporation and whether more than one officer must sign.

Corporation

Taxpayer I.D. Number: 

	Can Sign	Must Sign
Name  _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name  _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name  _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the proposal is by a partnership or a joint venture, state the names and addresses of all general partners and joint ventures.

Partnership or Joint Ventures

Taxpayer I.D. Number: _____

Name _____

Address _____

Name _____

Address _____

If the Proposer is a sole proprietorship or another entity that does business under a fictitious name, the Proposer shall be in the real name of the Proposer with a designation following showing "DBA (the fictitious name)"; provided, however, no fictitious name shall be used unless there is a current registration with the Orange County Recorder.

The full names and residences of all persons and parties interested in the foregoing proposal, as principals, are as follows:

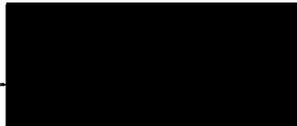
NOTE: Give first and last names in full; in case of corporation, give names of President, Secretary, Treasurer and Manager, and affix corporate seal; in case of partnerships and joint ventures, give names of all the individual members.

[Redacted block]

[Redacted signature]

Proposer's Initials

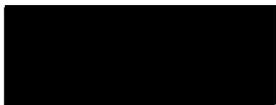
Proposer shall signify receipt of all Addenda here, if any:

<u>Addendum No.</u>	<u>Date Received</u>	<u>Proposer's Signature</u>
<i>NONE</i>		

DISCLOSURE OF GOVERNMENT POSITIONS

Each Proposer shall disclose below whether any owner or employee of the firm currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months. List below or state "None."

NONE



12/9/2011

DISQUALIFICATION QUESTIONNAIRE

The Contractor shall complete the following questionnaire:

Has the Contractor, any officer of the Contractor, or any employee of the Contractor who has proprietary interest in the Contractor, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation?

Yes _____ No ✓



12/9/2011

If the answer is yes, explain the circumstances in the following space.

Exhibit 1

Audited Financial Statements

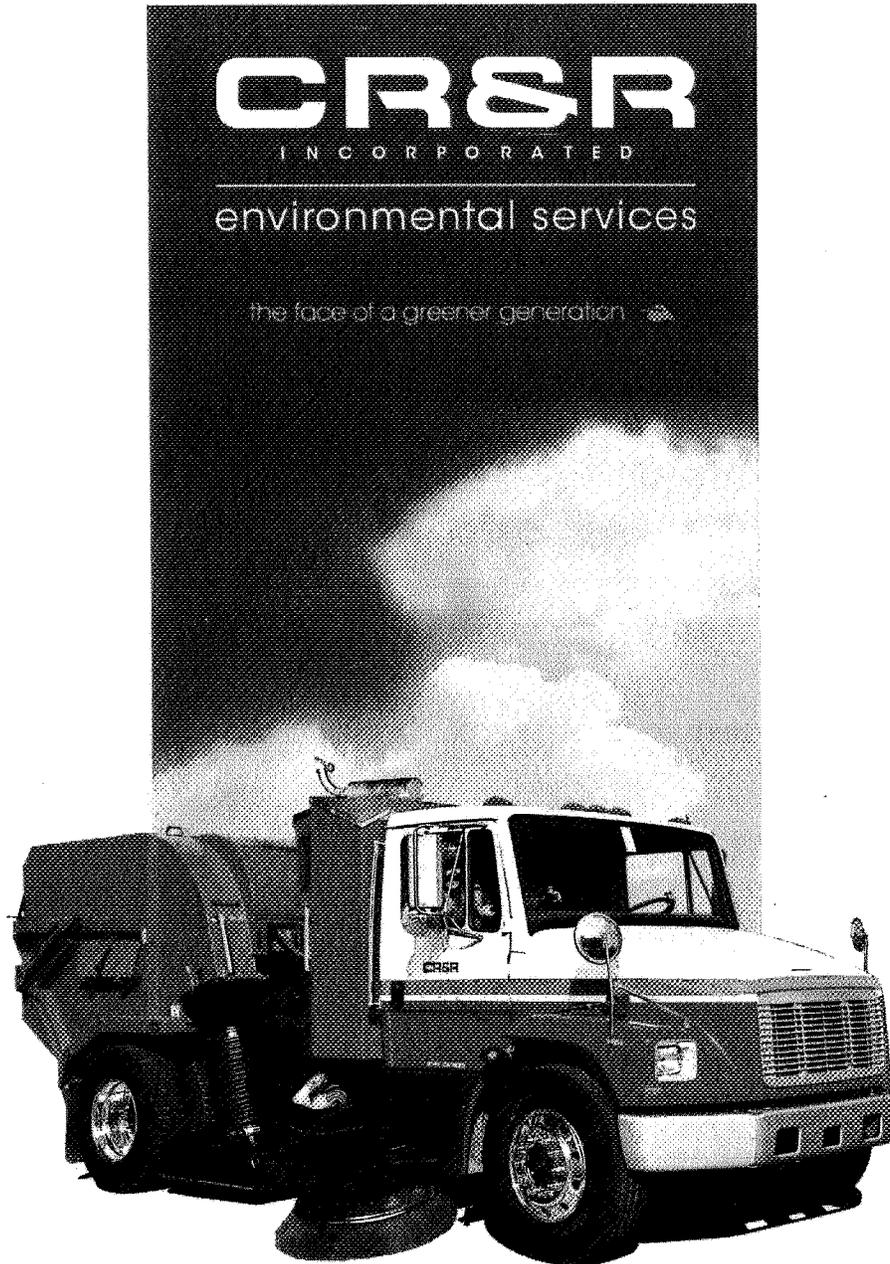
Venco Power Sweeping, Inc.

PROPOSAL

FOR THE CITY OF COSTA MESA STREET SWEEPING SERVICES

DECEMBER 9, 2011

PROTECTING AND BEAUTIFYING OUR ENVIRONMENT FOR MORE THAN 48 YEARS.



 **ORIGINAL**

RESIDENTIAL

COMMERCIAL

714.826.9049
714.893.3948 Fax
800.826.9677

crrwasteservices.com

11292 Western Avenue

Stanton, California 90680

CR&R INCORPORATED
STREET SWEEPING SERVICES PROPOSAL FOR
THE CITY OF COSTA MESA

TABLE OF CONTENTS

Section A. Vendor Application Form and Cover Letter

Section B. Background and Project Summary

Section C. Methodology

Section D. Staffing

Section E. Qualifications

Section F. Financial Capacity

Section G. Fee Proposal

Section H. Disclosure

Section I. Agreement

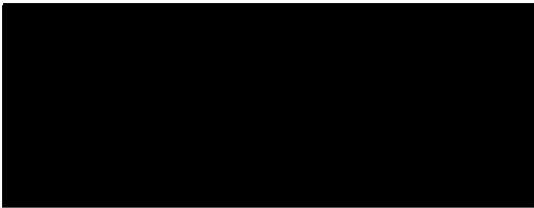
Section J. Appendices – Required Forms

CR&R INCORPORATED
STREET SWEEPING SERVICES PROPOSAL FOR
THE CITY OF COSTA MESA

Section A – Vendor Application Form and Cover Letter



RFP Facilitator
City of Costa Mesa
P.O. Box 1200
Costa Mesa, California 92628-1200



Ref: City of Costa Mesa Street Sweeping Request for Proposal

Gentlemen,

In response to your Request for Proposals for Street Sweeping Services within the City of Costa Mesa, CR&R Incorporated (CR&R) is submitting the following documents which will demonstrate our unparalleled qualifications and experience in this field. We believe that all aspects of your Request have been thoroughly addressed within this proposal and we look forward to proceeding through the competitive process in a timely manner. CR&R is deeply committed to providing the City with safe, efficient and seamless street sweeping services for the duration of this contract. We have an extensive amount of experience in working with municipalities throughout Southern California in various environmental services including the collection, recycling, processing and disposal of solid waste as well as street sweeping services which have been incorporated into a number of our solid waste collection franchises.

Each of the cities in which we currently provide street sweeping services has enjoyed many years of consistent and worry free service. Our equipment is expertly maintained and our drivers and management staff are committed to your complete satisfaction. CR&R also places an immense amount of importance in our safety training programs which are an essential part of our daily operations.

All of the equipment that we propose to use in the City of Costa Mesa will be fueled with Compressed Natural Gas which will be in full compliance with AQMD Rule 1186.1.

CR&R INCORPORATED
STREET SWEEPING SERVICES PROPOSAL FOR
THE CITY OF COSTA MESA

These vehicles will be parked and maintained at our Operating Facilities on Western Avenue in the City of Garden Grove, California where we also have our own CNG Fueling Station.

fueling station right there in Stanton. This flexibility in fueling capabilities will give us a range of options from an operational perspective.

Our proposed pricing, as outlined in "Pricing Proposal Form", will be valid for a period of a minimum of one hundred eighty days (180 days) following our proposal submission. We believe that our proposed pricing will guarantee the City immediate and substantial savings from your current cost structure while continuing to provide the service which Costa Mesa residents and businesses have come to expect.

This contract and its daily operations will be managed from our Stanton Headquarters located at 11292 Western Ave in Stanton, California, just minutes from our Garden Grove operating center. The telephone number in Stanton is 714-826-9049. This office houses our customer service center, maintenance facility, processing facility, operational offices as well as our corporate executive offices. With over 1,400 employees and a fleet of over 850 trucks and trailers, CR&R, including its various subsidiaries, is one of the premier Environmental Services companies in California.

We look forward to working with you and your staff on this critical environmental service.

Sincerely,



Senior Region Vice President
CR&R Incorporated

CR&R INCORPORATED
STREET SWEEPING SERVICES PROPOSAL FOR
THE CITY OF COSTA MESA

Section B – Background and Project Summary

CR&R has reviewed the curb miles outlined in the Request for Proposals as well as the specific service quality requirements. Our crews have driven many of the City streets in an effort to gain valuable insight into the intricacies and particular nuances of your community. We believe that we have a complete and thorough understanding of the challenges and opportunities within the current work plan. We also understand the various operational limitations that will be a part of this contract and we are prepared to address each and every one of them to the City's full satisfaction.

Our staff looks forward to working with your Public Works personnel in an effort to address all of the City's needs as well as those that are specifically outlined in your Scope of Work. As a current service provider for the City, we understand many of the issues currently confronted by the City and are sensitive to the heightened sense of public awareness to many of the issue faced by the City today. Our collective efforts will take into account the significance of all the issues related to both Street Sweeping and Solid Waste collection and processing.



CR&R fully understands and appreciates the City's goals related to this service. As previously mentioned, we are prepared to work with staff on every aspect of this project in an effort to achieve our mutual goal of a seamless transition of service. Our company has been involved in a number of significant transitions in the last few years and we plan on applying those same transitional principles to this project as well.

As mentioned earlier in this document, CR&R has extensive experience in providing Street Sweeping Services through a number of our existing Solid Waste Franchises.

CR&R INCORPORATED
STREET SWEEPING SERVICES PROPOSAL FOR
THE CITY OF COSTA MESA

We will apply this experience and hands on knowledge in the City of Costa Mesa. Our management and operational personnel are fully prepared and capable of providing your City with world class service.

All work performed in the City of Costa Mesa shall be accomplished in accordance with the highest maintenance standards in the industry. Our equipment will meet or exceed all industry standards for cleanliness, dust suppression and alternative fuel requirements. We will also work with City staff to comply with all NPDES Permit requirements as well as all other applicable Federal, State, County or City Ordinances dealing with the mechanized sweeping of streets, water quality, air quality, hazardous wastes and solid waste disposal. Our operational team will map and design operating procedures which will support these goals and offer the City both a cost effective, safe and efficient street sweeping service.

We fully understand the requirements outlined in your proposed Scope of Work and are prepared to carry them out to the City's full satisfaction. As a proven service provider throughout Southern California, CR&R prides itself in providing unparalleled customer service with worry free results. Our goal throughout this process will be to provide you with both a seamless transition as well as long term peace of mind.

Section C – Methodology

As outlined in our proposed work plan, CR&R is prepared to carry out a complete transition plan which will involve every facet of our operational and management team. Our team will work closely with City staff in an effort to eliminate any potential issues that would impede a seamless transition. Our team will focus on the essential tasks in order to complete the transition in a timely manner.

IMPLEMENTATION PLAN

CR&R has an extensive amount of experience in planning and preparing for significant transitions in every facet of the Environmental Services field. In 1992 we initiated our first street sweeping services contract without disruption in the City of Temecula to both residents and businesses. Since then, our 19 years of street sweeping experience have been extremely well received by all the communities where we provide this service.

Preparation of Procedures

Upon awarding of the City contract, CR&R will place into effect its proven procedures to achieve a smooth transition of service for the residents and businesses in the City. Each member of the transition team, made up of key management personnel in the Departments of operations, truck maintenance, human resources, finance, customer

CR&R INCORPORATED
STREET SWEEPING SERVICES PROPOSAL FOR
THE CITY OF COSTA MESA

service and information systems participates in the preparation process. Each transition manager will be responsible for the area relevant to his or her area of expertise and will make recommendations or adjustments necessary to adapt to the unique needs of the City. This team of experienced professionals will be directed by the General Manager and/or the Operations Manager who will serve as the primary contacts throughout the duration of the contract.

Implementation/Project Schedule

CR&R has included our proposed Plan of Action (POA) for this project. It is located at the end of Section J of our Proposal. Our POA encompasses every aspect of our proposed timeline as well as the tasks necessary to seamlessly transition City Street Sweeping services to CR&R. All of the required equipment and necessary resources will be made available throughout the proposed implementation phases.

Meetings with City Staff

Immediately after the awarding of the new contract, CR&R will arrange a meeting with the designated City staff and selected members of CR&R's Transition Team. Together we will review the proposed route maps, equipment requirements and operational resources in order to carryout a seamless transition. During the initial meeting with City Staff, we will outline the information needed in order to begin the transition process. The information requests from City staff will mainly focus on route information, city maps, City personnel and billing alternatives. Once this information is provided or the discussion is completed, City Staff involvement will be minor and will mainly involve various reviews and when applicable City approvals.

CR&R has a successful track record of providing smooth and seamless service transitions for the jurisdictions we presently service. Our team of professionals will be available to work with City staff in an effort to maintain open lines of communication with the citizens and businesses in the City of Costa Mesa. This can be accomplished by providing a targeted Public Education Campaign designed to inform residents of the new service provider. We would be available to provide these communications for this transition as well. Some of the selected methods we have used in the past include the following:

- A letter from the Mayor or designated city official introducing the new contractor.
- A Press Release and photo shoot with the Mayor and Council illustrating the new CNG Equipment as well as the cost savings realized by the City and its residents.
- Billing stuffers included in the customers bills to inform them of the new service provider as well as the importance of street sweeping to our environment.

CR&R INCORPORATED

STREET SWEEPING SERVICES PROPOSAL FOR THE CITY OF COSTA MESA

- Outreach materials from the City as well as the Costa Mesa Sanitary District, which are currently in place throughout the year, will also serve to inform residential customers of the new services. Commercial customers will be informed through each individual collection permit haulers' monthly billing system. We suggest at least two such outreach campaigns.
- CR&R will designate a special customer inquiry telephone number specifically established for Costa Mesa residents and businesses to allow for quick and easy access to questions and specific street sweeping inquiries. The General Manager will also be directly available for any technical questions beyond that which could be answered by our Customer Service Representatives.
- Street Sweeping Information will be made available on CR&R's website with hotlinks to and from both the City's and the Costa Mesa Sanitary District's websites.

Determination of Routes



Each route will be mapped and analyzed in conjunction with the information provided by City staff. The proposed route maps included within the Request for Proposal will be adhered to during the initial phase of operations. If, after careful review, any route changes are necessary, they will be reviewed and approved by the City prior to implementation. We will also work closely with the Costa Mesa Sanitary District due to their existing residential route maps.

Being the long term residential collection contractor for the Costa Mesa Sanitary District, CR&R will be able to accommodate any changes with the District's Board as well as their General Manager. In an effort to compliment the City's existing route maps, CR&R's team of routing specialists can also work with City staff to maximize route productivity by analyzing the proposed routes through our Route Optimization Software. CR&R staff will be able to run various models and then review them with City Staff prior to any changes being made. This tool will be available if and when the parties feel that it could enhance both customer service and productivity.

Proposed route times will be as outlined in the Scope of Work. CR&R staff will adhere to the posted times that are currently implemented.

CR&R INCORPORATED
STREET SWEEPING SERVICES PROPOSAL FOR
THE CITY OF COSTA MESA

CR&R maintains detailed policies and procedures relating to operational and customer service activities. Because of its long history in providing various environmental services, CR&R has developed systems and controls to accommodate the changing needs of each city it serves. These same principles will be applied to our Street Sweeping Services in the City of Costa Mesa.

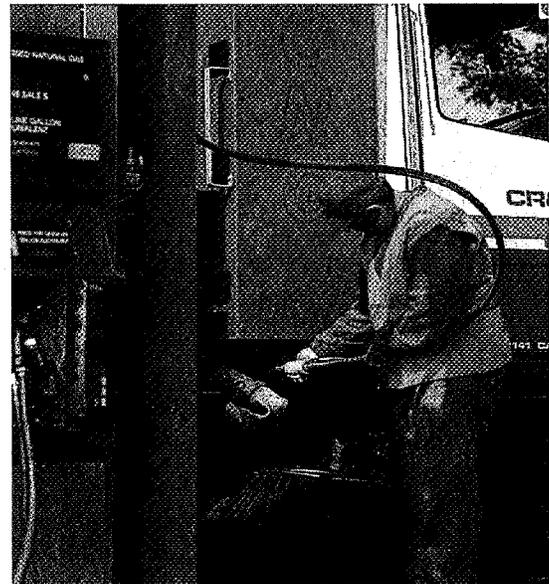
CR&R drivers are also trained to respond to instances of significant traffic congestion and other emergency conditions and to inform our dispatch of such circumstances. Dispatchers and our management staff will then communicate accordingly if any route problems are encountered in order to maintain uninterrupted service to our customers.

Special Sweeps and Inclement Weather

CR&R understands and accepts the proposed annual miles of both Special and Inclement Weather Sweeps as outlined in the Scope of Work. These 450 annual curb miles will be at the request of the City and will be coordinated by our operational staff as well as City Staff.

PROPOSED EQUIPMENT

All Street Sweeping Vehicles used in the City of Costa Mesa will be powered by Compressed Natural Gas Engines at the start of this Agreement. Employing these engines will comply with the South Coast Air Quality Management District's Rule 1186.1 as well as the City's Request for Proposal.



PROCUREMENT OF EXISTING CITY EQUIPMENT

CR&R proposes to purchase all five of the City's Street Sweepers at fair market value. Below is our proposed purchase price for each unit:

<u>Unit Number</u>	<u>Purchase Price</u>
387	[REDACTED]
389	
390	
391	
392	

CR&R INCORPORATED
STREET SWEEPING SERVICES PROPOSAL FOR
THE CITY OF COSTA MESA

Total for all five sweepers is \$83,000. As you may know, due to AQMD regulations, the City's diesel sweepers will not be allowed to be registered within the AQMD's Air District boundaries. As a result, their values will diminish significantly.

TECHNOLOGICAL CAPABILITIES AND INNOVATIVE OPTIONS

Our GPS Tracking Software Tool allows our operations team the ability to view our vehicle's locations in real time in order to better manage and streamline our operations. CR&R routing specialists can also offer City Staff access to view our Street Sweeping Routes from your desk tops via our GPS Tracking software. This feature will enable City Staff to easily view our Street Sweeping Operations on a daily basis. This value added service will be offered to the City at no additional cost. Training will be provided by CR&R staff.



CR&R can also assist the City in coordinating the development of an Automated Street Sweeper Parking Enforcement Program by introducing City Staff to ACS Incorporated. This company has a unique and proprietary technology that places cameras on our sweepers and in effect eliminates the need for parking enforcement personnel. Due to both privacy and other legal issues, the City would need to be the authorizing agent in this particular case. Legislation recently passed by the State of California (AB 2567) allows Cities to use this technology for street sweeping parking enforcement. CR&R would help to facilitate this unique program and promote its use if the City decides that it is something they are interested in pursuing.

Methods to Achieve Client Satisfaction

Customer Service

CR&R will have Customer Service Representatives for the City of Costa Mesa located in our Orange County Customer Service Center at the Company's principle offices in Stanton, California. Our Customer Service Representatives are available on regular service days (Monday through Friday) from 8:00 a.m. until 5:00 p.m. and on Saturdays from 8:00 a.m. until 12:00 p.m. CR&R's staff of representatives includes both English and Spanish speaking Customer Service Representatives to better assist our customers.

CR&R INCORPORATED
STREET SWEEPING SERVICES PROPOSAL FOR
THE CITY OF COSTA MESA

Each of CR&R's Representatives have been trained to assist customers in a courteous and professional manner on a wide variety of questions for both solid waste and street sweeping services. All incoming calls will be routed to our pool of Customer Service Representatives. CR&R's Customer Service Representatives are continually trained in an effort to stay abreast of our expanding service offerings.

Special steps, including the addition of our Street Sweeping Hotline, will be taken to train CR&R's Customer Service Representatives to handle any customer calls regarding street sweeping services provided in the City Costa Mesa.

Complaint Resolution Process

All customer inquiries will be directed to, and addressed by, CR&R staff. CR&R will record all complaints received by mail, by telephone, or in person (including date, name, address of complainant, and nature of complaint). CR&R will use its best efforts to resolve all complaints by the close of business on the same service day. Our field personnel will have immediate access to their supervisor as well as centralized dispatch via their cell phones in an effort to enable immediate communication. This technology will enable our personnel to respond to any issues in a timely and efficient manner. In addition, CR&R will designate both a Route Manager and a Government Liaison who will be responsible for working with the City Manager or the City Manager's designee to resolve any customer questions.

ASSIGNMENT OF PERSONNEL

Our operations are only as efficient, safe and customer centric as the personnel we have assigned to them. At CR&R we are extremely cognizant of this fact. Thus we have implemented a stringent and detailed hiring process which helps us to better identify the proper individual for each job requirement. Throughout our hiring process, applicants are thoroughly screened and evaluated in an effort to provide our customers with the most qualified individual for the job assignment. As outlined in the following implementation plan, each step is carefully managed in order to produce the best possible outcome for the applicant, the customer and our operational team.

Procurement of Personnel

Existing street sweeper drivers for this area, employed by the City of Costa Mesa, will be provided with applications for CR&R employment. All applicants seeking employment with CR&R would be scheduled for a standard interview conducted by our HR Department and our Operations Department. Selected applicants will also be

CR&R INCORPORATED
STREET SWEEPING SERVICES PROPOSAL FOR
THE CITY OF COSTA MESA

required to undergo our standard pre-employment physical examination, background check and drug screening. These pre-hire requirements are the same basic standards required of all potential CR&R employees. These hiring procedures would be scheduled on a Saturday in order to avoid any interruption of service to the City of Costa Mesa. If needed, we will also look within our existing organization as well as externally in order to find the most qualified individuals for the required positions.

New employees will also receive CR&R's General and Safety Orientation Handbook. A training session with the fleet manager would also be performed in order to acquaint the new employee with the particulars of the equipment and how to carry out the pre-trip inspection and Vehicle Condition Report. New employees are hired on a three-month probationary period. During this probationary period, the appropriate management personnel will monitor the prospective employee's progress in developing the skills necessary to perform the assigned job responsibilities safely and efficiently.

CR&R is an Equal Opportunity Employer. It is the policy of the Company to provide equal opportunity employment to all employees and applicants for employment based upon their training, experience, qualifications and overall performance. No person shall be discriminated against in employment because of race, religion, color, sex, age, national origin, physical or mental disability, ancestry, pregnancy, marital status, medical condition, sexual orientation, veteran's status or any other protected classification. In the event that any of the work performed by CR&R here under is subcontracted, with prior approval of City Staff, said subcontractor will be required to adhere to similar employment policies.

EMPLOYEE SAFETY TRAINING

All employees of CR&R Incorporated are placed through a thorough Safety Training Program beginning with our comprehensive Driver Training and Orientation Program.

CR&R Driver Training and Orientation Program

The CR&R Driver Training Program is a comprehensive training regimen that addresses the proper operation of all assigned company vehicles. The program covers such areas as: Defensive driving techniques, proper operation of all vehicle controls, a code of safe practices for each job function (residential, commercial, roll-off, transfer, street

sweeping, etc...), compliance with all federal and state laws (including 49CFR), proper record keeping, customer service, and above all integrity.

CR&R INCORPORATED
STREET SWEEPING SERVICES PROPOSAL FOR
THE CITY OF COSTA MESA

Our Mission in Safety is to ensure that every CR&R driver has the proper training and required skill sets to service our customers in a safe and efficient manner while ensuring the utmost in customer satisfaction.

Goals

- Ensure compliance of required training as directed by 49CFR regulations.
- Ensure compliance of required training as directed by Federal and California OSHA regulations.
- Ensure drivers receive required information on company policies and benefits

- Ensure drivers understanding of basic working of vehicles, preventive maintenance responsibilities, and an ability to detect when problems arise with vehicles.
- Ensure drivers understanding of responsibilities for best safe practices when operating vehicle and performing job duties.
- Ensure driver understanding of safety rules and procedures at landfills and transfer locations.
- Perform reviews of all drivers periodically and as needed to ensure company standards are being met.

Responsibilities of Training Coordinator

- Implement and update training program as required.
- Perform required training and verify understanding of material presented.
- Perform periodic evaluations of all drivers to ensure standards are met. Recommend to appropriate manager any follow up training required.
- Perform as needed evaluations on drivers deemed at risk.

Employees

- New employees will undergo training and orientation program. Verify that they have received training.
- Current employees will undergo training as needed based on performance and incidents.

Management

- Provide support and guidance as needed.
- Review program and ensure driver compliance.

All work will be performed in accordance with the highest maintenance standard as outlined in the City's Request for Proposal Document. All sweeping activities will be

CR&R INCORPORATED
STREET SWEEPING SERVICES PROPOSAL FOR
THE CITY OF COSTA MESA

completed by the assigned times unless unforeseen circumstances arise in which case the City would be informed via email or telephone. Every effort will be made to adhere to the route times as dictated by the agreement.

CR&R will follow the schedule as outlined with the current route maps provided by the City. Any variances to the proposed timelines, schedules or route maps will not be implemented without prior review and approval of City staff. All service frequencies will be implemented as outlined within the approved agreement.

Acknowledgement of Scope of Work

Unless otherwise specified, CR&R acknowledges that the work performed under the proposed contract will be performed to the highest standards specified in the Scope of Work contained within the proposed RFP.

Section D – Staffing

The following person should be contacted concerning questions about the submitted proposal:

Company Name: **CR&R Incorporated**

Contact Person: [REDACTED] Senior Region Vice President

11292 Western Avenue
Stanton, California 90680

Telephone: [REDACTED]

Fax: [REDACTED]

E-Mail [REDACTED]

Names of all Officers of CR&R Incorporated:

Principal Officers: [REDACTED]

CR&R Incorporated is a California Corporation, established in 1963.

CR&R INCORPORATED
STREET SWEEPING SERVICES PROPOSAL FOR
THE CITY OF COSTA MESA

RESUMES OF KEY PERSONNEL

CR&R offers the City of Costa Mesa what is perhaps the most experienced Environmental Services Team now in place in Southern California. This team will be available to the City of Costa Mesa for the duration of this contract. All of CR&R's managers have a long standing, in-depth knowledge of the Environmental Services Industry as well as a professional and productive working relationship with various municipalities throughout Southern California. Furthermore, virtually all of its key decision makers live and work in the surrounding areas. Together, the senior personnel that will be involved in the administration of the City's Street Sweeping contract have a combined experience level totaling more than 200 years! Below are the numerous individuals and their respective qualifications which make up our industry leading management team.

[REDACTED]

[REDACTED] is the founder, owner, Chairman of the Board and Chief Executive Officer of CR&R Incorporated. He has more than 48 years of experience in the solid waste management business. During that period, he has built CR&R into one of the largest and most progressive privately owned solid waste management companies in the Western United States. He manages all aspects of the business from his corporate office in Stanton. His vision and leadership are the primary reasons why CR&R can offer a complete package of environmental services throughout Southern California.

[REDACTED]

[REDACTED] is the Chief Operating Officer and Secretary of our organization. He has worked exclusively for CR&R and its subsidiaries for over 27 years in a wide range of capacities. He presently serves on CR&R's Executive Committee, which is responsible for the overall management direction of the Company. Over the years, his responsibilities have included operations, procurement, dispatching, transportation, production management, product quality, buy-back center operations, and cost control management.

[REDACTED] is currently responsible for all operations within CR&R's Orange and Los Angeles Operating Divisions. These include oversight of all solid waste and street sweeping operations, recycling contracts, transportation, processing and marketing activities as well as sourcing and marketing secondary recyclable materials. From his office in Stanton, he currently manages over 400 employees, and a fleet of 300 vehicles.

CR&R INCORPORATED
STREET SWEEPING SERVICES PROPOSAL FOR
THE CITY OF COSTA MESA

██████████

██████████ is the President of CR&R's Inland Empire Solid Waste Services Division. He has worked in the waste management industry for 32 years and exclusively for CR&R and its affiliates during the last twenty two years. During his career, ██████████ has worked on all facets of waste management business, from dispatching and routing to contract negotiations and state facility permitting.

He is currently responsible for all of CR&R's Riverside and San Bernardino County operations. He manages street sweeping, waste, recyclable material and green waste collection activities as well as its material recovery, waste transfer, composting and disposal operations. He has offices in both Riverside and Orange Counties. He assists, reviews, plans, and supervises all activities related to the management of the waste services division, participates in acquisitions, divestitures, business development, annual projections and budgets, local, state and federal legislation, and negotiates and manages all proposals, contracts, franchise agreements, and permits with various governmental agencies. He presently serves on CR&R's Executive Committee responsible for corporate growth and bottom line financial reporting and is also responsible for implementing administrative policies, operational controls, safety, customer service and maintenance procedures.

██████████ is the current President of the California Refuse Removal Council, which represents independent solid waste collectors throughout California.

██████████

██████████ Chief Financial Officer, has been employed with CR&R since 1998. Ms. ██████████ is responsible for managing all aspects of finance, information, systems, and accounting, company wide. She has over 17 years experience in senior management, responsible for the supervision, coordination, and production of financial reporting, information systems design and development, and business plans and strategies. From her office at the Corporate facility in Stanton, she monitors the financial performance of the facility and banking relationships and insures that the company's financial Statements are in compliance with GAAP. ██████████ presently serves on the Executive Committee responsible for the overall management and direction of the company.

██████████

██████████ is Senior Region Vice President of CR&R and has been primarily responsible for the municipal franchise agreements in the San Bernardino and Riverside County service areas. In addition, ██████████ has overall responsibilities for CR&R's Environmental Services Division which encompasses our Street Sweeping line of business. ██████████ is a graduate of Cal State Fullerton with an MBA from Chapman University in Orange. With his knowledge and experience of the public sector side of the business and his over 24 years experience in the solid waste business, Mr.

CR&R INCORPORATED
STREET SWEEPING SERVICES PROPOSAL FOR
THE CITY OF COSTA MESA

██████████ will be administratively responsible for all aspects of the Costa Mesa Street Sweeping Agreement.

Prior to joining CR&R in 2009, ██████████ was responsible for over 15 municipal franchises for a large publicly held solid waste management organization. He has also held various positions throughout his career including general manager, district manager and operations manager. He has extensive experience in working with various municipalities throughout Southern California in an effort to foster productive and professional business relationships.

██████████ is Senior Region Vice President of CR&R and has been primarily responsible for all Orange County municipal franchise agreements. A graduate of the University of Southern California with a graduate degree in Public Administration, Mr. ██████████ has been assigned to our Orange, Los Angeles and Imperial County franchise agreements. In addition, ██████████ also oversees our recently acquired operations in Yuma Arizona. ██████████ has extensive knowledge and experience of the public sector side of the business as well as over 27 years experience in solid waste and liquid waste management business.

Prior to joining CR&R in 2002, ██████████ was responsible for over 20 municipal franchises for a large publicly held solid waste management organization. As a previous owner of his own waste company, he has held various positions including general manager, district manager and vice president.

██████████ is the General Manager for the Stanton Operations Center. He is directly responsible for quality customer service to all of our residential and commercial customers. In addition, ██████████ supervises the dispatch operation for bulky item collection, e-waste collection/recycling, temporary bin, and roll-off collection for all of Orange County operations. A graduate of the University of California in Irvine, and with over 16 years experience in the transportation industry, ██████████ has the knowledge and experience to handle any type of solid waste collection, street sweeping, transportation, processing or disposal question. ██████████ and his staff will have primary responsibility for the day to day operation of our Street Sweeping Services in the City of Costa Mesa.

██████████ is the Street Sweeping Operations Manager for CR&R's Street Sweeping Division. He is directly responsible for Street Sweeping Operations throughout our Los Angeles, Orange and Riverside County Service Areas. ██████████ has previous experience in operating and managing his own street sweeping company for over 20 years. Since joining the CR&R team, ██████████ has assisted in refining our street sweeping operations and has brought an in-depth knowledge of the operational requirements. ██████████ will be an added resource to assist with the day-to-day

CR&R INCORPORATED
STREET SWEEPING SERVICES PROPOSAL FOR
THE CITY OF COSTA MESA

operations of our Street Sweeping Services in the City of Costa Mesa. We anticipate that [REDACTED] will allocate approximately ten hours per week to the Costa Mesa Street Sweeping operations. That number may vary depending upon specific demands. For example, during initial start up operations [REDACTED] may be spending more time on this project and as operations normalize, that number may be adjusted if applicable.

[REDACTED]

[REDACTED] is one of our fully trained and licensed Route Managers. [REDACTED] has a strong background in logistics and day-to-day operations. He is responsible for the efficient and safe operations of a number of our routes throughout Orange County. He also oversees our variable route dispatching and is a direct liaison between operations and customer service. He is focused on delivering unparalleled customer service and maintaining open lines of communication between our internal and external customers. [REDACTED] also has specific experience in supervising street sweeping operations and will be the Sweeper Manager for our Costa Mesa operation. [REDACTED] will have fulltime responsibility for the Costa Mesa Street Sweeping operations. We anticipate that [REDACTED] will be dedicating approximately forty hours per week to this contract.

Section E – Qualifications

Overview

CR&R Incorporated has been providing Street Sweeping Services to various cities throughout Southern California for the past 19 years. Our current street sweeping services encompass well over 100,000 curb miles per year within these jurisdictions with minimal service issues. Some of our street sweeping agreements are incorporated as a part of our existing solid waste franchise agreements while others are stand alone service agreements with various jurisdictions.

Each of the cities in which CR&R provides Street Sweeping Services enjoys a cost effective, efficient and dependable service.

The following list of public agencies outlines a partial listing of current CR&R communities in which we provide Street Sweeping services as well as their contact information:

Riverside County

County of Riverside

Project Description: Street Sweeping throughout Unincorporated Riverside County

CR&R INCORPORATED
STREET SWEEPING SERVICES PROPOSAL FOR
THE CITY OF COSTA MESA

Project Start Date and End Date: Started in 2000 and recently awarded a new five year contract

Client Project Manager: [REDACTED]
[REDACTED]

City of Murrieta

Project Description: Street Sweeping throughout the City of Murrieta

Project Start Date and End Date: Started in 1995 and recently awarded a new ten year contract

Client Project Manager: [REDACTED]
[REDACTED]

City of Temecula

Project Description: Street Sweeping throughout the City of Temecula

Project Start Date and End Date: Started in 1992 and currently under our Franchise Agreement

Client Project Manager: [REDACTED]
[REDACTED]

Imperial County

City of El Centro

Project Description: Street Sweeping throughout the City of El Centro

Project Start Date and End Date: Started in 2010 and currently under our Franchise Agreement

Client Project Manager: [REDACTED]
[REDACTED]

Section F – Financial Capacity

As directed within the City of Costa Mesa's Request for Proposals, CR&R is submitting, in a separate sealed and confidential envelope, copies of the company's latest financial statements, financial references and any pending litigation. This information will allow the City to reasonably formulate both our financial capacity as well as our litigious issues.

As outlined in the enclosed letter from our Chief Financial Officer, there has been no material change in our financial position since the date of the enclosed financial statements.

CR&R INCORPORATED
STREET SWEEPING SERVICES PROPOSAL FOR
THE CITY OF COSTA MESA

Section G – Fee Proposal

Please see the Pricing Proposal Form provided in Section J of our Proposal.

Section H – Disclosure

Business and or personal relationships with the City of Costa Mesa Elected Officials or other City Personnel:

Mayor Monahan and Councilmember Mensinger have met individually with Dean Ruffridge of CR&R on one occasion each. Coffee was had and paid for by each person separately. No personal relationship was formed from these meetings.

To the best of our knowledge, including all CR&R senior management staff, there are no business or personal relationships between any CR&R employees and members of the Costa Mesa City Council or their respective families.

As a side note, the Costa Mesa Sanitary District elected officials all have relationships with Dean Ruffridge and David Ronnenberg due to the exclusive solid waste franchise agreement between the CMSD and CR&R.

Section I – Agreement

CR&R has reviewed the proposed Sample Agreement for Services included within the proposed RFP in Appendix B. We do not have any exceptions or conditions of approval to the proposed agreement except for the following items:

- Section 1.6 – Propose alternative language which protects the contractor from potential loss of contemplated services.
- Section 1.7 – Is this a “personal service contract”? We think it is a “professional services contract”.
- Section 4.1 – Term should be as reflected in the Scope of Work.
- Section 4.2 – Propose alternative Termination language.
- Section 4.4 – Delete, this discusses “inmate intake reports and logs”.
- Section 6.9 – Discuss language regarding the inclusion of City willful misconduct or negligence.
- Section 6.11 – Delete; not applicable.
- Section 6.12 – Needs further discussion with City Staff.
- Section 6.14 – Modify language regarding “drawings, estimates...”

CR&R INCORPORATED
STREET SWEEPING SERVICES PROPOSAL FOR
THE CITY OF COSTA MESA

Section J – Appendices – Required Forms

The following City provided forms are included in this section:

- Ex Parte Communications Certificate
- Price Proposal Form
- Disclosure of Government Positions
- Disqualification Questionnaire
- CR&R Plan of Action

EX PARTE COMMUNICATIONS CERTIFICATION

Please indicate by signing below one of the following two statements. **Only sign one statement.**

I certify that Proposer and Proposer's representatives have not had any communication with a City Councilmember concerning the Street Sweeping Services RFP at any time after November 9, 2011



OR PLEASE SEE ATTACHMENT

OR

I certify that Proposer or Proposer's representatives have communicated after November 9, 2011 with a City Councilmember concerning the Street Sweeping Services RFP. A copy of all such communications is attached to this form for public distribution.

Ex Parte Communications Attachment

As disclosed in a previous email dated November 30, 2011, CR&R employees did have communications with City employees on Monday, November 28th. CR&R employees asked a City employee where the street sweeper routes were working that day in an effort to complete their field work for this RFP. In addition, the City employee also confirmed information given to us on City maps in regards to where the sweepers were working the rest of the week. This was the only information exchanged between the parties.

PRICING PROPOSAL FORM

STREET SWEEPING SERVICES

Provide hourly rates, along with estimated annual pricing in accordance with the City's current requirements, as set forth in section 3 Scope of Work. Also provide the Proposer's proposed Staffing Plan on a separate sheet of paper. Proposer should use a separate form to state pricing for any added value.

Pricing shall remain firm for a minimum of two (2) years. Any and all requests for pricing adjustments for follow-on contract renewal periods shall be provided no later than sixty (60) days prior to the end of the contract period. Any such proposed price adjustments shall not exceed The Bureau of Labor Statistics Consumer Price Index (CPI) data for Los Angeles-Riverside-Orange County, CA, All Items, Not Seasonally Adjusted, "annualized change comparing the original proposal month and the same month in the subsequent year. (This information may be found on the U.S. Department of Labor's website at www.bls.gov.)

ROUTE:	Total Annual Cost (Weekly)	Total Annual Cost (Twice monthly)
Weekly Route 1 Total (211 Curb & Linear miles):	\$ <u> </u>	\$ <u> </u>
Weekly Route 2 Total (206 Curb & Linear Miles):	\$ <u> </u>	\$ <u> </u>
Weekly Route 3 Total (208 Curb & Linear Miles):	\$ <u> </u>	\$ <u> </u>
Weekly Route 4 Total (214 Curb & Linear Miles):	\$ <u> </u>	\$ <u> </u>
Weekly Extra Sweeps/Call Outs (12 miles):	\$ <u> </u>	\$ <u> </u>
Total Annual Cost	\$ <u>608,490.32</u>	\$ <u>346,891.92</u>

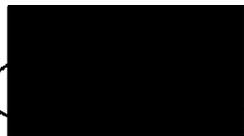
The Proposer agrees that for requested and/or required changes in the scope of work, including additions and deletions on work not performed, the Contract Sum shall be adjusted in accordance with the following unit prices, where the City elects to use this method in determining costs.

Proposer is advised that the unit prices will enter into the determination of the contract award. Unreasonable prices may result in rejection of the entire bid proposal. Unit prices listed below refer to all items installed and the Construction Documents and include all costs connected with such items; including but not limited to, materials, labor, overhead, and profit for the Proposer.

The unit prices quoted by the Proposer shall be those unit prices that will be charged or credited for labor and materials to be provided regardless of the total number units and/or amount of labor required for added or deleted items of work.

All work shall be performed in accordance with the specifications.

WORK DESCRIPTION	Unit Price
Cost Per Curb Mile Weekly	\$ [REDACTED]
Hourly rate for special sweeps	\$ [REDACTED]


Proposer's Initials

C. Proposal Schedule

(Please Type or Print)

Total Bid Amount:

- In written words Weekly: Six hundred eight thousand, four hundred ninety dollars and thirty two cents. (\$608,490.32)
Bi-monthly: three hundred forty six thousand, eight hundred ninety one dollars and ninety two cents. (\$346,891.92)
- In figures \$ _____

CONTRACTOR Lawful Name: CR&R Incorporated

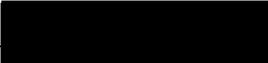
Proposer's Name: CR&R Incorporated Proposer's Initials 

PROPOSER License No. N/A Expiration: N/A

PROPOSER Taxpayer I.D. Number: 

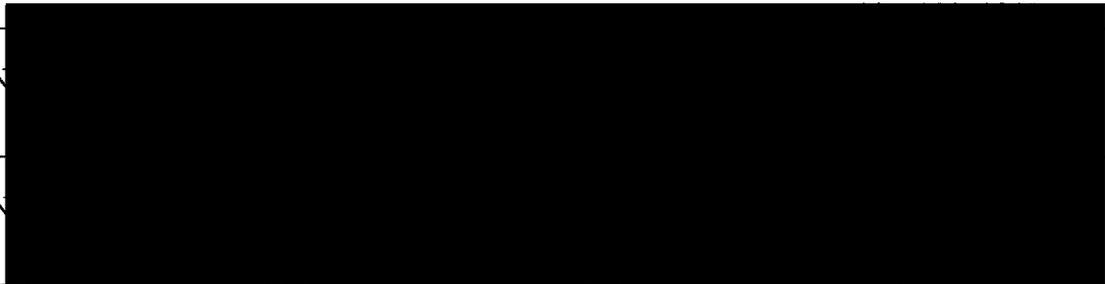
Signature:  Date: 12-9-11

PROPOSER Address: 11292 Western Ave., Stanton, CA 90680

Telephone Number: () _____

Fax Number: () _____

24-Hour Emergency Contacts:



Name



Proposer's Initials

The Proposer agrees that the City will not be held responsible if any of the approximate quantities shown in the foregoing proposal shall be found incorrect, and he shall not make any claim for damages or for loss of profits because of a difference between the quantities of the various classes of work as estimated and the work actually done. If any error, omission or misstatements shall be discovered in the estimated quantities, it shall not invalidate this contract or release the Proposer from the execution and completion of the whole or part of the work herein specified, in accordance with the specifications and the plans herein mentioned and the prices herein agreed upon and fixed therefore, or excuse him from any of the obligations or liabilities hereunder, or entitle him to any damages or compensation otherwise than as provided for in this contract.

The Proposer agrees that the City shall have the right to increase or decrease the quantity of any item or portion of the work or to omit portions of the work as may be deemed necessary or expedient, and that the payment for incidental items or work, not separately provided in the proposal shall be considered included in the price bid for other various items or work.

A solid black rectangular box used to redact the signature of the proposer.

Proposer's Initials

Respectfully submitted,



Sr. Region V.P.

If the proposal is by a corporation, state the names of the officers who can sign an agreement on behalf of the corporation and whether more than one officer must sign.

Corporation

Taxpayer I.D. Number: 95-2316878

		Can Sign	Must Sign
Name		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name		<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the proposal is by a partnership or a joint venture, state the names and addresses of all general partners and joint ventures. N/A

Partnership or Joint Ventures

Taxpayer I.D. Number: _____

Name _____

Address _____

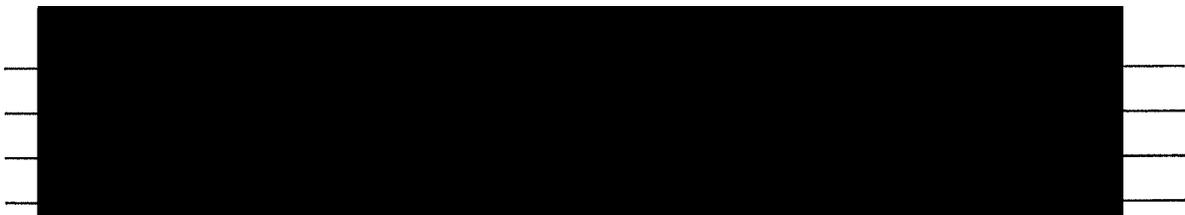
Name _____

Address _____

If the Proposer is a sole proprietorship or another entity that does business under a fictitious name, the Proposer shall be in the real name of the Proposer with a designation following showing "DBA (the fictitious name)"; provided, however, no fictitious name shall be used unless there is a current registration with the Orange County Recorder.

The full names and residences of all persons and parties interested in the foregoing proposal, as principals, are as follows:

NOTE: Give first and last names in full; in case of corporation, give names of President, Secretary, Treasurer and Manager, and affix corporate seal; in case of partnerships and joint ventures, give names of all the individual members.



* All The Above Located At:

11292 Western Avenue
Stanton, CA 90680


Proposer's Initials

Proposer shall signify receipt of all Addenda here, if any: N/A

Addendum No.

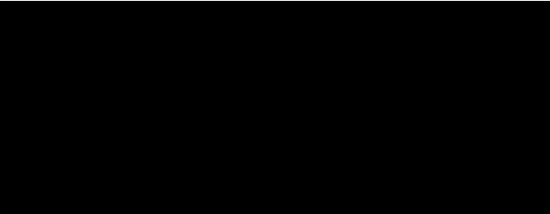
Date Received

Proposer's Signature

CR&R Staffing Plan

The following team of professionals will be made available to the City of Costa Mesa during the outset of this Agreement. All of CR&R's managers have a long standing, in-depth knowledge of the Environmental Services Industry as well as a professional and productive working relationship with various municipalities throughout Southern California.

Operations:



Daily Route Drivers: Four drivers will be used to service this contract. CR&R reserves the right to review the operational requirements after 90-120 days. Any potential operational changes affecting routing will be reviewed by the City prior to any implementation.

Contract Administration/Governmental Affairs:



DISCLOSURE OF GOVERNMENT POSITIONS

Each Proposer shall disclose below whether any owner or employee of the firm currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months. List below or state "None."

None

DISQUALIFICATION QUESTIONNAIRE

The Contractor shall complete the following questionnaire:

Has the Contractor, any officer of the Contractor, or any employee of the Contractor who has proprietary interest in the Contractor, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation?

Yes _____ No X _____

If the answer is yes, explain the circumstances in the following space.

R.F. Dickson Co. Inc.
Municipal Sweeping
Construction Clean-up
Transportation
Parts and Service



562-923-5441
800-573-3222
Fax 562-869-5943
12524 Columbia Way
Downey, Ca. 90242

City of Costa Mesa Street Sweeping Services



R.F. DICKSON CO., INC.



Our Solution To Beach Pollution

December 9, 2011

[REDACTED]
City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626

Mr. [REDACTED]

Our company, the R.F. Dickson Co., Inc., is a "fourth" generation 61 year old family business, specializing in Contract Municipal Street Sweeping, for Cities, Counties, and State agencies.

We have been providing continuous street sweeping service to the Cities of Lakewood, La Mirada, Artesia, and the County of Los Angeles since 1964, and many more for more than 30 years. We have also worked with Caltrans, and ADOT (Arizona Department of Transportation), sweeping the State highways from California to New Mexico, and from Utah down to Tucson.

Beginning in 2001 working with both AQMD for funding, and Tymco the street sweeper manufacture, we helped to design the latest in CNG powered street sweepers. In 2002 we designed and built our own CNG fleet fueling facility that is now used by 8 cities, and 5 school districts, along with other private and public fleets.

We currently operate one of the newest AQMD 1186.1 compliant fleet, we will utilize 1186.1 compliant CNG powered Tymco 600 sweepers while operating in the City of Costa Mesa.

Mr. Munoz, we look forward to working with you, your City Council, and the residents of the City of Costa Mesa. We will make our proposal price valid for a period of at least 180 days. Should you have any questions, or if we can help in any way, please do not hesitate to call.

Sincerely,

[REDACTED]
President

R.F. Dickson Co. Inc.

Contract Street Sweeping
Government Grant Consulting
CNG Fueling Facilities

12524 Columbia Way
Downey, CA 90242
www.dickson-ca.com

562-923-5441
800-573-3222
Fax 562-869-5943

Background

R.F. Dickson Co., Inc. is located at 12524 Columbia Way. in the City of Downey, CA we have served in the street sweeping industry since 1950. We are proud of our 61 years of service, and four generations of a family owned business.

In 1958, we received the first municipal street sweeping contract to take over city services in California, and since have operated throughout the state, currently supplying service to 26 public agencies.

In 1964, we received our first street sweeping contracts with the *County of Los Angeles*, and the cities of Lakewood, La Mirada, and Artesia and are proud to say; our continuous high level of service is still being provided.

In 1980, the State of Arizona granted the largest contract in the state for sweeping to our company. This contract was with the Arizona Department of Transportation (ADOT). We have also owned and operated a heavy equipment company throughout the State of Texas for many years. We have worked directly with the sweeper manufacturers, designing and developing the latest in sweeping equipment.

Beginning in 1999, we started to develop our first CNG regional fueling station to be used by our company and other public and private fleets. Our new CNG station came on line in 2002, and was in conjunction with the implementation of the new AQMD 1186.1 Fleet Rules regarding the use of alternative fuels for the street sweepers we were to use in these contracts.

This proposed Sweeping Contract we are bidding on is well within our capabilities. We will supply the highest-level professional service to the City of Newport Beach.

Project Summary

1) Our maintenance facility located in the city of Downey, is one of the largest dedicated sweeper repair facility in the country. Our maintenance facility is staffed with mechanics 16 hours per day, and on call during off hours.

2) All of our equipment used for this contract will be equipped with 2 way radios and GPS tracking units that allows them to maintain contact with our office for any communication necessary.

3) R.F. Dickson will be utilizing new AQMD 1186.1 compliant Tymco 600 Alternative Fuel sweepers.

4) Our sweeper operators are highly trained in the operations of their equipment and are also trained to follow all routing maps, and be compliant with time requirements.

5) We will position our gutter brooms at the proper angle to the gutter flow line touching the curb, and adjust our spray nozzles to keep dust to a minimum.

6) R.F. Dickson will keep constant contact with the Operations Support Dept. and report any deficiency or other obstruction that will prevent normal sweeping operations.

Methodology

Work Description:

R.F. Dickson Co general work plan, will meet all of the street sweeping requirements for the City of Costa Mesa, incorporating a well-managed administration and operational structure, supported by interdepartmental team work.

Streets in this contract will be swept as outlined on the City of Costa Mesa RFP per the Scope of Service. Our objective is to remove all leaves, paper, dirt, rock, and other debris to ensure free flow of water in the gutters, and to maintain streets in a state of cleanliness.

R.F. Dickson understands the importance of appearances and first impressions, with this in mind we can provide additional services providing a clean and sanitary environment for the public used of the City facilities. Our additional services include both high & low Pressure Heated Washing of city Benches, and other structures. Graffiti removal services are also available. (Water recovery systems are used during the process in accordance with NPDES requirements)

Our employees are experienced, trained and will make as many passes as required to eliminate street sweeping debris. All debris collected from street sweeping will be collected, transfer, and or dispose of in a legal manner that meets all City, State, County of Orange and Federal Laws; we plan to recycle the sweeping debris, and will provide the City with the green waste AB 939 compliance tracking, and reporting.

Personnel:

Supervisors:

Satisfaction and consistent service is the foundation of our company. Our supervisors are directly involved with each account, and inspections to ensure quality. They are highly trained so all phases of each project will run smoothly.

We know that street sweeping is an extremely important service with our supervisors experience and their approach, we will assure that this work will be done extremely well. Our supervisors will meet in person with the citizens, to help resolve any concerns, providing written reports back to the City staff of the concerns, and resolutions.

Operators:

Our sweeper operators are trained as to what is an accepted quality of work, which is expected from them. They are encouraged to take as many passes as are necessary to maintain streets in the state of cleanliness. Our sweeper operators are trained and educated to value and care for their equipment, they are knowledgeable about proper driving speed, adjustment of gutter brooms, and the most efficient and effective performance of their equipment.

Our sweeper operators can be an additional set of eyes, and ears, in the City helping report deficiencies, such as low hanging trees, abandoned cars, and other hazards or issues, that may need City staff attentions.

Mechanics:

Our maintenance facility is one of the largest dedicated sweeper repair facility. Our mechanics are highly skilled in the maintenance and repairs of our AQMD Compliant Natural Gas powered sweepers.

We are staffed with mechanics 16 hours per day, Monday through Friday, and on call during off hours.

Equipment:

Our equipment is in compliance will all applicable laws and AQMD regulations. We will use 'NEW' state of the art AB 1186 and AB 1186.1 compliant Tymco Regenerative Air CNG powered street sweepers, providing both SCAQMD and NPDES compliance. All our Street sweepers are marked with our company name, phone numbers, and vehicle number and are equipped with two-way radios and cellular phones.

Backup equipment will be available to ensure uninterrupted performance at all times, it will be compliant with AQMD regulations.

GPS:

All our equipment utilized for this street sweeping contract, are equipped with global positioning satellite (GPS). This will permit us to monitor the driver speed, time and location of each sweeper. We will make available to the City staff, the ability to log and monitor the progress and performance of each of the sweepers assigned to the City in real time. At the city's request we can provide hourly, daily, weekly, and monthly history reports.

City Facilities:

R.F. Dickson proposes to rent the City Owned equipment for a total sum of \$ 8,000 per month and take over all maintenance during the rental period while the new sweepers for the project are being built. We also propose to rent space in the City Yard for the sweepers assigned to the Costa Mesa sweeping contract at a rate of \$ 5,000 annually, for storage and use of the wash out area.

Staffing

The following are the proposed personnel to meet the requirements of the project. The proposed personnel may be augmented or change if it is found necessary as the project continues.

1. [REDACTED] President since 1971
[REDACTED] is in charge of all contract implementation policies, insurance bonding and contract negotiations with the cities and counties. [REDACTED] has extensive knowledge of the procedures and equipment available to improve operations and the quality of service that R.F. Dickson Co., Inc. provides to its Municipalities and Counties. Contact information: Email [REDACTED]
2. [REDACTED] Vice President since 1976
[REDACTED] has overall responsibility of contract compliance, safety, supervision and staffing requirements.
3. [REDACTED] General Manager
[REDACTED] integrates our team with 17 years of customer service and TYMCO equipment knowledge. He has daily interaction with City and County Officials and is responsible for overseeing all facets of Operations; his dedication to excellence is a tremendous asset to our team.
4. [REDACTED] - Administrative and Operations Supervisor since 2007.
Bilingual speaks - English and Spanish.
Her duties include but are not limited to City staff liaison, Dispatch Coordinator and Safety Officer; [REDACTED] has a positive attitude and is committed to providing quality and on time service to all of our customers.
5. [REDACTED] Lead Sweeper Operator since 1986
Bilingual Speaks English and Spanish.
Supervision, Sweeper trainer and daily interaction with city officials, daily inspections of streets, quality control.
6. [REDACTED] Controller since 2005.
His responsibilities include interaction with all departments, developing reports, and overseeing all financial aspects of the company.
7. [REDACTED] Senior Accounting Manager and Office Manager since 1997
Her responsibilities include interaction with all departments, and overseeing all aspects of her accounting department.
8. [REDACTED] - Office Clerk/Dispatcher since 2006
Bilingual speaks - English and Spanish.
[REDACTED] responsibilities include but not limited to tracking data, creating reports and supports office staff and dispatching.

Qualifications

R.F. Dickson Co. Inc.
Municipal Sweeping
Construction Clean-up
Transportation
Parts and Service



Our Solution To Beach Pollution

562-923-5441
800-573-3222
Fax 562-869-5943

12524 Columbia Way
Downey, Ca. 90242

PARTIAL LIST OF CITIES SERVED

THIS COMPANY INFORMATION IS PROPRIETARY, AND NOT TO BE RELEASED TO THE PUBLIC

First Serviced

CITY OF LAKEWOOD

1964

**5050 N. CLARK AVE.
LAKEWOOD, CA 90712**

CITY OF LA MIRADA

1964

**13700 LA MIRADA BLVD.
LA MIRADA, CA 90638**

CITY OF WESTMINSTER

1995

**8200 WESTMINSTER BLVD
WESTMINSTER, CA 92686**

CITY OF LAGUNA NIGUEL

1986

**27781 LA PAZ RD
LAGUNA NIGUEL, CA 92677**

CITY OF SEAL BEACH

2004

**211 8TH ST.
SEAL BEACH, CA 90740**

CITY OF ALISO VIEJO

2002

**12 JOURNEY, SUITE 100
ALISO VIEJO, CA 92656**

EX PARTE COMMUNICATIONS CERTIFICATION

Please indicate by signing below one of the following two statements. **Only sign one statement.**

I certify that Proposer and Proposer's representatives have not had any communication with a City Councilmember concerning the Street Sweeping Services RFP at any time after November 9, 2011



OR

I certify that Proposer or Proposer's representatives have communicated after November 9, 2011 with a City Councilmember concerning the Street Sweeping Services RFP. A copy of all such communications is attached to this form for public distribution.

PRICING PROPOSAL FORM

STREET SWEEPING SERVICES

Provide hourly rates, along with estimated annual pricing in accordance with the City's current requirements, as set forth in section 3 Scope of Work. Also provide the Proposer's proposed Staffing Plan on a separate sheet of paper. Proposer should use a separate form to state pricing for any added value.

Pricing shall remain firm for a minimum of two (2) years. Any and all requests for pricing adjustments for follow-on contract renewal periods shall be provided no later than sixty (60) days prior to the end of the contract period. Any such proposed price adjustments shall not exceed The Bureau of Labor Statistics Consumer Price Index (CPI) data for Los Angeles-Riverside-Orange County, CA, All Items, Not Seasonally Adjusted, "annualized change comparing the original proposal month and the same month in the subsequent year. (This information may be found on the U.S. Department of Labor's website at www.bls.gov.)

ROUTE:	Total Annual Cost (Weekly)	Total Annual Cost (Twice monthly)
Weekly Route 1 Total (211 Curb & Linear miles):	\$ [REDACTED]	\$ [REDACTED]
Weekly Route 2 Total (206 Curb & Linear Miles):	\$ [REDACTED]	\$ [REDACTED]
Weekly Route 3 Total (208 Curb & Linear Miles):	\$ [REDACTED]	\$ [REDACTED]
Weekly Route 4 Total (214 Curb & Linear Miles):	\$ [REDACTED]	\$ [REDACTED]
Weekly Extra Sweeps/Call Outs (12 miles):	\$ [REDACTED]	\$ [REDACTED]
Parking Lots	\$ [REDACTED]	\$ [REDACTED]
Total Annual Cost	\$761, 033.60	\$ 441, 312.00

The Proposer agrees that for requested and/or required changes in the scope of work, including additions and deletions on work not performed, the Contract Sum shall be adjusted in accordance with the following unit prices, where the City elects to use this method in determining costs.

Proposer is advised that the unit prices will enter into the determination of the contract award. Unreasonable prices may result in rejection of the entire bid proposal. Unit prices listed below refer to all items installed and the Construction Documents and include all costs connected with such items; including but not limited to, materials, labor, overhead, and profit for the Proposer.

The unit prices quoted by the Proposer shall be those unit prices that will be charged or credited for labor and materials to be provided regardless of the total number units and/or amount of labor required for added or deleted items of work.

All work shall be performed in accordance with the specifications.

WORK DESCRIPTION	Unit Price
Cost Per Curb Mile	\$ [REDACTED]
Hourly rate for special sweeps	\$ [REDACTED]

[REDACTED]

Proposer's Initials

C. Proposal Schedule

(Please Type or Print)

Total Bid Amount:

- In written words Seven hundred Sixty-One thousand Thirty-Three and Sixty cents.
- In figures \$ 761, 033.60

CONTRACTOR Lawful Name: R.F. Dickson Co., Inc.

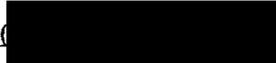
Proposer's Name:  Proposer's Initials: SD

PROPOSER License No. _____ Expiration: _____

PROPOSER Taxpayer I.D. Number: 

Signature: _____ Date: 12/09/2011

PROPOSER Address: 12524 Columbia Way Downey, CA 90242

Telephone Number: 

Fax Number: 

24-Hour Emergency Contacts:



Name _____ Telephone No.: (_____) _____

Name _____


Proposer's Initials

The Proposer agrees that the City will not be held responsible if any of the approximate quantities shown in the foregoing proposal shall be found incorrect, and he shall not make any claim for damages or for loss of profits because of a difference between the quantities of the various classes of work as estimated and the work actually done. If any error, omission or misstatements shall be discovered in the estimated quantities, it shall not invalidate this contract or release the Proposer from the execution and completion of the whole or part of the work herein specified, in accordance with the specifications and the plans herein mentioned and the prices herein agreed upon and fixed therefore, or excuse him from any of the obligations or liabilities hereunder, or entitle him to any damages or compensation otherwise than as provided for in this contract.

The Proposer agrees that the City shall have the right to increase or decrease the quantity of any item or portion of the work or to omit portions of the work as may be deemed necessary or expedient, and that the payment for incidental items or work, not separately provided in the proposal shall be considered included in the price bid for other various items or work.



Proposer's Initials

If the Proposer is a sole proprietorship or another entity that does business under a fictitious name, the Proposer shall be in the real name of the Proposer with a designation following showing "DBA (the fictitious name)"; provided, however, no fictitious name shall be used unless there is a current registration with the Orange County Recorder.

The full names and residences of all persons and parties interested in the foregoing proposal, as principals, are as follows:

NOTE: Give first and last names in full; in case of corporation, give names of President, Secretary, Treasurer and Manager, and affix corporate seal; in case of partnerships and joint ventures, give names of all the individual members.

Proposer's Initials

DISCLOSURE OF GOVERNMENT POSITIONS

Each Proposer shall disclose below whether any owner or employee of the firm currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months. List below or state "None."

"None"

DISQUALIFICATION QUESTIONNAIRE

The Contractor shall complete the following questionnaire:

Has the Contractor, any officer of the Contractor, or any employee of the Contractor who has proprietary interest in the Contractor, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation?

Yes _____ No X

If the answer is yes, explain the circumstances in the following space.

Proposer shall signify receipt of all Addenda here, if any:

NONE

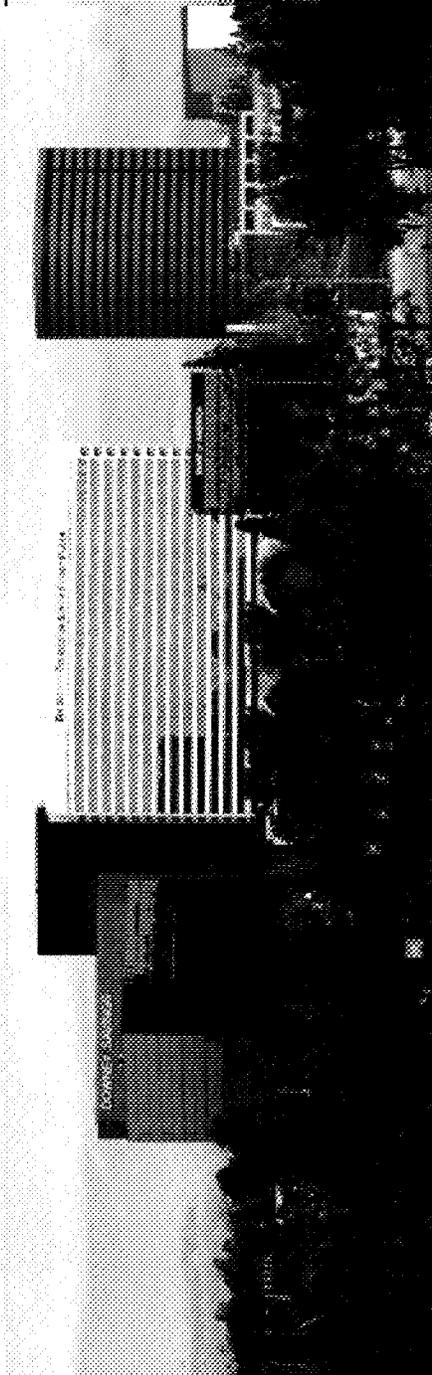
Addendum No.

Date Received

Proposer's Signature

PROPOSER INTERVIEW MATERIALS

City of Costa Mesa



Street Sweeping Services Interview

February 23, 2012



Athens Interview Participants

- [REDACTED] – Chief Operating Officer
- [REDACTED] – General Manager
- [REDACTED] – Operations Manager
- [REDACTED] – Senior Sweeping Supervisor
- [REDACTED] – Customer Service Manager
- [REDACTED] – Director of Governmental Affairs



Company History

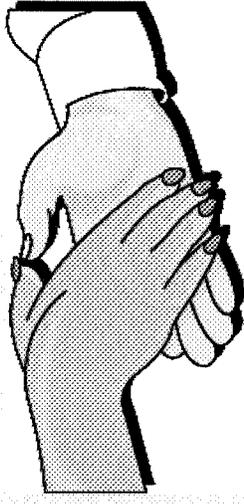
- Family owned by 4 generation, Arakelian family that began with one waste collection truck over 50 years ago.
- Street Sweeping Services began in 1987, (Temple City), a contract we still have today.
- Orange County clients include Newport Beach, Mission Viejo, Placentia, Lake Forest, & Villa Park



Smooth and Seamless Transitions

More local, recent transition experience

- Lake Forest
- Mission Viejo
- Newport Beach (from Municipal Service)
- Placentia (from Municipal Service)
- Villa Park
- Pomona (from Municipal Service)
- Hermosa Beach
- Rosemead
- Azusa (from Municipal Service)
- Irwindale (from Municipal Service)
- Glendora (from Municipal Service)



Implementation Schedule

- **Execute Agreement with City** - This is the item that sets everything in motion! We are looking forward to adding the City of Costa Mesa to our family of cities.
- **Procure vehicles** - Athens makes arrangements to assign and/or order CNG Sweeping vehicles.
- **Conduct route audits** - Athens assembles its team of auditors and begins auditing every street, median, walkway and parking lot in Costa Mesa
- **Meet with City Staff** – Athens will schedule a meeting with City staff prior to contract launch to ensure that any anticipated issues, high visibility locations
- **Finalize routes and route maps** - Database information gleaned from route auditing is matched. Each route is developed to ensure time scheduling.
- **Employment offers** - Athens will make offers of employment following a job fair to all those meeting Company employment prerequisites.
- **Driver training sessions** - Athens will conduct driver training in the weeks preceding start of service. Individuals attending training sessions will be compensated for their time.
- **Route Shadowing**- Athens will shadow current routes to ensure completion times and familiarization of route.
- **Route dry run**- Athens will drive each developed route to ensure route complies with hours of service and safety regulations.
- **Start services** – Based on an award by City Council and timeline given, Athens Services will begin servicing the City of Costa Mesa.



References

We've never had a contract terminated!

Official Street Sweeping Contractor for:

 CITY OF AGOURA HILLS Agoura Hills	 CITY OF AZUSA AZUSA	 CITY OF COVINA COVINA	 CITY OF GLENDORA GLENDORA	 CITY OF HERMOSA BEACH HERMOSA BEACH	 CITY OF IRWINDALE IRWINDALE	 CITY OF LAKE FOREST LAKE FOREST	 CITY OF MANHATTAN BEACH MANHATTAN BEACH
 CITY OF MISSION VIEJO MISSION VIEJO	 CITY OF MONROVIA MONROVIA	 CITY OF MONTEREY PARK MONTEREY PARK	 CITY OF NEWPORT BEACH NEWPORT BEACH	 CITY OF PLACENTIA PLACENTIA	 CITY OF POMONA POMONA	 CITY OF ROSEMEAD ROSEMEAD	 CITY OF ROWLAND HEIGHTS ROWLAND HEIGHTS
 CITY OF SAN MARINO SAN MARINO	 CITY OF SAN FERNANDO SAN FERNANDO	 CITY OF SAN GABRIEL SAN GABRIEL	 CITY OF SIERRA MADRE SIERRA MADRE	 CITY OF SOUTH EL MONTE SOUTH EL MONTE	 CITY OF SOUTH PASADENA SOUTH PASADENA	 CITY OF TEMPLE CITY TEMPLE CITY	 CITY OF VILLA PARK VILLA PARK



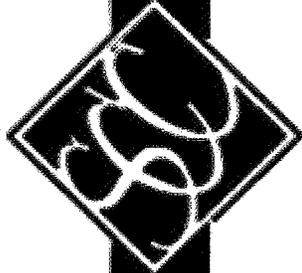
Customer Service

- Closed Loop Management - All levels of management and ownership review daily activity reports
- All field, office and management personnel are well experienced and always accessible to residents and businesses.
- Phones answered by live customer service representatives.
- Proactive with a state of the art customer service system with VOIP and data base management
- All personnel are connected through Nextel.

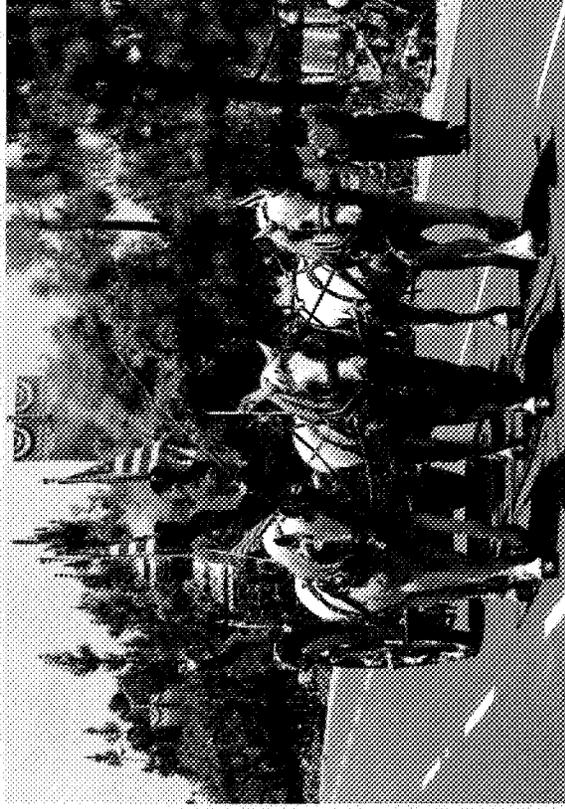


Community Involvement

Community Involvement is deeply ingrained in our culture. From membership in your community organizations to participating in your Fourth of July parade, Athens Services will be involved in your community!



South Orange County Regional
Chambers of Commerce



A Athens Services

Waste Collection • Recycling • Transfer • Disposal • Street Sweeping

Emergency Response

Athens Services: Providing Innovative and Eco-Friendly Waste Disposal Solutions

When masses of dead sardines began washing up at the King Harbor Marina in Redondo Beach last month, hundreds of city workers, firefighters and volunteers undertook a major effort to remove the fish, which threatened to rot and poison the local sea life in what could have been an ecological disaster.

After the dead sardines were cleaned up, the critical question remained: what to do with the 175 tons of dead fish. Workers said it would have been impossible to dump them in a landfill or at sea, so they had to be ready to ship out by boat.

That's when Athens Services stepped in, offering a creative and environmentally sound solution to this urgent marine disposal problem.

The dead fish were transported to the Athens Services composting facility in Victorville called American Organics. The fish are being composted for use as fertilizer. The fish were also used in a special program later this year - this time as high-quality fertilizer that will help beautify the city's trees and green spaces.

Athens' solution was just one of the many innovative ways the company works to reuse and recycle waste. Athens Services is a landfill avoidance is a primary goal for the family-owned company, which uses novel and eco-friendly methods to recycle, reuse and repurpose Southern California's waste materials.

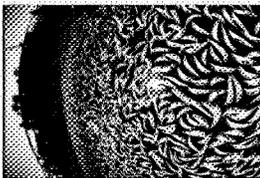
"The fish clean-up was a real thing for it to be," said Gary Clifford, Chief Operating Officer of Athens Services. "Reusing the dead fish as compost material

just makes sense and it will help the environment in the long run. The fish oil will also improve the quality of the compost."

Athens Services is honoring everyone to do their part to recycle. The company has a wide range of recyclable materials accepted from households every day. These materials include paper products; metals; plastics such as water bottles, food containers and milk jugs; old computers and electronics; car batteries; yard waste; food waste; construction materials; and more. Each of these materials is recycled or reused in a way that is beneficial to the environment.

Athens Services has been providing solid waste collection services in Southern California for 50 years. The company's services include residential, commercial, multi-family, industrial, construction and demolition waste removal and street sweeping. Athens Services also provides services to communities in Los Angeles, Riverside, San Bernardino and Orange counties.

In the City of Industry, Athens Services operates the largest and most technologically advanced waste transfer station in Southern California. It is capable of processing more than 5,000 tons of waste each day. The method employed at the indoor Athens MRF facility - which includes using computers and manual labor to remove recyclables from the waste stream - has been recognized as one of the most successful in recycling their trash, yard waste and other materials. Once baled, the recyclable materials are shipped



Athens Services' composting facility in Victorville, California, is a leader in the industry. The facility has a capacity of 100,000 tons of waste per year.

to foreign and domestic markets for reuse as a variety of products. The Athens method helps cities meet state requirements to divert 50 percent of their waste from landfills while using one-third fewer collection trucks, and cuts down on truck traffic and exhaust in the communities served.

In the spirit of Earth Day, Athens Services remains devoted to employing new and innovative ways to manage waste in eco-friendly ways and to promote landfill avoidance, doing its part to help the environment.

Athens Services is a family-owned and operated refuse removal and recycling service company in Southern California. In 2011, Athens Services served more than 10 million customers.

For more information, visit www.AthensServices.com or call 888-368-0100. Learn more about compost at www.compost.com or call 762-240-7046.

Please visit
www.AthensServices.com
or call 888-368-0100.

Learn more about compost at
www.compost.com
or call 762-240-7046.



When disasters strike, Athens rises to the occasion. For emergency response and special sweeps, we answer your call.



Athens Services
Waste Collection • Recycling • Transfer • Disposal • Street Sweeping

Athens Advantages

- **Competitive rates.** (Always stay within proposed costs.)
- **Customer service is our business and obsession.** (We are VERY flexible with City requests.)
- **Experienced in transition with a detailed plan.** (Even with less-than-perfect data, our cities have never noted problems)
- **Exceptional public education experience.**
- **Community involvement is a company/family tradition.** (Support for emergencies, waste diversion, and integration with waste collection, code enforcement, other City departments.)
- **Forward thinking company that has proven to be ahead of industry/regulatory challenges.** (No subcontractors, financially sound)





Street Sweeper Photo Enforcement Questions

- 1a) What is the total quantity of sweepers operated by the City?
- 1b) How many sweepers are in operation on a daily basis?
- 1c) How many sweepers are considered back-up sweepers to replace sweepers that are in the garage for maintenance or repairs?
- 1d) How many sweepers will the City plan to equip with the ACS street sweeper photo enforcement system?

- 2a) What is the current quantity of sweeper violations issued annually?
- 2b) On average, what is the quantity of citations issued per sweeper route per day?

- 3) What is the current sweeper citation fine amount and what is the penalty schedule for delinquent tickets? (i.e. \$50 fine amount, doubles to \$100 after 30 days, additional \$30 added after 90 days and ticket is sent to collections)

- 4) What are the current hours of sweeper enforcement? (i.e. Monday to Friday / 8a to 5p & 11p to 5a)

- 5a) What is the current schedule of Sweeper routes and schedules (i.e. 5 per day, 1 at night, 7 days a week, etc.)
- 5b) Will photo sweeper enforcement be daytime only or both daytime and night
- 5c) Do the sweepers sweep one-way streets?

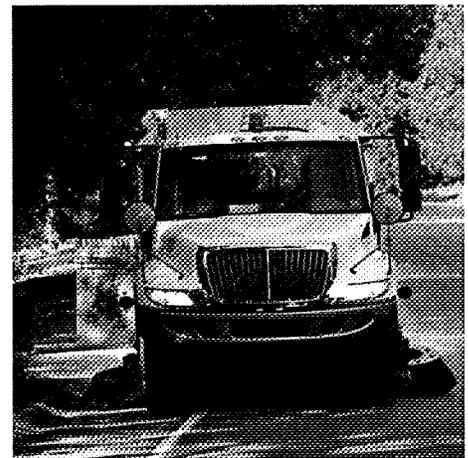
- 6a) How many Parking Enforcement Officers (PEO) are assigned to sweeper routes?
- 6b) How many blocks are enforced?
- 6c) What is the current level of enforcement coverage for the City's existing sweeper routes? (i.e. the percent of routes that are currently being enforced, or are not being enforced, by Parking Enforcement Officers)

- 7a) What are the City's total parking violations quantities and revenue for the most recent year?
- 7b) Does the citation revenue amount include revenue collected from escalating fine amounts from delinquent tickets?

- 8a) Does the City plan to redeploy PEO's from sweeper routes to enforce other areas such as meter violations and other parking violations? Or potentially reduce staffing levels?
- 8b) In the case of redeployment, what is the expected level of productivity in citation issuance by the redeployed PEO's? (i.e. 35 violations per day)
- 8c) What is the approximate average fine amount of a City parking ticket?

Automated Street Sweeper Parking Photo Enforcement Program AB 2567 Now Chaptered

AB 2567 allows for local public agency-owned or local public agency-operated street sweepers to utilize automated parking enforcement systems to further serve the public interest. The legislation lends specific support to environmental efforts—improving water quality, decreasing storm drain runoff and helping reduce ongoing habitat deterioration.



The Need for Enforcement

Street sweepers are used to clean streets and roads from unnecessary pollutants, contaminants, chemicals, trash and debris—providing significant environmental and sanitary benefits to the immediate community, health of its inhabitants and the environment.

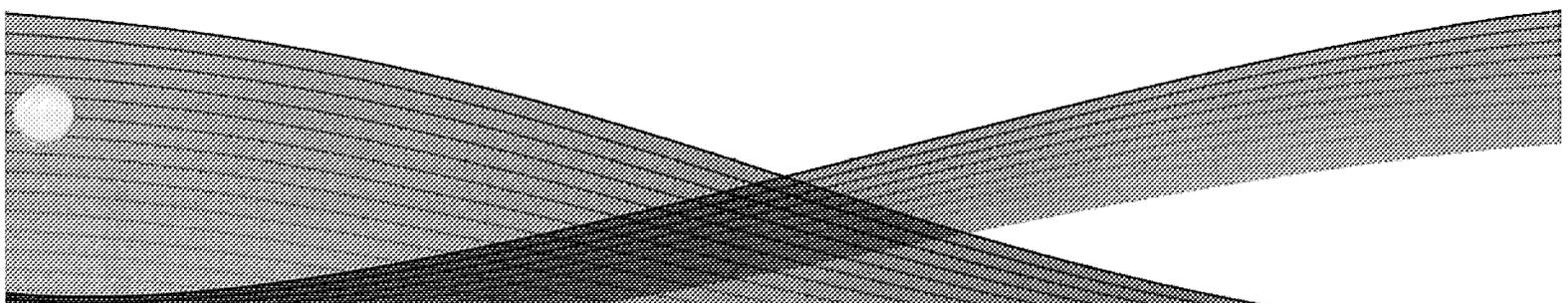
Each year, illegally parked vehicles disrupt full street sweeping of as many as three parking spaces per illegally parked vehicle, resulting in significant pollutants being needlessly washed into storm water drains. In fact, a major benefit of street sweeping, especially in more urbanized areas with higher areas of paving, is that by capturing pollutants before they are made soluble by rainwater, the need for storm water treatment practices – which can be very costly when compared to collecting pollutants before they become soluble – may be reduced.

The Environmental Dangers

According to an analysis by the District of Columbia Department of Public Works, an average of ten pounds of oil and grease, three pounds of nitrogen and phosphorus and up to two pounds of heavy metals are typically removed per mile swept of local streets and roads through street sweeping.

Street Sweeping Benefits

- Cleans unnecessary pollutants from streets and prevents them from washing into waterways.
- Reduced the need for costly storm water treatment practices by cleaning pollutants before they become water soluble.
- Prevents the need for environmental clean up in bodies of water in the surrounding area; including rivers, estuaries and oceans.



An August 2004 technical report on "Trash Best Management Practices" submitted by the County of Los Angeles Department of Public Works states that street sweeping and stricter enforcement of no-parking regulations should "be utilized to the maximum extent practicable" to help prevent trash, litter, and other harmful pollutants from getting into the storm water drain system.

A July 2007 technical report titled, "Trash Total Maximum Daily Loads for the Los Angeles River Watershed" identifies storm water drain discharges as the "primary source of trash" in the waterbodies of the Los Angeles River Watershed. Basically, unswept street litter is washed through the storm drain sewers into the Los Angeles River, the Estuary, the beaches at Long Beach and the Pacific Ocean.

How Do We Benefit?

Additional environmental and cost-savings benefits would be realized from not requiring a separate enforcement vehicle to follow each street sweeper— saving on fuel and vehicle maintenance costs as well as reducing green-house gas emissions. Parking enforcement officers can be utilized in more critical areas such as assisting in traffic intersection management to help minimize traffic congestion during peak traffic hours.

AB 2567 would significantly help reduce urban runoff into lakes, rivers and beaches by permitting the use of automated parking enforcement systems to help improve local productivity and service while uniformly enforcing posted parking regulations.

What AB 2567 Does Not

AB 2567 does not jeopardize jobs. There are many enforcement responsibilities performed by parking enforcement personnel. In addition to routine street sweeping violations, parking personnel are asked to enforce essential public safety violations and traffic management issues. For example, red zone violations, rush hour restrictions, limited-time parking, parking meter expirations, and neighborhood issues are all enforceable by parking enforcement personnel. This bill would not limit or change these important responsibilities. The manual enforcement of street sweeping parking violations is time-consuming—diverting parking enforcement personnel and resources needed from other priority assignments. Street sweepers that provide a means to automatically ticket street sweeping violations using automated parking enforcement systems would complement the work and responsibilities of parking personnel as well as help focus resources for higher priority parking violations and other more critical transportation enforcement demands. There is no indication, based on the use of this technology by other local agencies, that AB 2567 would jeopardize jobs given the wide variety of uses that parking personnel currently provide to their local jurisdictions and that street sweepers using automated parking enforcement systems would further complement the work they do today.

What AB 2567 Does

- Helps enhance the environment, improve water quality, decrease storm water runoff and helps reduce ongoing habitat deterioration while enforcing current posted parking regulations.
- Allows a local public agency, as defined, to install automated parking enforcement systems on local public agency-owned or local public agency-operated street sweepers for the purpose of digital photographing parking violations that prevent full street sweeping.
- Allows a citation to be issued only for violations captured during the designated hours of operation for a street sweeping parking lane. Vehicles are exempt when parked on the street after the street has already been cleaned earlier that day.
- Requires a local public agency to commence a program to issue only warning notices for 30 days prior to full enforcement of the program.
- Requires designated employees, qualified by the local public agency to issue parking citations and review the digital image recordings to determine whether a parking violation occurred.
- Provides for a process to ensure confidentiality of any person included on any record or information obtained in connection with the alleged parking violation.
- Creates a fair process to contest a parking violation to ensure an independent, objective, fair and impartial review of a contested parking violation.

Contact Info

Vice President

www.acs-inc.com



A xerox Company

Automated Street Sweeper Parking Enforcement Program

Street sweeper mounted camera system

ACS' automated, sweeper-mounted camera system solution effectively captures parking violation images and data and provides a proven web-based authorization system that allows city personnel to review and approve violations prior to notice mailing. By leveraging mobile license plate recognition (LPR) technology and its unique combination of parking ticket processing and photo enforcement experience, ACS has created a complete, end-to-end solution that automates the enforcement of parking violations in street sweeping routes.

Results

This unique approach efficiently facilitates parking enforcement while improving the delivery of important municipal services. ACS enables its clients to maximize enforcement and increase compliance with street sweeping regulations without excessively allocating valuable city resources to parking enforcement duties on street sweeping routes. Additionally, because vehicles are cited while in the act of obstructing sweepers from cleaning city streets; violators are no longer compelled to dispute tickets when they were issued after street sweeping was completed or on a day when the street sweeper never cleaned the street.



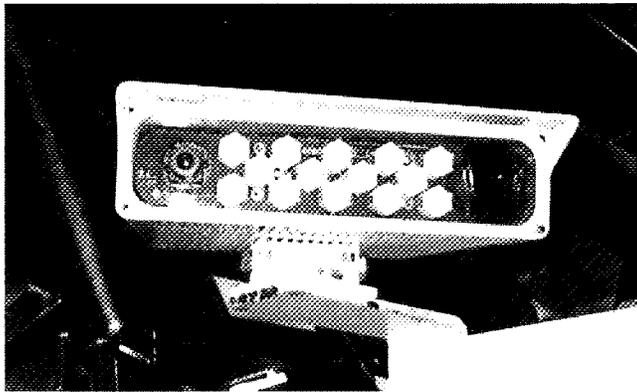
© 2010 CleanStreet. Photo used with permission.

Environmental Benefits

According to a 2008 presentation to the American Public Works Association by Michael Belak, on behalf of the Washington, D.C. Department of Public Works:

"For every vehicle parked illegally along a sweeper route, three parking spaces are kept from being cleaned by the sweeper.

- Street sweeping is environmentally beneficial!
- Oil and grease are typically removed the most – an average of 10 pounds per mile swept.
- Nitrogen and phosphorus were each removed at a rate of 3 pounds per mile swept.
- When street sweepers are not removing these pollutants, rain water washes them, along with trash and other debris, into the sewers which goes to our rivers. (i.e. Anacostia River)."



OCR Camera

The optical character recognition (OCR) camera is mounted on the outside of the street sweeper and captures the license plate of the offender. The LED lights pulse amber light to aid in the capture of the plate read.

<p>DISTRICT OF COLUMBIA DEPARTMENT OF PUBLIC WORKS NOTICE OF INFRACTION</p>	
<p>Mail Date: 06/08/2009</p>	
<p>REGISTERED OWNER INFORMATION</p> <p>JOHN DOE 123 HOME STREET CITY, CT 06000</p>	
<p>Your vehicle was photographed violating District of Columbia parking regulations on the date and time listed below. Under District of Columbia law, the registered owner of a vehicle is liable for payment of the fine for violations recorded using an automated parking enforcement system.</p> <p>On the back of this notice you will find directions for contesting this notice.</p>	
<p>VIOLATION INFORMATION</p> <p>Ticket Number: 0000001 Violation Date: Monday, May 4, 2009 Violation Time: 9:15 AM Violation Code: 9009 Description: No Parking Street Cleaning Enforcement Period: Monday, 5:30 AM - 11:59 AM Location: In front of 123 Home Street SE Vehicle Tag: ST X000000 Officer Station: 100</p>	
<p>Your answer to this notice of infraction must be received by the payment due date shown below.</p> <p>Failure to pay the Due an additional amount to the amount and fees required by an abatement of liability. This will result in additional penalties and the loss of your right to contest. For vehicles registered in the District of Columbia, the Department of Motor Vehicles will place a hold on the renewal of the owner's vehicle registration as long as the fine and penalty are unpaid. Your vehicle may be immobilized at any time or your request to allow you to pay your ticket.</p>	
<p>Check and return this notice with your payment to the envelope provided, or you may pay your ticket through the website at: www.acs-inc.com</p> <p>Ticket Number: 0000001 Vehicle Tag: ST X000000 Issue Date: 06/08/2009 Payment Due Date: 06/17/2009 Initial Fine Amount Due: \$28.00 Total Amount Due After Payment Due Date: \$40.00</p>	
<p>You can view a full e-log version of the images shown at http://www.acs-inc.com</p> <p>Call Center: 204-41133 Make check payable to: DC Treasurer, PO Box 2034, Washington, DC 20013</p>	

Sample Citation

The Citation can be modified to meet legislation requirements and individual client needs.

Citations

ACS is able to print and mail, clear concise notices to vehicle owners with violation data and images as well as information about contesting and paying citations.

Contact Info

Vice President

www.acs-inc.com

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Backend Processing

License Plate information is verified, and the name and address of the vehicle owner is obtained through DMV records. A second review is conducted confirmation the license plate. Possible violations are then electronically sent to authorized City personnel to manually verify citations. Only those citations approved by the City personnel are mailed. Once the violations are approved, notices are mailed to the vehicle's registered owner.

Ticket Processing

- Street sweepers are equipped with automated camera systems with License Plate Recognition (LPR) capabilities.
- The camera systems use LPR technology to automatically detect illegally parked vehicles and record a picture of the vehicle's license plate and of the vehicle and its surrounding environment. Critical violation data, such as the date, time, and location are also recorded.
- The images and corresponding violation data are saved to an onboard computer system and then wirelessly downloaded to ACS' CiteNetSM application for backend processing.
- License plate information (initially captured using LPR technology) is manually reviewed and verified using the web-based application and the registered owner's name and address data is obtained from the DMV and updated to the record.
- A second review is conducted, confirming the license plate number has been accurately captured and that a violation did occur.
- Events are then electronically routed for online verification by authorized City personnel, only approved violations are mailed.
- Once approved, notices with violation information and images are mailed to registered vehicle owners.

Testimonials

"Our organization supports AB 2567 as an important way to reduce runoff of water pollutants and trash into the local water drain system."

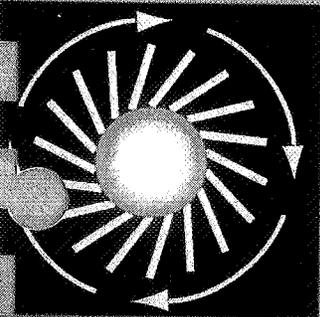
— Environmental Defense Fund letter to Governor Arnold Schwarzenegger, Sept 17, 2010

"By improving enforcement of parking violations that prevent street sweepers from cleaning trash, AB 2567 will reduce water pollution loading and local government costs to keep water clean."

— Sierra Club, letter to Governor Arnold Schwarzenegger, Sept 27, 2010



A XEROX Company



CleanStreet

Cleaning Your Environment

DISPATCH: (800) 225-7316



CLEANSTREET



CleanStreet is a unique street sweeping company that specializes in providing high quality street sweeping services to discriminatory clients.

Company founder and CEO Jere Costello began sweeping shopping centers in 1961. In 1969 with the help of George Graziadio and Imperial Bank, Jere purchased his first revolutionary and dependable Tymco Air Sweeper.

By 1973, the company had become one of the largest shopping center sweeping companies in Southern California. That year the company began sweeping its first municipality, Rolling Hills Estates. We will always be grateful to City Manager Harry Peacock for giving us that opportunity.

CleanStreet grew very slowly but as we grew, we developed our expertise on a wide variety of issues encountered in a multitude of cities.

- We developed training procedures
- We developed the protocol for supervision and quality control
- We mastered street sweeper maintenance and repairs
- We developed tremendous resources

As word spread of our expertise, dependability and the courtesy of our staff, municipalities with demanding residents and difficult sweeping circumstances sought to contract with CleanStreet.

Today, CleanStreet is expert at all facets of municipal street sweeping. We proudly and successfully serve over 60 of the most discriminating municipalities in California. We are particularly well qualified to provide cities with high-quality street sweeping services.

CleanStreet is the premier provider of high-quality street sweeping service with an unparalleled reputation for quality, dependability and courtesy.

CleanStreet has established a fine reputation for providing the highest quality street sweeping services in the industry. We feel our attitude toward quality is



(800) 225-7316
1937 W. 169th Street
Gardena, CA 90247

CLEANSTREET



the key to our success. It is far easier on everyone involved for the sweepers to do a good job the first time, rather than receive a complaint and have to return and sweep the street again later.

Our operators are encouraged to take as many passes as are necessary to do a great job. They take great pride in the complete satisfaction of the residents. Consequently, they receive very few complaints.

The quality of our services is the basis of our establishing long term relationship with our clients. We are confident that we can do an excellent job for the city. We would accomplish this by following these guidelines:

Skilled Operators:

We will sweep your City utilizing operators that have been properly trained and that have years of experience sweeping municipalities.

Quality Equipment:

We will provide these skilled operators with new model equipment that is in excellent operating condition and appearance.

CleanStreet equips its trucks with Global Positioning Satellite (GPS) system. All of the real-time data is monitored by CleanStreet's dispatchers. This permits CleanStreet to monitor the driver's speed, time and location.

Standards of Quality:

We will make it clear to our operators that we will expect completely clean streets, regardless of the number of passes the sweeper must take to accomplish this.

We will expect our employees to take pride in their equipment, their work, and the community.

Complaints:

We will handle any and all complaints on the day they are received. We believe that responsiveness is key to establishing public confidence in our ability and integrity.

We also believe that the operator is more highly motivated to do a good job the first time if he knows he may have to come back again if he doesn't. Our



(800) 225-7316
1937 W. 169th Street
Gardena, CA 90247

CLEANSTREET



operators take great pride in not receiving complaints and doing a great job the first time.

If there are complaints, we will go out and re-sweep them immediately. We will always respond in less than 6 hours.

Our attitude toward quality and this level of service makes the whole sweeping program run smoothly.

Communications:

We have cellular phone contact with our operators at all times.

Emergencies:

We will provide the City with a 24-hour hotline number to handle all emergencies.

Back Up Equipment:

We will always have back-up equipment available to us at all times.

Toll Free line:

We will provide a toll free number to your City to receive field staff reports, complaints, emergencies or requests for extra work.

CleanStreet has its headquarters in Gardena, California. CleanStreet was formerly known as California Street Maintenance and South Bay Sweeping.



(800) 225-7316
1937 W. 169th Street
Gardena, CA 90247

PROPOSAL EVALUATION SCORES

STREET SWEEPING SERVICES

	1	2	3	4	5	Totals
25 Qualifications of Entity and Key Personal						
Athens Services	5	4	5	3	5	22
Venco Power Sweeping, Inc.	3	4	5	4	4	20
Cleanstreet	3	4	5	4	3	19
CR&R	3	3	4	3	3	16
R.F. Dickson Co, Inc.	3	5	4	4	3	19
Sunset Property	3	3	4	3	3	16
Costa Mesa Sanitary District	3	0	0	0	2	5
10 Approach to Providing the Requested Services						
Athens Services	5	5	5	5	5	25
Venco Power Sweeping, Inc.	4	4	4	3	4	19
Cleanstreet	2	3	4	2	3	14
CR&R	3	3	4	3	3	16
R.F. Dickson Co, Inc.	2	3	3	2	3	13
Sunset Property	2	4	4	3	3.5	17
Costa Mesa Sanitary District	1	0	0	0	2	3
50 Price Proposal						
Athens Services	5	5	5	5	5	25
Venco Power Sweeping, Inc.	4	4	4	3	4	19
Cleanstreet	3	4	4	3	3	17
CR&R	3	4	4	3	3	17
R.F. Dickson Co, Inc.	2	3	3	2	2	12
Sunset Property	2	3	3	1	2	11
Costa Mesa Sanitary District	0	0	0	0	0	0
15 Innovative and/or Creative Approaches						
Athens Services	3	5	4	5	4	21
Venco Power Sweeping, Inc.	3	4	5	5	3	20
Cleanstreet	2	3	4	3	3	15
CR&R	2	3	3	3	4	15
R.F. Dickson Co, Inc.	2	4	3	3	3	15
Sunset Property	2	5	4	4	3	18
Costa Mesa Sanitary District	0	0	0	0	0	0
Proposers	Proposal	Ranking				
Athens Services	2365.00	1				
Venco Power Sweeping, Inc.	1940.00	2				
Cleanstreet	1690.00	3				
CR&R	1635.00	4				
R.F. Dickson Co, Inc.	1430.00	5				
Sunset Property	1385.00	6				
Costa Mesa Sanitary District	155.00	7				

Approach to Providing the Requested Scope of Services

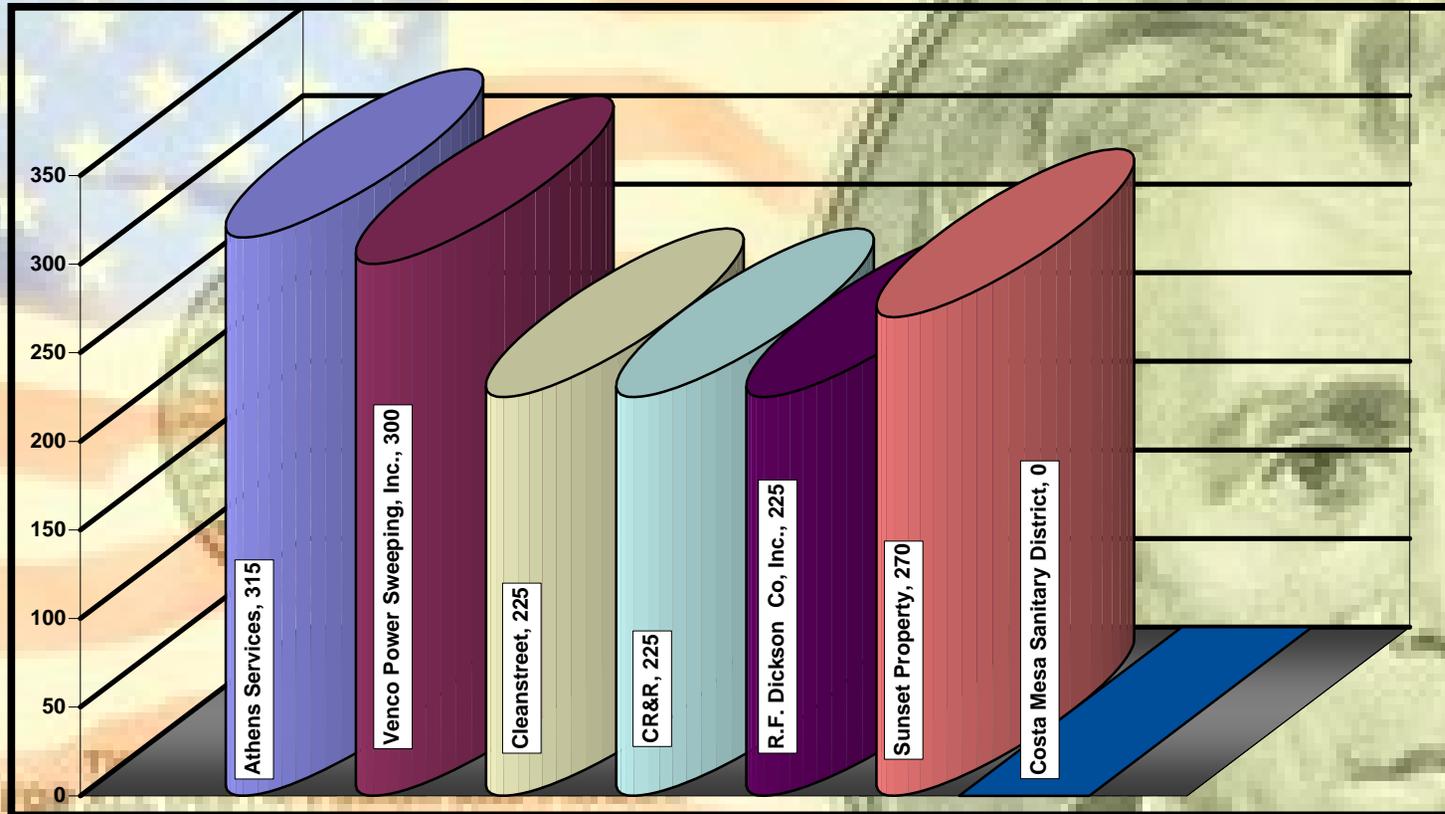


STEET SWEEPING SERVICES

Street Sweeping
Proposal Comments

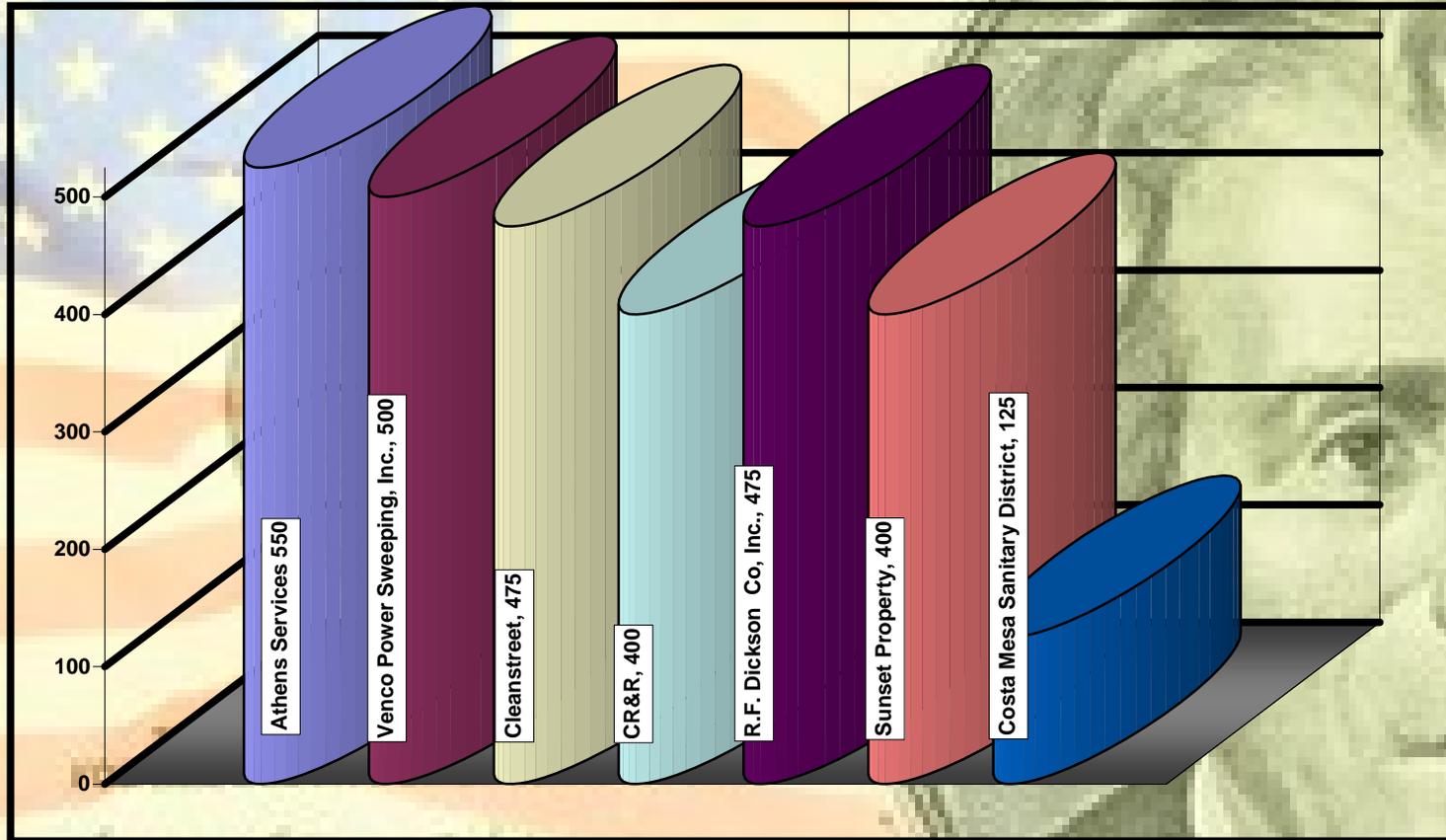
Rater	Venco	Athens	Cleanstreet	Costa Mesa Sanitary District	CR&R	R.F. Dickson Co., Inc.	Sunset Property
1	-Good transition plan. Good monthly meetings purposed to ensure performance measures are being adhered to. -Proposal included purchase of some City equipment and a proposal to rent space at City yard for \$2,000/mo	-Included a detailed methodology, implementation, action plan & customer service plan -Detailed description of how the use of technology enhances their performance & customer service	-Use GPS Tracking software	-Difficult to evaluate because outside the scope of the RFP -Not the same proposal as the others - no price included to evaluate -Different proposal than the others. Could not compare to other proposals.	-Own their own CNG Fueling Station - good. Good description transition/implementation plan -Will purchase all City equipment. Uses GPS tracking software	-Proposal does not mention hiring City staff. -No implementation or transition plan in proposal. -Includes renting space at City yard for \$5,000/year and renting City equipment for \$8,000/month. -Includes use of GPS tracking	-No implementation action plan or transition plan in proposal
2	-Currently performing similar services as those required per RFP. Financial statements submitted & appear to have financial capacity to enter into agreement and fund operation. Provides some methodology and management approach -Understands requested servi	-Currently providing extensive services to a large number of agencies. No financials submitted with proposal. -Outlined detailed transition plan described; clear understanding of RFP and Law & regulations; Described very detailed approach. -GPS Technology	-Currently providing similar services to other agencies. Appears to have financial capacity to enter into a contract and fund operations with experienced personnel -Minimal to no transition plan provided. Meet laws & regulations required for the services	-This proposal does not comply with the RFP requirements and requested scope of services, but rather proposer on assisting or managing a third party street sweeping contract. -If the City chooses to award a street sweeping contract, the contract may be ma	-Currently providing similar services for other agencies. No financial services provided with proposal. -Meets laws and regulations per the RFP, NPDES, AQMD, etc. Has understanding of requested services and scope. Outlines implementation plan - discusses	-Extended experience in the area of services. Currently providing the services to other agencies. Appears to have financial capacity to enter in contract and fund operations. -Proposes AB939 credits to City - understands RFP requirements and scope to be p	-Currently providing similar services to other agencies and located in close proximity to the City - no financial information submitted with this proposal. -Understands RFP and requested scope of services - meet all laws and regulations including AQMD, NP
3	-Experienced on providing similar service to other cities (Ventura County) 50yrs experience. Financial cap. Provided \$3.2M -Good understanding of RFP, meet all requirements, understands laws \$550,000 - price -Long list of value added services, understand	-Experienced in Street sweeping 24 years. Provided service for many communities in southern California. Financial Statement (separately marked) -Good understanding of need. Visited the City and reviewed. Understands reputations -\$478,800 (lowest) GPS, qua	-Contractor qualified to perform services, met all scope of services, in service since 1973, local experience; financial capacity provided. -Good approach; meets all regulations. -\$610,000 -Safety, GPS, thorough sweeping.	For each category this evaluator found that the proposal documents were either "not applicable" or "not provided"	-Qualified to perform work, based in Garden Grove, 19 years experience, no financial statement. -\$608,490 -No sufficient value added services	-Long history of street sweeping (30 years) most of experience in LA County. Financial statement provided. -Seems to meet minimum requirements. Own equipment complaint w/AQMD. Use City Yard. Not much detail. -\$761,00 with rent - \$500/mo. -No value added s	-18 years, qualified for the project, local experience, based in Irvine, no financial statement. -Own yard; understands RFP, not much detail on transition, etc. -\$779,000 -GPS. Monthly training, cross training, safety
4	-They show professional concern for quality work In the methodology section on P.2, they are proposing to modify the sweeping routes/schedules. They don't mention who would pay for signage and loss of revenue if areas are posted. On p.3, Venco refers to i	No financial information included in proposal. Displayed sufficient qualifications to meet Costa Mesa's needs as spelled out in the RFP. No proposers initials. Addressed RFP thoroughly, obviously read the document except for the part about 20 pages. The p	-Ample experience demonstrated in the qualifications section. Specifically, the current contracts with Irvine and Garden Grove. -Was there an addendum? No specifics provided for implementation. -Pricing proposal is mid-range -Innovations are limited and m	-Evaluator entered, "No information in proposal" for the 1st three criteria -Provides a way for Costa Mesa to transfer responsibilities to another party.	-Demonstrates the ability to provide the services in a rural setting. Nothing comparable to a dense rural setting. -Recommend changes to the scope of work with no reference to who will pay for the signage change and loss of citation revenue. Recommends co	-Displayed the ability to provide the requested scope of services. -No specifics on implementation. Dickson proposes using City owned equipment yet states it will be using compliant equipment. -Second highest proposal. -No innovative ideas or creative app	-They claim they sweep for the City of Newport Beach, yet Athens has a recently dated letter from Newport Beach in their proposal. No financial information. -No specifics about the implementation. One of the two that was close to the 20 page requirement f
5	-Well qualified at working with other agencies -Straight forward with weekly & bi-weekly pricing -No additional features like parking citations, but will be an extra set of eyes.	-Lots of references, good descriptive proposal. -Performance during inclement weather - not paid -Have website for public, could use cameras for parking.	-Late model sweepers? -Staff to forward complaints -Just GPS in vehicles, not accessible by public	-Cannot provide services, just manage contract. -While they cannot provide services, it appears they may be able to manage the contract. -No pricing included -Concerning Innovative and/or creative approaches, the evaluator said, "none noted"	-Have experience, not many references. -Straight forward -Did provide proposed pricing for current equipment - no use of City facility? -Could contact ACS and work on parking enforcement	-Some local clients; have experience; worry about older equipment -Standard proposal. -Includes rental of current equipment until new sweeper is purchased and annual amount for facility -Standard GPS - but no public access.	-Have many local cities - but who does Newport - them or Athens -Won't need City facility or equipment to provide services, dedicated service personnel for complaints -Just GPS for vehicles, but no public access

Innovative and Creative Approaches



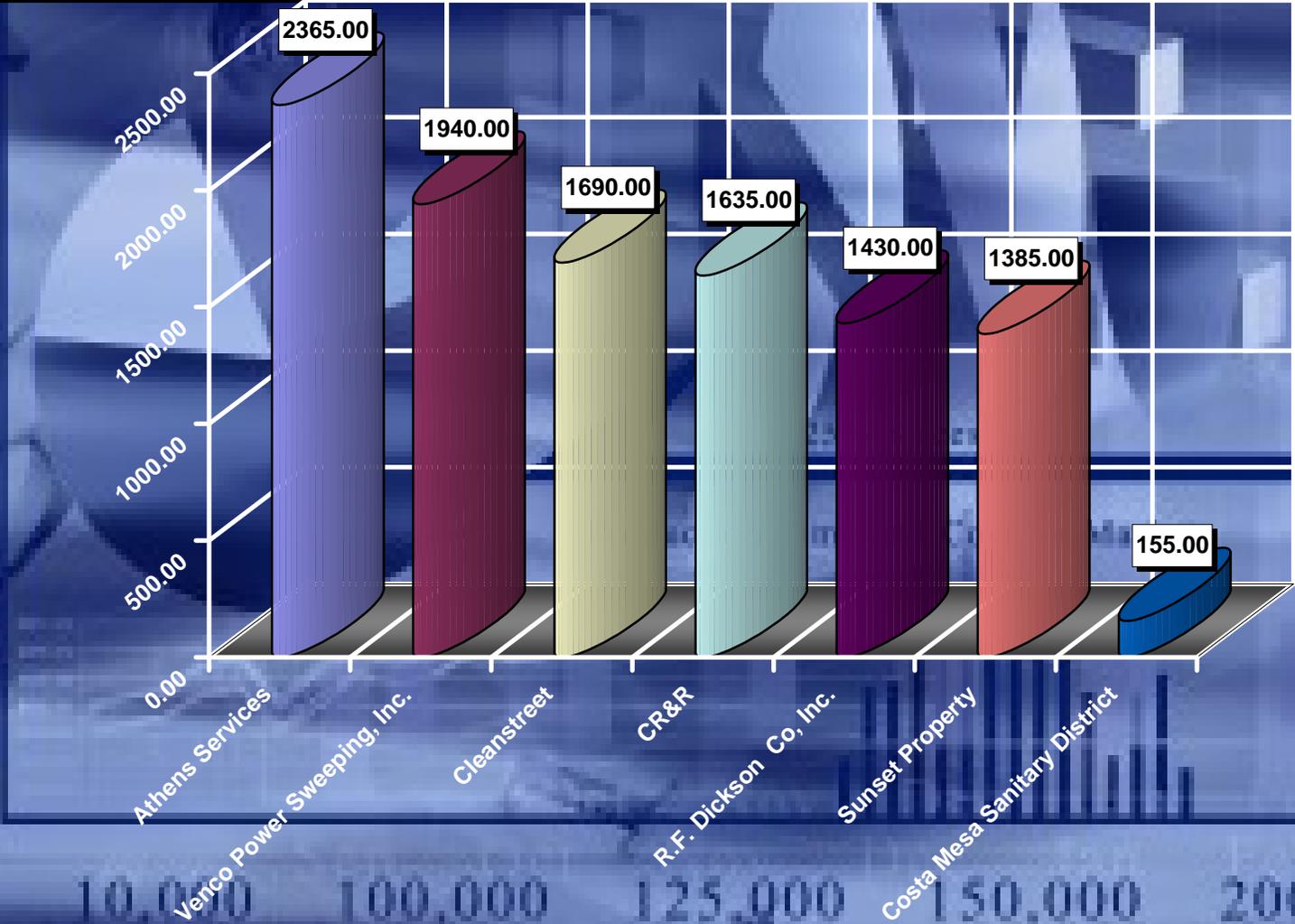
STREET SWEEPING SERVICES

Qualifications of Entity and Key Personnel



STREET SWEEPING SERVICES

Proposal Totals



STREET SWEEPING SERVICES

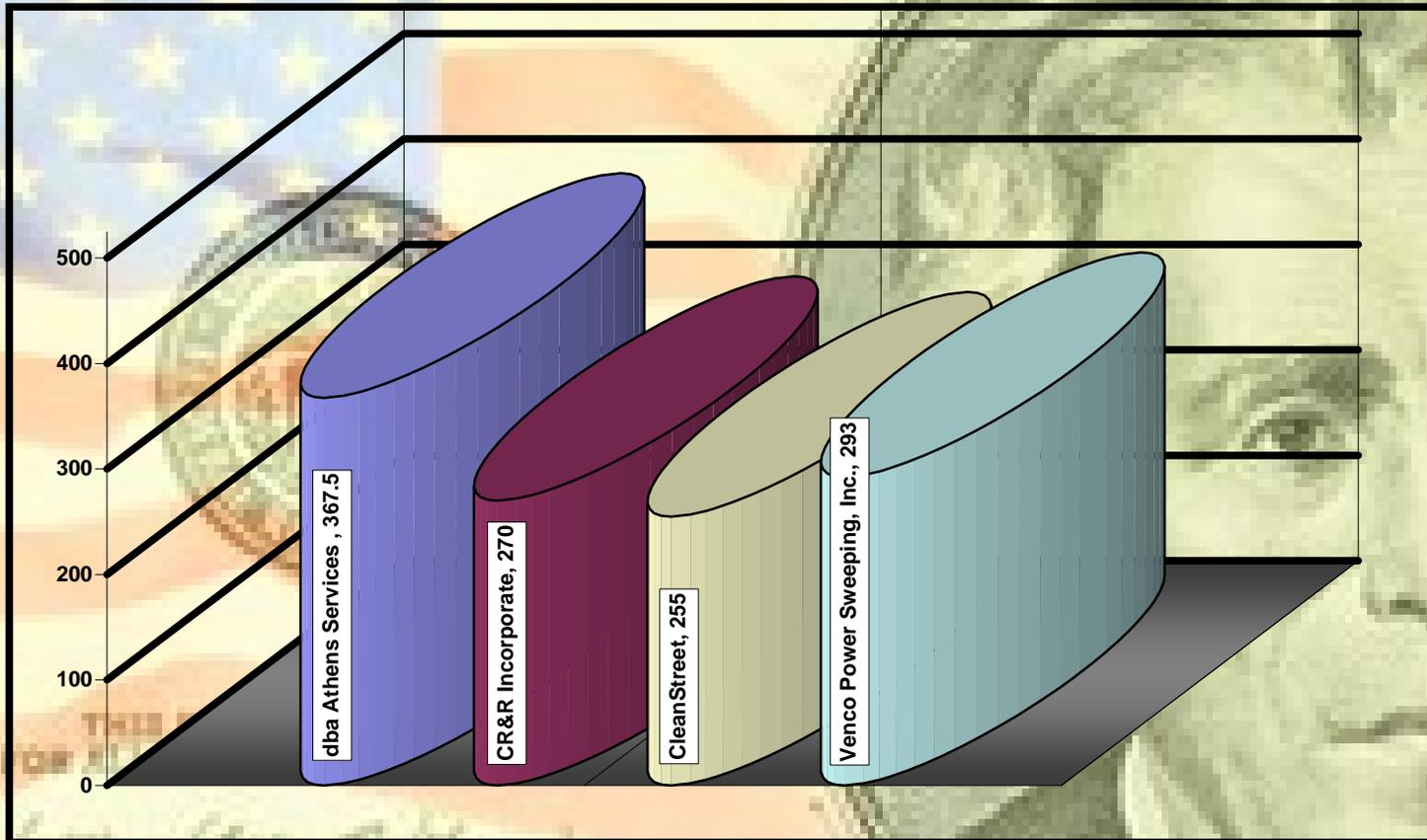
INTERVIEW EVALUATION SCORES

Street Sweeping Interview Scores

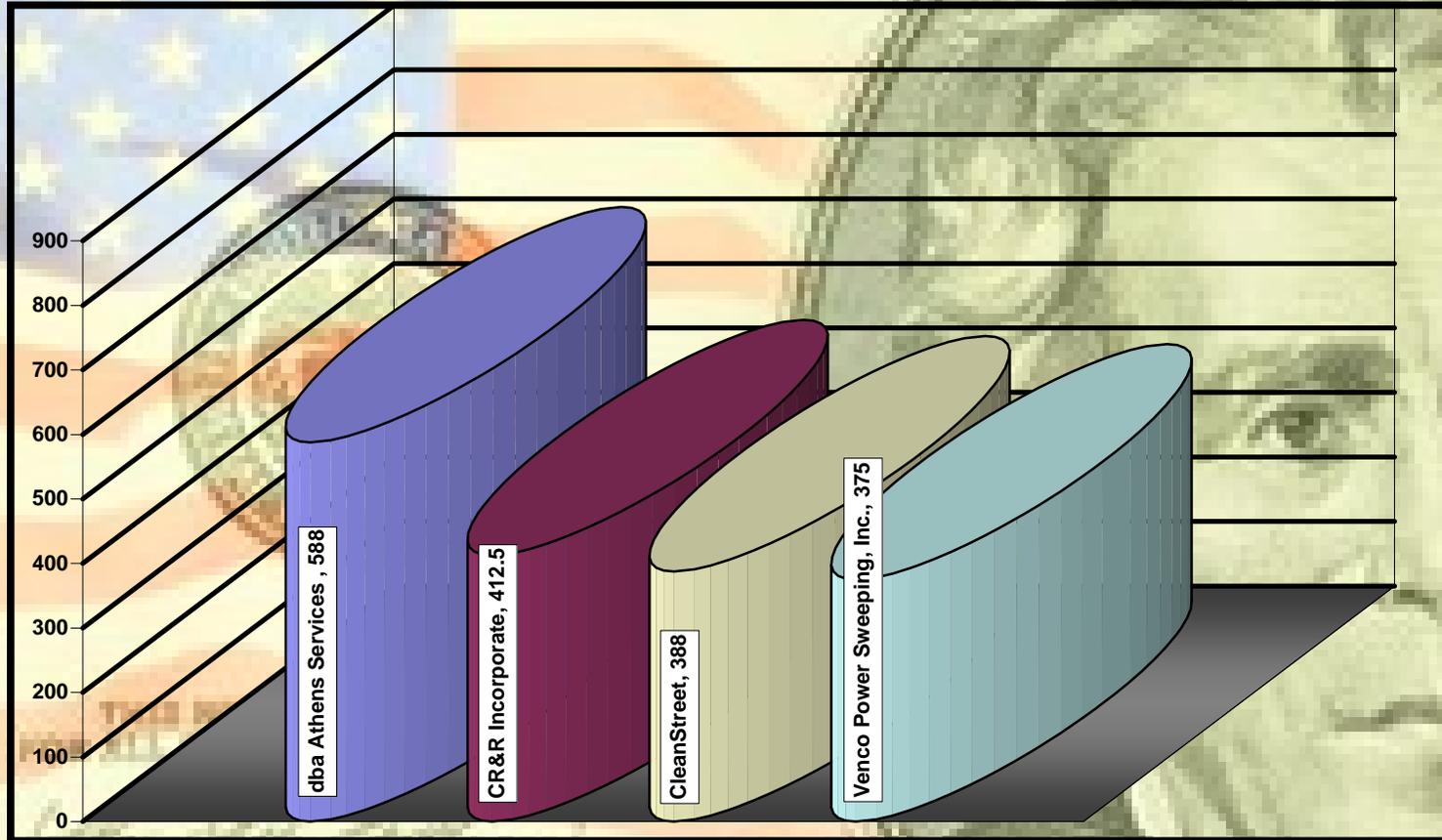
		1	2	3	4	5	Totals		
		1	2	3	4	5			
15		Grasp of Project							
dba Athens Services		5.0	5.0	5.0	4.5	5.0	25	367.5	
CR&R Incorporate		3.0	4.0	4.0	4.0	3.0	18	270	
CleanStreet		3.0	3.0	4.0	4.0	3.0	17	255	
Venco Power Sweeping, Inc.		4.0	4.0	5.0	3.5	3.0	20	293	
25		Approach and Work plan							
dba Athens Services		5.0	5.0	4.0	4.5	5.0	24	588	
CR&R Incorporate		3.0	3.0	4.0	3.5	3.0	17	412.5	
CleanStreet		3.0	3.0	3.0	3.5	3.0	16	388	
Venco Power Sweeping, Inc.		3.0	3.0	3.0	3.0	3.0	15	375	
25		Qualification and experience							
dba Athens Services		5.0	5.0	5.0	4.5	5.0	25	613	
CR&R Incorporate		3.0	3.0	3.0	4.0	4.0	17	425	
CleanStreet		3.0	3.0	5.0	4.0	4.0	19	475	
Venco Power Sweeping, Inc.		3.0	3.0	2.0	2.5	3.0	14	338	
20		Communication / Presentation							
dba Athens Services		5.0	5.0	5.0	5.0	5.0	25	500	
CR&R Incorporate		3.0	2.0	3.0	3.5	4.0	16	310	
CleanStreet		2.0	2.0	4.0	3.5	3.0	15	290	
Venco Power Sweeping, Inc.		3.0	3.0	3.0	2.5	3.0	15	290	
15		Quality of the overall Presentation							
dba Athens Services		5.0	5.0	5.0	5.0	5.0	25	375	
CR&R Incorporate		2.0	2.0	2.0	3.0	3.0	12	180	
CleanStreet		1.0	2.0	2.0	3.5	3.0	12	172.5	
Venco Power Sweeping, Inc.		2.0	2.0	2.0	2.0	3.0	11	165	
Proposers	Interview	Proposal	Totals	Ranking					
dba Athens Services	2442.50	2365.00	4807.5	1					
CR&R Incorporate	1597.50	1635.0	3232.5	4					
CleanStreet	1580.00	1690.0	3270.0	3					
Venco Power Sweeping, Inc.	1460.00	1940.0	3400.0	2					

	dba Athens Services	CR&R Incorporate	CleanStreet	Venco Power Sweeping, Inc.
Rater				
1	-Significant City experience, scientific approach focused on efficiency & customer service.	-Detailed implementation action plan	-Poor presentation -Small operation	-Will provide web-based GPS Program -Customer Service focus
2				-Quality of the presentation was low but they could do the work
3	-Largest Sweeping Co. -Will supply new sweepers -Many value added items -Education & Outreach -All work done in-house -Customer service oriented	-Currently provide waste disposal services for CMSD -Communicates with CMSD for code enforcement issues. -Currently not providing services in O.C. Do their work in-house Waste management drivers	-look to mirror our system - no changes proposed -May be able to purchase our equipment -Debris to Terra Verde - 95% recycling credit -100 sf sweepers in Gardena Facility -Keeps some drivers in City -GPS	-50yrs -Addition (value-added services) -Not currently working in O.C. -Just drove City for first time today -Waste diversion stats -Understands RFP Scope Web-based GPS -Do not subcontract work -Did not bring in key personnel
4	-Customer service oriented -New vehicles -Trained employees -Community involvement -Good transition	-Currently works with the City for Solid Waste -If you're going to change the Solid Waste routes you'll need to change Sweeping	-Good experience; -O.C. experience -100 Sweepers -Mirror City Operation	-No O.C. experience
5	-New Fleet (oldest sweeper is 2009) -Route shadowing is a plus -Live person - customer service -In-house services are unlimited	-No O.C. experience -Automated parking -Bundle service w/residential trash collection -Presentation not very great.	-100 Sweepers -Web-based GPS	-Customer Service -Web-based GPS -The haven't driven the streets (reviewed maps) 5% turnover

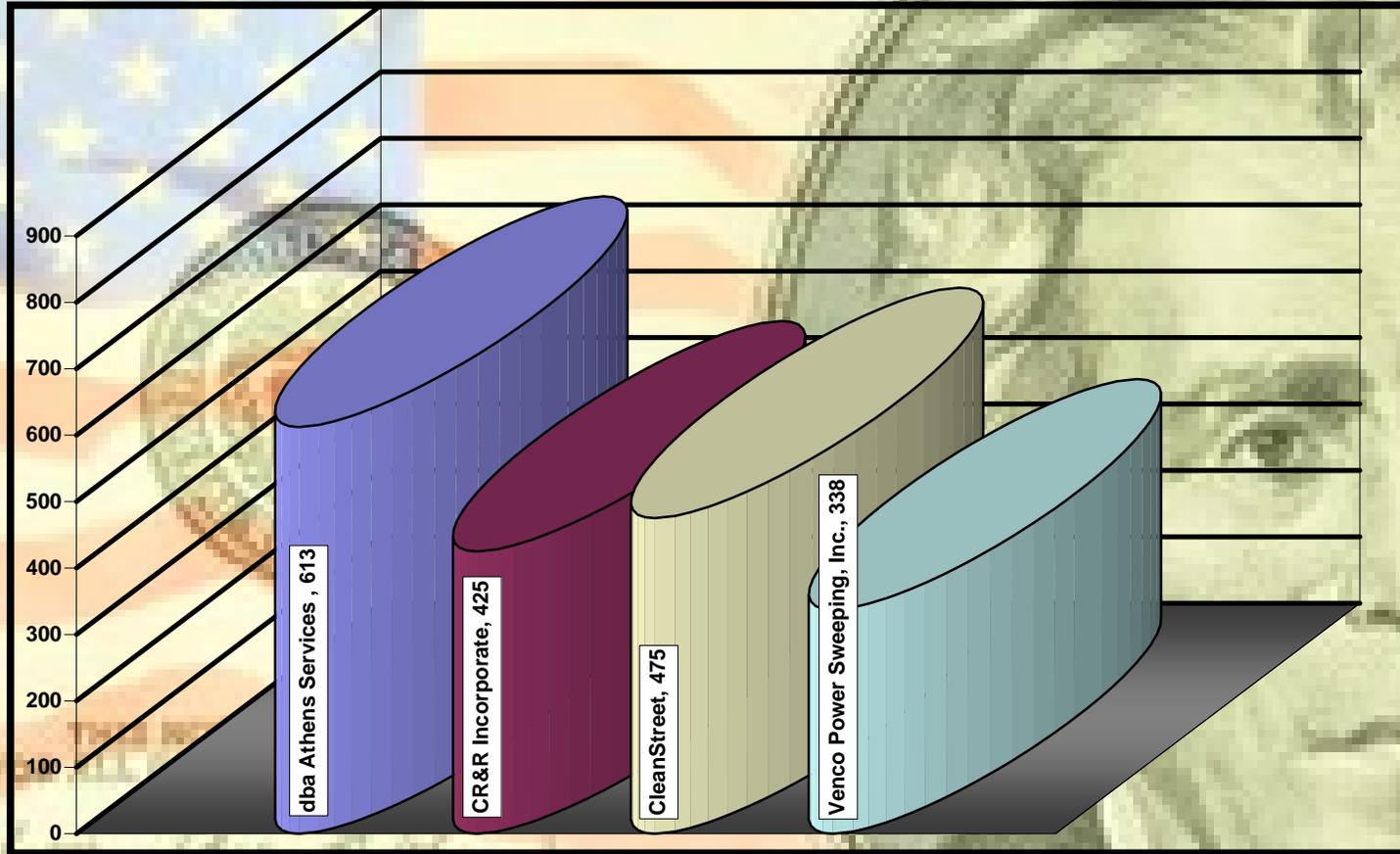
Grasp of Project



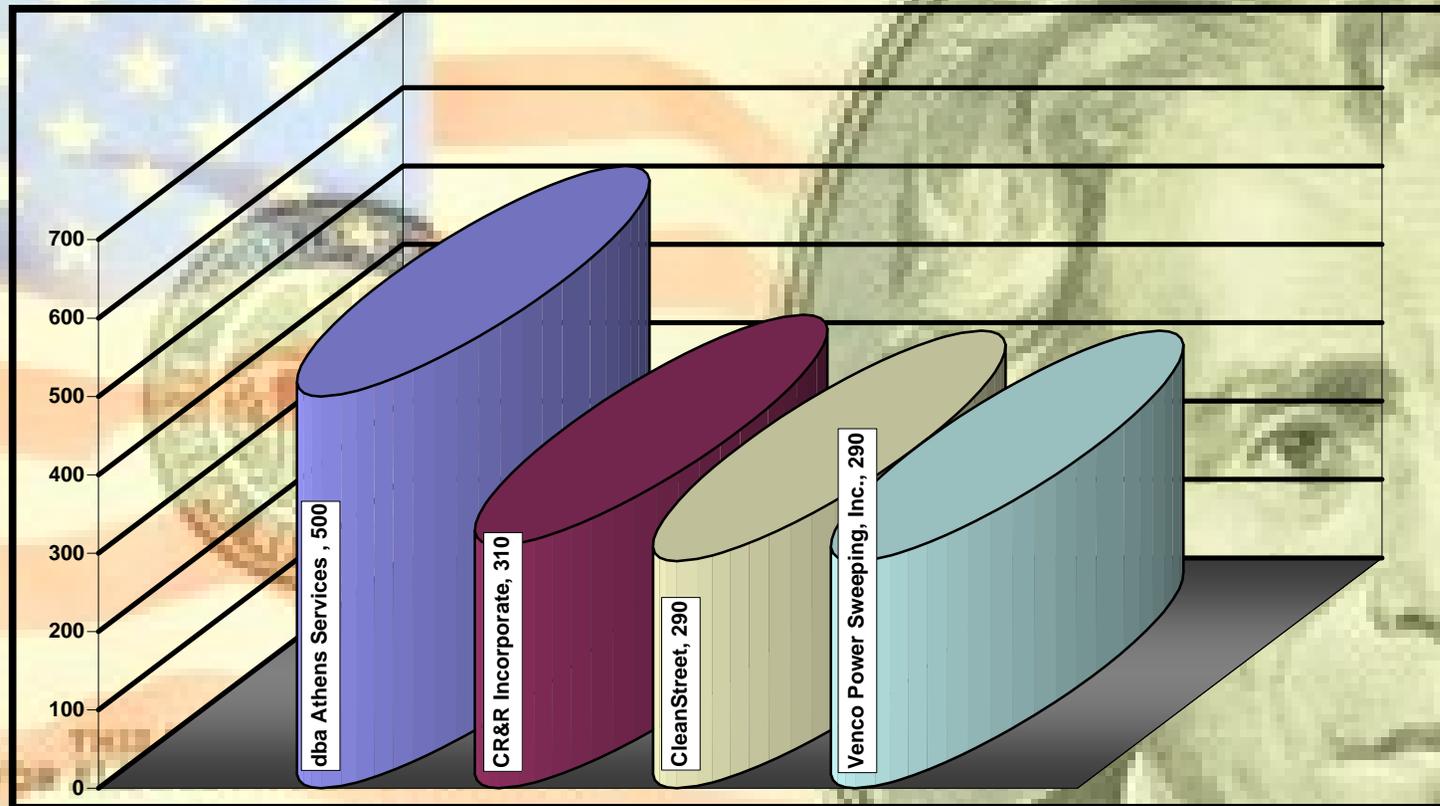
Approach and Work Plan



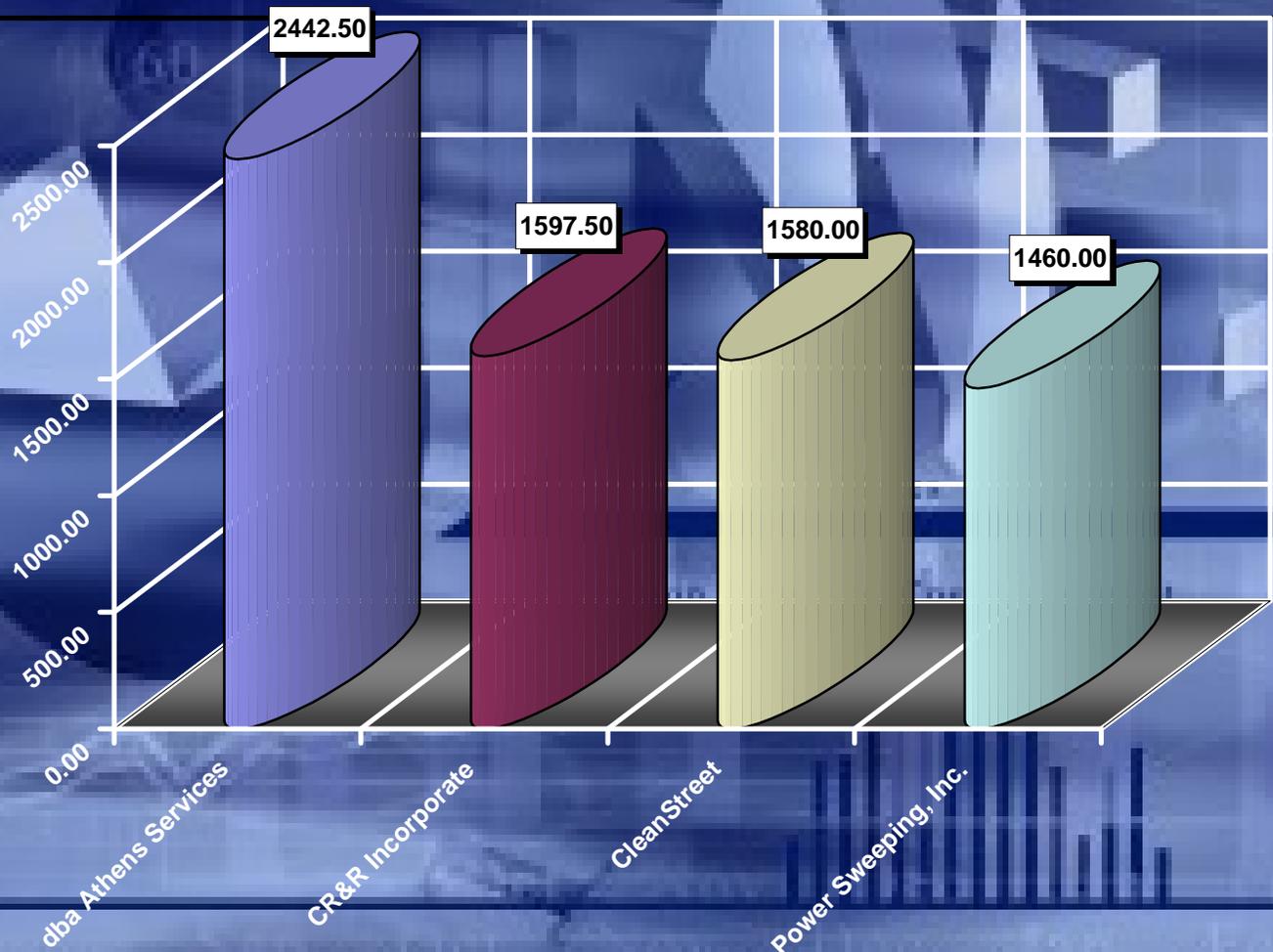
Qualification and Experience



Communication/Presentation



Interview Totals



10,000 100,000 125,000 150,000 200,000

REFERENCE CHECKS



CITY OF COSTA MESA

77 FAIR DRIVE, P.O. BOX 1200, COSTA MESA, CA 92628-1200

FINANCE DEPARTMENT

DATE

(Reference Name)

The City of Costa Mesa is in the review and evaluation process from a Request for Proposal we have submitted for Street Sweeping Services. _____ has put your company down for references. Please fill out the attached forms and fax back to my attention no later than _____. My fax # is 714-374-1530 or you can email me at _____

Thank you in advance for your assistance. If you have any questions regarding the attached please feel free to contact me at 714-754-5227.

Sincerely,

RFP Facilitator
714-754-5227



**For
City of Costa Mesa
Street Sweeping Services
Questions of References**

1. What type of work did they do for you?
 - Dollar amount (estimate)
2. How would you rate this consultant, on total cost?
 - 1 – unacceptable
 - 2
 - 3 – acceptable
 - 4
 - 5 – exceptional

On Timeliness

- 1 – unacceptable
- 2
- 3 – acceptable
- 3
- 5 – exceptional

On Problem Responsiveness

- 1 – unacceptable
- 2
- 3 – acceptable
- 4
- 5 – exceptional

On Quality of Services

- 1 – unacceptable
- 2
- 3 – acceptable
- 4
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On Attitude of Personnel

- 1 – unacceptable
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Street Sweeping

CONTRACTOR	ATHENS			
Respondent	City of Glendora	City of Placentia	City of Manhattan Beach	<i>No Response Received</i>
What type of work did they do for you?	Waste Management Services - Sweeping is part of their Franchise Agreement	Street Sweeping	Street Sweeping Services - City wide	City of Rosemead
Annual Cost			\$330,000	City of Newport Beach City of Villa Park
How would you rate this consultant on total Cost?	5	5	5	
On Timeliness?	5	5	5	
On Problem Responsiveness?	4	5	5	
On Quality of Service?	4	5	5	
On Attitude of Personnel?	5	5	5	
If you had to go out and bid today for a similar project, would you choose this firm again?	Would not have a problem recommending Athens	Yes - Absolutely	Yes	
What are the strengths about this firm?	-Forward thinking -Good Business Plan -Responsive -Engaged with the community	-Customer service '-Quality '-Competence	-Customer Service -Responsiveness to staff and residents -Quality of sweeping. (Further details are provided in the "Additional Comments" section at the end of the summary)	
What are the weaknesses of this firm?	Like any Waste Management Firm, they are very protective of their franchise territory.	None	Not a weakness per se, but this firm has a culture of <u>detailed</u> due diligence. I would recommend that any agency considering using them ensure their specifications, exceptions, and pricing be in place <u>prior</u> to roll out. Athens will find ways to maximize efficiency.	
Did they exceed their proposal cost?		No	No	
If so, by how much?		N/A	N/A	
If applicable, do you feel the exceeded costs were justified?		N/A	N/A	

Street Sweeping

CONTRACTOR	ATHENS			
Respondent	City of Glendora	City of Placentia	City of Manhattan Beach	<i>No Response Received</i>
Additional Comments			<p>-Rollout was as painless as I have ever experienced in my 22 years with the City, customer service is superior. Athens shadowed our long standing incumbent for several weeks prior to official start date to familiarize operators and supervisors with routes, traffic patterns, and other inherent idiosyncrasies.</p> <p>-Any schedule slip is reported to City staff in real time and Athens will send a hand crew to clean up if a failure of any kind precludes sweeping within a specified time slot. Mechanical breakdown are the only time we have had any slippage, which is rare as the Tymco sweepers are factory new.</p> <p>- Responsiveness to problems: Response to staff is immediate, response of residents is usually within an hour and certainly same day, and I have requested that Athens supervisory staff make face to face contact when issues arise.</p> <p>- Attitude of Personnel: All of the Athens staff has been receptive to comment and direction. Inclusive of the Financial and Operations VP's, area managers, field supervisors, and drivers, staff and resident interaction has been cordial, professional, and team oriented.</p>	

Street Sweeping

CONTRACTOR	CLEAN STREET		
Respondent	City of Irvine	City of Garden Grove	City of Dana Point
What type of work did they do for you?	Street Sweeping -Arterial Roadways & Industrial Areas	Street Sweeping -All Arterial/Collectors, Residential, Industrial Streets and City Owned/ Maintained Parking Lots; Catch Basin Cleaning	Street Sweeping Services - City Wide
Annual Cost	\$131,121	\$793,600	\$258,500
How would you rate this consultant on total Cost?	3	3	5
On Timeliness?	3	4	5
On Problem Responsiveness?	3	4	5
On Quality of Service?	3	4	5
On Attitude of Personnel?	3	4	5
If you had to go out and bid today for a similar project, would you choose this firm again?	Yes This contractor provides good service and is familiar working with local government agencies.	I would consider them, but the ultimate decision would be based on the entire proposal, including price	Yes
What are the strengths about this firm?	They have good equipment & the sweeping routes assigned to them are typically completed satisfactorily and per schedule.	-Quick turn around time for small jobs -Quick to respond to quality issues -They have a good management team in place & they are responsive to our issues	-Quality of Service -Customer Recognition
What are the weaknesses of this firm?	Some of the street sweeper operators may require frequent monitoring for quality control and may sometimes try to work on non-scheduled days.	From time to time there are maintenance issues with the sweeper. Ex. One of our three sweepers may not properly function multiple times in one week.	We're paying more for better service. Not a weakness, but you get what you pay for!
Did they exceed their proposal cost?	No	No. We pay an all inclusive rate per curb mile	No
If so, by how much?	N/A	N/A	N/A
If applicable, do you feel the exceeded costs were justified?	N/A	N/A	N/A

Street Sweeping

CONTRACTOR	CLEAN STREET		
Respondent	City of Irvine	City of Garden Grove	City of Dana Point
Additional Comments			<p>Cleanstreets has been great for us, but they are more expensive. We have a demanding clientele that demands it. Council tried to go cheaper a few years back against my recommendation. That lasted about 9 months, then we went back to them (CleanStreet).</p>

Street Sweeping

CONTRACTOR	CR&R INCORPORATED			
Respondent	County of Riverside	City of Murrieta	City of El Ciento	No Response Received
What type of work did they do for you?	Street Sweeping - Residential (twice monthly interval)	Street Sweeping - City wide twice a month	Street Sweeping	City of Temecula City of Garden Grove
Annual Cost	\$675,000		\$97,400	
How would you rate this consultant on total Cost?	5	5	5	
On Timeliness?	5	4	5	
On Problem Responsiveness?	5	4	5	
On Quality of Service?	4	4	5	
On Attitude of Personnel?	5	5	5	
If you had to go out and bid today for a similar project, would you choose this firm again?	Yes	Yes	Yes	
What are the strengths about this firm?	-Customer Service -Response Time -Ease of Administration	-Route & Schedule Coordination -Familiarity with the City -Stable Work Force -Service Issues are handled swiftly	-Equipment Maintenance -Scheduling -Responsiveness	
What are the weaknesses of this firm?	Large firm, but not an issue at the moment.	I do not currently have any complaints or noted weaknesses with the company.	None found at this time	
Did they exceed their proposal cost?	No	No. Because the services are bid per curb mile, there have been no cost overruns	No	
If so, by how much?	N/A	N/A	N/A	
If applicable, do you feel the exceeded costs were justified?	N/A	N/A	N/A	

Street Sweeping

CONTRACTOR	CR&R INCORPORATED			
Respondent	County of Riverside	City of Murrieta	City of El Cento	<i>No Response Received</i>
Additional Comments	N/A - They were the low bid.	The City of Murrieta bid our contract in 2010, after using this company for many years. They were the low bidder and I would not hesitate giving them my recommendation. The company has upgraded their equipment and takes pride in providing high quality ser	CR&R does our \$2M Wast Hauling contract and \$250K Street Sweeping contract. We just extended our contract with them last year to 16 years, in which they are no providing Free Street Sweeping Services throughout the life of the contract. I would rate them	
		The company works directly with the City to formulate routes and coordinate them with trash collection, holidays, etc. They are very familiar with the City and hav a stable work force. I believe the same drivers have swept the City for over 8 years. At le		

Street Sweeping

CONTRACTOR	R.F. DICKSON COMPANY			
Respondent	City of Aliso Viejo	City of Seal Beach	City of Lakewood	No Response Received
What type of work did they do for you?	Street Sweeping	Street Sweeping All City public streets and alleys, bi-weekly (weekly sweeping in the months of December & January	Street Sweeping & City owned parking lots (weekly)	City of Westminster
Annual Cost	\$6,100/month or \$73,200/yr	\$135,000	\$525,000	City of La Mirada
How would you rate this consultant on total Cost?	5	5	5	
On Timeliness?	5	4	5	
On Problem Responsiveness?	4	4	5	
On Quality of Service?	5	4	5	
On Attitude of Personnel?	5	5	5	
If you had to go out and bid today for a similar project, would you choose this firm again?	Yes	Yes - Absolutely They have a very responsive staff and overall their performance is very good.	Yes	
What are the strengths about this firm?	-Dependable service -Timely Response to questions or concerns	Quality of Staff Steve Dickson has put together an excellent team that can adapt to any situation.	-Well managed -Management is always available -Up-to-date equipment -Cooperation with residents & City staff -Responsiveness to our needs	
What are the weaknesses of this firm?	Ability to precisely track vehicle locations -New GPS system in place last couple of months may have improved this.	None that stick out, which is not true of all the vendors we work with in the City. If I had to pick one item, it might be improving their outreach in the community, but there's always room for improvement in this area.	Not aware of weaknesses	
Did they exceed their proposal cost?	No	No	No	
If so, by how much?	N/A	N/A	N/A	
If applicable, do you feel the exceeded costs were justified?	N/A	N/A	N/A	

Street Sweeping

CONTRACTOR	SUNSET PROPERTY SERVICES		
Respondent	City of Laguna Hills	City of Newport Beach	<i>No Response Received</i>
What type of work did they do for you?	Street Sweeping & Sidewalk Blowing (Arterial/residential streets, bike trails & parking lots)	Alley Sweeping -Twice a month -We don't have large street sweeping experience with Sunset	City of Lake Forest City of Mission Viejo
Annual Cost	\$ 120,000.00	\$ 83,856.70	City of Rancho Santa Margarita
How would you rate this consultant on total Cost?	5	4	
On Timeliness?	5	4	
On Problem Responsiveness?	5	4	
On Quality of Service?	4	4	
On Attitude of Personnel?	5	5	
If you had to go out and bid today for a similar project, would you choose this firm again?	Yes	Yes	
What are the strengths about this firm?	Located nearby for quick response	-Good Communication -Good relationship with residents -Knowledgeable of expectations of both parties -The operator will take care of issues in the field on his own, unless it's an issue he can't resolve, such as removing large items from the alley.	
What are the weaknesses of this firm?	None noted at this time	Have to go through the office to get a message to the operator.	
Did they exceed their proposal cost?	Due to emergency call outs	No	
If so, by how much?		N/A	
If applicable, do you feel the exceeded costs were justified?	Yes	N/A	

Street Sweeping

CONTRACTOR	VENCO POWER SWEEPING				
Respondent	City of Rialto	City of Ventura	City of Thousand Oaks	City of Santa Maria	No Response Received
What type of work did they do for you?	The survey was not returned but the following statements were received: - They have been great to work with and an excellent service provider for us.	Street Sweeping - Full Service	Street Sweeping - City wide	Street Sweeping - All residential & commercial streets in Santa Maria	City of Lancaster City of Oxnard
Annual Cost		Do not have that figure. The work they do is part of the franchise agreement.		\$300,000	
How would you rate this consultant on total Cost?		5		3	
On Timeliness?		5		5	
On Problem Responsiveness?		5		5	
On Quality of Service?		5		4	
On Attitude of Personnel?		5		5	
If you had to go out and bid today for a similar project, would you choose this firm again?		Yes	Yes, very responsive when called upon	Yes	
What are the strengths about this firm?		-Services delivered on time & within cost -Tremendous emphasis on Service to the Customer -Response time for additional services & answers to inquiry for service is very short.	When I need a special sweep or assistance, I just make a phone call and it's done.	-Very high quality of service -Very responsive to complaints -Always work with a smile	
What are the weaknesses of this firm?	I am not currently aware of any negative information related to the company or their services.	I have found none.	Sometime's communication with Venco's drivers can be challenging	Can not think of one.	
Did they exceed their proposal cost?		No	No	No	
If so, by how much?		N/A	N/A	N/A	
If applicable, do you feel the exceeded costs were justified?		N/A.	N/A	N/A	