

**Request for Bid**  
**FOR**  
**CROSSING GUARD SERVICES**

**BID # 04172014**

Issued By:

City of Redlands  
Police Department  
Chris Catren, Commander  
Redlands, CA 92373

Phone (909)798-7613 - Fax (909)798-7648

[ccatren@redlandspolice.org](mailto:ccatren@redlandspolice.org)

**Date of Issue:**

Monday, April 17, 2014

**Due Date / Time:**

Wednesday, April 30, 2014 @2:00 PM

**Responses received and opened at:**

Office of the City Clerk, City of Redlands, 35 Cajon Street,  
Suite 4, Redlands, CA 92373



**CALENDAR OF EVENTS /  
REQUEST FOR BID TIMELINE**

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change by the Purchasing Manager. If the Purchasing Division finds it necessary to change any of these dates or times prior to the bid due date, the change will be accomplished by addendum.

<b><u>ACTION</u></b>	<b><u>COMPLETION DATE</u></b>
<b>Issue RFB</b>	Wednesday, April 17, 2014 _____
<b>Last Day for Questions</b>	Tuesday, April 22, 2014 @ 12:00 pm _____
<b>Published response to questions</b>	Thursday, April 24, 2014 @ 3:00 pm _____
<b>Bids Due</b>	Thursday, May 1, 2014 @ 2:00pm _____
<b>City Council Approval</b>	May 2014 _____

## PART 1 INTENT AND GENERAL INFORMATION

### BACKGROUND

Redlands is a full-service, general law city incorporated in 1888 with a population of approximately 75,000. The City has 9 departments and approximately 409 full-time employees. The City operates its own library, police department, fire department, airport, landfill, solid waste service, and water utility.

The City is seeking an experienced, responsible, and capable company to provide crossing guard services for fifteen (15) locations throughout the City pursuant to the attached scope of services. The locations must be staffed on all school days for the Redlands Unified School District during FY 2014-2015, 180 days. There will be a total of 8,100 hours of service required under this agreement.

### REQUEST FOR BID

Sealed bids will be received by the City of Redlands at the Office of the City Clerk, City of Redlands, 35 Cajon Street, Suite 4, Redlands, CA 92373 **until 2:00 p.m., Wednesday, April 30, 2014 for: BID # 04172014– Title CROSSING GUARD SERVICES**. Bidders shall take careful notice of the following conditions of this Request for Bid:

- Submissions by FAX or other electronic media will not be accepted under any circumstances. Late submissions will not be accepted under any circumstances.
- Bidders may withdraw and/or replace bids at any time until the deadline for submission of bids.
- All questions received **by 2:00 p.m., Tuesday, April 22, 2014** will be considered. Questions will not be answered over the phone. Questions must be emailed to: [ccatren@redlandspolice.org](mailto:ccatren@redlandspolice.org).
- Response sheet to all submitted questions may be obtained at **the Police Department Annex, 30 Cajon Street, Redlands, CA 92373** or from the City's website, [www.cityofredlands.org/rfp](http://www.cityofredlands.org/rfp).

### PLANS, FORMS & SPECIFICATIONS

Bidders are required to use the official "BID FORMS", and all attachments itemized herein are to be submitted as a single document.

### HOW TO SUBMIT A BID

One complete bid package (**1 original plus 1 copy**) with all required documents as itemized must be submitted in a single sealed envelope. The outside of the bid package shall be prominently marked with the following identification: "**RFB #04172014–CROSSING GUARD SERVICES**" together with the name and address of the bidder. The RFB should be neat, professional in appearance and bound appropriately for the document's thickness. The original document shall have original signatures and clearly noted with *ORIGINAL* on the cover. All bids shall be mailed or hand delivered to office of the City Clerk at the address given, by the date and time set forth herein.

### Bids can be mailed hand-delivered or sent by courier to:

City of Redlands,  
Office of the City Clerk  
35 Cajon Street, Suite 4,  
Redlands, CA 92373

### **BIDDERS RESPONSIBILITY**

Bidders are fully and completely responsible for the labeling, identification and delivery of their bids. The City will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the US Postal Service.

- Submissions shipped by express delivery, or in overnight or courier envelopes, boxes, or packages must be prominently marked on the outside of such envelopes, boxes or packages with the sealed bid identification.
- Any envelopes, boxes, or packages which are not properly labeled, identified, and prominently marked with the sealed bid identification, may be inadvertently opened upon receipt, thereby invalidating such bids and excluded from the official bid opening process.
- Bids that are incomplete, unbalanced, conditional, obscure, or which contain additions not called for, alterations, or irregularities of any kind, or which do not comply with these documents may be rejected at the option of the City.

### **BID DOCUMENTS REQUIRED**

The following documents must be complete and all forms should be in the following arrangement for each submission:

- **Cover Page** This is to be used as the first page of the submission of the bid package. This form must be fully completed and signed by an authorized officer of the firm.
- **Bidder Certification / Addenda Acknowledgement or No-Proposal Form**
- **Executive Summary** This part of the response to the REQUEST FOR BID should be limited to a brief narrative highlighting the bidder qualifications and experience. This section should not **exceed 2 pages**.
- **Firm Information/Organization**  
The Bidder must identify the Account Manager who will be working directly with the City and engaged in managing the services. Identify the responsibilities of the key individuals, other than the Account Manager, who will be assigned to the proposed contract, and who will have major responsibilities for performance of the services required.  
The City reserves the right to approve or disapprove any change to the successful bidder Account Manager. Personnel changes that impact the contract may result in the cancellation of the contract.
- **Firm Experience and References** At a minimum, a bidder should have been in business as a provider for a minimum of **two** years. The Bid shall include at least **three (3) references** from past or current government entity clients for similar types of services, with at **minimum one (1)** reference being similar-type governmental agencies. Include title and brief description of each project with the following information:
  - Client (contact person, address, telephone #, fax # and email)
  - Date contract started to date completed (if applicable)
  - Nature of work for each contract (include all applicable work processes)
- **Price and Fee Bid** Price and Fee Bid sheets are located in Part 6 of bid package.
- **IRS W-9 Form**

## INSURANCE REQUIREMENTS

A Certificate of Insurance will be furnished by the successful Contractor upon Notice of Award. The certificate(s) shall be completed by the Contractor's authorized agent and submitted to the City's Risk Management Department. The successful Contractor shall not commence any work in connection with the Agreement until it has obtained all of the following types of insurance and shall maintain such insurance for the duration of the Agreement. The Contractor shall secure the minimum insurance coverage described below, and such insurance shall be primary with respect to any insurance or self-insurance programs maintained by the City.

- **Comprehensive Commercial General Liability.** Contractor shall obtain, and maintain throughout the life of the Agreement, Comprehensive Commercial General Liability Insurance in an amount of \$1,000,000 per occurrence and \$2,000,000 aggregate with an insurance carrier acceptable to the City and name the City as additional insured.
- **Commercial Automobile Liability Insurance.** Contractor shall obtain, and maintain throughout the life of the Agreement, Comprehensive Automobile Liability Insurance with minimum limits of \$1,000,000, combined single limit for bodily injury liability and property damage liability and name the City as additional insured. This coverage shall include all owned vehicles, hired and non-owned vehicles, and employee non-ownership vehicles.
- **Workers' Compensation and Employer's Liability Insurance.** If applicable, the Contractor shall obtain, and maintain throughout the life of the Agreement, Workers' Compensation and Employer's Liability Insurance in the amount that meets the statutory requirement and shall be in force with an insurance carrier acceptable to the City. Contractor and any sub-consultants or subcontractors shall comply fully with the California Workers' Compensation Law.
- Professional Liability Insurance. If applicable, the Consultant shall obtain and maintain throughout the life of the Agreement Professional Liability Insurance in an amount of \$1,000,000 per claims made and \$2,000,000 aggregate with an insurance carrier accepted to the City.
- **The Contractor shall instruct their insurance broker to furnish properly executed certificates of insurance to the City.**
  - The name of the insured Contractor, the specified job by name and/or RFP number, the name of the insurer, the number of the policy, its effective date and its termination date.
  - Certificates of insurance shall clearly evidence coverage required above.
  - Certificates of insurance shall be submitted by the broker directly either via email ([kbraun@cityofredlands.org](mailto:kbraun@cityofredlands.org)) or US Mail to: City of Redlands, Risk Management Division PO Box 3005 Redlands, CA 92373. The insurer will notify the City at least thirty (30) days prior to any material changes in provisions or cancellation of the policy.

The City reserves the right to modify the insurance requirements set forth at anytime during the process of solicitation or subsequent thereto.

## EXAMINATION OF BID DOCUMENTS

- Each bidder shall carefully examine the specifications and other applicable documents, and inform himself/herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the contract. Ignorance on the part of the Bidder will in no way relieve him/her of the obligations and responsibilities assumed under the Contract.
- Should a bidder find discrepancies or ambiguities in, or omissions from the Specifications, or should he/she be in doubt as to their meaning, he/she shall at once notify the City, in writing or by email to [ccatren@redlandspolice.org](mailto:ccatren@redlandspolice.org).

## INTERPRETATIONS, CLARIFICATIONS AND ADDENDA

- No oral interpretations will be made to any bidder as to the meaning of the Bid Documents. Any inquiry or request for interpretation received by the City before 2:00p.m., **Tuesday, April 22, 2014**, will be given consideration. Send all questions [ccatren@redlandspolice.org](mailto:ccatren@redlandspolice.org).
- The City reserves the right to amend this REQUEST FOR BID (RFB) prior to the bid due date. Addenda or addendum will be **published on the City's website ([cityofredlands.org](http://cityofredlands.org))**. In case any Proposer fails to acknowledge receipt of such addenda or addendum, his/her bid will nevertheless be construed as though it had been received and acknowledged and the submission of his/her Bid will constitute acknowledgment of the receipt of same. All addenda are a part of the Bid Documents and each Bidder will be bound by such addenda, whether or not received by him/her. It is the responsibility of each Bidder to verify that he/she has received all addenda issued before Bids are opened.
- In the case of unit price items, the quantities of work to be done and materials to be furnished under this Bid/Contract are to be considered as approximate only and are to be used solely for the comparison of Bids received. The City and its Consultants do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Bidder plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and other bid documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices bid.
- In the event that an addendum alters a price basket, the new price basket must be used and submitted with the required bid documents.

## **TERMS AND CONDITIONS**

### **ADDITIONAL TERMS AND CONDITIONS**

No additional terms and conditions included with the bid response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this bid. If submitted either purposefully through intent or design or inadvertently appearing separately in transmitting letters, specifications, literature, price lists or warranties, it is understood and agreed the general and special conditions in this solicitation are the only conditions applicable to this bid and the Bidder's authorized signature affixed to the bid attests to this.

### **BUSINESS LICENSES**

The successful Bidder will be required to obtain a City of Redlands business license prior to commencement of work.

### **CHANGES / MODIFICATIONS**

The City reserves the right to order changes in the scope of work and resulting contract. The successful Bidder has the right to request an equitable price adjustment in cases where modifications to the contract under the authority of this clause result in increased costs to the contractor. Price adjustments will be based on the unit prices proposed by the Bidder in response to this solicitation. Any contract resulting from this solicitation may be modified upon written and mutual consent of both parties.

### **FISCAL YEAR FUNDING APPROPRIATION**

Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the City, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the fiscal period at the time of the contract. Payment and performance obligations for succeeding fiscal periods shall be subject to appropriation by the City of funds thereafter.

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be cancelled and the contractor shall be entitled to reimbursement for the reasonable value of any nonrecurring cost incurred but not advertised in the price of the supplied or services delivered under the contract or otherwise recoverable.

### **GOVERNING LAWS AND REGULATIONS**

The Bidders required to be familiar with and shall be responsible for complying with the City's Purchasing Policies and Procedures, City resolutions, City rules, all federal, state and local laws, ordinances, rules and professional standards or regulations that in any manner affect this solicitation, the selection process, protests, award of contract, contract management or any other activity associated with this solicitation and the subsequent work required of the successful Bidder.

### **INDEMNIFICATION**

The successful Bidder must fully indemnify the City. Such indemnification will be documented in the contract documents.

### **PAYMENTS**

Payments shall be made 30 days from the receipt of invoice, and follow all City policies promulgated thereby.

**PERIOD OF PRICING** - Unless otherwise stated in the bid package, the price quoted/proposed shall remain in effect for 90 days.

### **PRICE/COST**

All charges **should** be included on the Official Bid Price Sheet(s) which includes all associated costs.

**PRICES/NOTATIONS** - All prices must be typewritten or written in ink. No erasures are permitted.

**PRICING** - In the event of an addition error, unit price shall prevail.

**PROPRIETARY INFORMATION**

Responses to this Request for Bid, upon receipt by the City, become public records. If any proposer believes that any portion of all of the response is confidential and proprietary, proposer shall clearly assert such exception and the specific legal authority of the asserted exemption. Such designation of an item as a trade secret may be challenged in court by any person. By the bidder designation of material submitted to the City as a "trade secret", the proposer agrees to hold harmless the City for any award to a plaintiff for damages, costs or attorney's fees and for costs and attorney's fees incurred by the City by reason of any legal action challenging the bidder "trade secret" claim

**RIGHT OF REJECTION**

The City of Redlands reserves the right to reject any and/or all bids, reserve the right to waive any informalities or irregularities in the bid or examination process, reserve the right to select low bid per item, and reserve the right to award bids and/or contracts in the best interest of the City.

**RIGHT TO AUDIT RECORDS**

The City shall be entitled to audit the books and records of the Bidders or any sub-contractor to the extent that such books and records relate to the performance of the Agreement or any sub-contract to the Agreement. Such books and records shall be maintained by the Bidder for a period of three (3) years from the date of final payment under the Agreement and by the sub-contractor for a period of three (3) years from the date of final payment under the sub-contract unless a shorter period is otherwise authorized in writing.

**TAXES AND DISCOUNTS:** Do not include sales taxes in the bid price. Discounts should be deducted from the unit price and the net price should be shown in the bid

**USAGE REPORT**

Upon request, the successful bidder shall provide a report of items purchased by the City for the previous six months. This report shall be in order of most frequently ordered items to the least frequently ordered items. The following information shall be included in the report: product description, total quantity ordered for the period, and total amount spent on the item for the period.



**PART 2**  
**MINIMUM REQUIREMENTS**

**Bids are subject to the following pre-qualification criteria:**

1. **Firm Experience and References:** At a minimum, a bidder should have been in business as a provider for a minimum of two years. The Bid shall include at least three (3) references from past or current government entity clients for similar types of services, with at minimum one (1) reference being similar-type governmental agencies. Include title and brief description of each project with the following information:
  - Client (contact person, address, telephone #, fax # and email)
  - Date contract started to date completed (if applicable)
  - Nature of work for each contract (include all applicable work processes)

***Bid awards are subject to City Council approval.***

**PART 3**  
**BID SUBMITTAL**

One complete bid package (**1 original plus 1 copy**) with all required documents as itemized. The outside of the bid package shall be prominently marked with the following identification: **“REQUEST FOR BID #04172014 –CROSSING GUARD SERVICES”**. Bids submitted in express, overnight or courier envelopes, boxes or packages must be prominently marked on the outside with the words, **“REQUEST FOR BID #04172014–CROSSING GUARD SERVICES”** and the contents sealed as required.

- Deadline for Submissions in response to this Request for Bid: Bids must be received no later than **2:00 pm, Thursday, May 1, 2014**. Bids submitted by FAX or other electronic media will not be accepted under any circumstances. Late bids will not be accepted, and will be returned, unopened, to the proposer, at the bidder expense.
- The City of Redlands reserves the right to reject any and/or all bids, reserves the right to waive any informalities or irregularities in the bid or evaluation process, and reserves the right to award contract(s) in the best interest of the City.

**PART 4  
BID DOCUMENTS  
BID COVER PAGE**

<b>Name of Firm, Entity or Organization:</b>					
<b>Federal Employer Identification Number (EIN):</b>					
<b>State of California License Number (if applicable):</b>					
<b>Name of Contact person:</b>					
<b>Title:</b>					
<b>Email address:</b>					
<b>Mailing Address:</b>					
<b>Street Address (if different):</b>					
<b>City, State, Zip:</b>					
<b>Telephone:</b>	<b>Fax:</b>				
<b>Organization:</b> (check one)	<b>Corporation:</b> <input type="checkbox"/>	<b>Partnership:</b> <input type="checkbox"/>	<b>Proprietorship:</b> <input type="checkbox"/>	<b>Joint Venture:</b> <input type="checkbox"/>	<b>Other:</b> <input type="checkbox"/>
<b>If Corporation:</b>					
<b>Date of Incorporation:</b>		<b>State of Incorporation:</b>			
<b>States Registered in as Foreign Corporation:</b>					
<b>Authorized Signature:</b>					
<b>Print Name:</b>					
<b>Signature:</b>					
<b>Title:</b>					
<b>Phone:</b>					
<b><i>This document must be completed and returned with your submittal.</i></b>					

## BIDDER CERTIFICATION

<p style="text-align: center;"><b>Submit To: City of Redlands</b>                  Office of the City Clerk                  35 Cajon Street, Suite 4                  Redlands, CA 92373</p>	<p><b>CITY OF REDLANDS</b></p> <p><b>REQUEST FOR BID (REQUEST FOR BID) CERTIFICATION</b></p> <p>AND ADDENDA ACKNOWLEDGMENT</p>			
<b>DUE DATE: May 1, 2014</b>	<b>DUE TIME: 2:00pm</b>	<b>REQUEST FOR BID # 04172014</b>		
<b>TITLE: CROSSING GUARD SERVICES</b>				
<b>BIDDER NAME:</b>	<b>PHONE NUMBER:</b>			
<b>BIDDER MAILING ADDRESS:</b>	<b>FAX NUMBER:</b>			
<b>CITY/STATE/ZIP</b>	<b>E-MAIL ADDRESS:</b>			
<p>"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this REQUEST FOR BID and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for assessment of liquidated damages claims. I further certify that the services will meet or exceed the REQUEST FOR BID requirements. I, the undersigned, declare that I have carefully examined the REQUEST FOR BID, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this REQUEST FOR BID with any other Offer or and have not colluded with any offertory or parties to an REQUEST FOR BID whatsoever for any fraudulent purpose."</p>				
_____	_____	_____	_____	_____
Addendum #	Addendum #	Addendum #	Addendum #	Addendum #
<p>"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an REQUEST FOR BID for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this REQUEST FOR BID and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the REQUEST FOR BID, including but not limited to certification requirements. In conducting offers with an agency for the City of Redlands respondent agrees that if this bid is accepted, the respondent will convey, sell, assign, or transfer to the City all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the City. At the City's discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."</p>				
_____		_____		_____
Authorized Bidder Name, Title (Print)		Authorized Signature		Date
<b><i>This form must be completed and returned with your Submittal</i></b>				

<b>FIRM INFORMATION/ORGANIZATION</b>	
<b>CONTRACT MANAGEMENT CONTACT INFORMATION</b>	
<b>SHOP OWNER OR MANAGER</b>	
<b>NAME</b>	
<b>TITLE</b>	
<b>OFFICE PHONE</b>	
<b>CELL</b>	
<b>FAX</b>	
<b>HOURS AVAILABLE</b>	
<b>CONTRACT MANAGER</b>	
<b>NAME</b>	
<b>TITLE</b>	
<b>OFFICE PHONE</b>	
<b>CELL</b>	
<b>FAX</b>	
<b>HOURS AVAILABLE</b>	
<b>ALTERNATE CONTACT</b>	
<b>NAME</b>	
<b>TITLE</b>	
<b>OFFICE PHONE</b>	
<b>CELL</b>	
<b>FAX</b>	
<b>HOURS AVAILABLE</b>	
<b>EMERGENCY CONTACT/ AFTER HOURS CONTACT</b>	
<b>NAME</b>	
<b>TITLE</b>	
<b>OFFICE PHONE</b>	
<b>CELL</b>	
<b>FAX</b>	
<b>HOURS AVAILABLE</b>	

**NO-PROPOSAL RESPONSE**

**City of Redlands  
Statement of "No Proposal"**

If you do not intend to submit a proposal for this project, please complete and return this form prior to date shown for receipt of proposals to: City of Redlands, Police Department, PO Box 1025, Redlands, CA 92373, Attn: Chris Catren, Commander.

We, the undersigned, have declined to submit a proposal on your **RFP # 04172014CROSSING GUARD SERVICES** for the following reasons:

- \_\_\_\_\_ Specifications are too "tight", i.e. geared toward one brand or manufacturer only (please explain reason below)
- \_\_\_\_\_ Insufficient time to respond to Request for Proposals.
- \_\_\_\_\_ We do not offer this product/s or equivalent.
- \_\_\_\_\_ Remove us from your bidders' list for this commodity or service.
- \_\_\_\_\_ Our product schedule would not permit us to perform to specifications.
- \_\_\_\_\_ Unable to meet specifications.
- \_\_\_\_\_ Unable to meet insurance requirements.
- \_\_\_\_\_ Specifications unclear (please explain below).
- \_\_\_\_\_ Competition restricted by pre-approved owner standards.
- \_\_\_\_\_ Other (please specify below).

Remarks:

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Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature and Title:

Telephone Number \_\_\_\_\_ Date  
\_\_\_\_\_

## **PART 5 SCOPE OF SERVICES**

The City of Redlands (City) seeks a provider of crossing guard services to meet the needs of the City in the most cost-effective and efficient manner possible. Qualified bidders wishing to respond to **REQUEST FOR BID #04172014– CROSSING GUARD SERVICES** must provide all equipment and materials described in this document, whether directly or through sub-contractors/sub-consultants.

### **CONTRACT TERM: Service Period**

The initial contract/agreement period will be for one (1) year; The city will have an option to extend services for up to **2** additional one (1) year extensions with the same terms and conditions.

As part of the contract/agreement, the City of Redlands will reserve the right to select or reject employees and sub-contractors providing services.

### **SCOPE OF WORK FOR CROSSING GUARD SERVICES**

Bidders shall perform crossing guard services at fifteen (15) locations throughout the City pursuant to the following chart. The locations must be staffed on all school days for the Redlands Unified School District during FY 2014-2015, 180 days. There will be a total of 8,100 hours of service required under this agreement. Bidders must also abide by the following requirements:

- Contractor shall provide personnel (“Crossing Guards”) equipped and trained in appropriate procedures for crossing pedestrians in marked crosswalks. Contractor is an independent contractor, and the Crossing Guards to be furnished by it shall at all times be Contractor’s employees, and not those of City.
- Contractor shall comply with applicable federal, state and local laws and regulations in the performance of the Services.
- Contractor shall provide supervisory personnel to ensure that the Crossing Guards’ activities occur at City’s specified places and times, and in accordance with all provisions of this Agreement.
- Persons provided by Contractor as Crossing Guards shall be trained in the laws and regulations of the State of California pertaining to general pedestrian safety and school crossing areas. Crossing Guard Services shall be provided by Contractor at the designated locations and at the designated hours on all days on which the designated schools in the City of Redlands are in session. Contractor shall maintain adequate reserve personnel to furnish alternate Crossing Guards in the event that any Crossing Guard fails to report for work at his or her assigned time and location.
- Contractor shall provide personnel properly trained for the performance of the Services. In the performance of their duties, Contractor and its employees shall conduct themselves in accordance with the provisions of this Agreement and the laws and regulations of the State of California.
- Contractor shall provide all Crossing Guards with apparel by which they are readily visible and easily recognized as Crossing Guards. The apparel shall be uniform for all persons performing the duties of Crossing Guards and shall be worn at all times while performing the Services. Such apparel shall also be appropriate for weather conditions. Contractor shall also provide all Crossing Guards with hand held “Stop” signs and any other safety equipment which may be necessary.

RFB # 04172014 for Crossing Guard Services

<b>Location</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
1 Judson/Pennsylvania	0700-0800 1335-1420	0700-0800 1335-1420	0700-0800 1335-1420	0700-0800 1335-1420	0700-0800 1335-1420
2 Cypress/Monterrey	0800-0900 1500-1545	0800-0900 1500-1545	0800-0900 1500-1545	0800-0900 1500-1545	0800-0900 1500-1545
3 Citrus/Wabash	0715-0815 1350-1435	0715-0815 1350-1435	0715-0815 1350-1435	0715-0815 1350-1435	0715-0815 1350-1435
4 Colton/Dearborn	0715-0815 1350-1435	0715-0815 1350-1435	0715-0815 1350-1435	0715-0815 1350-1435	0715-0815 1350-1435
5 Dearborn/Independence	0715-0815 1350-1435	0715-0815 1350-1435	0715-0815 1350-1435	0715-0815 1350-1435	0715-0815 1350-1435
6 Independence/Wabash	0715-0815 1350-1435	0715-0815 1350-1435	0715-0815 1350-1435	0715-0815 1350-1435	0715-0815 1350-1435
7 Berkeley/Colton	0700-0800 1335-1420	0700-0800 1335-1420	0700-0800 1335-1420	0700-0800 1335-1420	0700-0800 1335-1420
8 Garden/South	0700-0800 1335-1420	0700-0800 1335-1420	0700-0800 1335-1420	0700-0800 1335-1420	0700-0800 1335-1420
9 Cajon/Cypress	0715-0815 1350-1435	0715-0815 1350-1435	0715-0815 1350-1435	0715-0815 1350-1435	0715-0815 1350-1435
10 Lugonia/Sixth	0700-0800 1245-1330	0700-0800 1330-1415	0700-0800 1330-1415	0700-0800 1330-1415	0700-0800 1330-1415
11 Orange/Pennsylvania	0700-0800 1245-1330	0700-0800 1330-1415	0700-0800 1330-1415	0700-0800 1330-1415	0700-0800 1330-1415
12 Lassen/Pennsylvania	0700-0800 1245-1330	0700-0800 1330-1415	0700-0800 1330-1415	0700-0800 1330-1415	0700-0800 1330-1415
13 Palo Alto/Puesta Del Sol	0715-0815 1350-1435	0715-0815 1350-1435	0715-0815 1350-1435	0715-0815 1350-1435	0715-0815 1350-1435

RFB # 04172014 for Crossing Guard Services

14	Center/Olive	0730-0830	0730-0830	0730-0830	0730-0830	0730-0830
		1400-1445	1400-1445	1400-1445	1400-1445	1400-1445

15	Cypress/San Mateo	0715-0815	0715-0815	0715-0815	0715-0815	0715-0815
		1350-1435	1350-1435	1350-1435	1350-1435	1350-1435

**PART 6  
PRICE AND FEE BID**

Prices shall include all costs for the services described. All overhead costs shall be included in the Hourly billing rate. Prices shall remain in effect for the term of the contract.

PRICE AND FEE BID

Description: <b>Crossing Guard Services</b>	A. Total Hours Per Day	B. Days Per Year	C. Hourly Billing Rate	Total (AxBxC)
15 sites with one early release of crossing guard service	45	180		