

**CITY OF MISSION VIEJO
NOTICE INVITING BIDS**

**JANITORIAL AND RELATED SERVICES FOR
THE CITY OF MISSION VIEJO CITY HALL, LIBRARY, ANIMAL SERVICES CENTER,
NORMAN P. MURRAY COMMUNITY & SENIOR CENTER, THOMAS R. POTOCKI
CONFERENCE CENTER, MONTANOSO AND SIERRA RECREATION & FITNESS CENTERS,
MARGUERITE TENNIS PAVILION AND CORPORATION YARD BUILDING FACILITIES**

NOTICE IS HEREBY GIVEN that sealed bids will be received by the **City of Mission Viejo**, as “AGENCY,” for furnishing all materials, equipment, tools, labor and incidentals as required for the above-stated project in strict accordance with the specifications and drawings on file at the office of the City Clerk of the **City of Mission Viejo**.

Bids will be received at the office of the City Clerk, 200 Civic Center, City of Mission Viejo, until the hour of **10:00 a.m. on May 22, 2019**, at which time and place the bids will be publicly opened and read aloud. Bids shall be submitted in sealed envelopes marked on the outside, "**SEALED BID FOR JANITORIAL AND RELATED SERVICES FOR THE CITY OF MISSION VIEJO CITY HALL, LIBRARY, ANIMAL SERVICES CENTER, NORMAN P. MURRAY COMMUNITY & SENIOR CENTER, THOMAS R. POTOCKI CONFERENCE CENTER, MONTANOSO AND SIERRA RECREATION & FITNESS CENTERS, MARGUERITE TENNIS PAVILION AND CORPORATION YARD BUILDING FACILITIES CONTRACT.**"

The Work to be constructed under the Contract is located in the **City of Mission Viejo**. The Work to be performed consists of furnishing all materials, equipment, tools, labor, and incidentals as required by the Plans, Specifications, and Contract Documents for the above-stated Contract. The general items of Work to be done hereunder consist of:

Furnishing all labor, equipment, materials, cleaning materials, chemicals, transportation, and incidentals required to maintain the following facilities in a clean and healthy manner:

1. City Hall - 200 Civic Center
2. Mission Viejo Library - 100 Civic Center
3. Animal Services Center - 28095 Hillcrest
4. Norman P. Murray Community & Senior Center - 24932 Veterans Way
5. Thomas R. Potocki Conference Center - 27301 La Paz Road
6. Montanoso Recreation & Fitness Center - 25800 Montanoso Drive
7. Sierra Recreation & Fitness Center - 26887 Recodo Lane
8. Felipe Tennis Center - 27161 Nogal
9. Marguerite Recreation Center Tennis Pavilion - 27474-1 Casta Del Sol
10. Corporation Yard Administration Building – 27204 La Paz

The Agency reserves the right, after opening bids, to reject any or all bids, or to make award to the lowest responsive and responsible bidder and reject all other bids; to waive any informality in the bidding; and to take all bids under advisement for a period of 45 days. Bids will be compared on the basis of the Engineer's estimate of the quantities of the several items of Work as shown on the Bid Sheets. Only such plans, specifications, and items of work as are appropriate shall apply to the Work as bid.

A mandatory pre-bid meeting will be held on May 7, 2019, at 9:00 a.m. at City Hall, 200 Civic Center Street, in Mission Viejo.

Each bid must be accompanied by all required pages of the Proposal (see Instructions to Bidders), including a certified or cashier's check, or a corporate surety bond on the form furnished by the AGENCY, as a guarantee that the bidder will, if an award is made to him in accordance with the terms of his bid, promptly secure workmen's compensation insurance and liability insurance, execute a contract in the required form, and furnish satisfactory bonds for the faithful performance of the contract and for the payment of claims of material and laborers thereunder. Said check or bidder's bond shall be in an amount not less than 10% of the amount of the bid.

The successful bidder will be allowed to substitute securities or establish an escrow in lieu of retainage, pursuant to Public Contract Code Section 22300, and as described in the Agreement Between Agency and Contractor and General Conditions.

The Performance and Payment Bonds shall be submitted before execution of the Contract. The Performance Bond shall be not less than 100% of the total amount of the bid price named in the Contract. The Payment Bond shall be not less than 100% of the total amount of the bid price named in the Contract. The AGENCY reserves the right to reject any bond if, in the opinion of the AGENCY Attorney, the Surety's acknowledgment is not in the form included in the Contract Documents or in another form substantially as prescribed by law.

In accordance with provisions of Section 1773.2 (amended 1977) of the California Labor Code copies of the prevailing rate of per diem wages as determined by the State Director of Industrial Relations are on file in the office of the City Clerk of the **City of Mission Viejo**. It shall be mandatory upon the Contractor to whom the Contract is awarded and upon any subcontractor under him to pay not less than said specified rates to all workmen employed by them in the execution of the Contract.

In accordance with the Property Service Workers Protection Act [1420-1434], effective July 1, 2018, janitorial service providers and contractors must register with the Labor Commissioner's Office of the Department of Industrial Relations before October 1, 2018 and annually thereafter. A proposal/bid shall not be accepted nor any contractor or subcontract entered into without proof of the contractor or subcontractor's current registration with the Department of Industrial Relations (DIR).

The City of Mission Viejo hereby notifies all bidders that it will affirmatively ensure that in any Contract entered into pursuant to this advertisement, Disadvantaged Business and Underutilized Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, creed, color, or national origin in consideration for an award.

A full set of drawings and specifications is available for inspection without charge at the public counter of the City Hall of the **City of Mission Viejo**.

Complete sets of said Contract Documents may be purchased at a cost of \$40.00 (Forty Dollars) per set and are obtainable from the **City of Mission Viejo**, 200 Civic Center, Engineering Counter, Mission Viejo, California 92691, 949-470-3040. No refund will be made of any charges for sets of Contract Documents. Plans and

specifications can be mailed for an additional \$10.00 (Ten Dollars) per set. For additional information, contact the Project Manager, Danny Walsh, at 949-470-3044.

Dated this _____ day of _____, 2019.

Karen Hamman
City Clerk

City of Mission Viejo
200 Civic Center
Mission Viejo, California 92691