

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)**

**REQUEST FOR PROPOSALS**

**For**

**Janitorial Services to Head Start Program**

**Date Released: January 6, 2017**

**Due Date: February 16, 2017**

**The terms and conditions of this Request for Proposals  
have been approved by the Governing Board  
of the Sacramento Employment and Training Agency**

**Sacramento Employment & Training Agency  
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Sacramento, CA 95815  
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REQUEST FOR PROPOSALS

JANITORIAL SERVICES TO HEAD START PROGRAM

FUNDING CALENDAR

<b>Date</b>	<b>Event</b>
Thursday, January 5, 2017	Governing Board reviews/approves RFP
Friday, January 6, 2017	Release of RFP
Friday, January 20, 2017	Offeror's Conference - 8:30 a.m. Hillsdale SacWorks Job Center 5655 Hillsdale Blvd., Suite 8, Sacramento, CA 95842
January 23-26, 2017	On-site tour of Early Learning Centers

**DO NOT GO TO SITES UNANNOUNCED. THIS WILL BE YOUR ONLY OPPORTUNITY TO SEE EACH SITE PRIOR TO SUBMITTING YOUR PROPOSAL.**

Thursday, January 26, 2017	Q&A Posting on SETA's website
Thursday, February 16, 2017	PROPOSALS DUE at SETA by 4:00 p.m.
Thursday, March 30, 2017	Publish SETA staff recommendations
Thursday, April 6, 2017	Governing Board takes action on staff recommendations (10:00 a.m.)
Saturday, July 1, 2017	Commence Janitorial Services

**DO NOT ATTEMPT TO WRITE YOUR PROPOSAL UNTIL YOU HAVE READ THIS REQUEST FOR PROPOSALS (RFP) IN ITS ENTIRETY.**

SECTION I

GENERAL INFORMATION/GUIDELINES

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)  
REQUEST FOR PROPOSALS (RFP)  
Janitorial Services to Head Start Program

1.1.1 BACKGROUND

The Sacramento Employment and Training Agency (SETA) is a joint powers agency of the City of Sacramento and Sacramento County that administers state and federally-funded human services programs throughout Sacramento County. The programs, for economically disadvantaged persons, include job training and employment assistance under the federal Workforce Act (WIOA), as amended; the Targeted Refugee Assistance Grant and Refugee Employment Social Services; human services under the Community Services Block Grant and educational programs under the Head Start Act.

Respondents should be aware that SETA's activities, as well as those of any SETA-funded subrecipient or contractor, are subject to any modifications required by Head Start and its regulations, Federal and State legislation and their regulations, and SETA policies.

Funds for this Request for Proposals (RFP) are provided to SETA by the Administration for Children and Families (ACF), Department of Health and Human Services (HHS). Janitorial services, award as a result of this RFP, will be provided to early learning centers and kitchen facilities for the Head Start/Early Head Start program.

Head Start is a federally-funded national program providing comprehensive developmental services primarily to low-income infants, toddlers, preschool children and their families. The intent of Head Start is to assist enrolled children to their fullest potential through the provision of comprehensive health, nutrition, education, social and other services. In addition, Head Start programs are required to encourage and provide for the direct participation of parents of enrolled children in the development, conduct and direction of local programs. Further, Head Start legislation also mandates that a minimum of ten percent of all available enrollment opportunities be afforded handicapped children to be served in a Special Education component.

SETA presently funds five (5) County-wide Head Start delegate agencies and three (3) partners, in conjunction with directly administering the operation of thirty (30) of its own grantee-operated centers.

1.1.2 PURPOSE OF SOLICITATION

The purpose of this Request for Proposals (RFP) is to solicit, from qualified applicant agencies, proposals designed to provide janitorial services for twenty-eight (28) Head Start sites and one central kitchen.

1.1.3 QUALIFIED APPLICANT AGENCIES

- Established community-based organizations
- Public agencies
- Private for-profit entities
- Private non-profit agencies/institutions
- Educational institutions

SETA is an equal opportunity employer and contractor and does not discriminate in contracting on the basis of marital status, age, race, creed, color, gender, gender identity, sexual orientation, veteran status, disability or physical or mental condition, religion, national origin or ancestry, political affiliation or belief, heritage, or any other characteristic protected by law. In order to comply with federal procurement regulations and SETA's Procurement Policies, consideration in the contracting process will be given to small and minority-owned firms, women's business enterprises and labor surplus area firms, all of which are encouraged to respond to this Request for Proposals.

#### 1.1.4 MBE/WBE PARTICIPATION

SETA encourages the utilization of Minority Business Enterprises (MBE) and Women's Business Enterprises (WBE) in the procurement of goods and services whenever possible. To encourage the participation of MBE/WBE businesses in its procurement, SETA actively solicits qualified MBE/WBE businesses to respond to its Requests for Proposals. If subcontracting is anticipated for services, SETA requires respondents to demonstrate good-faith efforts to obtain qualified MBE/WBE subcontractors. For this Request for Proposals, subcontracting of services will not be allowed and, therefore, no good-faith efforts will be required. Nevertheless, to assist SETA in monitoring its usage of qualified MBE/WBE firms, certified MBE/WBE businesses should submit proof of such certification with their response to this Request for Proposals.

To qualify for MBE/WBE status, a respondent must be certified as an MBE and/or WBE by the City of Sacramento, Office of Minority, Women and Small Business or such other agency that provides for comparable certification consistent with Part 23 of Title 49 of the Code of Federal Regulations (CalTrans and the Sacramento Regional Transit Authority are examples of such comparable certification agencies). For purposes of this provision, the following definitions apply:

MBE: An MBE must be an independent business concern which is at least 51% owned and controlled by a minority group member. Ownership and control are measured by a variety of factors including: (1) responsibility for performance of the work; (2) management responsibility and control; (3) at least 51% share of profits and risks; (4) other data (such as voting rights) that may be related to ownership and/or control. Minority individuals who qualify for consideration in the establishment of an MBE are listed below:

- (1) Black Americans: persons having origins in any of the black racial groups of Africa;
- (2) Hispanic Americans: persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish or Portuguese culture or origin regardless of race;
- (3) Native Americans: persons having origins in any of the original peoples of North America;
- (4) Asian/Pacific Islanders: persons whose origins are from Bangladesh, Cambodia, China, Guam, India, Indonesia, Japan, Korea, Laos, Malaysia, Northern Marianas, Pakistan, Philippines, Samoa, Singapore, Taiwan, the U.S. Trust Territories of the Pacific and Vietnam.

WBE: A WBE must be an independent business concern which is at least 51% owned and controlled by a woman or women. Ownership and control are measured by a variety of

factors including: (1) responsibility for performance of the work; (2) management responsibility and control; (3) at least 51% share of profits and risk; (4) other data (such as voting rights) that may be related to ownership and/or control.

#### 1.1.5 FORMAL CONTRACT

The successful proposer will be required to enter into a standard form contract agreement with SETA. A copy of the most recent form of this contract agreement is available on SETA's website. [www.SETA.net](http://www.SETA.net)

Proposers are advised that in order to assist the efforts of SETA in targeting its programs, the SETA Governing Board has implemented a policy requiring that all recipients of funds from SETA shall be required to publicize the fact that the program it operates is funded, in whole or in part, by SETA. All contracts will contain a provision requiring the contractor to abide by this policy.

#### 1.1.6 TERM OF CONTRACT

The term of the contract will be of 2-year duration, with three - 1year extension options, subject to the right of either party to terminate the contract upon ten (10) days written notice.

SETA may, in its sole discretion, renew the contract with the same terms and conditions, except that the scope of service, including changes in service locations based on programmatic changes, and the fee for any additional services will be subject to renegotiation based upon required performance. If additional services are required during the contracted term or any additional term, a fee will be negotiated consistent with the fee established for the services otherwise provided. With the exception of additional services, any increased cost for contracted services during any extension year will not exceed 5% or the Annual Consumer Price Index for the previous year, whichever is smaller.

#### 1.1.7 REQUIRED RESPONSE FORMAT

Interested applicants must respond to this RFP using the proposal response format provided in Section IV of this RFP. In responding, no substitutions in format or services will be considered.

#### 1.1.8 RFP OFFEROR'S CONFERENCE

SETA will conduct one Offeror's Conference. This conference is provided so that proposers may have the opportunity to raise any questions they may have pertaining to the development of their proposals. It is not the intent of SETA to offer personalized technical assistance, but rather to provide examples, clarify information or answer questions relative to the Request for Proposals.

The Offeror's Conference, which will include a review of the Request for Proposals, a question and answer period will be held on:

Date: Friday, January 20, 2017  
 Time: 8:30 a.m. - 10:30 a.m.  
 Place: Hillsdale SacWorks Job Center  
 5655 Hillsdale Blvd., Suite 8,  
 Sacramento, California 95842

A copy of the Questions and Answers asked during the Offeror's Conference will be posted on SETA's website by January 26, 2017.

The conference will be followed by a tour of each site beginning January 23 through 26, scheduled as follows:

**Monday, January 23, 2017**

Group	Site Name	Site Address	Time
1	Bannon Creek	2775 Millcreek Drive, Sacramento, 95833	9:30am – 11:30am
1	Elkhorn	5249 Elkhorn Blvd. Sacramento, 95842	9:30am – 11:30am
1	Norma Johnson	3265 Norwood Avenue Sacramento, 95838	9:30am – 11:30am
1	North Avenue	1281 North Avenue Sacramento, 95838	9:30am – 11:30am
1	Northview	2401 Northview Dr. Sacramento, 95833	9:30am – 11:30am

Group	Site Name	Site Address	Time
2	Crossroads	7322 Florin Woods Dr. Sacramento, 95823	1:00pm – 3:00pm
2	Job Corps	3100 Meadowview Rd. Sacramento, 95832	1:00pm – 3:00pm
2	Kennedy Estates	6501 Elder Creek Rd. Sacramento, 95824	1:00pm – 3:00pm
2	La Verne Stewart	5545 Sky Parkway Sacramento, 95823	1:00pm – 3:00pm

**Tuesday, January 24, 2017**

Group	Site Name	Site Address	Time
3	Hopkins Park	2317 Matson Dr. Sacramento, 95822	9:30am – 11:30am
3	Illa Collins	3530 41 <sup>st</sup> Avenue Sacramento, 95824	9:30am – 11:30am
3	Parker Avenue	4516 Parker Avenue Sacramento, 95820	9:30am – 11:30am
3	Phoenix Park	4400 Shining Star Dr. Sacramento, 95823	9:30am – 11:30am
3	Solid Foundation	7505 Franklin Blvd Sacramento, 95823	9:30am – 11:30am

Group	Site Name	Site Address	Time
4	Freedom Park	6015 Watt Avenue #5 North Highlands, 95660	1:00pm – 3:00pm
4	Hillsdale	5665 Hillsdale Blvd, #4 Sacramento, 95842	1:00pm – 3:00pm
4	Strizek Park	3829 Stephen Dr. North Highlands, 95660	1:00pm – 3:00pm
4	Vineland	6450 20 <sup>th</sup> Street Rio Linda, 95673	1:00pm – 3:00pm

**Wednesday, January 25, 2017**

Group	Site Name	Site Address	Time
5	Bright Beginnings	10487 White Rock Rd. P52 Rancho Cordova, 95670	9:30am – 11:30am
5	Fruitridge	5746 40 <sup>th</sup> Street Sacramento, 95824	9:30am – 11:30am
5	Mather	10546 Peter A. McCuen Blvd. Mather, 95655	9:30am – 11:30am

Group	Site Name	Site Address	Time
6	Auberry Park	8120 Power Inn Rd. Sacramento, 95828	1:00pm – 3:00pm
6	Galt	615 2 <sup>nd</sup> Street Galt, 95632	1:00pm – 3:00pm
6	Grizzly Hollow	805 Elk Hills Dr. Galt, 95632	1:00pm – 3:00pm

**Thursday, January 26, 2017**

Group	Site Name	Site Address	Time
7	Alder Grove I/T	2640 A/B Muir Way Sacramento, 95818	9:30am – 11:30am
7	Alder Grove ELC	816 Revere Str Sacramento, 95818	9:30am – 11:30am
7	Marina Vista	263 Seavey Circle Sacramento, 95818	9:30am – 11:30am
7	Nedra Court	60 Nedra Court Sacramento, 95822	9:30am – 11:30am

Group	Site Name	Site Address	Time
8	Central Kitchen	6043 Watt Avenue North Highlands, 95660	1:00pm – 3:00pm

While the site visits are not mandatory, it is presumed that all proposers have familiarized themselves with the existing conditions at each site.

**Do not go to sites unannounced. This will be your only opportunity to see each site prior to submitting your proposal.**

**PLEASE BE ADVISED THAT QUESTIONS REGARDING THE PREPARATION OF INDIVIDUAL RESPONSES TO THIS RFP WILL NOT BE ANSWERED AFTER THE OFFEROR'S CONFERENCE.**

**1.1.9 PROPOSAL DEADLINE AND SUBMITTAL PROCEDURE**

Proposals must be either e-mailed, OR mailed or delivered. All delivered proposals must be in the SETA office and time-stamped by the SETA receptionist no later than 4:00 p.m., P.S.T., February 16, 2017. Proposals mailed to SETA must be received in the SETA office and time-stamped by the SETA receptionist no later than 4:00 p.m., P.S.T., February 16, 2017. E-mailed proposals must be received by: *Det.Saurbourne@seta.net* no later than 4:00 p.m., P.S.T., February 16, 2017. In accordance with the policy of the SETA Governing Board, proposals received after 4:00 p.m., P.S.T., will not be accepted - **NO EXCEPTIONS. NO APPEALS WILL BE ACCEPTED FOR LATE PROPOSALS.**

To be considered for funding, agencies must submit ONE (1) reproducible copy of their proposal developed in response to this RFP as follows:

The copy must have original signature(s), be identified as the original, and must include all required sections of this application including the following supplemental forms:

- Fair Political Practices Commission Disclosure Forms (Attachment #1)
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Attachment #2)

- Certification Regarding Lobbying (Attachment #3)
- Certification Regarding Drug-free Workplace Requirements (Attachment #4)
- Insurance Prequalification (Attachment #5)
- New Applicant Insurance Questionnaire (Attachment #6)
- References (See Section IV)

Do not bind copies or use section dividers. Use binder clips or rubber bands to keep copies separate.

The proposal must be signed by an appropriate official who is authorized to submit the proposal for the responding agency. The proposal must also include documentation indicating by what authority (resolution) the person(s) is/are authorized to negotiate and contractually bind the responding agency, if selected.

The following process will apply to all proposals submitted under all funding titles:

- All proposals submitted on a timely basis will be received and placed in an envelope or electronic folder. No determination will be made on the responsiveness to the RFP at the time of submittal.
- No proposal will be accepted from any person after the submittal deadline.
- Staff will inform the Governing Board of any nonresponsive proposals to the RFP and those wishing to address the above circumstances will be allowed to do so before the SETA Governing Board.
- Testimony to the Governing Board will be given prior to funding hearings in order to allow for consideration of all eligible proposals at one time.

#### 1.1.10 EVALUATION PROCEDURE/CRITERIA

Final selection of service providers is the responsibility of the SETA Governing Board.

In order to assist the SETA Governing Board in making funding decisions, SETA staff will evaluate each proposal and provide the Board with the results of their evaluation in the form of staff recommendations.

The SETA staff recommendations will be based upon an evaluation of each proposal submitted, the applicant agency's past job performance and may include a meeting with each proposer to clarify their proposal. Staff recommendations will be made to the SETA Governing Board.

Proposals will be evaluated by the Evaluation Team using the following criteria to determine the proposal which best meets the needs of SETA Head Start:

- Responsiveness of the proposal in clearly stating the understanding of the work to be performed.
- Cost, although a significant factor, is not the only factor. Cost is particularly important when all the other evaluation criteria are relatively equal.
- Experience, size and structure of the company

- Past performance of the proposer on work previously done for SETA or similar childcare facilities.
- Additional points will be allotted to certified WBE/MBE companies. Proof of WBE/MBE status must be provided with the proposal to receive the additional points.

<b>EVALUATION CRITERIA</b>	
Evaluation of each proposal will be based on the following criteria:	
<b>FACTOR</b>	<b>POINT RANGE</b>
A. Responsiveness of proposal in clearly stating the understanding of the work to be performed	40
B. Cost	25
C. Experience, size and structure of the company	15
D. Past performance on work previously done for SETA or similar childcare facilities	20
E. WBE/MBE	3
<b>MAXIMUM POINTS</b>	103

Please note that SETA reserves the right to directly contact all references submitted with the proposal.

#### 1.1.11 PROTEST PROCEDURES TO RESOLVE PROCUREMENT DISPUTES

All protests to resolve disputes concerning this Request for Proposals shall be written, must specify in detail the grounds of the protest, the facts and evidence in support thereof and the remedy sought. The written protest must be delivered to the Clerk of the Boards at SETA within the time limits provided below. In the absence of a timely and properly submitted written protest, no party responding to this Request for Proposals shall be eligible for any remedy.

Any proposer desiring to protest a funding determination must protest in writing concerning this Request for Proposals or staff's recommendation by filing the written protest with the Governing Board no later than five (5) calendar days prior to the date upon which the Governing Board renders its decision.

The SETA Governing Board shall resolve any protest based upon the written protest and any oral or written response thereto provided by staff. SETA Governing Board's protest resolution shall be deemed final.

#### 1.1.12 LIMITATION

The Sacramento Employment and Training Agency (SETA) shall not pay for any costs incurred by the responding agency in the preparation of proposals in response to this request. Completion of prequalification requirements or the Request for Proposals does not, in any way, commit SETA to award a contract. SETA reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with all qualified sources, or to

cancel in part or in its entirety, this RFP if it is in the best interest of SETA to do so. If only one responsive proposal is received, SETA will deem this competition to have failed. In such an event, SETA may, in its sole discretion, proceed with sole source procurement or cancel this RFP and proceed with a new competitive procurement. SETA will require successful respondent agencies to participate in contract negotiations and to submit any programmatic, financial, or other revision of their proposal as may result from negotiations prior to any contract finalization. SETA shall reserve the right to terminate, with or without cause, any contract entered into as a result of this RFP process.

#### 1.1.13 MODIFICATION OF CONTRACTS

Any contract funded pursuant to this RFP may be unilaterally modified by SETA upon written notice to contractor under the following circumstances:

- a. Contractor fails to timely meet its performance standards as set forth in the contract, or
- b. The Federal Government increases, reduces, or withdraws funds allocated to SETA under Head Start, or
- c. There is a change in Federal law or regulations or the policies and procedures of SETA are amended, revised or modified, or
- d. Changes in center locations due to programmatic changes.

#### 1.1.14 BROWN ACT COMPLIANCE

The Sacramento Employment and Training Agency adheres to the provision of 54954.2 and 54954.3 of the California Government Code, generally known as the Brown Act. Members of the public may address the SETA Governing Board on any matter under their jurisdiction.

SECTION II  
SCOPE OF SERVICES

## 1.2 SCOPE OF SERVICES (for all Early Learning Centers)

The selected provider of janitorial services for Head Start must provide the following:

	DAILY	WEEKLY	MONTHLY	AS NEEDED
<b>ALL FLOORS</b>				
Vacuum and sweep all classroom floors.	X			
Move and sweep under classroom refrigerator.			X	X
Move all floor mats including mats in restrooms to sweep and mop under.	X			
Note: Please do not put down mats while floor is wet.				
<b>DUSTING</b>				
Dust window sills, ledges and blinds.		X		
Dust low baseboards, ledges, doors, and frames.		X		
Spot clean blinds as needed, check for paint and finger prints.				X
<b>CLASSROOM COUNTER TOPS AND SINKS</b>				
Wipe down counter tops and all open surface areas.	X			
Wipe down outside of towel and soap dispenser, and front of cabinets				X
<b>RESTROOMS</b>				
Clean sinks and wall areas.	X			
Clean toilets with chemicals including bottom and behind.	X			
Wipe down outside of towel and soap dispenser, and front of cabinets.	X			
Wipe tops, sides and bottoms of partitions and walls.	X			
<b>TRASH</b>				
Empty all trash and garbage cans. Put clean bags in each trash and garbage can.	X			
Replace all trash and garbage can liners with 36"x58" 1.7 MIL bags	X			
Each waste basket is to be wiped inside and outside including all lids and handles (smaller trash containers)	X			
Each garbage can must be cleaned and wiped inside and outside including all lids and handles (larger waste disposal cans)			X	X

	DAILY	WEEKLY	MONTHLY	AS NEEDED
<b>MOPPING</b>				
Mop all floors (entry ways, hallways, classrooms, offices, parent rooms, restrooms, etc.)	X			
Change mop water when half-way done.	X			
Mop all door thresholds.	X			
<b>VACUUMING</b>				
Vacuum Carpets	X			
Remove play dough prior to vacuuming.	X			
Vacuum air vents.			X	
<b>GLASS</b>				
Spot clean windows.		X		
Wipe down window ledges.		X		
Clean inside and outside of glass on all doors.	X			
<b>WALLS</b>				
Spot clean walls daily including walls surrounding garbage cans.	X			
Remove paint and fingerprints from walls.				X

<b>FLOOR DEEP CLEANING SCOPE OF WORK</b>
<b>CARPETS</b>
<ul style="list-style-type: none"> <li>A. Shampoo carpets including area rugs and entrance floor mats in the entire center using commercial methods and machinery.</li> <li>B. For carpets, rugs and floor mats with playdough, playdough removal must occur prior to deep cleaning.</li> <li>C. Carpets and rugs are to be cleaned on Friday's to allow ample drying time.</li> <li>D. Must move all furniture and miscellaneous items and replace when dry.</li> </ul>
<b>FLOORING</b>
<ul style="list-style-type: none"> <li>A. Strip, wax and polish all vinyl and tile flooring.</li> <li>B. Remove all excess cleaners and/or wax that may have splashed or otherwise deposited on the baseboards, walls and furniture.</li> <li>C. Move furniture and miscellaneous items and replace when dry.</li> </ul>

Floor Deep Cleaning will take place at each childcare center (3) three times per year unless stated otherwise. \*

- \* Freedom Park carpet cleaning is done a minimum of five times a year.
- \* Fruitridge carpet cleaning is done a minimum of five times a year.

1.2.1 SCOPE OF SERVICES (for Commercial Kitchens)

The selected provider of janitorial services for Head Start must provide the following:

	DAILY	WEEKLY	MONTHLY	AS NEEDED	YEARLY
<b>FLOORS</b>					
Vacuum all carpeted areas	X				
Sweep and mop all tile floors with neutral cleaner degreaser	X				
Sweep and mop floors with disinfectants	X				
Floor mats – sweep mats, move and clean under them and replace them in their original location	X				
Deep clean, strip, and re-seal the quarry tile floors (typically scheduled during winter break)					X
Shampoo carpets in office areas using commercial methods and machinery (typically scheduled during winter break). All furniture and miscellaneous items must be moved and replaced when carpets are dry.					X
<b>DUSTING</b>					
Dust window sills, ledges and blinds that are accessible.			X		
Dust and spot clean office furniture.	X				
<b>RESTROOMS</b>					
Clean sinks, counters, and wall areas.	X				
Clean toilets with chemicals including bottom and behind.	X				
Wipe down outside of towel and soap dispenser, mirrors, door handles, grab bars, and front of cabinets.	X				
Wipe tops, sides and bottoms of partitions and walls.	X				
Restock restroom supplies (toilet paper, paper towels, seat covers, & hand soap)	X				
*CENTRAL KITCHEN ONLY: Change wall air freshener canister in Men & Women’s restroom			X		
*CENTRAL KITCHEN ONLY: Clean Men’s urinal with chemical	X				

	DAILY	WEEKLY	MONTHLY	AS NEEDED	YEARLY
<b>TRASH</b>					
Empty all trash and garbage containers and replace liners with heavy duty liners	X				
<b>GLASS</b>					
Clean all glass in entry doors	X				
Spot clean interior glass (partitions, office, etc.)	X				
<b>WALLS</b>					
Spot clean walls, partitions, doors, and around light switches.	X				

- To meet commercial kitchen cleaning standards, there should be no cross contamination when using janitorial equipment between the restrooms and the kitchen areas. Separate buckets, mops, and other cleaning equipment must be utilized.

### 1.2.2 SUPPLIES AND EQUIPMENT

All cleaning supplies (e.g., cleansers, strippers, disinfectant) and equipment (e.g., vacuums, floor stripper, buffer, carpet shampooer, mops, brooms, buckets and all related cleaning equipment items) must be provided by the successful respondent and should be included in the proposed cost of providing services. Products and services not specifically mentioned in this RFP, but which are necessary to provide the service described by the proposer, shall be included in the proposal. No cleaning or equipment supplies will be provided by Head Start.

SDS sheets are required to be provided for all chemicals used prior to commencing work.

In addition to standard cleaning supplies necessary to provide the services described, supplies to be provided to each center and commercial kitchens (not the Central Kitchen) include:

- Paper towels to fit Tork Matic Hand Towel dispenser – roll, white, 1 ply
- Toilet paper – 2 ply
- Hand Soap (built in soap dispenser refill)
- Hand Soap (hand pump)
- Garbage bags – 36" x 58" 1.7 MIL
- Seat covers

The Central Kitchen (Group 8) will not need any supplies for the bathroom.

Subject to change based on product availability. Any change must have prior approval from SETA.

### 1.2.3 SITE INFORMATION

The following table is provided to assist in the preparation of the proposals:

#### Early Learning Centers – Areas of Responsibility Per Center

K = Kitchen, SR = Staff Room, L = Lobby

Group 1													
Center	Classes	Restrooms	Offices	Parent Room	Sinks	Toilet Paper Dispenser	Paper Towel Dispenser	Built In Soap Dispenser	Hand Pump Soap Needed	Trash	Waste	Staff Rooms	Comments
Bannon Creek	2	1	2		8	5	8	8	2	3	6		
Elkhorn	5	7	5		14	11	9	9		6	10		
Norma Johnson	3	5	2		14	8	13	12	5	5	8		
North Avenue	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Deep Floor Cleaning Only
Northview	4	3	2		14	7	12	13	4	8	11	SR, K	

Group 2													
Center	Classes	Restrooms	Offices	Parent Rooms	Sinks	Toilet Paper Dispenser	Paper Towel Dispenser	Built In Soap Dispenser	Hand Pump Soap Needed	Trash	Waste	Staff Rooms	Comments
Crossroad Gardens	2	5	3		9	8	15	10	8	9	7	SR	Commercial Kitchen
Job Corps	3	6	2	1	11	8	10	8	4	4	8	K	
Kennedy Estates	1	2	1		4	5	3	3	2	2	4		
La Verne Stewart	1	4	2	1	3	3	7	5	3	2	7		

**Group 3**

Center	Classes	Restrooms	Offices	Parent Rooms	Sinks	Toilet Paper Dispenser	Paper Towel Dispenser	Built In Soap Dispenser	Hand Pump Soap Needed	Trash	Waste	Staff Rooms	Comments
Hopkins Park	2	2		1	5	4	4	5	3	3			
Illa Collin	1	2	1	1	5	5	5	5	4	2	6	K	
Parker Avenue	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Deep Floor Cleaning Only
Phoenix Park	3	2		1	8	4	6	9	7				
Solid Foundation	2	3		1	7	3	6	8	5				

**Group 4**

Center	Classes	Restrooms	Offices	Parent Rooms	Sinks	Toilet Paper Dispenser	Paper Towel Dispenser	Built In Soap Dispenser	Hand Pump Soap Needed	Trash	Waste	Staff Rooms	Comments
Freedom Park	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Deep Floor Cleaning Only (to be done 5 times per year)
Hillsdale	4	4	3	1	12	8	12	12	10	6	6	K	
Strizek Park	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Deep Floor Cleaning Only
Vineland	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Deep Floor Cleaning Only

**Group 5**

Center	Classes	Restrooms	Offices	Parent Rooms	Sinks	Toilet Paper Dispenser	Paper Towel Dispenser	Built In Soap Dispenser	Hand Pump Soap Needed	Trash	Waste	Staff Rooms	Comments
Bright Beginnings	2	3	2		8	4	7	7		3	7	K	
Fruitridge	2	2	3	1	8	6	7	7	4	3		L, SR, K	(Deep Floor Cleaning to be done 5 times per year)
Mather	4	7	35	1	15	9	11	10	5	6	17	K	Commercial Kitchen

**Group 6**

Center	Classes	Restrooms	Offices	Parent Rooms	Sinks	Toilet Paper Dispenser	Paper Towel Dispenser	Built In Soap Dispenser	Hand Pump Soap Needed	Trash	Waste	Staff Rooms	Comments
Auberry Park	1	2	2	1	5	3	6	5	5	2	5	K	
Galt	3	4	4		10	8	10	12	10	6	12	K	Commercial Kitchen
Grizzly Hollow	2	2			7	2	7	7	6	2			

**Group 7**

Center	Classes	Restrooms	Offices	Parent Rooms	Sinks	Toilet Paper Dispenser	Paper Towel Dispenser	Built In Soap Dispenser	Hand Pump Soap Needed	Trash	Waste	Staff Rooms	Comments
Alder Grove I/T	2	2	2		4	2	4	4	2	3	6	K	
Alder Grove ELC	2	1	1		2	2	3	3	2	1	3		
Marina Vista	4	8	3		10	9	11	12	6	6	22		2nd Floor
Nedra Court	2	4	3	1	8	5	9	9	4	3			2nd Floor

**Group 8**

Center	Classes	Restrooms	Offices	Parent Rooms	Sinks	Toilet Paper Dispenser	Paper Towel Dispenser	Built In Soap Dispenser	Hand Pump Soap Needed	Trash	Waste	Staff Rooms	Comments
Central Kitchen		2	3		4	2	3	3	2	8		SR	2nd Floor

#### 1.2.4 PRICE/COST REASONABLENESS

The janitorial contracts will be awarded by group, not individual centers. All centers in each group must be proposed for the proposal to be accepted. However, it is not required for proposers to propose for all groups.

SETA is requesting that proposers provide the following:

A monthly rate for all sites in each group requiring all the services detailed in 1.2.2 Scope of Services; and,

Annual rate for the other sites to provide only Deep Floor Cleaning services detailed in 1.2 Scope of Services.

You may propose on multiple groups.

All proposers will be evaluated based on the reasonableness of the cost of their proposal. SETA will compare costs in the proposal to the cost of other proposers with similar programs to see if it is competitive. However, contracts will not be awarded solely based on price. Please see Evaluation Criteria provided in Section I.

#### 1.2.5 SUBCONTRACTING

Subcontracting to another entity for the provision of janitorial services is not allowable.

**SECTION III**

**APPLICANT AGENCY PREQUALIFICATION REQUIREMENTS**

**INSURANCE REQUIREMENTS**

## **APPLICANT AGENCY PREQUALIFICATION REQUIREMENTS**

Each applicant agency must submit one complete copy of each item outlined below that applies to the applicant agency. SETA contracts staff will assist applicant agencies in meeting the prequalification requirements, but it is the applicant's ultimate responsibility to verify with SETA that current documents are on file. Verification can be obtained by contacting the SETA Contracts Unit at 263-4072.

**FAILURE TO SUBMIT AND/OR RESPOND TO THESE PREQUALIFICATION REQUIREMENTS NO LATER THAN THE DEADLINE NOTED IN SECTION I OF THE RFP WILL DISQUALIFY APPLICANT AGENCY FROM ANY FURTHER FUNDING CONSIDERATION.**

### **A. DISCLOSURE/CERTIFICATION FORMS PREQUALIFICATION REQUIREMENTS**

(Applicable to all Applicants)

All applicant agencies must submit the following four (4) attachments (Attachments #1 through #4). Each attachment must be signed (**original signature**) by an authorized representative(s) of the respondent agency.

1. **Attachment #1 - Fair Political Practices Commission Disclosure Forms**
2. **Attachment #2 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**
3. **Attachment #3 - Certification Regarding Lobbying**
4. **Attachment #4 - Certification Regarding Drug-free Workplace Requirements**

### **B. INSURANCE PREQUALIFICATION REQUIREMENTS** (Applicable to all new Applicants)

Applicant agencies that are not currently funded must submit Insurance Prequalification Attachments #5 and #6.

1. **Attachment #5 - Insurance Prequalification.** All new applicant agencies must submit an Insurance Prequalification form (Attachment #5). The attachment must be signed by an authorized representative(s) of the applicant agency.
2. **Attachment #6 - New Applicant Insurance Questionnaire.** Applicant agencies that are not currently funded by SETA must complete and submit the New Applicant Insurance Questionnaire (Attachment #6) stating the type of insurance and name of company they will use if funded.

**Should applicant's proposal be selected for funding, applicant agency must provide additional administrative documentation as applicable including but not limited to: IRS Employer Identification Number, Certification of Accounting System, and Articles of Incorporation.**

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## CONTRACT POLICY

Should applicant's proposal be selected for funding, applicant agency must be able to comply with the following requirements:

### A. Insurance

Prior to contract execution and commencement of program performance, SETA shall receive from each funded agency's insurer a certificate of insurance, and applicable endorsements issued by the funded agency's insurance carrier, indicating all of the coverage required by SETA's Insurance Requirements as they exist at the time of contract execution. Current requirements are outlined in Attachment #7 consisting of 6 pages, but are presently being reviewed by SETA and those policies could be modified prior to contract execution.

SETA is very exacting with regard to the insurance requirements and will require necessary certificates and endorsements in compliance with those requirements in place at the time of contract execution. If an agency's insurance is not in place prior to the start of the program, the agency will not be allowed to start. If an agency's insurance expires during the course of the program and new certificates/endorsements are not received prior to the expiration date, payment will be suspended immediately. Performance will be suspended shortly thereafter if the agency's new insurance certificate(s) is/are not filed with the SETA Contracts Unit.

**Note:** Insurance endorsements must be requested from the insurance underwriter by your insurance agent/broker. This process may take up to two months, so proposers should plan accordingly.

### C. Resolution

SETA has a standardized resolution that is required of all public agencies and incorporated entities. The applicant agency's Governing Body or Board of Directors will be required to adopt the appropriate resolution for the purpose of appointing specific individuals authorized to both sign and negotiate the contract. The resolution requires the original signature of the Governing Body's or Board of Director's secretary and the affixation of the corporate seal. Should incorporated entities not have a seal, it will be necessary to obtain one prior to contract execution.

### D. Prohibitions

No member of the immediate family of any officer, director, executive or employee of funded agency or SETA shall receive favorable treatment for enrollment in services provided by, or employment with, funded agency, nor shall any individual be placed in a funded employment activity if a member of that individual's immediate family is directly supervised by or directly supervises that individual. In addition, neither funded agency nor any of funded agency's subcontractors shall hire, or cause or allow to be hired, a person into an administrative capacity, staff position or on-the-job training position funded through the award of any grant, if a member of that person's immediate family is employed in an administrative capacity for SETA, funded agency, or any employment contractor of funded agency. However, where an applicable federal, state or local statute regarding nepotism exists which is more restrictive than this provision, funded agency and funded agency's subcontractors shall follow the

federal, state or local statute in lieu of this provision.

(a) The term "member of the immediate family" includes: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, father-in-law, mother-in-law, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, step-parent, and step-child.

(b) The term "administrative capacity" refers to positions involving overall administrative responsibility for a program, including members of SETA's Governing Board and any of its affiliated Boards or Councils and members of the governing body or board of directors of funded agency, or where that individual would be the supervisor of an individual paid with funds provided through the award of any grant or performing duties under the grant award.

(c) The term "staff position" refers to all staff positions providing services through the award of any grant.

**COMPLIANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 84308**

In order to comply with the provisions of California Government Code Section 84308 and the Regulations of the California Fair Political Practices Commission, each respondent must fully complete the "Party Disclosure Form." Additionally, all participants (as defined in the attached "Participant Disclosure Form") identified by the respondent in the proposal must file the "Participant Disclosure Form." If other individuals or entities become or are identified as parties or agents during the time the Workforce Investment Board or Sacramento Employment and Training Agency is considering a respondent's proposal, additional Party Disclosure Forms must be filed with the Sacramento Employment and Training Agency. Participants who are later identified will be requested to file a "Participant Disclosure Form."

Government Code Section 84308

**PARTICIPANT DISCLOSURE FORM**

Information Sheet

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

This form must be completed by participants in a proceeding involving a license, permit, or other entitlement for use, including a subgrant or contract, pending before the Sacramento Employment and Training Agency.

**Important Notice**

Basic Provisions of Section 84308

I. You are prohibited from making a campaign contribution of \$250 or more to any Sacramento Employment and Training Agency board member or any candidate for such a position. This prohibition starts on the date you begin to actively support or oppose an application of a license, permit, or other entitlement for use pending before the Sacramento Employment and Training Agency, and continuing until three months after a final decision is rendered on the application or proceeding by the Sacramento Employment and Training Agency.

No Sacramento Employment and Training Agency board member or candidate may solicit or receive a campaign contribution of \$250 or more from you and/or your agent during this period if the board member or candidate knows or has reason to know that you are a participant.

II. The attached disclosure form must be filed if you or your agent have contributed \$250 or more to any Sacramento Employment and Training Agency board member or candidate for the Sacramento Employment and Training Agency Governing Board during the 12 month period preceding the beginning of your active support or opposition. It will assist the board members in complying with the law.

III. If you or your agent have made a contribution of \$250 or more to any Sacramento Employment and Training Agency board member or candidate during the 12 months preceding the decision in the proceeding, that board member must disqualify himself or herself from the decision. However, disqualification is not required if the board member or candidate returns the campaign contribution within 30 days of learning about both the contribution and the fact that you are a participant to the proceeding.

This form should be completed and filed the first time that you lobby in person, testify in person before, or otherwise directly act to influence the vote of the members of the board of the Sacramento Employment and Training Agency.

1. An individual or entity is a "participant" in a proceeding involving an application for a license, permit or other entitlement for use, including a subgrant or contract, if:

A. The individual or entity is not an actual party to the proceeding, but does have a significant financial interest in the decision of the proceeding before the Sacramento Employment and Training Agency.

AND

B. The individual or entity, directly or through an agent, does any of the following:

(1) Communicates directly, either in person or in writing, with a member of the board of the Sacramento Employment and Training Agency for the purpose of influencing the member's vote on the application or proposal;

(2) Communicates with an employee of the Sacramento Employment and Training Agency for the purpose of influencing a board member's vote on the application or proposal; or

(3) Testifies or makes an oral statement before the board of Sacramento Employment and Training Agency during a proceeding on a license, permit or other entitlement for use for the purpose of influencing the decision of the board of Sacramento Employment and Training Agency.

2. A proceeding involving "a license, permit or other entitlement for use" includes all business, professional, trade and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor or personal employment) and all franchises.

3. Your "agent" is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an agent is acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity or corporation, both the business entity or corporation and the individual are agents.

4. To determine whether a campaign contribution of \$250 or more has been made by a participant or his or her agent, campaign contributions made by the participant within the preceding 12 months must be aggregated with those made by the agent within the preceding 12 months or the period of the agency, whichever is shorter. Campaign contributions made to different Sacramento Employment and Training Agency board members or candidates are not aggregated.

This notice summarizes the major requirements of Government Code Section 84308 of the Political Reform Act and 2 Cal. Adm. Code Sections 18438.1 - 18438.8. For more information, contact HEATHER LUKE, Workforce Development Analyst III, Sacramento Employment and Training Agency, 925 Del Paso Blvd., Sacramento, California, 95815-3608, (916) 263-4072, or the Fair Political Practices Commission, 428 J Street, Suite 620, Sacramento, California, 95814, (916) 322-5660.

**Participant Disclosure Form**      SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

Participant's Name: \_\_\_\_\_

Participant's Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)                      (Zip) (Phone)

Title of Request for Proposals for which proposal is hereby submitted:  
\_\_\_\_\_

Sacramento Employment and Training Agency board member to whom you and/or your agent made campaign contributions in aggregation of \$250 or more and dates of contributions:

Name of Board Member: \_\_\_\_\_

Name of Contributor (if other than Participant): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount: \_\_\_\_\_

Name of Board Member: \_\_\_\_\_

Name of Contributor (if other than Participant): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount: \_\_\_\_\_

Name of Board Member: \_\_\_\_\_

Name of Contributor (if other than Participant): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount: \_\_\_\_\_

(Use additional sheet, if necessary)

No contributions made.

DATE: \_\_\_\_\_  
(Signature of Participant and/or Agent)

Government Code Section 84308

**PARTY DISCLOSURE FORM**  
Information Sheet

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

This form must be completed by applicants for, or persons who are the subject of, any proceeding involving a license, permit, or other entitlement of use, including a subgrant or contract, pending before the Sacramento Employment and Training Agency.

Important Notice

Basic Provisions of Section 84308

I. You are prohibited from making a campaign contribution of \$250 or more to any Sacramento Employment and Training Agency board member or any candidate for such position. This prohibition begins on the date your proposal is filed or the proceeding is initiated, and the prohibition ends three months after a final decision is rendered by the Sacramento Employment and Training Agency. In addition, no Sacramento Employment and Training Agency board member or candidate may solicit or accept a campaign contribution of \$250 or more from you during this period.

These prohibitions also apply to your agents, and, if you are a closely held corporation, to your majority shareholders, as well.

II. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed \$250 or more to any Sacramento Employment and Training Agency board member, or any candidate for the position during the 12 month period preceding the filing of the application or the initiation of the proceeding.

III. If you or your agent have made a contribution of \$250 or more to any Sacramento Employment and Training Agency board member or candidate during the 12 months preceding the decision on the application or proceeding, that board member must disqualify himself or herself from the decision. However, disqualification is not required if the board member or candidate returns the campaign contribution within 30 days of learning about both the contribution and the proceedings.

## **ATTACHMENT #1**

1. A proceeding involving "a license, permit, or other entitlement for use" includes all business, professional, trade and land use licenses and permits, and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor or personal employment) and all franchises.

2. Your "agent" is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an agent is acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity or corporation, both the business entity or corporation and the individual are agents.

3. To determine whether a campaign contribution of \$250 or more has been made by you, campaign contributions made by you within the preceding 12 months must be aggregated with those made by your agent within the preceding 12 months or the period of the agency, whichever is shorter. Campaign contributions made to different Sacramento Employment and Training Agency board members or candidates are not aggregated.

This notice summarizes the major requirements of Government Code Section 84308 of the Political Reform Act and 2 Cal. Adm. Code Sections 18438.1 - 18438.8. For more information, contact HEATHER LUKE, Workforce Development Analyst III, Sacramento Employment and Training Agency, 925 Del Paso Blvd., Sacramento, California, 95815-3608, (916) 263-4072, or the Fair Political Practices Commission, 428 J Street, Suite 620, Sacramento, California, 95814, (916) 322-5660.

Prepared based upon the forms recommended by the Legal Division of the Fair Political Practices Commission 8/85.

**Party Disclosure Form**

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

Party's Name: \_\_\_\_\_

Party's Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State) (Zip) (Phone)

Title of Request for Proposals for which proposal is hereby submitted:

\_\_\_\_\_

Sacramento Employment and Training Agency board member to whom you and/or your agent made campaign contributions in aggregation of \$250 or more and dates of contributions:

Name of Board Member: \_\_\_\_\_

Name of Contributor (if other than Party): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount: \_\_\_\_\_

Name of Board Member: \_\_\_\_\_

Name of Contributor (if other than Party): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount: \_\_\_\_\_

Name of Board Member: \_\_\_\_\_

Name of Contributor (if other than Party): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount: \_\_\_\_\_

(Use additional sheet, if necessary)

No contributions made.

DATE: \_\_\_\_\_  
(Signature of Party and/or Agent)

SACRAMENTO EMPLOYMENT & TRAINING AGENCY  
Governing Board

Chair

**Councilman Jay Schenirer**

City of Sacramento  
915 "I" Street, 5<sup>th</sup> Floor  
Sacramento, CA 95814  
808-8193 (Keilani)  
FAX: 808-7680  
e-mail: [jschenirer@cityofsacramento.org](mailto:jschenirer@cityofsacramento.org)

Vice Chair

**Supervisor Patrick Kennedy**

County of Sacramento  
700 "H" Street, Suite 2450  
Sacramento, CA 95814  
874-5481 (Maria DeAnda)  
FAX: 874-7593  
e-mail: [kennedy.supervisor@saccounty.net](mailto:kennedy.supervisor@saccounty.net)

**Councilmember Allen Warren**

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Sacramento, CA 95814  
808-4725 (Alisa)  
FAX: 808-7680  
e-mail: [awarren@cityofsacramento.org](mailto:awarren@cityofsacramento.org)

**Supervisor Don Nottoli**

County of Sacramento  
700 "H" Street, Suite 2450  
Sacramento, CA 95814  
874-5465 (Samantha)  
FAX: 874-7593  
e-mail: [nottolid@saccounty.net](mailto:nottolid@saccounty.net)

**Sophia Scherman**

Public Representative  
8757 Rubystone Court  
Elk Grove, CA 95624  
685-3860  
e-mail: [scherman@sophia-elkgrove.com](mailto:scherman@sophia-elkgrove.com)

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

(1) The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Name and Title of Authorized Representative

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Signature

Date

## Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal and voluntarily excluded*, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective recipient of federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Non-Procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is

proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name and Title of Authorized Signatory

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date



**INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of a covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in item 1 (e.g., Request for Proposals (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with federal officials. Identify the federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET

Approved by OMB  
0348-0046

Reporting Entity \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

Certification Regarding Drug-Free Workplace

The undersigned certifies that it will or will continue to 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 the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(B) Establishing an ongoing drug-free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The subrecipient's policy of maintaining a drug-free workplace;
- (3) Any available 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 any subgrant be given a copy of the statement required by paragraph (A);

(D) Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the subgrant, the employee will:

- (1) Abide by the terms of the statement; and
- (2) Notify the employer, in writing, of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;

(E) Notifying the Sacramento Employment and Training Agency (hereinafter referred to as the SETA), in writing, within ten (10) calendar days after receiving notice under paragraph (D)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every subgrant officer or other designee on whose subgrant activity the convicted employee was working, unless the SETA has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected subgrant;

(F) Taking one of the following actions, within thirty (30) calendar days of receiving notice under paragraph (D)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; 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, law enforcement, or other appropriate agency.

(G) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E) and (F).

The subrecipient may insert in the space provided below the site(s) for the performance of work done in connection with the specific subgrant:

Place of Performance (Street address, city, county, state, zip code)

---

---

---

Check if there are workplaces on file that are not identified here.

\_\_\_\_\_  
(Name of Organization)

BY: \_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Typed Name and Title)

\_\_\_\_\_  
(Date)

**INSTRUCTIONS FOR CERTIFICATION REGARDING  
DRUG-FREE WORKPLACE REQUIREMENTS**

1. By signing and/or submitting this application or subgrant agreement, the subrecipient is providing the certification required by 20 CFR §667.200(d) and 29 CFR Part 98.
2. The certification is a material representation of fact upon which reliance is placed when the Sacramento Employment and Training Agency (hereinafter referred to as the SETA) awards the subgrant. If it is later determined that the subrecipient knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the SETA, in addition to any other remedies available, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under subgrants, for subrecipients other than individuals, need not be identified on the certification. If known, they may be identified in the subgrant application. If the subrecipient does not identify the workplaces at the time of application, or upon award, if there is no application, the subrecipient must keep the identity of the workplace(s) on file in its office and make the information available for inspection. Failure to identify all known workplaces constitutes a violation of the subrecipient's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the subgrant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority while in operation, employees in each local office, etc.).
5. If the workplace identified to the agency changes during the performance of the subgrant, the subrecipient shall inform the SETA of the change(s), if it previously identified the workplaces in question (see paragraph 3).
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Subrecipient's attention is called, in particular, to the following definitions from these rules:

*Controlled substance* means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

*Conviction* means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;

*Criminal drug statute* means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

*Employee* means the employee of a subrecipient directly engaged in the performance of work under a subgrant, including:

- ( i)All *direct charge* employees;
- ( ii)All *indirect charge* employees unless their impact or involvement is insignificant to the performance of the subgrant; and,
- (iii)Temporary personnel and consultants who are directly engaged in the performance of work under the subgrant and who are on the subrecipient's payroll. This definition does not include workers not on the payroll of the subrecipient (e.g., volunteers, consultants or independent contractors not on the subrecipient's payroll).

INSURANCE PREQUALIFICATION

We do not presently have a contract with SETA.  
Our completed NEW APPLICANT INSURANCE QUESTIONNAIRE is attached.

IT IS ACKNOWLEDGED THAT IT IS OUR ORGANIZATION'S SOLE OBLIGATION TO PROCURE INSURANCE COVERAGE IN CONFORMANCE WITH SETA'S REQUIREMENTS.

AUTHORIZATION IS HEREBY GIVEN TO SETA TO CONTACT OUR ORGANIZATION'S INSURANCE AGENT(S) OR BROKER(S) AND/OR INSURANCE COMPANIES IN ORDER TO CONFIRM THAT OUR ORGANIZATION'S INSURANCE COVERAGE MEETS SETA'S REQUIREMENTS.

\_\_\_\_\_  
(Name of Corporation/Entity)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Typed Name and Title)

\_\_\_\_\_  
(Date)

**ALL NEW AGENCIES APPLYING FOR FUNDING MUST SUBMIT THIS DOCUMENT. IF THIS DOCUMENT IS NOT SUBMITTED, THE AGENCY WILL NOT BE CONSIDERED FOR FUNDING.**

NEW APPLICANT INSURANCE QUESTIONNAIRE

Name of Corporation/Entity: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

**1. FIDELITY AND DEPOSITORS' FORGERY COVERAGES**

A. Insurance Company: \_\_\_\_\_  
B. Policy Number: \_\_\_\_\_  
C. Bond Limit: \_\_\_\_\_  
D. Deductible: \_\_\_\_\_  
E. Expiration Date: \_\_\_\_\_

**2. PROPERTY COVERAGE**

A. Insurance Company: \_\_\_\_\_  
B. Policy Number: \_\_\_\_\_  
C. Property Limit: \_\_\_\_\_  
D. Deductible: \_\_\_\_\_  
E. Valuation: \_\_\_\_\_  Replacement Cost  Actual Cash Value  
F. Expiration Date: \_\_\_\_\_

**3. GENERAL LIABILITY COVERAGE**

A. Insurance Company: \_\_\_\_\_  
B. Policy Number: \_\_\_\_\_  
C. Limit: \_\_\_\_\_  
D. Deductible: \_\_\_\_\_  
E. Coverage Form: \_\_\_\_\_  Occurrence Type  Claims Made Type  
F. Expiration Date: \_\_\_\_\_

**4. VEHICLE LIABILITY COVERAGE**

A. Insurance Company: \_\_\_\_\_  
B. Policy Number: \_\_\_\_\_  
C. Limit: \_\_\_\_\_  
D. Deductible: \_\_\_\_\_  
E. Expiration Date: \_\_\_\_\_

**5. PROFESSIONAL LIABILITY (IF ANY)**

A. Insurance Company: \_\_\_\_\_  
B. Policy Number: \_\_\_\_\_  
C. Limit: \_\_\_\_\_  
D. Expiration Date: \_\_\_\_\_

**6. WORKERS' COMPENSATION**

A. Insurance Company: \_\_\_\_\_  
B. Policy Number: \_\_\_\_\_  
C. Expiration Date: \_\_\_\_\_

**7. INSURANCE BROKER OR AGENT**

A. Name of Agency: \_\_\_\_\_  
B. Address: \_\_\_\_\_  
C. Phone Number: \_\_\_\_\_

## INSURANCE REQUIREMENTS

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**

**INSURANCE REQUIREMENTS**

**(Applicable to all SETA-funded programs)**

**(Pursuant to SETA Governing Board Action on 4/21/88)**

**(Revised 5/3/2007)**

Prior to contract execution, commencement of program performance and disbursement of any funds, SETA shall receive from each funded agency's insurer an ORIGINAL, computer-generated, or faxed certificate of insurance and copies of required endorsements.

**GENERAL REQUIREMENTS:**

1. CERTIFICATES OF INSURANCE MUST INCLUDE:

- A. Insuring Company's Name;
- B. Full Mailing Address of Insurance Company's Issuing Branch Office;  
(this item may be added to certificate by SETA staff)
- C. Policy Number(s);
- D. Policy Effective and Expiration Date(s);
- E. Policy Limits;
- F. Deductible(s) or statement that "No deductible is applicable";
- G. As respects General Liability Coverage, statement that "occurrence type" coverage rather than "claims made type" coverage is provided;
- H. Certificates must include an original signature or an original stamp of the agent's signature.
- I. Notice of Cancellation:

When completing certificates of insurance, the following wording must be stricken from the standard statement:

"Should any of the above-described policies be canceled before the expiration date thereof, the issuing company will ~~endeavor to~~ mail \_\_\_ days written notice to the certificate holder named to the left, ~~but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.~~"

NOTE: Upon receipt of an acceptable certificate and endorsements, a cover letter will be sent to each insurance carrier indicating SETA's reliance on the certificate as evidence that insurance was indeed issued and is currently in force. A copy of the letter will be sent to both the broker/agent and the operator.

**SHOULD ANY OF THESE ITEMS BE MISSING, THE CERTIFICATE IS UNACCEPTABLE**

SACRAMENTO EMPLOYMENT AND TRAINING AGENCYINSURANCE REQUIREMENTS

(Continued)

**2. REQUIRED INSURANCE ENDORSEMENTS: MUST HAVE POLICY NUMBER TYPED ON ENDORSEMENTS.****3. Deductibles and Self-Insured Retentions:**

Any deductibles or self-insured retentions must be declared to and approved by SETA. In the sole discretion of SETA, SETA may require a funded agency to reduce or eliminate such deductibles or self-insured retentions as respects SETA, its officers, employees and volunteers.

**NOTE:** No SETA funds may be used to fund or otherwise pay for any deductibles, self-insured retentions and/or self-insurance.

4. SETA reserves the right to require funded agencies to obtain additional insurance coverage should the program activities provided require additional coverage. This is especially true for multi-funded agencies. Additional coverage might include increased policy limits or coverages for professional liability and/or incidental malpractice. Increased policy limits might be addressed by increasing the general aggregate limits, obtaining excess coverage, and/or procuring a policy solely to insure SETA-funded activities.

5. SETA reserves the right to require funded agencies to provide SETA with complete copies of all insurance policies including endorsements.

6. All coverages shall be procured through a carrier satisfactory to SETA. If any coverage is canceled, revoked, reduced, or in any manner questioned or compromised, SETA shall not make any further disbursements to funded agency until SETA is satisfied that the coverage initially approved by SETA has been reinstated. Failure to provide timely evidence of continuing coverage shall result in suspension of all payments or reimbursements and/or suspension of performance. Additionally, should there be inadequate coverage or any lapse(s) in coverage, SETA shall not reimburse for any costs incurred during any period for which the required insurance coverage was not in effect.

7. In the event insurance coverages expire at any time or times during the term of the subgrant, the program operator agrees to provide, at least thirty (30) calendar days prior to said expiration date, a new certificate(s) of insurance evidencing insurance coverage(s) as provided for herein for not less than the remainder of the term of the subgrant. New certificates of insurance are subject to review for content and form by SETA.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
INSURANCE REQUIREMENTS  
(Continued)

REQUIRED COVERAGES

1. FIDELITY AND DEPOSITORS' FORGERY COVERAGES

A. Required Limits:

Amount of grant if less than \$25,000; or  
\$25,000 or twenty percent (20%) of the total amount of the grant, whichever is greater

B. Required Endorsements:

1. "The Sacramento Employment and Training Agency is named as a loss payee as its interest may appear," and,
2. "This insurance shall not be canceled, limited, or non-renewed until after fifteen (15) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply."

2. PROPERTY COVERAGE

A. Required Coverage:

Insurance which is at least as broad as the current ISO Special Form Causes of Loss (CP 1030) policy, formerly known as "all risks," as well as insurance covering boiler and machinery and compliance with ordinances or laws, if appropriate, for the full 100% insurable replacement cost of the property.

Such insurance shall name SETA as an additional insured as its interests in the property may appear and shall include a waiver of subrogation in favor of SETA.

B. Required Endorsements:

1. "This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply," and,
2. "It is agreed that any insurance and/or self-insurance maintained by the Sacramento Employment and Training Agency shall apply in excess of and not contribute with insurance provided by this policy."7

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
INSURANCE REQUIREMENTS  
(Continued)

3. GENERAL LIABILITY COVERAGE

A. Type of Policy/Coverage:

All policies must be written on an occurrence-type policy form which is at least as broad as the most current ISO Commercial General Liability (CG 0001) policy, insuring liability arising from premises; operations; independent contractors; incidental medical malpractice and garage keepers liability as appropriate given the nature of the funded agency's business; personal injury and advertising injury; products-completed operations; and liability assumed under an insured contract.

SEXUAL ABUSE LIABILITY COVERAGE

Subcontractors whose operations involve interaction with youth (ages to 18 years) must include "Sexual Abuse liability coverage" at limits not less than \$1,000,000 per occurrence. Such coverage can be written on a stand alone basis or made part of the subcontractor's Commercial General Liability Insurance. SETA is to be named as an additional insured for this coverage.

Claims-made policies are not acceptable.

B. Required Limits:

\$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury and property damage.

C. Required Endorsements:

1. "The Sacramento Employment and Training Agency and its officers, employees and volunteers are named as an additional insured;
2. "It is agreed that any insurance and/or self-insurance maintained by the Sacramento Employment and Training Agency shall apply in excess of and not contribute with insurance provided by this policy;" and,
3. "This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply."

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
INSURANCE REQUIREMENTS

(Continued)

4. VEHICLE LIABILITY COVERAGE

A. Required of all Program Operators

B. Required Coverage:

Coverage must include all of the following:

- a. Non-Owned Auto Liability
- b. Hired Auto Liability
- c. Owned Auto Liability (If the program operator owns autos)

C. Required Limits:

\$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury and property damage.

D. Required Endorsements:

- 1. "The Sacramento Employment and Training Agency and its officers, employees and volunteers are named as an additional insured;"
- 2. "It is agreed that any insurance and/or self-insurance maintained by the Sacramento Employment and Training Agency shall apply in excess of and not contribute with insurance provided by this policy;" and,
- 3. "This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply."

5. PROFESSIONAL LIABILITY COVERAGE

A. Required of all program operators who employ or retain professional staff (including, but not limited to, nurses, psychologists, health care professionals, accountants or attorneys) for SETA-funded operations.

B. Required Limits:

Not less than \$1,000,000 per occurrence.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
INSURANCE REQUIREMENTS  
(Continued)

6. WORKERS' COMPENSATION

A. Must cover all employees and participants employed or enrolled under the grant who are currently eligible for coverage under existing workers' compensation laws and regulations. Where participants in a work activity are not covered under a state's workers' compensation law, they shall be provided with adequate accident medical insurance.

B. Required Endorsement:

"This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply."

7. SELF-INSURANCE

If any coverage is provided by self-insurance, SETA requires a letter from the funded agency stating that:

- A. It agrees to SETA's insurance requirements as stated above;
- B. It will maintain a minimum reserve of the amount of self-insured retention over and above all known incurred claims filed against the self-insurance fund;
- C. The reserve is fully funded; and,
- D. No federal or SETA funds will be called upon to fund any losses resulting from any SETA-funded contract.

A sample letter will be provided.

SECTION IV

INSTRUCTIONS FOR COMPLETING THE PROPOSAL APPLICATION

REQUIRED RFP RESPONSE (APPLICATION) FORMAT

REFERENCES FORM

LIST OF REQUESTED ATTACHMENTS

## INSTRUCTIONS FOR COMPLETING THE PROPOSAL APPLICATION

In this section, respondents must provide a description of the services proposed.

- A. Section IV of the Request for Proposals must be utilized as the proposal format for those agencies/organizations responding to the RFP.
- B. Provide the information required of each section as concisely, yet completely, as is possible. Be specific and, where appropriate or deemed necessary, provide examples that clarify descriptions.
- C. Provide information in the exact order as it is requested on the standard RFP response format provided.
- D. Be sure to include the corporate resolution or other valid instrument that certifies the authority of the signatory to negotiate and contractually bind the responding agency.

## SPECIAL INSTRUCTIONS WHEN SUBMITTING PROPOSALS

- 1. NO STAPLES
- 2. STANDARD TYPE
- 3. 8½ X 11 PAPER ONLY
- 4. SINGLE SIDE ONLY
- 5. MUST HAVE ORIGINAL SIGNATURE(S)
- 6. BLACK INK ON WHITE PAPER
- 7. DO NOT BIND COPIES OR USE SECTION DIVIDERS

REQUIRED RESPONSE FORMAT  
SACRAMENTO EMPLOYMENT & TRAINING AGENCY  
HEAD START JANITORIAL SERVICES PROPOSAL

1. Respondent Agency: \_\_\_\_\_
2. Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
3. Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_
4. Agency Status:  
Private Non-profit \_\_\_\_\_ Private for-profit \_\_\_\_\_  
Public Agency \_\_\_\_\_ Other: (Specify) \_\_\_\_\_

5. ASSURANCES AND CERTIFICATION:

I, (We), the undersigned, as the duly authorized representative(s) of the respondent agency, affirm that the information and statements contained within this proposal, to the best of my (our) knowledge, are truthful and accurate, and further, that I (we) am (are) duly authorized to submit this proposal from the respondent agency to deliver services. The corporate resolution, or other valid instrument, is attached as Exhibit A that certifies the authority expressed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If proposer is a corporation, the legal name of the corporation shall be provided together with the signature of the officer or officers authorized to sign on behalf of the corporation.

If proposer is a partnership, the true name of the firm shall be provided with the signature of the partner or partners authorized to sign.

If proposer is an individual, that individual shall sign.

If signature is by an agent, other than an officer of a corporation or a member of a partnership, a power of attorney or an equivalent document must be submitted with the proposal.

HEAD START JANITORIAL SERVICES PROPOSAL

PROPOSAL NARRATIVE

**I. ORGANIZATIONAL STRUCTURE**

Describe your organization. Include background, number of years in existence, number of staff, and lines of authority.

**II. PROPOSED COST(S)**

Complete the following tables for only those groups that your organization is proposing to serve. Include the total cost of personnel and supplies for both the monthly rates and deep floor cleaning rates (as applicable). Contracts will be awarded by group. You must complete the pricing table for each group in whole in order for your bid to be accepted.

The pricing listed for the deep floor cleaning must be the total annual cost for this service. The deep floor cleaning calendar will be provided in the final contract.

You may propose on multiple groups.

Please note the number of months of service. Some school sites run on a traditional school schedule and are out during the summer. Actual service dates will be specified in the contract.

<b>Group 1</b>					
Center	Monthly Rate	Months of Service	Annual Cost of Daily Service (Monthly Rate x Months of Service)	Deep Floor Service (total annual cost)	Total Annual Cost (Daily +Floor)
Bannon Creek		12			
Elkhorn		12			
Norma Johnson		12			
North Avenue	N/A	12	N/A		
Northview		12			
Total:					

<b>Group 2</b>					
Center	Monthly Rate	Months of Service	Annual Cost of Daily Service (Monthly Rate x Months of Service)	Deep Floor Service (total annual cost)	Total Annual Cost (Daily +Floor)
Crossroads Gardens		12			
Job Corps		12			
Kennedy Estates		12			
Total:					

<b>Group 3</b>					
Center	Monthly Rate	Months of Service	Annual Cost of Daily Service (Monthly Rate x Months of Service)	Deep Floor Service (total annual cost)	Total Annual Cost (Daily +Floor)
Hopkins Park		12			
Illa Collin		10			
Parker Avenue	N/A	12	N/A		
Phoenix Park		12			
Solid Foundation		12			
Total:					

<b>Group 4</b>					
Center	Monthly Rate	Months of Service	Annual Cost of Daily Service (Monthly Rate x Months of Service)	Deep Floor Service (total annual cost)	Total Annual Cost (Daily +Floor)
Freedom Park **	N/A	12	N/A		
Hillsdale		12			
Strizek Park	N/A	12	N/A		
Vineland	N/A	10	N/A		
Total:					

\*\* Freedom Park carpet cleaning is done a minimum of five times a year. Please be sure to include the additional costs in this section.

<b>Group 5</b>					
Center	Monthly Rate	Months of Service	Annual Cost of Daily Service (Monthly Rate x Months of Service)	Deep Floor Service (total annual cost)	Total Annual Cost (Daily +Floor)
Bright Beginnings		10			
Fruitridge **		12			
Mather		12			
Total:					

\*\* Fruitridge carpet cleaning is done a minimum of five times a year. Please be sure to include the additional costs in this section.

<b>Group 6</b>					
Center	Monthly Rate	Months of Service	Annual Cost of Daily Service (Monthly Rate x Months of Service)	Deep Floor Service (total annual cost)	Total Annual Cost (Daily +Floor)
Auberry Park		10			
Galt		12			
Grizzly Hollow		10			
Total:					

<b>Group 7</b>					
Center	Monthly Rate	Months of Service	Annual Cost of Daily Service (Monthly Rate x Months of Service)	Deep Floor Service (total annual cost)	Total Annual Cost (Daily +Floor)
Alder Grove I/T		12			
Alder Grove ELC		10			
Marina Vista		12			
Nedra Court		12			
Total:					

<b>Group 8</b>					
Center	Monthly Rate	Months of Service	Annual Cost of Daily Service (Monthly Rate x Months of Service)	Deep Floor Service (total annual cost)	Total Annual Cost (Daily +Floor)
Central Kitchen		12			
Total:					

**III. RESPONSES:**

Please respond completely to the following:

1. What experience does your company have in regards to providing janitorial services in a pre-school setting or commercial kitchens (as applicable per proposal)?
2. What are the qualifications and experience of the personnel assigned to the daily and quarterly tasks?
3. What technical expertise does your firm have regarding the operations of equipment (including equipment used to strip and wax flooring) and the use of cleaning chemicals?
4. What mechanisms will be in place to communicate with the site staff?

5. What procedures do you utilize to monitor the work of the personnel assigned? Include how often such monitoring occurs.
6. What quality control methods do you utilize to assure the cleanliness of each of the sites?
7. How will you assure that daily coverage is maintained in the event of illness or vacations of your personnel?
8. Please describe how you will handle complaints regarding the cleanliness of each of the sites.
9. Please describe what protocols you have in place to handle the need for emergency services at each site (including after-hours emergencies).
10. If applying for multiple groups of centers, does your agency have the capacity to service all centers you're applying for? If yes, please explain how you'd be able to provide all services being applied for. If no, please explain what capacity your company has and what would be your service limit.

**REFERENCES**

To be completed by all respondents:

<b>References (Agencies/Organizations)</b>	<b>Contact Person &amp; Phone Number:</b>	<b>Period of Time, Type of Service(s) Provided, and Amount of contract:</b>

**REFERENCES**  
(Continued)

To be completed by all respondents:

<b>References (Agencies/Organizations)</b>	<b>Contact Person &amp; Phone Number:</b>	<b>Period of Time, Type of Service(s) Provided, and Amount of contract:</b>

## RFP CHECKLIST

THE FOLLOWING MUST BE COMPLETED BY ALL RESPONDENTS AND SUBMITTED WITH THE PROPOSAL:

- Proposal Coversheet (as specified on page #56)
- Proposal Narrative (as outlined on page #57)
  - Organizational Structure
  - Proposed Costs (each proposed group completed in full)
  - Responses
- MBE/WBE Certification (if applicable)

TO MAINTAIN UNIFORMITY OF RESPONSE, THE FOLLOWING EXHIBITS SHOULD BE LETTERED AS OUTLINED BELOW AND ATTACHED AT THE BACK OF YOUR PROPOSAL. DO NOT RELETTER EXHIBITS.

THE FOLLOWING EXHIBITS/ATTACHMENTS MUST BE COMPLETED BY ALL RESPONDENTS AND SUBMITTED WITH THE PROPOSAL:

- ATTACHMENT #1 Fair Political Practices Commission Disclosure Forms
- ATTACHMENT #2 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- ATTACHMENT #3 Certification Regarding Lobbying
- ATTACHMENT #4 Drug-free Workplace Requirements
- ATTACHMENT #5 Insurance Prequalification
- ATTACHMENT #6 New Applicant Insurance Questionnaire
- EXHIBIT B References Form

Date: January 5, 2017

## PUBLIC NOTICE

The Sacramento Employment and Training Agency (SETA), a Joint Powers Agency of the City and County of Sacramento and designated administrative entity for the Sacramento County Head Start Program, is releasing a Request for Proposals under the Head Start Act soliciting proposals from qualified applicants to provide janitorial services for various Head Start sites. Head Start is a federally-funded program providing comprehensive developmental services primarily to low-income preschool children ages 0-5 and their families.

This Request for Proposals will be released on Friday, January 6, 2017. Proposals will be due on Thursday, February 16, 2017 by 4:00 pm. An Offeror's Conference will be held on Friday January 20, 2017, 8:30 am, at Hillsdale SacWorks Job Center, 5655 Hillsdale Blvd, Suite 8, Sacramento, CA 95842. Site visits will be held January 23-26, 2017 as scheduled in the RFP. Potential proposers are urged to attend. Questions concerning this RFP will not be answered after the offeror's conference.

The Sacramento Employment and Training Agency requires that specific insurance requirements are met before a contract is entered into with a contractor. These requirements relate to bond coverage, general liability, automobile liability, and workers' compensation coverage.

Copies of the Request for Proposals can be picked up at SETA's office located at 925 Del Paso Blvd., Suite 100, Sacramento, CA 95815 or [www.seta.net](http://www.seta.net). Questions regarding this document or the funding process can be directed to Ms. D'et Saurbourne at (916) 263-3811.

**Sacramento Employment and Training Agency Request for Proposals  
Janitorial Services SCORING SHEET**

Proposer: \_\_\_\_\_ RFP #: \_\_\_\_\_ Reader: \_\_\_\_\_

<b>EVALUATION CRITERIA</b>		
Evaluation of each proposal will be based on the following criteria:		
<b>FACTOR</b>	<b>POINT RANGE</b>	<b>SCORE</b>
A. Responsiveness of proposal in clearly stating the understanding of the work to be performed	40	
B. Cost	25	
C. Experience, size and structure of the company	15	
D. Past performance on work previously done for SETA or similar childcare facilities	20	
E. WBE/MBE	3	
<b>MAXIMUM POINTS</b>	103	

## IMPORTANT REMINDERS

- All sites are Tobacco-Free Zones. This includes inside and outside of the school premises.
- All sites are Nut-Free Zones. Nuts, peanuts or any products containing nuts or peanuts are not allowed in any of the sites.
- During the deep floor cleaning all furniture must be moved and put back into place. When visiting the sites during the center tours, be sure to make a note of the amount of furniture at each site.
- When visiting the sites during the center tours, be sure to see what (if any) space is available for janitorial storage.
- Non-employees are not allowed on any Head Start site premises while performing janitorial services.