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**AGREEMENT BETWEEN  
SAN DIEGO UNIFIED PORT DISTRICT  
and  
NMS MANAGEMENT, INC.  
for  
JANITORIAL SERVICES  
AGREEMENT NO. 62-2016RH**

The parties to this Agreement are the SAN DIEGO UNIFIED PORT DISTRICT, a public corporation (District) and NMS MANAGEMENT, INC., a California Corporation (Service Provider). The parties agree to the following:

1. **SCOPE OF SERVICES.** Service Provider shall furnish all technical and professional labor, and materials to satisfactorily comply with Attachment A, Scope of Services, attached hereto and incorporated herein, as requested by District. Service Provider shall keep the Executive Director of the District or their designated representative informed of the progress of said services at all times.
2. **TERM OF AGREEMENT.** This Agreement shall commence on July 1, 2016 and shall terminate on June 30, 2019, subject to earlier termination as provided below. Two 1-year options may be granted at the District's sole discretion. Option Year 1, if granted, shall commence July 1, 2019, and shall terminate on June 30, 2020. Option Year 2, if granted, shall commence on July 1, 2020, and shall terminate on June 30, 2021.
3. **COMPENSATION.** For performance of services rendered pursuant to this Agreement and as further described in Attachment B, Compensation and Invoicing, attached hereto and incorporated herein; District shall compensate Service Provider based on the following, subject to the limitation of the maximum expenditure provided herein:
  - a. **Maximum Expenditure.** The expenditure under this Agreement shall not exceed \$1,501,751.84. Two option years may be granted at the District's sole discretion. Option Year One, if granted, shall not exceed

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\$478,444.16. Option Year Two, if granted, shall not exceed \$478,444.16. The maximum expenditure under this agreement with both option years is \$2,458,640.16. Said expenditure shall include without limitation all sums, charges, reimbursements, costs and expenses provided for herein. Service Provider shall not be required to perform further services after compensation has been expended. In the event that the Service Provider anticipates the need for services in excess of the maximum Agreement amount, the District shall be notified in writing immediately. District must approve an amendment to this Agreement before additional fees and costs are incurred.

- b. **Payment Procedure.** For work performed on an hourly basis, Service Provider agrees to assign the person with the lowest hourly rate who is fully competent to provide the services required. If Service Provider finds it necessary to have work, which would usually be performed by personnel with a lower rate, performed by personnel paid at the higher hourly rate, Service Provider shall nevertheless, bill at the lower rate.
- c. **Progress Documentation.** Service Provider shall provide District progress reports in a format and on a schedule as District directs. Progress reports shall include a description of work completed, cumulative dollar costs incurred, anticipated work for the next reporting period, percentage of work complete, and the expected completion date for remaining work. The report shall identify problem areas and important issues that may affect project cost and/or schedule. The report shall present actual percent completion versus planned percent completion.
- d. **Additional Services; Task Authorizations**
  - (1) Additional services may be required for the completion of the services specified in this Agreement. For performance of Additional Services, District shall compensate Service Provider using the terms and conditions in Attachment B, Compensation and

Invoicing. With Additional Services the maximum amount of this agreement shall not exceed \$2,458,640.16. If Additional Services are required, they shall be undertaken by Service Provider only upon issuance of a Task Authorization (TA), Exhibit A, attached hereto and incorporated herein, for said services.

- (2) An estimate of the level of effort shall be submitted to the District and negotiated for each Task Authorization. Pricing of each Task Authorization shall be governed by the cost and pricing information attached hereto and made a part of this Agreement as Attachment B, Compensation and Invoicing.
- (3) A Task Authorization shall not be considered effective until the Task Authorization form has been signed by District.
- (4) Service Provider shall bill for Additional Services in accordance with the terms of payment, including the documentation required in this Agreement. In addition, invoices for Additional Services shall cite the appropriate Task Authorization (TA) number.

#### 4. **RECORDS**

- a. Service Provider shall maintain full and complete records of the cost of services performed under this Agreement. Such records shall be open to inspection of District at all reasonable times in the City of San Diego and such records shall be kept for at least three (3) years after the termination of this Agreement.
- b. Such records shall be maintained by Service Provider for a period of three (3) years after completion of services to be performed under this Agreement or until all disputes, appeals, litigation or claims arising from this Agreement have been resolved, whichever is later.

- c. Service Provider understands and agrees that District, at all times under this Agreement, has the right to review project documents and work in progress and to audit financial records, whether or not final, which Service Provider or anyone else associated with the work has prepared or which relate to the work which Service Provider is performing for District pursuant to this Agreement regardless of whether such records have previously been provided to District. Service Provider shall provide District at Service Provider's expense a copy of all such records within five (5) working days of a written request by District. District's right shall also include inspection at reasonable times of the Service Provider's office or facilities, which are engaged in the performance of services pursuant to this Agreement. Service Provider shall, at no cost to District furnish reasonable facilities and assistance for such review and audit. Service Provider's failure to provide the records within the time requested shall preclude Service Provider from receiving any compensation due under this Agreement until such documents are provided.

## 5. **SERVICE PROVIDER'S SUB-CONTRACTORS**

- a. It may be necessary for Service Provider to sub-contract for the performance of certain technical services or other services for Service Provider to perform and complete the required services; provided, however, all Service Provider's sub-contractors shall be subject to prior written approval by District. The Service Provider shall remain responsible to District for any and all services and obligations required under this Agreement, whether performed by Service Provider or Service Provider's sub-contractors. Service Provider shall compensate each Service Provider's sub-contractors in the time periods required by law. Any Service Provider's sub-contractors employed by Service Provider shall be independent Service Providers and not agents of District. Service Provider shall insure that Service Provider's sub-contractors satisfy all



substantive requirements for the work set forth by this Agreement, including insurance and indemnification.

- b. Service Provider shall also include a clause in its Agreements with Service Provider's sub-contractors which reserves the right, during the performance of this Agreement and for a period of three (3) years following termination of this Agreement, for a District representative to audit any cost, compensation or settlement resulting from any items set forth in this Agreement. This clause shall also require Service Provider's sub-contractors to retain all necessary records for a period of three (3) years after completion of services to be performed under this Agreement or until all disputes, appeals, litigation or claims arising from this Agreement have been resolved, whichever is later.

## 6. **COMPLIANCE**

- a. In performance of this Agreement, Service Provider and Service Provider's sub-contractors shall comply with the California Fair Employment and Housing Act, the American with Disabilities Act, and all other applicable federal, state, and local laws prohibiting discrimination, including without limitation, laws prohibiting discrimination because of age, ancestry, color, creed, denial of family and medical care leave, disability, marital status, medical condition, national origin, race, religion, sex, or sexual orientation. Service Provider shall comply with the prevailing wage provisions of the Labor Code, and the Political Reform Act provisions of the Government Code, as applicable.
- b. Service Provider shall comply with all Federal, State, regional and local laws, and district Ordinances and Regulations applicable to the performance of services under this Agreement as exist now or as may be added or amended.

7. **INDEPENDENT ANALYSIS.** Service Provider shall provide the services required by this Agreement and arrive at conclusions with respect to the rendition of information, advice or recommendations, independent of the control and direction of District, other than normal contract monitoring provided, however, Service Provider shall possess no authority with respect to any District decision beyond rendition of such information, advice, or recommendations.
  
8. **ASSIGNMENT.** This is a personal services Agreement between the parties and Service Provider shall not assign or transfer voluntarily or involuntarily any of its rights, duties, or obligations under this Agreement without the express written consent of Executive Director (President/CEO) of District in each instance.
  
9. **INDEMNIFY, DEFEND, HOLD HARMLESS**
  - a. **Duty to Indemnify, duty to defend and hold harmless.** To the fullest extent provided by law, Service Provider agrees to defend, indemnify and hold harmless the District, its agents, officers or employees, from and against any claim, demand, action, proceeding, suit, liability, damage, cost (including reasonable attorneys' fees) or expense for, including but not limited to, damage to property, the loss or use thereof, or injury or death to any person, including Service Provider's officers, agents, subcontractors, employees, ("Claim"), caused by, arising out of, or related to the performance of services by Service Provider as provided for in this Agreement, or failure to act by Service Provider, its officers, agents, subcontractors and employees. The Service Provider's duty to defend, indemnify, and hold harmless shall not include any Claim arising from the active negligence, sole negligence or willful misconduct of the District, its agents, officers, or employees.
  
  - b. The Service Provider further agrees that the duty to indemnify, and the duty to defend the District as set forth in 9.a, requires that Service Provider pay all reasonable attorneys' fees and costs District incurs associated with or related to enforcing the indemnification provisions, and

defending any Claim arising from the services of the Service Provider provided for in this Agreement.

- c. The District may, at its own election, conduct its defense, or participate in the defense of any Claim related in any way to this Agreement. If the District chooses at its own election to conduct its own defense, participate in its own defense or obtain independent legal counsel in defense of any Claim arising from the services of Service Provider provided for in this Agreement, Service Provider agrees to pay all reasonable attorneys' fees and all costs incurred by District.

#### 10. **INSURANCE REQUIREMENTS**

- a. Service Provider shall at all times during the term of this Agreement maintain, at its expense, the following minimum levels and types of insurance:

- (1) Commercial General Liability (including, without limitation, Contractual Liability, Personal Injury, Advertising Injury, and Products/Completed Operations) coverages, with coverage at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence Form CG 0001) with limits no less than one million dollars (\$1,000,000) per Occurrence and two million dollars (\$2,000,000) Aggregate for bodily injury, personal injury and property damage.

- (a) The deductible or self-insured retention on this Commercial General Liability shall not exceed \$5,000 unless District has approved of a higher deductible or self-insured retention in writing.

- (b) The Commercial General Liability policy shall be endorsed to include the District; its agents, officers and employees as

additional insureds in the form as required by the District. An exemplar endorsement is attached (Exhibit B, Certificate of Insurance, attached hereto and incorporated herein).

- (c) The coverage provided to the District, as an additional insured, shall be primary and any insurance or self-insurance maintained by the District shall be excess of the Service Provider's insurance and shall not contribute to it.
  - (d) The Commercial General Liability policy shall be endorsed to include a waiver of transfer of rights of recovery against the District ("Waiver of Subrogation").
- (2) Commercial Automobile Liability (Owned, Scheduled, Non-Owned, or Hired Automobiles) written at least as broad as Insurance Services Office Form Number CA 0001 with limits of no less than one million dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.
  - (3) Workers' Compensation, statutory limits, is required of the Service Provider and all sub-consultants (or be a qualified self-insured) under the applicable laws and in accordance with "Workers' Compensation and Insurance Act", Division IV of the Labor Code of the State of California and any Acts amendatory thereof. Employer's Liability, in an amount of not less than one million dollars (\$1,000,000) each accident, \$1,000,000 disease policy limit and \$1,000,000 disease each employee. This policy shall be endorsed to include a waiver of subrogation endorsement, where permitted by law.
  - (4) Professional Liability insurance in the amount of \$1,000,000 per claim and \$1,000,000 aggregate.

- (a) At the end of the agreement period, Consultant shall maintain, at its own expense, continued Professional Liability insurance of not less than five (5) years, in an amount no less than the amount required pursuant to this Agreement.
  - (b) Alternately, if the existing Professional Liability is terminated during the above referenced five-year period, Consultant shall maintain at its own expense, "tail" coverage in the same minimum amount as set forth in this paragraph.
  - (c) All coverages under this section shall be effective as of the effective date of this Agreement or provide for a retroactive date of placement that coincides with the effective date of this Agreement.
- (5) Umbrella or Excess Liability insurance with limits no less than one million dollars (\$1,000,000) per occurrence and aggregate. This policy must provide excess insurance over the same terms and conditions required above for the General Liability, Automobile Liability and Employer's Liability policies.
- b. Service Provider shall furnish District with certificates of insurance coverage for all the policies described above upon execution of this Agreement and upon renewal of any of these policies. A Certificate of Insurance in a form acceptable to the District, an exemplar Certificate of Insurance is attached as Exhibit B and made a part hereof, evidencing the existence of the necessary insurance policies and endorsements required shall be kept on file with the District. Except in the event of cancellation for non-payment of premium, in which case notice shall be 10 days, all such policies must be endorsed so that the insurer(s) must notify the District in writing at least 30 days in advance of policy cancellation.

Service Provider shall also provide notice to District prior to cancellation of; or any change in, the stated coverages of insurance.

- c. The Certificate of Insurance must delineate the name of the insurance company affording coverage and the policy number(s) specifically referenced to each type of insurance, either on the face of the certificate or on an attachment thereto. If an addendum setting forth multiple insurance companies or underwriters is attached to the certificate of insurance, the addendum shall indicate the insurance carrier or underwriter who is the lead carrier and the applicable policy number for the CGL coverage.
  - d. Furnishing insurance specified herein by the District will in no way relieve or limit any responsibility or obligation imposed by the Agreement or otherwise on Service Provider or Service Provider's sub-contractors or any tier of Service Provider's sub-contractors. District shall reserve the right to obtain complete copies of any of the insurance policies required herein.
11. **ACCURACY OF SERVICES.** Service Provider shall be responsible for the technical accuracy of its services and documents resulting therefrom and District shall not be responsible for discovering deficiencies therein. Service Provider shall correct such deficiencies without additional compensation. Furthermore, Service Provider expressly agrees to reimburse District for any costs incurred as a result of such deficiencies. Service Provider shall make decisions and carry out its responsibilities hereunder in a timely manner and shall bear all costs incident thereto so as not to delay the District, the project, or any other person related to the project, including the Service Provider or its agents, employees, or subcontractors.
12. **INDEPENDENT CONTRACTOR.** Service Provider and any agent or employee of Service Provider shall act in an independent capacity and not as officers or

employees of District. The District assumes no liability for the Service Provider's actions and performance, nor assumes responsibility for taxes, bonds, payments or other commitments, implied or explicit by or for the Service Provider. Service Provider shall not have authority to act as an agent on behalf of the District unless specifically authorized to do so in writing. Service Provider acknowledges that it is aware that because it is an independent contractor, District is making no deductions from its fee and is not contributing to any fund on its behalf. Service Provider disclaims the right to any fee or benefits except as expressly provided for in this Agreement.

13. **ADVICE OF COUNSEL.** The parties agree that they are aware that they have the right to be advised by counsel with respect to the negotiations, terms and conditions of this Agreement, and that the decision of whether or not to seek the advice of counsel with respect to this Agreement is a decision which is the sole responsibility of each of the parties hereto. This Agreement shall not be construed in favor of or against either party by reason of the extent to which each party participated in the drafting of the Agreement. The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California.
14. **INDEPENDENT REVIEW.** Each party hereto declares and represents that in entering into this Agreement it has relied and is relying solely upon its own judgment, belief and knowledge of the nature, extent, effect and consequence relating thereto. Each party further declares and represents that this Agreement is being made without reliance upon any statement or representation not contained herein of any other party, or any representative, agent or attorney of any other party.
15. **INTEGRATION AND MODIFICATION.** This Agreement contains the entire Agreement between the parties and supersedes all prior negotiations, discussion, obligations and rights of the parties in respect of each other regarding the subject matter of this Agreement. There is no other written or oral

understanding between the parties. No modifications, amendment or alteration of this Agreement shall be valid unless it is in writing and signed by the parties hereto.

16. **OWNERSHIP OF RECORDS.** Any and all materials and documents, including without limitation drawings, specifications, computations, designs, plans, investigations and reports, prepared by Service Provider pursuant to this Agreement, shall be the property of District from the moment of their preparation and the Service Provider shall deliver such materials and documents to District at the Don L. Nay Port Administration Building (located at 3165 Pacific Highway, San Diego, California 92101) whenever requested to do so by District. However, Service Provider shall have the right to make duplicate copies of such materials and documents for its own file, or other purposes as may be expressly authorized in writing by District. Said materials and documents prepared or acquired by Service Provider pursuant to this Agreement (including any duplicate copies kept by the Service Provider) shall not be shown to any other public or private person or entity, except as authorized by District. Service Provider shall not disclose to any other public or private person or entity any information regarding the activities of District, except as expressly authorized in writing by District.
  
17. **TERMINATION.** In addition to any other rights and remedies allowed by law, the Executive Director (President/CEO) of District may terminate this Agreement at any time with or without cause by giving thirty (30) days written notice to Service Provider of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials shall at the option of District be delivered by Service Provider to the Don L. Nay Port Administration Building (located at 3165 Pacific Highway, San Diego, California 92101). Termination of this Agreement by Executive Director (President/CEO) as provided in this paragraph shall release District from any further fee or claim hereunder by Service Provider other than the fee earned for services which were performed prior to termination but not yet paid. Said fee shall be calculated and based on the schedule as provided in this Agreement.



## 18. **DISPUTE RESOLUTION**

- a. If a dispute arises out of or relates to this Agreement, or the alleged breach thereof, and is not settled by direct negotiation or such other procedures as may be agreed, and if such dispute is not otherwise time barred, the parties agree to first try in good faith to settle the dispute amicably by mediation administered at San Diego, California, by the American Arbitration Association, or by such other provider as the parties may mutually select, prior to initiating any litigation or arbitration. Notice of any such dispute must be filed in writing with the other party within a reasonable time after the dispute has arisen. Any resultant Agreements shall be documented and may be used as the basis for an amendment or directive as appropriate.
- b. If mediation is unsuccessful in settling all disputes that are not otherwise time barred, and if both parties agree, any still unresolved disputes may be resolved by arbitration administered at San Diego, California, by the American Arbitration Association, or by such other provider as the parties may mutually select, provided, however, that the Arbitration Award shall be non-binding and advisory only. Any resultant Agreements shall be documented and may be used as the basis for an amendment or directive as appropriate. On demand of the arbitrator or any party to this Agreement, sub-contractor and all parties bound by this arbitration provision agree to join in and become parties to the arbitration proceeding.
- c. The foregoing mediation and arbitration procedures notwithstanding, all claim filing requirements of the Agreement documents, the California Government Code, and otherwise, shall remain in full force and effect regardless of whether or not such dispute avoidance and resolution procedures have been implemented, and the time periods within which claims are to be filed or presented to the District Clerk as required by said Agreement, Government Code, and otherwise, shall not be waived,

extended or tolled thereby. If a claim is not timely filed or presented, such claim shall be time barred and the above dispute avoidance and resolution procedures, whether or not implemented or then pending, shall likewise be time barred as to such claims.

19. **PAYMENT BY DISTRICT.** Payment by the District pursuant to this Agreement does not represent that the District has made a detailed examination, audit, or arithmetic verification of the documentation submitted for payment by the Service Provider, made an exhaustive inspection to check the quality or quantity of the services performed by the Service Provider, made an examination to ascertain how or for what purpose the Service Provider has used money previously paid on account by the District, or constitute a waiver of claims against the Service Provider by the District. The District may in its sole discretion withhold payments or seek reimbursement from the Service Provider for expenses, miscellaneous charges, or other liabilities or increased costs incurred or anticipated by the District which are the fault of or as result of work performed or negligent conduct by or on behalf of the Service Provider. Upon five (5) day written notice to the Service Provider, the District shall have the right to estimate the amount of expenses, miscellaneous charges, or other liabilities or increased costs and to cause the Service Provider to pay the same; and the amount due the Service Provider under this Agreement or the whole or so much of the money due or to become due to the Service Provider under this Agreement as may be considered reasonably necessary by the District shall be retained by the District until such expenses, miscellaneous charges, or other liabilities or increased costs shall have been corrected or otherwise disposed of by the Service Provider at no expense to the District. If such expenses, miscellaneous charges, or other liabilities or increased costs are not corrected or otherwise disposed of at no expense to the District prior to completion date of the Agreement, the District is authorized to pay for such expenses, miscellaneous charges, or other liabilities or increased costs from the amounts retained as outlined above or to seek reimbursement of same from the Service Provider. It is the express intent of the

parties to this Agreement to protect the District from loss because of conduct by or on behalf of the Service Provider.

20. **COMPLIANCE WITH PREVAILING WAGE LAWS (IF APPLICABLE)**

- a. Service Provider acknowledges and agrees that it is the sole and exclusive responsibility of Service Provider to: (a) ensure that all persons and/or entities (including, but not limited to, Service Provider or Subcontractors) who provide any labor, services, equipment and/or materials (collectively, "Services") in connection with any work shall comply with the requirements of California's and any other prevailing wage laws ("PWL") to the extent such laws are applicable and (b) determine whether any Services are subject to the PWL by obtaining a determination by means that do not involve the District.
- b. Certified Payrolls. Service Provider acknowledges and agrees that it is the sole and exclusive responsibility of the Service Provider to insure that all certified payrolls are provided to the District. Service Provider shall submit certified payrolls to the General Services & Procurement Department, 1400 Tidelands Avenue, National City, California 91950.

21. **SERVICE PROVIDER/CONTRACTOR REGISTRATION PROGRAM (IF APPLICABLE)**

- a. In accordance with the provisions of Labor Code section 1771.1. (a) A contractor or subcontractor shall not be qualified to bid on; be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by

Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

- b. 2.4.1 No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
  - c. No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
  - d. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.
22. **CAPTIONS.** The captions by which the paragraphs of this Agreement are identified are for convenience only and shall have no effect upon its interpretation.
23. **EXECUTIVE DIRECTOR'S SIGNATURE.** It is an express condition of this Agreement that said Agreement shall not be complete nor effective until signed by either the Executive Director (President/CEO) or Authorized Designee on behalf of the District and by Authorized Representative of the Service Provider.
- a. Submit all correspondence regarding this Agreement to:

Amy Tigri, Management Analyst  
 General Services Department  
 San Diego Unified Port District  
 P.O. Box 120488  
 San Diego, CA 92112-0488  
 Tel. (619) 686-6459  
 Email: atigri@portofsandiego.org

- b. The Service Provider's Authorized Representative assigned below has the authority to authorize changes to the scope, terms and conditions of this Agreement:

David S. Guaderrama, President  
NMS Management, Inc.  
155 W. 35<sup>th</sup> St., Suite A  
National City, CA 91950  
Tel. (619) 425-0440  
Fax (619) 425-2432  
Email: nmsmanagement@msn.com

- c. Written notification to the other party shall be provided, in advance, of changes in the name or address of the designated Authorized Representative.

**SAN DIEGO UNIFIED PORT DISTRICT**



Marcus J. Cromartie  
Director, General Services

**NMS MANAGEMENT, INC.**



David S. Guaderrama  
President

Approved as to form and legality:  
GENERAL COUNSEL



By: ~~Assistant~~ Deputy

**ATTACHMENT A**  
**SCOPE OF SERVICES**  
**San Diego Unified Port District**

**A. General Information**

Service Provider shall provide Janitorial Services at the San Diego Unified Port District (District) facilities and properties within the Cities of San Diego, Coronado, National City, Chula Vista, and Imperial Beach.

Service Provider shall provide Janitorial Services for all District needs. Services shall include cleaning of District facilities, common areas and public restrooms.

Unit prices in the Fee Schedule shall include full compensation for all labor, supervision, transportation, materials, equipment, and related incidentals to provide such services, and no other compensation is allowed. Service Provider shall move, cover or protect any structures or equipment that may be damaged during Janitorial Services. Service Provider shall remove from Tidelands all materials, tools, equipment, debris and coverings upon completion of services. Service Provider shall not permit debris and waste material generated from all operations to enter into storm water conveyance system. Service Provider shall maintain site safety and security for public areas at all times.

While working on District property, the Service Provider's employees shall wear uniforms with appropriate company name and logo. Service Provider's vehicles shall be clearly marked with appropriate company name and logo.

**B. Safety**

Service Provider shall abide by all local, state, federal, Cal/OSHA, OSHA, and District safety codes, policies, and procedures. Service Provider will be responsible for fines incurred if not in compliance with all above regulations. Before the start of work, Service Provider shall post signs and provide barricades to safely protect the public. Service Provider shall remove all signs and barricades at the completion of the service. Service Provider shall follow current Caltrans traffic control guidelines when performing service as applicable. Service Provider shall provide required submittals to the District Representative as listed in the Submittal Section of this Scope of Services.

1. Service Provider shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the services provided.
2. Service Provider shall give notices and comply with all applicable laws and regulations of any public body having jurisdiction for the safety of persons or property to protect them from damage, injury or loss, and shall erect and maintain all necessary safeguards for such safety and protection.
3. Material usage shall be accomplished with strict adherence to California Division of Industrial Safety, or other governing regulations, and all manufacturers' warnings and application instructions listed on the Safety Data Sheet and on the product container label.
4. Injury & Illness Prevention Program (IIPP): Service Provider shall prepare and submit to the District's Representative, one (1) copy of their IIPP that addresses all the actions necessary to establish a safe working environment, prior to the commencement of on-site service. It is the Service Provider's responsibility to take all reasonable precautions to ensure the safety of the public and its employees and to comply with all federal, state, and local regulations. It is the Service Provider's responsibility to establish and maintain safe onsite working conditions for the duration of the project.

### **C. Environmental**

1. All activities on District Tidelands are to be compliant with Article 10 (Stormwater Management and Discharge Control) of the Port Code (copy to be provided upon request) and the District's Jurisdictional Runoff Management Program (JRMP). The JRMP identifies best management practices (BMPs) to be implemented and maintained during maintenance activities. Failure to implement the required BMPs or unauthorized discharges to the stormwater conveyance system or the San Diego Bay may result in a citation with or without fines. All work to be completed must comply with District direction related to permitted activities including the following requirements:
  - a. No discharges of any material may enter the storm drain system or San Diego Bay including water, wash water, dust, petroleum products, soil or debris. Service Provider must immediately remove any such material that inadvertently enters the storm drain system and notify District staff.

- b. Adherence to the BMPs listed in JRMP Chapter 6, Table 6-3 for Parks is required.
  - c. Any materials being stored which could release constituents by wind or run-off shall be protected by overhead cover, secondary containment, tarpaulins, or other appropriate methods.
  - d. Best Management Practices (BMPs) must be implemented to prevent water, wash water, and/or debris from being tracked or transported off of the work site.
  - e. Any fuel products, lubricating fluids, grease or other products and/or waste released from Service Provider's vehicles or equipment shall be collected and disposed of immediately in accordance with state, federal, and local laws.
  - f. Service Provider shall ensure that all employees are trained on the nature and implementation of the special provisions outlined above. This training shall include identifying the location of the storm drains on the job site, highlighting the proximity of the bay and the direct connection between the storm drain and the bay, and identifying all BMPs to be implemented to prevent the discharge of pollutants to the storm drain conveyance system or the bay. Within sixty (60) days of commencing work on District property, Service Provider's personnel shall sign a statement attesting to receipt of BMPs and completion of this training, which shall then be provided to the District Representative.
  - g. District Environmental and Land Use Management staff may conduct a storm water inspection at any time to verify that BMPs are properly implemented. Additional BMPs may be required to eliminate or prevent discharges to the storm water conveyance system or the receiving water at no additional cost to the District.
2. Environmentally Preferable Products - In alignment with the District's Green Policy, the District will strive to minimize environmental impacts directly attributable to operations on San Diego Bay and the Tidelands. In alignment with this Policy, the District has established criteria for the procurement of environmentally preferable products.

Accordingly, where practicable and cost effective, Service Provider shall use cleaning and disinfecting products that meet Green Seal certification at all District facilities. All cleaning and power washing products claiming Green Seal certification, shall be required to bear this certification. Products recognized by the Environmental



Protection Agency's (EPA) Safer Detergents Stewardship Initiative or the Design for the Environment Program are not required to be Green Seal certified. More information is available at [www.greenseal.org](http://www.greenseal.org) and [www.epa.gov/dfe](http://www.epa.gov/dfe). Germicidal detergents needed to perform services under this Agreement are not required to be Green Seal certified. Service Provider shall only use District approved equipment, materials, and supplies and shall comply with the District's Environmental Sustainability Policy. Accordingly, where practicable and cost effective, Service Provider shall use products that meet Green Seal certification for all services rendered under this Agreement. All products claiming Green Seal certification shall be required to bear this certification. More information is available at [www.greenseal.org](http://www.greenseal.org) and [www.epa.gov/dfe](http://www.epa.gov/dfe).

The District may permit the substitution or addition of environmentally preferable products when such products are readily available at a competitive cost and satisfy the District's performance needs. The District may choose to provide any environmentally preferable products for Service Provider's use during services rendered under this Agreement.

#### **D. District Facilities Locations**

Service Provider shall provide Janitorial Services at the following District facilities:

1. General Services and Procurement Facility (**GS&P**),  
1400 Tidelands Avenue, National City
2. Harbor Police Headquarters (**HPHQ**),  
3380 N. Harbor Drive, San Diego
3. Harbor Police Shelter Island (**HPSI**),  
1401 Shelter Island Drive, San Diego
4. Harbor Police South Bay Station (**HPSB**),  
850 Marina Way, Chula Vista
5. Tenth Avenue Marine Terminal (**TAMT**),  
687 Switzer Street, San Diego
6. National City Marine Terminal (**NCMT**),  
1400 W. Bay Marine Dr., National City
7. Joint Harbor Operations Center (**JHOC**),  
2710 North Harbor Drive, San Diego
8. Administration Building and Annex Facility (**ADM & ANX**),  
3165 Pacific Highway, San Diego
9. Public Restroom Facilities (**PRF**)

Area Description and Estimated Measurements is attached as Exhibit D. The quantities and dimensions are estimates only and Service Provider is

wholly responsible for verifying all quantities and dimensions for estimating costs for the services. Any differences between the estimated quantities and those that actually exist are not grounds for an amendment to this Agreement.

## **E. Execution**

1. **General Cleaning** - Applies to General Services and Procurement Facility, (**GS&P**), Harbor Police Headquarters (**HPHQ**), Harbor Police Shelter Island (**HPSI**), Harbor Police South Bay (**HPSB**), Tenth Avenue Marine Terminal (**TAMT**), National City Marine Terminal (**NCMT**), and Joint Harbor Operations Center (**JHOC**).

### **a. Daily**

#### **i. Office Areas, Stairs, Lobbies and Common Areas**

- 1) Empty waste and recycling receptacles, clean waste receptacles, and replace liners.
- 2) Move trash, waste and recycling to a central location.
- 3) Clean all surfaces to ensure they are free of dust, debris, fingerprints, spots and spills.
- 4) Wipe ledges and horizontal surfaces free of dust and debris.
- 5) Clean building entrance glass to be free of streaks, fingerprints, dust and debris.
- 6) Clean interior glass partitions, display cases, mirrors, and interior doors to be free of streaks, fingerprints, dust, and debris.
- 7) Sanitize, wash, and polish drinking fountains, sinks, basins, portable drinking units (water coolers) and fixtures. Use sanitizing wipes every day. Scour the mouthpiece, nozzle and bowl of drinking fountains. Report leaks, clogs or operational deficiencies to District Representative.
- 8) Sweep and damp mop stair landings and steps.
- 9) Maintain areas free of dust, loose dirt, and debris.
- 10) Move and replace furniture, furnishings, and other equipment as necessary to facilitate cleaning.

#### **ii. Floor Areas - Maintain floors to promote longevity and safety.**

- 1) Sweep tile floors.
- 2) Wet mop hard tile floors.
- 3) Damp mop resilient tile floors.
- 4) Clean spots and spills on carpeted and tiled floors.
- 5) Vacuum carpeted floors.
- 6) Move and replace furniture, furnishings, and other equipment as necessary to facilitate cleaning.

iii. Entrance Areas - From within entrance to street or parking lot.

- 1) Pick up trash, litter, leaves, and other loose material from outside areas including patio area.
- 2) Sweep outside areas within 10 feet of existing wall.
- 3) At GS&P, sweep and keep free of debris the sidewalk and fixtures within 20 feet of the south office entrance.
- 4) Damp mop entrance areas.
- 5) Clean entrance mats to remain free of dust, loose dirt, and debris.
- 6) Empty waste receptacles.

iv. Restrooms

- 1) Clean commodes, urinals, and lavatories, with a germicidal detergent.
- 2) Remove encrustation, stains, scale, and deposits from fixtures, replace deodorant tablets.
- 3) Sweep floors and clean baseboards.
- 4) Damp mop resilient tile floors with a germicidal detergent.
- 5) Wet-mop ceramic tile floors with a germicidal detergent.
- 6) Flush restroom floor drains with water.
- 7) Restock supplies.
- 8) Empty and clean receptacles and change plastic liners.
- 9) Clean and polish dispensers, mirrors, partitions, doors, vents, shelves, and furniture.

v. Showers

- 1) Clean entire shower area with a germicidal detergent
- 2) Remove encrustation, stains, scale and deposits from fixtures.
- 3) Sweep floors and clean baseboards.
- 4) Empty and clean receptacles and change plastic liners.
- 5) Clean and polish dispensers, partitions, floors, vents, ADA chair and furniture.

vi. Gym Areas – Applies to General Services/Procurement Facility. (GS&P), and Harbor Police Headquarters (HPHQ)

- 1) Clean, polish and disinfect all exercise equipment.
- 2) Wipe down all exercise equipment, handles, bars, vertical and horizontal surfaces, overhead pipes and fans.
- 3) Sweep and mop floors and mats.
- 4) Restock supplies (general purpose cleaner, paper towels, hand sanitizer).
- 5) Clean all mirrors.
- 6) Clean interior ledges

vii. Additional Requirements

- 1) Restore furniture, waste receptacles, and equipment to original positions.
- 2) Report items requiring corrective maintenance to the District Representative.
- 3) Store equipment and leave the storage areas clean and orderly.

**b. Weekly**

i. Locker Room

- 1) Clean the top of all lockers.

ii. Gym Floor Care (Harbor Police Headquarters)

- 1) See Exhibit F - Sports Impact Maintenance Guide

iii. Elevators

- 1) Vacuum interior of all carpeted elevators.
- 2) Sweep interior of non-carpeted elevators.
- 3) Wipe down interior and exterior panels, buttons, hand rails & doors with sanitizer.

iv. Patio Furniture and Benches

- 1) Wipe down all patio furniture (tables, chairs, loungers, ledges of planter boxes) and benches.

**c. Monthly**

- i. Scrub restroom floors using a germicidal detergent.
- ii. Refinish resilient restroom floors.
- iii. Clean and dust ceiling and wall fans.
- iv. Wash interior windows.
- v. Spray buff resilient tile.

**d. Quarterly**

- i. Scrub hard tile floors in lobbies and entranceways.
- ii. Clean lighting fixtures and diffusers.
- iii. Clean window blinds.
- iv. Remove all dirt and stains from walls and cubicle partitions.

**e. Semi-Annual** – To be scheduled by District Representative during non-business hours.

- i. Clean carpet in all common areas.
- ii. Clean vent covers and diffusers.
- iii. Clean baseboards.
- iv. Strip and refinish hard floors.
- v. Wipe the walls, interior sections of panel walls, blinds and fans with disinfecting cleaner to remove dust and air pollutant build-up.

The following semi-annual section applies only to Joint Harbor Operations Center (**JHOC**):

**f. JHOC Semi-Annual** (February and August of each year of the Agreement period, if operational schedules permit)

- i. Thoroughly vacuum and deep clean walls, equipment, furniture, hoses, wiring, vents and covers, interior sections of panel walls, interior and exterior shelving units and cabinets, and other areas as directed by the District Representative.
- ii. Move and replace furniture, furnishings, and other equipment as necessary to facilitate cleaning.

**2. Restroom Cleaning** – Applies to Joint Harbor Operations Center (**JHOC**), guard shacks and outside restrooms at Tenth Avenue Marine Terminal (**TAMT**) and National City Marine Terminal (**NCMT**)

**NOTE:** JHOC restroom cleaning schedule:

- o First cleaning shall be scheduled between 8 a.m. – 10 a.m.
- o Second cleaning shall be scheduled between 2 p.m. – 4 p.m.

**a. Twice Daily**

- i. Thoroughly clean and re-stock all restrooms.
- ii. Toilet Bowls and Urinal Fixtures
  - 1) Thoroughly scour toilet bowls and urinal fixtures.
  - 2) Mop, wash, and sanitize inside and outside of toilet bowls and urinals using a detergent.
  - 3) Remove uric buildup in and around urinals.
  - 4) Unclog toilets and urinals.

iii. Washbasins

- 1) Clean using an abrasive cleanser. Do not use chlorine bleach on stainless steel.

iv. Toilet Stalls, Partitions, and Handrails

- 1) Clean and wipe down with a damp cloth.

v. Mirrors

- 1) Clean and polish.

vi. Floors - (Includes entrance area)

- 1) Sweep, clean, and remove loose and foreign matter.
- 2) Wet mop with a detergent in clean water. Stains not removed by wet mopping shall be scrubbed clean using a floor bristle brush. Mop floors dry leaving no puddles, wet or slippery conditions.
- 3) Flush floor drains with fresh water.

vii. Trash Cans

- 1) Empty trash containers and place trash removed from restroom into exterior trashcans or dumpsters.
- 2) Clean trash cans and replace liners.

viii. Toilet Tissue and Dispenser

- 1) Wipe fixture clean.
- 2) Maintain a minimum of three full rolls of toilet tissue in each stall.
- 3) Remove and replace vandalized or unserviceable rolls of tissue.
- 4) Report to District Representative defective locks or toilet paper holders.

ix. Walls and Ceilings

- 1) Report graffiti to the District Representative.
- 2) Remove foreign matter including excrement and dirt from walls and ceilings.
- 3) Wipe walls clean.

x. Trash and Litter

- 1) Pick up and dispose of interior trash/litter and exterior trash/litter within an area 10 feet from exterior wall of the restrooms.

b. **Tri-Weekly** (Monday, Wednesday, and Friday)

i. Stainless Steel Fixtures

1. Polish stainless steel fixtures, sinks, partitions, toilets, handrails, and drinking fountains with a stainless steel cleaner polish such as Sheila Shine, Dymon Stainless Steel Cleaner and Polish, or approved equal. This polish is not required to be Green Seal certified.

3. **Public Parks Restrooms and Drinking Fountains Cleaning, (PRF)** - Applies to public park restrooms within the cities of San Diego, National City, Chula Vista, Coronado, and Imperial Beach. Drinking fountains are located near restrooms, within park areas and along walkways. In the event public restrooms become nonoperational, Service Provider shall be responsible for providing Janitorial Services to portable restroom units.

- a. **Follow 'Twice Daily Restroom' guidelines as outlined above** – the following requirements will be in addition to services outlined above, and shall also be performed twice daily.

i. Toilet Tissue and Dispenser

1. Wipe fixture clean.
2. Maintain a minimum of three full rolls of toilet tissue in each stall.
3. Remove and replace vandalized or unserviceable rolls of tissue.
4. Report to District Representative defective locks or toilet paper holders.

ii. Adjacent Exterior Sidewalks

1. Sweep, pick-up and dispose of any trash and/or debris.

b. **Tri-Weekly** (Monday, Wednesday, and Friday)

i. Stainless Steel Fixtures

1. Polish stainless steel fixtures, sinks, partitions, toilets, handrails, and drinking fountains with a stainless steel cleaner

polish such as Sheila Shine, Dymon Stainless Steel Cleaner and Polish, or approved equal. This polish is not required to be Green Seal certified.

ii. Trash Enclosures

1. Sweep area.
2. Pick-up and dispose of litter/trash/debris.

c. **Weekly (Wednesday)**

iii. Interior Walls and Ceilings

1. Hose down and clean walls and ceilings prior to cleaning, polishing, and restocking restroom.

d. **Tri Daily Seasonal Restroom Cleaning May 1 thru September 30.**

Clean Public Restrooms in manner specified in above Public Parks Restrooms and Drinking Fountains Cleaning, three times daily. Discrepancy reports shall reflect the third cleaning during this season.

**4. Administration Building and Annex Facility**

Janitorial Services shall be from 6:00 a.m. – 5:00 p.m., Monday through Thursday and every other Friday, except District holidays (Exhibit C – District Holidays). All scheduled services shall be completed by 12:00 p.m. daily. District requires that Service Provider has personnel in the facility from 12:00 p.m. to 5:00 p.m. each day for spot cleaning. At least one staff member at this location must be available by Service Provider provided mobile phone during business hours.

Between the hours of 6:00 a.m. – 8:00 a.m., the following spaces shall be cleaned and ready for service:

3165 Pacific Highway Parking Lot (in front of building): Pick up trash, litter, leaves, and other loose material.

- |           |  |
|-----------|--|
| 1st floor | Commissioner's Office, conference rooms, training rooms, Boardroom, restrooms, lobbies and the Port Learning Center in the Annex facility. |
| 2nd floor | BITS Automation lab, restrooms, hallways and the café common area (floors and tables).   |



7th floor Executive Office areas and restrooms, hallways and common spaces.

Between the hours of 8:00 a.m. – 12:00 p.m., all other spaces shall be cleaned and ready for service on the 1st, 2nd, 5th, 6th and 7th floors.

Between the hours of 12:00 p.m. – 5:00 p.m., the following spaces shall be cleaned and ready for service:

- Patio spaces
- Second restroom cleaning
- 3rd floor gym space, locker rooms/showers, and restrooms

**a. Daily**

- i. Office Areas - Includes Boardroom, offices, conference rooms, BITS Automation lab, café front area, training rooms, corridors, lobbies and common spaces within the departments.

1. Empty waste and recycling receptacles, clean waste receptacles, and replace liners.
2. Move trash, waste and recycling to a central location.
3. Clean all surfaces to ensure they are free of dust, debris, fingerprints, spots and spills.
4. Wipe ledges and horizontal surfaces free of dust and debris.
5. Clean building exit and entrance glass (including Annex facility) to be free of streaks, fingerprints, dust, and debris.
6. Clean interior glass partitions, display cases, mirrors, and interior doors to be free of streaks, fingerprints, dust, and debris.
7. Sanitize, wash, and polish drinking fountains, sinks, basins, portable drinking units (water coolers) and fixtures. Scour the mouthpiece, nozzle and bowl of drinking fountains. Report leaks, clogs or operational deficiencies to District Representative.
8. Maintain areas free of dust, loose dirt, and debris.
9. Move and replace furniture, furnishings, and other equipment as necessary to facilitate cleaning.

ii. Floor Areas

1. Sweep tile floors.
2. Wet mop hard tile floors.
3. Damp mop resilient tile floors.
4. Clean spots and spills on carpeted and tiled floors.
5. Vacuum carpeted floors per schedule.

6. Dust mop, wet mop using a neutral cleaner, and spot-clean laminate flooring.
  7. Move and replace furniture, furnishings, and other equipment as necessary to facilitate cleaning.
- iii. Exterior Areas - Entrance areas, parking lot and patio spaces.
1. Pick up trash, litter, leaves, and other loose material from patio spaces, 3165 Pacific Highway parking lot, and breezeway areas.
  2. Sweep outside areas (within 10 feet of existing wall).
  3. Damp mop entrance areas.
  4. Clean entrance mats to remain free of dust, loose dirt, and debris.
  5. Empty and replace liner in outside waste receptacles.
- iv. Restrooms
1. Clean commodes, urinals, and lavatories with a germicidal detergent.
  2. Remove encrustation, stains, scale and deposits from fixtures.
  3. Replace urinal deodorant tablets as necessary.
  4. Sweep floors and clean baseboards.
  5. Wet-mop tile floors with a germicidal detergent.
  6. Flush restroom floor drains with water.
  7. Restock supplies as necessary.
  8. Empty and clean receptacles and change plastic liners.
  9. Clean and polish dispensers, mirrors, partitions/dividers, handrails, vanities, doors, vents, shelves and furniture.
- v. Showers
1. Clean entire shower areas with a germicidal detergent.
  2. Remove encrustation, stains, scale, and deposits from fixtures.
  3. Sweep floors and clean baseboards.
  4. Wet mop ceramic tile floors with a germicidal detergent.
  5. Clean and polish dispensers, partitions, floors, vents, ADA chair and furniture.
- vi. Additional Requirements
1. Restore furniture, waste receptacles, and equipment to original positions.
  2. Report items requiring corrective maintenance to the District Representative.
  3. Store equipment and leave the storage areas clean and orderly.

**b. Daily - Second Cleaning (shall commence after 1:00 p.m.)**

i. Restrooms and showers as outlined in Daily section above

ii. Patios

1. Pick up trash, litter, leaves, and other loose material from outside spaces.
2. Sweep patio area.
3. Clean entrance mats.
4. Empty and clean waste receptacles and replace liners.
5. Move trash and waste to a central location (dumpsters).
6. Clean furniture, counters, cabinets and umbrellas.
7. Clean ledges and horizontal surfaces.
8. Sanitize, wash and polish drinking fountains, sinks, basins, portable drinking units (water coolers) and fixtures. Use sanitizing wipes every day.

iii. Gym Space

1. Clean, polish and disinfect all exercise equipment.
2. Wipe down all exercise equipment, handles, bars, vertical and horizontal surfaces, overhead pipes and fans.
3. Sweep and mop floors and mats.
4. Restock supplies (general purpose cleaner, paper towels, hand sanitizer).
5. Clean mirrors.
6. Clean interior window and ledge.
7. Ceiling fans – clean and dust all fans.

**c. Weekly**

i. Locker rooms

1. Clean the top of all lockers.

ii. Elevators

1. Vacuum interior of all carpeted elevators.
2. Sweep interior of non-carpeted elevators.
3. Wipe down interior and exterior panels, buttons, hand rails & doors with sanitizer.

iii. General Floor Care

1. Damp or wet mop entrance spaces.
2. Three (3) times per week, clean 1<sup>st</sup> floor laminate as follows:
  - a. Tuesday, Wednesday, Thursday, dust mop
  - b. Tuesday, Wednesday, Thursday, wet mop using a neutral cleaner
  - c. 1x daily touch up during the day, by wet mopping and removing tracked in dirt, marks, foot prints, spots and spills
3. Vacuum department carpet floors (see below). If day is on an observed holiday, (See Exhibit C), vacuum the next business day.
  - a. Floors 1 & 7 - Mondays
  - b. Floors 2 & 3 - Tuesdays
  - c. Floor 5 - Wednesdays
  - d. Floor 6 - Thursdays

iv. Gym – General Floor Care

1. See Exhibit F - Sports Impact Maintenance guide

**d. Monthly**

- i. Scrub restroom floors using a germicidal detergent.
- ii. Refinish resilient restroom floors.
- iii. Clean and dust ceiling and wall fans.
- iv. Wash interior windows.
- v. Spray and buff resilient tile - to be scheduled by the District Representative during non-business hours.

**e. Monthly - 4th Floor**

- i. Empty and clean waste receptacles, and replace liners.
- ii. Move trash, waste and recycling to a central location.
- iii. Clean furniture, counters, and cabinets
- iv. Clean ledges and horizontal surfaces
- v. Sweep and mop floor.
- vi. Clean vent covers and diffusers.
- vii. Clean outside basement entry stairwells, sweep and mop.

**f. Quarterly**

- i. Scrub hard tile floors in lobbies and entranceways.
- ii. Clean lighting fixtures and diffusers.
- iii. Clean window blinds.

**g. Semi-Annual - To be scheduled by District Representative during non-business hours.**

- i. Clean carpet in all common areas.
- ii. Clean vent covers and diffusers.
- iii. Clean baseboards.
- iv. Wipe the walls, interior sections of panel walls, blinds and installed air circulating fans with disinfecting cleaner to remove dust and air pollutant build-up.

## 5. Service and Response Time

Service Provider shall provide a single point of contact to respond to service calls. Service Provider's point of contact shall have authority to dispatch staff to meet the following response times:

- a. **Scheduled Services** All scheduled services shall be performed as indicated in Exhibit E - Cleaning Frequencies and Time Schedule and as directed by the District Representative. Service Provider shall have an answering service, cell phone, or office personnel available to receive service calls. Scheduled Janitorial Services include the cleaning of offices, lunchrooms, conference rooms, Board rooms, computer lab, training rooms, exercise rooms, locker rooms, shower stalls, break spaces, outside patio areas, interior of elevators, entrance ways, lobbies, corridors, hallways, storage spaces, stairways, and other common spaces, facility and public restrooms and drinking fountains located throughout District properties. Furniture, furnishings, and other equipment shall be moved and replaced to facilitate cleaning operations.
- b. **Task Authorization – As Needed Janitorial Services** – As Needed Janitorial Services shall only be undertaken by the Service Provider upon issuance of a Task Authorization for said services. The Service Provider shall not perform services until the District Representative provides a written Task Authorization specifically indicating the scope and negotiated cost for the as needed services. A Task Authorization shall not be considered effective until the form has been signed by the District. The District does not guarantee a minimum or total amount of as needed services. Service Provider shall be available to provide services within 24 hours of receiving a Task Authorization. When notified by the District Representative, Service Provider shall acknowledge a call for as needed services within one (1) hour after notification. Service Provider shall have an answering service, cell phone, or pager available at all times to receive a service request for as needed services. As Needed Janitorial Services shall have a guaranteed minimum of not less than two (2) hours.

- c. **Holiday and Weekend** – Services may be required on holidays (Exhibit C – District Holidays) or weekends as directed by the District Representative.
- d. **Urgent Service Calls** - When notified by the District Representative, Duty Maintenance Supervisor or Maintenance Planning Supervisor, Service Provider shall acknowledge urgent service calls within one (1) hour. Service Provider shall provide services onsite within four (4) hours, 24 hours a day, seven (7) days a week, including holidays. Service Provider shall have an answering service or cell phone available at all times to receive urgent requests. Service Provider shall provide services in accordance with direction received from the District Representative, Duty Maintenance Supervisor or Maintenance Planning Supervisor.
- e. **Potentially Hazardous Material Response** - Service Provider may be required to respond to cleaning potentially hazardous material (i.e. human waste, fecal matter, urine, and/or vomit) on various District properties.
- f. **Rework** - District Representative shall inspect the quality of work and if required, Service Provider shall correct the work deficiencies at no additional cost to the District. Service Provider shall acknowledge call back within 24 hours after notification of work deficiencies from District Representative.

## F. Submittals

- 1. **Safety Data Sheets (SDS)** - Service Provider shall furnish three (3) copies of the SDS for all chemicals used on District properties.
- 2. **Injury and Illness Prevention Program (IIPP)** - Service Provider shall provide one (1) copy of the IIPP that addresses all the actions necessary to establish a safe working environment.
- 3. Service Provider shall submit to the District Representative a list of employees that will require a Port badge under this Agreement. Service Provider will update District Representative of any changes to this list in a timely manner.

## G. Security Background Check and Badging

The District may require Service Provider's personnel to pass a security background check and wear a badge while on District property. Service Provider's personnel who do not initially pass the security check, or who subsequently have their security clearance withdrawn for any reason, shall not service in support of this Agreement.

The District reserves the right to limit the number of employees for security background check and badging. Upon request, Service Provider shall submit to the District Representative within a minimum of seventy-two (72) hours a list of employees with security and badging clearance and maintain an updated list. Service Provider shall return all badges of terminated or terminating employees within seventy-two (72) hours of notice.

Service Provider shall comply with all local, state, federal, and District codes, policies and procedures. Service Provider shall abide by all security requirements incidental to the service or made necessary by its operation.

**Transportation Workers Identification Credential (TWIC)** If applicable, each Service Provider's personnel that render services on secure areas of District facilities must obtain and present a TWIC for entry to secure areas at: Tenth Avenue Marine Terminal, National City Marine Terminal, B Street Pier and Broadway Pier facilities.

An individual must provide biographic and biometric information such as fingerprints, sit for a digital photograph and successfully pass a security threat assessment conducted by the US Department of Homeland Security, Transportation Security Administration.

Service Provider shall pay all fees and costs incurred for and by the security requirements including TWIC. Service Provider shall not be entitled to reimbursement from the District for said fees and costs.

Additional information pertaining to the TWIC requirement is also available in the US Department of Homeland Security, Transportation Security Administration website, [www.tsa.gov/twic](http://www.tsa.gov/twic).

## **H. Licensing and Certification**

Service Provider shall furnish a copy of any license or certification necessary or related to the performance of services under this Agreement.

## **I. Materials, Equipment, Incidentals and Supplies**

Service Provider shall provide all necessary equipment, materials, and supplies including chemical cleaning agents, waxes, polishes, sanitary napkin disposable bags, plastic trash liners, shower curtains (replace in kind annually and at request of District Representative), paper towels, 2 ply toilet paper, flushable toilet seat covers, soap, hand lotion, metered air-fresheners, hand sanitizer, disinfecting wipes, urinal screens, and disposable urinal floor mats as necessary

to stock and maintain the specified facilities in a clean and sanitary condition. The equipment shall include silent, commercial grade vacuum cleaners. Materials and supplies shall comply with the District's Environmental Sustainability Policy.

Additionally, where practicable and cost effective, all janitorial paper products for which an alternative product made with recycled content is available are required to be made with at least 30% post-consumer recycled content. A watermark or logo must be displayed on the package indicating the recycled content on all paper products.

The District may permit the substitution or addition of environmentally preferable products when such products are readily available at a competitive cost and satisfy the District's performance needs. The District may choose to provide any environmentally preferable products for Service Provider's use during services rendered under this Agreement.

Service Provider shall maintain a 10-day stock of restroom supplies. Service Provider shall label, store and use equipment, material and supplies in accordance with all applicable Safety Data Sheets (SDS). Service Provider shall properly operate and maintain equipment and shall ensure stored equipment is clean and odor free. Service Provider shall mark all equipment, material, and supplies with the Service Provider's company name or logo. If available, the District Representative will designate a lockable storage area for the Service Provider to store material, equipment, and supplies.

Service Provider is solely responsible for the safe storage of equipment and supplies. The District is not responsible for any of the Service Provider's property that is stored in a District-provided storage locker.

The District will provide power and water for the Service Provider to perform Janitorial Services as specified in this Agreement.

## **J. Standards and Supervision**

It is the intent of the District that the facilities included in this Agreement be maintained at a high standard of cleanliness: free of dust, dirt, and other foreign material and maintained in a sanitary and safe condition. Cleaning frequencies set forth are meant to be minimum guidelines. They are not to be construed as complete. All items not specifically included, but found to be necessary to properly clean the facility, shall be included and performed by the Service Provider.

Service Provider shall provide a supervisor for no less than one (1) hour of supervision for every four (4) hours of labor performed under this Agreement. A



working supervisor does not fulfill this requirement. This requirement is not optional and non-compliance may be cause for termination of this Agreement.

#### **K. Inspection/Reports/Logs/Schedules**

1. Service Provider shall acknowledge receipt of District keys on a memorandum receipt form furnished by District Representative. All such keys shall remain the property of District and shall be promptly returned to the District Representative or his/her designated representative at the termination of this Agreement. Service Provider shall provide a monthly key inventory report to the District Representative. A duplicate District furnished replacement key cost shall be deducted from Service Provider's monthly invoice at a rate of \$25.00 per key.
2. A daily "Work Sign-in/Sign-out" log shall be provided at all specified locations. Service Provider's employees shall sign-in and sign-out on each workday. All public restroom logs shall be readily available at any time the District Representative makes a request.
3. Service Provider shall provide a detailed work schedule at the commencement of the Agreement. This schedule provides daily, weekly, monthly, quarterly, and semi-annual plan of work to be performed by Service Provider. Service Provider shall provide a detailed work schedule for all public restroom cleaning service for seasonal and non-seasonal service.
4. Service Provider shall provide for an on-going comprehensive self-inspection program. Service Provider's inspection program shall ensure that Janitorial Services are adequate and that all work complies with the requirements of this Agreement. The District Representative may request copies of the Service Provider's inspection reports. The District Representative shall schedule as needed on-site meetings with the Service Provider to review the Service Provider's self-inspection reports and discuss any performance issues.
5. Service Provider shall immediately notify the District Representative or Duty Supervisor at (619) 571-6909 of damages, defects, leaks, power outages, graffiti or any other problems with District properties that require immediate corrective action.
6. Service Provider shall utilize CleanTelligent Software as their primary method of inspection, and shall provide District Representative with access to the system. Pictures shall be provided to document deficiencies except in areas where confidential information prevents the use of photography. All deficiencies shall be resolved within 24 hours of notification.

**ATTACHMENT B  
COMPENSATION & INVOICING  
San Diego Unified Port District**

**1. COMPENSATION**

a. For the satisfactory performance and completion of the services under this Agreement, District shall pay Service Provider compensation as set forth hereunder.

- (1) Service Provider shall be compensated and reimbursed by District on the basis of invoices submitted each month for services performed during the preceding month. Each invoice shall include:

Date work performed;  
Description of the work performed.

- (2) Services shall be invoiced in accordance with the following fee schedule:

**TERM 1 (7/1/16-6/30/17)**

**1. GENERAL SERVICES & PROCUREMENT (GS&P)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$2,185.01	X 12	\$26,220.12
B.	Weekly Cleaning/Monthly Rate	\$437.00	X 12	\$5,244.00
C.	Periodic Cleaning Monthly Rate	\$215.99	X 12	\$2,591.88
D.	Periodic Cleaning Quarterly Rate	\$107.99	X 4	\$431.96
E.	Periodic Cleaning Semi-Annual Rate	\$215.99	X 2	\$431.98

**2. HARBOR POLICE HEADQUARTERS (HPHQ)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$3,059.01	X 12	\$36,708.12
B.	Weekly Cleaning/Monthly Rate	\$437.00	X 12	\$5,244.00
C.	Periodic Cleaning Monthly Rate	\$134.99	X 12	\$1,619.88
D.	Periodic Cleaning Quarterly Rate	\$81.00	X 4	\$324.00
E.	Periodic Cleaning Semi-Annual Rate	\$134.99	X 2	\$269.98

**3. HARBOR POLICE SHELTER ISLAND (HPSI)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$764.75	X 12	\$764.75
B.	Weekly Cleaning/Monthly Rate	\$109.25	X 12	\$109.25
C.	Periodic Cleaning Monthly Rate	\$40.50	X 12	\$40.50
D.	Periodic Cleaning Quarterly Rate	\$54.00	X 4	\$54.00
E.	Periodic Cleaning Semi-Annual Rate	\$107.99	X 2	\$107.99

**4. HARBOR POLICE SOUTH BAY STATION (HPSB)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$183.54	X 12	\$2,202.48
B.	Weekly Cleaning/Monthly Rate	\$26.22	X 12	\$314.64
C.	Periodic Cleaning Monthly Rate	\$13.50	X 12	\$162.00
D.	Periodic Cleaning Quarterly Rate	\$13.50	X 4	\$54.00
E.	Periodic Cleaning Semi-Annual Rate	\$27.00	X 2	\$54.00

**5. TENTH AVENUE MARINE TERMINAL (TAMT)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$1,584.13	X 12	\$19,009.56
B.	Weekly Cleaning/Monthly Rate	\$327.75	X 12	\$3,933.00
C.	Periodic Cleaning Monthly Rate	\$161.99	X 12	\$1,943.88
D.	Periodic Cleaning Quarterly Rate	\$81.00	X 4	\$324.00
E.	Periodic Cleaning Semi-Annual Rate	\$161.99	X 2	\$323.98
F.	Twice Daily Restroom/Monthly Rate	\$183.54	X 12	\$2,202.48
G.	Tri Weekly Restroom/Monthly Rate	\$137.66	X 12	\$1,651.92

**6. NATIONAL CITY MARINE TERMINAL (NCMT)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$263.67	X 12	\$3,164.04
B.	Weekly Cleaning/Monthly Rate	\$54.63	X 12	\$655.56
C.	Periodic Cleaning/Monthly Rate	\$27.00	X 12	\$324.00
D.	Periodic Cleaning Quarterly Rate	\$27.00	X 4	\$108.00
E.	Periodic Cleaning Semi-Annual Rate	\$27.00	X2	\$54.00
F.	Twice Daily Restroom/Monthly Rate	\$367.08	X 12	\$4,404.96
G.	Tri Weekly Restroom/Monthly Rate	\$78.66	X 12	\$943.92

**7. JOINT HARBOR OPERATION CENTER (JHOC)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$183.54	X 12	\$2,202.48
B.	Weekly Cleaning/Monthly Rate	\$26.22	X 12	\$314.64
C.	Periodic Cleaning/Monthly Rate	\$10.80	X 12	\$129.60
D.	Periodic Cleaning/Semi Annual Rate	\$10.80	X 2	\$21.60
E.	Twice Daily Restroom/Monthly Rate	\$367.08	X 12	\$4,404.96

**8. PUBLIC RESTROOM FACILITIES & DRINKING FOUNTAINS (PRF)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Twice Daily Restrooms/Monthly Rate	\$9,177.04	X 12	\$110,124.48
B.	Tri Weekly Restrooms/Monthly Rate	\$655.50	X 12	\$7,866.00
C.	Weekly Restrooms/Monthly Rate	\$109.25	X 12	\$1,311.00
D.	Seasonal Extra Run/Monthly Rate	\$21,177.78	X 3	\$63,533.34

**9. ADMINISTRATION & ANNEX FACILITY (ADM & ANX)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$9,832.54	X 12	\$117,990.48
B.	Weekly Cleaning/Monthly Rate	\$1,748.01	X 12	\$20,976.12
C.	Periodic Cleaning/Monthly Rate	\$1,079.94	X 12	\$12,959.28
D.	Periodic Cleaning Quarterly Rate	\$539.97	X 4	\$2,159.88
E.	Periodic Cleaning Semi Annual Rate	\$1,079.94	X 2	\$2,159.88

**SCHEDULED SERVICES AMOUNT FOR TERM ONE: \$478,476.06**

**10. ADDITIONAL SERVICES NOT TO EXCEED \$12,000.00**

DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
Additional Services	\$23.88	HR	\$12,000.00

<b>TOTAL AMOUNT FOR TERM ONE</b>	<b>\$490,476.06</b>
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**TERM 2 (7/1/17-6/30/18)****1. GENERAL SERVICES & PROCUREMENT (GS&P)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$2,185.01	X 12	\$26,220.12
B.	Weekly Cleaning/Monthly Rate	\$437.00	X 12	\$5,244.00
C.	Periodic Cleaning Monthly Rate	\$215.99	X 12	\$2,591.88
D.	Periodic Cleaning Quarterly Rate	\$107.99	X 4	\$431.96
E.	Periodic Cleaning Semi-Annual Rate	\$215.99	X 2	\$431.98

**2. HARBOR POLICE HEADQUARTERS (HPHQ)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$3,059.01	X 12	\$36,708.12
B.	Weekly Cleaning/Monthly Rate	\$437.00	X 12	\$5,244.00
C.	Periodic Cleaning Monthly Rate	\$134.99	X 12	\$1,619.88
D.	Periodic Cleaning Quarterly Rate	\$81.00	X 4	\$324.00
E.	Periodic Cleaning Semi-Annual Rate	\$134.99	X 2	\$269.98

**3. HARBOR POLICE SHELTER ISLAND (HPSI)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$764.75	X 12	\$9,177.00
B.	Weekly Cleaning/Monthly Rate	\$109.25	X 12	\$1,311.00
C.	Periodic Cleaning Monthly Rate	\$40.50	X 12	\$486.00
D.	Periodic Cleaning Quarterly Rate	\$54.00	X 4	\$216.00
E.	Periodic Cleaning Semi-Annual Rate	\$107.99	X 2	\$215.98

**4. HARBOR POLICE SOUTH BAY STATION (HPSB)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$183.54	X 12	\$2,202.48
B.	Weekly Cleaning/Monthly Rate	\$26.22	X 12	\$314.64
C.	Periodic Cleaning Monthly Rate	\$13.50	X 12	\$162.00
D.	Periodic Cleaning Quarterly Rate	\$13.50	X 4	\$54.00
E.	Periodic Cleaning Semi-Annual Rate	\$27.00	X 2	\$54.00

**5. TENTH AVENUE MARINE TERMINAL (TAMT)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$1,584.13	X 12	\$19,009.56
B.	Weekly Cleaning/Monthly Rate	\$327.75	X 12	\$3,933.00
C.	Periodic Cleaning Monthly Rate	\$161.99	X 12	\$1,943.88
D.	Periodic Cleaning Quarterly Rate	\$81.00	X 4	\$324.00
E.	Periodic Cleaning Semi-Annual Rate	\$161.99	X 2	\$323.98
F.	Twice Daily Restroom/Monthly Rate	\$183.54	X 12	\$2,202.48
G.	Tri Weekly Restroom/Monthly Rate	\$137.66	X 12	\$1,651.92

**6. NATIONAL CITY MARINE TERMINAL (NCMT)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$263.67	X 12	\$3,164.04
B.	Weekly Cleaning/Monthly Rate	\$54.63	X 12	\$655.56
C.	Periodic Cleaning/Monthly Rate	\$27.00	X 12	\$324.00
D.	Periodic Cleaning Quarterly Rate	\$27.00	X 4	\$108.00
E.	Periodic Cleaning Semi-Annual Rate	\$27.00	X2	\$54.00
F.	Twice Daily Restroom/Monthly Rate	\$367.08	X 12	\$4,404.96
G.	Tri Weekly Restroom/Monthly Rate	\$78.66	X 12	\$943.92

**7. JOINT HARBOR OPERATION CENTER (JHOC)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$183.54	X 12	\$2,202.48
B.	Weekly Cleaning/Monthly Rate	\$26.22	X 12	\$314.64
C.	Periodic Cleaning/Monthly Rate	\$10.80	X 12	\$129.60
D.	Periodic Cleaning/Semi Annual Rate	\$10.80	X 2	\$21.60
E.	Twice Daily Restroom/ Monthly Rate	\$367.08	X 12	\$4,404.96

**8. PUBLIC RESTROOM FACILITIES & DRINKING FOUNTAINS (PRF)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Twice Daily Restrooms/Monthly Rate	\$9,177.04	X 12	\$110,124.48
B.	Tri Weekly Restrooms/Monthly Rate	\$655.50	X 12	\$7,866.00
C.	Weekly Restrooms/Monthly Rate	\$109.25	X 12	\$1,311.00
D.	Seasonal Extra Run/Monthly Rate	\$21,177.78	X 5	\$105,888.90

**9. ADMINISTRATION & ANNEX FACILITY (ADMIN & ANX)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$9,832.54	X 12	\$117,990.48
B.	Weekly Cleaning/Monthly Rate	\$1,748.01	X 12	\$20,976.12
C.	Periodic Cleaning/Monthly Rate	\$1,079.94	X 12	\$12,959.28
D.	Periodic Cleaning Quarterly Rate	\$539.97	X 4	\$2,159.88
E.	Periodic Cleaning Semi Annual Rate	\$1,079.94	X 2	\$2,159.88

**SCHEDULED SERVICES AMOUNT FOR TERM TWO: \$520,831.62**

**10. ADDITIONAL SERVICES NOT TO EXCEED \$12,000.00**

DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
Additional Services	\$23.88	HR	\$12,000.00

<b>TOTAL AMOUNT FOR TERM TWO</b>	<b>\$532,861.62</b>
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**TERM 3 (7/1/18-6/30/19)****1. GENERAL SERVICES & PROCUREMENT (GS&P)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$2,228.71	X 12	\$26,744.52
B.	Weekly Cleaning/Monthly Rate	\$445.74	X 12	\$5,348.88
C.	Periodic Cleaning Monthly Rate	\$220.31	X 12	\$2,643.72
D.	Periodic Cleaning Quarterly Rate	\$110.15	X 4	\$440.60
E.	Periodic Cleaning Semi-Annual Rate	\$220.31	X 2	\$440.62

**2. HARBOR POLICE HEADQUARTERS (HPHQ)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$3,120.19	X 12	\$37,442.28
B.	Weekly Cleaning/Monthly Rate	\$445.74	X 12	\$5,348.88
C.	Periodic Cleaning Monthly Rate	\$137.69	X 12	\$1,652.28
D.	Periodic Cleaning Quarterly Rate	\$82.62	X 4	\$330.48
E.	Periodic Cleaning Semi-Annual Rate	\$137.69	X 2	\$275.38

**3. HARBOR POLICE SHELTER ISLAND (HPSI)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$780.05	X 12	\$9,360.60
B.	Weekly Cleaning/Monthly Rate	\$111.44	X 12	\$1,337.28
C.	Periodic Cleaning Monthly Rate	\$41.31	X 12	\$495.72
D.	Periodic Cleaning Quarterly Rate	\$55.08	X 4	\$220.32
E.	Periodic Cleaning Semi-Annual Rate	\$110.15	X 2	\$220.30



**4. HARBOR POLICE SOUTH BAY STATION (HPSB)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$187.21	X 12	\$2,246.52
B.	Weekly Cleaning/Monthly Rate	\$26.74	X 12	\$320.88
C.	Periodic Cleaning Monthly Rate	\$13.77	X 12	\$165.24
D.	Periodic Cleaning Quarterly Rate	\$13.77	X 4	\$55.08
E.	Periodic Cleaning Semi-Annual Rate	\$27.54	X 2	\$55.08

**5. TENTH AVENUE MARINE TERMINAL (TAMT)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$1,615.81	X 12	\$19,389.72
B.	Weekly Cleaning/Monthly Rate	\$334.31	X 12	\$4,011.72
C.	Periodic Cleaning Monthly Rate	\$165.23	X 12	\$1,982.76
D.	Periodic Cleaning Quarterly Rate	\$82.62	X 4	\$330.48
E.	Periodic Cleaning Semi-Annual Rate	\$165.23	X 2	\$330.46
F.	Twice Daily Restroom/Monthly Rate	\$187.21	X 12	\$2,246.52
G.	Tri Weekly Restroom/Monthly Rate	\$140.41	X 12	\$1,684.92

**6. NATIONAL CITY MARINE TERMINAL (NCMT)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$268.95	X 12	\$3,227.40
B.	Weekly Cleaning/Monthly Rate	\$55.72	X 12	\$668.64
C.	Periodic Cleaning/Monthly Rate	\$27.54	X 12	\$330.48
D.	Periodic Cleaning Quarterly Rate	\$27.54	X 4	\$110.16
E.	Periodic Cleaning Semi-Annual Rate	\$27.54	X 2	\$55.08
F.	Twice Daily Restroom/Monthly Rate	\$374.42	X 12	\$4,493.04
G.	Tri Weekly Restroom/Monthly Rate	\$80.23	X 12	\$962.76

**7. JOINT HARBOR OPERATION CENTER (JHOC)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$187.21	X 12	\$2,246.52
B.	Weekly Cleaning/Monthly Rate	\$26.74	X 12	\$320.88
C.	Periodic Cleaning/Monthly Rate	\$11.02	X 12	\$132.24
D.	Periodic Cleaning/Semi Annual Rate	\$11.02	X 2	\$22.04
E.	Twice Daily Restroom/ Monthly Rate	\$374.42	X 12	\$4,493.04

**8. PUBLIC RESTROOM FACILITIES & DRINKING FOUNTAINS (PRF)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Twice Daily Restrooms/Monthly Rate	\$9,360.58	X 12	\$112,326.96
B.	Tri Weekly Restrooms/Monthly Rate	\$668.61	X 12	\$8,023.32
C.	Weekly Restrooms/Monthly Rate	\$111.44	X 12	\$1,337.28
D.	Seasonal Extra Run/Monthly Rate	\$21,601.33	X 2	\$43,202.66

**9. ADMINISTRATION & ANNEX FACILITY (ADMIN & ANX)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$10,029.19	X 12	\$120,350.28
B.	Weekly Cleaning/Monthly Rate	\$1,782.97	X 12	\$21,395.64
C.	Periodic Cleaning/Monthly Rate	\$1,101.53	X 12	\$13,218.36
D.	Periodic Cleaning Quarterly Rate	\$550.77	X 4	\$2,203.08
E.	Periodic Cleaning Semi Annual Rate	\$1,101.53	X 2	\$2,203.06

**SCHEDULED SERVICES AMOUNT FOR TERM THREE: \$466,444.16**

**10. ADDITIONAL SERVICES NOT TO EXCEED \$12,000.00**

DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
Additional Services	\$24.36	HR	\$12,000.00

<b>TOTAL AMOUNT FOR TERM THREE</b>	<b>\$478,444.16</b>
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**OPTIONAL- TERM 4 (7/1/19-6/30/20)****1. GENERAL SERVICES & PROCUREMENT (GS&P)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$2,228.71	X 12	\$26,744.52
B.	Weekly Cleaning/Monthly Rate	\$445.74	X 12	\$5,348.88
C.	Periodic Cleaning Monthly Rate	\$220.31	X 12	\$2,643.72
D.	Periodic Cleaning Quarterly Rate	\$110.15	X 4	\$440.60
E.	Periodic Cleaning Semi-Annual Rate	\$220.31	X 2	\$440.62

**2. HARBOR POLICE HEADQUARTERS (HPHQ)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$3,120.19	X 12	\$37,442.28
B.	Weekly Cleaning/Monthly Rate	\$445.74	X 12	\$5,348.88
C.	Periodic Cleaning Monthly Rate	\$137.69	X 12	\$1,652.28
D.	Periodic Cleaning Quarterly Rate	\$82.62	X 4	\$330.48
E.	Periodic Cleaning Semi-Annual Rate	\$137.69	X 2	\$275.38

**3. HARBOR POLICE SHELTER ISLAND (HPSI)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$780.05	X 12	\$9,360.60
B.	Weekly Cleaning/Monthly Rate	\$111.44	X 12	\$1,337.28
C.	Periodic Cleaning Monthly Rate	\$41.31	X 12	\$495.72
D.	Periodic Cleaning Quarterly Rate	\$55.08	X 4	\$220.32
E.	Periodic Cleaning Semi-Annual Rate	\$110.15	X 2	\$220.30

**4. HARBOR POLICE SOUTH BAY STATION (HPSB)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$187.21	X 12	\$2,246.52
B.	Weekly Cleaning/Monthly Rate	\$26.74	X 12	\$320.88
C.	Periodic Cleaning Monthly Rate	\$13.77	X 12	\$165.24
D.	Periodic Cleaning Quarterly Rate	\$13.77	X 4	\$55.08
E.	Periodic Cleaning Semi-Annual Rate	\$27.54	X 2	\$55.08

**5. TENTH AVENUE MARINE TERMINAL (TAMT)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$1,615.81	X 12	\$19,389.72
B.	Weekly Cleaning/Monthly Rate	\$334.31	X 12	\$4,011.72
C.	Periodic Cleaning Monthly Rate	\$165.23	X 12	\$1,982.76
D.	Periodic Cleaning Quarterly Rate	\$82.62	X 4	\$330.48
E.	Periodic Cleaning Semi-Annual Rate	\$165.23	X 2	\$330.46
F.	Twice Daily Restroom/Monthly Rate	\$187.21	X 12	\$2,246.52
G.	Tri Weekly Restroom/Monthly Rate	\$140.41	X 12	\$1,684.92

**6. NATIONAL CITY MARINE TERMINAL (NCMT)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$268.95	X 12	\$3,227.40
B.	Weekly Cleaning/Monthly Rate	\$55.72	X 12	\$668.64
C.	Periodic Cleaning/Monthly Rate	\$27.54	X 12	\$330.48
D.	Periodic Cleaning Quarterly Rate	\$27.54	X 4	\$110.16
E.	Periodic Cleaning Semi-Annual Rate	\$27.54	X 2	\$55.08
F.	Twice Daily Restroom/Monthly Rate	\$374.42	X 12	\$4,493.04
G.	Tri Weekly Restroom/Monthly Rate	\$80.23	X 12	\$962.76

**7. JOINT HARBOR OPERATION CENTER (JHOC)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$187.21	X 12	\$2,246.52
B.	Weekly Cleaning/Monthly Rate	\$26.74	X 12	\$320.88
C.	Periodic Cleaning/Monthly Rate	\$11.02	X 12	\$132.24
D.	Periodic Cleaning/Semi Annual Rate	\$11.02	X 2	\$22.04
E.	Twice Daily Restroom/ Monthly Rate	\$374.42	X 12	\$4,493.04

**8. PUBLIC RESTROOM FACILITIES & DRINKING FOUNTAINS (PRF)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Twice Daily Restrooms/Monthly Rate	\$9,360.58	X 12	\$112,326.96
B.	Tri Weekly Restrooms/Monthly Rate	\$668.61	X 12	\$8,023.32
C.	Weekly Restrooms/Monthly Rate	\$111.44	X 12	\$1,337.28
D.	Seasonal Extra Run/Monthly Rate	\$21,601.33	X 2	\$43,202.66

**9. ADMINISTRATION & ANNEX FACILITY (ADMIN & ANX)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$10,029.19	X 12	\$120,350.28
B.	Weekly Cleaning/Monthly Rate	\$1,782.97	X 12	\$21,395.64
C.	Periodic Cleaning/Monthly Rate	\$1,101.53	X 12	\$13,218.36
D.	Periodic Cleaning Quarterly Rate	\$550.77	X 4	\$2,203.08
E.	Periodic Cleaning Semi Annual Rate	\$1,101.53	X 2	\$2,203.06

**SCHEDULED SERVICES AMOUNT FOR TERM FOUR: \$466,444.16**

**10. ADDITIONAL SERVICES NOT TO EXCEED \$12,000.00**

DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
Additional Services	\$24.36	HR	\$12,000.00

<b>TOTAL AMOUNT FOR TERM FOUR</b>	<b>\$478,444.16</b>
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**OPTIONAL- TERM 5 (7/1/20-6/30/21)****1. GENERAL SERVICES & PROCUREMENT (GS&P)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$2,228.71	X 12	\$26,744.52
B.	Weekly Cleaning/Monthly Rate	\$445.74	X 12	\$5,348.88
C.	Periodic Cleaning Monthly Rate	\$220.31	X 12	\$2,643.72
D.	Periodic Cleaning Quarterly Rate	\$110.15	X 4	\$440.60
E.	Periodic Cleaning Semi-Annual Rate	\$220.31	X 2	\$440.62

**2. HARBOR POLICE HEADQUARTERS (HPHQ)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$3,120.19	X 12	\$37,442.28
B.	Weekly Cleaning/Monthly Rate	\$445.74	X 12	\$5,348.88
C.	Periodic Cleaning Monthly Rate	\$137.69	X 12	\$1,652.28
D.	Periodic Cleaning Quarterly Rate	\$82.62	X 4	\$330.48
E.	Periodic Cleaning Semi-Annual Rate	\$137.69	X 2	\$275.38

**3. HARBOR POLICE SHELTER ISLAND (HPSI)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$780.05	X 12	\$9,360.60
B.	Weekly Cleaning/Monthly Rate	\$111.44	X 12	\$1,337.28
C.	Periodic Cleaning Monthly Rate	\$41.31	X 12	\$495.72
D.	Periodic Cleaning Quarterly Rate	\$55.08	X 4	\$220.32
E.	Periodic Cleaning Semi-Annual Rate	\$110.15	X 2	\$220.30

**4. HARBOR POLICE SOUTH BAY STATION (HPSB)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$187.21	X 12	\$2,246.52
B.	Weekly Cleaning/Monthly Rate	\$26.74	X 12	\$320.88
C.	Periodic Cleaning Monthly Rate	\$13.77	X 12	\$165.24
D.	Periodic Cleaning Quarterly Rate	\$13.77	X 4	\$55.08
E.	Periodic Cleaning Semi-Annual Rate	\$27.54	X 2	\$55.08

**5. TENTH AVENUE MARINE TERMINAL (TAMT)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$1,615.81	X 12	\$19,389.72
B.	Weekly Cleaning/Monthly Rate	\$334.31	X 12	\$4,011.72
C.	Periodic Cleaning Monthly Rate	\$165.23	X 12	\$1,982.76
D.	Periodic Cleaning Quarterly Rate	\$82.62	X 4	\$330.48
E.	Periodic Cleaning Semi-Annual Rate	\$165.23	X 2	\$330.46
F.	Twice Daily Restroom/Monthly Rate	\$187.21	X 12	\$2,246.52
G.	Tri Weekly Restroom/Monthly Rate	\$140.41	X 12	\$1,684.92

**6. NATIONAL CITY MARINE TERMINAL (NCMT)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$268.95	X 12	\$3,227.40
B.	Weekly Cleaning/Monthly Rate	\$55.72	X 12	\$668.64
C.	Periodic Cleaning/Monthly Rate	\$27.54	X 12	\$330.48
D.	Periodic Cleaning Quarterly Rate	\$27.54	X 4	\$110.16
E.	Periodic Cleaning Semi-Annual Rate	\$27.54	X 2	\$55.08
F.	Twice Daily Restroom/Monthly Rate	\$374.42	X 12	\$4,493.04
G.	Tri Weekly Restroom/Monthly Rate	\$80.23	X 12	\$962.76

**7. JOINT HARBOR OPERATION CENTER (JHOC)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$187.21	X 12	\$2,246.52
B.	Weekly Cleaning/Monthly Rate	\$26.74	X 12	\$320.88
C.	Periodic Cleaning/Monthly Rate	\$11.02	X 12	\$132.24
D.	Periodic Cleaning/Semi Annual Rate	\$11.02	X 2	\$22.04
E.	Twice Daily Restroom/ Monthly Rate	\$374.42	X 12	\$4,493.04

**8. PUBLIC RESTROOM FACILITIES & DRINKING FOUNTAINS (PRF)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Twice Daily Restrooms/Monthly Rate	\$9,360.58	X 12	\$112,326.96
B.	Tri Weekly Restrooms/Monthly Rate	\$668.61	X 12	\$8,023.32
C.	Weekly Restrooms/Monthly Rate	\$111.44	X 12	\$1,337.28
D.	Seasonal Extra Run/Monthly Rate	\$21,601.33	X 2	\$43,202.66

**9. ADMINISTRATION & ANNEX FACILITY (ADMIN & ANX)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$10,029.19	X 12	\$120,350.28
B.	Weekly Cleaning/Monthly Rate	\$1,782.97	X 12	\$21,395.64
C.	Periodic Cleaning/Monthly Rate	\$1,101.53	X 12	\$13,218.36
D.	Periodic Cleaning Quarterly Rate	\$550.77	X 4	\$2,203.08
E.	Periodic Cleaning Semi Annual Rate	\$1,101.53	X 2	\$2,203.06

**SCHEDULED SERVICES AMOUNT FOR TERM FIVE: \$466,444.16**

**10. ADDITIONAL SERVICES NOT TO EXCEED \$12,000.00**

DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
Additional Services	\$24.36	HR	\$12,000.00

<b>TOTAL AMOUNT FOR TERM FIVE</b>	<b>\$478,444.16</b>
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<b>Term</b>	<b>Scheduled Services</b>	<b>Additional Services</b>	<b>Total</b>
1	\$478,476.06	\$12,000.00	\$490,476.06
2	\$520,831.62	\$12,000.00	\$532,831.62
3	\$466,444.16	\$12,000.00	\$478,444.16
Three Year Total	\$1,465,751.84	\$36,000.00	\$1,501,751.84
4 (Option Year 1)	\$466,444.16	\$12,000.00	\$478,444.16
5 (Option Year 2)	\$466,444.16	\$12,000.00	\$478,444.16
<b>Total</b>	<b>\$2,398,640.16</b>	<b>\$60,000.00</b>	<b>\$2,458,640.16</b>

## 2. **INVOICING**

- a. **Payment Documentation.** As a prerequisite to payment for services, Service Provider shall invoice District for services performed and for reimbursable expenses authorized by this Agreement, accompanied by such records, receipts and forms as required.
- b. Service Provider shall include the following information on each invoice submitted for payment by District, in addition to the information required in Section 1, above:

- 1) Agreement No. 62-2016RH
- 2) If applicable, the Task Authorization(s) (TA) number being charged.
- 3) The following certification phrase, with printed name, title and signature of Service Provider's project manager or designated representative:

"I certify under penalty of perjury that the above statement is just and correct according to the terms of Document No. **64943**, and that payment has not been received."

- 4) Dates of service provided
  - 5) Date of invoice
  - 6) A unique invoice number
- c. District shall, at its discretion, return to Service Provider, without payment, any invoice, which has been submitted without the above information and certification phrase.
  - d. Invoices shall be mailed to the attention of:

General Services Department  
Attn: Invoice Processing Center  
1400 Tidelands Avenue

National City, CA 91950

- e. Should District contest any portion of an invoice, that portion shall be held for resolution, but the uncontested balance shall be processed for payment. District may, at any time, conduct an audit of any and all records kept by Service Provider for the Services. Any overpayment discovered in such an audit may be charged against the Service Provider's future invoices and any retention funds.
  - f. Service Provider shall submit all invoices within thirty (30) days of completion of work represented by the request and within sixty (60) days of incurring costs to be reimbursed under the Agreement. Payment will be made to Service Provider within thirty (30) days after receipt by District of a proper invoice.
- 1) All invoice error issues must be resolved within one billing cycle. Charges that are brought to District's attention after (30) days may be denied at no risk to the District.

**EXHIBIT A**  
**TASK AUTHORIZATION FORM**  
**San Diego Unified Port District**

**(DEPARTMENT NAME)***San Diego Unified Port District**P.O. Box 120488**San Diego, CA 92112-0488**(619) 686-\_\_\_\_**Fax (619) 686-\_\_\_\_*

**TASK AUTHORIZATION NO. \_**

(Date)

(Name)

(Title)

(Name of Company)

(Address)

(City, State, Zip)

Email:

**Subject: Task Authorization for Agreement No. \_\_ - 20\_\_**  
 (Agreement Title)

You are authorized to proceed with the work described in this correspondence, in an amount not to exceed \$\_\_\_\_\_. This Task Authorization is in accordance with the terms of the subject agreement. **Please cite TA #\_** on invoice(s) for this Task.

**TASK DESCRIPTION**

1.	Requestor:		4.	WBS or IO/ Cost Center:	
2.	Date of Request:		5.	Task Start Date:	
3.	Task Budget:	\$	6.	Task End Date:	
7.	<b>Task Title:</b>				

**8. Scope of Services.**

**9. Contractor Staffing (If applicable)**

<b>Name</b>	<b>Classification</b>	<b>Hours</b>
	Staff as needed per Agreement rates	

**10. List of Sub-Contractors (If applicable)**

<b>N/A</b>

11. Please acknowledge acceptance of this Task Authorization by signing below and returning via mail to \_\_\_\_\_, Contracts Administrator, at the address above.

**APPROVALS****Service Provider:**

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

**Project Manager:**

Signature: \_\_\_\_\_

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

Title: Project Manager

Date: \_\_\_\_\_

**Manager:**

Signature: \_\_\_\_\_

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

Title: Manager

Date: \_\_\_\_\_

**Director/Chief Engineer:**

Signature: \_\_\_\_\_

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

Title: Director/Chief Engineer

Date: \_\_\_\_\_

**EXHIBIT B**  
**CERTIFICATE OF INSURANCE**  
**San Diego Unified Port District**

By signing this form, the authorized agent or broker **certifies** the following:

- (1) The Policy or Policies described below have been issued by the noted Insurer(s) [Insurance Company(ies)] to the Insured and is (are) in force at this time.
- (2) As required in the Insured's agreement(s) with the District, the policies include, or have been endorsed to include, the coverages or conditions of coverage **noted on page 2 of this certificate**.
- (3) Signed copies of **all** endorsements issued to effect require coverages or conditions of coverage are attached to this certificate.

**Return this form to:**

**San Diego Unified Port District**  
**c/o Ebix BPO**  
**P.O. Box 12010-3**  
**Hemet, CA 92546-8010 –OR–**  
**Email: [sdupd@prod.certificatesnow.com](mailto:sdupd@prod.certificatesnow.com)**  
**Fax: 1-866-866-6516**

Name and Address of Insured (Consultant)			<b>SDUPD Agreement Number:</b> _____  This certificate applies to all operations of named insureds on District property in connection with all agreements between the District and Insured.	
CO LTR	TYPE OF INSURANCE	POLICY NO.	DATES	LIMITS
	<b>Commercial General Liability</b> <input type="checkbox"/> Occurrence Form <input type="checkbox"/> Claims-made Form Retro Date _____ <input type="checkbox"/> Liquor Liability Deductible/SIR: \$ _____		Inception Date: _____  Expiration Date: _____	Each Occurrence: \$ _____  General Aggregate: \$ _____
	<b>Commercial Automobile Liability</b> <input type="checkbox"/> All Autos <input type="checkbox"/> Owned Autos <input type="checkbox"/> Non-Owned & Hired Autos		Inception Date: _____ Expiration Date: _____	Each Occurrence: \$ _____
	<b>Workers' Compensation – Statutory</b> <b>Employer's Liability</b>		Inception Date: _____ Expiration Date: _____	E.L. Each Accident \$ _____ E.L. Disease Each Employee \$ _____ E.L. Disease Policy Limit \$ _____
	<b>Excess/Umbrella Liability</b>		Inception Date: _____ Expiration Date: _____	Each Occurrence: \$ _____ General Aggregate: \$ _____
CO LTR	COMPANIES AFFORDING COVERAGE		A. M. BEST RATING	
A				
B				
C				
D				
A. M. Best Financial Ratings of Insurance Companies Affording Coverage Must be A- VII or better unless approved in writing by the District.				
Name and Address of Authorized Agent(s) or Broker(s)			Phone Numbers	
			Toll Free: _____ Fax Number: _____	
			E-mail Address: _____	
			Signature of Authorized Agent(s) or Broker(s)	
			Date: _____	

**SAN DIEGO UNIFIED PORT DISTRICT****REQUIRED INSURANCE ENDORSEMENT**

<b><u>ENDORSEMENT NO.</u></b>	<b><u>EFFECTIVE DATE</u></b>	<b><u>POLICY NO.</u></b>
<b>NAMED INSURED:</b>		
<b>GENERAL DESCRIPTION OF AGREEMENT(S) AND/OR ACTIVITY(IES):</b> All written agreements, contracts and leases with the San Diego Unified Port District and any and all activities or work performed on district premises		

**Notwithstanding any inconsistent statement in the policy to which this endorsement is attached or in any endorsement now or hereafter attached thereto, it is agreed as follows:**

1. The San Diego Unified Port District, its officers, agents, and employees are additional insureds in relation to those operations, uses, occupations, acts, and activities described generally above, including activities of the named insured, its officers, agents, employees or invitees, or activities performed on behalf of the named insured.
2. Insurance under the policy(ies) listed on this endorsement is primary and no other insurance or self-insured retention carried by the San Diego Unified Port District will be called upon to contribute to a loss covered by insurance for the named insured.
3. This endorsement shall include a waiver of transfer of rights of recovery against the San Diego Unified Port District ("Waiver of Subrogation").
4. The policy(ies) listed on this endorsement will apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the insurer's liability.
5. As respects the policy(ies) listed on this endorsement, with the exception of cancellation due to nonpayment of premium, thirty (30) days written notice by certified mail, return receipt requested, will be given to the San Diego Unified Port District prior to the effective date of cancellation. In the event of cancellation due to nonpayment of premium, ten (10) days written notice shall be given.

Except as stated above, and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements or exclusions of the policy(ies) to which this endorsement applies.

\_\_\_\_\_  
 (NAME OF INSURANCE COMPANY)

\_\_\_\_\_  
 (SIGNATURE OF INSURANCE COMPANY AUTHORIZED REPRESENTATIVE)

**MAIL THIS ENDORSEMENT AND NOTICES OF CANCELLATION:**

San Diego Unified Port District  
 c/o Ebix BPO  
 P.O. Box 12010-3  
 Hemet, CA 92546-8010 – OR –  
 Email to: [sdupd@prod.certificatesnow.com](mailto:sdupd@prod.certificatesnow.com)  
 Fax: 1-866-866-6516

**EXHIBIT C**  
**DISTRICT HOLIDAYS**  
**San Diego Unified Port District**

**FEDERAL HOLIDAYS**

January	New Year's Day
January	Martin Luther King Jr. Day
February	President's Day
May	Memorial Day
July	Independence Day
September	Labor Day
October	Columbus Day
November	Veterans Day
November	Thanksgiving Day
December	Christmas Day

**DISTRICT HOLIDAYS**

January	New Year's Day
January	Martin Luther King Jr. Day
February	President's Day
March	Cesar Chavez Day
May	Memorial Day
July	Independence Day
September	Labor Day
November	Veterans Day
November	Thanksgiving Day
November	Friday After Thanksgiving
December	Christmas Eve
December	Christmas Day
December	New Year's Eve

**EXHIBIT D**  
**AREA DESCRIPTION AND ESTIMATED MEASUREMENTS**  
**San Diego Unified Port District**

**ADMINISTRATION & ANNEX FACILITY 3165 PACIFIC HIGHWAY, SAN DIEGO, CA 92101**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>Basement Floor Plan</b>				
Elevator Lobby	143	SF	Concrete	Lobby
Hall	1,424	SF	Concrete	Hall
Room #B04	568	SF	Concrete	Office
Room #B05 (Women's Restroom)	218	SF	Ceramic/Terrazzo	Restroom
Room #B08 (Men's Restroom)	327	SF	Ceramic/Terrazzo	Restroom
Room #B09	53	SF	Concrete	Janitor Closet
Room #B11	568	SF	Concrete	Office
Room #B15	890	SF	Concrete	Office
Room #B17	313	SF	Concrete	Office
Room #B18	174	SF	Concrete	Office
Room #B19	403	SF	Concrete	Office
Stair #B	135	SF	Concrete/ Resilient Floor	
<b>TOTAL AREA</b>	<b>5,216</b>	<b>SF</b>		

**ADMINISTRATION FACILITY**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>First Floor Plan</b>				
Elevator Lobby	906	SF	Laminate Floor	Lobby
Lobby (Front)	1,281	SF	Laminate Floor	Lobby
Corridors	688	SF	Laminate Floor	Corridors
Lobby (Rear)	735	SF	Laminate Floor	Lobby
Room #106 (Women's Restroom)	709	SF	Ceramic/Terrazzo	Restroom
Room #108	67	SF	Resilient Floor	Janitor Closet
Room #110 (Men's Restroom)	555	SF	Ceramic/Terrazzo	Restroom
Corridors (Annex)	481	SF	Laminate Floor	Corridors
Room #150	410	SF	Carpet	Open Office
Hallway	66	SF	Laminate Floor	Hallway-1
Room #151	100	SF	Carpet	Office
Room #152	120	SF	Carpet	Office
Room #153	115	SF	Carpet	Office
Room #154	95	SF	Carpet	Office
Room #160	1,273	SF	Carpet	Training
Room #162 (Women's Restroom)	180	SF	Ceramic	Restroom
Room #161 (Men's Restroom)	120	SF	Ceramic	Restroom
Hallway	66	SF	Laminate Floor	Hallway-2
Room #176	485	SF	Carpet	VIP Conference



				Room
Room #175	398	SF	Carpet	Conference Room #5
Room #174	415	SF	Carpet	Conference Room #4
Room #173	414	SF	Carpet	Conference Room #3
Room #172	477	SF	Carpet	Conference Room #2
Room #171	438	SF	Carpet	Conference Room #1
Hallway	136	SF	Laminate Floor	Hallway-3
Vestibule	235	SF	Concrete	Main Entry
Room #121	328	SF	Carpet	Conference Room
Room #123	825	SF	Carpet	Open Office
Room #122	126	SF	Carpet	Office
Room #126	144	SF	Carpet	Office
Room #128	141	SF	Carpet	Office
Hallway	77	SF	Laminate Floor	Hallway-5
Room #124	274	SF	Carpet	Office
Room #125	271	SF	Carpet	Office
Room #130	100	SF	Vinyl	Counter Mail Room
Room #132	390	SF	Vinyl	Print Shop
Room #131	1,140	SF	Vinyl	Mail Room
Room #141	123	SF	Carpet	Media
Hallway	88	SF	Carpet	Hallway-5
Commissioners Space	422	SF	Carpet	Commissioners
Room #140	1,768	SF	Carpet	Board Room
Room #144	289	SF	Carpet	Commissioners Offices
Room #145	137	SF	Carpet	Commissioner Office (Chair)
ELUM Offices	905	SF	Carpet	Offices, hallway and common area
Room #146 (Men's Restroom)	99	SF	Ceramic	Restroom
Room #147 (Women's Restroom)	87	SF	Ceramic	Restroom
Room #148	16	SF	Carpet	Closet
Hallway	257	SF	Laminate Floor	Hallway-6
Stair #1		SF	Concrete/Resilient Floor	Stairs
<b>TOTAL AREA</b>	<b>18,972</b>	<b>SF</b>		

**ANNEX FACILITY**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>Annex Floor Plan</b>				
Lobby		SF	Ceramic	Lobby
Room #A101		SF	Carpet	Conference Room #1
Room #A102		SF	Ceramic	Kitchen
Women's Restroom		SF	Ceramic	Restroom
Men's Restroom		SF	Ceramic	Restroom
Room #A105		SF	Carpet	Conference Room
Lobby		SF	Ceramic	Lobby
Room #A107		SF	Carpet	Office
Room #A108		SF	Carpet	Open Office
Room #A109		SF	Carpet	Office
Room #A110		SF	Carpet	Office
Room #A114		SF	Carpet	Open Office
Room #A115		SF	Carpet	Office
Room #A116		SF	Hard Floor	Office
Room #A117		SF	Carpet	Office
Room #A118		SF	Carpet	Office
Room #A119		SF	Carpet	Office
Room #A120		SF	Carpet	Cubicle
Room #A121		SF	Carpet	Cubicle
Room #A122		SF	Carpet	Cubicle
Room #A123		SF	Carpet	Cubicle
Room #A124		SF	Carpet	Cubicle
Room #A125		SF	Carpet	Cubicle
Room #A126		SF	Carpet	Corridor
Room #A127		SF	Carpet	Open Office
Lobby		SF	Carpet	Lobby
Room #A131		SF	Carpet	Office
Room #A132		SF	Carpet	Office
Room #A133		SF	Carpet	Office
Room #A134		SF	Carpet	Office
Room #A135		SF	Carpet	Office
Room #A136		SF	Carpet	Kitchen
Room #A137		SF	Carpet	Corridor
Room #A138		SF	Carpet	Corridor
Room #A139		SF	Carpet	Corridor
Room #A140		SF	Carpet	Training Room
Room #A142		SF	Carpet	Office
<b>TOTAL AREA</b>	<b>13,327</b>	<b>SF</b>		

**ADMINISTRATION FACILITY**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>Second Floor Plan</b>				
Elevator Lobby	345	SF	Carpet	Lobby
Corridors	355	SF	Carpet	Corridors
Corridors	425	SF	Carpet	Corridors
Lunch Room	856	SF	Epoxy	Coast Café
Lobby (Rear)	508	SF	Carpet/Epoxy	Lobby
Room #206 (Women's Restroom)	206	SF	Ceramic/Terrazzo	Restroom
Room #208	67	SF	Concrete	Janitor Closet
Room #210 (Men's Restroom)	242	SF	Terrazzo	Restroom
Hallway	68	SF	Carpet	Hallway-1
Room #214 (Men's Restroom)	46	SF	Ceramic	Restroom
Room #215 (Women's Restroom)	48	SF	Ceramic	Restroom
Room #216	116	SF	Carpet	Office
Room #217	224	SF	Carpet	Office
Room #218	129	SF	Carpet	Kitchen
Room #219	121	SF	Carpet	Office
Room #220	128	SF	Carpet	Office
Room #221	127	SF	Carpet	Office
Room #222	146	SF	Carpet	Office
Room #223	149	SF	Carpet	Office
Room #224	842	SF	Carpet	Open Office
Room #225	348	SF	Carpet	Conference Room
Room #226	165	SF	Carpet	Office
Room #227	121	SF	Carpet	Office
Room #228	96	SF	Carpet	Office
Room #229	165	SF	Carpet	Office
Room #230	177	SF	Carpet	Office
Room #231	283	SF	Carpet	Office
Room #232	139	SF	Carpet	Office
Room #233	139	SF	Carpet	Office
Room #234	132	SF	Carpet	Office
Room #235	145	SF	Carpet	Office
Room #236	128	SF	Carpet	Office
Room #237	195	SF	Carpet	Office
Room #238	190	SF	Carpet	Office
Room #240	176	SF	Carpet	Office
Room #241	934	SF	Carpet	Open Office
Room #242	241	SF	Carpet	Counter
Room #243	1,111	SF	Carpet	IT Computer Lab
Room #244	216	SF	Carpet	Office
Room #245	115	SF	Carpet	Office
Room #246	200	SF	Carpet	Office
Room #248	276	SF	Carpet	Office

Room #249	261	SF	Carpet	Office
Room #250	216	SF	Carpet	Office
Room #251	875	SF	Carpet	Open Office
Room #252	238	SF	Carpet	Office
Room #253	370	SF	Carpet	Office
Room #254	241	SF	Carpet	Office
Room #255	205	SF	Carpet	Office
Room #256	382	SF	Carpet	Office
Room #257	169	SF	Carpet	Office
Room #258	165	SF	Carpet	Office
Room #259	237	SF	Carpet	Office
Room #260	475	SF	Carpet	Conference Room A
Room #261	441	SF	Carpet	Conference Room B
Room #262	140	SF	Carpet	Office
Room #263	142	SF	Carpet	Office
Room #264	177	SF	Carpet	Office
Room #265	254	SF	Carpet	Office
Room #266	308	SF	Carpet	Office
Room #267	44	SF	Carpet	Office
Stair #2			Concrete/Resilient Floors	Stairs
<b>TOTAL AREA</b>	<b>16,180</b>	<b>SF</b>		

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>Third Floor Plan (Gym)</b>				
Elevator Lobby	143	SF	Concrete	Lobby
GYM	7109	SF	Concrete	GYM Area
Room #300 (Women's Restroom)	718	SF	Ceramic	Locker Room
Room #301 (Men's Restroom)	795	SF	Ceramic	Locker Room
Room #302	53	SF	Concrete	Janitor Closet
Elevator Lobby	324	SF	Concrete	Lobby
Corridor	253	SF	Concrete	Corridor
Corridor	479	SF	Concrete	Corridor
Corridor	273	SF	Concrete	Corridor
Corridor	280	SF	Concrete	Corridor
Stair #3		SF	Concrete/Resilient Floor	Stairs
<b>TOTAL AREA</b>	<b>10,427</b>	<b>SF</b>		

## ADMINISTRATION FACILITY - CONTINUED

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>Fourth Floor Plan (Storage)</b>				
Elevator Lobby	324	SF	Concrete	Lobby
Corridor	253	SF	Concrete	Corridor
Corridor	479	SF	Concrete	Corridor
Corridor	273	SF	Concrete	Corridor
Corridor	280	SF	Concrete	Corridor
Stair #4		SF	Concrete/Resilient Floor	Stairs
<b>TOTAL AREA</b>	<b>1,609</b>	<b>SF</b>		

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>Fifth Floor Plan</b>				
Elevator Lobby	324	SF	Carpet	Lobby
Corridors	253	SF	Carpet	Corridors
Corridors	479	SF	Carpet	Corridors
Corridors	273	SF	Carpet	Corridors
Corridors	280	SF	Carpet	Corridors
Room #506 (Women's Restroom)	267	SF	Ceramic	Restroom
Room #508	42	SF	Concrete	Janitor Closet
Room #510 (Men's Restroom)	189	SF	Ceramic	Restroom
Vestibule	37	SF	Concrete	Vestibule
Room #515	108	SF	Ceramic	Office
Room #516	118	SF	Carpet	Office
Room #517	123	SF	Carpet	Office
Room #518	129	SF	Carpet	Office
Room #519	134	SF	Carpet	Office
Room #520	129	SF	Carpet	Office
Room #521	136	SF	Carpet	Office
Room #522	148	SF	Carpet	Office
Room #523	172	SF	Carpet	Office
Room #524A	138	SF	Carpet	Office
Room #524B	288	SF	Carpet	Office
Room #525	149	SF	Carpet	Office
Room #526	141	SF	Carpet	Office
Room #527	172	SF	Carpet	Office
Room #528	159	SF	Carpet	Office
Room #529	144	SF	Carpet	Office
Room #530	149	SF	Carpet	Office
Room #531	146	SF	Carpet	Office
Room #532	151	SF	Carpet	Office
Room #533	263	SF	Carpet	Office
Room #534	144	SF	Carpet	Office

Room #535	146	SF	Carpet	Office
Room #536	157	SF	Carpet	Office
Hallway	64	SF	Carpet	Hallway
Room #538	2,964	SF	Carpet	Open Office
Room #539	362	SF	Carpet	Open Office
Room #540	160	SF	Carpet	Office
Room #541	225	SF	Carpet	Office
Hallway	122	SF	Carpet	Hallway
Room #543	160	SF	Carpet	Office
Room #544	157	SF	Carpet	Office
Room #545	157	SF	Carpet	Office
Hallway	144	SF	Carpet	Hallway
Hallway	580	SF	Carpet	Hallway
Hallway	117	SF	Carpet	Hallway
Room #549	109	SF	Carpet	Open Office
Room #550	101	SF	Carpet	Office
Room #551	331	SF	Carpet	Open Office
Room #552	133	SF	Carpet	Office
Room #553	221	SF	Carpet	Office
Room #554	123	SF	Carpet	Office
Room #555	136	SF	Carpet	Office
Room #556	142	SF	Carpet	Office
Room #557	666	SF	Carpet	Open Office
Room #558	127	SF	Carpet	Office
Hallway	181	SF	Carpet	Hallway
Room #560	302	SF	Carpet	Open Office
Room #561	294	SF	Vinyl	Kitchen
Room #562	127	SF	Carpet	Office
Room #563	142	SF	Carpet	Office
Room #564	223	SF	Carpet	Office
Hallway	184	SF	Carpet	Hallway
Room #566	111	SF	Carpet	Office
Room #567	111	SF	Carpet	Office
Room #568	111	SF	Carpet	Office
Room #569	396	SF	Carpet	Office
Room #570	970	SF	Carpet	Office
Room #571	194	SF	Carpet	Office
Stair #5		SF	Concrete/Resilient Floor	Stairs
<b>TOTAL AREA</b>	<b>16,335</b>	<b>SF</b>		

**ADMINISTRATION FACILITY - CONTINUED**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>Sixth Floor Plan</b>				
Elevator Lobby	351	SF	Carpet	Lobby
Corridors	138	SF	Carpet	Corridors
Corridors	428	SF	Carpet	Corridors
Corridors	321	SF	Carpet	Corridors
Corridors	374	SF	Carpet	Corridors
Room #606 (Women's Restroom)	279	SF	Ceramic	Restroom
Room #608	67	SF	Concrete	Janitor Closet
Room #610 (Men's Restroom)	182	SF	Ceramic	Restroom
Vestibule	47	SF	Concrete	Vestibule
Room #613 (Men's Restroom)	113	SF	Ceramic	Restroom
Room #614 (Women's Restroom)	110	SF	Ceramic	Restroom
Room #616	127	SF	Ceramic	Reception
Room #617	1,552	SF	Carpet	Open Office
Room #618	270	SF	Carpet	Office
Room #619	230	SF	Carpet	Office
Room #620	370	SF	Vinyl	Breakroom/Files
Room #621	173	SF	Carpet	Office
Room #622	205	SF	Carpet	Office
Room #623	131	SF	Carpet	Office
Room #624	135	SF	Carpet	Office
Room #625	132	SF	Carpet	Office
Room #626	132	SF	Carpet	Office
Room #627	132	SF	Carpet	Office
Room #628	132	SF	Carpet	Office
Room #629	159	SF	Carpet	Office
Room #630	362	SF	Vinyl	Reproduction/File
Room #631	1,165	SF	Carpet	Open Office
Room #632	140	SF	Carpet	Office
Entry	151	SF	Carpet	Entry
Room #634	152	SF	Carpet	Office
Room #635	154	SF	Carpet	Office
Room #636	227	SF	Carpet	Office
Room #639	68	SF	Carpet	Copy Room
Room #640	144	SF	Carpet	Office
Room #641	341	SF	Carpet	Reception
Room #642	198	SF	Carpet	Office
Room #643	141	SF	Carpet	Office
Room #644	153	SF	Carpet	Office
Room #645	134	SF	Carpet	Office
Room #646	158	SF	Carpet	Office
Room #647	135	SF	Carpet	Office
Room #648	134	SF	Carpet	Office

Hallway	305	SF	Carpet	Hallway
Room #650	146	SF	Carpet	Office
Room #651	151	SF	Carpet	Office
Room #652	111	SF	Carpet	Office
Room #653	244	SF	Carpet	Office
Entry	42	SF	Carpet	Entry
Room #656	181	SF	Carpet	Office
Hallway	219	SF	Carpet	Hallway
Room #658	315	SF	Carpet	Computer Room
Room #659	105	SF	Carpet	Office
Room #660	105	SF	Carpet	Office
Room #661	105	SF	Carpet	Office
Room #662	105	SF	Carpet	Office
Room #663	100	SF	Carpet	Office
Room #664	137	SF	Carpet	Office
Room #665	189	SF	Carpet	Office
Room #667	782	SF	Carpet	Open Office
Room #668	72	SF	Vinyl	Kitchen
Room #669	105	SF	Carpet	Office
Room #670	105	SF	Carpet	Office
Room #671	105	SF	Carpet	Office
Room #672	105	SF	Carpet	Office
Room #673	160	SF	Carpet	Office
Room #674	1,041	SF	Carpet	Open Office
Room #675	321	SF	Carpet	Conference Room
Room #676	165	SF	Carpet	Office
Room #677	158	SF	Carpet	Office
Room #678	192	SF	Carpet	Office
Room #679	163	SF	Carpet	Office
Entry Hall	150	SF	Carpet	Entry Hall
Stair #6		SF	Concrete/Resilient Floor	Stairs
<b>TOTAL AREA</b>	<b>16,431</b>	<b>SF</b>		



## ADMINISTRATION FACILITY - CONTINUED

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>Seventh Floor Plan</b>				
Elevator Lobby	334	SF	Carpet	Lobby
Corridors	429	SF	Carpet	Corridors
Corridors	456	SF	Carpet	Corridors
Corridors	284	SF	Carpet	Corridors
Corridors	344	SF	Carpet	Corridors
Room #706 (Women's Restroom)	259	SF	Ceramic	Restroom
Room #708	99	SF	Ceramic	Janitor Closet
Room #710 (Men's Restroom)	182	SF	Ceramic	Restroom
Vestibule	46	SF	Concrete	Vestibule
Room #714	379	SF	Carpet	Office
Room #715	117	SF	Carpet	Office
Room #716	111	SF	Carpet	Office
Room #717	174	SF	Carpet	Office
Room #718	147	SF	Carpet	Office
Room #719	197	SF	Carpet	Office
Room #720	158	SF	Carpet	Office
Room #721	298	SF	Carpet	Office
Room #722	366	SF	Carpet	Office
Room #726	333	SF	Carpet	Office
Room #727	300	SF	Carpet	Office
Room #730	352	SF	Carpet	Office
Room #731	328	SF	Carpet	Office
Room #734	498	SF	Carpet	Office
Room #736	739	SF	Carpet	Open Office
Room #737	315	SF	Carpet	Office
Hallway	113	SF	Carpet	Hallway
Room #739	425	SF	Vinyl	Conference Room
Room #740	1,279	SF	Carpet	Reception
Room #741	847	SF	Carpet	Open Office
Room #742	137	SF	Carpet	Office
Room #743	123	SF	Carpet	Office
Room #744	282	SF	Carpet	Kitchen/File Room
Room #745	751	SF	Carpet	Office
Room #746	133	SF	Carpet	Office
Room #747	171	SF	Carpet	Copy Room
Room #748	65	SF	Vinyl	Kitchen
Room #749	99	SF	Carpet	Office
Room #750	46	SF	Carpet	Office
Room #751	124	SF	Carpet	Copy Room
Room #752A	144	SF	Carpet	Meeting Room
Room #752B	234	SF	Carpet	Hallway
Room #753	142	SF	Carpet	Office

Room #754	127	SF	Carpet	Office
Room #755	792	SF	Carpet	Office
Room #756	160	SF	Carpet	Open Office
Lobby	214	SF	Carpet	Lobby
Room #758	151	SF	Carpet	Office
Room #759	88	SF	Carpet	Copy
Room #760	133	SF	Carpet	Office
Room #761	460	SF	Carpet	Entry
Room #762	348	SF	Carpet	Office
Room #763	219	SF	Carpet	Office
Room #764	241	SF	Carpet	Office
Room #765	138	SF	Carpet	Office
Room #766	122	SF	Carpet	Office
Hallway	395	SF	Carpet	Hallway
Men's Restroom	104	SF	Ceramic	Restroom
Women's Restroom	92	SF	Ceramic	Restroom
Hallway	39	SF	Carpet	Hallway
Stair #7		SF	Concrete/Resilient Floor	Stairs
<b>TOTAL AREA</b>	<b>16,183</b>	<b>SF</b>		

**GENERAL SERVICES AND PROCUREMENT FACILITY (GS&P)**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>First Floor Plan – Offices</b>				
Room #101	151	SF	Carpet	Office
Room #102	151	SF	Carpet	Office
Room #103	309	SF	Carpet	Office
Room #104	162	SF	Carpet	Office
Room #105	309	SF	Carpet	Office
Room #106	180	SF	Hard Floor	Lobby
Room #107	168	SF	Carpet	Office
Room #108	168	SF	Carpet	Office
Room #109	168	SF	Carpet	Office
Room #110	168	SF	Carpet	Office
Room #111	215	SF	Carpet	Office
Room #112	70	SF	Hard Floor	Elevator
Room #113	126	SF	Carpet	Office
Room #114	235	SF	Hard Floor	Hall
Room #115 (Open Space)	1,089	SF	Carpet	Office
Room #116	178	SF	Hard Floor	Lunch Rm
Room #117	168	SF	Hard Floor	Kitchen
Room #118 (Women's Restroom)	147	SF	Hard Floor	Restroom
	2	EA	Hard Floor	Toilet
Room #119 (Men's Restroom)	178	SF	Hard Floor	Restroom
	2	EA	Hard Floor	Toilet
	2	EA	Hard Floor	Urinal
Room #120 (Women)	155	SF	Hard Floor	Locker
	1	EA	Hard Floor	Shower Rm
Room #121 (Women's Restroom)	225	SF	Hard Floor	Restroom
	2	EA	Hard Floor	Toilet
Room #124	35	SF	Resilient Floor	Janitor Closet
Room #125 & #128	731	SF	Hard Floor	Locker
Room #126	165	SF	Hard Floor	Restroom
	3	EA	Hard Floor	Toilet
	2	EA	Hard Floor	Urinal
Room #127	54	SF	Hard Floor	Shower Room
Room #129	138	SF	Resilient Floor	Safety Room
Room #130 (Unisex Restroom)	169	SF	Hard Floor	Restroom
	1	EA	Hard Floor	Toilet
Room #131	40	SF	Resilient Floor	Closet
Room #132	345	SF	Hard Floor	Corridor
Room #133	310	SF	Hard Floor	Corridor
Room #134	1260	SF	Carpet	Training Room
Stair #1 & #2	228	SF	Hard Floor	Stairs
<b>TOTAL AREA</b>	<b>8,210</b>	<b>SF</b>		

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>First Floor Plan - Shops</b>				
Room #136	169	SF	Resilient Floor	Office
Room #137	169	SF	Resilient Floor	Office
Room #138	189	SF	Resilient Floor	Office
Room #144	175	SF	Resilient Floor	Office
Room #145	175	SF	Resilient Floor	Office
Room #146	175	SF	Resilient Floor	Office
Room #150	175	SF	Hard floor	Office
Room #151	175	SF	Hard floor	Office
Room #152	175	SF	Hard floor	Office
Room #153	175	SF	Hard floor	Office
Room #154 (Locksmith)	230	SF	Hard floor	Office
Room #157	175	SF	Hard floor	Office
Room #159 (Men's Restroom)	132	SF	Hard floor	Restroom
	1	EA	Hard floor	Toilet
	2	EA	Hard floor	Urinal
	3	EA	Hard floor	Showers
Room #160	52	SF	Hard floor	Hallway
Room #161 (Women's Restroom)	52	SF	Hard floor	Restroom
	1	EA	Hard floor	Toilet
	3	EA	Hard floor	Shower
Room #163	1,575	SF	Hard floor	Corridor
Room #164	169	SF	Hard floor	Office
Room #165	169	SF	Hard floor	Office
Room #166	2,544	SF	Hard floor	Marine Shop
Room #167	169	SF	Hard floor	Corridor
Room # GYM	576	SF	Resilient Floor	Gym
<b>TOTAL AREA</b>	<b>7,605</b>	<b>SF</b>		
<b>Second Floor Plan-Offices</b>				
Room #201	184	SF	Carpet	Office
Room #202	194	SF	Carpet	Office
Room #203	194	SF	Carpet	Office
Room #204	286	SF	Carpet	Office
Room #205	232	SF	Carpet	Conference Rm
Room #206	277	SF	Carpet	Vestibule
Room #207	48	SF	Carpet	Closet
Room #207A	104	SF	Carpet	Waiting Room
Room #208	512	SF	Carpet	Office
Room #209	216	SF	Carpet	Work Area
Room #210	285	SF	Carpet	Storage
Room #211 & #212	1,080	SF	Carpet	Library/Open Area
Room #213 & #214	326	SF	Hard Floor	Restroom
Women's Restroom	2	EA	Hard Floor	Restroom
Men's Restroom	2	EA	Hard Floor	Restroom

**GENERAL SERVICES AND PROCUREMENT FACILITY (GS&P) - CONTINUED**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
	2	EA	Hard Floor	Urinal
Room #215	132	SF	Hard Floor	Kitchen
Room #216	1,803	SF	Carpet	Office
Room #217	168	SF	Carpet	Office
<b>TOTAL AREA</b>	<b>6,047</b>	<b>SF</b>		

**HARBOR POLICE SOUTHBAY, 850 MARINA WAY, CHULA VISTA (HPSB)**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
Trailer Office	143	SF	Carpet	Office
Locker Room	165	SF	Carpet	Locker Room
Kitchen	112	SF	Carpet	Kitchen
	1	EA	Refrigerator	
	1	EA	Microwave	
Restroom	42	SF	Resilient Tile	Restroom
	1	EA	Toilet	
	1	EA	Shower	
<b>TOTAL AREA</b>	<b>466</b>	<b>SF</b>		

**HARBOR POLICE HEADQUARTERS, 3380 N. HARBOR DRIVE, SAN DIEGO (HPHQ)**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>East HQ WING</b>				
Women's Restroom Lounge	50	SF	Hard Floor	Lounge
Conference Room	195	SF	Hard Floor	Conference
Chief's Assistant's Office	500	SF	Hard Floor	Office
Chief's Office	252	SF	Hard Floor	Office
Hallway Chief's Side	80	SF	Hard Floor	Hallway
Restroom Chief Side Women's	60	SF	Hard Floor	Restroom
	2	EA	Toilet	Restroom
Restroom Chief's Side Men's	110	SF	Hard Floor	Restroom
	2	EA	Toilet	Restroom
HR Office	234	SF	Hard Floor	Office
Hallway Chief's Side	280	SF	Hard Floor	Hallway
Asst. Chief's Office	234	SF	Hard Floor	Office
Capt's Office	234	SF	Hard Floor	Office
<b>West HQ Wing</b>				
Lt's Office	216	SF	Hard Floor	Office
Lt's Office	216	SF	Hard Floor	
Records Supervisor's Office	234	SF	Hard Floor	Office
Records Room	700	SF	Hard Floor	Office
Hallway West Side	80	SF	Hard Floor	Hallway

**HARBOR POLICE HEADQUARTERS, 3380 N. HARBOR DRIVE, SAN DIEGO (HPHQ) - CONTINUED**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>HQ Central Areas</b>				
Reception Area	180	SF	Hard Floor	Office
Lobby	660	SF	Hard Floor	Lobby
Conference Room	748	SF	Hard Floor	Conference
Front Porch	375	SF	Hard Floor	Lobby
Hallway	240	SF	Hard Floor	Hallway
Locker Area Women's	406	SF	Carpet	Locker Room
Restroom Patrol Women's	242	SF	Hard Floor	Restroom
	2	EA	Shower	
	2	EA	Toilet	
Locker Area Men's	1,496	SF	Carpet	Locker Room
Restroom Patrol Men's	390	SF	Hard Floor	Restroom
	2	EA	Shower	
	2	EA	Urinal	
	2	EA	Toilet	
Report Room	648	SF	Hard Floor	Office
Hold Room	195	SF	Hard Floor	Office
Restroom Unisex	42	SF	Hard Floor	Restroom
	1	Ea	Toilet	
Fire Alarm Room	100	SF	Hard Floor	Office
<b>Patrol Building</b>				
Supply Office	144	SF	Hard Floor	Office
Storage Room	144	SF	Hard Floor	Storage
Conference Room	120	SF	Hard Floor	Office
K9 Office	120	SF	Hard Floor	Office
Report Writing Area	1456	SF	Hard Floor	Office
Quiet Room	40	SF	Hard Floor	Closet
Quiet Room	40	SF	Hard Floor	Closet
Storage/Supply Area	96	SF	Hard Floor	Storage
<b>Investigations Unit Trailer</b>				
Lt's Office	120	SF	Hard Floor	Office
Sgt's Office	120	SF	Hard Floor	Office
Intelligence Coordinator Office	120	SF	Hard Floor	Office
Records Clerk Office	120	SF	Hard Floor	Office
Detective's Common Office Area	480	SF	Hard Floor	Office
<b>Women's Locker Room Trailer</b>				
Women's Locker Room	480	SF	Hard Floor	Locker Room
<b>Men's Locker Room Trailer</b>				
Men's Locker Room Trailer	1152	SF	Hard Floor	Locker Room

**HARBOR POLICE HEADQUARTERS, 3380 N. HARBOR DRIVE, SAN DIEGO (HPHQ) - CONTINUED**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>Community Policing Trailer</b>				
Sgt's Office	120	SF	Hard Floor	Office
RSVP Office	144	SF	Hard Floor	Office
Traffic Office	144	SF	Hard Floor	Office
CSO Office Area	356	SF	Hard Floor	Office
Kitchen Area	144	SF	Hard Floor	Kitchen
	1	EA	Microwave	
	1	EA	Refrigerator	
Hallway	100	SF	Hard Floor	Hallway
<b>Metal Annex Building</b>				
Gym Area	2600	SF	Rubber Floor	Exercise
Defensive Tactics Training Area	559	SF	Rubber Floor	Exercise
Restroom	41	SF	Hard Floor	Restroom
	1	EA	Toilet	
<b>TOTAL AREA</b>	<b>18,375</b>	<b>SF</b>		

**HARBOR POLICE SHELTER ISLAND, 1401 SHELTER ISLAND DRIVE, SAN DIEGO (HPSI)**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
Homeland Security Lieutenant's Office	144	SF	Carpet	Office
Homeland Security Team's Office	348	SF	Carpet	Office
	1	EA	Microwave	
Mooring Office	72	SF	Carpet	Office
Fire Room	252	SF	Carpet	Office
	1	EA	Refrigerator	
Shower Room	40	SF	Hard Floor	Restroom
	4	EA	Shower	
Visitor's Entrance (Sun Room)	24	SF	Hard Floor	Lobby
	192	SF	Carpet	Lobby
Catch-all Room	70	SF	Hard Floor	Office
Recorder's Room	64	SF	Carpet	Office
Restroom Men's	108	SF	Hard Floor	Restroom
	1	EA	Toilet	
	1	EA	Urinal	
	1	EA	Shower	
Hallway	119	SF	Carpet	Hallway
Supervisor's Office	170	SF	Carpet	Office
Harbor Officer's Office	255	SF	Carpet	Office
Restroom Women's	90	SF	Hard Floor	Restroom
	1	EA	Toilet	
	1	EA	Shower	
Front Patio	200	SF	Hard Floor	Lobby

**HARBOR POLICE SHELTER ISLAND, 1401 SHELTER ISLAND DRIVE, SAN DIEGO (HPSI) -  
CONTINUED**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
Back Patio	1,170	SF	Hard Floor	Lobby
Diver's Locker Room	426	SF	Carpet	Locker Room
Diver's Restroom	36	SF	Hard Floor	Restroom
	1	EA	Toilet	
Diver's Restroom	1	EA	Shower	
Maintenance Diver's Locker Room	130	SF	Hard Floor	Locker Room
<b>TOTAL AREA</b>	<b>3,923</b>	<b>SF</b>		

**TENTH AVENUE MARINE TERMINAL, 687 SWITZER STREET, SAN DIEGO (TAMT)**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>Head House #2</b>				
607 Restroom	72	SF	Hard Floor	Restroom
	3	EA	Toilet	
	1	EA	Urinal	
615	252	SF	Carpet	Office
623	433	SF	Carpet	Office
669	415	SF	Carpet	Office
627	443	SF	Carpet	Office
633	364	SF	Carpet	Office
633 Restroom	81	SF	Hard Floor	Restroom
	3	EA	Toilet	
	2	EA	Urinal	
639	336	SF	Carpet	Office
645	428	SF	Carpet	Office
675	443	SF	Carpet	Office
681	336	SF	Carpet	Office
681 Restroom	72	SF	Hard Floor	Restroom
	3	EA	Toilet	
	1	EA	Urinal	
687	364	SF	Carpet	Office
693	428	SF	Carpet	Office
651	243	SF	Carpet	Office
657	413	SF	Carpet	Office
657 Restroom (Unisex)	72	SF	Hard Floor	Restroom
	1	EA	Toilet	Restroom
669	375	SF	Carpet	Office
Trailer (10'x20')	200	SF	Resilient Floor	Office
Trailer (10'x20')	200	SF	Resilient Floor	Office
<b>Warehouse B (North End)</b>				
Outside Men's Restroom	540	SF	Hard Floor	Restroom
(20" x 27" floor area)	5	EA	Urinal	
	4	EA	Toilet	



**TENTH AVENUE MARINE TERMINAL, 687 SWITZER STREET, SAN DIEGO (TAMT) - CONTINUED**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
	1	EA	Toilet	
	1	EA	Sink	
	1	EA	Wash Basin	
	1	EA	Closet	
	2	EA	Towel Dispenser	
	2	EA	Trash Recep.	
<b>Outside Women's Restroom</b>	380	SF	Hard Floor	
	3	EA	Toilet	
	1	EA	Toilet	
	1	EA	Sink	
	1	EA	Wash Basin	
	2	EA	Towel Dispenser	
	2	EA	Trash Recep.	
<b>Warehouse C</b>				
Room #1	668	SF	Carpet	Office
Outside Restrooms	1			Restroom
	4	EA	Toilet	
	5	EA	Urinal	
Room #2	566	SF	Carpet	Office
Outside Restrooms	1			Restroom
	3	EA	Toilet	
	2	EA	Urinal	
Main Gate Office	86	SF	Resilient Floor	Office
Trailer	800	SF	Resilient Floor	Office
Customs' Trailer	108	SF	Hard Floor	Office
Outside Restrooms				
Men's Restroom	2	EA	Hard Floor	Restroom
	2	EA	Toilet	
	2	EA	Urinal	
Women's Restroom	2	EA	Hard Floor	Restroom
	2	EA	Toilet	
Crosby Street	1	EA	Hard Floor	Restroom
Outside Restroom	1	EA	Toilet	
	1	EA	Urinal	
<b>TOTAL AREA</b>	<b>9,756</b>	<b>SF</b>		

**TENTH AVENUE MARINE TERMINAL TRAILER (NOAA FACILITY)**

<b>Trailer</b>				
	1	EA	Hard Floor	Restroom
	1	EA	Toilet	
	1	EA	Urinal	
<b>TOTAL AREA</b>	<b>3</b>	<b>EA</b>		

**NATIONAL CITY MARINE TERMINAL, 1400 W. BAY MARINE DRIVE, NATIONAL CITY (NCMT)**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
Main Gate Entry Office	200	SF	Resilient Floor	Office
Transit Shed 24-1				
Room #1	364	SF	Resilient Floor	Office
Room #1 Restroom				Restroom
	1	EA	Toilet	
Room #2	364	SF	Resilient Floor	Office
Room #2 Restroom				Restroom
	1	EA	Toilet	
Outside Restroom	2	EA	Hard Floor	Restroom
Berth 24-11	4	EA	Toilet	
	2	EA	Urinal	
	2	EA	Drinking Fountain	
<b>TOTAL AREA</b>	<b>940</b>	<b>SF</b>		

**JOINT HARBOR OPERATIONS CENTER, 2710 NORTH HARBOR DRIVE, SAN DIEGO (JHOC)**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
Main Room	873	SF	Carpet	Office
Second Room	190	SF	Carpet	Office
Restock Restroom with supplied paper products	1	Toilet		
<b>TOTAL AREA</b>	<b>1,064</b>	<b>SF</b>		

**PUBLIC RESTROOMS AND DRINKING FOUNTAINS (PRF)**

Restroom Location	Area SF	Toilets	Urinals	Sinks	Hand Dryers	Shower	Drinking Fountains
<b>Shelter Island (Trans Dock)</b>							<b>2</b>
Men's	382.5	1	1	1	1	1	
Women's	382.5	2	0	1	1	1	
<b>Shelter Island Pier</b>							<b>1</b>
Men's	270	2	3	2	2		
Women's	270	5	0	2	2		
<b>Shelter Island (Boat Launch)</b>							<b>1</b>
Men's	270	2	3	2	2		
Women's	270	5	0	2	2		
<b>Shelter Island Drive (Anchorage Lane)</b>							<b>1</b>
<b>America's Cup Harbor</b>							<b>1</b>
Men's	180	2	1	1	1		
Women's	180	3	0	2	1		

**PUBLIC RESTROOMS AND DRINKING FOUNTAINS (PRF) - CONTINUED**

<b>Restroom Location</b>	<b>Area SF</b>	<b>Toilets</b>	<b>Urinals</b>	<b>Sinks</b>	<b>Hand Dryers</b>	<b>Shower</b>	<b>Drinking Fountains</b>
<b>Spanish Landing #1</b>							<b>1</b>
Men's	120	1	1	1	1		
Women's	120	2	0	1	1		
<b>Spanish Landing #2</b>							<b>1</b>
Men's	120	1	1	1	1		
Women's	120	2	0	1	1		
<b>Spanish Landing #3</b>							<b>1</b>
Men's	120	1	1	1	1		
Women's	120	2	0	1	1		
<b>Harbor Island</b>							<b>1</b>
Men's	175	1	1	1	1		
Women's	175	2	0	1	1		
<b>Crescent</b>							<b>2</b>
Men's	238	1	1	1	1		
Women's	238	2	0	1	1		
<b>Navy Pier</b>							<b>1</b>
<b>Tuna Harbor</b>							<b>3</b>
Men's	172	2	1	1	1		
Women's	172	3	0	1	1		
<b>Embarcadero North</b>							<b>4</b>
Men's	160	1	2	1	1		
Women's	160	1	0	1	1		
<b>Embarcadero South</b>							<b>6</b>
Men's	160	1	1	1	1		
Women's	160	1	0	1	1		
<b>Cesar Chavez Park</b>							<b>2</b>
Men's	180	2	1	1	1		
Women's	180	3	0	1	1		
<b>Pepper Park</b>							<b>2</b>
Men's	180	2	2	2	1		
Women's	180	4	0	2	1		
<b>Coronado Lower</b>							<b>3</b>
Men's	170	2	1	1	1		
Women's	170	3	0	1	1		
<b>Coronado Sports</b>							<b>2</b>
Men's	250	2	3	2	2		
Women's	250	5	0	2	2		
<b>Bayside Park / North</b>							<b>1</b>
Men's	160	2	1	1			
Women's	160	3	0	1			

**PUBLIC RESTROOMS AND DRINKING FOUNTAINS (PRF) - CONTINUED**

<b>Restroom Location</b>	<b>Area SF</b>	<b>Toilets</b>	<b>Urinals</b>	<b>Sinks</b>	<b>Hand Dryers</b>	<b>Shower</b>	<b>Drinking Fountains</b>
<b>Bayside Park South (Near Fishing Pier)</b>							<b>1</b>
Men's	160	1	1	1			
Women's	160	2	0	1			
<b>Marina View Park</b>							<b>3</b>
Men's	240	2	3	2			
Women's	240	5	0	2			
<b>Bayfront Park</b>							<b>1</b>
Men's	225	2	2	2			
Women's	225	4	0	2			
<b>TOTALS</b>	<b>7,865</b>	<b>90</b>	<b>31</b>	<b>51</b>	<b>36</b>	<b>2</b>	<b>44</b>

**EXHIBIT E**  
**CLEANING FREQUENCIES & TIME SCHEDULE**  
**San Diego Unified Port District**

	<b>Frequency</b>	<b>Type of Service</b>	<b>Dates of Service</b>	<b>Time Schedule</b>
<b>1</b>	<b>GENERAL SERVICES &amp; PROCUREMENT FACILITY (GS&amp;P) 1400 Tidelands Avenue, National City</b>			
Mandatory start time for this facility is at 6:00am.	Daily	General Cleaning	Monday - Friday	6:00 a.m. - 3:30 p.m.
	Weekly	General Cleaning	Monday - Friday	6:00 a.m. - 3:30 p.m.
	Monthly	Periodic Cleaning	Monday - Friday	6:00 a.m. - 3:30 p.m.
	Quarterly	Periodic Cleaning	January, April, July, and October	6:00 a.m. - 3:30 p.m.
	Semi Annual	Periodic Cleaning	February and August	6:00 a.m. - 3:30 p.m.
	Annual	Periodic Cleaning	November	8:00 a.m. - 5:00 p.m.
<b>2</b>	<b>HARBOR POLICE HEADQUARTERS (HPHQ) 3880 N. Harbor Drive, San Diego</b>			
Mandatory start time for this facility is at 8:30am.	Daily	General Cleaning	Sunday - Saturday	8:30 a.m. - 5:00 p.m.
	Weekly	General Cleaning	Sunday - Saturday	8:30 a.m. - 5:00 p.m.
	Monthly	Periodic Cleaning	Sunday - Saturday	8:30 a.m. - 5:00 p.m.
	Quarterly	Periodic Cleaning	January, April, July, and October	8:30 a.m. - 5:00 p.m.
	Semi Annual	Periodic Cleaning	February and August	8:30 a.m. - 5:00 p.m.
	Annual	Periodic Cleaning	November	8:30 a.m. - 5:00 p.m.
<b>3</b>	<b>HARBOR POLICE SHELTER ISLAND FACILITY (HPSI) 1401 Shelter Island Drive, San Diego</b>			
	Daily	General Cleaning	Sunday - Saturday	7:30 a.m. - 4:00 p.m.
	Weekly	General Cleaning	Sunday - Saturday	7:30 a.m. - 4:00 p.m.
	Monthly	Periodic Cleaning	Sunday - Saturday	7:30 a.m. - 4:00 p.m.
	Quarterly	Periodic Cleaning	January, April, July, and October	7:30 a.m. - 4:00 p.m.
	Semi Annual	Periodic Cleaning	February and August	7:30 a.m. - 4:00 p.m.
<b>4</b>	<b>HARBOR POLICE SOUTH BAY STATION (HPSB) 850 Marina Way, Chula Vista</b>			
	Daily	General Cleaning	Sunday - Saturday	7:30 a.m. - 4:00 p.m.
	Weekly	General Cleaning	Sunday - Saturday	7:30 a.m. - 4:00 p.m.
	Monthly	Periodic Cleaning	Sunday - Saturday	7:30 a.m. - 4:00 p.m.
	Quarterly	Periodic Cleaning	January, April, July, and October	7:30 a.m. - 4:00 p.m.
	Semi Annual	Periodic Cleaning	February and August	7:30 a.m. - 4:00 p.m.
<b>5</b>	<b>JOINT HARBOR OPERATIONS CENTER (JHOC) 2710 North Harbor Drive, San Diego</b>			
	Daily	General Cleaning	Sunday - Saturday	8:00 a.m. - 2:00 p.m.
	Twice Daily	Restroom Cleaning	Sunday - Saturday	8:00 a.m.-10:00 a.m. & 2:00 p.m.-4:00 p.m.
	Weekly	General Cleaning	Sunday - Saturday	8:00 a.m. - 2:00 p.m.
	Semi Annual	Periodic Cleaning	February and August	3:00 p.m. - 11:00 p.m.

6	TENTH AVENUE MARINE TERMINAL (TAMT) 687 Switzer Street, San Diego			
	Daily	General Cleaning	Monday - Friday	4:00 p.m. - 12:00 a.m.
	Weekly	General Cleaning	Monday - Friday	4:00 p.m. - 12:00 a.m.
	Monthly	Periodic Cleaning	Monday - Friday	4:00 p.m. - 12:00 a.m.
	Quarterly	Periodic Cleaning	January, April, July, and October	4:00 p.m. - 12:00 a.m.
	Semi Annual	Periodic Cleaning	February and August	4:00 p.m. - 12:00 a.m.
	Twice Daily	Restroom Cleaning (Outside/Comfort Station/Guard Shacks)	Sunday - Saturday	5:00 a.m. - 8:00 a.m. & 1:30 p.m. - 4:00 p.m.
	Tri Weekly	Restroom Cleaning (Outside/Comfort Station/Guard Shacks)	Monday, Wednesday, Friday	5:00 a.m. - 8:00 a.m.
7	NATIONAL CITY MARINE TERMINAL (NCMT) 1400 W. Bay Marine Dr., National City			
	Daily	General Cleaning	Monday - Friday	4:00 p.m. - 12:00 a.m.
	Weekly	General Cleaning	Monday - Friday	4:00 p.m. - 12:00 a.m.
	Monthly	Periodic Cleaning	Monday - Friday	4:00 p.m. - 12:00 a.m.
	Quarterly	Periodic Cleaning	January, April, July, and October	4:00 p.m. - 12:00 a.m.
	Semi Annual	Periodic Cleaning	February and August	4:00 p.m. - 12:00 a.m.
	Twice Daily	Restroom Cleaning (Outside/Comfort Station/Guard Shacks)	Sunday - Saturday	5:00 a.m. - 8:00 a.m. & 1:30 p.m. - 4:00 p.m.
	Tri Weekly	Restroom Cleaning (Outside/Comfort Station/Guard Shacks)	Monday, Wednesday, Friday	5:00 a.m. - 8:00 a.m. -
8	ADMINISTRATION AND ANNEX FACILITY (ADM & ANN) 3165 Pacific Highway, San Diego			
	Daily	General Cleaning Floors 1 <sup>st</sup> , 2 <sup>nd</sup> , and 7 <sup>th</sup>	Monday-Friday	6:00 a.m.- 8:00 a.m.
	Daily	General Cleaning	Monday-Friday	8:00 a.m.-5:00 p.m.
	Weekly	General Cleaning	Monday- Friday	8:00 a.m.-12:00 p.m.
	Monthly	Periodic Cleaning	Monday- Friday	8:00 a.m.-12:00 p.m.
	Quarterly	Periodic Cleaning	March, June, September, and December	8:00 a.m.-12:00 p.m.
	Semi Annual	Periodic Cleaning	February and August	8:00 a.m.-12:00 p.m.
9	PUBLIC RESTROOMS & DRINKING FOUNTAINS (PRF)			
	Twice Daily	Public Restroom Cleaning	Sunday - Saturday	5:00 a.m. - 8:00 a.m. & 2:00 p.m. - 5:00 p.m.
	Tri Weekly	Public Restroom Cleaning	Monday, Wednesday, Friday	5:00 a.m. - 8:00 a.m. & 2:00 p.m. - 5:00 p.m.
	Weekly	Public Restroom Cleaning	Tuesday or Wednesday	5:00 a.m. - 8:00 a.m. & 2:00 p.m. - 5:00 p.m.
	Seasonal (May thru Sept.)	Public Restroom Cleaning	Sunday - Saturday	5:00 a.m. - 8:00 a.m. & 10:00 a.m. - 1:00 p.m. & 3:00 p.m. - 6:00 p.m.

## EXHIBIT F

### SPORTS IMPACT MAINTENANCE GUIDE

#### San Diego Unified Port District

#### A. Regular Wash (Minimum Once Weekly)

- Always post wet floor signs, caution tape or barricade an area before performing wet maintenance.
- Always refer to the Manufacturer's Material Safety Data Sheets (MSDS) for proper personal protective equipment before working with chemicals.
- For this exercise you will need: a vacuum or broom/dust mop, an auto scrubber (300 rpm maximum equipped with a red pad) and Taski Profi neutral cleaner/degreaser.
- Begin by thoroughly vacuuming or sweeping the Sport Impact surface.
- Prepare the auto scrubber and mix the appropriate ratio of the suggested cleaner. Normally recommended 2-3 oz. of Profi to 1 gallon of water for regular washes. Depending on how soiled the area is, you may choose to increase the concentration of the cleaner to 5-10 oz. of Profi to 1 gallon of water when working with a particularly challenging area.

**NOTE:** It is recommended to test your selected dilution rate on a small area of the flooring surface in order to measure its efficiency. If it is not producing desired results, then slightly adjust your mixing ratio according to your needs.

- Apply product on surface following Manufacturer's instructions and allow solution to stand for 5-10 minutes (do not let surface dry out). Rubber has a tendency to be "grabby" and assuring a wet surface will allow the scrubber to thoroughly and easily move across to clean the surface. Scrub surface in multiple directions and vacuum soiled water.
- Rinse the surface thoroughly with clean fresh water. Repeat rinsing as required to remove all residues

**NOTE:** Insufficient rinsing of the floor surface after it has been washed can lead to the accumulation of soap residue. This can leave white streaks/marks on the surface of your floor and negatively affect the aesthetics of your flooring.

- Allow the flooring to thoroughly dry before using the surface.

#### B. Restorative Wash (Deep Cleaning Once Every 2-3 years)

- Always post wet floor signs, caution tape or barricade an area before performing wet maintenance.
- Always refer to the Manufacturer's Material Safety Data Sheets (MSDS) for proper personal protective equipment before working with chemicals.
- For this exercise you will need: a vacuum or broom/dust mop, an auto scrubber (300 rpm maximum equipped with a green or blue pad) and Taski LinoStrip (stripper).

- Begin by thoroughly vacuuming or sweeping the Sport Impact surface.
- Prepare the auto scrubber and mix the appropriate ratio of the suggested cleaner. Depending on how much build-up you have, mix 1 part Taski LinoStrip to 6 parts cool water or 1 part Taski LinoStrip to 4 parts cool water.

**NOTE:** It is recommended to test your selected dilution rate on a small area of the flooring surface in order to measure its efficiency. If it is not producing desired results, then slightly adjust your mixing ratio according to your needs.

- Apply product on surface following Manufacturer's instructions and allow solution to stand for 7-10 minutes (do not let surface dry out before scrubbing). Rubber has a tendency to be "grabby" and assuring a wet surface will allow the scrubber to thoroughly and easily move across to clean the surface. Scrub surface in multiple direction and vacuum soiled water.
- Rinse the surface thoroughly with clean fresh water. Repeat rinsing as required to remove all residues.

**NOTE:** Insufficient rinsing of the floor surface after it has been washed can lead to the accumulation of soap residue. This can leave white streaks/marks on the surface of your floor and negatively affect the aesthetics of your flooring.

- Allow the flooring to thoroughly dry before using the surface.

#### C. Suggested Cleaners

- Profi (by Taski)
- GP Forward
- J-Works Low Foaming Neutral Cleaner 525
- Heavy Duty Cleaner 555
- J-Shop Low Foam
- Stride Citrus Neutral Cleaner

#### D. Cleaning Equipment

- If your facility does not have access to an auto scrubber, or if you find it difficult to maneuver around equipment in workout areas, you may wash your Sport Impact surface with aid of a mop and bucket and mimic the scrubbing action of an auto scrubber with a deck brush equipped with soft nylon bristles.

**NOTE:** DO NOT allow for water to pool under equipment that could allow for the formation of rust stains onto the Sport Impact surface. RUST will permanently stain your rubber surface.



(3)

REFERENCE

COPY

64943

**RESOLUTION 2016-41****RESOLUTION SELECTING AND AUTHORIZING  
AN AGREEMENT WITH NMS MANAGEMENT, INC.  
FOR JANITORIAL SERVICES FROM JULY 1, 2016  
THROUGH JUNE 30, 2019, WITH TWO OPTIONAL  
TERMS EXTENDING UNTIL JUNE 30, 2021 FOR  
AN AMOUNT NOT TO EXCEED \$2,458,640.16**

**WHEREAS**, the San Diego Unified Port District (District) is a public corporation created by the legislature in 1962 pursuant to Harbors and Navigation Code Appendix 1, (Port Act); and

**WHEREAS**, the Board of Port Commissioners (BPC) adopted BPC Policy No. 110 to establish a policy governing the processing and administration of public projects, consulting and service agreements, the purchasing of supplies, materials, and equipment, and grants; and

**WHEREAS**, the District contracts for janitorial services at various District buildings, offices and public restrooms located in parks and common public areas throughout the tidelands; and

**WHEREAS**, janitorial services include scheduled cleaning of offices, lunchrooms and kitchens, conference rooms, Board rooms, computer labs, training rooms, exercise rooms, locker rooms, restrooms, shower stalls, break spaces, outside patio areas, interior of elevators, entrance ways, lobbies, corridors, hallways, storage spaces, stairways, and other common spaces within buildings, and scheduled cleaning and sanitizing of public restrooms and drinking fountains; and

**WHEREAS**, janitorial services may also be requested on an as-needed basis to perform special cleaning requirements associated with public events where normal, scheduled services are not adequate to maintain an acceptable level of cleanliness or sanitation; and

**WHEREAS**, on May 7, 2013, the Board authorized a three (3) year agreement, Clerk's Document No. 60378 dated May 16, 2013, with Aztec for janitorial services at various District locations commencing July 1, 2013 and expiring June 30, 2016; and

**WHEREAS**, five (5) amendments to the agreement were issued and approved by the Board increasing the total not to exceed amount to \$1,147,388.60; and

2016-41

**WHEREAS**, RFP 15-54 was solicited through Planet Bids on January 8, 2016 and electronic solicitation notifications went to 157 potential service providers, with 64 service providers downloading the bid package; and

**WHEREAS**, on February 18, 2016, the District received twelve (12) bids. The bids were evaluated and it was determined that eleven (11) bids received were responsive and acceptable; and

**WHEREAS**, interviews were offered to six (6) service providers, but only five (5) service providers accepted the interview offer; and

**WHEREAS**, District staff convened a panel consisting of employees from General Services, Harbor Police, Harbor Police Dispatch, Maritime, Audit and Risk, and Planning and Green Port, who evaluated the five (5) proposals based on standard criteria listed in the RFP; and

**WHEREAS**, a decision analysis was conducted by staff following the oral interviews; and

**WHEREAS**, each service provider was rated according to standard weighted criteria as listed within the RFP; and


**WHEREAS**, as a result of the decision analysis, District staff recommends the Board select and authorize an agreement with NMS Management, Inc. for janitorial services at the various District facilities named within the agreement in an amount not to exceed \$2,458,640.16.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Port Commissioners of the San Diego Unified Port District, as follows:

That the Executive Director or her designated representative is hereby authorized and directed on behalf of the San Diego Unified Port District to enter into an agreement with NMS Management, Inc. for janitorial services from July 1, 2016, through June 30, 2019, with two optional terms extending until June 30, 2021 for an amount not to exceed \$2,458,640.16.

APPROVED AS TO FORM AND LEGALITY:

GENERAL COUNSEL



By: Assistant/Deputy

2016-41

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 14<sup>th</sup> day of April, 2016, by the following vote:

AYES: Bonelli, Malcolm, Merrifield, Castellanos, Moore, Nelson and Valderrama.

NAYS: None.

EXCUSED: None.

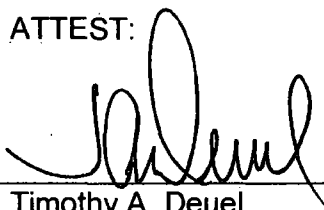
ABSENT: None.

ABSTAIN: None.



Marshall Merrifield, Chairman  
Board of Port Commissioners

ATTEST:



Timothy A. Deuel  
District Clerk

(Seal)



# San Diego Unified Port District

(116)

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3165 Pacific Hwy.  
San Diego, CA 92101

REFERENCE

COPY

64943

File #:2016-0157

DATE: April 14, 2016

SUBJECT:

RESOLUTION SELECTING AND AUTHORIZING AN AGREEMENT WITH NMS MANAGEMENT, INC. FOR JANITORIAL SERVICES FROM JULY 1, 2016 THROUGH JUNE 30, 2019, WITH TWO OPTIONAL TERMS EXTENDING UNTIL JUNE 30, 2021 FOR AN AMOUNT NOT TO EXCEED \$2,458,640.16

## **EXECUTIVE SUMMARY:**

The District contracts for janitorial services at the Administration Building, Harbor Police Headquarters, Harbor Police South Bay and Shelter Island Buildings, Maritime Tenth Avenue Marine Terminal and National City Marine Terminal Offices, General Services and Procurement Facility, Joint Harbor Operations Center and at twenty (20) Public Restroom Facilities located in parks and common public areas throughout tidelands. The current agreement for janitorial services with Aztec Landscaping, Inc. dba Aztec Janitorial Services (Aztec) expires June 30, 2016.

Pursuant to Board of Port Commissioners Policy No. 110, Section II.C, Request for Proposal (RFP) 15-54 was issued January 8, 2016. The District received eleven (11) responsive proposals and interviewed five (5) janitorial service providers. A decision analysis was conducted by staff which rated service providers according to the standard weighted criteria as listed in the RFP. Aztec received the highest total score, but was not deemed the best value to provide maintenance services in these areas. Staff recommends the Board select and authorize an agreement (Attachment A) with NMS Management Inc. for janitorial services at the various District facilities named within the agreement in an amount not to exceed \$2,458,640.16.

## **RECOMMENDATION:**

Adopt a Resolution selecting and authorizing an agreement with NMS Management Inc. for janitorial services from July 1, 2016, through June 30, 2019, with two optional terms extending until June 30, 2021 for an amount not to exceed \$2,458,640.16.

## **FISCAL IMPACT:**

Funds for the first year of this expenditure have been requested in the FY 16/17 General Services' Facilities Maintenance-Outside Services account pending approval of the budget by the Board. Funds required for future fiscal years will be budgeted in the appropriate fiscal year; subject to Board approval upon adoption of each fiscal year's budget.

ACTION TAKEN:/04-14-16 Resolution 2016-41

4/6/2016

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File #:2016-0157

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### **COMPASS STRATEGIC GOALS:**

This agreement provides for daily janitorial services at District facilities and public restroom locations, ensuring a safe, clean environment for the visiting public and District staff to enjoy.

This agenda item supports the following Strategic Goal(s).

- A Port that is a safe place to visit, work and play.

### **DISCUSSION:**

The District contracts for janitorial services at various District buildings, offices and public restrooms located in parks and common public areas throughout the tidelands. Janitorial services include scheduled cleaning of offices, lunchrooms and kitchens, conference rooms, Board rooms, computer labs, training rooms, exercise rooms, locker rooms, restrooms, shower stalls, break spaces, outside patio areas, interior of elevators, entrance ways, lobbies, corridors, hallways, storage spaces, stairways, and other common spaces within buildings, and scheduled cleaning and sanitizing of public restrooms and drinking fountains. Janitorial services may also be requested on an as-needed basis to perform special cleaning requirements associated with public events where normal, scheduled services are not adequate to maintain an acceptable level of cleanliness or sanitation.

On May 7, 2013, the Board authorized a three (3) year agreement, Clerk's Document No. 60378 dated May 16, 2013, with Aztec for janitorial services at various District locations commencing July 1, 2013 and expiring June 30, 2016. Five (5) amendments to the agreement were issued and approved by the Board increasing the total not to exceed amount to \$1,147,388.60. RFP 15-54 was solicited through Planet Bids on January 8, 2016. Electronic solicitation notifications went to 157 potential service providers, and 64 service providers downloaded the bid package.

On February 18, 2016, the District received twelve (12) bids. The bids were evaluated and it was determined that eleven (11) bids received were responsive and acceptable. Interviews were offered to six (6) service providers, but only five (5) service providers accepted the interview offer. Staff convened a panel consisting of employees from General Services, Harbor Police, Harbor Police Dispatch, Maritime, Audit and Risk, and Planning and Green Port, who evaluated the five (5) proposals based on standard criteria listed in the RFP.

### **Decision Analysis Matrix**

A decision analysis was conducted by staff following the oral interviews. Each service provider was rated according to standard weighted criteria as listed within the RFP. Ratings attributed to each proposal are reflected in the decision analysis matrix that follows.

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		NMS Management, Inc.		T&T Janitorial		Consolidated Cleaning Systems		Nova Commercial Co, Inc.		Aztec Landscaping, Inc. dba Aztec Janitorial	
EVALUATION CRITERIA	WEIGHT	Score	Total	Score	Total	Score	Total	Score	Total	Score	Total
EXPERIENCE OF PROPOSED STAFF	10	10	100	6	60	3	30	10	100	10	100
APPROACH TO THE PROJECT	9	9	81	5	45	6	54	10	90	9	81
CAPABILITY TO PERFORM	8	10	80	6	48	5	40	9	72	9	72
COST/PRICING	7	6	42	8	56	6	42	7	49	10	70
FIRM'S RELEVANT EXPERIENCE	6	10	60	7	42	3	18	9	54	9	54
<b>TOTALS</b>			363		251		184		365		377
DVBE/DISABLED STAFF			5		0		0		0		5
VETERANS STATUS			5		0		0		5		5
HEALTHCARE			10		10		0		10		10
<b>GRAND TOTALS</b>			383		261		184		380		397

The following is a summary of the five (5) service providers' proposals and interviews. Service providers are listed in order of the total score assigned, beginning with the service provider receiving the highest total score.

#### Aztec Landscaping, Inc. dba Aztec Janitorial (397 points)

Aztec is located in Lemon Grove. Aztec's experience includes providing similar services for the District as the current incumbent for this agreement, the Cities of San Diego, Coronado and Oceanside, and the State of California among others. Although Aztec scored highly in the Decision Analysis, upon reference checks four (4) letters of cure were submitted by the District. These letters of cure documented multiple cleaning deficiencies as well as forgeries to "Work Sign-in/ Sign-out" logs. Three of the four letters were issued between November 2015 and February 2016, at which point the RFP for a new janitorial agreement was already in progress. During this time Aztec was given multiple opportunities to correct these issues, but they remained an on-going problem resulting in sub-standard janitorial service levels for District staff. All letters of cure and Aztec's formal responses are attached for the Board's reference. District staff does not recommend Aztec, as the risk for service deficiencies is high. Aztec submitted a complete fee schedule with reasonable costs. District staff found errors totaling a difference of \$.58 between real and reported totals.

#### NMS Management, Inc. (383 points)

NMS Management, Inc. (NMS) is located in National City. NMS' experience includes providing similar services for the County of San Diego's Administration Center, the City of El Cajon, Department of Justice, and Department of Homeland Security among others. NMS' management staff has an average of 19-30 years of experience and holds a certificate as a Certified Executive Housekeeper. The proposal submitted by NMS reflected their understanding of the District's janitorial needs and included a resource allocation plan that demonstrated a thoughtful and complete approach to the project. The training program for NMS employees is very thorough and addresses safety, proper product use and environmental standards including the use of Green Seal products and adherence to environmental Best Management Practices. NMS utilizes a safety incentive program that rewards janitorial staff for practicing safety protocols. NMS' continuous training program, safety incentives, and health care insurance options help to ensure employee retention. NMS cited in their presentation that they understand that their staff would be a representation of the District when working on tidelands and would maintain a standard of appearance for both employees and company vehicles, as well as a high standard of cleanliness in District facilities and public restrooms. NMS' proposed the use of CleanTelligent Software to track cleaning tasks and inventory in real time; their staff has experience working with this technology on other projects. NMS also proposed a Quality Control Management system with multiple layers of checks and balances that would be used in conjunction with CleanTelligent. NMS submitted a complete and accurate fee schedule. District staff performed

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File #:2016-0157

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reference checks and found no risks. After the Decision Analysis was completed by panel members, NMS was asked to submit their "best and final" cost. The original three-term total was \$1,504,439.82 and the best and final three-term total was \$1,465,754.84. The original five-term total was \$2,470,559.56 and the best and final five-term total was \$2,398,640.16. This cost proposal was found to be reasonable and acceptable by District staff.

#### Nova Commercial Co, Inc. (380 points)

Nova Commercial Co, Inc. is headquartered in Hayward but has a location in National City. Nova's experience includes providing similar services for the District, San Diego County, the Cities of Carlsbad and San Marcos, Camp Pendleton and Naval Station San Diego among others. Nova's management staff has an average of 15-20 years of experience. The proposal submitted by Nova showed a thorough understanding of the requirements of this Scope of Services. Nova proposed three (3) crews for public restroom cleaning in addition to crews assigned by zone for each facility. These crews have existed as teams within the company for over three (3) years, which ensures continuity of service. Nova demonstrated an understanding of environmental Best Management Practices and utilizes water efficient technology where applicable. Their proposed quality control processes were extensive and included a customized quality control program for each site. They had an understanding of how noise related tasks can impact work spaces and proposed flexibility in task schedules to ensure that staff are not disrupted. Nova has experience working in areas with confidential materials and currently holds the janitorial agreement at the Cruise Ship Terminal and Broadway Pavilion. Nova submitted a complete and accurate fee schedule.

#### T&T Janitorial (261 points)

T&T Janitorial (T&T) is located in San Diego. T&T's experience includes providing similar services for the County of San Diego for over 100 sites, public restroom cleaning in the cities of Coronado and Encinitas, and janitorial contracts with National Marine Fisheries Service. T&T's management staff has an average of 7-13 years of experience. T&T's proposal offered a thorough approach to the cleaning of public restrooms, but lacked detail on their approach to facilities. In the interview they stated that they were unfamiliar with the cleaning requirements of the Administration Building, which were outlined in the Scope of Services and the mandatory on site bid-walk. Panel staff members were not confident in T&T's capability to perform the required services. T&T submitted a complete fee schedule with reasonable costs, but District staff found errors totaling a difference of \$39,190 between real and reported totals.

#### Consolidated Cleaning Systems (184 points)

Consolidated Cleaning Systems (Consolidated) is located in Bonsall. Consolidated's experience includes providing similar services for Health and Human Services, the City of Murrieta, Harbor Island West Marina and the Museum of Contemporary Art. Consolidated's management staff has 4 years of experience. Consolidated proposed the use of black-light and ATP bacteria testing technology to assist with quality control. Their employee training program is extensive and utilizes various techniques to ensure continuity of service. Consolidated's proposal and interview was lacking in specific detail with regard to this Scope of Services and failed to convey a strong approach to the project. Panel members did not see Consolidated as having the capability to perform the required services. Consolidated submitted a complete and accurate fee schedule with reasonable costs.



File #:2016-0157

The following is a list of the proposed costs, with accurate totals as calculated by District staff:

TERM	Aztec Landscape	Consolidated Cleaning Systems	Nova Commercial Company	NMS Management Inc.	T & T Janitorial
<b>Total 3</b>	<b>\$ 1,114,489.75</b>	<b>\$ 1,501,542.15</b>	<b>\$ 1,456,933.12</b>	<b>\$ 1,504,439.82</b>	<b>\$ 1,342,512.00</b>
<b>Total 5</b>	<b>\$ 1,877,296.07</b>	<b>\$ 2,579,148.86</b>	<b>\$ 2,487,257.01</b>	<b>\$ 2,470,559.56</b>	<b>\$ 2,231,940.00</b>

The following service providers were not invited to interview, along with the reasons for which they were not selected.

S & L Commercial Cleaning:

No approach to the project was submitted; failure to clearly identify relevant experience.

Universal Building Maintenance:

Approach to the project was lacking details; no reference to actual staffing levels or proposed schedule.

United Maintenance Co, Inc.:

Cost determined unreasonable, as the proposed three-term cost was \$1,886,232.18 which was much higher than the three-term average of \$1,466,482.56. The fee schedule had errors amounting to a difference between real and reported totals of \$273.28

NatureScape Services, Inc.:

Approach to project was unclear and lacking in detail; failure to clearly identify relevant experience.

Facility Service Group, LLC.:

Approach to the project was lacking details; no mention of parks, terminals, Harbor Police Headquarters or the General Services and Procurement facility. The fee schedule submitted by Facility Service Group had errors amounting to a difference between real and reported totals of \$164,343.20.

Staff recommends the Board select and authorize an agreement (Attachment A) with NMS Management Inc. for janitorial services at the various District facilities named within the agreement in an amount not to exceed \$2,458,640.16.

**General Counsel's Comments:**

The Office of the General Counsel has reviewed the issues set forth in this agenda and found no legal concerns as presented and has reviewed and approved the agreement for form and legality.

**Environmental Review:**

The proposed Board action does not constitute a "project" under the definition set forth in California



File #:2016-0157

Environmental Quality Act (CEQA) Guidelines Section 15378 because it will not have a potential to result in a direct or indirect physical change in the environment and is, therefore, not subject to CEQA. No further action under CEQA is required.

The proposed Board action does not allow for “development,” as defined in Section 30106 of the California Coastal Act, or “new development,” pursuant to Section 1.a. of the District’s Coastal Development Permit Regulations. Therefore, issuance of a Coastal Development Permit or exclusion is not required.

Equal Opportunity Program:

Due to unknown subcontracting opportunities, no Small Business Enterprise (SBE) goal was established for this agreement. The recommended company is a registered SBE.

**PREPARED BY:**

Amy Tigri  
Management Analyst, General Services

**Attachment(s):**

Attachment A:	Agreement No. 62-2016
Attachment B:	Aztec 1 <sup>st</sup> Letter of Cure
Attachment C:	Aztec 1 <sup>st</sup> Letter of Cure - Amendment
Attachment D:	Aztec 2 <sup>nd</sup> Letter of Cure
Attachment E:	Aztec 3 <sup>rd</sup> Letter of Cure
Attachment F:	Aztec 4 <sup>th</sup> Letter of Cure
Attachment G:	Aztec’s Response to 1 <sup>st</sup> Letter of Cure
Attachment H:	Aztec’s Response to 2 <sup>nd</sup> Letter of Cure
Attachment I:	Aztec’s Response to 3 <sup>rd</sup> Letter of Cure
Attachment J:	Aztec’s Response to 4 <sup>th</sup> Letter of Cure

## Attachment A to Agenda File No. 2016-0157

**AGREEMENT BETWEEN  
SAN DIEGO UNIFIED PORT DISTRICT  
and  
NMS MANAGEMENT, INC.  
for  
JANITORIAL SERVICES  
AGREEMENT NO. 62-2016RH**

The parties to this Agreement are the SAN DIEGO UNIFIED PORT DISTRICT, a public corporation (District) and NMS MANAGEMENT, INC., a California Corporation (Service Provider). The parties agree to the following:

1. **SCOPE OF SERVICES.** Service Provider shall furnish all technical and professional labor, and materials to satisfactorily comply with Attachment A, Scope of Services, attached hereto and incorporated herein, as requested by District. Service Provider shall keep the Executive Director of the District or their designated representative informed of the progress of said services at all times.
2. **TERM OF AGREEMENT.** This Agreement shall commence on July 1, 2016 and shall terminate on June 30, 2019, subject to earlier termination as provided below. Two 1-year options may be granted at the District's sole discretion. Option Year 1, if granted, shall commence July 1, 2019, and shall terminate on June 30, 2020. Option Year 2, if granted, shall commence on July 1, 2020, and shall terminate on June 30, 2021.
3. **COMPENSATION.** For performance of services rendered pursuant to this Agreement and as further described in Attachment B, Compensation and Invoicing, attached hereto and incorporated herein; District shall compensate Service Provider based on the following, subject to the limitation of the maximum expenditure provided herein:
  - a. **Maximum Expenditure.** The expenditure under this Agreement shall not exceed \$1,501,751.84. Two option years may be granted at the District's sole discretion. Option Year One, if granted, shall not exceed

\$478,444.16. Option Year Two, if granted, shall not exceed \$478,444.16. The maximum expenditure under this agreement with both option years is \$2,458,640.16. Said expenditure shall include without limitation all sums, charges, reimbursements, costs and expenses provided for herein. Service Provider shall not be required to perform further services after compensation has been expended. In the event that the Service Provider anticipates the need for services in excess of the maximum Agreement amount, the District shall be notified in writing immediately. District must approve an amendment to this Agreement before additional fees and costs are incurred.

- b. **Payment Procedure.** For work performed on an hourly basis, Service Provider agrees to assign the person with the lowest hourly rate who is fully competent to provide the services required. If Service Provider finds it necessary to have work, which would usually be performed by personnel with a lower rate, performed by personnel paid at the higher hourly rate, Service Provider shall nevertheless, bill at the lower rate.
- c. **Progress Documentation.** Service Provider shall provide District progress reports in a format and on a schedule as District directs. Progress reports shall include a description of work completed, cumulative dollar costs incurred, anticipated work for the next reporting period, percentage of work complete, and the expected completion date for remaining work. The report shall identify problem areas and important issues that may affect project cost and/or schedule. The report shall present actual percent completion versus planned percent completion.
- d. **Additional Services; Task Authorizations**
  - (1) Additional services may be required for the completion of the services specified in this Agreement. For performance of Additional Services, District shall compensate Service Provider using the terms and conditions in Attachment B, Compensation and

Invoicing. With Additional Services the maximum amount of this agreement shall not exceed \$2,458,640.16. If Additional Services are required, they shall be undertaken by Service Provider only upon issuance of a Task Authorization (TA), Exhibit A, attached hereto and incorporated herein, for said services.

- (2) An estimate of the level of effort shall be submitted to the District and negotiated for each Task Authorization. Pricing of each Task Authorization shall be governed by the cost and pricing information attached hereto and made a part of this Agreement as Attachment B, Compensation and Invoicing.
- (3) A Task Authorization shall not be considered effective until the Task Authorization form has been signed by District.
- (4) Service Provider shall bill for Additional Services in accordance with the terms of payment, including the documentation required in this Agreement. In addition, invoices for Additional Services shall cite the appropriate Task Authorization (TA) number.

#### 4. **RECORDS**

- a. Service Provider shall maintain full and complete records of the cost of services performed under this Agreement. Such records shall be open to inspection of District at all reasonable times in the City of San Diego and such records shall be kept for at least three (3) years after the termination of this Agreement.
- b. Such records shall be maintained by Service Provider for a period of three (3) years after completion of services to be performed under this Agreement or until all disputes, appeals, litigation or claims arising from this Agreement have been resolved, whichever is later.

- c. Service Provider understands and agrees that District, at all times under this Agreement, has the right to review project documents and work in progress and to audit financial records, whether or not final, which Service Provider or anyone else associated with the work has prepared or which relate to the work which Service Provider is performing for District pursuant to this Agreement regardless of whether such records have previously been provided to District. Service Provider shall provide District at Service Provider's expense a copy of all such records within five (5) working days of a written request by District. District's right shall also include inspection at reasonable times of the Service Provider's office or facilities, which are engaged in the performance of services pursuant to this Agreement. Service Provider shall, at no cost to District furnish reasonable facilities and assistance for such review and audit. Service Provider's failure to provide the records within the time requested shall preclude Service Provider from receiving any compensation due under this Agreement until such documents are provided.

5. **SERVICE PROVIDER'S SUB-CONTRACTORS**

- a. It may be necessary for Service Provider to sub-contract for the performance of certain technical services or other services for Service Provider to perform and complete the required services; provided, however, all Service Provider's sub-contractors shall be subject to prior written approval by District. The Service Provider shall remain responsible to District for any and all services and obligations required under this Agreement, whether performed by Service Provider or Service Provider's sub-contractors. Service Provider shall compensate each Service Provider's sub-contractors in the time periods required by law. Any Service Provider's sub-contractors employed by Service Provider shall be independent Service Providers and not agents of District. Service Provider shall insure that Service Provider's sub-contractors satisfy all

substantive requirements for the work set forth by this Agreement, including insurance and indemnification.

- b. Service Provider shall also include a clause in its Agreements with Service Provider's sub-contractors which reserves the right, during the performance of this Agreement and for a period of three (3) years following termination of this Agreement, for a District representative to audit any cost, compensation or settlement resulting from any items set forth in this Agreement. This clause shall also require Service Provider's sub-contractors to retain all necessary records for a period of three (3) years after completion of services to be performed under this Agreement or until all disputes, appeals, litigation or claims arising from this Agreement have been resolved, whichever is later.

## 6. **COMPLIANCE**

- a. In performance of this Agreement, Service Provider and Service Provider's sub-contractors shall comply with the California Fair Employment and Housing Act, the American with Disabilities Act, and all other applicable federal, state, and local laws prohibiting discrimination, including without limitation, laws prohibiting discrimination because of age, ancestry, color, creed, denial of family and medical care leave, disability, marital status, medical condition, national origin, race, religion, sex, or sexual orientation. Service Provider shall comply with the prevailing wage provisions of the Labor Code, and the Political Reform Act provisions of the Government Code, as applicable.
- b. Service Provider shall comply with all Federal, State, regional and local laws, and district Ordinances and Regulations applicable to the performance of services under this Agreement as exist now or as may be added or amended.

7. **INDEPENDENT ANALYSIS.** Service Provider shall provide the services required by this Agreement and arrive at conclusions with respect to the rendition of information, advice or recommendations, independent of the control and direction of District, other than normal contract monitoring provided, however, Service Provider shall possess no authority with respect to any District decision beyond rendition of such information, advice, or recommendations.
8. **ASSIGNMENT.** This is a personal services Agreement between the parties and Service Provider shall not assign or transfer voluntarily or involuntarily any of its rights, duties, or obligations under this Agreement without the express written consent of Executive Director (President/CEO) of District in each instance.
9. **INDEMNIFY, DEFEND, HOLD HARMLESS**
  - a. **Duty to Indemnify, duty to defend and hold harmless.** To the fullest extent provided by law, Service Provider agrees to defend, indemnify and hold harmless the District, its agents, officers or employees, from and against any claim, demand, action, proceeding, suit, liability, damage, cost (including reasonable attorneys' fees) or expense for, including but not limited to, damage to property, the loss or use thereof, or injury or death to any person, including Service Provider's officers, agents, subcontractors, employees, ("Claim"), caused by, arising out of, or related to the performance of services by Service Provider as provided for in this Agreement, or failure to act by Service Provider, its officers, agents, subcontractors and employees. The Service Provider's duty to defend, indemnify, and hold harmless shall not include any Claim arising from the active negligence, sole negligence or willful misconduct of the District, its agents, officers, or employees.
  - b. The Service Provider further agrees that the duty to indemnify, and the duty to defend the District as set forth in 9.a, requires that Service Provider pay all reasonable attorneys' fees and costs District incurs associated with or related to enforcing the indemnification provisions, and

defending any Claim arising from the services of the Service Provider provided for in this Agreement.

- c. The District may, at its own election, conduct its defense, or participate in the defense of any Claim related in any way to this Agreement. If the District chooses at its own election to conduct its own defense, participate in its own defense or obtain independent legal counsel in defense of any Claim arising from the services of Service Provider provided for in this Agreement, Service Provider agrees to pay all reasonable attorneys' fees and all costs incurred by District.

10. **INSURANCE REQUIREMENTS**

- a. Service Provider shall at all times during the term of this Agreement maintain, at its expense, the following minimum levels and types of insurance:

- (1) Commercial General Liability (including, without limitation, Contractual Liability, Personal Injury, Advertising Injury, and Products/Completed Operations) coverages, with coverage at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence Form CG 0001) with limits no less than one million dollars (\$1,000,000) per Occurrence and two million dollars (\$2,000,000) Aggregate for bodily injury, personal injury and property damage.

- (a) The deductible or self-insured retention on this Commercial General Liability shall not exceed \$5,000 unless District has approved of a higher deductible or self-insured retention in writing.

- (b) The Commercial General Liability policy shall be endorsed to include the District; its agents, officers and employees as



additional insureds in the form as required by the District. An exemplar endorsement is attached (Exhibit B, Certificate of Insurance, attached hereto and incorporated herein).

- (c) The coverage provided to the District, as an additional insured, shall be primary and any insurance or self-insurance maintained by the District shall be excess of the Service Provider's insurance and shall not contribute to it.
  - (d) The Commercial General Liability policy shall be endorsed to include a waiver of transfer of rights of recovery against the District ("Waiver of Subrogation").
- (2) Commercial Automobile Liability (Owned, Scheduled, Non-Owned, or Hired Automobiles) written at least as broad as Insurance Services Office Form Number CA 0001 with limits of no less than one million dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.
- (3) Workers' Compensation, statutory limits, is required of the Service Provider and all sub-consultants (or be a qualified self-insured) under the applicable laws and in accordance with "Workers' Compensation and Insurance Act", Division IV of the Labor Code of the State of California and any Acts amendatory thereof. Employer's Liability, in an amount of not less than one million dollars (\$1,000,000) each accident, \$1,000,000 disease policy limit and \$1,000,000 disease each employee. This policy shall be endorsed to include a waiver of subrogation endorsement, where permitted by law.
- (4) Professional Liability insurance in the amount of \$1,000,000 per claim and \$1,000,000 aggregate.

- (a) At the end of the agreement period, Consultant shall maintain, at its own expense, continued Professional Liability insurance of not less than five (5) years, in an amount no less than the amount required pursuant to this Agreement.
    - (b) Alternately, if the existing Professional Liability is terminated during the above referenced five-year period, Consultant shall maintain at its own expense, “tail” coverage in the same minimum amount as set forth in this paragraph.
    - (c) All coverages under this section shall be effective as of the effective date of this Agreement or provide for a retroactive date of placement that coincides with the effective date of this Agreement.
  - (5) Umbrella or Excess Liability insurance with limits no less than one million dollars (\$1,000,000) per occurrence and aggregate. This policy must provide excess insurance over the same terms and conditions required above for the General Liability, Automobile Liability and Employer’s Liability policies.
- b. Service Provider shall furnish District with certificates of insurance coverage for all the policies described above upon execution of this Agreement and upon renewal of any of these policies. A Certificate of Insurance in a form acceptable to the District, an exemplar Certificate of Insurance is attached as Exhibit B and made a part hereof, evidencing the existence of the necessary insurance policies and endorsements required shall be kept on file with the District. Except in the event of cancellation for non-payment of premium, in which case notice shall be 10 days, all such policies must be endorsed so that the insurer(s) must notify the District in writing at least 30 days in advance of policy cancellation.

Service Provider shall also provide notice to District prior to cancellation of, or any change in, the stated coverages of insurance.

- c. The Certificate of Insurance must delineate the name of the insurance company affording coverage and the policy number(s) specifically referenced to each type of insurance, either on the face of the certificate or on an attachment thereto. If an addendum setting forth multiple insurance companies or underwriters is attached to the certificate of insurance, the addendum shall indicate the insurance carrier or underwriter who is the lead carrier and the applicable policy number for the CGL coverage.
  - d. Furnishing insurance specified herein by the District will in no way relieve or limit any responsibility or obligation imposed by the Agreement or otherwise on Service Provider or Service Provider's sub-contractors or any tier of Service Provider's sub-contractors. District shall reserve the right to obtain complete copies of any of the insurance policies required herein.
11. **ACCURACY OF SERVICES.** Service Provider shall be responsible for the technical accuracy of its services and documents resulting therefrom and District shall not be responsible for discovering deficiencies therein. Service Provider shall correct such deficiencies without additional compensation. Furthermore, Service Provider expressly agrees to reimburse District for any costs incurred as a result of such deficiencies. Service Provider shall make decisions and carry out its responsibilities hereunder in a timely manner and shall bear all costs incident thereto so as not to delay the District, the project, or any other person related to the project, including the Service Provider or its agents, employees, or subcontractors.
12. **INDEPENDENT CONTRACTOR.** Service Provider and any agent or employee of Service Provider shall act in an independent capacity and not as officers or

employees of District. The District assumes no liability for the Service Provider's actions and performance, nor assumes responsibility for taxes, bonds, payments or other commitments, implied or explicit by or for the Service Provider. Service Provider shall not have authority to act as an agent on behalf of the District unless specifically authorized to do so in writing. Service Provider acknowledges that it is aware that because it is an independent contractor, District is making no deductions from its fee and is not contributing to any fund on its behalf. Service Provider disclaims the right to any fee or benefits except as expressly provided for in this Agreement.

13. **ADVICE OF COUNSEL.** The parties agree that they are aware that they have the right to be advised by counsel with respect to the negotiations, terms and conditions of this Agreement, and that the decision of whether or not to seek the advice of counsel with respect to this Agreement is a decision which is the sole responsibility of each of the parties hereto. This Agreement shall not be construed in favor of or against either party by reason of the extent to which each party participated in the drafting of the Agreement. The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California.
14. **INDEPENDENT REVIEW.** Each party hereto declares and represents that in entering into this Agreement it has relied and is relying solely upon its own judgment, belief and knowledge of the nature, extent, effect and consequence relating thereto. Each party further declares and represents that this Agreement is being made without reliance upon any statement or representation not contained herein of any other party, or any representative, agent or attorney of any other party.
15. **INTEGRATION AND MODIFICATION.** This Agreement contains the entire Agreement between the parties and supersedes all prior negotiations, discussion, obligations and rights of the parties in respect of each other regarding the subject matter of this Agreement. There is no other written or oral

understanding between the parties. No modifications, amendment or alteration of this Agreement shall be valid unless it is in writing and signed by the parties hereto.

16. **OWNERSHIP OF RECORDS.** Any and all materials and documents, including without limitation drawings, specifications, computations, designs, plans, investigations and reports, prepared by Service Provider pursuant to this Agreement, shall be the property of District from the moment of their preparation and the Service Provider shall deliver such materials and documents to District at the Don L. Nay Port Administration Building (located at 3165 Pacific Highway, San Diego, California 92101) whenever requested to do so by District. However, Service Provider shall have the right to make duplicate copies of such materials and documents for its own file, or other purposes as may be expressly authorized in writing by District. Said materials and documents prepared or acquired by Service Provider pursuant to this Agreement (including any duplicate copies kept by the Service Provider) shall not be shown to any other public or private person or entity, except as authorized by District. Service Provider shall not disclose to any other public or private person or entity any information regarding the activities of District, except as expressly authorized in writing by District.
17. **TERMINATION.** In addition to any other rights and remedies allowed by law, the Executive Director (President/CEO) of District may terminate this Agreement at any time with or without cause by giving thirty (30) days written notice to Service Provider of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials shall at the option of District be delivered by Service Provider to the Don L. Nay Port Administration Building (located at 3165 Pacific Highway, San Diego, California 92101). Termination of this Agreement by Executive Director (President/CEO) as provided in this paragraph shall release District from any further fee or claim hereunder by Service Provider other than the fee earned for services which were performed prior to termination but not yet paid. Said fee shall be calculated and based on the schedule as provided in this Agreement.

18. **DISPUTE RESOLUTION**

- a. If a dispute arises out of or relates to this Agreement, or the alleged breach thereof, and is not settled by direct negotiation or such other procedures as may be agreed, and if such dispute is not otherwise time barred, the parties agree to first try in good faith to settle the dispute amicably by mediation administered at San Diego, California, by the American Arbitration Association, or by such other provider as the parties may mutually select, prior to initiating any litigation or arbitration. Notice of any such dispute must be filed in writing with the other party within a reasonable time after the dispute has arisen. Any resultant Agreements shall be documented and may be used as the basis for an amendment or directive as appropriate.
- b. If mediation is unsuccessful in settling all disputes that are not otherwise time barred, and if both parties agree, any still unresolved disputes may be resolved by arbitration administered at San Diego, California, by the American Arbitration Association, or by such other provider as the parties may mutually select, provided, however, that the Arbitration Award shall be non-binding and advisory only. Any resultant Agreements shall be documented and may be used as the basis for an amendment or directive as appropriate. On demand of the arbitrator or any party to this Agreement, sub-contractor and all parties bound by this arbitration provision agree to join in and become parties to the arbitration proceeding.
- c. The foregoing mediation and arbitration procedures notwithstanding, all claim filing requirements of the Agreement documents, the California Government Code, and otherwise, shall remain in full force and effect regardless of whether or not such dispute avoidance and resolution procedures have been implemented, and the time periods within which claims are to be filed or presented to the District Clerk as required by said Agreement, Government Code, and otherwise, shall not be waived,

extended or tolled thereby. If a claim is not timely filed or presented, such claim shall be time barred and the above dispute avoidance and resolution procedures, whether or not implemented or then pending, shall likewise be time barred as to such claims.

19. **PAYMENT BY DISTRICT.** Payment by the District pursuant to this Agreement does not represent that the District has made a detailed examination, audit, or arithmetic verification of the documentation submitted for payment by the Service Provider, made an exhaustive inspection to check the quality or quantity of the services performed by the Service Provider, made an examination to ascertain how or for what purpose the Service Provider has used money previously paid on account by the District, or constitute a waiver of claims against the Service Provider by the District. The District may in its sole discretion withhold payments or seek reimbursement from the Service Provider for expenses, miscellaneous charges, or other liabilities or increased costs incurred or anticipated by the District which are the fault of or as result of work performed or negligent conduct by or on behalf of the Service Provider. Upon five (5) day written notice to the Service Provider, the District shall have the right to estimate the amount of expenses, miscellaneous charges, or other liabilities or increased costs and to cause the Service Provider to pay the same; and the amount due the Service Provider under this Agreement or the whole or so much of the money due or to become due to the Service Provider under this Agreement as may be considered reasonably necessary by the District shall be retained by the District until such expenses, miscellaneous charges, or other liabilities or increased costs shall have been corrected or otherwise disposed of by the Service Provider at no expense to the District. If such expenses, miscellaneous charges, or other liabilities or increased costs are not corrected or otherwise disposed of at no expense to the District prior to completion date of the Agreement, the District is authorized to pay for such expenses, miscellaneous charges, or other liabilities or increased costs from the amounts retained as outlined above or to seek reimbursement of same from the Service Provider. It is the express intent of the

parties to this Agreement to protect the District from loss because of conduct by or on behalf of the Service Provider.

20. **COMPLIANCE WITH PREVAILING WAGE LAWS (IF APPLICABLE)**

- a. Service Provider acknowledges and agrees that it is the sole and exclusive responsibility of Service Provider to: (a) ensure that all persons and/or entities (including, but not limited to, Service Provider or Subcontractors) who provide any labor, services, equipment and/or materials (collectively, "Services") in connection with any work shall comply with the requirements of California's and any other prevailing wage laws ("PWL") to the extent such laws are applicable and (b) determine whether any Services are subject to the PWL by obtaining a determination by means that do not involve the District.
- b. Certified Payrolls. Service Provider acknowledges and agrees that it is the sole and exclusive responsibility of the Service Provider to insure that all certified payrolls are provided to the District. Service Provider shall submit certified payrolls to the General Services & Procurement Department, 1400 Tidelands Avenue, National City, California 91950.

21. **SERVICE PROVIDER/CONTRACTOR REGISTRATION PROGRAM (IF APPLICABLE)**

- a. In accordance with the provisions of Labor Code section 1771.1. (a) A contractor or subcontractor shall not be qualified to bid on; be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by



Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

- b. 2.4.1 No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
  - c. No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
  - d. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.
22. **CAPTIONS.** The captions by which the paragraphs of this Agreement are identified are for convenience only and shall have no effect upon its interpretation.
23. **EXECUTIVE DIRECTOR'S SIGNATURE.** It is an express condition of this Agreement that said Agreement shall not be complete nor effective until signed by either the Executive Director (President/CEO) or Authorized Designee on behalf of the District and by Authorized Representative of the Service Provider.
- a. Submit all correspondence regarding this Agreement to:

Amy Tigri, Management Analyst  
General Services Department  
San Diego Unified Port District  
P.O. Box 120488  
San Diego, CA 92112-0488  
Tel. (619) 686-6459  
Email: atigri@portofsandiego.org

- b. The Service Provider's Authorized Representative assigned below has the authority to authorize changes to the scope, terms and conditions of this Agreement:

David S. Guaderrama, President  
NMS Management, Inc.  
155 W. 35<sup>th</sup> St., Suite A  
National City, CA 91950  
Tel. (619) 425-0040  
Fax (619) 425-2432  
Email: nmsmanagement@msn.com

- c. Written notification to the other party shall be provided, in advance, of changes in the name or address of the designated Authorized Representative.

**SAN DIEGO UNIFIED PORT DISTRICT**

**NMS MANAGEMENT, INC.**

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Marcus J. Cromartie  
Director, General Services

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David S. Guaderrama  
President

Approved as to form and legality:  
GENERAL COUNSEL

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By: Assistant/Deputy

**ATTACHMENT A**  
**SCOPE OF SERVICES**  
**San Diego Unified Port District**

**A. General Information**

Service Provider shall provide Janitorial Services at the San Diego Unified Port District (District) facilities and properties within the Cities of San Diego, Coronado, National City, Chula Vista, and Imperial Beach.

Service Provider shall provide Janitorial Services for all District needs. Services shall include cleaning of District facilities, common areas and public restrooms.

Unit prices in the Fee Schedule shall include full compensation for all labor, supervision, transportation, materials, equipment, and related incidentals to provide such services, and no other compensation is allowed. Service Provider shall move, cover or protect any structures or equipment that may be damaged during Janitorial Services. Service Provider shall remove from Tidelands all materials, tools, equipment, debris and coverings upon completion of services. Service Provider shall not permit debris and waste material generated from all operations to enter into storm water conveyance system. Service Provider shall maintain site safety and security for public areas at all times.

While working on District property, the Service Provider's employees shall wear uniforms with appropriate company name and logo. Service Provider's vehicles shall be clearly marked with appropriate company name and logo.

**B. Safety**

Service Provider shall abide by all local, state, federal, Cal/OSHA, OSHA, and District safety codes, policies, and procedures. Service Provider will be responsible for fines incurred if not in compliance with all above regulations. Before the start of work, Service Provider shall post signs and provide barricades to safely protect the public. Service Provider shall remove all signs and barricades at the completion of the service. Service Provider shall follow current Caltrans traffic control guidelines when performing service as applicable. Service Provider shall provide required submittals to the District Representative as listed in the Submittal Section of this Scope of Services.

1. Service Provider shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the services provided.
2. Service Provider shall give notices and comply with all applicable laws and regulations of any public body having jurisdiction for the safety of persons or property to protect them from damage, injury or loss, and shall erect and maintain all necessary safeguards for such safety and protection.
3. Material usage shall be accomplished with strict adherence to California Division of Industrial Safety, or other governing regulations, and all manufacturers' warnings and application instructions listed on the Safety Data Sheet and on the product container label.
4. Injury & Illness Prevention Program (IIPP): Service Provider shall prepare and submit to the District's Representative, one (1) copy of their IIPP that addresses all the actions necessary to establish a safe working environment, prior to the commencement of on-site service. It is the Service Provider's responsibility to take all reasonable precautions to ensure the safety of the public and its employees and to comply with all federal, state, and local regulations. It is the Service Provider's responsibility to establish and maintain safe onsite working conditions for the duration of the project.

### **C. Environmental**

1. All activities on District Tidelands are to be compliant with Article 10 (Stormwater Management and Discharge Control) of the Port Code (copy to be provided upon request) and the District's Jurisdictional Runoff Management Program (JRMP). The JRMP identifies best management practices (BMPs) to be implemented and maintained during maintenance activities. Failure to implement the required BMPs or unauthorized discharges to the stormwater conveyance system or the San Diego Bay may result in a citation with or without fines. All work to be completed must comply with District direction related to permitted activities including the following requirements:
  - a. No discharges of any material may enter the storm drain system or San Diego Bay including water, wash water, dust, petroleum products, soil or debris. Service Provider must immediately remove any such material that inadvertently enters the storm drain system and notify District staff.

- b. Adherence to the BMPs listed in JRMP Chapter 6, Table 6-3 for Parks is required.
- c. Any materials being stored which could release constituents by wind or run-off shall be protected by overhead cover, secondary containment, tarpaulins, or other appropriate methods.
- d. Best Management Practices (BMPs) must be implemented to prevent water, wash water, and/or debris from being tracked or transported off of the work site.
- e. Any fuel products, lubricating fluids, grease or other products and/or waste released from Service Provider's vehicles or equipment shall be collected and disposed of immediately in accordance with state, federal, and local laws.
- f. Service Provider shall ensure that all employees are trained on the nature and implementation of the special provisions outlined above. This training shall include identifying the location of the storm drains on the job site, highlighting the proximity of the bay and the direct connection between the storm drain and the bay, and identifying all BMPs to be implemented to prevent the discharge of pollutants to the storm drain conveyance system or the bay. Within sixty (60) days of commencing work on District property, Service Provider's personnel shall sign a statement attesting to receipt of BMPs and completion of this training, which shall then be provided to the District Representative.
- g. District Environmental and Land Use Management staff may conduct a storm water inspection at any time to verify that BMPs are properly implemented. Additional BMPs may be required to eliminate or prevent discharges to the storm water conveyance system or the receiving water at no additional cost to the District.

2. Environmentally Preferable Products - In alignment with the District's Green Policy, the District will strive to minimize environmental impacts directly attributable to operations on San Diego Bay and the Tidelands. In alignment with this Policy, the District has established criteria for the procurement of environmentally preferable products.

Accordingly, where practicable and cost effective, Service Provider shall use cleaning and disinfecting products that meet Green Seal certification at all District facilities. All cleaning and power washing products claiming Green Seal certification, shall be required to bear this certification. Products recognized by the Environmental

Protection Agency's (EPA) Safer Detergents Stewardship Initiative or the Design for the Environment Program are not required to be Green Seal certified. More information is available at [www.greenseal.org](http://www.greenseal.org) and [www.epa.gov/dfe](http://www.epa.gov/dfe). Germicidal detergents needed to perform services under this Agreement are not required to be Green Seal certified. Service Provider shall only use District approved equipment, materials, and supplies and shall comply with the District's Environmental Sustainability Policy. Accordingly, where practicable and cost effective, Service Provider shall use products that meet Green Seal certification for all services rendered under this Agreement. All products claiming Green Seal certification shall be required to bear this certification. More information is available at [www.greenseal.org](http://www.greenseal.org) and [www.epa.gov/dfe](http://www.epa.gov/dfe).

The District may permit the substitution or addition of environmentally preferable products when such products are readily available at a competitive cost and satisfy the District's performance needs. The District may choose to provide any environmentally preferable products for Service Provider's use during services rendered under this Agreement.

#### **D. District Facilities Locations**

Service Provider shall provide Janitorial Services at the following District facilities:

1. General Services and Procurement Facility (**GS&P**),  
1400 Tidelands Avenue, National City
2. Harbor Police Headquarters (**HPHQ**),  
3380 N. Harbor Drive, San Diego
3. Harbor Police Shelter Island (**HPSI**),  
1401 Shelter Island Drive, San Diego
4. Harbor Police South Bay Station (**HPSB**),  
850 Marina Way, Chula Vista
5. Tenth Avenue Marine Terminal (**TAMT**),  
687 Switzer Street, San Diego
6. National City Marine Terminal (**NCMT**),  
1400 W. Bay Marine Dr., National City
7. Joint Harbor Operations Center (**JHOC**),  
2710 North Harbor Drive, San Diego
8. Administration Building and Annex Facility (**ADM & ANX**),  
3165 Pacific Highway, San Diego
9. Public Restroom Facilities (**PRF**)

Area Description and Estimated Measurements is attached as Exhibit D. The quantities and dimensions are estimates only and Service Provider is

wholly responsible for verifying all quantities and dimensions for estimating costs for the services. Any differences between the estimated quantities and those that actually exist are not grounds for an amendment to this Agreement.

## **E. Execution**

1. **General Cleaning** - Applies to General Services and Procurement Facility, (**GS&P**), Harbor Police Headquarters (**HPHQ**), Harbor Police Shelter Island (**HPSI**), Harbor Police South Bay (**HPSB**), Tenth Avenue Marine Terminal (**TAMT**), National City Marine Terminal (**NCMT**), and Joint Harbor Operations Center (**JHOC**).

### **a. Daily**

#### **i. Office Areas, Stairs, Lobbies and Common Areas**

- 1) Empty waste and recycling receptacles, clean waste receptacles, and replace liners.
- 2) Move trash, waste and recycling to a central location.
- 3) Clean all surfaces to ensure they are free of dust, debris, fingerprints, spots and spills.
- 4) Wipe ledges and horizontal surfaces free of dust and debris.
- 5) Clean building entrance glass to be free of streaks, fingerprints, dust and debris.
- 6) Clean interior glass partitions, display cases, mirrors, and interior doors to be free of streaks, fingerprints, dust, and debris.
- 7) Sanitize, wash, and polish drinking fountains, sinks, basins, portable drinking units (water coolers) and fixtures. Use sanitizing wipes every day. Scour the mouthpiece, nozzle and bowl of drinking fountains. Report leaks, clogs or operational deficiencies to District Representative.
- 8) Sweep and damp mop stair landings and steps.
- 9) Maintain areas free of dust, loose dirt, and debris.
- 10) Move and replace furniture, furnishings, and other equipment as necessary to facilitate cleaning.

#### **ii. Floor Areas - Maintain floors to promote longevity and safety.**

- 1) Sweep tile floors.
- 2) Wet mop hard tile floors.
- 3) Damp mop resilient tile floors.
- 4) Clean spots and spills on carpeted and tiled floors.
- 5) Vacuum carpeted floors.
- 6) Move and replace furniture, furnishings, and other equipment as necessary to facilitate cleaning.



iii. Entrance Areas - From within entrance to street or parking lot.

- 1) Pick up trash, litter, leaves, and other loose material from outside areas including patio area.
- 2) Sweep outside areas within 10 feet of existing wall.
- 3) At GS&P, sweep and keep free of debris the sidewalk and fixtures within 20 feet of the south office entrance.
- 4) Damp mop entrance areas.
- 5) Clean entrance mats to remain free of dust, loose dirt, and debris.
- 6) Empty waste receptacles.

iv. Restrooms

- 1) Clean commodes, urinals, and lavatories, with a germicidal detergent.
- 2) Remove encrustation, stains, scale, and deposits from fixtures, replace deodorant tablets.
- 3) Sweep floors and clean baseboards.
- 4) Damp mop resilient tile floors with a germicidal detergent.
- 5) Wet-mop ceramic tile floors with a germicidal detergent.
- 6) Flush restroom floor drains with water.
- 7) Restock supplies.
- 8) Empty and clean receptacles and change plastic liners.
- 9) Clean and polish dispensers, mirrors, partitions, doors, vents, shelves, and furniture.

v. Showers

- 1) Clean entire shower area with a germicidal detergent
- 2) Remove encrustation, stains, scale and deposits from fixtures.
- 3) Sweep floors and clean baseboards.
- 4) Empty and clean receptacles and change plastic liners.
- 5) Clean and polish dispensers, partitions, floors, vents, ADA chair and furniture.

vi. Gym Areas – Applies to General Services/Procurement Facility. **(GS&P)**, and Harbor Police Headquarters **(HPHQ)**

- 1) Clean, polish and disinfect all exercise equipment.
- 2) Wipe down all exercise equipment, handles, bars, vertical and horizontal surfaces, overhead pipes and fans.
- 3) Sweep and mop floors and mats.
- 4) Restock supplies (general purpose cleaner, paper towels, hand sanitizer).
- 5) Clean all mirrors.
- 6) Clean interior ledges



vii. Additional Requirements

- 1) Restore furniture, waste receptacles, and equipment to original positions.
- 2) Report items requiring corrective maintenance to the District Representative.
- 3) Store equipment and leave the storage areas clean and orderly.

**b. Weekly**

i. Locker Room

- 1) Clean the top of all lockers.

ii. Gym Floor Care (Harbor Police Headquarters)

- 1) See Exhibit F - Sports Impact Maintenance Guide

iii. Elevators

- 1) Vacuum interior of all carpeted elevators.
- 2) Sweep interior of non-carpeted elevators.
- 3) Wipe down interior and exterior panels, buttons, hand rails & doors with sanitizer.

iv. Patio Furniture and Benches

- 1) Wipe down all patio furniture (tables, chairs, loungers, ledges of planter boxes) and benches.

**c. Monthly**

- i. Scrub restroom floors using a germicidal detergent.
- ii. Refinish resilient restroom floors.
- iii. Clean and dust ceiling and wall fans.
- iv. Wash interior windows.
- v. Spray buff resilient tile.

**d. Quarterly**

- i. Scrub hard tile floors in lobbies and entranceways.
- ii. Clean lighting fixtures and diffusers.
- iii. Clean window blinds.
- iv. Remove all dirt and stains from walls and cubicle partitions.

e. **Semi-Annual** – To be scheduled by District Representative during non-business hours.

- i. Clean carpet in all common areas.
- ii. Clean vent covers and diffusers.
- iii. Clean baseboards.
- iv. Strip and refinish hard floors.
- v. Wipe the walls, interior sections of panel walls, blinds and fans with disinfecting cleaner to remove dust and air pollutant build-up.

The following semi-annual section applies only to Joint Harbor Operations Center (**JHOC**):

f. **JHOC Semi-Annual** (February and August of each year of the Agreement period, if operational schedules permit)

- i. Thoroughly vacuum and deep clean walls, equipment, furniture, hoses, wiring, vents and covers, interior sections of panel walls, interior and exterior shelving units and cabinets, and other areas as directed by the District Representative.
- ii. Move and replace furniture, furnishings, and other equipment as necessary to facilitate cleaning.

2. **Restroom Cleaning** – Applies to Joint Harbor Operations Center (**JHOC**), guard shacks and outside restrooms at Tenth Avenue Marine Terminal (**TAMT**) and National City Marine Terminal (**NCMT**)

**NOTE:** JHOC restroom cleaning schedule:

- o First cleaning shall be scheduled between 8 a.m. – 10 a.m.
- o Second cleaning shall be scheduled between 2 p.m. – 4 p.m.

a. **Twice Daily**

- i. Thoroughly clean and re-stock all restrooms.
- ii. Toilet Bowls and Urinal Fixtures
  - 1) Thoroughly scour toilet bowls and urinal fixtures.
  - 2) Mop, wash, and sanitize inside and outside of toilet bowls and urinals using a detergent.
  - 3) Remove uric buildup in and around urinals.
  - 4) Unclog toilets and urinals.

iii. Washbasins

- 1) Clean using an abrasive cleanser. Do not use chlorine bleach on stainless steel.

iv. Toilet Stalls, Partitions, and Handrails

- 1) Clean and wipe down with a damp cloth.

v. Mirrors

- 1) Clean and polish.

vi. Floors - (Includes entrance area)

- 1) Sweep, clean, and remove loose and foreign matter.
- 2) Wet mop with a detergent in clean water. Stains not removed by wet mopping shall be scrubbed clean using a floor bristle brush. Mop floors dry leaving no puddles, wet or slippery conditions.
- 3) Flush floor drains with fresh water.

vii. Trash Cans

- 1) Empty trash containers and place trash removed from restroom into exterior trashcans or dumpsters.
- 2) Clean trash cans and replace liners.

viii. Toilet Tissue and Dispenser

- 1) Wipe fixture clean.
- 2) Maintain a minimum of three full rolls of toilet tissue in each stall.
- 3) Remove and replace vandalized or unserviceable rolls of tissue.
- 4) Report to District Representative defective locks or toilet paper holders.

ix. Walls and Ceilings

- 1) Report graffiti to the District Representative.
- 2) Remove foreign matter including excrement and dirt from walls and ceilings.
- 3) Wipe walls clean.

x. Trash and Litter

- 1) Pick up and dispose of interior trash/litter and exterior trash/litter within an area 10 feet from exterior wall of the restrooms.

**b. Tri-Weekly** (Monday, Wednesday, and Friday)

i. Stainless Steel Fixtures

1. Polish stainless steel fixtures, sinks, partitions, toilets, handrails, and drinking fountains with a stainless steel cleaner polish such as Sheila Shine, Dymon Stainless Steel Cleaner and Polish, or approved equal. This polish is not required to be Green Seal certified.

**3. Public Parks Restrooms and Drinking Fountains Cleaning, (PRF)** - Applies to public park restrooms within the cities of San Diego, National City, Chula Vista, Coronado, and Imperial Beach. Drinking fountains are located near restrooms, within park areas and along walkways. In the event public restrooms become nonoperational, Service Provider shall be responsible for providing Janitorial Services to portable restroom units.

**a. Follow 'Twice Daily Restroom' guidelines as outlined above –** the following requirements will be in addition to services outlined above, and shall also be performed twice daily.

i. Toilet Tissue and Dispenser

1. Wipe fixture clean.
2. Maintain a minimum of three full rolls of toilet tissue in each stall.
3. Remove and replace vandalized or unserviceable rolls of tissue.
4. Report to District Representative defective locks or toilet paper holders.

ii. Adjacent Exterior Sidewalks

1. Sweep, pick-up and dispose of any trash and/or debris.

**b. Tri-Weekly** (Monday, Wednesday, and Friday)

i. Stainless Steel Fixtures

1. Polish stainless steel fixtures, sinks, partitions, toilets, handrails, and drinking fountains with a stainless steel cleaner

polish such as Sheila Shine, Dymon Stainless Steel Cleaner and Polish, or approved equal. This polish is not required to be Green Seal certified.

ii. Trash Enclosures

1. Sweep area.
2. Pick-up and dispose of litter/trash/debris.

c. **Weekly (Wednesday)**

iii. Interior Walls and Ceilings

1. Hose down and clean walls and ceilings prior to cleaning, polishing, and restocking restroom.

d. **Tri Daily Seasonal Restroom Cleaning May 1 thru September 30.**

Clean Public Restrooms in manner specified in above Public Parks Restrooms and Drinking Fountains Cleaning, three times daily. Discrepancy reports shall reflect the third cleaning during this season.

**4. Administration Building and Annex Facility**

Janitorial Services shall be from 6:00 a.m. – 5:00 p.m., Monday through Thursday and every other Friday, except District holidays (Exhibit C – District Holidays). All scheduled services shall be completed by 12:00 p.m. daily. District requires that Service Provider has personnel in the facility from 12:00 p.m. to 5:00 p.m. each day for spot cleaning. At least one staff member at this location must be available by Service Provider provided mobile phone during business hours.

Between the hours of 6:00 a.m. – 8:00 a.m., the following spaces shall be cleaned and ready for service:

3165 Pacific Highway Parking Lot (in front of building): Pick up trash, litter, leaves, and other loose material.

- |           |  |
|-----------|--|
| 1st floor | Commissioner's Office, conference rooms, training rooms, Boardroom, restrooms, lobbies and the Port Learning Center in the Annex facility. |
| 2nd floor | BITS Automation lab, restrooms, hallways and the café common area (floors and tables).   |

7th floor Executive Office areas and restrooms, hallways and common spaces.

Between the hours of 8:00 a.m. – 12:00 p.m., all other spaces shall be cleaned and ready for service on the 1st, 2nd, 5th, 6th and 7th floors.

Between the hours of 12:00 p.m. – 5:00 p.m., the following spaces shall be cleaned and ready for service:

- Patio spaces
- Second restroom cleaning
- 3rd floor gym space, locker rooms/showers, and restrooms

**a. Daily**

i. Office Areas - Includes Boardroom, offices, conference rooms, BITS Automation lab, café front area, training rooms, corridors, lobbies and common spaces within the departments.

1. Empty waste and recycling receptacles, clean waste receptacles, and replace liners.
2. Move trash, waste and recycling to a central location.
3. Clean all surfaces to ensure they are free of dust, debris, fingerprints, spots and spills.
4. Wipe ledges and horizontal surfaces free of dust and debris.
5. Clean building exit and entrance glass (including Annex facility) to be free of streaks, fingerprints, dust, and debris.
6. Clean interior glass partitions, display cases, mirrors, and interior doors to be free of streaks, fingerprints, dust, and debris.
7. Sanitize, wash, and polish drinking fountains, sinks, basins, portable drinking units (water coolers) and fixtures. Scour the mouthpiece, nozzle and bowl of drinking fountains. Report leaks, clogs or operational deficiencies to District Representative.
8. Maintain areas free of dust, loose dirt, and debris.
9. Move and replace furniture, furnishings, and other equipment as necessary to facilitate cleaning.

ii. Floor Areas

1. Sweep tile floors.
2. Wet mop hard tile floors.
3. Damp mop resilient tile floors.
4. Clean spots and spills on carpeted and tiled floors.
5. Vacuum carpeted floors per schedule.

6. Dust mop, wet mop using a neutral cleaner, and spot-clean laminate flooring.
  7. Move and replace furniture, furnishings, and other equipment as necessary to facilitate cleaning.
- iii. Exterior Areas - Entrance areas, parking lot and patio spaces.
1. Pick up trash, litter, leaves, and other loose material from patio spaces, 3165 Pacific Highway parking lot, and breezeway areas.
  2. Sweep outside areas (within 10 feet of existing wall).
  3. Damp mop entrance areas.
  4. Clean entrance mats to remain free of dust, loose dirt, and debris.
  5. Empty and replace liner in outside waste receptacles.
- iv. Restrooms
1. Clean commodes, urinals, and lavatories with a germicidal detergent.
  2. Remove encrustation, stains, scale and deposits from fixtures.
  3. Replace urinal deodorant tablets as necessary.
  4. Sweep floors and clean baseboards.
  5. Wet-mop tile floors with a germicidal detergent.
  6. Flush restroom floor drains with water.
  7. Restock supplies as necessary.
  8. Empty and clean receptacles and change plastic liners.
  9. Clean and polish dispensers, mirrors, partitions/dividers, handrails, vanities, doors, vents, shelves and furniture.
- v. Showers
1. Clean entire shower areas with a germicidal detergent.
  2. Remove encrustation, stains, scale, and deposits from fixtures.
  3. Sweep floors and clean baseboards.
  4. Wet mop ceramic tile floors with a germicidal detergent.
  5. Clean and polish dispensers, partitions, floors, vents, ADA chair and furniture.
- vi. Additional Requirements
1. Restore furniture, waste receptacles, and equipment to original positions.
  2. Report items requiring corrective maintenance to the District Representative.
  3. Store equipment and leave the storage areas clean and orderly.

**b. Daily - Second Cleaning (shall commence after 1:00 p.m.)**

i. Restrooms and showers as outlined in Daily section above

ii. Patios

1. Pick up trash, litter, leaves, and other loose material from outside spaces.
2. Sweep patio area.
3. Clean entrance mats.
4. Empty and clean waste receptacles and replace liners.
5. Move trash and waste to a central location (dumpsters).
6. Clean furniture, counters, cabinets and umbrellas.
7. Clean ledges and horizontal surfaces.
8. Sanitize, wash and polish drinking fountains, sinks, basins, portable drinking units (water coolers) and fixtures. Use sanitizing wipes every day.

iii. Gym Space

1. Clean, polish and disinfect all exercise equipment.
2. Wipe down all exercise equipment, handles, bars, vertical and horizontal surfaces, overhead pipes and fans.
3. Sweep and mop floors and mats.
4. Restock supplies (general purpose cleaner, paper towels, hand sanitizer).
5. Clean mirrors.
6. Clean interior window and ledge.
7. Ceiling fans – clean and dust all fans.

**c. Weekly**

i. Locker rooms

1. Clean the top of all lockers.

ii. Elevators

1. Vacuum interior of all carpeted elevators.
2. Sweep interior of non-carpeted elevators.
3. Wipe down interior and exterior panels, buttons, hand rails & doors with sanitizer.



iii. General Floor Care

1. Damp or wet mop entrance spaces.
2. Three (3) times per week, clean 1<sup>st</sup> floor laminate as follows:
  - a. Tuesday, Wednesday, Thursday, dust mop
  - b. Tuesday, Wednesday, Thursday, wet mop using a neutral cleaner
  - c. 1x daily touch up during the day, by wet mopping and removing tracked in dirt, marks, foot prints, spots and spills
3. Vacuum department carpet floors (see below). If day is on an observed holiday, (See Exhibit C), vacuum the next business day.
  - a. Floors 1 & 7 - Mondays
  - b. Floors 2 & 3 - Tuesdays
  - c. Floor 5 - Wednesdays
  - d. Floor 6 - Thursdays

iv. Gym – General Floor Care

1. See Exhibit F - Sports Impact Maintenance guide

**d. Monthly**

- i. Scrub restroom floors using a germicidal detergent.
- ii. Refinish resilient restroom floors.
- iii. Clean and dust ceiling and wall fans.
- iv. Wash interior windows.
- v. Spray and buff resilient tile - to be scheduled by the District Representative during non-business hours.

**e. Monthly - 4th Floor**

- i. Empty and clean waste receptacles, and replace liners.
- ii. Move trash, waste and recycling to a central location.
- iii. Clean furniture, counters, and cabinets
- iv. Clean ledges and horizontal surfaces
- v. Sweep and mop floor.
- vi. Clean vent covers and diffusers.
- vii. Clean outside basement entry stairwells, sweep and mop.

**f. Quarterly**

- i. Scrub hard tile floors in lobbies and entranceways.
- ii. Clean lighting fixtures and diffusers.
- iii. Clean window blinds.

**g. Semi-Annual - To be scheduled by District Representative during non-business hours.**

- i. Clean carpet in all common areas.
- ii. Clean vent covers and diffusers.
- iii. Clean baseboards.
- iv. Wipe the walls, interior sections of panel walls, blinds and installed air circulating fans with disinfecting cleaner to remove dust and air pollutant build-up.

## 5. Service and Response Time

Service Provider shall provide a single point of contact to respond to service calls. Service Provider's point of contact shall have authority to dispatch staff to meet the following response times:

- a. **Scheduled Services** All scheduled services shall be performed as indicated in Exhibit E - Cleaning Frequencies and Time Schedule and as directed by the District Representative. Service Provider shall have an answering service, cell phone, or office personnel available to receive service calls. Scheduled Janitorial Services include the cleaning of offices, lunchrooms, conference rooms, Board rooms, computer lab, training rooms, exercise rooms, locker rooms, shower stalls, break spaces, outside patio areas, interior of elevators, entrance ways, lobbies, corridors, hallways, storage spaces, stairways, and other common spaces, facility and public restrooms and drinking fountains located throughout District properties. Furniture, furnishings, and other equipment shall be moved and replaced to facilitate cleaning operations.
- b. **Task Authorization – As Needed Janitorial Services** – As Needed Janitorial Services shall only be undertaken by the Service Provider upon issuance of a Task Authorization for said services. The Service Provider shall not perform services until the District Representative provides a written Task Authorization specifically indicating the scope and negotiated cost for the as needed services. A Task Authorization shall not be considered effective until the form has been signed by the District. The District does not guarantee a minimum or total amount of as needed services. Service Provider shall be available to provide services within 24 hours of receiving a Task Authorization. When notified by the District Representative, Service Provider shall acknowledge a call for as needed services within one (1) hour after notification. Service Provider shall have an answering service, cell phone, or pager available at all times to receive a service request for as needed services. As Needed Janitorial Services shall have a guaranteed minimum of not less than two (2) hours.

- c. **Holiday and Weekend** – Services may be required on holidays (Exhibit C – District Holidays) or weekends as directed by the District Representative.
- d. **Urgent Service Calls** - When notified by the District Representative, Duty Maintenance Supervisor or Maintenance Planning Supervisor, Service Provider shall acknowledge urgent service calls within one (1) hour. Service Provider shall provide services onsite within four (4) hours, 24 hours a day, seven (7) days a week, including holidays. Service Provider shall have an answering service or cell phone available at all times to receive urgent requests. Service Provider shall provide services in accordance with direction received from the District Representative, Duty Maintenance Supervisor or Maintenance Planning Supervisor.
- e. **Potentially Hazardous Material Response** - Service Provider may be required to respond to cleaning potentially hazardous material (i.e. human waste, fecal matter, urine, and/or vomit) on various District properties.
- f. **Rework** - District Representative shall inspect the quality of work and if required, Service Provider shall correct the work deficiencies at no additional cost to the District. Service Provider shall acknowledge call back within 24 hours after notification of work deficiencies from District Representative.

## **F. Submittals**

- 1. **Safety Data Sheets (SDS)** - Service Provider shall furnish three (3) copies of the SDS for all chemicals used on District properties.
- 2. **Injury and Illness Prevention Program (IIPP)** - Service Provider shall provide one (1) copy of the IIPP that addresses all the actions necessary to establish a safe working environment.
- 3. Service Provider shall submit to the District Representative a list of employees that will require a Port badge under this Agreement. Service Provider will update District Representative of any changes to this list in a timely manner.

## **G. Security Background Check and Badging**

The District may require Service Provider's personnel to pass a security background check and wear a badge while on District property. Service Provider's personnel who do not initially pass the security check, or who subsequently have their security clearance withdrawn for any reason, shall not service in support of this Agreement.

The District reserves the right to limit the number of employees for security background check and badging. Upon request, Service Provider shall submit to the District Representative within a minimum of seventy-two (72) hours a list of employees with security and badging clearance and maintain an updated list. Service Provider shall return all badges of terminated or terminating employees within seventy-two (72) hours of notice.

Service Provider shall comply with all local, state, federal, and District codes, policies and procedures. Service Provider shall abide by all security requirements incidental to the service or made necessary by its operation.

**Transportation Workers Identification Credential (TWIC)** If applicable, each Service Provider's personnel that render services on secure areas of District facilities must obtain and present a TWIC for entry to secure areas at: Tenth Avenue Marine Terminal, National City Marine Terminal, B Street Pier and Broadway Pier facilities.

An individual must provide biographic and biometric information such as fingerprints, sit for a digital photograph and successfully pass a security threat assessment conducted by the US Department of Homeland Security, Transportation Security Administration.

Service Provider shall pay all fees and costs incurred for and by the security requirements including TWIC. Service Provider shall not be entitled to reimbursement from the District for said fees and costs.

Additional information pertaining to the TWIC requirement is also available in the US Department of Homeland Security, Transportation Security Administration website, [www.tsa.gov/twic](http://www.tsa.gov/twic).

## **H. Licensing and Certification**

Service Provider shall furnish a copy of any license or certification necessary or related to the performance of services under this Agreement.

## **I. Materials, Equipment, Incidentals and Supplies**

Service Provider shall provide all necessary equipment, materials, and supplies including chemical cleaning agents, waxes, polishes, sanitary napkin disposable bags, plastic trash liners, shower curtains (replace in kind annually and at request of District Representative), paper towels, 2 ply toilet paper, flushable toilet seat covers, soap, hand lotion, metered air-fresheners, hand sanitizer, disinfecting wipes, urinal screens, and disposable urinal floor mats as necessary

to stock and maintain the specified facilities in a clean and sanitary condition. The equipment shall include silent, commercial grade vacuum cleaners. Materials and supplies shall comply with the District's Environmental Sustainability Policy.

Additionally, where practicable and cost effective, all janitorial paper products for which an alternative product made with recycled content is available are required to be made with at least 30% post-consumer recycled content. A watermark or logo must be displayed on the package indicating the recycled content on all paper products.

The District may permit the substitution or addition of environmentally preferable products when such products are readily available at a competitive cost and satisfy the District's performance needs. The District may choose to provide any environmentally preferable products for Service Provider's use during services rendered under this Agreement.

Service Provider shall maintain a 10-day stock of restroom supplies. Service Provider shall label, store and use equipment, material and supplies in accordance with all applicable Safety Data Sheets (SDS). Service Provider shall properly operate and maintain equipment and shall ensure stored equipment is clean and odor free. Service Provider shall mark all equipment, material, and supplies with the Service Provider's company name or logo. If available, the District Representative will designate a lockable storage area for the Service Provider to store material, equipment, and supplies.

Service Provider is solely responsible for the safe storage of equipment and supplies. The District is not responsible for any of the Service Provider's property that is stored in a District-provided storage locker.

The District will provide power and water for the Service Provider to perform Janitorial Services as specified in this Agreement.

## **J. Standards and Supervision**

It is the intent of the District that the facilities included in this Agreement be maintained at a high standard of cleanliness: free of dust, dirt, and other foreign material and maintained in a sanitary and safe condition. Cleaning frequencies set forth are meant to be minimum guidelines. They are not to be construed as complete. All items not specifically included, but found to be necessary to properly clean the facility, shall be included and performed by the Service Provider.

Service Provider shall provide a supervisor for no less than one (1) hour of supervision for every four (4) hours of labor performed under this Agreement. A

working supervisor does not fulfill this requirement. This requirement is not optional and non-compliance may be cause for termination of this Agreement.

## **K. Inspection/Reports/Logs/Schedules**

1. Service Provider shall acknowledge receipt of District keys on a memorandum receipt form furnished by District Representative. All such keys shall remain the property of District and shall be promptly returned to the District Representative or his/her designated representative at the termination of this Agreement. Service Provider shall provide a monthly key inventory report to the District Representative. A duplicate District furnished replacement key cost shall be deducted from Service Provider's monthly invoice at a rate of \$25.00 per key.
2. A daily "Work Sign-in/Sign-out" log shall be provided at all specified locations. Service Provider's employees shall sign-in and sign-out on each workday. All public restroom logs shall be readily available at any time the District Representative makes a request.
3. Service Provider shall provide a detailed work schedule at the commencement of the Agreement. This schedule provides daily, weekly, monthly, quarterly, and semi-annual plan of work to be performed by Service Provider. Service Provider shall provide a detailed work schedule for all public restroom cleaning service for seasonal and non-seasonal service.
4. Service Provider shall provide for an on-going comprehensive self-inspection program. Service Provider's inspection program shall ensure that Janitorial Services are adequate and that all work complies with the requirements of this Agreement. The District Representative may request copies of the Service Provider's inspection reports. The District Representative shall schedule as needed on-site meetings with the Service Provider to review the Service Provider's self-inspection reports and discuss any performance issues.
5. Service Provider shall immediately notify the District Representative or Duty Supervisor at (619) 571-6909 of damages, defects, leaks, power outages, graffiti or any other problems with District properties that require immediate corrective action.
6. Service Provider shall utilize CleanTelligent Software as their primary method of inspection, and shall provide District Representative with access to the system. Pictures shall be provided to document deficiencies except in areas where confidential information prevents the use of photography. All deficiencies shall be resolved within 24 hours of notification.

**ATTACHMENT B  
COMPENSATION & INVOICING  
San Diego Unified Port District**

**1. COMPENSATION**

a. For the satisfactory performance and completion of the services under this Agreement, District shall pay Service Provider compensation as set forth hereunder.

(1) Service Provider shall be compensated and reimbursed by District on the basis of invoices submitted each month for services performed during the preceding month. Each invoice shall include:

Date work performed;  
Description of the work performed.

(2) Services shall be invoiced in accordance with the following fee schedule:

**TERM 1 (7/1/16-6/30/17)**

**1. GENERAL SERVICES & PROCUREMENT (GS&P)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$2,185.01	X 12	\$26,220.12
B.	Weekly Cleaning/Monthly Rate	\$437.00	X 12	\$5,244.00
C.	Periodic Cleaning Monthly Rate	\$215.99	X 12	\$2,591.88
D.	Periodic Cleaning Quarterly Rate	\$107.99	X 4	\$431.96
E.	Periodic Cleaning Semi-Annual Rate	\$215.99	X 2	\$431.98

**2. HARBOR POLICE HEADQUARTERS (HPHQ)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$3,059.01	X 12	\$36,708.12
B.	Weekly Cleaning/Monthly Rate	\$437.00	X 12	\$5,244.00
C.	Periodic Cleaning Monthly Rate	\$134.99	X 12	\$1,619.88
D.	Periodic Cleaning Quarterly Rate	\$81.00	X 4	\$324.00
E.	Periodic Cleaning Semi-Annual Rate	\$134.99	X 2	\$269.98



### 3. HARBOR POLICE SHELTER ISLAND (HPSI)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$764.75	X 12	\$764.75
B.	Weekly Cleaning/Monthly Rate	\$109.25	X 12	\$109.25
C.	Periodic Cleaning Monthly Rate	\$40.50	X 12	\$40.50
D.	Periodic Cleaning Quarterly Rate	\$54.00	X 4	\$54.00
E.	Periodic Cleaning Semi-Annual Rate	\$107.99	X 2	\$107.99

### 4. HARBOR POLICE SOUTH BAY STATION (HPSB)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$183.54	X 12	\$2,202.48
B.	Weekly Cleaning/Monthly Rate	\$26.22	X 12	\$314.64
C.	Periodic Cleaning Monthly Rate	\$13.50	X 12	\$162.00
D.	Periodic Cleaning Quarterly Rate	\$13.50	X 4	\$54.00
E.	Periodic Cleaning Semi-Annual Rate	\$27.00	X 2	\$54.00

### 5. TENTH AVENUE MARINE TERMINAL (TAMT)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$1,584.13	X 12	\$19,009.56
B.	Weekly Cleaning/Monthly Rate	\$327.75	X 12	\$3,933.00
C.	Periodic Cleaning Monthly Rate	\$161.99	X 12	\$1,943.88
D.	Periodic Cleaning Quarterly Rate	\$81.00	X 4	\$324.00
E.	Periodic Cleaning Semi-Annual Rate	\$161.99	X 2	\$323.98
F.	Twice Daily Restroom/Monthly Rate	\$183.54	X 12	\$2,202.48
G.	Tri Weekly Restroom/Monthly Rate	\$137.66	X 12	\$1,651.92

### 6. NATIONAL CITY MARINE TERMINAL (NCMT)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$263.67	X 12	\$3,164.04
B.	Weekly Cleaning/Monthly Rate	\$54.63	X 12	\$655.56
C.	Periodic Cleaning/Monthly Rate	\$27.00	X 12	\$324.00
D.	Periodic Cleaning Quarterly Rate	\$27.00	X 4	\$108.00
E.	Periodic Cleaning Semi-Annual Rate	\$27.00	X2	\$54.00
F.	Twice Daily Restroom/Monthly Rate	\$367.08	X 12	\$4,404.96
G.	Tri Weekly Restroom/Monthly Rate	\$78.66	X 12	\$943.92



## 7. JOINT HARBOR OPERATION CENTER (JHOC)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$183.54	X 12	\$2,202.48
B.	Weekly Cleaning/Monthly Rate	\$26.22	X 12	\$314.64
C.	Periodic Cleaning/Monthly Rate	\$10.80	X 12	\$129.60
D.	Periodic Cleaning/Semi Annual Rate	\$10.80	X 2	\$21.60
E.	Twice Daily Restroom/Monthly Rate	\$367.08	X 12	\$4,404.96

## 8. PUBLIC RESTROOM FACILITIES & DRINKING FOUNTAINS (PRF)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Twice Daily Restrooms/Monthly Rate	\$9,177.04	X 12	\$110,124.48
B.	Tri Weekly Restrooms/Monthly Rate	\$655.50	X 12	\$7,866.00
C.	Weekly Restrooms/Monthly Rate	\$109.25	X 12	\$1,311.00
D.	Seasonal Extra Run/Monthly Rate	\$21,177.78	X 3	\$63,533.34

## 9. ADMINISTRATION & ANNEX FACILITY (ADM & ANX)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$9,832.54	X 12	\$117,990.48
B.	Weekly Cleaning/Monthly Rate	\$1,748.01	X 12	\$20,976.12
C.	Periodic Cleaning/Monthly Rate	\$1,079.94	X 12	\$12,959.28
D.	Periodic Cleaning Quarterly Rate	\$539.97	X 4	\$2,159.88
E.	Periodic Cleaning Semi Annual Rate	\$1,079.94	X 2	\$2,159.88

**SCHEDULED SERVICES AMOUNT FOR TERM ONE: \$478,476.06**

## 10. ADDITIONAL SERVICES NOT TO EXCEED \$12,000.00

DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
Additional Services	\$23.88	HR	\$12,000.00

<b>TOTAL AMOUNT FOR TERM ONE</b>	<b>\$490,476.06</b>
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**TERM 2 (7/1/17-6/30/18)**

**1. GENERAL SERVICES & PROCUREMENT (GS&P)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$2,185.01	X 12	\$26,220.12
B.	Weekly Cleaning/Monthly Rate	\$437.00	X 12	\$5,244.00
C.	Periodic Cleaning Monthly Rate	\$215.99	X 12	\$2,591.88
D.	Periodic Cleaning Quarterly Rate	\$107.99	X 4	\$431.96
E.	Periodic Cleaning Semi-Annual Rate	\$215.99	X 2	\$431.98

**2. HARBOR POLICE HEADQUARTERS (HPHQ)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$3,059.01	X 12	\$36,708.12
B.	Weekly Cleaning/Monthly Rate	\$437.00	X 12	\$5,244.00
C.	Periodic Cleaning Monthly Rate	\$134.99	X 12	\$1,619.88
D.	Periodic Cleaning Quarterly Rate	\$81.00	X 4	\$324.00
E.	Periodic Cleaning Semi-Annual Rate	\$134.99	X 2	\$269.98

**3. HARBOR POLICE SHELTER ISLAND (HPSI)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$764.75	X 12	\$9,177.00
B.	Weekly Cleaning/Monthly Rate	\$109.25	X 12	\$1,311.00
C.	Periodic Cleaning Monthly Rate	\$40.50	X 12	\$486.00
D.	Periodic Cleaning Quarterly Rate	\$54.00	X 4	\$216.00
E.	Periodic Cleaning Semi-Annual Rate	\$107.99	X 2	\$215.98

#### 4. HARBOR POLICE SOUTH BAY STATION (HPSB)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$183.54	X 12	\$2,202.48
B.	Weekly Cleaning/Monthly Rate	\$26.22	X 12	\$314.64
C.	Periodic Cleaning Monthly Rate	\$13.50	X 12	\$162.00
D.	Periodic Cleaning Quarterly Rate	\$13.50	X 4	\$54.00
E.	Periodic Cleaning Semi-Annual Rate	\$27.00	X 2	\$54.00

#### 5. TENTH AVENUE MARINE TERMINAL (TAMT)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$1,584.13	X 12	\$19,009.56
B.	Weekly Cleaning/Monthly Rate	\$327.75	X 12	\$3,933.00
C.	Periodic Cleaning Monthly Rate	\$161.99	X 12	\$1,943.88
D.	Periodic Cleaning Quarterly Rate	\$81.00	X 4	\$324.00
E.	Periodic Cleaning Semi-Annual Rate	\$161.99	X 2	\$323.98
F.	Twice Daily Restroom/Monthly Rate	\$183.54	X 12	\$2,202.48
G.	Tri Weekly Restroom/Monthly Rate	\$137.66	X 12	\$1,651.92

#### 6. NATIONAL CITY MARINE TERMINAL (NCMT)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$263.67	X 12	\$3,164.04
B.	Weekly Cleaning/Monthly Rate	\$54.63	X 12	\$655.56
C.	Periodic Cleaning/Monthly Rate	\$27.00	X 12	\$324.00
D.	Periodic Cleaning Quarterly Rate	\$27.00	X 4	\$108.00
E.	Periodic Cleaning Semi-Annual Rate	\$27.00	X2	\$54.00
F.	Twice Daily Restroom/Monthly Rate	\$367.08	X 12	\$4,404.96
G.	Tri Weekly Restroom/Monthly Rate	\$78.66	X 12	\$943.92

## 7. JOINT HARBOR OPERATION CENTER (JHOC)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$183.54	X 12	\$2,202.48
B.	Weekly Cleaning/Monthly Rate	\$26.22	X 12	\$314.64
C.	Periodic Cleaning/Monthly Rate	\$10.80	X 12	\$129.60
D.	Periodic Cleaning/Semi Annual Rate	\$10.80	X 2	\$21.60
E.	Twice Daily Restroom/ Monthly Rate	\$367.08	X 12	\$4,404.96

## 8. PUBLIC RESTROOM FACILITIES & DRINKING FOUNTAINS (PRF)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Twice Daily Restrooms/Monthly Rate	\$9,177.04	X 12	\$110,124.48
B.	Tri Weekly Restrooms/Monthly Rate	\$655.50	X 12	\$7,866.00
C.	Weekly Restrooms/Monthly Rate	\$109.25	X 12	\$1,311.00
D.	Seasonal Extra Run/Monthly Rate	\$21,177.78	X 5	\$105,888.90

## 9. ADMINISTRATION & ANNEX FACILITY (ADMIN & ANX)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$9,832.54	X 12	\$117,990.48
B.	Weekly Cleaning/Monthly Rate	\$1,748.01	X 12	\$20,976.12
C.	Periodic Cleaning/Monthly Rate	\$1,079.94	X 12	\$12,959.28
D.	Periodic Cleaning Quarterly Rate	\$539.97	X 4	\$2,159.88
E.	Periodic Cleaning Semi Annual Rate	\$1,079.94	X 2	\$2,159.88

**SCHEDULED SERVICES AMOUNT FOR TERM TWO: \$520,831.62**

## 10. ADDITIONAL SERVICES NOT TO EXCEED \$12,000.00

DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
Additional Services	\$23.88	HR	\$12,000.00

<b>TOTAL AMOUNT FOR TERM TWO</b>	<b>\$532.861.62</b>
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**TERM 3 (7/1/18-6/30/19)**

**1. GENERAL SERVICES & PROCUREMENT (GS&P)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$2,228.71	X 12	\$26,744.52
B.	Weekly Cleaning/Monthly Rate	\$445.74	X 12	\$5,348.88
C.	Periodic Cleaning Monthly Rate	\$220.31	X 12	\$2,643.72
D.	Periodic Cleaning Quarterly Rate	\$110.15	X 4	\$440.60
E.	Periodic Cleaning Semi-Annual Rate	\$220.31	X 2	\$440.62

**2. HARBOR POLICE HEADQUARTERS (HPHQ)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$3,120.19	X 12	\$37,442.28
B.	Weekly Cleaning/Monthly Rate	\$445.74	X 12	\$5,348.88
C.	Periodic Cleaning Monthly Rate	\$137.69	X 12	\$1,652.28
D.	Periodic Cleaning Quarterly Rate	\$82.62	X 4	\$330.48
E.	Periodic Cleaning Semi-Annual Rate	\$137.69	X 2	\$275.38

**3. HARBOR POLICE SHELTER ISLAND (HPSI)**

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$780.05	X 12	\$9,360.60
B.	Weekly Cleaning/Monthly Rate	\$111.44	X 12	\$1,337.28
C.	Periodic Cleaning Monthly Rate	\$41.31	X 12	\$495.72
D.	Periodic Cleaning Quarterly Rate	\$55.08	X 4	\$220.32
E.	Periodic Cleaning Semi-Annual Rate	\$110.15	X 2	\$220.30

#### 4. HARBOR POLICE SOUTH BAY STATION (HPSB)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$187.21	X 12	\$2,246.52
B.	Weekly Cleaning/Monthly Rate	\$26.74	X 12	\$320.88
C.	Periodic Cleaning Monthly Rate	\$13.77	X 12	\$165.24
D.	Periodic Cleaning Quarterly Rate	\$13.77	X 4	\$55.08
E.	Periodic Cleaning Semi-Annual Rate	\$27.54	X 2	\$55.08

#### 5. TENTH AVENUE MARINE TERMINAL (TAMT)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$1,615.81	X 12	\$19,389.72
B.	Weekly Cleaning/Monthly Rate	\$334.31	X 12	\$4,011.72
C.	Periodic Cleaning Monthly Rate	\$165.23	X 12	\$1,982.76
D.	Periodic Cleaning Quarterly Rate	\$82.62	X 4	\$330.48
E.	Periodic Cleaning Semi-Annual Rate	\$165.23	X 2	\$330.46
F.	Twice Daily Restroom/Monthly Rate	\$187.21	X 12	\$2,246.52
G.	Tri Weekly Restroom/Monthly Rate	\$140.41	X 12	\$1,684.92

#### 6. NATIONAL CITY MARINE TERMINAL (NCMT)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$268.95	X 12	\$3,227.40
B.	Weekly Cleaning/Monthly Rate	\$55.72	X 12	\$668.64
C.	Periodic Cleaning/Monthly Rate	\$27.54	X 12	\$330.48
D.	Periodic Cleaning Quarterly Rate	\$27.54	X 4	\$110.16
E.	Periodic Cleaning Semi-Annual Rate	\$27.54	X 2	\$55.08
F.	Twice Daily Restroom/Monthly Rate	\$374.42	X 12	\$4,493.04
G.	Tri Weekly Restroom/Monthly Rate	\$80.23	X 12	\$962.76

## 7. JOINT HARBOR OPERATION CENTER (JHOC)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$187.21	X 12	\$2,246.52
B.	Weekly Cleaning/Monthly Rate	\$26.74	X 12	\$320.88
C.	Periodic Cleaning/Monthly Rate	\$11.02	X 12	\$132.24
D.	Periodic Cleaning/Semi Annual Rate	\$11.02	X 2	\$22.04
E.	Twice Daily Restroom/ Monthly Rate	\$374.42	X 12	\$4,493.04

## 8. PUBLIC RESTROOM FACILITIES & DRINKING FOUNTAINS (PRF)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Twice Daily Restrooms/Monthly Rate	\$9,360.58	X 12	\$112,326.96
B.	Tri Weekly Restrooms/Monthly Rate	\$668.61	X 12	\$8,023.32
C.	Weekly Restrooms/Monthly Rate	\$111.44	X 12	\$1,337.28
D.	Seasonal Extra Run/Monthly Rate	\$21,601.33	X 2	\$43,202.66

## 9. ADMINISTRATION & ANNEX FACILITY (ADMIN & ANX)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$10,029.19	X 12	\$120,350.28
B.	Weekly Cleaning/Monthly Rate	\$1,782.97	X 12	\$21,395.64
C.	Periodic Cleaning/Monthly Rate	\$1,101.53	X 12	\$13,218.36
D.	Periodic Cleaning Quarterly Rate	\$550.77	X 4	\$2,203.08
E.	Periodic Cleaning Semi Annual Rate	\$1,101.53	X 2	\$2,203.06

**SCHEDULED SERVICES AMOUNT FOR TERM THREE: \$466,444.16**

## 10. ADDITIONAL SERVICES NOT TO EXCEED \$12,000.00

DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
Additional Services	\$24.36	HR	\$12,000.00

<b>TOTAL AMOUNT FOR TERM THREE</b>	<b>\$478,444.16</b>
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## OPTIONAL- TERM 4 (7/1/19-6/30/20)

### 1. GENERAL SERVICES & PROCUREMENT (GS&P)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$2,228.71	X 12	\$26,744.52
B.	Weekly Cleaning/Monthly Rate	\$445.74	X 12	\$5,348.88
C.	Periodic Cleaning Monthly Rate	\$220.31	X 12	\$2,643.72
D.	Periodic Cleaning Quarterly Rate	\$110.15	X 4	\$440.60
E.	Periodic Cleaning Semi-Annual Rate	\$220.31	X 2	\$440.62

### 2. HARBOR POLICE HEADQUARTERS (HPHQ)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$3,120.19	X 12	\$37,442.28
B.	Weekly Cleaning/Monthly Rate	\$445.74	X 12	\$5,348.88
C.	Periodic Cleaning Monthly Rate	\$137.69	X 12	\$1,652.28
D.	Periodic Cleaning Quarterly Rate	\$82.62	X 4	\$330.48
E.	Periodic Cleaning Semi-Annual Rate	\$137.69	X 2	\$275.38

### 3. HARBOR POLICE SHELTER ISLAND (HPSI)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$780.05	X 12	\$9,360.60
B.	Weekly Cleaning/Monthly Rate	\$111.44	X 12	\$1,337.28
C.	Periodic Cleaning Monthly Rate	\$41.31	X 12	\$495.72
D.	Periodic Cleaning Quarterly Rate	\$55.08	X 4	\$220.32
E.	Periodic Cleaning Semi-Annual Rate	\$110.15	X 2	\$220.30



#### 4. HARBOR POLICE SOUTH BAY STATION (HPSB)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$187.21	X 12	\$2,246.52
B.	Weekly Cleaning/Monthly Rate	\$26.74	X 12	\$320.88
C.	Periodic Cleaning Monthly Rate	\$13.77	X 12	\$165.24
D.	Periodic Cleaning Quarterly Rate	\$13.77	X 4	\$55.08
E.	Periodic Cleaning Semi-Annual Rate	\$27.54	X 2	\$55.08

#### 5. TENTH AVENUE MARINE TERMINAL (TAMT)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$1,615.81	X 12	\$19,389.72
B.	Weekly Cleaning/Monthly Rate	\$334.31	X 12	\$4,011.72
C.	Periodic Cleaning Monthly Rate	\$165.23	X 12	\$1,982.76
D.	Periodic Cleaning Quarterly Rate	\$82.62	X 4	\$330.48
E.	Periodic Cleaning Semi-Annual Rate	\$165.23	X 2	\$330.46
F.	Twice Daily Restroom/Monthly Rate	\$187.21	X 12	\$2,246.52
G.	Tri Weekly Restroom/Monthly Rate	\$140.41	X 12	\$1,684.92

#### 6. NATIONAL CITY MARINE TERMINAL (NCMT)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$268.95	X 12	\$3,227.40
B.	Weekly Cleaning/Monthly Rate	\$55.72	X 12	\$668.64
C.	Periodic Cleaning/Monthly Rate	\$27.54	X 12	\$330.48
D.	Periodic Cleaning Quarterly Rate	\$27.54	X 4	\$110.16
E.	Periodic Cleaning Semi-Annual Rate	\$27.54	X 2	\$55.08
F.	Twice Daily Restroom/Monthly Rate	\$374.42	X 12	\$4,493.04
G.	Tri Weekly Restroom/Monthly Rate	\$80.23	X 12	\$962.76

## 7. JOINT HARBOR OPERATION CENTER (JHOC)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$187.21	X 12	\$2,246.52
B.	Weekly Cleaning/Monthly Rate	\$26.74	X 12	\$320.88
C.	Periodic Cleaning/Monthly Rate	\$11.02	X 12	\$132.24
D.	Periodic Cleaning/Semi Annual Rate	\$11.02	X 2	\$22.04
E.	Twice Daily Restroom/ Monthly Rate	\$374.42	X 12	\$4,493.04

## 8. PUBLIC RESTROOM FACILITIES & DRINKING FOUNTAINS (PRF)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Twice Daily Restrooms/Monthly Rate	\$9,360.58	X 12	\$112,326.96
B.	Tri Weekly Restrooms/Monthly Rate	\$668.61	X 12	\$8,023.32
C.	Weekly Restrooms/Monthly Rate	\$111.44	X 12	\$1,337.28
D.	Seasonal Extra Run/Monthly Rate	\$21,601.33	X 2	\$43,202.66

## 9. ADMINISTRATION & ANNEX FACILITY (ADMIN & ANX)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$10,029.19	X 12	\$120,350.28
B.	Weekly Cleaning/Monthly Rate	\$1,782.97	X 12	\$21,395.64
C.	Periodic Cleaning/Monthly Rate	\$1,101.53	X 12	\$13,218.36
D.	Periodic Cleaning Quarterly Rate	\$550.77	X 4	\$2,203.08
E.	Periodic Cleaning Semi Annual Rate	\$1,101.53	X 2	\$2,203.06

**SCHEDULED SERVICES AMOUNT FOR TERM FOUR: \$466,444.16**

## 10. ADDITIONAL SERVICES NOT TO EXCEED \$12,000.00

DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
Additional Services	\$24.36	HR	\$12,000.00

<b>TOTAL AMOUNT FOR TERM FOUR</b>	<b>\$478,444.16</b>
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## OPTIONAL- TERM 5 (7/1/20-6/30/21)

### 1. GENERAL SERVICES & PROCUREMENT (GS&P)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$2,228.71	X 12	\$26,744.52
B.	Weekly Cleaning/Monthly Rate	\$445.74	X 12	\$5,348.88
C.	Periodic Cleaning Monthly Rate	\$220.31	X 12	\$2,643.72
D.	Periodic Cleaning Quarterly Rate	\$110.15	X 4	\$440.60
E.	Periodic Cleaning Semi-Annual Rate	\$220.31	X 2	\$440.62

### 2. HARBOR POLICE HEADQUARTERS (HPHQ)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$3,120.19	X 12	\$37,442.28
B.	Weekly Cleaning/Monthly Rate	\$445.74	X 12	\$5,348.88
C.	Periodic Cleaning Monthly Rate	\$137.69	X 12	\$1,652.28
D.	Periodic Cleaning Quarterly Rate	\$82.62	X 4	\$330.48
E.	Periodic Cleaning Semi-Annual Rate	\$137.69	X 2	\$275.38

### 3. HARBOR POLICE SHELTER ISLAND (HPSI)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$780.05	X 12	\$9,360.60
B.	Weekly Cleaning/Monthly Rate	\$111.44	X 12	\$1,337.28
C.	Periodic Cleaning Monthly Rate	\$41.31	X 12	\$495.72
D.	Periodic Cleaning Quarterly Rate	\$55.08	X 4	\$220.32
E.	Periodic Cleaning Semi-Annual Rate	\$110.15	X 2	\$220.30

#### 4. HARBOR POLICE SOUTH BAY STATION (HPSB)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$187.21	X 12	\$2,246.52
B.	Weekly Cleaning/Monthly Rate	\$26.74	X 12	\$320.88
C.	Periodic Cleaning Monthly Rate	\$13.77	X 12	\$165.24
D.	Periodic Cleaning Quarterly Rate	\$13.77	X 4	\$55.08
E.	Periodic Cleaning Semi-Annual Rate	\$27.54	X 2	\$55.08

#### 5. TENTH AVENUE MARINE TERMINAL (TAMT)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$1,615.81	X 12	\$19,389.72
B.	Weekly Cleaning/Monthly Rate	\$334.31	X 12	\$4,011.72
C.	Periodic Cleaning Monthly Rate	\$165.23	X 12	\$1,982.76
D.	Periodic Cleaning Quarterly Rate	\$82.62	X 4	\$330.48
E.	Periodic Cleaning Semi-Annual Rate	\$165.23	X 2	\$330.46
F.	Twice Daily Restroom/Monthly Rate	\$187.21	X 12	\$2,246.52
G.	Tri Weekly Restroom/Monthly Rate	\$140.41	X 12	\$1,684.92

#### 6. NATIONAL CITY MARINE TERMINAL (NCMT)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$268.95	X 12	\$3,227.40
B.	Weekly Cleaning/Monthly Rate	\$55.72	X 12	\$668.64
C.	Periodic Cleaning/Monthly Rate	\$27.54	X 12	\$330.48
D.	Periodic Cleaning Quarterly Rate	\$27.54	X 4	\$110.16
E.	Periodic Cleaning Semi-Annual Rate	\$27.54	X 2	\$55.08
F.	Twice Daily Restroom/Monthly Rate	\$374.42	X 12	\$4,493.04
G.	Tri Weekly Restroom/Monthly Rate	\$80.23	X 12	\$962.76

## 7. JOINT HARBOR OPERATION CENTER (JHOC)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$187.21	X 12	\$2,246.52
B.	Weekly Cleaning/Monthly Rate	\$26.74	X 12	\$320.88
C.	Periodic Cleaning/Monthly Rate	\$11.02	X 12	\$132.24
D.	Periodic Cleaning/Semi Annual Rate	\$11.02	X 2	\$22.04
E.	Twice Daily Restroom/ Monthly Rate	\$374.42	X 12	\$4,493.04

## 8. PUBLIC RESTROOM FACILITIES & DRINKING FOUNTAINS (PRF)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Twice Daily Restrooms/Monthly Rate	\$9,360.58	X 12	\$112,326.96
B.	Tri Weekly Restrooms/Monthly Rate	\$668.61	X 12	\$8,023.32
C.	Weekly Restrooms/Monthly Rate	\$111.44	X 12	\$1,337.28
D.	Seasonal Extra Run/Monthly Rate	\$21,601.33	X 2	\$43,202.66

## 9. ADMINISTRATION & ANNEX FACILITY (ADMIN & ANX)

	DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
A.	Daily Cleaning/Monthly Rate	\$10,029.19	X 12	\$120,350.28
B.	Weekly Cleaning/Monthly Rate	\$1,782.97	X 12	\$21,395.64
C.	Periodic Cleaning/Monthly Rate	\$1,101.53	X 12	\$13,218.36
D.	Periodic Cleaning Quarterly Rate	\$550.77	X 4	\$2,203.08
E.	Periodic Cleaning Semi Annual Rate	\$1,101.53	X 2	\$2,203.06

**SCHEDULED SERVICES AMOUNT FOR TERM FIVE: \$466,444.16**

## 10. ADDITIONAL SERVICES NOT TO EXCEED \$12,000.00

DESCRIPTION OF SERVICES	UNIT PRICE	FREQUENCY	TOTAL
Additional Services	\$24.36	HR	\$12,000.00

<b>TOTAL AMOUNT FOR TERM FIVE</b>	<b>\$478,444.16</b>
-----------------------------------	---------------------

Term	Scheduled Services	Additional Services	Total
1	\$478,476.06	\$12,000.00	\$490,476.06
2	\$520,831.62	\$12,000.00	\$532,831.62
3	\$466,444.16	\$12,000.00	\$478,444.16
Three Year Total	\$1,465,751.84	\$36,000.00	\$1,501,751.84
4 (Option Year 1)	\$466,444.16	\$12,000.00	\$478,444.16
5 (Option Year 2)	\$466,444.16	\$12,000.00	\$478,444.16
<b>Total</b>	<b>\$2,398,640.16</b>	<b>\$60,000.00</b>	<b>\$2,458,640.16</b>

## 2. **INVOICING**

- a. **Payment Documentation.** As a prerequisite to payment for services, Service Provider shall invoice District for services performed and for reimbursable expenses authorized by this Agreement, accompanied by such records, receipts and forms as required.
- b. Service Provider shall include the following information on each invoice submitted for payment by District, in addition to the information required in Section 1, above:
  - 1) Agreement No. 62-2016RH
  - 2) If applicable, the Task Authorization(s) (TA) number being charged.
  - 3) The following certification phrase, with printed name, title and signature of Service Provider's project manager or designated representative:
 

"I certify under penalty of perjury that the above statement is just and correct according to the terms of Document No. \_\_\_\_\_, and that payment has not been received."
  - 4) Dates of service provided
  - 5) Date of invoice
  - 6) A unique invoice number
- c. District shall, at its discretion, return to Service Provider, without payment, any invoice, which has been submitted without the above information and certification phrase.
- d. Invoices shall be mailed to the attention of:

General Services Department  
Attn: Invoice Processing Center  
1400 Tidelands Avenue

National City, CA 91950

- e. Should District contest any portion of an invoice, that portion shall be held for resolution, but the uncontested balance shall be processed for payment. District may, at any time, conduct an audit of any and all records kept by Service Provider for the Services. Any overpayment discovered in such an audit may be charged against the Service Provider's future invoices and any retention funds.
  - f. Service Provider shall submit all invoices within thirty (30) days of completion of work represented by the request and within sixty (60) days of incurring costs to be reimbursed under the Agreement. Payment will be made to Service Provider within thirty (30) days after receipt by District of a proper invoice.
- 1) All invoice error issues must be resolved within one billing cycle. Charges that are brought to District's attention after (30) days may be denied at no risk to the District.

**EXHIBIT A**  
**TASK AUTHORIZATION FORM**  
**San Diego Unified Port District**

Page 148 of 258 A  
A: 55 of 84



**(DEPARTMENT NAME)**  
*San Diego Unified Port District*  
*P.O. Box 120488*  
*San Diego, CA 92112-0488*  
*(619) 686-\_\_\_\_*  
*Fax (619) 686-\_\_\_\_*

**TASK AUTHORIZATION NO. \_**

(Date)

(Name)

(Title)

(Name of Company)

(Address)

(City, State, Zip)

Email:

**Subject: Task Authorization for Agreement No. \_\_ - 20\_\_**  
(Agreement Title)

You are authorized to proceed with the work described in this correspondence, in an amount not to exceed \$\_\_\_\_\_. This Task Authorization is in accordance with the terms of the subject agreement. **Please cite TA #\_** on invoice(s) for this Task.

**TASK DESCRIPTION**

1.	Requestor:		4.	WBS or IO/ Cost Center:	
2.	Date of Request:		5.	Task Start Date:	
3.	Task Budget:	\$	6.	Task End Date:	
7.	<b>Task Title:</b>				

8. **Scope of Services.**



**9. Contractor Staffing** (If applicable)

Name	Classification	Hours
	Staff as needed per Agreement rates	

**10. List of Sub-Contractors** (If applicable)

N/A

11. Please acknowledge acceptance of this Task Authorization by signing below and returning via mail to \_\_\_\_\_, Contracts Administrator, at the address above.

**APPROVALS**

**Service Provider:**

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

**Project Manager:**

Signature: \_\_\_\_\_

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

Title: Project Manager

Date: \_\_\_\_\_

**Manager:**

Signature: \_\_\_\_\_

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

Title: Manager

Date: \_\_\_\_\_

**Director/Chief Engineer:**

Signature: \_\_\_\_\_

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

Title: Director/Chief Engineer

Date: \_\_\_\_\_

## EXHIBIT B

### CERTIFICATE OF INSURANCE

#### San Diego Unified Port District

By signing this form, the authorized agent or broker **certifies** the following:

- (1) The Policy or Policies described below have been issued by the noted Insurer(s) [Insurance Company(ies)] to the Insured and is (are) in force at this time.
- (2) As required in the Insured's agreement(s) with the District, the policies include, or have been endorsed to include, the coverages or conditions of coverage **noted on page 2 of this certificate**.
- (3) Signed copies of **all** endorsements issued to effect require coverages or conditions of coverage are attached to this certificate.

**Return this form to:**

**San Diego Unified Port District**  
**c/o Ebix BPO**  
**P.O. Box 12010-3**  
**Hemet, CA 92546-8010 –OR–**  
**Email: [sdupd@prod.certificatesnow.com](mailto:sdupd@prod.certificatesnow.com)**  
**Fax: 1-866-866-6516**

Name and Address of Insured (Consultant)			<b>SDUPD Agreement Number:</b> _____  This certificate applies to all operations of named insureds on District property in connection with all agreements between the District and Insured.	
CO LTR	TYPE OF INSURANCE	POLICY NO.	DATES	LIMITS
	<b>Commercial General Liability</b> <ul style="list-style-type: none"> <li>Occurrence Form</li> <li>Claims-made Form</li> <li>Retro Date _____</li> <li>Liquor Liability</li> <li>Deductible/SIR: \$ _____</li> </ul>		<b>Inception Date:</b> _____  <b>Expiration Date:</b> _____	<b>Each Occurrence:</b> _____ <b>General Aggregate:</b> _____
	<b>Commercial Automobile Liability</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> All Autos</li> <li><input type="checkbox"/> Owned Autos</li> <li><input type="checkbox"/> Non-Owned &amp; Hired Autos</li> </ul>		<b>Inception Date:</b> _____ <b>Expiration Date:</b> _____	<b>Each Occurrence:</b> \$ _____
	<b>Workers' Compensation – Statutory</b> <b>Employer's Liability</b>		<b>Inception Date:</b> _____ <b>Expiration Date:</b> _____	<b>E.L. Each Accident</b> \$ _____ <b>E.L. Disease Each Employee</b> \$ _____ <b>E.L. Disease Policy Limit</b> \$ _____
	<b>Excess/Umbrella Liability</b>		<b>Inception Date:</b> _____ <b>Expiration Date:</b> _____	<b>Each Occurrence:</b> \$ _____ <b>General Aggregate:</b> \$ _____
CO LTR	COMPANIES AFFORDING COVERAGE		A. M. BEST RATING	
A				
B				
C				
D				
A. M. Best Financial Ratings of Insurance Companies Affording Coverage Must be A- VII or better unless approved in writing by the District.				
Name and Address of Authorized Agent(s) or Broker(s)			Phone Numbers	
			Toll Free: _____ Fax Number: _____	
			E-mail Address: _____	
			Signature of Authorized Agent(s) or Broker(s) _____  Date: _____	

**SAN DIEGO UNIFIED PORT DISTRICT**

**REQUIRED INSURANCE ENDORSEMENT**

<b><u>ENDORSEMENT NO.</u></b>	<b><u>EFFECTIVE DATE</u></b>	<b><u>POLICY NO.</u></b>
<b>NAMED INSURED:</b>		
<b>GENERAL DESCRIPTION OF AGREEMENT(S) AND/OR ACTIVITY(IES):</b> All written agreements, contracts and leases with the San Diego Unified Port District and any and all activities or work performed on district premises		

**Notwithstanding any inconsistent statement in the policy to which this endorsement is attached or in any endorsement now or hereafter attached thereto, it is agreed as follows:**

1. The San Diego Unified Port District, its officers, agents, and employees are additional insureds in relation to those operations, uses, occupations, acts, and activities described generally above, including activities of the named insured, its officers, agents, employees or invitees, or activities performed on behalf of the named insured.
2. Insurance under the policy(ies) listed on this endorsement is primary and no other insurance or self-insured retention carried by the San Diego Unified Port District will be called upon to contribute to a loss covered by insurance for the named insured.
3. This endorsement shall include a waiver of transfer of rights of recovery against the San Diego Unified Port District ("Waiver of Subrogation").
4. The policy(ies) listed on this endorsement will apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the insurer's liability.
5. As respects the policy(ies) listed on this endorsement, with the exception of cancellation due to nonpayment of premium, thirty (30) days written notice by certified mail, return receipt requested, will be given to the San Diego Unified Port District prior to the effective date of cancellation. In the event of cancellation due to nonpayment of premium, ten (10) days written notice shall be given.

Except as stated above, and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements or exclusions of the policy(ies) to which this endorsement applies.

\_\_\_\_\_  
(NAME OF INSURANCE COMPANY)

\_\_\_\_\_  
(SIGNATURE OF INSURANCE COMPANY AUTHORIZED REPRESENTATIVE)

**MAIL THIS ENDORSEMENT AND NOTICES OF CANCELLATION:**

San Diego Unified Port District  
c/o Ebix BPO  
P.O. Box 12010-3  
Hemet, CA 92546-8010 – OR –  
Email to: [sdupd@prod.certificatesnow.com](mailto:sdupd@prod.certificatesnow.com)  
Fax: 1-866-866-6516

**EXHIBIT C  
DISTRICT HOLIDAYS  
San Diego Unified Port District**

**FEDERAL HOLIDAYS**

January	New Year's Day
January	Martin Luther King Jr. Day
February	President's Day
May	Memorial Day
July	Independence Day
September	Labor Day
October	Columbus Day
November	Veterans Day
November	Thanksgiving Day
December	Christmas Day

**DISTRICT HOLIDAYS**

January	New Year's Day
January	Martin Luther King Jr. Day
February	President's Day
March	Cesar Chavez Day
May	Memorial Day
July	Independence Day
September	Labor Day
November	Veterans Day
November	Thanksgiving Day
November	Friday After Thanksgiving
December	Christmas Eve
December	Christmas Day
December	New Year's Eve

**EXHIBIT D**  
**AREA DESCRIPTION AND ESTIMATED MEASUREMENTS**  
**San Diego Unified Port District**

**ADMINISTRATION & ANNEX FACILITY 3165 PACIFIC HIGHWAY, SAN DIEGO, CA 92101**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>Basement Floor Plan</b>				
Elevator Lobby	143	SF	Concrete	Lobby
Hall	1,424	SF	Concrete	Hall
Room #B04	568	SF	Concrete	Office
Room #B05 (Women's Restroom)	218	SF	Ceramic/Terrazzo	Restroom
Room #B08 (Men's Restroom)	327	SF	Ceramic/Terrazzo	Restroom
Room #B09	53	SF	Concrete	Janitor Closet
Room #B11	568	SF	Concrete	Office
Room #B15	890	SF	Concrete	Office
Room #B17	313	SF	Concrete	Office
Room #B18	174	SF	Concrete	Office
Room #B19	403	SF	Concrete	Office
Stair #B	135	SF	Concrete/ Resilient Floor	
<b>TOTAL AREA</b>	<b>5,216</b>	<b>SF</b>		

**ADMINISTRATION FACILITY**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>First Floor Plan</b>				
Elevator Lobby	906	SF	Laminate Floor	Lobby
Lobby (Front)	1,281	SF	Laminate Floor	Lobby
Corridors	688	SF	Laminate Floor	Corridors
Lobby (Rear)	735	SF	Laminate Floor	Lobby
Room #106 (Women's Restroom)	709	SF	Ceramic/Terrazzo	Restroom
Room #108	67	SF	Resilient Floor	Janitor Closet
Room #110 (Men's Restroom)	555	SF	Ceramic/Terrazzo	Restroom
Corridors (Annex)	481	SF	Laminate Floor	Corridors
Room #150	410	SF	Carpet	Open Office
Hallway	66	SF	Laminate Floor	Hallway-1
Room #151	100	SF	Carpet	Office
Room #152	120	SF	Carpet	Office
Room #153	115	SF	Carpet	Office
Room #154	95	SF	Carpet	Office
Room #160	1,273	SF	Carpet	Training
Room #162 (Women's Restroom)	180	SF	Ceramic	Restroom
Room #161 (Men's Restroom)	120	SF	Ceramic	Restroom
Hallway	66	SF	Laminate Floor	Hallway-2
Room #176	485	SF	Carpet	VIP Conference

				Room
Room #175	398	SF	Carpet	Conference Room #5
Room #174	415	SF	Carpet	Conference Room #4
Room #173	414	SF	Carpet	Conference Room #3
Room #172	477	SF	Carpet	Conference Room #2
Room #171	438	SF	Carpet	Conference Room #1
Hallway	136	SF	Laminate Floor	Hallway-3
Vestibule	235	SF	Concrete	Main Entry
Room #121	328	SF	Carpet	Conference Room
Room #123	825	SF	Carpet	Open Office
Room #122	126	SF	Carpet	Office
Room #126	144	SF	Carpet	Office
Room #128	141	SF	Carpet	Office
Hallway	77	SF	Laminate Floor	Hallway-5
Room #124	274	SF	Carpet	Office
Room #125	271	SF	Carpet	Office
Room #130	100	SF	Vinyl	Counter Mail Room
Room #132	390	SF	Vinyl	Print Shop
Room #131	1,140	SF	Vinyl	Mail Room
Room #141	123	SF	Carpet	Media
Hallway	88	SF	Carpet	Hallway-5
Commissioners Space	422	SF	Carpet	Commissioners
Room #140	1,768	SF	Carpet	Board Room
Room #144	289	SF	Carpet	Commissioners Offices
Room #145	137	SF	Carpet	Commissioner Office (Chair)
ELUM Offices	905	SF	Carpet	Offices, hallway and common area
Room #146 (Men's Restroom)	99	SF	Ceramic	Restroom
Room #147 (Women's Restroom)	87	SF	Ceramic	Restroom
Room #148	16	SF	Carpet	Closet
Hallway	257	SF	Laminate Floor	Hallway-6
Stair #1		SF	Concrete/Resilient Floor	Stairs
<b>TOTAL AREA</b>	<b>18,972</b>	<b>SF</b>		

## ANNEX FACILITY

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>Annex Floor Plan</b>				
Lobby		SF	Ceramic	Lobby
Room #A101		SF	Carpet	Conference Room #1
Room #A102		SF	Ceramic	Kitchen
Women's Restroom		SF	Ceramic	Restroom
Men's Restroom		SF	Ceramic	Restroom
Room #A105		SF	Carpet	Conference Room
Lobby		SF	Ceramic	Lobby
Room #A107		SF	Carpet	Office
Room #A108		SF	Carpet	Open Office
Room #A109		SF	Carpet	Office
Room #A110		SF	Carpet	Office
Room #A114		SF	Carpet	Open Office
Room #A115		SF	Carpet	Office
Room #A116		SF	Hard Floor	Office
Room #A117		SF	Carpet	Office
Room #A118		SF	Carpet	Office
Room #A119		SF	Carpet	Office
Room #A120		SF	Carpet	Cubicle
Room #A121		SF	Carpet	Cubicle
Room #A122		SF	Carpet	Cubicle
Room #A123		SF	Carpet	Cubicle
Room #A124		SF	Carpet	Cubicle
Room #A125		SF	Carpet	Cubicle
Room #A126		SF	Carpet	Corridor
Room #A127		SF	Carpet	Open Office
Lobby		SF	Carpet	Lobby
Room #A131		SF	Carpet	Office
Room #A132		SF	Carpet	Office
Room #A133		SF	Carpet	Office
Room #A134		SF	Carpet	Office
Room #A135		SF	Carpet	Office
Room #A136		SF	Carpet	Kitchen
Room #A137		SF	Carpet	Corridor
Room #A138		SF	Carpet	Corridor
Room #A139		SF	Carpet	Corridor
Room #A140		SF	Carpet	Training Room
Room #A142		SF	Carpet	Office
<b>TOTAL AREA</b>	<b>13,327</b>	<b>SF</b>		

## ADMINISTRATION FACILITY

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>Second Floor Plan</b>				
Elevator Lobby	345	SF	Carpet	Lobby
Corridors	355	SF	Carpet	Corridors
Corridors	425	SF	Carpet	Corridors
Lunch Room	856	SF	Epoxy	Coast Café
Lobby (Rear)	508	SF	Carpet/Epoxy	Lobby
Room #206 (Women's Restroom)	206	SF	Ceramic/Terrazzo	Restroom
Room #208	67	SF	Concrete	Janitor Closet
Room #210 (Men's Restroom)	242	SF	Terrazzo	Restroom
Hallway	68	SF	Carpet	Hallway-1
Room #214 (Men's Restroom)	46	SF	Ceramic	Restroom
Room #215 (Women's Restroom)	48	SF	Ceramic	Restroom
Room #216	116	SF	Carpet	Office
Room #217	224	SF	Carpet	Office
Room #218	129	SF	Carpet	Kitchen
Room #219	121	SF	Carpet	Office
Room #220	128	SF	Carpet	Office
Room #221	127	SF	Carpet	Office
Room #222	146	SF	Carpet	Office
Room #223	149	SF	Carpet	Office
Room #224	842	SF	Carpet	Open Office
Room #225	348	SF	Carpet	Conference Room
Room #226	165	SF	Carpet	Office
Room #227	121	SF	Carpet	Office
Room #228	96	SF	Carpet	Office
Room #229	165	SF	Carpet	Office
Room #230	177	SF	Carpet	Office
Room #231	283	SF	Carpet	Office
Room #232	139	SF	Carpet	Office
Room #233	139	SF	Carpet	Office
Room #234	132	SF	Carpet	Office
Room #235	145	SF	Carpet	Office
Room #236	128	SF	Carpet	Office
Room #237	195	SF	Carpet	Office
Room #238	190	SF	Carpet	Office
Room #240	176	SF	Carpet	Office
Room #241	934	SF	Carpet	Open Office
Room #242	241	SF	Carpet	Counter
Room #243	1,111	SF	Carpet	IT Computer Lab
Room #244	216	SF	Carpet	Office
Room #245	115	SF	Carpet	Office
Room #246	200	SF	Carpet	Office
Room #248	276	SF	Carpet	Office



Room #249	261	SF	Carpet	Office
Room #250	216	SF	Carpet	Office
Room #251	875	SF	Carpet	Open Office
Room #252	238	SF	Carpet	Office
Room #253	370	SF	Carpet	Office
Room #254	241	SF	Carpet	Office
Room #255	205	SF	Carpet	Office
Room #256	382	SF	Carpet	Office
Room #257	169	SF	Carpet	Office
Room #258	165	SF	Carpet	Office
Room #259	237	SF	Carpet	Office
Room #260	475	SF	Carpet	Conference Room A
Room #261	441	SF	Carpet	Conference Room B
Room #262	140	SF	Carpet	Office
Room #263	142	SF	Carpet	Office
Room #264	177	SF	Carpet	Office
Room #265	254	SF	Carpet	Office
Room #266	308	SF	Carpet	Office
Room #267	44	SF	Carpet	Office
Stair #2			Concrete/Resilient Floors	Stairs
<b>TOTAL AREA</b>	<b>16,180</b>	<b>SF</b>		

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>Third Floor Plan (Gym)</b>				
Elevator Lobby	143	SF	Concrete	Lobby
GYM	7109	SF	Concrete	GYM Area
Room #300 (Women's Restroom)	718	SF	Ceramic	Locker Room
Room #301 (Men's Restroom)	795	SF	Ceramic	Locker Room
Room #302	53	SF	Concrete	Janitor Closet
Elevator Lobby	324	SF	Concrete	Lobby
Corridor	253	SF	Concrete	Corridor
Corridor	479	SF	Concrete	Corridor
Corridor	273	SF	Concrete	Corridor
Corridor	280	SF	Concrete	Corridor
Stair #3		SF	Concrete/Resilient Floor	Stairs
<b>TOTAL AREA</b>	<b>10,427</b>	<b>SF</b>		

**ADMINISTRATION FACILITY - CONTINUED**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>Fourth Floor Plan (Storage)</b>				
Elevator Lobby	324	SF	Concrete	Lobby
Corridor	253	SF	Concrete	Corridor
Corridor	479	SF	Concrete	Corridor
Corridor	273	SF	Concrete	Corridor
Corridor	280	SF	Concrete	Corridor
Stair #4		SF	Concrete/Resilient Floor	Stairs
<b>TOTAL AREA</b>	<b>1,609</b>	<b>SF</b>		

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>Fifth Floor Plan</b>				
Elevator Lobby	324	SF	Carpet	Lobby
Corridors	253	SF	Carpet	Corridors
Corridors	479	SF	Carpet	Corridors
Corridors	273	SF	Carpet	Corridors
Corridors	280	SF	Carpet	Corridors
Room #506 (Women's Restroom)	267	SF	Ceramic	Restroom
Room #508	42	SF	Concrete	Janitor Closet
Room #510 (Men's Restroom)	189	SF	Ceramic	Restroom
Vestibule	37	SF	Concrete	Vestibule
Room #515	108	SF	Ceramic	Office
Room #516	118	SF	Carpet	Office
Room #517	123	SF	Carpet	Office
Room #518	129	SF	Carpet	Office
Room #519	134	SF	Carpet	Office
Room #520	129	SF	Carpet	Office
Room #521	136	SF	Carpet	Office
Room #522	148	SF	Carpet	Office
Room #523	172	SF	Carpet	Office
Room #524A	138	SF	Carpet	Office
Room #524B	288	SF	Carpet	Office
Room #525	149	SF	Carpet	Office
Room #526	141	SF	Carpet	Office
Room #527	172	SF	Carpet	Office
Room #528	159	SF	Carpet	Office
Room #529	144	SF	Carpet	Office
Room #530	149	SF	Carpet	Office
Room #531	146	SF	Carpet	Office
Room #532	151	SF	Carpet	Office
Room #533	263	SF	Carpet	Office
Room #534	144	SF	Carpet	Office

Room #535	146	SF	Carpet	Office
Room #536	157	SF	Carpet	Office
Hallway	64	SF	Carpet	Hallway
Room #538	2,964	SF	Carpet	Open Office
Room #539	362	SF	Carpet	Open Office
Room #540	160	SF	Carpet	Office
Room #541	225	SF	Carpet	Office
Hallway	122	SF	Carpet	Hallway
Room #543	160	SF	Carpet	Office
Room #544	157	SF	Carpet	Office
Room #545	157	SF	Carpet	Office
Hallway	144	SF	Carpet	Hallway
Hallway	580	SF	Carpet	Hallway
Hallway	117	SF	Carpet	Hallway
Room #549	109	SF	Carpet	Open Office
Room #550	101	SF	Carpet	Office
Room #551	331	SF	Carpet	Open Office
Room #552	133	SF	Carpet	Office
Room #553	221	SF	Carpet	Office
Room #554	123	SF	Carpet	Office
Room #555	136	SF	Carpet	Office
Room #556	142	SF	Carpet	Office
Room #557	666	SF	Carpet	Open Office
Room #558	127	SF	Carpet	Office
Hallway	181	SF	Carpet	Hallway
Room #560	302	SF	Carpet	Open Office
Room #561	294	SF	Vinyl	Kitchen
Room #562	127	SF	Carpet	Office
Room #563	142	SF	Carpet	Office
Room #564	223	SF	Carpet	Office
Hallway	184	SF	Carpet	Hallway
Room #566	111	SF	Carpet	Office
Room #567	111	SF	Carpet	Office
Room #568	111	SF	Carpet	Office
Room #569	396	SF	Carpet	Office
Room #570	970	SF	Carpet	Office
Room #571	194	SF	Carpet	Office
Stair #5		SF	Concrete/Resilient Floor	Stairs
<b>TOTAL AREA</b>	<b>16,335</b>	<b>SF</b>		

## ADMINISTRATION FACILITY - CONTINUED

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>Sixth Floor Plan</b>				
Elevator Lobby	351	SF	Carpet	Lobby
Corridors	138	SF	Carpet	Corridors
Corridors	428	SF	Carpet	Corridors
Corridors	321	SF	Carpet	Corridors
Corridors	374	SF	Carpet	Corridors
Room #606 (Women's Restroom)	279	SF	Ceramic	Restroom
Room #608	67	SF	Concrete	Janitor Closet
Room #610 (Men's Restroom)	182	SF	Ceramic	Restroom
Vestibule	47	SF	Concrete	Vestibule
Room #613 (Men's Restroom)	113	SF	Ceramic	Restroom
Room #614 (Women's Restroom)	110	SF	Ceramic	Restroom
Room #616	127	SF	Ceramic	Reception
Room #617	1,552	SF	Carpet	Open Office
Room #618	270	SF	Carpet	Office
Room #619	230	SF	Carpet	Office
Room #620	370	SF	Vinyl	Breakroom/Files
Room #621	173	SF	Carpet	Office
Room #622	205	SF	Carpet	Office
Room #623	131	SF	Carpet	Office
Room #624	135	SF	Carpet	Office
Room #625	132	SF	Carpet	Office
Room #626	132	SF	Carpet	Office
Room #627	132	SF	Carpet	Office
Room #628	132	SF	Carpet	Office
Room #629	159	SF	Carpet	Office
Room #630	362	SF	Vinyl	Reproduction/File
Room #631	1,165	SF	Carpet	Open Office
Room #632	140	SF	Carpet	Office
Entry	151	SF	Carpet	Entry
Room #634	152	SF	Carpet	Office
Room #635	154	SF	Carpet	Office
Room #636	227	SF	Carpet	Office
Room #639	68	SF	Carpet	Copy Room
Room #640	144	SF	Carpet	Office
Room #641	341	SF	Carpet	Reception
Room #642	198	SF	Carpet	Office
Room #643	141	SF	Carpet	Office
Room #644	153	SF	Carpet	Office
Room #645	134	SF	Carpet	Office
Room #646	158	SF	Carpet	Office
Room #647	135	SF	Carpet	Office
Room #648	134	SF	Carpet	Office

Hallway	305	SF	Carpet	Hallway
Room #650	146	SF	Carpet	Office
Room #651	151	SF	Carpet	Office
Room #652	111	SF	Carpet	Office
Room #653	244	SF	Carpet	Office
Entry	42	SF	Carpet	Entry
Room #656	181	SF	Carpet	Office
Hallway	219	SF	Carpet	Hallway
Room #658	315	SF	Carpet	Computer Room
Room #659	105	SF	Carpet	Office
Room #660	105	SF	Carpet	Office
Room #661	105	SF	Carpet	Office
Room #662	105	SF	Carpet	Office
Room #663	100	SF	Carpet	Office
Room #664	137	SF	Carpet	Office
Room #665	189	SF	Carpet	Office
Room #667	782	SF	Carpet	Open Office
Room #668	72	SF	Vinyl	Kitchen
Room #669	105	SF	Carpet	Office
Room #670	105	SF	Carpet	Office
Room #671	105	SF	Carpet	Office
Room #672	105	SF	Carpet	Office
Room #673	160	SF	Carpet	Office
Room #674	1,041	SF	Carpet	Open Office
Room #675	321	SF	Carpet	Conference Room
Room #676	165	SF	Carpet	Office
Room #677	158	SF	Carpet	Office
Room #678	192	SF	Carpet	Office
Room #679	163	SF	Carpet	Office
Entry Hall	150	SF	Carpet	Entry Hall
Stair #6		SF	Concrete/Resilient Floor	Stairs
<b>TOTAL AREA</b>	<b>16,431</b>	<b>SF</b>		

## ADMINISTRATION FACILITY - CONTINUED

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>Seventh Floor Plan</b>				
Elevator Lobby	334	SF	Carpet	Lobby
Corridors	429	SF	Carpet	Corridors
Corridors	456	SF	Carpet	Corridors
Corridors	284	SF	Carpet	Corridors
Corridors	344	SF	Carpet	Corridors
Room #706 (Women's Restroom)	259	SF	Ceramic	Restroom
Room #708	99	SF	Ceramic	Janitor Closet
Room #710 (Men's Restroom)	182	SF	Ceramic	Restroom
Vestibule	46	SF	Concrete	Vestibule
Room #714	379	SF	Carpet	Office
Room #715	117	SF	Carpet	Office
Room #716	111	SF	Carpet	Office
Room #717	174	SF	Carpet	Office
Room #718	147	SF	Carpet	Office
Room #719	197	SF	Carpet	Office
Room #720	158	SF	Carpet	Office
Room #721	298	SF	Carpet	Office
Room #722	366	SF	Carpet	Office
Room #726	333	SF	Carpet	Office
Room #727	300	SF	Carpet	Office
Room #730	352	SF	Carpet	Office
Room #731	328	SF	Carpet	Office
Room #734	498	SF	Carpet	Office
Room #736	739	SF	Carpet	Open Office
Room #737	315	SF	Carpet	Office
Hallway	113	SF	Carpet	Hallway
Room #739	425	SF	Vinyl	Conference Room
Room #740	1,279	SF	Carpet	Reception
Room #741	847	SF	Carpet	Open Office
Room #742	137	SF	Carpet	Office
Room #743	123	SF	Carpet	Office
Room #744	282	SF	Carpet	Kitchen/File Room
Room #745	751	SF	Carpet	Office
Room #746	133	SF	Carpet	Office
Room #747	171	SF	Carpet	Copy Room
Room #748	65	SF	Vinyl	Kitchen
Room #749	99	SF	Carpet	Office
Room #750	46	SF	Carpet	Office
Room #751	124	SF	Carpet	Copy Room
Room #752A	144	SF	Carpet	Meeting Room
Room #752B	234	SF	Carpet	Hallway
Room #753	142	SF	Carpet	Office

Room #754	127	SF	Carpet	Office
Room #755	792	SF	Carpet	Office
Room #756	160	SF	Carpet	Open Office
Lobby	214	SF	Carpet	Lobby
Room #758	151	SF	Carpet	Office
Room #759	88	SF	Carpet	Copy
Room #760	133	SF	Carpet	Office
Room #761	460	SF	Carpet	Entry
Room #762	348	SF	Carpet	Office
Room #763	219	SF	Carpet	Office
Room #764	241	SF	Carpet	Office
Room #765	138	SF	Carpet	Office
Room #766	122	SF	Carpet	Office
Hallway	395	SF	Carpet	Hallway
Men's Restroom	104	SF	Ceramic	Restroom
Women's Restroom	92	SF	Ceramic	Restroom
Hallway	39	SF	Carpet	Hallway
Stair #7		SF	Concrete/Resilient Floor	Stairs
<b>TOTAL AREA</b>	<b>16,183</b>	<b>SF</b>		

**GENERAL SERVICES AND PROCUREMENT FACILITY (GS&P)**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>First Floor Plan – Offices</b>				
Room #101	151	SF	Carpet	Office
Room #102	151	SF	Carpet	Office
Room #103	309	SF	Carpet	Office
Room #104	162	SF	Carpet	Office
Room #105	309	SF	Carpet	Office
Room #106	180	SF	Hard Floor	Lobby
Room #107	168	SF	Carpet	Office
Room #108	168	SF	Carpet	Office
Room #109	168	SF	Carpet	Office
Room #110	168	SF	Carpet	Office
Room #111	215	SF	Carpet	Office
Room #112	70	SF	Hard Floor	Elevator
Room #113	126	SF	Carpet	Office
Room #114	235	SF	Hard Floor	Hall
Room #115 (Open Space)	1,089	SF	Carpet	Office
Room #116	178	SF	Hard Floor	Lunch Rm
Room #117	168	SF	Hard Floor	Kitchen
Room #118 (Women's Restroom)	147	SF	Hard Floor	Restroom
	2	EA	Hard Floor	Toilet
Room #119 (Men's Restroom)	178	SF	Hard Floor	Restroom
	2	EA	Hard Floor	Toilet
	2	EA	Hard Floor	Urinal
Room #120 (Women)	155	SF	Hard Floor	Locker
	1	EA	Hard Floor	Shower Rm
Room #121 (Women's Restroom)	225	SF	Hard Floor	Restroom
	2	EA	Hard Floor	Toilet
Room #124	35	SF	Resilient Floor	Janitor Closet
Room #125 & #128	731	SF	Hard Floor	Locker
Room#126	165	SF	Hard Floor	Restroom
	3	EA	Hard Floor	Toilet
	2	EA	Hard Floor	Urinal
Room #127	54	SF	Hard Floor	Shower Room
Room #129	138	SF	Resilient Floor	Safety Room
Room #130 (Unisex Restroom)	169	SF	Hard Floor	Restroom
	1	EA	Hard Floor	Toilet
Room #131	40	SF	Resilient Floor	Closet
Room #132	345	SF	Hard Floor	Corridor
Room #133	310	SF	Hard Floor	Corridor
Room #134	1260	SF	Carpet	Training Room
Stair #1 & #2	228	SF	Hard Floor	Stairs
<b>TOTAL AREA</b>	<b>8,210</b>	<b>SF</b>		



Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>First Floor Plan - Shops</b>				
Room #136	169	SF	Resilient Floor	Office
Room #137	169	SF	Resilient Floor	Office
Room #138	189	SF	Resilient Floor	Office
Room #144	175	SF	Resilient Floor	Office
Room #145	175	SF	Resilient Floor	Office
Room #146	175	SF	Resilient Floor	Office
Room #150	175	SF	Hard floor	Office
Room #151	175	SF	Hard floor	Office
Room #152	175	SF	Hard floor	Office
Room #153	175	SF	Hard floor	Office
Room #154 (Locksmith)	230	SF	Hard floor	Office
Room #157	175	SF	Hard floor	Office
Room #159 (Men's Restroom)	132	SF	Hard floor	Restroom
	1	EA	Hard floor	Toilet
	2	EA	Hard floor	Urinal
	3	EA	Hard floor	Showers
Room #160	52	SF	Hard floor	Hallway
Room #161 (Women's Restroom)	52	SF	Hard floor	Restroom
	1	EA	Hard floor	Toilet
	3	EA	Hard floor	Shower
Room #163	1,575	SF	Hard floor	Corridor
Room #164	169	SF	Hard floor	Office
Room #165	169	SF	Hard floor	Office
Room #166	2,544	SF	Hard floor	Marine Shop
Room #167	169	SF	Hard floor	Corridor
Room # GYM	576	SF	Resilient Floor	Gym
<b>TOTAL AREA</b>	<b>7,605</b>	<b>SF</b>		
<b>Second Floor Plan-Offices</b>				
Room #201	184	SF	Carpet	Office
Room #202	194	SF	Carpet	Office
Room #203	194	SF	Carpet	Office
Room #204	286	SF	Carpet	Office
Room #205	232	SF	Carpet	Conference Rm
Room #206	277	SF	Carpet	Vestibule
Room #207	48	SF	Carpet	Closet
Room #207A	104	SF	Carpet	Waiting Room
Room #208	512	SF	Carpet	Office
Room #209	216	SF	Carpet	Work Area
Room #210	285	SF	Carpet	Storage
Room #211 & #212	1,080	SF	Carpet	Library/Open Area
Room #213 & #214	326	SF	Hard Floor	Restroom
Women's Restroom	2	EA	Hard Floor	Restroom
Men's Restroom	2	EA	Hard Floor	Restroom

**GENERAL SERVICES AND PROCUREMENT FACILITY (GS&P) - CONTINUED**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
	2	EA	Hard Floor	Urinal
Room #215	132	SF	Hard Floor	Kitchen
Room #216	1,803	SF	Carpet	Office
Room #217	168	SF	Carpet	Office
<b>TOTAL AREA</b>	<b>6,047</b>	<b>SF</b>		

**HARBOR POLICE SOUTHBAY, 850 MARINA WAY, CHULA VISTA (HPSB)**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
Trailer Office	143	SF	Carpet	Office
Locker Room	165	SF	Carpet	Locker Room
Kitchen	112	SF	Carpet	Kitchen
	1	EA	Refrigerator	
	1	EA	Microwave	
Restroom	42	SF	Resilient Tile	Restroom
	1	EA	Toilet	
	1	EA	Shower	
<b>TOTAL AREA</b>	<b>466</b>	<b>SF</b>		

**HARBOR POLICE HEADQUARTERS, 3380 N. HARBOR DRIVE, SAN DIEGO (HPHQ)**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>East HQ WING</b>				
Women's Restroom Lounge	50	SF	Hard Floor	Lounge
Conference Room	195	SF	Hard Floor	Conference
Chief's Assistant's Office	500	SF	Hard Floor	Office
Chief's Office	252	SF	Hard Floor	Office
Hallway Chief's Side	80	SF	Hard Floor	Hallway
Restroom Chief Side Women's	60	SF	Hard Floor	Restroom
	2	EA	Toilet	Restroom
Restroom Chief's Side Men's	110	SF	Hard Floor	Restroom
	2	EA	Toilet	Restroom
HR Office	234	SF	Hard Floor	Office
Hallway Chief's Side	280	SF	Hard Floor	Hallway
Asst. Chief's Office	234	SF	Hard Floor	Office
Capt's Office	234	SF	Hard Floor	Office
<b>West HQ Wing</b>				
Lt's Office	216	SF	Hard Floor	Office
Lt's Office	216	SF	Hard Floor	
Records Supervisor's Office	234	SF	Hard Floor	Office
Records Room	700	SF	Hard Floor	Office
Hallway West Side	80	SF	Hard Floor	Hallway

**HARBOR POLICE HEADQUARTERS, 3380 N. HARBOR DRIVE, SAN DIEGO (HPHQ) - CONTINUED**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>HQ Central Areas</b>				
Reception Area	180	SF	Hard Floor	Office
Lobby	660	SF	Hard Floor	Lobby
Conference Room	748	SF	Hard Floor	Conference
Front Porch	375	SF	Hard Floor	Lobby
Hallway	240	SF	Hard Floor	Hallway
Locker Area Women's	406	SF	Carpet	Locker Room
Restroom Patrol Women's	242	SF	Hard Floor	Restroom
	2	EA	Shower	
	2	EA	Toilet	
Locker Area Men's	1,496	SF	Carpet	Locker Room
Restroom Patrol Men's	390	SF	Hard Floor	Restroom
	2	EA	Shower	
	2	EA	Urinal	
	2	EA	Toilet	
Report Room	648	SF	Hard Floor	Office
Hold Room	195	SF	Hard Floor	Office
Restroom Unisex	42	SF	Hard Floor	Restroom
	1	Ea	Toilet	
Fire Alarm Room	100	SF	Hard Floor	Office
<b>Patrol Building</b>				
Supply Office	144	SF	Hard Floor	Office
Storage Room	144	SF	Hard Floor	Storage
Conference Room	120	SF	Hard Floor	Office
K9 Office	120	SF	Hard Floor	Office
Report Writing Area	1456	SF	Hard Floor	Office
Quiet Room	40	SF	Hard Floor	Closet
Quiet Room	40	SF	Hard Floor	Closet
Storage/Supply Area	96	SF	Hard Floor	Storage
<b>Investigations Unit Trailer</b>				
Lt's Office	120	SF	Hard Floor	Office
Sgt's Office	120	SF	Hard Floor	Office
Intelligence Coordinator Office	120	SF	Hard Floor	Office
Records Clerk Office	120	SF	Hard Floor	Office
Detective's Common Office Area	480	SF	Hard Floor	Office
<b>Women's Locker Room Trailer</b>				
Women's Locker Room	480	SF	Hard Floor	Locker Room
<b>Men's Locker Room Trailer</b>				
Men's Locker Room Trailer	1152	SF	Hard Floor	Locker Room

**HARBOR POLICE HEADQUARTERS, 3380 N. HARBOR DRIVE, SAN DIEGO (HPHQ) - CONTINUED**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>Community Policing Trailer</b>				
Sgt's Office	120	SF	Hard Floor	Office
RSVP Office	144	SF	Hard Floor	Office
Traffic Office	144	SF	Hard Floor	Office
CSO Office Area	356	SF	Hard Floor	Office
Kitchen Area	144	SF	Hard Floor	Kitchen
	1	EA	Microwave	
	1	EA	Refrigerator	
Hallway	100	SF	Hard Floor	Hallway
<b>Metal Annex Building</b>				
Gym Area	2600	SF	Rubber Floor	Exercise
Defensive Tactics Training Area	559	SF	Rubber Floor	Exercise
Restroom	41	SF	Hard Floor	Restroom
	1	EA	Toilet	
<b>TOTAL AREA</b>	<b>18,375</b>	<b>SF</b>		

**HARBOR POLICE SHELTER ISLAND, 1401 SHELTER ISLAND DRIVE, SAN DIEGO (HPSI)**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
Homeland Security Lieutenant's Office	144	SF	Carpet	Office
Homeland Security Team's Office	348	SF	Carpet	Office
	1	EA	Microwave	
Mooring Office	72	SF	Carpet	Office
Fire Room	252	SF	Carpet	Office
	1	EA	Refrigerator	
Shower Room	40	SF	Hard Floor	Restroom
	4	EA	Shower	
Visitor's Entrance (Sun Room)	24	SF	Hard Floor	Lobby
	192	SF	Carpet	Lobby
Catch-all Room	70	SF	Hard Floor	Office
Recorder's Room	64	SF	Carpet	Office
Restroom Men's	108	SF	Hard Floor	Restroom
	1	EA	Toilet	
	1	EA	Urinal	
	1	EA	Shower	
Hallway	119	SF	Carpet	Hallway
Supervisor's Office	170	SF	Carpet	Office
Harbor Officer's Office	255	SF	Carpet	Office
Restroom Women's	90	SF	Hard Floor	Restroom
	1	EA	Toilet	
	1	EA	Shower	
Front Patio	200	SF	Hard Floor	Lobby

**HARBOR POLICE SHELTER ISLAND, 1401 SHELTER ISLAND DRIVE, SAN DIEGO (HPSI) -  
CONTINUED**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
Back Patio	1,170	SF	Hard Floor	Lobby
Diver's Locker Room	426	SF	Carpet	Locker Room
Diver's Restroom	36	SF	Hard Floor	Restroom
	1	EA	Toilet	
Diver's Restroom	1	EA	Shower	
Maintenance Diver's Locker Room	130	SF	Hard Floor	Locker Room
<b>TOTAL AREA</b>	<b>3,923</b>	<b>SF</b>		

**TENTH AVENUE MARINE TERMINAL, 687 SWITZER STREET, SAN DIEGO (TAMT)**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
<b>Head House #2</b>				
607 Restroom	72	SF	Hard Floor	Restroom
	3	EA	Toilet	
	1	EA	Urinal	
615	252	SF	Carpet	Office
623	433	SF	Carpet	Office
669	415	SF	Carpet	Office
627	443	SF	Carpet	Office
633	364	SF	Carpet	Office
633 Restroom	81	SF	Hard Floor	Restroom
	3	EA	Toilet	
	2	EA	Urinal	
639	336	SF	Carpet	Office
645	428	SF	Carpet	Office
675	443	SF	Carpet	Office
681	336	SF	Carpet	Office
681 Restroom	72	SF	Hard Floor	Restroom
	3	EA	Toilet	
	1	EA	Urinal	
687	364	SF	Carpet	Office
693	428	SF	Carpet	Office
651	243	SF	Carpet	Office
657	413	SF	Carpet	Office
657 Restroom (Unisex)	72	SF	Hard Floor	Restroom
	1	EA	Toilet	Restroom
669	375	SF	Carpet	Office
Trailer (10'x20')	200	SF	Resilient Floor	Office
Trailer (10'x20')	200	SF	Resilient Floor	Office
<b>Warehouse B (North End)</b>				
Outside Men's Restroom	540	SF	Hard Floor	Restroom
(20" x 27" floor area)	5	EA	Urinal	
	4	EA	Toilet	

**TENTH AVENUE MARINE TERMINAL, 687 SWITZER STREET, SAN DIEGO (TAMT) - CONTINUED**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
	1	EA	Toilet	
	1	EA	Sink	
	1	EA	Wash Basin	
	1	EA	Closet	
	2	EA	Towel Dispenser	
	2	EA	Trash Recep.	
<b>Outside Women's Restroom</b>	380	SF	Hard Floor	
	3	EA	Toilet	
	1	EA	Toilet	
	1	EA	Sink	
	1	EA	Wash Basin	
	2	EA	Towel Dispenser	
	2	EA	Trash Recep.	
<b>Warehouse C</b>				
Room #1	668	SF	Carpet	Office
Outside Restrooms	1			Restroom
	4	EA	Toilet	
	5	EA	Urinal	
Room #2	566	SF	Carpet	Office
Outside Restrooms	1			Restroom
	3	EA	Toilet	
	2	EA	Urinal	
Main Gate Office	86	SF	Resilient Floor	Office
Trailer	800	SF	Resilient Floor	Office
Customs' Trailer	108	SF	Hard Floor	Office
Outside Restrooms				
Men's Restroom	2	EA	Hard Floor	Restroom
	2	EA	Toilet	
	2	EA	Urinal	
Women's Restroom	2	EA	Hard Floor	Restroom
	2	EA	Toilet	
Crosby Street	1	EA	Hard Floor	Restroom
Outside Restroom	1	EA	Toilet	
	1	EA	Urinal	
<b>TOTAL AREA</b>	<b>9,756</b>	<b>SF</b>		

**TENTH AVENUE MARINE TERMINAL TRAILER (NOAA FACILITY)**

<b>Trailer</b>				
	1	EA	Hard Floor	Restroom
	1	EA	Toilet	
	1	EA	Urinal	
<b>TOTAL AREA</b>	<b>3</b>	<b>EA</b>		

**NATIONAL CITY MARINE TERMINAL, 1400 W. BAY MARINE DRIVE, NATIONAL CITY (NCMT)**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
Main Gate Entry Office	200	SF	Resilient Floor	Office
Transit Shed 24-1				
Room #1	364	SF	Resilient Floor	Office
Room #1 Restroom				Restroom
	1	EA	Toilet	
Room #2	364	SF	Resilient Floor	Office
Room #2 Restroom				Restroom
	1	EA	Toilet	
Outside Restroom	2	EA	Hard Floor	Restroom
Berth 24-11	4	EA	Toilet	
	2	EA	Urinal	
	2	EA	Drinking Fountain	
<b>TOTAL AREA</b>	<b>940</b>	<b>SF</b>		

**JOINT HARBOR OPERATIONS CENTER, 2710 NORTH HARBOR DRIVE, SAN DIEGO (JHOC)**

Description of Area/Room Number	Quantity	Unit of Measure	Unit Type	Area Type
Main Room	873	SF	Carpet	Office
Second Room	190	SF	Carpet	Office
Restock Restroom with supplied paper products	1	Toilet		
<b>TOTAL AREA</b>	<b>1,064</b>	<b>SF</b>		

**PUBLIC RESTROOMS AND DRINKING FOUNTAINS (PRF)**

Restroom Location	Area SF	Toilets	Urinals	Sinks	Hand Dryers	Shower	Drinking Fountains
<b>Shelter Island (Trans Dock)</b>							<b>2</b>
Men's	382.5	1	1	1	1	1	
Women's	382.5	2	0	1	1	1	
<b>Shelter Island Pier</b>							<b>1</b>
Men's	270	2	3	2	2		
Women's	270	5	0	2	2		
<b>Shelter Island (Boat Launch)</b>							<b>1</b>
Men's	270	2	3	2	2		
Women's	270	5	0	2	2		
<b>Shelter Island Drive (Anchorage Lane)</b>							<b>1</b>
<b>America's Cup Harbor</b>							<b>1</b>
Men's	180	2	1	1	1		
Women's	180	3	0	2	1		

**PUBLIC RESTROOMS AND DRINKING FOUNTAINS (PRF) - CONTINUED**

<b>Restroom Location</b>	<b>Area SF</b>	<b>Toilets</b>	<b>Urinals</b>	<b>Sinks</b>	<b>Hand Dryers</b>	<b>Shower</b>	<b>Drinking Fountains</b>
<b>Spanish Landing #1</b>							<b>1</b>
Men's	120	1	1	1	1		
Women's	120	2	0	1	1		
<b>Spanish Landing #2</b>							<b>1</b>
Men's	120	1	1	1	1		
Women's	120	2	0	1	1		
<b>Spanish Landing #3</b>							<b>1</b>
Men's	120	1	1	1	1		
Women's	120	2	0	1	1		
<b>Harbor Island</b>							<b>1</b>
Men's	175	1	1	1	1		
Women's	175	2	0	1	1		
<b>Crescent</b>							<b>2</b>
Men's	238	1	1	1	1		
Women's	238	2	0	1	1		
<b>Navy Pier</b>							<b>1</b>
<b>Tuna Harbor</b>							<b>3</b>
Men's	172	2	1	1	1		
Women's	172	3	0	1	1		
<b>Embarcadero North</b>							<b>4</b>
Men's	160	1	2	1	1		
Women's	160	1	0	1	1		
<b>Embarcadero South</b>							<b>6</b>
Men's	160	1	1	1	1		
Women's	160	1	0	1	1		
<b>Cesar Chavez Park</b>							<b>2</b>
Men's	180	2	1	1	1		
Women's	180	3	0	1	1		
<b>Pepper Park</b>							<b>2</b>
Men's	180	2	2	2	1		
Women's	180	4	0	2	1		
<b>Coronado Lower</b>							<b>3</b>
Men's	170	2	1	1	1		
Women's	170	3	0	1	1		
<b>Coronado Sports</b>							<b>2</b>
Men's	250	2	3	2	2		
Women's	250	5	0	2	2		
<b>Bayside Park / North</b>							<b>1</b>
Men's	160	2	1	1			
Women's	160	3	0	1			



**PUBLIC RESTROOMS AND DRINKING FOUNTAINS (PRF) - CONTINUED**

Restroom Location	Area SF	Toilets	Urinals	Sinks	Hand Dryers	Shower	Drinking Fountains
<b>Bayside Park South (Near Fishing Pier)</b>							<b>1</b>
Men's	160	1	1	1			
Women's	160	2	0	1			
<b>Marina View Park</b>							<b>3</b>
Men's	240	2	3	2			
Women's	240	5	0	2			
<b>Bayfront Park</b>							<b>1</b>
Men's	225	2	2	2			
Women's	225	4	0	2			
<b>TOTALS</b>	<b>7,865</b>	<b>90</b>	<b>31</b>	<b>51</b>	<b>36</b>	<b>2</b>	<b>44</b>

# **EXHIBIT E** **CLEANING FREQUENCIES & TIME SCHEDULE** **San Diego Unified Port District**

	Frequency	Type of Service	Dates of Service	Time Schedule
<b>1</b>	<b>GENERAL SERVICES &amp; PROCUREMENT FACILITY (GS&amp;P) 1400 Tidelands Avenue, National City</b>			
Mandatory start time for this facility is at 6:00am.	Daily	General Cleaning	Monday - Friday	6:00 a.m. - 3:30 p.m.
	Weekly	General Cleaning	Monday - Friday	6:00 a.m. - 3:30 p.m.
	Monthly	Periodic Cleaning	Monday - Friday	6:00 a.m. - 3:30 p.m.
	Quarterly	Periodic Cleaning	January, April, July, and October	6:00 a.m. - 3:30 p.m.
	Semi Annual	Periodic Cleaning	February and August	6:00 a.m. - 3:30 p.m.
	Annual	Periodic Cleaning	November	8:00 a.m. - 5:00 p.m.
<b>2</b>	<b>HARBOR POLICE HEADQUARTERS (HPHQ) 3380 N. Harbor Drive, San Diego</b>			
Mandatory start time for this facility is at 8:30am.	Daily	General Cleaning	Sunday - Saturday	8:30 a.m. - 5:00 p.m.
	Weekly	General Cleaning	Sunday - Saturday	8:30 a.m. - 5:00 p.m.
	Monthly	Periodic Cleaning	Sunday - Saturday	8:30 a.m. - 5:00 p.m.
	Quarterly	Periodic Cleaning	January, April, July, and October	8:30 a.m. - 5:00 p.m.
	Semi Annual	Periodic Cleaning	February and August	8:30 a.m. - 5:00 p.m.
	Annual	Periodic Cleaning	November	8:30 a.m. - 5:00 p.m.
<b>3</b>	<b>HARBOR POLICE SHELTER ISLAND FACILITY (HPSI) 1401 Shelter Island Drive, San Diego</b>			
	Daily	General Cleaning	Sunday - Saturday	7:30 a.m. - 4:00 p.m.
	Weekly	General Cleaning	Sunday - Saturday	7:30 a.m. - 4:00 p.m.
	Monthly	Periodic Cleaning	Sunday - Saturday	7:30 a.m. - 4:00 p.m.
	Quarterly	Periodic Cleaning	January, April, July, and October	7:30 a.m. - 4:00 p.m.
	Semi Annual	Periodic Cleaning	February and August	7:30 a.m. - 4:00 p.m.
<b>4</b>	<b>HARBOR POLICE SOUTH BAY STATION (HPSB) 850 Marina Way, Chula Vista</b>			
	Daily	General Cleaning	Sunday - Saturday	7:30 a.m. - 4:00 p.m.
	Weekly	General Cleaning	Sunday - Saturday	7:30 a.m. - 4:00 p.m.
	Monthly	Periodic Cleaning	Sunday - Saturday	7:30 a.m. - 4:00 p.m.
	Quarterly	Periodic Cleaning	January, April, July, and October	7:30 a.m. - 4:00 p.m.
	Semi Annual	Periodic Cleaning	February and August	7:30 a.m. - 4:00 p.m.
<b>5</b>	<b>JOINT HARBOR OPERATIONS CENTER (JHOC) 2710 North Harbor Drive, San Diego</b>			
	Daily	General Cleaning	Sunday - Saturday	8:00 a.m. - 2:00 p.m.
	Twice Daily	Restroom Cleaning	Sunday - Saturday	8:00 a.m.-10:00 a.m. & 2:00 p.m.-4:00 p.m.
	Weekly	General Cleaning	Sunday - Saturday	8:00 a.m. - 2:00 p.m.
	Semi Annual	Periodic Cleaning	February and August	3:00 p.m. - 11:00 p.m.

6	<b>TENTH AVENUE MARINE TERMINAL (TAMT) 687 Switzer Street, San Diego</b>			
	Daily	General Cleaning	Monday - Friday	4:00 p.m. - 12:00 a.m.
	Weekly	General Cleaning	Monday - Friday	4:00 p.m. - 12:00 a.m.
	Monthly	Periodic Cleaning	Monday - Friday	4:00 p.m. - 12:00 a.m.
	Quarterly	Periodic Cleaning	January, April, July, and October	4:00 p.m. - 12:00 a.m.
	Semi Annual	Periodic Cleaning	February and August	4:00 p.m. - 12:00 a.m.
	Twice Daily	Restroom Cleaning (Outside/Comfort Station/Guard Shacks)	Sunday - Saturday	5:00 a.m. - 8:00 a.m. & 1:30 p.m. - 4:00 p.m.
	Tri Weekly	Restroom Cleaning (Outside/Comfort Station/Guard Shacks)	Monday, Wednesday, Friday	5:00 a.m. - 8:00 a.m.
7	<b>NATIONAL CITY MARINE TERMINAL (NCMT) 1400 W. Bay Marine Dr., National City</b>			
	Daily	General Cleaning	Monday - Friday	4:00 p.m. - 12:00 a.m.
	Weekly	General Cleaning	Monday - Friday	4:00 p.m. - 12:00 a.m.
	Monthly	Periodic Cleaning	Monday - Friday	4:00 p.m. - 12:00 a.m.
	Quarterly	Periodic Cleaning	January, April, July, and October	4:00 p.m. - 12:00 a.m.
	Semi Annual	Periodic Cleaning	February and August	4:00 p.m. - 12:00 a.m.
	Twice Daily	Restroom Cleaning (Outside/Comfort Station/Guard Shacks)	Sunday - Saturday	5:00 a.m. - 8:00 a.m. & 1:30 p.m. - 4:00 p.m.
	Tri Weekly	Restroom Cleaning (Outside/Comfort Station/Guard Shacks)	Monday, Wednesday, Friday	5:00 a.m. - 8:00 a.m. -
8	<b>ADMINISTRATION AND ANNEX FACILITY (ADM &amp; ANX) 3165 Pacific Highway, San Diego</b>			
	Daily	General Cleaning Floors 1 <sup>st</sup> , 2 <sup>nd</sup> , and 7 <sup>th</sup>	Monday-Friday	6:00 a.m.- 8:00 a.m.
	Daily	General Cleaning	Monday-Friday	8:00 a.m.-5:00 p.m.
	Weekly	General Cleaning	Monday- Friday	8:00 a.m.-12:00 p.m.
	Monthly	Periodic Cleaning	Monday- Friday	8:00 a.m.-12:00 p.m.
	Quarterly	Periodic Cleaning	March, June, September, and December	8:00 a.m.-12:00 p.m.
	Semi Annual	Periodic Cleaning	February and August	8:00 a.m.-12:00 p.m.
9	<b>PUBLIC RESTROOMS &amp; DRINKING FOUNTAINS (PRF)</b>			
	Twice Daily	Public Restroom Cleaning	Sunday - Saturday	5:00 a.m. - 8:00 a.m. & 2:00 p.m. - 5:00 p.m.
	Tri Weekly	Public Restroom Cleaning	Monday, Wednesday, Friday	5:00 a.m. - 8:00 a.m. & 2:00 p.m. - 5:00 p.m.
	Weekly	Public Restroom Cleaning	Tuesday or Wednesday	5:00 a.m. - 8:00 a.m. & 2:00 p.m. - 5:00 p.m.
	Seasonal (May thru Sept.)	Public Restroom Cleaning	Sunday - Saturday	5:00 a.m. - 8:00 a.m. & 10:00 a.m. - 1:00 p.m. & 3:00 p.m. - 6:00 p.m.

## **EXHIBIT F**

### **SPORTS IMPACT MAINTENANCE GUIDE**

#### **San Diego Unified Port District**

#### **A. Regular Wash (Minimum Once Weekly)**

- Always post wet floor signs, caution tape or barricade an area before performing wet maintenance.
- Always refer to the Manufacturer's Material Safety Data Sheets (MSDS) for proper personal protective equipment before working with chemicals.
- For this exercise you will need: a vacuum or broom/dust mop, an auto scrubber (300 rpm maximum equipped with a red pad) and Taski Profi neutral cleaner/degreaser.
- Begin by thoroughly vacuuming or sweeping the Sport Impact surface.
- Prepare the auto scrubber and mix the appropriate ratio of the suggested cleaner. Normally recommended 2-3 oz. of Profi to 1 gallon of water for regular washes. Depending on how soiled the area is, you may choose to increase the concentration of the cleaner to 5-10 oz. of Profi to 1 gallon of water when working with a particularly challenging area.

**NOTE:** It is recommended to test your selected dilution rate on a small area of the flooring surface in order to measure its efficiency. If it is not producing desired results, then slightly adjust your mixing ratio according to your needs.

- Apply product on surface following Manufacturer's instructions and allow solution to stand for 5-10 minutes (do not let surface dry out). Rubber has a tendency to be "grabby" and assuring a wet surface will allow the scrubber to thoroughly and easily move across to clean the surface. Scrub surface in multiple directions and vacuum soiled water.
- Rinse the surface thoroughly with clean fresh water. Repeat rinsing as required to remove all residues

**NOTE:** Insufficient rinsing of the floor surface after it has been washed can lead to the accumulation of soap residue. This can leave white streaks/marks on the surface of your floor and negatively affect the aesthetics of your flooring.

- Allow the flooring to thoroughly dry before using the surface.

#### **B. Restorative Wash (Deep Cleaning Once Every 2-3 years)**

- Always post wet floor signs, caution tape or barricade an area before performing wet maintenance.
- Always refer to the Manufacturer's Material Safety Data Sheets (MSDS) for proper personal protective equipment before working with chemicals.
- For this exercise you will need: a vacuum or broom/dust mop, an auto scrubber (300 rpm maximum equipped with a green or blue pad) and Taski Linostrip (stripper).

- Begin by thoroughly vacuuming or sweeping the Sport Impact surface.
- Prepare the auto scrubber and mix the appropriate ratio of the suggested cleaner. Depending on how much build-up you have, mix 1 part Taski LinoStrip to 6 parts cool water or 1 part Taski LinoStrip to 4 parts cool water.

**NOTE:** It is recommended to test your selected dilution rate on a small area of the flooring surface in order to measure its efficiency. If it is not producing desired results, then slightly adjust your mixing ratio according to your needs.

- Apply product on surface following Manufacturer's instructions and allow solution to stand for 7-10 minutes (do not let surface dry out before scrubbing). Rubber has a tendency to be "grabby" and assuring a wet surface will allow the scrubber to thoroughly and easily move across to clean the surface. Scrub surface in multiple direction and vacuum soiled water.
- Rinse the surface thoroughly with clean fresh water. Repeat rinsing as required to remove all residues.

**NOTE:** Insufficient rinsing of the floor surface after it has been washed can lead to the accumulation of soap residue. This can leave white streaks/marks on the surface of your floor and negatively affect the aesthetics of your flooring.

- Allow the flooring to thoroughly dry before using the surface.

### **C. Suggested Cleaners**

- Profi (by Taski)
- GP Forward
- J-Works Low Foaming Neutral Cleaner 525
- Heavy Duty Cleaner 555
- J-Shop Low Foam
- Stride Citrus Neutral Cleaner

### **D. Cleaning Equipment**

- If your facility does not have access to an auto scrubber, or if you find it difficult to maneuver around equipment in workout areas, you may wash your Sport Impact surface with aid of a mop and bucket and mimic the scrubbing action of an auto scrubber with a deck brush equipped with soft nylon bristles.

**NOTE:** DO NOT allow for water to pool under equipment that could allow for the formation of rust stains onto the Sport Impact surface. RUST will permanently stain your rubber surface.



May 8, 2014

Marcy Grismer  
**Aztec Landscaping Inc. dba Aztec Janitorial**  
7980 Lemon Grove Way  
Lemon Grove, CA 91945

**Re: 2<sup>nd</sup> Letter of Cure for Janitorial Services**

Dear Mrs. Grismer:

The San Diego Unified Port District (District) and Aztec Janitorial (Aztec) are parties to Agreement Number 01-2013 for janitorial services commencing July 1, 2013 through June 30, 2016. Per the terms of the agreement, Aztec (Service Provider) shall provide janitorial services which include general cleaning, periodic cleaning, outside public restroom cleaning and as needed janitorial cleaning services at various District facilities and public park restrooms on District Tidelands. All janitorial services need to be done as specified under the Agreement.

Since the commencement of the Agreement on July 01, 2013, the District has been experiencing unsatisfactory levels of janitorial services. The District issued the first Letter of Cure to Aztec on August 7, 2013. The District held a performance conference on April 24, 2014 with Marcy Grismer, Lupe Frausto and Lizet Alvarado. The District discussed the recent unsatisfactory levels of janitorial services provided by Aztec for all the public restrooms and public drinking fountains. A failed inspection report was provided to Aztec with specific details of the deficiencies in the public restrooms, drinking fountains and scheduled response times for the early morning route public restroom cleaning.

Since the performance conference on April 24, 2014, the situation has not improved. On May 1, 2014, a third cleaning of the public restrooms and drinking fountains began for the summer busy season. Members of the District's Grounds crew witnessed deficiencies in Aztec's janitorial services provided at Embarcadero Park South Comfort Station. Aztec once again failed to pass the District's inspection of all public restrooms and drinking fountains.

Compliance with all terms and conditions of the agreement is expected throughout the term of the service agreement. Please confirm, in writing no later than May 20, 2014, what will be done to comply with the terms of the Agreement and specifically the items addressed in this letter.

Please send the letter to the following:

San Diego Unified Port District  
1400 Tidelands Ave.  
National City, CA 91950  
Attention: Paige Schallberger

Thank you for your prompt attention to this matter.



Paige Schallberger  
Acting Department Business Manager  
General Services and Procurement  
Phone 619-686-8169

June 2, 2014

Marcy Grismer  
**Aztec Landscaping Inc. dba Aztec Janitorial**  
7980 Lemon Grove Way  
Lemon Grove, CA 91945

**Re: Amendment to 2<sup>nd</sup> Letter of Cure for Janitorial Services**

Dear Mrs. Grismer:

The San Diego Unified Port District issued a 2<sup>nd</sup> Letter of Cure to Aztec Janitorial on May 8, 2014. This letter serves as an amendment to that letter, where the Re: line states 2<sup>nd</sup> Letter of Cure for Janitorial Services shall be amended to Letter of Cure for Janitorial Services.

Please contact me regarding this amendment letter and/or any other agreement relate questions.

Thank You,



Paige Schallberger  
Department Administrative Manager  
General Services and Procurement  
Phone 619-686-8169



May 15, 2015

Marcy Grismer  
**Aztec Landscaping Inc. dba Aztec Janitorial**  
7980 Lemon Grove Way  
Lemon Grove, CA 91945

Re: 2nd Letter of Cure for Janitorial Services

Dear Mrs. Grismer:

The San Diego Unified Port District (District) and Aztec Janitorial (Aztec) are parties to Agreement Number 01-2013 for janitorial services commencing July 1, 2013 through June 30, 2016. Per the terms of the agreement, Aztec (Service Provider) shall provide janitorial services which include general cleaning, periodic cleaning, outside public restroom cleaning and as needed janitorial cleaning services at various District facilities and public park restrooms on District Tidelands. All janitorial services must be completed as specified under the Agreement.

Since the commencement of the Agreement on July 01, 2013, the District has been experiencing unsatisfactory levels of janitorial services. The District issued the first Letter of Cure to Aztec on May 8, 2014. Since the first Letter of Cure was issued, the situation has not improved, and cleaning levels are still deficient.

- *Section F Cleaning Requirements, General Cleaning – Office Area, Stairs, Lobbies and Common Areas. General cleaning applies to General Services and Procurement Facility, Harbor Police Headquarters, Harbor Police Shelter Island, Harbor Police South Bay, Tenth Avenue Marine Terminal, National City Marine Terminal, and Joint Harbor Operations Center (JHOC). Aztec failed to meet the requirements as stated therein at the Harbor Police Dispatch, Harbor Police Headquarters and General Services facilities. The following items were reported:*
  - A rag used to clean restrooms has been used to clean counter and desk tops. The counter and desk tops had hair left on them after being transferred from the dirty restroom rag. Floors have been found to be sticky, after sweeping dust and debris has been pushed to the corners and edges of floor, not removed, and carpet areas exhibit a lack of vacuuming. Dusting of Harbor Police gym equipment, bookshelves and file cabinets, and HVAC registers has been inconsistent. The level of cleanliness in restrooms has been found to be deficient, including feces/urine on toilet seats, and an unclear odor even after an Aztec employee has cleaned it. Soap dispensers, paper towels, and toilet paper have not been restocked consistently. Trash bags have been left sitting on top of employee's desks.
- *Section M Inspection/Reports/Logs/Schedules, Item 2 – A daily "Work Sign-in/Sign-out" log shall be provided at all specified locations. Service Provider's employees shall sign-*



*in and sign-out on each workday. All public restroom logs shall be readily available at any time the District representative makes a request. Cleaning sign-in logs at the Harbor Police Dispatch facility were found to have been forged. An Aztec employee was marking morning and afternoon cleaning as completed only in the morning, with no indication employee returned in the afternoon.*

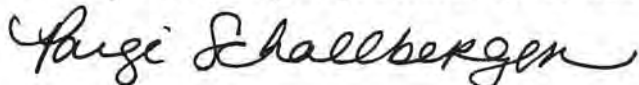
- *Section O Deductions, Item 1 – For each incident in which Service Provider fails to meet response times, Service Provider agrees to a five percent (5%) deduction to the total invoice for the month in which the response was not met. In accordance with the agreement and the items outlined in the first and now second Letter of Cure, the District will deduct Aztec's April 2015 monthly bill by five percent (5%).*

Compliance with all terms and conditions of the agreement is expected throughout the term of the service agreement. Please confirm, in writing no later than May 27, 2015, what will be done to comply with the terms of the Agreement and specifically the items addressed in this letter.

Please send the letter to the following:

San Diego Unified Port District  
1400 Tidelands Ave.  
National City, CA 91950  
Attention: Paige Schallberger

Thank you for your prompt attention to this matter.



Paige Schallberger, Department Administrative Manager  
General Services  
Phone 619-686-8169

February 2, 2016

Marcy Grismer  
**Aztec Landscaping Inc. dba Aztec Janitorial**  
7980 Lemon Grove Way  
Lemon Grove, CA 91945

Re: 3rd Letter of Cure for Janitorial Services

Dear Mrs. Grismer:

The San Diego Unified Port District (District) and Aztec Janitorial (Aztec) are parties to Agreement Number 01-2013 for janitorial services commencing July 1, 2013 through June 30, 2016. Per the terms of the agreement, Aztec (Service Provider) shall provide janitorial services which include general cleaning, periodic cleaning, outside public restroom cleaning and as needed janitorial cleaning services at various District facilities and public park restrooms on District Tidelands. All janitorial services must be completed as specified under the Agreement.

Since the commencement of the Agreement on July 01, 2013, the District has been experiencing unsatisfactory levels of janitorial services. The District issued the first Letter of Cure to Aztec on May 8, 2014 and the second Letter of cure on May 15, 2015.

The second letter of cure included a violation of Section M of the agreement which addresses "Work Sign-in/Sign-out" logs. The same violation has continued to occur. Please see all violations below:

- *Section M Inspection/Reports/Logs/Schedules, Item 2 – A daily "Work Sign-in/Sign-out" log shall be provided at all specified locations. Service Provider's employees shall sign-in and sign-out on each workday. All public restroom logs shall be readily available at any time the District representative makes a request.*

Cleaning sign-in logs at the Harbor Police Dispatch facility (JHOC) were found to have been forged. On December 18<sup>th</sup> Port staff witnessed an Aztec employee signing the log and leaving the location without performing any cleaning. On December 24<sup>th</sup> and 25<sup>th</sup> the sign-in log was filled in, but Port staff witnessed that no Aztec employee performed any cleaning on these days.

- *Amendment No. 1, Exhibit D, Cleaning Frequencies & Time Schedule, Item 5 Joint Harbor Operations Center (JHOC) , Daily, General Cleaning, Sunday – Saturday*

Cleaning in JHOC is to be performed every day. No Aztec employee showed on December 27<sup>th</sup>. The sign-in log reflects this.





3165 Pacific Highway, San Diego, CA 92101  
P.O. Box 120488, San Diego, CA 92112-0488  
619.686.6200 • www.portofsandiego.org

*Section O Deductions, Item 1 – For each incident in which Service Provider fails to meet response times, Service Provider agrees to a five percent (5%) deduction to the total invoice for the month in which the response was not met.*

In accordance with the agreement and the items outlined in the first and now second Letter of Cure, the District will deduct Aztec's December 2015 monthly bill by five percent (5%).

Compliance with all terms and conditions of the agreement is expected throughout the term of the service agreement. Please confirm in writing no later than February 15, 2016 what will be done to comply with the terms of the Agreement and specifically the items addressed in this letter.

Please send the letter to the following:

San Diego Unified Port District  
1400 Tidelands Ave.  
National City, CA 91950  
Attention: Paige Scott

Thank you for your prompt attention to this matter.

A handwritten signature in blue ink that reads "Paige Scott".

Paige Scott  
Assistant Director  
General Services  
Phone: 619-686-8169

February 18, 2016

Marcy Grismer  
**Aztec Landscaping Inc. dba Aztec Janitorial**  
7980 Lemon Grove Way  
Lemon Grove, CA 91945

Re: 4th Letter of Cure for Janitorial Services

Dear Mrs. Grismer:

The San Diego Unified Port District (District) and Aztec Janitorial (Aztec) are parties to Agreement Number 01-2013 for janitorial services commencing July 1, 2013 through June 30, 2016. Per the terms of the agreement, Aztec (Service Provider) shall provide janitorial services which include general cleaning, periodic cleaning, outside public restroom cleaning and as needed janitorial cleaning services at various District facilities and public park restrooms on District Tidelands. All janitorial services must be completed as specified under the Agreement.

Since the commencement of the Agreement on July 01, 2013, the District has been experiencing unsatisfactory levels of janitorial services. The District issued the first Letter of Cure to Aztec on May 8, 2014, the second Letter of Cure on May 15, 2015 and the third Letter of Cure on February 2, 2016.

The second and third Letters of Cure included a violation of Section M of the agreement which addresses "Work Sign-in/Sign-out" logs. The same violation has continued to occur. Please see all violations below:

*Section M Inspection/Reports/Logs/Schedules, Item 2: "A daily "Work Sign-in/Sign-out" log shall be provided at all specified locations. Service Provider's employees shall sign-in and sign-out on each workday. All public restroom logs shall be readily available at any time the District representative makes a request."*

Cleaning sign-in logs at the Administration Building were found to have been forged on February 9<sup>th</sup> and February 11<sup>th</sup>.

On February 9<sup>th</sup> Leticia informed Port staff that she was attending a meeting and was leaving at 1:00pm instead of 2:30pm. The sign-in sheet shows that Leticia signed in at 6:00am, but there is no sign-out time. On the sheet, Marisela Regin recorded her start time as 2:30pm, but Port staff witnessed her arriving at 3:30pm.

On February 11<sup>th</sup> Marisela Regin recorded that she left at 5:00pm, but Port staff witnessed her leaving at 4:15pm.



*Section E Execution, Item 5 Administration Building and Annex Facility.: "Janitorial services shall be from 6:00am – 5:00pm Monday through Friday each day except District Holidays...District requires that Service Provider has one (1) assigned staff member in the facility from 12:00pm to 5:00pm each day."*

On February 9<sup>th</sup> there was a gap in service between 1:00pm and 3:30pm. This was a Board of Port Commissioner's meeting day, which are the highest priority days for coverage at the Administration Building.

On February 11<sup>th</sup>, there was a gap in service between 4:15pm and 5:00pm.

*Section E Execution, Item 3 Restroom Cleaning: "Note: JHOC restroom cleaning schedule:*

- First cleaning shall be scheduled between 8-10 am*
- Second cleaning shall be scheduled between 2-4 pm"*

On February 15<sup>th</sup> JHOC staff witnessed Aztec staff arriving after 10:00am to perform the first daily cleaning.

*Section O Deductions, Item 1 – For each incident in which Service Provider fails to meet response times, Service Provider agrees to a five percent (5%) deduction to the total invoice for the month in which the response was not met.*

In accordance with the agreement and the items outlined in the first, second and third Letters of Cure, the District will deduct Aztec's February 2016 monthly bill by five percent (5%).

Compliance with all terms and conditions of the agreement is expected throughout the term of the service agreement. Please confirm in writing no later than March 4, 2016 what will be done to comply with the terms of the Agreement and specifically the items addressed in this letter.

Please send the letter to the following:

San Diego Unified Port District  
1400 Tidelands Ave.  
National City, CA 91950  
Attention: Paige Scott

Thank you for your prompt attention to this matter.



Paige Scott  
Assistant Director  
General Services  
Phone: 619-686-8169

02-16

# Aztec Janitorial

## Sign-in Log

Location: Administration Building

Date	Employee	Time-In	Time-Out
02/02/16	MARIA CARO	6:00 AM	11:30 PM
02/03/16	Yolanda	6:00 AM	12:30 PM
02/03/16	MARIA CARO	6:00 AM	11:30 PM
2/3/16	LETICIA	6:00 AM	2:30 PM
2/3/16	MARIA	6:00 AM	1:00 PM
2/4/16	LETICIA	6:00 AM	2:30 PM
02/04/16	MARIA	6:00 AM	1:00 PM
02/04/16	Yolanda	6:00 AM	12:30 PM
02/04/16	MARIA CARO	6:00 AM	11:30 PM
02/05/16	MARIA	6:00 AM	1:00 PM
2/5/16	LETICIA	6:00 AM	2:30 PM
02/5/16	Yolanda	6:00 AM	12:30 PM
02/05/16	MARIA CARO	6:00 AM	11:30 PM
02/05/16	Marisela Regin	2:30 AM	5:00 PM
2/8/16	Yolanda	6:00 AM	12:30 PM
02/8/16	MARIA	6:00 AM	1:00 PM
2/8/16	LETICIA	6:00 AM	2:30 PM
02/8/16	MARIA CARO	6:00 AM	11:30 PM
02/8/16	Marisela Regin	2:30 AM	5:00 PM
02/9/16	Yolanda	6:00 AM	12:30 PM
02/09/16	MARIA	6:00 AM	1:00 PM
2/9/16	LETICIA	6:00 AM	
02/09/16	MARIA CARO	6:00 AM	11:30 PM
02/9/16	Marisela Regin	2:30 AM	5:00 PM
02/10/16	Yolanda	6:00 AM	
02/10/16	MARIA	6:00 AM	
2/10/16	LETICIA	6:00 AM	
02/10/16	MARIA CARO	6:00 AM	
02/10/16	Marisela Regin	2:30 AM	

Blank?



## Sign-in Log

[illegible]

Aztec Janitorial Sign-In Log



"Our policy is quality"

## AZTEC JANITORIAL SERVICES

*A Division of AZTEC Landscaping, Inc.*

7980 LEMON GROVE WAY, LEMON GROVE, CA 91945 · (619) 464-3303  
STATE CONTRACTOR'S LICENSE NO. 642504

May 19, 2014

Paige Schallberger  
San Diego Unified Port District  
1400 Tidelands Ave.  
National City, CA 91950

Re: Response to Cure Letter dated May 8, 2014

Dear Ms. Schallberger,

In response to the Cure Letter dated May 8, 2014, Aztec Janitorial Service (AZTEC) will implement plans and managerial positions to prove compliance with all terms and conditions of our agreement. AZTEC will modify any plan or make any necessary changes to achieve these objectives.

Since our meeting on April 24, 2014 and on May 8, 2014 the following changes and plans have taken place:

1. Re- training of all personal assigned to service the daily public restrooms took place on April 25, 2014.
2. A monthly meeting with personal and management assigned to service the daily public restrooms and drinking fountains will take place every 4<sup>th</sup> Thursday of each month, for a minimum of 3 months or until the performance and quality of the service is consistent. The monthly meetings will include a re-freshment training program, work schedules, project specification review and project compliance.
3. On May 6, 2014 personnel non- complying to the training and job specifications were removed from this project.
4. A new managerial position, an assistant to the Supervisor, has been developed to inspect daily the public restroom cleaning quality, while work is in progress.
5. Daily inspections and evaluations of the public restroom service are being reported to Management.
6. Bi-weekly performance meetings with the Port of San Diego will be scheduled to discuss performance and progress.

*"We Strive Towards Excellence, One Step At A Time"*

EQUAL OPPORTUNITY EMPLOYER

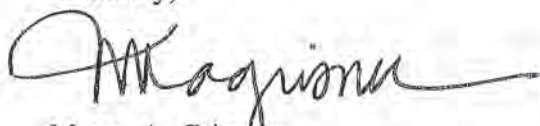


May 19, 2014  
Page 2 of 2

AZTEC expects that the above work plan has already demonstrated an improvement in the service provided to the public restrooms and drinking fountains. AZTEC will continue our efforts to prove our commitment in our partnership. We value your business and will do what it takes to comply with the terms and conditions of our agreement .

If you should have any questions or comments please contact me directly on my mobile number at 619-572-4017 or via email at [marcy@azteclandscaping.com](mailto:marcy@azteclandscaping.com) or at our office at 619-464-3303 ext. 109.

Sincerely,

A handwritten signature in black ink, appearing to read 'Marcy A. Grisner', with a long horizontal flourish extending to the right.

Marcy A. Grisner  
Project Manager



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## AZTEC JANITORIAL SERVICES

*A Division of AZTEC Landscaping, Inc.*

7980 LEMON GROVE WAY, LEMON GROVE, CA 91945 · (619) 464-3303  
STATE CONTRACTOR'S LICENSE NO. 642504

May 21, 2015

Paige Schallberger  
San Diego Unified Port District  
1400 Tidelands Avenue  
National City, CA 91950

**Re: Response to letter dated May 15, 2015**

Dear Mrs. Schallberger,

We are in receipt of your letter dated May 15, 2015. AZTEC takes every concern seriously. AZTEC'S policy is to evaluate the concern and implement any necessary improvements and/or training promptly.

Per the concerns outlined in your letter AZTEC will take the following course of actions:

- On April 16, 2015 an employee quality assurance meeting took place. Our staff was made aware of the concerns discussed in our meeting from April 14, 2015. Our staff was made aware of the quality issues being reported and the severity to demonstrate consistency and our high standard of cleanliness in our day to day tasks. Other training topics included: equipment use and handling, chemical use and handling, Sign-in/Sign-out procedures, general cleaning procedures, healthy restroom cleaning, carpet and floor care.
- A follow-up Quality Assurance Training Meeting is scheduled for June 3, 2015.
- A Quality Assurance Checklist booklet(QACB) has been placed in the janitor closets at General Services Facilities, Harbor Police Dispatch and Harbor Police Headquarters. The objective of the QACB is to empower our employees. The employees in each of these facilities will bi-weekly perform their own quality assurance inspections. The QACB will track inspections including areas needing improvement and its progress. The QACB will be monitored by the Supervisor and will be reviewed at our next Quality Assurance Training Meeting on June 3, 2015.
- One of our many equipment investments and cleaning practices is the use of "color-coding" micro-fiber cleaning rags. Color-coding reduces the risk of cross contamination by identifying use in different departments and surfaces areas. It was clarified that an AZTEC employee used a different micro-fiber cleaning rag

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to clean the restroom surface and a desk surface however since it was the same color it caused a misinterpretation to the end user.

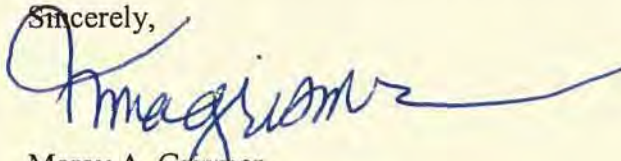
To avoid misinterpretation and to reiterate our strict adherence to our cleaning practices a "color-coding" reference guide will be posted in our janitorial closets.

- Lastly, to demonstrate our strict adherence to our high standard of cleanliness practices and our pledge to make any necessary changes to improve our service, a personnel change was made at the Joint Harbor Operations Center (JHOC).

The intention of the above courses of action is to correct and bring our sustainable results to the facilities. We appreciate your business and we will continue to demonstrate commitment to the Port of San Diego.

If you have questions or comments don't hesitate to contact me at 619-464-3303 ext 109 or via email at [marcy@azteclandscaping.com](mailto:marcy@azteclandscaping.com).

Sincerely,

A handwritten signature in blue ink, appearing to read "Marcy A. Grismer", with a long horizontal flourish extending to the right.

Marcy A. Grismer  
Vice-President of Operations  
Janitorial Division



"Our policy is quality"

## AZTEC JANITORIAL SERVICES

*A Division of AZTEC Landscaping, Inc.*

7980 LEMON GROVE WAY, LEMON GROVE, CA 91945 · (619) 464-3303  
STATE CONTRACTOR'S LICENSE NO. 642504

February 11, 2016

Attn: Paige Scott  
San Diego Unified Port District  
1400 Tidelands Ave.  
National City, CA 91950



Re: Response to Cure Letter dated February 2, 2016

Dear Mrs. Scott,

In response to the Cure Letter dated February 2, 2016, Aztec Janitorial Service (AZTEC) will implement whatever is needed to correct and improve a deficiency in order to be in compliant with the terms and conditions of our agreement.

Upon review of the deficiencies we have taken the following actions to maintain sustainable corrective measures.

1. On February 10, 2016, re-training of staff on the "Work Sign in-/Sign-out" log procedures was conducted.
2. A new "check-in" strategy plan via the implementation of technology will be implemented immediately. Staff will "check-in" with the Supervisor through means of a cellular phone. If the Supervisor doesn't receive an alert from staff during each service time, 8a.m- 10:00a.m and 2 p.m. – 4p.m, the Supervisor will take proactive measures to contact the assigned staff and/ or visit the site immediately.
3. A new "Work Sign-in/ Sign-out" log will be generated to distinguish between the a.m. and the p.m. service. The a.m. service includes cleaning of the JHOC office and the restroom, the p.m. service requires only cleaning the JHOC restroom. To avoid any possible misinterpretations when the p.m. staff only enters the JHOC office to "signs-in/sign out" and doesn't perform any office cleaning the new "sign in/ sign out" logs will reflect the different SOW per shift. (Please see attachment).
4. Additional quality control inspections will be conducted. The Supervision will increase their visits to the facility to inspect performance and compliance.

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EQUAL OPPORTUNITY EMPLOYER



February 11, 2016  
Page 2 of 2

AZTEC will continue our efforts to prove our commitment in our partnership. We value your business and will do what it takes to comply with the terms and conditions of our agreement.

If you should have any questions or comments please contact me directly on my mobile number at 619-572-4017 or via email at [marcy@azteclandscaping.com](mailto:marcy@azteclandscaping.com) or at our office at 619-464-3303 ext. 109.

Sincerely,

A handwritten signature in blue ink, appearing to read "Marcy A. Grismer", with a large, stylized initial "M" and a long, sweeping underline.

Marcy A. Grismer  
V.P. of Operations  
Janitorial Division

[illegible]





"Our policy is quality"

## AZTEC JANITORIAL SERVICES

*A Division of AZTEC Landscaping, Inc.*

7980 LEMON GROVE WAY, LEMON GROVE, CA 91945 · (619) 464-3303  
STATE CONTRACTOR'S LICENSE NO. 642504

February 24, 2016

Attn: Paige Scott  
San Diego Unified Port District  
1400 Tidelands Ave.  
National City, CA 91950

Re: Response to Cure Letter dated February 18, 2016

Dear Mrs. Scott,

In response to the letter dated February 18, 2016, Aztec Janitorial Service (AZTEC) has analyzed this problem and will implement whatever is needed to correct and improve a deficiency in order to be in compliant with the terms and conditions of our agreement.

We have an aggressive plan that will be implemented immediately.

1. We will deliver to the Administration and Annex Facility located at 3165 Pacific Highway, San Diego and to the Joint Harbor Operations Center located at 2710 North Harbor Drive, San Diego an *Electric Employee Time Clock*. Employees will be required to automatically punch in and punch out which will service as the daily "Work Sign-in/ Sign out" logs. The Electric Employee Time Clock can sit on a table top in the basement of the Administration and Annex Building and on a table top at the Joint Harbor Operations Center or where the District Representative sees fit. The *Electric Employee Time Clock* was ordered February 25, 2016 and is expected to arrive Monday, February 29, 2016 we will delivery and install the day it arrives to our office.

This approach will manage employee time, attendance and assist in keeping track of employee compliance with their required work schedule. The time sheets will remain on site for the client to review at anytime.

2. Per our Disciplinary Action Plan, effective February 23, 2016 Mrs Marisela Regin has been removed from working at any of the District facilities.

February 18, 2016  
page 2 of 2

3. The Lead Custodian at the Administration and Annex Facility will not leave until the 2<sup>nd</sup> shift arrives and will *sign-off* the 2<sup>nd</sup> shifts *Electronic Employee Time Clock log*. The Supervisor will receive a daily alert at the time of the 2<sup>nd</sup> shift "Sign out."

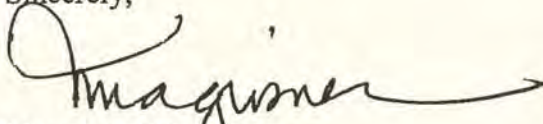
On February 9, 2016 Mrs. Leticia did not sign out, an unacceptable oversight and disciplinary action has been taken for this occurrence. On February 10, 2016 AZTEC held a companywide *Safety and Informational Exchange* meeting where Mrs. Leticia advised Port Staff she would leave at 1:45 pm. upon finishing the required tasks, this sign out time is indicated in the daily "Work Sign-in/ Sign out" log. (Attachment).

On February 10, 2016 one of the topics covered in our companywide meeting included a refresher on complying with "Sign-in/ Sign out" procedures in place and anyone who fails to follow this procedure will be immediately disciplined and can lead up to termination of employment. (Attachment)

We take the Letters of Cure *extremely* serious and with the up most priority. We value your business and will respond and do what it takes to comply with the terms and conditions of our agreement.

If you should have any questions or comments please contact me directly on my mobile number at 619-572-4017 or via email at [marcy@azteclandscaping.com](mailto:marcy@azteclandscaping.com) or at our office at 619-464-3303 ext. 109.

Sincerely,

A handwritten signature in black ink, appearing to read "Marcy A. Grismer", with a long horizontal flourish extending to the right.

Marcy A. Grismer  
V.P. of Operations  
Janitorial Division



02-16

**Aztec Janitorial**  
Sign-in Log

Location: Administration Building

Date	Employee	Time-In		Time-Out	
02/02/16	MARIA CARD	6:00	AM	11:30	AM
02/03/16	Yolanda	6:00	AM	12:30	AM
02/03/16	MARIA CARD	6:00	AM	11:30	AM
2/3/16	LETICIA	6:00	AM	2:30	AM
2/3/16	MOSA	6:00	AM	1:00	AM
2/4/16	LETICIA	6:00	AM	2:30	AM
02/04/16	MOSA	6:00	AM	1:00	AM
02/04/16	Yolanda	6:00	AM	12:30	AM
02/04/16	MARIA CARD	6:00	AM	11:30	AM
02/05/16	MOSA	6:00	AM	1:00	AM
2/5/16	LETICIA	6:00	AM	2:30	AM
02/5/16	Yolanda	6:00	AM	12:30	AM
02/05/16	MARIA CARD	6:00	AM	11:30	AM
02/05/16	Marisela Regin	2:30	AM	5:00	AM
02/8/16	Yolanda	6:00	AM	12:30	AM
02/8/16	MOSA	6:00	AM	1:00	AM
2/8/16	LETICIA	6:00	AM	2:30	AM
02/8/16	MARIA CARD	6:00	AM	11:30	AM
02/8/16	Marisela Regin	2:30	AM	5:00	AM
02/9/16	Yolanda	6:00	AM	12:30	AM
02/09/16	MOSA	6:00	AM	1:00	AM
2/9/16	LETICIA	6:00	AM		AM
02/09/16	MARIA CARD	6:00	AM	11:30	AM
02/9/16	Marisela Regin	2:30	AM	5:00	AM
02/10/16	Yolanda	6:00	AM	12:30	AM
02/10/16	MOSA	6:00	AM	1:00	AM
2/10/16	LETICIA	6:00	AM	1:45	AM
02/10/16	MARIA CARD	6:00	AM	11:30	AM
02/10/16	Marisela Regin	2:30	AM	5:00	AM



# SAFETY MEETING RECORD

COMPANY NAME A3tec

\*This Safety Meeting Record must be turned in weekly. Thank you.

\*Topics Sign in / Sign Out mandatory procedures  
and schedule, safety signs, PPE

PERSON CONDUCTING

Marcy Grismer

JOB TITLE

PM / VP

DATE

2/10/16

NUMBER ATTENDING

150+

JOB LOCATION

VARIOUS

Please Print Name:	Employee Signature:
<u>Proselina Bravo</u>	<u>Proselina Bravo</u>
<u>LECICIA BANALES</u>	<u>LECICIA BANALES</u>
<u>Margarita Leber</u>	<u>Margarita Leber</u>
<u>Magdalena Noriega</u>	<u>Magdalena Noriega</u>
<u>maria Padilla</u>	<u>maria Padilla</u>
<u>Mayra Michel</u>	<u>Mayra Michel</u>
<u>MARIA CARO</u>	<u>MARIA CARO</u>
<u>Lisa Moreno</u>	<u>Lisa Moreno</u>
<u>Steph Estrada</u>	<u>Steph Estrada</u>
<u>Avil Martinez</u>	<u>A. Martinez</u>
<u>Rosa Godinez</u>	<u>Rosa Godinez</u>
<u>Sandra Perez</u>	<u>Sandra</u>

Content:

What was the topic?

Sign-in/out procedures to follow schedule and log in  
correct times

Why was this topic chosen?

client concerns.

WHAT SIGNIFICANT QUESTIONS OR CONCERNS WERE EXPRESSED BY EMPLOYEES?



FEBRUARY 10, 2016



FEBRUARY 10, 2016



**DRAFT****RESOLUTION 20xx-xxx****RESOLUTION SELECTING AND AUTHORIZING  
AN AGREEMENT WITH NMS MANAGEMENT, INC.  
FOR JANITORIAL SERVICES FROM JULY 1, 2016  
THROUGH JUNE 30, 2019, WITH TWO OPTIONAL  
TERMS EXTENDING UNTIL JUNE 30, 2021 FOR  
AN AMOUNT NOT TO EXCEED \$2,458,640.16**

**WHEREAS**, the San Diego Unified Port District (District) is a public corporation created by the legislature in 1962 pursuant to Harbors and Navigation Code Appendix 1, (Port Act); and

**WHEREAS**, the Board of Port Commissioners (BPC) adopted BPC Policy No. 110 to establish a policy governing the processing and administration of public projects, consulting and service agreements, the purchasing of supplies, materials, and equipment, and grants; and

**WHEREAS**, the District contracts for janitorial services at various District buildings, offices and public restrooms located in parks and common public areas throughout the tidelands; and

**WHEREAS**, janitorial services include scheduled cleaning of offices, lunchrooms and kitchens, conference rooms, Board rooms, computer labs, training rooms, exercise rooms, locker rooms, restrooms, shower stalls, break spaces, outside patio areas, interior of elevators, entrance ways, lobbies, corridors, hallways, storage spaces, stairways, and other common spaces within buildings, and scheduled cleaning and sanitizing of public restrooms and drinking fountains; and

**WHEREAS**, janitorial services may also be requested on an as-needed basis to perform special cleaning requirements associated with public events where normal, scheduled services are not adequate to maintain an acceptable level of cleanliness or sanitation; and

**WHEREAS**, on May 7, 2013, the Board authorized a three (3) year agreement, Clerk's Document No. 60378 dated May 16, 2013, with Aztec for janitorial services at various District locations commencing July 1, 2013 and expiring June 30, 2016; and

**WHEREAS**, five (5) amendments to the agreement were issued and approved by the Board increasing the total not to exceed amount to \$1,147,388.60; and

20xx-xxx

**WHEREAS**, RFP 15-54 was solicited through Planet Bids on January 8, 2016 and electronic solicitation notifications went to 157 potential service providers, with 64 service providers downloading the bid package; and

**WHEREAS**, on February 18, 2016, the District received twelve (12) bids. The bids were evaluated and it was determined that eleven (11) bids received were responsive and acceptable; and

**WHEREAS**, interviews were offered to six (6) service providers, but only five (5) service providers accepted the interview offer; and

**WHEREAS**, District staff convened a panel consisting of employees from General Services, Harbor Police, Harbor Police Dispatch, Maritime, Audit and Risk, and Planning and Green Port, who evaluated the five (5) proposals based on standard criteria listed in the RFP; and

**WHEREAS**, a decision analysis was conducted by staff following the oral interviews; and

**WHEREAS**, each service provider was rated according to standard weighted criteria as listed within the RFP; and

**WHEREAS**, as a result of the decision analysis, District staff recommends the Board select and authorize an agreement with NMS Management, Inc. for janitorial services at the various District facilities named within the agreement in an amount not to exceed \$2,458,640.16.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Port Commissioners of the San Diego Unified Port District, as follows:

That the Executive Director or her designated representative is hereby authorized and directed on behalf of the San Diego Unified Port District to enter into an agreement with NMS Management, Inc. for janitorial services from July 1, 2016, through June 30, 2019, with two optional terms extending until June 30, 2021 for an amount not to exceed \$2,458,640.16.

APPROVED AS TO FORM AND LEGALITY:  
GENERAL COUNSEL

---

By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 14<sup>th</sup> day of April, 2016, by the following vote:

**DRAFT****RESOLUTION 20xx-xxx****RESOLUTION SELECTING AND AUTHORIZING  
AN AGREEMENT WITH NMS MANAGEMENT, INC.  
FOR JANITORIAL SERVICES FROM JULY 1, 2016  
THROUGH JUNE 30, 2019, WITH TWO OPTIONAL  
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**WHEREAS**, janitorial services include scheduled cleaning of offices, lunchrooms and kitchens, conference rooms, Board rooms, computer labs, training rooms, exercise rooms, locker rooms, restrooms, shower stalls, break spaces, outside patio areas, interior of elevators, entrance ways, lobbies, corridors, hallways, storage spaces, stairways, and other common spaces within buildings, and scheduled cleaning and sanitizing of public restrooms and drinking fountains; and

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**WHEREAS**, a decision analysis was conducted by staff following the oral interviews; and

**WHEREAS**, each service provider was rated according to standard weighted criteria as listed within the RFP; and

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That the Executive Director or her designated representative is hereby authorized and directed on behalf of the San Diego Unified Port District to enter into an agreement with NMS Management, Inc. for janitorial services from July 1, 2016, through June 30, 2019, with two optional terms extending until June 30, 2021 for an amount not to exceed \$2,458,640.16.

APPROVED AS TO FORM AND LEGALITY:  
GENERAL COUNSEL

---

By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 14<sup>th</sup> day of April, 2016, by the following vote:



(26)



**GENERAL SERVICES DEPARTMENT**  
 San Diego Unified Port District  
 1400 Tidelands Avenue  
 National City, CA 91950  
 (619) 686-6321  
 Fax (619) 531-7983

## TASK AUTHORIZATION NO. 01-01

**REFERENCE  
COPY**

**64943**

June 30, 2016

David S. Guaderrama  
 155 West 35<sup>th</sup> St. Suite A  
 National City, CA 91950  
 Fax: 619-425-2432

**Subject: Task Authorization for Agreement No. 4600000812**  
 Janitorial Services

(62-2016RH)

You are authorized to proceed with the work described in this correspondence, in the amount not to exceed **\$6,068.58**. This Task Authorization is in accordance with the terms of the subject agreement. **Please cite TA #01-01** on invoice(s) for this task.

### TASK DESCRIPTION

1.	Requestor:	Amy Tigri	4.	WO Number:	4061915
2.	Date of Request:	6/29/16	5.	Start Date/End Date	7/2/16 – 7/4/16
3.	Task Budget:	\$6,068.58			
6.	<b>Task Title: VARLOC 4<sup>th</sup> of July Janitorial Services</b>				
	<p>Spot clean and restock all portable toilets 3 times per day (during the normal Public Restroom cleaning schedule) on Saturday, July 2<sup>nd</sup>, and Sunday, July 3<sup>rd</sup>.</p> <p>Spot clean and restock all portable toilets 4 times on Monday, July 4<sup>th</sup> (first three to be done during the regular cleaning periods, fourth service to be completed between 6:30 and 9:00pm.</p> <p>See maps of portable toilet locations attached.</p> <p><b>Task Authorization may be signed after execution due to urgent service request.</b></p>				
				<b>TOTAL</b>	<b>\$6,068.58</b>

D2 # 1096104 Reg # 38080



APPROVALS

APPROVED:



YES



NO

Name: Amy Tigri

Title: Management Analyst

Date: 6-30-16

APPROVED:



YES



NO

Name: Pete Cruz

Title: Acting Assistant Director

Date: 6/30/16

Signature:

Name: Marco Cromartie

Title: General Services Director

Date: 6/30/16

**Portable Toilet Locations 2**

	<b><u>Standard Unit</u></b>	<b><u>ADA</u></b>	<b><u>Sink</u></b>
Shelter Island Shoreline Park, W. (1400 Shelter Island Dr)	2	1	1
Shelter Island Shoreline Park, E. (Gazebo & Lower Parking Lot Near Bali Hai)	10	3	3
Harbor Island, W. Marina (near 1380 Harbor Island Dr, San Diego, CA 92101) - West of Comfort Station & in front of Sheraton Harbor Island	4	1	1
Crescent (From Laurel St on Harbor Dr until Hawthorne Dr on Harbor Dr)	4	0	0
Center City Embarcadero (On Harbor Dr, Near Grape St Pier, Maritime Museum & Star of India)	3	1	1
Cruise Ship Terminal (1140 N Harbor Dr, San Diego, CA 92101) Outside the front gate, these are in addition to the units we currently have placed on the terminal	3	1	1
Broadway Landing (1000 N. Harbor Dr) – North-West side of View Court, flush against the west wall of the Pier Pavilion & in front of Navy Bldg. 11	5	3	3
Tuna Harbor Park (Tuna Ln, San Diego, CA 92132) – Near entrance	4	2	2
Ruocco Park (585 Harbor Ln, San Diego, CA 92101)	2	0	0
Embarcadero Marina Park North (400 Kettner Blvd, San Diego, CA 92101)	6	2	2
Embarcadero Marina Park South (200 Marina Park Way, San Diego, CA 92101)	6	2	2
Cesar Chavez Park (1449 Cesar E. Chavez Pkwy, San Diego, CA 92101)	2	1	1
Coronado Tidelands Park – Baseball Field (000 Mullinex Dr, Coronado, CA 92118)	3	2	2
Coronado Tidelands Park – Playground (2000 Mullinex Dr, Coronado, CA 92118)	3	2	2
Coronado Ferry Landing (1201 1st St, Coronado, CA 92118)	8	3	3
Grand Caribe Shoreline Park (598 Grand Caribe Causeway, Coronado, CA 92118)	2	1	1
Marina View Park (550 Marina Pkwy Chula Vista, CA 91910)	3	1	1
Bayfront Park (980 Marina Way, Chula Vista, CA 91910)	3	2	1
Bayside Park (999 Bayside Parkway, Chula Vista, CA 91910)	4	2	2
<b>TOTAL</b>	<b>77</b>	<b>30</b>	<b>29</b>



**Shelter Island Shoreline Park**  
**1400 Shelter Island Dr, West End**



Japanese Friendship Garden, sidewalk – 2 units, 1 ADA, 1 Sink

**1400 Shelter Island Dr., East End – Near Boat Launch**



Location of the cut-out parking space in relation to the Boat Launch area





Parking Lot Cut-Out - 2 units, 1 ADA, 1 sink



Near Comfort Station above Boat Launch - 6 units, 1 ADA, 1 sink





Parking Lot Triangle Parking Space (below the Bali Hai) – 2 units, 1 ADA, 1 sink



**Harbor Island, W. Marina (near 1380 Harbor Island Dr, San Diego, CA 92101) - West of Comfort Station & in front of Sheraton Harbor Island**



**Front of Restrooms, Sidewalk - 2 units, 1 ADA, 1 sink**



**Median - 2 Units**



**Crescent - From Laurel St on Harbor Dr until Hawthorne Dr on Harbor Dr**



(just east of Laurel, next to the public restrooms) - 4 units

**Center City Embarcadero - On Harbor Dr, Near Grape St Pier, Maritime Museum & Star of India**



(Harbor Dr, south of Grape St, North of Maritime Museum) - 2 units





(Harbor Dr, south of Anthony's restaurant) - 1 unit, 1 ADA, 1 sink

**Cruise Ship Terminal - 1140 N Harbor Dr, San Diego, CA 92101**



Outside Front Gate (between entrance and exit booths) - 3 units, 1 ADA, 1 sink



### Broadway Landing (1000 N. Harbor Dr)



On Broadway Pier, at end of pier, against building - 2 units, 1 ADA, 1 sink





In front of Navy Bldg. 11, between Broadway Pier & the Midway – 3 Units, 2 ADA, 2 sinks

**Tuna Harbor Park - Tuna Ln, San Diego, CA 92132**



South of the Midway - 2 units, 1 ADA, 1 sink





South of the Midway - 2 units, 1 ADA, 1 sink



**Ruocco Park - 585 Harbor Ln, San Diego, CA 92101**



Adjacent to public restrooms, do not block doors, but ok to block concession stand window  
- 2 Units



**Embarcadero Marina Park North - 400 Kettner Blvd, San Diego, CA 92101**



Next to the public restrooms - 6 units, 2 ADA, 2 sinks

**Embarcadero Marina Park South – 200 Marina Park Way, San Diego, CA 92101**



Next to the public restrooms and ADA ramps - 6 units, 2 ADA, 2 sinks



**Cesar Chavez Park - 1449 Cesar E. Chavez Pkwy, San Diego, CA 92101**



Against wall of public restrooms - 2 units, 1 ADA, 1 sink



**Coronado Tidelands Park - 2000 Mullinex Dr, Coronado, CA 92118**



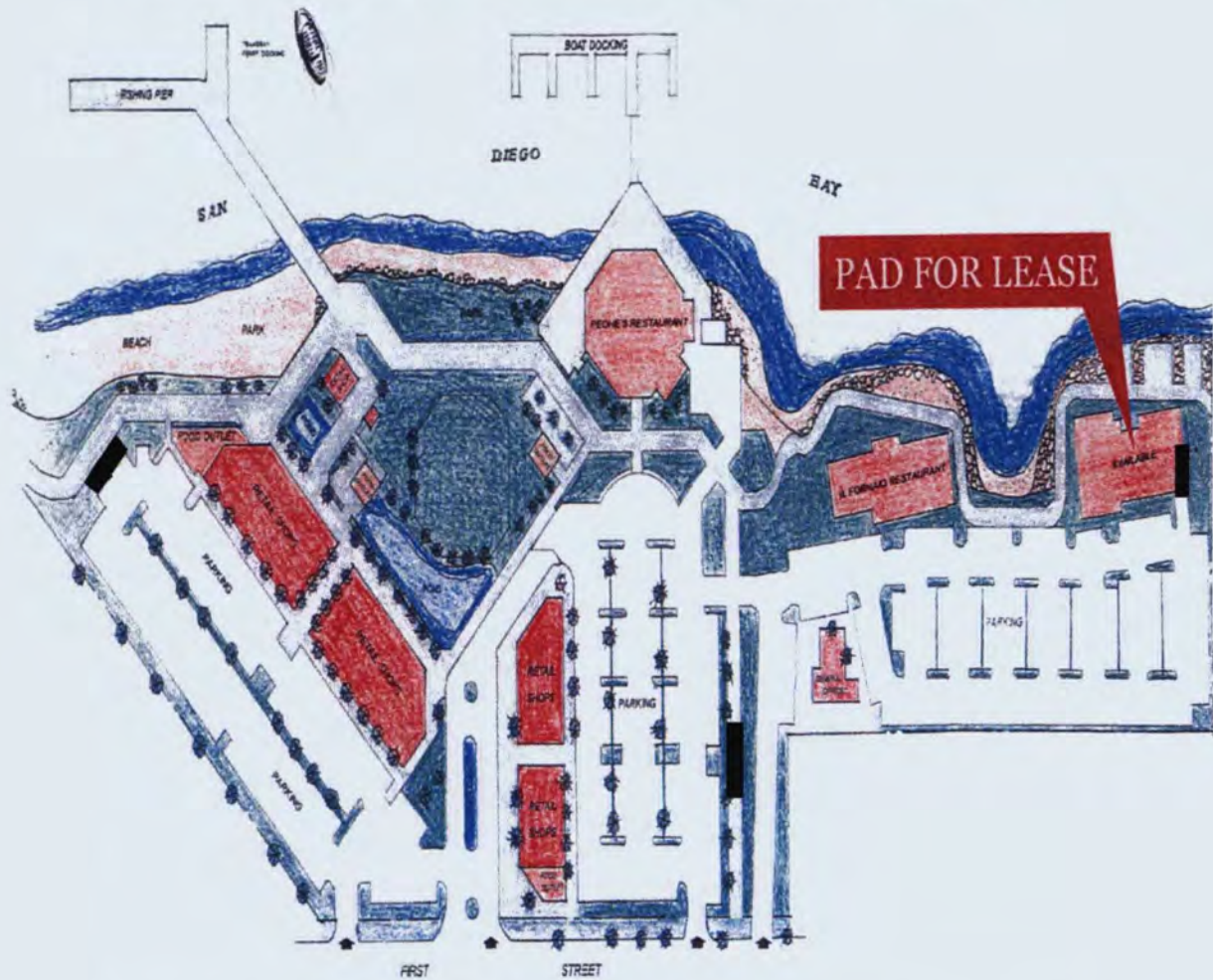
Baseball Field restrooms - 3 units, 2 ADA, 2 sinks





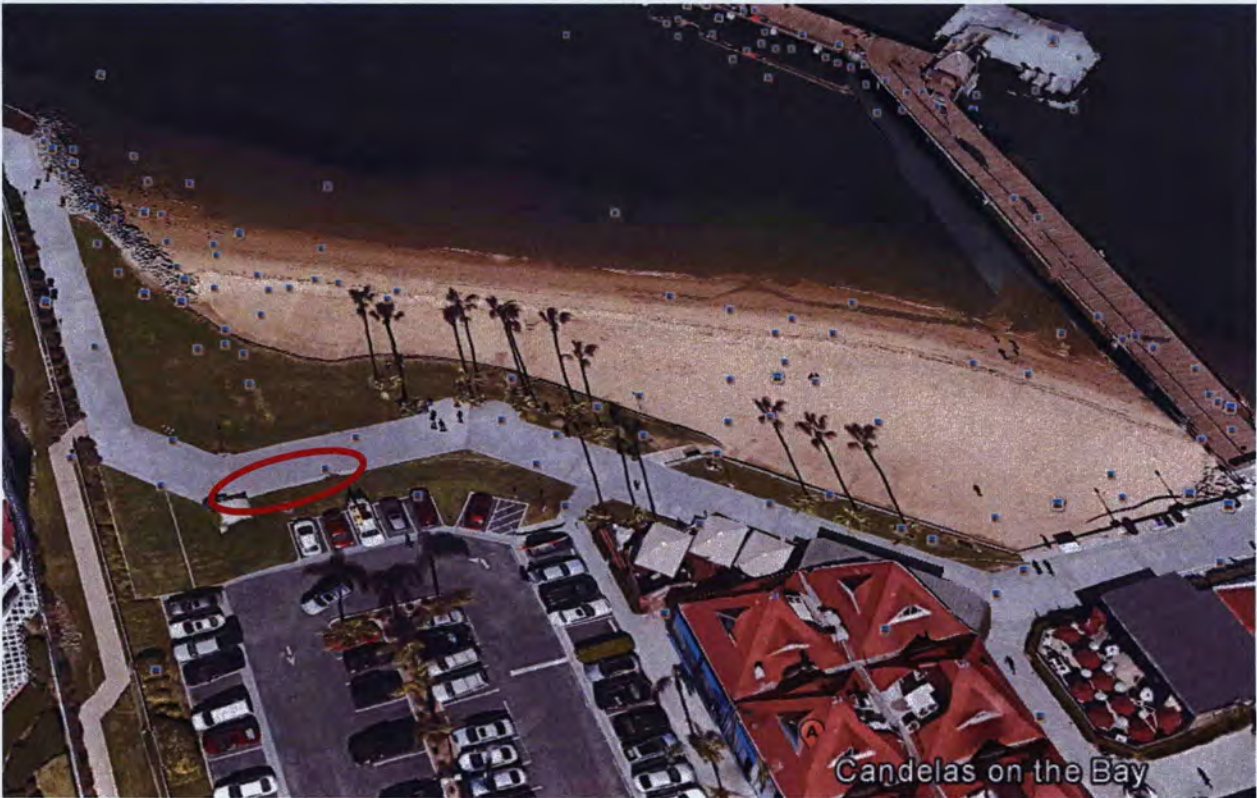
Playground restrooms - 3 units, 2 ADA, 2 sinks

# Coronado Ferry Landing - 1201 1st St, Coronado, CA 92118



Place in the three blacked out areas of this map – see pictures below



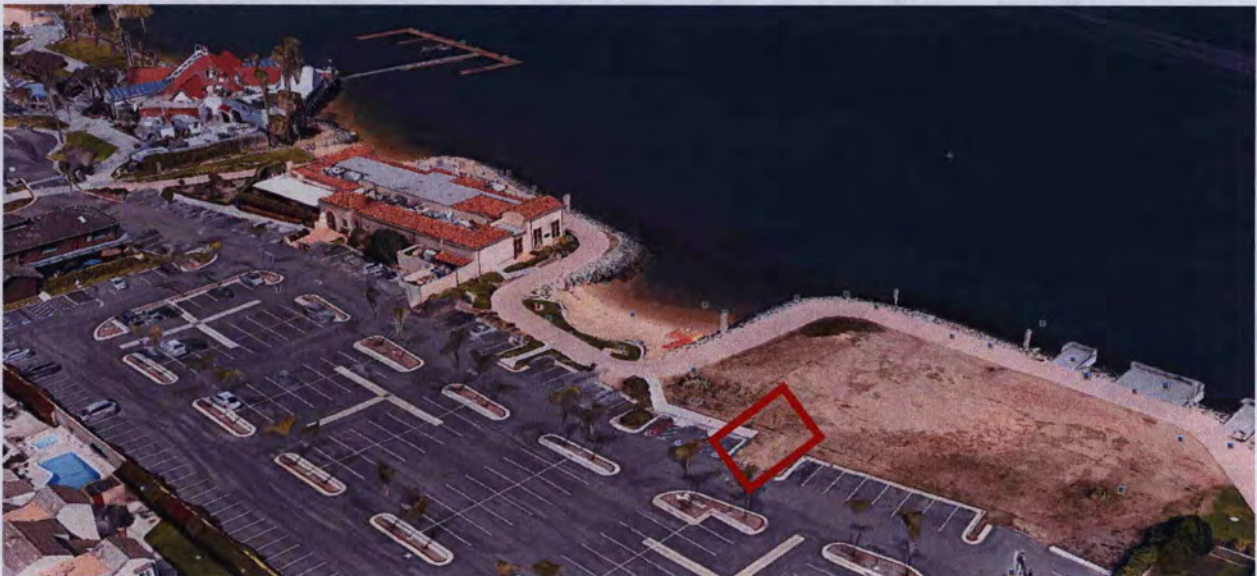


North Location - 3 units, 1 ADA, 1 sink





Center Location, near entrance ticket booth – 3 units, 1 ADA, 1 sink



South Location, on dirt lot – 2 units, 1 ADA, 1 sink



**Grand Caribe Shoreline Park - 598 Grand Caribe Causeway, Coronado, CA 92118**



At the bay side of the turnabout, on dirt, with ADA entrance facing sidewalk - 2 units, 1 ADA, 1 sink

**Marina View Park - 550 Marina Pkwy Chula Vista, CA 91910**



Against public restrooms - 1 unit, 1 ADA, 1 sink





Adjacent to parking lot – 2 units

**Chula Vista Bayfront Park - 980 Marina Way, Chula Vista, CA 91910**



Sidewalk south of public restrooms - 2 units, 1 ADA, 1 sink





Sidewalk at north side of parking lot - 1 units, 1 ADA



**Chula Vista Bayside Park - 999 Bayside Parkway, Chula Vista, CA 91910**



Locations of public restrooms in Bayside Park





South Restroom - 2 units, 1 ADA, 1 sink



North Restroom - 2 units, 1 ADA, 1 sink



Contract	C.Itm	Vendor	Name	Short Text	Acct. Asgn.	Doc. Date	Val. Start	VPer.End	Del. Date	Tgt. Val.	Released	PO Value	Total Inv	Balance	PCT Exp
4600000812	00001	5307812...	NMS MANAGEMENT INC	TERM 1: Janitorial SVCS	000004055449	05/04/2016	07/01/2016	06/30/2019		478,476.06	0.00	0.00	0.00	0.00	0.00
* 4600000812	00001		NMS MANAGEMENT INC							478,476.06	0.00				
4600000812	00002	5307812...	NMS MANAGEMENT INC	TERM 1: As-Needed	000004055449	05/04/2016	07/01/2016	06/30/2019		12,000.00	0.00	0.00	0.00	0.00	0.00
* 4600000812	00002		NMS MANAGEMENT INC							12,000.00	0.00				
4600000812	00003	5307812...	NMS MANAGEMENT INC	TERM 2: Janitorial SVCS	000004055449	05/04/2016	07/01/2016	06/30/2019		520,831.62	0.00	0.00	0.00	0.00	0.00
* 4600000812	00003		NMS MANAGEMENT INC							520,831.62	0.00				
4600000812	00004	5307812...	NMS MANAGEMENT INC	TERM 2: As-Needed	000004055449	05/04/2016	07/01/2016	06/30/2019		12,000.00	0.00	0.00	0.00	0.00	0.00
* 4600000812	00004		NMS MANAGEMENT INC							12,000.00	0.00				
4600000812	00005	5307812...	NMS MANAGEMENT INC	TERM 3: Janitorial SVCS	000004055449	05/04/2016	07/01/2016	06/30/2019		466,444.16	0.00	0.00	0.00	0.00	0.00
* 4600000812	00005		NMS MANAGEMENT INC							466,444.16	0.00				
4600000812	00006	5307812...	NMS MANAGEMENT INC	TERM 3: As-Needed	000004055449	05/04/2016	07/01/2016	06/30/2019		12,000.00	0.00	0.00	0.00	0.00	0.00
* 4600000812	00006		NMS MANAGEMENT INC							12,000.00	0.00				
4600000812	00007	5307812...	NMS MANAGEMENT INC	TERM 4: Optional Janitorial SVCS	000004055449	05/04/2016	07/01/2016	06/30/2019		466,444.16	0.00	0.00	0.00	0.00	0.00
* 4600000812	00007		NMS MANAGEMENT INC							466,444.16	0.00				
4600000812	00008	5307812...	NMS MANAGEMENT INC	TERM 4: Optional As-Needed	000004055449	05/04/2016	07/01/2016	06/30/2019		12,000.00	0.00	0.00	0.00	0.00	0.00
* 4600000812	00008		NMS MANAGEMENT INC							12,000.00	0.00				
4600000812	00009	5307812...	NMS MANAGEMENT INC	TERM 5: Optional Janitorial SVCS	000004055449	05/04/2016	07/01/2016	06/30/2019		466,444.16	0.00	0.00	0.00	0.00	0.00
* 4600000812	00009		NMS MANAGEMENT INC							466,444.16	0.00				
4600000812	00010	5307812...	NMS MANAGEMENT INC	TERM 5: Optional As-Needed	000004055449	05/04/2016	07/01/2016	06/30/2019		12,000.00	0.00	0.00	0.00	0.00	0.00
* 4600000812	00010		NMS MANAGEMENT INC							12,000.00	0.00				
** 4600000812			NMS MANAGEMENT INC							2,458,640.16	0.00				
***										2,458,640.16	0.00				

ORIGINAL



(5)

COPY

64943



**GENERAL SERVICES DEPARTMENT**  
 San Diego Unified Port District  
 1400 Tidelands Ave  
 National City, CA 91950  
 (619) 686-6321  
 Fax (619) 531-7983

**TASK AUTHORIZATION NO. 01-01**  
**Revision No. 01**

August 22, 2016

David S. Guaderrama  
 President  
 NMS Management, Inc.  
 155 W. 35th St., Suite A  
 National City, CA 91950  
 619-425-0440  
 nmsmanagement@msn.com

**Subject: Task Authorization for Agreement No. 4600000812**  
 Janitorial Services

You are authorized to proceed with the work described in this correspondence, in the amount not to exceed **\$6,572.10**. This Task Authorization is in accordance with the terms of the subject agreement. **Please cite TA #01-01, Rev. 01** on invoice(s) for this task.

**TASK DESCRIPTION**

1.	Requestor:	Amy Tigri	4.	WO Number:	4061915
2.	Date of Request:	8/15/16	5.	Start Date/End Date	7/2/16 – 7/4/16
3.	Task Budget:	\$6,572.10			
6.	Task Title: VARLOC 4 <sup>th</sup> of July Janitorial Services				
	<p>Spot clean and restock all portable toilets 3 times per day (during the normal Public Restroom cleaning schedule) on Saturday, July 2<sup>nd</sup>, and Sunday, July 3<sup>rd</sup>.</p> <p>Spot clean and restock all portable toilets 4 times on Monday, July 4<sup>th</sup> (first three to be done during the regular cleaning periods, fourth service to be completed between 6:30 and 9:00pm.</p> <p>See maps of portable toilet locations attached, as well as proposals for portable toilet cleaning and 4<sup>th</sup> service on the 4<sup>th</sup> of July, and a breakdown in labor costs.</p> <p>Task Authorization may be signed after execution due to urgent service request.</p> <p>POC: Amy Tigri 619.346.1325</p>				
	TOTAL				\$6,572.10

**ORIGINAL**

APPROVALSAPPROVED: ☒ YES ☐ NOName: **Amy Tigri**

Title: Management Analyst

Date: 8.22.16

APPROVED: ☒ YES ☐ NOName: **Pete Cruz**

Title: Acting Assistant Director

Date: 8/24/16

Signature: Name: **Marco Gromartie**

Title: General Services Director

Date: 8/24/16

**ORIGINAL**

Contract	C. It.	Vendor	Name	Short Text	Acct. Assn.	Doc. Date	Val. Start	VPer. End	Del. Date	Tgt. Val	Released	PO Value	Total Inv	Balance	PCT. Exp
4600000812	00001	5307812...	NMS MANAGEMENT INC	TERM 1: Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2016	512,458.85	512,458.85	512,458.85	46,228.04	466,230.81	9.02
4600000812	00001	5307812...	NMS MANAGEMENT INC							512,458.85	512,458.85				
4600000812	00002	5307812...	NMS MANAGEMENT INC	TERM 1: As-Needed	000004055449	05/04/2016	06/05/2016	06/30/2019	07/31/2016	12,000.00	6,407.58	6,407.58	0.00	12,000.00	0.00
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4600000812	00003	5307812...	NMS MANAGEMENT INC	TERM 2: Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2018	520,831.62	520,831.62	520,831.62	0.00	520,831.62	0.00
4600000812	00003	5307812...	NMS MANAGEMENT INC							520,831.62	520,831.62				
4600000812	00004	5307812...	NMS MANAGEMENT INC	TERM 2: As-Needed	000004055449	05/04/2016	06/05/2016	06/30/2019		12,000.00	0.00	0.00	0.00	12,000.00	0.00
4600000812	00004	5307812...	NMS MANAGEMENT INC							12,000.00	0.00				
4600000812	00005	5307812...	NMS MANAGEMENT INC	TERM 3: Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2019	466,444.16	466,444.16	466,444.16	0.00	466,444.16	0.00
4600000812	00005	5307812...	NMS MANAGEMENT INC							466,444.16	466,444.16				
4600000812	00006	5307812...	NMS MANAGEMENT INC	TERM 3: As-Needed	000004055449	05/04/2016	06/05/2016	06/30/2019		12,000.00	0.00	0.00	0.00	12,000.00	0.00
4600000812	00006	5307812...	NMS MANAGEMENT INC							12,000.00	0.00				
4600000812	00007	5307812...	NMS MANAGEMENT INC	TERM 4: Optional Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2020	466,444.16	466,444.16	466,444.16	0.00	466,444.16	0.00
4600000812	00007	5307812...	NMS MANAGEMENT INC							466,444.16	466,444.16				
4600000812	00008	5307812...	NMS MANAGEMENT INC	TERM 4: Optional As-Needed	000004055449	05/04/2016	06/05/2016	06/30/2019		12,000.00	0.00	0.00	0.00	12,000.00	0.00
4600000812	00008	5307812...	NMS MANAGEMENT INC							12,000.00	0.00				
4600000812	00009	5307812...	NMS MANAGEMENT INC	TERM 5: Optional Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2021	466,444.16	466,444.16	466,444.16	0.00	466,444.16	0.00
4600000812	00009	5307812...	NMS MANAGEMENT INC							466,444.16	466,444.16				
4600000812	00010	5307812...	NMS MANAGEMENT INC	TERM 5: Optional As-Needed	000004055449	05/04/2016	06/05/2016	06/30/2019		12,000.00	0.00	0.00	0.00	12,000.00	0.00
4600000812	00010	5307812...	NMS MANAGEMENT INC							12,000.00	0.00				
4600000812			NMS MANAGEMENT INC							2,492,622.95	2,439,030.53				
4600000812										2,492,622.95	2,439,030.53				

Part 1 of 1  
4600000812  
Rev. 01

ORIGINAL



**NMS Management, Inc.**  
**155 W 35th Street Suite A**  
**National City, CA 91950**  
**Tel (619) 425-044\* Fax (619) 425-2432**

# Estimate

Date	Estimate #
6/27/2016	05-001

Name / Address
General Services Department Attn: Invoice Processing Center 1400 Tidelands Avenue National City, CA 91950

Possible Service Date	Contact Name	Contact Phone Number	W.O. No.
7/04/2016	AMY TRIGI	(619) 686-6459	PENDING

Qty	Item	Location	Rate	Total
		PUBLIC RESTROOMS AND FOUNTAINS, 4TH SERVICE DATE: JULY 4, 2016 TIME: 6:30 PM TO 9:30 PM		
3	LABOR HOURS	NORTH ROUTE		
3	LABOR HOURS	JANITOR 1-LABOR HOURS	23.88	71.64
		JANITOR 2-LABOR HOURS	23.88	71.64
		SOUTH ROUTE		
3	LABOR HOURS	JANITOR 1-LABOR HOURS	23.88	71.64
3	LABOR HOURS	JANITOR 2-LABOR HOURS	23.88	71.64
1	Supplies and Material	Supplies and Material	216.96	216.96

*If this estimate is accepted, please schedule service with NMS Manager*

<b>Subtotal</b>	\$503.52
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$503.52



**NMS Management, Inc.**  
**155 W 35th Street Suite A**  
**National City, CA 91950**  
**Tel (619) 425-044\* Fax (619) 425-2432**

# Estimate

Date	Estimate #
6/28/2016	05-002

Name / Address
General Services Department Attn: Invoice Processing Center 1400 Tidelands Avenue National City, CA 91950

Possible Service Date	Contact Name	Contact Phone Number	W.O. No.
JULY 2, 3, 4, 2016	Amy Trigi	(619) 686-6459	Pending

Qty	Item	Location	Rate	Total
		PORTABLE TOILETS SERVICE FOR 4TH OF JULY 2016 EVENTS 77-STANDARD UNITS, 30-ADA AND 29-SINKS		
39	Labor	JULY 2, 2016	23.88	931.32
1	Supplies and Material	JANITOR	558.74	558.74
		SUPPLIES AND MATERIALS		
39	Labor	JULY 3, 2016	23.88	931.32
1	Supplies and Material	JANITOR	558.74	558.74
		SUPPLIES AND MATERIALS		
99	Labor	JULY 4, 2016	23.88	2,364.12
1	Supplies and Material	JANITOR	724.34	724.34
		SUPPLIES AND MATERIALS		
		SUPPLIES ONLY INCLUDES (TOILET PAPER AND TRASH BAGS)		
		FOR LABOR HOURS BREAKDOWN, SEE ATTACHMENT		

*If this estimate is accepted, please schedule  
service with NMS Manager*

<b>Subtotal</b>	\$6,068.58
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$6,068.58



(3)



**GENERAL SERVICES DEPARTMENT**  
 San Diego Unified Port District  
 1400 Tidelands Avenue  
 National City, CA 91950  
 (619) 686-6321  
 Fax (619) 531-7983

**TASK AUTHORIZATION NO. 01-02****REFERENCE  
COPY**

July 20, 2016

**64943**

David S. Guaderrama  
 155 West 35<sup>th</sup> St. Suite A  
 National City, CA 91950  
 Fax: 619-425-2432

**Subject: Task Authorization for Agreement No. 4600000812** (62-2016 RH)  
 Janitorial Services

You are authorized to proceed with the work described in this correspondence, in the amount not to exceed **\$339.00**. This Task Authorization is in accordance with the terms of the subject agreement. **Please cite TA #01-02** on invoice(s) for this task.

**TASK DESCRIPTION**

1.	Requestor:	Amy Tigri	4.	WO Number:	4062178																
2.	Date of Request:	7/14/16	5.	Start Date/End Date	7/15/16 – 7/15/16																
3.	Task Budget:	\$339.00																			
6.	<b>Task Title:</b> VARLOC Carpet Cleaning																				
<p>On Friday, July 15<sup>th</sup>, clean 786 square feet of carpet at the Administration Building, and 209 square feet of carpet at the General Services Facility.</p> <p>14.2 hours x \$23.88/hr = \$339.00</p> <table border="1"> <thead> <tr> <th>Location</th> <th>Square Footage</th> <th>Work Order No.</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>ADM 7<sup>th</sup> Floor – General Counsel Common Area</td> <td>586sf</td> <td>4062178</td> <td>\$169.50</td> </tr> <tr> <td>ADM 5<sup>th</sup> Floor – Port As A Service office</td> <td>200sf</td> <td>4061325</td> <td>\$84.75</td> </tr> <tr> <td>GS 2<sup>nd</sup> Floor – Procurement offices and hallway</td> <td>209sf</td> <td>4061308</td> <td>\$84.75</td> </tr> </tbody> </table>						Location	Square Footage	Work Order No.	Cost	ADM 7 <sup>th</sup> Floor – General Counsel Common Area	586sf	4062178	\$169.50	ADM 5 <sup>th</sup> Floor – Port As A Service office	200sf	4061325	\$84.75	GS 2 <sup>nd</sup> Floor – Procurement offices and hallway	209sf	4061308	\$84.75
Location	Square Footage	Work Order No.	Cost																		
ADM 7 <sup>th</sup> Floor – General Counsel Common Area	586sf	4062178	\$169.50																		
ADM 5 <sup>th</sup> Floor – Port As A Service office	200sf	4061325	\$84.75																		
GS 2 <sup>nd</sup> Floor – Procurement offices and hallway	209sf	4061308	\$84.75																		

**ORIGINAL**

Req # 38051

DZ # 1100077

	Task Authorization may be signed after execution request.	
	<b>TOTAL</b>	<b>\$339.00</b>

APPROVALS

APPROVED:

☒ YES ☐ NO

Name: Amy Tigri

Title: Management Analyst

Date: 7-20-16

APPROVED:

☒ YES ☐ NO

Name: Pete Cruz

Title: Acting Assistant Director

Date:

Signature:

Name: Marco Cromartie

Title: General Services Director

Date:

Contract	C. Itm	Vendor	Name	Short Text	Acct. Assn.	Doc. Date	Val. Start	YTer. End	Del. Date	Tgt. Val.	Released	PO Value	Total Inv	Balance	PCT Exp
4600000812	00001	5307812	NMS MANAGEMENT INC	TERM 1: Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2017	512,458.85	512,458.85	512,458.85	0.00	512,458.85	0.00
* 4600000812	00001		NMS MANAGEMENT INC							512,458.85	512,458.85				
<b>4600000812</b>	<b>00002</b>	<b>5307812</b>	<b>NMS MANAGEMENT INC</b>	<b>TERM 1: As-Needed</b>	<b>000004055449</b>	<b>05/04/2016</b>	<b>06/05/2016</b>	<b>06/30/2019</b>		<b>12,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,000.00</b>	<b>0.00</b>
* 4600000812	00002		NMS MANAGEMENT INC							12,000.00	0.00				
4600000812	00003	5307812	NMS MANAGEMENT INC	TERM 2: Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2018	520,831.62	520,831.62	520,831.62	0.00	520,831.62	0.00
* 4600000812	00003		NMS MANAGEMENT INC							520,831.62	520,831.62				
<b>4600000812</b>	<b>00004</b>	<b>5307812</b>	<b>NMS MANAGEMENT INC</b>	<b>TERM 2: As-Needed</b>	<b>000004055449</b>	<b>05/04/2016</b>	<b>06/05/2016</b>	<b>06/30/2019</b>		<b>12,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,000.00</b>	<b>0.00</b>
* 4600000812	00004		NMS MANAGEMENT INC							12,000.00	0.00				
4600000812	00005	5307812	NMS MANAGEMENT INC	TERM 3: Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2019	466,444.16	466,444.16	466,444.16	0.00	466,444.16	0.00
* 4600000812	00005		NMS MANAGEMENT INC							466,444.16	466,444.16				
<b>4600000812</b>	<b>00006</b>	<b>5307812</b>	<b>NMS MANAGEMENT INC</b>	<b>TERM 3: As-Needed</b>	<b>000004055449</b>	<b>05/04/2016</b>	<b>06/05/2016</b>	<b>06/30/2019</b>		<b>12,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,000.00</b>	<b>0.00</b>
* 4600000812	00006		NMS MANAGEMENT INC							12,000.00	0.00				
4600000812	00007	5307812	NMS MANAGEMENT INC	TERM 4: Optional Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2020	466,444.16	466,444.16	466,444.16	0.00	466,444.16	0.00
* 4600000812	00007		NMS MANAGEMENT INC							466,444.16	466,444.16				
<b>4600000812</b>	<b>00008</b>	<b>5307812</b>	<b>NMS MANAGEMENT INC</b>	<b>TERM 4: Optional As-Needed</b>	<b>000004055449</b>	<b>05/04/2016</b>	<b>06/05/2016</b>	<b>06/30/2019</b>		<b>12,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,000.00</b>	<b>0.00</b>
* 4600000812	00008		NMS MANAGEMENT INC							12,000.00	0.00				
4600000812	00009	5307812	NMS MANAGEMENT INC	TERM 5: Optional Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2021	466,444.16	466,444.16	466,444.16	0.00	466,444.16	0.00
* 4600000812	00009		NMS MANAGEMENT INC							466,444.16	466,444.16				
<b>4600000812</b>	<b>00010</b>	<b>5307812</b>	<b>NMS MANAGEMENT INC</b>	<b>TERM 5: Optional As-Needed</b>	<b>000004055449</b>	<b>05/04/2016</b>	<b>06/05/2016</b>	<b>06/30/2019</b>		<b>12,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,000.00</b>	<b>0.00</b>
* 4600000812	00010		NMS MANAGEMENT INC							12,000.00	0.00				
** 4600000812			NMS MANAGEMENT INC							2,492,622.95	2,432,622.95				
***										2,492,622.95	2,432,622.95				

(6)

**GENERAL SERVICES DEPARTMENT**

San Diego Unified Port District

1400 Tidelands Ave

National City, CA 91950

(619) 686-6321

Fax (619) 531-7983

**TASK AUTHORIZATION NO. 01-03****REFERENCE  
COPY****64943**

August 19, 2016

David S. Guaderrama  
President  
NMS Management, Inc.  
155 W. 35th St., Suite A  
National City, CA 91950  
619-425-0440  
nmsmanagement@msn.com

**Subject: Task Authorization for Agreement No. 4600000812 (62-2016 RH)**  
Janitorial Services

You are authorized to proceed with the work described in this correspondence, in an amount not to exceed **\$1,356.44**. This Task Authorization is in accordance with the terms of the subject agreement. **Please cite TA #01-03** on invoice(s) for this Task.

**TASK DESCRIPTION**

1.	Requestor:	Amy Tigri	4.	WO Number:	4063091
2.	Date of Request:	8/19/16	5.	Start Date/End Date:	7/13/16-9/30/16
3.	Task Budget:	\$1,356.44			
6.	Task Title: HPHQ Additional Areas				
7.	<b>Scope of Services:</b>  From July 13th through July 18th, "police" the new Investigations Building at Harbor Police Headquarters. Includes spot cleaning, as well as trash and recycling collection.  From July 19th through July 31st, perform full janitorial services at the Investigations Building.  From August 1st through September 30th, perform full janitorial services at the Investigations Building (referred to as New Investigation Unit Trailer in proposal) and the Storage Annex Restroom. August and September costs will include unit prices for line items A-C.				

**ORIGINAL**

See proposals attached for TA fee schedule.

Task Authorization to be signed after date of service due to urgent service request.

POC: Amy Tigri 619.346.1325

NOT TO EXCEED: TOTAL \$1,356.44

### APPROVALS

APPROVED: ☒ YES ☐ NO

Name: Amy Tigri

Title: Management Analyst

Date: 8.14.16

APPROVED: ☒ YES ☐ NO

Name: Pete Cruz

Title: Acting Assistant Director

Date: 8/19/16

### DIRECTOR APPROVAL:

Signature:

Name: Marco J. Cromartie

Title: General Services Department Director

Date: 8/19/16

**ORIGINAL**



Contract	C. It.	Vendor	Name	Short Text	Acct. Assn.	Doc. Date	Val. Start	VPer End	Del. Date	Tgt. Val.	Released	PO Value	Total Inv	Balance	PCT Exp
46000000637	00001	5301283...	ALLIED WASTE SYSTEMS INC	TERM 1: Solid Waste & Recycling	000004046311	01/13/2015	01/01/2015	06/30/2018	06/30/2015	34,580.74	34,580.74	34,580.74	34,580.74	0.00	100.00
* 46000000637	00001		ALLIED WASTE SYSTEMS INC							34,580.74	34,580.74				
46000000637	00002	5301283...	ALLIED WASTE SYSTEMS INC	TERM 2: Solid Waste & Recycling	000004046311	01/13/2015	01/01/2015	06/30/2018	06/30/2016	66,561.48	66,561.48	66,561.48	54,528.51	12,032.97	81.92
* 46000000637	00002		ALLIED WASTE SYSTEMS INC							66,561.48	66,561.48				
46000000637	00003	5301283...	ALLIED WASTE SYSTEMS INC	TERM 3: Solid Waste & Recycling	000004046311	01/13/2015	01/01/2015	06/30/2018	06/30/2017	68,558.52	68,558.52	68,558.52	0.00	68,558.52	0.00
* 46000000637	00003		ALLIED WASTE SYSTEMS INC							68,558.52	68,558.52				
46000000637	00004	5301283...	ALLIED WASTE SYSTEMS INC	TERM 4: Solid Waste & Recycling	000004046311	01/13/2015	01/01/2015	06/30/2018	06/30/2018	70,615.20	70,615.20	70,615.20	0.00	70,615.20	0.00
* 46000000637	00004		ALLIED WASTE SYSTEMS INC							70,615.20	70,615.20				
46000000637	00005	5301283...	ALLIED WASTE SYSTEMS INC	TERM 1: As-Needed Solid Waste	000004046311	01/13/2015	01/01/2015	06/30/2018	03/31/2015	22,919.26	16,085.60	16,085.60	13,404.13	9,515.13	58.48
* 46000000637	00005		ALLIED WASTE SYSTEMS INC							22,919.26	16,085.60				
46000000637	00006	5301283...	ALLIED WASTE SYSTEMS INC	TERM 2: As-Needed Solid Waste	000004046311	01/13/2015	01/01/2015	06/30/2018	11/30/2015	68,438.52	62,198.82	62,198.82	36,844.18	31,594.34	53.84
* 46000000637	00006		ALLIED WASTE SYSTEMS INC							68,438.52	62,198.82				
46000000637	00007	5301283...	ALLIED WASTE SYSTEMS INC	TERM 3: As-Needed Solid Waste	000004046311	01/13/2015	01/01/2015	06/30/2018	09/30/2016	73,941.48	21,728.91	21,728.91	0.00	73,941.48	0.00
* 46000000637	00007		ALLIED WASTE SYSTEMS INC							73,941.48	21,728.91				
46000000637	00008	5301283...	ALLIED WASTE SYSTEMS INC	TERM 4: As-Needed Solid Waste	000004046311	01/13/2015	01/01/2015	06/30/2018		71,884.80	0.00	0.00	0.00	71,884.80	0.00
* 46000000637	00008		ALLIED WASTE SYSTEMS INC							71,884.80	0.00				
** 46000000637			ALLIED WASTE SYSTEMS INC							477,500.00	340,329.27				
***										477,500.00	340,329.27				

ORIGINAL

## MODIFICATION NO. 1 DATED 7/21/2016 -HARBOR POLICE HEADQUARTERS

1. Remove Old Investigations Unit Trailer, 960 SQ FT Effective July 01, 2016
2. Add New Investigations Unit Trailer, 2160 SQ FT, Effective August 1, 2016
3. Add Storage Annex Restroom 50 SQ FT, Effective August 01, 2016.

TERM 1 (7/01/16-6/30/17)				ORIGINAL PRICE 7/01/2016-6/30/2017			REMOVED OLD INVESTIGATION UNIT TRAILER 960 SQ FT EFFECTIVE 7/01/2016			ADDED NEW INVESTIGATION UNIT TRAILER 2160 SQ FT EFFECTIVE 8/01/2016			ADDED STORAGE ANNEX RESTROOM 50 SQ FT EFFECTIVE 8/01/2016			REVISED PRICE AFTER REMOVALS AND ADDITIONS 8/01/2016-6/30/2017		
DESCRIPTION	UNIT PRICE	FQY	TOTAL	UNIT PRICE	FQY	TOTAL	UNIT PRICE	FQY	TOTAL	UNIT PRICE	FQY	TOTAL	UNIT PRICE	FQY	TOTAL	UNIT PRICE	FQY	TOTAL
A. Daily Cleaning/Monthly Rate	\$ 3,059.01	12	\$ 36,708.12	\$ 172.80	12	\$ 2,073.60	\$ 388.80	11	\$ 4,276.80	\$ 18.00	11	\$ 198.00	\$ 3,293.01	11	\$ 36,223.11			
B. Weekly Cleaning/Monthly Rate	\$ 437.00	12	\$ 5,244.00	\$ 24.96	12	\$ 299.52	\$ 56.16	11	\$ 617.76	\$ 2.60	11	\$ 28.60	\$ 470.80	11	\$ 5,178.80			
C. Periodical Cleaning Monthly Rate	\$ 134.99	12	\$ 1,619.88	\$ 7.68	12	\$ 92.16	\$ 17.28	11	\$ 190.08	\$ 0.80	11	\$ 8.80	\$ 145.39	11	\$ 1,599.29			
D. Periodical Quarterly Cleaning Monthly Rate	\$ 81.00	4	\$ 324.00	\$ 4.80	4	\$ 19.20	\$ 10.80	4	\$ 43.20	\$ 0.50	4	\$ 2.00	\$ 87.50	4	\$ 350.00			
E. Periodical Semi-Annual Cleaning Monthly Rate	\$ 134.99	2	\$ 269.98	\$ 7.68	2	\$ 15.36	\$ 17.28	2	\$ 34.56	\$ 0.80	2	\$ 1.60	\$ 145.39	2	\$ 290.78			
			\$ 44,165.98			\$ 2,499.84			\$ 5,162.40			\$ 239.00			\$ 43,641.98			

TERM 2 (7/01/17-6/30/18)			
DESCRIPTION	UNIT PRICE	FQY	TOTAL
A. Daily Cleaning/Monthly Rate	\$ 3,293.01	12	\$ 39,516.12
B. Weekly Cleaning/Monthly Rate	\$ 470.80	12	\$ 5,649.60
C. Periodical Cleaning Monthly Rate	\$ 145.39	12	\$ 1,744.68
D. Periodical Quarterly Cleaning Monthly Rate	\$ 87.50	4	\$ 350.00
E. Periodical Semi-Annual Cleaning Monthly Rate	\$ 145.39	2	\$ 290.78
			\$ 47,551.18

TERM 4 (7/01/19-6/30/20)			
DESCRIPTION	UNIT PRICE	FQY	TOTAL
A. Daily Cleaning/Monthly Rate	\$ 3,358.87	12	\$ 40,306.44
B. Weekly Cleaning/Monthly Rate	\$ 480.22	12	\$ 5,762.59
C. Periodical Cleaning Monthly Rate	\$ 148.30	12	\$ 1,779.57
D. Periodical Quarterly Cleaning Monthly Rate	\$ 89.25	4	\$ 357.00
E. Periodical Semi-Annual Cleaning Monthly Rate	\$ 148.30	2	\$ 296.60
			\$ 48,502.20

TERM 3 (7/01/18-6/30/19)			
DESCRIPTION	UNIT PRICE	FQY	TOTAL
A. Daily Cleaning/Monthly Rate	\$ 3,358.87	12	\$ 40,306.44
B. Weekly Cleaning/Monthly Rate	\$ 480.22	12	\$ 5,762.59
C. Periodical Cleaning Monthly Rate	\$ 148.30	12	\$ 1,779.57
D. Periodical Quarterly Cleaning Monthly Rate	\$ 89.25	4	\$ 357.00
E. Periodical Semi-Annual Cleaning Monthly Rate	\$ 148.30	2	\$ 296.60
			\$ 48,502.20

TERM 5 (7/01/20-6/30/21)			
DESCRIPTION	UNIT PRICE	FQY	TOTAL
A. Daily Cleaning/Monthly Rate	\$ 3,358.87	12	\$ 40,306.44
B. Weekly Cleaning/Monthly Rate	\$ 480.22	12	\$ 5,762.59
C. Periodical Cleaning Monthly Rate	\$ 148.30	12	\$ 1,779.57
D. Periodical Quarterly Cleaning Monthly Rate	\$ 89.25	4	\$ 357.00
E. Periodical Semi-Annual Cleaning Monthly Rate	\$ 148.30	2	\$ 296.60
			\$ 48,502.20



**NMS Management, Inc.**  
**155 W 35th Street Suite A**  
**National City, CA 91950**  
**Tel (619) 425-044\* Fax (619) 425-2432**

# Estimate

Date	Estimate #
7/21/2016	05-004

Name / Address
General Services Department Attn: Invoice Processing Center 1400 Tidelands Avenue National City, CA 91950

Possible Service Date	Contact Name	Contact Phone Number	Task Authorization #
July 13, 2016	Amy Trigi	(619) 686-6459	

Qty	Item	Location	Rate	Total
1	Labor	Labor Rate-July 31, 2016 Full Service, Daily Weekly, Monthly	23.88	23.88
1	Supplies and Ma...	Supplies and Material	30.00	30.00

*If this estimate is accepted, please schedule  
service with NMS Manager*

<b>Subtotal</b>	\$389.16
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$389.16





**NMS Management, Inc.**  
**155 W 35th Street Suite A**  
**National City, CA 91950**  
**Tel (619) 425-044\* Fax (619) 425-2432**

# Estimate

Date	Estimate #
7/21/2016	05-004

Name / Address
General Services Department Attn: Invoice Processing Center 1400 Tidelands Avenue National City, CA 91950

Possible Service Date	Contact Name	Contact Phone Number	Task Authorization #
July 13, 2016	Amy Trigi	(619) 686-6459	

Qty	Item	Location	Rate	Total
		TASK AUTHORIZATION REQUEST FOR: Janitorial Services Labor and Materials at Location Harbor Police Headquarters-New Investigations Building		
0.34	Labor	Labor Rate-July 13, 2016 Policing	23.88	8.12
0.34	Labor	Labor Rate-July 14, 2016 Policing	23.88	8.12
0.34	Labor	Labor Rate-July 15, 2016 Policing	23.88	8.12
0.34	Labor	Labor Rate-July 16, 2016 Policing	23.88	8.12
0.34	Labor	Labor Rate-July 17, 2016 Policing	23.88	8.12
0.34	Labor	Labor Rate-July 18, 2016 Policing	23.88	8.12
1	Labor	Labor Rate-July 19, 2016 Full Service, Daily Weekly, Monthly	23.88	23.88
1	Labor	Labor Rate-July 20, 2016 Full Service, Daily Weekly, Monthly	23.88	23.88
1	Labor	Labor Rate-July 21, 2016 Full Service, Daily Weekly, Monthly	23.88	23.88
1	Labor	Labor Rate-July 22, 2016 Full Service, Daily Weekly, Monthly	23.88	23.88
1	Labor	Labor Rate-July 23, 2016 Full Service, Daily Weekly, Monthly	23.88	23.88
1	Labor	Labor Rate-July 24, 2016 Full Service, Daily Weekly, Monthly	23.88	23.88
1	Labor	Labor Rate-July 25, 2016 Full Service, Daily Weekly, Monthly	23.88	23.88
1	Labor	Labor Rate-July 26, 2016 Full Service, Daily Weekly, Monthly	23.88	23.88
1	Labor	Labor Rate-July 27, 2016 Full Service, Daily Weekly, Monthly	23.88	23.88
1	Labor	Labor Rate-July 28, 2016 Full Service, Daily Weekly, Monthly	23.88	23.88
1	Labor	Labor Rate-July 29, 2016 Full Service, Daily Weekly, Monthly	23.88	23.88
1	Labor	Labor Rate-July 30, 2016 Full Service, Daily Weekly, Monthly	23.88	23.88

*If this estimate is accepted, please schedule  
service with NMS Manager*

**Subtotal**

**Sales Tax (0.0%)**

**Total**

**GENERAL SERVICES DEPARTMENT**

San Diego Unified Port District

1400 Tidelands Ave

National City, CA 91950

(619) 686-6321

Fax (619) 531-7983

**TASK AUTHORIZATION NO. 01-03**

Revision No. 01

**REFERENCE  
COPY**

October 12, 2016

David S. Guaderrama  
President  
NMS Management, Inc.  
155 W. 35th St., Suite A  
National City, CA 91950  
619-425-0440  
nmsmanagement@msn.com

**64943**

**Subject: Task Authorization for Agreement No. 4600000812**  
Janitorial Services

(62-2016PH)

This Task Authorization Revision is to revise the scope, service dates and cost. You are authorized to proceed with the work described in this correspondence, in an amount not to exceed **\$1,852.88**. This Task Authorization is in accordance with the terms of the subject agreement. **Please cite TA #01-03 Rev.01** on invoice(s) for this Task.

**TASK DESCRIPTION**

1.	Requestor:	Amy Tigri	4.	WO Number:	4063091
2.	Date of Request:	10/11/16	5.	Start Date/End Date:	7/13/16-10/31/16
3.	Task Budget:	<b>\$1,852.88</b>			
6.	<b>Task Title:</b> HPHQ Additional Areas				
7.	<b>Scope of Services:</b>  From July 13th through July 18th, "police" the new Investigations Building at Harbor Police Headquarters. Includes spot cleaning, as well as trash and recycling collection.  From July 19th through July 31st, perform full janitorial services at the Investigations Building.  From August 1st through October 31 <sup>st</sup> , perform full janitorial services at the Investigations Building (referred to as New Investigation Unit Trailer in proposal) and the Storage Annex Restroom.				

Req. 30275 02:1120930

**ORIGINAL**



See attachments for proposal and cost breakdowns.

**July 2016 Cost: \$389.16**

**August – October 2016 Cost:**

HPHQ New Investigation Trailer

Line Item A – Unit Cost: \$388.80

Line Item B – Unit Cost: \$ 56.16

Line Item C – Unit Cost: \$ 17.28

HPHQ Storage Annex Restroom

Line Item A – Unit Cost: \$ 18.00

Line Item B – Unit Cost: \$ 2.60

Line Item C – Unit Cost: \$ .80

Total Monthly Cost: \$483.64 x 3 months = **\$1,450.92**

October Quarterly Cleaning for both locations: **\$12.80**

**Total Cost: \$1,852.88**

POC: Amy Tigri 619.346.1325

**NOT TO EXCEED: TOTAL \$1,852.88**

**APPROVALS**

**APPROVED:** ☒ YES ☐ NO

Name: Amy Tigri 

Title: Management Analyst

Date: 10.12.16

**APPROVED:** ☒ YES ☐ NO

Name: Pete Cruz 

Title: Acting Assistant Director

Date: 10.12.16

**DIRECTOR APPROVAL:**

Signature: 

Name: Marco J. Comarte

Title: General Services Department Director

Date: 10/12/16

**ORIGINAL**

Contract	C.Its	Vendor	Name	Short Text	Acct. Assn.	Doc. Date	VF Start	VPer End	Del. Date	Tgt. Val	Released	PO Value	Total Inv	Balance	PCT Exp
4600000812	00001	5307812	NMS MANAGEMENT INC	TERM 1: Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2016	512,458.85	512,458.85	512,458.85	157,491.44	354,967.41	30.73
* 4600000812	00001		NMS MANAGEMENT INC							512,458.85	512,458.85				
4600000812	00002	5307812	NMS MANAGEMENT INC	TERM 1: As-Needed	000004055449	05/04/2016	06/05/2016	06/30/2019	09/12/2016	12,000.00	8,502.64	8,502.64	7,909.42	4,090.58	65.91
* 4600000812	00002		NMS MANAGEMENT INC							12,000.00	8,502.64				
4600000812	00003	5307812	NMS MANAGEMENT INC	TERM 2: Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2018	520,831.62	520,831.62	520,831.62	0.00	520,831.62	0.00
* 4600000812	00003		NMS MANAGEMENT INC							520,831.62	520,831.62				
4600000812	00004	5307812	NMS MANAGEMENT INC	TERM 2: As-Needed	000004055449	05/04/2016	06/05/2016	06/30/2019		12,000.00	0.00	0.00	0.00	12,000.00	0.00
* 4600000812	00004		NMS MANAGEMENT INC							12,000.00	0.00				
4600000812	00005	5307812	NMS MANAGEMENT INC	TERM 3: Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2019	466,444.16	466,444.16	466,444.16	0.00	466,444.16	0.00
* 4600000812	00005		NMS MANAGEMENT INC							466,444.16	466,444.16				
4600000812	00006	5307812	NMS MANAGEMENT INC	TERM 3: As-Needed	000004055449	05/04/2016	06/05/2016	06/30/2019		12,000.00	0.00	0.00	0.00	12,000.00	0.00
* 4600000812	00006		NMS MANAGEMENT INC							12,000.00	0.00				
4600000812	00007	5307812	NMS MANAGEMENT INC	TERM 4: Optional Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2020	466,444.16	466,444.16	466,444.16	0.00	466,444.16	0.00
* 4600000812	00007		NMS MANAGEMENT INC							466,444.16	466,444.16				
4600000812	00008	5307812	NMS MANAGEMENT INC	TERM 4: Optional As-Needed	000004055449	05/04/2016	06/05/2016	06/30/2019		12,000.00	0.00	0.00	0.00	12,000.00	0.00
* 4600000812	00008		NMS MANAGEMENT INC							12,000.00	0.00				
4600000812	00009	5307812	NMS MANAGEMENT INC	TERM 5: Optional Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2021	466,444.16	466,444.16	466,444.16	0.00	466,444.16	0.00
* 4600000812	00009		NMS MANAGEMENT INC							466,444.16	466,444.16				
4600000812	00010	5307812	NMS MANAGEMENT INC	TERM 5: Optional As-Needed	000004055449	05/04/2016	06/05/2016	06/30/2019		12,000.00	0.00	0.00	0.00	12,000.00	0.00
* 4600000812	00010		NMS MANAGEMENT INC							12,000.00	0.00				
** 4600000812			NMS MANAGEMENT INC							2,492,622.95	2,441,125.59				
***										2,492,622.95	2,441,125.59				

(3)



**GENERAL SERVICES DEPARTMENT**  
 San Diego Unified Port District  
 1400 Tidelands Ave  
 National City, CA 91950  
 (619) 686-6321  
 Fax (619) 531-7983

### TASK AUTHORIZATION NO. 01-04

August 19, 2016

**REFERENCE  
COPY**

**64943**

David S. Guaderrama  
 President  
 NMS Management, Inc.  
 155 W. 35th St., Suite A  
 National City, CA 91950  
 619-425-0440  
 nmsmanagement@msn.com

**Subject: Task Authorization for Agreement No. 4600000812 (62-2016RH)**  
 Janitorial Services

You are authorized to proceed with the work described in this correspondence, in an amount not to exceed **\$125.52**. This Task Authorization is in accordance with the terms of the subject agreement. **Please cite TA #01-04** on invoice(s) for this Task.

#### TASK DESCRIPTION

1.	Requestor:	Amy Tigri	4.	WO Number:	4062385				
2.	Date of Request:	8/19/16	5.	Start Date/End Date:	8/12/16-8/12/16				
3.	Task Budget:	<b>\$125.52</b>							
6. <b>Task Title:</b> ANX Carpet Cleaning									
7. <b>Scope of Services:</b>									
<p>On Friday, August 12<sup>th</sup>, clean 545 square feet of carpet at the Administration Building, in three offices in the Port Learning Center in the Annex.</p> <p>4 hours x \$23.88/hr. = \$95.52</p> <p>Supplies &amp; Materials = \$30.00</p> <table border="1" data-bbox="409 1770 1263 1853"> <thead> <tr> <th>Location</th> <th>Square Footage</th> </tr> </thead> <tbody> <tr> <td>ANX</td> <td>545sf</td> </tr> </tbody> </table>						Location	Square Footage	ANX	545sf
Location	Square Footage								
ANX	545sf								

**ORIGINAL**

Task Authorization to be signed after date of service due to urgent service request.

POC: Amy Tigri 619.346.1325

NOT TO EXCEED: TOTAL \$125.52

### APPROVALS

APPROVED: ☒ YES ☐ NO

Name: Amy Tigri

Title: Management Analyst

Date: 8/19/16

APPROVED: ☒ YES ☐ NO

Name: Pete Cruz

Title: Acting Assistant Director

Date: 8/19/16

### DIRECTOR APPROVAL:

Signature: 

Name: Marco J. Cronmartie

Title: General Services Department Director

Date: 8/22/16

**ORIGINAL**



Contract	C-ICA	Vendor	Name	Short Text	Acct. Ansn	Doc. Date	Val. Start	Per. End	Del. Date	Tgt. Val.	Released	PO Value	Total Inv	Balance	PCT Exp
4600000637	00001	5301283...	ALLIED WASTE SYSTEMS INC	TERM 1: Solid Waste & Recycling	000004046311	01/13/2015	01/01/2015	06/30/2018	06/30/2015	34,580.74	34,580.74	34,580.74	34,580.74	0.00	100.00
* 4600000637	00001	5301283...	ALLIED WASTE SYSTEMS INC							34,580.74	34,580.74				
4600000637	00002	5301283...	ALLIED WASTE SYSTEMS INC	TERM 2: Solid Waste & Recycling	000004046311	01/13/2015	01/01/2015	06/30/2018	06/30/2016	66,561.48	66,561.48	66,561.48	54,528.51	12,032.97	81.92
* 4600000637	00002	5301283...	ALLIED WASTE SYSTEMS INC							66,561.48	66,561.48				
4600000637	00003	5301283...	ALLIED WASTE SYSTEMS INC	TERM 3: Solid Waste & Recycling	000004046311	01/13/2015	01/01/2015	06/30/2018	06/30/2017	68,558.52	68,558.52	68,558.52	0.00	68,558.52	0.00
* 4600000637	00003	5301283...	ALLIED WASTE SYSTEMS INC							68,558.52	68,558.52				
4600000637	00004	5301283...	ALLIED WASTE SYSTEMS INC	TERM 4: Solid Waste & Recycling	000004046311	01/13/2015	01/01/2015	06/30/2018	06/30/2018	70,615.20	70,615.20	70,615.20	0.00	70,615.20	0.00
* 4600000637	00004	5301283...	ALLIED WASTE SYSTEMS INC							70,615.20	70,615.20				
4600000637	00005	5301283...	ALLIED WASTE SYSTEMS INC	TERM 1: As-Needed Solid Waste	000004046311	01/13/2015	01/01/2015	06/30/2018	03/31/2015	22,919.26	16,085.60	16,085.60	13,404.13	9,515.13	58.48
* 4600000637	00005	5301283...	ALLIED WASTE SYSTEMS INC							22,919.26	16,085.60				
4600000637	00006	5301283...	ALLIED WASTE SYSTEMS INC	TERM 2: As-Needed Solid Waste	000004046311	01/13/2015	01/01/2015	06/30/2018	11/30/2015	68,438.52	62,198.82	62,198.82	36,844.18	31,594.34	53.84
* 4600000637	00006	5301283...	ALLIED WASTE SYSTEMS INC							68,438.52	62,198.82				
4600000637	00007	5301283...	ALLIED WASTE SYSTEMS INC	TERM 3: As-Needed Solid Waste	000004046311	01/13/2015	01/01/2015	06/30/2018	09/30/2016	73,941.48	21,728.91	21,728.91	0.00	73,941.48	0.00
* 4600000637	00007	5301283...	ALLIED WASTE SYSTEMS INC							73,941.48	21,728.91				
4600000637	00008	5301283...	ALLIED WASTE SYSTEMS INC	TERM 4: As-Needed Solid Waste	000004046311	01/13/2015	01/01/2015	06/30/2018		71,884.80	0.00	0.00	0.00	71,884.80	0.00
* 4600000637	00008	5301283...	ALLIED WASTE SYSTEMS INC							71,884.80	0.00				
** 4600000637			ALLIED WASTE SYSTEMS INC							477,500.00	340,329.27				
***										477,500.00	340,329.27				

Purchase Order No.: 4600000637; FA # 01-04

ORIGINAL



(3)

**GENERAL SERVICES DEPARTMENT**

San Diego Unified Port District

1400 Tidelands Ave

National City, CA 91950

(619) 686-6321

Fax (619) 531-7983

**TASK AUTHORIZATION NO. 01-05****REFERENCE****COPY****64943**

September 12, 2016

David S. Guaderrama  
President  
NMS Management, Inc.  
155 W. 35th St., Suite A  
National City, CA 91950  
619-425-0440  
[nmsmanagement@msn.com](mailto:nmsmanagement@msn.com)

**Subject: Task Authorization for Agreement No. 4600000812**  
Janitorial Services

(62-2016RH)

You are authorized to proceed with the work described in this correspondence, in an amount not to exceed **\$109.58**. This Task Authorization is in accordance with the terms of the subject agreement. **Please cite TA #01-05** on invoice(s) for this Task.

**TASK DESCRIPTION**

1.	Requestor:	Amy Tigri	4.	WO Number:	4064015				
2.	Date of Request:	9/12/16	5.	Start Date/End Date:	9/12/16-9/12/16				
3.	Task Budget:	<b>\$109.58</b>							
6.	<b>Task Title: HH2 Carpet Cleaning</b>								
7.	<b>Scope of Services:</b> On Tuesday, September 12 <sup>th</sup> , clean carpet in Office # 663 at Tenth Avenue Marine Terminal, Head House 2.  3.5 hours x \$23.88/hr = \$83.58  Supplies & Materials: \$26.00  <table border="1" data-bbox="321 1686 1170 1770"> <thead> <tr> <th>Location</th> <th>Square Footage</th> </tr> </thead> <tbody> <tr> <td>HH2 #663</td> <td>475sf</td> </tr> </tbody> </table> Task Authorization to be signed after date of service, due to urgent service request.					Location	Square Footage	HH2 #663	475sf
Location	Square Footage								
HH2 #663	475sf								

**ORIGINAL**

Req. 38409 02:114388

POC: Amy Tigri 619.346.1325

NOT TO EXCEED: TOTAL \$109.58

**APPROVALS**APPROVED: ☒ YES ☐ NO

Name: Amy Tigri

Title: Management Analyst *Amy Tigri*

Date: 9.13.16

APPROVED: ☒ YES ☐ NOName: Pete Cruz *Pete Cruz*

Title: Acting Assistant Director

Date: 9/13/16

**DIRECTOR APPROVAL:**Signature: *Marco J. Cromartie*

Name: Marco J. Cromartie

Title: General Services Department Director

Date: 9/13/16

**ORIGINAL**

Contract	C-ILS	Vendor	Name	Short Text	Acct. Assn.	Doc. Date	VP Start	VPer End	Del. Date	Tgt. Val.	Released	PO Value	Total Inv	Balance	PCT Exp
4600000812	00001	5307812	NMS MANAGEMENT INC	TERM 1: Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2016	512,458.85	512,458.85	512,458.85	102,222.88	410,235.97	19.95
* 4600000812	00001		NMS MANAGEMENT INC							512,458.85	512,458.85				
4600000812	00002	5307812	NMS MANAGEMENT INC	TERM 1: As-Needed	000004055449	05/04/2016	06/05/2016	06/30/2019	09/30/2016	12,000.00	7,764.02	7,764.02	6,796.74	5,203.26	56.64
* 4600000812	00002		NMS MANAGEMENT INC							12,000.00	7,764.02				
4600000812	00003	5307812	NMS MANAGEMENT INC	TERM 2: Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2018	520,831.62	520,831.62	520,831.62	0.00	520,831.62	0.00
* 4600000812	00003		NMS MANAGEMENT INC							520,831.62	520,831.62				
4600000812	00004	5307812	NMS MANAGEMENT INC	TERM 2: As-Needed	000004055449	05/04/2016	06/05/2016	06/30/2019		12,000.00	0.00	0.00	0.00	12,000.00	0.00
* 4600000812	00004		NMS MANAGEMENT INC							12,000.00	0.00				
4600000812	00005	5307812	NMS MANAGEMENT INC	TERM 3: Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2019	466,444.16	466,444.16	466,444.16	0.00	466,444.16	0.00
* 4600000812	00005		NMS MANAGEMENT INC							466,444.16	466,444.16				
4600000812	00006	5307812	NMS MANAGEMENT INC	TERM 3: As-Needed	000004055449	05/04/2016	06/05/2016	06/30/2019		12,000.00	0.00	0.00	0.00	12,000.00	0.00
* 4600000812	00006		NMS MANAGEMENT INC							12,000.00	0.00				
4600000812	00007	5307812	NMS MANAGEMENT INC	TERM 4: Optional Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2020	466,444.16	466,444.16	466,444.16	0.00	466,444.16	0.00
* 4600000812	00007		NMS MANAGEMENT INC							466,444.16	466,444.16				
4600000812	00008	5307812	NMS MANAGEMENT INC	TERM 4: Optional As-Needed	000004055449	05/04/2016	06/05/2016	06/30/2019		12,000.00	0.00	0.00	0.00	12,000.00	0.00
* 4600000812	00008		NMS MANAGEMENT INC							12,000.00	0.00				
4600000812	00009	5307812	NMS MANAGEMENT INC	TERM 5: Optional Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2021	466,444.16	466,444.16	466,444.16	0.00	466,444.16	0.00
* 4600000812	00009		NMS MANAGEMENT INC							466,444.16	466,444.16				
4600000812	00010	5307812	NMS MANAGEMENT INC	TERM 5: Optional As-Needed	000004055449	05/04/2016	06/05/2016	06/30/2019		12,000.00	0.00	0.00	0.00	12,000.00	0.00
* 4600000812	00010		NMS MANAGEMENT INC							12,000.00	0.00				
** 4600000812			NMS MANAGEMENT INC							2,492,622.95	2,440,386.97				
***										2,492,622.95	2,440,386.97				

(3)

**GENERAL SERVICES DEPARTMENT**

San Diego Unified Port District

1400 Tidelands Ave

National City, CA 91950

(619) 686-6321

Fax (619) 531-7983

**TASK AUTHORIZATION NO. 01-06**

November 16, 2016

**REFERENCE  
COPY****64943**

David S. Guaderrama  
President  
NMS Management, Inc.  
155 W. 35th St., Suite A  
National City, CA 91950  
619-425-0440  
[nmsmanagement@msn.com](mailto:nmsmanagement@msn.com)

**Subject:** Task Authorization for Agreement No. 4600000812 (62-2016RH)  
Janitorial Services

You are authorized to proceed with the work described in this correspondence, in an amount not to exceed **\$518.78**. This Task Authorization is in accordance with the terms of the subject agreement. **Please cite TA #01-06** on invoice(s) for this Task.

**TASK DESCRIPTION**

1.	Requestor:	Amy Tigri	4.	WO Number:	4065766												
2.	Date of Request:	11/16/16	5.	Start Date/End Date:	11/18/16-11/18/16												
3.	Task Budget:	<b>\$518.78</b>															
6.	<b>Task Title:</b> VARLOC Carpet Cleaning																
7.	<b>Scope of Services:</b> <p>On Friday, November 18<sup>th</sup>, clean 422sf of carpet in the Commissioner Services office on the first floor of the Administration Building.</p> <p>Clean 5,000sf of carpet in the IT Department offices and cubicles in the Annex.</p> <p>Administration Building, Commissioner Services:</p> <table border="1"> <tr> <td>Labor</td> <td>422 square feet</td> <td>\$23.88 per hour</td> <td>\$59.70</td> </tr> <tr> <td>Supplies &amp; Materials</td> <td>-</td> <td>\$25.00</td> <td>\$25.00</td> </tr> <tr> <td colspan="3">ADM1 Total:</td> <td>\$84.70</td> </tr> </table>					Labor	422 square feet	\$23.88 per hour	\$59.70	Supplies & Materials	-	\$25.00	\$25.00	ADM1 Total:			\$84.70
Labor	422 square feet	\$23.88 per hour	\$59.70														
Supplies & Materials	-	\$25.00	\$25.00														
ADM1 Total:			\$84.70														

**ORIGINAL**

Req. 38841 D2:1129306

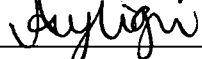
## Annex, IT Department

Labor	5,000 square feet	\$23.88 per hour	\$382.08
Supplies & Materials	-	\$52.00	\$52.00
ANX Total:			\$434.08

**Total Cost: \$518.78**

POC: Amy Tigri 619.346.1325


**NOT TO EXCEED: TOTAL \$518.78****APPROVALS****APPROVED:** ☒ YES ☐ NO

Name: Amy Tigri 

Title: Management Analyst

Date: 11-16-16


**APPROVED:** ☒ YES ☐ NO

Name: Paige Scott 

Title: Assistant Director

Date: 11/17/16

**DIRECTOR APPROVAL:**

Signature: 

Name: Marco J. Cromartie

Title: General Services Department Director

Date: 11/17/16

**ORIGINAL**



Contract	C-Its	Vendor	Name	Short Text	Acct. Assn.	Doc. Date	Val. Start	VPer. End	Del. Date	Tgt. Val.	Released	PCT Rel	Open	PO Value	Total Inv	PCT Exp	Balance
4600000812	00001	5307812...	NMS MANAGEMENT INC	TERM 1: Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2016	512,458.85	512,458.85	100.00	0.00	512,458.85	248,792.09	48.55	263,666.76
4600000812	00002	5307812...	NMS MANAGEMENT INC	TERM 1: As-Needed	000004055449	05/04/2016	06/05/2016	06/30/2019	09/12/2016	12,000.00	8,999.08	74.99	3,000.92	8,999.08	8,888.00	74.07	3,112.00
4600000812	00003	5307812...	NMS MANAGEMENT INC	TERM 2: Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2018	520,831.62	520,831.62	100.00	0.00	520,831.62	0.00	0.00	520,831.62
4600000812	00004	5307812...	NMS MANAGEMENT INC	TERM 2: As-Needed	000004055449	05/04/2016	06/05/2016	06/30/2019		12,000.00	0.00	0.00	12,000.00	0.00	0.00	12,000.00	
4600000812	00005	5307812...	NMS MANAGEMENT INC	TERM 3: Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2019	466,444.16	466,444.16	100.00	0.00	466,444.16	0.00	0.00	466,444.16
4600000812	00006	5307812...	NMS MANAGEMENT INC	TERM 3: As-Needed	000004055449	05/04/2016	06/05/2016	06/30/2019		12,000.00	0.00	0.00	12,000.00	0.00	0.00	12,000.00	
4600000812	00007	5307812...	NMS MANAGEMENT INC	TERM 4: Optional Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2020	466,444.16	466,444.16	100.00	0.00	466,444.16	0.00	0.00	466,444.16
4600000812	00008	5307812...	NMS MANAGEMENT INC	TERM 4: Optional As-Needed	000004055449	05/04/2016	06/05/2016	06/30/2019		12,000.00	0.00	0.00	12,000.00	0.00	0.00	12,000.00	
4600000812	00009	5307812...	NMS MANAGEMENT INC	TERM 5: Optional Janitorial SVCS	000004055449	05/04/2016	06/05/2016	06/30/2019	06/30/2021	466,444.16	466,444.16	100.00	0.00	466,444.16	0.00	0.00	466,444.16
4600000812	00010	5307812...	NMS MANAGEMENT INC	TERM 5: Optional As-Needed	000004055449	05/04/2016	06/05/2016	06/30/2019		12,000.00	0.00	0.00	12,000.00	0.00	0.00	12,000.00	

64943

(3)



**GENERAL SERVICES DEPARTMENT**  
San Diego Unified Port District  
1400 Tidelands Ave  
National City, CA 91950  
(619) 686-6321  
Fax (619) 531-7983

**TASK AUTHORIZATION NO. 01-06**  
Revision No.01

November 21, 2016

David S. Guaderrama  
President  
NMS Management, Inc.  
155 W. 35th St., Suite A  
National City, CA 91950  
619-425-0440  
[nmsmanagement@msn.com](mailto:nmsmanagement@msn.com)

**Subject: Task Authorization for Agreement No. 4600000812 (62-2016R4)**  
Janitorial Services

This Task Authorization is being revised to reflect changes made to the scope of services and the end date. You are authorized to proceed with the work described in this correspondence, in an amount not to exceed **\$518.78**. This Task Authorization is in accordance with the terms of the subject agreement. **Please cite TA #01-06 Rev.01 on invoice(s) for this Task.**

**TASK DESCRIPTION**

1.	Requestor:	Amy Tigri	4.	WO Number:	4065766												
2.	Date of Request:	11/21/16	5.	Start Date/End Date:	11/18/16-12/02/16												
3.	Task Budget:	<b>\$518.78</b>															
6.	<b>Task Title: VARLOC Carpet Cleaning</b>																
7.	<b>Scope of Services:</b> On Friday, November 18 <sup>th</sup> Clean 5,000sf of carpet in the IT Department offices and cubicles in the Annex. On Friday, December 2 <sup>nd</sup> , clean 422sf of carpet in the Commissioner Services office on the first floor of the Administration Building.  Annex, IT Department																
<table border="1"> <tr> <td>Labor</td> <td>5,000 square feet</td> <td>\$23.88 per hour</td> <td>\$382.08</td> </tr> <tr> <td>Supplies &amp; Materials</td> <td>-</td> <td>\$52.00</td> <td>\$52.00</td> </tr> <tr> <td colspan="3">ANX Total:</td> <td>\$434.08</td> </tr> </table>						Labor	5,000 square feet	\$23.88 per hour	\$382.08	Supplies & Materials	-	\$52.00	\$52.00	ANX Total:			\$434.08
Labor	5,000 square feet	\$23.88 per hour	\$382.08														
Supplies & Materials	-	\$52.00	\$52.00														
ANX Total:			\$434.08														

**ORIGINAL**

Req. 38841 D2:1130762

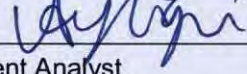


## Administration Building, Commissioner Services:

Labor	422 square feet	\$23.88 per hour	\$59.70
Supplies & Materials	-	\$25.00	\$25.00
ADM1 Total:			\$84.70

POC: Amy Tigri 619.346.1325

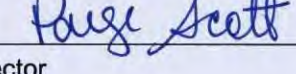
**NOT TO EXCEED: TOTAL \$518.78****APPROVALS****APPROVED:** ☒ YES ☐ NO

Name: Amy Tigri 

Title: Management Analyst

Date: 11-21-16

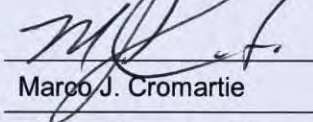
**APPROVED:** ☒ YES ☐ NO

Name: Paige Scott 

Title: Assistant Director

Date: 11/21/16

**DIRECTOR APPROVAL**

Signature: 

Name: Marco J. Cromartie

Title: General Services Department Director

Date: 11/22/16

**ORIGINAL**

Contract	C. Its	Name	Short Text	Acct. Assn.	VP Start	VPer End	Del. Date	PO Value	Total Inv	Balance	PCT Exp
4600000812	00001	NMS MANAGEMENT INC	TERM 1: Janitorial SVCS	000004055449	06/05/2016	06/30/2019	06/30/2016	512,458.85	248,792.09	263,666.76	48.55
4600000812	00002	NMS MANAGEMENT INC	TERM 1: As-Needed	000004055449	06/05/2016	06/30/2019	09/12/2016	8,999.08	8,888.00	3,112.00	74.07
4600000812	00003	NMS MANAGEMENT INC	TERM 2: Janitorial SVCS	000004055449	06/05/2016	06/30/2019	06/30/2018	520,831.62	0.00	520,831.62	0.00
4600000812	00004	NMS MANAGEMENT INC	TERM 2: As-Needed	000004055449	06/05/2016	06/30/2019		0.00	0.00	12,000.00	0.00
4600000812	00005	NMS MANAGEMENT INC	TERM 3: Janitorial SVCS	000004055449	06/05/2016	06/30/2019	06/30/2019	466,444.16	0.00	466,444.16	0.00
4600000812	00006	NMS MANAGEMENT INC	TERM 3: As-Needed	000004055449	06/05/2016	06/30/2019		0.00	0.00	12,000.00	0.00
4600000812	00007	NMS MANAGEMENT INC	TERM 4: Optional Janitorial SVCS	000004055449	06/05/2016	06/30/2019	06/30/2020	466,444.16	0.00	466,444.16	0.00
4600000812	00008	NMS MANAGEMENT INC	TERM 4: Optional As-Needed	000004055449	06/05/2016	06/30/2019		0.00	0.00	12,000.00	0.00
4600000812	00009	NMS MANAGEMENT INC	TERM 5: Optional Janitorial SVCS	000004055449	06/05/2016	06/30/2019	06/30/2021	466,444.16	0.00	466,444.16	0.00
4600000812	00010	NMS MANAGEMENT INC	TERM 5: Optional As-Needed	000004055449	06/05/2016	06/30/2019		0.00	0.00	12,000.00	0.00