



**Notice to Prospective Bidders
Baldwin Park Janitorial Services
Request for Quote (RFQ) #A261017467
SB OPTION**

July 17, 2026

As a State of California certified Small Business (SB) you are invited to review and respond to this contracting opportunity for **Baldwin Park Janitorial Services**, offered by Cal OES. Government Code Section 14838.5 allows state agencies to contract with California certified SBs or DVBEs for goods, services and information technology for up to \$249,999.99 as long as the agency obtains price quotations from two or more certified SBs, including Micro-business (es) (MBs) or DVBEs with the condition that the contract award, if made, is to a California certified SB (MB) or DVBE.

Please find attached the sample contract for the services requested. The **mandatory** walk-through dates are identified in the below table. All questions arising from the walk-through must be submitted in writing to the Contract Analyst prior to July 29, 2026. Verbal information at walk-through will not be binding on the State unless such information is issued in writing as an addendum. Responses to questions will be provided to those who attended the mandatory walk-through by July 31, 2026.



EVENT	DATE
Release of RFQ	July 17, 2026
Walkthrough 13111 Brooks Drive, Suite L, Baldwin Park, CA 91706	July 28, 2026 at 10:00 AM (PT) Point of Contact: Tara Springer (916) 825-0014 tara.springer@caloes.ca.gov
Deadline for Submittal of Questions	July 29, 2026 at 4:00 PM (PT)
Cal OES Response to Submitted Questions	July 31, 2026
RFQ Due Date	August 4, 2026 at 4:00 PM (PT)
Term of the Agreement	September 1, 2026 or Upon DGS Approval – June 30, 2029

Please return Exhibit B-1, by: **July 29, 2026 at 4:00 P.M. (PT)**. A completed document sent via email is required to be sent to the Contract Analyst at the email below. Please ensure insurance requirements, if applicable, as identified in the sample contract are considered in your quote.

Please note: In order to award a contract, the apparent winning Contractor will need to complete the items below:

- Payee Data Record (STD 204), which can be viewed and downloaded at:
<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>
- Payee Data Record Supplement (STD 205), which can be viewed and downloaded at:
<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std205.pdf>
- Bidder Declaration (GSPD-05-105), which can be viewed and downloaded at:
<chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-106.pdf>



- Contractor Certification Clauses (CCC – 04/2017), which can be viewed and downloaded at:
<https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/CCC-042017.pdf?la=en&hash=4DE3E4DC414511AE378794200BA43EBF91C758EE>
- Darfur Contracting Act Certification (Pursuant to Darfur Contracting Act of 2008), which can be viewed and downloaded at:
<https://www.dgs.ca.gov/-/media/Divisions/PD/Acquisitions/Solicitation-Document-Attachments/Darfur-Contracting-Act.pdf>
- Certificate of Insurance and its endorsements as identified in Exhibit D of the attached sample contract.
- Documentation reflecting any other requirement, Contractors State License Board license, certificate, copy of business license, Seller's Permit, etc.

If there are any questions, please contact the Contract Analyst listed below. Call OES reserves the right to withdraw this contracting opportunity for any reason.

Carrie Koch, Contract Analyst
contractsunit@caloes.ca.gov

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

A261017467

PURCHASING AUTHORITY NUMBER (If Applicable)

GOES-0690

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

California Governor's Office of Emergency Services (CalOES)

CONTRACTOR NAME

TBD

2. The term of this Agreement is:

START DATE

July 1, 2026 or upon DGS approval, whichever is later

THROUGH END DATE

June 30, 2029

3. The maximum amount of this Agreement is:

TBD

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference a part of the agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	9
Exhibit B	Budget Detail and Payment Provisions	2
Exhibit B-1	Cost Sheet	2
Exhibit C *	General Terms and Conditions	1
Exhibit D	Additional Provisions	8

Items shown with an asterisk (), are hereby incorporated by reference and made a part of this agreement as if attached hereto.**These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>**IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.***CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether corporation, partnership, etc.)

TBD

CONTRACTOR BUSINESS ADDRESS

TBD

CITY

STATE

ZIP

PRINTED NAME OF PERSON SIGNING

TBD

TITLE

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

California Governor's Office of Emergency Services (CalOES)

CONTRACTING AGENCY ADDRESS

10391 Peter McCuen Blvd

CITY

Mather

STATE

CA

ZIP

95655

PRINTED NAME OF PERSON SIGNING

Mary Rucker

TITLE

Assistant Director, Administrative Services

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

EXHIBIT A
STATEMENT OF WORK (SOW)

BALDWIN PARK JANITORIAL SERVICES

1. OBJECTIVE

The California Governor's Office of Emergency Services, hereinafter referred to as "Cal OES" requires janitorial services, hereinafter referred to as "Contractor", to provide janitorial services as listed below at the Cal OES/Public Safety Communications (PSC) Area 9 shop located in Baldwin Park. The approximate square footage is 1,500 square feet of office space and shop/warehouse space located at:

13111 Brooks Drive, Suite L, Baldwin Park, CA 91706.

2. TERM/PERIOD OF PERFORMANCE

- A. The period of performance for the Agreement shall be July 1, 2026, or upon approval by the Department of General Services (DGS), whichever is later, through June 30, 2029.
- B. The Contractor shall not be authorized to deliver or commence the performance of services as described in this SOW until the Agreement has been approved. Any delivery or performance of service that is commenced prior to the approval of the Agreement shall be considered voluntary on the part of the Contractor and non-compensable.
- C. Consistent with the terms and conditions of the original solicitation, and upon mutual consent, Cal OES and the Contractor may execute written amendments to alter the method, price, or schedule of the work, subject to the limitations set forth by California Public Contract Code, section 100 et seq, and the California State Contracting Manual.

3. BUDGETED AMOUNT

The initial award of this Agreement shall not exceed \$TBD and there is no obligation on Cal OES' part to utilize the entire amount. Any increases in the budgeted amount will be at the rates evaluated and considered herein.

4. QUALIFICATIONS

- A. The Contractor shall be in good standing and currently hold any/all required licenses and permits to perform/conduct business in the State of California. The Contractor shall provide proof of licenses and identification when requested by Cal OES.

- B. The Contractor shall be bonded to protect the agency against theft or property damage caused by their employees.
- C. The Contractor shall have a minimum of three (3) years of corporate or industrial janitorial experience.

5. PROJECT TASKS AND DELIVERABLES

The Contractor must perform project tasks and/or deliverables including, but not limited to, the following:

A. WEEKLY SERVICES

- i. Furnish and replace all trash can liners each time the trash is emptied, ensuring all containers are clean, functional, and properly lined at all times. Dispose of all trash and debris to the designated dumpsters.
- ii. Clean, disinfect, and sanitize all restroom surfaces including but not limited to toilet bowls, toilet seats, bases, urinals, and washbasins using a germicidal solution. Surfaces shall remain free from stains, spots, and buildup.
- iii. Sweep and wet mop all restroom floors with a germicidal cleaner. Pour water or a germicidal solution into all floor drains to prevent sewer gas odors and maintain trap functionality.
- iv. Clean and sanitize janitorial utility sink/slop sinks to ensure a consistently fresh environment.
- v. Furnish and refill all restroom and breakroom dispensers, including but not limited to hand soap, paper towels, toilet tissue, sanitary napkins, sanitary napkin liners, and toilet seat covers.
- vi. Furnish, check, and maintain air fresheners in all restrooms to ensure a consistently fresh and pleasant environment.
- vii. Clean and polish all brightwork, including but not limited to, mirrors to remove mineral deposits and smudges.
- viii. Vacuum all carpeted areas, rugs, and mats (including entrance mats) to remove dust, dirt, and debris. Spot clean stains as necessary.
- ix. Sweep and dust-mop all hard surface floors (Vinyl Composition Tile [VCT], vinyl, tile) throughout the facility, including but not limited to the hallways, breakrooms, etc., to remove loose dirt and debris.
- x. Wet mop all hard surface floors using a neutral cleaner to ensure they are sanitary and streak-free.

- xi. Sweep all warehouse, storage, and concrete areas, ensuring they are free of dust, dirt, and debris.
- xii. Perform "low" dusting of all cleared surfaces, including but not limited to desks, chairs, table legs, file cabinets, shelves, baseboards, cart surfaces. (Janitorial staff shall **not** dust, touch, or move items on technician's workbenches).
- xiii. Clean and sanitize all "touchpoints" including but not limited to light switches, door handles, push plates, and panic bars to prevent cross-contamination.
- xiv. Clean all entrance doors, including but not limited to the glass and adjacent windows (interior and exterior), removing handprints and smudges.
- xv. Sweep the exterior front entrance area to remove dirt, leaves, and cobwebs.
- xvi. Wipe down breakroom counters including but not limited to sinks, and exterior of all appliances. Clean the interior and exterior of microwaves to prevent food buildup.

B. MONTHLY SERVICES

Monthly services must be performed once a month. The date of the monthly services needs to be **pre-scheduled** with the Contract Manager **before performance**, to ensure schedules are adjusted accordingly.

- i. Perform "high" dusting of all surfaces above shoulder height, including but not limited to tops of doorframes, cubicle walls, ceiling vents, fans, air conditioning diffusers, and/or light fixtures.
- ii. Replace all air fresheners in all restrooms at **minimum** once (1) a month to ensure a consistently fresh and pleasant environment.
- iii. Vacuum and wipe dust from surfaces including but not limited to window ledges, sills, blinds, mini-blinds, and shades.
- iv. Perform detail vacuuming of carpeted areas, including but not limited to edges, along baseboards, corners, under desks, tables, and behind furniture.
- v. Wash all facility windows thoroughly (interior **and** exterior) to ensure they are spot-free. Wash more frequently if needed to ensure a spot-free appearance.
- vi. Wipe down and dust all roll-up doors (interior **and** exterior) to remove accumulated dust and grime.
- vii. Wet mop all concrete floors in the warehouse and storage areas to remove adhered dirt and spills.

- viii. Vacuum and wipe down all vinyl and upholstered furniture.
- ix. Perform a machine scrub of all restroom floors to deep clean grout lines and remove buildup that regular mopping cannot reach.

C. SEMI-ANNUAL SERVICES

Semi-Annual Services must be performed every six (6) months. The date of the semi-annual services needs to be **pre-scheduled** with the Contract Manager **before performance**, to ensure schedules are adjusted accordingly.

- i. Shampoo all carpets and rugs throughout the facility using heavy-duty hot water extraction to remove deep-seated dirt and stains.
- ii. Strip, wax, and buff all VCT and vinyl flooring. **Critical:** Contractor **shall** use Anti-Static Wax in all radio maintenance, server, and technical work areas to prevent Electrostatic Discharge (ESD) damage to sensitive equipment. Standard wax is **prohibited** in these zones.

6. ACCEPTANCE OF SERVICES

Payment for services performed under this Agreement shall be in accordance with the Cost Sheet, Exhibit B-1. The approval process is outlined in the Performance Section of this SOW. Acceptance criteria shall consist of the following:

- A. The Contractor is responsible for obtaining approval from Cal OES Contract Manager before beginning any services.
- B. The Contractor shall meet all timelines and deliverable due dates as described herein.
- C. It shall be Cal OES' sole determination as to whether services have been successfully completed and are acceptable.
- D. The Contractor costs related to rework of unacceptable work products shall be costs of the Contractor and shall not be billed to Cal OES.

7. CONTRACTOR RESPONSIBILITIES

- A. This serves as a notice under Executive Order N-6-22 that as a contractor or grantee, compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the Executive Order and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of contracts or grants, as applicable.

- B. The Contractor shall provide all equipment and/or software necessary to perform the required duties outlined herein.
- C. The Contractor shall designate a primary contact person to whom all project communications may be addressed and who has the authority to act on all aspects of the services.
- D. If a Contractor employee is unable to perform due to illness, resignation, or other factors beyond the Contractor's control, the Contractor shall provide qualified and suitable substitute personnel.
- E. The Contractor personnel assigned to the tasks are considered consultants under California law. The Fair Political Practices Commission (FPPC) requires consultants that make or participate in governmental decisions comply with state financial disclosure rules and take ethics training. A consultant must file a Statement of Economic Interests (Form 700) within 30 days of assuming office. This form is for the Cal OES' internal use and should be maintained by the Cal OES in the same manner as the agency's conflict of interest code. For more information, refer to the FPPC website www.fppc.ca.gov and Regulation 18700.3 and 18734.
- F. All removed materials must be recycled where possible.
- G. The Contractor is to ensure that all existing surfaces and materials designated are to remain protected from damage. The Contractor will also be responsible for the conduct of his/her subcontractors and is solely responsible for repairs of any damaged Cal OES property.
- H. Unforeseen conditions shall be reported to the Cal OES Contract Manager **immediately** and will be evaluated on a case-by-case basis.
- I. **Services shall be performed on Tuesdays, starting promptly at 8:00 am** (excluding state holidays). A list of state holidays can be found via the following link:

<http://www.calhr.ca.gov/employees/Pages/state-holidays.aspx>
- J. In the event working hours and/or days need to be adjusted, the changes must be approved, **in writing**, by the Cal OES Contract Manager **prior** to the work taking place. Any unapproved hours of work will be considered performed at the Contractor's own expense.
- K. The Contractor must certify they have sufficient backup personnel to cover sick leave or vacations without interruption of services.

8. CAL OES RESPONSIBILITIES

- A. Cal OES shall designate a person to whom all Contractor communication will be addressed, and who has the authority to act on all aspects of the services. This person will review the SOW and associated documents with the Contractor to ensure understanding of the responsibilities of both parties.
- B. Cal OES shall provide access to department staff and management, offices, and operation areas, as required, to complete the tasks and activities defined under this Agreement.

9. PERFORMANCE

Cal OES will be the sole judge of the acceptability of all work performed and all work products produced by the Contractor as a result of this SOW. Should the work performed, or the products produced by the Contractor fail to meet Cal OES' conditions, requirements, specifications, guidelines, or other applicable standards, the following resolution process will be employed, except as superseded by other binding processes:

- A. Cal OES will notify the Contractor of any problems in writing within five (5) business days of identifying the problem.
- B. The Contractor must respond to Cal OES within five (5) business days after initial problem notification. The response shall include a corrective action plan and detailed explanation of how the Contractor plans to mitigate the issue.
 - i. Failure by the Contractor to respond to Cal OES' initial problem notification within the required time limit may result in immediate termination of the Contract.
- C. Cal OES will, within five (5) business days after receipt of the Contractor's corrective action plan, notify the Contractor in writing whether it accepts or rejects the plan.
 - i. If Cal OES rejects the corrective action plan, the Contractor will submit a revised plan within three (3) business days. Failure by the Contractor to respond to Cal OES's rejection notification may result in immediate termination of the Agreement.
- D. Upon receipt of the revised corrective action plan, Cal OES will notify the Contractor in writing whether it accepts or rejects the revised plan within three (3) business days.
 - i. Rejection of the revised corrective action plan will result in immediate termination of the Agreement.
- E. In the event of Agreement termination, Cal OES shall pay all amounts due to the Contractor for all work accepted prior to termination.

10. PROBLEM ESCALATION

The parties acknowledge and agree that certain technical and project related problems or issues may arise, and that such matters shall be brought to Cal OES' attention. There may be instances where the severity of the problem(s) justifies escalated reporting. To this extent, the Contractor will determine the level of severity and notify the appropriate Cal OES personnel. Cal OES personnel notified, and the time period taken to report the problem or issue shall be at a level commensurate with the severity of the problem or issue. The relevant Cal OES personnel include, but are not limited to, the following:

- | | |
|---------------|--|
| First level: | Manuel Artiaga, Supervisor I Real Estate Services
(916) 845-5174
Manuel.Artiaga@caloes.ca.gov |
| Second level: | Jay Jacobs, Supervisor II Real Estate Services
(916) 845-8182
Jay.Jacobs@caloes.ca.gov |
| Third level: | Robert Raffaelli, Branch Chief, Logistical Support
(916) 845-8587
Robert.Raffaelli@caloes.ca.gov |

11. TERMINATION OF AGREEMENT

Cal OES reserves the right to terminate this Agreement, subject to thirty (30) days written notice to the Contractor. In the event of termination, Cal OES shall pay all amounts due the Contractor for all services rendered and accepted prior to termination.

Additional conditions for termination include, but are not limited to, the following:

- A. This Agreement can be immediately terminated for cause. The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of the Agreement. In this instance, the Agreement termination shall be effective as of the date indicated on Cal OES' notification to the Contractor.
- B. This Agreement may be suspended or cancelled without notice, at the option of the Contractor, if the Contractor or Cal OES' premises or equipment are destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service, or in the event the Contractor is unable to render service as a result of any action by any governmental authority.
- C. Cal OES may terminate performance of work under this Agreement for its convenience in whole or, from time to time, in part, if Cal OES determines that a termination is in the State's interest.

- i. Cal OES shall terminate by delivering to the Contractor a Notice of Termination specifying the extent of termination and the effective date thereof. The parties agree that, as to the terminated portion of the Agreement, the Agreement shall be deemed to remain in effect until such time as the termination settlement, if any, is concluded and the Agreement shall not be void.
- ii. After receipt of a Notice of Termination, and except as directed by Cal OES, the Contractor shall immediately proceed with the following obligations, as applicable, regardless of any delay in determining or adjusting any amounts due under this clause. The Contractor shall:
 - a) Stop work as specified in the Notice of Termination.
 - b) Place no further subcontracts for materials, services, or facilities, except as necessary to complete the continued portion of the Contract.
 - c) Terminate all subcontracts to the extent they relate to the work terminated.
 - d) Settle all outstanding liabilities and termination settlement proposals arising from the termination of subcontracts; the approval or ratification of which will be final for purposes of this clause.
- D. The Contractor may submit a written request to terminate this Agreement only if Cal OES should substantially fail to perform its responsibilities as provided herein.
- E. This Agreement may be terminated at any time upon mutual written agreement between Cal OES and the Contractor.

12. SUBCONTRACTING PROVISIONS

- A. No Subcontracting is allowable under this Agreement.

13. AUTHORIZED REPRESENTATIVES

The authorized representatives during the term of this Agreement are identified in the tables below. Changes to the Authorized Representatives are allowed without contract amendment via written notice to the representatives identified below.

For service-related inquiries:

The California Governor's Office of Emergency Services		Contractor	
NAME:	Tara Springer, Analyst II	NAME:	TBD
ADDRESS:	630 Sequoia Pacific Blvd. Sacramento, CA 95811	ADDRESS:	
PHONE:	(916) 825-0014	PHONE:	
EMAIL:	Tara.springer@caloes.ca.gov	EMAIL:	

For Agreement administrative inquiries:

The California Governor's Office of Emergency Services		Contractor	
NAME:	Contract Analyst, Carrie Koch	NAME:	TBD
ADDRESS:	10391 Peter A McCuen Blvd Mather, CA 95655	ADDRESS:	
PHONE:	(916) 369-4258	PHONE:	
EMAIL:	carrie.koch@caloes.ca.gov	EMAIL:	

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. Payment for services performed under this Agreement shall be in accordance with the Cost Sheet, Exhibit B-1. It shall be Cal OES' sole determination as to whether a service has been successfully completed and is acceptable.
2. Invoices shall be submitted after services are rendered and shall include the following information:
 - A. Agreement No.
 - B. Contractor
 - C. Service
 - D. Itemized Cost
 - E. Invoice Date

Invoices shall be due and payable, and payment shall be made, only after Cal OES' Contract Manager's acceptance of services.

3. The Contractor's costs related to items such as travel and per diem shall be inclusive in the Cost Sheet, Exhibit B-1, and **will not be paid separately** as part of this Agreement.
4. Submit invoices to:

California Governor's Office of Emergency Services
Accounting Unit
APInvoices@caloes.ca.gov

5. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, Cal OES shall have no liability to pay any funds whatsoever to the Contractor or to furnish any other considerations under this Agreement and the Contractor shall not be obligated to perform any provisions of this Agreement.
6. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, Cal OES shall have the option to either cancel this Agreement with no liability occurring to Cal OES or offer an amendment to the Contractor to reflect the reduced amount.
7. All payments will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

8. Government Code Section 19134 requires contracts for janitorial, housekeeping services, custodians, food service workers, laundry workers, window cleaners, and security guards ("covered services") to include provisions for employee wages to be no less than 85% of the value of wages and benefits provided to state employees for performing similar duties.
9. "Employee benefits" means either 1) Basic health care, as identified in 10 CCR § 1300.67, dental, vision, holiday pay, vacation, and retirement (either through a purchased plan or self-insurance); 2) cash-in-lieu payments; or 3) a combination of actual benefits and cash-in-lieu payments.
 - A. Contractors must indicate on Exhibit B-1, Cost Sheet whether they will be providing the required benefits either through a purchase plan, or by self-insurance or making "in-lieu" payments to employees. Contractors choosing to offer employee benefits must provide evidence of coverage prior to commencement of work.
 - B. Contractor can meet the "Employee Benefits" and 85% wage requirement by:
 - a) Providing "employee benefits" and wages costing not less than 85% of the State of California's cost for employees doing similar work, OR
 - b) Cash payment in lieu of providing benefits, in an amount not less than 85% of the State of California's cost for employees doing similar work, OR
 - c) A combination of Employee Benefits for a State of California employee performing similar work, in addition to at least 85% of state wages.
 - C. Before execution of the contract, employers choosing to offer Employee Benefits shall provide the names of insurance providers and terms of the coverage.
 - D. Qualifying Contracts and documents relating to implementing Government Code 19134 may be audited by the contracting state agency, the Department of General Services, and the Bureau of State Audits.
 - E. Government Code 19134(e) provides that failure to provide Employee Benefits or Cash Payments to employees constitutes a "material breach" for any contract for personal services covered by that section. A breach can result in immediate contract termination by Cal OES.
10. Contractor acknowledges that failure to comply with the provisions of GC Section 19134 will be deemed a material breach of this Agreement, which could subject the Agreement to immediate termination at the Cal OES' sole option.

EXHIBIT B-1
COST SHEET

The Contractor shall provide all labor, materials, equipment, and every other item of expense, direct or indirect (including any applicable taxes), necessary to complete the services in accordance with the specifications described in the Statement of Work, Exhibit A, at the rates specified below. Cal OES makes no guarantee, expressed or implied, on the actual amount of services/hours that shall be required for this Agreement, and reserves the right to omit portions or quantities of work, as may be deemed necessary. Payment for service performed under this Agreement shall be for actual expenditures incurred. The rates referenced below shall be binding for the term of the Agreement.

Calculate total employee benefit per month using the GC Section 19134, Employee Benefit Blended Rate of \$15.51 per hour per janitor (Class Code 2011): [2026 Personal Services Contract Rates](#)

$$1. \frac{\$}{\text{Hourly Rate*}} \times \frac{\text{number of hours}}{\text{per month per janitor}} \times \frac{\text{number of}}{\text{janitors}} = \frac{\$}{\text{TOTAL BENEFIT PER MONTH}}$$

(\$15.51 minimum Benefits Blended Rate)

Plus

$$2. \frac{\$}{\text{Hourly Rate*}} \times \frac{\text{number of hours}}{\text{per month per janitor}} \times \frac{\text{number of}}{\text{janitors}} = \frac{\$}{\text{TOTAL LABOR PER MONTH}}$$

(\$16.31 minimum Janitorial Rate)

Plus

$$3. \text{ Total } \underline{\text{monthly}} \text{ Miscellaneous Expenses**} = \$$$

Equals

$$4. \text{ Total } \underline{\text{monthly}} \text{ cost (total of items 1, 2, and 3)} = \$1,100.00$$

* This is the minimum, the hourly rate can be higher, but it cannot be lower than these rates. These rates are subject to change during the term of the agreement. Should these state rates change during the term of the Agreement, the Agreement will be amended accordingly retroactive to the date of the rate change.

** Includes the cost of all equipment (including brooms, buffers, mops, etc.), transportation, materials, supplies (including cleaning/chemical agents, paper products including 2-ply toilet paper, trash can liners, consumables, etc.), operating expenses, annual inflation cost/rate adjustments, profit margin, and other items required to perform all work for janitorial services as per Exhibit A.

EXHIBIT C
GENERAL TERMS AND CONDITIONS

The General Terms and Conditions (GTCs) are hereby incorporated by reference and can be accessed by visiting the following links:

Non-IT Services General Terms and Conditions (02/2025):

<https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/GTC-Updates/GTC-225-February-2025.pdf>

EXHIBIT D
ADDITIONAL PROVISIONS

1. INSURANCE

The Contractor shall submit original Certificates of Insurance for all required Insurance and must show "occurrence" coverage when applicable. If a syndicate is used, the syndicate's name must be included.

All types of insurance must be issued by an insurer with a minimum Best Classification Rating of B + V, or equivalent as determined and deemed acceptable by the Department of General Services, Office of Risk and Insurance Management.

A. General Provisions Applying to All Policies

- i. Coverage Term – Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by the State at least thirty (30) days prior to the expiration of this insurance. Any new insurance must still comply to the original terms of the contract and be no less than one (1) year or the remainder of the term of this Agreement, whichever is greater. The new certificate must show the name and address of the insurance company, the policy number, and the beginning and ending dates of the policy.
- ii. Policy Cancellation or Termination & Notice of Non-Renewal – Contractor is responsible to notify the State within 5 business days before the effective date of any cancellation, non-renewal or material change that affects required insurance coverage. In the event Contractor fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Contract upon the occurrence of such event, subject to the provisions of this Contract.
- iii. Deductible – Contractor is responsible for any deductible or self-insured retention contained within their insurance program.
- iv. Primary Clause – Any required insurance contained in this contract shall be primary, and not excess or contributory, to any other insurance carried by the State.
- v. Insurance Carrier Required Rating – All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management – A or better and financial size category of VII or better to the latest edition of the A.M. Best Key Rating Guide. If the Contractor is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.

- vi. Endorsements – Any required endorsements requested by the State must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
- vii. Inadequate Insurance – Inadequate or lack of insurance does not negate the contractor's obligations under the contract.
- viii. Satisfying an SIR – All insurance policies required by this contract/permit must allow the State to pay and/or act as the contractor's agent in satisfying any self-insured retention (SIR). The choice to pay and/or act as the contractor's agent in satisfying any SIR is at the State's discretion.
- ix. Available Coverages/Limits – All coverage and limits available to the contractor shall also be available and applicable to the State.
- x. Subcontractors – In the case of Contractor utilization of subcontractors to complete the contracted scope of work, contractor shall include all subcontractors as insureds under Contractor's insurance or supply evidence of insurance to The State equal to policies, coverages and limits required of Contractor.

B. Insurance Requirements

- i. Commercial General Liability – Contractor shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined, with a \$2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal & advertising injury, and liability assumed under an insured contract. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Contractor's limit of liability. **The policy must include The State of California, its officers, agents, employees and servants as additional insureds, but only with respect to work performed under the contract.**
- ii. Workers Compensation and Employers Liability – Contractor shall maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Contract. Employer's liability limits of \$1,000,000 are required. The insurer waives any right of recovery the insurer may have against the State because of payments the insurer makes for injury or damage arising out of the work done under contract/permit with the State. **A Waiver of Subrogation or Right to Recover endorsement in favor of the State must be attached to the certificate.**
- iii. Automobile Liability – By signing this Agreement, the Contractor certifies that the Contractor and any employees, subcontractors or servants possess valid

automobile coverage in accordance with California Vehicle Code Sections 16450 to 16457, inclusive. The State reserves the right to request proof at any time.

- iv. Pollution Liability – Contractor shall maintain Pollution Liability covering the Contractor's liability for bodily injury, property damage, and environmental damage resulting from pollution and related cleanup costs incurred, all arising out of the work or services to be performed under this Agreement. Coverage shall be provided for both work performed on site and during transportation as well as proper disposal of hazardous materials. Proof of Pollution during transportation shall be provided on an MCS-90 form, or its equivalent. Limits of not less than \$1,000,000 per incident, and annual aggregate amount of \$2,000,000 shall be provided. **The policy must name The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the contract.**

The Contractor shall furnish a Certificate of Insurance. The Certificate of Insurance will provide the above listed liability coverages and the Certificate Holder shall read:

California Governor's Office of Emergency Services
3650 Schriever Avenue
Mather, CA 95655-4203

C. Other Required Insurance Provisions

Certificate of Insurance must also contain all of the following provisions:

- i. Statement requiring the Insurer to provide written notice to Cal OES thirty (30) calendar days prior to cancelling the Contractor's policy.
- ii. Statement that Cal OES, its officers, agents, servants and employees are included as additional insured on the policy, but only insofar as the services under this Agreement are concerned.
- iii. Statement that neither Cal OES, nor any of its agents, will be responsible for any premium or assessment on said policies.
- iv. In the event Contractor fails to keep the insurance coverage as herein prescribed in effect at all times during the term of this Agreement, Cal OES may, in addition to any other remedies it may have, terminate this Agreement effective the last day of insurance coverage.
- v. The Contractor shall email the certificate of insurance, **identifying the Agreement number**, to Cal OES at the following email address:

ContractsUnit@caloes.ca.gov
Contract Number A261017467

2. CHEMICAL APPLICATION

To safeguard both life and property, Contractor will provide a list to Cal OES' on-site contact person all chemicals to be issued on the site prior to use along with a copy of Material Safety Data Sheets (MSDS) for all chemicals used. Appropriate protective clothing and gear according to the label requirement and type of chemical being used shall be provided by Contractor and worn during application. All containers holding pesticides shall be properly labeled with the name and strength of the chemical and active ingredients. Pesticide and other toxic materials will **NOT BE** stored on Cal OES' property. Containers with any chemical residue shall **NOT BE** placed in Cal OES' receptacles. Contractor shall appropriately dispose of containers. Contractor is responsible for adhering to all environmental laws regarding the proper disposal of water containing chemicals used in the process of providing services described in the contract.

3. LIABILITY AND DAMAGES

Contractor shall be liable for any damages by Contractor or his/her employees to portions of buildings, premises, equipment, furniture, material, or other State property. Damage resulting from the services provided will be repaired or items will be replaced by Contractor to the satisfaction of Cal OES at no expense to Cal OES. Any items lost or stolen while in Contractor's custody will be replaced by Contractor at no expense to Cal OES.

4. RECORD KEEPING

Contractor shall comply with the Labor Code Section 1776 regarding record keeping. Contractor agrees that the California Governor's Office of Emergency Services, Public Safety Communications, or the Bureau of State Audits or its designated representative, shall have an absolute right of access to all of the Contractor's records, files, documents, accounts, and financial affairs as deemed necessary for the purpose of conducting an audit to determine compliance with the terms and conditions of this Agreement. The Contractor shall provide the auditor(s) with any relevant information requested without unnecessary delay and, on reasonable notice, permit access to its premises during normal business hours for the purpose of interviewing staff and inspecting and copying such books, records, accounts, and any other material as warranted to conduct the audit. The Contractor further agrees to maintain such records for a period of three years after final payment is made on this Agreement or three years after resolution of all issues that may arise as a result of any litigation, claim, negotiation, or audit related to the Agreement, whichever is later. Cal OES agrees to treat as confidential any proprietary information obtained as a part of any such audit.

5. SECURITY

Contractor employees are not authorized to open, use, access, look, read, remove or copy any documents or records. Contractor shall not use, access or disturb cabinets, files, desks, computers, copy machines, fax machines, folders, papers, books, telephones, calculators, kitchen appliances, or Cal OES employee's personal property. Failure to adhere to this security policy may result in immediate termination of the Agreement. Contractor will not let visitors come into the building after the doors are locked. Building admittance is restricted to employees of Contractor who have been assigned to this location and previously introduced to the Cal OES' on-site contact person. Individuals who have not been assigned to perform services at this location (i.e., children, family members or friends of Contractor or Contractor's employees) are strictly forbidden from entering the building and secured areas when cleaning the building. Failure to adhere to this requirement will result in immediate termination.

6. SECURITY BREACH

Any security breach by Contractor or Contractor's employees such as leaving the facility without fully securing all entrances or exits and arming the alarm system, or allowing unauthorized access to the premises, may result in immediate termination of the Agreement. Contractor will be notified by telephone by Cal OES' on-site contact person, immediately followed by written notification. Building keys in Contractor's possession at the termination of this contract shall be returned to Cal OES' on-site contact person within twenty-four (24) hours from the termination of this Agreement. Contractor agrees that the costs for unreturned keys and consequential costs shall be deducted from any sums owed Contractor against this or any other active contract with Cal OES. For example, a Contractor's failure to return keys will result in an assessment of costs for the rekeying of the office and the cost of reissuing keys.

7. LOW ENVIRONMENTAL IMPACT CLEANING (GREEN HOUSEKEEPING)

- A. The Contractor shall implement and practice low environmental impact cleaning policies and practices to include the following:
 - i. Cleaning products shall meet Green Seal's GS-37 standards for *Industrial and Institutional Cleaners* when applicable. If GS-37 is not applicable, cleaning products shall comply with California Code of Regulations, Title 17 Section 94509, VOC standards for cleaning products.
 - ii. Use of hand soaps that do not contain antimicrobial agents (other than as a preservative system), except where required by health codes and other regulations.

- iii. Concentrated cleaning products are to be utilized when available with appropriate dilution systems.
- iv. Use of recycled content paper products containing 100% recovered fiber LEED- EB-referenced standards for Janitorial Equipment.
- v. Provide documentation of training of janitorial staff in low environmental impact cleaning methods and use of green cleaning products, including temporary or substitute employees.
- vi. The Contractor shall continually assess and reassess the building to utilize the most current low environmental impact products and/or new methods available.
- vii. Specifications of all supplies are to be provided as a part of this Agreement.
- viii. Cleaning products shall be non-abrasive, non-odorous, non-tarnishing, non-corrosive, and non-injurious.
- ix. Chemical storage guidelines:
 - a. Chemicals must be stored in isolated janitorial closets.
 - b. Chemical storage in all floor hopper rooms and bulk storage in supply rooms must comply with Cal Occupational Safety and Health Administration (OSHA) guidelines.
 - c. Chemicals must be stored in the original containers. If a secondary container is used, the secondary container needs to be identified with the chemical.
 - d. A MSDS for each chemical stored must be placed in an MSDS binder and located with the chemicals stored, along with documents demonstrating compliance with low environmental impact cleaning requirements.

B. Chemical Usage and Disposal Policy:

- i. When mixing chemicals, a system must be used that minimizes exposure to concentrated cleaning chemicals.
- ii. Ensure proper disposal of empty chemical containers. If possible, require vendor to dispose of containers.

- iii. Contact the cleaning supply vendor to pick up the containers from Cal OES at a designated location. Cal OES is not to dispose of empty chemical containers in local landfills.
- iv. Purchase cleaning products packaged in recyclable/reusable containers, thereby minimizing waste.
- v. Purchase sustainable cleaning products. In general, look for cleaning products with the following characteristics:
 - a. Available in concentrated form
 - b. Biodegradable
 - c. Not in an aerosol can which contain propellants
 - d. Non-toxic ingredients (no carcinogens or hazardous wastes). Non-toxic to human and aquatic life
 - e. Packaged in a recyclable/reusable container (minimal waste)
 - f. Non-petroleum based and does not contain petrochemical compounds
 - g. Produces minimal or no irritation to skin, eyes, or respiratory system
 - h. Does not contain unnecessary dyes and fragrances
 - i. Non-corrosive and not highly flammable
 - j. Works optimally in room temperature water
 - k. The Contractor shall not use or possess on the premises any material which has one or more of the following signal words on its label (check both the product label and MSDS):
 - 1 Flammable
 - 2 Poison
 - 3 Reactive
 - l. For additional cleaning product purchasing references, refer to internet site:

<https://www.dgs.ca.gov/PD/Resources/Find-EPP-Goods-and-Services>

8. POST-CONSUMER RECYCLED CONTENT

- A. This contract requires the use of custodian supplies containing post-consumer recycled paper products only.
- B. The Contractor must agree to certify in writing, upon completion of performance under the Agreement, the minimum percentage, or the exact percentage of post-consumer and secondary materials provided or used in the services provided under the Agreement. Additional information may be found in the Public Contracting Code (PCC) Section 12205. This certification must be made under penalty of perjury.