

**NOTICE AND CALL
OF A
SPECIAL MEETING
OF THE
CITY COUNCIL**

**TO THE MEMBERS OF THE AFOREMENTIONED AGENCIES AND THE CITY CLERK OF
THE CITY OF BALDWIN PARK**

NOTICE IS HEREBY GIVEN that a Special Meeting is hereby called to be held on **WEDNESDAY, March 4, 2020 at 5:30 PM.** at City Hall – 3rd Floor Conference Room 307, 14403 East Pacific Avenue, Baldwin Park, CA 91706.

Said Special Meeting shall be for the purpose of conducting business in accordance with the attached Agenda.

NO OTHER BUSINESS WILL BE DISCUSSED

Dated: February 27, 2020.



Manuel Lozano
Mayor

AFFIDAVIT OF POSTING

I, Lourdes Morales, Chief Deputy City Clerk of the City of Baldwin Park hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 24 hours prior to the meeting of March 4, 2020.



Lourdes Morales,
Chief Deputy City Clerk

AGENDA

BALDWIN PARK

CITY COUNCIL SPECIAL MEETING

**MARCH 4, 2020
5:30 PM**

Please note
time and
meeting
location

**CITY HALL – 3rd Floor, Conference Room 307
14403 EAST PACIFIC AVENUE
BALDWIN PARK, CA 91706
(626) 960-4011**



Manuel Lozano	-	Mayor
Paul C. Hernandez	-	Mayor Pro Tem
Alejandra Avila	-	Council Member
Monica Garcia	-	Council Member
Ricardo Pacheco	-	Council Member

*PLEASE TURN OFF CELL PHONES AND PAGERS WHILE MEETING IS IN PROCESS
POR FAVOR DE APAGAR SUS TELEFONOS CELULARES Y BEEPERS DURANTE LA JUNTA*

PUBLIC COMMENTS

The public is encouraged to address the City Council or any of its Agencies listed on this agenda, but only on any matter posted on this agenda. If you wish to address the City Council or any of its Agencies, you may do so during the **PUBLIC COMMUNICATIONS** period noted on the agenda. Each person is allowed three (3) minutes speaking time. A Spanish-speaking interpreter is available for your convenience.

COMENTARIOS DEL PUBLICO

Se invita al público a dirigirse al Concilio o cualquiera otra de sus Agencias nombradas en esta agenda, para hablar solamente sobre asunto publicado en esta agenda. Si usted desea la oportunidad de dirigirse al Concilio o alguna de sus Agencias, podrá hacerlo durante el período de **Comentarios del Público (Public Communications)** anunciado en la agenda. A cada persona se le permite hablar por tres (3) minutos. Hay un intérprete para su conveniencia.

**CITY COUNCIL
SPECIAL MEETING – 5:30 P.M.**

CALL TO ORDER

ROLL CALL: Council Members: Alejandra Avila, Monica Garcia, Ricardo Pacheco, Mayor Pro Tem Paul C. Hernandez and Mayor Manuel Lozano

PUBLIC COMMUNICATIONS

*Three (3) minute speaking time limit
Tres (3) minutos será el límite para hablar*

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PLEASE NOTIFY THE CITY CLERK IF YOU REQUIRE THE SERVICES OF AN INTERPRETER

No action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The legislative body or its staff may: 1) Briefly respond to statements made or questions asked by persons; or 2) Direct staff to investigate and/or schedule matters for consideration at a future meeting. [Government Code §54954.2]

ESTE ES EL PERIODO DESIGNADO PARA DIRIGIRSE AL CONCILIO

FAVOR DE NOTIFICAR A LA SECRETARIA SI REQUIERE LOS SERVICIOS DEL INTERPRETE

No se podrá tomar acción en algún asunto a menos que sea incluido en la agenda, o a menos que exista alguna emergencia o circunstancia especial. El cuerpo legislativo y su personal podran: 1) Responder brevemente a declaraciones o preguntas hechas por personas; o 2) Dirigir personal a investigar y/o fijar asuntos para tomar en consideración en juntas proximas. [Codigo de Gobierno §54954.2]

OPEN SESSION/STUDY SESSION

NONE

RECESS TO CLOSED SESSION

1. Conference with Labor Negotiators

Pursuant to Government Code Section 54957.6:

Agency Designated Representative: Rebecca T. Green, Richards Watson Gershon, Shannon Yauchzee, Chief Executive Officer, and Laura Thomas, Human Resources/Risk Manager

Employee Organizations: Baldwin Park City Employees Association (CEA)
Baldwin Park Classified Confidential Employees Association (CCEA)
Baldwin Park Classified Management Employees Association (CMEA)
Baldwin Park Police Management Employees Association (PMEA)
Baldwin Park Police Association (POA)
Service Employee International Union (SEIU)

2. Conference With Legal Counsel—Existing Litigation

Pursuant to paragraph (1) of subdivision (d) of Government Code Section 54956.9:

Case Name: Velasco v. City of Baldwin Park, et al.

Case No. 2:19-cv-07956-GW (AGRx)

Case Name: Baldwin Park Free Speech Coalition v. City of Baldwin Park

Case No. 2:19-cv-09884-E

Case Name: Rodriguez v. City of Baldwin Park

Case No. BC 665690

3. Real Property Negotiations Pursuant to Government Code §54956.8:

- A. Property: 4150 Puente Avenue (CAN 17-06)
Negotiating Parties: City of Baldwin Park and Shaun Bershatski, RUKLI, Inc.
- B. Property: 13111 Spring Street & 428 Cloverleaf Drive (CAN 17-07)
Negotiating Parties: City of Baldwin Park and Ming Hong Huang, 428 Cloverleaf, LLC.
- C. Property: 5117 Calmview Avenue (CAN 17-08)
Negotiating Parties: City of Baldwin Park and Victor Chevez and Helen Chau, Casa Verde Group
- D. Property: 13467 Dalewood Street (CAN 17-09)
Negotiating Parties: City of Baldwin Park and Darrin Oganessian and Ryan Oganessian, RD Baldwin Park
- E. Property: 14837 & 14841 Ramona Boulevard (CAN 17-10)
Negotiating Parties: City of Baldwin Park and Phil Reyes, and Alexis Reyes, Organic Management Solutions, LLC.
- F. Property: 5148 Bleecker Street (CAN 17-12)
Negotiating Parties: City of Baldwin Park and Sergio Torres, Enrique Vega and Moses Acosta, Medical Grade Farms BP
- G. Property: 15023 Ramona Boulevard (CAN 17-13)
Negotiating Parties: City of Baldwin Park and Shaun Szameit, Joshua Pierce and Kevin Huebner, Kultiv8 Group, LLC.
- H. Property: 4621 Littlejohn Street (CAN 17-15)
Negotiating Parties: City of Baldwin Park and Teresa Tsai, GSC Capital Group
- I. Property: 5157 Azusa Canyon Road (CAN 17-17)
Negotiating Parties: City of Baldwin Park and Mike Sandoval and Ed Barraza, Elite Green Cultivators
- J. Property: 5175 Commerce Drive (CAN 17-18)
Negotiating Parties: City of Baldwin Park and Linda Thong, Pacific Cultivation, LLC.
- K. Property: 13450 Brooks Drive, Unit A & C (CAN 17-27)

- Negotiating Parties: City of Baldwin Park and Jonathan Yuan Kai Lee, Jefferson Liou, and Jerrell Austin Shepp, Cloud Control, Inc.
- L. Property: 4802 Littlejohn Street (CAN 17-28)
Negotiating Parties: City of Baldwin Park and Marco Perez and Ren Yoneyama, VRD, Inc.
- M. Property: 13460 Brooks Drive (CAN 17-31)
Negotiating Parties: City of Baldwin Park and Sigrid Lopez and Artem Karapetyan, Green Health Industries, LLC.
- N. Property: 1529 Virginia Avenue (CAN 18-01)
Negotiating Parties: City of Baldwin Park and Erik Intermill, Esource LLC
- O. Property: 5018 Lante Street
Negotiating Parties: City of Baldwin Park and Distinct Indulgence (Corporate Name Change Memo)
- P. Property: 14551 Joanbridge Street (CAN 17-02)
Negotiating Parties: City of Baldwin Park and Baldwin Park Tale Corp.
- Q. Property: 13940 Ramona Blvd. (Vallarta Supermarket)
Negotiating Parties: City of Baldwin Park and John Gebhardt/Bryan Norcutt

4. Conference With Legal Counsel—Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9:

Potential Case(s): Two (2)

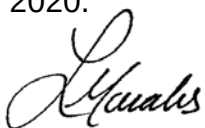
RECONVENE IN OPEN SESSION

REPORT FROM CLOSED SESSION

ADJOURNMENT

CERTIFICATION

I, Lourdes Morales, Chief Deputy City Clerk of the City of Baldwin Park hereby that, certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 24 hours prior to the meeting of March 4, 2020.



Lourdes Morales
Chief Deputy City Clerk

PLEASE NOTE: Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at City Hall, 2nd Floor Lobby Area or at the Los Angeles County Public Library in the City of Baldwin Park. For further information regarding agenda items, please contact the office of the City Clerk at (626) 960-4011 ext. 466 or e-mail lmorales@baldwinpark.com.

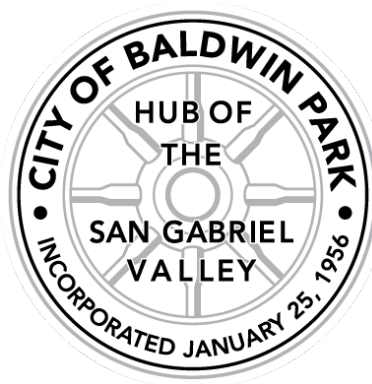
In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Public Works Department or Risk Management at (626) 960-4011. Notification 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 34.102.104 ADA TITLE II)

AGENDA

BALDWIN PARK CITY COUNCIL REGULAR MEETING

MARCH 4, 2020
7:00 PM

COUNCIL CHAMBER
14403 E. Pacific Avenue
Baldwin Park, CA 91706
(626) 960-4011



Manuel Lozano	- Mayor
Paul C. Hernandez	- Mayor Pro Tem
Alejandra Avila	- Council Member
Monica Garcia	- Council Member
Ricardo Pacheco	- Council Member

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Any written public record relating to an agenda item for an open session of a regular meeting of the City Council that is distributed to the City Council less than 72 hours prior to that meeting will be available for public inspection at City Hall in the City Clerk's office at 14403 E. Pacific Avenue, 3rd Floor during normal business hours (Monday - Thursday, 7:30 a.m. - 6:00 p.m.)

**CITY COUNCIL
REGULAR MEETING – 7:00 PM**

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

Council Members: Alejandra Avila, Monica Garcia, Ricardo Pacheco, Mayor Pro Tem Paul C. Hernandez and Mayor Manuel Lozano

REPORT FROM CLOSED SESSION

PROCLAMATIONS, COMMENDATIONS & PRESENTATIONS

Oath of Office for New Planning Commissioner Marlen Garcia.

Baldwin Park 2020 Job Fair Presentation by Benjamin Martinez, Community Development Director.

PUBLIC COMMUNICATIONS

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CONSENT CALENDAR

All items listed are considered to be routine business by the City Council and will be approved with one motion. There will be no separate discussion of these items unless a City Councilmember so requests, in which case, the item will be removed from the general order of business and considered in its normal sequence on the agenda.

1. City of Baldwin Park's Warrants and Demands

Staff recommends that the City Council ratify the attached Warrants and Demands Register.

2. Claim Rejection

Staff recommends that Council reject the following claims and direct staff to send the appropriate notice of rejection to claimant(s):

Anderson, Torri

Claimant alleges bodily injury

3. Authorization to Proceed with Advertisement of a Request for Proposals for Janitorial Services for all City Facilities

Staff recommends that the City Council authorize staff to advertise the RFP for the janitorial services for all City facilities.

4. Approval of Resolution for California Declared Disaster DR #4305; CAL OES ID# 037-03666; 2017 Winter Storm Damage Reimbursement

Staff recommends that the City Council:

1. Approve the attached Agent Resolution DR #4305; and
2. Authorize the Chief Executive Officer/CEO, Chief of Police or the Director of Finance to complete and sign all appropriate documentation necessary to close out this reimbursement claim.

5. Approval of a Memorandum of Agreement Between the City of Baldwin Park and San Gabriel Valley Council of Governments (SGVCOG) for Participation in the San Gabriel Valley Bike Share Regional Program

Staff recommends that the City Council:

1. Approve the Memorandum of Agreement (MOA) between the City of Baldwin Park and the San Gabriel Valley Council of Governments (SGVCOG) for participation in the San Gabriel Valley Bike Share Regional Program; and
2. Authorize the Mayor and City Clerk to execute the MOA with the San Gabriel Valley Council of Governments.

6. Adopt Resolution No. 2020-007 “A Resolution of the City Council of the City of Baldwin Park Authorizing the Director of Public Works to Execute Program Supplement No. T60 to Administering Agency-State Agreement for State Funded Projects No. 00378S for the Maine Avenue/Pacific Avenue Corridor Complete Streets Improvements, Phase II Project.”

It is recommended that the City Council adopt Resolution No. 2020-007, entitled, “A Resolution of the City Council of the City of Baldwin Park Authorizing the Director of Public Works to Execute Program Supplement No. T60 to Administering Agency-State Agreement for State Funded Projects No. 00378S for the Maine Avenue/Pacific Avenue Corridor Complete Streets Improvements, Phase II Project.”

PUBLIC HEARING

NONE

REPORTS OF OFFICERS

NONE

CITY COUNCIL / CITY CLERK / CITY TREASURER / STAFF REQUESTS & COMMUNICATIONS

None Listed

ADJOURNMENT

CERTIFICATION

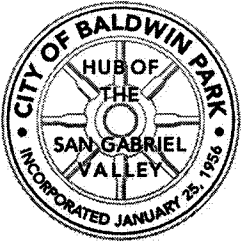
I, Lourdes Morales, Chief Deputy City Clerk of the City of Baldwin Park hereby certify that, under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting. Dated this 4th day of March, 2020.



Lourdes Morales,
Chief Deputy City Clerk

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STAFF REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Rose Tam, Director of Finance *RT*
DATE: March 4, 2020 *W*
SUBJECT: City of Baldwin Park's Warrants and Demands

SUMMARY

Attached is the Warrants and Demands Register for the City of Baldwin Park to be ratified by the City Council.

RECOMMENDATION

Staff recommends that the City Council ratify the attached Warrants and Demands Register.

FISCAL IMPACT

The payroll for the last period was \$514,885.70 and the attached General Warrants Register was \$1,077,944.28 for a total amount of \$1,592,829.98.

BACKGROUND

The attached Claims and Demands report format meets the required information as set out in the California Government Code. Staff has reviewed the requests for expenditures for the appropriate budgetary approval and for the authorization from the department head or its designee. Pursuant to Section 37208 of the California Government Code, the Chief Executive Officer or his/her designee does hereby certify to the accuracy of the demands hereinafter referred. Payments released since the previous City Council meeting and the following is a summary of the payment released:

1. The last payroll of the City of Baldwin Park consists of check numbers 200758 to 200781. Additionally, Automated Clearing House (ACH) Payroll deposits were made on behalf of City Employees from control number 19489 to 19775 for the period of January 26, 2020 through February 08, 2020, inclusive; these are presented and hereby ratified in the amount of \$514,885.70.
2. General Warrants, with the bank drafts in the amount of \$159,358.67 and the checks from 227817 to 228017 in the amount of \$918,585.61 for the period of February 07, 2020 to February 20, 2020, inclusive; in the total amount of \$1,077,944.28 constituting of claims and demands against the City of Baldwin Park, are herewith presented to the City Council as required by law, and the same hereby ratified.

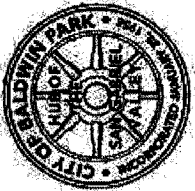
LEGAL REVIEW

Not Applicable

ATTACHMENT

1. Check Register

Attachment 1
Check Register



City of Baldwin Park, CA

Check Register

By (None)
Payment Dates 02/07/2020 - 02/20/2020

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
227817	02/12/2020	ARIZONA MACHINERY LLC	REPAIRS AND SUPPLIES FOR THE GATOR	402-50-590-53371-00000	288.16
227818	02/12/2020	CINTAS FIRST AID & SAFETY	PURCHASE OF FIRST AID SUPPLIES	100-60-610-53100-00000	74.93
227819	02/12/2020	CPRS	ANNUAL MEMBERSHIP	100-60-680-53100-00000	170.00
227819	02/12/2020	CPRS	ANNUAL MEMBERSHIP	100-60-630-53100-00000	170.00
227820	02/12/2020	CPRS DISTRICT XIII	REGISTRATION FEE	100-60-670-51101-15100	25.00
227821	02/12/2020	DEPT OF TRANSPORTATION	SIGNALS AND LIGHTING	240-50-530-51100-00000	8602.36
227822	02/12/2020	DEPT OF TRANSPORTATION	PARTICIPATING SHARES OF ELECTRICAL	240-50-530-51100-00000	8288.11
227822	02/12/2020	DEPT OF TRANSPORTATION	PARTICIPATING SHARES OF ELECTRICAL	240-50-530-51100-00000	1111.89
227823	02/12/2020	FACILITRON, INC.	FIELD RENTALS FOR YOUTH SPORTS PROGRAM	501-60-000-22326-00000	25.00
227823	02/12/2020	FACILITRON, INC.	FIELD RENTALS FOR YOUTH SPORTS PROGRAM	501-60-000-22326-00000	25.00
227823	02/12/2020	FACILITRON, INC.	FIELD RENTALS FOR YOUTH SPORTS PROGRAM	501-60-000-22326-00000	25.00
227823	02/12/2020	FACILITRON, INC.	FIELD RENTALS FOR YOUTH SPORTS PROGRAM	501-60-000-22326-00000	25.00
227824	02/12/2020	FRONTIER COMMUNICATIONS	INTERNET SERVICE FOR FAMILY SERVICE CENTER	401-10-141-53403-11506	74.98
227825	02/12/2020	FULLSHIELD INC.	BIRD CONTROL SERVICES AT WALNUT CREEK	100-60-620-53371-00000	2275.00
227825	02/12/2020	FULLSHIELD INC.	BIRD CONTROL SERVICES AT WALNUT CREEK	252-60-620-53371-00000	2275.00
227826	02/12/2020	LOS ANGELES COUNTY PUBLIC WORKS	ROUTINE AND EXTRAORDINARY MAINTENANCE	240-50-530-51100-00000	1080.64
227827	02/12/2020	MANAGED HEALTH NETWORK	EMPLOYEE ASSISTANCE PROGRAM	403-10-160-51100-00000	355.20
227828	02/12/2020	MARIA ROSARIO SANCHEZ	REFUND OF DEPOSIT	501-60-000-22333-00000	500.00
227829	02/12/2020	MERCURY FENCE CO.	REPAIRS MADE TO BARNES PARK FENCE	252-60-620-53371-00000	325.00
227830	02/12/2020	MILLER'S & ISHAMS FIRE EXTINGUISHERS	SERVICES FIRE EXTINGUISHERS FOR ALL POLICE VEHICLE	402-50-590-51101-00000	172.24
227831	02/12/2020	MONTY'S ELECTRIC, INC.	ELECTRICAL REPAIRS AT HILDA SOLIS PARK	100-60-620-53371-00000	781.50
227831	02/12/2020	MONTY'S ELECTRIC, INC.	ELECTRICAL REPAIRS AT HILDA SOLIS PARK	252-60-620-53371-00000	781.50
227832	02/12/2020	MOTOROLA SOLUTIONS, INC.	ELECTRICAL REPAIRS AT HILDA SOLIS PARK	100-30-320-53371-00000	330.00
227832	02/12/2020	MOTOROLA SOLUTIONS, INC.	SPILLMAN	100-30-320-53371-00000	247.50
227833	02/12/2020	MRI SOFTWARE LLC	SPILLMAN	901-40-410-51100-14310	4100.00
227834	02/12/2020	NORMAN A. TRAUB & ASSOCIATES	BPHA SOFTWARE	100-10-150-51100-00000	1000.00
227834	02/12/2020	NORMAN A. TRAUB & ASSOCIATES	BACKGROUND INVESTIGATION	100-10-150-53370-00000	1393.94
227834	02/12/2020	NORMAN A. TRAUB & ASSOCIATES	BACKGROUND INVESTIGATION	403-10-160-51100-00000	668.70
227835	02/12/2020	OFFICE DEPOT INC	MODIFICATIONS PLAN	401-10-141-53100-11505	48.20
227836	02/12/2020	PABLO DE LA CRUZ	REFUND OF SECURITY DEPOSIT	246-00-000-22540-00000	385.44
227837	02/12/2020	REGIONAL TAP SERVICE CENTER	TAP BUS PASSES	100-00-000-20014-00000	15.00
227838	02/12/2020	RICOH USA INC	LEASE PAYMENTS FOR 8 RICOH COPIERS	401-10-141-58140-11502	5033.43
227839	02/12/2020	ROYAL INDUSTRIAL ELECTRIC	BALDWIN PARK ANNIVERSARY PARADE	100-60-620-53100-00000	380.53
227839	02/12/2020	ROYAL INDUSTRIAL ELECTRIC	MATERIALS & SUPPLIES	100-60-620-53100-00000	787.70
227839	02/12/2020	ROYAL INDUSTRIAL ELECTRIC	MATERIALS & SUPPLIES	252-60-620-53100-00000	1117.60
227839	02/12/2020	ROYAL INDUSTRIAL ELECTRIC	MATERIALS & SUPPLIES	252-60-620-53100-00000	50.63
227840	02/12/2020	RUDOLFO CARDENAS	PAYMENT OF MUSIC ENTERTAINMENT	501-60-000-22327-00000	175.00
227841	02/12/2020	SIEMENS MOBILITY INC	MAINTENANCE OF CITY TRAFFIC SIGNALS AND	240-50-530-51100-00000	1825.50
227841	02/12/2020	SIEMENS MOBILITY INC	MAINTENANCE OF CITY TRAFFIC SIGNALS AND	240-50-530-51100-00000	5894.69
227841	02/12/2020	SIEMENS MOBILITY INC	MAINTENANCE OF CITY TRAFFIC SIGNALS AND	240-50-530-51100-00000	3292.59
227841	02/12/2020	SIEMENS MOBILITY INC	MAINTENANCE OF CITY TRAFFIC SIGNALS AND	240-50-530-51100-00000	4936.46
227841	02/12/2020	SIEMENS MOBILITY INC	MAINTENANCE OF CITY TRAFFIC SIGNALS AND	240-50-530-51100-00000	2383.41
227842	02/12/2020	STERICYCLE, INC.	COLLECTION OF BIOHAZARD MATERIALS	100-30-360-53100-00000	85.83
227843	02/12/2020	TERRA COTTA MUSIC BOOSTERS	BALDWIN PARK ANNIVERSARY PARADE	501-60-000-22328-00000	750.00

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
227844	02/12/2020	TERRA REALTY ADVISORS INC	BILLBOARD COMPREHENSIVE ASSESSMENT	100-40-405-51100-00000	2124.47
227845	02/12/2020	THE SAUCE CREATIVE SERVICES CORP	BUS SHELTER DESIGN	501-60-000-22328-16150	150.00
227846	02/12/2020	ULINE, INC.	MATERIAL & SUPPLIES	240-50-550-53100-15705	1226.40
227847	02/12/2020	UNITED PUMPING SERVICE INC	JETTED LINE AT CITY YARD	402-50-590-51101-00000	1083.00
227848	02/12/2020	URBAN RESTORATION GROUP, INC.	GRAFFITI REMOVAL CHEMICAL	240-50-570-53100-15705	213.96
227849	02/12/2020	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES FOR CITY FACILITIES	100-60-620-53100-00000	909.32
227849	02/12/2020	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES FOR CITY FACILITIES	252-60-620-53100-00000	909.31
227849	02/12/2020	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES FOR CITY FACILITIES	100-60-620-53100-00000	831.71
227849	02/12/2020	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES FOR CITY FACILITIES	252-60-620-53100-00000	831.72
227850	02/12/2020	WEST COAST ARBORISTS, INC	MUNICIPAL TREE TRIMS	251-50-561-51100-00000	20924.55
227851	02/12/2020	YEIMI MENDEZ	REFUND OF FACILITY RESERVATION	501-60-000-22333-00000	150.00
227852	02/12/2020	CALIFORNIA CONSULTING, INC.	GRANT WRITING SERV DEC 2019	234-60-610-51100-00000	1200.00
227852	02/12/2020	CALIFORNIA CONSULTING, INC.	GRANT WRITING SERV DEC 2019	249-50-540-51100-00000	1200.00
227852	02/12/2020	CALIFORNIA CONSULTING, INC.	GRANT WRITING SERV - JAN 2020	234-60-610-51100-00000	1750.00
227853	02/12/2020	GOVINVEST INC	OPEB SOFTWARE ANNUAL PYMT GASB75 ROLL FORWARD	401-10-140-51101-11600	2350.00
227854	02/12/2020	ACCESS CONTROL SECURITY INC.	SECURITY GUARD SERVICES AT THE SENIOR CENTER	501-60-000-22328-00000	522.00
227855	02/12/2020	AIRGAS WEST	RENTAL FEES OF HELIUM TANKS	100-60-610-53100-00000	20.53
227855	02/12/2020	AIRGAS WEST	RENTAL FEES OF HELIUM TANKS	100-60-630-53100-00000	20.54
227856	02/12/2020	ALL CITY MANAGEMENT SERVICES, INC	CROSSING GUARD SERVICES	100-30-390-51100-13200	6348.00
227857	02/12/2020	AMERICAN EAGLE COMPUTER PROD INC.	INK CARTRIDGES FOR POLICE DEPT	100-30-310-53100-00000	495.74
227857	02/12/2020	AMERICAN EAGLE COMPUTER PROD INC.	INK CARTRIDGES FOR POLICE DEPT	100-30-310-53100-00000	575.46
227857	02/12/2020	AMERICAN EAGLE COMPUTER PROD INC.	INK CARTRIDGES FOR POLICE DEPT	100-30-310-53100-00000	654.83
227857	02/12/2020	AMERICAN EAGLE COMPUTER PROD INC.	INK CARTRIDGES FOR POLICE DEPT	100-30-310-53100-00000	740.28
227858	02/12/2020	ANGELA LAWS	REIMBURSEMENT PURCHASE SUPPLIES FOR BREAKFAST WITH	100-60-610-53100-16150	18.72
227859	02/12/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	240-50-570-53100-14885	281.80
227859	02/12/2020	ARAMARK UNIFORM SERVICES	UNIFORM ALLOWANCE	251-50-561-51101-00000	160.33
227859	02/12/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	240-50-570-53100-14885	291.00
227859	02/12/2020	ARAMARK UNIFORM SERVICES	UNIFORM ALLOWANCE	251-50-561-51101-00000	168.73
227859	02/12/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	240-50-570-53100-14885	273.66
227859	02/12/2020	ARAMARK UNIFORM SERVICES	UNIFORM ALLOWANCE	251-50-561-51101-00000	172.93
227859	02/12/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	240-50-570-53100-14885	209.45
227859	02/12/2020	ARAMARK UNIFORM SERVICES	UNIFORM ALLOWANCE	251-50-561-51101-00000	63.15
227859	02/12/2020	ARAMARK UNIFORM SERVICES	UNIFORM ALLOWANCE	251-50-561-51101-00000	157.81
227860	02/12/2020	ARROYO BACKGROUND INVESTIGATIONS, LLC	BACKGROUND INVESTIGATIONS PD APPLICANT	100-30-310-51100-00000	1200.00
227861	02/12/2020	A-TECH SYSTEMS	MONITORING OF THE FIRE ALARM	245-60-620-53371-15882	90.00
227861	02/12/2020	A-TECH SYSTEMS	MONITORING FIRE ALARM @ THE ARC & CITY HALL	100-60-620-53371-00000	45.00
227862	02/12/2020	A-TECH SYSTEMS	MONITORING FIRE ALARM @ THE ARC & CITY HALL	252-60-620-53371-00000	45.00
227863	02/12/2020	BEAR FRAME & WHEEL	FRONT END WHEEL ALIGNMENT SERVICE	402-50-590-51101-00000	100.00
227864	02/12/2020	BENLO R.V. SERVICES	MATERIAL & SUPPLIES	402-50-591-51101-00000	142.24
227864	02/12/2020	BILL WRIGHT'S PAINT	SPECIALIZED SPRAY PAINT	245-50-570-53100-15040	307.98
227864	02/12/2020	BILL WRIGHT'S PAINT	SPECIALIZED SPRAY PAINT	245-50-570-53100-15040	492.66
227865	02/12/2020	BOB BARKER COMPANY, INC	SUPPLIES FOR INMATES	501-30-000-22407-00000	495.36
227866	02/12/2020	CALI BREEZE REFRIGERATION	MAINTENANCE & REPAIRS	100-60-620-53371-00000	337.50
227866	02/12/2020	CALI BREEZE REFRIGERATION	MAINTENANCE & REPAIRS	252-60-620-53371-00000	337.50
227866	02/12/2020	CALI BREEZE REFRIGERATION	MAINTENANCE & REPAIRS	100-60-620-53371-00000	489.00
227866	02/12/2020	CALI BREEZE REFRIGERATION	MAINTENANCE & REPAIRS	100-60-620-53371-00000	231.30
227866	02/12/2020	CALI BREEZE REFRIGERATION	MAINTENANCE & REPAIRS	252-60-620-53371-00000	720.30
227867	02/12/2020	CALIFORNIA CHOICE ENERGY AUTHORITY	CCA IMPLEMENTATION SERVICES FOR JANUARY 2020	200-40-405-51101-15756	16000.00
227868	02/12/2020	CAR QUEST	MATERIAL AND SUPPLIES	402-50-590-53100-00000	56.56
227868	02/12/2020	CAR QUEST	MATERIAL & SUPPLIES	402-50-590-53100-00000	248.97
227868	02/12/2020	CAR QUEST	MATERIAL & SUPPLIES	402-50-590-53100-00000	228.46

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227868	02/12/2020	CAR QUEST	AUTO PARTS	402-50-590-53100-00000	116.33
227868	02/12/2020	CAR QUEST	MATERIAL & SUPPLIES	402-50-590-53100-00000	54.52
227868	02/12/2020	CAR QUEST	MATERIAL & SUPPLIES	402-50-591-53100-00000	148.37
227868	02/12/2020	CAR QUEST	MATERIAL & SUPPLIES	402-50-591-53100-00000	16.00
227868	02/12/2020	CAR QUEST	MATERIAL & SUPPLIES	402-50-591-53100-00000	49.81
227868	02/12/2020	CAR QUEST	MATERIAL & SUPPLIES	402-50-591-53100-00000	374.34
227868	02/12/2020	CAR QUEST	AUTO PARTS PURCHASED IN 1/21/20	402-50-590-53100-00000	101.44
227868	02/12/2020	CAR QUEST	AUTO PARTS PURCHASED IN 1/23/20	402-50-590-53100-00000	36.88
227868	02/12/2020	CAR QUEST	AUTO PARTS PURCHASED IN 1/23/20	402-50-591-53100-00000	71.58
227868	02/12/2020	CAR QUEST	AUTO PARTS PURCHASED IN 1/23/20	402-50-591-53100-00000	144.50
227868	02/12/2020	CAR QUEST	AUTP PARTS PURCHASED IN 1/28/20	402-50-591-53100-00000	17.52
227868	02/12/2020	CAR QUEST	AUTO PARTS PURCHASED IN 1/29/20	402-50-591-53100-00000	21.06
227869	02/12/2020	CINTAS FIRST AID & SAFETY	FIRST AID SUPPLIES	402-50-590-53100-00000	238.68
227870	02/12/2020	CLAREMONT GRADUATE UNIVERSITY	LEADERSHIP PROGRAM REGISTRATION-BENJAMIN MARTINEZ	100-40-400-53350-00000	2500.00
227871	02/12/2020	DE LAGE LANDEN	LEASE & MAINTENANCE PAYMENTS FOR SHARP	401-10-141-53371-11504	135.30
227871	02/12/2020	DE LAGE LANDEN	LEASE & MAINTENANCE PAYMENTS FOR SHARP	401-10-141-58140-11504	247.40
227872	02/12/2020	DEL REY CHEMICAL COMPANY	GRAFFITI REMOVAL CHEMICAL	245-50-570-53100-15040	422.98
227873	02/12/2020	DEPARTMENT OF JUSTICE	FINGERPRINTING SERVICES	100-10-150-51100-00000	464.00
227873	02/12/2020	DEPARTMENT OF JUSTICE	FINGERPRINTING SERVICES	403-10-160-51100-00000	43.00
227874	02/12/2020	DEPARTMENT OF JUSTICE	FINGERPRINTING SERVICES	100-10-150-51100-00000	603.00
227874	02/12/2020	ECO CAR SPA	CAR WASH FOR ALL CITY AND POLICE VEHICLES	402-50-591-51101-00000	219.86
227875	02/12/2020	EDGAR LOPEZ	MATERIALS AND SUPPLIES - SIGNS	245-50-550-53100-15622	900.00
227876	02/12/2020	EVAN BROOKS ASSOCIATES, INC	PROFESSIONAL SERVICES AGREEMENT FOR DESIGN,	244-50-520-58100-15507	5389.86
227876	02/12/2020	EVAN BROOKS ASSOCIATES, INC	PROFESSIONAL SERVICES AGREEMENT FOR DESIGN,	255-50-520-58110-15507	7058.55
227877	02/12/2020	EWING IRRIGATION, INC.	IRRIGATION SUPPLIES	251-50-562-53100-00000	288.87
227877	02/12/2020	EWING IRRIGATION, INC.	IRRIGATION SUPPLIES	251-50-571-53100-00000	681.32
227877	02/12/2020	EWING IRRIGATION, INC.	IRRIGATION SUPPLIES	251-50-562-53100-00000	61.03
227878	02/12/2020	FEDEX OFFICE	PRINTING SERVICES	501-60-000-22327-00000	60.44
227878	02/12/2020	FEDEX OFFICE	PRINTING SERVICES	100-60-610-53320-00000	20.45
227879	02/12/2020	GABRIEL LLAMAS	COMPUTER LOAN FY 19/2020	100-00-000-11031-00000	1200.00
227880	02/12/2020	GALLS, AN ARAMARK CO., LLC	NAME PLATE	100-30-340-53100-00000	11.01
227880	02/12/2020	GALLS, AN ARAMARK CO., LLC	NAME PLATE	100-30-340-53100-00000	11.01
227880	02/12/2020	GALLS, AN ARAMARK CO., LLC	NAME PLATE	100-30-340-53100-00000	11.01
227881	02/12/2020	GOVERNMENT FINANCE OFFICERS ASSOCIATION	GFOA MEMBERSHIP RENEWAL	100-20-210-53330-00000	640.00
227882	02/12/2020	HARRIS COMPUTER SYSTEMS	GEMS ANNUAL BILLING	401-10-140-51101-00000	6255.98
227883	02/12/2020	HDL, COREN & CONE	CONTRACT SERVICES PROPERTY TAX JANUARY-MARCH 2020	100-25-299-51100-00000	792.89
227884	02/12/2020	HILLYARD INC	REPLACEMENT PARTS FOR FLOOR CLEANER MACHINE	100-60-620-53100-00000	283.61
227884	02/12/2020	HILLYARD INC	REPLACEMENT PARTS FOR FLOOR CLEANER MACHINE	252-60-620-53100-00000	283.62
227885	02/12/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-551-53100-15705	25.33
227885	02/12/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-550-53100-15705	177.01
227885	02/12/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-550-53100-15705	140.58
227885	02/12/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-550-53100-15705	29.05
227885	02/12/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-550-53100-15705	73.50
227885	02/12/2020	HOME DEPOT	SPECIALIZED SPRAY PAINTS	254-50-570-53100-14885	424.92
227885	02/12/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-550-53100-15705	86.30
227885	02/12/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-551-53100-15705	27.27
227885	02/12/2020	HOME DEPOT	SPECIALIZED SPRAY PAINTS	402-50-590-53100-00000	129.21
227885	02/12/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	251-50-560-53100-00000	100.74
227885	02/12/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-550-53100-15705	100.23
227885	02/12/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	251-50-560-53100-00000	274.00
227885	02/12/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-550-53100-15705	1065.44

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227885	02/12/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	251-50-560-53100-00000	182.96
227885	02/12/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-550-53100-15705	26.24
227885	02/12/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-551-53100-15705	358.28
227885	02/12/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-550-53100-15705	44.92
227887	02/12/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	251-50-571-53100-00000	83.13
227888	02/12/2020	HOSE-MAN INC	HOSES, NOZZLES AND FITTINGS	402-50-590-53100-00000	300.40
227889	02/12/2020	INDUSTRIAL CLEANING SYSTEMS	PRESSURE WASHER REPAIRS	402-50-590-53371-00000	196.71
227889	02/12/2020	INDUSTRIAL CLEANING SYSTEMS	PRESSURE WASHER REPAIRS	402-50-590-53371-00000	195.00
227890	02/12/2020	INTERNATIONAL CODE COUNCIL	ICC BOOK ORDER	100-40-450-53330-00000	167.43
227891	02/12/2020	INTERSTATE BATTERIES	BATTERIES FOR ALL CITY VEHICLE AND POLICE	402-50-590-53100-00000	266.59
227891	02/12/2020	INTERSTATE BATTERIES	BATTERIES FOR ALL CITY VEHICLE AND POLICE	402-50-591-53100-00000	266.59
227891	02/12/2020	INTERSTATE BATTERIES	BATTERIES FOR ALL CITY VEHICLES AND POLICES	402-50-590-53100-00000	247.94
227891	02/12/2020	INTERSTATE BATTERIES	BATTERIES FOR ALL CITY VEHICLES AND POLICES	402-50-590-53100-00000	41.84
227892	02/12/2020	IRWINDALE INDUSTRIAL CLINIC	BATTERIES FOR ALL CITY VEHICLES AND POLICES	402-50-591-53100-00000	289.78
227893	02/12/2020	J H MITCHELL & SONS	PHYSICAL EXAMS, DRUG SCREEN,TB TESTING	100-10-150-51100-00000	2455.00
227894	02/12/2020	JAMES R WHIRLOW	ENGINE AND OIL LUBRICANTS	402-50-590-53100-00000	619.22
227895	02/12/2020	JEEP CHRYSLER OF ONTARIO, INC.	SECURITY DEPOSIT FOR "THE RAT PACK" SHOW 04/09/202	501-60-000-22327-00000	220.00
227895	02/12/2020	JEEP CHRYSLER OF ONTARIO, INC.	SERVICE REPAIRS ON POLICE VEHICLES	402-50-591-53371-00000	498.84
227895	02/12/2020	JEEP CHRYSLER OF ONTARIO, INC.	SERVICE REPAIRS ON POLICE VEHICLES	402-50-591-53371-00000	20.75
227896	02/12/2020	JENNIFER CORONA	SERVICE REPAIRS ON POLICE VEHICLES	402-50-591-53371-00000	70.27
227897	02/12/2020	JOE E DELIA	REFUND OF FACILITY RESERVATION DEPOSIT	501-60-000-22333-00000	150.00
227898	02/12/2020	JOSE ARJONA	POLYGRAPH EXAM FOR PD APPLICANT	100-30-310-51100-00000	225.00
227899	02/12/2020	JP ENGINE INC	REFUND OF REMAINING BALANCE OWED	100-60-000-45601-00000	107.00
227899	02/12/2020	JP ENGINE INC	MAINTENANCE ON UNIT #3136	402-50-591-53371-00000	547.73
227900	02/12/2020	JUST REWARDS	MAINTENANCE ON UNIT # 5077	402-50-591-53371-00000	2028.78
227901	02/12/2020	KIMBALL MIDWEST	GIFT CARDS FOR EMPLOYEE TRANSPORTATION	231-50-540-53120-00000	111.50
227902	02/12/2020	KIMBALL MOTOR SUPPLY	GRAFFITI REMOVAL CHEMICAL	240-50-570-53100-15705	285.58
227902	02/12/2020	KIMBALL MOTOR SUPPLY	MATERIALS AND SUPPLIES	402-50-590-53100-00000	98.52
227903	02/12/2020	KNIGHT COMMUNICATIONS	MATERIALS AND SUPPLIES	402-50-590-53100-00000	454.69
227904	02/12/2020	LA VERNE POWER EQUIPMENT INC	INFORMATION SERVICES SUPPORT FOR POLICE DEPT	100-30-310-51100-00000	8000.00
227905	02/12/2020	LAWRENCE MEZA	60" Z-MASTER 5000 SERIES, 25 HP KOHLER EF,	251-50-520-58110-15102	11989.18
227906	02/12/2020	LEXIS NEXIS	EMPLOYEE COMPUTER LOAN PROGRAM	100-00-000-11031-00000	1300.00
227906	02/12/2020	LEXIS NEXIS	DEC 2019 3 USER(S)	100-30-310-51100-00000	489.24
227907	02/12/2020	LOS ANGELES COUNTY PUBLIC WORKS	LICENSE/SUPPORT RENEWAL FOR DESK OFFICER	100-30-310-51100-00000	5918.84
227908	02/12/2020	LOS ANGELES COUNTY PUBLIC WORKS	PLAN CHECK CASE # 1	245-50-520-58100-15701	2000.00
227909	02/12/2020	LUIS AND DIANA JIMENEZ	ROUTINE AND EXTRAORDINARY MAINTENANCE	240-50-530-51100-00000	547.11
227910	02/12/2020	MANDEL METALS INC	REFUND PERMITS FOR UNCOMPLETED REMODELING WORK	100-40-000-43400-00000	1527.04
227911	02/12/2020	MARIPOSA LANDSCAPES INC.	ALUMINUM BLANKS FOR SIGNS	245-50-550-53100-15622	2001.75
227912	02/12/2020	MARK CAUDILLO	VARIOUS IRRIGATION WORK TO SUPPLEMENT AND/	251-50-562-51100-00000	811.00
227913	02/12/2020	MERGE CONCEPTUAL DESIGN LLC	SADDLE BAGS ON MOTORCYCLES	402-50-591-51101-00000	27.25
227914	02/12/2020	NEOPOST LEASING	DESIGN BUILD CONTRACT FOR ART IN PUBLIC	236-50-520-58110-15725	18490.80
227915	02/12/2020	NICHOLS LUMBER & HARDWARE	LEASE AND MAINTENANCE PAYMENTS FOR POSTAGE	401-10-141-58140-11503	2020.50
227915	02/12/2020	NICHOLS LUMBER & HARDWARE	SMALL TOOLS, MISCELLANEOUS HARDWARE	245-50-550-53100-15622	18.55
227915	02/12/2020	NICHOLS LUMBER & HARDWARE	SMALL TOOLS, MISCELLANEOUS HARDWARE	245-50-550-53100-15622	5.23
227915	02/12/2020	NICHOLS LUMBER & HARDWARE	SMALL TOOLS, MISCELLANEOUS HARDWARE	245-50-550-53100-15622	18.26
227915	02/12/2020	NICHOLS LUMBER & HARDWARE	SMALL TOOLS, MISCELLANEOUS HARDWARE	245-50-550-53100-15622	45.99
227915	02/12/2020	NICHOLS LUMBER & HARDWARE	SMALL TOOLS, MISCELLANEOUS HARDWARE	245-50-550-53100-15622	34.69
227915	02/12/2020	NICHOLS LUMBER & HARDWARE	SMALL TOOLS, MISCELLANEOUS HARDWARE	245-50-550-53100-15622	107.90
227915	02/12/2020	NICHOLS LUMBER & HARDWARE	MATERIALS & SUPPLIES FOR MULTIPLE DEPARTMENTS	100-60-640-53100-00000	203.37
227915	02/12/2020	NICHOLS LUMBER & HARDWARE	SMALL TOOLS, MISCELLANEOUS HARDWARE	245-50-550-53100-15622	92.16
227915	02/12/2020	NICHOLS LUMBER & HARDWARE	SMALL TOOLS, MISCELLANEOUS HARDWARE	245-50-550-53100-15622	10.93

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227915	02/12/2020	NICHOLS LUMBER & HARDWARE	SMALL TOOLS, MISCELLANEOUS HARDWARE	245-50-550-53100-15622	197.08
227915	02/12/2020	NICHOLS LUMBER & HARDWARE	SMALL TOOLS, MISCELLANEOUS HARDWARE	245-50-550-53100-15622	7.67
227915	02/12/2020	NICHOLS LUMBER & HARDWARE	SMALL TOOLS, MISCELLANEOUS HARDWARE	245-50-550-53100-15622	21.33
227915	02/12/2020	NICHOLS LUMBER & HARDWARE	MATERIALS & SUPPLIES FOR MULTIPLE DEPARTMENTS	100-60-630-53100-00000	56.90
227915	02/12/2020	NICHOLS LUMBER & HARDWARE	SMALL TOOLS, MISCELLANEOUS HARDWARE &	402-50-590-53100-00000	20.24
227915	02/12/2020	NICHOLS LUMBER & HARDWARE	SMALL TOOLS, MISCELLANEOUS HARDWARE &	402-50-590-53100-00000	15.25
227916	02/12/2020	OMEGA INDUSTRIAL SUPPLY INC	GRAFFITI REMOVAL CHEMICAL	254-50-570-53100-14885	501.75
227917	02/12/2020	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLES	402-50-590-53100-00000	107.76
227917	02/12/2020	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLES	402-50-590-53100-00000	13.21
227917	02/12/2020	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLES	402-50-590-53100-00000	71.76
227917	02/12/2020	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLES	402-50-591-53100-00000	3.41
227917	02/12/2020	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLES	402-50-591-53100-00000	37.79
227917	02/12/2020	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLES	402-50-591-53100-00000	6.56
227917	02/12/2020	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLES	402-50-591-53100-00000	65.68
227917	02/12/2020	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLES	402-50-591-53100-00000	163.28
227917	02/12/2020	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLES	402-50-591-53100-00000	51.86
227917	02/12/2020	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLES	402-50-591-53100-00000	125.89
227917	02/12/2020	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLES	402-50-591-53100-00000	1204.50
227917	02/12/2020	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLES	402-50-591-53100-00000	35.52
227917	02/12/2020	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLES	402-50-591-53100-00000	32.72
227917	02/12/2020	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLES	402-50-591-53100-00000	32.84
227917	02/12/2020	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLES	402-50-591-53100-00000	14.15
227917	02/12/2020	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLES	402-50-591-53100-00000	98.54
227918	02/12/2020	PACIFIC PRODUCTS & SERVICES	MATERIALS AND SUPPLIES	254-50-550-53100-15622	103.48
227918	02/12/2020	PACIFIC PRODUCTS & SERVICES	MATERIALS AND SUPPLIES	254-50-550-53100-15622	1144.28
227919	02/12/2020	PREMIERE FUELING SERVICES INC	MONTHLY DESIGNATED OPERATOR INSPECTION FOR JANUARY	402-50-590-53110-16140	200.00
227920	02/12/2020	PRIME POWER EQUIPMENT	MATERIALS AND SUPPLIES FOR REPAIRS OF	245-50-560-53100-15536	199.44
227920	02/12/2020	PRIME POWER EQUIPMENT	REPAIRS OF SMALL POWER TOOLS	251-50-560-51101-00000	43.29
227920	02/12/2020	PRIME POWER EQUIPMENT	MATERIALS AND SUPPLIES	251-50-571-53100-00000	394.15
227920	02/12/2020	PRIME POWER EQUIPMENT	MATERIALS AND SUPPLIES	251-50-571-53100-00000	443.42
227920	02/12/2020	PRIME POWER EQUIPMENT	MATERIALS AND SUPPLIES	251-50-571-53100-00000	156.50
227921	02/12/2020	RICHARDS, WATSON & GERSHON	LABOR NEGOTIATIONS - DEC. 2019	100-30-131-51102-11104	2537.32
227922	02/12/2020	SAN GABRIEL VALLEY POLICE CHIEF'S ASSN	POLICE CHIEF MEMBERSHIP DUES FY 20/2021	100-30-310-53330-00000	250.00
227923	02/12/2020	SAN GABRIEL VALLEY WATER	WATER COST	100-60-620-53402-00000	413.47
227924	02/12/2020	SAN GABRIEL VALLEY WATER	WATER COST	100-60-620-53402-00000	140.62
227924	02/12/2020	SOUTHERN CALIFORNIA EDISON	ENERGY COST	251-50-530-53401-00000	3030.00
227924	02/12/2020	SOUTHERN CALIFORNIA EDISON	ENERGY COST	100-60-620-53401-00000	22387.22
227924	02/12/2020	SOUTHERN CALIFORNIA EDISON	ENERGY COST	251-50-560-53401-00000	385.36
227924	02/12/2020	SOUTHERN CALIFORNIA EDISON	ENERGY COST	251-50-530-53401-00000	49.61
227924	02/12/2020	SOUTHERN CALIFORNIA EDISON	ENERGY COST	251-50-530-53401-00000	44.05
227924	02/12/2020	SOUTHERN CALIFORNIA EDISON	ENERGY COST	100-60-620-53401-00000	905.40
227925	02/12/2020	THE GAS COMPANY	SERVICES @ 14317 MORGAN ST. 12/26/19-1/27/20	905-40-410-53400-14305	75.37
227925	02/12/2020	THE GAS COMPANY	GAS COST	100-60-620-53400-00000	3512.76
227926	02/12/2020	TIME WARNER CABLE	INTERNET SERVICE @ COMM CTR & SR CENTER	100-60-610-51100-00000	35.97
227926	02/12/2020	TIME WARNER CABLE	INTERNET SERVICE @ COMM CTR & SR CENTER	100-60-630-51101-00000	35.98
227927	02/12/2020	UNITED PUMPING SERVICE INC	DOCUMENTATION AND DISPOSAL OF HAZARDOUS	240-50-551-51100-15705	3051.53
227928	02/12/2020	WASTE MANAGEMENT OF SAN GABRIEL/POMONA VALLE	WASTE MANAGEMENT SERVICE	905-40-410-53405-14305	242.94
227929	02/13/2020	ANA VALDIVIA	DEDUCTION	100-00-000-21225-00000	346.15
227930	02/13/2020	DAPEER, ROSENBLIT & LITVAK, LLP	LEGAL SERVICES - 14624 DALEWOOD ST. - NOV 2019	100-40-131-51102-14130	1045.00
227930	02/13/2020	DAPEER, ROSENBLIT & LITVAK, LLP	LEGAL SERVICES - 14624 DALEWOOD ST. DEC 2019	100-40-131-51102-14130	275.00
227931	02/13/2020	JESUS RAUDA	REFUND OF DEPOSIT FOR C&D PROGRAM	246-00-000-22540-00000	15000.00

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
227932	02/13/2020	LEAGUE OF CALIFORNIA CITIES	MEMBERSHIP DUES FOR CALENDAR YEAR 2020	100-25-299-53330-00000	21274.00
227933	02/13/2020	LONGFRI TECHNOLOGIES CO., LTD	HELMETS FOR SWAT TEAM	205-30-310-53100-00000	2499.59
227934	02/13/2020	LYNDA C SALAS	DEDUCTION	100-00-000-21225-00000	450.00
227935	02/13/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	113.07
227936	02/13/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	617.08
227937	02/13/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	1312.15
227938	02/13/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	268.61
227939	02/13/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	131.53
227940	02/13/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	382.15
227941	02/13/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	92.30
227942	02/13/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	523.38
227943	02/13/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	710.76
227944	02/13/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	309.69
227945	02/13/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	374.76
227946	02/19/2020	AAE INCORPORATED	SERVICES FOR CAPITAL IMPROVEMENT PROJECTS	254-50-520-58100-14120	4540.20
227947	02/19/2020	AAE INCORPORATED	SB1 STREET IMPROVEMENTS AND REHABILITATION	256-50-520-58100-15099	3968.00
227947	02/19/2020	APEC CCTV	MAINTENANCE AND REPAIRS	100-60-620-53371-00000	917.15
227948	02/19/2020	BUSINESS CARD	PRIME RENEWAL	252-60-620-53371-00000	917.15
227948	02/19/2020	BUSINESS CARD	PERSONAL SUBSCRIPTION	401-10-140-53390-00000	130.31
227948	02/19/2020	BUSINESS CARD	REPLACEMENT PART FOR SCANNER	401-10-140-53390-00000	99.00
227948	02/19/2020	BUSINESS CARD	ICLOUD 50GB STORAGE	401-10-140-53390-00000	24.56
227949	02/19/2020	BUSINESS CARD	ICA WINTER SEMINAR REGISTRATION FOR MAYOR	100-10-100-53350-11000	0.99
227950	02/19/2020	BUSINESS CARD	CEO-REGISTRATION FOR 2ND ANNUAL LA COUNTY ADVOCACY	100-10-110-53350-00000	650.00
227950	02/19/2020	BUSINESS CARD	CEO-CITY MANAGERS WEBINAR	100-10-110-53350-00000	35.00
227950	02/19/2020	BUSINESS CARD	SOFTWARE AND SUBSCRIPTION UPDATES FOR PUBLIC WORKS	240-50-510-53100-00000	25.00
227950	02/19/2020	BUSINESS CARD	SOFTWARE FOR PUBLIC WORKS	240-50-510-53100-00000	560.60
227951	02/19/2020	BUSINESS CARD	SOFTWARE AND SUBSCRIPTION UPDATES FOR PUBLIC WORKS	240-50-510-53100-00000	198.00
227951	02/19/2020	BUSINESS CARD	SUPPLIES FOR REPAIRS INSIDE THE COMMUNITY CENTER	100-60-610-53100-00000	16.82
227951	02/19/2020	BUSINESS CARD	MATERIALS & SUPPLIES FOR COMMUNITY CENTER	100-60-610-53100-00000	416.91
227951	02/19/2020	BUSINESS CARD	ANNUAL CLUB FEE FOR THE BALDWIN PARK BOXING	100-60-610-53330-16130	216.58
227951	02/19/2020	BUSINESS CARD	REMIT FOR COMMUNITY CENTER AIR CONDITIONING UNIT	100-60-620-53371-00000	205.00
227951	02/19/2020	BUSINESS CARD	NETFLIX MONTHLY FEE FOR USAGE AT THE TEEN CENTER	100-60-630-53330-00000	164.88
227951	02/19/2020	BUSINESS CARD	NETFLIX MONTHLY FEE FOR USAGE AT THE SENIOR CENTER	100-60-630-53330-00000	3.24
227951	02/19/2020	BUSINESS CARD	NETFLIX MONTHLY FEE FOR USAGE AT BARNES PARK	100-60-670-53330-15100	3.25
227951	02/19/2020	BUSINESS CARD	NETFLIX MONTHLY FEE FOR USAGE AT THE ARC	100-60-680-53330-00000	3.25
227951	02/19/2020	BUSINESS CARD	FLIGHT TICKET FOR YURIKO RUIZESPARZA	501-60-000-22328-00000	355.96
227952	02/19/2020	BUSINESS CARD	HOTEL RESERVATION FOR PAUL HERNANDEZ	100-10-100-53350-11010	579.65
227952	02/19/2020	BUSINESS CARD	ICA WINTER SEMINAR REGISTRATION FOR COUNCILMEMBER	100-10-100-53350-11010	650.00
227953	02/19/2020	BUSINESS CARD	HOTEL RESERVATION FOR MAYOR PRO TEM MONICA	100-10-100-53350-11006	589.65
227954	02/19/2020	DANIEL NGUYEN	CONTRACT SERVICES	501-60-000-22328-00000	180.00
227955	02/19/2020	DATA TICKET, INC.	DATE TICKET	100-40-460-51101-00000	200.00
227956	02/19/2020	EXPERIAN	CREDIT REPORTING SERVICES FOR HOUSING APPLICANTS	220-40-420-51101-14700	66.07
227956	02/19/2020	EXPERIAN	CREDIT REPORTING SERVICES FOR HOUSING APPLICANTS	901-40-410-51101-14310	66.07
227957	02/19/2020	EZEQUIEL CONTRERAS	CONTRACT SERVICES	501-60-000-22328-00000	1404.00
227958	02/19/2020	HDL, COREN & CONE	SERVICE PROPERTY TAX JANUARY-MARCH 2020	100-25-299-51100-00000	2804.41
227959	02/19/2020	IRON MOUNTAIN	STORAGE AND SUPPLIES	901-40-410-51101-14310	649.49
227960	02/19/2020	LUIS FREGOSO	PAYMENT OF CONTRACT SERVICES	501-60-000-22328-00000	183.75
227961	02/19/2020	MANUEL CARRILLO, JR	REIMBURSEMENT FOR PAYMENT FOR PARKING FEES	100-60-600-53100-00000	6.00
227962	02/19/2020	MANUEL LOZANO	ICA WINTER SEMINAR	100-10-100-53350-11000	579.65
227963	02/19/2020	MERCURY FENCE CO.	REPAIRS MADE TO THE FENCE AT THE CITY'S TRASH YARD	100-60-620-53371-00000	225.00

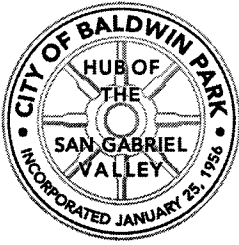
Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
227964	02/19/2020	MOJICA JUDO CLUB	CONTRACT SERVICES	501-60-000-22328-00000	1628.25
227965	02/19/2020	MONTY'S ELECTRIC, INC.	ELECTRICAL REPAIRS AT CITY YARD	100-60-620-53371-00000	1455.00
227966	02/19/2020	MOUNT SAN JACINTO WINTER PARK AUTHORITY	CODE OF ORDINANCES ALS	501-60-000-22327-00000	463.50
227967	02/19/2020	NEOPOST USA INC	INK CARTRIDGES FOR POSTAGE MACHINE	401-10-141-58140-11503	488.37
227968	02/19/2020	NICHOLS LUMBER & HARDWARE	MATERIALS & SUPPLIES	100-60-620-53100-00000	61.69
227968	02/19/2020	NICHOLS LUMBER & HARDWARE	MATERIALS AND SUPPLIES	100-60-620-53100-00000	5.25
227968	02/19/2020	NICHOLS LUMBER & HARDWARE	MATERIALS AND SUPPLIES	252-60-620-53100-00000	66.95
227969	02/19/2020	NIKKI CLABORN	REFUND OF DEPOSIT	501-60-000-22333-00000	150.00
227970	02/19/2020	OFFICE DEPOT INC	MATERIALS & SUPPLIES	100-30-340-53100-00000	345.77
227970	02/19/2020	OFFICE DEPOT INC	OFFICE SUPPLIES FOR ENGINEERING DIVISION	240-50-510-53100-00000	45.38
227970	02/19/2020	OFFICE DEPOT INC	OFFICE SUPPLIES FOR ENGINEERING DIVISION	240-50-510-53100-00000	61.18
227970	02/19/2020	OFFICE DEPOT INC	OFFICE SUPPLIES FOR ENGINEERING DIVISION	240-50-510-53100-00000	14.22
227970	02/19/2020	OFFICE DEPOT INC	MATERIALS & SUPPLIES	100-30-340-53100-00000	144.35
227970	02/19/2020	OFFICE DEPOT INC	MATERIALS & SUPPLIES FOR PD	100-30-340-53100-00000	410.37
227970	02/19/2020	OFFICE DEPOT INC	MATERIALS & SUPPLIES FOR PD	100-30-340-53100-00000	149.24
227970	02/19/2020	OFFICE DEPOT INC	MATERIALS & SUPPLIES FOR PD	100-30-340-53100-00000	90.71
227970	02/19/2020	OFFICE DEPOT INC	GENERAL OFFICE SUPPLIES	901-40-410-53100-14310	92.66
227970	02/19/2020	OFFICE DEPOT INC	GENERAL OFFICE SUPPLIES	901-40-410-53100-14310	28.46
227971	02/19/2020	PACIFIC SAFE MANUFACTURING CORPORATION	PAYMENT FOR MOVING COMMUNITY CENTER	100-60-620-53371-00000	360.00
227971	02/19/2020	PACIFIC SAFE MANUFACTURING CORPORATION	PAYMNT FOR MOVING COMMUNITY CENTER SAFE	100-60-620-53371-00000	175.00
227972	02/19/2020	RAUL DELGADO	REFUND OF FACILITY RESERVATION DEPOSIT	501-60-000-22333-00000	300.00
227973	02/19/2020	ROSANNA MEJIA	PAYMENT OF CONTRACT SERVICES	501-60-000-22328-00000	436.80
227974	02/19/2020	SCHINDLER ELEVATOR CORPORATION	PAYMENT OF WATER AND COFFEE SUPPLIES	100-60-620-53371-00000	2010.07
227975	02/19/2020	SERVICE FIRST CONTRACTORS	MAINTENANCE AND REPAIRS	100-60-620-53371-00000	1081.54
227975	02/19/2020	SERVICE FIRST CONTRACTORS	MAINTENANCE AND REPAIRS	252-60-620-53371-00000	285.68
227975	02/19/2020	SERVICE FIRST CONTRACTORS	MAINTENANCE AND REPAIRS	252-60-620-53371-00000	795.86
227976	02/19/2020	SHANNON YAUCHEE	PAYMENT OF MAINTENANCE	100-10-110-53350-00000	607.23
227977	02/19/2020	STANLEY CONVERGENT SECURITY SOLUTIONS	CEO-LEAUGE OF CA CITIES CITY MANAGERS CONFERENCE	100-60-620-53371-00000	125.00
227977	02/19/2020	STANLEY CONVERGENT SECURITY SOLUTIONS	MAINTENANCE AND REPAIRS FOR CITY HALL	100-60-620-53371-00000	2979.50
227977	02/19/2020	STANLEY CONVERGENT SECURITY SOLUTIONS	MAINTENANCE AND REPAIRS OF CITY HALL	100-60-620-53371-00000	334.02
227978	02/19/2020	TERMINIX INTERNATIONAL	EXTERMINATOR SERVICES AT CITY FACILITIES	100-60-620-53371-00000	85.00
227978	02/19/2020	TERMINIX INTERNATIONAL	EXTERMINATOR SERVICES AT CITY FACILITIES	100-60-620-53371-00000	54.00
227978	02/19/2020	TERMINIX INTERNATIONAL	EXTERMINATOR SERVICES AT CITY FACILITIES	100-60-620-53371-00000	125.00
227978	02/19/2020	TERMINIX INTERNATIONAL	EXTERMINATOR SERVICES AT CITY FACILITIES	100-60-620-53371-00000	57.00
227978	02/19/2020	TERMINIX INTERNATIONAL	EXTERMINATOR SERVICES AT CITY FACILITIES	100-60-620-53371-00000	37.50
227978	02/19/2020	TERMINIX INTERNATIONAL	EXTERMINATOR SERVICES AT CITY FACILITIES	252-60-620-53371-00000	102.50
227978	02/19/2020	TERMINIX INTERNATIONAL	EXTERMINATOR SERVICES AT CITY FACILITIES	252-60-620-53371-00000	70.00
227978	02/19/2020	TERMINIX INTERNATIONAL	EXTERMINATOR SERVICES AT CITY FACILITIES	252-60-620-53371-00000	45.00
227978	02/19/2020	TERMINIX INTERNATIONAL	EXTERMINATOR SERVICES AT CITY FACILITIES	252-60-620-53371-00000	101.00
227979	02/19/2020	V & V MANUFACTURING	EXTERMINATOR SERVICES AT CITY FACILITIES	252-60-620-53371-00000	40.00
227979	02/19/2020	V & V MANUFACTURING	EQUIPMENT FOR SWAT TEAM	100-30-340-53100-00000	126.11
227980	02/19/2020	VASQUEZ & COMPANY LLP	POLICE BADGE REPAIRS & WALLET	100-30-340-53100-00000	375.09
227981	02/19/2020	WAXIE SANITARY SUPPLY	FY 2018-19 AUDIT FEES	100-20-210-51100-12420	8000.00
227981	02/19/2020	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES FOR CITY FACILITIES	100-60-620-53100-00000	2269.18
227981	02/19/2020	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES FOR CITY FACILITIES	100-60-620-53100-00000	64.84
227981	02/19/2020	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES FOR CITY FACILITIES	252-60-620-53100-00000	2334.02
227982	02/19/2020	WELLS FARGO FINANCIAL LEASING	COPIER	401-10-141-58140-11502	1750.26
227983	02/19/2020	MOTOROLA SOLUTIONS, INC.	POLICE AND PUBLIC WORKS RADIO SYSTEM	205-30-340-58110-13020	68157.00
227983	02/19/2020	MOTOROLA SOLUTIONS, INC.	POLICE AND PUBLIC WORKS RADIO SYSTEM	206-30-340-58110-13020	200000.00
227983	02/19/2020	MOTOROLA SOLUTIONS, INC.	POLICE AND PUBLIC WORKS RADIO SYSTEM	240-50-520-58110-13020	22221.00
227983	02/19/2020	MOTOROLA SOLUTIONS, INC.	POLICE AND PUBLIC WORKS RADIO SYSTEM	271-30-350-58110-13020	23790.33

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227984	02/19/2020	TAFOYA LAW GROUP, APC	PROF SERVICES FOR DEC. 2019	100-10-130-51102-11060	744.60
227984	02/19/2020	TAFOYA LAW GROUP, APC	PROF SERVICES FOR DEC. 2019	100-10-130-51102-11102	7205.10
227984	02/19/2020	TAFOYA LAW GROUP, APC	PROF SERVICES FOR DEC. 2019	100-10-130-51102-11103	1664.40
227984	02/19/2020	TAFOYA LAW GROUP, APC	PROF SERVICES FOR DEC. 2019	100-10-130-51102-11105	1051.20
227984	02/19/2020	TAFOYA LAW GROUP, APC	PROF SERVICES FOR DEC. 2019	100-10-130-51102-11105	238.80
227984	02/19/2020	TAFOYA LAW GROUP, APC	PROF SERVICES FOR DEC. 2019	100-20-130-51102-12002	65.70
227984	02/19/2020	TAFOYA LAW GROUP, APC	PROF SERVICES FOR DEC. 2019	100-30-130-51102-13405	1357.80
227984	02/19/2020	TAFOYA LAW GROUP, APC	PROF SERVICES FOR DEC. 2019	100-40-130-51102-14070	343.75
227984	02/19/2020	TAFOYA LAW GROUP, APC	PROF SERVICES FOR DEC. 2019	100-40-130-51102-14070	550.00
227984	02/19/2020	TAFOYA LAW GROUP, APC	PROF SERVICES FOR DEC. 2019	100-40-130-51102-14200	275.00
227984	02/19/2020	TAFOYA LAW GROUP, APC	PROF SERVICES FOR DEC. 2019	100-40-130-51102-14200	6197.70
227985	02/19/2020	AFLAC	AFLAC	100-00-000-21216-00000	-151.90
227985	02/19/2020	AFLAC	AFLAC	100-00-000-21216-00000	-70.98
227985	02/19/2020	AFLAC	AFLAC	100-00-000-21216-00000	948.08
227985	02/19/2020	AFLAC	AFLAC	100-00-000-21216-00000	164.33
227985	02/19/2020	AFLAC	AFLAC	100-00-000-21216-00000	1133.93
227985	02/19/2020	AFLAC	AFLAC	100-00-000-21216-00000	164.33
227986	02/19/2020	ALLSTATE WORKPLACE DIVISION	CANCER INSURANCE	100-00-000-21221-00000	159.61
227986	02/19/2020	ALLSTATE WORKPLACE DIVISION	CANCER INSURANCE	100-00-000-21221-00000	159.57
227987	02/19/2020	AMERICAN FIDELITY ASSURANCE COMPANY	AMERICAN FIDELITY ASSURANCE COMPANY	100-00-000-21216-00000	-19.95
227987	02/19/2020	AMERICAN FIDELITY ASSURANCE COMPANY	AMERICAN FIDELITY ASSURANCE COMPANY	100-00-000-21216-00000	1957.32
227987	02/19/2020	AMERICAN FIDELITY ASSURANCE COMPANY	AMERICAN FIDELITY ASSURANCE COMPANY	100-00-000-21216-00000	4031.86
227987	02/19/2020	AMERICAN FIDELITY ASSURANCE COMPANY	AMERICAN FIDELITY ASSURANCE COMPANY	100-00-000-21216-00000	1809.28
227987	02/19/2020	AMERICAN FIDELITY ASSURANCE COMPANY	AMERICAN FIDELITY ASSURANCE COMPANY	100-00-000-21216-00000	4220.34
227988	02/19/2020	BALDWIN PARK MNGMT ASSOC.	MANAGEMENT DUES	100-00-000-21218-00000	40.00
227988	02/19/2020	BALDWIN PARK MNGMT ASSOC.	MANAGEMENT DUES	100-00-000-21218-00000	30.00
227989	02/19/2020	BALDWIN PARK POLICE ASSOC	POLICE SWORN DUES	100-00-000-21219-00000	3747.92
227989	02/19/2020	BALDWIN PARK POLICE ASSOC	POLICE NON-SWORN DUES	100-00-000-21219-00000	1136.91
227989	02/19/2020	BALDWIN PARK POLICE ASSOC	POLICE SWORN DUES	100-00-000-21219-00000	3797.92
227989	02/19/2020	BALDWIN PARK POLICE ASSOC	POLICE NON-SWORN DUES	100-00-000-21219-00000	1136.91
227990	02/19/2020	C.L.E.A.	JAN 2020 PYMT FOR PP#01/02	403-10-000-47130-13404	-1543.50
227990	02/19/2020	C.L.E.A.	CLEA DISABILITY POLICE SWORN	403-10-000-47130-13404	784.00
227990	02/19/2020	C.L.E.A.	CLEA DISABILITY POLICE SWORN	403-10-000-47130-13404	759.50
227990	02/19/2020	C.L.E.A.	JANUARY 2020 PYMT PP#01-02	403-10-000-47130-13404	1543.50
227991	02/19/2020	CINTAS FIRST AID & SAFETY	FIRST AID SUPPLIES FOR THE SENIOR CENTER	100-60-630-53100-00000	439.29
227992	02/19/2020	CITY EMPLOYEES ASSOCIATES	DUES CMEA	100-00-000-21226-00000	18.00
227992	02/19/2020	CITY EMPLOYEES ASSOCIATES	DUES CONFIDENTIAL/CEA	100-00-000-21227-00000	45.00
227992	02/19/2020	CITY EMPLOYEES ASSOCIATES	DUES CMEA	100-00-000-21226-00000	18.00
227992	02/19/2020	CITY EMPLOYEES ASSOCIATES	DUES CONFIDENTIAL/CEA	100-00-000-21227-00000	45.00
227993	02/19/2020	DD OFFICE PRODUCTS	CITY WIDE COPY PAPER	401-10-141-53100-11504	2389.99
227994	02/19/2020	FRONTIER COMMUNICATIONS	TELEPHONE USAGE - LOCAL CALLS	401-10-141-53403-11506	1431.86
227995	02/19/2020	HOMER HERNANDEZ	REIMBURSE FOR METROLINK STICKET TO DTLA	100-60-680-53100-00000	23.78
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR BUILDING MAINTENANCE	252-60-620-53100-00000	33.65
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR BUILDING MAINTENANCE	252-60-620-53100-00000	40.16
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR BUILDING MAINTENANCE	252-60-620-53100-00000	35.53
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR BUILDING MAINTENANCE	252-60-620-53100-00000	5.44
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR BUILDING MAINTENANCE	100-60-620-53100-00000	272.29
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR BUILDING MAINTENANCE	252-60-620-53100-00000	2.05
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR BUILDING MAINTENANCE	252-60-620-53100-00000	17.50
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR BUILDING MAINTENANCE	252-60-620-53100-00000	75.48
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR BUILDING MAINTENANCE	252-60-620-53100-00000	5.45

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR BUILDING MAINTENANCE	252-60-620-53100-00000	15.30
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR BUILDING MAINTENANCE	252-60-620-53100-00000	31.46
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES	252-60-620-53100-00000	72.18
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR BUILDING MAINTENANCE	100-60-620-53100-00000	23.61*
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR BUILDING MAINTENANCE	252-60-620-53100-00000	26.21
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR BUILDING MAINTENANCE	100-60-620-53100-00000	51.47
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR BUILDING MAINTENANCE	100-60-620-53100-00000	20.83
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES	252-60-620-53100-00000	78.96
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR BUILDING MAINTENANCE	252-60-620-53100-00000	94.38
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR BUILDING MAINTENANCE	100-60-620-53100-00000	65.02
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR BUILDING MAINTENANCE	252-60-620-53100-00000	36.68
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES	252-60-620-53100-00000	17.89
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES	252-60-620-53100-00000	52.10
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES	252-60-620-53100-00000	19.43
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES	252-60-620-53100-00000	49.34
227996	02/19/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR BUILDING MAINTENANCE	252-60-620-53100-00000	13.95
227998	02/19/2020	LIBERTY DENTAL PLAN	DENTAL HMO - LIBERTY DENTAL	100-00-000-21211-00000	14.74
227998	02/19/2020	LIBERTY DENTAL PLAN	DENTAL HMO - LIBERTY DENTAL	100-00-000-21211-00000	312.60
227998	02/19/2020	LIBERTY DENTAL PLAN	DENTAL HMO - LIBERTY DENTAL	100-00-000-21253-00000	100.26
227998	02/19/2020	LIBERTY DENTAL PLAN	DENTAL HMO - LIBERTY DENTAL	100-00-000-21211-00000	433.36
227998	02/19/2020	LIBERTY DENTAL PLAN	DENTAL HMO - LIBERTY DENTAL	100-00-000-21253-00000	100.26
227999	02/19/2020	LIBERT CASSIDY WHITMORE	PROF SERVICES THRU 12/31/2019	100-10-131-51102-11103	223.00
227999	02/19/2020	LIBERT CASSIDY WHITMORE	PROF SERVICES THRU 12/31/2019	100-30-131-51102-11105	2525.55
227999	02/19/2020	LIBERT CASSIDY WHITMORE	PROF SERVICES THRU 12/31/2019	100-30-131-51102-11105	676.00
228000	02/19/2020	MONTY'S ELECTRIC, INC.	ELECTRICAL REPAIRS AT CITY YARD	100-60-620-53371-00000	993.00
228001	02/19/2020	MUNICIPAL DENTAL POOL	DENTAL PPO - MUNICIPAL SERVICES AUTHORITY	100-00-000-21211-00000	73.31
228001	02/19/2020	MUNICIPAL DENTAL POOL	DENTAL PPO - MUNICIPAL SERVICES AUTHORITY	100-00-000-21211-00000	3876.20
228001	02/19/2020	MUNICIPAL DENTAL POOL	DENTAL PPO - MUNICIPAL SERVICES AUTHORITY	100-00-000-21253-00000	420.40
228001	02/19/2020	MUNICIPAL DENTAL POOL	DENTAL PPO - MUNICIPAL SERVICES AUTHORITY	100-00-000-21211-00000	4171.86
228001	02/19/2020	MUNICIPAL DENTAL POOL	RETRO DENTAL PPO - MUNICIPAL SERVICES AUTHORITY	100-00-000-21211-00000	74.26
228001	02/19/2020	MUNICIPAL DENTAL POOL	DENTAL PPO - MUNICIPAL SERVICES AUTHORITY	100-00-000-21253-00000	420.40
228002	02/19/2020	P.T.E.A.	PTEA DUES	100-00-000-21220-00000	323.00
228002	02/19/2020	P.T.E.A.	CLERICAL DUES	100-00-000-21224-00000	95.00
228002	02/19/2020	P.T.E.A.	PTEA DUES	100-00-000-21220-00000	323.00
228002	02/19/2020	P.T.E.A.	CLERICAL DUES	100-00-000-21224-00000	95.00
228003	02/19/2020	PRE-PAID LEGAL SERVICES, INC.	PRE-PAID LEGAL SERVICES	100-00-000-21230-00000	159.43
228003	02/19/2020	PRE-PAID LEGAL SERVICES, INC.	PRE-PAID LEGAL SERVICES	100-00-000-21230-00000	159.42
228004	02/19/2020	SAN GABRIEL VALLEY WATER	WATER COST	252-60-620-53402-00000	2135.32
228004	02/19/2020	SAN GABRIEL VALLEY WATER	WATER COST	251-50-560-53402-00000	1091.41
228005	02/19/2020	SHI INTERNATIONAL CORP	CISCO SMALL BUSINESS SG350-52MP SWITCH 4/EA	401-10-140-53390-00000	5979.18
228005	02/19/2020	SHI INTERNATIONAL CORP	CISCO SMALL BUSINESS SG350-52MP SWITCH 4/EA	401-10-140-53390-00000	635.96
228006	02/19/2020	SOUTHERN CALIFORNIA EDISON	ENERGY COST	254-60-620-53401-15882	2694.79
228006	02/19/2020	SOUTHERN CALIFORNIA EDISON	ENERGY COST	251-50-530-53401-00000	48.86
228006	02/19/2020	SOUTHERN CALIFORNIA EDISON	ENERGY COST	251-50-530-53401-00000	82.07
228006	02/19/2020	SOUTHERN CALIFORNIA EDISON	ENERGY COST	251-50-530-53401-00000	37885.17
228007	02/19/2020	STANDARD INSURANCE COMPANY	VISION - STANDARD INSURANCE COMPANY	100-00-000-21258-00000	90.18
228007	02/19/2020	STANDARD INSURANCE COMPANY	RETRO VISION	100-00-000-21211-00000	44.40
228007	02/19/2020	STANDARD INSURANCE COMPANY	VISION - STANDARD INSURANCE COMPANY	100-00-000-21258-00000	1227.18
228007	02/19/2020	STANDARD INSURANCE COMPANY	VISION - STANDARD INSURANCE COMPANY	100-00-000-21258-00000	1343.88
228008	02/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	FEB 2020 PREM-BASIC LIFE & AD&D & STD & LTD INSURA	403-10-160-54130-00000	6915.16
228008	02/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	JAN 2020 PREM - BASIC LIFE & AD & D & STD & LTD IN	403-10-160-54130-00000	6915.16

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
228008	02/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	JAN 2020 PREM PP#25-26	403-10-160-54130-00000	-6915.16
228008	02/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	CORRECTION FEB 2020 PREM PP#01-02	100-00-000-21254-00000	-112.22
228008	02/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	STANDARD LIFE	100-00-000-21212-00000	290.10
228008	02/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE INS C/100,000	100-00-000-21254-00000	122.50
228008	02/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	STANDARD LIFE	100-00-000-21212-00000	774.46
228008	02/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE INS B/50,000	100-00-000-21254-00000	734.16
228008	02/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE INS C/100,000	100-00-000-21254-00000	52.50
228008	02/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE INS D/60,000	100-00-000-21254-00000	21.00
228008	02/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	SUPP. LIFE - LINCOLN NATIONAL	100-00-000-21212-00000	1112.04
228008	02/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE INS B/50,000	100-00-000-21254-00000	539.54
228008	02/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE INS C/100,000	100-00-000-21254-00000	52.50
228008	02/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE INS D/60,000	100-00-000-21254-00000	26.25
228009	02/19/2020	VALLEY COUNTY WATER DIST	WATER COST	252-60-620-53402-00000	3922.37
228009	02/19/2020	VALLEY COUNTY WATER DIST	WATER COST	251-50-560-53402-00000	6104.33
228009	02/19/2020	VALLEY COUNTY WATER DIST	WATER SERVICE @ 14317 MORGAN ST. 12/18/19-1/21/20	905-40-410-53402-14305	251.79
228009	02/19/2020	VALLEY COUNTY WATER DIST	WATER COST	100-60-620-53402-00000	1833.69
228010	02/19/2020	VERIZON	WATER COST	254-60-620-53402-15882	500.71
228010	02/19/2020	VERIZON	CELLULAR SERVICES FROM 12/22/19-1/21/20	100-40-405-53403-00000	53.96
228010	02/19/2020	VERIZON	CELLULAR SERVICES FROM 12/22/19-1/21/20	220-40-420-53403-14700	53.96
228011	02/19/2020	TAFOYA LAW GROUP, APC	CELLULAR SERVICES FROM 12/22/19-1/21/20	901-40-410-53403-14310	5803.50
228011	02/19/2020	TAFOYA LAW GROUP, APC	PROF SERVICES FOR NOVEMBER 2019	100-10-130-51102-11060	5715.90
228011	02/19/2020	TAFOYA LAW GROUP, APC	PROF SERVICES FOR NOVEMBER 2019	100-10-130-51102-11102	5299.80
228011	02/19/2020	TAFOYA LAW GROUP, APC	PROF SERVICES FOR NOVEMBER 2019	100-10-130-51102-11103	307.63
228011	02/19/2020	TAFOYA LAW GROUP, APC	PROF SERVICES FOR NOVEMBER 2019	100-10-130-51102-11105	3920.10
228011	02/19/2020	TAFOYA LAW GROUP, APC	PROF SERVICES FOR NOVEMBER 2019	100-20-130-51102-12002	197.10
228011	02/19/2020	TAFOYA LAW GROUP, APC	PROF SERVICES FOR NOVEMBER 2019	100-30-130-51102-13405	1116.90
228011	02/19/2020	TAFOYA LAW GROUP, APC	PROF SERVICES FOR NOVEMBER 2019	100-40-130-51102-14070	525.60
228011	02/19/2020	TAFOYA LAW GROUP, APC	PROF SERVICES FOR NOVEMBER 2019	100-40-130-51102-14200	4927.50
228011	02/19/2020	TAFOYA LAW GROUP, APC	PROF SERVICES FOR NOVEMBER 2019	100-50-130-51102-15080	43.80
228011	02/19/2020	TAFOYA LAW GROUP, APC	PROF SERVICES FOR NOVEMBER 2019	100-60-130-51102-16175	372.30
228012	02/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	JAN 2020 PREM BASICLIFE & AD & D & STD & LTD INS	100-00-000-21254-00000	1436.23
228012	02/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	JAN 2020 PREM BASICLIFE & AD & D & STD & LTD INS	403-10-160-54130-00000	6915.16
228012	02/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	JAN 2020 PREM PP#25-26	100-00-000-21212-00000	20.25
228012	02/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	JAN 2020 PREM PP#25-26 SUPPLEMENTAL INS	100-00-000-21212-00000	2156.35
228013	02/20/2020	BUSINESS CARD	ACCTG REGISTRATION FOR A.ZHANG	100-20-210-53200-00000	75.00
228014	02/20/2020	CANON FINANCIAL SERVICES	LEASE PAYMENTS FOR 2 CANON IR6555 COPIERS	401-10-141-58140-11504	404.05
228015	02/20/2020	ENTERPRISE FM TRUST	EQUIPMENT PURCHASE COMPRESSED NATURAL GAS	402-50-590-58110-00000	44174.56
228016	02/20/2020	RICOH USA INC	LEASE PAYMENTS FOR 2 RICOH COLOR COPIERS	401-10-141-58140-11504	433.07
228017	02/20/2020	TPX COMMUNICATIONS CO	LOCAL, LONG DISTANCE AND DATA NETWORK	401-10-141-53403-11506	6579.33
DFT0003654	02/13/2020	INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX PAYMENT	100-00-000-21203-00000	79.73
DFT0003655	02/13/2020	INTERNAL REVENUE SERVICE	MEDICARE PAYMENT	100-00-000-21201-00000	19.28
DFT0003656	02/13/2020	STATE OF CALIFORNIA EMPLOYMENT	STATE INCOME TAX PAYMENT	100-00-000-21202-00000	43.62
DFT0003659	02/13/2020	INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX PAYMENT	100-00-000-21203-00000	25.76
DFT0003660	02/13/2020	INTERNAL REVENUE SERVICE	SOCIAL SECURITY PAYMENT	100-00-000-21200-00000	31.28
DFT0003661	02/13/2020	INTERNAL REVENUE SERVICE	MEDICARE PAYMENT	100-00-000-21201-00000	7.30
DFT0003662	02/13/2020	STATE OF CALIFORNIA EMPLOYMENT	STATE INCOME TAX PAYMENT	100-00-000-21202-00000	5.55
DFT0003664	02/12/2020	MASSMUTUAL	MASS MUTUAL	100-00-000-21213-00000	600.00
DFT0003665	02/12/2020	MASSMUTUAL	DEFERRED COMP LOAN REPAYMENT	100-00-000-21231-00000	663.70
DFT0003666	02/12/2020	MASSMUTUAL	MASS MUTUAL CITY PAID	100-00-000-21257-00000	3500.00
DFT0003667	02/12/2020	INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX PAYMENT	100-00-000-21203-00000	2238.41

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
DFT0003668	02/12/2020	INTERNAL REVENUE SERVICE	SOCIAL SECURITY PAYMENT	100-00-000-21200-00000	387.50
DFT0003669	02/12/2020	INTERNAL REVENUE SERVICE	MEDICARE PAYMENT	100-00-000-21201-00000	605.24
DFT0003670	02/12/2020	STATE OF CALIFORNIA EMPLOYMENT	STATE INCOME TAX PAYMENT	100-00-000-21202-00000	494.40
DFT0003675	02/13/2020	INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX PAYMENT	100-00-000-21203-00000	124.35
DFT0003676	02/13/2020	INTERNAL REVENUE SERVICE	MEDICARE PAYMENT	100-00-000-21201-00000	38.54
DFT0003677	02/13/2020	STATE OF CALIFORNIA EMPLOYMENT	STATE INCOME TAX PAYMENT	100-00-000-21202-00000	22.67
DFT0003679	02/13/2020	MASSMUTUAL	MASS MUTUAL RETIREMENT	100-00-000-21213-00000	1722.79
DFT0003680	02/13/2020	MASSMUTUAL	MASS MUTUAL	100-00-000-21213-00000	15329.08
DFT0003681	02/13/2020	NATIONWIDE RETIREMENT PEHP	PEHP NATIONWIDE	100-00-000-21213-00000	600.00
DFT0003682	02/13/2020	AMERICAN FIDELITY ASSURANCE COMPANY	FSA - AMERICAN FIDELITY ASSURANCE COMPANY	100-00-000-21216-00000	1550.68
DFT0003683	02/13/2020	MASSMUTUAL	DEFERRED COMP LOAN REPAYMENT	100-00-000-21231-00000	954.27
DFT0003684	02/13/2020	MASSMUTUAL	DEFERRED COMP LOAN REPAYMENT	100-00-000-21231-00000	717.69
DFT0003685	02/13/2020	MASSMUTUAL	DEFERRED COMP LOAN REPAYMENT	100-00-000-21231-00000	487.71
DFT0003686	02/13/2020	MASSMUTUAL	DEFERRED COMP LOAN REPAYMENT	100-00-000-21231-00000	199.42
DFT0003687	02/13/2020	MASSMUTUAL	MASS MUTUAL CITY PAID	100-00-000-21257-00000	4175.00
DFT0003688	02/13/2020	MASSMUTUAL	MASS MUTUAL CITY PAID	100-00-000-21257-00000	1274.23
DFT0003689	02/13/2020	INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX PAYMENT	100-00-000-21203-00000	72730.35
DFT0003690	02/13/2020	INTERNAL REVENUE SERVICE	SOCIAL SECURITY PAYMENT	100-00-000-21200-00000	4409.66
DFT0003691	02/13/2020	INTERNAL REVENUE SERVICE	MEDICARE PAYMENT	100-00-000-21201-00000	19766.92
DFT0003692	02/13/2020	STATE OF CALIFORNIA EMPLOYMENT	STATE INCOME TAX PAYMENT	100-00-000-21202-00000	26553.54
Grand Total: \$					1,077,944.28

STAFF REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Shannon Yauchzee, Chief Executive Officer
Laura J. Thomas, Human Resources & Risk Manager
DATE: March 4, 2020
SUBJECT: Claim Rejection

SUMMARY

This report seeks City Council consideration and direction to reject the Claims for Damages to person or property received for filing against the City of Baldwin Park.

RECOMMENDATION

Staff recommends that the City Council reject the following claims and direct staff to send the appropriate notice of rejection to claimant(s):

Anderson, Torri

Claimant alleges bodily injury

This government claim, and all government claims, should be considered as potential lawsuits in the future. Thus, it is requested that all City Staff, the Mayor and all Councilmembers refrain from making any statements, whether public or private in nature. It is important that no statements be made so as to not prejudice this claim in any way which can happen if public or private comments are made about this claim by City staff or Councilmembers.

FISCAL IMPACT

Fiscal impact is unknown at this time.

BACKGROUND

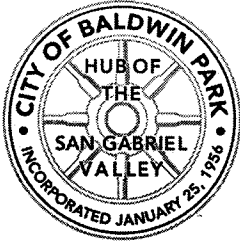
In order for the statute of limitations to begin on the claims received, it is necessary for the City Council to reject the claims by order of motion and that the claimants are sent written notification of said action.

ALTERNATIVES

There are no other alternatives for the Council to consider since rejection of the claims is necessary for the Statute of Limitations to begin on the claims received.

LEGAL REVIEW

This report has been reviewed and approved by the City Attorney as to legal form and content.

STAFF REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Manuel Carrillo Jr., Director of Recreation & Community Services
DATE: March 4, 2020
SUBJECT: Authorization to Proceed with Advertisement of a Request for Proposals for Janitorial Services for all City Facilities

SUMMARY

This report requests City Council consideration to receive authorization to advertise for the request for proposal (RFP) for janitorial services for all City facilities.

RECOMMENDATION

Staff recommends that the City Council authorize staff to advertise the RFP for the janitorial services for all City facilities.

FISCAL IMPACT

FY2019/20 budget has a General Fund allocation of \$131,820 for janitorial services. There's no fiscal impact at this to go out to bid once bids are received will, staff will present at a subsequent meeting.

BACKGROUND

The City currently contracts out its janitorial services to California Cleaning Maintenance, which have provided their services to the City for the last ten (10) years. The RFP specifications reflect the current hours of operation for each specific building and needs to maintain regular operations.

ALTERNATIVES

The alternative would be to not to proceed with the advertisement for a RFP for janitorial services for all city facilities or proceed with an alternative option.

LEGAL REVIEW

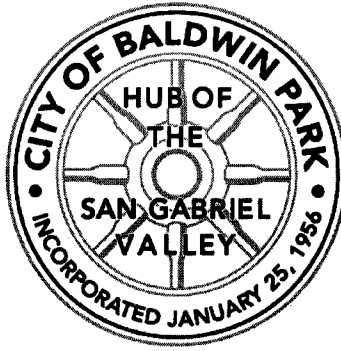
None is required.

ATTACHMENT

1. RFP

Attachment 1

RFP “Request for Proposal”



**REQUEST FOR PROPOSALS (RFP)
FOR JANITORIAL SERVICES
FOR CITY FACILITIES**

**PROPOSAL INSTRUCTIONS, GENERAL CONDITIONS,
SCOPE OF WORK, CONTRACTOR SELECTION AND
CONTRACT AWARD**

**Mandatory Bidders Meeting: Friday, March 20, 2020 at 11:00AM
Proposals Due: Thursday, April 2, 2020 at 3:00PM**

**CITY OF BALDWIN PARK
Recreation and Community Services
Building Maintenance Division**

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NOTICE INVITING SEALED BIDS

The City of Baldwin Park invites sealed bids on the following:

JANITORIAL MAINTENANCE SERVICES FOR CITY FACILITIES

Sealed bids will be received up to the hour of **3:00PM** at the Esther Snyder Community Center Front Counter on **Thursday, April 2, 2020**. All bids received will be publicly opened and declared at the Esther Snyder Community Center Meeting Room 1 (4100 Baldwin Park Blvd., Baldwin, California 91706). It is anticipated the bids will be presented to the City Council soon thereafter for award of contract.

The Bidder's Packet, which includes the specifications, proposal sheet, and other documents, may be obtained from the Department of Recreation and Community Services at 4100 Baldwin Park Blvd., Baldwin Park, California 91706, (626) 388-0565 or e-mail at mmoreno@baldwinpark.com.

All bidders interested in additional information may contact Maria Moreno at (626) 388-0565 Monday through Thursday, between the hours of 8:00AM and 3:30PM.

Maria Moreno
Operations Supervisor
City of Baldwin Park

Date

PART 1

INTRODUCTION AND INSTRUCTIONS TO BIDDERS

1. **GENERAL SCOPE OF WORK:** The scope of this contract shall be to furnish all labor, equipment, tools, cleansers and disinfectants to do all work necessary to perform the required janitorial services at the following locations:

SITE	ADDRESS
City Hall: Council Chambers, Basement, 1 st , 2 nd , and 3 rd Floors	14403 E. Pacific Avenue
Baldwin Park Parking Structure (5 levels)	14403 E. Pacific Avenue
Arts & Recreation Center (ARC)	14403-B E. Pacific Avenue
Esther Snyder Community Center, Morgan Park Restrooms and Julia McNeill Senior Center	4100 Baldwin Park Boulevard
Teri G. Muse Family Service Center	14305 Morgan Street
Teen Center & Skate Park and Hilda L. Solis Park Restrooms	15010 Badillo Avenue
Barnes Park Family Recreation Center	3251 Patritti Avenue
Walnut Creek Nature Park	701 N. Frazier Avenue
Hamilton City Yard	13135 Garvey Avenue

NOTE:

- a. City will furnish storage areas for cleaning supplies and miscellaneous paper goods such as trashcan liners, toilet paper, paper towel, etc.
 - b. All employees must submit to a complete background check through the State of California Department of Justice and the FBI. Said check must be completed prior to receiving access to secure areas or where children are present. Anyone working in the Police Department will need to comply with the CJIS Training. It will be the responsibility of the contractor to arrange with the Baldwin Park Police Department for this process as well as the cost associated.
 - c. In addition, a day porter shall be scheduled daily for general cleaning at the Police Department for a minimum of 2 hours during business hours.
2. **MANDATORY PRE-BID MEETING:** A mandatory pre-bid meeting is scheduled for 11:00AM, Friday, March 20, 2020 for all interested bidders. All participants will assemble at the Esther Snyder Community Center, Meeting Room 1 located at 4100 Baldwin Park Blvd., Baldwin Park, CA. Bidders **MUST ATTEND** the pre-meeting to address questions and tour the two (2) major facilities.
3. **PROPOSAL FORM:** All proposals must be on the forms furnished by the City, completed in full, and signed by the authorized representative of the organization providing the bid. All items and statements shall be properly filled out. Numbers shall be stated both in words and in figures where so indicated, and where there is a conflict in the words and the figures, the words shall govern. The signatures of all persons

signing the bid shall be in long hand. Prices, wording, and notations must be in ink or typewritten. Erasures or other changes shall be noted over by signature of the bidder.

4. **SIGNATURE:** The proposal shall bear the signature of the person or persons duly authorized to sign the bid. If bidder is a corporation, the legal name of the corporation shall first be set forth, together with its signatures: one from the Chairman of the Board, the President, or Vice-President, and one from the Secretary, Chief Financial officer, or Assistant Treasurer. Alternatively, the signatures of other authorized officers or agents may be affixed, if duly authorized by the corporation. The proposal shall include the title of such signatories below the signature and shall bear the corporate seal. In the event that the bidder is a joint venture or partnership, the bidder shall submit certifications signed by authorized officers of each of the parties to the joint venture or partnership, naming the individual who shall be the agent of the joint venture or partnership who shall sign all necessary documents for the joint venture or partnership, and who shall act on all matters relative to the contract resulting therefore for the joint venture or partnership. If bidder is an individual, his signature and post office address must be shown.
5. **FORM AND DELIVER OF BIDS:** The complete bid shall be enclosed in a sealed envelope, addressed and delivered or mailed to the City, and must be received on or before the time set forth in the notice calling for bids for the opening of bids. The envelope shall be plainly marked in the upper left hand corner with the bidder's name, the contract designation, and the date and time for the opening of bids. It is the bidder's sole responsibility to ensure that its bid is received prior to the scheduled closing time for receipt of bids. Any bid received after the scheduled closing time for receipt of bids shall be returned to the bidder unopened. At the time set forth in the notice calling for bids for the opening of bids, the sealed bids shall be opened and read aloud at the City's offices.
6. **BID SECURITY:** Each bid should be accompanied by a certified or cashier's check or bid bond in the amount of not less than ten percent (10%) of the total bid amounts stated in the bid. Said check or bond shall be made payable to the City and shall be given as a guarantee that the bidder, if awarded the work, will enter into an agreement within five working days after award of the contract, and will furnish, on the prescribed forms, the necessary insurance certificates, and those security devices in accordance with the contract documents. In case of refusal or failure to enter into the agreement, the check or bid bond, as the case may be, shall be forfeited to the City.
7. **MODIFICATIONS:** Changes in or additions to the bid form, recapitulations of the work bid upon, alternative proposals or any other modification of the bid form which is not specifically called for in the contract documents may result in the City's rejection of the bid as not being responsive to the invitation to bid.
8. **ERASURES INCONSISTENT OR ILLEGIBLE BIDS:** The bid submitted must not contain any erasures, interlineations, or other corrections unless each such correction creates no inconsistency, and is suitably authenticated by signatures of the person or persons signing the bid. In the event that City determines that any bid is unintelligible,

inconsistent or ambiguous, the City may reject such bid as not being responsive to the invitation to bid.

9. **EXAMINATION OF SITE AND CONTRACT DOCUMENTS:** At its own expense and prior to submitting its bid, each bidder shall examine the contract documents; visit the site and determine the local conditions which may in any way affect the performance of the work, including the prevailing wages and other relevant factors; familiarize itself with all Federal, State and local laws, ordinances, rules, regulations and codes affecting the performance of the work, including the cost of permits and licenses required for the work; determine the character, quality, and quantities of the work to be performed and the materials and equipment to be provided; and correlate its observations, investigations, and determinations with the requirements of the contract documents. The contract documents show and describe the existing conditions as they are believed to be, and City shall not be liable for any loss sustained by the bidder resulting from any variance between the conditions and design data given in the contract documents and the actual conditions revealed during the bidder's examination or during the progress of the work.
10. **WITHDRAWAL OF BIDS:** Any bid may be withdrawn, either personally or by written request, at anytime prior to the scheduled closing time for receipt of bids. The bid security for bids withdrawn prior to the scheduled closing time for receipt of bids, in accordance with this paragraph, shall be returned upon demand.
11. **AGREEMENTS AND BONDS:** The agreements form which the successful bidder, as Contractor, will be required to execute, and the form of the payment bids which such Contractor will be required to furnish in accordance with Civil Code Section 3247 prior to execution of the Agreement, are included in the contract documents and should be carefully examined by the bidder. Unless otherwise specified, the payment bond shall be in the amount of fifty percent (50%) of the amount of the contract. The Contractor may also be required to furnish a performance bond in the amount of one hundred percent (100%) of the contract and in the form included in the contract documents, and certificates of insurance as required in the contract, all prior to execution of the contract.
12. **INTERPRETATION OF DOCUMENTS:** If any prospective bidder is in doubt as to the true meaning of any part of the contract documents, or finds discrepancies in, or omissions from same, a written request for an interpretation or correction thereof may be submitted to the City. The bidder submitting the request shall be responsible for its prompt delivery. Any interpretation or correction of the contract documents will be made only by addendum duly issued by the City, and a copy of such addendum will be mailed or delivered to each bidder receiving a set of the contract documents. No person is authorized to make any oral interpretation of any provision in the contract documents, nor shall any oral interpretation be binding on the City.
13. **BIDDERS INTERESTED IN MORE THAN ONE BID:** No person, firm or corporation shall be allowed to make, or file, or be interested in more than one bid for the same work unless alternate bids are specifically called for. A person, firm or corporation that has submitted a sub proposal to a bidder, or that has quoted prices of materials to a

bidder, is not thereby disqualified from submitting a proposal or quoting prices to other bidders or making a prime proposal.

14. **AWARD OF CONTRACT:** City reserves the right to reject any or all bids, or to waive any irregularities or informalities in any bids or in the bidding. If two identical low bids are received from responsible bidders, the City will determine in its discretion, which bid will be accepted. The award of the contract, if made by the City, will be by action of the City Council and to the lowest responsible bidder, therefore from among those bidders responsive to the call for bids. In the event an award is made to a bidder, and such bidder fails or refuses to execute the contract and provide the required documents within then (10) days after notification of the award of the contract to bidder, the City may award the contract to the next lowest bidder or release all bidders.
15. **ALTERNATIVES:** If alternate bids are called for, the contract may be awarded at the election of the City Council to the lowest responsible bidder on the base bid, or on the base bid and any alternate or combination of alternates.
16. **COMPETENCY OF BIDDERS:** In selecting the lowest responsible bidder, consideration will be given not only to the financial standing but also to the general competency of the bidder for the performance of the work covered by the bid. By submitting a bid, each bidder agrees that the City, in determining the successful bidder and its eligibility for the award, may consider the bidder's experience and facilities, conduct and performance under other contracts, financial condition, reputation in the industry, and other factors which could affect the bidder's performance of the work.

City may also consider the qualifications and experience of subcontractors and other persons and organizations (including those who are to furnish the principal items of material and equipment) proposed for those portions of the work. Operating costs, maintenance considerations, performance data and guarantees of materials and equipment may also be considered by the City. In this regard, City may conduct such investigations as City deems necessary to assist in the evaluation of any bid and to establish the responsibility, qualifications and financial ability of the bidder, proposed subcontractors, and other persons and organizations to do the work in accordance with the contract documents to the City's satisfaction within the prescribed time; and the City reserves the right to reject the bid of any bidder who does not pass any such evaluation to the satisfaction of the City. No bid for the work will be accepted from a contractor who is not licensed in accordance with applicable State Law.
17. **LISTING SUBCONTRACTOR:** Each bidder shall submit, on the form furnished with the contract documents, a list of the proposed subcontractors on this project as required by the Subletting and Subcontracting Fair Practices Act (Public Contract Code Section 4100 et seq.). If alternate bids are called for and the bidder intends to use different or additional subcontractors, a separate list of subcontractors must be submitted for each such alternate.
18. **CONTRACTOR'S LICENSE:** If, at the time the bids are submitted, bidder is not licensed to perform the project in accordance with the law; such bid will not be considered.

19. **ANTI-DISCRIMINATION:** It is the policy of the City that in connection with all work performed under contracts, there be no unlawful discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age, marital status, physical disability, mental disability, or medical condition. The Contractor agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act, beginning with Government Code Section 12900 and Labor Code Section 1735. In addition, the Contractor agrees to require like compliance by any subcontractors employed on the work by such Contractor.
20. **HOLD HARMLESS:** The Contractor shall defend, indemnify and hold harmless City, its officers, agents, and employees from every claim or demand made, and every liability, loss, damages, or expense, of any nature whatsoever, which may be incurred by reason of:
- a. Liability for damages for (1) death or bodily injury to persons; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the Contractor upon or in connection with the work called for in this Agreement, except for liability resulting from the sole negligence, or willful misconduct of the City, its officers, employees, agent or independent contractors who are directly employed by the City, and except for liability resulting from the active negligence of the City.
 - b. Any injury to or death of persons or damage to property caused by any act, neglect, default of the Contractor, or any person, firm or corporation employed by the Contractor, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation, including City, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off City property, if the liability arose from the negligence or willful misconduct of anyone employed by the Contractor, either directly or by independent contract, and not by the active negligence of the City.
 - c. The Contractor, at Contractor's own expense, cost, and risk shall defend: At City's request, any and all actions, suits or other proceedings that may be brought or instituted against City, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against City, its officers, agents or employees in any action, suit or other proceedings as a result thereof.
21. **INSURANCE:** Contractor shall secure, maintain in full force and effect and bear the cost of complete Workers' compensation Insurance in accordance with the Labor Code, for the duration of the project or contract and shall furnish to the City prior to the execution of the contract, a certificate of Workers' Compensation Insurance, which meets the requirements of Section 3700 of the Labor Code. Neither City nor any of its officers or employees shall be responsible for any claims or suit in law or equity

occasioned by the failure of the Contractor to comply with the provisions of this paragraph.

During the performance of the work and until its acceptance by City, Contractor shall maintain in force public liability and property damage insurance in an amount acceptable to City's Risk Manager to cover all awards judgments for any death, injury, loss or damage arising out of the performance of the work by Contractor.

Public liability insurance shall be in an amount of not less than one million dollars (\$1,000,000) for injuries, including accidental death, to any one person or one accident. Property damage insurance shall be in an amount of not less than one million dollars (\$1,000,000). Such insurance shall have the City of Baldwin Park as the named co-insured. Contractor shall furnish the City concurrently with execution of the contract a valid endorsement of Liability Insurance and Workers' Compensation in the amounts prescribed.

22. **ROUTINE INSPECTIONS:** The Director of Recreation and Community Services or his authorized agent shall at all times have access to the work, and shall be furnished with every reasonable facility for ascertaining full knowledge regarding the workmanship and equipment used and employed in the work. The inspection of the work shall not relieve the Contractor of any of his obligations to fulfill the contract.

23. **PERFORMANCE OF WORK:** Contractor shall furnish all materials, tools equipment, safety equipment and labor necessary to perform in a good and workmanlike manner, the work as called for, in the manner designated in, and in strict conformity with, the instructions for said work.

For non-performance or non-compliance, City shall withhold compensation for any period during which Contractor fails, in total or in part, to satisfactorily perform the full scope of work as set forth in the contract documents as indicated under Liquidated Damages.

24. **CONTRACT DURATION AND LIQUIDATED DAMAGES:** All work must be completed within the time limits set forth in the specifications. It is agreed that damages for the failure of the Contractor to complete the total work described herein within the time limits required are impossible to ascertain but that the sum of two hundred dollars (\$200.00) per day is a reasonable estimate. Should the work not be completed within the specified time for completion, the Contractor shall be liable for liquidated damages; payable to the City, in the amount of two hundred dollars (\$200.00) for each calendar day of delay in completion.

25. **SCHEDULE OF WORK AND HOURS OF OPERATION:** Contractor shall complete all of the work as during non-operation hours as indicated for each facility on page 22 and shall provide a schedule at the commencement of the contract as indicated in the Minimum Frequency Schedule.

26. **CONTRACT TERM:** The contract shall be valid for **12 months** for the work as described in the Bid Proposal and specifications and may be terminated at any time by

a majority vote of the City Council. At the option of the City, the Agreement may be extended for four (4) additional one-year terms based upon acceptable performance by the Contractor, acceptable fees and subject to the same terms and conditions of the Agreement. Pricing is to remain firm as submitted in the initial RFP. Should the option to renew for additional years be exercised, City and Contractor shall negotiate any and all price modifications. The contract shall not be assignable or transferable by either party without the express written consent of the other party.

27. **COMPLIANCE WITH APPLICABLE STATUTES, ORDINANCES AND REGULATIONS:** Contractor shall comply with all applicable Federal, State of California, Los Angeles County and City statutes, ordinances and regulations.
28. **GOVERNING LAW AND PARTIAL INVALIDITY:** The laws of the State of California shall govern this Agreement. If any provision in the contract is held by any court to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in force.
29. **CITY LICENSE:** The successful bidder will be required to have or obtain and maintain a valid City of Baldwin Park Business License. Subcontractors are also required to obtain and maintain a valid City of Baldwin Park Business License.
30. **PREVAILING WAGES:** Prevailing wages as prescribed by the Labor Code of the State of California and as published by the Department of Industrial Relations shall apply for the various job classifications employed in this work.
31. **BONDS:** All bonds obtained for this contract shall be from an "A" rated surety company that is admitted to do business in the State of California, and is acceptable to the City's Risk Manager.

Part 2

GENERAL CONDITIONS

1. **REPRESENTATIVES:** The Director of Recreation and Community Services shall be the representative of the City and, except as otherwise expressly provided herein, shall make all decisions and interpretations to be made by the City under the provisions of the Contract Documents. Instructions and information given by the Director to the Contractor's Representative shall be the same as if communicated directly to the Contractor. The decision(s) of the Director shall be final and binding on all questions concerning the acceptability of materials, supplies or machinery, the classification of materials or supplies, and execution of the work. The Director will make periodic observations of materials and completed work to observe their compliance with the Contract Documents, but he/she is not responsible for the site conditions, operations, equipment, personnel, or the maintenance of a safe place to work or any safety in, on, or about the site of work.
2. **PROPOSED COSTS:** The monthly prices and lump sum amounts to be paid for the areas listed in the Compensation Schedules shall include full compensation for furnishing all labor, cleaning supplies, vehicles, equipment and incidentals necessary to complete the work under the Contract. This shall include the Contractor's costs involved with bonding, insurance, worker's compensation, overhead, financing, mobilization, public convenience and safety, storage of equipment and materials, security against theft and vandalism, clean-up and all other items incidental to the work.
3. **CONTRACTOR STAFF/EMPLOYEES & WORKERS:** The Contractor shall provide sufficient personnel to perform all work in accordance with this RFP. At no time, will the Contractor allow its crew to be diminished in size or labor hours so as to not effectively complete the assigned maintenance tasks. A qualified, English-speaking foreman in the employ of the Contractor shall supervise all of the Contractor's maintenance personnel. At least one (1) member of each crew working at each site shall be able to communicate both orally and in writing in English and a crew shall consist of no less than two (2) employees. At no time, shall the Contractor provide less than two persons at each site. Contractor shall require employees to wear a uniform identifying them as an employee of the Contractor while working in the City. This shall include proper work shoes and uniform clothing with a name badge and photo ID. If any person employed by the Contractor or any subcontractor shall fail or refuse to carry out the directions of the Director, or is in the opinion of the Director, incompetent, intemperate, or disorderly; or uses threatening or abusive language to any person on the work site; or is otherwise unsatisfactory, he/she shall be discharged from the facility immediately, and shall not again be employed on the work except with the written consent of the Director.
4. **WORK SCHEDULE:** The Contractor shall accomplish all maintenance required under this RFP between the hours of 10:00PM and 5:00AM, Monday through Sunday including holidays, except as where noted in the Minimum Frequency Schedules. Exceptions may be made to normal work hours where incidence of use may be too great during the specified hours to allow for proper maintenance. The City may grant, on an individual basis, permission to perform maintenance at other hours. Special

notification listing exact dates for infrequent operations shall be furnished to the Director at least five (5) days prior to performing these operations. The City shall have the authority to suspend the work, wholly or in part, for such a period as may be deemed necessary due to renovation or construction, or to such other conditions as are considered unfavorable for the suitable prosecution of the work.

5. **VEHICLE LIMITATIONS:** The Contractor shall at no time drive vehicles on turf or sidewalks for any reason unless prior authorization has been granted.
6. **TRAFFIC CONTROL, PUBLIC CONVENIENCE AND SAFETY:** The Contractor shall conduct its operations so as to offer the least possible obstruction and inconvenience to the public, and shall have underway, no greater length or amount of work than can be prosecuted properly with due regard to the rights of the public.
7. **WAIVER:** A waiver by City of any breach of any term, covenant, or condition contained in the Contract Documents shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained therein, whether of the same or a different character.
8. **DATA TO BE FURNISHED BY THE CONTRACTOR:** The Contractor shall furnish the Director with such information as it may desire respecting the progress and manner of the work, including all information necessary to determine its costs, such as the number of persons employed, their pay, the time during which they worked on site and other pertinent data. This may be requested at any time, and must be turned over to the City within five (5) days of request.
9. **CONTRACTORS OPERATIONS/STORAGE:** Storage space for small equipment will be provided by the City, any other needs required for its maintenance operations, should be provide by the Contractor at its own expense. City will furnish storage areas for cleaning supplies and miscellaneous paper goods such as trash liners, toilet paper, paper towels, etc.
10. **OFFICE, TELEPHONE & RADIOS:** Contractor is required to maintain an office and provide telephone service so that all calls from the City have no toll charge. If a telephone answering service is utilized, the answering service shall be capable of contacting Contractor by radio or pager. Contractor staff shall be capable of communicating with City staff using cellular phones.
11. **SIGNAGE:** Contractor shall display a sign indicating Contractor's name and license number on both sides of all maintenance vehicles. All signs used by the Contractor shall be kept "Graffiti Free" at all times. Contractor shall not post advertising signs and/or banners within the maintained areas. Contractor shall remove all unauthorized signs and advertising within the maintained areas.
12. **INDEPENDENT CONTRACTOR:** The Contractor in the performance of the work hereunder will be acting in an independent capacity and not as an agent, employee, partner, or joint venture of the City.

13. **CONTRACTOR CUSTOMER SERVICE STANDARDS:** The Contractor shall at all times represent the City in a professional, friendly and efficient manner.

Part 3

PERFORMANCE OF THE WORK

1. **PERFORMANCE OF WORK – GENERAL:** Contractor shall, at its own cost and expense, furnish all necessary materials, supplies, labor, transportation, and equipment for doing and performing work required under this RFP. Contractor agrees that all services performed hereunder shall be provided in a manner commensurate with the highest professional standards and shall be performed by qualified and experienced personnel; that any work performed by Contractor under the Contract will be performed in the best manner; that any material furnished shall be subject to the approval of the Director; and that both work and materials will meet fully the requirements of this RFP.
2. **NO ASSIGNMENT OR DELEGATION:** Contractor shall not assign or delegate the duties or obligation under this Contract or its interest therein in whole or in part without the prior written consent of the City, which may be withheld at the City's sole discretion.
3. **DEFECTIVE WORK:** The Contractor shall redo at its own expense any part of the work that has been improperly executed, even though it has been included in the monthly estimates. If Contractor refuses or neglects to redo such defective work, prior to acceptance of the work, the City at the expense of the Contractor, plus 30% for overhead expenses may perform it, and Contractor's sureties shall be liable.
4. **COMMUNICATIONS REGARDING THE WORK:** After award of the Contract, all communications regarding the work covered by this RFP shall be addressed and mailed, or hand delivered to:

Maria Moreno, Operations Supervisor
City of Baldwin Park
4100 Baldwin Park Blvd.
Baldwin Park, CA 91706

Phone: 626-388-0565
E-mail: mmoreno@baldwinpark.com
5. **EMERGENCY WORK:** In case of an emergency that threatens loss or injury of property, and/or safety of life, the Contractor shall act, without previous instructions from the City, as the situation may warrant. Contractor shall notify the City of the emergency and the action taken immediately thereafter. If such emergency arises out of or is the result of operations by the Contractor, the cost of the corrective measures will be billed to the Contractor and deducted from Contractor's payment as provided in the Contract Documents. The performance of emergency work by City forces will not relieve the Contractor of any of its responsibilities, obligations, or liabilities under the Contract.
6. **SUBCONTRACTORS:** All subcontracts, if any, shall contain a reference to the Contract between the City and the Contractor, and the terms of the Contract and all parts thereof shall be made part of each subcontract insofar as applicable to the work covered thereby. Nothing contained in this RFP shall be construed as creating any contractual relationship between any subcontractor and the City. The Contractor shall be

considered the employer of any subcontractor, and is fully responsible to the City for the acts and omissions of persons employed by them as he/she is for the acts and omissions of persons directly employed by Contractor. The Contractor shall be responsible for the coordination of the subcontractors, and material suppliers engaged upon its work. It shall be Contractor's duty to see that all of its subcontractors commence their work at the proper time and carry it on with due diligence so that they do not delay or injure either the work or materials; and that all damage caused by them or their workers are remedied at Contractor's expense. The City will not undertake to settle differences between the Contractor and its subcontractors or between subcontractors. The Contractor shall utilize the services of specialty subcontractors, without additional expense to the City, on those parts of the work, which are specified to perform by specialty Contractors.

7. **COOPERATION WITH OTHER WORK FORCES:** The City reserves the right to perform other work at or near the maintenance areas at any time by the use of its own forces or other contractors. Other contractors, utilities and/or public agencies and their contractors, and City personnel may be working in the vicinity during the Contract term. There may be some interference between these activities and the work completed under this RFP. The Contractor shall cooperate and coordinate its work with that of other work forces to assure timely completion of work.
8. **PROTECTION OF PROPERTY:** The Contractor shall safely guard all public and private property or improvements from damage or loss in connection with this Contract at all times. Should any facility, structure, or property be damaged during operations of the Contractor, it shall immediately notify the proper owners or authorities. The Contractor shall pay all damages and losses incurred. Without exception, all exterior doors are to remain locked while the Contractor is in the building. Doors are to be locked and alarms set when the building is vacated following completion of work. Contractor shall be responsible for all costs associated with their failure to set the alarm or secure any facility (i.e. false alarm fees, stolen items or equipment, damage repairs, etc.). Contractor shall be issued keys to all facilities prior to the start of the work. In the event keys are lost or stolen while in Contractor's care, Contractor shall be responsible for all costs associated with the re-keying of any and all facilities, and duplication of keys for all authorized personnel. The Contractor shall be responsible for any materials, equipment and/or supplies so furnished and for the care of all work until its completion and final acceptance. Contractor shall at its own expense replace damaged or lost materials and repair-damaged parts of the work.
9. **CLEANING AND ENVIRONMENTAL CONTROLS:** Maintain areas free of waste materials, debris, and rubbish. Maintain sites in a clean and orderly condition. Remove waste materials, debris and rubbish from site and dispose of all trash. The Contractor shall take appropriate action to ensure that no dust originates from the maintained areas. Water containing mud, silt, or other pollutants from activities, shall not be allowed to enter the storm drains or surrounding landscaped areas. An approved NPDES recovery system must be used. Any equipment or vehicles driven and/or operated within or adjacent to a street gutter, storm drain, runoff conveyance or ocean shall be checked and maintained daily to prevent leaks of materials that, if introduced to water, could be deleterious to aquatic life. The Contractor shall comply with all litter and pollution laws. All Contractors, subcontractors and employees shall also obey these laws and it shall be the responsibility

of the Contractor to ensure compliance. Contractor shall comply with OSHA's standards as it applies to the janitorial service industry.

10. **RECYCLABLE PRODUCTS:** The Contractor is encouraged to support the City of Baldwin Park in recycling efforts. All recyclable trash containers are to be empty to its appropriate trash bin. We also encourage the use of green sealed cleaning products, whenever possible.

Part 4

TECHNICAL SPECIFICATIONS

SCOPE OF WORK: JANITORIAL SERVICES

1. **GENERAL:** The work to be done consists of complete and thorough janitorial maintenance of the City's facilities. Said maintenance shall include but not be limited to: community centers, kitchens, restrooms, locker rooms, pool, pool deck, elevators, stairways, gymnasiums, offices, meeting rooms, jail and classrooms; carpet and upholstery cleaning; cleaning and polishing drinking fountains and other metal surfaces; window washing, litter and debris removal; restocking restroom and kitchen, soap and paper supplies, clean, sweep, dry mop, wet mop, strip, wax, sanitize, scrub and vacuum floors; clean, scrub and maintain walls; clean ceiling vents; remove cobwebs; clean window sills, windows, light fixtures, plumbing fixtures and window coverings; and other maintenance required to maintain the facilities listed in the RFP. All facilities are to be cleaned and prepared for business by 6:00AM as per the Minimum Frequency Schedules.
2. **CLEANING PRODUCTS, PAPER GOODS AND SUPPLIES:** Contractor shall provide all labor, equipment, tools, cleansers, and disinfectants to do all work necessary to perform the required janitorial services.
3. **PAINTED/HARD SURFACES AND FIXTURES:** The Contractor shall thoroughly wash all interior painted surfaces with an approved cleaner, in accordance with the Minimum Frequency Schedules. Additionally, walls and counter surfaces shall be spot cleaned as needed to remove spills, finger marks, ink and pencil marks, and other dirty areas. Counter surfaces will be polished twice per week, or more often if necessary to maintain a clean surface area. Mirrors, powder shelves, plumbing fixtures, light fixtures, and ceiling grates, etc., shall be cleaned and dusted in accordance with the Minimum Frequency Schedules. All increased cleaning schedules for specialty areas are included in the Minimum Frequency Schedules. All stainless steel surfaces shall be cleaned and polished with an approved polish. All basins, counter tops, fixtures, toilet bowls, and urinals shall be cleaned with an approved germicidal detergent solution. All dispensers shall be cleaned and disinfected and refilled with approved solutions.
4. **FLOORS:** Restroom floors shall be thoroughly cleaned with an approved germicidal detergent solution. Floors shall be waxed and polished as requested by the City to maintain a high luster gloss finish. Special attention shall be paid during floor cleaning and waxing to remove grout stains and to prevent wax from becoming built up at the base of the fixtures and on baseboards. All non-skid mats shall be rinsed and disinfected daily.

Carpeted areas and rugs shall be thoroughly vacuumed daily and any staples, paperclips, etc., shall be removed from the floor. Carpet stains shall be spot cleaned with rug spotter at the time of detection. Carpeted surfaces shall be cleaned as needed to maintain a clean appearance. Doormats and chair mats shall be cleaned concurrently with vacuuming. Carpet cleaning methods shall be consistent with carpet

manufacturer's recommendations or as otherwise approved the by Director. All carpeted areas shall be thoroughly cleaned quarterly.

Hard surface floors shall be swept and/or dust mopped using dust control sweeping mops. Special attention shall be paid during floor cleaning and waxing to prevent wax from becoming built up on baseboards. All hard surface floors shall be stripped and waxed in accordance with the Minimum Frequency Schedule, or more often if necessary to maintain a high luster finish. All baseboards and molding strips shall be cleaned as needed to remove stains, spots and dust.

LVT floors shall be thoroughly cleaner with a PH7 neutral floor solution cleaner in accordance with the manufacture's recommendations.

Wood floors shall be maintained in accordance with the manufacture's recommendations.

Concrete floors shall be maintained in a manner consistent with composite flooring material.

Gymnasium floors shall be cleaned with a City approved cleaner and specially treated dust mops. Remove trash, debris and spillages in areas around and under bleachers. Dry mop/sweep gymnasium floors, including door thresholds/plates daily.

Shoe marks shall be removed from all floors upon detection.

5. **KITCHENS:** Kitchen floors shall be thoroughly cleaned with a germicidal detergent solution. Floors shall be waxed and polished as requested by the City to maintain a high luster gloss finish. Special attention is required during floor cleaning and waxing to remove grout stains and to prevent wax from becoming built up at the base of the fixtures and on baseboards. Exterior surfaces of all appliances, including stove, refrigerator and microwave shall be cleaned daily. Sinks shall be thoroughly cleaned using an approved detergent. Floor drains shall receive an enzyme treatment weekly or more often if requested by the City.

6. **RESTROOMS/LOCKER ROOMS AND JAIL:** The Contractor shall clean basins, fixtures, countertops, partitions, toilet bowls and urinals with an approved germicidal detergent solution daily. All restroom dispensers shall be disinfected and refilled daily. All paper and soap supplies shall be restocked as needed, including toilet tissue, hand soap, seat covers, sanitary supplies and deodorizers.

The Contractor shall wash and polish mirrors, dust shelves, etc., including flushometer, piping and toilet seat hinges, light fixtures, disposal bins and tops of stall partitions. Both sides of toilets shall be washed daily with an approved germicidal solution. The Contractor shall report any leaks or plugged drains to the Director upon discovery.

Debris on walls and ceiling shall be removed daily. Walls and ceilings shall be cleaned as needed to maintain a clean surface.

All restroom drains shall receive an enzyme treatment weekly or more often if requested by the City. Enzyme products must be approved by City prior to use.

Deodorant aerosol cans shall be replaced as needed.

7. **DOORS, SWITCH PLATES AND DRINKING FOUNTAINS:** All doors, door frames, kick plates, door hardware, switch plates, and drinking fountains shall be cleaned on a daily basis to remove any spillage, smudge marks, and ink and pencil marks. Stainless steel and brass hardware shall be cleaned and polished as needed to maintain a shiny appearance and to prevent scale and rust from forming.

Drinking fountains (inside and attached to building) shall be kept clean at all times. Every instance of damage and/or inoperable drinking fountains shall be reported to the Director.

8. **TRASH RECEPTACLES/OUTDOOR HANDRAILS AND BRIDGES:** The Contractor shall empty all trash receptacles and replace liners daily. Trashcans shall be wiped down to remove spills, smudges or ink/pencil marks as needed. Outdoor trashcans shall be steamed cleaned at least monthly. All handrails (inside and stair cases) shall be wiped down. Walking bridges or pedestrian connectors shall be swept daily and mop spills. Bridges shall be washed quarterly.

9. **WINDOWS, GLASS DOORS AND PARTITIONS:** The Contractor shall clean all interior and exterior windows in accordance with the Minimum Frequency Schedule. Finger marks, smudges, and spills shall be cleaned from all glass surfaces and mirrors at the time of detection. Cleaners shall be non-abrasive and special care shall be taken so that glass treatment (tinting) is not scratched, damaged or removed.

10. **DUSTING:** The Contractor shall dust all exposed surfaces daily, including desks, filing cabinets, cabinets, tables and chairs, telephones, bookcases and other office equipment using specially treated dust cloths or feather dusters, with the exception of desks and tables covered with papers and other work materials. Desk or cabinet tops will be thoroughly cleaned when left cleared. High dusting (above 10 feet) shall be performed monthly by the 7th day of the month and shall also include tops of doorframes, partitions, air vents, overhead shelves, special molding, and inside and outside of florescent light coverings. All blinds shall be cleaned (dusted) monthly. Vending machines shall be dusted on a weekly basis.

11. **OFFICE FURNITURE, DESKS AND FILE CABINETS:** The sides of all furniture shall be cleaned and waxed to remove smudges and/or marks on an as needed basis. **Contractor is not to disturb any computers, papers, folders, etc., on desks.** Desks are to be thoroughly cleaned when all items are removed from desk surfaces.

All upholstered furniture shall be vacuumed twice monthly, or more often if necessary, to maintain the fabrics in a dirt and spot-free manner.

Part 5

MINIMUM FREQUENCY SCHEDULE

1. **SCHEDULE:**

SITE	SERVICE DAYS	SERVICE TIME
City Hall: Council Chambers Basement 1 st Floor 2 nd Floor 3 rd Floor	4 Days (M-Th.) 7 Days 7 Days 5 Days (Sun.-Th.) 5 Days (Sun.-Th.)	12:00AM to 4:00AM 8:00PM to 4:00AM Directed by staff 8:00PM to 4:00AM Directed by staff - Day Porter 2Hrs. Police Dept. 8:00PM to 4:00AM 8:00PM to 4:00AM
Parking Structure Underground/Stairs (PD) Ground Level/Stairs 2 nd Level/Stairs 3 rd Level/Stairs 4 th Level (PD) 5 th Level	6 Days (M-Sat.) 7 Days 6 Days (M-Sat.) 6 Days (M-Sat.) 6 Days (M-Sat.) 6 Days (M-Sat.) 6 Days (M-Sat.)	10:00PM to 3:00AM 10:00PM to 3:00AM 10:00PM to 3:00AM 10:00PM to 3:00AM 10:00PM to 3:00AM 10:00PM to 3:00AM 10:00PM to 3:00AM
Arts & Recreation Center Historical Society	7 Days 2 days (Tues. & Th.)	1:00AM to 6:00AM 8:00PM to 4:00AM
Esther Snyder Community Center Aquatic Center Morgan Park Restrooms*, ** Julia McNeill Senior Center	7 Days 6 Days (Sun.-Fri.) 7 Days 7 Days	10:30PM to 5:00AM 9:00PM to 5:00AM 10:00PM to 7:00AM 1:00AM to 6:00AM
Teri G. Muse Family Service Center	6 Days (Sun.-Fri.)	10:00PM to 6:00AM
Teen Center & Skate Park and Hilda L. Solis Park Skate Park Restrooms *, ** Playground Restrooms*	7 Days 7 Days 7 Days	10:00PM to 6:00AM 10:00PM to 6:00AM 10:00PM to 6:00AM
Barnes Park Family Rec. Center Restrooms*, **	6 Days (Sun.-Fri.) 7 Days	9:00PM to 5:00AM 9:00PM to 5:00AM
Walnut Creek Nature Park Restrooms *, **	7 Days	9:00PM to 6:00AM
Hamilton City Yard Outside Restrooms Mechanic Shop	5 Days (M-F) 7 Days 5 Days (M-F)	6:00PM to 4:00AM 6:00PM to 5:00AM 6:00PM to 5:00AM

*** Provide Out Door Day Porter - cleaning between 12 noon to 2:00PM 7 days a week**

****May 1st – Sept. 30th Outdoor Day Porter to clean**

2. **DAILY JANITORIAL SERVICES:**

General Facilities:

- Dust all desks, tables, chairs, filing cabinet tops, cabinets, telephones, bookcases and other office equipment using specially treated dust cloths or feather duster.
- Feather dust around computers and computer equipment.
- Empty and reline all interior wastebaskets and trashcans. Place trash in trash dumpsters. Wipe inside and outside of trashcans and spray with disinfectant.
- Empty and reline exterior trashcans in the Police Department parking lot, north entrance, compound area, around City Hall and all of parking structure levels.
- Remove fingerprints, smudges and spills from glass windows, doors and partitions, elevators and mirrored walls.

- Remove smudges from doors, doorframes, handles, knobs, bars, and woodwork and wall switches.
- Clean, polish and sanitize drinking fountains (inside and attached to facilities).
- Remove finger marks, ink marks and smudges from tabletops, walls and counters.
- Clean hard surface areas, partitions, doors, stairways, elevators and walls, etc.
- Clean windowsills and ledges.
- Clean baseboards and molding strips.
- Remove cobwebs.
- Restock paper towel, toilet paper, seat covers and hand soap dispensers.
- Return all chairs to proper locations.
- Clean door thresholds/plates and door frames.
- Remove trash, debris and spillages in areas around and under bleachers.
- Wipe down padded surfaces/mats.
- Mop mats with disinfectant.
- Clean showcases and directories (attached to facilities and parking structure) .
- Clean the interior and exterior on elevator cabs.
- Clean and polish stainless steel surfaces and fixtures.
- Notify City of any graffiti that cannot be removed with normal cleaning solutions.

Kitchens:

- Thoroughly germa-clean kitchen with approved disinfectant.
- Clean exterior surfaces of all appliances (i.e. microwaves, stoves, refrigerators, etc.)
- Clean sinks, counters, cabinets and fixtures. No cleaning of dishes, silverware, or coffeepots will be required.
- Spot clean doors and walls.
- Clean floor drains.
- Notify City of any leaks or plugged drains.

Restrooms/Shower/Locker Rooms and Jail:

- Clean restroom floors with germicidal detergent solution.
- Clean locker rooms and shower walls and floors with a fungicide.
- Clean basins, countertops, fixtures, toilet bowls and urinals with germicidal detergent solution.
- Clean, disinfect and refill restroom dispensers (paper goods, soap). Restock toilet tissue, hand soap, seat covers, paper towels, sanitary supplies and deodorizers. Toilet tissue to be replaced when more than 1/3 of the roll is gone.
- Wash and polish mirrors, powder shelves, bright work, etc., including flush-ometer, piping and toilet seat hinges, light fixtures, disposal bins and tops of stall partitions.
- Wash both sides of toilet seats with germicidal solution.
- Spot clean restroom doors, walls and partitions.
- Notify City of any leaks or plugged drains.
- Clean partitions, etc.
- Remove grout stains (if this is not maintained a quarterly detail is required)
- The cleaning services in the jail will be at the direction of the jailer who will be in charge of providing access to all rooms within the jail area. All fixtures, walls, floors, etc., are to be thoroughly cleaned in accordance with the specifications found herein.

Floors:

- Sweep and/or dust mop all hard surfaces using dust control sweeping mops.
- Clean and vacuum floor mats. All non-skid mats shall be rinsed and disinfected.
- Wet mop hard surfaces and composite floors with a City Facilities Manager approved cleaner.
- Vacuum carpets and rugs COMPLETELY. Remove any staples, paper clips, confetti, etc., from carpets.
- Clean locker rooms floors with a fungicide.
- Sweep with chemically treated dust mop including gym.
- Vacuum carpets in all areas and spot clean carpet stains with rug spotter.
- Remove any spillage on floors.
- Remove shoe marks.
- Pour clean water in all floor drains to flush traps.

3. **WEEKLY JANITORIAL SERVICES:**

- Clean and dust vending machines.
- Power wash locker rooms flooring and tile areas.
- Polish counter surfaces to maintain clean surface area.

4. **BI-MONTHLY JANITORIAL SERVICES (Twice Per Month):**

- Polish all metal doorframes and kick plates.
- Vacuum all upholstered furniture, such as desk chairs and guest chairs, etc.
- Dust all blinds and window coverings.
- Wash down staircases indoors and outdoors.
- Steam clean exterior concrete restroom floors.
- Clean and dry interior windows and glass doors.
- Perform high dusting, such as tops of doorframes, partitions, air vents, overhead shelves, book cases, cabinets, light covers, fire extinguisher casing, special molding, etc.
- Clean all basketball backboards.
- Clean inside/outside of florescent light covers.

5. **MONTHLY JANITORIAL SERVICES:**

- Steam clean elevator platforms (20' out from door).
- Clean roof top skylights.
- Vacuum and wipe down all ceiling vents. Remove and wash as needed.
- High dusting main lobbies (everything above 10 feet).
- Clean all basketball backboards.
- Machine scrub all interior restroom floors.
- Clean and dry exterior windows and glass doors, including hard water deposits.
- Clean and machine polish hard surface floors.
- Power wash playground structures and indicated on schedule.

6. **QUARTERLY JANITORIAL SCHEDULE:**

- Strip, wax and machine polish tiles and all hard surface floors.
- All carpeted areas shall be thoroughly cleaned stain free.
- Scrub and wash janitor's room.
- Clean Upholstery with approved cleaner.
- Wash down all pedestrian overhead bridges and parking structure fins with approved cleaner.

7. **BUILDING SECURITY:**

- All exterior doors are to remain locked while cleaning crew is in the building. NO EXCEPTIONS.
- Secure all exterior and interior doors and windows. Turn off all but security night lighting.
- Reset alarms when leaving the buildings.

AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____ 2020, by and between the CITY OF BALDWIN PARK, a municipal corporation (hereinafter "CITY") and _____ (hereinafter "CONTRACTOR"):

WITNESSETH:

The parties hereto do agree as follows:

(1) RECITALS: This Agreement is made and entered into with respect to the following facts:

- (a) That CITY has heretofore solicited sealed public bids for janitorial services as specified herein and accordance with the plans and specifications in said City; and
- (b) That CONTRACTOR has submitted bid to accomplish said work; and
- (c) That the City Council of CITY has heretofore determined, in accordance with all applicable laws, that CONTRACTOR'S said bid constitutes the lowest responsible bid and has heretofore awarded said bid to said CONTRACTOR; and
- (d) That CONTRACTOR is fully qualified to perform the work as hereinafter described.

(2) CONTRACTOR DOCUMENTS: The following documents, incorporated herein by this reference shall constitute the contract documents referred to in this Agreement.

- (a). Notice Inviting Sealed Bids dated
- (b). Contractor's Bid dated
- (c). Bid Proposals
- (d). Instructions to Bidders
- (e). Specifications
- (f). Bidder's Bond or Guarantee Bond
- (g). Workers Compensation Certificate
- (h). Liability Insurance Certificate
- (i). Performance Bond and Labor and Material Bond

(3) NATURE OF WORK: CONTRACTOR agrees to furnish all materials, tools, equipment, apparatus, transportation, labor and service necessary to perform and complete in a good and workmanlike manner the services in the manner designated in the Agreement and the contract documents.

(4) TERM OF AGREEMENT: This Agreement shall commence within ten days of the Notice to Proceed and shall be valid for a period of thirty-six months thereafter. The Agreement may be terminated at anytime by a majority vote of the City Council. The Agreement shall not be assignable or transferable by either party without the express written consent of the other party. The City reserves the right to negotiate an extension to the initial contract for an additional period of one (1) year prior to expiration of the contract.

(5) WARRANTY: Warranty for labor and material will be for a period of not less than one (1) year.

(6) INDEMNIFICATION: The CONTRACTOR shall hold harmless the CITY and the City's agents and employees against all claims, demands, actions and suits brought against any of them arising from the CONTRACTOR'S work under this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

CITY OF BALDWIN PARK

Mayor

Date

ATTEST:

City Clerk

Date

Contractor:

Signature

Name

Title

BIDDER'S BOND TO ACCOMPANY PROPOSAL

(Note: If the bidder desires to submit a bond with the proposal instead of cash, certified check, or a cashier's check, the following form should be executed.)

KNOW ALL MEN BY THESE PRESENTS,

That _____ as principal, and _____ as Surety, a company admitted to do business in the State of California are held and firmly bound unto the CITY OF BALDWIN PARK, hereinafter called "CITY" in the sum of: _____

Dollars (\$ _____), which is not less than ten percent (10%) of the total amount of bid, for the payment of which sum well and truly to be made we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, as Principal has submitted a bid to said City to perform all work required under the Specifications of the City for the projects entitled:

JANITORIAL SERVICES

NOW, THEREFORE, if said Principal is awarded a contract by said City and within the time and in the manner required under the heading "Instruction to Bidders", bound with said Specifications, then this obligation shall be null and void; otherwise it shall remain in full force and effect. In the event suit is brought upon this bond, a reasonable attorney's fee to be taxed as costs in said suit and to be included in the judgment therein rendered.

SIGNED AND SEALED, this _____ day of _____ 2020.

PRINCIPAL (Seal)

BY: _____
SIGNATURE

Seal and Notarial
Acknowledgment
of Surety _____

BID GUARANTEE

(Note: The following is to be used in case cash, a cashier's check, or a certified check accompanies the proposal).

Accompanying this proposal is a certified check or a cashier's check payable to the order of the City of Baldwin Park, or cash in the amount not less than ten percent (10%) of the total amount of bid:

_____ Dollars, (\$_____).

The proceeds of the same shall become the property of said City, if, in case this proposal shall be accepted by said City through the City Council, the undersigned shall fail to execute a contract with and furnish the insurance and bonds required by the City of Baldwin Park within the specified time otherwise, the same is to be returned to the undersigned as set forth in the Instructions for Bidders.

BIDDER

DATE

**CONTRACT BOND – CALIFORNIA
FAITHFUL PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS:

That we _____ as principal and _____ a Corporation organized under the laws of _____ and duly organized under the laws of _____ and duly authorized to transact business in the State of bound unto the City of Baldwin Park as obligee, in the sum of:

_____ Dollars (\$_____), which is not less than one hundred percent (100%) of the Contract amount, for the payment whereof well and truly to be made the Principle and surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

SIGNED, sealed and dated this _____ day of _____, 2020.

WHEREAS, the Principal and the Oblige have entered into a written Contract, hereinafter called the contract, a copy of which is or may be attached hereto, dated the _____ day of _____ 2020 for:

JANITORIAL SERVICES

NOW THEREFORE, the condition of the foregoing obligation is such that if the Principal shall well and truly perform and fulfill all of said Contract, and during the life of any guaranty required under the Contract, and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of and all duly authorized modifications of said Contract that may hereafter be made, then this obligation shall be void; otherwise to remain in full force and effect.

SURETY

By _____

Attorney-In-Fact

**LABOR AND MATERIAL
PAYMENT BOND**

KNOW ALL MEN BY THESE PRESENTS:

That we, _____ as Principal and _____ of _____ and authorized to transact surety business in the State of California, as Surety, are held and firmly bound unto any and all material men, person, companies or corporations furnishing materials, provisions, provender or other supplies used in, upon, for or about the performance of the work contracted to be executed or performed under the contract hereinafter mentioned, and all persons, companies or corporations renting or hiring teams, or implements, or machinery for a contributing to said work to be done, and all persons supplying both work and materials as aforesaid, in the sum of _____ Dollars, (\$ _____), which is not less than fifty percent (50% of the contract amount, lawful money of the United States of America, for the payment whereof well and truly to be made, we hereby bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED, sealed with our seals and dated this _____ day of _____ 2020.

The condition of the foregoing obligation is such that, whereas the above bounded Principal has entered into a contract, date _____ 2020, with _____ to perform the following work to wit:

JANITORIAL SERVICES

NOW THEREFORE, if the above bounden PRINCIPAL, contractor, person, company or corporation, or his or its sub-contractor, fails to pay for any materials, provisions, provender, or other supplies, or teams used in, upon, for or about the performance of the work contracted to be done, or for any work or labor to persons named in Section 3181 of the Civil Code, hereon of any kind, or for amounts due under the Unemployment Insurance Code with respect to such work or labor deducted, withheld and paid over to the Franchise Tax Board from the wages of employees of the contractor and his sub-contractor pursuant to Section 18806 of the Revenue and Taxation Code, that the SURETY on this bond will pay the same, in an amount not exceeding the sum specified in this bond, AND ALSO, in case suite, said attorney's fee to be taxed as costs in said suite and to be included in the judgment therein rendered.

This bond is executed for the purpose of complying with the laws of the State of California designated as Title 15, Chapter 7, Works of Improvement, commencing with Section 3426 of the Civil Code of the State of California and all amendments thereto, and shall insure to the benefit of any of the persons named in Section 3181 on the Civil Code of the State of California.

_____ (SEAL)

SURETY

_____ (SEAL)

By: _____

Attorney-In-Fact

NON-COLLUSION AFFIDAVIT

The undersigned in submitting a bid for performing the following work by contract, being duly sworn, deposes and says:

That he has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract.

Collusion

Signature of Bidder

Title

Date

Business Address

Place of Residence

Subscribed and sworn to before me this _____ day of _____, 2020.

Notary Public in and for the
County of Los Angeles, State of CA

My Commission expires _____, 200__.

LIST OF REFERENCES

Provided at least five (5) references representing a good sample of the vendor's customers (i.e., new customers if less than 5 years, customers of 5 years or more and customers of 10 years or more). If any customers are municipalities or governmental agencies, please list them.

NAME OF COMPANY	HOW LONG (YEARS)	TELEPHONE NUMBER OF COMPANY	NAME OF CONTACT PERSON

BID PROPOSAL FY 2019/2020

Bidder Name: _____

The above-named Bidder, having examined the proposed Contract Documents and having visited the sites and examined the conditions affecting the work, hereby proposes and agrees to furnish all labor, materials, supplies and equipment, and to perform operations necessary to complete the work as required by proposed Contract Documents.

ITEM NO.	LOCATION	APPROX. SQ. FT.	MONTHLY PRICE
1	City Hall	85,000	\$
2	Parking Structure	176,200	\$
3	Arts & Recreation Center	15,000	\$
4	Esther Snyder Community Center	44,000	\$
5	Julia McNeill Senior Center	11,646	\$
6	Teri G. Muse Family Service Center	5,150	\$
7	Teen Center & Skate Park	9,200	\$
8	Barnes Park Family Recreation Center	3,500	\$
9	Walnut Creek Nature Park	750	\$
10	Hamilton City Yard	10,000	\$
11	Playground Services (Hilda L. Solis, Morgan Park & Barnes Park)		\$
12	Outdoor Restroom Day Porter Services (12PM-2PM)		\$
13	Outdoor Restroom Day Porter Services (5PM-6PM) (May 1 st -Sept. 30 th)		\$
14	Day Porter Hourly Rate for Special Events (only on an as needed basis for special events)	Per staff	\$
TOTAL COST PER MONTH			\$
TOTAL ANNUAL COST			\$
THE ANNUAL SUM (spell out amount):			

Signature

Print Name

Title

Company

BID PROPOSAL FY 2020/2021

Bidder Name: _____

The above-named Bidder, having examined the proposed Contract Documents and having visited the sites and examined the conditions affecting the work, hereby proposes and agrees to furnish all labor, materials, supplies and equipment, and to perform operations necessary to complete the work as required by proposed Contract Documents.

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14	Day Porter Hourly Rate for Special Events (only on an as needed basis for special events)	Per staff	\$
TOTAL COST PER MONTH			\$
TOTAL ANNUAL COST			\$
THE ANNUAL SUM (spell out amount):			

Signature

Print Name

Title

Company

BID PROPOSAL FY 2021/2022

Bidder Name: _____

The above-named Bidder, having examined the proposed Contract Documents and having visited the sites and examined the conditions affecting the work, hereby proposes and agrees to furnish all labor, materials, supplies and equipment, and to perform operations necessary to complete the work as required by proposed Contract Documents.

ITEM NO.	LOCATION	APPROX. SQ. FT.	MONTHLY PRICE
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14	Day Porter Hourly Rate for Special Events (only on an as needed basis for special events)	Per staff	\$
TOTAL COST PER MONTH			\$
TOTAL ANNUAL COST			\$
THE ANNUAL SUM (spell out amount):			

Signature

Print Name

Title

Company

BID PROPOSAL FY 2022/2023

Bidder Name: _____

The above-named Bidder, having examined the proposed Contract Documents and having visited the sites and examined the conditions affecting the work, hereby proposes and agrees to furnish all labor, materials, supplies and equipment, and to perform operations necessary to complete the work as required by proposed Contract Documents.

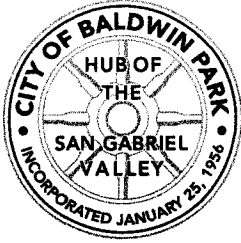
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14	Day Porter Hourly Rate for Special Events (only on an as needed basis for special events)	Per staff	\$
TOTAL COST PER MONTH			\$
TOTAL ANNUAL COST			\$
THE ANNUAL SUM (spell out amount):			

Signature

Print Name

Title

Company

STAFF REPORT**TO:** Honorable Mayor and City Councilmembers**FROM:** Steven M. McLean, Chief of Police *nm***DATE:** March 4, 2020**SUBJECT:** Approval Of Resolution For California Declared Disaster DR# 4305; CAL OES ID# 037-03666; 2017 Winter Storm Damage Reimbursement**SUMMARY**

This report requests City Council approval of the attached Resolution DR# 4305, CAL OES ID# 037-03666; for the 2017 Winter Storm Damage to the City of Baldwin Park Facilities. The State of California, Governor's Office of Emergency Services (Cal OES) has approved a reimbursement of \$13,172 to be released to the City of Baldwin Park.

RECOMMENDATION

Staff recommends that the City Council:

1. Approve the attached Agent Resolution DR #4305; and
2. Authorize the Chief Executive Officer/CEO, Chief of Police, or the Director of Finance to complete and sign all appropriate documentation necessary to close out this reimbursement claim.

FISCAL IMPACT

There is no fiscal impact associated with this item.

BACKGROUND

The City of Baldwin Park experienced a major rain storm as did many parts of Southern California in 2017. In response to the severe weather, many of the City's facilities suffered extensive water damage that required emergency repairs to be done immediately.

DISCUSSION

This measure was taken in an effort to safeguard both Public Health and City property for further damages resulting from the severe and continuous heavy rains.

ALTERNATIVES

None

LEGAL REVIEW

This report does not require review by the City Attorney.

ATTACHMENTS

1. Agent Resolution DR #4305 and Project Assurances for Federal Assistance Form

Attachment 1

**Agent Resolution DR #4305 and Project
Assurances for Federal Assistance Form**

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BALDWIN PARK
(Governing Body) (Name of Applicant)

THAT CHIEF EXECUTIVE OFFICER, OR
(Title of Authorized Agent)

CHIEF OF POLICE, OR
(Title of Authorized Agent)

DIRECTOR OF FINANCE
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the CITY OF BALDWIN PARK, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the CITY OF BALDWIN PARK, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☒ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

☐ This is a disaster specific resolution and is effective for only disaster number(s) DR# 4305

Passed and approved this _____ day of _____, 20____

SHANNON YAUCHZEE, CEO/CITY MANAGER

(Name and Title of Governing Body Representative)

STEVEN M. MCLEAN, CHIEF OF POLICE

(Name and Title of Governing Body Representative)

ROSE TAM, DIRECTOR OF FINANCE

(Name and Title of Governing Body Representative)

CERTIFICATION

I, JEAN M. AYALA, duly appointed and CITY CLERK of
(Name) (Title)

CITY OF BALDWIN PARK, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the CITY COUNCIL of the CITY OF BALDWIN PARK
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20____.

(Signature) CITY CLERK
(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."

PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

SUBRECIPIENT'S NAME: CITY OF BALDWIN PARK, POLICE DEPARTMENT

(Name of Organization)

ADDRESS: 14403 E. PACIFIC AVENUE

CITY: BALDWIN PARK STATE: CA ZIP CODE: 91706

TELEPHONE: 626-960-1955 EXT. 411 FAX NUMBER: 626-338-5545

AUTHORIZED AGENT: STEVEN M. MCLEAN TITLE: CHIEF OF POLICE

EMAIL ADDRESS: SMCLEAN@BALDWINPARK.COM

ASSURANCES – CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to all of your projects. If you have questions, please contact the California Governor's Office of Emergency Services. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the subrecipient named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, Federal Office of Inspector General 2 CFR 200.336, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibit discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) which may apply to the application.
10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$5,000 or more.
12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.O. 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.
16. Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
17. Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with §200.112.
18. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.
19. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subrecipient application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
 - a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs for projects described above;
 - b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.
 - c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.

20. The non-Federal entity for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award §200.113. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment.
21. Will not make any award or permit any award (subaward or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension."

"I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized by the above named subrecipient to enter into this agreement for and on behalf of the said subrecipient, and by my signature do bind the subrecipient to the terms thereof."

STEVEN M. MCLEAN
PRINTED NAME

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

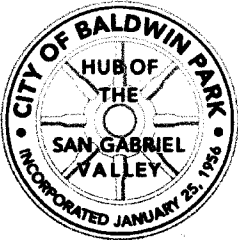
CHIEF OF POLICE

TITLE

01-26-2020

DATE

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Sam Gutierrez, Director of Public Works 
DATE: March 4, 2020
SUBJECT: Approval of a Memorandum of Agreement Between the City of Baldwin Park and San Gabriel Valley Council of Governments (SGVCOG) for Participation in the San Gabriel Valley Bike Share Regional Program

SUMMARY

This report is requesting City Council approval a Memorandum of Agreement (MOA), which will authorize the City to participate in a Bike Share Regional Pilot Program led by the San Gabriel Valley Council of Governments (SGVCOG). Through this MOA the City of Baldwin Park will designate Gotcha Media Holdings, LLC as the sole operator of the bike share pilot program.

RECOMMENDATION

Staff recommends that the City Council:

1. Approve the Memorandum of Agreement (MOA) MOA between the City of Baldwin Park and the San Gabriel Valley Council of Governments (SGVCOG) for participation in the San Gabriel Valley Bike Share Regional Program; and
2. Authorize the Mayor and City Clerk to execute the MOA with the San Gabriel Valley Council of Governments.

FISCAL IMPACT

There is no impact to the General Fund. Participation in the Bike Share Regional Pilot Program will be at no cost to the City. Consequently, there is no fiscal impact as a result of approval of this MOA.

BACKGROUND

In 2016, SGVCOG submitted an application to the Caltrans Active Transportation Program (ATP) to implement a regional bike share pilot program ("Regional Pilot Program") in the San Gabriel Valley. In 2017, SGVCOG was awarded \$4.5 million to implement the pilot program and to deploy a minimum of 840 bicycles and 84 stations in 15 participating cities in the San Gabriel Valley. It is estimated that under this program fifty percent of these bicycles will be deployed in disadvantaged communities.

The Regional Pilot Program would allow the implementation of a regional bike share program, with the goal of increasing the share of bicycling trips within the region, decreasing drive alone trips, promoting and encouraging bicycling as a safe and sustainable mode of transportation for short local trips, including one-way trips, and expanding low-cost transportation options. A Regional Pilot Program would allow cities to implement a bike share program without having to manage and implement a program individually – saving staff time, reducing costs, and maximizing economies of scale.

SGVCOG will be implementing a dock-less E-bike share system, rather than a traditional system, in order to address some of the challenges that have arisen with previously implemented bike share systems. E-bikes allow riders to travel further, faster, and easier, even up hills. With a dock-less system, cities and users have more flexibility for the options available to users to end their rides. Cities can utilize traditional bike share stations or smaller mobility hubs as locations where users can end their e-bike rides. Many companies' bikes also offer precise location tracking technology that allows the City

and the company to manage where bikes are dropped at the end of rides. Given the topography and the anticipated distances that riders would travel, the SGVCOG determined that the best way to structure the program for the community would be to implement a 100% E-bike program.

In addition to the City of Baldwin Park, 13 other cities and the unincorporated areas of the County of Los Angeles have signed up to participate in the initial launch of the program. Participating cities could participate in the program at no cost and could work closely with the selected vendor to determine the appropriate number and locations of e-bikes and stations in the City. The City can participate in the program at no cost.

On September 2018, SGVCOG initiated a joint request for proposals including all participating cities to procure a sole vendor to implement the e-bike share pilot program for the fifteen participating jurisdictions in the region. The SGVCOG received proposals from 6 e-bike share companies: Bewegen Tech, Gotcha Media Holdings, LLC, HopR, Jump by Uber, Ride On, and Veoride.

A Technical Evaluation Committee (TEC) that included staff from the SGVCOG and the cities of Pasadena, San Dimas, and South Pasadena reviewed the proposals and selected Gotcha Media Holdings, LLC (Gotcha) as the vendor. Gotcha's e-bike more precise location tracking technology allows the company to see whether the e-bikes were dropped by users at the appropriate stations.

Gotcha currently operates at least 48 bike share systems across the country and more programs are currently in development. For example, Gotcha is implementing a similar regional e-bike share system in North County San Diego, in the cities of Del Mar, Encinitas, and Solana Beach.

DISCUSSION

At its meeting on February 25, 2019, SGVCOG's Capital Projects Committee executed a 3-year agreement – with an optional 3-year extension – with Gotcha to implement the e-bike share pilot program at a cost of \$1,926,500. The contract also includes a number of key performance indicators with which Gotcha must comply, as outlined below:

- Gotcha Smartphone Application shall be functional at least 99.5% of the time,
- 90% of all bikes shall have at least 50% of full charge at all times;
- Maintenance and inspection shall be performed on all bicycles at least monthly or every 200 miles, which is less;
- All reports shall be resolved within 2 hours during business hours (8 a.m. – 8 p.m. Monday through Friday except for State and Federal holidays);
- Any report outside of business shall be resolved within 2 hours of the start of the next business hours;
- A dashboard is available to cities at all times that provides real-time data on total trips, average number of daily riders, average distance of riders, pick-up and drop-off heat maps, trip route heat maps, location of parked bikes, average duration of trips, and unique riders per work;
- 90% of all bicycles are parked in compliance with the agreed-upon parking strategy at all times.

Once the program has launched, users will be able to download the Gotcha smartphone application in order to access the e-bikes. The Gotcha smartphone application also allows users to see the current location of e-bikes. To ride, users can use their smartphone to scan a code on the bike to unlock it. At the end of the ride, users will lock the bike and end their ride in the application. If a user returns the bike to a location that has not been designated as a "station", they will be charged an additional fee. If the user returns the bike to a location that is outside of the service area entirely, they will be charged

a fee of \$50. Users that do not have a smartphone can purchase a card that can be scanned on the bikes as well. These cards can be purchased at designated locations throughout the City.

On January 15, 2020, the Council adopted Resolution No. 2020-001, which authorized participation in the SGVCOG Bike Share Regional Pilot Program approved the installation of bike share stations at various locations citywide. To facilitate participation in the SGVCOG's Regional Pilot Program, a MOA between the City of Baldwin Park and SGVCOG would need to be executed. Under the MOA, SGVCOG will be responsible for the following:

- Managing the contract with Gotcha;
- Paying for all infrastructure (e-bikes and stations) associated with the program. SGVCOG's contract;
- Monitoring compliance with key performance indicators, as outlined in the Gotcha contract;
- Providing monthly program reports to the City;
- Monitoring and coordinating with Gotcha to ensure that implementation issues are addressed in a timely manner;
- Coordinating marketing and launch activities in conjunction with Gotcha.

The City will be responsible for the following:

- Designating Gotcha as the sole operator of a pilot bike share program, who would operate under the terms and conditions of Gotcha's agreement with the SGVCOG.
- Facilitating the implementation of the program by helping to identify potential bike share stations and facilitating their installation;
- Participating in program development;
- Providing support as needed to support program marketing and program launch;
- Designating a project manager to participate in coordination calls and respond to correspondence;
- Notifying the SGVCOG of any proposed regulations, ordinances, or requirements that could impact program implementation;
- Report incidents of non-compliance with key performance indicators.

The MOU would end at the same time as the SGVCOG's contract with Gotcha on February 28, 2022. The City would have no financial commitment as part of the MOU and would receive e-bikes and e-bike share stations at no cost.

If the MOU is adopted by the City Council, staff will continue working with the SGVCOG and Gotcha to facilitate the implementation of the Regional Pilot Program in the City.

ENVIRONMENTAL

The action being considered by the City Council is exempt from the California Environmental Quality Act (CEQA) because it is not a "project" under Section 15378(b)(5) of CEQA Guidelines. The action involves an organizational or administrative activity of government that will not result in the direct or indirect physical change in the environment.

ALTERNATIVES

1. The City Council may choose not to adopt the Memorandum of Agreement.
2. Provide Staff with alternative direction.

LEGAL REVIEW

This report has been reviewed and approved by the City Attorney as to legal form and content.

ATTACHMENTS

1. Memorandum of Agreement
2. Location Map

Attachment 1
Memorandum of Agreement

MEMORANDUM OF AGREEMENT

MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF BALDWIN PARK AND THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS FOR PARTICIPATION IN THE SAN GABRIEL VALLEY REGIONAL E-BIKE SHARE PROGRAM

This Memorandum of Agreement ("MOA" or "Agreement") is made as of (date) by and between the City of Baldwin Park ("City") and the San Gabriel Valley Council of Governments ("SGVCOG"). The City and SGVCOG are sometimes referred to herein as Party or collectively as Parties.

RECITALS:

- A. The SGVCOG was established to have a unified voice to maximize resources and advocate for regional and member interests to improve the quality of life in the San Gabriel Valley by the member cities and other local governmental agencies;
- B. The SGVCOG received funding through the Caltrans Active Transportation Program (ATP) to implement a San Gabriel Valley Regional Pilot E-Bike Share Program ("Regional Pilot Program");
- C. The San Gabriel Valley Regional E-Bike Share Program will allow users to travel easily throughout the region;
- D. The City and the SGVCOG have a shared desire to increase the share of biking trips, decrease drive alone trips, promote and encourage bicycling as a safe and sustainable mode of transportation for short local trips, and expand low-cost transportation options;
- E. The SGVCOG completed a competitive procurement to select a vendor to operate and implement the Regional Pilot Program;
- F. The SGVCOG selected Gotcha Media Holdings, LLC, through its competitive procurement process to implement and operate the Regional Pilot Program;
- G. The SGVCOG entered into a three-year agreement with Gotcha Media Holdings, LLC to implement and operate the Regional Pilot Program (referred to herein as the "Contract");
- H. The City desires to participate in the Regional Pilot Program.

NOW, THEREFORE, the Parties agree to the following:

I. GENERAL CONDITIONS:

- A. The Parties to this MOA are the City and the SGVCOG.
- B. The term of this MOA shall commence upon execution of the MOA by all Parties and shall continue through the end of the SGVCOG's Contract with Gotcha Media Holdings, LLC on February 27, 2022. The term of this MOA may be extended by mutual agreement of all Parties through written consent.

- C. The Parties agree to not seek any reimbursement from any of the other Parties for communication related to this MOA performed by City or SGVCOG staff associated with this effort

II. RESPONSIBILITIES OF EACH OF THE PARTIES:

A. SGVCOG

1. Will work with Gotcha Media Holdings, LLC to manage ongoing coordination of project calls and in-person meetings throughout the life of the Regional Pilot Program.
2. Will monitor compliance with the following key performance indicators, as defined in the SGVCOG's contract with Gotcha Media Holdings, LLC, and enforce penalties for non-compliance, as outlined in the Contract:
 - a. App & customer service support portal
 - b. Bicycle distribution
 - c. Bicycles in service (in working order)
 - d. Bicycle maintenance & repairs
 - e. Report responsiveness
 - f. Data reporting
 - g. Bicycle parking
3. Will provide monthly program reports to the City. The SGVCOG will work with Gotcha Media Holdings, LLC to develop custom reports as requested by the City.
4. Will monitor and coordinate with Gotcha Media Holdings, LLC to ensure that implementation issues, non-compliance with key performance indicators, and customer complaints are resolved in a timely fashion.
5. Will coordinate marketing and launch activities in conjunction with Gotcha Media Holdings, LLC.

B. City

1. Will designate Gotcha Media Holdings, LLC as the sole operator of a bike share pilot program in the City during the one-year pilot period.
2. Will facilitate implementation by helping to identify potential e-bike share stations and helping to coordinate the installation of these stations.
3. Will participate in program development to facilitate implementation in the City.
4. Will provide support as needed for activities related to marketing and program launch.
5. Will participate in coordination calls and meetings with all parties throughout the life of the Regional Pilot Program.
6. Will provide a Project Manager with name, title, and contact information.
7. Will actively engage in the implementation of the Regional Pilot Program including, responding to correspondence, i.e., phone calls, e-mails and attending in-person meetings.
8. Will notify SGVCOG and Gotcha Media Holdings, LLC of any proposed regulations, ordinances, or requirements that could impact implementation of the Regional Pilot Program prior to adoption or implementation.
9. Report incidents of non-compliance with key performance indicators to Gotcha Media Holdings, LLC and the SGVCOG.
10. Report customer complaints and other issues to Gotcha Media Holdings, LLC and the SGVCOG.

III. PROJECT MANAGEMENT:

- A. For purposes of this MOA, the SGVCOG designates the following individual as its Project Manager:

Caitlin Sims
Principal Management Analyst
1000 S. Fremont Ave, Unit 42
Bldg. A10-N, Suite 10210
Alhambra, CA 91803
626.457.1800
csims@sgvcoq.org

- B. For purposes of this MOA, the City of Baldwin Park designates the following individual as its Project Manager:

John Beshay
Engineering Manager
14403 E. Pacific Avenue
Baldwin Park, CA 91706
(626) 960-4011 Ext. 459
jbeshay@baldwinpark.com

- C. Additional Parties' contacts include the following individuals:

Marisa Creter
Executive Director
San Gabriel Valley Council of Governments
mcreter@sgvcoq.org

Either Party may designate a new Project Manager or additional contact upon written notice to the other Party containing the contact information as set forth above.

IV. DEFAULT:

- A. Default under this MOA is defined as any one or more of the following:
- (i) The SGVCOG or the City fail to comply with the terms and conditions contained in this MOA;
 - (ii) The SGVCOG or the City fail to perform satisfactorily or to make sufficient progress toward completion, or make a material change to the communication related to the MOA or budget without the SGVCOG's prior written consent or approval; or
 - (iii) The SGVCOG or the City is in default of any other applicable requirements.

V. REMEDIES:

- A. In the event of a Default a written notice of such Default will be provided by the Party alleging the Default and the defaulting Party shall provide a plan to the non-defaulting Party as soon as practical to cure the Default within 30 days of receipt of such written notice. In

the event the defaulting Party fails to cure the Default or commit to cure the Default and commence the same within such 30-day period to the satisfaction of the non-defaulting Party, the non-defaulting Party may terminate this MOA.

- B. Effective upon receipt of written notice of termination the defaulting Party shall not undertake any new work or obligation with respect to this Agreement unless so approved in writing by the non-defaulting Party.

Subject to each Party's agreement to provide prior written notice with a 30-day period to cure the Default, the remedies described herein are non-exclusive. Each Party shall have the right to enforce any and all rights and remedies herein or which may be now or hereafter available at law.

VI. TERMINATION:

- A. This MOA may be terminated by any Party to the MOA at any time and for any reason. Termination will occur 30 days after written notice is mailed by first-class mail, postage pre-paid, by any Party of its intent to terminate the MOA to the other Party.
- B. This MOA may be terminated if exchange of services and levels of effort of Parties does not meet parameters as outlined in this MOA.

VII. INDEMNITY:

- A. Neither the SGVCOG or any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by the City, its officers, agents and contractors in connection with this MOA. To the fullest extent permitted by law, the City shall defend (at the City's sole cost and expense with legal counsel reasonably acceptable to the SGVCOG), indemnify, protect, and hold harmless the SGVCOG, its subsidiaries, officers, directors, employees, and agents from and against any and all liabilities, actions, suits, claims, demands, losses, costs, judgments, arbitration awards, settlements, damages, demands, orders, penalties, and expenses including legal costs and attorney fees, including but not limited to claims arising from injuries to or death of persons (the City's employees included), for damage to property, including property owned by the SGVCOG, or from any violation of any federal, state, or local law or ordinance, alleged to be caused by the negligent acts, omissions or willful misconduct of the City, its officers, directors, employees or agents in connection with or arising out of the performance of this MOA.
- B. Neither the City or any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by the SGVCOG, its subsidiaries, officers, agents and contractors in connection with this MOA. To the fullest extent permitted by law, the SGVCOG shall defend (at the SGVCOG's sole cost and expense with legal counsel reasonably acceptable to the City), indemnify, protect, and hold harmless the City, its officers, directors, employees, and agents from and against any and all liabilities, actions, suits, claims, demands, losses, costs, judgments, arbitration awards, settlements, damages, demands, orders, penalties, and expenses including legal costs and attorney fees, including but not limited to claims arising from injuries to or death of persons

(the SGVCOG's employees included), for damage to property, including property owned by the City, or from any violation of any federal, state, or local law or ordinance, alleged to be caused by the negligent acts, omissions or willful misconduct of the SGVCOG, its officers, directors, employees or agents in connection with or arising out of the performance of this MOA.

VIII. OTHER TERMS AND CONDITIONS:

- A. The City, its contractors, officers, agents and employees in the performance of this MOA are not contractors, officers, agents or employees of the SGVCOG and attest to no organizational or personal conflicts of interest and agree to notify the SGVCOG immediately in the event that a conflict, or the appearance thereof, arises. The City, its contractors, officers, agents and employees, shall not represent themselves as contractors, officers, agents or employees of the SGVCOG and shall have no powers to bind the SGVCOG in contract or otherwise.
- B. This MOA, along with the applicable requirements of the SGVCOG, constitutes the entire understanding between the Parties, with respect to the subject matter herein. The MOA shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the Parties who agreed to the original MOA or the same level of authority.
- C. In the event that there is any legal court (e.g., Superior Court of the State of California, County of Los Angeles, or the U.S. District Court for the Central District of California) proceeding between the Parties to enforce or interpret this Agreement or the applicable requirements of the SGVCOG to protect or establish any rights or remedies hereunder, each Party shall bear its own costs and expenses, including attorneys' fees.
- D. Neither Party hereto shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, floods, earthquake, fires, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected Party. Each Party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this MOA.
- E. Neither Party shall assign this MOA, or any part thereof, without the prior written consent and prior approval of the other Party. Any such purported assignment without prior written consent shall be void and unenforceable.
- F. This Agreement shall be governed by California law and any applicable federal law.
- G. If any provision of this MOA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.
- H. The terms of this MOA shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

This MOA constitutes the entire agreement between the Parties with respect to the subject matter of this MOA and supersedes all prior and contemporaneous agreements and understandings.

For the City of Baldwin Park

CITY OF BALDWIN PARK

SAN GABRIEL VALLEY COUNCIL OF
GOVERNMENTS

Manual Lozano, Mayor

By: _____

Date: _____

Date:

APPROVED:

Robert Tafoya, City Attorney

Date: _____

ATTEST:

Jean M. Ayala, City Clerk

Date: _____

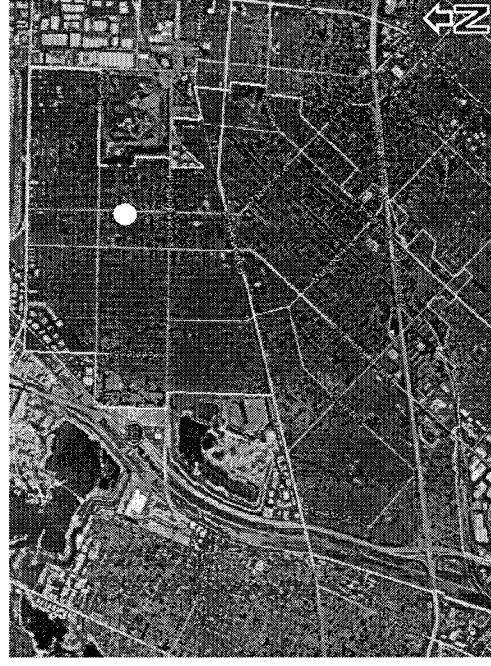
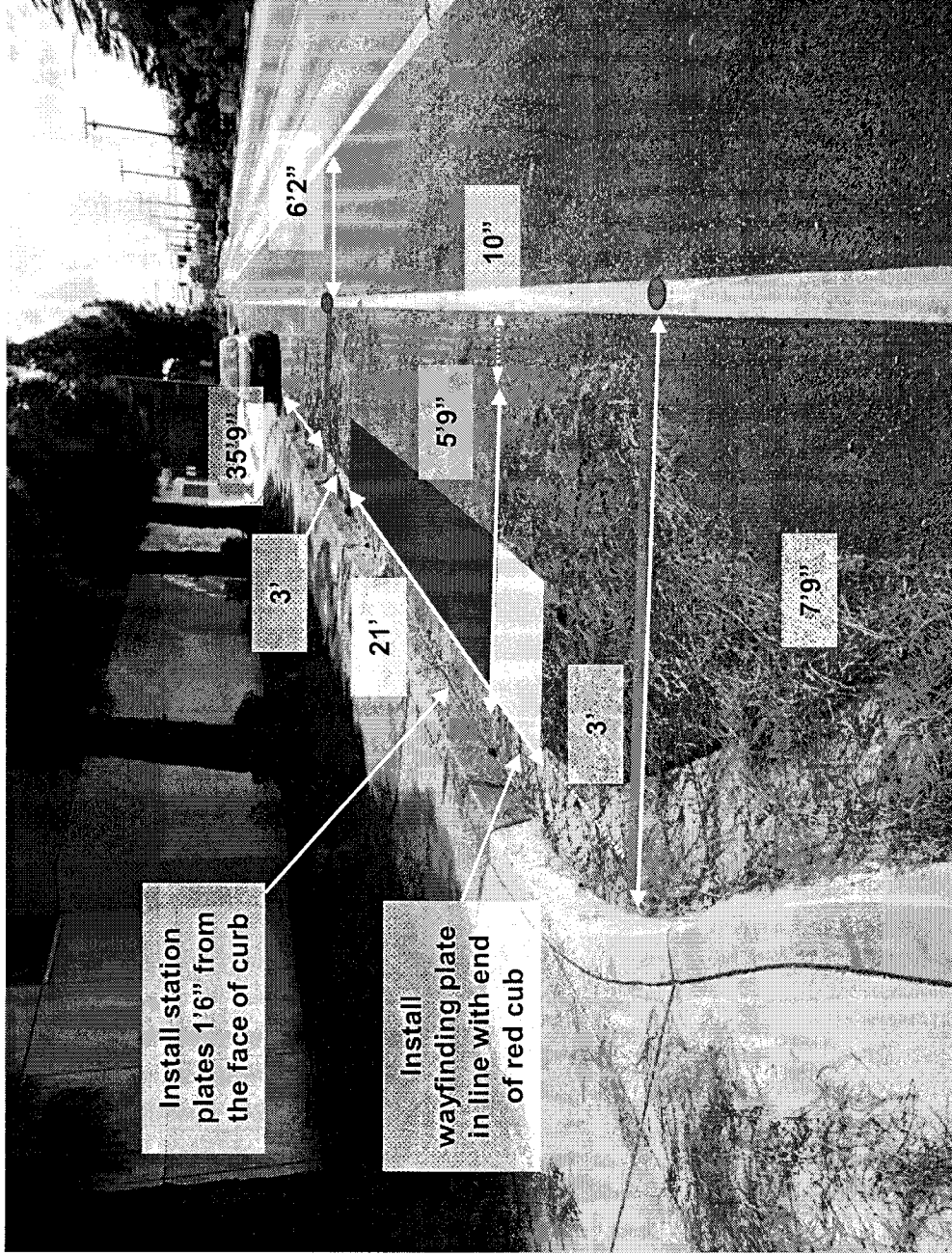
Attachment 2

Location Map

Recommended Hub Locations for Baldwin Park

#	Name	Location/ Type	Docks: Rec. (Max.)	Notes
1 - 0602B	Performing Arts Center	On-street/ Rack	8 (22)	East side of Maine Ave, just north of driveway to Performing Arts Center in red curb pocket north of bust stop
2 - 0605D	Morgan Park	Other/ Rack	5 (6)	Morgan Park parking lot, 2 spaces in southwest corner
3 - 0607C*	Badillo Ave & Skate Park	On-street/ Rack	5 (5)	Skate Park parking lot, 2 spaces in southwest corner
4 - 0608A	Baldwin Park Station	Other/ Virtual	6 (6)	Southwest corner of Ramona Ave/ Downing Ave at train station entrance next to monument
5 - 0608B	City Hall	Other/ Rack	8 (8)	In parking lot across Main Ave from City Hall in striped area
6 - 0609E	Francisquito Ave & Ramona Blvd	Sidewalk/ Rack	8 (15)	South of Ramona Blvd, west side of Francisquito Ave across the street from 76 gas station, next to bus shelter
7 - 0610E*	Ramona Blvd & Foster Ave	Other/ Rack	6 (35)	South side of Ramona Blvd, east of Foster within empty parking lot adjacent to bus stop
8 - 0613D	Frazier St & Francisquito Ave	On-street/ Rack	6 (35)	South side of Frazier Street, east of Francisquito Ave, between red curb and buffered bike lane
9 - 0618B	Maine Ave & Los Angeles St	On-street/ Rack	8 (10)	West side of Maine Avenue, north of Los Angeles Street in vacant lot parking area between two curb extensions

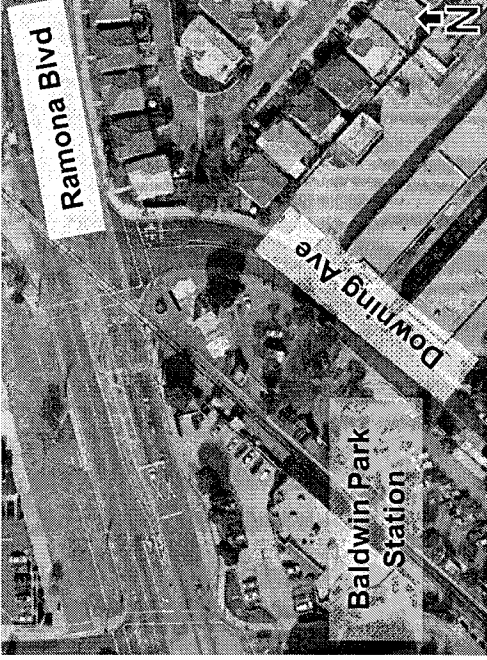
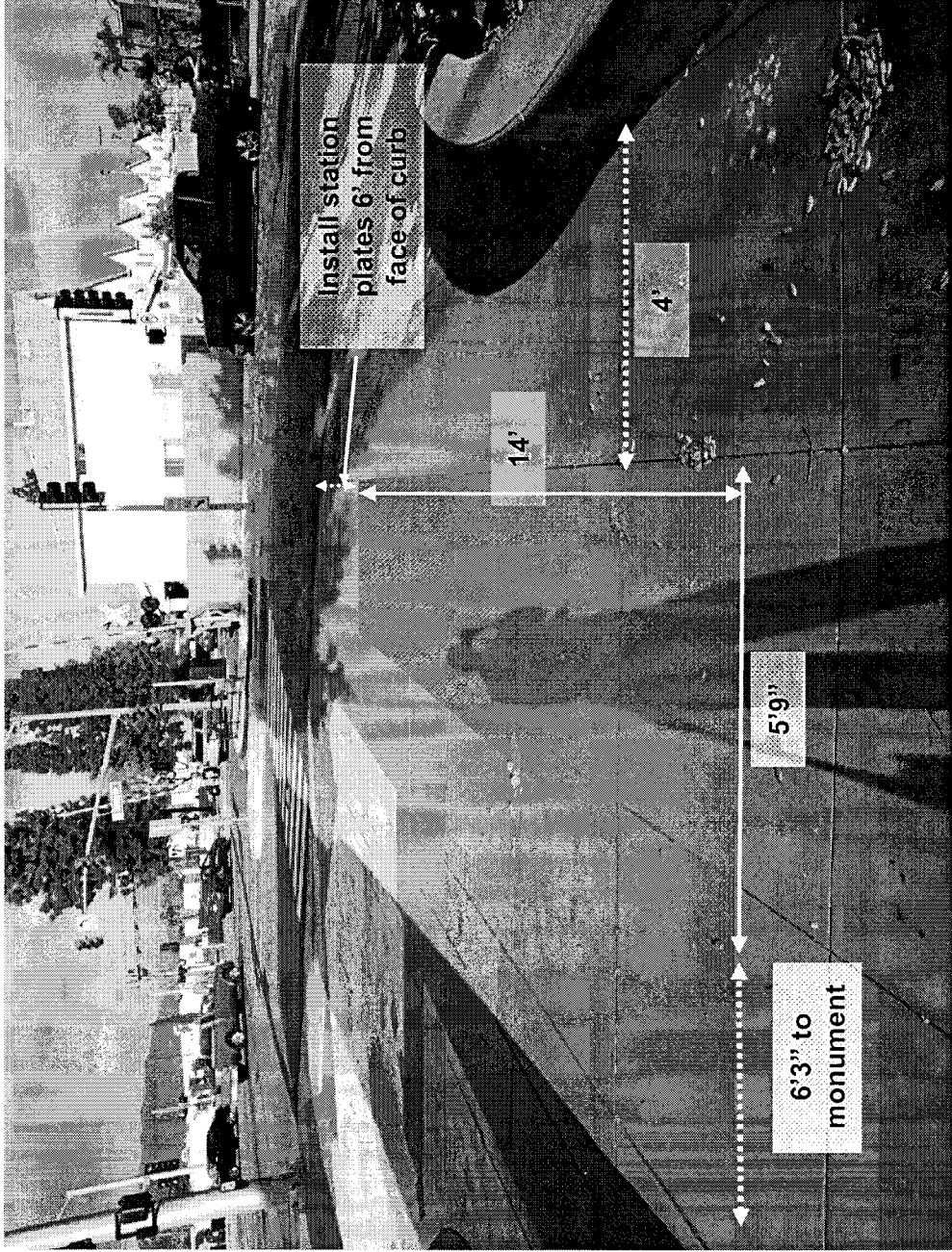
Note: * Alternate Locations



- **Location:** East side of Maine Avenue, south of Cavette Place
- **Type:** On-street
- **Owner:** City of Baldwin Park
- **Size:** 8 docks + 1 wayfinding panel
- **Station:** On-street station with 90-degree docks
- **Orientation:** Bikes pull backwards towards bike lane
- **Installation Notes:** Clear site of debris before installing station.

LEGEND

- Station Plates
- Bike Overhang
- Wayfinding Panel
- Striping/Bollard



- **Location:** West side of Downing Ave, south of Ramona Ave, in plaza
- **Type:** Off-street
- **Owner:** City of Baldwin Park
- **Size:** 6 docks
- **Station:** Virtual station
- **Orientation:** Bikes pull away from landscaping
- **Installation Notes:** Concrete squares are 4'.

LEGEND

- Station Plates
- Bike Overhang
- Wayfinding Panel
- Striping/Bollard

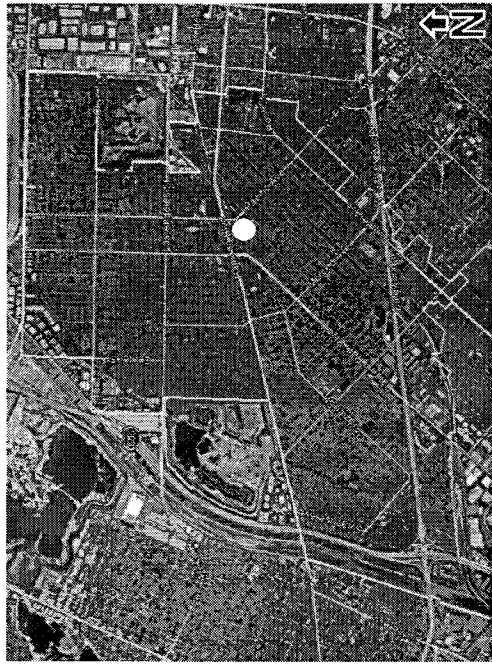
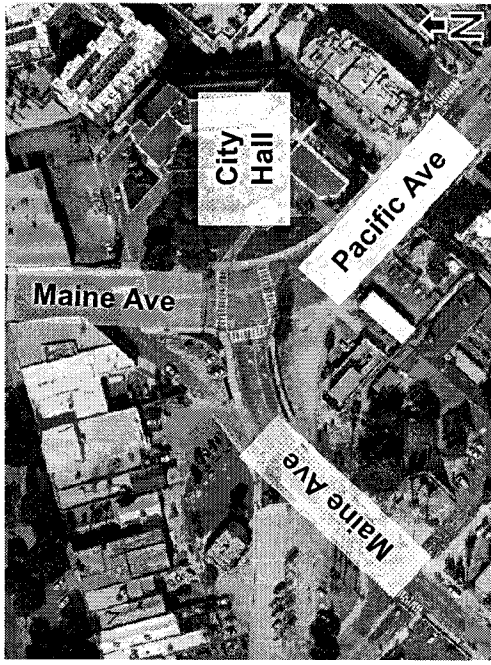
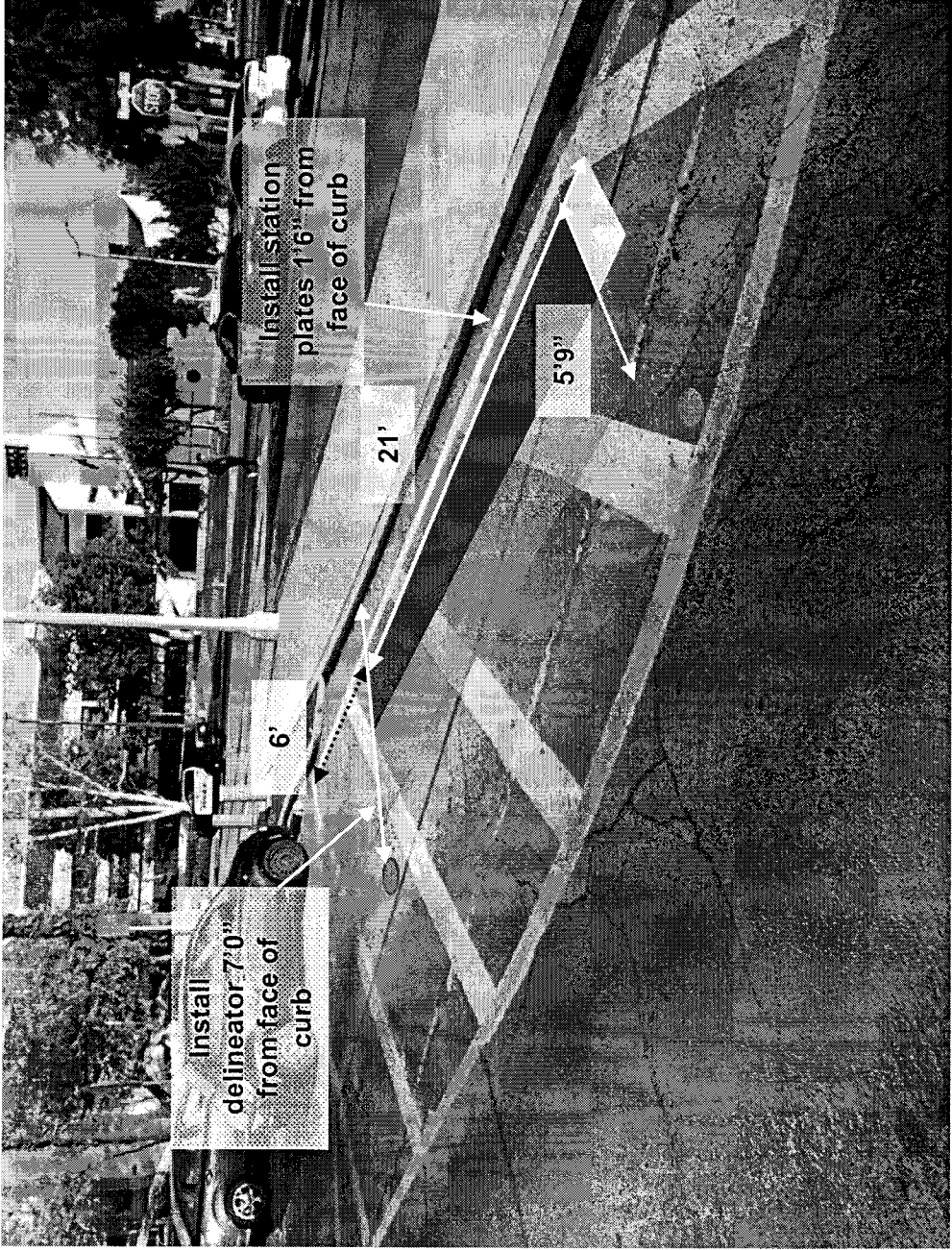
T'OOLE
DESIGN

REGIONAL BIKE SHARE
BALDWIN PARK
SGVCOG

Date: 02/10/20
Version: 001

Designed: KA
Reviewed: AW

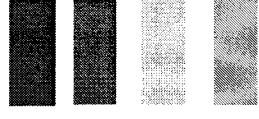
0608A
Baldwin Park Station



- **Location:** North side of Maine Ave, west of Pacific Ave, in parking area opposite City Hall
- **Type:** Off-street
- **Owner:** City of Baldwin Park
- **Size:** 8 docks + 1 wayfinding panel

- **Station:** Standard station, 90-degree
- **Orientation:** Bikes pull backwards towards parking lot
- **Installation Notes:**

LEGEND



Station Plates
Bike Overhang
Wayfinding Panel
Striping/Bollard

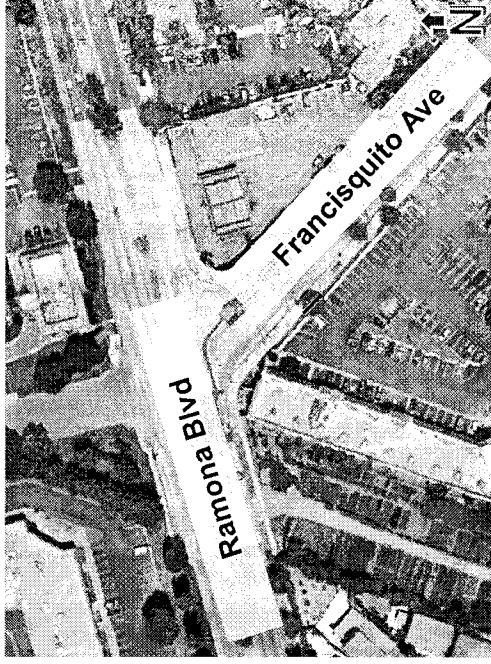
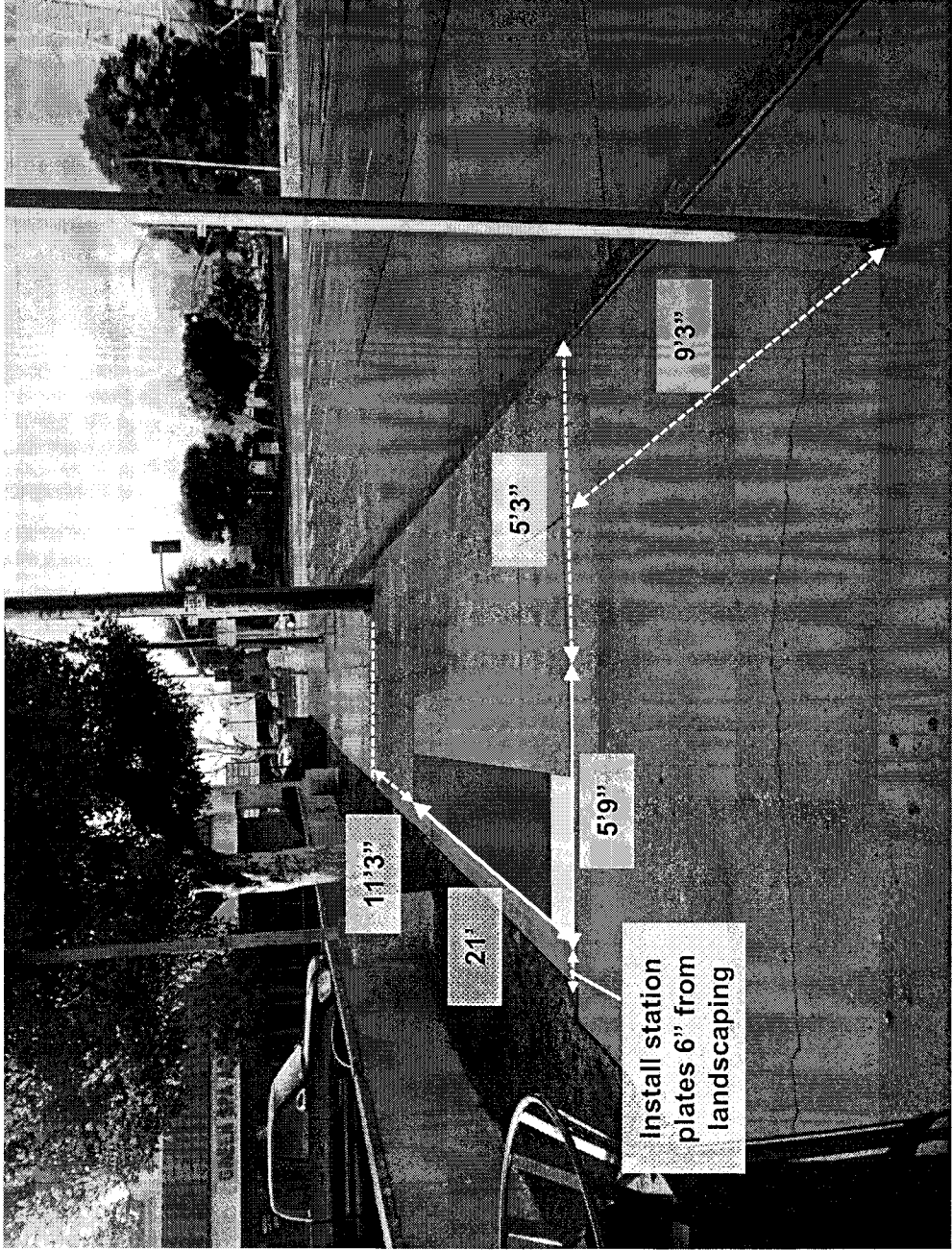
TOOLE
DESIGN

REGIONAL BIKE SHARE
BALDWIN PARK
SGVCOG

Date: 02/10/20
Version: 001

Designed: KA
Reviewed: AW

0608B
City Hall



- **Location:** Southwest side of Francisquito Ave, southeast of Ramona Blvd
- **Type:** Sidewalk
- **Owner:** City of Baldwin Park
- **Size:** 8 docks + 1 wayfinding panel

- **Station:** Standard station, 90-degree
- **Orientation:** Bikes pull backwards towards sidewalk
- **Installation Notes:**

LEGEND

- Station Plates
- Bike Overhang
- Wayfinding Panel
- Striping/Bollard

TOOLE
DESIGN

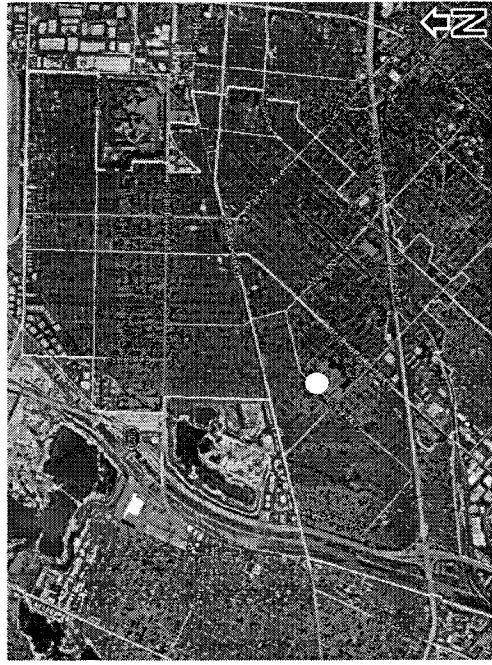
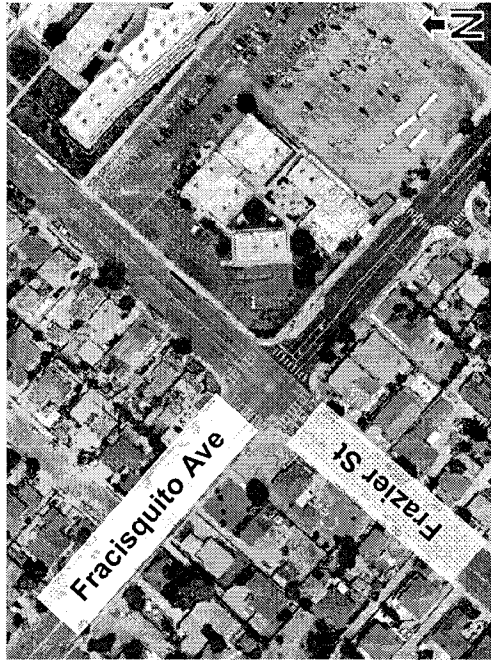
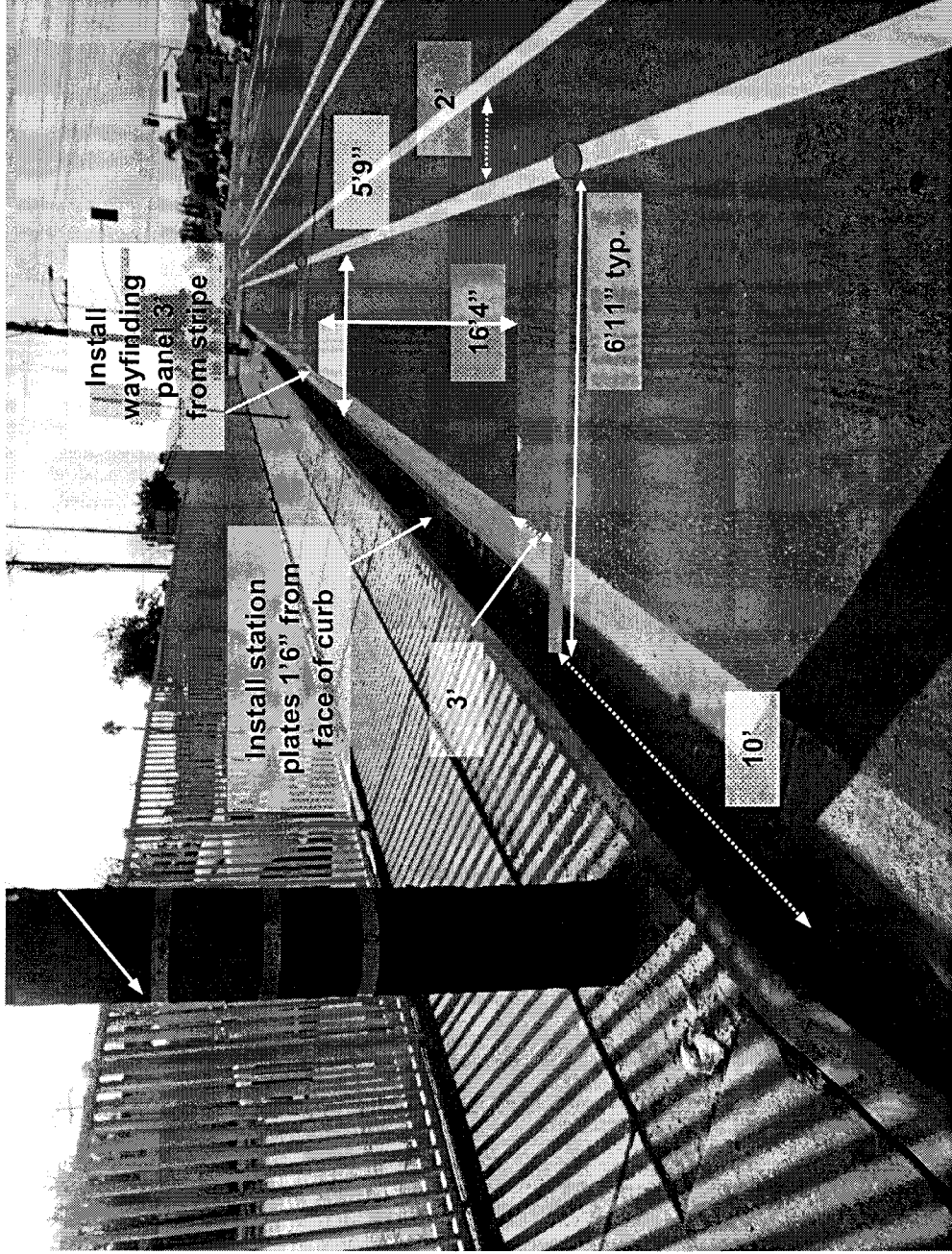


REGIONAL BIKE SHARE
BALDWIN PARK

Date: 02/10/20
Version: 001

Designed: KA
Reviewed: AW

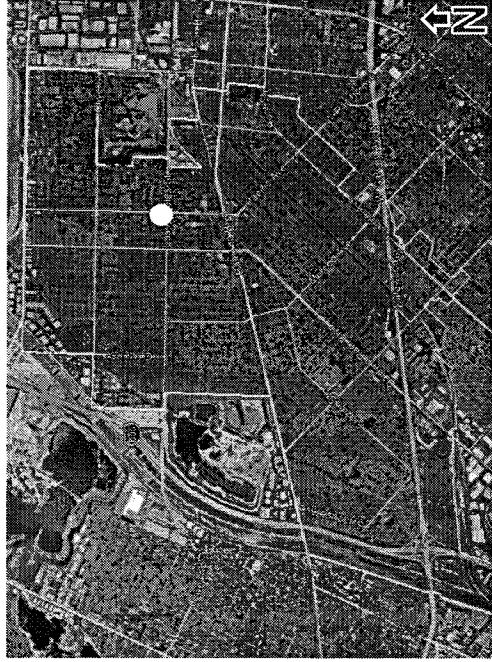
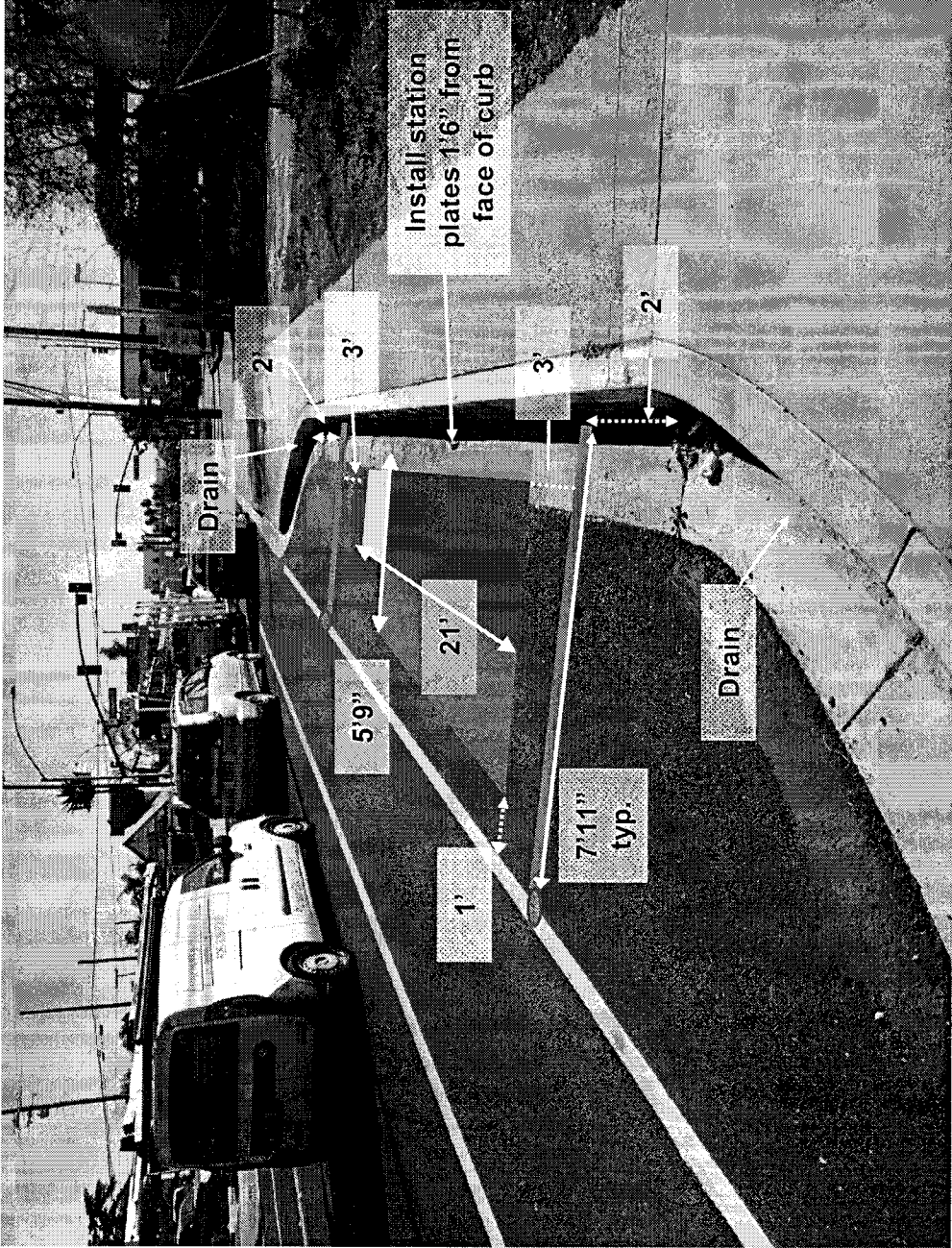
0609E
Francisquito Ave and Ramona Blvd



- **Location:** Southeast side of Frazier Street, northeast of Fracisquito Ave
- **Type:** On-street
- **Owner:** City of Baldwin Park
- **Size:** 6 docks + 1 wayfinding panel
- **Station:** Standard station, 90-degree
- **Orientation:** Bikes pull backwards towards bike lane
- **Installation Notes:** Strip should be 6'11" in length.

LEGEND

- Station Plates
- Bike Overhang
- Wayfinding Panel
- Striping/Bollard



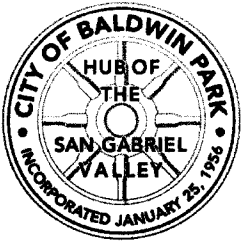
- Location: West side of Maine Ave, north of Los Angeles St
- Type: On-street
- Owner: City of Baldwin Park
- Size: 8 docks + 1 wayfinding panel

- Station: Standard station, 90-degree
- Orientation: Bikes pull backwards towards bike lane
- Installation Notes: Install striping 2' from drains.

LEGEND

- Station Plates
- Bike Overhang
- Wayfinding Panel
- Striping/Bollard

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Sam Gutierrez, Director of Public Works 
DATE: March 4, 2019
SUBJECT: Adopt Resolution No. 2020-007 "A Resolution of the City Council of the City of Baldwin Park Authorizing the Director of Public Works to Execute Program Supplement No. T60 to Administering Agency-State Agreement for State Funded Projects No. 00378S for the Maine Avenue/Pacific Avenue Corridor Complete Streets Improvements, Phase II Project."

SUMMARY

This report requests City Council consideration for the adoption of Resolution 2020-007, authorizing the Director of Public Works to execute Program Supplement Agreement No. T60 to Administering Agency-State Agreement for State Funded Projects No. 00378S, for the Maine Avenue and Pacific Avenue Corridor Complete Streets Phase II Project. The Program Supplement Agreement will incorporate the Project into the Master Agreement for administering state funded projects.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 2020-007, entitled, "A Resolution of the City Council of the City of Baldwin Park Authorizing the Director of Public Works to Execute Program Supplement No. T60 to Administering Agency-State Agreement for State Funded Projects No. 00378S for the Maine Avenue/Pacific Avenue Corridor Complete Streets Improvements, Phase II Project."

FISCAL IMPACT

There is no impact to the General Fund. The execution of the Program Supplement will disburse \$1,068,000.00 to the City (CIP Project No. 20-97, Account No. 270-50-520-58100-15701) in Active Transportation Program (ATP) Cycle 3 grant funds for the construction of Complete Streets improvements along the Maine Avenue and Pacific Avenue corridor.

BACKGROUND

Through the collaborative efforts of the City and its community partners Maine Avenue and Pacific Avenue corridor was identified as a priority location that would benefit greatly by the implementation of the City's Complete Streets Policy, Living Streets Manual and Green Streets resolution. In October 2011, the City received its first grant for complete street improvements along the northern portion of the corridor between Los Angeles Street and Arrow Highway. The Grant was in the amount of \$1,000,000 and included pedestrian and bicycle safety improvements through the Federal Safe Routes to School (SRTS) Program. In August 2014, the City was awarded a Grant in the amount of \$2,201,000 through the Active Transportation Program (ATP), Cycle 1 call-for-projects for additional Complete Street improvements along the same route as the Federal SRTS Grant.

On April 13, 2017, the City of Baldwin Park was informed that the California Transportation Commission (CTC) approved grant funding for the Maine Avenue and Pacific Avenue Corridor between Los Angeles Street and Ardilla Street (South City Limit) as part of the Southern California Association of Governments (SCAG) Regional Program of the 2017 ATP Cycle 3 call-for-projects process. The grant,

in the amount of \$1,068,000, was awarded for the construction of Complete Street Improvements along the southern portion of the corridor.

DISCUSSION

The Project will continue the improvements started in previous phases of the project consisting of the installation of ADA compliant improvements such as sidewalks, curb extensions, bulb-out and access ramps, installation of dedicated Class II bike lanes, stormwater quality improvements such as rain gardens and catch basin relocations, drought tolerant street landscape and smart irrigation improvements and roadway resurfacing. Additionally, the project includes the installation of detectable warning surfaces where needed, pruning tree roots and installing root barriers and installation of bus stop amenities such as bus shelters and trash cans.

On January 5, 2020, the CTC approved the allocation of funds to the City of Baldwin Park. As a condition for the disbursement of funds, the City must execute Program Supplement Agreement No. T60 (attached), which adopts and incorporates this project into the existing Administering Agency-State Agreement for State Funded Projects No. 00378S entered between the City and the State on June 21, 2012. The Program Supplement Agreement contains specific technical information regarding the project, such as detailed cost, scope, and schedule.

ALTERNATIVES

1. The City Council may choose not to award a construction contract, reject all bids and re-bid the project. This action is not recommended as re-bidding the project will delay the work and increase costs.
2. Provide Staff with alternate direction.

ENVIRONMENTAL REVIEW

The subject Maine Avenue and Pacific Avenue Corridor Complete Street Improvements Phase II Project is exempt from the California Environmental Quality Act (CEQA) pursuant to a Class 1 (Section 15201, Existing Facilities), subsection (c) exemption, which includes the repair, maintenance, and/or minor alteration of existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities (this includes road grading for the purpose of public safety). The key consideration for a Class 1 exemption is whether the project involves negligible or no expansion of an existing use.

LEGAL REVIEW

None Required.

ATTACHMENTS

1. Resolution No. 2020-007
2. Program Supplement No. T60

Attachment 1
Resolution No. 2020-007

RESOLUTION NO. 2020-007

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BALDWIN PARK AUTHORIZING THE DIRECTOR OF PUBLIC WORKS TO EXECUTE PROGRAM SUPPLEMENT NO. T60 TO ADMINISTERING AGENCY-STATE AGREEMENT FOR STATE FUNDED PROJECTS NO. 00378S FOR THE MAINE AVENUE AND PACIFIC AVENUE CORRIDOR COMPLETE STREETS IMPROVEMENTS, PHASE II PROJECT

WHEREAS, the City of Baldwin Park is eligible to receive Federal and/or State funding for Transportation Projects; and

WHEREAS, the Federal and/or State Agencies revised the programming and funding process for Transportation Projects, which are incorporated into new Master Agreements; and

WHEREAS, Master Agreements, Program Supplement Agreements, Fund Exchange Agreements and/or Fund Transfer Agreements need to be executed with Federal and State Agencies including the California Department of Transportation before such funds could be claimed; and

WHEREAS, the City of Baldwin Park wishes to delegate authorization to execute these agreements and any amendments thereto to the Director of Public Works or his designee.

NOW THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

SECTION 1. All of the above recitals are all true and correct.

SECTION 2. That the City of Baldwin Park agrees to comply with all conditions and requirements set forth in the Master Agreement and applicable statutes, regulations, and guidelines for all federally and/or State Funded Transportation Projects.

SECTION 3. That the Mayor and City Council approved Master Agreement which is effective June 1, 2009 and all Program Supplements and any Amendments thereto, for Federally and/or State Funded Projects.

SECTION 4. That the Director of Public Works or his designee be authorized to execute the Program Supplement Agreement No. T60 and any Amendments thereto for federally and/or State Funded Projects.

SECTION 5. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 4th day of March 2020.

MANUEL LOZANO
MAYOR

ATTEST:

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF BALDWIN PARK

} SS:

I, JEAN M. AYALA, City Clerk of the City of Baldwin Park do hereby certify that the foregoing Resolution No. 2020-007 was duly adopted by the City Council of the City of Baldwin Park at a regular meeting thereof held on March 4, 2020 and that the same was adopted by the following vote to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

JEAN M. AYALA
CITY CLERK

Attachment 2
Program Supplement No. T60

PROGRAM SUPPLEMENT NO. T60
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR STATE FUNDED PROJECTS NO 00378S

Adv Project ID Date: January 14, 2020
0720000003 Location: 07-LA-0-BWP
Project Number: ATPL-5323(037)
E.A. Number:
Locode: 5323

This Program Supplement, effective 12/04/2019, hereby adopts and incorporates into the Administering Agency-State Agreement No. 00378S for State Funded Projects which was entered into between the ADMINISTERING AGENCY and the STATE with an effective date of 06/21/12 and is subject to all the terms and conditions thereof. This PROGRAM SUPPLEMENT is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. _____ approved by the ADMINISTERING AGENCY on _____ (See copy attached).

The ADMINISTERING AGENCY further stipulates that as a condition to the payment by the State of any funds derived from sources noted below encumbered to this project, Administering Agency accepts and will comply with the Special Covenants and remarks set forth on the following pages.

PROJECT LOCATION: Maine Avenue/Pacific Avenue Corridor Complete Streets Improvements, Phase II

TYPE OF WORK: A road diet- including the reduction of vehicle travel lanes

Estimated Cost	State Funds		Matching Funds	
	STATE	LOCAL	OTHER	
\$3,153,418.40	\$1,068,000.00	\$2,085,418.40		\$0.00

CITY OF BALDWIN PARK

By _____

Title _____

Date _____

Attest _____

STATE OF CALIFORNIA
Department of Transportation

By _____

Chief, Office of Project Implementation
Division of Local Assistance

Date _____

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer _____

Jennie Ye

Date _____

1/16/2020 \$1,068,000.00

SPECIAL COVENANTS OR REMARKS

1. A. This PROJECT will be administered in accordance with the applicable CTC STIP guidelines and the Active Transportation Program guidelines as adopted or amended, the Local Assistance Procedures Manual (LAPM), the Local Assistance Program Guidelines (LAPG), and this PROGRAM SUPPLEMENT.

B. This PROJECT is programmed to receive State funds from the Active Transportation Program (ATP). Funding may be provided under one or more components. A component(s) specific fund allocation is required, in addition to other requirements, before reimbursable work can occur for the component(s) identified. Each allocation will be assigned an effective date and identify the amount of funds allocated per component(s).

This PROGRAM SUPPLEMENT has been prepared to allow reimbursement of eligible PROJECT expenditures for the component(s) allocated. Unless otherwise determined, the effective date of the component specific allocation will constitute the start of reimbursable expenditures.

C. STATE and ADMINISTERING AGENCY agree that any additional funds made available by future allocations will be encumbered on this PROJECT by use of a STATE-approved Allocation Letter and STATE Finance Letter. ADMINISTERING AGENCY agrees that STATE funds available for reimbursement will be limited to the amount allocated by the California Transportation Commission (CTC) and/or the STATE.

D. Upon ADMINISTERING AGENCY request, the CTC and/or STATE may approve supplementary allocations, time extensions, and fund transfers between components. Funds transferred between allocated project components retain their original timely use of funds deadlines, but an approved time extension will revise the timely use of funds criteria for the component(s) and allocation(s) requested. Approved supplementary allocations, time extensions, and fund transfers between components made after the execution of this PROGRAM SUPPLEMENT will be documented and considered subject to the terms and conditions thereof. Documentation will consist of a STATE approved Allocation Letter, Fund Transfer Letter, Time Extension Letter, and Finance Letter, as appropriate.

E. This PROJECT is subject to the timely use of funds provisions enacted by the Active Transportation Program guidelines, as adopted or amended, and by approved CTC and State procedures as outlined below.

Funds allocated for the environmental & permits (E&P), plan specifications & estimate (PS&E), and right-of-way components are available for expenditure until the end of the second fiscal year following the year in which the funds were allocated.

Funds allocated for the construction component are subject to an award deadline and contract completion deadline. ADMINISTERING AGENCY agrees to award the contract within 6 months of the construction fund allocation and to complete and accept the construction within 36 months of award.

F. Award information shall be submitted by the ADMINISTERING AGENCY to the District

SPECIAL COVENANTS OR REMARKS

Local Assistance Engineer immediately after project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract. Failure to do so will cause a delay in the State processing of invoices for the construction phase.

G. The ADMINISTERING AGENCY shall invoice STATE for environmental & permits (E&P), plans specifications & estimate (PS&E), and right-of-way costs no later than 180 days after the end of last eligible fiscal year of expenditure. For construction costs, the ADMINISTERING AGENCY has 180 days after project completion or contract acceptance to make the final payment to the contractor prepare the final Report of Expenditures and final invoice, and submit to STATE for verification and payment.

H. ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current LAPM and the Active Transportation Program (ATP) Guidelines.

I. ADMINISTERING AGENCY indirect costs, as defined in 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards, to be claimed must be allocated in accordance with an Indirect Cost Allocation Plan (ICAP), submitted, reviewed, and approved in accordance with Caltrans Audits and Investigations requirements which may be accessed at: www.dot.ca.gov/hq/audits/.

ADMINISTERING AGENCY agrees to comply with, and require all sub-recipients and project sponsors to comply with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards, and all applicable Federal and State laws and regulations.

ADMINISTERING AGENCY agrees, and will assure that its contractors and subcontractors will be obligated to agree, that Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., and all applicable Federal and State laws and regulations, shall be used to determine the allowability of individual PROJECT cost items.

Any Fund expenditures for costs for which ADMINISTERING AGENCY has received payment or credit that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, or 48 CFR, Chapter 1, Part 3, are subject to repayment by ADMINISTERING AGENCY to STATE. Should ADMINISTERING AGENCY fail to reimburse Funds due STATE within 30 days of demand, or within such other period as may be agreed in writing between the Parties hereto, STATE is authorized to intercept and withhold future payments due ADMINISTERING AGENCY from STATE or any third-party source, including, but not limited to, the State Treasurer, the State Controller, and the California Transportation Commission.

SPECIAL COVENANTS OR REMARKS

J. By executing this PROGRAM SUPPLEMENT, ADMINISTERING AGENCY agrees to comply with all reporting requirements in accordance with the Active Transportation Program guidelines, as adopted or amended.

K. This PROJECT has received funds from Active Transportation Program (ATP). The ADMINISTERING AGENCY agrees to administer the project in accordance with the CTC Adopted SB1 Accountability and Transparency Guidelines.