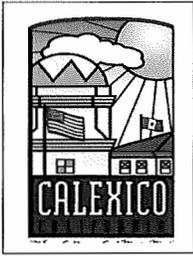


**AGENDA
ITEM**

17



AGENDA STAFF REPORT

DATE: November 7, 2018

TO: Mayor and City Council

APPROVED BY: David B. Dale, City Manager *MF for D.D.*

PREPARED BY: Denise Garcia HR/RM Manager *Denise Garcia*

SUBJECT: Accept and Award the Bid from Mylo Janitorial Services and Authorize the City Manager to Execute a Two-Year Agreement with Mylo Janitorial Services for Cleaning Services at City Hall

=====

Recommendation:

Accept and Award the Bid from Mylo Janitorial Services and Authorize the City Manager to Execute a Two-Year Agreement with Mylo Janitorial Services for Cleaning Services at City Hall.

Background:

In June of this year, janitorial duties were performed by two temporary staffing employees. Those employees withdrew their applications with the temporary staffing agency and direction was given to the Human Resources Department to locate a service provider that would provide basic cleaning services for City Hall immediately. Three different service providers were contacted and invited to do a walk-through of City Hall and to provide a cost estimate. ARC of Imperial Valley, Service Masters, and Mylo Janitorial all performed a walk-through of City Hall, however, only Mylo Janitorial was willing to provide a cost estimate at that time.

The City Manager signed an agreement with Mylo Janitorial for cleaning services not to exceed \$10,000. This agreement expires on November 11th, 2018. In anticipation of the expiration of this agreement, the H.R. Department requested to go out to bid for a two-year agreement.

Discussion & Analysis:

On October 12th, 2018, the City of Calexico advertised a Request for Proposals (RFP) for Janitorial Services for City Hall that would continue the same services currently being provided. The scope of work includes but is not limited to dusting, waste removal, cleaning of public restrooms and common areas, offices, and hallways, as outlined in the RFP, Attachment 1.



The RFP was advertised in the Imperial Valley Press, placed on the City's website and the outside bulletin board at City Hall, Attachment 2. On October 11th, copies of the RFP packet were mailed and/or emailed to five local service providers; Attachment 3.

Proposals were received at the City Clerk's office by 4:00 p.m. on October 29, 2018. Only one Proposal was received by the City Clerk, from Mylo Janitorial Services, Attachment 4. Mylo Janitorial is proposing a monthly fee of \$1,950. It is the consensus and recommendation of staff to award the bid to Mylo Janitorial Services and authorize a two-year agreement for cleaning services.

Fiscal Impact:

2018/19 - \$14,625

2019/20 - \$23,400

2020/21 - \$8,775

Coordinated With:

None.

Attachments:

1. RFP for Janitorial Services
2. RFP Public Notices
3. RFP Service Provider Mailing List
4. Mylo Janitorial Services Proposal



Request for Proposal
for
Cleaning Services

City of Calexico
608 Heber Avenue
Calexico, CA 92231

October 12, 2018

Introduction

The City of Calexico is soliciting proposals for a two (2) year contract for cleaning services for one City building.

Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

The proposal must be submitted no later than 4:00PM on Monday, October 29, 2018, directly to City Hall at the following address:

City of Calexico, Office of the City Clerk
Attn: Request for Proposal for Cleaning Services
608 Heber Avenue
Calexico, CA 92231

General Instructions for Proposal

- a) **Proposal Content** - A completed proposal must contain the following:
- **Proposal Form & Signature Page** – the proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed non-responsive.
 - **References** – Proposals shall include a list of three (3) references including name, address, phone number and contact person. It is preferred that references are those of Imperial County contacts. The City reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.
- b) **Proposal Period** – Proposal prices are to be firm for ninety (90) days.
- c) **Proposal Award** - It is the intent of the City to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Vendors qualifications and capabilities to provide the specified service, and other factors which the City of Calexico may consider. The City reserves the right to accept or reject any or all proposals and to waive irregularities therein. Proposals will be approved publicly at the November 7, 2018, City Council meeting.
- d) **Term and Renewal** – The term of the Contract shall be for two (2) years unless earlier terminated. The Contract may be terminated by either party with a thirty (30) day written notice. The Contract may be terminated by either party with or without cause in less than thirty (30) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the Contract.

- e) **Basis of Payment** – Payment will be made to the contractor within thirty (30) days upon receiving the contractor’s monthly invoice and after approval by the City Council. The invoice shall state the date the service was performed and amount for each building. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.

Specifications

The specifications outline the requirements for cleaning services for one (1) City of Calexico building. The name of the building, the address and approximate square footage is outlined to assist you in your quote.

A walkthrough can be scheduled by appointment to view the buildings beforehand.

Building List

- City Hall – 1 floor 608 Heber Avenue Calexico
16,750 sq. ft. Includes entryway/lobby, South and North wing hallways, main hallway, Council chambers, public and employee bathrooms, South and North wing kitchen areas, and entire office areas.

Responsibilities of the Contractor

The following cleaning instructions are outlined by building, cleaning location within the building and a cleaning schedule

City Hall

Entrance(s), Lobby, Reception Area

Daily:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)

Weekly:

2. Vacuum walk off mats.
3. Dust mop hard surface floors.

Monthly:

1. Complete all high dusting, including exhaust fans and air ventilators within reach.
2. Dust all horizontal and vertical surfaces.
3. Spot wipe walls, light switches, and indoor doors/glass removing fingerprints, smudges, and spills.

Quarterly

1. Thoroughly wash inside windows (interior ground level) and partition glass. Damp wipe all window/glass frames
2. Dust horizontal blinds.
3. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

Hallways

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)

Monthly

1. Vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.
2. Spot wipe walls, light switches and doors removing finger prints, smudges, and spills.
3. Clean drinking fountain(s) or water cooler(s) removing watermarks and splashes on sides, fronts and surrounding walls.

Quarterly

1. Dust horizontal blinds.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.

General Offices, Conference/Training Room, Work Area

Daily:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)

Weekly:

1. Vacuum.
2. Dust mop all hard surface floors.

Monthly:

1. Thoroughly dust all horizontal and vertical surfaces, including desktops, files, windowsills, ledges, moldings, chair bases, office furniture and all manner of furnishings.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.
4. Dust horizontal blinds.

Quarterly:

1. Thoroughly wash windows (interior ground level) and partition glass on inside only.

Restrooms (3 Male/3 Female)

Daily:

1. Empty all trash receptacles, replace liners, as needed and wipe receptacles clean.
(Client to furnish trash receptacles liners)
2. Stock towels, tissue, and hand soap. Wipe/polish dispensers as needed. (Client to furnish supplies)
3. Toilets and urinals to be cleaned and sanitized inside and outside.
4. Toilet seats to be wiped clean on both sides.
5. Scour and sanitize all basins.
6. Remove splash marks from walls around basins.
7. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
8. Sweep or dust mop hard surface floor.
9. Report any restroom repairs needed to the maintenance department.

Weekly:

1. Wipe all restroom partitions on both sides.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
3. Damp mop hard surface floors, taking care to get into corners, and along edges.

Monthly:

1. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

1. Thoroughly scrub and rinse ceramic floors.

Kitchenette Areas

Daily:

1. Empty all trash receptacles, replace liners as needed. (Client to furnish trash receptacle liners)
2. Damp wipe counters.
3. Dust mop hard surface floors.

Weekly:

1. Clean and sanitize sink (Client responsible for dishes)

Monthly:

1. Spot clean cabinets and exterior of appliances to present a neat appearance.
2. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.
4. Spot wipe walls, light switches and doors removing fingerprints, smudges and spills.

Quarterly:

1. Thoroughly wash inside windows (interior ground level); Damp wipe all inside window/glass frames.
2. Dust horizontal blinds.

Equipment and Cleaning Chemicals

The City of Calexico will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps and toilet paper. Restocking of cleaning equipment and chemicals will be coordinated with the Finance Department.

Damage

The contractor shall report to the Finance Department any damaged facilities and/or broken items that need to be replaced so as not to be held accountable weekly.

Proposal Instructions
Request for Proposal for Cleaning Services

1. Based on the requirements and provider qualifications please provide two (2) copies of the proposal to the City of Calexico.
2. Complete Proposal Form and Signature Page
3. Complete Worker's Compensation Certificate
4. Complete Independent Contractor Statement
5. Complete Reference Form
6. Complete Calexico Business License Application or Provide Copy of Current License

If delivered via mail or in person, vendor shall include items 1-6 in a sealed envelope. All proposals should be clearly labeled on the outside of the envelope: **Request for Proposal for Cleaning Services.**

If delivered via email, please include as subject line: "Request for Proposal for Cleaning Services."

Proposals should be mailed or delivered in person to:

City of Calexico, Office of the City Clerk
Attn: Request for Proposal for Cleaning Services
608 Heber Avenue
Calexico, CA 92231

Proposals shall be emailed to: cityclerk@calexico.ca.gov

Proposals must be received no later than 4:00PM on Monday, October 29, 2018

Signature Page
Request for Proposal for Cleaning Services

By: Name and Title (please print) _____

Signature _____

Vendor Address _____

Contact (please print) _____

Phone _____

Fax _____

E-mail _____

Worker's Compensation Certification

I hereby certify that effective the date of my Contract with the City of Calexico and at all times in the performance of such Contract that:

- I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of California with the following insurance company:

Company Name

Agent's Name, Address and Telephone Number

Policy Number and Effective Date

OR

- I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of California to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the City of Calexico.

Date

Signature of Contractor

Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the City for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the City, shall not be considered employees of the City and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of California on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the City; and the Contractor shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and retirement.

Company/Individual Name: _____

Official Address: _____

Signature and Title: _____

Date: _____

Client References
Request for Proposal for Cleaning Services

Please list three (3) client references. It is preferred that those references are clients within the Imperial County. The City reserves the right to contact references other than, and/or in addition to, those being furnished below.

1. Name: _____

Address: _____

Phone Number: _____

2. Name: _____

Address: _____

Phone Number: _____

3. Name: _____

Address: _____

Phone Number: _____

PUBLIC NOTICE

The City of Calexico, California is seeking proposal from qualified individuals to secure a two-year contract for cleaning services for one City building.

Copies of the Proposal Forms are available at City Hall, 608 Heber Avenue, Calexico, CA 92231, via e-mail: personnel@calexico.ca.gov or via the city website: www.calexico.ca.gov

Proposals must be submitted to the City Clerk at 608 Heber Avenue, Calexico, CA 92231, no later than 4:00PM, Monday, October 29, 2018. Proposals must be clearly identified as "PROPOSALS FOR CLEANING SERVICES" and show the name and address of the submitting individual. Late proposals will not be considered.

The City reserves the right to reject any and all proposals.

Gabriela Garcia
Deputy City Clerk

City of Calexico

Posted: October 12, 2018

Published:
Imperial Valley Press
City Website
City Hall Bulletin Board

Page : 1 of 1 10/11/2018 10:52:20
 Order Number : 11222017
 PO Number : L385O12,13,14
 Customer : N30056450 CITY OF CALEXICO
 Contact : Richard Reno
 Address1 : 608 Heber Ave
 Address2 :
 City St Zip : Calexico CA 92231
 Phone : (760) 768-2133
 Fax : (760) 357-7973
 Printed By : Iruiz
 Entered By : Iruiz
 Keywords : L385O12,13,14 PUBLIC NOTICE
 Notes :
 Zones :

Ad Number : 31455170
 Ad Key :
 Salesperson : LYR - Lynessa Ruiz
 Publication : Imperial Valley Press
 Section : Legals
 Sub Section : Legals
 Category : 090 Legal Ads
 Dates Run : 10/12/2018-10/14/2018
 Days : 3
 Size : 3 x 3.50, 32 lines
 Words : 147
 Ad Rate : Commercial
 Ad Price : 560.55
 Amount Paid : 0.00
 Amount Due : 560.55

PUBLIC NOTICE
City of Calexico RFP for Cleaning Service

The City of Calexico, California is seeking proposal from qualified individuals to secure a two-year contract for cleaning services for one City building. Copies of the Proposal Forms are available at City Hall, 608 Heber Avenue, Calexico, CA 92231, via e-mail: personnel@calexico.ca.gov or via the city website: www.calexico.ca.gov select Services and Bids and RFPs.

Proposals must be submitted to the City Clerk at 608 Heber Avenue, Calexico, CA 92231, no later than 4:00PM, Monday, October 29, 2018. Proposals must be clearly identified as "PROPOSALS FOR CLEANING SERVICES" and show the name and address of the submitting individual. Late proposals will not be considered.

The City reserves the right to reject any and all proposals.

Gabriela Garcia
 Deputy City Clerk

City of Calexico

Posted: October 12, 2018

Published:
 Imperial Valley Press
 City Website
 City Hall Bulletin Board
 L385

O12,13,14

file in binder
RECEIVED
 OCT 23 2018
 CITY OF CALEXICO
 HUMAN RESOURCES

**AFFIDAVIT OF PUBLICATION
(2015.5 C.C.P.)**

STATE OF CALIFORNIA

County of Imperial

I am a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk* of the printer of the

Imperial Valley Press

a newspaper of general circulation, printed and published daily in the City of El Centro, County of Imperial and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Imperial, State of California, under the date of October 9, 1951, Case Number 26775; that the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

10/12, 10/13, 10/14.

all in the year 2018

I certify (or declare) under penalty of perjury that the foregoing is true and correct.


SIGNATURE

Name of Account: CITY OF CALEXICO
Order Number: 11222017
Ad Number: 31455170

* Printer, Foreman of the Printer, or Principal Clerk of the Printer
Date: 16 th day of October, 2018.
at El Centro, California.

This space is for the County Clerk's Filling Stamp:

Proof of Publication of:

PUBLIC
City of Calexico RFP for Cleaning

The City of Calexico, California is seeking proposal for two-year contract for cleaning services for one City building. Copies at City Hall, 608 Heber Avenue, Calexico, CA 92231, via e-mail: p city website: www.calexico.ca.gov select Services and Bids and RF

Proposals must be submitted to the City Clerk at 608 Heber er than 4:00PM, Monday, October 29, 2018. Proposals must be FOR CLEANING SERVICES" and show the name and address of individual. Late proposals will not be considered.

The City reserves the right to reject any and all proposals.

Gabriela Garcia
Deputy City Clerk

City of Calexico

Posted: October 12, 2018

Published:
Imperial Valley Press
City Website
City Hall Bulletin Board
L385

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36	
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49	50
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60	
63	
66	

Janitorial Services Imperial County – Mailing List

1. La Salle Janitorial Services

Address: 1602 Desert Gardens Dr, El Centro, CA 92243

Phone: (760) 460-8398

Email: lasallejanitorial@yahoo.com

SENT RFP VIA EMAIL

2. My Lo Janitorial Inc

Address: 1225 Fiesta Ave, Calexico, Ca 92231

Phone: (769)352-6098

SENT RFP VIA MAIL

3. Service Master

Address: 415 W. Aten Rd, Imperial, Ca 92251

Phone: (760) 332-8948

SENT RFP VIA MAIL

4. Esmeralda's Cleaning

Address: 1567 Lenrey Ave, El Centro, Ca 92243

Phone: (760) 540-0568

Email: esmeraldascleaning@hotmail.com

SENT RFP VIA EMAIL

5. ARC of Imperial Valley

Address: P.O. Box 1828, El Centro, Ca 92243

Phone: (760) 352-0180

Email: arcinfo@arciv.org

SENT RFP VIA MAIL



Proposal for Services for

City of Calexico

October 29, 2018

Mylo Janitorial Inc. ("Mylo") is pleased to present this proposal to the City of Calexico ("City") to provide janitorial and maintenance service for a two year contract for service to the City Hall located on 608 Heber Avenue, Calexico CA.

MYLO JANITORIAL INC.

Founded in 1999, Mylo Janitorial Inc. ("Mylo") is a local company headquartered in Calexico, California and operates throughout the Imperial and Coachella Valleys. Mylo is a corporation of enduring strength. We have been privileged to play a vital role in serving abundant businesses throughout the Imperial Valley and have expanded throughout the Southern California region.

The Imperial Valley has been home to abundant growth opportunities and as an Imperial Valley corporation, we aim to grow along with those opportunities by defining the janitorial and maintenance service space. We are a company that seeks to maintain the excellence that differentiates us from our competitors. As a result, we have been welcomed and entrusted by numerous firms, banks, governmental agencies, schools, and corporations among others for more than fifteen years.

Our people are our biggest asset; it is only with the quality and integrity of our people that we can best serve our clients. Mylo is entirely a women-owned business. Alma Caballero, Mylo's President & CEO along with her spouse, Luis Caballero, Mylo's Chief Operations Officer, are at every step of the employee's trajectory to ensure that each professional is fully dedicated to complying to our client's expectations through the company's quality, philosophy and on-going improvement program. Mylo does not subcontract. Mylo is a bonded Californian corporation that fully complies with all insurance requirements including workers compensation, liability insurance, and bonds.



PROPOSED APPROACH

Mylo takes pride in its reputation for high-quality work and experience as the leading Imperial Valley Corporation on the janitorial and maintenance service industry. Mylo fully understands the requirements and scope of work for the City Hall that the City of Calexico has delineated in the RFP.

Even though, Mylo is committed to fully comply with the specifications highlighted in the RFP, Mylo is aware that in order to maintain the leading janitorial and maintenance service provided, it must follow a different scope of work than the one sought by the City in the RFP.

Mylo's proposed approach to transcend the City's expectations includes to provide a service that is more comprehensive and thorough than the one described in pages 3-6 of the 2019 RFP. Such approach includes but is not exclusive to:

Entrance(s), Lobby, Reception Area

- Provide vacuum services for halls and mats 3 times per week rather on a weekly basis. Such approach is being proposed by Mylo due to fact the the indoor quality of the building should it be vacuumed on a weekly basis could pose a health threat to the building's occupants and visitors.
- Provide dust mop to hard surface floor on a daily basis rather than on a weekly basis given that the indoor quality of the building should it be dust mopped on a weekly basis could pose a health threat to the building's occupants and visitors.
- Provide dust removal to all horizontal surface on a daily basis rather than on a monthly basis given that the indoor quality of the building should it be dust mopped on a weekly basis could pose a health threat to the building's occupants and visitors.

Hallways

- Provide vacuum services for all carpeting, corners, edges and beneath furniture 3 times per week rather on a monthly basis. Such approach is being proposed by Mylo due to fact the the indoor quality of the building should it be vacuumed on a weekly basis could pose a health threat to the building's occupants and visitors.
- Provide spot wipe walls, light switches and doors removing finger prints, smudges and spills on a weekly basis rather than on a monthly basis given that this approach prevents bacteria, germs and/or other health risks from affecting the building's occupants and visitors.



- Provide cleaning service to drinking fountains or water coolers removing watermarks and splash on sides, front and surrounding walls on a weekly basis rather than on a monthly basis to reduce the spread of bacteria, germs and other health risks o affect the building's occupants and visitors.

General Offices, Conference/Training Room, Work Area

- Provide vacuum services 3 times per week rather on a monthly basis. Such approach is being proposed by Mylo due to fact the the indoor quality of the building should it be vacuumed on a weekly basis could pose a health threat to the building's occupants and visitors.
- Provide dust mop to hard surface floor on a daily basis rather than on a weekly basis given that the indoor quality of the building should it be dust mopped on a weekly basis could pose a health threat to the building's occupants and visitors.
- Provide dust removal to all horizontal surface on a daily basis rather than on a monthly basis given that the indoor quality of the building should it be dust mopped on a weekly basis could pose a health threat to the building's occupants and visitors.
- Provide spot wipe walls, light switches and doors removing finger prints, smudges and spills on a weekly basis rather than on a monthly basis given that this approach prevents bacteria, germs and/or other health risks from affecting the building's occupants and visitors.

Restrooms (3 Male/ 3 Female)

- Wipe all restroom partitions on both sides on a daily basis rather than a weekly basis given that this prevents bacteria growth, human fluids contamination, and other potential health risks to affect the building's occupants and visitors.
- Provide spot wipe walls, light switches and doors removing finger prints, smudges and spills on a daily basis rather than on a weekly basis given that this approach prevents bacteria growth, human fluids contamination, and other potential health risks to affect the building's occupants and visitors.
- Damp mop hard surface floors, taking care to get into corners and along edges, on a daily basis rather than on a weekly basis given that this approach prevents bacteria growth, human fluids contamination, and other potential health risks to affect the building's occupants and visitors.



Kitchenette Areas

- Provide cleaning and sanitizing of sink on a daily basis rather than on a weekly basis given that this approach prevents potential bacterial growth and odor discomfort stemming from the sink.
- Damp mop hard surface floors, taking care to get into corners and along edges, and beneath furniture on a daily basis rather than on a monthly basis given that this approach prevents bacteria growth and other potential health risks to affect the building's occupants and visitors.

Additionally Mylo will incorporate its unique supervision and prevention method to the scope of work scheduled for the City of Calexico. These method includes:

- a) Alma Caballero (president) and/ or Luis Caballero (Operation Manager) personally inspect twice a week the location where Mylo Janitorial Inc. operates. Mylo assigns one Supervisor per site to work with the selected team (or in some instances by themselves).
- b) Mylo Janitorial Inc. has established a Contingency Emergency Plan to respond on a timely and effective matter to all possible unexpected situations. Those include but are not exclusive to: major flooding, alarm activation, robbery incidents, personnel absentee resulting from sickness or personal needs.
- c) Situations that have demanded our rapid response to unforeseen circumstances have included: responding to water damages, human fluids and burglary alarm activations, among others. By reacting on a quick and effective manner, we have proven and demonstrated our commitment to the customer on a 24/7 basis.

EQUIPMENT

Mylo uses cutting-edge technology, processes and equipment. Please find below a list of the prospective materials and equipment that Mylo is committed to use for the City of Calexico.

- Eco Auto-scrubbers
- High- speed Floor Machine
- Low- Speed Floor Machine



- Geneon Disinfecting System
- Pro-Team HEPA Vacuum (OSHA & ALA):
 - Pro-Team HEPA Vacuum has proven to be 43% more efficient than a commercial upright vacuum

KEY PARTNERS AND AFFILIATIONS



CONTACT INFORMATION

Name: Alma Caballero

Title: President

Address: 1225 Fiesta Ave, Calexico, Ca. 92231

Telephone: (760) 455-6764

Email: alma@mylo-janitorial.com

City of Calexico
RFP for Cleaning Services

Proposal Form
Request for Proposals for Cleaning Services

The undersigned hereby submits the following proposal for the monthly cost of cleaning services for the City of Calexico, City Hall:

City Hall \$ 1,950.00

Signature Page
Request for Proposal for Cleaning Services

By: Name and Title (please print) Alma Caballero President

Signature *Alma A. Caballero*

Vendor Address 1225 Fiesta Ave.

Calexico, Ca 92231

Contact (please print) Alma Caballero

Phone 760-352-6098

Fax 760-336-0943

E-mail alma@mylo-janitorial.com

Worker's Compensation Certification

I hereby certify that effective the date of my Contract with the City of Calexico and at all times in the performance of such Contract that:

- I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of California with the following insurance company:

Falls Lake Fire and Casualty Company

Company Name

Lisa Kohno, PO Box 85638 San Diego, Ca 92186, 858-452-7530

Agent's Name, Address and Telephone Number

FLA00544801

05/01/2018

05/01/2019

Policy Number and Effective Date

OR

- I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of California to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the City of Calexico.

Date

Signature of Contractor



CERTIFICATE OF LIABILITY INSURANCE

06/10/88

DATE WRITTEN
07/12/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF LIABILITY INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S) AUTHORIZED REPRESENTATIVE OR PRODUCER AND THE CERTIFICATE HOLDER.

WHEREAS, the certificate holder is an ADDITIONAL INSURED, the policy must have ADDITIONAL INSURED provisions or be endorsed to include the name and conditions of the policy, and the holder of the policy must have a copy of the policy statement or endorsement to the certificate holder in lieu of such endorsement.

Agent
Tylor S. Garcia, Agent
225 W. 6th Street
El Centro, CA 92521
San Bernardino, CA

Sandy Salcido
780-482-2770
salscido@sjlirms.com

780-482-2770

ADDRESS: 1000 10th St

City: Miltonville Mutual Ins. Company

10757

1000 10th St
Miltonville, GA 30146

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COVERAGES	CERTIFICATE NUMBER	REVISION NUMBER	AMOUNT
General Liability	ACR300300402	01	1,000,000
Product Liability			1,000,000
Completed Operations			1,000,000
Medical Payments			1,000,000
Advertising			1,000,000

INSURED'S LOCATION: [Faded text]

INSURED'S ADDRESS: [Faded text]

INSURED'S PHONE: [Faded text]

INSURED'S FAX: [Faded text]

INSURED'S BUSINESS: [Faded text]

INSURED'S EMPLOYMENT: [Faded text]

INSURED'S OCCUPATION: [Faded text]

INSURED'S INDUSTRY: [Faded text]

INSURED'S TYPE OF BUSINESS: [Faded text]

INSURED'S TYPE OF OCCUPATION: [Faded text]

INSURED'S TYPE OF INDUSTRY: [Faded text]

INSURED'S TYPE OF BUSINESS: [Faded text]

INSURED'S PROFESSIONAL LOCATION: [Faded text]

CERTIFICATE HOLDER CANCELLATION

City of Calexico
608 Main Ave
Calexico, CA 92228

NOTICE: THIS POLICY OR THESE POLICIES ARE CANCELLED BEFORE THE EXPIRATION DATE HEREOF, NOTICE SHALL BE DELIVERED TO THE ASSURED IN THE MANNER AND FORMS HEREON SPECIFIED.

[Signature]

ACORD

CERTIFICATE OF LIABILITY INSURANCE

0000000000
0000-2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF LIABILITY INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(s) must have ADDITIONAL INSURED provisions or be endorsed. WAIVER OF SUBROGATION IS WAIVED with respect to the terms and conditions of the policy. Certain policies may require an endorsement. A statement on this certificate does not constitute a right to the certificate holder in such endorsements.

Agent Marsh & McLennan Agency LLC Marsh & McLennan Insurance Agent LLC PO Box 95639 San Diego, CA 92169	Insured Brandon Bunker 350-650-1530 Brandon.bunker@marshmca.com	Telephone 350-650-7530
Insured WYLO Judicial Inc. 603 East Ross Avenue El Centro, CA 92241	Insured WYLO Judicial Inc. 603 East Ross Avenue El Centro, CA 92241	Telephone 350-650-7530

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:	AMOUNT
A. WORKERS COMPENSATION EMPLOYERS LIABILITY	FLA00544871	05/01/2016-05/01/2019	1,000,000
B. AUTOMOBILE LIABILITY			1,000,000
C. UMBRELLA LIABILITY			1,000,000

DESCRIPTION OF OPERATIONS, LOCATION, RISK CLASSIFICATION, ADDRESS, PHONE NUMBER, FAX NUMBER, E-MAIL ADDRESS, WEBSITE, AND OTHER INFORMATION:
 Janitorial Services

CERTIFICATE HOLDER: City of Calexico 80 Haber Ave Calexico, CA 92231

CANCELLATION: IF YOU ARE ONE OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF NOTICE WILL BE DELIVERED BY A CORRESPONDENCE WITH THE POLICY PROVISIONS.

AGENT'S SIGNATURE: Brandon Bunker



CITY OF CALEXICO 180489

BUSINESS LICENSE

2/20/2018

608 HEBER AVENUE
(760) 768-2120

ISSUE DATE _____

MYLO JANITORIAL INC

BUSINESS NAME: _____

1225 FIESTA AVE CALEXICO, CA 92231

BUSINESS ADDRESS: _____

59919

ACCOUNT NUMBER: _____

TYPE OF BUSINESS RETAIL WHOLESALE FOOD

GENERAL/SUB-CONTRACTOR SERVICES OTHER

December 31, 2018

EXPIRATION DATE: _____

FINANCE DEPARTMENT: _____ CLERK

ORIGINAL LICENSE

DO NOT COPY

ORIGINAL LICENSE MUST BE POSTED AT BUSINESS LOCATION IN A VISIBLE PLACE

State of California
Department of Industrial Relations
Division of Labor Standards Enforcement
Licensing & Registration Unit
1515 Clay Street, Ste. 401
Oakland, CA 94612



Registration Number:
JS-LR-000014198

JANITORIAL SERVICES REGISTRATION

Effective Date	Expiration Date
9/6/2018	9/6/2019

MYLO JANITORIAL INC
603 E ROSS AVE EL CENTRO CALIFORNIA
EL CENTRO CA, CA 92243

Workers Compensation Insurance Expiration Date:
5/1/2019

Branch 1- DBA N/A

603 E ROSS AVE, EL CENTRO, CA 92243

Having paid to the Labor Commissioner of the State of California the required Registration Fee is hereby granted a registration to conduct the business of Janitorial Services in the State of California at the location(s) listed above and effective for the period designated above in conformity with the provisions of Chapter 4, Part 4.2, Division 2 of the Labor Code and the rules and regulations issued hereunder by the Labor Commissioner.

THIS REGISTRATION IS NOT TRANSFERABLE AND IS VALID ONLY AT THE REGISTERED OPERATING LOCATION INDICATED ABOVE.

-POST IN A CONSPICUOUS PLACE-

ALTERATIONS WILL VOID THIS REGISTRATION

Janitorial Registration Program FAQs

1. When are janitorial service providers required to register with the Labor Commissioner's Office?

New registration requirements of the Janitorial Registration Program go into effect beginning July 1, 2018. Janitorial service providers and contractors must register by October 1, 2018 to comply with the law and avoid incurring penalties. The registration is valid for one year and must be renewed annually by the month and day of the original registration's issuance.

2. Who must register as a janitorial service provider or contractor?

Anyone that employs at least one employee and one or more covered workers, and that enters into contracts, subcontracts, or franchise arrangements to provide janitorial services must register yearly with the Labor Commissioner's Office.

3. What is a covered worker?

A covered worker is any individual working predominantly as a janitor, whether as an employee, independent contractor, or a franchisee. The term janitor is defined in the Dictionary of Occupational Titles maintained by the United States Department of Labor (<http://www.dhs.gov/immigration-and-naturalization>).

4. How can janitorial employers register or renew their registration?

Janitorial employers can register for the first time or renew their registration by completing an application [online](#) or by [mail](#).

5. What is the registration fee?

The fee is \$500. First time applicants must pay a nonrefundable \$500 application fee. Applications will not be processed without proper payment. The fee covers the cost of administering and enforcing the janitorial registration program.

Janitorial service providers and contractors must register by October 1, 2018 to comply with the law and avoid incurring penalties.

The registration is valid for one year and must be renewed annually by the month and day of the original registration's issuance. The renewal fee is \$500.

6. What information is needed to register?

Gather the required documents before beginning the registration process, including copies of:

- Fictitious Business Name Statement(s) (doing business as (dba)) for any business name(s) you use or intend to use.
- State Employer Identification Number (SEIN) or application for it.
- Federal Employer Identification Number (FEIN) or application for it.
- Articles of Incorporation, if you are a corporation.
- Articles of Organization, if you are a limited liability company (LLC).
- Certificate of Limited Partnership, if you are a limited partnership.
- Secretary of State Statement of Information, if you are a corporation or LLC.
- Proof of insurance, including a Certificate of Insurance or Certificate of authority to self-insure.

7. What other topics are addressed in the registration application?

Questions that must be answered during the registration process include:

Does your business owe:

- Unpaid wages
- Unpaid judgments
- Payroll taxes
- Personal, partnership, or corporate income taxes.
- Social security taxes
- Disability insurance

Does your business have liens or suits pending in court?

Has your business ever been cited or assessed any penalty for violation of the California Labor Code?

Has your business paid for any unpaid contributions required by the Unemployment Insurance Code or the Employment Development Department?

Has your business paid for any unpaid contributions required by the Federal Insurance Contributions Act or the Internal Revenue Service?

8. How long is the registration valid?

The registration is valid for one year and must be renewed annually by the month and day of the original registration's issuance. The registration holder will receive notice from the Labor Commissioner's Office 60 days before their registration expires.

9. Are registered employers required to keep records?

Yes. In addition to existing recordkeeping requirements, every employer must keep accurate records for three years showing all of the following:

Names and addresses of all employees engaged in rendering actual services for any business of the employer.

The hours worked daily by each employee, including the time the employee begins and ends each work period.

The wage and wage rate paid each payroll period.

The age of all minor employees.

Any other conditions of employment.

10. What are the consequences for janitorial contractors who fail to register?

A janitorial contractor or employer who fails to register is subject to a civil fine of \$100 for each calendar day that the employer is unregistered, not to exceed \$10,000.

11. What are the consequences for hiring unregistered janitorial contractors?

Any person or entity that contracts for janitorial services with an employer not registered at the time the contract is executed, extended, renewed, or modified, is subject to a civil fine of \$2,000 to \$10,000 in the case of a first violation, and a civil fine of \$10,000 to \$25,000 for a subse

Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the City for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the City, shall not be considered employees of the City and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of California on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the City; and the Contractor shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and retirement.

Company/Individual Name: Mylo Janitorial Inc

Official Address: 1225 Fiesta Ave. Calexico, Ca 92231

Signature and Title: *Anna M. Caballero*

Date: 10/29/2018

Client References
Request for Proposal for Cleaning Services

Please list three (3) client references. It is preferred that those references are clients within the Imperial County. The City reserves the right to contact references other than, and/or in addition to, those being furnished below.

1. Name: California Superior Courts

Address: Multiple Sites in Imperial Valley

Phone Number: 760-554-1398 (Sergio Valadez)

2. Name: County of Imperial

Address: Multiple Sites in Imperial Valley

Phone Number: 760-427-8696 (Israel Velasquez)

3. Name: Imperial Irrigation District (IID)

Address: Multiple Sites in Imperial Valley

Phone Number: 760-791-7082 (Art Llamas)