

# **REQUEST FOR PROPOSALS (RFP)**

for

**Sidewalk Pressure Washing Services**



**City of San Bruno  
Department of Public Services**

**567 El Camino Real  
San Bruno, CA 94066**

**Proposal Release Date: Thursday, October 13, 2016**

**Proposal Due Date: Thursday, November 3, 2016, at 4:00 pm**



## City of San Bruno

### REQUEST FOR PROPOSAL

Release Date: October 13, 2016

**Due Date: November 3, 2016; 4:00 p.m., EXACTLY, Pacific Local Time**

### **SIDEWALK PRESSURE WASHING SERVICES**

The City of San Bruno (City), through the Public Services Department, seeks to retain a professional pressure-washing firm (Contractor) to provide either quarterly (4 times a year) or bi-monthly (six times a year) pressure washing services in the Downtown area of the City of San Bruno, including, but not limited to removing gum, heavily soiled or miscellaneous stains from sidewalks and environmental mats.

#### **INTRODUCTION & PRIMARY OBJECTIVES**

The City of San Bruno invites proposals from qualified firms and organizations for downtown sidewalk steam cleaning. The Contractor will provide labor and materials to perform high-pressure steam cleaning and hydro-scrubbing of designated downtown sidewalks.

1. The City of San Bruno is considering two (2) annual cleaning schedule options. The selection of the final schedule will be determined by the City and coordinated with the respective company prior to contract execution.
  - Schedule Option 1: **Four (4) times per year**
  - Schedule Option 2: **Six (6) times per year**
2. Gum, heavily soiled or miscellaneous stains, etc. should be spot cleaned prior to hydro-scrubbing.
3. Contractor shall not use any chemicals or cleaning agents. Only hot, pressurized water is to be used.
4. Sidewalk locations:
  - San Mateo Avenue (Eastside) between El Camino Real and Huntington Avenue, with adjacent allies and street segments, as indicated on the attached location map. ONE SIDE of sidewalk.
  - San Mateo Avenue (Westside) between El Camino Real and Huntington Avenue, with adjacent allies and street segments, as indicated on the attached location map. ONE SIDE of sidewalk.



5. Work Schedule:

Work is to be performed “after hours” the first week of each scheduled month, between the hours of 5:30am to 10:30am, Monday-Friday, as conditions allow.

- The anticipated schedule for a quarterly (4 times a year) cleaning is: September, December, March, and June, or other dates negotiated with the City.
- The anticipated schedule for a bi-monthly (6 times a year) cleaning is: August, October, December, February, April, and June, or other dates negotiated with the City.

Contractor should contact the project’s City Representative if they have any questions about work times or conditions.

6. Contractor must be able to commence work within thirty (30) calendar days after execution of the Contract.

**CONTRACT TERM**

The contract shall extend one year from the date of execution. The City retains the sole option to offer to renew the contract for an additional term(s). A renewal is contingent upon acceptance of the offer by both Parties. Award of a contract is no guarantee that all terms will be awarded.

**CONTRACT COST ESTIMATE**

The estimated annual project costs are between \$40,000 to \$100,000.

**COMPENSATION & PAYMENTS**

The selected Contractor will be required to sign the attached City Standard General Services Agreement. There will be no negotiation on the language of the attached standard consultant agreement. Compensation for services shall be based on the unit prices provided in the Bid Proposal. Contractor shall submit monthly billings.

The City shall make periodic payments within 30 (thirty) days of receiving and approving an invoice in proportion to the satisfactory completion of the Contractor’s work.

**PREVAILING WAGE**

This work is subject to prevailing wage. The Contractor shall comply with all California State laws relating to employment and wages. The hourly wages to be paid laborers, workers, or related staff, shall not be less than the prevailing rates for an hour’s work in the same trade or occupation in San Mateo County.

**INSURANCE REQUIREMENTS**

The selected Contractor shall have \$1,000,000 General Liability Insurance, \$1,000,000, Auto Insurance, and \$1,000,000, Worker’s Compensation Insurance. The selected



Contractor will be required to provide original Certificates of Insurance and Endorsements to the City evidencing the insurance coverage and naming the City as additional party insured.

The selected Contractor will also be required to obtain a San Bruno Business License. For Business License information, please contact the City's Finance Department at (650) 616-7083 or visit the City's website:

[https://sanbruno.ca.gov/gov/city\\_departments/finance/business\\_license/default.htm](https://sanbruno.ca.gov/gov/city_departments/finance/business_license/default.htm).

## **CONTRACTOR EXPECTATIONS & PROJECT RESPONSIBILITIES**

- **Unsatisfactory Work:** City will inspect all locations. Unsatisfactory work will be noted and contractor will have two (2) working days following notification to correct it. After two (2) working days, if work is not corrected, the City will either perform the work using City personnel or hire another contractor to do it. The resultant charges will be deducted from the payment for work performed.
- **Litter/Debris Disposal:** It is the responsibility of the contractor to dispose of litter and debris that is picked up during the course of cleaning the sidewalks. Cost for disposing of the litter and debris shall be included in your proposal amounts.
- **Illicit Discharge to Storm Drain Prohibited:** The cleaning shall not create or result in a discharge of any pollutants or contaminants into the storm water collection system including streets, curb and gutters, or parking lots that flow to the storm water collection system. San Mateo County-wide Water Pollution Prevention Program (SMCWPPP) and Bay Area Stormwater Management Agencies Association (BASMAA) guide lines for the prevention of pollution from surface cleaning shall be followed at all times.

Bay Area Stormwater Management Agencies Association (BASMAA) BMP's regarding mobile surface cleaning programs, and other applicable guidelines outlined by the San Mateo County-wide Water Pollution Prevention Program (SMCWPPP), must be implemented.

**BASMAA Certification Required:** BASMAA Surface Cleaner certificate of training is required to perform this work. [www.basmaa.org](http://www.basmaa.org).

Please refer to the "Pollution from Surface Cleaning" Brochure included in [Attachment 2](#) for proper cleaning, debris and wastewater disposal methods.

- The contractor shall provide all supervision, labor, equipment, technical expertise, safety equipment, and service operation to complete the project. All work shall be performed under the supervision of a qualified maintenance manager.
- The designated City Representative(s) shall have sole authority to approve all phases of the project including the quality of work and shall not authorize payment until in his or her opinion the work has been satisfactorily completed.



- The Contractor shall ensure that employees comply with all California State Industrial regulations and practices.
- The contractor’s personnel shall conduct themselves in a professional manner at all times. Personnel shall be courteous, neat in appearance, and wear visible Contractor identification including all personal protection equipment. All equipment shall display their company identification, including any subcontractors.
- The contractor shall dispose of the debris, water, and sediment in accordance with local solid waste and wastewater regulations.
- Contractor is responsible to contact and give notice to the City project representative seven (7) days prior to crews arriving in San Bruno to clean.

**SCHEDULE AND SUBMITTALS**

The target dates for this Request for Proposal and Contract Award are as follows:

Release of RFP	October 13, 2016
Last Day to Submit Questions	October 27, 2016
<b>Proposal Responses Due</b>	<b><u>November 3, 2016; 4:00p.m.</u></b>
Interview / Negotiation with top firms	November 2016
Contract Award / Contract in Place	November/December 2016

**PRE-PROPOSAL MEETING**

There will be no Pre-Proposal Meeting prior to the Proposal Due Date.

**QUESTIONS**

Questions regarding the information contained in the RFP document must be submitted in writing, by email or by fax, and addressed to:

<u>Via Physical Mail:</u>	<u>Via Electronic Mail:</u>
City of San Bruno	Ted Chapman, Streets and Stormwater Services Manager
Attention: Ted Chapman	email: <a href="mailto:tchapman@sanbruno.ca.gov">tchapman@sanbruno.ca.gov</a>
567 El Camino Real	phone: (650) 616-7169
San Bruno, CA 94066-4299	fax: (650) 873-0285

All questions must be received by **3:00 p.m. on October 27, 2016**. Questions will be responded to in writing. Written summaries of all questions and answers will be distributed to each interested company. Anonymity of the source of specific written questions will be maintained in the written responses. A clarification addendum will be issued, if necessary.

Telephone requests for information or inquiries will be allowed only if the nature of the request or inquiry does not lend itself to formulation into a written question. Verbal inquiries, however, are discouraged and calling parties may be requested to submit written questions in lieu of receiving a verbal response. The intent behind this requirement is to ensure that consultants have available to them the same information and no inconsistent, incomplete or



misinformation is communicated to any team.

If any changes or updates to the RFP are made, a copy of the current RFP will be posted on the City's website at

[https://sanbruno.ca.gov/elected\\_officials/city\\_clerk/bidding\\_opportunities.htm](https://sanbruno.ca.gov/elected_officials/city_clerk/bidding_opportunities.htm).

### **SELECTION PROCESS**

The RFP process will establish a ranking based on how each proposal meets the qualifications of the Scope of Services and the requirements of the RFP. The proposal shall conform to the Proposal Requirements (**Attachment 1**). It is important that all listed items be included in the proposal, especially the Proposal Rate Sheet (**Attachment 2**).

Proposals, which do not comply with all the requirements or by the proposal deadline, will not be considered. The City reserves the right to reject any or all proposals without qualifications, and to negotiate specific requirements and costs using the selected proposal as a basis.

The selected company shall be required to enter into the City's standard professional services agreement (**Attachment 4**) and include in the Proposal a signed copy of the Standard Agreement Acknowledgement (**Attachment 5**). All companies that respond to the RFP shall assume that the execution of this agreement, **without changes**, will be a required condition.

At the conclusion of the evaluation and interview (or if a best-qualified company is selected without the need for an oral presentation), the City will enter into contract negotiations with the top-ranking company. If negotiations with the top-ranking company are unsuccessful, negotiations will terminate and the City will undertake negotiations with the second-rank company. City staff will make recommendations to the City Council, which reserves the right to reject any or all proposals. The selection process will be completed when a contract is executed.

Furthermore, the City reserves the right to reject any or all proposals, and to waive any and all irregularities to choose the firm which, in the City's opinion, best serves the City's interests.

### **SELECTION CRITERIA & PROPOSAL SUBMITTAL**

- Submission of Attachment 2: Proposal Sheet
- Quality and completeness of Proposal
- Proposed Work Plan and Approach
- Qualifications and experience of staff
- Completion of similar projects and references
- Familiarity with policies and procedures related to the requested work (Attachment 2: "Pollution from Surface Cleaning")



**Submit your Proposal by mail, fax, or email by November 3, 2016; 4:00 p.m., to:**

Address: City of San Bruno  
c/o Robert Wood  
567 El Camino Real  
San Bruno, CA 94066  
Fax Number: (650) 794-1443  
Phone: (650) 616-7046  
E-mail: [rwood@sanbruno.ca.gov](mailto:rwood@sanbruno.ca.gov)

**ATTACHMENTS:**

1. Proposal Format and Requirements
2. Proposal Rate Sheet
3. Location Map
4. "Pollution From Surface Cleaning" Brochure
5. City Standard General Services Agreement
6. Agreement Acknowledgment

----- End of RFP -----



## **ATTACHMENT 1**

### **PROPOSAL FORMAT AND REQUIREMENTS**

Two (2) copies of Proposal shall be submitted by: **Thursday, November 3, 2016 at 4 p.m.** to:

City of San Bruno  
Attention: Robert Wood  
567 El Camino Real  
San Bruno, CA 94066-4299

Fax Number: (650) 794-1443  
Phone: (650) 616-7046  
E-mail: [rwood@sanbruno.ca.gov](mailto:rwood@sanbruno.ca.gov)

#### **FORMAT:**

The proposal shall be brief, precise, and shall not include unnecessary promotional material. The proposal shall include the following items and organized as follows.

1. **Letter of Transmittal.**  
Describe your company's interest and commitment in providing consulting services for the City of San Bruno. An officer of the company who is authorized to contractually bind the company and to negotiate a contract with the City shall sign the letter. Provide name, title, address, email, and telephone number of this officer.
2. **Table of Contents.**  
Each proposal shall include an index to the major topics contained in the proposal and all pages shall be numbered.
3. **Work Plan and Approach.**  
Discuss your firm's understanding of the Scope of Services to be performed. Describe the method for management of overall project costs, schedule, quality assurance/quality control, and other issues critical to this project.
4. **Key Personnel Background.**  
Name, position, summary of qualifications, related experience and proposed responsibilities of the project manager and key personnel.
5. **Team Experience.**  
List related work performed within the last 5-years. Include the following information:
  - Clients name, point of Contact, addresses, and telephone numbers
  - Description of study and year of completion
  - Key personnel involved



6. References.  
Provide at least three (3) references (name, company title, address, email, and telephone number)
7. Standard Agreement Acknowledgement.  
A signed copy of the Acknowledgement (Attachment 4) that the Consultant agrees with the City's Standard Professional Services Agreement without any changes.
8. Cost.  
**In a separate sealed envelope**, marked "**Proposal Sheet for Sidewalk Pressure Washing Services**", provide a copy of "**Attachment 2: Proposal Sheet**" which includes the unit rates for mobilization, debris removal, any traffic control, and related costs to complete the scheduled project work.



**ATTACHMENT 2**

**PROPOSAL SHEET (page 1 of 3)**

**SIDEWALK PRESSURE WASHING SERVICES**

Unit Rates shall include: mobilization, debris removal, any traffic control, and related costs to complete work.

**Option 1 Schedule: Four (4) Annual Cleanings**

<b>Item No.</b>	<b>Item Description</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Units</b>	<b>Yearly Total Price (Unit Price x 4)</b>
1	San Mateo Avenue (Eastside) between El Camino Real and Huntington Avenue, with adjacent allies and street segments, as indicated on the location map. ONE SIDE of sidewalk.	EA	\$ .	4	\$ .
2	San Mateo Avenue (Westside) between El Camino Real and Huntington Avenue, with adjacent allies and street segments, as indicated on the location map. ONE SIDE of sidewalk.	EA	\$ .	4	\$ .
<b>Sub-TOTAL</b>					\$ .
<b>Tax</b>					\$ .
<b>TOTAL</b>					\$ .

**TOTAL PROPOSAL: \$** \_\_\_\_\_  
(Figures)

\_\_\_\_\_  
(TOTAL PROPOSAL to be *written in words*)

COMPANY NAME \_\_\_\_\_



PROPOSAL SHEET (page 2 of 3)

SIDEWALK PRESSURE WASHING SERVICES

Option 2 Schedule: Six (6) Annual Cleanings

Item No.	Item Description	Unit	Unit Price	Total Units	Yearly Total Price (Unit Price x 6)
1	San Mateo Avenue (Eastside) between El Camino Real and Huntington Avenue, with adjacent allies and street segments, as indicated on the location map. ONE SIDE of sidewalk.	EA	\$ .	6	\$ .
2	San Mateo Avenue (Westside) between El Camino Real and Huntington Avenue, with adjacent allies and street segments, as indicated on the location map. ONE SIDE of sidewalk.	EA	\$ .	6	\$ .
<b>Sub-TOTAL</b>					\$ .
<b>Tax</b>					\$ .
<b>TOTAL</b>					\$ .

TOTAL PROPOSAL: \$ \_\_\_\_\_ (Figures)

(TOTAL PROPOSAL to be written in words)

COMPANY NAME \_\_\_\_\_



**PROPOSAL SHEET (page 3 of 3)**

**DOWNTOWN SIDEWALK PRESSURE WASHING SERVICES**

- This page of the proposal form must be signed.
- Use ink and print legibly.
- Unit prices, when relevant, are mandatory and shall control.
- Initial and date any cross-outs.

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

Company Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Print Name of Signatory: \_\_\_\_\_

Print Title of Signatory: \_\_\_\_\_

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

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

Are you a Sole Proprietor?     Yes     No

State of California UBI Number \_\_\_\_\_

Federal Tax ID Number \_\_\_\_\_

Number of years the Contractor has been engaged in the construction business under the present firm name, as indicated above \_\_\_\_\_

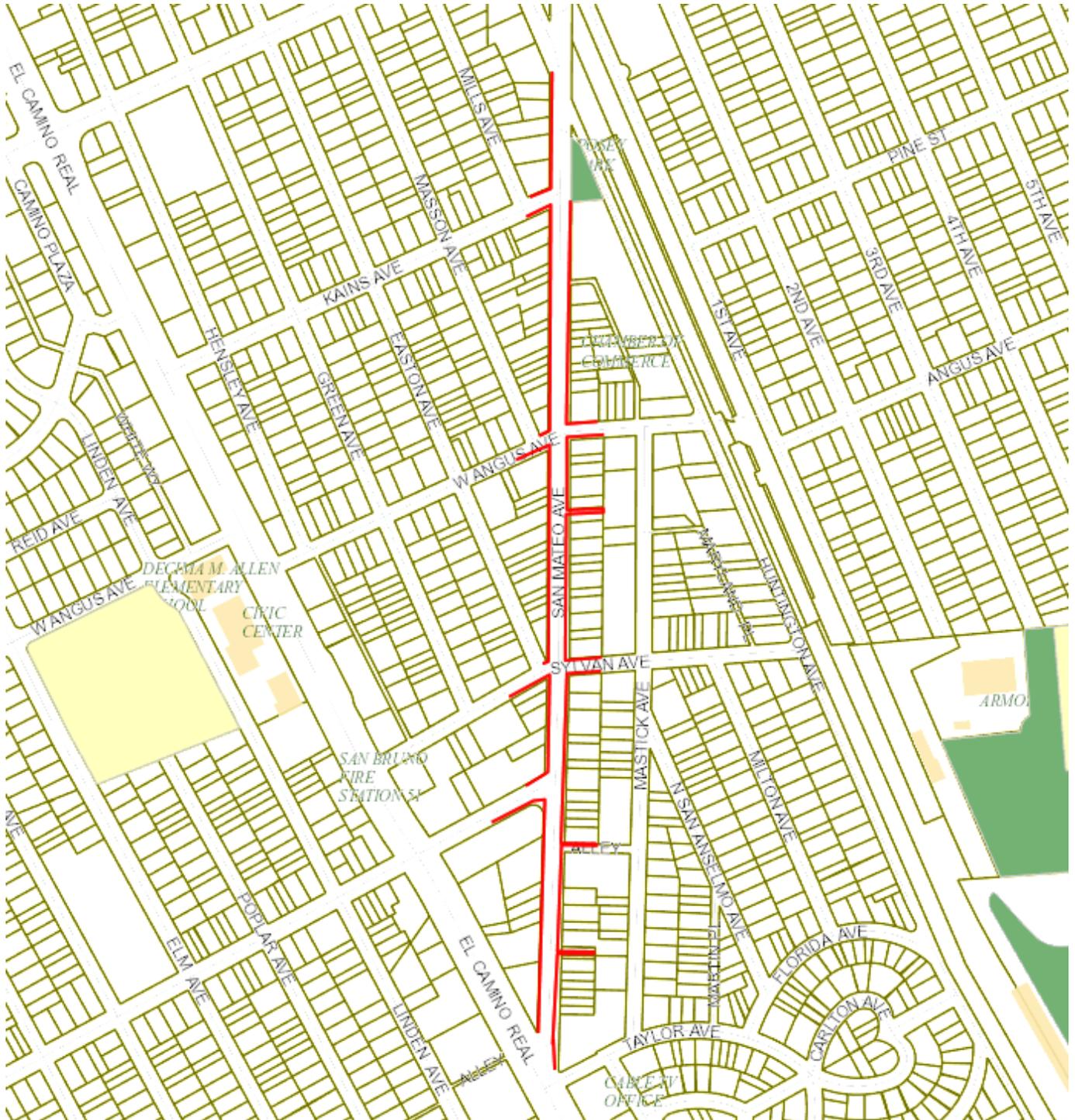
**Reference Check:** Please include at least the last three (3) related government or private sector projects your company has completed or are currently working on:

<u>Project Name</u>	<u>Agency/Company Name</u>	<u>Location</u>	<u>Contact Information</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____



### ATTACHMENT 3

### Location Map





**ATTACHMENT 4**

**“POLLUTION FROM SURFACE CLEANING”**

**(See attached Brochure)**



## ATTACHMENT 5

### GENERAL SERVICES AGREEMENT

#### A. Project Name: Sidewalk Pressure Washing Services

This Agreement is made and entered into between the City of San Bruno ("City"), a municipal corporation, and \_\_\_\_\_, Corporation of California, ("Contractor") as of \_\_\_\_\_ 2016 (the "Effective Date"). In consideration of their mutual covenants, the parties hereto agree as follows:

Agreement, Contractor shall provide those services described in Exhibit A. The scope work consists of, but not limited to, all labor and equipment to provide labor and materials to perform high-pressure steam cleaning and hydro-scrubbing of designated downtown sidewalks (*4 times per year*) (*or 6 times per year*) per terms and locations described in Exhibit A. Project work includes removing gum, heavily soiled or miscellaneous stains, etc. should be spot cleaned prior to hydro-scrubbing. Contractor shall not use any chemicals or cleaning agents – only hot, pressurized water is to be used. The City may elect to delete certain tasks of the Scope of Services at its sole discretion.

**2. Payment Terms.** For the services described in Exhibit A, the City agrees to pay the Contractor an amount not exceed \_\_\_\_\_ dollars and zero cents (\$\_\_\_\_\_), which amount shall include all rates and expenses described in Exhibit B.

Contractor shall submit progress billings on a monthly basis, if applicable. Contractor's bill shall include the following information for the project: a brief description of services performed, the date the services were performed, the number of hours spent and by whom, a brief description of any costs incurred, percent completion to date of each task and subtask, total of prior billings, amount for billing period, total billing to date. In no event shall Contractor submit any billing for an amount in excess of the maximum amount of compensation provided for in this section without additional authorization from the City Manager.

**3. Term of Performance.** Contractor shall begin performing the services set forth in Exhibit A as soon as he or she is notified by the City.

This contract shall run from the date the contract is executed through midnight of June 30, 2017. The contract will automatically renew for up to four (4) additional terms in one-year increments for a total possible life of five (5) terms ending June 30, 2021. The City may terminate the contract at any time after providing a fifteen (15) Notice. In the event of such termination or suspension, all finished or unfinished documents, data, studies, worksheets, models and reports, or other material prepared by the Contractor pursuant to this Agreement shall be submitted to the City. If the Contractor is unavailable to perform the scope of services, the City may, at its option, cancel this Agreement immediately.

The Contractor reserves the right to terminate this Agreement with not less than sixty (60) days written notice, or in the event outstanding invoices are not paid within 30 days.



**4. Independent Contractor.** At all times during the term of this Agreement, Contractor, its employees and agents shall be independent contractors and not employees or agents of the City. Contractor, its employees and agents shall have no authority, express or implied, to bind the City to any obligation whatsoever.

**5. Assignment and Subcontracting.** It is recognized by the parties hereto that a substantial inducement to City for entering into this agreement was, and is, the qualifications and competence of Contractor. Therefore, Contractor shall not subcontract, assign or transfer any portion of the performance contemplated and provided for in this Agreement without the approval of the City Manager. Contractor shall not subcontract any portion of the performance contemplated and provided for herein without prior written approval of the City.

**6. Indemnification.** To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless City, its City Council, boards and commissions, officers, agents and employees (collectively, the "Indemnified Parties") from and against any and all claims (including, without limitation, claims for bodily injury, death or damage to property), demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs and expenses (including, without limitation, attorney's fees, disbursements and court costs) of every kind and nature whatsoever (individually, a Claim; collectively, "Claims"), which may arise from or in any manner relate (directly or indirectly) to any work performed or services provided under this Agreement (including, without limitation, defects in workmanship or materials and/or design defects [if the design originated with Contractor]) or Contractor's presence or activities conducted on the Project (including the negligent and/or willful acts, errors and/or omissions of Contractor, its principals, officers, agents, employees, vendors, suppliers, consultants, sub-Contractors, anyone employed directly or indirectly by any of them or for whose acts they may be liable or any or all of them).

Notwithstanding the foregoing, nothing herein shall be construed to require Contractor to indemnify the Indemnified Parties from any Claim arising from the sole negligence, active negligence, or willful misconduct of the Indemnified Parties. Nothing in this indemnity shall be construed as authorizing any award of attorney's fees in any action on or to enforce the terms of this Agreement. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by the Contractor.

**7. Insurance.** Throughout the term of this Agreement, Contractor shall obtain and maintain, at its own expense, the minimum insurance coverage set forth below. The City and its elected officials, officers, and employees shall be named as additional insureds on all policies. This Agreement is expressly contingent upon the insurance requirements being met, and this Agreement shall not be complete and no work may commence until Contractor has provided adequate proof of insurance. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

(a) Statutory Worker's Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly for Contractor with limits not less than \$1,000,000.



(b) Commercial General and Automobile Liability insurance in an amount not less than \$1,000,000 per occurrence.

If applicable, Contractor shall not allow any subcontractors to commence work on any subcontract until all insurance required of the Contractor has also been obtained for the subcontractor in the amounts indicated herein.

**8. Nondiscrimination and Equal Opportunity.** During the performance of this Agreement, Contractor shall not discriminate against any employee or applicant for employment because of race, religion, creed, color, national origin, sex, sexual orientation or age.

**9. Documents.** If applicable, Contractor shall deliver to the City, on request of the City Manager, copies of all original papers, documents and any other materials, in electronic or any other form, prepared by Contractor pursuant to this Agreement.

**10. Licenses.** If a license of any kind, which term is intended to include evidence of registration, is required of Contractor, its employees, agents or subcontractors by federal or state law, Contractor warrants that such license has been obtained, is valid and in good standing, and Contractor shall keep it in effect at all times during the term of this Agreement, and that any applicable bond has been posted in accordance with all applicable laws and regulations.

**11. Time is of the Essence.** Contractor agrees to diligently prosecute the services to be provided under this Agreement to completion and in accordance with the schedule specified in Exhibit A. In the performance of this agreement, time is of the essence.

**12. Termination.** This Agreement may be terminated or suspended by the City upon fifteen (15) days written notice. Upon receipt of such notice from the City, Contractor shall immediately stop all work under this Agreement. In the event of termination by the City, Contractor shall be entitled to payment on a pro rata basis for the services performed as of the date of termination, to the extent they were performed in accordance with this Agreement.

**13. Severability.** If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

**14. Contract Administration and Notice.** This Agreement shall be administered on behalf of the City by the Public Services Director. Any written notice between the parties shall be sent to:



<p>City of San Bruno c/o Jimmy Tan, Director Public Services Department 567 El Camino Real San Bruno, CA 94066</p>	<p>Contractor's Name: _____ Attention: _____ Address: _____ City, State, Zip: _____</p>
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**15. Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibit A, represents the entire and integrated agreement between City and the Collaborative and supersedes all prior negotiations, representations or agreements, either written or oral. Where the terms and conditions set forth in Exhibit A conflict with the terms and conditions of this Agreement, the terms and conditions of this Agreement shall prevail. This Agreement may be modified or amended only by a subsequent written agreement signed by both parties.

**16. Miscellaneous.** The laws of the State of California shall govern this Agreement and all matters relating to it and venue for state court shall be in Redwood City and for federal court in San Francisco. In the performance of this Agreement, Contractor shall abide by and conform to any and all applicable laws, including, but not limited to the San Bruno Municipal Code.





**ATTACHMENT 6**

**ACKNOWLEDGEMENT FORM  
FOR  
GENERAL SERVICES STANDARD AGREEMENT**

By signing below, the consultant firm acknowledges that it has examined the enclosed City of San Bruno's Standard Agreement "AGREEMENT FOR GENERAL SERVICES".

If the City accepts the proposal, the agreement, **without any changes**, shall be executed by the company or firm within three (3) working days of being notified by the City.

**Legal Name of the Consultant Firm:**

\_\_\_\_\_

**Business address:**

\_\_\_\_\_  
\_\_\_\_\_

**Name of Authorized Person:**

\_\_\_\_\_

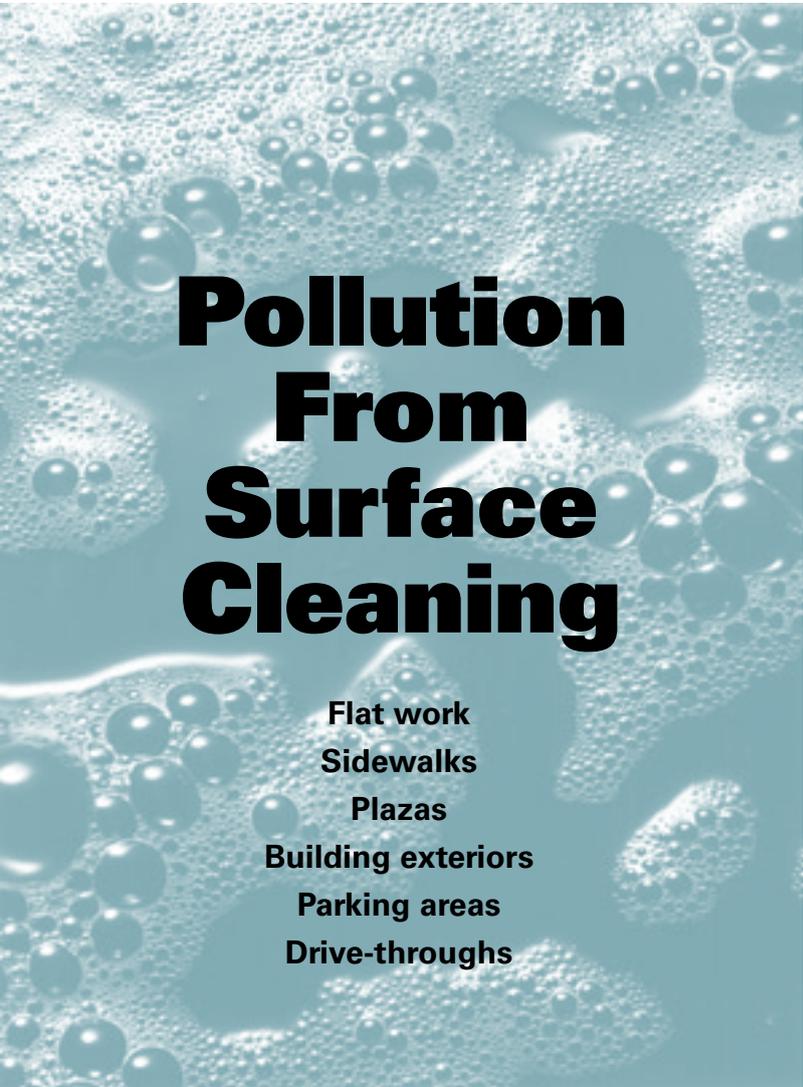
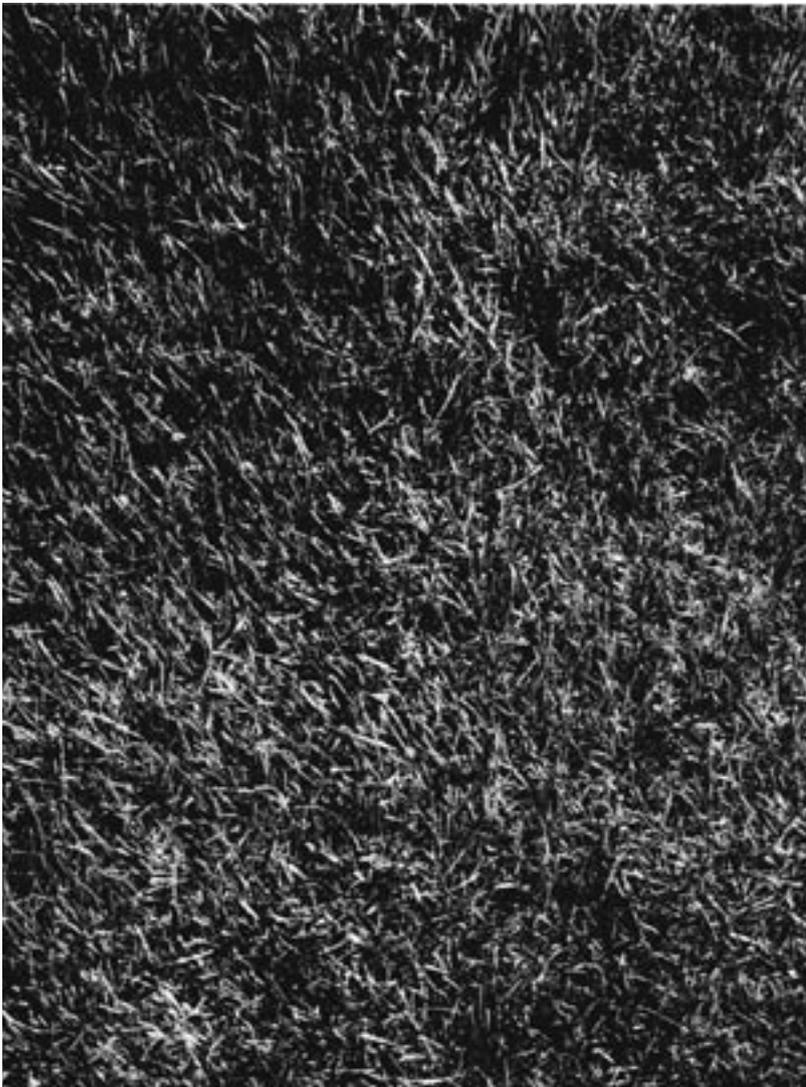
**Signature of Authorized Person:**

\_\_\_\_\_

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

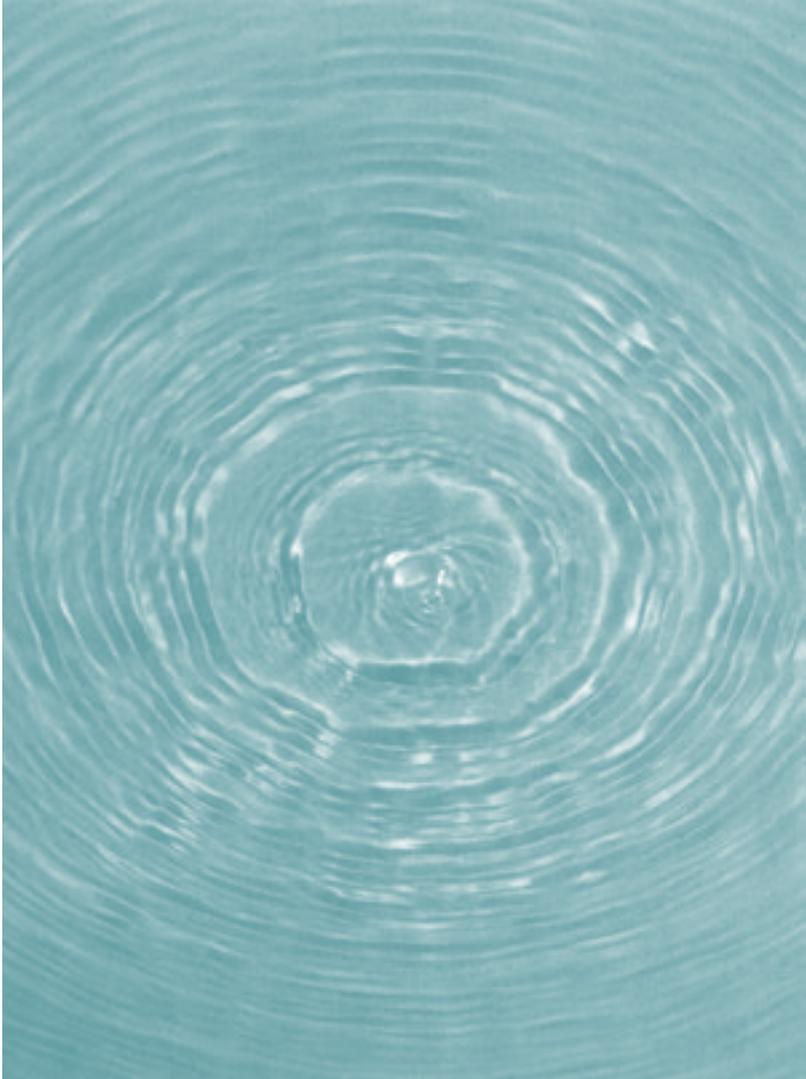
**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_



# **Pollution From Surface Cleaning**

**Flat work  
Sidewalks  
Plazas  
Building exteriors  
Parking areas  
Drive-throughs**



# Pollution From Surface Cleaning

## It harms the environment . . .

**In most parts of the San Francisco Bay Area, storm drains are pathways for pollution, traveling directly from streets, gutters, and other paved surfaces to local creeks or the Bay, Ocean or Delta. Wash water from surface cleaning activities often carries pollutants that can harm the numerous wildlife species that depend on healthy waterways for their survival.**

## . . .And it's against the law!

**Allowing polluting substances into storm drains is prohibited in California. Both the person who discharges the pollutant or leaves it behind, and the owner of the property where the material is generated are liable.**

**This folder provides guidance for mobile cleaners to prevent pollution when cleaning flat surfaces such as sidewalks, plazas, building exteriors, parking areas, and drive-throughs.**

**This guidance is not specifically intended to be appropriate for other mobile cleaning jobs such as fleet washing and detailing, carpet cleaning, or cleaning of food-related equipment.**

## Where do these pollutants come from?

In general, three phases of the cleaning process can cause problems for the environment:

- **Using** harmful cleaning chemicals—including soaps as well as solvents
- **Removing** toxic materials such as oil, antifreeze, and grease from parking lots, sidewalks, or other surfaces
- **Generating** polluted wash water from activities such as wet sand blasting of buildings to remove paint

## What sorts of hazardous waste can surface cleaning generate?

- Oil-saturated absorbents (but not oil-saturated rags, which can be cleaned at an industrial laundry)
- Wash water that contains lead paint chips
- Solvent cleaners

# Tips on proper cleaning and disposal methods

## Avoid using soap!

- Even biodegradable soap is harmful to the environment. Before you use soap, test to see whether hot water under pressure will do the job.

## Dry cleanup methods

- In many cases you can eliminate the need to collect and/or divert wash water if you follow this two-step process:
  1. Use absorbents (such as rags, absorbent mats or pads, rice hull ash, cat litter, vermiculite, or sand) to pick up greasy or oily spills.
  2. Sweep or vacuum to pick up litter, debris, or saturated absorbents
- Waste materials from dry cleanup such as absorbents, paint chips, etc. may often be disposed of in the trash. Check with the local solid waste authority to be sure. Rags may be sent to an industrial laundry.

## Screening wash water

- When cleaning surfaces such as buildings and decks without loose paint, sidewalks, or plazas *without soap*, thorough dry cleanup should be sufficient to protect storm drains. However if any debris could enter storm drains or remain in the gutter or street after cleaning, wash water should first pass through a “20 mesh” or finer screen to catch the material, which should be disposed of in the trash.

## Collecting wash water

- A simple and acceptable method for collecting wash water on private property requires only a drain plug, small sump pump, and a length of hose. If a small parking-lot-type catch basin is available, remove the grate, plug the drain pipe (usually 2, 3, or 4 inches in diameter), and place the pump in the catch basin, attached to a garden hose. As wash water drains to this lowest spot, pump to landscaping, a sewer line cleanout, or a container for later disposal to the sewer.
- Vacuum booms are another option for capturing and collecting wash water.

## Directing wash water to landscaping

- When routing wash water to landscaping, check the slope and area to be sure to avoid runoff into a street or gutter. If the soil is very dry, wet it down thoroughly before discharging so that wash water will soak into the soil instead of running off to the street, gutter, or storm drain.

## Blocking storm drains or containing wash water

- Sand bags can be used to create a barrier around storm drains.
- Plugs or rubber mats can be used to seal storm drain openings.
- You can also use vacuum booms, containment pads, or temporary berms to keep wash water away from the street, gutter, or storm drain.

## Hazardous waste disposal

- Be sure to read cleaning product labels before disposing of wash water. Follow use and disposal instructions carefully.
- Check with the city or county environmental health department to find out how small businesses can dispose of hazardous waste at a drop-off event (instead of hiring a hazardous waste hauler). In general, you must generate less than 27 gallons or 220 pounds of a particular type of waste each month to qualify to use these “Conditionally Exempt Small Quantity Generator” (CESQG) programs.

## Equipment and supplies

- Special materials such as sheets of absorbent, storm drain plugs and seals, small sump pumps, and vacuum booms are available from many vendors. For more information check catalogs such as:

Pigalog 1-800-468-4647  
[www.newpig.com](http://www.newpig.com)

Lab Safety Supply 1-800-356-0783  
[www.labsafety.com](http://www.labsafety.com)

C&H 1-800-558-9966  
[www.chdist.com](http://www.chdist.com)

W.W. Grainger 1-408-433-9889  
[www.grainger.com](http://www.grainger.com)

- For other vendors and additional information, call or visit:

Cleaning Equipment Trade Assoc. 1-800-433-9889  
[www.ceta.org](http://www.ceta.org)  
Power Washers of North America 1-202-393-7044  
[www.pwna.org](http://www.pwna.org)

# So Where Should Wash Water Go?



## Onto landscaping or unpaved surface

Wash water from cleaning unpainted building exteriors, sidewalks, or plazas, if:

- Discharge does not contain hazardous waste

AND

- Discharge will not cause flooding or nuisance problems, or flow to a creek

AND

- You have the owner's permission



## Down a sink, toilet, or cleanout — through the sewer to a

### wastewater treatment plant

Wash water from surface cleaning of painted building exteriors, sidewalks, plazas, parking areas, drive-throughs, food service facility dumpster/grease containment areas, etc., if:

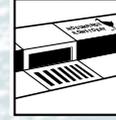
- You have used dry cleanup methods before washing with or without soap

AND

- Discharge does not contain hazardous waste

AND

- (For parking lots, traffic areas, food service facility dumpster/grease containment areas) You or the property owner have checked the local wastewater treatment plant's requirements before discharging to the sewer



## To the street or storm drain

Wash water from cleaning sidewalks, plazas, and building exteriors, if:

- You have *successfully* used dry cleanup methods (described in the "tips" section of this folder to remove fresh oil stains, debris, and similar pollutants—before using water

AND

- Cleaning is done with water only—no soap or other cleaning chemicals

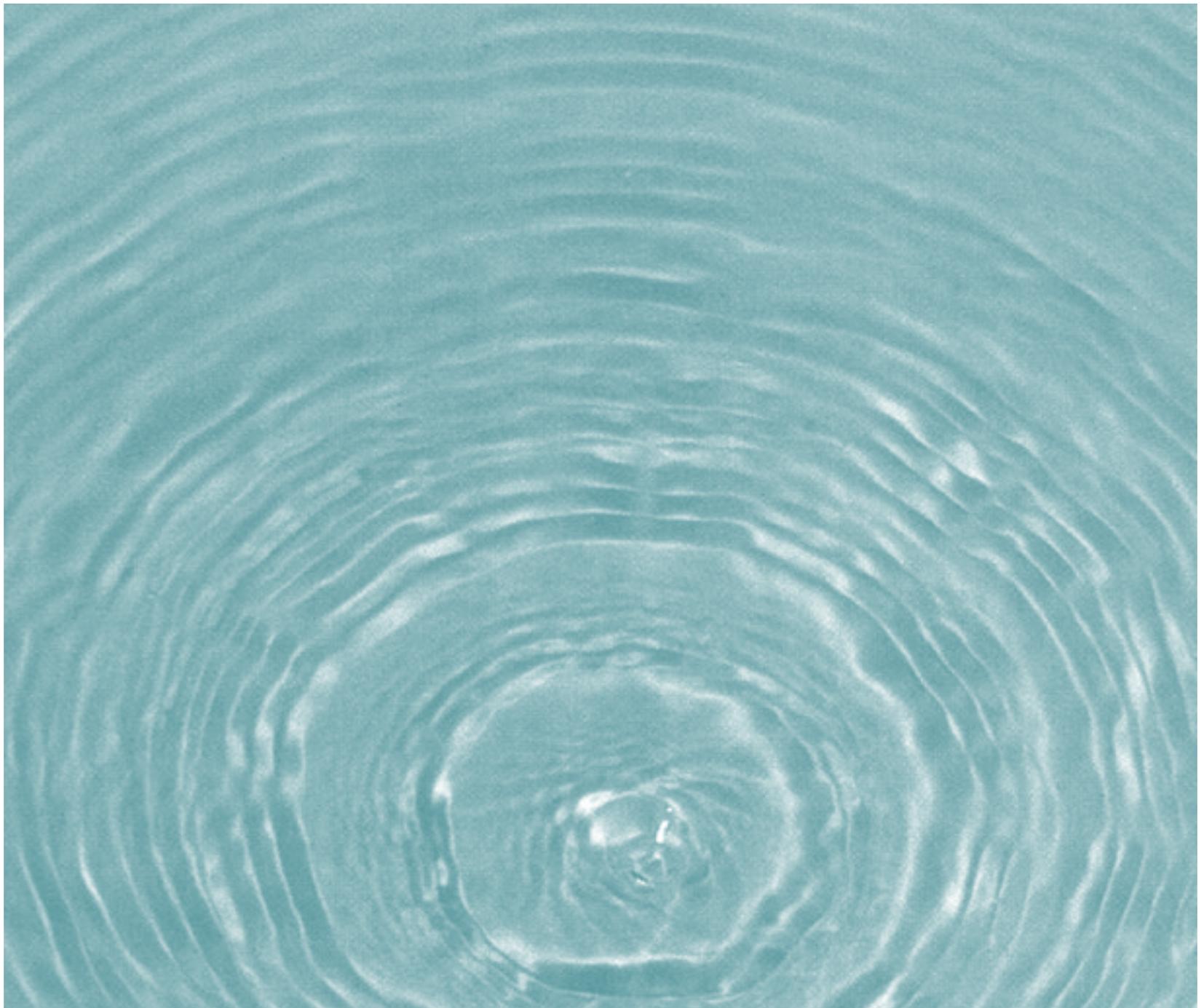
AND

- Water has not removed paint

# Cleaning and Disposal

Type of Surface	Cleaning Method	Proper Disposal
Sidewalks, plazas	Dry cleanup* first, wash <b>without soap</b>	Screen wash water,* if needed, to catch debris THEN Discharge to landscaping,* or to a gutter, street, or storm drain
Sidewalks, plazas	Block the storm drain or contain runoff*  Dry cleanup,* the wash <b>with soap*</b>	Discharge to landscaping* OR Collect water and pump to the sewer*
Parking areas, driveways, drive-throughs	1. Block the storm drain or contain runoff* 2. Use absorbents to pick up oil; then dry sweep 3. Clean with or without soap	Collect water and pump to the sewer* <i>Check the local wastewater authority's requirements for discharge</i>
Restaurant/food handling dumpster areas, grease storage	Block the storm drain or contain runoff*	If you must use water after sweeping/using absorbents, collect water and pump to the sewer* <i>Check the local wastewater authority's requirements for discharge</i>
Building surfaces, decks, etc., without loose paint	Dry cleanup  Use high-pressure water, no soap	Screen wash water,* if needed, to catch debris THEN Discharge to landscaping,* or to a gutter, street, or storm drain
Unpainted building surfaces, wood decks, etc.	Block the storm drain or contain runoff*  Use soap or acid wash to remove deposits, wood restorer, or other chemicals	Make sure pH is between 6 and 10 THEN Discharge to landscaping* OR Collect wash water in a tank* and pump to the sewer <i>Check the local wastewater authority's requirements for discharge</i>
Painted surfaces being cleaned to remove paint or graffiti	Block the storm drain or contain runoff*  Use any cleaning method	Collect wash water in a tank and pump to the sewer, or dispose as hazardous waste, as appropriate* <i>Call the local wastewater authority or the state Department of Toxic Substances Control (510-540-3732) for help in determining whether the paint contains toxic pollutants such as lead, mercury, or tri-butyl tin; or if the solvent cleaners you use are hazardous</i>
Graffiti removal	Block the storm drain or contain runoff*  Wet sand-blast	Direct all runoff to a landscaped or unpaved area* OR Follow instructions above for painted surfaces

\* See tips section for ideas on how to do this!



**The Bay Area Stormwater Management Agencies Association and the Regional Water Quality Control Board gratefully acknowledge the contributions to this effort of the Santa Clara Valley Nonpoint Source Pollution Control Program, the Alameda Countywide Clean Water Program, and the Cleaning Equipment Trade Association.  
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