

Council Meeting of
June 19, 2007

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: Transit – Contract Services Agreement with Brigadier Corporation to clean transit buses

Expenditure: \$158,080

RECOMMENDATION:

The Transit Director recommends that Council approve the attached one-year contract services agreement with Brigadier Corporation to provide bus cleaning services for an amount not to exceed \$158,080.

FUNDING: Funding is available in the Transit Department's FY2007-2009 operating budget.

BACKGROUND/ANALYSIS:

On March 25, 2007, the City of Torrance published a Notice to Bidders (B2007-12) to solicit bids to provide personnel to clean buses for the City of Torrance Transit Department. The bids were officially opened on May 17, 2007 and two agencies – Sardo Bus & Coach Upholstery and Brigadier Corporation - submitted formal bids.

Company/Agency	Bid Price	Points/Score*
Brigadier Corporation	\$158,080	90
Sardo Bus & Coach Upholstery	\$169,728	82

* - Score represents the panel average.

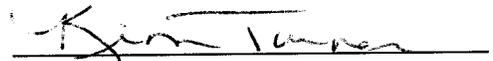
Transit staff evaluated the bids and reached a consensus to recommend that Brigadier Corporation be awarded the one-year service agreement beginning July 1, 2007 to June 30, 2008, at a cost not to exceed \$158,080.

Although both bid applications were very well done and both companies were highly recommended by their respective references, the final decision to recommend Brigadier

Corporation was based upon a lower bid price and the company's ability to perform the requested duty of cleaning twenty-four buses on a nightly basis. Sardo Bus & Coach Upholstery had a slightly higher bid and had proposed to clean twelve buses nightly. An option of a second year extension at the same cost with all terms and conditions the same, is included in the contract.

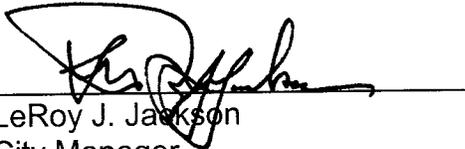
The look and appearance of clean bus interiors is extremely important to the Transit Department. The riding public and Torrance citizens have a right to expect a clean seat, floor and interior as they travel on our system.

Respectfully submitted,



Kim Turner
Transit Director

CONCUR:



LeRoy J. Jackson
City Manager

Attachments: A) Contract Services Agreement with Brigadier Corporation.

CONTRACT SERVICES AGREEMENT

This CONTRACT SERVICES AGREEMENT ("Agreement") is made and entered into as of July 1, 2007 (the "Effective Date"), by and between the CITY OF TORRANCE, a municipal corporation ("CITY"), and Brigadier Corporation, a California Corporation ("CONTRACTOR").

RECITALS:

- A. CITY wishes to retain the services of an experienced and qualified CONTRACTOR to provide personnel to clean transit buses.
- B. In order to obtain the desired services. CITY has circulated its Request for Proposal for personnel to clean transit buses, RFP No. 2007-12 (the "RFP").
- C. CONTRACTOR has submitted a Proposal (the "Proposal") in response to the RFP. In its Proposal CONTRACTOR represents that it is qualified to perform those services requested in the RFP. Based upon its review of all proposals submitted in response to the RFP, the CITY is willing to award the contract to CONTRACTOR.

AGREEMENT:

1. **SERVICES TO BE PERFORMED BY CONTRACTOR**
CONTRACTOR will provide the services listed in the CONTRACTOR's Proposal submitted in response to the RFP. A copy of the RFP is attached as Exhibit A. A copy of the Proposal is attached as Exhibit B.
2. **TERM**
Unless earlier terminated in accordance with Paragraph 4 below, this Agreement will continue in full force and effect from the Effective Date through June 30, 2008 with an option to extend the contract for an additional one year term under the same terms and conditions. . The option may be exercised at CITY's sole discretion.
3. **COMPENSATION**
 - A. **CONTRACTOR's Fee.**

For services rendered pursuant to this Agreement, CONTRACTOR will be paid in accordance with the Proposal attached as Exhibit B, provided, however, that in no event will the total amount of money paid the CONTRACTOR, for services initially contemplated by this Agreement, exceed the sum of \$158,080.00 ("Agreement Sum"), unless otherwise first approved in writing by CITY.

B. Schedule of Payment.

Provided that the CONTRACTOR is not in default under the terms of this Agreement, upon presentation of an invoice, CONTRACTOR will be paid the fees described in Paragraph 3.A. above, according to the Proposal. Payment will be due within 30 days after the date of the invoice.

4. TERMINATION OF AGREEMENT

A. Termination by CITY for Convenience.

1. CITY may, at any time, terminate the Agreement for CITY's convenience and without cause.
2. Upon receipt of written notice from CITY of such termination for CITY's convenience, CONTRACTOR will:
 - a. cease operations as directed by CITY in the notice;
 - b. take actions necessary, or that CITY may direct, for the protection and preservation of the work; and
 - c. except for work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.
3. In case of such termination for CITY's convenience, CONTRACTOR will be entitled to receive payment for work executed; and costs incurred by reason of such termination, along with reasonable overhead and profit on the work not executed.

B. Termination for Cause.

1. If either party fails to perform any term, covenant or condition in this Agreement and that failure continues for 15 calendar days after the nondefaulting party gives the defaulting party written notice of the failure to perform, this Agreement may be terminated for cause; provided, however, that if during the notice period the defaulting party has promptly commenced and continues diligent efforts to remedy the default, the defaulting party will have such additional time as is reasonably necessary to remedy the default.
2. In the event this Agreement is terminated for cause by the default of the CONTRACTOR, the CITY may, at the expense of the CONTRACTOR and its surety, complete this Agreement or cause it to be completed. Any check or bond delivered to the CITY in connection with this Agreement, and the money payable thereon, will be forfeited to and remain the property of the CITY. All moneys due the CONTRACTOR under the terms of this Agreement will be

retained by the CITY, but the retention will not release the CONTRACTOR and its surety from liability for the default. Under these circumstances, however, the CONTRACTOR and its surety will be credited with the amount of money retained, toward any amount by which the cost of completion exceeds the Agreement Sum and any amount authorized for extra services.

3. Termination for cause will not affect or terminate any of the rights of the CITY as against the CONTRACTOR or its surety then existing, or which may thereafter accrue because of the default; this provision is in addition to all other rights and remedies available to the CITY under law.

C. Termination for Breach of Law.

In the event the CONTRACTOR or any of its officers, directors, shareholders, employees, agents, subsidiaries or affiliates is convicted (i) of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of a contract or subcontract; (ii) under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a public consultant or contractor; (iii) under state or federal antitrust statutes arising out of the submission of bids or proposals; or (iv) of violation of Paragraph 19 of this Agreement; or for any other cause the CITY determines to be so serious and compelling as to affect CONTRACTOR's responsibility as a public consultant or contractor, including but not limited to, debarment by another governmental agency, then the CITY reserves the unilateral right to terminate this Agreement or to impose such other sanctions (which may include financial sanctions, temporary suspensions or any other condition deemed appropriate short of termination) as it deems proper. The CITY will not take action until CONTRACTOR has been given notice and an opportunity to present evidence in mitigation.

5. FORCE MAJEURE

If any party fails to perform its obligations because of strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental control, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond the reasonable control of the party obligated to perform, then that party's performance shall be excused for a period equal to the period of such cause for failure to perform.

6. RETENTION OF FUNDS

CONTRACTOR authorizes CITY to deduct from any amount payable to CONTRACTOR (whether or not arising out of this Agreement) any amounts the payment of which may be in dispute or that are necessary to compensate CITY for any losses, costs, liabilities, or damages suffered by CITY, and all amounts for which CITY may be liable to third parties, by reason of CONTRACTOR's acts or omissions in performing or failing to perform CONTRACTOR's obligations under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by CONTRACTOR, or any indebtedness exists that appears to be the basis for a claim of lien, CITY may withhold from any payment due, without liability for interest because of the withholding, an amount sufficient to cover the claim. The failure of CITY to exercise the right to deduct or to withhold will not, however, affect the obligations of CONTRACTOR to insure, indemnify, and protect CITY as elsewhere provided in this Agreement.

7. CITY REPRESENTATIVE

Ed Harris, Senior Business Manager, is designated as the "City Representative," authorized to act in its behalf with respect to the work and services specified in this Agreement and to make all decisions in connection with this Agreement. Whenever approval, directions, or other actions are required by CITY under this Agreement, those actions will be taken by the City Representative, unless otherwise stated. The City Manager has the right to designate another City Representative at any time, by providing notice to CONTRACTOR.

8. CONTRACTOR REPRESENTATIVE(S)

The following principal(s) of CONTRACTOR are designated as being the principal(s) and representative(s) of CONTRACTOR authorized to act in its behalf with respect to the work specified in this Agreement and make all decisions in connection with this Agreement:

Tony Percell, Director
Phone: (951) 805-3005

9. INDEPENDENT CONTRACTOR

The CONTRACTOR is, and at all times will remain as to CITY, a wholly independent contractor. Neither CITY nor any of its agents will have control over the conduct of the CONTRACTOR or any of the CONTRACTOR's employees, except as otherwise set forth in this Agreement. The CONTRACTOR may not, at any time or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of CITY.

10. **BUSINESS LICENSE**

The CONTRACTOR must obtain a City business license prior to the start of work under this Agreement, unless CONTRACTOR is qualified for an exemption.

11. **OTHER LICENSES AND PERMITS**

CONTRACTOR warrants that it has all professional, contracting and other permits and licenses required to undertake the work contemplated by this Agreement.

12. **FAMILIARITY WITH WORK**

By executing this Agreement, CONTRACTOR warrants that CONTRACTOR (a) has thoroughly investigated and considered the Proposal to be performed, (b) has carefully considered how the services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, CONTRACTOR warrants that CONTRACTOR has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services set forth in this Agreement. Should CONTRACTOR discover any latent or unknown conditions that will materially affect the performance of the services set forth in this Agreement, CONTRACTOR must immediately inform CITY of that fact and may not proceed except at CONTRACTOR's risk until written instructions are received from CITY.

13. **CARE OF WORK**

CONTRACTOR must adopt reasonable methods during the term of the Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and other components to prevent losses or damages, and will be responsible for all damages, to persons or property, until acceptance of the work by CITY, except those losses or damages as may be caused by CITY's own negligence.

14. **CONTRACTOR'S ACCOUNTING RECORDS; OTHER PROJECT RECORDS**

Records of the CONTRACTOR's time pertaining to the project, and records of accounts between CITY and the CONTRACTOR, will be kept on a generally recognized accounting basis. CONTRACTOR will also maintain all other records, including without limitation specifications, drawings, progress reports and the like, relating to the project. All records will be available to CITY during normal working hours. CONTRACTOR will maintain these records for three years after final payment.

15. **INDEMNIFICATION**

CONTRACTOR will indemnify, defend, and hold harmless CITY, the City Council, each member thereof, present and future, its officers, agents and employees from and against any and all liability, expenses, including defense costs and legal fees, and claims for damages whatsoever, including, but not limited to, those arising from breach of contract, bodily injury, death, personal injury, property damage, loss of use, or property loss however the same may be

caused and regardless of the responsibility for negligence. The obligation to indemnify, defend and hold harmless includes, but is not limited to, any liability or expense, including defense costs and legal fees, arising from the negligent acts or omissions, or willful misconduct of CONTRACTOR, its officers, employees, agents, subcontractors or vendors. It is further agreed, CONTRACTOR's obligations to indemnify, defend and hold harmless will apply even in the event of concurrent negligence on the part of CITY, the City Council, each member thereof, present and future, or its officers, agents and employees, except for liability resulting solely from the negligence or willful misconduct of CITY, its officers, employees or agents. Payment by CITY is not a condition precedent to enforcement of this indemnity. In the event of any dispute between CONTRACTOR and CITY, as to whether liability arises from the sole negligence of the CITY or its officers, employees, agents, subcontractors or vendors, CONTRACTOR will be obligated to pay for CITY's defense until such time as a final judgment has been entered adjudicating the CITY as solely negligent. CONTRACTOR will not be entitled in the event of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

16. NON-LIABILITY OF CITY OFFICERS AND EMPLOYEES

No officer or employee of CITY will be personally liable to CONTRACTOR, in the event of any default or breach by the CITY or for any amount that may become due to CONTRACTOR.

17. INSURANCE

- A. CONTRACTOR and its subcontractors must maintain at its sole expense the following insurance, which will be full coverage not subject to self insurance provisions:
1. Automobile Liability, including owned, non-owned and hired vehicles, with at least the following limits of liability:
 - a. Primary Bodily Injury with limits of at least \$500,000 per person, \$500,000 per occurrence; and
 - b. Primary Property Damage of at least \$250,000 per occurrence; or
 - c. Combined single limits of \$1,000,000 per occurrence.
 2. General Liability including coverage for premises, products and completed operations, independent contractors/vendors, personal injury and contractual obligations with combined single limits of coverage of at least \$1,000,000 per occurrence.
 3. Workers' Compensation with limits as required by the State of California and Employer's Liability with limits of at least \$1,000,000.

- B. The insurance provided by CONTRACTOR will be primary and non-contributory.
- C. CITY, the City Council and each member thereof, members of boards and commissions, every officer, agent, official, employee and volunteer must be named as additional insured under the automobile and general liability policies.
- D. CONTRACTOR must provide certificates of insurance and/or endorsements indicating appropriate coverage, to the City Clerk of the City of Torrance before the commencement of work.
- E. Each insurance policy required by this Paragraph must contain a provision that no termination, cancellation or change of coverage can be made without thirty days notice to CITY.

18. SUFFICIENCY OF INSURERS

Insurance required by this Agreement will be satisfactory only if issued by companies admitted to do business in California, rated "B+" or better in the most recent edition of Best's Key Rating Guide, and only if they are of a financial category Class VII or better, unless these requirements are waived by the Risk Manager of CITY ("Risk Manager") due to unique circumstances. In the event the Risk Manager determines that the work or services to be performed under this Agreement creates an increased or decreased risk of loss to CITY, the CONTRACTOR agrees that the minimum limits of any insurance policies or performance bonds required by this Agreement may be changed accordingly upon receipt of written notice from the Risk Manager; provided that CONTRACTOR will have the right to appeal a determination of increased coverage by the Risk Manager to the City Council of CITY within 10 days of receipt of notice from the Risk Manager.

19. CONFLICT OF INTEREST

- A. No officer or employee of the CITY may have any financial interest, direct or indirect, in this Agreement, nor may any officer or employee participate in any decision relating to the Agreement that effects the officer or employee's financial interest or the financial interest of any corporation, partnership or association in which the officer or employee is, directly or indirectly interested, in violation of any law, rule or regulation.
- B. No person may offer, give, or agree to give any officer or employee or former officer or employee, nor may any officer or employee solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any way pertaining to any

program requirement, contract or subcontract, or to any solicitation or proposal.

20. NOTICE

A. All notices, requests, demands, or other communications under this Agreement will be in writing. Notice will be sufficiently given for all purposes as follows:

1. Personal delivery. When personally delivered to the recipient: notice is effective on delivery.
2. First Class mail. When mailed first class to the last address of the recipient known to the party giving notice: notice is effective three mail delivery days after deposit in an United States Postal Service office or mailbox.
3. Certified mail. When mailed certified mail, return receipt requested: notice is effective on receipt, if delivery is confirmed by a return receipt.
4. Overnight delivery. When delivered by an overnight delivery service, charges prepaid or charged to the sender's account: notice is effective on delivery, if delivery is confirmed by the delivery service.
5. Facsimile transmission. When sent by fax to the last fax number of the recipient known to the party giving notice: notice is effective on receipt. Any notice given by fax will be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.
6. Addresses for purpose of giving notice are as follows:

CONTRACTOR	Brigadier Corporation 915 W. Foothill Boulevard, #C-403 Claremont, CA 91711 Attn: Tony Percell, Director Fax: (909) 628-3127
------------	--

CITY:	City Clerk City of Torrance 3031 Torrance Boulevard Torrance, CA 90509-2970 Fax: (310) 618-2931
-------	---

B. Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified, will be deemed effective as of the first date the notice was refused, unclaimed

or deemed undeliverable by the postal authorities, messenger or overnight delivery service.

- C. Either party may change its address or fax number by giving the other party notice of the change in any manner permitted by this Agreement.

21. PROHIBITION AGAINST ASSIGNMENT AND SUBCONTRACTING

This Agreement and all exhibits are binding on the heirs, successors, and assigns of the parties. The Agreement may not be assigned or subcontracted by either CITY or CONTRACTOR without the prior written consent of the other.

22. INTEGRATION; AMENDMENT

This Agreement represents the entire understanding of CITY and CONTRACTOR as to those matters contained in it. No prior oral or written understanding will be of any force or effect with respect to the terms of this Agreement. The Agreement may not be modified or altered except in writing signed by both parties.

23. INTERPRETATION

The terms of this Agreement should be construed in accordance with the meaning of the language used and should not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction that might otherwise apply.

24. SEVERABILITY

If any part of this Agreement is found to be in conflict with applicable laws, that part will be inoperative, null and void insofar as it is in conflict with any applicable laws, but the remainder of the Agreement will remain in full force and effect.

25. TIME OF ESSENCE

Time is of the essence in the performance of this Agreement.

26. GOVERNING LAW; JURISDICTION

This Agreement will be administered and interpreted under the laws of the State of California. Jurisdiction of any litigation arising from the Agreement will be in Los Angeles County, California.

27. COMPLIANCE WITH STATUTES AND REGULATIONS

CONTRACTOR will be knowledgeable of and will comply with all applicable federal, state, county and city statutes, rules, regulations, ordinances and orders.

28. WAIVER OF BREACH

No delay or omission in the exercise of any right or remedy by a nondefaulting party on any default will impair the right or remedy or be construed as a waiver. A party's consent or approval of any act by the other party requiring the party's consent or approval will not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party

of any default must be in writing and will not be a waiver of any other default concerning the same or any other provision of this Agreement.

29. ATTORNEY'S FEES

Except as provided for in Paragraph 15, in any dispute, litigation, arbitration, or other proceeding by which one party either seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing party will be awarded reasonable attorney's fees, together with any costs and expenses, to resolve the dispute and to enforce any judgment.

30. EXHIBITS

All exhibits identified in this Agreement are incorporated into the Agreement by this reference.

31. CONTRACTOR'S AUTHORITY TO EXECUTE

The persons executing this Agreement on behalf of the CONTRACTOR warrant that (i) the CONTRACTOR is duly organized and existing; (ii) they are duly authorized to execute this Agreement on behalf of the CONTRACTOR; (iii) by so executing this Agreement, the CONTRACTOR is formally bound to the provisions of this Agreement; and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which the CONTRACTOR is bound.

CITY OF TORRANCE
a Municipal Corporation

Brigadier Corporation
A California Corporation

Frank Scotto, Mayor

By: _____
Tony Percell
Director

ATTEST:

Sue Herbers
City Clerk

APPROVED AS TO FORM:
JOHN L. FELLOWS III
City Attorney

By: _____

Attachments: Exhibit A RFP
 Exhibit B Proposal

Revised: 1/30/01

EXHIBIT A
PROPOSAL
[To be attached]

CITY OF TORRANCE
3031 Torrance Blvd.
Torrance, CA 90503

BID NO. B2007-12

Bids to Provide Personnel to Clean Buses for the City of Torrance Transit Department
(Torrance Transit System)

BID SUBMITTAL INFORMATION

PLACE: CITY OF TORRANCE
Office of the City Clerk
3031 Torrance Blvd.
Torrance, CA 90503

DEADLINE: 2:00 PM

DATE: Thursday, May 17, 2007

The **ORIGINAL, PLUS TWO (2) COPIES** of the BID must be submitted in a sealed envelope and marked with the bid number and title.

BIDS MAY BE MAILED OR HAND DELIVERED. NO FAXED BIDS WILL BE ACCEPTED. LATE BIDS WILL NOT BE ACCEPTED. Bids will be opened and publicly read aloud at 2:15 P.M. on the same date in the Council Chambers, Torrance City Hall.

All responses must include the following components:

- Vendor's Response (Section III of this document) you must submit your response on the forms provided. (If additional space is required, please attach additional pages.)
- Bidder's Affidavit (Attachment A)

Upon award of contract, proof of insurance as indicated in the terms and conditions of this bid document, must be submitted to the City Clerk's Office.

Any questions regarding this bid should be directed to:

Mr. Eddie Harris, Senior Business Manager
Torrance Transit System
(310) 618-3020

NOTICE OF MANDATORY PRE-BID CONFERENCE

The City will conduct a MANDATORY briefing session for prospective bidders

Place: Torrance Transit System
Operations Division
20500 Madrona Avenue
Torrance, California 90503

Date and Time: ~~Thursday – May 3, 2007 at 10:00 A.M.~~
Thursday – April 26, 2007 at 9 A.M.

Any questions regarding this Pre-Bid Conference should be directed to:

Mr. Eddie Harris, Senior Business Manager
Torrance Transit System
(310) 618-3020

**CITY OF TORRANCE
3031 Torrance Blvd.
Torrance, CA 90503**

BID NO. B2007-12

Bids to Provide Personnel to Clean Buses for the City of Torrance Transit Department
(Torrance Transit System)

SECTION I BID INSTRUCTIONS AND INFORMATION

Notice is hereby given that sealed bids will be received in the office of the City Clerk, City Hall, 3031 Torrance Boulevard, Torrance, CA, until 2:00 p.m. on Thursday, May 17, 2007, and will be opened and publicly read aloud at 2:15 p.m. on the same date in the Council Chambers, Torrance City Hall. You are invited to be present at the opening of bids. An original and two copies of each bid must be submitted in a sealed envelope and clearly marked: "NOTICE INVITING BIDS TO PROVIDE PERSONNEL TO CLEAN BUSES FOR THE CITY OF TORRANCE-TRANSIT DEPARTMENT (TORRANCE TRANSIT SYSTEM), B2007-12".

Definitions:

The following meanings are attached to the following defined words when used in these specifications and the contract. The word "City" means the City of Torrance, California. The word "Bidder" or "Vendor" or "Contractor" means the person, firm, or corporation submitting a bid on these specifications or any part thereof. "Successful Bidder" means the Bidder, Vendor or Contractor that has been awarded the contract.

Bid Form:

The bid must be made on the form provided for that purpose, enclosed in a sealed envelope, and marked "Notice Inviting Bids to Provide Personnel to Clean Buses for the City of Torrance-Transit Department (Torrance Transit System), B2007-12" and addressed to the City Clerk, City of Torrance, 3031 Torrance CA. 90503. If the bid is made by an individual, it must be signed by that individual, and an address, telephone (and fax number if available) must be given. If made by a business entity, it must be signed by the person(s) authorized to execute agreements and bind the entity to a contract. A full business address, telephone (and fax number if available) must be given. No telegraphic, fax or telephonic bid will be considered.

Blank spaces in the bid form must be filled in; using ink, indelible pencil, or typewriter, and the text of the bid form must not be changed. No additions to the form may be made. Any unauthorized conditions, limitations, or provisos attached to a bid will render it informal and may cause its rejection. Alterations by erasure or interlineations must be explained or noted in the bid form over the signature of the Bidder.

Reservation:

The City reserves the right to revise or amend these specifications prior to the date set for opening bids. Revisions and amendments, if any, will be announced by an addendum to this bid. If the revisions require additional time to enable bidders to respond, the City may postpone the opening date accordingly. In such case, the addendum will include an announcement of the new opening date.

All addenda must be attached to the bid. Failure to attach any addendum may render the bid non-responsive and cause it to be rejected.

The City Council reserves the right to reject any and all bids received, to take all bids under advisement for a period not to exceed ninety (90) days after the date of the opening, to waive any informality on any bid, and to be the sole judge of the relative merits of the material and or service mentioned in the respective bids received. The City reserves the right to reject any bid not accompanied with all data or information required.

This bid does not commit the City to award a contract or to pay any cost incurred in the preparation of a bid. All responses to this bid become the property of the City of Torrance.

Affidavit:

An affidavit form is enclosed. It must be completed signifying that the bid is genuine and not collusive or made in the interest or on behalf of any person not named in the bid, that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a sham bid or any other person, firm, or corporation to refrain from proposing, and that the Bidder has not in any manner sought by collusion to secure for itself an advantage over any other Bidder. Any bid submitted without an affidavit or in violation of this requirement will be rejected.

Standards for Evaluation of Bids:

The City staff will use the following priorities, as well as pricing, in determining which bid best meets the needs of the City. The City will be the sole determiner of suitability to the City's needs.

EVALUATION CRITERIA	POSSIBLE POINTS
Completeness of Proposal	20
Recent Experience	25
Price	25
References	30
TOTAL POINTS POSSIBLE	100

Bids will be rated according to their completeness and understanding of the City's needs, conformance to the requirements of the specifications, prior experience with comparable bids, delivery, and cost.

Errors and Omissions:

The Bidder will not be allowed to take advantage of any errors and/or omissions in these specifications or in the Bidder's specifications submitted with its bid. Full instruction will always be given when errors or omissions are discovered.

Bidders Examination of Requirements:

The bidder is required to examine carefully the site, the instructions, information and specifications of this document, investigate the conditions to be encountered, the character, quality and quantities of work to be performed as required by this document. Submission of a bid proposal will be considered prima facie evidence that the bidder has made such examination.

The Contract:

The bidder to whom the award is made will be required to enter into a written contract with the City of Torrance in the form attached (Attachment C). A copy of this notice inviting bids, and the bidder's accepted bid will be

attached to and become a part of the contract. All services supplied by the Vendor will conform to the applicable requirements of the City Charter, City Ordinances, and State or Federal Law covering Labor and Wages, as well as conforming to the specifications contained herein. In case of default by the Vendor, the City reserves the right to procure the articles or services from other sources and to hold the Vendor responsible for any excess cost incurred by the City hereby.

Orders will be placed against the Vendor Contract on an "as needed" basis. Each time a delivery of specific items or service is requested, a Vendor Contract Purchase Order (VCPO) referencing the Vendor Contract will be generated and sent or faxed to you by the requesting department/division.

Only items/services listed on the VCPO are to be shipped/delivered. Do not ship any items that are not specifically included on the VCPO.

A list of authorized approval signatures will be provided to you with the Vendor Contract. Each ensuing VCPO must contain an approval signature from the list. VCPOs that do not contain an appropriate signature should not be processed.

Goods/services issued by the vendor against the VCPO that are not listed or do not contain the appropriate signature will not be considered an obligation for the City of Torrance.

Term of Agreement:

The term of the agreement will be for a period of one year, from July 1, 2007 to June 30, 2008. There may be options for additional contract years based on the first year of service.

Mandatory Pre-Bid Meeting:

Vendors intending to bid on this requirement must ensure that a representative from their company is in attendance at the mandatory pre-bid meeting. Vendors submitting proposals without attending this conference will be disqualified. No exceptions will be allowed.

Place: Torrance Transit System
Operations Division
20500 Madrona Avenue
Torrance, California 90503

Date and Time: ~~Thursday – May 3, 2007 at 10:00 A.M.~~
Thursday – April 26, 2007 at 9 A.M.

Suspension of Procurement:

City may suspend, in writing all or a portion of the procurement of materials or services pursuant to this agreement, in the event unforeseen circumstances make such procurement impossible or infeasible, or in the event City should determine it to be in the best interest of City to cancel such procurement of services or materials.

In the event of termination, Vendor will perform such additional work as is necessary for the orderly filing of documents, and closing of project.

Vendor will be compensated for the terminated procurement on the basis of materials or services actually furnished or performed prior to the effective date of termination, plus the work reasonably required for filing and closing.

**CITY OF TORRANCE
3031 Torrance Blvd.
Torrance, CA 90503**

BID NO. B2007-12

Bids to Provide Personnel to Clean Buses for the City of Torrance Transit Department
(Torrance Transit System)

SECTION II SPECIFICATIONS

Introduction:

This bid is intended to be as descriptive as possible. However, bidders may not take advantage of omissions or oversights in this document. Bidders may supply products and services that meet or exceed the requirements of this bid. In the event of a dispute over installation or performance, the needs of the City of Torrance will govern.

General Requirements:

The City of Torrance Transit Department (Torrance Transit System) is searching for a company to provide personnel to clean the interiors of the transit bus fleet. (Transit staff washes the exterior of the buses and vacuums the buses daily.) It is necessary that the supplied cleaning personnel work with minimal supervision as most of the cleaning is done after normal business hours on the following sample scheduled:

DAY OF THE WEEK	WORK SCHEDULE	HOURS PER SHIFT
Sunday	1:00 p.m. to 9:30 p.m.	8
Monday	OFF	0
Tuesday	OFF	0
Wednesday	8:00 p.m. to 4:30 a.m.	8
Thursday	8:00 p.m. to 4:30 a.m.	8
Friday	8:00 p.m. to 4:30 a.m.	8
Saturday	1:00 p.m. to 9:30 p.m.	8

Note: The agency may change the above schedule at any time to meet operational needs. The total number of hours will not be impacted.

Based on the current contract, Transit staff estimates that it takes three people approximately one hour to clean each bus. Based on that fact, the transit department has made the following assumptions:

Cleaning Personnel

Three (3) Cleaners @ 40 hours per week = 120 hours per week.

120 hours per week x 52 weeks per year = 6,240 hours per year.

Weekly Supervisor Visit

One (1) on-site supervisor, once per week = 2 hours per week.

Preparation of weekly cleaning report = 2 hours per week (plus 2 hours per week for on-site visits = 4 hours).

4 hours per week x 52 weeks per year = 208 hours per year.

Totals

Cleaning Personnel = 6,240 hours per year

Supervisor/Reporting = 208 hours per year

GRAND TOTAL = 6,448 hours per year

Contract Term

Term of the contract will be for one year beginning July 1, 2007 and ending on June 30, 2008. Renewal options will be available.

Work Performed By Bidder:

- Bidder will supply at least three (3) cleaning personnel to perform the requested work. In the event that the cleaning personnel are not native English speakers, at least one of the three must be bilingual (with English being one of the languages).
- Bidder will supply at least one (1) bilingual Supervisor (with English being one of the languages) during the cleaning personnel's shift at least once per week.
- Bidder will provide all cleaning materials and supplies.
- Deep clean approximately twenty-four (24) buses (out of 54) per week on a rotating basis, at the rate of one (1) bus per hour. Deep cleaning includes –
 1. Cleaning interior windows
 2. Mopping interior bus floors
 3. Removing all pen and marker graffiti using cleaners or solvents
 4. Clean and sanitize all interior bus surfaces (seats, walls, etc.)
 5. Clean and sanitize the driver's seat area and dash
 6. Vacuum all seats on bus
- All costs for materials and supplies must be included in the hourly wages quoted.

NOTE: Agency and contractor may modify the work performance by agreement of both parties.

Bid Submittals:

Each bid must contain the following -

- An itemized cost proposal describing the work to be performed;
- References from other customers and narrative statement on recent experience; and
- Narrative statement on technical competence.

Supervision:

The Contractor shall be responsible for monitoring the behavior and actions of personnel assigned to the City of Torrance to ensure satisfactory performance of services as required under this Bid/Contract. Contractor shall perform random, unannounced, supervisory checks of its personnel assigned to the City at least once every month. The result of these checks shall be reported, in person, to the Senior Business Manager of Transit Operations, or their designee. Failure to comply with assignments given may result in immediate

removal of service to the City. The Contractor shall immediately correct any such performance failures on the part of its employees – and if necessary, at the Contractor's expense.

At all times, while on City property, the personnel assigned to this project shall be under the direction of the Transit Supervisors.

Right to Interview Personnel:

The City reserves the right to interview, and refuse if necessary, the cleaning personnel who are to be assigned to this project/contract.

Contractor Representative:

The Contractor shall designate a management representative to act as a Project Manager for the services rendered under this contract. This individual shall be listed as one of the Contractor's Representatives. In the event this individual is not available or no longer employed with the Contractor's firm, the Contractor must immediately notify the Senior Business Manager of Operations at TTS, in writing, and identify who the interim or new Project Manager is to be.

Proof of Insurance:

The Contractor must provide certificates of insurance and/or endorsements to the City Clerk of the City of Torrance before the commencement of work, as required in Paragraph 17 of the attached contract (Attachment C).

Torrance Business License:

The Contractor must apply for and obtain, at its own expense, a City of Torrance business license before commencing work.

Project Budget:

The Contractor shall provide a detailed project budget depicting the Contractor's costs that are included in calculating the cost per service hour.

CITY OF TORRANCE
3031 Torrance Blvd.
Torrance, CA 90503

BID NO. B2007-12

Bids to Provide Personnel to Clean Buses for the City of Torrance Transit Department
(Torrance Transit System)

SECTION III BID PROPOSAL

FAILURE TO COMPLETE ALL ITEMS IN THIS SECTION MAY INVALIDATE BID.

In accordance with your "Invitation to Bid", the following bid proposal is submitted to the City of Torrance.

Bid Proposal Submitted By:

Name of Company

Address

City/State/Zip Code

Printed Name/Title

Telephone Number/Fax Number/Email Address

Form of Business Organization:

Please indicate the following (check one);

Corporation _____ Partnership _____ Sole Proprietorship _____

Other: _____

Business History:

How long have you been in business under your current name and form of business organization?

_____ Years

If less than three (3) years and your company was in business under a different name, what was that name?

Contact for Additional Information:

Please provide the name of the individual at your company to contact for any additional information

Name

Title

Telephone Number/Fax Number/Email Address

Addenda Received:

Please indicate addenda information you have received regarding this bid:

Addendum No. _____	Date Received: _____
Addendum No. _____	Date Received: _____
Addendum No. _____	Date Received: _____
Addendum No. _____	Date Received: _____

_____ No Addenda received regarding this bid.

Renewal Option:

Please state, if requested by the City, if your company would agree to a second year renewal of this contract, with terms and conditions unchanged.

Yes _____ We would agree to a second year with terms and conditions unchanged.

No _____ We would not be interested in renewing this contract.

References:

Please supply the names of companies/agencies for whom you recently supplied comparable goods as requested in this bid.

Name of Company/Agency Address Person to contact/Telephone No.

Name of Company/Agency Address Person to contact/Telephone No.

Name of Company/Agency Address Person to contact/Telephone No.

Contractor's Information:

Contractor's License Number: _____ Expiration date: _____

Price Proposal:

PRICE PROPOSAL	
Number of Cleaning Personnel Assigned	
Hourly Wage Per Cleaning Personnel	\$
Annual Cost @ 6,240 Hours Per Year	\$
Number of Supervisors Assigned	
Hourly Wage Per Supervisor	\$
Annual Cost @ 208 Hours Per Year	\$
GRAND TOTAL (Cleaner Annual Cost + Supervisor Annual Cost)	\$

Project Manager:

Please provide the name of the individual at your company who will serve as Project Manager for this contract.

Name and Title

Telephone Number/Fax Number/Email Address

Contract Representative:

Please provide the name of the individual at your company who will be responsible for administering this contract.

Name and Title

Telephone Number/Fax Number/Email Address

Submittals Received:

Please indicate that the following are included with your proposal:

SUBMITTAL REQUIREMENTS	Please Check or "X" Here If Included:
1. Bid Proposal (Section III)	
2. Bidder's Affidavit (Attachment A)	

Bidder shall complete each item with either a check mark to indicate that the item being bid is exactly as specified, or enter a description in the bidder's comments column to indicate any deviation from the specifications of the item being bid.

ITEM SPECIFICATION COLUMN	BIDDER'S COMMENTS COLUMN
Bidder will supply at least three (3) cleaning personnel to perform the requested work. In the event that the cleaning personnel are not native English speakers, at least one of the three must be bilingual (with English being one of the languages).	
Bidder will supply at least three (3) cleaning personnel to perform the requested work. In the event that the cleaning personnel are not native English speakers, at least one of the three must be bilingual (with English being one of the languages).	
Bidder will supply at least one (1) bilingual Supervisor (with English being one of the languages) during the cleaning personnel's shift at least once per week.	
Bidder will provide all cleaning materials and supplies.	
Deep clean approximately twenty-four (24) buses (out of 54) per week on a rotating basis, at the rate of one (1) bus per hour. Deep cleaning includes – A. Cleaning interior windows B. Mopping interior bus floors C. Removing all pen and marker graffiti using cleaners or solvents D. Clean and sanitize all interior bus surfaces (seats, walls, etc.) E. Clean and sanitize the driver's seat area and dash F. Vacuum all seats on bus	
All costs for materials and supplies must be included in the hourly wages quoted.	
One (1) on-site supervisor, once per week.	
Preparation of weekly cleaning report by on-site supervisor.	

STATE OF CALIFORNIA

BIDDER'S AFFIDAVIT

COUNTY OF LOS ANGELES

_____ being first duly sworn, deposes and says:

1. That he/she is the _____ of _____
(Title of Office) (Name of Company)

hereinafter called "Bidder", who has submitted to the City of Torrance a bid for

(Title of BID);

- 2. That the bid is genuine; that the same is not sham; that all statements of fact in the bid are true;
- 3. That the bid was not made in the interest or behalf of any person, partnership, company, association, organization or corporation not named or disclosed;
- 4. That the Bidder did not, directly or indirectly, induce solicit or agree with anyone else to submit a false or sham bid, to refrain from proposing, or to withdraw his bid, to raise or fix the bid price of the Bidder or of anyone else, or to raise or fix any overhead, profit or cost element of the Bidder's price or the price of anyone else; and did not attempt to induce action prejudicial to the interest of the City of Torrance, or of any other Bidder, or anyone else interested in the proposed purchase order;
- 5. That the Bidder has not in any other manner sought by collusion to secure for itself an advantage over any other Bidder or to induce action prejudicial to the interests of the City of Torrance, or of any other Bidder or of anyone else interested in the proposed purchase order;
- 6. That the Bidder has not accepted any bid from any subpurchase order or materialman through any bid depository, the bylaws, rules or regulations of which prohibit or prevent the Bidder from considering any bid from any subpurchase order or materialman, which is not processed through that bid depository, or which prevent any subpurchase order or materialman from proposing to any purchase order or who does not use the facilities of or accept bids from or through such bid depository;
- 7. That the Bidder did not, directly or indirectly, submit the Bidder's bid price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to the City of Torrance, or to any person or persons who have a partnership or other financial interest with said Bidder in its business.
- 8. That the Bidder has not been debarred from participation in any state, federal or public works project.

Dated this ____ day of _____, 20

(Bidder Signature)

(Title)

EXHIBIT B
PROPOSAL
[To be attached]

Brigadier Corporation

Proposal for:

City of Torrance

Torrance Transit System

20500 Madrona Avenue

Torrance, Ca 90503

Bid # B2007-12

Submission Deadline: May 17th, 2007-2:00pm

Office of City Clerk

3031 Torrance Blvd.

Torrance, Ca 90503

Brigadier Corporation
915 West Foothill Blvd. Bldg. C-403
Claremont, CA. 91711
Phone: (951) 805-3005 Fax: (909) 628-3127

References:

Please supply the names of companies/agencies for whom you recently supplied comparable goods as requested in this bid.

New Jersey Transit	110 Penn Plaza East Newark NJ 07105	Lesley Jenkin (973)491-7539
Name of Company/Agency	Address	Person to contact/Telephone No.
San Diego State Univ.	Sandiego, CA	John Eaddy (619)5942408
Name of Company/Agency	Address	Person to contact/Telephone No.
Name of Company/Agency	Address	Person to contact/Telephone No.

Contractor's Information:

Contractor's License Number: N/A Expiration date: _____

Price Proposal:

PRICE PROPOSAL	
Number of Cleaning Personnel Assigned	3
Hourly Wage Per Cleaning Personnel	\$ 18.25
Annual Cost @ 6,240 Hours Per Year	\$ 113,880
Number of Supervisors Assigned	1
Hourly Wage Per Supervisor	\$ 21.25
Annual Cost @ 208 Hours Per Year	\$ 42,000 44,200
GRAND TOTAL (Cleaner Annual Cost + Supervisor Annual Cost)	\$ 158,080.00

Project Manager:

Please provide the name of the individual at your company who will serve as Project Manager for this contract.
TONY PERCELL

Name and Title _____
951) 8053005 (909)628-3127 brigadiercorp@verizon

Telephone Number/Fax Number/Email Address _____

Contract Representative:

Please provide the name of the individual at your company who will be responsible for administering this contract.

SAME AS ABOVE

Name and Title _____

Telephone Number/Fax Number/Email Address _____

PROPOSER'S CAPABILITIES

Criteria I

- Brigadier Corporation is a privately owned California Corporation, which has been in existence since June of 1989 and incorporated since 1999. (See attached)
- Brigadier Corporation is an equal opportunity employer, which does not, will not discriminate against any employee, applicant, subcontractor, vendor or supplier on the basis of race, gender, religion, national origin, ethnicity, sexual orientation, age, or disability.
- John A. Percell, the founder and company Chief Executive Officer, solely owns Brigadier Corporation and there have been no business partners since the company's date of establishment.
- Since its inception in 1989, Brigadier Corporation has provided full-service maintenance emphasizing in parking facility and maintenance for companies in the private and commercial sector.
- Brigadier Corporation has acquired and maintained all necessary business licenses and operating permits at both the municipal and state levels.
- Brigadier Corporation has not controlling interest in any other firms providing similar services, nor does it have any financial interests in other lines of business.
- There is not threatened or pending litigation involving Brigadier Corporation or its principal.
- Brigadier Corporation, principal, John A. Percell, has been in the maintenance industry for over 20-years, providing maintenance services to companies of all sizes.
- Mr. Percell has managed many large-scale projects requiring construction, demolition and clean-up for many of the Brigadier Corporation clients.

CITY OF TORRANCE
3031 Torrance Blvd.
Torrance, CA 90503

BID NO. B2007-12

Bids to Provide Personnel to Clean Buses for the City of Torrance Transit Department
(Torrance Transit System)

SECTION III BID PROPOSAL

FAILURE TO COMPLETE ALL ITEMS IN THIS SECTION MAY INVALIDATE BID.

In accordance with your "Invitation to Bid", the following bid proposal is submitted to the City of Torrance.

Bid Proposal Submitted By:

BRIGADIER CORP.

Name of Company

915 W FOOTheLL BL #C-403

Address

CLAREMONT CA. 91711

City/State/Zip Code

Printed Name/Title

951 805-3005 909 628-3127 brigadiercorp@verizon

Telephone Number/Fax Number/Email Address

Form of Business Organization:

Please indicate the following (check one);

Corporation Partnership _____ Sole Proprietorship _____

Other: _____

Business History:

How long have you been in business under your current name and form of business organization?

1993 INCORPORATED IN 1999 _____ Years

If less than three (3) years and your company was in business under a different name, what was that name?

N/A

Contact for Additional Information:

Please provide the name of the individual at your company to contact for any additional information

IONY PERCELL

Name

DIRECTOR

Title

951)805-3005 (909)628-3127 brigadiercorp@verizon.net

Telephone Number/Fax Number/Email Address

Addenda Received:

Please indicate addenda information you have received regarding this bid:

Addendum No. <u> 1 </u>	Date Received: <u> 4/20/07 </u>
Addendum No. <u> </u>	Date Received: <u> </u>
Addendum No. <u> </u>	Date Received: <u> </u>
Addendum No. <u> </u>	Date Received: <u> </u>

 No Addenda received regarding this bid.

Renewal Option:

Please state, if requested by the City, if your company would agree to a second year renewal of this contract, with terms and conditions unchanged.

Yes X We would agree to a second year with terms and conditions unchanged.

No We would not be interested in renewing this contract.

Submittals Received:

Please indicate that the following are included with your proposal.

SUBMITTAL REQUIREMENTS	Please Check or "X" Here If Included:
1. Bid Proposal (Section III)	X
2. Bidder's Affidavit (Attachment A)	X

Bidder shall complete each item with either a check mark to indicate that the item being bid is exactly as specified, or enter a description in the bidder's comments column to indicate any deviation from the specifications of the item being bid.

ITEM SPECIFICATION COLUMN	BIDDER'S COMMENTS COLUMN
Bidder will supply at least three (3) cleaning personnel to perform the requested work. In the event that the cleaning personnel are not native English speakers, at least one of the three must be bilingual (with English being one of the languages).	Brigadier will provide (4) cleaning personnel per night to ensure cleaning schedule is met and also for break coverage and any sick-calls.
Bidder will supply at least three (3) cleaning personnel to perform the requested work. In the event that the cleaning personnel are not native English speakers, at least one of the three must be bilingual (with English being one of the languages).	Brigadier will provide (1) out of (4) English speaking personnel.
Bidder will supply at least one (1) bilingual Supervisor (with English being one of the languages) during the cleaning personnel's shift at least once per week.	Brigadier agrees with this request.
Bidder will provide all cleaning materials and supplies.	Brigadier agrees with this request.
Deep clean approximately twenty-four (24) buses (out of 54) per week on a rotating basis, at the rate of one (1) bus per hour. Deep cleaning includes - A. Cleaning interior windows B. Mopping interior bus floors C. Removing all pen and marker graffiti using cleaners or solvents D. Clean and sanitize all interior bus surfaces (seats, walls, etc.) E. Clean and sanitize the driver's seat area and dash F. Vacuum all seats on bus	Brigadier agrees with this request.
All costs for materials and supplies must be included in the hourly wages quoted.	Brigadier agrees with this request.
One (1) on-site supervisor, once per week.	Supervisor will be onsite at every shift.
Preparation of weekly cleaning report by on-site supervisor.	Brigadier agrees with this request.

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

ATTACHMENT A
BIDDER'S AFFIDAVIT

JOHN PERCELL being first duly sworn, deposes and says:

1. That he/she is the PRESIDENT of BRIGADIER CORP.
(Title of Office) (Name of Company)

hereinafter called "Bidder" who has submitted to the City of Torrance a bid for
BUS CLEAN #B2007-12
(Title of BID)

- 2. That the bid is genuine, that the same is not sham, that all statements of fact in the bid are true;
- 3. That the bid was not made in the interest or behalf of any person, partnership, company, association, organization or corporation not named or disclosed;
- 4. That the Bidder did not, directly or indirectly, induce solicit or agree with anyone else to submit a false or sham bid, to refrain from proposing, or to withdraw his bid, to raise or fix the bid price of the Bidder or of anyone else, or to raise or fix any overhead, profit or cost element of the Bidder's price or the price of anyone else; and did not attempt to induce action prejudicial to the interest of the City of Torrance, or of any other Bidder, or anyone else interested in the proposed purchase order;
- 5. That the Bidder has not in any other manner sought by collusion to secure for itself an advantage over any other Bidder or to induce action prejudicial to the interests of the City of Torrance, or of any other Bidder or of anyone else interested in the proposed purchase order;
- 6. That the Bidder has not accepted any bid from any subpurchase order or materialman through any bid depository, the bylaws, rules or regulations of which prohibit or prevent the Bidder from considering any bid from any subpurchase order or materialman, which is not processed through that bid depository, or which prevent any subpurchase order or materialman from proposing to any purchase order or who does not use the facilities of or accept bids from or through such bid depository;
- 7. That the Bidder did not, directly or indirectly, submit the Bidder's bid price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to the City of Torrance, or to any person or persons who have a partnership or other financial interest with said Bidder in its business.
- 8. That the Bidder has not been debarred from participation in any state, federal or public works project.

Dated this 15 day of MAY, 2007

[Signature]
(Bidder Signature)
PRESIDENT
(Title)

ADDENDUM #1

CITY OF TORRANCE
3031 Torrance Boulevard
Torrance, CA 90503

BID NO. B2007-12

Bids to Provide Personnel to Clean Buses for the City of Torrance Transit Department
(Torrance Transit System)

ADDENDUM #1

THE FOLLOWING CHANGES ARE HEREBY INCORPORATED INTO AND MADE A
MANDATORY PART OF SUBJECT BID:

NOTICE OF MANDATORY PRE-PROPOSAL CONFERENCE

The Mandatory Pre-Proposal Conference has been rescheduled for April 26, 2007:

Place: Torrance Transit System
Operations Division
20500 Madrona Avenue
Torrance, California 90503

Date and Time: Thursday – April 26, 2007 at 9:00 A.M.

By Order Of



Kim Turner, Transit Director
Torrance Transit System

April 12, 2007

Please return this addendum with your bid proposal.
I hereby acknowledge receipt of this addendum.

BRIGADIER CORP.

Name of Company

915 W. FOOTHILL BL. #C-403

Address

CLAERMONT CA. 91711

City, State, Zip Code