

EXHIBIT A
SCOPE OF WORK

Introduction and Background

Established in 1938, the California State Lands Commission (Commission) is composed of the Lieutenant Governor, the State Controller, and the Governor's Director of Finance. The Commission is primarily a land and resource trust manager. It manages approximately 4 million acres of California's sovereign public trust lands and resources that were received upon admission into the Union in 1850. It also manages other lands that the federal government conveyed to the state (commonly known as school lands) and oversees the management of public trust lands legislatively granted in trust to over 70 local jurisdictions. The Commission also enforces the protections of the Public Trust Doctrine, the State's property rights, and important environmental quality and marine pollution prevention laws.

Purpose

The purpose of this agreement is for [BIDDER NAME] (Contractor) to provide cleaning and janitorial services for the Huntington Beach field office.

1) Services & Deliverables

- a) Contractor shall provide all labor, equipment, software, transportation, supplies, and materials necessary to complete the scope of work.
- b) Contractor shall provide 78 bi-weekly cleaning and janitorial services over the 36-month contract term, upon request, including but not limited to:
 - i) Sweeping and mopping interior floors
 - ii) Dusting furniture, desktops, counters, window blinds and sills,
 - iii) Emptying all trash receptacles
 - iv) Cleaning all sinks, toilets, showers, and counter surfaces.
 - v) Wiping out kitchen microwave
- c) Service shall be provided on Wednesdays between the hours of 7:00am and 12:00pm, unless otherwise agreed to by Commission Project Coordinator
 - i) Contractor must coordinate work to minimize disruption.
- d) Areas to be serviced include but are not limited to the following:
 - (1) Bathrooms – three (3)
 - (a) Interior – two (2)
 - (b) Exterior – one (1)
 - (2) Kitchen
 - (3) Break room
 - (4) Main room

- (5) Individual offices – two (2)
- (6) Laboratory – Clean floors only. No other surfaces, equipment, or items shall be cleaned or touched.
- e) Contractor shall provide 18 window cleanings over the 36-month contract term – interior and exterior.
 - i) There are a total thirty-six (36) windows with the following counts and sizes:
 - (1) Twenty-nine (29) sized fifty-two inches by thirty-four inches (52” x 34”).
 - (2) Two (2) sized thirty-five inches by thirty-five inches (35” x 35”)
 - (3) Two (2) sized thirty-five inches by twenty-nine inches (35” x 29”)
 - (4) Two (2) sized thirty-five inches by eighteen inches (35” x 18”)
 - f) Service shall occur on Wednesdays between the hours of 7:00am and 12:00pm.
 - g) Location of work:

State Lands Commission
1700 Pacific Coast Highway
Huntington Beach, CA 92648
 - h) The Contractor’s shall only allow access to the areas of the office space designated by the Commission’s Project Coordinator. The Contractor, upon providing cleaning within the spaces located at the above address, shall ensure that all office doors are closed and secured when finished.
 - i) Billing rates shall be pursuant to Exhibit B, Table B-1 Cost Worksheet.
- 2) Effective Date – The effective date of this Agreement is either the start date specified in Paragraph 2 of the Standard Agreement, form STD 213, or the approval date by the Department of General Services, Legal Office if necessary, whichever is later. No work shall commence until the effective date. The Contractor shall not receive payment for work performed prior to the approval of the Agreement and before receipt of notice to proceed by the Commission Contract Officer.
- 3) Amendments
 - a) Amendments to this Agreement may be proposed by either party and shall be effective by the issuance of a written instrument executed by both parties and approved by the California Department of General Services or The Office of Legal Services, if required. The Agreement price may be equitably adjusted to reflect any additional costs or new savings resulting from such amendment(s).
 - b) Work subject to such amendment(s) shall be performed in accordance with all applicable requirements of this Agreement, including any amendments thereto. No guarantee is made hereby that any change(s) or additional work will be authorized or required. The Commission reserves the right to make all adjustments in the Scope of Work to be performed by the Contractor in a manner which, in its sole discretion, determines to be in the best interests of the

Commission, including, but not limited to, the hiring of additional contractors or replacement of subcontractors, subject to all other provisions of this Agreement.

- 4) Term – The Term of this Agreement is for a total of three (3) years.
- 5) Conflict – The parts of this Agreement are complementary, describe, and provide for the completion of the work specified herein. This standard Agreement, including Exhibit A through D, makes up the entire Agreement between the parties. No document or communication passing between the parties hereto shall be deemed a part of this Agreement unless expressly identified as being a part of it.
- 6) Responsibilities of Program Project Coordinator
 - a) The Commission’s Program Project Coordinator and the Contractor Project Coordinator shall be the day-to-day representatives for the administration of this Agreement. Except as otherwise expressly provided, all communications relative to this Agreement shall be given to each Parties’ Project Coordinator. Either party shall have the right to change its Project Coordinator upon written notice to the other party.
 - b) The Project Coordinators shall agree on the work to be performed for all phases of this project prior to implementation of the project. The work shall not exceed the amount stated in Paragraph 3 of the Standard Agreement, form STD 213.
 - c) The Project Coordinator during the term of this Agreement will be:
 - i) Commission **Project Coordinator**
 - (1) Name
 - (2) Title
 - (3) 1700 Pacific Coast Highway – Huntington Beach, CA, 92648
 - (4) Phone
 - (5) Email
 - ii) Contractor **Project Coordinator**
 - (1) Name
 - (2) Position
 - (3) Address
 - (4) Phone
 - (5) Email
 - (6) Web address
- 7) Administrative Representatives during the term of this Agreement shall be:
 - a) Commission **Contract Analyst**
 - i) Kevin Beard
 - ii) Contract Analyst & Buyer

- iii) 100 Howe Avenue #100S – Sacramento, CA 95825
- iv) 916-574-1882
- v) Kevin.Bead@slc.ca.gov
- vi) www.slc.ca.gov
- b) Contractor **Contracting** Contact
 - i) Name
 - ii) Position
 - iii) Address
 - iv) Phone
 - v) <mailto:Email>
- c) Commission **Accounting** Contact
 - i) Accounts Payable
 - ii) 100 Howe Avenue #100S – Sacramento, CA 95825
 - iii) 916-574-1900
 - iv) CSLC.AccountsPayable@slc.ca.gov
 - v) www.slc.ca.gov
- d) Contractor **Accounting** Contact
 - i) Accounts Payable
 - ii) Address
 - iii) Phone
 - iv) Email
 - v) Web Address