

Request for Proposals (RFP)

Maintenance Services – Florin Road Partnership

Contract Length: April 1, 2026 – December 31, 2026

The Florin Road Partnership is seeking proposals from qualified maintenance providers for district-wide cleaning, beautification, and maintenance services.

Service Options: The Florin Road Partnership is selecting from three maintenance levels. **Please select one below and explain why you believe the district needs that specific coverage.**

- Option 1 - 80 Hours Per Week (2 Day Porters 5 Days a Week)
- Option 2 - 64 Hours Per Week (1 Day Porter 5 Days a Week & Extra Porter Certain Days)
- Option 3 - 40 Hours Per Week (1 Day Porter 5 Days a Week)

Scope of Services

- Day porter services, including:
 - o Litter and trash removal from sidewalks, curbs, gutters, and public areas
 - o Bulk item removal (furniture, mattresses, appliances)
 - o Hazardous waste removal (feces, paint, tires, needles, biohazards)
 - o Graffiti abatement on public property and approved private property
 - o Removal of illegal posters, flyers, and advertisements
 - o Shopping cart removal
- Branded Maintenance Vehicle
- Equipment, including PPE, Graffiti removal supplies, and GPS tracking capability
- Daily Activity log with before and after photos capability
- Monthly service report with KPI tracking
- Coverage area: Entire PBID as outlined in the provided district map (See Page 2)

Proposal Requirements

Please include the following in your proposal:

- Company background and experience
- Proof of required licenses and insurance (See Page 3)
- Staffing plan and supervision structure
- Detailed itemized cost proposal (General Service, Overtime, Holiday, Any Other Costs)
- Two references from comparable contracts, preferably one from each category:
 - o One (1) Community Group (Ex. HOA, PBID, Special District)
 - o One (1) Stakeholder of contractors choosing (Ex. Past/Current Contracts)

Selection Criteria

Proposals will be evaluated based on:

- Relevant experience and expertise with Property Business Improvement Districts
- Pricing
- Understanding of the scope and local district needs
- Staffing, average turnover rate, and availability
- Performance of similar contractors

Submission

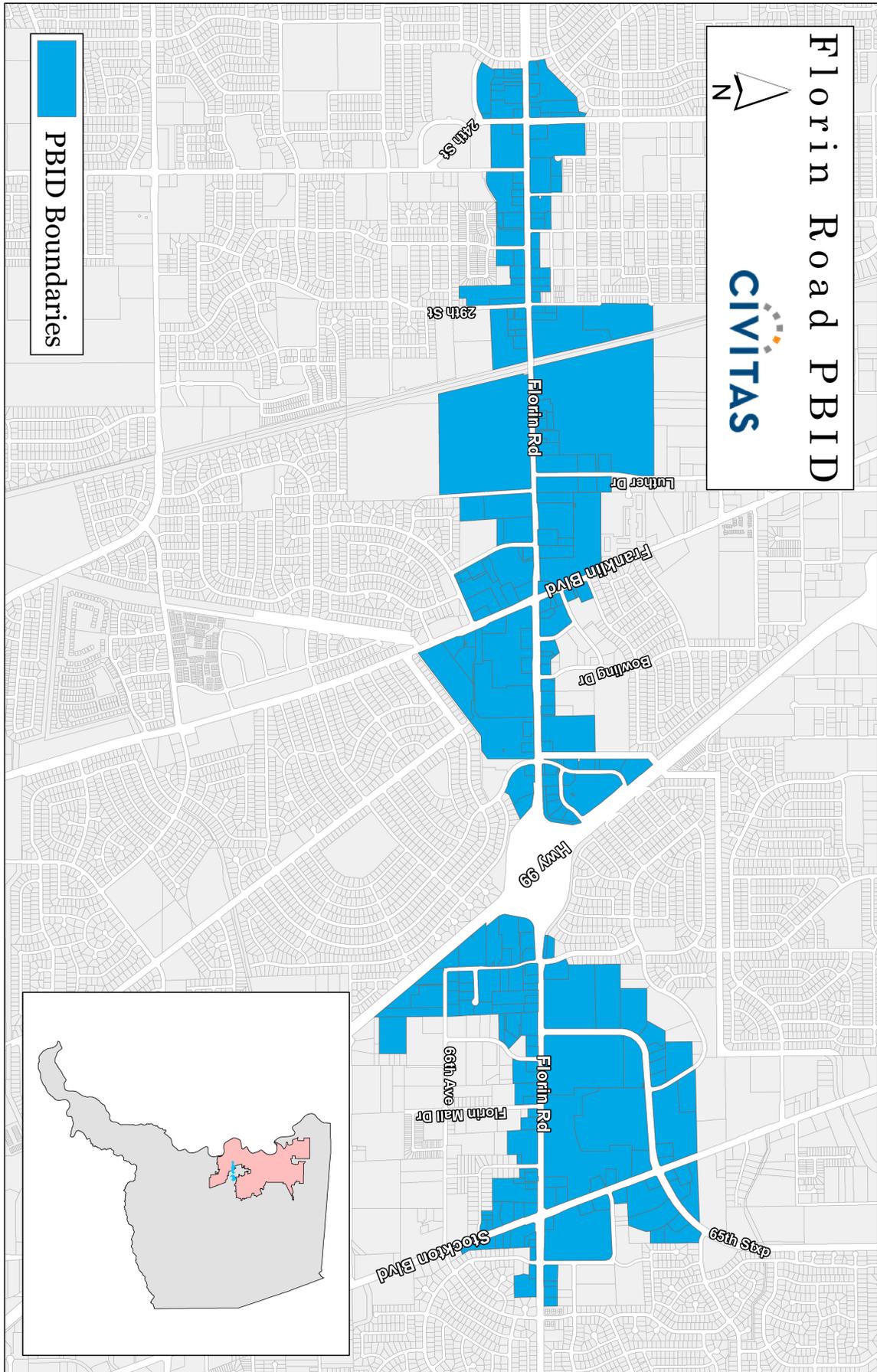
Send proposals by March 9th, 2026 to:

Dion Dwyer

Florin Road Partnership

info@florinroad.com

Maintenance RFP: PBID Boundaries



Maintenance RFP: License & Insurance

To ensure compliance with California law and to protect the district's interests, all maintenance firms must meet the following minimum insurance and licensing requirements. Proof of valid coverage and current licensure must be provided before services begin and maintained throughout the contract term.

License Requirements

1. Company Licenses

- City of Sacramento Business License
- Sacramento County General Business License
- All must remain active and valid throughout the contract

Insurance Requirements

1. Commercial General Liability Insurance

- Minimum: \$1,000,000 per occurrence and \$2,000,000 aggregate
- Coverage must include: Premises/Operations, Products/Completed Operations, Contractual Liability, and Personal & Advertising Injury
- Must be primary and non-contributory

2. Commercial Automobile Liability Insurance

- Minimum: \$1,000,000 Combined Single Limit per accident
- Coverage must include: owned, non-owned, and hired vehicles (5 years or newer)

3. Workers' Compensation Insurance

- Statutory coverage as required by the State of California
- Includes Employer's Liability coverage of \$1,000,000 per accident or disease
- Waiver of Subrogation in favor of the district must be included

4. Umbrella/Excess Liability Insurance

- Umbrella and Excess Coverage must be a minimum \$2,000,000 per occurrence or aggregate and follow form over General Liability, Auto Liability, and Employer's Liability

5. Additional Insurance Requirements

- Florin Road Partnership, its board, officers, employees, and agents must be named as **Additional Insureds** on General and Auto Liability
- Policies must be primary and non-contributory
- Policies must include a **Waiver of Subrogation** in favor of the district
- **30 days' notice of cancellation** (10 days for non-payment) must be provided
- Certificates and endorsements must be provided **prior to contract start**

Maintenance RFP –Timeline

February 19th - Board Meeting

Approval of RFP and confirmation of the Proposal Review Committee and Members

February 20th - RFP Opening

Proposal Open

March 9th - RFP Closed

Proposal closes March 9th, end of day

March 10th - March 20th - RFP Applications Review

RFP will be reviewed by an Ad Hoc committee and approved at our board meeting

March 23rd - RFP Applicant Notified

The applicant who was approved by the board will be notified of the following steps