

CONTRACT FOR SERVICES

THIS AGREEMENT ("Agreement") is made and entered into this _____ day of _____, _____, by and between the CITY OF MANTECA, a municipal corporation of the State of California (hereinafter referred to as "CITY"), and

Manteca Property Services
Consultant

P.O. Box 443	Manteca	CA	95336
MAILING ADDRESS	CITY	STATE	ZIP

CONSULTANT'S STATE LICENSE CLASSIFICATION & NUMBER (if required) hereinafter referred to as "Consultant".

WITNESSETH:

A. WHEREAS, CITY desires to enter into this Agreement for services for Citywide clean-up services and homeless encampment support as described in Exhibit A - Scope of Work.

B. WHEREAS, CITY desires to retain CONSULTANT to provide these services by reason of its qualifications, applicable license(s), and experience for performing such services, and CONSULTANT has offered to provide the required services on the terms and in the manner set forth herein.

NOW, THEREFORE, in consideration of their mutual covenants, the parties hereto agree as follows:

AGREEMENT

1. SCOPE OF SERVICES:

A. Consultant shall do all work, attend all meetings, produce all reports and carry out all activities necessary to completion of the services described in **Exhibit "A"**. This Contract and its exhibits shall be known as the "Contract Documents." Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control. If any portion of the Contract Documents shall be in conflict with any other portion, provisions contained in the Contract shall govern over conflicting provisions contained in the exhibits to the Contract. To eliminate doubt, in the case of conflict

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between Consultant's proposal or Consultant's attachments and the City's Contract and attachments, the City's Contract and attachments shall take precedence over Consultant's proposal and attachments.

B. Consultant enters into this Contract as an independent contractor and not as an employee of the City. The Consultant shall have no power or authority by this Contract to bind the City in any respect. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Consultant are employees, agents, contractors or subcontractors of the Consultant and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against Consultant by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Contract.

C. The Consultant agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

2. TERM OF CONTRACT

A. The services of Consultant are to commence on March 1, 2026 and shall be completed and this Contract terminated on Thursday, December 31, 2026, unless otherwise extended in writing by the mutual agreement of both parties.

B. The City Manager or his or her designee may, by written instrument signed by the Parties, extend the duration of this Contract in the manner provided in Section 5, provided that the extension does not require the payment of compensation in excess of the maximum compensation set forth in Section 3, Compensation.

3. COMPENSATION:

A. The Consultant shall be paid in accordance to the attached Payment Schedule in **Exhibit "C"**. Consultant charges separately for certain costs incurred in the representation, as well as for any disbursements to third parties made on City's behalf. Such costs and disbursements include, for example, the following: mileage (at the IRS rate in effect at the time the travel occurs), overnight delivery and messenger services. Consultant shall be reimbursed for expenses related to travel, for example (flights, hotels, meals). However, Consultant shall not make travel arrangements or incur costs on behalf of City without prior written authorization to incur said expenses and in no event shall total compensation under this Contract exceed One Hundred Fifty Seven Thousand One Hundred Dollars and Zero Cents (\$157,100.00) without City's prior written approval.

B. Said amount shall be paid upon submittal of monthly billings showing completion of the tasks that month. Consultant shall furnish City with invoices for all expenses as well as for all materials authorized by this Contract. The invoices shall be submitted with the monthly billings.

C. If the work is halted at the request of the City, compensation shall be based upon the proportion that the work performed bears to the total work required by this Contract, subject to Section 4.

4. TERMINATION:

A. This Contract may be terminated by either party, provided that the other party is given not less than thirty (30) calendar days' written notice (delivered by registered mail) of intent to terminate.

B. The City may temporarily suspend this Contract, at no additional cost to City, provided that the Consultant is given written notice (delivered by certified mail, return receipt requested) of temporary suspension. If City gives such notice of temporary suspension, Consultant shall immediately suspend its activities under this Contract.

C. Notwithstanding any provisions of this Contract, Consultant shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract by Consultant, and the City may withhold any payments due to Consultant until such time as the exact amount of damages, if any, due the City from Consultant is determined.

D. In the event of termination, the Consultant shall be compensated as provided for in this Contract, except as provided in Section 4C. Upon termination, the City shall be entitled to all work, including but not limited to, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date in accordance with Section 7 hereof.

5. AMENDMENTS, CHANGES OR MODIFICATIONS:

Amendments, changes or modifications in the terms of this Contract may be made at any time by mutual written agreement between the parties hereto and shall be signed by the persons authorized to bind the parties hereto.

6. EXTENSIONS OF TIME:

Consultant may, for good cause, request extensions of time to perform the services required hereunder. Such extensions shall be authorized in advance by the City in writing and shall be incorporated in written amendments to this Contract in the manner provided in Section 5.

7. PROPERTY OF CITY:

A. It is mutually agreed that all materials prepared by the Consultant under this Contract shall become the property of the City, and the Consultant shall have no property right therein whatsoever. Immediately upon termination, the City shall be entitled to, and the Consultant shall deliver to the City, all data, drawings, specifications, reports, estimates, summaries and other such materials as may have been prepared or accumulated to date by the Consultant in performing this Contract which is not Consultant's privileged information, as defined by law, or Consultant's personnel information, along with all other property belonging exclusively to the City which is in the Consultant's possession.

B. Additionally, it is agreed that the parties intend this to be a contract for services and each considers the products and results of the services to be rendered by Consultant hereunder (the "Work") to be a work made for hire. Consultant acknowledges and agrees that the Work (and all rights therein, including, without limitation, copyright) belongs to and shall be the sole and exclusive property of the City.

8. COMPLIANCE WITH ALL LAWS:

A. Consultant shall comply with all applicable laws, ordinances, and codes of federal, State and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract. It shall be City's responsibility to obtain all rights of way and easements to enable Consultant to perform its services hereunder. Consultant shall assist City in providing the same.

B. Consultant warrants to the City that it is licensed by all applicable governmental bodies to perform this Contract and will remain so licensed throughout the progress of the Work, and that it has, and will have, throughout the progress of the Work, the necessary experience, skill and financial resources to enable it to perform this Contract.

9. WARRANTIES AND RESPONSIBILITIES - CONSULTANT:

A. Consultant agrees and represents that it is qualified to properly provide the services set forth in **Exhibit "A"** in a manner which is consistent with the generally accepted standards of Consultant's profession.

B. Consultant agrees and represents that the work performed under this Contract shall be in accordance with applicable federal, State and local law in accordance with Section 17A hereof.

C. Consultant shall designate a project manager who at all times shall represent the Consultant before the City on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he or she is removed at the request of the City, is no longer employed by Consultant, or is replaced with the written approval of the City, which approval shall not be unreasonably withheld.

D. Consultant shall provide corrective services without charge to the City for services which fail to meet the above professional and legal standards and which are reported to Consultant in writing within sixty (60) days of discovery. Should Consultant fail or refuse to perform promptly its obligations, the City may render or undertake performance thereof and the Consultant shall be liable for any expenses thereby incurred.

10. SUBCONTRACTING:

None of the services covered by this Contract shall be subcontracted without the prior written consent of the City, which will not be unreasonably withheld. Consultant shall be as fully responsible to the City for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, as it is for the negligent acts and omissions of persons directly employed by Consultant.

11. ASSIGNABILITY:

Consultant shall not assign or transfer any interest in this Contract whether by assignment or novation, without the prior written consent of the City which will not be unreasonably withheld. However, claims for money due or to become due Consultant from the City under this Contract may be assigned to a financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the City.

12. INTEREST IN CONTRACT:

Consultant covenants that neither it, nor any of its employees, agents, contractors, subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder. Consultant shall make all disclosures required by the City's conflict of interest code in accordance with the category designated by the City, unless the City Manager determines in writing that Consultant's duties are more limited in scope than is warranted by the category designated by the City code and that a narrower disclosure category should apply. Consultant also agrees to make disclosure in compliance with the City conflict of interest code if, at any time after the execution of this Contract, City determines and notifies Consultant in writing that Consultant's duties under this Contract warrant greater disclosure by Consultant than was originally contemplated. Consultant shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the City.

13. MATERIALS CONFIDENTIAL:

All of the materials prepared or assembled by Consultant pursuant to performance of this Contract are confidential and Consultant agrees that they shall not be made available to any individual or organization without the prior written approval of the City, except by court order.

14. LIABILITY OF CONSULTANT-NEGLIGENCE:

Consultant shall be responsible for performing the work under this Contract in a manner which is consistent with the generally-accepted standards of the Consultant's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. The City shall have no right of control over the manner in which the work is to be done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to Consultant or its employees, agents, contractors or subcontractors.

15. INDEMNITY AND LITIGATION COSTS:

To the fullest extent permitted by law, Consultant shall indemnify, defend, and hold harmless the City, its officers, officials, agents, and employees against all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees, arising from Consultant's negligent acts or negligent failure to act, errors, omissions or willful misconduct incident to the performance of this Contract except such loss or damage caused solely by the active negligence, sole negligence, or willful misconduct of the City. The provisions of this paragraph shall survive termination or suspension of this Contract.

16. CONSULTANT TO PROVIDE INSURANCE:

A. Consultant shall not commence any work before obtaining, and shall maintain in force at all times during the duration and performance of this Contract, the policies of insurance specified in this Section. Such insurance must have the approval of the City as to limit, form, and amount, and shall be placed with insurers with a current A.M. Best's rating of no less than A VII (an NR rating is acceptable for Worker's Compensation insurance written with the State Compensation Insurance Fund of California).

B. Prior to execution of this Contract and prior to commencement of any work, the Consultant shall furnish the City with certificates of insurance and copies of endorsements providing evidence of coverage for all policies required by the Contract. The Consultant and its contractors and subcontractors shall, at their expense, maintain in effect at all times during the performance of work under the Contract not less than the following coverage and limits of insurance, which shall be maintained with insurers and under forms of policy satisfactory to the City. The maintenance by Consultant and its contractors and subcontractors of the following coverage and limits of insurance is a material element of this Contract. The failure of Consultant or of any of its contractors or subcontractors to maintain or renew coverage or to provide evidence of renewal may be treated by the City as a material breach of this Contract. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant.

1. Commercial General Liability Insurance.

a. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than two million dollars (\$2,000,000) per occurrence and four million dollars (\$4,000,000) minimum limit for general aggregate for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Consultant's general liability policies shall be primary and shall not seek contribution from the City's coverage, and be endorsed using Insurance Services Office form CG 20 10 (or equivalent) to provide that City and its officers, officials, employees, and agents shall be additional insureds under such policies. For construction projects, an endorsement providing completed operations coverage for the additional insured, ISO form CG 20 37 (or equivalent), is also required.

b. Any failure to comply with reporting provisions of the policies by Consultant shall not affect coverage provided the City.

c. Coverage shall state that Consultant insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

d. Coverage shall contain a waiver of subrogation in favor of the City.

2. *Automobile Liability.* If the vehicles are brought onto city facilities, covering any auto, or of Contractor has no owned autos, hired, and non-owned autos, the Contractor shall maintain automobile liability with limits no less than one million dollars (\$1,000,000) minimum limit per accident for bodily injury and property damage.

3. *Workers' Compensation and Employers' Liability.* Consultant shall maintain Workers' Compensation Insurance and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). Consultant shall submit to City, along with the certificate of insurance, a waiver of subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

4. *Professional Liability.* Consultant shall maintain professional liability insurance that insures against professional errors and omissions that may be made in performing the Services to be rendered in connection with this Agreement, in the minimum amount of two million dollars (\$2,000,000) per claim and in the aggregate. Any policy inception

date, continuity date, or retroactive date must be before the effective date of this agreement, and Contractor agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

5. All Coverages.

a. Each insurance policy required by this Agreement shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in limits except after thirty (30) days' prior written notice has been given to the City, except that ten (10) days' prior written notice shall apply in the event of cancellation for nonpayment of premium.

b. All self-insurance, self-insured retentions, and deductibles must be declared and approved by the City.

c. Evidence of Insurance - Prior to commencement of work, the Consultant shall furnish the City with certificates, additional insured endorsements, and waivers of subrogation evidencing compliance with the insurance requirements above. The Consultant must agree to provide complete, certified copies of all required insurance policies if requested by the City.

d. Acceptability of Insurers - Insurance shall be placed with insurers admitted in the State of California and with an A.M. Best rating of A- VII or higher.

e. Subcontractors and Consultants - A category of risk and the applicable insurance requirements will be determined on a "per subcontractor" or "per consultant" basis, considering the particular work to be done by the subcontractor or consultant and the interrelationship of that work to other work being conducted by the Consultant.

6. No other provision of this Agreement or any attachment thereto shall reduce the insurance or indemnity obligations imposed under this Section.

C. In addition to any other remedy the City may have, if Consultant fails to maintain the insurance coverage as required in this Section, the City may obtain such insurance coverage as is not being maintained, in form and amount substantially the same as is required herein, and the City may deduct the cost of such insurance from any amounts due or which may become due Consultant under this Contract.

D. No policy required by this Contract shall be suspended, cancelled, terminated by either party, or reduced in coverage or in limits unless Consultant has provided thirty (30) days prior written notice by certified mail, return receipt requested, to the City.

E. Any deductibles or self-insured retentions in excess of \$10,000 must be declared to, and approved by, the City.

F. The requirement as to types, limits, and the City's approval of insurance coverage to be maintained by Consultant are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by Consultant under the Contract.

17. MISCELLANEOUS PROVISIONS:

A. Compliance with Laws. Consultant shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work.

B. Unlawful Acts. Consultant shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship, or sexual orientation.

C. Record Retention. Consultant shall maintain and make available for inspection by the City and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Contract are made to the Consultant.

D. Notice. All notices that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses:

City:

Vielka Guarascio
Homeless & Housing Services Manager
City of Manteca
1001 W. Center St.
Manteca, CA 95337

Consultant:

Monica Wolfe
Owner
Manteca Property Services
P.O. Box 443
Manteca, CA 95336
(209) 390-6879
mantecapropertyservices@gmail.com

E. Governing Law and Venue. This Contract shall be interpreted and governed by the laws of the State of California, and any legal action relating to this Contract shall take place in the Superior Court, County of San Joaquin.

F. Waiver. Waiver of any breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach or default of the same or any other provision under this Contract.

G. Severability. If any provision of this Contract is held to be invalid, illegal or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Contract shall continue in full force and effect.

H. Mediation. In the event of any controversy or claim arising out of or relating to this Agreement or the Services provided by Consultant (each referred to as a "Dispute" and all collectively referred to as the "Disputes"), the Parties shall try to resolve all Disputes through good faith, direct discussions involving the representatives of each Party who possess the necessary authority to resolve such Dispute. If direct discussions are unsuccessful in resolving

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a Dispute, the Parties shall endeavor to resolve the matter by mediation through and administered by JAMS or its successor in interest. JAMS shall provide the parties with the name of five () qualified mediators. Each party shall the option to strike two of the five mediators selected by JAMS, and thereafter the mediator remaining shall hear the dispute. If the dispute remains unresolved after mediation, either party may commence litigation.

I. Costs and Attorney' Fees. If either party commences any legal action against the other party arising out of this Agreement or the performance thereof, the prevailing party in such action may recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.

J. Entire Agreement. This Contract constitutes the entire agreement between the parties relative to the services specified herein and no modification hereof shall be effective unless and until such modification is evidenced by a writing signed by both parties to this Contract. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing.

K. Execution. This Contract may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy has been signed by both parties.

L. Authority to Enter Agreement Consultant warrants that it has all requisite power and authority to conduct its business and to execute, deliver, and perform this Contract. Each party warrants to the other that the signature to this Contract have the legal power, right, and authority to enter into this Contract and to bind each party.

CITY OF MANTECA

By: _____
Toni Lundgren, City Manager

ATTEST:

By: _____
Cassandra Candini-Tilton, City Clerk

APPROVED AS TO FORM:

By: _____
Riana Daniel, Interim City Attorney

CONSULTANT

By:  _____
Title: Owner

EXHIBIT A

Scope of Work/Consultant Proposal

MANTECA PROPERTY SERVICES
P O Box 443
MANTECA CA 95336
BUSINESS LICENSE: 301177
PHONE/TEXT: 209-390-6879
EMAIL: MANTECAPROPERTYSERVICES@GMAIL.COM

February 10, 2026

Via electronic mail: vguarascio@manteca.gov

City of Manteca
City Manager's Office
Homeless & Housing Division
Attn: Vielka E Guarascio, Homeless & Housing Services Manager
1001 W Center Street
Manteca CA 95337

CITY-WIDE CLEAN-UP SERVICES AND HOMELESS ENCAMPMENT SUPPORT PROPOSAL

Manteca Property Services would like to submit this proposal for city-wide clean-up services and homeless encampment support. Services will be provided to support the City of Manteca and Manteca Police Department in maintaining public health, safety, and cleanliness for the ten-month period beginning on or about March 1, 2026 and ending December 31, 2026.

Professional clean-up and support services, shall include, but are not limited to the following:

Staff at 40 hours per week - maximum of eight hours per day, generally Monday through Friday between the hours of 7:00 am and 5:00 pm, excluding City holidays, subject to adjustment at the request of City of Manteca

Support and participate in special enforcement operations, coordinated with the Manteca Police Department, once or twice per month

Homeless encampment clean-up and support services, which may include removal of large items, shopping carts, biohazardous materials, garbage, debris, temporary shelters, and other materials associated with encampment activity

Illegal dumping clean-up and support services, which may include removal of furniture, appliances, tires, construction debris, automobile parts, bicycles, mattresses, box springs, and general refuse

ATTACHMENT 1

Support services may include assembly, dismantling, staging, removal, relocation, or transportation of materials or temporary structures, as directed by the City
Sites may include, but are not limited to areas under bridges, open or vegetated areas, alleyways, abandoned structures, and other public or private properties

Legal disposal of all materials

Notify Manteca Police Department of any weapons or hazardous items discovered

Services will be provided timely, efficiently, courteously, and professionally

Maintain log of clean-up locations

Provide regular photographic documentation

Provide photograph and log each mattress collected to ensure compliance with Mattress Recycling Council requirements

Coordination with City Public Works/Solid Waste Division

Miscellaneous supplies, tools, and equipment related to safe performance of the services outlined, including, but not limited to, garbage bags, gloves, rakes, shovels, safety equipment such as sharps containers, masks, and long reach grabbers, reflective vests, etc.

Insurance – General Liability, Workers’ Compensation, and Commercial Auto including limits and endorsements as outlined by City of Manteca insurance requirements

No subcontractors will be engaged for the performance of this contract

Once notified, Manteca Property Services is prepared to begin work within 72 hours.

Additionally, we acknowledge receipt of Addendum to Request for Proposals.

We thank you for this opportunity and appreciate your consideration.

Best regards,

Monica Wolfe
Owner

Attached Statement of Qualifications, References, Cost Proposal/Pricing Form

Statement of Qualifications

Proposed project personnel include Robert Wolfe, as supervisor, and Christopher Sandoval as driver/laborer.

Robert Wolfe has more than 25 years of experience in various building, moving, maintenance, and clean-up positions. He has been project lead for Manteca Property Services since our inception in 2021. Prior to being our project lead, Robert had a lead position for five years with a local junk removal and yard clean-up company. Additionally, Robert worked for NCCR in Stockton CA, which contracted with Cal-Trans to clean-up large homeless encampments along Highway 99 and Interstate 5 in Stockton. Robert's previous positions included working for moving companies, construction companies, and janitorial companies.

Christopher Sandoval has been with Manteca Property Services since early 2023, helping with junk removal, house clean-outs, and yard clean-ups. Christopher is a fast learner, a very hard worker, and takes pride in his work.

Manteca Property Services has enjoyed providing city-wide clean-up services, homeless encampment support, and Cal-Trans clean-up services for the City of Manteca since June 2023.

We currently hold a contract with Downtown Manteca Improvement Association providing cleaning and maintenance services within the boundaries of the Downtown Manteca Improvement Association.

Other large projects include a Turlock property with three houses, a barn/shop with attic, and several acres of foliage – all houses needed to be cleared-out and foliage completely trimmed back, which revealed a large boat the family was unaware of. A San Leandro property with a large house and yard needing to be totally cleared-out. In Manteca a large property with two houses, a trailer, and an out building and the entire parcel had debris and garbage all over. We have also cleaned out several homes that were hoarder situations.

During our prior contract with the City, we feel we have had a track record continually striving to improve our services and communication with the departments we work with. We are flexible and available for special projects or requests that fall within the scope of our contract, we have been able to accommodate the various reports the City has added to our monthly reporting, and we have been open to any constructive criticism from City and made necessary improvements.

We are thankful for the partnership we have had with the City of Manteca over the past two and a half years and we hope you will consider continuing our partnership. Our family history goes back generations in Manteca and we have been proud to be a part of a project that enhances the attractiveness of our home community.

References

Michael Kelly
Police Officer
209-595-6893
mkelly@manteca.gov
City of Manteca
Manteca Police Department
1001 W Center Street
Manteca CA 95337

Ezequiel Diaz
Police Officer
209-647-9435
ediaz@manteca.gov
City of Manteca
Manteca Police Department
1001 W Center Street
Manteca CA 95337

Brandy Clark
Recreation and Community Services Manager
209-456-8600
bclark@manteca.gov
City of Manteca
Recreation and Community Services
295 Cherry Lane
Manteca CA 95337

Charles Paz
President
209-607-7766
pres@downtownmanteca.com
Downtown Manteca Improvement Association
123 W Yosemite Avenue
Manteca CA 95336

Jose Nuno
209-730-6866
jose@josenunoconsulting.com
Jose Nuno Consulting
125 Lathrop Road, #126
Manteca CA 95336



REQUEST FOR PROPOSALS

CITYWIDE CLEAN-UP SERVICES AND HOMELESS ENCAMPMENT SUPPORT

For The
City of Manteca

February 2, 2026

Due Date: February 12, 2026

1. INTRODUCTION

The City of Manteca (“City”), through its City Manager’s Office – Homeless & Housing Division, is soliciting proposals from qualified contractors to provide Citywide Clean-Up Services and Homeless Encampment Support. Services will be provided on an as-needed basis and will support the City of Manteca and the Manteca Police Department in maintaining public health, safety, and cleanliness.

2. SCOPE OF WORK / WORK DESCRIPTION

Services shall generally be performed Monday through Friday between the hours of 7:00 a.m. and 5:00 p.m., excluding City holidays. The contractor shall also be expected to support and participate in special enforcement operations, including occasional weekend enforcement activities, coordinated with the Manteca Police Department, which may occur once or twice per month.

The contractor shall provide clean-up and support services, which may include, but are not limited to, the following:

A. General Specifications

1. Provide homeless encampment clean-up and support services as directed by the City, including the removal of large items, shopping carts, illegally dumped materials, biohazardous materials, and encampment-related waste.
2. Encampment sites may contain hazardous and biohazardous materials, including garbage, debris, temporary shelters, and other materials associated with encampment activity.
3. Illegal dumping sites may include furniture, appliances, tires, construction debris, automobile parts, bicycles, mattresses, box springs, and general refuse.
4. Support services may include the assembly, dismantling, staging, removal, relocation, and transportation of materials or temporary structures, as directed by the City.
5. Sites may include, but are not limited to, areas under bridges, open or vegetated areas, Alleyway, abandoned structures, and other public or private properties. The City will provide access authorization; however, the contractor shall be responsible for coordinating any required permits.
6. Sites will be cleared of individuals by the Manteca Police Department prior to contractor access.
7. Upon request, the contractor shall provide documentation of employee hours, equipment usage, subcontractor costs, material costs, and disposal fees.
8. A valid City of Manteca Business License is required prior to commencement of work.

B. Duties and Responsibilities

1. Perform site surveys, debris collection, dismantling of temporary structures, trash removal, and removal of human waste.
2. Dispose of all waste at facilities permitted to accept such materials.
3. Supply all labor, equipment, tools, protective clothing, and materials necessary to safely perform the work.
4. Coordinate with the City on a site-by-site basis. Each work order will identify the site location, start date, estimated duration, staging areas, traffic control requirements (if applicable), and the designated City point of contact.
5. Immediately notify the Manteca Police Department if weapons or hazardous items are discovered.
6. Perform all services in a timely, efficient, courteous, and professional manner.
7. Handle and dispose of all solid waste, debris, and related materials in accordance with all applicable local, state, and federal laws and regulations.

C. Documentation and Coordination Requirements

- Maintain a log of all cleanup locations, including dates and scope of work.
- Take photographic documentation, specifically for large items such as tires and mattresses.
- The contractor shall photograph each mattress collected and removed to ensure compliance with Mattress Recycling Council requirements.
- Coordinate disposal activities with the City of Manteca Public Works – Solid Waste Division.
- All debris shall be delivered to the City’s Solid Waste yard and placed in the appropriate designated dumpsters.

3. CONTRACT TERM AND AGREEMENT

The selected contractor will be required to enter into the City’s standard Professional Services Agreement. Services are anticipated to commence on or about March 1, 2026, subject to contract execution, and continue through the end of the calendar year, with an option for up to two (2) additional two-year extensions at the City’s sole discretion.

4. PROPOSAL SUBMISSION REQUIREMENTS

The City reserves the right to waive informalities and to reject any or all proposals at its sole discretion. Contractors are encouraged to keep proposals concise and relevant.

A. Work Proposal

The Work Proposal shall include:

A. Cover Letter

1. Name, address, and phone number of the contractor’s primary contact.
2. Any qualifying statements regarding the proposal, RFP, or contract terms.
3. Identification of subcontractors and their respective responsibilities.
4. Statement committing to a 72-hour response time following City notification.

B. Statement of Qualifications

1. List of proposed project personnel, including resumes and relevant experience.
2. Contractor and subcontractor experience with similar work, including references with current contact information.

B. Cost Proposal

The Cost Proposal shall be submitted on the City’s provided form and include:

1. Personnel and equipment hourly rates.
2. Transportation rate for hauling debris.
3. Disposal rate per tonnage.
4. Night operations rate (per occurrence).

5. SELECTION PROCESS

Work Proposals will be reviewed by the City’s Consultant Selection Committee. Proposals will be evaluated based on experience with similar work, qualifications, responsiveness, and overall best value to the City.

Cost Proposals are subject to negotiation. The City may enter into negotiations with the top-ranked contractor. The successful contractor will be selected based on qualifications, cost, and ability to meet the City’s needs. The successful contractor will be expected to enter into the attached Professional Services Agreement subsequent to City Council approval.

6. RFP SCHEDULE (TENTATIVE)

- RFP Release: **February 2, 2026**
- Proposal Submission Deadline: **February 12, 2026 – 5:00 p.m.**
- Commencement of Services (on or about): **March 1, 2026**

7. SUBMISSION INFORMATION

Proposals must be submitted electronically no later than **Thursday, February 12, 2026, at 5:00 p.m.**

City of Manteca
City Manager's Office
Homeless & Housing Division
Attn: Vielka Guarascio
1001 W. Center Street
Manteca, CA 95337
Email: vguarascio@manteca.gov

8. GENERAL ADMINISTRATIVE INFORMATION

Each respondent understands and agrees that the City, its departments, their officers, employees, or agents are not responsible for:

- a. Any costs incurred by a respondent in the preparation, delivery, or presentation of a proposal.
- b. Any costs incurred by a respondent in meeting the criteria to submit a proposal or subsequently in entering into a formal agreement with the City.
- c. Any errors, inaccuracies or misstatements related to the information or data supplied to any consultant by the City. The use of such information or data provided by the City, its officers, employees, or agents is intended to be used at the sole discretion and risk of the firm in the preparation of a proposal pursuant to this RFP only.

All proposals submitted in response to this RFP shall become the property of the City and will not be returned and such proposals, after the Agreement is awarded, are subject to the California Public Records Act.

Acceptance/Rejection Modification

The City reserves the right to accept, reject, modify, or cancel in whole or in part, this RFP. The City reserves the right to accept or reject all proposals, negotiate modifications to proposals that it deems acceptable, to request and consider additional information from any proposer and to waive minor irregularities and technical defects in this proposal process. The City reserves the right to seek new proposals when it determines that it is in the best interest of the City to do so.

Authority to Withdraw

The City reserves the right to withdraw this RFP without prior notice. The City makes no representation that any agreement will be awarded to any contractor as a result of having responded to this request. All proposals submitted in response to this RFP will become the property of the City and will not be returned.

Exhibits

Exhibit A: City's Contract for Services

EXHIBIT B

CERTIFICATE OF COMPLIANCE WITH LABOR CODE § 3700
[Labor Code § 1861]

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

CONSULTANTS

By:  _____
Owner

EXHIBIT C

Payment Schedule

ATTACHMENT 1

Cost Proposal

For monthly professional services for city-wide clean-up services and homeless encampment support for the ten-month period beginning on or about March 1, 2026 through December 31, 2026, we propose a cost of \$141,250, billed monthly at \$14,125 per month.

Expense	City of Manteca	MPS	Total Expense
Gross payroll, 40 hours per week	\$ 44,000		\$ 44,000
Employer payroll taxes	4,500		4,500
Workers' Comp insurance	8,800		8,800
Vehicle – fuel, maintenance, repairs including on call mechanic to prevent any down time/days	20,000		20,000
Commercial auto insurance	21,000	4,000	25,000
Equipment & materials – bags, gloves, grabbers, Naloxone, hand tools	3,000		3,000
Administrative costs	26,050		26,050
Office equipment (computer/printer), supplies (paper, ink, etc.), software	4,600		4,600
Uniforms – t-shirts, hats, sweatshirts, jackets, boots	600		600
General liability insurance	4,500	500	5,000
Miscellaneous – unforeseen increases in expenses and emergency expenses	4,200		4,200
Total	\$ 141,250	\$ 4,500	\$ 145,750

ATTACHMENT 1

Cost Proposal - continued

For night operations we propose a cost of \$1,585 per occurrence.

Expense	City of Manteca	MPS	Total Expense
Gross payroll, two staff - \$60 hourly per staff for eight hours each	\$ 960		\$ 600
Employer payroll taxes	50		50
Workers' Comp insurance	125		125
Vehicle	150		150
Materials & equipment	100		100
Administrative – including supervisor with additional vehicle on site	200		200
Total	\$ 1,585		\$ 1,585

Total budget \$157,100.