

**Little Tokyo Property and Business Improvement District
(Little Tokyo BID)
Los Angeles, CA**

**Request for Proposals
For Outdoor Sidewalk Cleaning and Maintenance of the District**

October 2025

A. SUMMARY:

The Little Tokyo Property-Based Business Improvement District in Los Angeles, CA (Little Tokyo BID) has been created to provide a clean, safe and inviting environment for Little Tokyo. The organization recently established a Property-Based BID for a 5-year term to begin in January 2026. The Little Tokyo BID is requesting proposals for the services of a Maintenance vendor for the entire BID (approximately 20 blocks). Cleaning for the District will include trash collection, litter pickup, sidewalk/gutter sweeping, graffiti removal, sticker/poster removal, weeding, and pressure washing.

The budget covers approximately 224 hours per week which includes a working supervisor and sweeper positions. In addition, the District will be pressure washed as needed with special attention to District hot spots (areas that are particularly vulnerable to tagging and other forms of vandalism). Maintenance Services are provided 7 days a week and will consist of 1 shift. The Little Tokyo BID reserves the right to vary the hours per week if budget necessitates. A pool of qualified staff must be available to augment the regular staff on an as needed basis. The services will be performed under the terms of an initial one-year contract with an option to extend for additional year(s) by mutual agreement. The contract between the chosen vendor and Little Tokyo BID will contain a section covering early termination provisions.

B. PROGRAM OBJECTIVES:

1. To provide a clean and inviting Little Tokyo BID 7 days a week that conveys to workers and residents that the District is cared about, tended to and is safe to move about in.
2. To have a visible presence of cleaning and maintenance staff who provide a clean Little Tokyo BID.
3. To provide a service, performed in an expert, professional manner, to the Little Tokyo BID area.

C. SCOPE OF WORK:

The scope of work requires the following:

1. Work will be performed within the Business Improvement District boundaries (Attachment A).
2. The work will be performed on the sidewalks, from the building line to approximately one foot from the street curb (which includes gutters).
3. Work is to be performed 7 days per week at 224 hours/week (Attachment B)
4. Trash collection from trash receptacles 7 days a week.
5. Cleaning includes but is not limited to:
 - a. sweeping sidewalks/gutters
 - b. pressure washing as needed
 - c. removing trash/weeds from tree wells
 - d. weed removal
 - e. paper sign, poster, sticker removal from public and private property
 - f. removal of graffiti from public and private property
6. A complete tour of the area, plus a return to "hot spots" must be made per shift.
7. All staff, pick-up truck, push carts, brooms, cleaning supplies (not including paint, graffiti solvent, paint brushes, and trash bags) must be provided by the contractor and be approved by the Little Tokyo BID.
8. Vendor will be responsible for maintenance and repairs of all provided equipment required to perform duties and must keep equipment in working order.
9. "On the job" supervisor must be provided by the Vendor on every shift. Supervisor must have a valid California driver's license. This supervisor will communicate daily conditions and issues directly to the Little Tokyo BID leadership or staff.
10. Vendor must provide a detailed training program.

D. BILLING AND RATES:

Please provide the following information along with the submittals below:

1. Description of staffing plan and per hour cost per employee. Please include both the wage for the employee and the billing rate per employee.
 - a. Please itemize what is included in the bill rate, the difference between the hourly and billing rate. (See attachment C for a form to use)
 - b. Please describe any increases in pay rate over the term of the proposed contract.
2. Describe in detail employee benefits package, type of coverage, vacation policy, sick day policy, personal day policy, and whether that is included in the billing rate.

3. The chosen Vendor will understand that approaching this contract as a typical office cleaning account would be insufficient and will undoubtedly undercut the Vendor's bid.
4. Provide a price for uniforms Little Tokyo BID (including shirts, pants, shorts, hats, rain gear).
5. Describe in detail the equipment you propose including a vehicle to assist with trash/bulky item pick-up and provide a price.
6. Describe the electronic data/reporting system you propose including equipment and provide a price.
7. Describe the communication equipment (two-way radios or similar equipment) you propose and provide a price.
8. It should be assumed that the Little Tokyo BID will provide office space, storage space, and a dumpster location for the Clean Team.

E. SUBMITTALS:

The proposal must contain the following items of information:

1. All of the items defined in Section D: "Billing and Rates"
2. Background and description of the firm. Please include local contact, office address, phone number and email.
3. Please describe ownership structure of the company.
4. A narrative description of the steps to insure a clean Downtown environment.
5. A description of the services that the firm will provide.
6. Description of training program.
7. A portfolio of similar works which include maintenance within an urban downtown environment, which contains at least three references for similar work.
8. Describe how you would go about finding a working supervisor/lead for stewardship of this project.
9. Describe your experience working with various city agencies in similar contracts.

10. Describe your chain of command and how it will be structured to meet adequate responsiveness to Little Tokyo BID management requests for information or assistance.
12. The Little Tokyo BID requires that the contractor carry the following insurance:
 - a) Workers' Compensation covering all persons employed by Company in the performance of Services, not less than required to satisfy all federal, state and local laws and requirements, whether now or hereafter existing; employer liability insurance with \$1,000,000 minimum limit each accident; \$1,000,000 policy limit; \$1,000,000 each employee.
 - b) Comprehensive General Liability including Broad Form Property Damage, Premises Operation Coverage, Products and Completed Operations, Contractual Liability, Independent Contractors Liability and Personal Injury. The aforementioned shall be written for a combined single limit of liability of not less than \$2,000,000 per occurrence, \$2,000,000 Personal Injury and \$2,000,000 General Aggregate.
 - c) Comprehensive Automobile Liability for Bodily Injury and Property Damage applying to owned, non-owned and hired automobiles for a combined single limit of \$2,000,000.
 - d) Umbrella Liability applying in excess of coverage B and C for a combined single limit of \$5,000,000 each occurrence and \$5,000,000 annual aggregate.
 - e) Little Tokyo BID and the City of Los Angeles will need to be named additional insured.

F. TERMS, CONDITIONS & LIMITATIONS:

This Request for Proposals is subject to the specific conditions, terms and limitations stated below:

1. The Proposals will be evaluated on completeness and accuracy in providing all of the information required.
2. Similar experience will be a major factor in the decision.
3. We will also evaluate the proposals based on total budget and its accuracy. We will not necessarily select the lowest bidder but will use a combination of factors in selecting a firm that in our opinion will best meet the needs of the Little Tokyo BID as defined by the Management Plan.
4. The Little Tokyo BID shall not pay any costs or losses incurred by any applicant at any time, including but not limited to, the cost of responding to this RFP.

5. This RFP does not represent any obligation or agreement whatsoever on the part of Little Tokyo BID.
6. An invitation to respond to the RFP does not create any rights on the part of the applicant.
7. Any documents provided to the applicant represent the best available information at the disposal of the Little Tokyo BID and are provided in good faith without warranty of accuracy or applicability. Respondents are encouraged to undertake their own investigations.
8. The Little Tokyo BID reserves the right to accept or reject all or part of a proposal for any reason it deems advisable.

Proposals should be submitted digitally to the email address below:

Email: aaron@urbanplaceconsulting.com

The submission deadline is November 3, 2025 at 5:00 p.m. Pacific Standard Time.

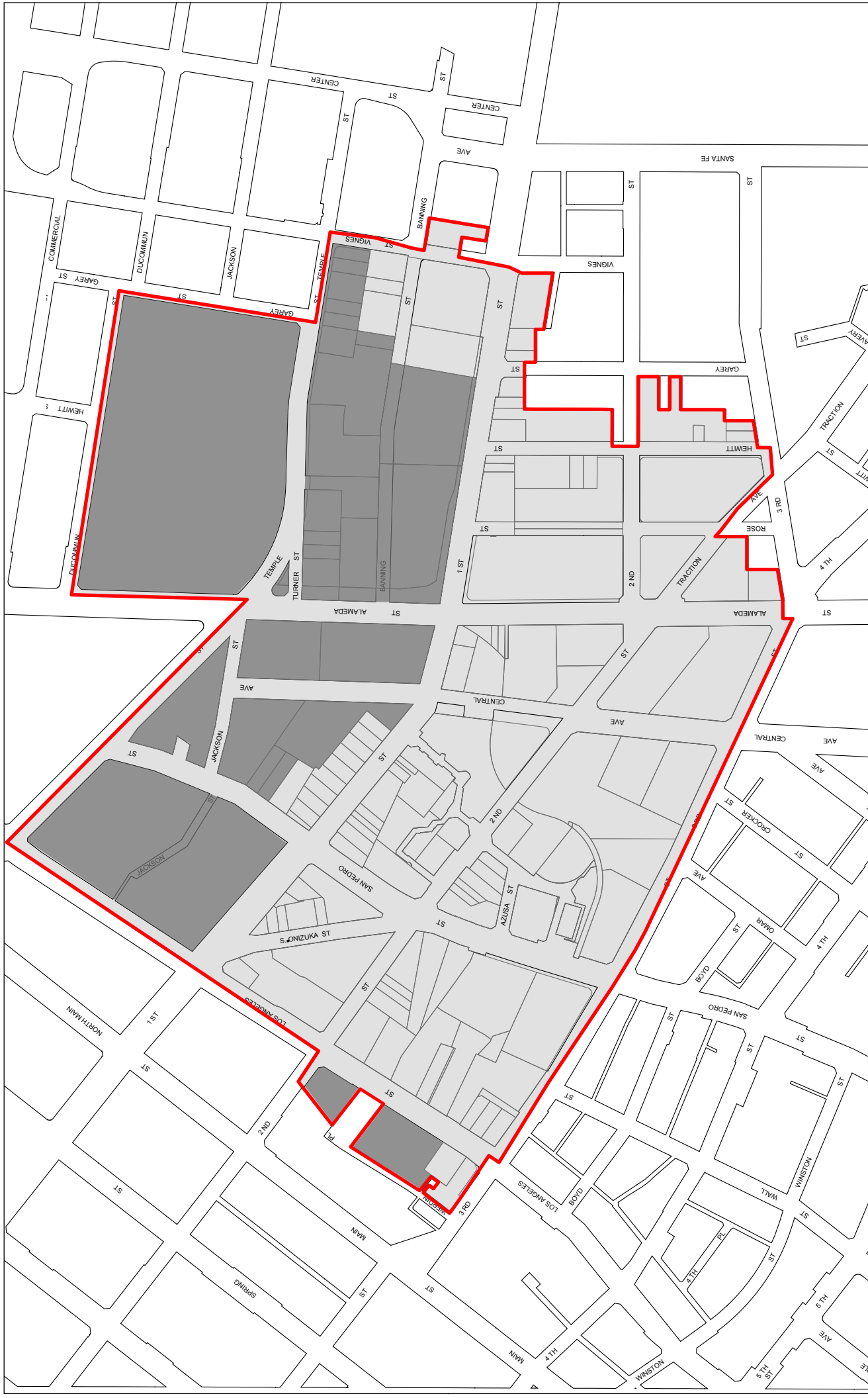
All questions regarding the interpretation of this RFP should be addressed in writing by October 10, 2025 to:

Aaron Aulenta, Urban Place Consulting Group, aaron@urbanplaceconsulting.com.

All questions and answers will be given in writing to all contractors who have requested or received an RFP and provided an email address.

ATTACHMENTS:

- A.) District Map
- B.) Sample Staffing Schedule
- C.) Cost Breakdown by Employee



LITTLE TOKYO

BUSINESS IMPROVEMENT DISTRICT
NOT TO SCALE

Zone 1

Zone 2

B.I.D. BOUNDARY

Sample Clean Team Schedule

[illegible]

Cost Breakdown by Employee

Category	Sweeper	Lead/Working Supervisor	Pressure Washer
Pay Rate			
FICA			
Unemployment			
Workers Comp			
Liability			
Benefits (Describe)			
Overhead (Describe)			
Profit			
Other (Describe)			
Bill Rate			
Weekly Hrs.			
Annual Hrs.			
Annual Labor cost			
Total Labor & Cap Equip			
OT Bill Rate			
TOTAL COST			

Description of Capital Equipment	Quantity	Unit Cost	Total
	Total Capital Equipment		