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Santa Ana College • Santiago Canyon College

June 18, 2013

SENT VIA EMAIL & US MAIL

Ms. Dana Holladay
Pacific Building Care Holding Company
dba COMMERCIAL CLEANING SYSTEMS
1375 Sunflower Ave – Ste 200
Costa Mesa, CA 92626

Dear Ms Holladay,

This is to notify you that the Board of Trustees at their regular meeting of June 17, 2013, approved & accepted your bid relative to Bid #1209 – Janitorial Services as the lowest responsive and responsible bidder in the amount of \$222,480.00 for three years.

As outlined in the bid packet, the documents listed below must be signed and returned to my office for contract assembly and approval. Upon receipt, purchase orders will be issued to cover July 1, 2013 through June 30, 2014.

If you have any questions, please call me at (714) 480-7371 or conner_tracey@rscsd.edu.

Sincerely,

Tracey Conner-Crabbe
Director of Purchasing Services

Documents Required:

- Agreement, (2 copies enclosed, return both copies)
- Faithful Performance Bond (100% of the 1st year amount)
- Insurance Certificates (General Liability/Property Damage including a separate Endorsement Certificate and Comprehensive Automobile Liability)
- Workers' Compensation Certificate
- Drug-Free Workplace Certification
- Criminal Records Check Certification

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