

# Capability statement + closeout packet.

Civic Cleanup Services organizes cleanup, hauling, sampling, and field reporting for buyer review. The packet aligns scope assumptions, closeout fields, disposal documentation, vendor-file routing, reference review, and invoice support in one place.

**READY-TO-UPLOAD VENDOR FILE INDEX**

<b>CCS-COI-GL-AUTO-WC.pdf</b> General liability, auto, workers comp, endorsement routing	<b>CCS-W9-vendor-file.pdf</b> W-9 and vendor onboarding contact fields
<b>CCS-DIR-status.pdf</b> DIR number/status and prevailing-wage routing if applicable	<b>CCS-rate-sheet.pdf</b> Route, site, labor-hour, haul, disposal, emergency assumptions
<b>CCS-safety-plan.pdf</b> PPE, access, traffic staging, sharps/specialty escalation	<b>CCS-reference-request-sheet.pdf</b> Qualified reference path and comparable-scope file IDs

**Bid paths**  
IFB/ITB, RFP, RFQ, informal quote, on-call/as-needed, task order, emergency authorization, cooperative purchasing reviewed by agency vehicle

**Buyer setup**  
PlanetBids, OpenGov, Bonfire, Periscope/BidsOnline category mapping, RFQ routing, vendor portal upload support

**Hard trust**  
\$2M/\$4M GL, auto \$1M, workers comp, DIR number/status in packet, prevailing-wage

**Self-performed**  
Debris cleanup, hauling, route crews, field photos, cart logs, housing/property cleanouts, invoice backup, and closeout packets

routing, 2-hour intake target, 24-hour closeout target

### **Partner-supported**

Traffic control, specialty disposal, biohazard/sharps handling, heavy equipment, surge fleet, disposal vendor path, or consultant review by scope

### **Not-fit boundary**

Hazardous remediation, enforcement actions, utility work, structural demolition, confined-space work, or closures without separate qualified scope

### **Codes**

NAICS 562119 / 561790 / 541620 / 541690;  
NIGP 962-39 / 968-71 / 988-56 / 989-00;  
UNSPSC/custom portal categories checked

### **Ready to upload**

COI, W-9, endorsements, DIR, rate sheet, sample closeout packet, disposal backup, emergency contact

### **Buyer desks**

Public works, housing authority, code enforcement, streets, facilities, parks, emergency response

### **Service area**

Los Angeles County, Orange County, Inland Empire, San Diego County

### **Dispatch model**

2-hour intake target, same-day window by scope, after-hours emergency phone

### **Capacity**

3 crews, 5 truck-trailer units, recurring routes, surge partner network

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### **Cleanup + field logistics**

Road debris, illegal dumping, shopping carts, parks, apartment and office cleanouts, event waste, and urgent property cleanup scopes.



### Documentation-first closeout

Before/after images, route notes, timestamps, disposal backup, issue exceptions, and completion summaries organized for buyer review.



### Scope-by-scope compliance

Insurance, endorsements, licensing, prevailing wage, commodity codes, specialty handling, traffic control, and disposal requirements are checked before field start.

## Scope menu for fast review.

The buyer should be able to map a messy request to a clean work package in seconds. These rows are written as bid-response inputs with clear deliverables and reviewable closeout outputs.

#### Right-of-way debris

Complaint list, route plan, pickup photos, disposal backup, closeout status

#### Encampment support

PPE notes, site staging, hauling plan, specialty escalation, before/after evidence

#### Shopping cart retrieval

Hot-spot route, retailer notes, pickup log, monthly report, exception list

**Federal housing cleanouts**

Unit or site list, hauling notes, turnover status, disposal receipts, supervisor summary

**Waste characterization**

Sampling plan, material categories, weights, photos, diversion notes, chart-ready export

**311 backlog sprint**

Batch locations, work-order status, mapped completion, unresolved issue notes

**On-call / task-order work**

Agency portal intake, quote response, task-order scope, PO terms, route closeout



## Closeout report.

Closeout structure for a route, cleanup sprint, cart program, encampment work order, or waste characterization sampling scope. Each field is designed to support buyer review after field execution.

**Sites**

LOCATION LOG

**Weight**

TONNAGE FIELD

**Diversion**

MATERIAL NOTES

1

**Location + GPS**

Pin, address, route sequence, and service window

2

**Before/after photos**

Image set tied to each cleanup location or work order

3

**Weights + categories**

Estimated tonnage, material type, and diversion notes where applicable

4

**Disposal backup**

Tickets, receipts, manifests, or exception notes

5

**Safety + escalation**

PPE notes, access issues, sharps or specialty escalation, traffic concerns

6

**Buyer-ready summary**

Short narrative, unresolved items, next action, invoice support

## Before field start

- ✓ Ready-to-upload checklist: COI, W-9, DIR, references, rate sheet, sample closeout packet, disposal backup, safety plan, emergency contact, and payment terms
- ✓ General liability \$2M/\$4M, auto \$1M, and workers comp certificate routing
- ✓ Additional insured endorsement requests and W-9 vendor onboarding path
- ✓ NAICS alignment: 562119, 561790, 541620, and 541690
- ✓ NIGP alignment: 962-39 hauling, 968-71 solid/liquid waste disposal, 988-56 litter removal, and 989-00 sampling
- ✓ Agency-specific commodity codes, UNSPSC fields, and portal categories checked against the bid packet
- ✓ Bid path check: IFB/ITB, RFP, RFQ, informal quote, on-call/as-needed, task order, pilot, emergency authorization, or cooperative purchasing review
- ✓ Insurance certificate and endorsement requirements
- ✓ Permits, licensing, and prevailing-wage applicability
- ✓ Disposal facility or transfer-station path

- ✔ Specialty partner needs for hazardous or biohazard handling
- ✔ Self-performed cleanup, hauling, route logging, cart logging, field photos, and closeout separated from partner-supported specialty controls
- ✔ Not-fit boundary for hazardous remediation, law-enforcement actions, utility work, structural demolition, confined-space work, or unpermitted closures
- ✔ Access, traffic control, hours, and owner or city contact



## **Vendor file contents.**

This packet is designed for certificate requests, endorsements, license or permit checks, disposal partner documentation, reference review, and field photos to sit beside the scope and closeout records instead of being scattered across separate emails.