

# **REQUEST FOR PROPOSAL**



## **CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

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**ATTACHMENTS:**

*FLOOR PLANS – PAGES 1-14*

## INSTRUCTIONS TO BIDDERS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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The City of Scottsdale invites sealed submittals to provide custodial services for the North Corporation Yard, nine (9) other facilities, and eight (8) park locations in proximity to the North Corporation Yard.

## SOLICITATION CRITICAL DATES

BID/PROPOSAL SUBMITTAL DUE:	<u>2:00 P.M., LOCAL TIME, APRIL 19, 2016</u>
PRE-BID CONFERENCE:	<u>2:00 P.M., LOCAL TIME APRIL 5, 2016</u>
QUESTIONS DUE:	<u>10:00 A.M., LOCAL TIME, APRIL 11, 2016</u>
APPROVED ALTERNATE SUBMITTALS DUE:	<u>10:00 A.M., LOCAL TIME, APRIL 11, 2016</u>

### 1. SUBMITTAL RECEIPT AND OPENING

**SEALED SOLICITATION SUBMITTALS WILL BE RECEIVED** until 2:00 P.M., LOCAL TIME, APRIL 19, 2016, at the Purchasing Department Front Desk, located on the second floor of the Scottsdale Corporation Yard Building at 9191 E. San Salvador Dr., Scottsdale, AZ 85258. ***All submittals must be date and time stamped at the Purchasing Department front desk on or before the submittal receipt time and date. LATE SUBMITTALS WILL NOT BE ACCEPTED.***

To allow staff to complete required internal administrative functions, submittals will be opened, read and the name of each bidder recorded, as a matter of public information, within thirty (30) minutes after the receipt time and date have past.

No submittal will be considered unless it is submitted on the forms contained herein. ***All submittals must be presented in a sealed envelope or box.*** The outside of the submittal must be clearly marked with the solicitation number, solicitation title and the submitting company's name. This includes envelopes delivered by Fed Ex, UPS, DHL or other carrier.

### 2. PRE-BID CONFERENCE

A Pre-Bid Conference will be held at 2:00 P.M., LOCAL TIME, APRIL 5, 2016, in the Wrangler Room, located at the Scottsdale North Corporation Yard Building, 9191 E. San Salvador Dr., Scottsdale, AZ 85258. All bidders are urged to attend.

### 3. INFORMATION REQUESTS

Requests for additional information relating to this bid should be directed to:

John Snow, CPPO  
Bid & Contract Specialist  
480-312-5716  
[jsnow@scottsdaleaz.gov](mailto:jsnow@scottsdaleaz.gov)



## INSTRUCTIONS TO BIDDERS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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#### 4. SOLICITATION QUESTIONS

The Bidder shall submit all questions, requests for clarification and inquiries in regards to this solicitation to John Snow, no less than eight (8) days prior to the original solicitation opening date. It is preferred that all questions be submitted via email to the appropriate Purchasing Staff, [jsnow@scottsdaleaz.gov](mailto:jsnow@scottsdaleaz.gov), where possible. When submitting any questions the Bidder should indicate the page number, Section Number/Clause Title and if possible paragraph number that is being questioned.

It is your responsibility to give notice, in the form of written questions before the bid opening on any item or issue in this solicitation that you believe should not be included or contained in any amendment to this solicitation or that the City failed to include in this solicitation that should have been included, and by your notice, the City could have cured the problem if the item or issue had been timely raised or objected to.

Failure to give notice may constitute a waiver of your right to object to the inclusion or lack of inclusion of the item or issue in this solicitation in any subsequent protest filed by you.

All questions, regardless of the method they are communicated (email, regular mail or hand delivered), must be clearly marked as "Solicitation Questions" and state the solicitation number in the subject line of the email or on the outside of the envelope. If questions are not submitted via email, the submittal envelope **MUST** be clearly marked with solicitation number and words "SOLICITATION QUESTIONS", or it may be mistaken as an actual bid submittal and not be opened immediately.

All solicitation questions **MUST** be received by the Purchasing Division by **10:00 A.M., LOCAL TIME, APRIL 11, 2016**. Any inquiries received after the specified time will be reviewed on an individual basis by the Purchasing Staff to determine if a response would be advantageous for the City.

#### 5. APPROVED ALTERNATES

Specifications and plans, if applicable, may contain references to service requirements, equipment and/or materials (patented or unpatented) or "approved alternate(s)." Such references shall be regarded as establishing a standard of quality, finish, appearance, performance or as indicating a selection or design based upon compatibility with existing equipment, materials or details of construction (if applicable) inherent to the project design. Such references shall not be construed as limiting the selection to a specified item, source or design detail. The use of an alternate or substitute, item or source as an approved alternate will be permitted, subject to the following procedure and pursuant to ARS 34-104 if the subject matter of this solicitation involves construction.

## INSTRUCTIONS TO BIDDERS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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#### 5. APPROVED ALTERNATES – CONT'D

- a. The Bidder shall submit a written Request for Alternate to the contact person listed on page one of this solicitation at least eight (8) days prior to the original deadline for receiving bids. Requests for alternates submitted to the City's contracted Consultant or other City Staff shall not be reviewed. The submittal envelope must be clearly marked with solicitation number and "**REQUEST FOR APPROVED ALTERNATE**". Requests must be time stamped by the Purchasing Division by **10:00 A.M., LOCAL TIME, APRIL 11, 2016**. The approved alternate request shall include all information necessary for proof of quality and suitability for substitution including benefits, engineering design and data (calculations) and/or detailed plan modifications which may be required by the substitution. The Bidder shall submit additional information and/or samples when required.

The Contract Administrator or his representative, will evaluate the information submitted, perform tests when necessary and make comparisons in order to approve or reject the proposal. If rejected, the Contract Administrator shall give notice of rejection to the Bidder submitting the request for approved alternate.

- b. Purchasing, if the request for approved alternate is accepted, shall issue a written addendum to the solicitation specifying the approved alternates and publish the modification in the same manner as the original solicitation documents.
- c. The Specifications may reference equipment or materials "or alternate". The reference to "or alternate" shall be construed to mean "or approved alternate" in every instance. Use of an alternate or substitute item shall be allowed only if approval was received as outlined in this section.
- d. For purposes of submitting a Request for Approved Alternate, the "Bidder" is defined as the person or firm entering a submittal to the City in response to this solicitation. Therefore the City will not entertain any submittal for an approved alternate from any party not meeting the definition of Bidder.

#### 6. ENVIRONMENTAL PROCUREMENT POLICY

The City has established an Environmental Procurement Policy which encourages the inclusion of environmentally responsible products and services available to meet the intended purpose. We encourage the offer of alternatives that broaden the range of environmentally responsible products or services that will meet the performance requirements of this solicitation. IF YOU WISH TO SUBMIT AN ALTERNATIVE, follow the procedures specified in the Instructions to Bidders, Approved Alternate Section of this document., unless the approved alternate clause has been deemed not applicable.

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#### **7. PURCHASING WEB SITE**

The Purchasing web site provides a wide variety of information; including the capability to download solicitations and plan sheets (if applicable), how to introduce your products, a list of the Buyer's commodity lines, etc. The web site can be accessed at <http://www.scottsdaleaz.gov/purchasing>. Registering and downloading a solicitation will also provide the supplier with notices of all addenda that are issued.

#### **8. DOWNLOADING SOLICITATIONS**

All solicitation documents; plan sheets/drawings if applicable and addenda are available for download in .pdf format. Bidders may print their own copies of these documents or provide the files to any reprographics/copy center in their area. Bidders will no longer be able to pick-up these documents at the Purchasing Department and plan shipments will no longer be available. There will be one set of plan sheets/drawings (if applicable) available for onsite review only at the Purchasing Office located at 9191 E. San Salvador Dr., Scottsdale, AZ 85258.

It is imperative that you download the solicitation from the Purchasing web site at <https://eservices.scottsdaleaz.gov/eservices/solicitations/> in order to be notified of associated addenda.

#### **9. EMAIL NOTIFICATION**

The City of Scottsdale does not maintain a Bidder list; however, on the Purchasing web site, lower right side, see "Subscribe to Solicitation Opportunities", enter your email address and click subscribe to receive a notification of Solicitation Opportunities twice weekly at <http://www.scottsdaleaz.gov/purchasing>.

#### **10. CITY OF SCOTTSDALE PROCUREMENT CODE**

All procurement activities, conducted by the City of Scottsdale, are in conformance with the rules and regulations of the Scottsdale Procurement Code. A copy of the Code is available for review in the Office of the City Clerk located at City Hall, 3939 Drinkwater Boulevard and the Purchasing Office, located at 9191 E. San Salvador Drive, Scottsdale, Arizona. A copy of the Code is also available from the Purchasing website at <http://www.scottsdaleaz.gov/purchasing>.

A hard copy of the Code is available for purchase, for a fee of \$10.00, at the Purchasing Office.

#### **11. PROSPECTIVE BIDDER'S CONFERENCE**

A prospective Bidder's conference may be held. If scheduled, the date and time of this conference will be indicated on the cover page of this document. The purpose of this conference will be to clarify the contents of this solicitation in order to prevent any misunderstanding of the City's position. This conference will also give Bidders an opportunity to submit any questions and discuss any questions previously submitted.

## INSTRUCTIONS TO BIDDERS



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#### **12. BIDDER'S PRESENTATION**

Bidders may be invited to make a presentation. If invited, Bidders will be notified of the date and time of the presentation by the City of Scottsdale Purchasing Department.

#### **13. INELIGIBLE BIDDER**

The preparer of the bid specifications is not eligible to submit a bid or proposal on the solicitation for which they prepared the specification, nor is the preparer eligible to supply any product to a Bidder or Offeror on the solicitation for which they prepared the specification.

#### **14. OBLIGATIONS**

The issuance of this solicitation does not obligate the City to pay any costs incurred in the preparation and submission of proposals.

#### **15. NON COLLUSION AFFIDAVIT**

By signing the Offer Form/Signature Page of the solicitation, or other official contract form, the Bidder certifies that:

In connection with the performance of this solicitation or any resulting Contract, the Bidder is stating and certifying that the Contractor/Company has not either directly, or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive proposing in connection with the preparation or submission of its submittal in response to this solicitation or any potential resulting Contract.

If any company is jointly owned or associated through common officers/employees with another company(s) that is/are responding to the same solicitation, both/all of those companies must take all precautions so as to make sure the preparation of their Bid or Proposal submittal is done completely independent of the other company(s) or individual(s). Specifically, any individual working on preparation, approving or signing one submittal can have no knowledge of or interaction with any other bid or proposal submission from a different company for that same solicitation.

If the subject matter of this solicitation is construction, the Bidder shall submit a completed and Notarized Non Collusion Affidavit, stating and certifying that said Bidder/Company has not either directly, or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive proposing in connection with the preparation or submission of its submittal in response to this solicitation or any potential resulting Contract. The Bidder is to return the completed and notarized Non Collusion Affidavit with their submittal.

#### **16. IMMIGRATION LAW COMPLIANCE**

By signing the Offer Form/Signature Page of this solicitation, the Bidder certifies and warrants that for all solicitations for services (including construction services) it has complied with the E-Verify Program as required by ARS §23-214(A) or will have complied with the requirements of the E-Verify Program before award. Failure to comply with the E-Verify Program may result in the automatic disqualification of the submittal as being non-responsive or the termination of any Contract awarded and the possible forfeiture of any applicable bond.

## INSTRUCTIONS TO BIDDERS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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#### **16. IMMIGRATION LAW COMPLIANCE – CONT'D**

The City will include specific “Compliance with Federal and Arizona State Immigration Laws” language in any Contract or Subcontract it enters into with the successful Bidder. In addition, this language must be included in any Subcontracts that the successful bidder enters into with its Subcontractors.

#### **17. LAWFUL PRESENCE IN THE UNITED STATES FOR PERSONS**

Arizona State law A.R.S. §1-502 (H.B. 2008) requires that all PERSONS who will be awarded a Contract and apply for public benefit, must demonstrate through a signed affidavit and the presentation of a copy of documentation, that they are lawfully present in the United States.

A PERSON is defined as all NATURAL PERSONS/INDIVIDUALS/SOLE PROPRIETORSHIPS as indicated by your W9 Filing. *(This law does not apply to LLP's, LLC's, PLLC's, Corporations, Limited Partnerships or General Partnerships)*

By submitting your quote, bid or proposal to the City, you are agreeing that if you are selected as the awardee and meet the criteria as a PERSON, you will abide by this law and sign and submit an AFFIDAVIT DEMONSTRATING LAWFUL PRESENCE IN THE UNITED STATES and attach the appropriate copy of your documentation in proof of that statement. Types of acceptable documentation copies are an Arizona Driver's License issued after 1996, Arizona nonoperating identification license, U.S. Birth Certificate, U.S. Passport, I-94 Form with photograph and several others that are all listed on the Affidavit Form that the City will send to you for your completion prior to issuing any Contract.

If you have previously done business with the City and already have filed the above Affidavit with copies of an acceptable documentation please indicate when you submitted it. If your acceptable Affidavit is already on file with the City, that will be sufficient to meet this requirement.

If you fail to complete and provide a completed Affidavit and accompanying acceptable copy of your documentation, or not advise us of your prior filing within 10 calendar days of being requested by then you may be considered non responsive and disqualified from that award consideration. You can obtain the complete Affidavit form from the Purchasing Department at (480) 312-5700 or the Purchasing web site at <http://www.scottsdaleaz.gov/Purchasing> on the lower right side of the page under Forms.

#### **18. TAXES/LICENSES**

##### **Federal Excise Taxes:**

The City of Scottsdale is exempt from certain federal excise taxes. The most common areas where the City is exempt from Federal excise taxes are:

1. Fuel that is used by the City
2. Communication
3. Heavy trucks, trailers and tractors
4. Certain Superfund activity

If there is a specific circumstance that is in doubt you should contact the City to resolve that status of that Federal Excise tax and its applicability.

## INSTRUCTIONS TO BIDDERS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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#### 18. TAXES/LICENSES – CONT'D

##### **Transaction Privilege (Sales) Taxes on the City:**

The City of Scottsdale is not exempt from being charged the appropriate Arizona State, County, and City privilege (sales) taxes on the goods and services that we procure. For suppliers within the State of Arizona, the City expects to be charged the appropriate privilege taxes on the invoice. For out of state suppliers that do not have the ability to collect Arizona State privilege taxes, the City will self-accrue such Arizona State and City use taxes for collection and payment to the State of Arizona and City of Scottsdale.

**Transaction Privilege (Sales) Taxes on the Supplier / Contractor:** Certain business services and activities may have a City of Scottsdale Privilege (sales) tax liability. To determine the City of Scottsdale tax treatment, please visit the following website and view the City of Scottsdale Tax Code and other Privilege and Use tax resources.

Questions pertaining to the applicability of taxes shall be directed to the City of Scottsdale Tax & License Section at 480-312-2400. The Contractor shall be responsible for payment of all applicable taxes due on Contract income whether or not such taxes are specifically separated in the bid amount.

<http://www.scottsdaleaz.gov/taxes/>

Certain Business Services and Activities may have a State Privilege (sales) tax liability. To determine the State tax treatment, please visit the following website or contact the Arizona Department of Revenue at 602-716-6578 or 602-716-6657.

<http://azleg.state.az.us/ArizonaRevisedStatutes.asp?Title=42>

To obtain a State of Arizona Privilege (Sales) Tax License Application, please go to the following website:

<http://www.azdor.gov/Business.aspx>

The City of Scottsdale requires a license for service-oriented businesses located in Scottsdale that do not have a City of Scottsdale transaction privilege (sales) tax liability. This includes all activities or acts including, but not limited to service, professionals, trades and occupations, personal or corporate. To engage or continue in business the owner must obtain a Business, Occupational and Professional License. Service oriented businesses located outside the City limits are NOT required to obtain a Business, Occupational and Professional License from the City of Scottsdale.

Please visit the following website for the City of Scottsdale Transaction Privilege & Use Tax License and the Business, Occupational and Professional License applications:

<http://www.scottsdaleaz.gov/taxes>

Bidder is solely responsible for any and all tax obligations which may result out of the Bidder's performance of this Contract. The City has no obligation to pay any amounts for taxes, of any type incurred by the Bidder.

## INSTRUCTIONS TO BIDDERS



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#### 18. TAXES/LICENSES – CONT'D

##### **Construction Related Transaction Privilege (Sales) Taxes Responsibility of the Contractor:**

The Contractor shall be responsible for payment of all applicable State of Arizona and City of Scottsdale transaction privilege (sales) taxes due on construction income whether or not such taxes are specifically separated in the bid amount. The taxes are to be reported on either a progressive billing (accrual) basis or cash receipts basis, depending on the method chosen at the time application was made for the Privilege (sales) Tax License.

City Privilege (sales) tax exemptions/deductions may be applicable to certain projects. We advise you to consider this as you prepare your bid. Please review, in detail, Sections 415, 465, and 110 of the Scottsdale Revised City Code, Appendix C to determine if exemptions/deductions are applicable. For tax guidance, please reference the City Code and other tax resources at the following website:

<http://www.scottsdaleaz.gov/taxes/>

The State of Arizona has similar exemptions; please reference ARS Title 42 at the following website:

<http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp?Title=42>

To determine tax treatment of design/build Contracts, please contact the Arizona Department of Revenue at 602-255-2060 and the City of Scottsdale Tax Audit Section at 480-312-2629.

Construction bids will be evaluated and recommended for award based on the total bid cost including tax.

#### 19. CONTRACTOR'S LICENSING REQUIREMENTS

If applicable, the Contractor shall state his Arizona State Contractor's License Number and Classification on the Bid Form and Bid Form Signature Page, as evidence that he is licensed to contract the work indicated in the specifications at the time of bid submittal.

In accordance with Article 3, Regulation 32-1151 of the Arizona Registrar of Contractors Statutes and Rules, it is unlawful for any person, firm, partnership, corporation, association or other organization, or a combination of any of them, to engage in the business of, submit a bid or respond to a Request for Qualification/Quotation or a Request for Proposals for construction services as, act or offer to act in the capacity of or purport to have the capacity of a Contractor without having a Contractor's license in good standing in the name of the person, firm, partnership, corporation, association or other organization at the time of bid submittal, if such licensing is a requirement of the Arizona Registrar of Contractors.

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#### **20. LITIGATION**

The Bidder will disclose any issue or potential issue that may have a material bearing on the financial condition, solvency or credit worthiness of the organization. Disclosure includes any material contingent liabilities or uninsured potential losses, involuntary contract terminations in other jurisdictions and any voluntary or involuntary bankruptcy filings over the past 7 years. The Bidder will also disclose any litigation in which the Bidder has been involved in, either as a plaintiff or defendant, within the past 3 years, and the Bidder shall agree to notify the City within 7 days of any litigation or significant potential for litigation of which the Bidder becomes aware. Further, the Bidder will be required to warrant that it will disclose in writing to the City all litigation involving the Bidder, the Bidder's related organization, owners and key personnel.

#### **21. SUBCONTRACTOR'S LIST**

If, at the time of bidding, any Bidder intends to Subcontract any portion of this Contract, the Bidder must complete the information required on the Subcontractor's List preceding the Bid Form and include this list with bid submittal documents.

#### **22. SUBCONTRACTORS**

During the performance of the Contract, the Contractor may engage any additional Subcontractors as may be required for the timely completion of this Contract, unless specifically prohibited by the specification. The addition of any Subcontractors must first receive the approval of the City. The awarded Contractor may relieve Subcontractors of City Tax liability by providing them with a completed Subcontractor Written Declaration form.

In the event of subcontracting, the sole responsibility for fulfillment of all terms and conditions of this Contract rests with the Contractor. The Contractor assumes responsibility for the proper performance of the work of Subcontractors and any acts and omissions in connection with such performance. Nothing in the Contract documents is intended or deemed to create any legal or contractual relationship between the City and any Subcontractor or Sub-Subcontractor, including but not limited to any third-party beneficiary rights.

#### **23. CONFIDENTIAL INFORMATION**

Requests for nondisclosure of confidential information such as trade secrets and other proprietary data must be made known to the City within the bid submittal.

Bidders are instructed to clearly identify any proprietary information that may be submitted, and, if feasible, package such information in a separate, sealed envelope labeled "Confidential" or "Proprietary".

The City is subject to Arizona statutes and City Charter provisions that permit the inspection of public records. The City cannot ensure confidentiality of any portion of a submittal document in the event a public inspection request is made.

## INSTRUCTIONS TO BIDDERS



### **CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

#### **23. CONFIDENTIAL INFORMATION – CONT'D**

However, in accordance with Section R2-188.23 pertaining to Request for Proposals and Section R2-188.6 pertaining to Invitation for Bids, of the City's Procurement Code, the City shall examine the portions of your proposal noted as "Confidential" and/or "Proprietary". If a determination to disclose the information is made, you shall be so informed.

This is the only notification concerning confidential information that will be given to potential bidders, and this provision should be taken into consideration prior to submitting a bid.

After Contract award, and unless otherwise instructed by the Bidder, the City shall destroy all information identified as confidential or proprietary in accordance with public records retention requirements.

#### **24. SMALL BUSINESS**

Small, minority owned businesses (MBE/WBE/DBE) are encouraged to respond to City of Scottsdale solicitations.

#### **25. TITLE VI NOTICE**

"The City of Scottsdale, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252.42 U.S.C. §§ 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

#### **26. INTERPRETATIONS, ADDENDA**

THE CITY OF SCOTTSDALE WILL NOT BE RESPONSIBLE FOR BIDDERS ADJUSTING THEIR SUBMITTAL BASED ON ORAL INSTRUCTIONS BY ANY MEMBER OF THE CITY STAFF OR BY THE CITY'S CONTRACTED CONSULTANT OR AGENT. SUBMITTALS DEVIATING FROM THE SPECIFICATIONS CONTAINED HEREIN BY ANY MEANS OTHER THAN AN AUTHORIZED ADDENDUM BY THE PURCHASING DIVISION WILL BE SUBJECT TO REJECTION.

Should a Bidder find an ambiguity, inconsistency or error in the Plans if applicable or Specifications, or should he be in doubt as to their meaning, he shall at once notify the contact person listed on page one of this solicitation, who will prepare a written addendum. The City will not be responsible for oral instructions or information.

All questions shall be submitted as per the Solicitation's Questions Clause.

Any addenda issued by the City will become a part of the Contract. By signing and submitting a bid or proposal, the Bidder/Proposer is acknowledging that they will abide by all addenda issued prior to the opening of the bids/proposals and agreeing that all pricing takes into account all such addenda.

## INSTRUCTIONS TO BIDDERS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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#### **26. INTERPRETATIONS, ADDENDA – CONT'D**

A Notice of Addenda will be emailed to those who have registered as a downloader and provided their email address; or provided by other appropriate means to each bidder, person or firm recorded on the Plan Holder's list. The bidder/proposer can return to the City's website under Solicitation Opportunities to verify how many addenda have been issued against a specific solicitation. If they feel they are missing any addenda, they can register again as a downloader to obtain access to all issued addenda. A viewing copy of the addenda will also be available wherever the solicitation documents are kept. It is the responsibility of the Bidder/Proposer to be aware of ALL addenda before submitting their final bid/proposal. The City takes no responsibility for any addenda that a bidder/proposer has failed to address in their submittal, and will hold the Bidder/Proposer responsible that their pricing encompasses all issued addenda.

#### **27. SUBMITTAL PROCEDURE**

No submittal will be considered unless it is submitted on the Bid Forms contained herein (or as otherwise requested). Faxed or emailed submittals will not be considered. Erasures, interlineations or other modifications in the submittal shall be initialed by the authorized person signing the Offer & Acceptance/Proposal Signature Page document.

The Bid Form/Pricing Proposal page (if applicable) containing the pricing must be completed. The name of the Contractor/Company must be listed on the page.

To be considered responsive, the Offer and Acceptance Form/Proposal Signature page must be signed and dated by an authorized person(s) eligible to sign Contract documents for the Contractor and is part of the original bid/proposal submittal due at the stated date and time indicated in the solicitation. Consortiums, joint ventures, or teams entering submittals will not be considered responsive unless it is established that all contractual responsibility rests solely with one Bidder or one legal entity. The submittal must indicate the responsible entity.

Submitters should be aware that joint responsibility and liability will attach to any resulting Contract and failure of one party in a joint venture to perform will not relieve the other party or parties of total responsibility for performance.

If you wish to mail your submittal, please note that it is the submitter's responsibility to ensure the submittal is received at the Front Desk of the Purchasing Office with enough time to have it time and date stamped on or before the solicitation receipt date and time. Faxed or emailed submittals will not be accepted. **LATE SUBMITTALS WILL NOT BE CONSIDERED.**

Submittals received after the time and date specified will be returned to the bidder unopened. A submittal may be withdrawn prior to the time set for opening submittals.

No submittal may be withdrawn for a period of one hundred and twenty (120) days after the date set for receipt of submittals.

## INSTRUCTIONS TO BIDDERS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

#### **27. SUBMITTAL PROCEDURE – CONT'D**

At any time prior to the specified solicitation due time and date, a Bidder may withdraw the bid. Faxed withdrawals will not be considered.

Submittals received by the City with the signed Offer on the Offer and Acceptance Form/Proposal Signature document constitutes a legally binding offer by the Contractor.

All submittals are to be completed on City of Scottsdale (COS) forms without any alterations; failure to do so may result in your submittal being rejected.

#### **28. AWARD DETERMINATION**

Responsive proposals will be evaluated based on the evaluation criteria established within the solicitation document. Various elements of the proposal submittal will be reviewed and evaluated against the solicitation requirements. There may or may not be a requested presentation from the top proposals to further understand their proposal and how it responds to the solicitation requirements. Proposers should not assume there will be an opportunity for presentations and should therefore make their proposal submittals comprehensive in response to the solicitation requirements.

Upon conclusion of all of the evaluations, a recommendation is made to award to the Proposer that best meets the City's needs and provides the best value to the City.

Notwithstanding any other provision of the Request for Proposal, the City expressly reserves the right to:

- (1). Waive any immaterial defect or informality; or
- (2). Reject any or all Proposals, or portions thereof; or
- (3). Reissue a Request for Proposal.
- (4). To award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the City.

#### **29. REJECTION OF BIDS**

The Purchasing Director or City Council reserves the right, as the interest of the City requires, to reject any or all submittals, to waive any informality in submittals received, to award a Contract by accepting or rejecting any alternate submittal(s) (additive or subtractive) and reserves the right to reject the submittal(s) of any Bidder who has previously failed to perform competently in any Contract with the City.

#### **30. PROTESTS**

Pursuant to the City of Scottsdale Procurement Code Section 2-213 an aggrieved person may protest any aspect of a solicitation prior to award of a Contract. As used herein, the phrase "any aspect of a solicitation" shall be limited in its interpretation to mean an alleged violation of the City's Procurement Code as it relates to the bid solicitation, its evaluation, or its award.

## INSTRUCTIONS TO BIDDERS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

#### 30. PROTESTS – CONT'D

A protest must be filed within ten (10) calendar days after the protestor, exercising reasonable diligence, knew or should have known of facts and circumstances upon which the protest is based. Failure to protest any issue, fact or circumstance the protestor knew or should have known upon the exercise of reasonable diligence within said ten (10) calendar day period shall forever preclude a hearing based upon that issue, fact or circumstance.

Notice of Awards will be given either through the City Council Meeting Agendas for those Contracts being awarded by City Council ( i.e. ,for construction and professional services) or through a Notice of Intent to Award posting, seven (7) calendar days prior to award, on the Purchasing section of the City's Internet Web Site for all administratively awarded Contracts. Award of Contracts shall be final and no protest pursuant to this section may be filed after award.

A protest must be in writing and shall:

- State the name and address of the aggrieved person.
- Identify the contracting activity and the number of the solicitation.

Contain a statement of all the grounds for the protest that the protestor then knows or should know based upon the exercise of reasonable diligence. Include supporting exhibits, evidence or documents to substantiate any claims unless not available within the filing time in which case the expected availability date shall be indicated.

Material submitted by a protestor shall not be withheld from an interested party except to the extent that the withholding of information is permitted or required by law or as determined pursuant to code provisions for confidential material.

If the protestor believes the protest contains material that should be withheld, a statement advising the Director of this fact shall accompany the protest submission.

The written protest must be filed with the Purchasing Director at the following address:

City of Scottsdale  
Purchasing Services Department  
9191 E San Salvador Dr.  
Scottsdale, AZ 85258  
Attn: James Flanagan, Purchasing Director

The Director may dismiss a protest, upon a written determination, before scheduling a hearing if:

The protest does not state a valid basis for protest; or

The protest is untimely pursuant to Procurement Code Section 2-213.

## INSTRUCTIONS TO BIDDERS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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#### **30. PROTESTS – CONT'D**

If the Director determines a hearing is appropriate under the circumstances, the Director shall notify the protestor of the time and place set for a hearing on the protest. The Director may also give notice of the hearing to any other persons involved in the solicitation whose interests may be affected by the ruling requested from the Director. Any person whose interest is affected shall be permitted to intervene and participate in such hearing.

Nothing contained herein shall require that the protest hearing be held prior to the award, if evidence from the solicitation, its evaluation or its award cannot be released to the public until after the award in order to protect the competitive process or in the best interests of the City.

#### **31. CONTRACT AWARD NOTIFICATION**

Intent to Award notices for Contracts conducted as formal solicitations will be posted on Purchasing's website on the Intent to Award listing. Informal solicitations will be posted to the Award listing upon award. Intent to Award and award information can be found at the link provided below:

<https://eservices.scottsdaleaz.gov/eServices/Solicitations/Awards.aspx?CID=0>

The City Council must approve award of Contracts for construction and professional services exceeding the formal procurement limit. Any Contract award going to City Council for approval is not binding on the City until after approval by the City Council, even if previously signed by the Contractor and a City representative. All other Contracts exceeding the formal procurement limit may be administratively awarded by the Purchasing Director.

**It is the submitter's responsibility to access this information from the City of Scottsdale Purchasing website link provided above.** This is the only notification you will receive regarding the posting of Notices of Intent to Award and Award.

#### **32. AWARD OF CONTRACT**

By signing the Offer portion of the Offer/Acceptance Form as a part of the Response to the solicitation, the Contractor is making a non-contingent offer to Contract with the City strictly based upon the terms, conditions, and specifications contained in the City's solicitation. The City is under no obligation to accept any identified exceptions. These bid or proposal offers do not become Contracts until after the Purchasing Director has signed the acceptance portion of the Offer/Acceptance Form. The Contract is then considered awarded to the successful Contractor, eliminating the signing of a separate Contract.

For that reason, all of the terms, conditions and specifications of the procurement Contract are contained in the solicitation, unless any of the terms, conditions or specifications are modified by an addendum to the solicitation, a Contract amendment, or by mutually agreed written terms and conditions in the Contract documents.

## INSTRUCTIONS TO BIDDERS



### **CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

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### **32. AWARD OF CONTRACT – CONT'D**

The effective date of this Contract shall be the date the Purchasing Director signs the Offer and Acceptance Form, unless another date is specifically stated as the effective date.

The Contractor is cautioned not to begin any billable work or provide any materials or services under this Contract until the Contractor receives a Purchase Order document or separate Notice to Proceed.

Once the City has awarded the Contract by signing the acceptance portion of the Offer/Acceptance Form, Notice of Contract Award and presenting it to the Contractor, the Contractor is required to provide all additional Bonds and/or Insurance Certificates, and other documentation required to issue the Purchase Order or Notice to Proceed; within ten (10) calendar days after the date of this Acceptance of Offer or Notice of Contract Award. If the Contractor fails to furnish the required documents within the stated ten (10) calendar days, they may be considered in default and may risk forfeiture of any applicable required Bid Bond. All required documents shall be sent to the Purchasing Representative listed in the solicitation.

### **33. BID BOND**

(Not Applicable)

**GENERAL TERMS AND CONDITIONS**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

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**1. ADDITIONAL SERVICE REQUESTED**

Any service requested which is not specifically authorized by the Contract or written adjustments thereto, requires the issue of a separate purchase order by the City for authorization to perform, and separate billing by the Contractor for payment.

**2. ADVERTISING**

No advertising or publicity concerning the City using the Contractor's services shall be undertaken without prior written approval of such advertising or publicity by the City of Scottsdale Contract Administrator and by the City Attorney.

**3. ARIZONA LAW**

The Contract and all Contract documents are considered to be made under, and will be construed in accordance with and governed by the laws of the State of Arizona without regard to the conflicts or choice of law provisions. Any action to enforce any provision of this Contract or to obtain any remedy under this Contract will be brought in the Superior Court, Maricopa County, Arizona, and for this purpose, each party expressly and irrevocably consents to the jurisdiction and venue of this Court.

**4. ASSIGNMENT**

Services covered by this Contract may not be assigned or sublet in whole or in part without first obtaining the written consent of the Purchasing Director and Contract Administrator.

**5. ATTORNEY'S FEES**

In the event either party brings any action for any relief, declaratory or otherwise, arising out of this Contract, or on account of any breach or default hereof, the prevailing party shall be entitled to receive from the other party reasonable attorneys' fees and reasonable costs and expenses, determined by the court sitting without a jury, which shall be deemed to have accrued on the commencement of such action and shall be enforceable whether or not such action is prosecuted to judgment.

**6. AUTHORITY**

Each party hereby warrants and represents that it has full power and authority to enter into and perform this Contract, and that the person signing on behalf of each has been properly authorized and empowered to enter this Contract. Each party further acknowledges that it has read this Contract, understands it, and agrees to be bound by it.

## GENERAL TERMS AND CONDITIONS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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#### **7. CANCELLATION OF CITY CONTRACTS**

The City may cancel any Contract or Agreement, without penalty or obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the City's departments or agencies is, at any time while the contract or any extension of the Contract is in effect, an employee of any other party of the Contract in any capacity or a consultant to any other party of the Contract with respect to the subject matter of the Contract. The cancellation shall be effective when written notice from the City is received by all other parties to the Contract, unless the notice specifies a later time (A.R.S. 38-511).

#### **8. CAPTIONS/HEADINGS**

The headings used in the Contract documents are for ease of reference only and will not in any way be construed to limit or alter the meaning of any provision.

The captions used in this Contract are solely for the convenience of the parties, do not constitute a part of this Contract and are not to be used to construe or interpret this Contract.

#### **9. CERTIFICATE OF INSURANCE**

The successful vendor(s) will be required to furnish the City of Scottsdale a Certificate of Insurance on a standard insurance industry ACORD™ form or its equivalent when separate insurance requirements are listed under clause #28-Insurance Requirements. The ACORD™ form must be issued by an insurance company authorized to transact business in the State of Arizona. A sample of a standard insurance industry ACORD™ form with the required additional insured language can be found on the Purchasing web site under forms at: <http://www.scottsdaleaz.gov/Purchasing>. Failure to provide a Certificate of Insurance with the appropriate verbiage will result in rejection of your certificate and/or may be cause for Contract default. Additionally, Certificates of Insurance submitted without referencing the solicitation number will be subject to rejection and discarded.

#### **10. CHANGES IN THE WORK**

The City may at any time, as the need arises, order changes within the scope of the work without invalidating the Contract. If such changes increase or decrease the amount due under the Contract documents, or in the time required for performance of the work, an equitable adjustment shall be authorized by written Change Order.

The City will execute a formal Change Order based on detailed written quotations from the Contractor for work related changes and/or a time of completion variance. All Change Orders are subject to approval by the City.

Contract Change Orders are subject to the Rules and Procedures within the City's Procurement Code. Change Orders to Contracts may be executed, according to established rules, when provided for in the original Contract.

## GENERAL TERMS AND CONDITIONS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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#### **10. CHANGES IN THE WORK – CONT'D**

The Contractor will not perform any additional services without a written Change Order approved by the City. If the Contractor performs additional services without a Change Order, the Contractor will not receive any additional compensation.

#### **11. CHEMICALS**

Contractors must agree to provide Material Safety Data Sheets ( MSDS ) for all substances that are delivered to the City of Scottsdale, that come under the Federal requirements of 29CFR 1910 Subpart Z - Toxic and Hazardous Substances, which includes 29CFR 1910.1200 - Hazard Communication

All Contractors using chemicals on City of Scottsdale property shall use only the safest chemicals, with the least harmful ingredients. These chemicals shall be approved for use by a City of Scottsdale representative prior to bringing them on property.

Contractors shall make every attempt to apply approved chemicals with highly volatile organic compounds, outside of working hours. Adequate ventilation shall be used at all times during the application of these approved chemicals.

In conjunction with the Occupational Safety and Health Standards, Subpart-Z Toxic and Hazardous Substances, and Section 1910.1200 Hazard Communication, Contractors are hereby informed of the presence of (or possible presence) of chemicals in the area where the work requested will be performed. It is the responsibility of all selected Contractors to contact the City of Scottsdale for specific information relative to the type of chemicals present and location of appropriate material safety data sheets.

#### **12. COMPLIANCE WITH FEDERAL AND ARIZONA STATE IMMIGRATION LAWS**

Under the provisions of A.R.S. §41-4401, the Bidder warrants to the City that the Bidder and all its Subcontractors will comply with all Federal Immigration Laws and Regulations that relate to their employees and that the Bidder and all its Subcontractors now comply with the E-Verify Program under A.R.S. §23-214(A).

A breach of this warranty by the Bidder or any of its Subcontractors will be considered a material breach of this Contract and may subject the Bidder or Subcontractor to penalties up to and including termination of this Contract or any subcontract.

The City retains the legal right to inspect the papers of any employee of the Bidder or any Subcontractor who works on this Contract to ensure that the Bidder or any Subcontractor is complying with the warranty given above.

The City may conduct random verification of the employment records of the Bidder and any of its Subcontractors to ensure compliance with this warranty. The Bidder agrees to indemnify, defend and hold the City harmless for, from and against all losses and liabilities arising from any and all violations of these statutes.

## GENERAL TERMS AND CONDITIONS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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#### **12. COMPLIANCE WITH FEDERAL AND ARIZONA STATE IMMIGRATION LAWS – CONT'D**

The City will not consider the Bidder or any of its Subcontractors in material breach of this Contract if the Bidder and its Subcontractors establish that they have complied with the employment verification provisions prescribed by 8 USCA §1324(a) and (b) of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214(A). The "E-Verify Program" means the employment verification pilot program as jointly administered by the United States Department of Homeland Security and the Social Security Administration or any of its successor programs.

The provisions of this Article must be included in any Contract the Bidder enters into with any and all of its Subcontractors who provide services under this Contract or any Subcontract. "Services" are defined as furnishing labor, time or effort in the State of Arizona by a Contractor or Subcontractor. Services include construction or maintenance of any structure, building or transportation facility or improvement to real property. The Contractor will take appropriate steps to assure that all subcontractors comply with the requirements of the E-Verify Program. The Contractor's failure to assure compliance by all its' Subcontractors with the E-Verify Program may be considered a material breach of this Contract by the City.

#### **13. COMPLIANCE WITH FEDERAL AND STATE LAWS**

The City has entered into this Contract with the Bidder relying on his knowledge and expertise to provide the services contracted for. As a part of that reliance, the Bidder represents that he knows and understands the relevant and applicable federal and state laws that apply to the services provided through this Contract, and agrees to comply with these relevant and applicable federal and state laws.

The Bidder understands and acknowledges the applicability to it of the American with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989. The following is only applicable to construction Contracts: The Bidder must also comply with A.R.S. § 34-301, "Employment of Aliens on Public Works Prohibited", and A.R.S. § 34-302, as amended, "Residence Requirements for Employees".

#### **14. CONFLICT OF INTEREST**

The City may cancel any Contract or Agreement, without penalty or obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the City's departments or agencies is, at any time while the Contract or any extension of the Contract is in effect, an employee of any other party of the Contract with respect to the subject matter of the Contract. The cancellation shall be effective when written notice from the City is received by all parties to the Contract, unless the notice specifies a later time (A.R.S. 38-511).

#### **15. CONTRACT ADMINISTRATOR DUTIES**

The Contract Administrator shall be responsible to audit the billings, approve payments, establish delivery schedules, approve addenda, and assure Certificates of Insurance are in City's possession and are current and conform to the Contract requirements.

## GENERAL TERMS AND CONDITIONS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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#### **16. CONTRACTOR ON SITE SAFETY REPORTING REQUIREMENTS**

For any non-construction City supplier whose service Contract(s) (either singular or in aggregate) results in the Contractor working 500 or more hours on site at a City of Scottsdale location(s) in any one calendar quarter, the following documentation must be provided by the Contractor to the Contract Administrator (CA):

- the Contractor's most recent OSHA 300A (if applicable);
- all accident reports for injuries that occurred in the city under the Contract during the most recent review period;
- the Contractor's current worker's compensation experience modifier;
- the above information is to be provided to the CA initially and every February thereafter as long as the Contract is in force;
- the CA will provide this information to Risk Management when requested.

#### **17. CO-OP USE OF CONTRACT**

In addition to the City of Scottsdale, this Agreement may be extended for use by other municipalities, government agencies and governing bodies, including the Arizona Board of Regents, and political subdivisions of the State. Any such usage by other entities must be in accord with the ordinances, charter and/or rules and regulations of the respective entity and the approval of the Contractor.

#### **18. COUNTERPARTS**

This Contract may be executed in one or more counterparts, and each originally executed duplicate counterpart of this Contract shall be deemed to possess the full force and effect of the original.

#### **19. ENDANGERED HARDWOODS**

Any construction, building addition or alteration project which is financed by monies of this state or its political subdivisions shall not use endangered tropical hardwood unless an exemption is granted by the Director of the State of Arizona, Department of Administration.

The Director shall only grant an exemption if the use of endangered tropical hardwood is deemed necessary for historical restoration or to repair existing facilities and the use of any substitute material is not practical. Any lease-purchase agreement entered into by this state or its political subdivisions for construction shall specify that no endangered tropical hardwood may be used in the construction unless an exemption is granted by the Director. As used in this subsection, "endangered tropical hardwood" includes ebony, lauan, mahogany or teak hardwood.

## GENERAL TERMS AND CONDITIONS



### **CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

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#### **20. ENTIRE AGREEMENT**

This Contract constitutes the entire understanding of the parties and supersedes all previous representations, written or oral, with respect to the services specified herein. This Contract may not be modified or amended except by a written document, signed by authorized representatives of each party.

#### **21. EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this Contract, the Bidder will follow the Federal government's guidelines to ensure that employees or applicants applying for employment will not be discriminated against because of race, color, religion, sex or national origin. The City of Scottsdale Diversity Office can be reached at 480-312-2727.

#### **22. ESTIMATED QUANTITIES**

All quantities referenced in this solicitation document are subject to adjustment dictated by City requirements. Quantities at variance with stated bid quantities may be purchased as required.

#### **23. EXECUTION OF CONTRACT**

The Contractor shall provide all the required documentation, which can include but may not be limited to, applicable bonds, insurance certificates, IRS W-9 Form and other documentation required to issue the Purchase Order or Notice to Proceed within ten (10) calendar days after the date of the Acceptance of Offer or Notice of Contract Award by the City. If a separate City Contract is required, the Contractor must execute it within ten (10) calendar days and return it to the City. Failure to complete these requirements within ten (10) calendar days may place the Contractor in default.

#### **24. FORCE MAJEURE**

The City shall not be held responsible for acceptance of all or any part of the materials tendered for delivery under this Agreement due to federal, state or municipal action, statute, ordinance or regulation, strike or other labor trouble, fire, windstorm or other incidents outside of the City's control which shall make such acceptance impossible or impractical.

Neither party shall be responsible for delays or failures in performance resulting from acts beyond their control. Such acts shall include, but not be limited to, acts of God, riots, acts of war, epidemics, governmental regulations imposed after the fact, fire, communication line failures, or power failures.

#### **25. FUNDS APPROPRIATION**

If the City Council does not appropriate funds to continue this Contract and pay for required charges, the City may terminate this Contract at the end of the current fiscal period. The City agrees to give written notice to the Contractor at least 30 days before the end of its current fiscal period and will pay the Contractor for all approved charges incurred through the end of this period.

## GENERAL TERMS AND CONDITIONS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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#### **26. INDEMNIFICATION**

To the fullest extent permitted by law, Bidder, its successors, assigns and guarantors, shall defend, indemnify and hold harmless the City of Scottsdale, its agents, representatives, officers, directors, officials and employees from and against all allegations, demands, proceedings, suits, actions, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expense, related to, arising from or out of, or resulting from any negligent or willful actions, acts, errors, mistakes or omissions by Bidder relating to work or services performed under this Contract, including but not limited to, any Subcontractor or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable and any injury or damages claimed by any of Bidder's and Subcontractor's employees.

Insurance provisions set forth in this agreement, if any, are separate and independent from the indemnity provisions of this paragraph and shall not be construed in any way to limit the scope and magnitude of the indemnity provisions. The indemnity provisions of this paragraph shall not be construed in any way to limit the scope and magnitude and applicability of the insurance provisions.

#### **27. INDEPENDENT CONTRACTOR**

The services Contractor provides under the terms of this Contract to the City are that of an Independent Contractor, not an employee, or agent of the City. The City will report the value paid for these services each year to the Internal Revenue Service (I.R.S.) using Form 1099.

City shall not withhold income tax as a deduction from contractual payments. As a result of this, Contractor may be subject to I.R.S. provisions for payment of estimated income tax. Contractor is responsible for consulting the local I.R.S. office for current information on estimated tax requirements.

#### **28. INSURANCE REQUIREMENTS**

##### **Insurance Representations and Requirements**

###### General

Contractor agrees to comply with all applicable City ordinances and state and federal laws and regulations.

Without limiting any obligations or liabilities of Contractor, must purchase and maintain, at its own expense, this Contract's stipulated minimum insurance with insurance companies properly licensed by the State of Arizona (admitted insurer) with an AM Best, Inc. rating of B ++ 6 or above or an equivalent qualified unlicensed insurer by the State of Arizona (non-admitted insurer) with policies and forms satisfactory to City of Scottsdale. Failure to maintain insurance as specified may result in termination of this Contract at City of Scottsdale's option.

## GENERAL TERMS AND CONDITIONS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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## 28. INSURANCE REQUIREMENTS – CONT'D

### Insurance Representations and Requirements – Cont'd

#### No Representation of Coverage Adequacy

By requiring the insurance stated in this Contract, the City of Scottsdale does not represent that coverage and limits will be adequate to protect Contractor. City of Scottsdale reserves the right to review any and all of the insurance policies and/or endorsements required by this Contract, but have no obligation to do so. Failure to demand any evidence of full compliance with the insurance requirements stated in this Contract or failure to identify any insurance deficiency does not relieve Contractor from, nor be construed or considered a waiver of, its obligation to maintain the required insurance at all times during the performance of this Contract.

#### Coverage Term

All insurance required by this Contract must be maintained in full force and effect until all work or services required to be performed under the terms of this Contract are satisfactorily performed, completed and formally accepted by the City of Scottsdale, unless specified otherwise in this Contract.

#### Claims Made

In the event any insurance policies required by this Contract are written on a "claims made" basis, coverage shall continue uninterrupted throughout the term of this Contract by keeping coverage in force using the effective date of this Contract as the retroactive date on all "claims made" policies. The retroactive date for exclusion of claims must be on or before the effective date of this Contract, and can never be after the effective date of this Contract. Upon completion or termination of this Contract, the "claims made" coverage shall be extended for an additional three (3) years using the original retroactive date, either through purchasing an extended reporting option; or by continued renewal of the original insurance policies. Submission of annual Certificates of Insurance, citing the applicable coverages and provisions specified herein, shall continue for three (3) years past the completion or termination of this Contract.

#### Policy Deductibles and or Self-Insured Retentions

The policy requirements may provide coverage which contains deductibles or self-insured retention amounts. Any deductibles or self-insured retention are not applicable to the policy limits provided to City of Scottsdale. Contractor is solely responsible for any deductible or self-insured retention amount. City of Scottsdale, at its option, may require Contractor to secure payment of any deductible or self-insured retention by a surety bond or irrevocable and unconditional Letter of Credit.

#### Use of Subcontractors

If any work under this Contract is subcontracted in any way, Contractor must execute a written agreement with Subcontractor containing the same Indemnification Clause and Insurance Requirements as stated in this Contract protecting City of Scottsdale and Contractor. Contractor will be responsible for executing the agreement with Subcontractor and obtaining Certificates of Insurance verifying the insurance requirements.

## GENERAL TERMS AND CONDITIONS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

## 28. INSURANCE REQUIREMENTS – CONT'D

### Insurance Representations and Requirements – Cont'd

#### Evidence of Insurance and Required Endorsements

Before starting any work or services under this Contract, Contractor must furnish City of Scottsdale with Certificate(s) of Insurance, or formal endorsements as required by this Contract, issued by Contractor's insurer(s) as evidence that policies are placed with acceptable insurers as specified in this Contract and provide the required coverage, conditions, and limits of coverage and that this coverage and the provisions are in full force and effect. If a Certificate of Insurance is submitted as verification of coverage, City of Scottsdale will reasonably rely upon the Certificate of Insurance as evidence of coverage but this acceptance and reliance will not waive or alter in any way the insurance requirements or obligations of this agreement. If any of the above cited policies expire during the life of this Contract, it is Contractor's responsibility to forward renewal Certificates within ten (10) days after the renewal date containing all the aforementioned insurance provisions. Certificates must specifically cite the following provisions endorsed to the Contractor's policy:

1. City of Scottsdale, its agents, representatives, officers, directors, officials and employees must be named an Additional Insured under the following policies:
  - a) Commercial General Liability
  - b) Auto Liability
  - c) Excess Liability - Follow Form to underlying insurance as required.
2. Contractor's insurance must be primary insurance as respects performance of subject contract.
3. All policies, except Professional Liability insurance, if applicable, waive rights of recovery (subrogation) against City of Scottsdale, its agents, representatives, officers, directors, officials and employees for any claims arising out of work or services performed by Contractor under this Contract.
4. If the Contractor receives notice that any of the required policies of insurance are materially reduced or cancelled, it will be Contractor's responsibility to provide prompt notice of same to the City, unless such coverage is immediately replaced with similar policies.

### Required Coverage

#### Commercial General Liability

Contractor must maintain "occurrence" form Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products and Completed Operations Annual Aggregate, and a \$2,000,000 General Aggregate Limit. The policy must cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury. If any Excess insurance is utilized to fulfill the requirements of this section, the Excess insurance must be "follow form" equal or broader in coverage scope than underlying.

## GENERAL TERMS AND CONDITIONS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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## 28. INSURANCE REQUIREMENTS – CONT'D

### Required Coverage – Cont'd

#### Vehicle Liability

Contractor must maintain Business Automobile Liability insurance with a limit of \$1,000,000 each occurrence on Contractor's owned, hired, and non-owned vehicles assigned to or used in the performance of the Contractor's work or services under this Contract. If any hazardous material, as defined by any local, state or federal authority, is the subject, or transported, in the performance of this contract, an MCS 90 endorsement is required providing \$5,000,000 per occurrence limits of liability for bodily injury and property damage. If any Excess insurance is utilized to fulfill the requirements of this section, the Excess insurance must be "follow form" equal or broader in coverage scope than underlying.

#### Workers Compensation Insurance

Contractor must maintain Workers Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of work or services under this Contract and must also maintain Employers' Liability Insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee and \$500,000 disease policy limit.

## 29. LITIGATION

The Bidder will disclose any issue or potential issue that may have a material bearing on the financial condition, solvency or credit worthiness of the organization. Disclosure includes any material contingent liabilities or uninsured potential losses, involuntary Contract terminations in other jurisdictions and any voluntary or involuntary bankruptcy filings over the past 7 years. The Bidder will also disclose any litigation in which the Bidder has been involved in, either as a plaintiff or defendant, within the past 3 years, and the Bidder shall agree to notify the City within 7 days of any litigation or significant potential for litigation of which the Bidder becomes aware during the course of any contract with the City. Further, the Bidder will be required to warrant that it will disclose in writing to the City all litigation involving the Bidder, the Bidder's related organization, owners and key personnel.

## 30. LOCAL CONDITIONS, RULES AND REGULATIONS

The Bidder shall familiarize himself with the nature and extent of the Contract documents, work to be performed, all local conditions, and federal, state and local laws, ordinances, rules and regulations that in any manner may affect cost, progress or performance of the work.

## 31. MODIFICATIONS

Any adjustments, alterations, additions, deletions, or modifications in the terms and/or conditions of this Contract must be made by written Change Authorization approved by the Contract Administrator, Purchasing Director and the Contractor.

If Contractor performs any modification without written Change Authorization, the City shall not be obligated to accept said modification.

## GENERAL TERMS AND CONDITIONS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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#### **32. NO PREFERENTIAL TREATMENT OR DISCRIMINATION**

In accordance with the provisions of Article II, Section 36 of the Arizona Constitution, the City will not grant preferential treatment to or discriminate against any individual or group on the basis of race, sex, color, ethnicity or national origin. The City of Scottsdale Diversity Office can be reached at 480-312-2727.

#### **33. NO WAIVER**

The failure of either party to enforce any of the provisions of the Contract documents or to require performance of the other party of any of the provisions of this Contract will not be construed to be a waiver of those provisions, nor will it affect the validity of the Contract documents, or the right of either party to enforce each and every provision.

No delay or failure of either party in exercising any right hereunder, and no partial or single exercise thereof, shall be deemed to constitute a waiver of such right or any other rights hereunder. All waivers must be in writing and signed by the party to be charged. Any waiver by either party of any requirement hereunder shall be deemed to be a specific limited waiver, and shall not be deemed to be a continuing waiver nor a waiver of any other requirement hereof.

#### **34. ORDER OF PRECEDENCE**

In the event of a conflict in the provisions of this solicitation or resulting Contract, as accepted by the City and as they may be amended, the following shall prevail in the order set forth below:

1. Signed and fully executed separate Contract or Offer and Acceptance Sheet
2. Special Terms & Conditions of the Solicitation
3. General Terms & Conditions of the Solicitation
4. Statement or Scope of Work ( SOW )
5. Specifications
6. Attachments
7. Exhibits
8. Instructions to Bidders
9. Other documents referenced or included in the Solicitation or Contract

#### **35. PATENTS**

The Contractor agrees upon receipt of notification to promptly assume full responsibility for the defense of any suit or proceeding which is, has been, or may be brought against the City of Scottsdale and its agents or bidders for alleged patent and/or copyright infringement, as well as for the alleged unfair competition resulting from similarity in design, trademark or appearance of goods by reason of the use or sale of any goods furnished under this Contract and the Contractor further agrees to indemnify the City against any and all expenses, losses, royalties, profits and damages including court costs and attorney's fees resulting from the bringing of such suit or proceedings including any settlement or decree of judgment entered therein.

The City may be represented by and actively participate through its own counsel in any such suit or proceedings if it so desires.

## GENERAL TERMS AND CONDITIONS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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#### **36. PAYMENT TERMS**

The City of Scottsdale's payment terms are payment within thirty (30) days except in Title 34 circumstances where payment is required within fourteen (14) days. Payment may be sooner where cash discounts are offered for early payment; however, cash discounts offered will not be considered in determining lowest Bidder. In no event will payment be made prior to receipt of an original invoice containing invoice and Purchase Order numbers and receipt of purchased item. The City is not liable for delays in payment caused by failure of the vendor or Contractor to send invoice to the address specified below:

CITY OF SCOTTSDALE  
ACCOUNTS PAYABLE  
7447 E. INDIAN SCHOOL ROAD, #210  
SCOTTSDALE, ARIZONA 85251-4468

#### **37. PRICE REDUCTION**

If Contractor's, manufacturer, or supplier at any time during the course of this Contract, makes a general price decrease, to the Contractor, the Contractor shall promptly notify the City in writing and extend such decrease to the City effective on the date of such general price decrease.

#### **38. RECORDS AND AUDIT RIGHTS**

Bidder's and Subcontractor's books, records, correspondence, accounting procedures and practices, and any other supporting evidence relating to this Contract (all the foregoing hereinafter referred to as "Records") shall be open to inspection and subject to audit and/or reproduction during normal working hours by the City of Scottsdale, or its authorized representative, to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims based on Bidder's or Subcontractor's actual costs (including direct and indirect costs and overhead allocations) incurred, or units expended directly in the performance of work under this Contract. For the purpose of evaluating or verifying such actual or claimed costs or units expended, the City of Scottsdale or its authorized representative shall have access to said Records from the effective date of this Contract for the duration of the work and until three (3) years after the date of final payment by the City of Scottsdale to Bidder pursuant to this Contract.

The City of Scottsdale or its authorized representative shall have access, during normal working hours, to all necessary Bidder and Subcontractor facilities, and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with the provisions of this Article. The City of Scottsdale shall give Bidder or Subcontractor reasonable advance notice of intended audits.

Bidder shall require Subcontractors to comply with the provisions of this Article by insertion of the requirements hereof in any Subcontract pursuant to this Contract.

**GENERAL TERMS AND CONDITIONS**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

**38. RECORDS AND AUDIT RIGHTS – CONT'D**

If an audit in accordance with this article, discloses overcharges, of any nature, by the Contractor to the City in excess of one percent (1%) of the total Contract billings, the actual cost of the City's audit shall be reimbursed to the City by the Contractor. Any adjustments and/or payments which must be made as a result of any such audit or inspection of the Contractor's invoices and/or records shall be made within a reasonable amount of time (not to exceed 90 days) from presentation of City's findings to Contractor.

**39. REGISTERED/LICENSES**

To be considered responsive, Contractors must be registered/licensed in the State of Arizona, if such registration/license is normally a requirement.

**40. REQUEST FOR TAXPAYER I.D. NUMBER & CERTIFICATION IRS W-9 FORM**

Upon request, the Contractor shall provide the required I.R.S. W-9 FORM which is available from the IRS website at [www.IRS.gov](http://www.IRS.gov) under their forms section.

**41. RISK OF LOSS**

Contractor agrees to bear all risks of loss, injury or destruction of goods and materials ordered as a result of this Invitation for Bid which occur prior to delivery to the City; and such loss, injury, or destruction shall not release Contractor from any obligation hereunder.

The Contractor agrees upon receipt of notification to promptly assume full responsibility for the defense of any suit or proceeding which is, has been, or may be brought against the City of Scottsdale and its agents or vendors for alleged patent and/or copyright infringement, as well as for the alleged unfair competition resulting from similarity in design, trademark or appearance of goods by reason of the use or sale of any goods furnished under this contract and the Contractor further agrees to indemnify the City against any and all expenses, losses, royalties, profits and damages including court costs and attorney's fees resulting from the bringing of such suit or proceedings including any settlement or decree of judgment entered therein.

The City may be represented by and actively participate through its own counsel in any such suit or proceedings if it so desires.

**42. SCOTTSDALE CITY SEAL AND CITY SYMBOL**

The Scottsdale City seal (as defined in S.R.C. § 2-1) and the City symbol are **registered marks and are reserved solely for the City's use**. Any other use or **reproduction of the City's registered marks in any print, digital, or other media and without the City's express, written consent is prohibited**. As a breach of this prohibition may impair the City's reputation, dilute its mark(s), or otherwise cause the City irreparable harm, the City shall be entitled to an immediate injunction enjoining such use in addition to any other legal or equitable remedies.

## GENERAL TERMS AND CONDITIONS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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#### 43. SEVERABILITY

If any provision of the Contract documents or the application of them to any person or circumstance is invalid, illegal or unenforceable to any extent, the remainder of the Contract documents and their application will not be affected and are enforceable to the fullest extent permitted by law.

#### 44. SUCCESSORS AND ASSIGNS

No right or interest covered by this Contract shall be assigned in whole or in part without the prior written consent of the City.

The Contractor and the City agree that the provisions of the Contract documents are binding upon the parties, their employees, agents, heirs and assigns. This Contract extends to and is binding upon the Contractor, its successors and assigns, including any individual, company, partnership or other entity with or into which the Contractor merges, consolidates or is liquidated, or any person, corporation, partnership or other entity to which the Contractor sells its assets.

#### 45. TERMINATION

**Termination for Convenience:** City reserves the right to terminate this Contract or any part hereof for its sole convenience with thirty (30) days written notice. In the event of such termination, Contractor shall immediately stop all work hereunder, and shall immediately cause any of its suppliers and Subcontractors to cease such work. Contractor shall be paid a reasonable termination charge consisting of a percentage of the order price reflecting the percentage of the work performed prior to the notice of termination, plus actual direct costs resulting from termination.

Contractor shall not be paid for any work done after receipt of the notice of termination, nor for any costs incurred by Contractor's suppliers or Subcontractors which Contractor could reasonably have avoided. Contractor shall not unreasonably anticipate the requirements of this Contract.

**Cancellation for Cause:** City may also terminate this Contract or any part hereof with seven (7) days' notice for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any of the terms and conditions of this Contract. Late deliveries, deliveries of products which are defective or do not conform to this Contract, unsatisfactory performance as judged by the Contract Administrator, and failure to provide City, upon request, with adequate assurances of future performance shall all be causes allowing City to terminate this Contract for cause.

In the event of termination for cause, City shall not be liable to Contractor for any amount, and Contractor shall be liable to City for any and all damages sustained by reason of the default which gave rise to the termination. If it should be determined that City has improperly terminated this Contract for default, such termination may be deemed a termination for convenience.

In the event Contractor is in violation of any Federal, State, County or City law, regulation or ordinance, the City may terminate this Contract immediately upon giving notice to the Contractor.

## GENERAL TERMS AND CONDITIONS



### **CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

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#### **46. TESTING OF MATERIALS**

When required in the course of any service or Contract, the procedures and methods used to sample and test material, will be determined by the City. Unless otherwise specified, samples and tests will be made in compliance with the following: The City of Scottsdale Minimum Sampling Frequency Guide, The City of Scottsdale Material Testing Manual and the standard methods of AASHTO or ASTM, DSPM and MAG supplements.

The City will provide a pre-qualified City or Independent Testing Laboratory and will pay directly for initial City Acceptance Testing. When the first and subsequent tests indicate noncompliance with the specifications, the cost associated with that noncompliance will be paid for by the Contractor. When the first and subsequent tests indicate noncompliance with the specifications, all retesting will be performed by the same testing agency.

Rejected materials shall be immediately removed and shall not be used in any form for any other part of the work.

#### **47. TIME IS OF THE ESSENCE**

The City and the Contractor mutually agree that time is of the essence with respect to the dates and times contained in the Contract documents.

#### **48. WARRANTY**

Contractor expressly warrants that all goods or services furnished under this agreement shall conform to all specifications and appropriate standards, will be new, and will be free from defects in material or workmanship. Contractor warrants that all such goods or services will conform to any statements made on the containers or labels or advertisements for such goods, or services, and that any goods will be adequately contained, packaged, marked and labeled. Contractor warrants that all goods or services furnished hereunder will be merchantable, and will be safe and appropriate for the purpose for which goods or services of that kind are normally used. If Contractor knows or has reason to know, the particular purpose for which City intends to use the goods or services, Contractor warrants that such goods or services will be fit for such particular purpose. Contractor warrants that goods or services furnished will conform in all respect to samples. Inspection, test, acceptance of use of the goods or services furnished hereunder shall not affect the Contractor's obligation under this warranty, and such warranties shall survive inspection, test, acceptance and use.

Contractor's warranty shall run to City, its successors, and assigns. Contractor agrees to replace or correct defects of any goods or services not conforming to the foregoing warranty promptly, without expense to City, when notified of such nonconformity by City, provided City elects to provide Contractor with the opportunity to do so. In the event of failure of Contractor to correct defects in or replace nonconforming goods or services promptly, City, after reasonable notice to Contractor, may make such corrections or replace such goods and services and charge Contractor for the cost incurred by City in doing so. Contractor recognizes that City's requirements may require immediate repairs or reworking of defective goods, without notice to the Contractor. In such event, Contractor shall reimburse City for the costs, delays, or other damages which City has incurred.

**SPECIAL TERMS AND CONDITIONS**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

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**1. ACCEPTANCE / AGREEMENT**

Contractor shall act under the authority and approval of the Contract Administrator for the City, further named herein, to provide the services required by this Contract.

Any Contract/Agreement made pursuant to this solicitation must be accepted in writing by the Offeror. If for any reason the Offeror should fail to accept in writing, any conduct by Offeror which recognizes the existence of a Contract/Agreement pertaining to the subject matter hereof shall constitute acceptance by Offeror of the Contract/Agreement and all of its terms and conditions. Any terms proposed in Offeror's acceptance of City's Contract which adds to, varies from or conflicts with the terms herein are hereby objected to. Any such proposed terms shall be void and the terms herein shall constitute the complete and exclusive statement of the terms and conditions of the Contract/Agreement between the parties and may hereafter be modified only by written instrument executed by the authorized representatives of both parties.

**2. ADDITIONAL LOCATIONS**

The City of Scottsdale reserves the right to add or subtract to this Contract as the need arises due to changes in the amount of buildings. In the event the City needs to add to this Contract, the pricing for any additions to services shall be applied per the applicable Contract unit costs. Any additions or subtractions to the Contract shall be done via a written change order and be a **MINIMUM** of thirty (30) days prior to the changes taking effect.

**3. CITY ASSURANCE**

The Contract Administrator shall report to the Contractor in writing, via email, or other written documentation, all deficiencies in the quality of performance of the maintenance service. All communication, written or verbal, between the City of Scottsdale and the Contractor will be in English.

All deficiencies in the performance of the Contractor's service shall be corrected by the Contractor as directed by the Contract Administrator.

The Contract Administrator shall on an ongoing basis monitor and review the performance of the Contractor and employees. The outcomes of this oversight shall have a direct bearing on the opportunity to negotiate a renewal of the Contract, when applicable.

**SPECIAL TERMS AND CONDITIONS**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

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**4. CITY OBSERVED HOLIDAYS**

City holiday time frame to be 6:00 P.M. the eve of the holiday until 6:00 A.M. on the day after the holiday.

City Holidays Include: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (plus Day after Thanksgiving), Christmas Day.

- a. New Year’s Day January 1st (or Friday before or Monday after)
- b. Martin Luther King Day 3rd Monday in January
- c. President’s Day 3rd Monday in February
- d. Memorial Day Last Monday in May
- e. Independence Day July 4th (or Friday before or Monday after)
- f. Labor Day 1st Monday in September
- g. Thanksgiving Day 4th Thursday in November
- h. Day after Thanksgiving 4th Friday in November
- i. Christmas Day December 25th (or Friday before or Monday after)

**5. CONTRACTOR’S EMPLOYEES’ IDENTIFICATION AND WORK APPAREL**

All Contractor employees performing work under the scope of this Contract shall wear conservative style uniform shirts that will have sewn on or embossed identification labels of the Contractor’s company name, and/or, logo, and will appear on the front area of the shirt near chest height of the shirt. Shirts may also have company name or logo appear on the backside of the shirt. Contract Administrator will approve proper identification on uniforms during the life of the Contract.

Contractor shall provide employees with identification nametags to include name and picture of the employee and Contractor’s company name and applicable logo. Employee will wear the nametag in plain view on his person at all times while performing the work under the scope of the Contract. All employees shall have the supervisor’s business cards available. In addition the ‘lead person’ of each crew shall wear a badge clearly identifying the position of crew leader.

Contractor’s employees shall wear uniform style slacks, “Levi” type slacks, or Bermuda type shorts. If shorts are worn they shall be of Bermuda style length (cut just above the knee). Cut-offs and short-shorts are not acceptable wearing apparel.

Outlandish styles, patterns, hats, colors of wearing apparel, verbiage imprinted on apparel, etc. worn by the Contract Employee that may promote negativity in the work place, or advertise any product other than the Contractor’s company name and/or logo will not be allowed.

Sandals, flip-flops, open-toed shoes are not acceptable footwear.

The Contract Administrator shall be the sole determinant of the appropriateness of all work apparel.

**SPECIAL TERMS AND CONDITIONS**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

**5. CONTRACTOR'S EMPLOYEES' IDENTIFICATION AND WORK APPAREL – CONT'D**

It shall be the Contractor's responsibility to make sure all employees performing any work at any location under the scope of this Contract, are furnished and use the proper Personal Protective Equipment (PPE) based on the type of work the employee is doing and the type of hazard the employee may encounter or be exposed to.

Walkman type radios or any apparatus, which may impede hearing or sight, will not be allowed. Earplugs and/or safety glasses are exempt.

The Contractor shall instruct all employees, in advance, as to what to do in a medical emergency.

If an injury to an employee is of sufficient nature to warrant immediate professional medical attention, the employee shall seek out proper medical attention immediately.

The employee shall notify the on-duty lead person (or supervisor) of any personal injury, including minor cuts, scrapes or burns. The on-duty lead person shall immediately notify the Contract Administrator of such injuries.

**6. CONTRACTOR SUPERVISORS AND CREWS**

The Contractor's Supervisor(s) shall have full authority to act on behalf of the Contractor in any situation.

The Contractor's Supervisor(s) and crews shall be monitored by the Contract Administrator for their effectiveness interacting with City personnel, citizens, and ability to maintain a written schedule. The knowledge and effectiveness of the Contractor's Supervisor(s) and crews shall have a direct impact on any possible and applicable Contract extensions.

Actual crew size shall be the responsibility of the Contractor to establish.

A fully staffed crew shall be defined as a **MINIMUM** of the following:

- One (1) Supervisor (Crew Leader) who is conversant in the 'English language'
- One (1) vehicle capable of performing the required work as indicated by the Contract Administrator at the time of the service request.
- Additional crew members as required to complete the required work as indicated by the Contract Administrator at the time of the service request.

**7. DELAYS AND EXTENSIONS**

During the course of this Contract, if deemed in the best interest of the City of Scottsdale, an extension of time may be granted. However, any time extension so granted shall not constitute or operate as a waiver by the City of Scottsdale of any of its rights herein.

## SPECIAL TERMS AND CONDITIONS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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#### 8. **FUEL SURCHARGES**

Fuel surcharges shall NOT be allowable during the term of this Contract.

#### 9. **INVOICING**

All invoices submitted for work done under the scope of this Contract **MUST BE ITEMIZED**. Itemized invoices shall contain a **MINIMUM** of the following information:

- Vendor Name
- Remit to Address
- Purchase Order Number
- Invoice Date
- Invoice Number
- Date service/work was completed
- Complete description of work completed
- Location where service/work was performed
- Itemized list of all charges (quantity, description, unit pricing per the contract)
- Tax Amount (if applicable)
- Total Invoice Amount

The Contractor shall submit invoices with all supporting documentation within thirty (30) days after the service/work is completed and approved by the Contract Administrator.

#### 10. **KEY PERSONNEL**

The Contractor shall provide an adequate staff of experienced personnel capable of and devoted to the successful accomplishment of Contract work. The Contractor shall assign the specific individuals identified in its proposal to key positions. The Contract is predicated, in part and among other considerations, on the utilization of the specific individual(s) and/or personnel qualification(s) identified and/or described in the Contractor's offer. Therefore, no substitution of such specified individuals and/or personnel shall be made without prior written approval of the CA. Any substitution of personnel under this Contract shall be equal or better than those identified in the Contract. The City's approval of a personnel substitution shall not be construed as an acceptance of the substitution's performance potential. No approval shall be unreasonably withheld of a proposed substitution of personnel. The Contractor shall bear all transitional expenses incurred for any costs associated with removing or replacing Key Personnel who are performing work under the Contract.

#### 11. **LIQUIDATED DAMAGES**

If the Contractor fails to deliver the supplies or perform the services within the time specified in their Contract, or any extension thereof, the actual damages to the City of Scottsdale for the delay will be difficult or impossible to determine. Therefore, in lieu of actual damages, the City of Scottsdale shall deduct from the Contractor's monthly invoice, as fixed, agreed, and liquidated damages for each occurrence that meets the criteria of the liquidated damages conditions within the Non-Compliance Clause of the Special Terms and Conditions herein, the amount of fifty dollars (\$50.00).

**SPECIAL TERMS AND CONDITIONS**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

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**11. LIQUIDATED DAMAGES – CONT'D**

The Contractor shall not be charged with liquidated damages when the delay arises out of causes beyond their control and without the fault or negligence of the Contractor.

**12. NON-COMPLIANCE CONDITIONS AND REMEDIES**

**Schedule Non-Compliance** – Failure to maintain the approved or adjusted schedule will result in the issuance of a notice of non-compliance by the Contract Coordinator, or designee. Failure to correct the non-compliance situation within the time imposed by the City may result in the Contractor’s forfeiture of payment for the work that was not completed in the timeline issued by the Contract Administrator, or designee. At this point the City of Scottsdale will exercise its right to either perform the work itself or use another approved custodial services company to perform the work. Any work done in this manner will be deducted from the monthly billing. This action will in no way alleviate the responsibility of the Contractor to continue the maintenance of this site once the area has been recovered.

**Employee Non-Compliance** – Any employee(s) not following the standards set forth herein will be asked to leave the job site until basic work standards are met. This shall not alleviate the Contractor from fulfilling its responsibility to adhere to the schedule established with the Contract Administrator, or designee.

Throughout the life of this Contract every effort will be made to maintain effective communication with the Contractor. Phone calls, emails and faxes will be the normal way of alerting the Contractor to minimal violations. Persistent and/or negligence will be dealt with in a formal setting.

Failure of the Contractor to perform any services or requirements of the Contract shall be cause for the Contract Administrator to deduct payment based on administration costs, cost of labor for services having to be accomplished by others, supplies and materials; to be determined by the Contract Administrator. The disciplinary procedure for this section shall be:

**First Infraction** – A letter of ‘non-compliance’ shall be issued by the Contract Administrator. The Contractor shall have twenty-four (24) hours to respond in writing detailing what steps shall be taken to bring the maintenance back to compliance with the Contract. Remedy shall be executed within seventy-two (72) hours of notice issued by Contract Administrator to avoid a second letter of non-compliance. A letter of non-compliance will not result in any money charged against the Contractor.

**Second Infraction** – The second infraction in the same area or the same type of infraction shall result in a meeting with the Contractor. The second letter of non-compliance shall result in a deduction from the Contractor’s monthly invoice of fifty dollars (\$50.00) per the Liquidated Damages clause of the Special Terms and Conditions. Failure to correct the non-compliance situation within the time imposed by the City may result in the Contractor’s forfeiture of payment for the work that was not completed in the timeline issued by the Contract Administrator. At this point the City of Scottsdale will exercise its right to either perform the work itself or use another approved custodial services company to perform the work. Any work done in this manner will be deducted from the monthly billing. This action will in no way alleviate the responsibility of the Contractor to continue the maintenance of this site once the area has been recovered.

**SPECIAL TERMS AND CONDITIONS**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

**12. NON-COMPLIANCE CONDITIONS AND REMEDIES – CONT'D**

**Third Infraction** - The third infraction, within six (6) months, shall result in a meeting between the Contractor, City of Scottsdale Contract Administrator and City of Scottsdale Purchasing staff. The Contractor shall explain, and put in writing, the action they are going to implement to avoid this situation further. The third infraction results in the Contractor being put on forty-five (45) day probation, beginning with the meeting with City staff. At any time during the forty-five (45) day probation period the Contractor may be terminated with a seven (7) day notice. Any payments due at that time shall be frozen until the Contract has been serviced to specifications. If this is not possible the Contractor has no expectation of payment

**13. PRICE ESCALATION**

Price increases may only be requested by the Contractor, thirty (30) days prior to the anniversary date of the Agreement. Failure to do so may result in the denial of any increase requested.

A requested price increase will become effective only after approval by the Contract Administrator and the Purchasing Director. Once approved the price increase will be adjusted into a new base price for the remainder of the contract period. Any future requested price increases to the base price will only be reviewed at annual renewal time and require the approval of the Contract Administrator and Purchasing Director.

Approved price increases will be applied to the unit pricing in the Agreement as a percentage increase.

The increased rate shall be based upon mutual consent of the Contractor and the Contract Administrator; however, the Contract Administrator shall evaluate the Contractor's performance, services and records documentation to determine the appropriateness of the increase requested.

The percentage increase in the unit pricing may not exceed the percent in the U.S. City Average "Consumer Price Index" (C.P.I.) All Items, 1982-84=100 for All Urban Consumers for the Percentage Change from the previous twelve (12) months, as published by the U. S. Department of Labor Bureau of Labor Statistics.

## SPECIAL TERMS AND CONDITIONS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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#### 14. **PRICING**

Pricing shall be listed on the Pricing Proposal Form page. Prices quoted by the Offerors shall be applicable during the entire initial term of the Contract.

For reasons of clarity all submissions of pricing shall be priced in the same unit (size, volume, quantity, weight, etc.) as requested on the Pricing Proposal Form herein. Offerors failing to comply with this requirement may be declared non-responsive.

All charges associated with this Contract **MUST** be shown on the Pricing Proposal Form returned by the Offeror or other supporting documentation. Any charges not listed on the Pricing Proposal Form or supporting documentation submitted with the Offeror's proposal shall not be allowed during the Contract period and any applicable extensions.

Unit prices quoted herein shall be all inclusive and include all pertinent additional fees normally associated with this type of service. This shall include, but not be limited to, environmental fees, shop supplies, clean-up, transportation, etc. No additional charges beyond the quoted unit price (except applicable sales tax) shall be allowed, unless authorized by the Contract Administrator before final invoicing.

Unit prices quoted shall be applicable for any quantity ordered by the City of Scottsdale, or differentiated on the Pricing Proposal Form or other supporting documentation.

The Offeror is strongly encouraged to offer additional pricing for related items, products and services, which are not specifically addressed as line items in this solicitation, but are directly related to the items and products requested by the City herein and offered by the Offeror. Additional items, products and services proposed pricing should be noted on the Pricing Proposal Form or a separate attachment to Offeror's submittal document.

#### 15. **PURCHASING PROCEDURE**

All orders require a City of Scottsdale purchase order that will be communicated by phone, fax or e-mail. No parts or commodities or work shall be rendered/are to be delivered without the issuance of a City of Scottsdale purchase order. Any invoices received from the Contractor without a City of Scottsdale purchase order number, referenced on the invoice, may remain unpaid.

**SPECIAL TERMS AND CONDITIONS**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

**16. QUANTITY**

The estimated quantities that will be required during the initial term of this Contract are indicated on the Pricing Proposal Form and Scope of Work contained herein.

The actual service requests, and service requests for future years may be more or less, and any quantities listed herein should be used for information purposes only.

**17. REVIEW OF CONTRACTOR'S WORK**

Work performed by the Contractor shall be subject to periodic reviews and partial acceptance at various stages. The Department may make such reviews and pass upon the acceptability of Contractor's work. Partial acceptance shall not relieve the Contractor of its obligation to correct, without charge, any errors in the work on this project.

**18. SINGLE AWARD**

The City of Scottsdale reserves the right to award this solicitation as deemed in the best interest of the City. While multiple awards are possible, the preferred procedure is to make a single award as a result of this solicitation process.

**19. SUBSTANCE ABUSE SCREENING & BACKGROUND CHECK REQUIREMENTS**

Any and all employees, including all owners and officers of Contractors who perform work in City facilities, shall submit to and pass a criminal background investigation and substance abuse screening as outlined herein.

The Contractor shall provide the City of Scottsdale written certification that all employees of the Contractor, who will be performing work in City of Scottsdale facilities, have successfully completed and passed both a criminal background investigation and substance abuse screening prior to engaging in any work in any City of Scottsdale facility.

All employees of the Contractor shall abstain from the use of illegal drugs and/or alcohol, and the misuse of controlled substances while performing work in City of Scottsdale facilities. The Contractor shall be notified, and required to immediately remove any employee that is suspected of being under the influence of a controlled substance while performing work in a City of Scottsdale facility. The employee removed under these circumstances may return to performing work in City of Scottsdale facilities only after it has been determined and verified by the city of Scottsdale, that the employee was not under the influence of a controlled substance at the time of the incident.

**SPECIAL TERMS AND CONDITIONS**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

**19. SUBSTANCE ABUSE SCREENING & BACKGROUND CHECK REQUIREMENTS – CONT'D**

**1. SUBSTANCE ABUSE SCREENING.**

Contractor’s employees, prior to engaging in work in any City of Scottsdale facility, shall be required to submit to and successfully complete a substance abuse screening (panel 110 test) for illegal drugs and controlled substances. The substance abuse screening shall be performed by a laboratory legally authorized to perform such screenings and any related cost will be at the sole expense of the Contractor.

**2. CRIMINAL BACKGROUND INVESTIGATION.**

Contractor’s employees, prior to engaging in work in any City of Scottsdale facility, shall be required to submit to and successfully complete a full state and federal criminal background investigation, including but not limited to an **ASJIS Criminal History query**. Upon award of Contract, **the City of Scottsdale Municipal Security Department will perform an ASJIS Criminal History query, and issue a picture identification badge** to each of the Contractor’s employees who will be working in any City of Scottsdale facility.

The Contractor shall not allow any of their employees to perform work in any City of Scottsdale facility that has NOT successfully completed an ASJIS Criminal History query or, as determined through and investigation, is currently engaged in, or has a history of conviction or arrest involving crimes of: Violence against others, Theft, Moral Turpitude or the sale and/or use of illegal drugs. Any cost incurred by the Contractor as a result of performing Criminal Background Investigations on their employees shall be at the sole expense of the Contractor.

**20. TERM OF AGREEMENT**

The term of this Contract shall be for a one (1) year period from the effective date of acknowledgment of the Acceptance of Offer/Notice of Award.

The City and Contractor may mutually agree to extend this Contract for four (4) additional one (1) year periods, upon the recommendation of the Contract Administrator, concurrence of the Purchasing Director and/or City Council, depending on the Contract.

**21. THIRD PARTY BENEFICIARY**

Nothing under the Contract Documents will be construed to give any rights or benefits in the Contract Documents to anyone other than the City and the Consultant, and all duties and responsibilities undertaken in accordance with the Contract Documents will be for the sole and exclusive benefit of the City and the Consultant and not for the benefit of any other party.

**SPECIAL TERMS AND CONDITIONS**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

**22. UNPREDICTABLE MARKET CHANGE**

In the event of an unpredictable change in the market, which affects the then current Contract price, Contractor may submit justification for a price adjustment. Contract Administrator and Purchasing Director shall review justification and determine applicable price adjustment. Upon return to normal market conditions, the price will be adjusted to the price established by the original Contract terms.

The Purchasing Director shall be the final authority on any price adjustment due to unpredictable market change.

## SCOPE OF WORK



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

#### 1. **INTENT**

The City of Scottsdale is soliciting for a Contractor to provide custodial cleaning services at **Ten Facilities and Eight Park Locations in the Central Scottsdale area**. The successful Contractor shall provide all labor, materials and equipment necessary to complete the tasks detailed in the specifications contained herein. It is the intent of the City of Scottsdale to award a single contract to the successful bidder for the services described within this solicitation. The successful Contractor shall have performed similar services: in a commercial setting, with similar frequencies and to a degree & scope similar to those outlined in this solicitation, for a minimum of five consecutive years.

#### 2. **CONTRACT ADMINISTRATOR**

- a) The term Contract Administrator for the purposes of this work statement will refer to the City of Scottsdale Contract Administrator or his agent assigned to work with the Contractor and his employees.
- b) The City of Scottsdale will retain the right to have performed, by City personnel or outside agency, any cleaning operation in the contract facility as is deemed necessary during the life of the contract.

#### 3. **COMMUNICATION**

- a) The successful bidder will provide the Contract Administrator with the Contractor's phone numbers, pagers, cellular phone numbers, fax numbers, and business addresses throughout the life of the contract.

#### 4. **CONTRACTOR RESPONSIBILITIES**

- a) The Contractor will provide all necessary and proper: supervision, labor, chemicals, tools, cleaning equipment, safety equipment, and vehicles to complete all services of the contract.
- b) The Contractor and/or the Contractor's Employees will complete all daily services within prescribed times given by the Contract Administrator for completion. Special Project services will be performed at times that will not interfere with other City activities within the facility.
- c) The Contractor and/or his Supervisors shall perform **Weekly inspections of each location** at random times each week to ensure the performance of the custodial staff.
- d) All of the Contractor's Employees providing services under the guidelines of this contract must be able to speak and understand English sufficiently enough to receive and understand directions that may be given to them by City staff working in the facility.
- e) Maintenance products and equipment will be commercial/industrial grade of types approved by the Contract Administrator.

<b>SCOPE OF WORK</b>	
	<p style="text-align: center;"><b>CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS</b></p> <p style="text-align: center;"><b>RFP #16RP026</b></p>

**4. CONTRACTOR RESPONSIBILITIES – CONT'D**

- f) Work will be performed at times designated by the Contract Administrator or designee, per a schedule detailed in the specifications of each location.

**CONTRACTOR’S DAILY LOG FORM:**

- **Daily**, the Contractor’s employees shall complete a “**Daily Log form**, provided by the City of Scottsdale. Completion of this form will indicate that **all cleaning activities** specified for that location **were performed** during the course of work that day.
- The Contractor’s Supervisor for each location will be responsible for ensuring the Daily Log is completed by the Contractor’s employees.

**CONTRACTOR’S WEEKLY REPORT:**

- **Weekly**, the Contractor’s Supervisor shall inspect each location and evaluate the cleaning of each site in comparison with the contract specifications for that site. After inspecting each location, the **Supervisor shall sign & date the Daily Log Form** completed by the custodial staff at that location and **e-mail the signed form to the Contract Administrator**. Receipt of the signed Log for each site will indicate that all work has been done according to the contract specification and was inspected for compliance with the specifications.
- The **Weekly Reports**, for work done the previous week, shall be e-mailed to the Contract Administrator no later than the end of business day each Monday.
- A **Weekly Report** of all **Additional Services** provided at all locations during the week prior to the report shall be submitted to the Contract Administrator no later than the end of business day on Monday.
- The **weekly report** for **Additional Services** shall identify; the work performed, the date the work was done and the specific building or facility at which work was done.
- The “**Additional Services**” identified in this weekly report shall include but not be limited to all routine floor maintenance work; i.e. carpet cleaning, Park Restroom wall & floor cleaning and all other additional cleaning services provided that week.

## SCOPE OF WORK



### **CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

**THIS CONTRACT CONSISTS OF TEN FACILITIES AND EIGHT PARK LOCATIONS.**

REFER TO THE SPECIFICATIONS FOR EACH SITE, IN CONJUNCTION WITH ALL EXHIBITS AND OTHER DOCUMENTS OF THE CONTRACT TO FORMULATE A BID. THE SQUARE FOOTAGES PROVIDED IN THIS DOCUMENT ARE ESTIMATES ONLY AND DO NOT REPRESENT ANY GUARANTEE OF SIZE OR QUANTITY, AND SHOULD ONLY BE USED TO FORMULATE A BID.

### **CITY FACILITIES**

1. **NORTH CORPORATION YARD**  
9191 E. San Salvador Dr.  
39,500 Sq. Ft.
2. **DISTRICT 3 POLICE STATION**  
9065 E. Via Linda  
33,635 Sq. Ft.
3. **HIMOVITZ #1**  
9379 E. San Salvador Dr.  
20,070 Sq. Ft.
4. **HIMOVITZ #2**  
9312 94<sup>TH</sup> Street  
11,750 Sq. Ft.
5. **SCOTTSDALE FAMILY ADVOCACY CENTER**  
10225 E. Via Linda  
15,076 Sq. Ft.
6. **VIA LINDA SENIOR CENTER**  
10400 E. Via Linda  
19,260 Sq. Ft.
7. **HORIZON PARK RECREATION CENTER**  
15441 N. 100<sup>th</sup> Street  
15,430 Sq. Ft.
8. **McDOWELL MOUNTAIN RANCH POOL**  
10187 E. McDowell Mountain Ranch Rd.  
12,118 Sq. Ft.
9. **ARABIAN LIBRARY**  
10215 E. McDowell Mountain Ranch Rd.  
20,000 Sq. Ft.
10. **SCOTTSDALE RANCH PARK TENNIS CENTER & PARK RESTROOMS**  
10400 E. Via Linda  
1,760 Sq. Ft.

## SCOPE OF WORK



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

### PARK LOCATIONS

1. **LOST DOG WASH PARK RESTROOMS**  
124<sup>th</sup> Street North of Shea Blvd.  
400 Sq. Ft.
2. **RIO MONTANA RECREATION CENTER & PARK RESTROOMS**  
11180 N. 132<sup>nd</sup> Street  
1,600 Sq. Ft.
3. **STONEGATE RECREATION CENTER & PARK RESTROOMS**  
9555 N. 120<sup>th</sup> Street  
800 Sq., Ft.
4. **CHOLLA PARK RESTROOMS**  
11320 E. Via Linda  
350 Sq. Ft.
5. **AZTEC PARK RESTROOMS**  
13776 N. 100<sup>th</sup> Street  
300 Sq. Ft.
6. **Mc DOWELL MOUNTAIN RANCH PARK RESTROOMS (at the ball fields)**  
10187 E. McDowell Mountain Ranch Rd.  
400 Sq. Ft.
7. **HORIZON PARK RESTROOMS (at the ball fields)**  
15441 N. 100<sup>th</sup> Street  
400 Sq. Ft.
8. **SCOTTSDALE RANCH PARK RESTROOMS**  
10400 E. Via Linda  
300 Sq. Ft.

## SCOPE OF WORK



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

UPON COMPLETION OF DAILY CLEANING, ALL SURFACES WILL BE FREE OF SOILING THAT HAS OCCURRED DUE TO THE DAILY ACTIVITIES. PROPER DISINFECTION WILL HAVE TAKEN PLACE ON APPROPRIATE SURFACES AND ALL SURFACES WILL BE FREE OF STREAKS AND RESIDUE.

#### **SPECIFICATIONS FOR ROUTINE SERVICES**

(Identified as "A" services on Pricing Proposal Form)

1. All cleaning service requirements, as written in all Exhibits (Exhibits 1 - 3) will be performed, by the Contractor and Contractors Employees, as they apply to the particular areas and surfaces within these facilities.
2. All cleaning service frequencies and/or schedules stated in this portion of the specifications will take precedence over those specified for the same services in Exhibits 1 – 3. Further descriptions, modifications and other special required services are outlined below.

#### **2.1 DAILY:**

- a. All Trash and Recyclable materials will be removed from the facilities and placed in the appropriate containers that are located outside. See Exhibit 3.4 for further details.
- b. All Restrooms, Locker rooms and showers will be cleaned and disinfected. All surfaces, both inside and outside, of all toilets, urinals, sinks and other fixtures must be thoroughly cleaned daily.
- c. All paper and soap products in the restrooms & kitchens or employee break rooms will be replenished.
- d. Spot clean all interior office windows and glass doors to a height of 8 feet from the floor. See Exhibit 3.7 for further details.
- e. Vacuum carpets in all areas including "walk off mats" at all doorways. See Exhibit 3.5 for further details.
- f. Dust-mop or sweep and Damp-mop all hard surface floors.
- g. Clean up all debris from outside entrance areas to a distance of 10 feet from the entrance doors.
- h. Remove and dispose of trash in the outside trash containers located immediately outside entrance doors.
- i. Remove all spider webs and dead bugs from the interior of the building to a height of eight (8) feet from the floor.
- j. Clean all drinking fountains.
- k. All Kitchen and employee break areas will be cleaned. (does not include refrigerators, microwave ovens and coffee mugs / dishes)
- l. Clean all Elevators within or associated with the facility.
- m. Spot clean walls and support columns. See Exhibit 3.6 for further details.

## SCOPE OF WORK



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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## SPECIFICATIONS FOR ROUTINE SERVICES – CONT'D

### 2.2 WEEKLY:

- a) Thoroughly clean both sides of the glass on all entrance doors.
- b) Dust all horizontal surfaces that are clear of items in all areas i.e. interior window ledges. See Exhibit 3.7 for further details.
- c) Thoroughly clean all Stairs & Stair Cases including but not limited to sweeping and mopping all stair treads, cleaning all hand rails and removing all spider webs.

### ADDITIONAL SERVICES

(Identified as "B" services on Pricing Proposal Form)

### 2.3 EVERY FOUR WEEKS: (Monthly) (12 times per year)

#### Restroom & Shower Detail Cleaning:

- a. All **Showers Walls & Floors** will be **totally cleaned** using a **phosphoric acid based cleaning solution** to remove all soap scum, hard water scale, and all other soiling. Upon completion of cleaning, the walls & floors will be clean, streak-free, and free of all visible residues from cleaning products.
- b. All **Restroom Walls, Floors, Plumbing Fixtures and Stall Partitions** will be totally cleaned, with disinfecting cleaning product. Upon completion of cleaning, the walls, floors, plumbing fixtures & stall partitions will be clean, streak-free, and free of all visible residues from cleaning products.

#### Park Restroom Detail Cleaning:

- c. All **Park restroom floors, walls, plumbing fixtures and stall partitions will be scrubbed & washed using a disinfecting cleaning solution. All excess water and cleaning solution remaining on the floor from this process will be swept or pushed, by use of a squeegee, into the floor drain in each restroom. If there is no floor drain in the restroom, the dirty water / cleaning solution will be vacuumed from the floor and properly disposed of.** Upon completion of cleaning, all surfaces will be clean, streak-free, and free of all visible residues from cleaning products.

## SCOPE OF WORK



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

#### SPECIFICATIONS FOR ROUTINE SERVICES – CONT'D

##### 2.4 **EVERY EIGHT WEEKS:** (6 times per calendar year)

- a) **All carpets** will be cleaned using an **extraction cleaning process**. Spin-Bonnet type cleaning is not an acceptable method of carpet cleaning. First cleaning will take place in the **SECOND MONTH** after award of the contract. A total of **six (6) extraction cleanings** will take place each year of the contract.
- b) All **Hard Surface floors** such as but not limited to: Ceramic Tile, Epoxy Quartz/Concrete, Rubber tile, LVT or Sheet Vinyl floors will be machine scrubbed, buffed and polished. **This does not apply to shower & restroom floors.**
- c) All VCT tile floors will be striped and waxed.

##### 3. **ALL OTHER CLEANING SERVICES, AS THEY APPLY, WILL BE PERFORMED PER EXHIBITS 1 – 3 WHICH ARE ATTACHED TO THIS DOCUMENT.**

The approximate number of employees & visitors at each location on a daily basis has been provided with the description of each location where appropriate. Potential Bidders should use this number to calculate the quantity of each of the following products that are to be supplied by the contractor at no additional cost to the City of Scottsdale. The cost of these products or supplies will be included in the standard monthly cost to provide custodial services at each location.

##### 4. **THE FOLLOWING PRODUCTS WILL BE SUPPLIED AND REPLENISHED AT NO ADDITIONAL COST TO THE City of Scottsdale BY THE CONTRACTOR FOR THE LIFE OF THE CONTRACT:**

- Paper Towels – multifold or rolled
- Toilet paper 2 ply- 4” X 4” rolls
- Toilet paper 2 ply – JRT rolls
- Toilet Seat Covers
- Soap Cartridge – 800 ml. refills
- Deodorizing Urinal Screens
- Trash can liners – 20” X 22”
- Trash can liners – 30” X 37”
- Trash can liners – 40” X 48”

## SCOPE OF WORK



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

#### NORTH CORPORATION YARD COMPLEX 39,500 total sq. ft.

The North Corporation Yard Facility houses offices and work spaces for several departments of the City of Scottsdale including but not limited to; Human Resources, Solid Waste, Public Works, Facilities Maintenance, Supply Warehouse, Fleet Maintenance and Purchasing. The building is a two (2) story facility with four (4) stair cases and one (1) elevator to provide access between the two levels. The upper level of the building is comprised of several offices, conference rooms and office type work spaces with three (3) sets of employee restrooms. The main or ground level of the building has a large employee kitchen / lunch room, one each men's and women's locker rooms / showers, a Fitness Center room with various types of exercise equipment, three (3) sets of employee restrooms and several office / work spaces. The offices for the Supply Warehouse are located outside of the main building, at the west end of this facility, next to the warehouse loading ramp. The Code Enforcement department offices are located on the Northwest corner of the building and have a separate outside entrance at that location. There is also a "hand washing station" located just inside the Vehicle service bays and next to the Fleet Service offices that will be included in the daily service of this facility. Paper towels will be the only product supplied by the contractor at this hand washing station.

#### **Approximately 225 Employees Work At or From This Location Daily.**

Due to the diversity of the different departments located in this facility and the varying levels of security in some areas of the building, daily cleaning services will only be performed in offices and spaces that are unlocked or open. The custodial staff shall check daily, all office doors to determine if they are unlocked. If the door is unlocked, they are to enter and clean that office or space and close the door upon leaving. The custodial staff IS NOT required to clean any office or space that is behind a locked door.

#### **SERVICE SCHEDULE / HOLIDAYS - TIMES AND DAYS**

**One custodial staff member that can communicate fluently in English** will be on duty at the North Corp. Yard for an **eight (8) hour** period, starting at **11:00 A.M. daily, 5 days per week**, Monday – Friday except for City of Scottsdale holidays. The **primary function** of this custodian will be to provide custodial service in accordance with the **specifications for "Daily Services"** as set forth in this document with a **focus on the restrooms, trash removal and cleaning of the common areas**. A daily schedule that identifies the specific task to be performed by this custodian will be established and coordinated with the Contractor after award of the contract.

Cleaning of this facility will be performed while City of Scottsdale staff is working in the facility and it will be necessary for the Contractor's employees to be flexible in their work routines. Some areas of the facility may not be available for cleaning at the same time every day and the Contractor's employees will be required to return to clean these areas at a time later that same day. A good faith effort will be required of the Contractor's employees to complete all daily assignments to the best of their ability each day.

**All other services described in these specifications will be performed after 5 p.m. or at specific times that are coordinated between the Contractor and the Contract Administrator.**

The Guard Station and single restroom located on the east side of the parking structure, adjacent to this facility, will be cleaned 5 days per week, 52 weeks per year in conjunction with the cleaning of the main facility.

**SCOPE OF WORK**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

**NORTH CORPORATION YARD COMPLEX - CONT'D**

**RESTROOM & FLOORING INFORMATION FOR THE NORTH CORPORATION YARD**

<b>LOCATION</b>	<b>SQ. FEET</b>	<b>FLOORING</b>
Offices, Conference rooms and hallway areas	30,255	CARPET
<b>(6)</b> Men's Restrooms (6 toilets & 12 urinals)	960	CERAMIC TILE
<b>(6)</b> Women's Restrooms (18 stalls)	960	CERAMIC TILE
<b>(1)</b> Men's Locker room / showers (2 toilets, 4 urinals & 3 showers)	1,200	CERAMIC TILE
<b>(1)</b> Women's Locker room / showers (3 stalls & 3 showers)	1,195	CERAMIC TILE
Lunch room, exercise room & some hallways	4,930	RUBBER TILE
Stair Well Steps	(112)	RUBBER STAIR TREADS
<b>TOTAL CARPET</b>	<b>30,255</b>	
<b>TOTAL CERAMIC TILE</b>	<b>4,315</b>	
<b>TOTAL RUBBER TILE</b>	<b>4,930</b>	
<b>TOTAL SQ. FEET</b>	<b>39,500</b>	

## SCOPE OF WORK



### **CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

### **DISTRICT 3 POLICE STATION 33,635 total sq. ft.**

The District 3 Police Station is a three (3) story building with the lower level being a basement located below ground level. There is a Fitness room & one each men's and women's locker rooms / showers located down stairs along with offices and storage spaces. The main floor houses the Detective unit offices. The upstairs level houses the administrative offices and the "911" call center with a kitchen / break room located in the "911" call center. The west end of the upstairs is additional office spaces and training areas. There are men's and women's employee restrooms on the main floor and upstairs level that are located in secure areas of the building. There is also one each men's and women's public restrooms in the lobby area on the main floor. Two stairwells and one elevator in the facility provide access to all three levels of the building. More details regarding the restrooms and locker rooms are provided in the listing of square footages and floor coverings found later in this section.

#### **Approximately 100 Employees Work At or From This Location Daily.**

#### **SERVICE SCHEDULE / HOLIDAYS - TIMES AND DAYS**

**District 3 Police Station** is a 24-hour, 7 day per week, 365 days per year operation. Cleaning service for this facility will be performed between the hours of **7:00 A.M. and 6:00 P.M. daily, 7 days a week, 365 days a year including holidays.**

- a) **A minimum of, one (1) custodial staff member who can communicate fluently in English will be on duty at the District 3 Police Station for an eight (8) hour period, starting at 7:00 A.M. daily, 7 days per week, 365 days per year, including all holidays. The primary function of this custodian will be to provide custodial service at the police station in accordance with the specifications for "Daily Services" as set forth in this document. All other services described in these specifications will be performed after 5 p.m. or at specific times that are coordinated between the Contractor and the manager of this Police facility.**
- b) Cleaning of this facility will be performed while City of Scottsdale staff is working in the facility and it will be necessary for the Contractor's employees to be flexible in their work routines. Some areas of the facility may not be available for cleaning at the same time every day and the Contractor's employees will be required to return to clean these areas at a time later that same day. A good faith effort will be required of the Contractor's employees to complete all daily assignments to the best of their ability each day.
- c) Due to the sensitive nature of the business conducted in this facility, some areas have highly restricted access. It will be necessary for City staff to escort the contractor's employees at all times while they are cleaning in these restricted areas. Most other areas are open and cleaning service can be completed during normal business hours in those areas. The District 3 Police Commander or his designee will provide the successful bidder with a specific service schedule for these facilities after award of contract.

**SCOPE OF WORK**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

**DISTRICT 3 POLICE STATION – CONT'D**

**RESTROOM & FLOORING INFORMATION FOR THE DISTRICT 3 POLICE STATION**

<b>LOCATION</b>	<b>SQ. FEET</b>	<b>FLOORING</b>
<b>Lobby / Entrance</b>	1,000	TERRAZZO
Offices, Common areas, Halls...	27,800	CARPET
<b>(1) Women's Locker room / Showers &amp; restroom (2 toilets &amp; 2 showers)</b>	720	CERAMIC TILE
Men's Locker room	2,000	VCT TILE
<b>(1) Men's Showers &amp; restroom (2 toilets, 2 urinals &amp; 5 showers)</b>	688	CERAMIC TILE
Exercise room	475	RUBBER MAT
Lunch / Break room	195	CARPET
<b>(1) Main level Men's restroom (1 toilet, 2 urinals)</b>	176	CERAMIC TILE
<b>(1) Main level Women's restroom (2 toilets)</b>	140	CERAMIC TILE
<b>(1) Public area Men's restroom (1 toilet, 1 urinal )</b>	148	CERAMIC TILE
<b>(1) Public area Women's restroom (1 toilet)</b>	148	CERAMIC TILE
<b>(1) Second floor Men's restroom (2 toilets, 2 urinals)</b>	310	CERAMIC TILE
<b>(1) Second floor Women's restroom (4 toilets)</b>	310	CERAMIC TILE
Stair Well Steps	(112)	RUBBER STAIR TREADS
<b>TOTAL TERRAZZO</b>	<b>1,000</b>	
<b>TOTAL CARPET</b>	<b>27,995</b>	
<b>TOTAL CERAMIC TILE</b>	<b>2,640</b>	
<b>TOTAL VCT TILE</b>	<b>2,000</b>	
<b>TOTAL SQ. FEET</b>	<b>33,635</b>	

**SCOPE OF WORK**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

**HIMOVITZ #1  
20,070 total sq. ft.**

The HIMOVITZ #1 Building houses the City of Scottsdale Inspection Services department on the west end and the Water Resources department on the east end of the building. The building consists of several office spaces and training rooms, two employee kitchen / break rooms, two (2) sets of restrooms in the water department section and one (1) single restroom in the Inspection Services section of the building. There are several corridors and common areas that will require daily service also, primarily vacuuming of carpet in these areas.

**Approximately 60 Employees Work At This Location Daily**

**SERVICE SCHEDULE / HOLIDAYS - TIMES AND DAYS**

Cleaning service for this facility will be performed between the hours of **6:00 p.m. and 6:00 a.m.** Sunday – Thursday, **5 days per week, 52 weeks per year** except for City of Scottsdale holidays. Refer to Exhibit 1.2 to determine City of Scottsdale holidays.

**RESTROOM & FLOORING INFORMATION FOR THE HIMOVITZ #1 BUILDING**

<b>LOCATION</b>	<b>SQ. FEET</b>	<b>FLOORING</b>
Offices, Conference rooms and hallway areas	18,485	CARPET
<b>(1)</b> Water Dept. Men’s Restroom (1 toilet & 2 urinals)	150	CERAMIC TILE
<b>(1)</b> Water Dept. Women’s Restroom (3 stalls)	150	CERAMIC TILE
<b>(1)</b> Water Dept. Men’s Restroom (1 toilet & 1 urinal)	100	CERAMIC TILE
<b>(1)</b> Water Dept. Women’s Restroom (2 stalls)	100	CERAMIC TILE
<b>(1)</b> Inspection Services unisex restroom	100	CERAMIC TILE
<b>TOTAL CARPET</b>	<b>18,485</b>	
<b>TOTAL CERAMIC TILE</b>	<b>600</b>	
<b>TOTAL VCT TILE</b>	<b>985</b>	
<b>TOTAL SQ. FEET</b>	<b>20,070</b>	

**SCOPE OF WORK**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

**HIMOVITZ #2  
11,750 total sq. ft.**

The HIMOVITZ #2 Building is the Administration center and repair site for the City of Scottsdale Water Department. The building consists of several office spaces and training rooms, an employee kitchen / break room, two restrooms in the front office section of the building and two restrooms / showers in the rear shop section of the building.

**Approximately 75 Employees Work At This Location Daily**

**SERVICE SCHEDULE / HOLIDAYS - TIMES AND DAYS**

Cleaning service for this facility will be performed between the hours of **6:00 p.m. and 6:00 a.m.** Sunday – Thursday, **5 days per week, 52 weeks per year** except for City of Scottsdale holidays. Refer to Exhibit 1.2 to determine City of Scottsdale holidays.

**RESTROOM & FLOORING INFORMATION FOR THE HIMOVITZ #2 BUILDING**

<b>LOCATION</b>	<b>SQ. FEET</b>	<b>FLOORING</b>
Offices, Conference rooms and hallway areas	9,370	CARPET
<b>(1)</b> Front Men’s Restroom (1 toilet & 1 urinals)	150	CERAMIC TILE
<b>(1)</b> Front Women’s Restroom (2 stalls)	150	CERAMIC TILE
<b>(1)</b> Rear Men’s Restroom & Shower (3 toilets 3 urinals and 4 showers)	580	CERAMIC TILE
<b>(1)</b> Rear Women’s Restroom & Shower (1 stall & 1 shower)	100	CERAMIC TILE
Lobby, Hallways & tech offices	1,400	RUBBER TILE
<b>TOTAL CARPET</b>	<b>9,370</b>	
<b>TOTAL CERAMIC TILE</b>	<b>980</b>	
<b>TOTAL RUBBER TILE</b>	<b>1,400</b>	
<b>TOTAL SQ. FEET</b>	<b>11,750</b>	

## SCOPE OF WORK



### **CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

### **SCOTTSDALE FAMILY ADVOCACY CENTER 15,076 total sq. ft.**

The Scottsdale Family Advocacy Center is where the City of Scottsdale's Crimes against Persons, Police Crisis Intervention Specialists and other Victim Service Agencies are located and is part of the Scottsdale Police Department. The building is a two story structure and consists of several office spaces and training rooms. There is an employee kitchen / break room and two staff restrooms with a single shower stall in each restroom located on the ground level. The front lobby section of the building has two single restrooms, a quiet room and a children's room with toys for small children. The Victim exam / interview section of the building has several interview rooms, an adult exam room and a children's exam room. Each exam room has a private restroom and shower connected to it. There is also a Nurses laboratory located in this section of the facility. The upper level of the building has two single restrooms, a small copy / break area and office spaces for the Police Detectives.

#### **Approximately 50 Employees & Visitors Use This Facility Daily**

#### **SERVICE SCHEDULE / HOLIDAYS - TIMES AND DAYS**

**The Scottsdale Family Advocacy Center** is a 5 day per week, 52 week per year operation. Cleaning service for this facility will be performed between the hours of **8:00 A.M. and 5:00 P.M.** daily, **5 days per week, 52 weeks per year** except for City of Scottsdale holidays. Refer to Exhibit 1.2 to determine City of Scottsdale Holidays.

**The Children's toys located in the front lobby area shall be cleaned and disinfected weekly. Special attention to the use of proper disinfectants and cleaning procedures must be followed when cleaning these children's toys.**

- a) **A minimum of, one (1) custodial staff member who can communicate fluently in English will be assigned to this facility daily to provide custodial service in the facility, and immediately respond to emergency clean-up needs when called upon during normal work hours. A specific schedule for the daily cleaning of this facility will be coordinated between the Contractor and the Director of the facility or his designee.**
- b) Cleaning of these facilities will be performed while City of Scottsdale staff is working in the facility and it will be necessary for the Contractor's employees to be flexible in their work routines. Some areas of the facility may not be available for cleaning at the same time every day and the Contractor's employees will be required to return to clean these areas at a time later that same day. A good faith effort will be required of the Contractor's employees to complete all daily assignments to the best of their ability each day.
- c) Due to the sensitive nature of the business conducted in these facilities some areas have highly restricted access. It will be necessary for City staff to escort the contractor's employees at all times while they are cleaning in these restricted areas. Most other areas are open and cleaning service can be completed during normal business hours in those areas.

**SCOPE OF WORK**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

**SCOTTSDALE FAMILY ADVOCACY CENTER - CONT'D**

Carpet cleaning and Tile floor stripping and waxing will be performed on an “AS NEEDED” basis in this facility. This work will be performed at times designated by the Contract Administrator and at the per square foot rate for each service as established on the Bid Form for this contract.

**RESTROOM & FLOORING INFORMATION FOR THE FAMILY ADVOCACY CENTER**

<b>LOCATION</b>	<b>SQ. FEET</b>	<b>FLOORING</b>
Offices & Conference room	11,184	CARPET
<b>(6)</b> Restrooms & Showers	1,350	CERAMIC TILE
<b>(2)</b> Showers	125	CERAMIC TILE
Kitchen, Halls and staff restrooms	1,000	POLISHED CEMENT
Exam rooms, Nurses Lab and copy rooms	1,417	VCT TILE
<b>TOTAL CARPET</b>	<b>11,184</b>	
<b>TOTAL CERAMIC TILE</b>	<b>1,475</b>	
<b>TOTAL POLISHED CEMENT</b>	<b>1,000</b>	
<b>TOTAL VCT TILE</b>	<b>1,417</b>	
<b>TOTAL SQ. FEET</b>	<b>15,076</b>	

**SCOPE OF WORK**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

**VIA LINDA SENIOR CENTER  
19,260 Total Square Feet**

The Via Linda Senior Center is a community center for senior citizens. It has a fitness center, several meeting / activity rooms, a computer Lab with several computer stations, a billiards room with three billiards tables, two kitchens and a lobby lounge area in the center of the facility. The main entrance and lobby / lounge area has several wood book cases and other wood furnishing that will require special care. There are two sets of men’s and women’s restrooms and a single family restroom in the facility. The main kitchen is used daily to provide coffee and other snack items for the patrons of the facility. There are separate offices and a break area for employees on the west end of the building.

**Approximately 500 Visitors & Employees Utilize this Facility Daily**

**SERVICE SCHEDULE / HOLIDAYS - TIMES AND DAYS**

**Daily**, a minimum of **one custodian** with the ability to communicate fluently in English will be on duty at the senior center for no less than **six hours**, starting no later than **3:00 PM** each day, **Six days per week, Monday – Saturday**, 52 weeks per year except for City of Scottsdale holidays. The primary daily duties of this person will be to: clean and restock all of the restrooms, clean up after morning activities, assist staff in preparing rooms for evening activities and perform regular cleaning in areas of the facility that are available to be cleaned or as directed by the coordinator at the facility. Specific task and times may vary from day to day due to the varied activities that take place daily at the senior center. A specific schedule for the day time custodian will be coordinated with the manager of the senior center upon award of contract.

**Nightly cleaning service** will be performed between **9:00 PM and 6:00 AM, Six days per week, Monday – Saturday**, 52 weeks per year except for City of Scottsdale holidays. Refer to Exhibit 1.2 to determine the City of Scottsdale holidays. The primary duties of the night crew will be to perform the heavy cleaning that cannot be done earlier in the day, including but not limited to: Carpet cleaning, Vacuuming, scrubbing and buffing of floors, scrubbing and sanitizing of the restrooms, glass cleaning and emptying of trash. The facility will also be available on Sundays for any custodial activities that cannot be completed during the regular daily schedule.

**RESTROOM & FLOORING INFORMATION FOR VIA LINDA SENIOR CENTER**

<b>LOCATION</b>	<b>SQ. FT.</b>	<b>FLOORING TYPE</b>
Offices & activity rooms	9,140	CARPET
<b>(5)</b> Restrooms, 2 men’s, 2 women’s 1 family	1,300	CERAMIC TILE
Hallways, Multipurpose room & Main Kitchen	8,820	LVT TILE
<b>TOTAL CARPET</b>	<b>9,620</b>	
<b>TOTAL CERAMIC TILE</b>	<b>1,300</b>	
<b>TOTAL LVT TILE</b>	<b>8,820</b>	
<b>TOTAL SQ. FEET</b>	<b>19,260</b>	

**SCOPE OF WORK**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

**HORIZON PARK RECREATION CENTER  
15,430 Total Square Feet**

The Horizon Park Recreation center is made up of: three class rooms, an auditorium and stage, a recreation room, a kitchen, one men’s and one women’s restroom, and an office space for City staff. There are also two large hallways that connect all the spaces to one another. There is one set of men’s and women’s restrooms on the north side of the building that are accessed from the outside and are primarily for the use of patrons in the playground & park at the recreation center.

**Approximately 1,500 People Visit this Facility Daily.**

**SERVICE SCHEDULE / HOLIDAYS - TIMES AND DAYS**

Cleaning service for the **Recreation Center** will be performed between the hours of **8:00 p.m. and 6:00 a.m. 7 days per week, 365 days per year except for Thanksgiving Day & Christmas Day Holidays.**

**RESTROOM & FLOORING INFORMATION FOR HORIZON PARK RECREATION CENTER**

<b>LOCATION</b>	<b>SQ. FT.</b>	<b>FLOORING TYPE</b>
Class rooms, Auditorium Halls & Offices	9,315	CARPET
<b>(1)</b> Men’s Restrooms (2 urinals, 2 toilets)	384	CERAMIC TILE
<b>(1)</b> Women’s restroom (5 stalls)	384	CERAMIC TILE
<b>(2)</b> Outside restrooms	200	CERAMIC TILE
Kitchen, Class room & Recreation room	4,378	SHEET VINYL
Stage Floor	769	HARDWOOD
<b>TOTAL CARPET</b>	<b>9,315</b>	
<b>TOTAL CERAMIC TILE</b>	<b>968</b>	
<b>TOTAL SHEET VINYL</b>	<b>4,378</b>	
<b>TOTAL HARDWOOD</b>	<b>769</b>	
<b>TOTAL SQ. FEET</b>	<b>15,430</b>	

**SCOPE OF WORK**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

**McDOWELL MOUNTAIN RANCH POOL  
12,118 total sq. ft.**

The McDowell Mountain Pool facility consists of two locker/shower rooms, two main restrooms, two family restrooms, one Life Guard restroom/shower, an exercise/fitness room, two dance rooms, offices and training rooms. There are also two restrooms on the west end of the building that are for the “skate park” patrons to use.

The **exercise/fitness room** has several pieces of exercise equipment in it and the floor is a “rubber mat” material. Due to the configuration of this room, a large amount of dust and lint collects on the rubber mat flooring around and under the exercise equipment. Therefore **Vacuuming and cleaning of the floor, especially around and under the equipment, must be done daily.** The **dance rooms have hard wood floors** and will require daily dust mopping, with a “dry micro-fiber” dust mop only.

Due to the design of the building there are several “**ledges**” & **High open ceilings** throughout the building that collect dust, lint and spider webs. **These areas MUST be cleaned weekly.** This includes a ledge approximately twelve feet above the floor in the exercise/fitness room as well as the dance rooms. **This dusting will require the use of an appropriate duster on an extension pole to reach 20 – 30 feet above the floor.**

**Number of Employees and Visitors Daily:**

**Summer Season: 1,800 – 2,000 Daily.**

**Winter Season: 500 – 800 Daily.**

**SERVICE SCHEDULE / HOLIDAYS - TIMES AND DAYS**

Cleaning service for this facility will be performed between the hours of **9:00 p.m. and 6:00 a.m. 7 days per week**, during the summer period **between Memorial Day and Labor Day.** Service will be **6 days per week, Sunday - Friday** during the winter period between **Labor Day and Memorial Day.** Service will be provided according to this schedule with the **exception of the Thanksgiving Day & Christmas Day Holidays.**

**RESTROOM & FLOORING INFORMATION FOR MCDOWELL MOUNTAIN RANCH POOL**

<b>LOCATION</b>	<b>SQ. FEET</b>	<b>FLOORING</b>
<b>(2) Locker / Shower rooms (5 showers each)</b>	966	CERAMIC TILE
<b>(2) Main restrooms (3 urinals &amp; 7 toilets)</b>	752	CERAMIC TILE
<b>(2) Family restrooms &amp; Life Guard restroom</b>	256	CERAMIC TILE
<b>(2) Skate park restrooms</b>	270	CERAMIC TILE
Exercise / Fitness room	2,375	RUBBER MAT
Dance Rooms	1,502	HARDWOOD
Offices and Training rooms	1,781	CARPET
Lobby & Hall Ways	4,216	CONCRETE
<b>TOTAL CERAMIC TILE</b>	<b>2,244</b>	
<b>TOTAL RUBBER MAT</b>	<b>2,375</b>	
<b>TOTAL HARDWOOD</b>	<b>1,502</b>	
<b>TOTAL CARPET</b>	<b>1,781</b>	
<b>TOTAL CONCRETE</b>	<b>4,216</b>	
<b>TOTAL SQ. FEET</b>	<b>12,118</b>	

**SCOPE OF WORK**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

**ARABIAN LIBRARY  
20,000 total sq. ft.**

Arabian Library is a public library located next to McDowell Mountain Ranch Pool. In addition to the main area of the library which contains 16 ranges of shelving, computer tables, and soft seating with occasional tables, there is a Teen Center with computer stations, a Children’s section with computer stations and furniture designed specifically for small children, three meeting rooms, three study rooms and staff office spaces. There are three (3) public restrooms and one (1) employee restroom in the facility along with two small kitchen / break areas. There are also three outdoor patios that will be serviced daily. Removing and disposing of all trash and wiping down the tables and chairs are the only cleaning services required in the outside patio areas. There are several windows and glass panels in the facility that will require spot cleaning of the interior surfaces daily to remove finger and hand prints.

**Please refer to Exhibit 2.6 of this document for specific information regarding the cleaning of a Library in the City of Scottsdale.**

**Approximately 20 Employees & 500 Patrons Visit This Location Daily**

**SERVICE SCHEDULE / HOLIDAYS - TIMES AND DAYS**

Cleaning service for this facility will be performed between the hours of **8:30 p.m. and 6:00 a.m. 7 days per week, 52 weeks per year except for City of Scottsdale holidays.** Refer to Exhibit 1.2 to determine City of Scottsdale holidays.

**RESTROOM & FLOORING INFORMATION FOR ONE ARABIAN LIBRARY**

<b>LOCATION</b>	<b>SQ. FT.</b>	<b>FLOORING TYPE</b>
Library area and office spaces	18,300	CARPET
<b>(3)</b> Public Restrooms (5 toilets & 2 urinals)	500	POLISHED CEMENT
<b>(1)</b> Staff Restroom (1 toilet)	200	CERAMIC TILE
Lobby area & Hall ways	1,000	POLISHED CEMENT
<b>TOTAL CARPET</b>	<b>18,300</b>	
<b>TOTAL POLISHED CEMENT</b>	<b>1,500</b>	
<b>TOTAL CERAMIC TILE</b>	<b>200</b>	
<b>TOTAL SQ. FEET</b>	<b>20,000</b>	

**SCOPE OF WORK**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

**SCOTTSDALE RANCH PARK TENNIS CENTER  
1,760 Total Square Feet**

The Tennis Center is located at Scottsdale Ranch Park on Via Linda. The Tennis Center building has two restrooms which are located off the lobby area. Each restroom has a shower facility located within it that will require cleaning daily. The main lobby area is open to the public and serves as the entrance and exit to the Tennis Courts. There is one private office space for the managers of the Tennis Center, one office for tennis instructors and an equipment room on the west side of the lobby.

**10 employees & Approximately 300 Patrons Visit This Location Daily**

**SERVICE SCHEDULE / HOLIDAYS - TIMES AND DAYS**

The Scottsdale Ranch Park Tennis Center shall be cleaned between the hours of 10:30 p.m. & 6:00 a.m. daily, 7 days per week, except for Thanksgiving Day & Christmas Day. Daily cleaning shall be in accordance with the standard cleaning specifications for all City of Scottsdale facilities as identified in this document.

**RESTROOM & FLOORING INFORMATION FOR SCOTTSDALE RANCH TENNIS CENTER**

LOCATION	SQ. FT.	FLOORING TYPE
Managers Office	144	CARPET
Men's Restroom & Shower	100	CERAMIC TILE
Women's Restroom & Shower	100	CERAMIC TILE
Lobby and Equipment room	1,416	LVT TILE
<b>TOTAL CARPET</b>	<b>144</b>	
<b>TOTAL LVT TILE</b>	<b>1,416</b>	
<b>TOTAL CERAMIC TILE</b>	<b>200</b>	
<b>TOTAL SQ. FEET</b>	<b>1,760</b>	

## SCOPE OF WORK



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

### PARK LOCATION RESTROOMS AND TENNIS CENTER

#### SERVICE SCHEDULE / HOLIDAYS - TIMES AND DAYS

Cleaning service for the **Park Restrooms** will be performed between the hours of **7:00 a.m. and Noon, 7 days per week, 365 days per year including all City of Scottsdale Holidays. Each Park Restroom will be cleaned / serviced daily before noon in accordance with the "Daily Cleaning Services" specified below.**

The City of Scottsdale estimates that it will require no less than two (2) custodians daily to meet the requirements of this daily schedule. Therefore, the Contractor shall develop and deliver to the Contract Administrator, prior to beginning any work, a daily route & schedule for cleaning these facilities that will comply with the above guidelines. It will be the sole responsibility of the Contractor to employ a sufficient number of employees to meet this schedule and not violate any federal, state or local employment laws.

#### **DAILY CLEANING SERVICES:** (Park Restrooms)

- a. All Trash will be swept up, removed and placed in the appropriate containers located outside.
- b. Clean all toilets, urinals, sinks, mirrors & diaper changing stations using an appropriate cleaning solution for each fixture.
- c. All paper and soap products will be replenished.
- d. Sweep and wet-mop floors.
- e. Remove all Spider webs, dead bugs and toilet paper wads from walls and ceilings to a height of 8 feet from the floor.
- f. Clean all drinking fountains attached to the building.
- g. Complete a daily cleaning log for each location. (form to be provided by the City of Scottsdale and posted in each restroom for review and comments by City of Scottsdale staff)

#### **WEEKLY:**

- a) Replace deodorizing Urinal Screen in each urinal.

#### **MONTHLY: (as per Additional Services)**

- a) **All Park restroom floors, walls, plumbing fixtures and stall partitions will be scrubbed & washed using a disinfecting cleaning solution. All excess water and cleaning solution remaining on the floor from this process will be swept or pushed, by use of a squeegee, into the floor drain in each restroom. If there is no floor drain in the restroom, the dirty water / cleaning solution will be vacuumed from the floor and properly disposed of.** Upon completion of cleaning, the walls will be clean, streak-free, and free of all visible residues from cleaning products.

**SCOPE OF WORK**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

**PARK LOCATION RESTROOMS AND TENNIS CENTER – CONT'D**

1. **LOST DOG WASH PARK RESTROOMS**  
124<sup>th</sup> Street North of Shea Blvd.  
400 Sq. Ft.
2. **RIO MONTANA RECREATION CENTER & PARK RESTROOMS**  
11180 N. 132<sup>nd</sup> Street  
1,600 Sq. Ft.
3. **STONEGATE RECREATION CENTER & PARK RESTROOMS**  
9555 N. 120<sup>th</sup> Street  
800 Sq. Ft.
4. **CHOLLA PARK RESTROOMS**  
11320 E. Via Linda  
350 Sq. Ft.
5. **AZTEC PARK RESTROOMS**  
13776 N. 100<sup>th</sup> Street  
300 Sq. Ft.
6. **Mc DOWELL MOUNTAIN RANCH PARK RESTROOMS (at the ball fields)**  
10187 E. McDowell Mountain Ranch Rd.  
400 Sq. Ft.
7. **HORIZON PARK RESTROOMS (at the ball fields)** [These park restrooms are located next to four (4) ball fields and will be utilized by the patrons at the ball fields. **The Concession stand, small office and observation deck at Horizon Park are NOT part of this contract and will only be serviced upon special request.**]  
15441 N. 100<sup>th</sup> Street  
400 Sq. Ft.
8. **SCOTTSDALE RANCH PARK RESTROOMS**  
10400 E. Via Linda  
300 Sq. Ft.

**SCOPE OF WORK**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

**RIO MONTANA RECREATION CENTER AND PARK RESTROOMS  
1,600 Total Square Feet**

Rio Montana Recreation Center is a multipurpose recreation room adjacent to the park restrooms at Rio Montana Park and is located north of Shea Blvd. on 130<sup>th</sup> street. The recreation room has mirrors and a hand rail along one wall for dance classes. There is a counter top and sink along another wall. Daily cleaning of this room will include cleaning the mirrors, sink and counter top. The floors in this room are VCT tile and will require daily sweeping and damp mopping. The park restrooms are to be cleaned per the standards set forth for Park Restrooms.

**RESTROOM & FLOORING INFORMATION FOR RIO MONTANA RECREATION & PARK**

LOCATION	SQ. FT.	FLOORING TYPE
Recreation Room	1,200	VCT TILE
Men's Restroom (1 toilet & 1 urinal)	200	CERAMIC TILE
Women's Restrooms (2 stalls)	200	CERAMIC TILE
<b>TOTAL VCT TILE</b>	<b>1,200</b>	
<b>TOTAL CERAMIC TILE</b>	<b>400</b>	
<b>TOTAL SQ. FEET</b>	<b>1,600</b>	

**STONEGATE RECREATION CENTER AND PARK RESTROOMS  
800 total sq. ft.**

Stonegate Recreation Center is a multipurpose recreation room adjacent to the park restrooms at Stonegate Park and is located south of Shea Blvd. at the end 120<sup>th</sup> street. The recreation room has a counter top with a sink along one wall. Daily cleaning of this room will include cleaning the sink and counter top. The floors in this room are cement and will require daily sweeping and damp mopping. The park restrooms are to be cleaned per the standards set forth for Park Restrooms.

**RESTROOM & FLOORING INFORMATION FOR STONEGATE RECREATION & PARK**

LOCATION	SQ. FT.	FLOORING TYPE
Recreation Room	400	CEMENT
Men's Restroom (1 toilet & 1 urinal)	200	CERAMIC TILE
Women's Restroom (2 stalls)	400	CERAMIC TILE
<b>TOTAL CEMENT</b>	<b>400</b>	
<b>TOTAL CERAMIC TILE</b>	<b>400</b>	
<b>TOTAL SQ. FEET</b>	<b>800</b>	

**SCOPE OF WORK**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

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**PRICING:**

- A. Total monthly cost and total annual cost for each site will be filled in on the appropriate lines as found on the pricing proposal form items A-1 through A-18 for routine service.
- B. Costs for additional services will be filled in on the appropriate lines as found on the pricing proposal form items B-1 through B-18 for additional services. Unit prices listed for proposal form items B-1 through B-18 will be multiplied by the square footage amounts provided or the number of restrooms / showers for those tasks to determine the per-cleaning cost. The total annual cost for each item will be determined by multiplying the per-cleaning cost times the multiplier provided for each task. Should the bidder make an error in their multiplication, unit price will take precedence over annual cost listed for that item.
- C. Fill out and return all items requested on the offeror questionnaire.

**EXHIBITS**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

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**THE FOLLOWING EXHIBITS ARE STANDARD THROUGHOUT THE CITY OF SCOTTSDALE**

***EXHIBIT 1 – REQUIREMENTS OF THE CONTRACTOR AND CONTRACTOR’S EMPLOYEES***

**1.1 ONE - TIME CLEANING SERVICES**

- a) One time cleaning services may be required by the Contract Administrator of the Contractor at the beginning of the contract. These services will be negotiated between the Contract Administrator and the Contractor before the service commences. Contractor will be compensated for such services per terms of the contract. Contractor will have 15 days from the time he receives written documentation, outlining said services from the Contract Administrator, to complete said services. Contractor will forward separate invoices to the Contract Administrator in order to receive compensation for services.
  
- b) Contractor will have ten (10) days from the first day that the Contractor commences normal service activity of the contract to identify other one time cleaning services that he deems necessary. He will bring these identified services to the attention of the Contract Administrator. The Contract Administrator will make the final decision as to whether such services are necessary and are above the normal scope of work of the contract. If Contract Administrator deems that said services are necessary, the terms of the service to be performed will be placed in writing before commencement of work by the Contractor. Contractor will have 15 days from the time he receives written documentation from the Contract Administrator, outlining said services to complete said services. Compensation will be per terms of the Contract. Contractor will forward separate invoices to receive compensation for services.

**1.2 SERVICE SCHEDULE / HOLIDAYS**

Cleaning service schedule for each location will be specified. In general, service will be required for each day that City offices are open for business.

The service schedule will not include cleaning service for the following days unless otherwise specified for each specific location:

City holidays are as follows: For those holidays that are observed on a specific date the following will apply. If the holiday falls on Saturday the holiday is observed on Friday. If the holiday falls on Sunday the holiday is observed on Monday.

Independence Day	July 4th
Labor Day	1st Monday in September
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	4th Friday in November
Christmas Day	December 25th
New Years’ Day	January 1st
Martin Luther King Day	3rd Monday in January
President’s Day	3rd Monday in February
Memorial Day	Last Monday in May

**EXHIBITS**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

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***EXHIBIT 1 – REQUIREMENTS OF THE CONTRACTOR AND CONTRACTOR’S EMPLOYEES –  
CONT’D***

**1.3 SPECIAL CLEANING OPERATIONS**

- a) The Contractor must submit a written schedule to the Contract Administrator for all regularly scheduled Floor Cleaning items within thirty (30) days after the commencement of work under this contract.

**1.4 ADDITIONAL WORK, REDUCTION OF WORK, ELIMINATION OF WORK**

- I. From time to time additional services may be requested by the Contract Administrator of the Contractor, such as, meeting set-ups; additional carpet care and floor refinishing; office and other area cleaning, etc., aside from the contract specifications. If it is determined by the Contract Administrator and Contractor that additional compensation is warranted for these additional services, the terms of service and compensation will be agreed upon by the Contract Administrator and the Contractor prior to commencement of services.
- II. From time to time the Contract Administrator may add, reduce, or eliminate significant services from the cleaning contract. Contractor will agree to these changes, and will abide by the changes, in the performance of additional services, or the non-performance of services in like manner as with all other services of the contract. Compensation for additional services, or adjustments for reduced services, will be based on the hourly rate provided for in the contract, for like manner work, after consultation between the Contract Administrator and the Contractor. Changes will be made in writing to the Contractor, after consultation with the Contract Administrator, upon adding services, before additional services will begin. Reduction or elimination of services will begin upon written or verbal communication from the Contract Administrator.

**1.5 SERVICES NOT TO BE PROVIDED**

- a) Certain types of work may be contracted out separately for cleaning services.
- b) These types of services may include, but are not limited to: window cleaning; blind cleaning; carpet extraction cleaning; floor refinishing.

**1.6 AREAS NOT TO BE CLEANED AS ROUTINE WORK**

Some areas of a contracted facility will not require normal daily routine cleaning. These areas may need cleaning from time to time, and will be requested by the Contract Administrator when these services are required. Compensation will be made to the Contractor per terms of the contract, for intermittent type cleanings.

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

#### ***EXHIBIT 1 – REQUIREMENTS OF THE CONTRACTOR AND CONTRACTOR’S EMPLOYEES – CONT’D***

#### **1.6 AREAS NOT TO BE CLEANED AS ROUTINE WORK – CONT’D**

- a) Some of the general areas of non-routine daily cleaning will be:
  - I. Mechanical rooms (unless used by Contractor for storage of equipment and supplies).
  - II. Phone communication rooms.
  - III. Computer communication rooms.
  - IV. Particular rooms in Police Facilities.
  - V. Particular rooms that require proper personnel to be present while cleaning service is provided.
  - VI. Temporary offices of city staff, e.g., trailers.
  - VII. Personal work areas (desk, computers, any personal items – knick knacks, etc.)

#### **1.7 ASSESSMENT OF WORK**

- a) Contractor will meet with the Contract Administrator as deemed necessary by the Contract Administrator, to ensure proper performance of the contract.
- b) Performance surveys may be distributed to staff of the contracted site from time to time. Results of these surveys will be reviewed with the Contractor, as Contract Administrator deems necessary.
- c) All work will be performed by the Contractor and his employees, in accordance with the contract specifications and Contract Administrators instructions to ensure that all operations are being accomplished in the best interest of the City of Scottsdale.
- d) Contractor's employee performance will be monitored by the Contract Administrator. Performance will be measured against Contract specifications, through observation of Contractors Employees while performing contracted service, and by observing the facility after services are completed, and reports from Contractor.
- e) Contractor will provide a MSDS book listing all cleaning products used by the contractor at the specific location. The MSDS book will be kept in the main custodial storage room provided to the contractor for the life of the contract and will be update each time a new product is introduced or removed at that location.

#### **1.8 RETURN CLEANING**

- a) Contractor will provide on-site service **within two hours of notification**, written or verbal, for any nonperformance of cleaning services that the Contract Administrator deems of an **immediate nature**. Failure of the Contractor to respond and take action will constitute a Non-Compliance situation as defined in the **special terms and conditions, chapter 12**.

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

#### **EXHIBIT 1 – REQUIREMENTS OF THE CONTRACTOR AND CONTRACTOR’S EMPLOYEES – CONT’D**

##### **1.9 EMERGENCY CLEANING**

- a) Contractor shall provide cleaning for custodial related emergencies at contracted sites. Some examples of cleaning emergencies are, but not limited to: water caused by escapement from plumbing fixtures, and pipes; rain water; copier toner spilled on floor; cleaning in jail areas; cleanup of spillage, or general debris on floor or ground surfaces; cleanup of rest room or shower/locker room areas. Contractor will be required to provide such service **within one hour of notification** by Contract Administrator or an authorized representative of the city, **24 hours a day, 365 days per year**. The Contractor will be compensated for the emergency cleaning request per the contract agreement terms. The related cost will be shown as a line item on the Contractor’s monthly invoice.
- b) Failure of the Contractor to perform requested Emergency service will be cause to deduct payment to the contractor. Contract Administrator will consult with the Contractor on deduction amounts prior to deduction. Final decision will be that of the Contract Administrator.
- c) Contractor will be charged a minimum of fifty-dollars (\$50.00) for each infraction of not responding to an emergency request. Repeat infractions of this nature by the contractor may result in a charge of more than fifty dollars per occurrence.

##### **1.10 SUPERVISION**

- a) The contractor shall ensure that all cleaning activities will be performed in accordance with said contract, under the daily supervision of a responsible foreperson or lead-person, which is able to communicate in the English language to the Contract Administrator or his designee.
- b) Contractor will keep the Contract Administrator apprised of the name of each on-duty foreperson or lead person, as changes are made, during the life of the contract.

##### **1.11 CONTRACTOR’S EMPLOYEES**

- a) Contractor will provide employees who will uphold the image of professionalism, while employees are performing the services of the contract.
- b) Contractor will provide employees who are competent, and qualified to perform the services of the contract.
- c) Smoking is not permitted in any city building.
- d) No open radios will be permitted while performing services of the contract.
- e) Personal radios with headphones will be permitted in most areas.

**EXHIBITS**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP #16RP026**

***EXHIBIT 1 – REQUIREMENTS OF THE CONTRACTOR AND CONTRACTOR’S EMPLOYEES – CONT’D***

**1.11 CONTRACTOR’S EMPLOYEES – CONT’D**

- f) Employees will not use radios, televisions, video equipment, cameras, tape players, CD players, or any other equipment belonging to the City of Scottsdale.
- g) Employees will not use any city swimming pool, while on-duty of the contracted service.
- h) Employees will not use recreational apparatus or equipment, in or around facilities, while on-duty of contracted service, such as, exercise equipment, video arcade games, pool tables, gymnasiums or courts for use of basketballs, soccer balls, or volley balls, tennis balls, etc.
- i) Except for local calls for necessary use, city phones are not to be used by contractor’s employees.
- j) Use of electronic equipment, such as computers, fax machines, typewriters, duplicating machines and calculators is strictly prohibited by the Contractor's employees.
- k) Contractor’s employees will not loiter in individual offices. All rest periods will be taken in authorized areas, such as, lunch rooms, or other common areas, used for the purpose of resting and eating.
- l) Contractor’s employees will not use any personal items found in individual offices, work stations, or receptionist work sites, including reading materials.
- m) The Contractor will instruct his employees of the proper procedures to follow in the event of a medical emergency while working in a City of Scottsdale facility.
- n) Contractor’s employees will immediately notify their supervisor of any personal injury, including minor cuts, they incur while working in a City of Scottsdale facility.

**1.12 DAMAGE**

- a) Contractor will be held liable for all damages or loss incurred in the contracted site, by the Contractor’s Employees, while engaged in the contracted work, whether damage or loss is to city owned property or property of individuals, including items that are damaged, broken, or pilfered.
- b) Damage or loss caused by the Contractor’s employee will be immediately reported to his or her supervisor, who will immediately report the loss or damage to the Contract Administrator.

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

#### ***EXHIBIT 1 – REQUIREMENTS OF THE CONTRACTOR AND CONTRACTOR’S EMPLOYEES – CONT’D***

##### **1.13 SOILING BY CONTRACT EMPLOYEES**

- a) While in the service of the contract work, any employee causing any soiling, in any areas of the contracted site, will clean up the soiling completely before leaving the contracted site.
- b) Soiling that is created by the contractor and his employees that cannot be cleaned up by employees before leaving the site will be reported immediately to Contract Administrator and it will be the sole responsibility of the contractor to clean the area as soon as possible following the incident.

##### **1.14 IDENTIFICATION / WEARING APPAREL (VEHICLES AND EMPLOYEES)**

- a) Vehicles of the contractor and contractor’s employees that are on contracted sites will have proper vehicle signage. Required signage includes Contractor’s company name; and/or logo, so as to be apparent, as to the nature of the business of the occupant of the vehicle. Signage will appear on the right and left sides of the vehicle. All vehicles that are used to transport materials, and equipment used in performing the work of the contract will have this proper signage, whether or not the vehicle is a company vehicle, or an individual employee’s vehicle that works for the contractor.
- b) Contractor’s employees that bring their cars to work and park the cars, and then are not used for the purposes of the performance of the work of the contract will not be required to have company signage on their non-contractor owned vehicles. Contract Administrator will approve proper identification of vehicles during the life of the contract.

##### **1.15 VEHICLES**

- a) Driving vehicles on grassy areas is prohibited. Driving on paved walk ways is to be limited to necessary use only and in a manner that will not disrupt the normal flow of foot traffic in these areas. The Contractor and his employees will not park their vehicles illegally, or in locations that will block the entrance of any city of Scottsdale building and disrupt the normal ingress and egress of that building. Exceptions to this may be granted by the Contract Administrator on a case by case basis.

##### **1.16 BUILDING SECURITY / EMERGENCIES**

- a) Contractor’s employees will immediately report to Contract Administrator or City of Scottsdale Facilities Department any; abnormalities, hazardous conditions, or immediately dangerous conditions found in the contracted site during the course of their work, such as; fire, water leaks, vandalism, graffiti, or broken windows, and mechanical, plumbing, electrical, and structural deficiencies.

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

#### **EXHIBIT 1 – REQUIREMENTS OF THE CONTRACTOR AND CONTRACTOR’S EMPLOYEES – CONT’D**

##### **1.16 BUILDING SECURITY / EMERGENCIES – CONT’D**

- b) Contractor’s employees will ensure that any water leaks found in the facility, such as in, pipes, faucets, ice makers, drinking fountains, toilets, and urinals, are immediately reported to the Contract Administrator or City of Scottsdale Facilities Management department.
- c) Contractor’s employees will immediately report any suspicious activity observed in or on city property to the City of Scottsdale Police.  
  
Facilities Management – 480-312-5999.  
Police Non-Emergency – 480-312-5000.
- d) Family members or friends of the Contractors Employees who are not employed by the contractor, will not be allowed in City of Scottsdale facilities after normal business hours, or while the Contractor’s employees are performing the work of the contract, with the exception of an emergency situation involving one of the Contractor’s employees.
- e) Contractor’s Employees will not allow any person into city of Scottsdale facilities who is not an authorized agent of the Contractor. The Contractor’s employees will report any problems regarding persons wanting entrance into a City of Scottsdale facility after normal business hours.
- f) Contractor and Contractor’s Employees will not share access codes or keys with any unauthorized persons.
- g) Contractor and his employees will not enter contracted facilities using access codes or keys, for any intention, other than to engage in the service of the contract.
- h) Employees will use correct arming and disarming methods of alarm systems upon entering, and exiting facilities. Continual setting off of alarms because of negligence may result in fines to the Contractor, at costs to be determined by the Security Company and Contract Administrator.
- i) Contractor’s employees will ensure that areas of ingress and egress of contracted facilities will remain secure per Contract Administrators guidelines while performing the contracted service.
- j) Any door found unsecured during the course of the work will be secured by contractor’s employees. Continual problems with unsecured doors will be brought to the attention of the Contract Administrator.
- k) Contractor’s employees will ensure that the facility is secure upon leaving contracted site, ensuring that all entrance doors are locked, that all windows are locked, and that all alarm systems are set, according to Contract Administrator’s instructions.
- l) Employees will ensure that all water faucets are off in custodial closets, and all other places in the facility.

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

#### **EXHIBIT 1 – REQUIREMENTS OF THE CONTRACTOR AND CONTRACTOR’S EMPLOYEES – CONT’D**

##### **1.16 BUILDING SECURITY / EMERGENCIES - CONT’D**

- m) If fire alarm systems are activated during the course of the work, employee will: exit building; call 911 from another location; wait for emergency service to arrive; contact immediate supervisor who will immediately contact Contract Administrator.
- n) Interior suites and offices of facilities will be secured per Contract Administrator’s guidelines. Generally, all suites and office doors will remain in the same manner (locked or unlocked, closed or open) as they were when contractor’s employee found them upon arrival to clean.
- o) Employees will ensure that custodial and mechanical closets used by the employees will have doors shut and locked upon leaving for the day.
- p) Custodial closets and mechanical rooms used by the employees that are in public areas, when the public and city staff are in the facility, will be kept shut and locked at all times that the employee is not in the closet.
- q) Turn off building lights per Contract Administrator’s guidelines. **NOTE: ALL NON EMERGENCY LIGHTING WILL BE TURNED OFF IN UNOCCUPIED AREAS.**
- r) Lost and found items will be reported to Contract Administrator.

##### **1.17 KEYS**

- a) Contractor will be given the necessary keys to City of Scottsdale facilities to allow the Contractor access to the areas of each facility that are to be cleaned by the Contractor.
- b) Keys will be signed-out through the Contract Administrator.
- c) Contractor will not copy any keys given to him by Contract Administrator.
- d) Contractor will be held liable for the costs of keys and/or the re-keying of locks, in part, or in whole of the contracted facility, including labor, materials, and administrative costs, as a result of any lost keys given to Contractor, or his employees.
- e) All keys issued to the Contractor will be returned to the Contract Administrator at the end of the contract, or upon demand by the Contract Administrator

##### **1.18 STORAGE AREAS**

- a) Storage areas provided to the Contractor for use during the contract work will be maintained as to provide maximum safety. A MSDS book listing all cleaning products being used by the contractor will be kept in the storage area during the life of the contract.

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

#### **EXHIBIT 1 – REQUIREMENTS OF THE CONTRACTOR AND CONTRACTOR’S EMPLOYEES – CONT’D**

##### **1.18 STORAGE AREAS – CONT’D**

- b) Cleaning product bottles will be properly labeled in accordance with OSHA, and standard cleaning practices.
- c) Storage rooms will be kept in an orderly fashion. Supplies will be kept on shelves. Cleaning bottles will be kept closed with appropriate caps or sprayers. Aisle way of closet will be kept clear of boxes, and misc. items. Vacuums and cleaning carts may be left in aisle. Brooms, dust mops, and wet mops will be kept in corners, or on appropriate hanging devices. Mop buckets should be kept in the janitor sink after use whenever possible.
- d) Water hose connected to the faucet for the janitor sink will be kept within the sink, when not in use, in order that water will not leak from hose onto the floor. Hoses will be kept in good working conditions as to not leak or spray water erratically in the closet.
- e) No chemical dispenser or other device will be permanently attached to water faucets.
- f) Floors in storage rooms will be left dry after the days cleaning operations.
- g) Maintain floor sinks in closets as clean as possible. Do not allow rags, or any debris to lie in the sink.
- h) Some storage rooms also double as rooms used for city equipment. Care will be taken by contractor’s employees as to not disturb, or harm any city equipment in the storage room.
- i) All equipment, cleaning tools, and products will be secured in proper storage areas upon Contractor’s employees leaving the facility.
- j) Storage of 55 gallon drums of chemical cleaning products will not be allowed.
- k) Five gallon containers will be maximum size of acceptable container for storage of chemicals.
- l) Contractor should estimate use of products to store for no more than a one month supply of any cleaning chemical product at any one time.
- m) After the first warning, to Contractor if, cleaning bottle labels are not properly marked, the bottles and the chemicals will be removed by the Contract Administrator from service. Contractor will be responsible for replacement and future proper labeling of products.

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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#### **EXHIBIT 1 – REQUIREMENTS OF THE CONTRACTOR AND CONTRACTOR’S EMPLOYEES – CONT’D**

##### **1.18 STORAGE AREAS – CONT’D**

- n) If non-approved cleaning products are found to be used by Contractor’s employees, Contractor will be given one warning to comply with approved products. Failure to comply will be cause for deduction of payment to Contractor. Contract Administrator will have final decision as to amount of deduction. Contract Administrator will remove non-approved products if Contractor does not comply with using approved products. Contractor will be responsible for replacing with approved products.
- o) No trash will remain in trash receptacles or custodial carts in the storage closet after the days cleaning.

##### **1.19 STORAGE OF PROPANE TANKS / BATTERY OPERATED MACHINES**

- a) Propane tanks used on UHS floor machines, that are kept in storage at contracted site will be kept in OSHA approved storage cage or cabinet at all times when not in use. Propane tanks will be disconnected from UHS floor machine when not in use, if machine and tank itself are kept together in approved storage area.
- b) Battery operated machines will be kept in proper working order; no leaking batteries.
- c) Batteries will be charged using proper safety. Some facilities may not afford the proper area for recharging batteries, thus this equipment will need to be charged off-site.

##### **1.20 CLEANING PRODUCTS**

- a) Contractor will provide a MSDS book to the Contract Administrator listing all cleaning products used by the contractor, for the life of the contract. All changes in product use will require approval by Contract Administrator before use by Contractors Employees. MSDS book will be updated as changes in products are made. OSHA STANDARDS (29 CFR PART 1910)
- b) Cleaning products will be used that will perform each cleaning operation correctly for maximum effectiveness without violating local, state and federal safety regulations, or compromising the integrity of the surface on which the cleaning product is applied.
- c) All cleaning products used by the contractor will be approved by the Contract Administrator, before use by the contractor, during the life of the contract. This will not relieve the contractor from using proper cleaning products, and methods while performing the services of the contract.
- d) Products containing Hydrogen Chloride will not be permitted.
- e) **Household Ammonia and Household Bleach will not be permitted.**

**EXHIBITS**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

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***EXHIBIT 1 – REQUIREMENTS OF THE CONTRACTOR AND CONTRACTOR’S EMPLOYEES – CONT’D***

**1.20 CLEANING PRODUCTS – CONT’D**

- f) Scouring type cleansers are to be limited in use, and not to be used on metal surfaces.
- g) Green scrub pads, such as, Scotch-Brite are to be limited in use, and extreme caution is to be taken if used, especially on metal surfaces, as to not scratch these surfaces.
- h) UPON EXPIRATION OF THE CONTRACT, THE CONTRACTOR IS RESPONSIBLE FOR THE CLEAN UP AND REMOVAL, FROM CITY PROPERTY, OF ALL CHEMICALS AND PRODUCTS WHICH WERE SUPPLIED BY THE CONTRACTOR.

**1.21 DISPENSERS**

- a) During the life of the contract the Contract Administrator may find it necessary to convert to different soap dispensers, toilet paper dispensers, paper towel dispensers, toilet seat cover dispensers, feminine hygiene product dispensers, and air deodorizer dispensers to achieve the most beneficial use of products in these dispensers.
- b) The contractor will be required to provide appropriate supplies for any new dispensers and properly replenish supplies in converted dispensers.

EXHIBITS



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

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***EXHIBIT 1A – SUPPLIES PROVIDED BY CONTRACTOR***

Contractor will provide and replenish daily all of the following products, in appropriate dispensers, in accordance with the Contract Administrator’s directive for qualified products and methods, in all areas of the contracted facility including but not limited to: offices, administrative areas, all common areas, all kitchens, all rest rooms, recreation rooms, locker rooms, and shower rooms.

- Toilet Paper
- Paper Towels
- Toilet Seat Covers
- Hand Soaps
- Urinal Screens
- Trash Liners

In some facilities, especially in Recreation Centers, city staff will, at times, replenish the paper and soap supplies in dispensers, and dispose of trash during the business day.

The Contractor will provide sufficient paper towels, toilet paper, toilet seat covers, soap supplies, feminine hygiene supplies and trash liners to staff members for replenishing these supplies during the day and on weekends.

The replenishing of supplies by city staff during the day will not relieve the Contractor’s employees from properly replenishing supplies during their work shift.

**The approximate number of employees & visitors at each location on a daily basis is provided with the description of each location where appropriate. Potential Bidders should use this number to calculate the quantity of each of the following products that are to be supplied by the contractor at no additional cost to the City of Scottsdale. The cost of these products or supplies will be included in the standard monthly cost of custodial services at each location.**

EXHIBITS



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

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***EXHIBIT 2 – AREAS TO BE SERVICED WITHIN CONTRACTED FACILITY***

THE FOLLOWING AREAS TO BE SERVICED ARE GIVEN TO HELP PROVIDE THE CONTRACTOR WITH INFORMATION REGARDING SPECIFIC AREAS THAT ARE TO BE SERVICED IN THE CONTRACTED FACILITY.

BECAUSE IT WOULD BE DIFFICULT TO DESCRIBE IN DETAIL, EACH AREA THAT IS TO BE CLEANED, OR THE CLEANING OPERATION THAT IS TO BE PERFORMED, THE CONTRACTOR SHALL HAVE A GOOD UNDERSTANDING OF ACCEPTED INDUSTRY STANDARDS FOR THE METHODS OF HOW ALL CLEANING PROCEDURES ARE TO BE PERFORMED.

THE CONTRACT ADMINISTRATOR AND THE CONTRACTOR WILL COMMUNICATE ON AN ONGOING BASIS TO REFINE HOW EACH CLEANING PROCEDURE WILL BE PERFORMED, AND WHICH AREAS OF THE CONTRACTED FACILITY WILL BE CLEANED.

EXCEPTIONS MAY OCCUR TO THE CLEANING SPECIFICATIONS THROUGHOUT THE LIFE OF THE CONTRACT AND WILL BE ADDRESSED ON A CASE BY CASE BASIS.

THE CONTRACT ADMINISTRATOR WILL HAVE THE FINAL SAY REGARDING HOW ANY AND ALL CLEANING PROCEDURES WILL BE PERFORMED, AND WHAT AREAS OF EACH CONTRACTED FACILITY WILL BE SERVICED.

**The descriptions given in the following sections are for all daily required services.**

**Requirements for Weekly, Monthly, etc. services will be noted specifically as needed, within each description.**

**2.1 EXTERIOR PORTION OF ENTRANCE AREAS / ENTRANCE APPROACHES**

- a) Daily cleaning includes: removal of cigarette butts and debris from ash urns. Remove and dispose of all debris, and litter that is within 10 feet of entrance doors, including but not limited to; cigarette butts; paper material; gum; animal or human wastes; leaves; twigs; tree droppings; sand, dirt; oil; grease; tar and spider webs. Clean the tops of picnic tables and benches on all staff and public patio areas. Vacuum walk-off mats and clean entrance door thresholds.

**2.2 PUBLIC AREAS, COMMON AREAS, INTERIOR ENTRANCES, LOBBIES, ATRIUMS, VESTIBULES, HALLWAYS, CORRIDORS, AISLES, GAME ROOMS, GYMNASIUMS, RECREATION ROOMS, CLASS ROOMS, DANCE ROOMS, WEIGHT ROOMS**

- a) The phrase "Public Areas" or "Common Areas" throughout the written solicitation shall mean to refer to the above mentioned areas. Some areas may need specific services which will be mentioned in appropriate areas of the contract.

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

#### ***EXHIBIT 2 – AREAS TO BE SERVICED WITHIN CONTRACTED FACILITY – CONT'D***

#### **2.2 PUBLIC AREAS, COMMON AREAS, INTERIOR ENTRANCES, LOBBIES, ATRIUMS, VESTIBULES, HALLWAYS, CORRIDORS, AISLES, GAME ROOMS, GYMNASIUMS, RECREATION ROOMS, CLASS ROOMS, DANCE ROOMS, WEIGHT ROOMS – CONT'D**

- b) Daily cleaning of these areas will include: removing of trash from receptacles, replacing liners as needed; vacuuming of carpeted surfaces; vacuum walk-off mats; dust mopping, sweeping, damp mopping flooring surfaces; spot cleaning flooring surfaces; removing debris from planter areas; remove debris and litter of all nature; spot cleaning of glass on entrance doors and windows(interior and exterior sides); remove soil from entrance door thresholds; dust/damp wipe window ledges; spot clean windows, of interior doors(both sides); spot clean doors, door handles, push bars, and door frames; removal of spider webs; clean exterior of vending machines; dusting of horizontal surfaces, spot clean walls; remove bugs; spot clean furniture, as needed, restoring furnishings to proper order.

#### **2.3 OFFICES, SUITES, WORK STATIONS, WORK CUBICLES, RECEPTIONIST WORK STATIONS**

- a) These areas refer to work sites where one or more workers are stationed.
- b) The word "OFFICE" or the phrase "WORK STATION" may be interchanged in this document to also refer to; offices, suites, work stations, work cubicles and receptionist work sites.
- c) Daily; remove trash from waste receptacles and replace can liner; vacuum carpeted surfaces; dust mop/damp mop other flooring types; furniture, such as a desk chair is to be moved to provide access to the area under the work station or desk. Move other chairs or light furnishings, and occasional tables to vacuum/clean under them; replace all furnishings to proper order when cleaning is done; spot clean walls including switch plates; doors, door handles, and door frames. Clean counters surrounding receptionists work sites that are clear of items; remove spider webs to a height of eight feet from the floor. Clean tops of occasional tables that are clear of items with proper cleaning products.

#### **2.4 BOOK CASES, OFFICE SHELVING**

- a) These surfaces will be cleaned per special request of the Contract Administrator.
- b) Care will always be used to not damage any item resting on these surfaces.

#### **2.5 CONFERENCE ROOMS, LECTURE ROOMS, AUDITORIUMS, LIBRARY TYPE ROOMS, MULTIPURPOSE ROOMS**

- a) These areas refer to meeting sites of one or more persons, for special meetings, not generally referred to as an "office".

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

#### **EXHIBIT 2 – AREAS TO BE SERVICED WITHIN CONTRACTED FACILITY – CONT'D**

#### **2.5 CONFERENCE ROOMS, LECTURE ROOMS, AUDITORIUMS, LIBRARY TYPE ROOMS, MULTIPURPOSE ROOMS – CONT'D**

- b) The basic cleaning in these areas is the same as for “offices”.
- c) Clean conference room table tops thoroughly, removing all stains, rings, spills, litter and smudges. Use proper cleaners and polishes as needed to protect glass, wood or plastic laminate tops.

#### **2.6 LIBRARIES (PUBLIC)**

- a) **DAILY**, clean all “public” computer stations by wiping table tops or desk tops with an appropriate cleaning solution. **DO NOT clean computer monitor screens or key boards.**
- b) **DAILY**, clean all tables, desk and wooden or plastic chairs located throughout the public area of the library by wiping them down with an appropriate cleaning solution.
- c) **DAILY**, clean all glass and/or Plexiglas with an appropriate cleaning solution at **all display units throughout the library.**
- d) **ONCE EVERY FOUR WEEKS:**
  - Dust/clean the vacant areas on all Book, Newspaper, and Magazine shelving located in the public areas of the library. (dust the portion of shelving that is visible adjacent to materials that are displayed on the shelving)
  - Dust the tops of all shelving units, and shelves.
  - Use furniture polish to clean and polish wood furniture and any wood portions of the shelving units throughout the library.

#### **2.7 KITCHENS, STAFF LOUNGES, KITCHENETTES, LUNCH ROOMS, COFFEE STATIONS**

The word "Kitchen" may be used throughout the contract to mean any of the above mentioned areas.

- a) Empty and properly dispose of trash from receptacles.
- b) Clean trash receptacles of all soiling and replace liner as necessary.
- c) Clean sinks, counters, tables, using prescribed methods.
- d) Spot clean front surfaces of cabinet doors, drawers, supporting surfaces, and cabinet hardware.
- e) Replenish soap and paper products.

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

#### **EXHIBIT 2 – AREAS TO BE SERVICED WITHIN CONTRACTED FACILITY – CONT'D**

#### **2.7 KITCHENS, STAFF LOUNGES, KITCHENETTES, LUNCH ROOMS, COFFEE STATIONS – CONT'D**

- f) Spot clean exterior surfaces of refrigerators/freezers, front exterior surfaces of vending machines and exterior of microwave ovens.
- g) Spot clean exterior surfaces of icemakers
- h) Spot clean surfaces of chairs and furniture used in these areas.
- i) Place chairs next to tables in an orderly manner.
- j) Spot clean doors and windows.
- k) Damp mop floor surfaces; vacuum carpeted floor surfaces.

#### **2.8 REST ROOMS - DAILY CLEANING**

UPON COMPLETION OF DAILY CLEANING OF REST ROOMS ALL SURFACES, HORIZONTAL AND VERTICAL WILL BE FREE OF DAILY SOILING. SURFACES WILL BE FREE OF STREAKS AND RESIDUE DUE TO SOILING, OR CLEANING PRODUCT APPLICATION. PROPER DISINFECTING WILL HAVE TAKEN PLACE ON APPROPRIATE SURFACES.

- A) Remove and properly dispose of trash from receptacles. Replace liners as needed.
- b) Clean trash receptacles-inside and out, including feminine hygiene waste receptacles.
- c) Remove trash from feminine hygiene waste containers. **Replace liners after each use.**
- d) Replenish hand soap and paper products, and clean all dispensers.
- e) Use stainless steel cleaner on bright metal finishes.
- f) Spot clean wall surfaces, including light switches, and electrical outlets.
- g) Spot clean doors. Clean door handles, and push plates with disinfecting cleaners.
- h) Spot clean stall partitions, including attaching hardware.
- i) Clean mirrors.
- j) Clean and disinfect diaper changing stations.

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

#### ***EXHIBIT 2 – AREAS TO BE SERVICED WITHIN CONTRACTED FACILITY – CONT'D***

#### **2.8 REST ROOMS - DAILY CLEANING – CONT'D**

- k) Clean and disinfect toilets and urinals, including plumbing fixtures.
- l) Leave toilet seats in the up position after cleaning.
- m) **Replace urinal screens weekly.**
- n) Clean sinks, including plumbing fixtures, and counters.
- o) Sweep floors and Remove obvious debris on floor before mopping.
- p) Remove all litter and debris, including dead bugs.
- q) Mop floors with disinfecting cleaner. Use extra care when cleaning these floors to ensure they are properly cleaned.

#### **2.9 LOCKER ROOMS / LOCKER AREAS**

- a) Remove and properly dispose of trash from receptacles. Replace liners as needed
- b) Clean trash receptacles-inside and out, including feminine hygiene waste receptacles.
- c) Remove trash from feminine hygiene waste containers. Replace liners after each use.
- d) Replenish hand soap and paper products, and clean all dispensers.
- e) Use stainless steel cleaner on bright metal finishes.
- f) Spot clean wall surfaces, including light switches, and electrical outlets.
- g) Spot clean doors. Clean door handles, and push plates with disinfecting cleaners.
- h) Sweep and mop floor surfaces using all- purpose cleaner and disinfectant cleaning solution. Ensure that all hair, soap, and all other debris are removed from the floors, including all floors drains.
- i) Clean seating benches and other hard seating surfaces using disinfectant solution.
- j) Spot clean locker surfaces with disinfectant cleaner.

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

#### ***EXHIBIT 2 – AREAS TO BE SERVICED WITHIN CONTRACTED FACILITY – CONT'D***

##### **2.10 SHOWER ROOMS**

- a) Mop all floor surfaces using all-purpose cleaner and disinfectant cleaning solution. Ensure that floor is left dry upon completion of cleaning with No standing water allowed.
- b) Ensure that all hair, soap and all debris is removed from the floor of showers including all floor drains and gutters.
- c) Remove all soiling, mineral deposits and soap scum from plumbing fixtures, including shower heads, and water faucet valve assemblies.
- d) Spot clean walls with disinfecting cleaning solution.
- e) Clean seating benches and other seating surfaces using disinfectant solution.
- f) Clean shower stall partition sides and attaching hardware with disinfectant solution.
- g) Clean the plumbing hardware in shower stalls with disinfectant solution and **phosphoric acid based cleaner** to remove water spots and to ensure that soap residue does not build-up on hardware.

##### **2.11 POLICE DETENTION AREA (JAIL CELLS)**

- a) Care must be taken to always follow proper safety precautions in these areas because bodily fluids and wastes may be present at all times.
- b) Care must be taken to always follow precautions related to personal safety because persons incarcerated in this area may become dangerous at any time.
- c) **An anti-bacterial cleaning and disinfecting solution formulated to eliminate all Bacteria as well as all Hepatitis and HIV viruses must be used when cleaning all areas within the jail.**
- d) **All mops and/or other disposable cleaning materials used to clean up hazardous waste and/or bodily fluids in the jail area must be disposed of after use and not reused to clean in any area.**
- e) **Daily** clean and disinfect all surfaces and fixtures with in each jail cell including but not limited to: toilets, urinals, sinks, bed frame and mattress, walls and doors.
- f) **Daily** clean and disinfect all surfaces and fixtures in the common areas of the jail including but not limited to any specialized equipment i.e. restraint chairs, and metal bar or wire cage partitions.

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

#### ***EXHIBIT 2 – AREAS TO BE SERVICED WITHIN CONTRACTED FACILITY – CONT'D***

#### **2.11 POLICE DETENTION AREA (JAIL CELLS) – CONT'D**

- g) **Daily** mop and disinfect all floors in the jail area.
- h) All office or administration areas within the jail area will be cleaned in accordance with the standards set for "office spaces."

#### **2.12 ELEVATORS**

- a) Bright metal surfaces will be cleaned with bright metal cleaner/polish. Other wall surfaces, and hand rails will be spot cleaned with all-purpose cleaners.
- b) Clean control panels with disinfectant cleaner.
- c) Flooring surfaces will be cleaned with proper cleaners or vacuumed.
- d) Clean door frame and outer door surfaces to remove dust and soiling. Clean inner and outer door surfaces.
- e) Remove all debris and litter, including gum on any and all surfaces.

#### **2.13 GYMNASIUMS / RECREATION ROOMS / ACTIVITY ROOMS / WEIGHT ROOMS & POOL TABLE GAME ROOMS**

GENERAL DAILY CLEANING WILL CONSIST OF THE SAME REQUIREMENTS, AS FOR "OFFICES."

#### **2.14 STAIRS AND STAIRWELLS**

- a) Stairs or stairwells, include all open type stairs, and closed stairwells.
- b) Daily cleaning of stairwells include: sweeping stair treads and landings; spot vacuum carpeted flooring; removal of all debris, litter, spider webs, dead bugs, dust balls, paper materials. Damp mop stair treads and landings. Spot clean any windows.
- c) Clean railing systems using all-purpose cleaner on all surfaces and disinfectant cleaner on hand rail.

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

#### ***EXHIBIT 3 – SPECIFICATIONS FOR SPECIFIC ITEMS AND REQUIRED CLEANING METHODS FOR SPECIFIC OPERATIONS***

##### **3.1 BLINDS - WINDOW**

- a) Mini-Blinds will be cleaned as needed and/or as requested. This service will be coordinated between the Contractor and the Contract Coordinator at the time of service. The cost to perform this service shall be in accordance with the standard hourly rate on the bid form and a cost for each location shall be established with the contractor prior to the work being performed.

##### **3.2 CEILING FANS**

- a) Ceiling Fans will be cleaned as needed and/or as requested. This service will be coordinated between the Contractor and the Contract Coordinator at the time of service. The cost to perform this service shall be in accordance with the standard hourly rate on the bid form and a cost for each location shall be established with the contractor prior to the work being performed.

##### **3.3 HVAC VENTS / GRILLS**

- a) HVAC Vents / Grills will be cleaned as needed and/or as requested. This service will be coordinated between the Contractor and the Contract Coordinator at the time of service. The cost to perform this service shall be in accordance with the standard hourly rate on the bid form and a cost for each location shall be established with the contractor prior to the work being performed.

##### **3.4 TRASH, WASTE AND RECYCLABLE MATERIALS REMOVAL-DAILY**

- a) 100% of the trash and recyclable materials at each: office, work station, rest room, lunch room, staff lounge, kitchen, coffee station, conference room, auditorium, class room, locker room, and common areas will be removed from the city provided containers. Trash and recyclable materials will be kept segregated from each other and disposed of in appropriate containers at designated locations.
- b) The custodial staff may not have access to some office spaces at certain locations. At these locations, it will be the responsibility of the person or persons in these office spaces to move the trash and recycle materials to a location that the custodians have access to. The custodians will then remove the trash and recycle from the building.

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

#### ***EXHIBIT 3 – SPECIFICATIONS FOR SPECIFIC ITEMS AND REQUIRED CLEANING METHODS FOR SPECIFIC OPERATIONS***

#### **3.4 TRASH, WASTE AND RECYCLABLE MATERIALS REMOVAL DAILY - CONT'D**

- c) Any item of trash or recyclable material that is too large to be placed in the trash receptacle and has been placed next to the trash receptacle will be removed and disposed of appropriately. If there are any questions as to whether or not these items are actually trash, the Contract Administrator or a representative from the facility will be contacted for clarification before removal of the item.
- d) Items of trash or recyclable material that are marked for removal by city staff and placed in areas other than adjacent to the trash receptacles will be removed and disposed of appropriately.
- e) Waste materials from paper shredders will be disposed of as recyclable material.
- f) Trash materials will not be gathered to any one location within the facility that would impair any movement of persons within the facility, or impair the ability of persons to enter or exit the facility. Trash material will not be allowed to be gathered up and placed in the elevator and left there. Contractors Employees will immediately remove trash materials placed in the elevator, upon reaching intended floor.
- g) After gathering and maintaining separation of trash and recyclable material from individual receptacles within the facility, the contractor will deposit the trash and recyclable materials in separate and appropriate containers that are provided by the city and located adjacent to the facility.
- h) Appropriately sized trash liners will be replaced in each waste container when the liner becomes soiled.
- i) Appropriately sized liners will be made available at each facility in order that city staff may replace trash liners in their individual trash receptacle at their discretion. Liners will either be appropriately placed on the trash receptacle itself or at a designated location in the facility as determined by the Contract Administrator.
- j) All hazardous waste materials will be disposed of by city staff.

#### **3.5 VACUUMING FLOOR SURFACES**

- a) Daily vacuuming will consist of vacuuming all open areas of carpeted or other floor surfaces of the particular site that is being vacuumed. Vacuum under work stations and movable objects, such as chairs and tables, around and under all occasional and conference tables, move waste containers, movable paper shredders in order to vacuum floor surfaces adjacent to these objects. Remove litter from floor surfaces adjacent to these objects. Move floor protector pads adjacent to work stations in order to gain access to remove debris from under them.

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

#### ***EXHIBIT 3 – SPECIFICATIONS FOR SPECIFIC ITEMS AND REQUIRED CLEANING METHODS FOR SPECIFIC OPERATIONS***

### **3.5 VACUUMING FLOOR SURFACES – CONT'D**

- b) Upon completion of vacuuming, all floor surfaces will be free of daily soiling, dust balls, dirt, debris, paper clips, staples, and all other litter.
- c) Necessary spot cleaning will be performed to remove any spots that have occurred during business day's use.
- d) **ONCE EVERY TWO WEEKS**, all carpeted areas will be **EDGE VACUUMED** around baseboards and areas where walls meet floor surfaces, with a vacuum equipped with wand attachment, using the wand to remove all soil and dust build-up in these areas, corners, and crevices.

### **3.6 WALLS / WALL PARTITIONS / SUPPORT COLUMNS / PILLARS**

- a) Daily, walls will be spot cleaned to a height of at least 8 feet, including light switch plates, and electrical outlet plates.
- b) All visible soiling will be removed, without damaging the surface. If soiling is too severe to be cleaned in a normal manner the contract employee will advise his supervisor or the Contract Administrator of the affected area for removal by other means.

### **3.7 WINDOW LEDGES / FRAMES**

- a) Window ledges and frames on interior of facility and at facility entrances will be kept soil free. Remove spider-webs.
- b) Some ledges will hold personal items of personnel. These ledges will not be cleaned, except upon special request.
- c) When full cleaning windows these surfaces will be cleaned as part of the cleaning operation.

### **3.8 WINDOW OFFICE PARTITIONS/ GLASS TILE WALLS**

- a) Glass office partitions/walls will be spot cleaned daily to remove all visible soiling that has occurred that day. Remove spider webs.
- b) Streaks will not be apparent, and no residue will remain from cleaning products.
- c) If full cleaning of windows (exterior and/or interior) are necessary at particular intervals in the life of the contract, these specifications will be written out in each individual contract.

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

### **ENVIRONMENTALY FRIENDLY CLEANING GUIDELINES**

The City of Scottsdale wishes to provide the public and staff with an environment, within City of Scottsdale facilities, that is safe and clean through the use of non-toxic, non-allergenic and environmentally friendly cleaning products and procedures.

To accomplish this goal will require the use of highly concentrated and environmentally friendly cleaning solutions, as well as implementing procedures that will reduce the overall amount of chemicals used and waste materials produced.

#### **Procedures:**

- a. Contractor will implement green cleaning dilution control system to provide cleaning solutions with the proper dilution and utilize environmentally friendly floor machines and carpet cleaning equipment.
- b. Contractor will implement a micro-fiber housekeeping program. This system will provide an extremely sanitary environment by using a color-coded system that will prevent and/or eliminate cross-contamination. The use of Micro Fiber dusting cloths to reduce the use of chemicals will be a part of this program.
- c. Custodians will always wear safety glasses/goggles and gloves when cleaning with chemicals.
- d. Wet Floor Signs and/or "Closed for Cleaning" signs will be posted at all entrances to prevent falls and injuries.
- e. Custodians will never push trash down in trash containers with their hands or feet.
- f. Closets, Storage Areas and Custodial Closets will be kept clean and orderly at all times and the custodial sinks will be cleaned out and disinfected nightly. All cleaning products will be kept neatly on shelves or in cabinets.
- g. Back Pack Vacuums will be used to reduce stress on staff and improve air quality.
- h. The use of floor finish stripper will be minimized by implementing a scrubbing and recoat process for waxed floors. If floor stripper must be used, only a solution that meets the California Code of Regulations (Title 17, Division 3, Chapter 1) requirements shall be used.
- i. All floor finishes must meet the California Code of Regulations requirements.
- j. A trash recycle program to reduce waste shall be implemented.
- k. Custodians shall use properly filtered equipment to improve the indoor air quality.
- l. Floor Mats at all building entrances will be vacuumed daily.
- m. Contactor will use cleaning chemicals that are designed to be used for multiple purposes, thereby reducing the overall number of chemicals required.
- n. All chemicals are to be super-concentrated whenever available.
- o. All products used are to be Green Seal Certified.
- p. The use of Bleach as a cleaning agent is prohibited.

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP #16RP026

### **ENVIRONMENTALLY FRIENDLY CLEANING GUIDELINES – CONT'D**

#### **Procedures – Cont'd**

- q. Only use Paper Products and Plastic Trash Bags that meet EPA Guidelines for Minimum Post-Consumer Waste. First utilize the “Three R’s”: Reduce, Reuse, And Recycle
- r. Target the following environmentally preferable recycled material percentages:
  - Paper Towels 40%
  - Bathroom Tissue 20%
  - Facial Tissue 10%
  - Industrial Wipers 30%
  - Paper Napkins 30%
  - Plastic Trash Bags 10%

### **GREEN CLEAN APPROVED PRODUCTS**

#### Butchers Healthy High Performance Cleaning Program

- 326409 #70 G-Force All-Purpose & Glass Cleaner (CC)
- 328107 #70 G-Force All-Purpose & Glass Cleaner (RTD)
- 326401 #71 G-Force Washroom Cleaner (CC)
- 328110 #71 G-Force Washroom Cleaner (RTD)
- 326411 #72 G-Force H2O2 Multi-Purpose Cleaner (CC)
- 328120 #72 G-Force H2O2 Multi-Purpose Cleaner (RTD) 1.5L
- 328125 #72 G-Force H2O2 Multi-Purpose Cleaner (RTD) 5L

#### Miscellaneous Cleaning Products

- Suprox Hillyard Multi-purpose Cleaner
- Top Clean Hillyard Neutral ph floor cleaner
- Green Select Degreaser Hillyard degreaser cleaner
- Re-Juv-nal Hillyard Germicidal Disinfectant
- Arsenal Hillyard Bonnet cleaner
- Arsenal Pre-Spray Hillyard carpet extraction cleaner
- Green select stripper Hillyard floor stripper
- Arsenal Neutralizer Hillyard phosphate free neutralizer
- One Plus Hillyard floor finish
- Restorer Hillyard zinc free floor finish restorer
- Super Shine All Hillyard wood cleaner
- HIL0039023 Hillyard 800 ml cartridge soap refill
- Pre-Spray 210 Chemspec carpet extraction cleaner
- DFC 105 Chemspec carpet cleaner / rinse
- All Purpose Spotter Chemspec carpet spotter
- Liqua Gel Chemspec carpet spotter
- POG Chemspec carpet spotter
- Green Balance Bridgepoint carpet extraction rinse
- Green Balance pre-spray Bridgepoint carpet extraction cleaner
- Encapuclean Green DS Bridgepoint Bonnet cleaner

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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## ***ENVIRONMENTALY FRIENDLY CLEANING GUIDELINES – CONT'D***

### **Paper Towels**

#### WAXIE Clean & Soft Roll Towels

- 850573 3800 Clean & Soft Universal Natural Roll Towels

#### Georgia Pacific EnMotion Automated Touchless Roll Towel System

- 850558 89490 (89460-G) EPA Compliant EnMotion Roll Towels

#### Georgia Pacific Max 3000 and Max 2000 Roll Towel System

- 850568 82165 Max 3000 TAD Brown Roll Towels
- 855010 81464 Max 3000 TAD Brown Roll Towels (AZ)
- 850650 22025 Max 2000 Brown Roll Towels
- 854010 19724 Max 2000 Brown Roll Towels (AZ)

#### Georgia Pacific Towlmaster Roll Towel System

- 850730 92001 Brown Roll Towels

#### Georgia Pacific Envision Universal Roll Towels

- 850790 26200 Envision Universal Roll Towels
- 850818 26301 Envision Universal Roll Towels

#### Kimberly Clark Roll Towels

- 850950 50600 Kleenex Roll Towels
- 850855 01080 Kleenex Universal Roll Towels
- 850865 01040 Scott Universal Roll Towels
- 850868 04142 Scott Universal Roll Towels

#### Multifold Towels

- 850232 2001 Clean & Soft White Multifold Towels
- 850255 01890 Kleenex Multifold Towels
- 850009 23323 Envision White Multifold Towels
- 850205 29900 Envision Brown Multifold Towels
- 850016 23304 Envision Brown Multifold Towels
- 850405 01999 Kleenex Scott fold Towels
- Livi 44299 9" X 9.5" Solaris

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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## ***ENVIRONMENTALY FRIENDLY CLEANING GUIDELINES – CONT'D***

### **Paper Towels – Cont'd**

#### C-fold Towels

- 850455 01510 Scott C-fold Towels
- 850007 23333 Envision Economy C-fold Towels

#### Big Fold Towels

- 850415 33587 Big Fold Renaissance Premium Towels

#### Single fold Towels

- 850015 20755 Envision Single fold Towels

### **Bathroom Tissue**

#### RollMastr 3000 and 2000 Toilet Tissue System

- 851010 19027 RollMastr 2-ply Toilet Tissue
- 851030 19020 RollMastr 1-ply Toilet Tissue

#### Compact Coreless Toilet Tissue System

- 850967 19378 Compact 1500 sheet 2-ply Toilet Tissue
- 850955 19375 Compact 1000 sheet 2-ply Toilet Tissue

#### Jumbo Roll Tissue

- 851090 13105 RollSavr Sr. 4000' 1-ply High CapaCity Toilet Tissue
- 850922 07827 Scott Surpass 2000' 2-ply Jumbo Roll Tissue
- 851193 07805 Scott Surpass 1000' 2-ply Jumbo Roll Tissue
- 851197 02129 Tradition 1000' 2-ply Jumbo Roll Tissue
- 851192 07233 2000' 2-ply Jumbo Roll Tissue
- 851189 07202 4000' 1-ply Jumbo Roll Tissue
- Livi 44299 Solaris 2-ply Jumbo Roll Tissue

#### Standard Bathroom Tissue

- 851191 04460-50 Scott 2-ply Bath Tissue

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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## ***ENVIRONMENTALY FRIENDLY CLEANING GUIDELINES – CONT'D***

### **Facial Tissue**

- 851424 47410 Acclaim Facial Tissue
- 851470 21340 Surpass Facial Tissue
- 851485 21390 Surpass Facial Tissue

### **Seat Covers**

- 851730 GRN-5000 Health Guards Green Seat Covers
- ROC25180573 Hospital Supply
- ROC25184872 Hospital Supply

### **Trash Liners**

#### **Linear Low Density Liners**

- 700215 33x39 .80 mil Dura Star Tuff N' Stretch Liners
- 700230 40x46 .75 mil Dura Star Tuff N' Stretch Liners
- 700235 40x46 .95 mil Dura Star Tuff N' Stretch Liners
- 700250 36x58 1.0 mil Dura Star Tuff N' Stretch Liners
- 700270 43x47 1.0 mil Dura Star Tuff N' Stretch Liners
- 703074 33x39 1.5 mil Dura Star Black Max Liners
- 703075 33x39 2.0 mil Dura Star Black Max Liners
- 703079 36x58 1.5 mil Dura Star Black Max Liners
- 703080 36x58 2.0 mil Dura Star Black Max Liners
- 703082 43x47 1.5 mil Dura Star Black Max Liners
- 703084 40x46 1.5 mil Dura Star Black Max Liners
- 703085 40x46 2.0 mil Dura Star Black Max Liners
- LL2424-5 20X22 .47 mil Hillyard Liners
- LL3037-5 30X37 .51 mil Hillyard Liners
- LL4048-7 40X48 .62 mil Hillyard Liners

#### **High Density Liners**

- 702080 33x40 22 mic Dura Star Steel Liners
- 702090 40x48 22 mic Dura Star-Steel Liners
- 702100 36x60 22 mic Dura Star Steel Liners
- 702110 38x60 22 mic Dura Star Steel Liners
- 702105 43x48 22 mic Dura Star Steel Liners

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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## **ENVIRONMENTALY FRIENDLY CLEANING GUIDELINES – CONT'D**

### **Vacuum Cleaners**

- 574568 Advance CarpeTrierer 28 Upright Carpet Vacuum
- 574525 Advance CarpeTwin 14 Upright Carpet Vacuum
- 574565 Advance CarpeTwin 16XP Commercial Upright Vacuum
- 574545 Advance CarpeTwin 18 Upright Carpet Vacuum
- 574350 Advance PowerOne 12 Carpet Vacuum
- 574360 Advance PowerOne 15 Carpet Vacuum
- 574701 NSS Pacer 112 UE Upright Vacuum
- 574707 NSS Pacer 115 UE Upright Vacuum
- 574671 NSS Pacer 214 UE Upright Vacuum
- 574672 NSS Pacer 218 UE Upright Vacuum
- 573180 Oreck XL 2000RH Hotel Commercial Vacuum
- 573181 Oreck XL 2000HH Hotel Commercial Vacuum
- 573182 Oreck XL Pro 2000 16" Commercial Vacuum
- 573110 ProTeam Super CoachVac
- 573125 ProTeam ProClean Canister Vacuum
- 573218 ProTeam ProForce 1500 Upright Vacuum
- 573222 ProTeam ProForce 1500XP Upright Vacuum
- 573150 ProTeam QuarterVac
- 573200 ProTeam ProVac
- 573140 ProTeam TailVa

### **Battery-powered equipment with environmentally preferable gel batteries**

#### Auto scrubbers

- With Absorbed Glass Mat (AGM) Batteries
- NSS
- Nilfisk-Advance
- Tennant Model 5400

#### Other Equipment

- 575656 NSS Pacer PB Battery operated Back Pack Vacuum Cleaner
- 577265 NSS Porter 14 Cordless Sweeper

### **Microfiber Products**

#### WAXIE Fast Glide System

- 651810 WAXIE Fast Glide Mopping System 24"
- 651815 WAXIE Fast Glide Blue Microfiber Pad
- 651800 WAXIE Fast Glide Finish System 18"
- 651805 WAXIE Fast Glide Green Microfiber Pad

## EXHIBITS



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

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## ***ENVIRONMENTALY FRIENDLY CLEANING GUIDELINES – CONT'D***

### **Microfiber Products – Cont'd**

#### Butchers Pace Microfiber Systems

- 651900 Pace 60 Floor Cleaning Tool
- 651901 Pace 60 Heavy Duty Microfiber Pad (Blue)
- 651902 Pace 60 Fine Cleaning Microfiber Pad (Green)

#### Microfiber Mopping System

- 651806 Green 24" Microfiber Pads
- 651807 Green 36" Microfiber Pads
- 651815 Blue 21" Microfiber Pads
- 651825 4"x18" Aluminum Frame
- 651826 4"x24" Aluminum Frame
- 651827 4"x36" Aluminum Frame
- 651820 72" Telescopic Aluminum Handle
- 651830 15 qt Plastic Container

#### 3M Scotch guard Tile & Grout Applicator Kit

- 651817 5"x10" Blue Microfiber Pads
- 934700 3M Scotch guard Tile & Grout Protector
- 658030 3M Scotch guard Applicator Kit

#### Microfiber Dusting Cloths

- 770300 White Polishing Cloths
- 770305 Yellow Glass & Mirror Cloths
- 770310 Blue Cleaning Cloths
- 770315 Green Dusting Cloths
- 770325 Green Dusting Sleeves

#### Rubbermaid Microfiber products

- Color coded damp mops
- High absorbency mop
- Fringed dust mop
- Microfiber dusting tool flexible wand
- Room and Hall dust mop
- Microfiber Cloth 16'X16" glass
- Microfiber Cloth 20'X20" extra Lg. Gn.
- Quick connect handle
- Quick connect Wet/Dry frame
- Microfiber Charging Bucket

## SUBMITTAL REQUIREMENTS CHECKLIST



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP # 16RP026

**NOTICE:** Bidders are not required to return a copy of the solicitation and/or any addenda issued by the City of Scottsdale, with your submittal. Please review the submittal requirements below for the list of information to be included with your submittal.

It is preferred that all submittals be prepared on 8½" X 11" paper and printed on one (1) side only. Foldout pages should be kept to a minimum. Bidders are reminded that the Evaluation Committee's ability to evaluate the proposals is dependent upon the organization, detail and readability of the submittal documents. A clear, complete and adequate response is very important. Please format your response to correspond with the areas listed below in the order they are listed below.

To constitute a valid responsive proposal by the Bidder to this solicitation, the Bidder's submittal **MUST** include a **MINIMUM** of the following items:

- Offer/Acceptance Document (COS Form)** – Complete Offer portion of the document, signed in ink.
- Pricing Proposal Form(s) (COS Form)** – Fully completed Pricing Proposal Form(s).
- General Disclosure Form (COS Form)** – Fully completed General Disclosure Form, signed in ink.
- Litigation Disclosure Form (COS Form)** – Fully completed Litigation Disclosure Form, signed in ink.

**Firm and Staff Qualifications** – The Bidder shall submit a Firm and Staff Qualifications summary document that illustrates the Bidder's understanding of the objectives of this solicitation, as well as the qualifications, experience, training and other credentials that illustrate the Bidder and their employee's abilities to successfully complete the scope of work represented in this solicitation. The Firm and Staff Qualifications summary document should include a **MINIMUM** of the following items:

- Bidder's document shall contain a synopsis of the firm's history, including a statement indicating the length of time the Bidder has been doing business in the Phoenix Metropolitan area.
  - Bidder's document shall demonstrate previous experience performing work similar to the size and scope of the work identified herein.
  - Bidder's document shall detail the firm's hiring requirements and practices for all staffing levels.
  - Bidder's document shall provide an overview of the firm's internal training program that demonstrates that the firm's employees are properly trained, including continuing education programs that provide training on new technologies and/or techniques.

**SUBMITTAL REQUIREMENTS CHECKLIST – CONT'D**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP # 16RP026**

**Key Personnel** – Bidder’s proposal shall include the qualifications of the key personnel that will be involved in projects covered by the scope of this solicitation. The qualifications provided shall include resumes, academic credentials, applicable training classes, Professional Certifications, Professional Association Memberships, etc.

- Bidder’s document shall contain an organizational chart of the firm’s employees that identifies the personnel by name, title, and services they perform.
- Include relevant experience and expertise for the last two years.
- Resumes of key personnel shall be submitted separately at the end of the Bidder’s proposal. All resumes shall be limited to one page and include a brief summary of past accomplishments, experience, academic credentials, Professional Certifications, Professional Association Memberships, etc.).

**Subcontractors List (COS Form)** – Fully completed Subcontractors List.

**References (COS Form)** –Fully completed References form.

**Offeror Questionnaire Form (COS Form)** – Fully completed Offeror Questionnaire form.

**Exceptions** – Offeror shall include all exceptions taken in regards to the terms and conditions as specified in this solicitation document, any award documents, or attached contracts. All exceptions taken by the Offeror shall be clearly defined and the changes requested clearly identified in their submittal document. Exceptions taken by the Offeror shall be used in the evaluation process. If the Offeror does not indicate exceptions in their submittal document this will signify to the City that the Offeror is in full agreement with all areas of the solicitation document, attached award documents and contracts, and agree to all terms as stated.

**Proposal/Proposal Copies** – Offeror shall submit one (1) **unbound original proposal** and five (5) copies. Proposal copies may be bound if the Offeror so desires.

**NOTE:**

“Please **do not** return a copy of the solicitation/addenda(s) with your proposal/submittal. Return only the required documents as referenced on the Submittal Checklist.”

All submittals are to be completed on the City of Scottsdale (**COS**) forms without any alterations; failure to do so may result in your submittal being rejected.

## EVALUATION CRITERIA



### CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS

RFP # 16RP026

#### **GENERAL**

After receipt of all proposals, each submittal shall be screened to determine if any shall be deemed non-responsive. Unsigned proposals, incomplete proposals, non-conformance with mandatory requirements, etc., may result in the determination of non-responsive.

Subsequent to the initial review, all remaining proposals shall be reviewed by the Proposal Evaluation Committee.

#### **PROPOSAL EVALUATION**

All responsive proposals shall be evaluated by the Proposal Evaluation Committee using the weighting and criteria listed below. The recommendation for contract award will be made to the responsible Bidder whose proposal is determined to be the most advantageous to the City when applying the following criteria and weighting.

The following is the weighting of criteria that will be used to review the proposals:

CRITERION	WEIGHTING
Firm and Staff Qualifications	35%
Pricing	30%
Key Personnel	20%
References, Subcontractors List	10%
Exceptions	5%

The following items may be used by the Proposal Evaluation Committee to evaluate each proposal submitted:

1. Cost factors associated with performing the work required by the contract.
2. The Bidder's demonstrated experience on similar types of projects, including satisfactory reference checks relating to past work relationships, past performance on projects of similar scope and size, level of knowledge, reliability, flexibility and ability to meet project deadlines.
3. The ability and willingness of the Bidder to meet or exceed the specifications and standards of this solicitation and Bidder's understanding and perceived perception of the scope of work contained herein.
4. The content and quality of the Bidder's proposal and other presentation materials.

Each proposal will be reviewed in entirety and assigned a score with respect to each of the criteria. The proposals will be ranked by the evaluation committee according to their total weighted ranking.

**EVALUATION CRITERIA – CONT'D**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP # 16RP026**

The evaluation committee may establish a short list of those proposals considered most advantageous to the City of Scottsdale.

- Short-listed Bidders may be invited to make presentation. At the presentation, the evaluation committee will score each Bidder.
- At the conclusion of all presentations, an overall ranking of proposals will be performed, combining the results of the proposal evaluations and the presentations.

The City of Scottsdale intends to enter into negotiations with the top ranked Bidder determined to provide the most advantageous combination of product and services as determined by the proposal and presentation.

Should negotiations with the top ranked Bidder fail to reach a satisfactory conclusion, the City of Scottsdale may at its sole discretion enter into negotiations with the second ranked vendor, or the City of Scottsdale may determine that no further negotiations will be conducted.



**OFFER AND ACCEPTANCE**

City of Scottsdale  
 Purchasing Division  
 9191 E. San Salvador Dr.  
 Scottsdale, AZ 85258  
 Phone: 480-312-5700 – Fax: 480-312-5701

<b>SOLICITATION #</b>	<b>16RP026</b>	<b>SOLICITATION TITLE:</b>	<b>Custodial Services for North Corporation Yard and Other Locations</b>
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**OFFER**

**TO THE CITY OF SCOTTSDALE:**

The undersigned hereby offers and agrees, in accordance with the undersigned's written offer submitted in response to this solicitation, to furnish the material and/or service(s) in compliance with all terms, conditions, specifications, scope of work, and addendums in the solicitation listed above, including written exceptions that are subject to the approval of the City prior to acceptance. The undersigned agrees that the entire solicitation listed above is hereby incorporated by reference as if fully set forth herein.

The Offeror's signature on this OFFER form certifies that he has read, understands and will comply with all terms, conditions and specifications stated in all documents constituting the solicitation. The bidder also certifies it is in compliance with the Non Collusion and all Federal and Arizona State Immigration Laws.

<b>OFFER MADE - COMPANY INFORMATION</b>		<b>FOR CLARIFICATION OF THIS OFFER, CONTACT:</b>	
Company Name		Printed Name	
Address		Title	
City	State	Zip	Phone
Signature for Offeror	Date	Fax	E Mail
Printed Name and Title of Authorized Signatory		Address ( if different from Company info )	
Federal Employer Tax ID # or SSN as per W9 Statement		City, State, Zip ( if different from Company info )	

**ACCEPTANCE OF OFFER, NOTICE OF CONTRACT AWARD**  
 ( for City of Scottsdale Use Only )

The contractor's offer is hereby accepted by the City of Scottsdale. The Contractor is now bound to sell the materials and/or service(s) and perform based upon the above solicitation , including all terms, conditions, specifications, scope of work, and addendums contained in the Solicitation, as well as any written exceptions that have been separately accepted by the City.

This contract shall henceforth be referred to as **Contract # 16RP026**

The contract consists of the following documents: 1) Solicitation # 16RP026 and all addendums (if applicable) as issued by the City; 2) The Contractor's Response to the City's solicitation; 3) This signed offer and acceptance and any other applicable contractual agreements, 4) All written exceptions and/or modifications to the solicitation requirements as agreed to by the City and the Contractor as per attachment\_\_\_\_\_, dated\_\_\_\_\_.

The Contractor is hereby cautioned not to commence any billable work or provide any material or service under this contract until the Contractor receives a purchase order document from the City.

The Contractor must provide the following checked items within ten (10) calendar days from the date of this Acceptance of Offer, Notice of Contract Award in order for the City to issue the required Purchase Order :  Payment Bond  Performance Bond,  Insurance Certificate(s),  I.R.S. Form W-9/Taxpayer ID No. & Certification,  other documentation as identified.

If the Contractor fails to furnish the required documents within the stated ten (10) calendar days they may be considered in default and may be at risk of forfeiture of any applicable Bid Bond posted. All required documents are to be sent to the Bid & Contract Specialist listed in the solicitation.

This document has been approved as to form on the 22<sup>nd</sup> day of July, 2012 by the City Attorney and is on file with the City Clerk. It need not be submitted to the City Attorney for approval unless the form document is altered.

**City of Scottsdale**, a municipal corporation  
 Offer Accepted and Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_

Risk Management issues reviewed and approved as to form \_\_\_\_\_, 201\_\_  
 by City of Scottsdale Risk Management Director

\_\_\_\_\_  
 J. E. Flanagan  
 Or Designee \_\_\_\_\_  
 As City of Scottsdale Purchasing Director

Recommended award approved \_\_\_\_\_, 201\_\_  
 by City of Scottsdale Contract Administrator

**PRICING PROPOSAL FORM**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP # 16RP026**

**“A” – ROUTINE SERVICES**

**An All Inclusive cost for performing the routine Daily & Weekly cleaning services, including replenishing supplies at each site as specified per the contact documents will be entered for each Facility listed below.**

<b>BASE BID A-1 thru A-18</b>	<b>FACILITY / LOCATION</b>	<b>TOTAL MONTHLY FLAT RATE COST (ALL INCLUSIVE)</b>	<b>MULTIPLIER X (times) 12</b>	<b>TOTAL ANNUAL COST</b>
A-1	North Corporation Yard	\$ _____	X 12	\$ _____
A-2	District 3 Police station	\$ _____	X 12	\$ _____
A-3	Himovitz #1	\$ _____	X 12	\$ _____
A-4	Himovitz #2	\$ _____	X 12	\$ _____
A-5	Scottsdale Family Advocacy	\$ _____	X 12	\$ _____
A-6	Via Linda Senior Center	\$ _____	X 12	\$ _____
A-7	Horizon Recreation Center	\$ _____	X 12	\$ _____
A-8	McDowell Mountain Ranch Pool	\$ _____	X 12	\$ _____
A-9	Arabian Library	\$ _____	X 12	\$ _____
A-10	Scottsdale Ranch Tennis Center	\$ _____	X 12	\$ _____
A-11	Lost Dog Wash Trailhead restrooms	\$ _____	X 12	\$ _____
A-12	Rio Montana Recreation Center & Park Restrooms	\$ _____	X 12	\$ _____
A-13	Stonegate Recreation Center & Park Restrooms	\$ _____	X 12	\$ _____
A-14	Cholla Park Restrooms	\$ _____	X 12	\$ _____
A-15	Aztec Park Restrooms	\$ _____	X 12	\$ _____
A-16	McDowell Mt. Ranch Park Restrooms	\$ _____	X 12	\$ _____
A-17	Horizon Park Restrooms	\$ _____	X 12	\$ _____
A-18	Scottsdale Ranch Park Restrooms	\$ _____	X 12	\$ _____
<b>TOTAL ANNUAL COST OF ITEMS A-1 thru A-18</b>				<b>\$ _____</b>

**COMPANY NAME:** \_\_\_\_\_

**PRICING PROPOSAL FORM – CONT'D**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP # 16RP026**

**“B”– ADDITIONAL SERVICES**

The **Unit Cost** is the cost per square foot, cost per single restroom, or cost per single shower.

Calculate the **Per Cleaning Cost** by multiplying the **Unit Cost** times the number of square feet or number of restrooms / showers indicated for each item.

Calculate the **Total Annual Cost** by multiplying the **Per Cleaning Cost** by the Multiplier provided.

FACILITY / LOCATION	UNIT COST	PER CLEANING COST	MULTIPLIER X (times)	TOTAL ANNUAL COST
<b>B-1 North Corporation Yard</b>				
Carpet Cleaning (30,255 sq. ft.)	\$ _____	\$ _____	6	\$ _____
Restroom Detail Cleaning (8 restrooms)	\$ _____	\$ _____	12	\$ _____
Shower Detail Cleaning (2 Showers)	\$ _____	\$ _____	12	\$ _____
Hard Surface Floor (4,930 sq. ft.)	\$ _____	\$ _____	6	\$ _____
<b>TOTAL ANNUAL COST FOR ADDITIONAL SERVICES B-1</b>				\$ _____
<b>B-2 District 3 Police Station</b>				
Carpet Cleaning (27,995 sq. ft.)	\$ _____	\$ _____	6	\$ _____
Restroom Detail Cleaning (8 restrooms)	\$ _____	\$ _____	12	\$ _____
Shower detail Cleaning (2 Showers)	\$ _____	\$ _____	12	\$ _____
Hard Surface Floor (1,000 sq. ft.)	\$ _____	\$ _____	6	\$ _____
VCT Tile Floor Strip & Wax (2,000 sq. ft.)	\$ _____	\$ _____	6	\$ _____
<b>TOTAL ANNUAL COST FOR ADDITIONAL SERVICES B-2</b>				\$ _____
<b>B-3 Himovitz #1</b>				
Carpet Cleaning (18,485 sq. ft.)	\$ _____	\$ _____	6	\$ _____
Restroom Detail Cleaning (5 restrooms)	\$ _____	\$ _____	12	\$ _____
VCT Tile Floor Strip & Wax (985 sq. ft.)	\$ _____	\$ _____	6	\$ _____
<b>TOTAL ANNUAL COST FOR ADDITIONAL SERVICES B-3</b>				\$ _____

**COMPANY NAME:** \_\_\_\_\_

**PRICING PROPOSAL FORM – CONT'D**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP # 16RP026**

**“B” – ADDITIONAL SERVICES – CONT'D**

FACILITY / LOCATION	UNIT COST	PER CLEANING COST	MULTIPLIER X (times)	TOTAL ANNUAL COST
<b>B-4 Himovitz #2</b>				
Carpet Cleaning (9,370 sq. ft.)	\$ _____	\$ _____	6	\$ _____
Restroom Detail Cleaning (4 restrooms)	\$ _____	\$ _____	12	\$ _____
Hard Surface Floor (1,400 sq. ft.)	\$ _____	\$ _____	6	\$ _____
<b>TOTAL ANNUAL COST FOR ADDITIONAL SERVICES B-4</b>				<b>\$ _____</b>
<b>B-5 Scottsdale Family Advocacy</b>				
Restroom Detail Cleaning (6 restrooms)	\$ _____	\$ _____	12	\$ _____
Shower detail Cleaning (2 Showers)	\$ _____	\$ _____	12	\$ _____
<b>TOTAL ANNUAL COST FOR ADDITIONAL SERVICES B-5</b>				<b>\$ _____</b>
<b>B-6 Via Linda Senior Center</b>				
Carpet Cleaning (9,140 sq. ft.)	\$ _____	\$ _____	6	\$ _____
Restroom Detail Cleaning (5 restrooms)	\$ _____	\$ _____	12	\$ _____
Hard Surface Floor (8,820 sq. ft.)	\$ _____	\$ _____	6	\$ _____
<b>TOTAL ANNUAL COST FOR ADDITIONAL SERVICES B-6</b>				<b>\$ _____</b>
<b>B-7 Horizon Recreation Center</b>				
Carpet Cleaning (9,315 sq. ft.)	\$ _____	\$ _____	6	\$ _____
Restroom Detail Cleaning (4 restrooms)	\$ _____	\$ _____	12	\$ _____
Hard Surface Floor (4,378 sq. ft.)	\$ _____	\$ _____	6	\$ _____
<b>TOTAL ANNUAL COST FOR ADDITIONAL SERVICES B-7</b>				<b>\$ _____</b>

**COMPANY NAME:** \_\_\_\_\_

**PRICING PROPOSAL FORM – CONT'D**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP # 16RP026**

**“B” – ADDITIONAL SERVICES – CONT'D**

FACILITY / LOCATION		UNIT COST	PER CLEANING COST	MULTIPLIER X (times)	TOTAL ANNUAL COST
<b>B-8</b>	<b>McDowell Mountain Ranch Pool</b>				
	Carpet Cleaning (1,781 sq. ft.)	\$ _____	\$ _____	6	\$ _____
	Restroom Detail Cleaning (6 restrooms)	\$ _____	\$ _____	12	\$ _____
	Shower detail Cleaning (2 Showers)	\$ _____	\$ _____	12	\$ _____
	Hard Surface Floor (4,216 sq. ft.)	\$ _____	\$ _____	6	\$ _____
<b>TOTAL ANNUAL COST FOR ADDITIONAL SERVICES B-8</b>					<b>\$ _____</b>
<b>B-9</b>	<b>Arabian Library</b>				
	Carpet Cleaning (18,300sq. ft.)	\$ _____	\$ _____	6	\$ _____
	Restroom Detail Cleaning (4 restrooms)	\$ _____	\$ _____	12	\$ _____
	Hard Surface Floor (1,000 sq. ft.)	\$ _____	\$ _____	6	\$ _____
<b>TOTAL ANNUAL COST ADDITIONAL SERVICES B-9</b>					<b>\$ _____</b>
<b>B-10</b>	<b>Scottsdale Ranch Tennis Center</b>				
	Carpet Cleaning (144 sq. ft.)	\$ _____	\$ _____	6	\$ _____
	Restroom Detail Cleaning (2 restrooms)	\$ _____	\$ _____	12	\$ _____
	Shower detail Cleaning (2 Showers)	\$ _____	\$ _____	12	\$ _____
	Hard Surface Floor (1,416 sq. ft.)	\$ _____	\$ _____	6	\$ _____
<b>TOTAL ANNUAL COST FOR ADDITIONAL SERVICES B-10</b>					<b>\$ _____</b>
<b>B-11</b>	<b>Lost Dog Wash Restrooms</b>				
	Restroom Detail Cleaning (2 restrooms)	\$ _____	\$ _____	12	\$ _____
<b>TOTAL ANNUAL COST FOR ADDITIONAL SERVICES B-11</b>					<b>\$ _____</b>

**COMPANY NAME:** \_\_\_\_\_

**PRICING PROPOSAL FORM – CONT'D**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP # 16RP026**

**“B” – ADDITIONAL SERVICES – CONT'D**

FACILITY / LOCATION	UNIT COST	PER CLEANING COST	MULTIPLIER X (times)	TOTAL ANNUAL COST
<b>B-12   Rio Montana Recreation Center</b>				
VCT Tile Floor Strip & Wax (1,200 sq. ft.)	\$ _____	\$ _____	6	\$ _____
Restroom Detail Cleaning (2 restrooms)	\$ _____	\$ _____	12	\$ _____
<b>TOTAL ANNUAL COST FOR ADDITIONAL SERVICES B-12</b>				\$ _____
<b>B-13   Stone Gate Park Restrooms</b>				
Restroom Detail Cleaning (2 restrooms)	\$ _____	\$ _____	12	\$ _____
<b>TOTAL ANNUAL COST FOR ADDITIONAL SERVICES B-13</b>				\$ _____
<b>B-14   Cholla Park Restrooms</b>				
Restroom Detail Cleaning (2 restrooms)	\$ _____	\$ _____	12	\$ _____
<b>TOTAL ANNUAL COST FOR ADDITIONAL SERVICES B-14</b>				\$ _____
<b>B-15   Aztec Park Restrooms</b>				
Restroom Detail Cleaning (2 restrooms)	\$ _____	\$ _____	12	\$ _____
<b>TOTAL ANNUAL COST FOR ADDITIONAL SERVICES B-15</b>				\$ _____
<b>B-16   McDowell Mountain Ranch Park</b>				
Restroom Detail Cleaning (2 restrooms)	\$ _____	\$ _____	12	\$ _____
<b>TOTAL ANNUAL COST FOR ADDITIONAL SERVICES B-16</b>				\$ _____
<b>B-17   Horizon Park Restrooms</b>				
Restroom Detail Cleaning (2 restrooms)	\$ _____	\$ _____	12	\$ _____
<b>TOTAL ANNUAL COST FOR ADDITIONAL SERVICES B-17</b>				\$ _____

**COMPANY NAME:** \_\_\_\_\_

**PRICING PROPOSAL FORM – CONT'D**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP # 16RP026**

**“B” – ADDITIONAL SERVICES - CONT'D**

FACILITY / LOCATION	UNIT COST	PER CLEANING COST	MULTIPLIER X (times)	TOTAL ANNUAL COST
<b>B-18   Scottsdale Ranch Park Restrooms</b>				
Restroom Detail Cleaning (2 restrooms)	\$ _____	\$ _____	12	\$ _____
<b>TOTAL ANNUAL COST FOR ADDITIONAL SERVICES B-18</b>				<b>\$ _____</b>
<b>TOTAL ANNUAL COST B-1 through B-18</b>				<b>\$ _____</b>
<b>GRAND TOTAL (Items A-1 through A-18) + (B-1 through B-18)</b>				<b>\$ _____</b>

**“C” – ADDITIONAL SERVICES**

ITEM	ADDITIONAL SERVICES AS REQUESTED	UNIT COST
C-1	<b>Hourly Rate for Emergency Call-out</b> (Employee to arrive on site within one hour) Per Exhibit 1.9	\$ _____ Per Hour
C-2	<b>Hourly rate for services to be performed “as additionally requested services”</b> Per Exhibit 1.4	\$ _____ Per Hour

**\*\*TAXES**

1. Do not include any use, or federal excise tax in your bid. The City is exempt from the payment of federal excise tax and will add use tax as applicable.

**ADDENDA**

The Bidder hereby acknowledges that his bid/proposal pricing is based on all of the addenda that were issued by the City prior to the opening of this bid/proposal.

NO BID: If no bid please state reason:  
\_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**SUBCONTRACTOR'S LIST**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP # 16RP026**

**COMPANY NAME:** \_\_\_\_\_

If any Bidder intends to subcontract any portion of this contract, the Bidder must submit the name, address, license number (if applicable) of each subcontractor including the extent of such subcontracting and include with bid submittal documents. (Bidder may supply additional pages as needed to identify all subcontractors).

NAME: \_\_\_\_\_ LICENSE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON/TELEPHONE#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EXTENT OF WORK: \_\_\_\_\_

NAME: \_\_\_\_\_ LICENSE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON/TELEPHONE#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EXTENT OF WORK: \_\_\_\_\_

NAME: \_\_\_\_\_ LICENSE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON/TELEPHONE#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EXTENT OF WORK: \_\_\_\_\_

NAME: \_\_\_\_\_ LICENSE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON/TELEPHONE#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EXTENT OF WORK: \_\_\_\_\_

**REFERENCES**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP # 16RP026**

List minimum of three (3) Arizona customers, excluding the City of Scottsdale, for whom your company has provided service(s) of a similar scope as this Request for Proposal, during the past three (3) years. Include the length of any contracts listed. Offerors may make multiple copies of this document as needed.

The following questions are asked to enable the evaluation team to assess the qualifications of Offerors under consideration for final award. This information may or may not be a determining factor in award of this solicitation.

**Company Name:** \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Service: \_\_\_\_\_

Type of Service Provided: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Service: \_\_\_\_\_

Type of Service Provided: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Service: \_\_\_\_\_

Type of Service Provided: \_\_\_\_\_

**YOUR COMPANY NAME:** \_\_\_\_\_

**OFFEROR QUESTIONNAIRE – COMPANY INFORMATION**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP # 16RP026**

**COMPANY INFORMATION**

Company Local Office Physical Address \_\_\_\_\_

Office Daytime Phone Number \_\_\_\_\_

Office Fax Number \_\_\_\_\_

Company Email Address \_\_\_\_\_

Company Operating Hours (Monday – Friday) \_\_\_\_\_

**NAME OF MAIN CONTACT**

*(assigned to this contract)* \_\_\_\_\_

Office Phone Number of Main Contract \_\_\_\_\_

Cellular Phone Number of Main Contact \_\_\_\_\_

Email of Main Contact \_\_\_\_\_

**NAME OF COMPANY MANAGER**

Office Phone Number of Company Manager \_\_\_\_\_

Cellular Phone Number of Company Manager \_\_\_\_\_

Email of Company Manager \_\_\_\_\_

After Hour/Emergency Phone Number(s) \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

**BIDDER GENERAL DISCLOSURE FORM**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP # 16RP026**

Bidder shall respond to each of the questions below by checking the appropriate box and provide supplemental information as needed. Failure to fully and truthfully disclose the information required by this disclosure form may result in the disqualification of your submittal from consideration or termination of the contract, once awarded.

**Debarment / Suspension Information** – Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

YES

NO

If “YES”, in an attachment to this form identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

**Surety Information** – Has the Respondent or any of its principals ever had a bond or surety cancelled or forfeited?

YES

NO

If “YES”, in an attachment to this form identify the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

**Bankruptcy Information** – Has the Respondent or any of its principals ever been declared bankrupt or filed for protection from creditors under State or Federal proceeding in the last seven (7) years?

YES

NO

If “YES”, in an attachment to this form identify the date, court, jurisdiction, case number, amount of liabilities and amount of assets.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**COMPANY NAME:** \_\_\_\_\_

**BIDDER LITIGATION DISCLOSURE FORM**



**CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS**

**RFP # 16RP026**

Bidder shall respond to each of the questions below by checking the appropriate box and provide supplemental information as needed. Failure to fully and truthfully disclose the information required by this disclosure form may result in the disqualification of your submittal from consideration or termination of the contract, once awarded.

Have you or any member of your Firm or Team to be assigned to this contract ever been indicted or convicted of a felony or a misdemeanor involving theft or moral turpitude in the last five (5) years?

YES

NO

Have you or any member of your Firm or Team to be assigned to this contract ever been terminated (for cause or otherwise) from any work being performed for the City of Scottsdale or any other Federal, State or Local Government?

YES

NO

Have you or any member of your Firm or Team to be assigned to this contract ever been involved in any claim or litigation with the City of Scottsdale or any other Federal, State or Local Government during the last ten (10) years?

YES

NO

If you answered "YES", to any of the above questions, in an attachment to this form, please indicate the name(s) of the person(s), the nature, and status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

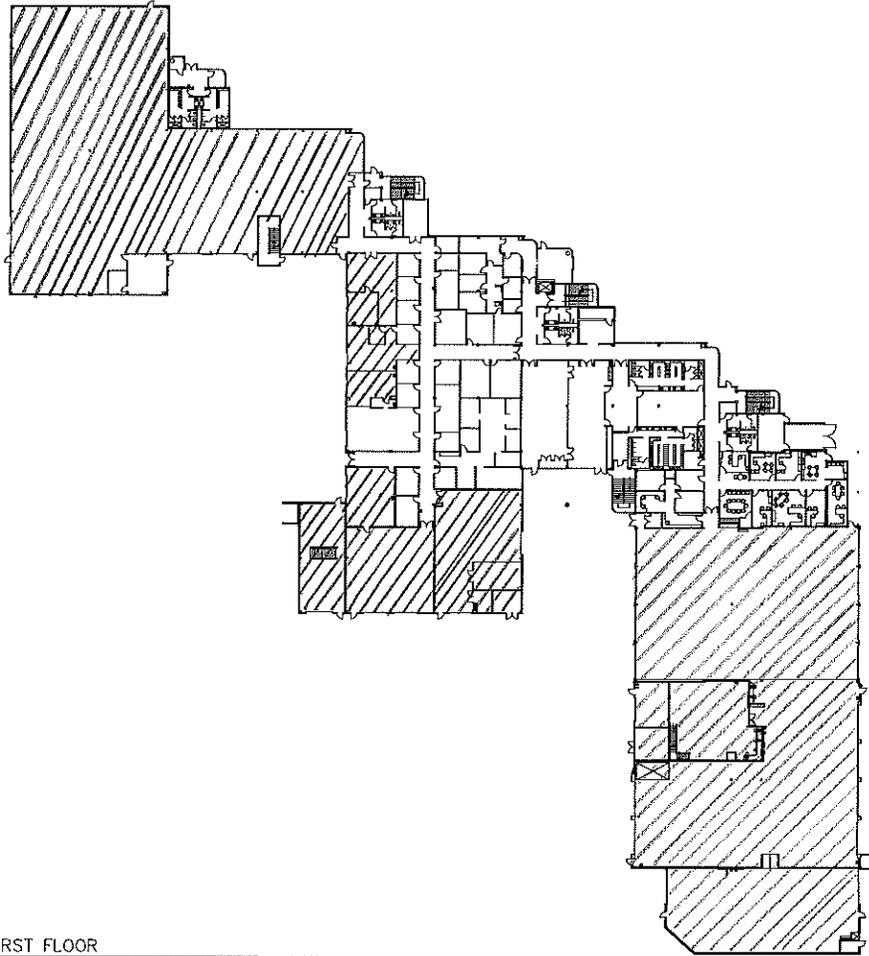
\_\_\_\_\_  
Date

**COMPANY NAME:** \_\_\_\_\_

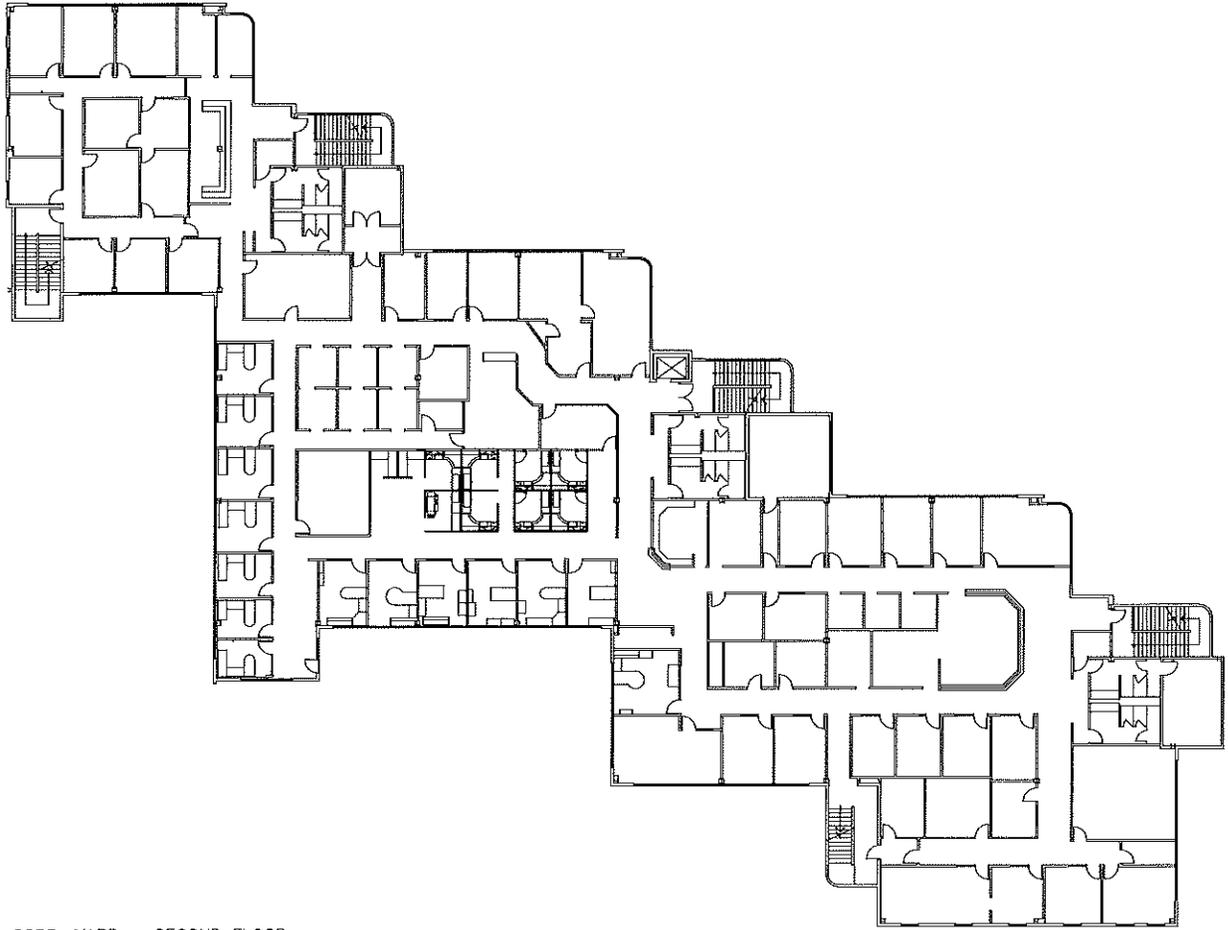
# FLOOR PLANS

## CITY OF SCOTTSDALE

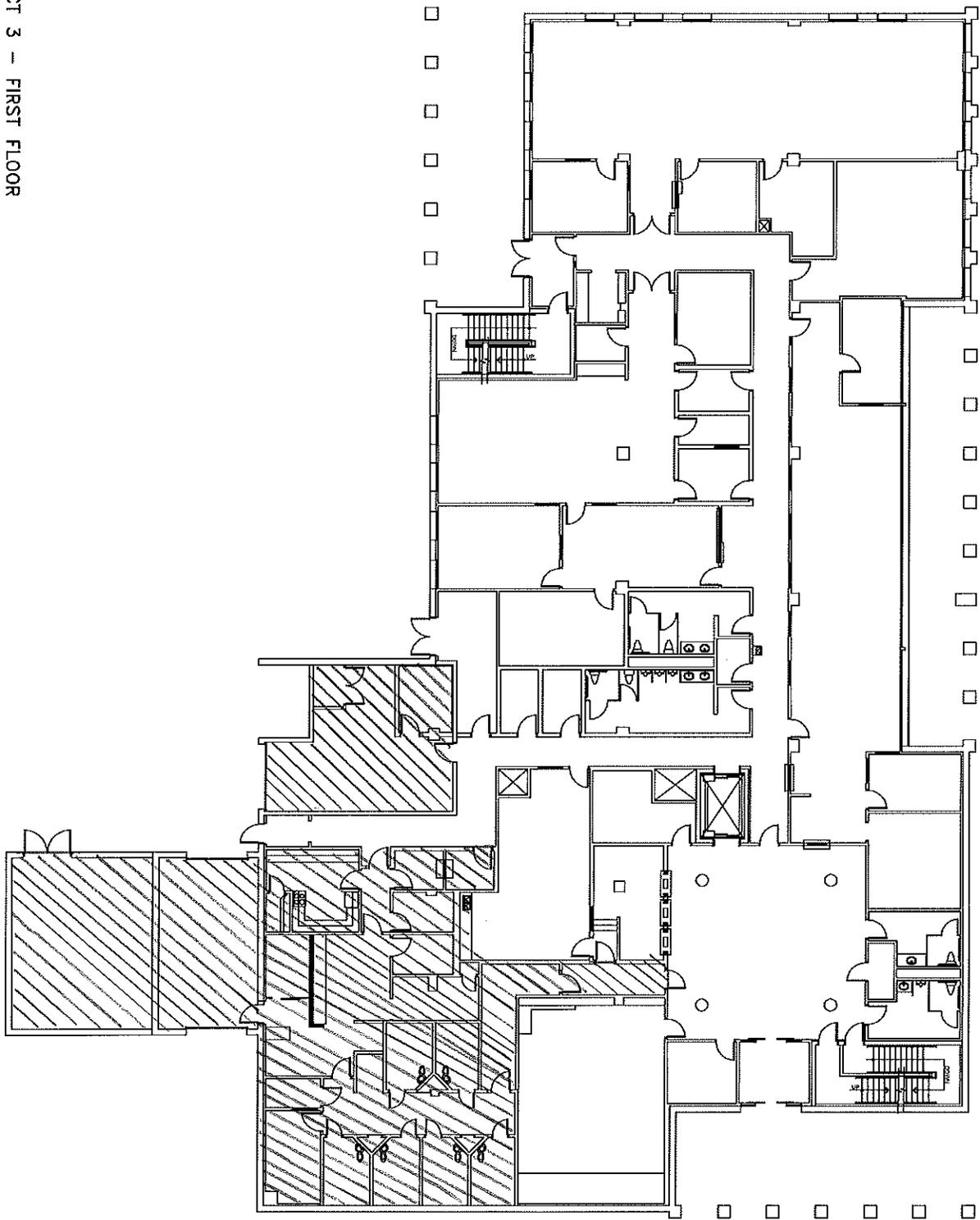
### #16RP026 - CUSTODIAL SERVICES FOR NORTH CORPORATION YARD AND OTHER LOCATIONS



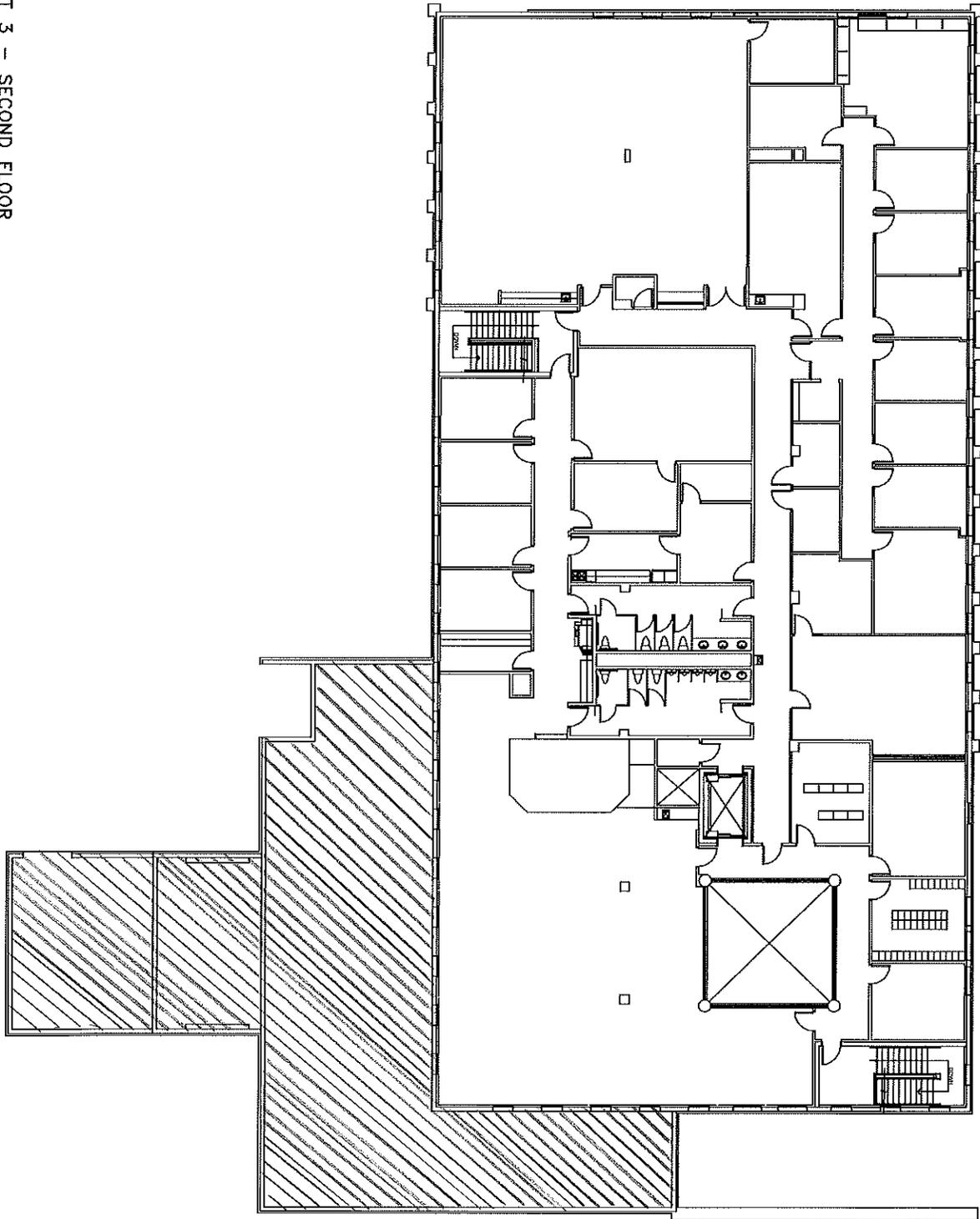
2100 - NORTH CORP. YARD - FIRST FLOOR



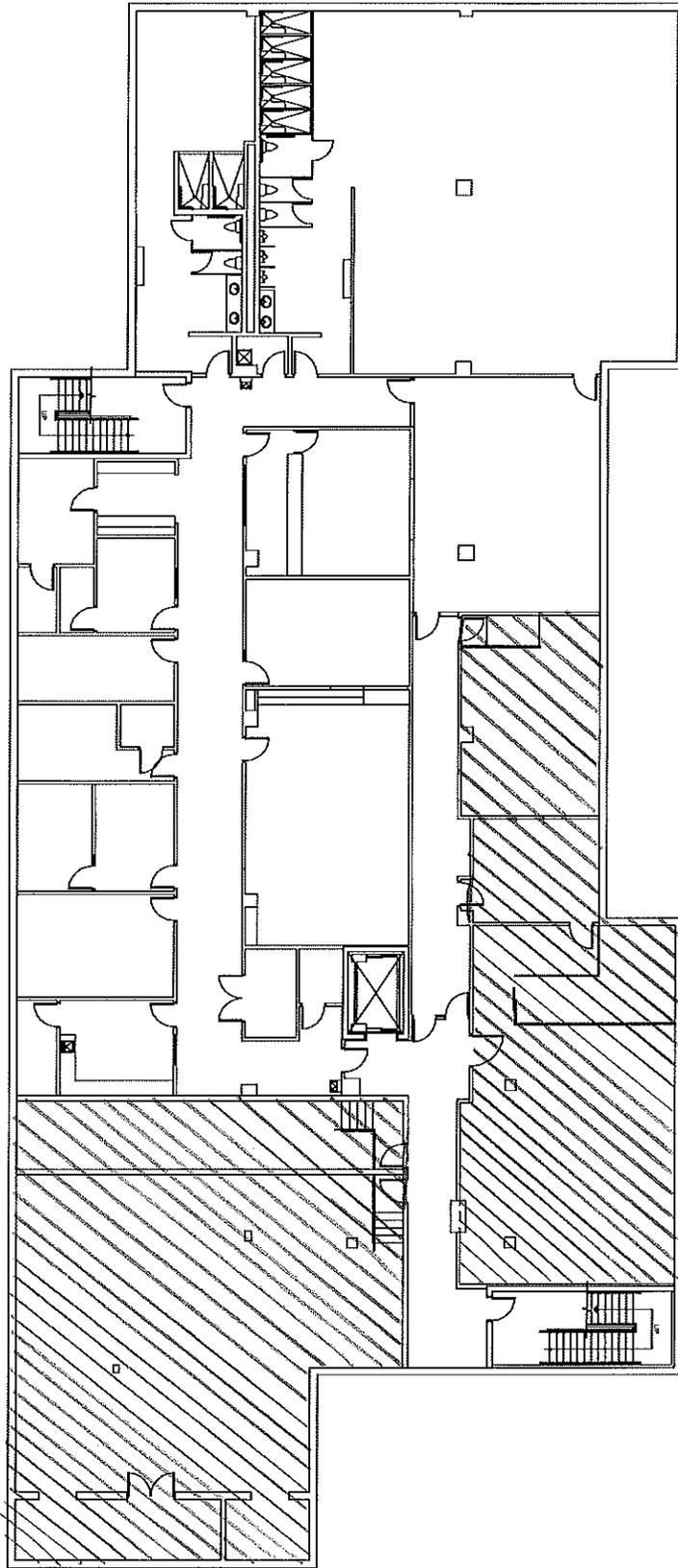
2100 — NORTH CORP. YARD — SECOND FLOOR



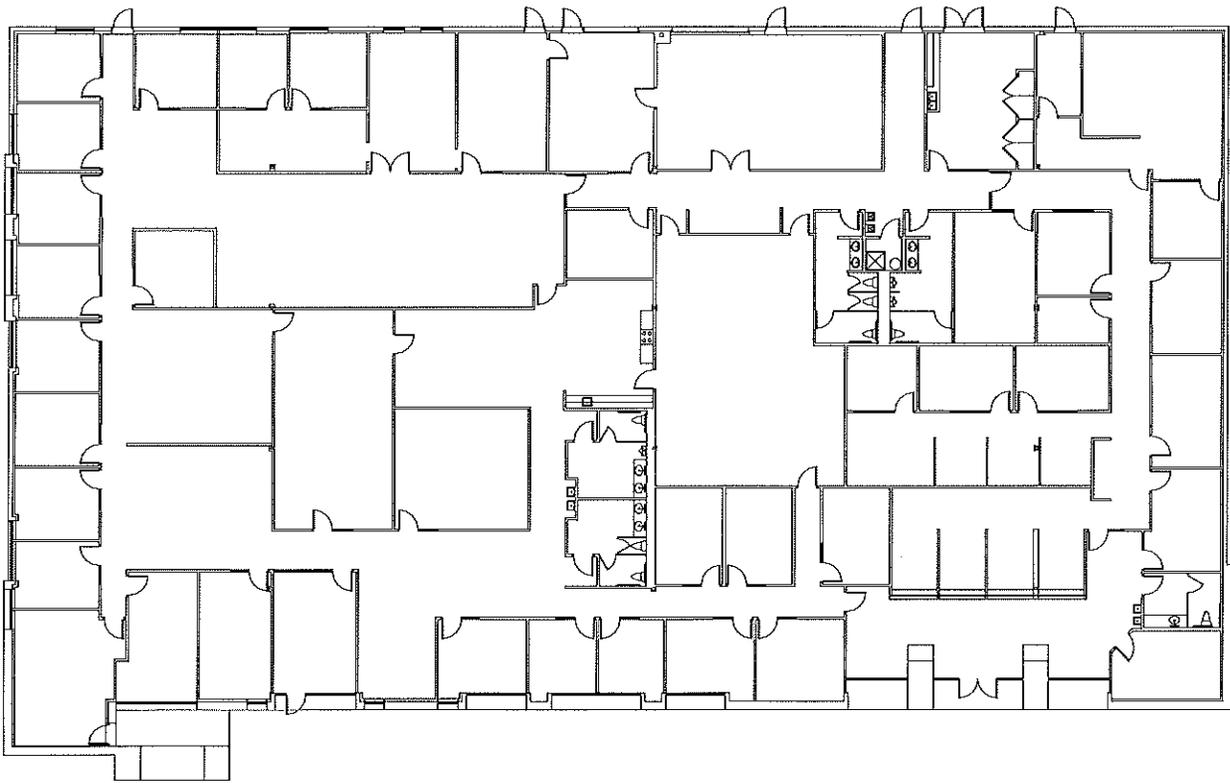
NOT TO SCALE



NOT TO SCALE

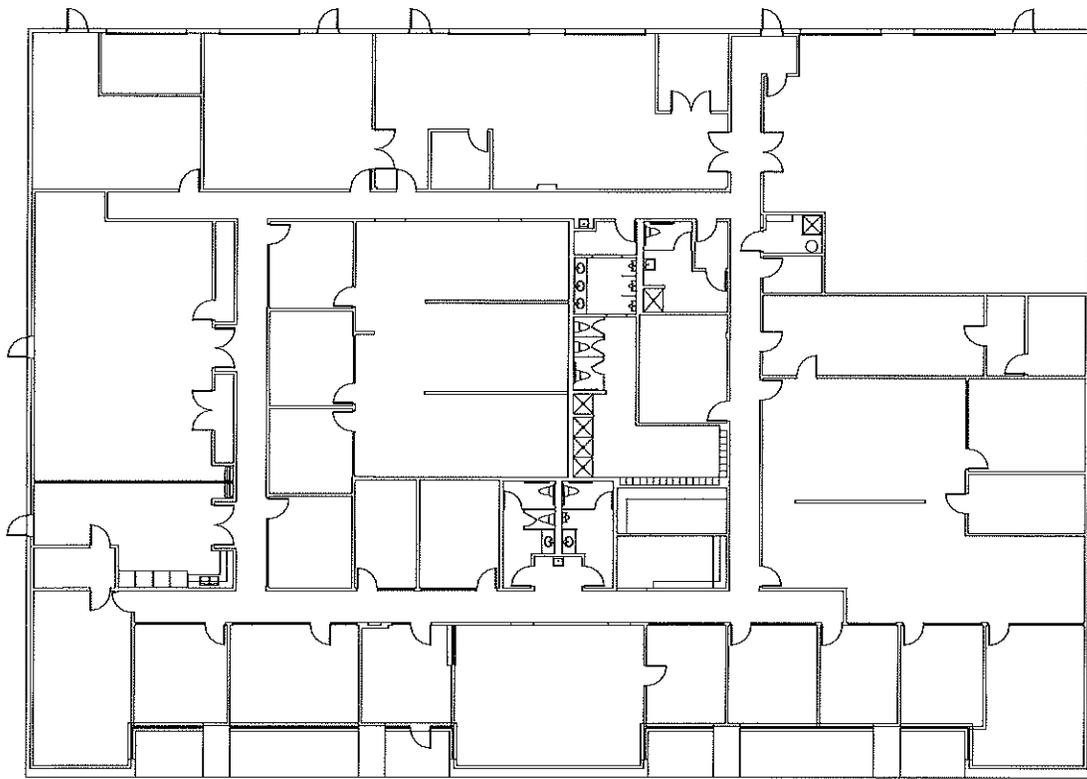


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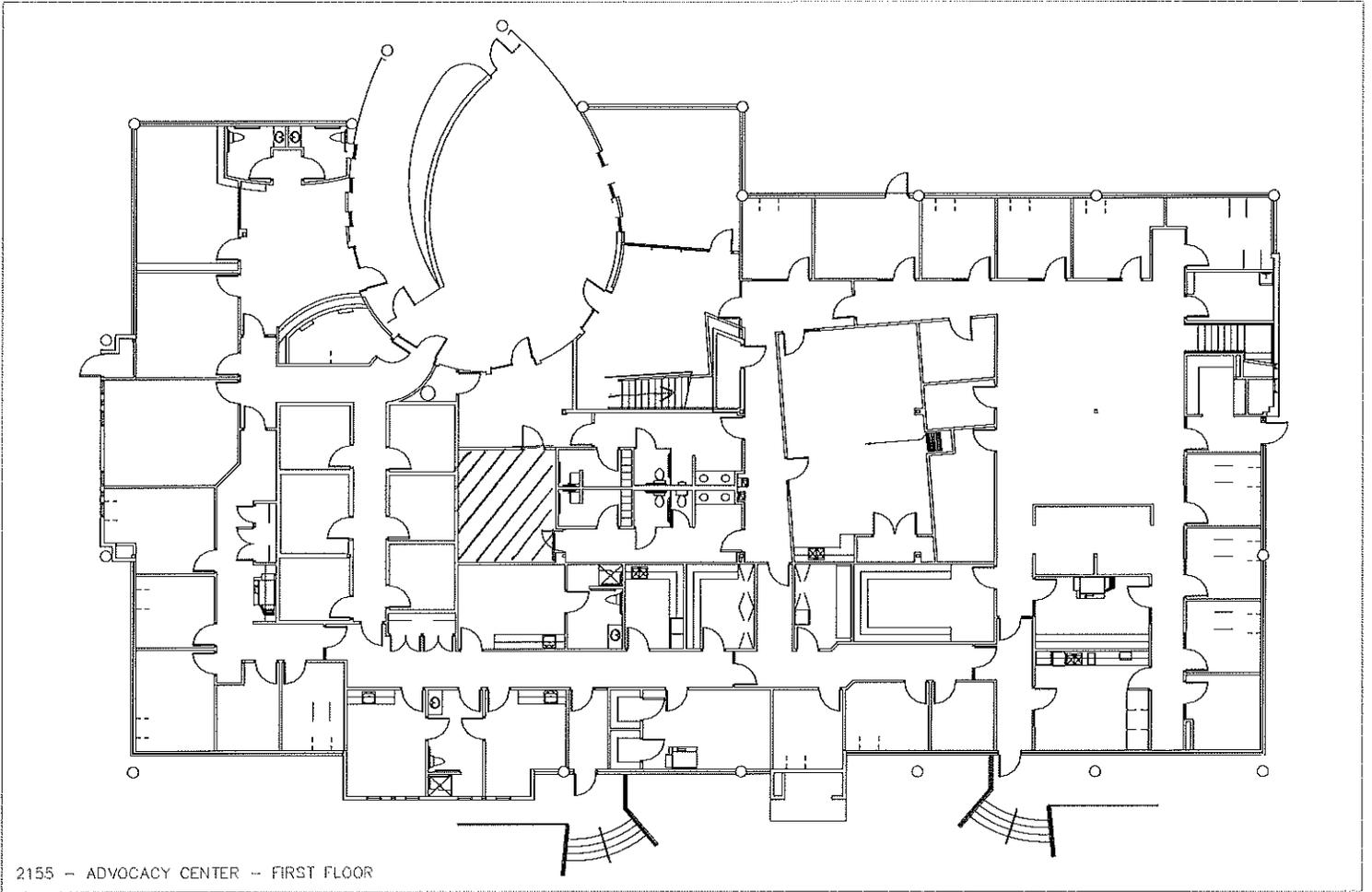
2101 - HIMOVITZ 1 - FIRST FLOOR

NOT TO SCALE

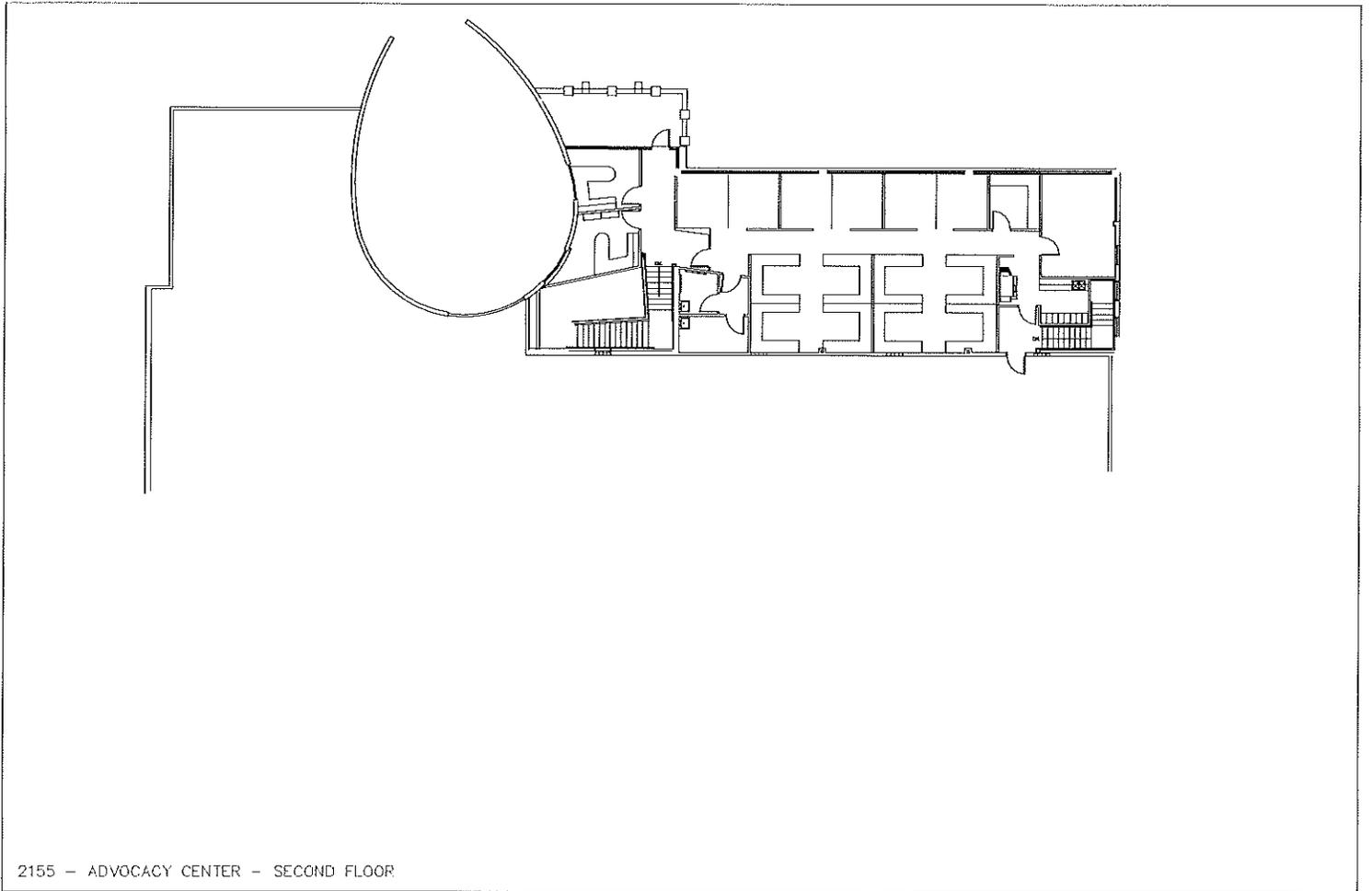


2102 -- HIMOVITZ 2

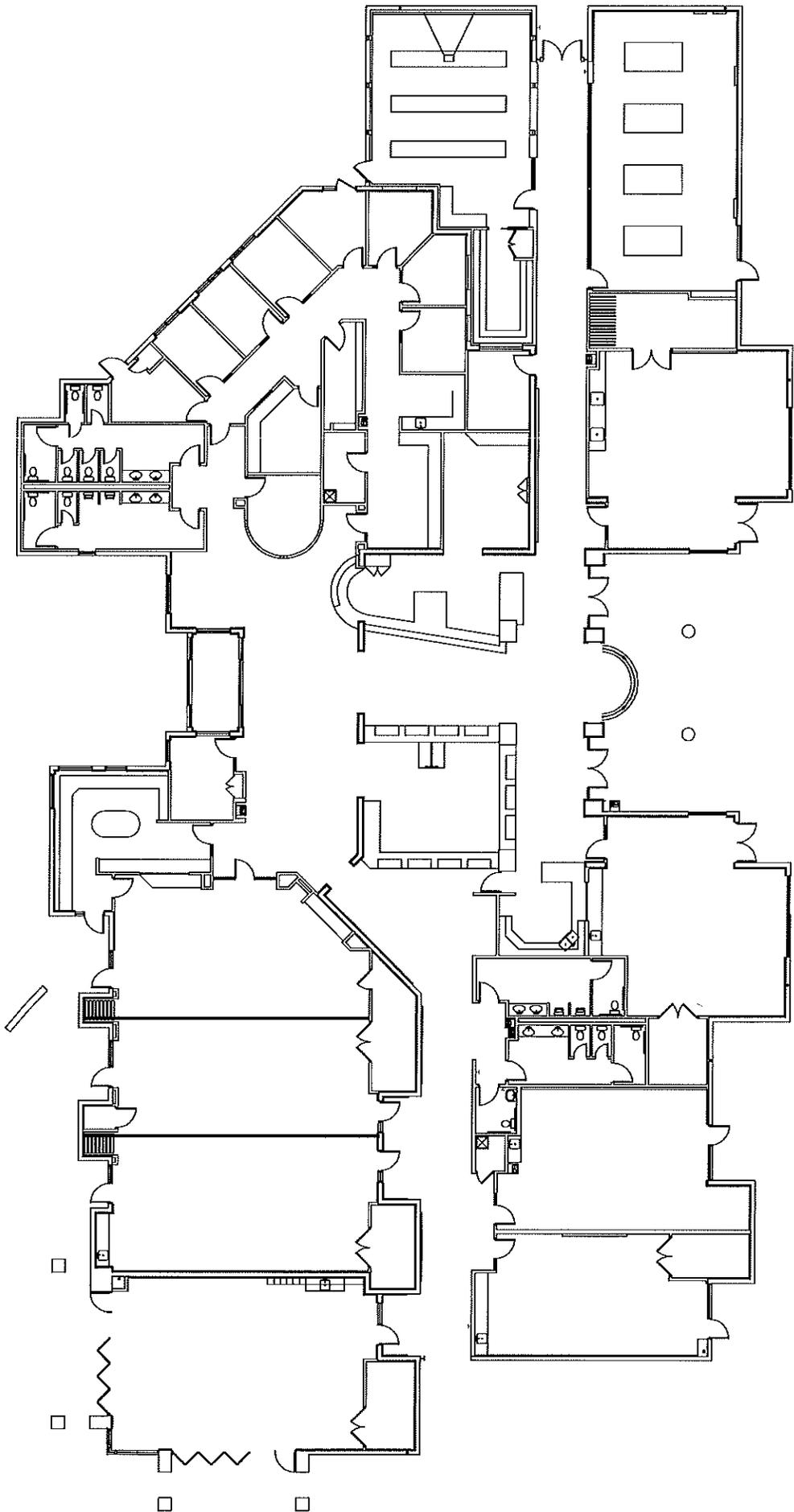
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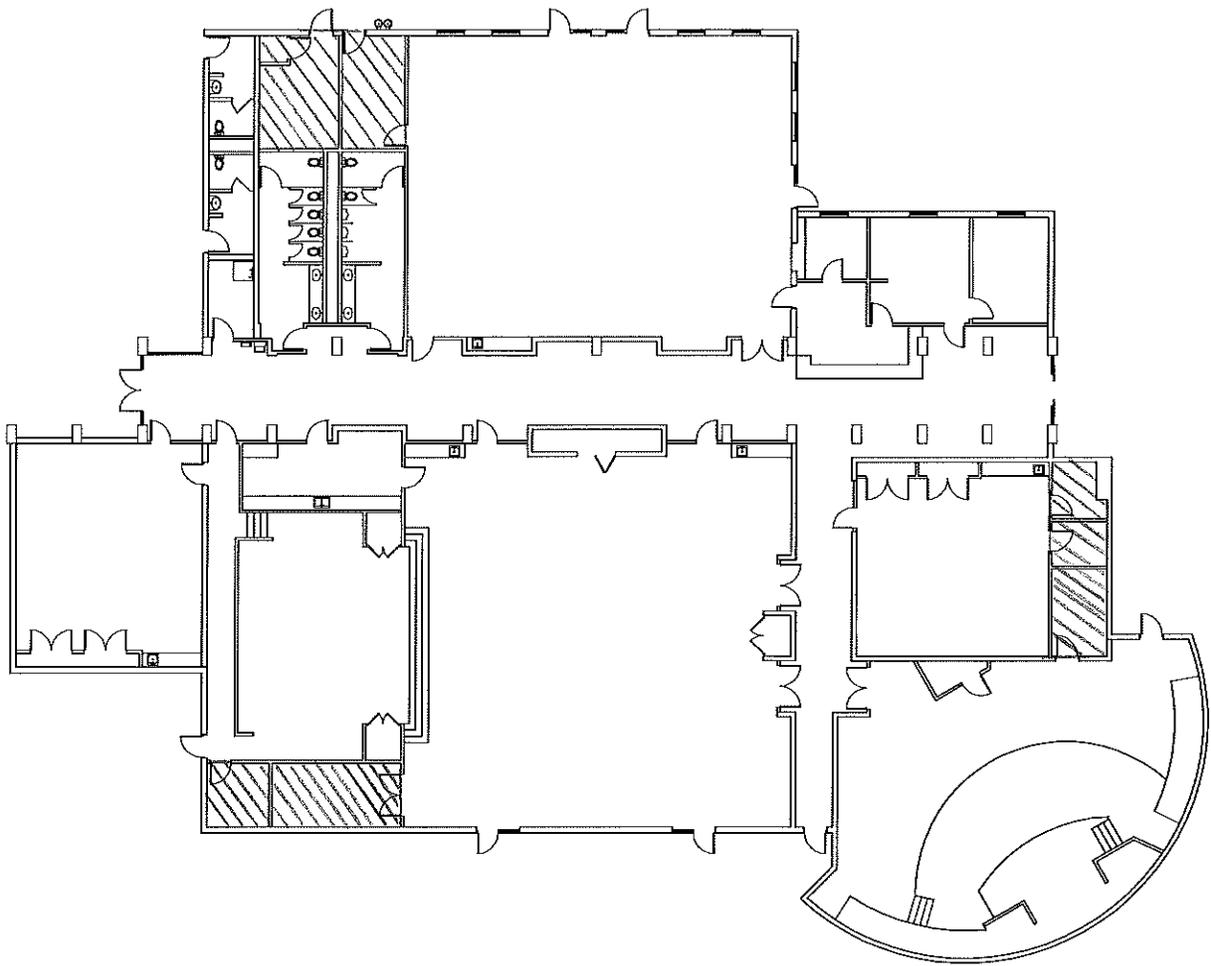
2155 - ADVOCACY CENTER - FIRST FLOOR



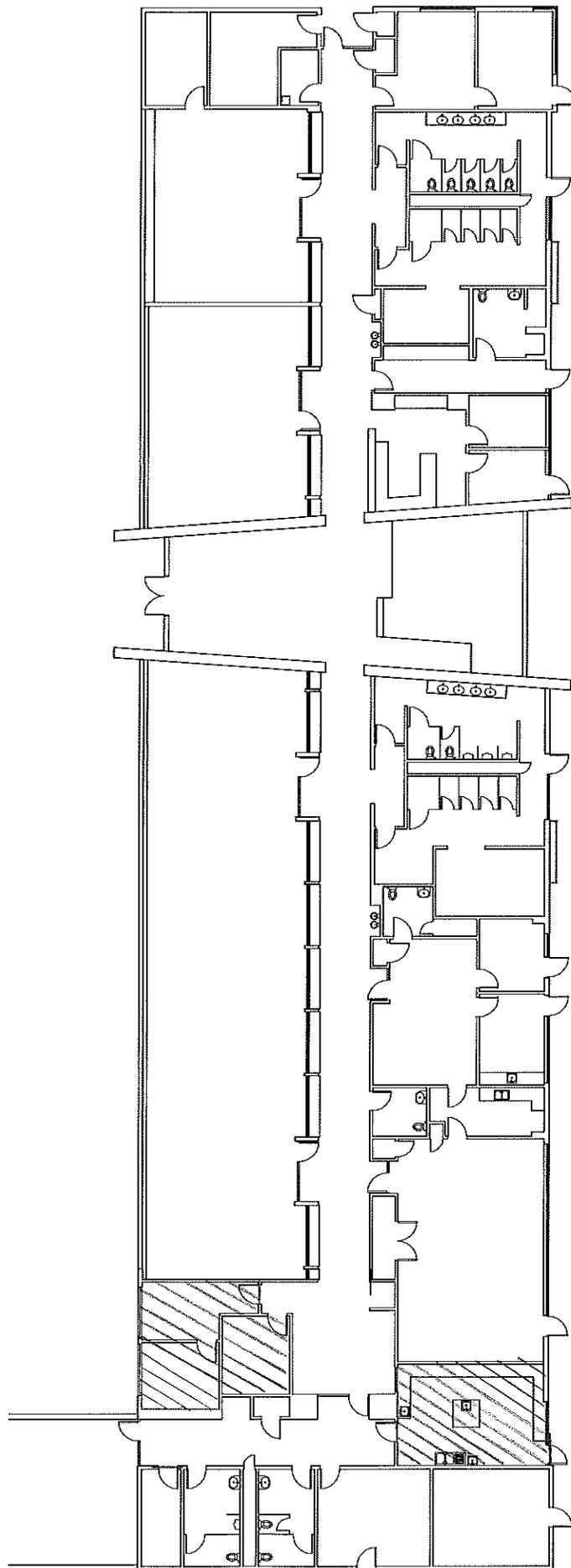
2155 - ADVOCACY CENTER - SECOND FLOOR



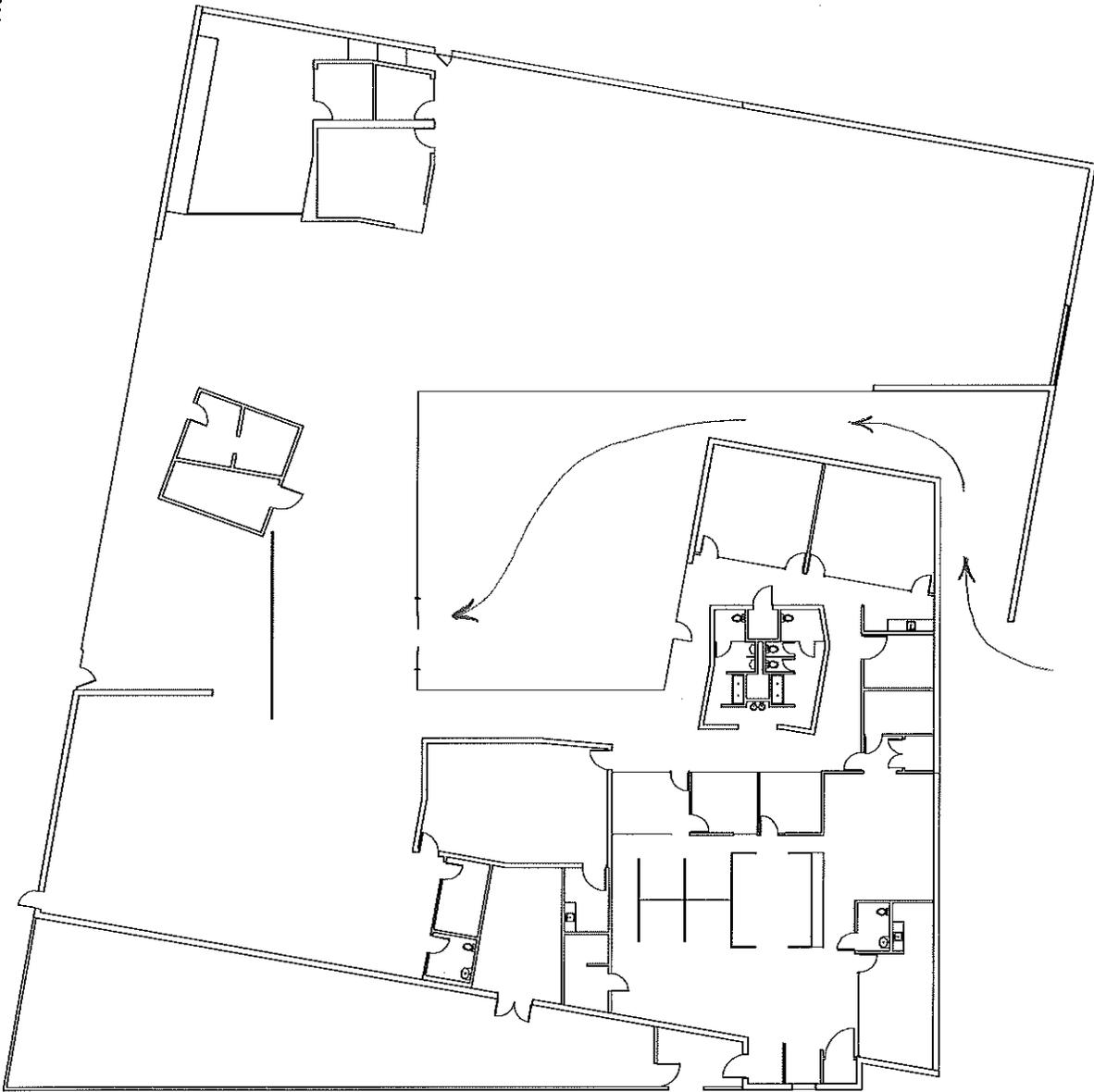
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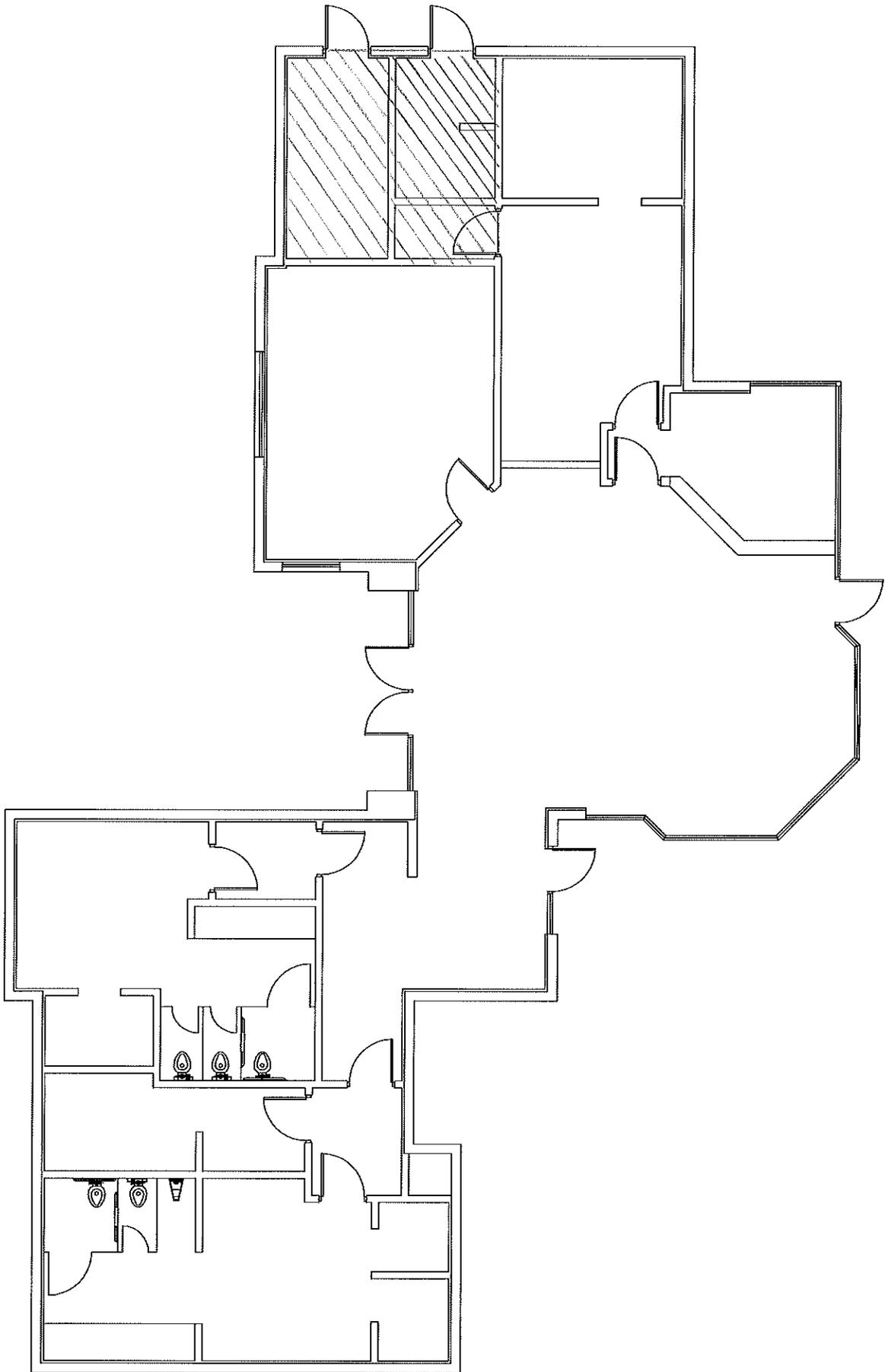
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NOT TO SCALE



NOT TO SCALE



NOT TO SCALE