



CITY OF BUCKEYE

REQUEST FOR PROPOSAL RFP: 2014-085

JANITORIAL SERVICES

CONTACT PERSON

Debby Fasano, Purchasing Agent

623.349.6174

dfasano@buckeyeaz.gov

SCHEDULE OF EVENTS

Date Issued:	April 2, 2015
2 Day Site Visits:	April 14, 2015 at 12:30 p.m. MST and April 16, 2015 at 8:00 a.m. MST
Pre-Proposal Meeting:	April 16, 2015 at 1:00 p.m. MST
Last Day for Questions:	April 20, 2015 at 12:00 p.m. MST
Due Date & Time:	April 27, 2015 at 10:00 a.m. MST

PLEASE NOTE: IF RFP DOCUMENTS WERE DOWNLOADED FROM THE CITY OF BUCKEYE'S WEBSITE, PROPOSER IS RESPONSIBLE FOR OBTAINING ANY ADDENDA EITHER THROUGH UPDATES ON THE WEBSITE, OR BY CONTACTING THE PERSON LISTED ABOVE.

SECTION I: GENERAL INFORMATION

The City of Buckeye is seeking the services of a person or entity with expertise in janitorial and other related services. The City requires a qualified service provider to furnish all necessary labor, supervision, materials, equipment, and supplies to satisfactorily perform janitorial services for all owned and leased city buildings.

Proposals are to be addressed and delivered to the Buckeye City Hall, Attn: Debby Fasano, 530 East Monroe Avenue, Buckeye, Arizona, 85326 no later than **10:00 A.M., MST, April 27, 2015**, at which time a representative of the City will announce publicly the names of those contractors or individuals submitting proposals. No other public disclosure will be made until after award of the contract.

Site visits will be split into two (2) tours and different sites will be visited in each session. In order to visits all sites, both days will need to be attended. On **April 14, 2015 at 12:30 P.M. MST** the first site visits will be held and it is anticipated to last until 5:00 P.M. Part two will begin at **8:00 A.M. MST on April 16, 2015** and anticipated to end at approximately 12:30 P.M. MST. Site visits are further described in Section IV of this Request for Proposal. The purpose of this tour is to given individuals and contractors the opportunity to view the facilities where services will be performed. You do not have to send a representative to this tour. However, if you decide to not send a representative, we will assume that your failure to attend the tour is an indication that you expect us to review your proposal as if you had taken advantage of the tour to view the facilities and observe the required needs.

A non-mandatory pre-proposal conference will be held on **April 16, 2015, 1:00 P.M. MST**, at Buckeye City Hall, 1st Floor Executive Conference Room, 530 East Monroe Avenue, Buckeye, Arizona 85326. The purpose of this conference will be to clarify the contents of this Request for Proposal in order to prevent any misunderstanding of the City's intention and desires. Any doubt as to the requirements of this Request for Proposal, or any apparent omission or discrepancy should be submitted in writing pursuant to Section II and /or presented to the City's representative at this conference. The City's representative will then determine the appropriate action. If necessary, the City's representative will issue a written amendment to the Request for Proposal. Oral statements or instructions shall not constitute an amendment to this Request for Proposal. You do not have to send a representative to this pre-proposal conference. However, if you decide to not send a representative, then we may not know your intent to participate in this solicitation, and so may not send you any written amendments to this Request for Proposal. Further, we will assume that your failure to attend the pre-proposal conference is an indication that you expect us to review your proposal as if you had taken advantage of the pre-proposal conference.

END SECTION I

SECTION II: PURPOSE OF THE RFP

1. BACKGROUND

The City takes pride in providing an exceptionally clean, safe and aesthetically pleasing environment at all times for its patrons and employees and expects the Janitorial Services contractors to demonstrate this same pride in their work performed. The Contractor shall be required to furnish all labor, materials, equipment, supplies, tools, services and skill required to maintain a clean and safe environment throughout the contract period. The Contractor shall schedule work to be the most efficient operations, including but not limited to, days, nights, weekends, and/or holidays to accomplish daily, weekly, monthly, semi-annual and annual services as approved by the City.

The City currently has several municipal buildings located within the City Buckeye. A map of current building locations is attached as Attachment C.

2. METHOD OF SELECTION

The intent of the City is to select one Contractor whose proposal is determined to be the most advantageous to the City based on the evaluation factors set forth in Section VI of this Request for Proposal. The successful Contractor will have demonstrated exceptional qualifications. Price while a factor may not be the most important factor in determining the successful Contractor

3. REQUEST FOR PROPOSALS

The City will conduct an evaluation of all submitted proposals by a designated selection team. The evaluation process will identify those contractors who, in the City's sole discretion, best meet the City's needs. Section V details the Criteria used for evaluations of proposals. The City reserves the right to reject any or all proposals.

4. ORAL INTERVIEWS/PROPOSAL PRESENTATIONS

Based upon its review of the proposals, the City may select, in its sole discretion, a short list of contractors who best meet the City's objectives. Contractors on the short list may be invited to participate in the Interview/Presentation phase of the process.

5. NEGOTIATIONS

After the Interview/Presentations, the City will offer the highest ranked firm a thirty (30) day exclusive negotiation period. In the event that there is an impasse in the negotiations, or the City negotiator determines that a contract cannot be reached, the City reserves the right to go to the next highest ranked Contractor, then may continue through those firms on the final list until a contract is successfully negotiated. The City reserves the right to reject any or all proposals at any time, or to cease negotiations over a contract at any time.

6. CONTRACTOR GET READY TIME

After award of this Contract, the Contractor shall have sixty (60) days to acquire equipment, staff, and all other requirements needed to perform the specifications of this Contract.

END OF SECTION II

SECTION III: INSTRUCTIONS TO PROPOSERS

1. You must address and deliver your proposal to the City of Buckeye, Attn: Debby Fasano, Purchasing Agent, 530 East Monroe Avenue, Buckeye, AZ 85326 on or before the time and date set for closing.

Proposals should be in a sealed envelope marked:

Name of Proposer: _____

Title of Proposal: **Janitorial Services**

RFP Number: **RFP No. 2014-085**

Due Date and Time: **April 27, 2015 at 10:00 A.M., MST**

No telephone, electronic or facsimile proposals will be considered. Late proposals shall be rejected. A proposal shall be deemed to be late if it is received at the location designated in this Request for Proposal after the time and date set for the proposal opening. The Purchasing Agents clock is the governing clock. A late bid shall not be opened except as may be necessary for identification purposes. Proposals received after the due time and date for closing will be returned to the Contractor unopened.

2. Proposals should be submitted as a document set, containing **One (1) clearly marked original** and **Seven (7) additional copies (for a total of eight (8) submitted)**. The Price Proposal shall be submitted in a separate sealed envelope with one (1) clearly marked original and seven (7) additional copies.

3. You may withdraw your proposal at any time prior to the time and date set for closing. Proposals withdrawn after opening but prior to award, may be withdrawn in accordance with the City of Buckeye Procurement Code.

4. No department or office at the City has the authority to solicit or receive official proposals other than City's Construction and Contracting Division. All solicitations are performed under the direct supervision of the Manager of Construction & Contracting Division, City of Buckeye and in complete accordance with City of Buckeye Procurement Code.

5. The City reserves the right to conduct discussions with contractors, to accept revisions of proposals, and to negotiate price changes. During this discussion period, the City will not disclose any information derived from proposals submitted, or from discussions with other contractors. Once an award is made, the solicitation file, and the proposals contained therein, are in the public record and will be disclosed upon request.

6. Contractors submitting proposals which meet the selection criteria and which are deemed to be the most advantageous to the City may be requested to give an oral presentation to a selection committee. The Construction and Contracting Division will perform scheduling of these oral presentations.

7. The award shall be made to the responsible contractor whose proposal is determined to be the most advantageous to the City based on the evaluation factors set forth in this Request for Proposal. Price, although a consideration, will not be the sole determining factor. No purchase order is issued with a proposer until a price is successfully negotiated and is approved by the City, as authorized by the City Council.

8. The Arizona Public Records Act limits the City's ability to withhold prequalification and data submitted in each proposal. If a submittal contains any trade secrets that a submitter does not want disclosed to the public or used by the City for any purpose other than evaluation of the submitter's eligibility, each sheet of such information must be marked with the designation "Confidential." The City agrees that if a "Public Records

Act” request is made for disclosure of data so classified, it will notify the submitter of such data so that the submitter will have an opportunity to legally challenge the City’s obligation to disclose such information. In the event that the submitter has not filed a legal challenge in a court proceeding within ten days of notification of the request for public records, the City will disclose the information requested.

9. Your proposal should be submitted in the format shown in Section VII. Proposals in any other format will be considered informal and may be rejected. Conditional proposals will not be considered. An individual authorized to extend a formal proposal must sign all proposals. Proposals that are not signed may be rejected.

10. The City reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when it determines that it is in its best interest to do so. The City also reserves the right to hold all proposals for a period of 60 days after the opening date.

11. Definitions

May: Indicates something that is not mandatory but permissible/desirable.

Shall, Must, Will: Indicates mandatory requirement. Failure to meet these mandatory requirements will result in rejection of your proposal as nonresponsive.

Should: Indicates something that is recommended but not mandatory. If the contractor fails to provide recommended information, the City may, at its sole option, ask the contractor to provide the information or evaluate the proposal without the information.

12. Any person, contractor, corporation or association submitting a proposal shall be deemed to have read and understood all the terms, conditions, and requirements in the specifications/scope of work.

13. All responses and accompanying documentation will become the property of the City at the time the proposals are opened.

14. All formal inquiries or requests for significant or material clarification, interpretation, or notification to the City of errors or omissions relating to this Request for Proposal must be directed in writing to:

Debby Fasano, Purchasing Agent
City of Buckeye
Construction & Contracting Division
530 East Monroe Ave.
Buckeye, Arizona 85326
Email: dfasano@buckeyeaz.gov
Tel: 623-349-6174

Requests must be submitted on a copy of the Inquiry Form included in Section X no later than **April 20, 2015 at 12:00 P.M. MST** Failure to submit inquiries by this deadline may result in the inquiry not being answered. Note that the City will answer informal questions orally. The City makes no warranty of any kind as to the correctness of any oral answers and uses this process solely to provide minor clarifications rapidly. Oral statements or instructions shall not constitute an amendment to this Request for Proposal. Contractor shall not rely on any verbal responses from the City. If you have formal questions about any part of this Request for Proposal, which could result in a material issue or a formal amendment to this Request for Proposal, submit your questions on the Inquiry Form from Section X of this Request for Proposal.

15. The City shall not reimburse any contractor the cost of responding to a Request for Proposal.

16. The City believes that it can best maintain its reputation for treating all contractors and suppliers in a fair,

honest, and consistent manner by conducting solicitations in good faith and by granting all contractors an equal opportunity to win an award. If you feel that we have fallen short of these goals, you may submit a protest pursuant to the Procurement Code of the City of Buckeye.

END OF SECTION III

SECTION IV: SITE VISIT

A two part non-mandatory site visit of the buildings to be serviced will be held on April 14, 2015 at 12:30 P.M. MST and will last until approximately 5:00 P.M. MST. The second site visit will be held on April 16, 2015 at 8:00 A.M. MST and end at approximately 12:30 P.M. MST. Each site visit will cover different facilities, so if you wish to visit all sites you will need to attend both days. You do not have to send a representative to these site visits. However, if you decide to not send a representative, then we will assume that your failure to attend the site visits is an indication that you expect us to review your proposal as if you had taken advantage of the tour to view the facilities and observe the required needs. Maps of all sites are attached in Attachment C. Site visit information will be supplied at the start of each tour. Please do not request a visit of a site unless you are accompanied by the City's staff member giving the tour. Site visits have been scheduled so as not to disturb the function of each site. Meeting locations and times are as follows:

April 14 at 12:30 P.M. MST – Meet in front of the White Tank Justice Court located at 21749 W. Yuma Road, Suite B101, Buckeye, Arizona. See Attachment C for map.

April 16, 2015 at 8:00 A.M. MST – Meet in the courtyard outside the Buckeye Municipal Court located at 100 N. Apache Road, Suite C1, Buckeye, Arizona. See Attachment C for map.

******* NOTE - Site visits will start promptly at the times stated above. It is advisable you arrive five minutes early to receive the site visit map and driving directions.*******

END OF SECTION IV

SECTION V: SCOPE OF WORK

1.0 Contractor's Responsibilities:

Contractor shall provide all necessary labor, supervision, materials, equipment and supplies to satisfactorily perform custodial services for all City of Buckeye (the "City") buildings (the "Services"). The City currently has several municipal buildings located within central Buckeye as well as outlying buildings. The City takes pride in providing an exceptionally clean, safe and aesthetically pleasing environment at all times for its patrons and employees and expects Contractor to demonstrate this same pride in the Services performed. The Contractor shall furnish all labor, materials, equipment, supplies, tools, services and skill required to maintain a clean and safe environment throughout the Term of the Agreement.

2.0 Business Hours and Service Days:

2.1 Regular business hours are from 7:00 a.m. to 6:00 p.m. Monday through Thursday. Most facilities will be closed on holidays observed by the City. Services will not be performed on these days unless the Public Works Department makes such request. See Attachment A for the current Holiday Schedule which is updated yearly.

2.1.1. Police Communications Suite and Police Annex Building are 24 hour seven day a week operations and will need services on all holidays observed by the City.

2.1.2. City Aquatic Center is operational on Labor Day, 4th of July and Memorial Day and will need service on these holidays.

2.2 Unless noted otherwise, custodial services required in this contract shall be performed between the hours of 6:00 p.m. and 6:00 a.m. A number of sites are 24-hour operations and require routine cleaning to be performed while city staff is working.

2.3 All work will be scheduled in such a way that it does not disrupt any function in a City facility. The City reserves the right to approve and make changes to any schedule set up by the Contractor. Special meetings and events will be scheduled at facilities that will necessitate Contractor adjusting the cleaning schedule. The City will be responsible for communicating these events to the Contractor.

2.4 Additional custodial work may be required for special events or for other extra cleaning. Pricing for such services shall be based on the hourly rates quoted for "Unspecified Hourly Labor: (see Fee Proposal). Upon 24 hours advance notice, from the Public Works Department, the Contractor will supply additional help for special events and other extra cleaning. Billing for extra services shall be by a separate invoice.

2.5. There will be times when the Contractor must be called out to perform emergency cleaning request due to storms, floods, vandalism, or extra services not covered under regular janitorial services. This may occur during business hours or after hours. The Contractor is to respond ONLY if the call is initiated by the Public Works Department and shall be on-site within two (2) hours after receiving a request.

2.6. The most common number of services per year is 208 services, which equates to 4X week service. City holidays are excluded from all services. Service days may be:

- a. 7X week janitorial services, 365 services annually
- b. 6X week janitorial services, 312 services annually

- c. 5X week janitorial services, 260 services annually
- d. 4X week janitorial services, 208 services annually
- e. 3X week janitorial services, 156 services annually
- f. 2X week janitorial services, 104 services annually

2.7 Sites that receive less than 208 services annually and a holiday falls on a schedule service day, the site shall be cleaned either a work day before the holiday, or a work day after the holiday.

3.0 Locations and Cleaning Schedule:

<i>Sundance Park</i>			
22865 Lower Buckeye Road Buckeye, AZ			
Cleaning Schedule		7X/WK NIGHTS	
Total Square Feet		612	/ sq. ft.
Carpet		0	/ sq. ft.
Hard Floor		612	/ sq. ft.
# Restrooms		2	/ ea.
# Fixtures		14	/ ea.
Employees		0	/ ea.
Avg. Visitor		400	/ daily
Special Instructions: None			

<i>Town Park Restrooms</i>			
207 N. 9th Street Buckeye, AZ			
Cleaning Schedule		7X/WK NIGHTS	
Total Square Feet		112	/ sq. ft.
Carpet		0	/ sq. ft.
Hard Floor		112	/ ea.
# Restrooms		2	/ ea.
# Fixtures		4	/ ea.
Employees		0	/ ea.
Avg. Visitors		100	/ daily
Special Instructions: None			

<i>City Aquatic Center</i>			
207 N. 9th Street Buckeye, AZ			
Cleaning Schedule		6X/WK NIGHTS	
Total Square Feet		1,126	/ sq. ft.
Carpet		0	/ sq. ft.

Hard Floor	1,126	/ ea.
# Restrooms	2	/ ea.
# Fixtures	21	/ ea.
Employees	5	/ ea.
Avg. Visitor	200	/ daily
Special Instructions: Only Open May through October and the schedule varies each year. A season schedule will be provided two weeks prior to opening day; generally Memorial Day.		

<i>Earl Edgar Park</i>		
500 South Miller Road Buckeye, AZ		
Cleaning Schedule	7X/WK NIGHTS	
Total Square Feet	700	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	700	/ ea.
# Restrooms	4	/ ea.
# Fixtures	24	/ ea.
Employees	0	/ ea.
Avg. Visitor	100	/ daily
Special Instructions: None		

<i>Parks Maintenance Building</i>		
211 South Miller Road Buckeye, AZ		
Cleaning Schedule	4X/WK NIGHTS	
Total Square Feet	432	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	432	/ ea.
# Restrooms	1	/ ea.
# Fixtures	2	/ ea.
Employees	3	/ ea.
Avg. Visitor	0	/ daily
Special Instructions: None		

<i>Police Suite</i>		
100 N. Apache, Suite D Buckeye, AZ		
Cleaning Schedule	4X/WK DAYS	
Total Square Feet	2,014	/ sq. ft.
Carpet	1,764	/ sq. ft.
Hard Floor	253	/ ea.

# Restrooms	2	/ ea.
# Fixtures	5	/ ea.
Employees	13	/ ea.
Avg. Visitor	0	/ daily
Special Instructions: None		

<i>Police Communication Suite</i>		
100 N. Apache, Suite D Buckeye, AZ		
Cleaning Schedule		7X/WK DAYS
Total Square Feet	2,261	/ sq. ft.
Carpet	1,176	/ sq. ft.
Hard Floor	1,185	/ ea.
# Restrooms	4	/ ea.
# Fixtures	19	/ ea.
Employees	12	/ ea.
Avg. Visitor	40	/ daily
Special Instructions: None		

<i>Court Suite</i>		
100 N. Apache, Suite C-1 Buckeye, AZ		
Cleaning Schedule		4X/WK DAYS
Total Square Feet	2,688	/ sq. ft.
Carpet	2,122	/ sq. ft.
Hard Floor	566	/ ea.
# Restrooms	2	/ ea.
# Fixtures	8	/ ea.
Employees	6	/ ea.
Avg. Visitor	50	/ daily
Special Instructions: None		

<i>Courtyard Area</i>		
100 N. Apache Buckeye, AZ		
Cleaning Schedule		4X/WK DAYS
Total Square Feet	208	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	208	/ ea.

# Restrooms	2	/ ea.
# Fixtures	6	/ ea.
Employees	0	/ ea.
Avg. Visitor	100	/ daily
Special Instructions: None		

<i>Motor Vehicle Division Suite</i>		
100 N. Apache Buckeye, AZ		
Cleaning Schedule	4X/WK DAYS	
Total Square Feet	1,154	/ sq. ft.
Carpet	521	/ sq. ft.
Hard Floor	633	/ ea.
# Restrooms	2	/ ea.
# Fixtures	5	/ ea.
Employees	4	/ ea.
Avg. Visitor	115	/ daily
Special Instructions: None		

<i>Police Annex Building</i>		
90 N. Apache Buckeye, AZ		
Cleaning Schedule	7X/WK DAYS	
Total Square Feet	6,720	/ sq. ft.
Carpet	6,120	/ sq. ft.
Hard Floor	600	/ ea.
# Restrooms	2	/ ea.
# Fixtures	8	/ ea.
Employees	60	/ ea.
Avg. Visitor	0	/ daily
Special Instructions: None		

<i>Water Resources</i>		
423 Arizona Eastern Avenue Buckeye, AZ		
Cleaning Schedule	4X/WK NIGHTS	
Total Square Feet	5,000	/ sq. ft.
Carpet	4,000	/ sq. ft.
Hard Floor	1,000	/ ea.

# Restrooms	3	/ ea.
# Fixtures	13	/ ea.
Employees	25	/ ea.
Avg. Visitor	10	/ daily
Special Instructions: None		

<i>Community Center</i>		
201 E. Centre Ave Buckeye, AZ		
Cleaning Schedule	5X/WK NIGHTS	
Total Square Feet	9,400	/ sq. ft.
Carpet	4,700	/ sq. ft.
Hard Floor	4,700	/ ea.
# Restrooms	2	/ ea.
# Fixtures	11	/ ea.
Employees	10	/ ea.
Avg. Visitor	150	/ daily
Special Instructions:		

<i>Fleet Maintenance Building</i>		
415 Arizona Eastern Avenue Buckeye, AZ		
Cleaning Schedule	4X/WK NIGHTS	
Total Square Feet	220	/ sq. ft.
Carpet		/ sq. ft.
Hard Floor	220	/ ea.
# Restrooms	1	/ ea.
# Fixtures	4	/ ea.
Employees	5	/ ea.
Avg. Visitor	20	/ daily
Special Instructions: None		

<i>Chamber of Commerce</i>		
508 East Monroe Buckeye, AZ		
Cleaning Schedule	4X/WK NIGHTS	
Total Square Feet	4,500	/ sq. ft.
Carpet	3,100	/ sq. ft.
Hard Floor	1,400	/ ea.

# Restrooms	2	/ ea.
# Fixtures	5	/ ea.
Employees	6	/ ea.
Avg. Visitor	25	/ daily
Special Instructions: None		

<i>Downtown Library</i>		
310 N. 6th St., Buckeye, AZ		
Cleaning Schedule		6X/WK NIGHTS
Total Square Feet	14,000	/ sq. ft.
Carpet	10,000	/ sq. ft.
Hard Floor	4,000	/ ea.
# Restrooms	2	/ ea.
# Fixtures	9	/ ea.
Employees	5	/ ea.
Avg. Visitor	150	/ daily
Special Instructions: None		

<i>Dr. Robert A. Saide Recreation Center</i>		
1003 E. Eason Ave Buckeye, AZ		
Cleaning Schedule		5X/WK NIGHTS
Total Square Feet	8,000	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	8,000	/ ea.
# Restrooms	2	/ ea.
# Fixtures	13	/ ea.
Employees	5	/ ea.
Avg. Visitor	200	/ daily
Special Instructions: Main entrance exterior walls and exterior walls along walk way should be cleaned of any foreign substance (gum, hand prints, food, soda etc.) up to six feet from ground.		

<i>Charman Building</i>		
1101 E. Ash Avenue Buckeye, AZ		
Cleaning Schedule		4X/WK DAYS
Total Square Feet	9,200	/ sq. ft.
Carpet	8,720	/ sq. ft.

Hard Floor	480	/ ea.
# Restrooms	2	/ ea.
# Fixtures	13	/ ea.
Employees	20	/ ea.
Avg. Visitor	0	/ daily
Special Instructions: None		

<i>City Hall</i>		
530 East Monroe Avenue Buckeye, AZ		
Cleaning Schedule	4X/WK NIGHTS	
Total Square Feet	64,785	/ sq. ft.
Carpet	42,110	/ sq. ft.
Hard Floor	22,675	/ ea.
# Restrooms	8	/ ea.
# Fixtures	42	/ ea.
Employees	80	/ ea.
Avg. Visitor	200	/ daily
Special Instructions: None		

<i>Waste Water Administration</i>		
915 S. 7th Street Buckeye, AZ		
Cleaning Schedule	4X/WK NIGHTS	
Total Square Feet	2,900	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	2,900	/ ea.
# Restrooms	1	/ ea.
# Fixtures	5	/ ea.
Employees	5	/ ea.
Avg. Visitor	0	/ daily
Special Instructions: None		

<i>East Buckeye Park and Ride</i>		
Jackrabbit Trail and Palm Lane Buckeye, AZ		
Cleaning Schedule	5X/WK NIGHTS	
Total Square Feet	504	/ sq. ft.
Carpet	0	/ sq. ft.

Hard Floor	504	/ ea.
# Restrooms	1	/ ea.
# Fixtures	2	/ ea.
Employees	0	/ ea.
Avg. Visitor	5	/ daily
Special Instructions: None		

<i>Street Building Break Room & Restroom</i>		
423 Arizona Eastern Ave. Buckeye, AZ		
Cleaning Schedule	4X/WK NIGHTS	
Total Square Feet	986	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	386	/ ea.
# Restrooms	1	/ ea.
# Fixtures	2	/ ea.
Employees	10	/ ea.
Avg. Visitor	0	/ daily
Special Instructions: Break Room & Restroom Only		

<i>Airport</i>		
3000 South Palo Verde Road Buckeye, AZ		
Cleaning Schedule	2X/WK NIGHTS	
Total Square Feet	1,400	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	1,400	/ ea.
# Restrooms	2	/ ea.
# Fixtures	5	/ ea.
Employees	1	/ ea.
Avg. Visitor	20	/ daily
Special Instructions: None		

<i>Police Administration – Sundance Crossings</i>		
21699 W Yuma Rd., Suite 104 Buckeye, AZ		
Cleaning Schedule	4X / WK NIGHT	
Total Square Feet	4,531	/sq. ft.
Carpet	2584	/ sq. ft.

Hard Floor	1947	/ sq. ft
# Restrooms	2	/ ea.
# Fixtures	8	/ ea.
Employees	12	/ ea.
Avg. Visitor	10-12	/per day
Special Instructions: Special cleaning porcelain tiles		

<i>Fire Administration – Sundance Crossings</i>		
21699 W Yuma Rd., Ste. 101 Buckeye, AZ		
Cleaning Schedule	4X / WK NIGHTS	
Total Square Feet	4,531	/sq. ft.
Carpet	2906	/sq. ft.
Hard Floor	1625	/sq. ft.
# Restrooms	2	/ ea.
# Fixtures	6	/ ea.
Employees	9	/ ea.
Avg. Visitor	10	/per day
Special Instructions: Special cleaning porcelain tiles		

<i>Buckeye Coyote Branch Library – Sundance Crossings</i>		
21699 W Yuma Rd., Ste. 116 Buckeye, AZ		
Cleaning Schedule	6X / WK NIGHTS	
Total Square Feet	16232	/sq. ft.
Carpet	14051	/sq. ft.
Hard Floor	2181	/sq. ft.
# Restrooms	2	/ ea.
# Fixtures	16	/ ea.
Employees	9	/ ea.
Avg. Visitor	500	/per day
Special Instructions: Special cleaning porcelain tiles		

<i>White Tank Justice Court – Sundance Crossings</i>		
21699 W Yuma Rd., Ste. B101 Buckeye, AZ		
Cleaning Schedule	5X / WK NIGHTS	
Total Square Feet	11,483	/sq. ft.
Carpet	8,024	/sq. ft.

Hard Floor	3,459	/sq. ft.
# Restrooms	5	/ ea.
# Fixtures	12	/ ea.
Employees	25	/ ea.
Avg. Visitors	300	/ per day
Special Instruction: None		

<i>Signs & Maintenance Building</i>		
107 North 5 th Street Buckeye, AZ		
Cleaning Schedule	4X /WK NIGHTS	
Total Square Feet		/sq. ft.
Carpet		/sq. ft.
Hard Floor		/sq. ft.
# Restrooms	1	/ ea.
# Fixtures	2	/ ea.
Employees	5	/ ea.
Avg. Visitor	0	/ per day
Special Instructions: None		

<i>Fire Station #1</i>		
404 South Miller Road Buckeye, AZ		
Cleaning Schedule	1X / Quarter	
Carpet	500	/sq. ft.
Special Instructions: Quarterly carpet cleaning only.		

<i>Fire Station #2</i>		
1911 S. Rainbow Road Buckeye, AZ		
Cleaning Schedule	1X / Quarter	
Carpet	1,100	/sq. ft.
Special Instructions: Quarterly Carpet Cleaning Only		

<i>Fire Station #2 Annex (Storage and Office)</i>		
2049 S. Rainbow Road Buckeye, AZ		
Cleaning Schedule	1X / Quarter	
Carpet	700	/sq. ft.

Special Instructions: Quarterly Carpet Cleaning Only
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<i>Fire Station #3</i>		
2582 N. Verrado Way Buckeye, AZ		
Cleaning Schedule	1X / Quarter	
Carpet	2,319	/sq. ft.
Special Instructions: Quarterly Carpet Cleaning Only		

<i>Fire Station #4</i>		
26100 W. Beardsley Road Buckeye, AZ		
Cleaning Schedule	1X / Quarter	
Carpet	1,186	/sq. ft.
Special Instructions: Quarterly Carpet Cleaning Only		

<i>Fire Station #5</i>		
30050 W. Tartesso Parkway Buckeye, AZ		
Cleaning Schedule	1X / Quarter	
Carpet	700	/sq. ft.
Special Instructions: Quarterly Carpet Cleaning Only		

<i>Fire Station #6</i>		
25821 W. Magnolia Street Buckeye, AZ		
Cleaning Schedule	1X / Quarter	
Carpet	910	/sq. ft.
Special Instructions: Carpet Cleaning Only		

Note: During this contract the city anticipates moving out of the Street Building Break Room & Restroom, Signs & Maintenance Building, and Fire Station #4, to be replaced with new facilities.

4.0 City's Responsibilities

4.1 City of Buckeye staff shall immediately notify the Contractor of any deficiencies, allowing reasonable time to respond and initiate corrective action.

4.2 The City will provide secured storage space, which may or may not be adequate for the building, for the Contractor's equipment and supplies. City will provide such light, heating and air conditioning, water and power as necessary to perform the services. Contractor will be economical

in it use of these facilities. Contractor will not be charged for utilities usage. City will provide trash and recycle facilities conveniently adjacent to the premises.

4.3 Schedules for certain sites may change, depending on staff schedules. Contractor shall be notified seven days in advance of any schedule changes.

4.4 From time to time buildings and other facilities may be added or deleted from the areas that need cleaning. Thirty day (30) advance notice will be given to the Contractor. Additional areas to be cleaned will be charged at the same rate as existing cleaning services provided to the City.

5.0 Minimum Service Requirements

5.1 Contractor Equipment

5.1.1. The contractor shall furnish all necessary labor, tools, equipment and supplies (as indicated), and other accessories and services to perform the cleaning services outlined herein.

5.1.2. All cleaning equipment shall be of the latest type. All equipment shall be kept in first class working order at all times. Cleaning carts, vacuums, and floor machines will be equipped with protective guards to prevent marring of doors, walls, baseboards, etc. All vacuum cleaners will be heavy duty, first commercial grade with $\frac{3}{4}$ horsepower and will have a beater bar and a filter. The City reserves the right to bar Contractor's equipment from use in City buildings if such equipment is adjudged unsafe, posing a health and/or safety hazard.

5.1.3. Any damage to City property caused by use of Contractor's equipment will be repaired by the City and all costs associated with said repairs will be billed to, or deducted from, the Contractor's payment.

5.2 Supply Storage

5.2.1. Prior to starting work at any City building, the Contractor shall provide Material Safety Data Sheets (M.S.D.S.) in each custodial closet at each site that comply with OSHA Title 29, Section 1910.2000 for all chemicals intended for use in that City facility. If new chemical products are introduced or new janitorial employee hired, the Contractor is responsible for reviewing the M.S.D.S. with employees and ensuring that all employees understand and are trained in the safe use of all materials. The Contractor shall use caution signs as required by OSHA guidelines and all such signs shall be furnished at no cost to the City. A charge will be assessed the Contractor for not having current M.S.D.S. sheets posted. Contractor will also be responsible for any fines imposed for lack of their performance regarding M.S.D.S. sheets.

5.2.2. Supplies shall be stored on shelving in designated area, where available, and shall be clearly identified on the container as to content. No unidentified items may be kept in storage areas. Storage of all hazardous materials shall comply with applicable Federal, State and Local laws and regulations.

5.2.3. All cleaning materials, scouring powders, etc. shall be stored below eye level to prevent the accidental spilling into the eyes or face. Heavy items shall be stored on the lower shelves.

5.3 Building Security

5.31 All entrance doors shall be locked after hours. This includes interior doors that connect rooms regularly open to the public and restricted quarters.

5.3.2. Contractor's employees entering or leaving the building after hours shall make sure the doors are properly secured at all times. They shall be alert upon entering and leaving buildings to ensure that no unauthorized persons are waiting to gain access to the buildings. Exterior doors shall not be propped open for any reason, except for carpet extraction cleaning, see Section 6.8.1.4. below. Janitor closet doors shall be secured at all times as well as storage rooms.

5.3.3. The Contractor will be responsible to properly deactivate and reactivate all alarm-equipped areas entered for cleaning. A charge will be assessed the Contractor each and every time a City employee is required to respond to a problem caused by the Contractor's failure to properly activate or deactivate building alarms or building security.

5.3.4. Contractor will be required to post a \$250 key deposit, per key issued to the contractor. The City will issue two complete sets of keys. A supervisor should retain one set, and the other set is for use by work crews. The key deposit will be returned to the Contractor at the end of the contract if all keys are returned. A charge will be assessed to replace lost keys. Under no circumstances should the Contractor have any duplicate key made. The key deposit shall be forfeited for each key that needs to be replaced.

5.3.5. Lost or stolen keys should be reported to the City immediately. It will be at the sole discretion of the city to determine if any locks need to be rekeyed. Rekeying of any locks or replacement of lost or stolen keys will be charged to the Contractor and deducted from monthly invoices.

6.0 Specifications for Janitorial Services to be Performed

6.1 General Office Areas

Includes, but not limited to; administrative offices, conference/multipurpose rooms, auditoriums, corridors, lobbies, patio areas, landings, entry ways, handicap ramps, break rooms, lounges, and storage rooms:

A-1	Empty trash containers, replace with new liners	Daily
A-2	Empty recycle containers (desk side). At all times recycle shall remained unbagged and loose.	Daily
A-3	Clean outside surface of all office trash and recycle containers	1X/MO
A-4	Vacuum all areas of interior carpets	Daily
A-5	Vacuum all office/cubicle carpet areas	2X/WK
A-6	Vacuum office traffic areas	Daily
A-7	Vacuum public area and entry mats	Daily
A-8	Clean and dust mop lobby floors	Daily
A-9	Dust mop then damp mop all hard floor areas	Daily
A-10	Clean and sanitize drinking fountains; polish metal	Daily
A-11	Spot clean carpets in office traffic areas	1X/WK
A-12	Spray buff hard floors, restore luster, dust mop	1X/WK
A-13	Clean all baseboards in traffic areas	1X/MO
A-14	Clean all non-traffic area baseboards	1X/YR

A-15	Dust all cleared furniture tops, vacant shelves, windowsills, ledges, and lobby benches	1X/WK
A-16	Cigarette urns shall be emptied, wiped clean and sifted as necessary	Daily
A-17	Broom entryways, clean up cobwebs, mud, pick up litter, etc. (Up to 20 ft. out); Use water hose when required if hose bib is available	Daily
A-18	Clean interior and exterior of public entry doorways, doorframes, glass, handles, kick plates and adjacent glass up to six feet high	Daily
A-19	Clean non-public doorway areas (doors/landings)	1X/WK
A-20	Clean exterior surface of all trash receptacles located external to the building	1X/WK
A-21	Clean and sanitize public telephone	Daily
A-22	Clean surfaces of exterior patio furniture	Daily
A-23	Break room/lounge - clean counter, table tops, chairs, sinks, microwaves ovens (inside and out), stovetops and hoods, refrigerator exterior surface and restock supplies. If carpeted, spot clean and vacuum; if hard floor, sweep then damp mop	Daily
A-24	Vacuum all office fabric upholstery	1X/MO
A-25	Clean office washable non-fabric seating	1X/WK
A-26	Heavy sweep all patios, exterior stairwells, step, ramps, and balconies. Clean any railings	1X/WK
A-27	Dust artwork, whiteboards, silk plants/trees	Quarterly
A-28	Fitness Center - clean and sanitize all fitness equipment	Daily
A-29	Dust/vacuum HVAC vents	2X/YR
A-30	Strip, clean, seal/wax and finish all hard floors	Quarterly
A-31	Extract and shampoo all carpet	Quarterly
A-32	Dust or vacuum all window coverings (blinds, drapes, etc.)	Quarterly
A-33	Clean interior window glass (up to six feet) This applies to windows that are accessible, or that are not obstructed by heavy furniture, cubicle partitions, etc.	Quarterly
A-34	Trash collected shall be disposed of by placing it into the nearest trash dumpster or large trash barrels and recycle shall be placed in the recycle dumpsters or barrels belonging to the City of Buckeye.	Daily
A-35	Light switches and switch covers	2X/MO`
A-36	Recycle barrels will be taken to the curb and returned to their proper place after emptied.	1X/WK
A-37	Clean exterior window.	Quarterly

6.2 General Office Areas – Libraries

The following additional tasks shall apply to all libraries.

A-34	Vacuum all office fabric upholstery and spot clean	1X/Mo
A-35	Dust and clean all public computers, keyboards, monitors, printers and tables located in the public areas of the library	Daily

A-36	Dusting of books on shelves and book shelves. This may be done in sections during normal service to ensure that all shelves and books are dusted once a month	1X/MO
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6.3 Elevator, Landing and Stairwells

B-1	Empty trash containers located at landings, replace liners	2X/WK
B-2	Clean outside surface of all trash containers located at landings	1X/Mo
B-3	Clean elevator interior all surfaces of walls, doors (inside and out), railings, and button panels	Daily
B-4	Clean elevator door tracks and landing tracks	1X/WK
B-5	Clean both sides of light diffusers in elevators	1X/YR
B-6	Vacuum Carpeted floors and spot clean	2X/WK
B-7	Clean all interior building stairwells and stairwell landings. Clean stair railings	2X/MO
B-8	Clean doors (in/out) of all floors servicing stairwells	2X/MO
B-9	Remove any cob webs on ceiling/walls of stairwells up to six feet from floor	2X/MO

6.4 Restroom, Showers, Locker Rooms

C-1	Empty trash and replace liners	Daily
C-2	Clean outside surface of all trash containers	Monthly
C-3	Restock supplies	Daily
C-4	Clean mirrors, countertops, sinks, fixtures	Daily
C-5	Clean toilet bowls, seats, rims, handles and base	Daily
C-6	Clean urinals	Daily
C-7	Spot clean walls - remove soil, graffiti, other foreign matter	Weekly
C-8	Soap clean all perimeter walls	Weekly
C-9	Mop floors with germicidal solution	Daily
C-10	Clean and polish stainless steel and chrome surfaces	Daily
C-11	Clean and sanitize showers using germicidal solution	Daily
C-12	Pour 1-gallon germicidal solution into floor drains of Restrooms	1X/WK
C-13	Remove cobwebs on wall/ceilings	As needed
C-14	Fully clean all partition walls and door surfaces	1X/WK
C-15	Clean HVAC vents	2X/YR
C-16	Machine scrub floors	1X/WK
C-17	Clean ceiling/wall light diffusers	2X/YR
C-18	Sanitary napkin/tampon dispenser shall be checked and restocked as necessary	Daily

6.5 Courtroom

D-1	Empty trash and replace liners	Daily
D-2	Empty recycle containers	Daily

D-3	Clean outside surface of all office trash containers	1X/WK
D-4	Vacuum all carpeted areas	Daily
D-5	Dust mop all hard floors then damp mop	Daily
D-6	Dust clean and polish judges desk and bench	Daily
D-7	Clean all non-fabric courtroom seating	Daily
D-8	Vacuum and spot clean all fabric seating	Daily
D-9	Dust all horizontal surfaces	Daily
D-10	Spot clean carpeted areas and hard floor	Daily
D-11	Dust or vacuum window coverings (blinds, drapes, etc.)	Quarterly
D-12	Clean HVAC vents	2X/YR
D-13	Clean baseboards in traffic area	1X/MO
D-14	Extract and shampoo all carpet	Quarterly
D-15	Strip, clean, seal and finish all hard floors	Quarterly
D-16	Clean all ceiling light diffusers	Quarterly
D-17	Remove all gum from benches, furnishings and counsel tables	Daily

6.6 Janitorial Closets

E-1	Clean custodial sinks	Daily
E-2	Rinse clean all mop buckets	Daily
E-3	Clean all custodial equipment	Daily
E-4	Keep room tidy	Daily
E-5	Empty Trash Containers	Daily
E-6	Spot clean walls and doors	Daily
E-7	Sweep and damp mop floors	1X/WK
E-8	Clean HVAC vents	2X/YR

6.7 Waterless Urinal Filter Change-Out

6.7.1. The City has in use at various City locations waterless urinals. More may be added as needed. Contractor shall be responsible for the filter change-out labor of these units. The filter change-out is to be placed on an eight-week service interval (or more frequently if odors are present) and included in the fixed rate per service day. Waterless urinals are American Standard Model 6154.100.

6.8 Carpet Extraction Cleaning

6.8.1. Quarterly all carpeted floor areas shall be extraction cleaned as follows:

6.8.1.1. All loose dirt, sticky substances, trash, debris and other unwanted deposits shall be vacuumed from the carpet in preparation for carpet extraction cleaning.

6.8.1.2 The carpet shall be inspected for stains, gum and other discoloration before the extraction cleaning begins and an effort shall be made to remove all of the blemishes that are located. The carpet shall be pre-treated as necessary with pre-treating cleaning solutions approved by the City.

6.8.1.3 The carpets shall be cleaned using hot water extraction equipment.

Cleaning chemicals approved by the equipment and carpet manufacturer, shall always be utilized. The chemical cleaning solution shall be mixed at the weakest strength recommended to minimize foaming and residue problems. Waste water shall be disposed of in a City approved sewer drain.

6.8.1.4 When working in high rise building or at any time when the operator cannot see the unsecured door, through which the suction hose has been brought into the building, a helper shall be stationed near the truck and in full view of the unsecured door so that building security is maintained.

6.8.1.5 All reasonably moveable objects including floor mats and desk chair mats (but not desks, files or other heavy furniture) shall be moved from the area to be cleaned onto other floor areas. The City will arrange for furniture to be moved and returned to its proper position when the City determines that the furniture needs to be moved for the carpet cleaning.

6.8.1.6 The extraction procedure, once started, shall continue until 100 percent of the exposed carpet at that contract site is cleaned and until the solution being extracted appears clean and mostly clear, having a color close to that of clean water.

6.8.1.7 Only the minimum amount of water necessary for cleaning shall be used to ensure that the carpet can dry as rapidly as possible. When it is necessary to speed the drying of cleaned carpets areas, so that users may have access to areas without walking on wet carpet, the contractor shall supply a sufficient number of carpet drying blowers so that carpet is dry before the building opens at regular hours. In addition, the contractor shall provide a security person to stand by secured doors opened for drying of the facility when it is not otherwise open for business. With this requirement in mind, carpeting shall not be cleaned late into the morning of the day the business will be open for business.

6.9 Exterior windows shall be cleaned quarterly. Upper level exterior windows shall be cleaned with the proper equipment in accordance with industry standards including adherence to all applicable safety practices.

6.10 Interior windows above six feet shall be cleaned quarterly. Upper level interior windows above six feet shall be cleaned with the proper equipment in accordance with industry standards including adherence to all applicable safety practices.

6.11 Porcelain Tile at Sundance Crossing Police Department, Fire Department and Library requires special maintenance; please see [Attachment D](#) for specific instructions.

6.12 Contractor shall be notified of any infectious biohazardous waste contamination (blood, other body fluids, etc.), and, as directed by the City, provide trained personnel for such cleanup. Materials used to cleanup such spills shall be disposed of into an approved OSHA infectious biohazards disposal bags, following all guidelines established by OSHA for packaging and removal. It will be the Contractor's responsibility to dispose of any contaminated bags. Fresh unused bags shall be kept readily available by the Contractor in each janitorial closet.

7.0 Consumables

7.1 Unless otherwise directed, the contractor shall provide and stock the following consumable items:

7.1.1 Toilet Tissue

- 1.) 3.75" wide, 2 ply rolls approximately 1,100 ft. rolls.
- 2.) Toilet tissue, standard roll, 2 ply

7.1.2 Paper Towels

- 1.) White or natural

- 2.) Rolls no less than 8” wide, no proprietary types
- 3.) C-fold, 1 ply
- 4.) Single fold, 1 ply
- 5.) Pull down rolls

- 7.1.3 Trash Can Liners
 - 1.) Small 24X24 .31 mil
 - 2.) Medium 30X37 .39 mil
 - 3.) Large 40X48 .66 mil

- 7.1.4 Toilet Seat Covers
 - 1.) Shall fit existing wall dispensers

- 7.1.5 Hand Soap
 - 1.) No proprietary type

- 7.1.6 Toilet bowl/urinal deodorizer’s w/screen.
 - 1.) No proprietary type

- 7.1.7 Waterless urinal cartridges

- 7.1.8 Infectious/Biohazardous Disposal Bags
 - 1.) Medium 30 X 37 .39mil
 - 2.) Large 40 X 48 .66 mil

Note: All infectious/biohazardous disposal bags to be “red” color; must meet OSHA regulations for waste containment; must have universal biohazardous markings; must have English and Spanish infectious waste imprint.

- 7.1.9 Aqua Mix "Concentrated Stone & Tile Cleaner" or equivalent.

7.2 Contractor shall use only the safest chemicals with the least harmful ingredients. Chemicals shall be approved for use by the City prior to bringing them on City property. Any oils or fuel spills/leaks must be cleaned with degreaser immediately.

8.0 Contractor Personnel & Staffing

8.1 It is essential that the Contractor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Contractor must agree to assign specific individuals to the key positions.

8.2 The Contractor agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without written notice to the City.

8.3 All Contractor employees, including managers and lead persons or supervisors, are required to have a City of Buckeye Police Department background check, which include fingerprinting. The background check will be conducted by the City of Buckeye Police Department, and will be paid by the Contractor. Approval of this background check is based solely upon the City of Buckeye’s Police Department recommendation. If approved, Contractor’s employees will be issued identity/access badges to gain access to areas of the building site that are necessary to perform the services under the contract.

8.4 The Contractor's job supervisor and additional personnel as deemed necessary by the Public Works Department must be literate and fluent in the English language. There is to be at least one (1) person or more, as directed by the Public Works Department, on each shift on site, who can speak, read and write English. This is not meant to require that all Contractor personnel speak, read and write English. Most tasks may require only the job supervisor, crew leader, or a crewmember to speak, read and write English. This requirement is necessary due to the following reasons, which include but are not limited to:

- 8.4.1 Warnings of emergencies and hazards.
- 8.4.2 Preparation of reports as specified
- 8.4.3 Communication with City of Buckeye personnel and tenants.

8.5 Due to the significance of the above listed reasons, the English requirement is to enhance communications between the Contractor representative, City, City personnel and public. Violations shall result in the immediate removal of employees with a corresponding deduction in daily billing until satisfied.

8.6 Contractor's employees shall be neat and clean in appearance and shall wear a uniform that clearly identifies them as an employee of the Contractor. A city badge will also be worn so it is clearly visible on the outside of the uniform.

8.7 Contractor shall have sufficient available staff with background checks to fill in for Contractor's employees that are not available for their regular shift, additional hours or emergency work.

8.8 Contractor shall implement and maintain an on-going Exposure Control Plan. This shall be a written Exposure Control Plan, documented proof of compliance with OSHA- mandated employee training, Hepatitis-B vaccination requirements, and a demonstrated history of compliance with all aspects of OSHA's Blood Borne Pathogens Standard. Contractor is responsible for the cost of meeting all OSHA requirements.

8.9 Contractor shall maintain an on-going Quality Control System. This shall include the philosophy and methodology they plan to use to ensure quality service is performed, and how Contractor plans to apply this plan to this Contract.

8.10 Contractor shall maintain an on-going Hazard Communication Program. This shall be a written Chemical Hygiene and Safety Plan, documented proof of compliance with OSHA-mandated employee training, and demonstrated history of compliance with all aspects of OSHA's Hazard Communication Standard.

9.0 Inspection Standards

9.1 As part of the contract administration process, the Public Works Department or the self-monitoring City Department/Division, will inspect each site as deemed necessary to ensure the Contractor is in compliance with the cleaning specifications. Each shall inspect for compliance with the daily, weekly, monthly, quarterly, semi-annual, and annual specifications. An inspection form shall be utilized (See [Attachment B](#), Site Inspection Report). The form shall provide results of the inspection. The resultant may be that the cleaning requirements have been met (ACCEPTABLE), or a cleaning requirement has not been met (UNACCEPTABLE). If unacceptable, the Contractor shall correct the deficiencies within the allotted time-lines or deductions shall be made from the Contractor's monthly invoice.

9.2 Should Contractor receive a total of five (5) unacceptable inspection reports in a calendar

month, they shall be required to attend a meeting with the Division of Construction and Contracting, a representative of the Public Works Department and the monitoring department/division to discuss unsatisfactory performance and be placed on a performance action plan. Persistent unsatisfactory performance may result in being placed in default and removed from the contract.

10.0 Site Inspection Report – Attachment B

10.1 This inspection report and all resultant scoring shall be a requirement of this contract. The report is an overview of an unannounced inspection that has been performed by either a City Contract Compliance Inspector (CCI) or by a representative of a self-monitoring department. These site inspections are part of the contract administration process. The inspections shall reveal:

10.1.1 If the Contractor has received a total score of ACCEPTABLE for all categories with no UNACCEPTABLE scores, thus no deductions shall be forthcoming. Or

10.1.2 Have experienced some deficiencies (UNACCEPTABLE) but all deficiencies have been corrected within the time line with a follow-up visit, thus no deductions shall be forthcoming. Or

10.1.3 Have experienced some deficiencies, but all or some of the deficiencies have not been corrected, and therefore deductions shall be imposed to the Contractor's end-of-month invoice. The Contractor would have been provided a copy of any deficiencies not corrected during the inspection.

10.2 The report requires signatures from the CCI staff. It shall be the responsibility of the CCI staff to subsequently submit to the Contractor. Self-monitoring departments shall be responsible for forwarding the report to the CCI staff to forward such to the Contractor.

11. Definitions

The following are definitions used by the City for evaluating custodial service.

11.1 CLEAN: Free from dirt, dust, lint, stain, streaks, or debris from any surface.

11.2 CLEANING OF CARPET: The term 'cleaning' of carpet shall entail using extraction.

11.3 DAMP MOPPING: A satisfactorily mopped floor is completely without dirt, dust, marks, film, streaks, debris, or standing water.

11.4 DUST MOPPING: Use of a cut-fringe or looped-end dust mop, to pickup loose dust and dirt, pieces of paper, cigarette butts, and similar materials, on non-carpeted floors.

11.5 DUSTING (VERTICAL/HORIZONTAL): A properly dusted surface is completely free of all dirt and dust, streaks, lint, dead bugs, and cobwebs.

11.6 EXTRACTION CARPET PROCESS: This process entails pre-spraying the carpet with diluted shampoo, and extraction with clear hot water.

11.7 FINISHED FLOOR (Application): A floor is satisfactorily finished when all old wax has been completely removed, and sufficient coats of sealer and wax have been applied with enough drying time between each coat to assure no streaking, bubbling and yellowing. This will include all vinyl and baseboard areas.

11.8 GLASS CLEANING: Glass is clean when all glass surfaces are completely without dirt, streaks, film, unwanted stickers or glue, and mineral deposits.

11.9 HEAVY SWEEPING: Removal of dirt and coarse debris from outdoor stairwells, sidewalks, and

entrances.

11.10 HVAC: Heating Ventilation Air Conditioning

11.11 LOBBY: Access to building leading into open area. A corridor or hall connected to a larger room or series of rooms and used as a passageway for both public and building employees.

11.12 METAL CLEANING: All cleaned metal surfaces are without deposits, tarnish or streaks, and with a uniform bright appearance. Any cleaner used is to be removed from adjacent surfaces.

11.13 PLUMBING FIXTURES & DISPENSER CLEANING: Plumbing fixtures and dispensers are clean when left free of all deposits, dust, streaks, film, odor, and stain.

11.14 POLISHING OF FINISHED FLOORS: All finished floors will be polished sufficiently for maximum gloss, removal of surface dirt, and have a uniform appearance without streaks. Only non-skid or approved finished will be used. All base molding surfaces will be protected and kept clean and uniform without marks, streaks, stains, OR DAMAGE.

11.15 PUBLIC AREA: Any open area within a building used by the public or the building employees for waiting, meeting, or conversing for City business (see also lobby).

11.16 SCRUBBING: Scrubbing is satisfactorily performed when all surfaces are without embedded dirt, cleaning solution, film, debris, stains, streaks, marks and standing water. Floor must have a uniformly clean appearance. A plain water rinse must follow the scrubbing process immediately.

11.17 SPOT: A small area visibly different (as in color, finish, or material) from the surrounding area. Further defined as a soiled area less than 3" in size or diameter.

11.18 SPOT CLEANING: A surface adequately spot cleaned is free of all stains, deposits, and is free of cleaning marks.

11.19 SPOT CLEANING CARPETS: A carpet adequately spot cleaned is free of all stains, deposits, or spills. (Exceptions: Any stain, Contractor has made every attempt to remove by industry standards, and such stain has become permanent to the surface). Care will be taken to use a product for cleaning that will not harm or discolor the carpet fibers or backing.

11.19 SPRAY BUFFING: Use of a floor machine with a white pad only, and occasional spray of floor wax to remove scuffs, minor stains, to produce a uniform luster appearance without streaks. Dust mopping afterwards to pickup any loose wax particles, dirt, debris, or foreign material.

11.20 STAIN: A soiled or discolored area that exceeds 3" in size or diameter.

11.21 SWEEPING/VACUUMING: A properly swept/vacuumed floor is completely free of all dirt, grit, dust, lint, and dead bugs, staples, paper clips, or any other debris.

11.22 TRAFFIC AREA: Any area in a building where the volume of public and/or building employees traverses through and along a route.

11.23 VACANT or UNOCCUPIED SPACE: Space vacant/unoccupied due to temporary move because of construction or departmental needs.

11.24 WALL WASHING: After cleaning, the surfaces of all walls, ceilings, exposed pipes and equipment, will have a uniform clean appearance, free from dirt, stains, streaks, lint, and cleaning marks. Painted surfaces must not be damaged. Hard finished wainscot or glazed ceramic tile surfaces must be bright, free of film, streaks and deposits.

12.0 Call Back/Performance Default

12.1 Contractor shall furnish all necessary labor, tools equipment and supplies to perform the custodial tasks as specified. All work shall be performed in strict accordance with the contract for custodial services. The Public Works Department will decide all questions which may arise as to the quality and acceptability of any work performed under this contract. If, in the opinion of the Public Work Department, performance becomes unsatisfactory, the City shall notify the Contractor. The Contractor will have three (3) hours to complete corrective action.

12.2 For failure of the Contractor to provide the routine custodial services as specified in the contract, and based on the form Attachment B Inspection Report, the City shall deduct monies as listed in this section from the contractor's monthly invoicing. This provision is to be used only when the work is not corrected within the allotted time frames by the Contractor or there are continuous, documented deficiencies in the Contractor's performance.

12.3 Repeated incidents of unsatisfactory performance may result in a recommendation for termination for default by the Contract Administrators. The termination for default of any portion of this contract may result in termination of the entire agreement for default.

12.4 The Contractor must have a 24-hour per day, 7 day per week phone, where they can be contacted immediately. The initial phone call or contact to inform Contractor of a deficiency will be considered appropriate notification to activate the response and completion time requirement.

INTERVAL	INTERVAL DEDUCTION	REOCCURRENCE
Daily	\$10.00 per occurrence, per day. The Contractor shall not have an opportunity to correct this deficiency as it was to be performed on a daily basis	\$20.00 per occurrence
1x/WK	\$15.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$30.00 per occurrence
2x/WK	\$15.00 per occurrence per day and takes affect twenty-four (24)	\$30.00 per occurrence
3X/WK	\$20.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$40.00 per occurrence
1X/MO	\$20.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$40.00 per occurrence
Quarterly	\$25.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is	\$50.00 per occurrence

	corrected.	
2X/YR	\$25.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$50.00 per occurrence
1X/YR	\$30.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is missed and continues until deficiency is corrected	\$60.00 per occurrence
OTHER	INTERVAL DEDUCTION	REOCCURRENCE
Failure to keep all MSDS sheets current in each custodial closet at each contract site	\$25.00 per site	\$50.00 per site
No English speaking staff	\$10.00 per incident (removal of non-English speaking employee from site and loss of applicable compensation)	\$50 per incident
Use of workers not on the list of approved custodial employees, use of workers who do not have official I.D. badges or bring unauthorized person into the city facilities without city approval	\$25.00 per incident	\$50.00 per incident
Lost key replacement	Cost of Service	Cost of Service plus \$25.00
Building re-key	Cost of Service	Cost of Service plus \$50.00
Failure to activate/deactivate building alarms or failure to lock doors or windows	\$50 per site	\$75 per site
Use of chemical cleaners not on approved by City. Also, misuse or improper handling, storage or disposal (including wastewater) of these items	\$25.00 per site	\$50.00 per site
Contamination of recycle bin.	\$25.00 per site	\$50.00 per site

END OF SECTION V

SECTION VI: EVALUATION CRITERIA

In accordance with the City's Procurement Code, awards shall be made to the responsible Contractor whose proposal is determined in writing to be the most advantageous to the City, based upon the evaluation criteria listed below in order of importance.

1. Qualifications and experience of contractor (35 points)
2. Understanding of the Services (30 points)
3. References (15 points)
4. Cost (20 points)

Total points possible = 100

MINIMUM QUALIFICATIONS

In order to be considered for evaluation, Contractors shall meet the following minimum qualifications:

1. Proposal submitted on or before the RFP closing date.
2. Proposal is in the format requested below.
3. Contractor is licensed to do business in the State of Arizona. Provide licensure information with your proposal.
4. Contractor has been in business in Arizona for a minimum of five (5) years concurrently.
5. Contractor has provided similar services to an organization of the same size or larger than the City of Buckeye within the last twelve (12) months.
6. Upon award of this contract, the Contractor must obtain a City of Buckeye Business License.
7. Qualification of Supervisor: All on site representative personnel engaged in directing the work to be accomplished under this contract shall possess at least 3 years recent (within the last five (5) years) experience in directing cleaning operations in facilities similar in size of the building to be cleaned under this contract.

END OF SECTION VI

SECTION VII: FORM OF PROPOSAL / SPECIAL INSTRUCTIONS

To facilitate direct comparisons, your proposal shall be submitted in the following format, listed in order, and index tabbed to match. Your proposal shall include, at a minimum, information requested below. If contractor fails to provide any of the requested information, with the exception of the mandatory proposal certification, the City may, at its sole option, ask the contractor to provide the missing information or evaluate the proposal without the missing information.

1. Submittal and Review

1.1. Information shall be submitted on portrait format on 8-1/2" by 11" paper text maybe on both sides of the paper, but each side of page with print will be considered 1 page. There is a 17 page limit excluding resumes, but including the materials necessary to address scope of work understanding, general information, organizational chart, photos, tables, graphs, and diagrams; tabs are not counted as a page unless it contains information regarding the proposal. Emphasis should be on completeness and clarity of content. Each response should reference the criteria section being addressed. Pages should be numbered consecutively. Note: Failure to respond to all requested information may be considered non-responsive and may disqualify a proposal from further consideration. Binders are the preferred method of containing contents or proposal. Text shall be a minimum of eleven-point font.

2. Quantity

2.1. **One (1) original and five (5) copies** of the prequalification information. Please note that these materials will not be returned.

3. The Arizona Public Records Act limits the City's ability to withhold prequalification and bid data. If a proposal contains any trade secrets that a contractor does not want disclosed to the public or used by the City for any purpose other than evaluation of the contractor's eligibility, each sheet of such information must be marked with the designation "Confidential." The City agrees that if a "Public Records Act" request is made for disclosure of data so classified, it will notify the contractor submitting the proposal of such data so that the contractor will have an opportunity to legally challenge the City's obligation to disclose such information.

4. Request for Proposal Contents

The Proposal shall contain, at a minimum, the following information in the following order:

Section 1: Letter of Transmittal (1 page)

A letter of transmittal with an original ink signature by a person authorized to represent this proposal shall be submitted with Contractor's original proposal, with one (1) reprographic copy in each subsequent copy of the proposal.

Briefly describe your contractor's organizational structure.

Provide the name(s) of the person(s) authorized to make representations for or on behalf of your company, their title(s), address(es), telephone/fax number(s), and email address(es).

A corporate officer or other individual with the authority to bind the contractor must sign the letter.

Section 2: Qualifications and Experience of Contractor (5 pages)

(a) Contractor shall provide general information relating to its organization, including years in business.

(b) Contractor shall provide a description of other projects of a similar nature that its organization has been involved in within the last five (5) years.

- (c) Contractor shall provide detailed description of similar services performed as pertaining to the Scope of Work.

Section 3: Understanding of the Project (10 pages)

- (a) Contractor shall provide a summary of the project and its understanding of the needs of the City of Buckeye.
- (b) Contractor shall provide a proposed schedule for the cleaning of City's buildings. This should include the time, day and anticipated labor hours for cleaning each facility.

Section 4: References (1 page)

Contractor shall provide a list of three references. This list shall include, at a minimum, the following:

- (a) Name of municipality or company
- (b) Contact name
- (c) Contact address, telephone number, and email address
- (d) Type of services provided and for how long

The above information must be current, as this will be used to verify references. Inability of the City to verify references may result in the contractor's disqualification.

Section 5: Cost

Cost shall be submitted in a separate, sealed envelope enclosed with your proposal. See Fee Proposal Form attached.

END SECTION VII

SECTION VII: FEE PROPOSAL FORM

The Fee Proposal should be placed in a separate sealed envelope from your technical proposal.

RFP No. 2014-085

Pricing Sheet NIGP 91039

Bidder Name: _____

Bidder Address: _____

Bidder Phone No.: _____

Company Website: _____

Company Contact (Rep.): _____

E-Mail Address (Rep.): _____

Pricing: Pricing based on RFP Specifications, site visits and data located in Scope of Work.

Note: Fixed rate per service day is calculated by combining the total cost of labor and supplies divided by the number of service days.

Labor Hours: Respondents are to input the estimated number of custodial and supervisory labor hours for each site they are submitting a price. The labor hours are the total hours needed to clean the facility for one service day. This data to be used for information only.

Sundance Park	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Labor for 365 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Town Park	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Labor for 365 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

City Aquatic Center**Year 1****Year 2****Year 3**

Labor for 100 (Estimate) Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Earl Edgar Park**Year 1****Year 2****Year 3**

Labor for 365 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Park Maintenance Building**Year 1****Year 2****Year 3**

Labor for 208 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Police Suite**Year 1****Year 2****Year 3**

Labor for 208 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Police Communications Suite**Year 1****Year 2****Year 3**

Labor for 365 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Court Suite**Year 1****Year 2****Year 3**

Labor for 208 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Courtyard**Year 1****Year 2****Year 3**

Labor for 208 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Motor Vehicle Division Suite**Year 1****Year 2****Year 3**

Labor for 208 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Police Annex Building**Year 1****Year 2****Year 3**

Labor for 365 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Water Resources**Year 1****Year 2****Year 3**

Labor for 208 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Community Center**Year 1****Year 2****Year 3**

Labor for 260 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Fleet Maintenance Building**Year 1****Year 2****Year 3**

Labor for 208 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Chamber of Commerce	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Labor for 208 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Downtown Library	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Labor for 312 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Dr. Robert. A. Saide Recreation Center	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Labor for 260 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Charman Building**Year 1****Year 2****Year 3**

Labor for 208 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

City Hall**Year 1****Year 2****Year 3**

Labor for 208 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Waste Water Administration**Year 1****Year 2****Year 3**

Labor for 208 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

East Buckeye Park and Ride**Year 1****Year 2****Year 3**

Labor for 260 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Street Building**Year 1****Year 2****Year 3**

Labor for 208 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Airport**Year 1****Year 2****Year 3**

Labor for 104 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Police Administration – Sundance Crossing

Year 1

Year 2

Year 3

Labor for 208 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Fire Administration – Sundance Crossing

Year 1

Year 2

Year 3

Labor for 208 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Buckeye Coyote Branch Library – Sundance Crossing

Year 1

Year 2

Year 3

Labor for 312 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Court – Sundance CrossingYear 1Year 2Year 3

Labor for 260 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Signs & Maintenance BuildingYear 1Year 2Year 3

Labor for 208 Services:	_____ per/yr	_____ per/yr	_____ per/yr
Supplies:	_____ per/yr	_____ per/yr	_____ per/yr
TOTAL:	_____ per/yr	_____ per/yr	_____ per/yr
Fixed Rate per Service Day	_____ per/day	_____ per/day	_____ per/day
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Quarterly Carpet Cleaning**Fire Station #1**Year 1Year 2Year 3

Carpet Cleaning 4 Services	_____ per/yr	_____ per/yr	_____ per/yr
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Fire Station #2Year 1Year 2Year 3

Carpet Cleaning 4 Services	_____ per/yr	_____ per/yr	_____ per/yr
Minimum Number of Labor Hours per Day	_____ per/hour	_____ per/hour	_____ per/hour

Fire Station #2 Annex (Storage & Office)Year 1Year 2Year 3

SECTION IX: OFFER

Contractor Name: _____

Authorized Representative: _____

Title: _____

Address: _____

Phone Number: _____ Email Address: _____

Fax Number: _____ Website: _____

The undersigned contractor declares to have read and fully understand the request for proposal and agrees to all of the terms, conditions, and provisions contained therein; and proposes and agrees that if this proposal as submitted is accepted, contractor will contract to perform in accordance with the specifications and proposals. Said price is to include and cover all materials, labor, supervision, overhead, profit, and taxes to complete the job to the City's satisfaction.

Signature of Authorized Representative: _____

Date: _____

SECTION XI: PROPOSAL CERTIFICATION/CONFLICT OF INTEREST CERTIFICATION

City of Buckeye
Construction and Contracting Division
530 East Monroe Avenue
Buckeye, Arizona 85326

The undersigned certifies that to the best of his/her knowledge: **(check only one)**

() There is no officer or employee of the City of Buckeye who has, or whose relative has, a substantial interest in any contract resulting from this request.

() The names of any and all public officers or employees of the City of Buckeye who have, or whose relative has, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this certification. In compliance with Request for Proposal No. **2014-085**, for the **Janitorial Services** and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such good/services in accordance with the specifications/scope of work.

ADDENDA: Receipt of the following Addenda is acknowledged, and the provisions are included in this RFP:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Contractor Name: _____

Address: _____

City: _____, State: _____, Zip Code: _____

(signature required)

(print name) (phone/fax)

(print title)

(date)

ATTACHMENT A

Holiday Schedule July 2014 – May 2015

Date	Holiday
September 1, 2014	Labor Day
November 11, 2014	Veterans Day
November 27, 2014	Labor Day
December 24, 2014	Christmas Eve Closed at 11:00 a.m.
December 25, 2014	Christmas
January 1, 2015	New Year Day
January 19, 2015	Martin Luther King Day
February 16, 2015	President Day
May 25, 2015	Memorial Day

ATTACHMENT B
Service Inspection Report

Site Name: _____

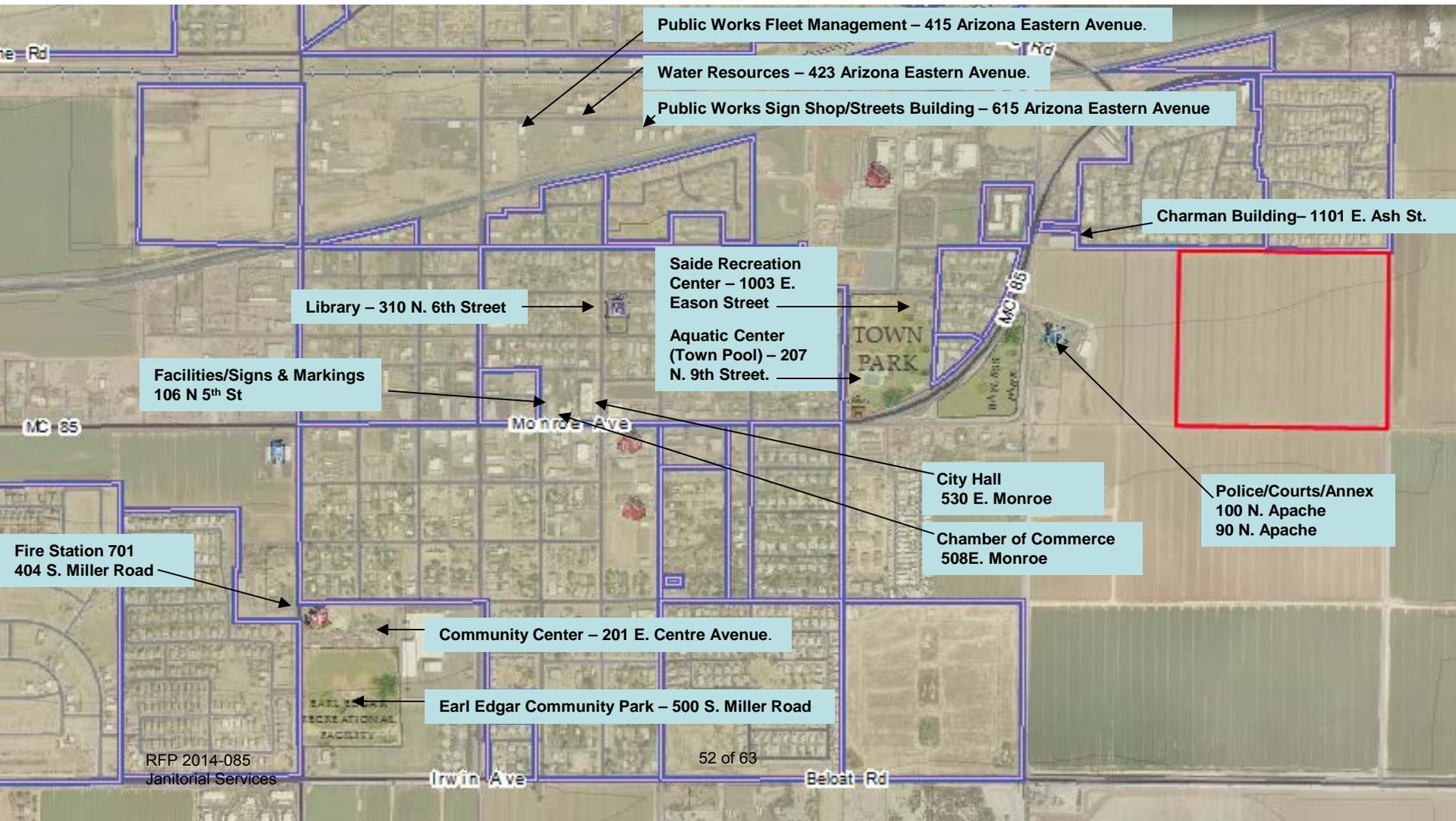
A = Acceptable U = Unacceptable

Section 6	A/U	Comments	Deductions
Section A - General Office Area			
Section B – Elevator, Landing & Stairwell			
Section C – Restroom, Shower & Locker Room			
Section D – Courtroom			
Section E – Janitorial Closet			

ATTACHMENT C

MAPS

Downtown Facilities



Downtown Facilities (continued)



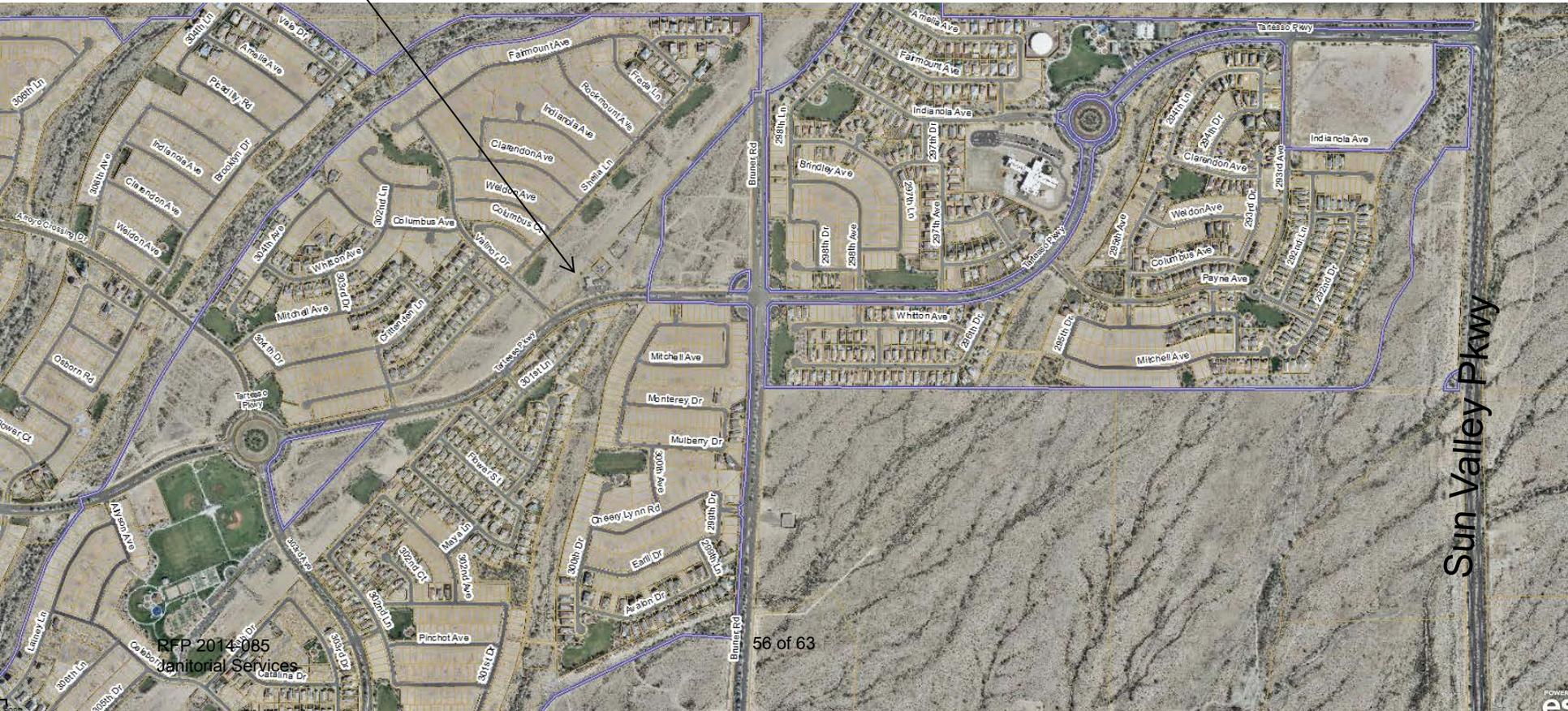
Outlying Facilities



Buckeye Municipal Airport – 3000 S. Palo Verde Road
656.32 Acres

Outlying Facilities

Fire Station 705
30050 W. Tartesso Pkwy



Outlying Facilities

Fire Station 704
26100 W. Beardsley Rd.

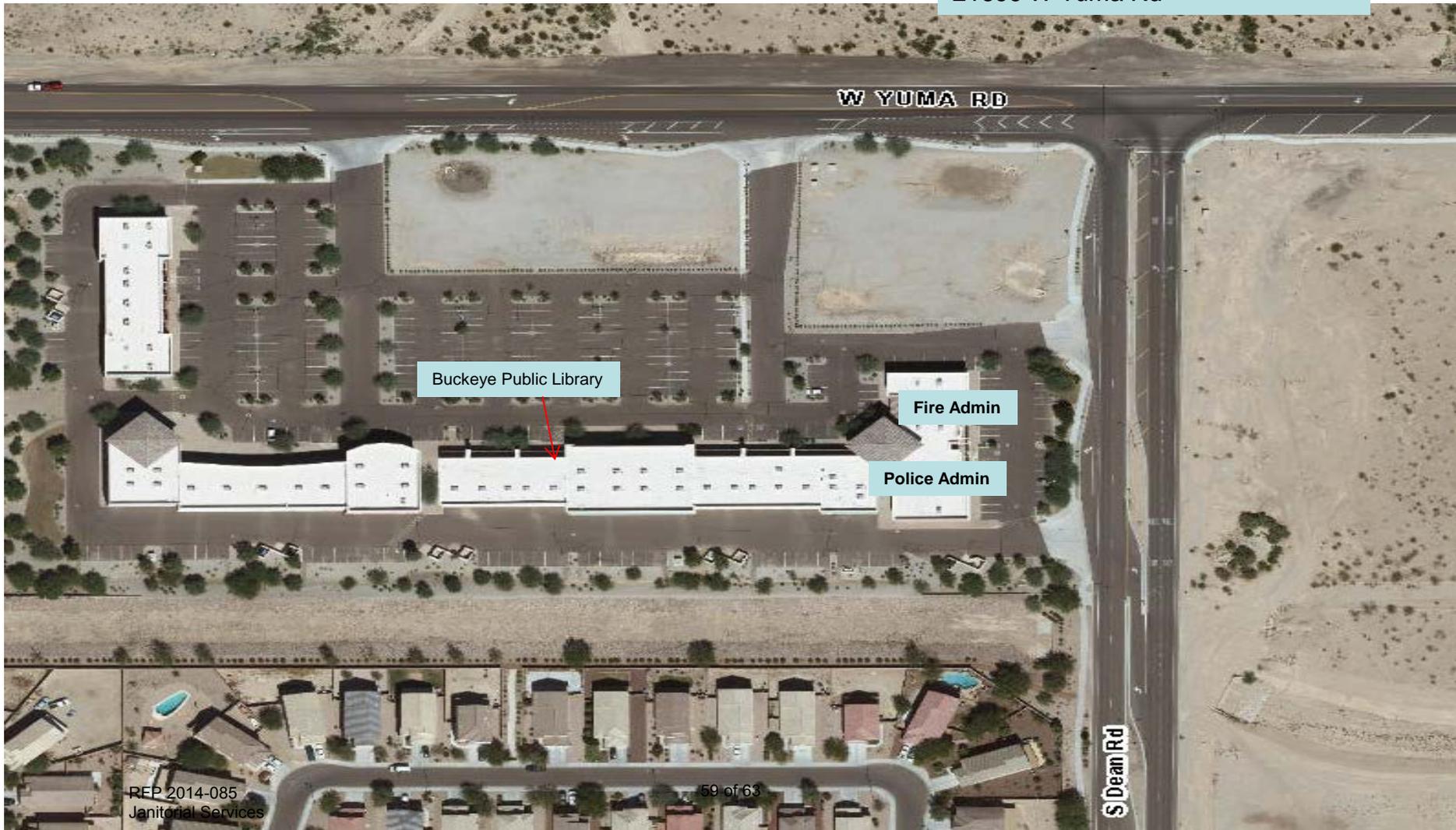


Outlying Facilities



Outlying Facilities

Sundance Crossings Complex
21699 W Yuma Rd



ATTACHMENT D
PORCELAIN TILE

AQUA MIX® STANDARD RECOMMENDATION FOR: FUSION PRO® SINGLE COMPONENT GROUT™ INSTALLATIONS

MAINTENANCE - ROUTINE

Purpose: Routine cleaning of Fusion Pro® Single Component Grout™ grout installations

Product Recommendation: Aqua Mix® Concentrated Stone & Tile Cleaner

Equipment: Sponge or synthetic mop and bucket with wringer or floor scrub machine with white nylon scrub pads

Coverage: Approximately 10,000 - 20,000 sq. ft. per gallon

Procedure:

1. Sweep or vacuum surface.
2. Mix 2 to 4 ounces of Concentrated Stone & Tile Cleaner per gallon of water.
3. Apply solution onto surface.
4. Allow to dwell 3 to 5 minutes on heavy soiled areas.
5. Agitate with sponge or synthetic mop. A floor scrub machine may be used on large commercial area using a white nylon scrub pad.
6. Remove dirty solution with a mop. A wet/dry vac may be used to pick up cleaning solution.
7. Rinse thoroughly with clean water, changing water every 500 sq. ft. or as needed.

MAINTENANCE - PERIODIC HEAVY-DUTY

Purpose: Heavy-duty cleaning of Fusion Pro® Single Component Grout™ grout installations

Product Recommendation: Aqua Mix® Heavy-Duty Tile & Grout Cleaner

Equipment: Synthetic mop and bucket with wringer and scrub brush or floor scrub machine with white nylon scrub pads

Coverage: Approximately 500 - 600 sq. ft. per gallon

Procedure:

1. Sweep or vacuum surface.
2. Mix 1 part of Heavy-Duty Tile & Grout Cleaner to 5 parts water.
3. Apply solution onto surface.
4. Allow to dwell 3 to 5 minutes on heavy soiled areas.
5. Agitate with mop, scrub brush or using a floor scrub machine using a white nylon scrub pad.
6. Remove dirty solution with a mop. A wet/dry vac may be used to pick up cleaning solution.
7. Rinse thoroughly with clean water, changing water every 100 sq. ft. or as needed.

*These recommendations are intended as general guidelines for the care and maintenance of all above listed grout installations. The actual product dilution ratios and maintenance requirements may vary depending on the use and contaminants common to the area. **READ PRODUCT DIRECTIONS THOROUGHLY PRIOR TO USE. ALWAYS TEST FIRST.***

The information in this bulletin is presented in good faith, but no warranty, express or implied, is given nor is freedom from any patent in as much as any assistance furnished by CUSTOM with reference to the safe use and disposal of its products provided without charge. Custom Building Products assumes no obligation or liability therefore, except to the extent that any such assistance shall be given in good faith.



Aqua Mix Standard Recommendation For:

Porcelain Tile

MAINTENANCE - ROUTINE

Product Recommendation: Aqua Mix "Concentrated Stone & Tile Cleaner"

Equipment: Sponge or synthetic mop, white cotton towels and bucket with wringer

Coverage: Approximately 10,000 - 20,000 sq. ft. per gallon

- Procedure:**
1. Sweep or vacuum surface.
 2. Mix 2 to 4 ounces of "Concentrated Stone & Tile Cleaner" per gallon of water.
 3. Apply solution onto surface.
 4. Allow to dwell 3 to 5 minutes on heavy soiled areas.
 5. Do not allow solution to air dry on the surface. Apply additional solution if necessary.
 6. Agitate with sponge or synthetic mop.
 7. Pick up or mop up dirty solution. A wet/dry vac may be used in large areas.
 8. Rinse thoroughly with clean water, changing water every 500 sq. ft. or as needed.
 9. Polish dry with cotton towels

MAINTENANCE - PERIODIC HEAVY-DUTY

Product Recommendation: Aqua Mix "Heavy-Duty Tile & Grout Cleaner"

Equipment: Synthetic mop and bucket with wringer and scrub brush or scrub machine utilizing white nylon pad or soft scrub brush

Coverage: Approximately 500 - 600 sq. ft. (45 m² – 55 m²) per gallon (3.785 L)

- Procedure:**
1. Sweep or vacuum surface.
 2. Mix 1 part of "Heavy-Duty Tile & Grout Cleaner" to 4 parts water.
 3. Apply solution onto surface.
 4. Allow solution to dwell for 5 minutes on heavy soiled areas.
 5. Do not allow cleaning solution to air dry on surface. Apply additional solution if necessary.
 6. Agitate with scrub brush or floor scrub machine using a white nylon scrub pad.
 7. Mop up or pick up dirty solution with a wet/dry vac.
 8. Rinse thoroughly with clean water, changing water every 100 sq. ft. (9 m²) or as needed.
 9. Polish dry with cotton towels to remove any pooling water if necessary.

TECHNICAL ASSISTANCE: Call **877-278-2311** (U.S. and Canada) Monday through Friday, 6:00 a.m. to 5:00 p.m. Pacific Time, or visit our website at www.custombuildingproducts.com

*These recommendations are intended as general guidelines for the care and maintenance of porcelain tile. The actual product dilution ratios and maintenance requirements may vary depending on the use and contaminants common to the area. **READ PRODUCT DIRECTIONS THOROUGHLY PRIOR TO USE. ALWAYS TEST FIRST.***