



**REQUEST FOR PROPOSAL (RFP)
LARIMER COUNTY COLORADO
200 W. OAK ST., SUITE 4000
FORT COLLINS, COLORADO**

PROPOSAL NUMBER: P17-11
DESCRIPTION: Custodial Services
RECORDING DATE: July 27, 2017

The Board of Larimer County Commissioners will be receiving sealed proposals at the office of the Purchasing Agent, 200 W. Oak Street, Suite 4000, Fort Collins, Colorado, up to 2:00 P.M. (our clock), on Thursday, July 27, 2017 at which time they will be recorded, but not publicly opened, to consider contracting for Custodial Services for the Larimer County Facilities Department.

A pre-proposal meeting to tour the sites and answer questions will be Thursday, July 13, 2017 at 9:00am. Prospective proposers will meet in the Training Room, located in room #445 on the fourth floor of the Larimer County Courthouse Offices, at 200 W. Oak St, Fort Collins, CO. We will have a short briefing, then tour the building. Following, interested parties will tour select Larimer County Buildings in their own vehicles for a quick visual inspection of building traffic and logistics. Due to time constraints, the property tour will not include all RFP listed properties.

Schedule details

Time	Location & Information
9:00 – 9:30	<ul style="list-style-type: none"> Meet in the Training room, room #445, 4th floor of the Larimer County Courthouse Offices at 200 W. Oak St, Fort Collins Answer general questions
9:30 - 10:00	<ul style="list-style-type: none"> 4thth Floor tour of Larimer County Courthouse Offices Select areas tour, then walk to Justice Center on Mason St
10:15 – 11:00	<ul style="list-style-type: none"> 5th Floor tour of Larimer County Justice Center Tour, then return to cars and lunch on your own
12:30 – 1:00	<ul style="list-style-type: none"> Arrive at 2255 Midpoint Dr, Fort Collins CO by 12:30 Tour 2255 Midpoint Dr, then walk to 2307 Midpoint Dr
1:00 - 1:30	<ul style="list-style-type: none"> Tour 2307 Midpoint Dr, then walk to 2501 Midpoint Dr
1:30 - 2:15	<ul style="list-style-type: none"> Tour 2501 Midpoint Dr
2:15 - 2:30	<ul style="list-style-type: none"> Answer final questions at 2501 Midpoint

This tour is designed to give vendors a quick look at typical County property and the various property uses. Many (not all) of the areas traveled will be public access buildings, so you may return should your company need a more detailed look at building interiors. The Award Vendor(s) will receive a full and detailed set of property maps and access to County information web schedules.

All questions regarding this proposal must be in writing and should go to Whitney Wilson, Purchasing Agent, at wwilson@larimer.org. **Questions are due no later than 10:00 a.m. Monday, July 17, 2017.** Please call Whitney Wilson at 970-498-5956 to verify receipt of your questions.

NOTE: Unauthorized contact with any other County employees regarding this RFP may result in disqualification of your Proposal.

INSTRUCTIONS TO PROPOSERS:

Four (4) paper proposals and one (1) .pdf proposal (matching the paper proposal exactly) on one (1) FLASH DRIVE is required. If the paper proposal and the .pdf differ, the .pdf shall be the proposal of record. Firms are requested to also provide a “Redacted Copy” of their proposal on the FLASH DRIVE, which, adhering to the information provided in the next paragraph, will be used to satisfy open records requests. **Firms that do not provide a redacted copy will have their electronic copy used to satisfy open records requests.** Redacted responses should not include information which the proposer believes to be trade secret or other privileged or confidential data. If brochures or other supportive documents are requested, then it is required that they be submitted with both your paper and electronic proposals.

All information submitted in response to this request for proposal (RFP) is public after the Notice of Award has been issued. The proposer should not include as part of their response to the RFP any information which the proposer believes to be a trade secret or other privileged or confidential data. If the proposer wishes to include such material with a proposal, then the material should be supplied under separate cover and identified as confidential. Statements that the entire proposal is confidential will not be honored. We request a redacted electronic copy which is free of information the proposer believes to be trade secret or other privileged or confidential data. Larimer County will endeavor to keep that information confidential, separate and apart from the proposal subject to the provisions of the Colorado Open Records Act or order of court.

In submitting a proposal, the vendor agrees that acceptance of any or all proposals by the County within a reasonable time or period constitutes a contract. No delivery shall become due or be accepted unless a purchase order shall first have been issued by the Purchasing Agent of Larimer County.

No work shall commence nor shall any invoices be paid before the contractor provides the required proof of insurance as outlined in the “Insurance Requirements”, and before such proof is accepted by Larimer County Risk Management. **Additionally**, the contractor will provide an endorsement naming Larimer County as an additional insured to their policy. If you have any questions concerning the insurance requirements, please contact Risk Management at (970) 498-5963 at least one week before the proposal recording date. Payment for work performed or goods sold to Larimer County can be expected within 30 days after receipt of the invoice and satisfactory acceptance from the department receiving the service or goods.

As of August 7, 2006, state and local government agencies are prohibited from purchasing services from any contractor that knowingly employs illegal immigrants to help carry out publicly funded work. Pursuant to the provisions of Colo. Rev. Stat. §8-17.5-101, contractors must certify that they are using the E-Verify Program or Department Program to verify the employment eligibility of new employees. If a contractor awarded a contract violates the provisions of Colo. Rev. Stat. §8-17.5-101(2), the state or local government agency may terminate the contract and the contractor will be liable for damages to such agency.

Vendor certifies, warrants, and agrees that (he) (she) (it) has knowledge of the “Keep Jobs in Colorado Act of 2017” codified at Sections 8-17-101, *et seq.* of the Colorado Revised Statutes and that Colorado labor shall be employed to perform at least eighty percent (80%) of the work. See <https://www.colorado.gov/pacific/flash-drivele/kjica> for more information regarding this Act, which applies to Public Works projects.

“Frequently Asked Questions” about this Act may be found at:
https://www.colorado.gov/pacific/sites/default/files/KJICA%20FAQs_1.pdf

Larimer County reserves the right to reject any and or all proposals, to further negotiate with successful proposer and to waive informalities and minor irregularities in proposals received, and to accept any portion of the proposal if deemed to be in the best interest of Larimer County to do so. If, in the sole judgment of the Board of County Commissioners, the proposals are substantially equal, the Board may grant the contract to companies located in Larimer County, however this is not applicable in the case that Federal funds are used. The total cost of proposal preparation and submission shall be borne by the proposer.

No telephone, e-mail or facsimile proposals will be accepted.

Proposals must be clearly identified on the front of the envelope by proposal number and title. Responsibility for timely submittal and routing of proposals, prior to recording, lies solely with the proposer. Proposals received after the closing time specified will not be considered.

Larimer County strongly encourages the use of small and minority firms, women's business enterprises, and labor surplus area firm services. In accordance with Federal and State laws, Larimer County does not discriminate.

The Contractor certifies that by signing the contract, neither the contractor nor subcontractors, the organization nor its principals are suspended or debarred or otherwise excluded from procurement by the Federal government and do not appear on the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA).

Proposals must be furnished exclusive of any Federal, State, or Local taxes.

Other governmental entities may piggyback on the award of this solicitation, and should contact Larimer County Purchasing for any necessary procurement documents. The entity shall deal directly with the Award Vendor concerning the placement of Purchase Orders, freight charges, contracting and disputes, invoicing, and payment. Larimer County shall not be held liable or responsible for any liability, claims, costs, damages, demands, actions, losses, judgments or expenses incurred by the vendor or any government entity relating to such use.

No vendor awarded a solicitation shall be federally debarred. Such debarment shall be checked through the System for Award Management, at www.sam.gov.

PROJECT OVERVIEW:

It is the intent of Larimer County to enter into an agreement with one or more Custodial Services Award Vendor(s) to perform custodial services beginning approximately early August, 2017 for the locations listed in **Attachment H, "Cleaning and Pricing Schedule"**.

It is our intention to identify the best match between Larimer County's cleaning needs and Service Provider capabilities. The information requested by the attached and subsequent documents is intended to facilitate the evaluation and qualification process. This process serves as the means for selecting the Service Provider(s) whose capabilities appear best-suited to meet the custodial requirements of Larimer County. Larimer County intends to select one (1) or more firm(s) to provide the requested services. Selected firm(s) must assign a site manager to coordinate with Larimer County.

SCOPE OF WORK:

The work covered by this agreement involves custodial cleaning services for office space, corridors, lobbies, restrooms, conference rooms, exterior entrances, break rooms and any and all customer, employee, and public spaces contained within County facilities. The Award Vendor(s) will have the primary responsibility for all cleaning activities within County facilities listed on the "**Cleaning & Pricing Schedule**" page (referenced above) and as more fully detailed in the section, "**Definition of Cleanliness Quality**" (page 7). This provides a general outline of the quality performance expectations applicable to this agreement and must not be construed to be a complete or detailed listing of all performance expectations required to satisfy this agreement to standards acceptable to the County.

Award Vendor(s) must assign a Site Manager to coordinate with Larimer County. The Service Provider shall provide non-working, non-custodial staff managers and supervisors to ensure the performance of the work and

proper supervision of cleaning employees. These managers' working hours shall be during the work hours of the custodians.

The Site Manager shall demonstrate adequate knowledge of cleaning equipment, tools, chemicals, techniques, and related activities and shall be able to recognize any situations or circumstances under which the cleaning techniques defined may be improved upon. Proof of this training and knowledge is required in **Attachment C, "Site Manager Qualifications"**.

Larimer County shall have the right to cause the Service Provider to replace any individual functioning as Site Manager or supervisor.

See **Attachment A, "Summary of Buildings"**, for building locations, square footage, and frequency of service.

SUPPLIES, MATERIALS AND EQUIPMENT

1. Restroom Supplies

All restroom supplies shall be furnished by the Service Provider. Refer to Attachment K, "Total Orders for 2016" for total ordered supplies for the year 2016. This cost should be included in the contract cost. These supplies shall be maintained at all times at a level of ten (10) days requirement, unless otherwise specified by the County Representative. Paper towels, toilet tissue, soap, trash bags, etc. will be issued by the Service Provider from its central stock point, and the Service Provider shall be responsible for transporting this material and installing at the point of usage. Supplies shall fit the existing dispensers. The replenishing of sanitary napkin dispensers in applicable buildings will be the Service Provider's cost and responsibility. Please note; any proposed soaps, etc. that you intend to provide that use any antibacterial that contains triclosan and/or triclocarbon are subject to County approval.

2. Reimbursable Supplies

The County may elect to require the Service Provider to furnish supplies on a reimbursable basis at cost, plus a mutually agreed upon mark-up. In this event, the County retains the right to participate fully in any discount arrangements the Service Provider may have with suppliers of these products. The Service Provider shall provide a monthly inventory to the County of all supplies issued on a daily basis. Controls shall be established and implemented by the Service Provider to safeguard materials. Any losses or irregularities are to be promptly reported in writing to the County Representative.

3. Cleaning Supplies

All necessary cleaning pads and equipment, including power driven machines, floor stripping machines, industrial vacuum cleaners, quiet vacuums, high speed polishing machines, and associated chemicals and supplies, etc., needed for the performance of the work involved, shall be furnished by the Service Provider.

4. Trash Can Liners

The Service Provider shall furnish compostable bags/ liners (certified to ASTM D6400) for all trash receptacles where appropriate.

5. Personal Safety Equipment

The Service Provider shall provide its employees with any necessary safety equipment and Personal Protective Equipment (PPE).

6. Inventory Levels

The County may, from time to time, establish certain minimum inventories of supplies, materials and equipment to be maintained by the Service Provider. Recommendations by the Service Provider are expected at least annually.

For access to facility floor plans, please request them in writing by emailing Whitney Wilson at wwilson@larimer.org

AWARD VENDOR(S) EXPECTATIONS:

The Award Vendor(s) is/are expected to adhere to the following expectations:

- The Award Vendor(s) shall provide all staffing, equipment, chemicals, paper products, and cleaning products and services to perform the duties required in accordance with this agreement at all times.
- All employees of the Award Vendor(s) employed to carry out the janitorial cleaning services proposed are subject to final approval by the County. All employees of the Award Vendor(s) will be required to adhere to County security, fire, and safety regulations, as well as no smoking policies. The Award Vendor(s) agree that they will, upon notice from the County, immediately remove (from working at any County building) any supervisor or employee who is, for any reason, unsatisfactory to the County.
- All Award Vendor(s) personnel shall be thoroughly trained and qualified in the work assigned to them, including successful completion of OSHA's Hazardous Communication Program training and proper Blood Borne Pathogen procedures using an established program, prior to working in any County building or immediately supervised by such trained and or qualified supervisor.
- The Award Vendor(s) agree to furnish, post, and maintain current Material Safety Data Sheets (MSDS) in all areas chemicals are stored, for cleaning chemicals they introduce to the workplace.
- The Award Vendor(s) agree that only assigned personnel will be permitted on County premises and no other personnel will be allowed on premises without prior notice and approval from the County including, but not limited to; salesmen, friends, relatives and/or minors. A list of employees and potential employees, date of birth, social security number, and valid ID, shall be submitted to the County representative. The County reserves the right to, and will, conduct background checks and reject any employee that in the County's opinion represents a liability or potential liability. All Award Vendor(s) employees shall display, in a clearly visible manner, identification cards at all times while in County facilities that include their name and company for which they work.
- While most service takes place after-hours, the Award Vendor(s) employees shall schedule and supervise all work in such a way as not to interfere with County activities. A schedule of County activities will be supplied to the Award Vendor(s) weekly and as necessary.
- The Award Vendor(s) must ensure all exterior doors are locked while cleaning and upon leaving the buildings after regular business hours. All interior doors that are found locked are to be re-locked after cleaning or as otherwise instructed. Security alarms must be disarmed and armed using the correct procedures. Any costs associated with false alarms will be the responsibility of the Award Vendor(s).
- The Award Vendor(s) shall establish and implement adequate methods of ensuring that all keys entrusted to them by the County are not lost or misplaced and are not used by unauthorized persons. No keys issued to the Award Vendor(s) shall be duplicated. The Award Vendor(s) shall report the

occurrence of a lost key immediately to the County Representative (as defined in the contract). Costs associated with key replacement and any need to re-key locks will be the sole responsibility of the Award Vendor(s).

- The County requires the Award Vendor(s) turn off all lights as cleaning is completed, and structure the workflow at each location to maximize utility savings.
- Award Vendor(s) employees shall be instructed to clean all large common areas' (conference areas, meeting rooms, etc.) white boards nightly, unless "Do Not Erase" is written on the board. Private office white boards are not to be touched unless specifically asked to do so.
- The Award Vendor(s) shall report to the Contract Administrator within 24 hours after any accident resulting in death or injury to persons or damage to property.
- The Award Vendor(s) will be responsible for calling and leaving a report for the County Representative identifying any needed repairs to the building, including; its' furnishings, its' fixtures, its' mechanical equipment and other such items. The Award Vendor(s) will also call when, in their opinion, work outside the schedule frequencies are needed. If the problem is critical in nature and requires immediate action, the County Representative shall be notified immediately. The County Representative must approve all services outside the scope of regular scheduled services as detailed in this RFP.
- The Award Vendor(s) shall immediately provide a report, using email or voice mail messaging, of any circumstances of unusual soiling of any area, which may affect performance of contract work, or create hazardous or unhealthful conditions.
- The Award Vendor(s) shall record all work outside the scope of daily services, showing date of performance, area where work is performed, and percentage of work performed. Such records shall be made available to the County Representative each month.

RESPONSE TIME SPECIFICATIONS

The Award Vendor(s) shall respond to all performance concerns presented by County staff regarding the quality of their services. The County reserves the right to monitor and evaluate the progress and performance of the Award Vendor(s) to ensure that the terms of this agreement are being satisfactorily met. Unacceptable or unsatisfactory workmanship shall be corrected in a prompt fashion. The Award Vendor(s) shall respond to all problems presented to it by the County staff in writing (via email) within 24 hours of notification.

Incident response shall conform to the following schedule:

Emergency - on the scene within thirty (30) minutes

Required - completed within eight (8) hours

Planned - provide a clear schedule within one (1) working day

ALL Award Vendors' responses to customer requests must satisfy this requirement.

THE AWARD VENDOR(S) MAY NOT DO THE FOLLOWING

The following are things we do not want the Award Vendor(s) to do:

- Do not store any un-rinsed or unclean mops or mop buckets in building.
- Do not make any unauthorized alterations to the building.
- Do not use any product that will damage the surfaces it comes in contact with or any unapproved chemicals.
- Do not use any equipment or portion of any of the facilities not directly related to performance of this contract.
- Do not allow personnel outside of Award Vendor(s) staff on premises without prior notice and approval from the County including, but not limited to; salesmen, friends, relatives and/or minors.

- The Award Vendor(s) shall not represent that it and/or its employees are either agents or employees of Larimer County.
- The Award Vendor(s) shall prohibit their employees from disturbing papers on desks, opening desk drawers or cabinets, or using telephones or equipment provided for County use only. If an Award Vendors' employee is found in violation of this expectation, the employee shall be escorted to the nearest exit and the Award Vendor(s) shall be notified that such employee shall not be allowed entrance to the facility in the future unless re-authorized by the County Representative.

ADDITIONAL CLEANING PROJECTS

Cleaning Services and Restoration work not covered by the specific terms of this agreement will be at the discretion and request of the County Representative, and shall be ordered on a per-incident basis and paid in addition to the contract price. As part of the “**Proposal Submittals**” (pg 16), submit a cost structure for additional cleaning/projects on the **Cleaning and Pricing Schedule, “Attachment H”**, as requested.

Service Provider Responsibilities

- Routine cleaning
- Periodic cleaning
- Project cleaning
- Provision of all cleaning products
- Microwave cleaning (including the interior)
- All floor surfaces, excluding carpet extraction/shampooing
- Carpet spot cleaning
- Cleanliness of cleaning equipment
- Computer rooms
- Interior glass and frame
- Exterior entrance glass only
- Lounges/break areas, vending
- Restroom supplies
- Sweeping and debris removal at steps, walkways and entrances within ten (10) feet of building entrances
- Trash removal to designated locations
- Storm windows
- Walk-off mat cleaning
- Wall cleaning
- Shower curtain laundering and replacement
- Most buildings to be cleaned during the 5:00 p.m. to 4:00 a.m. time frame with some exceptions as noted
- Water in floor drains to prevent sewer gas

COUNTY RESPONSIBILITIES

The County shall be responsible for the following:

- Management of building operations and maintenance contract
- Periodic carpet cleaning
- Periodic cleaning of exterior facing windows
- Light bulbs and tubes (and replacement)
- Recycling duties and tasks
- Furniture moving
- Cleaning of mechanical and electrical rooms, other utility rooms
- Provision of non-exclusive storage areas for the Award Vendors' supplies, materials and equipment pursuant to this agreement
- Sanitary napkin machine product purchase and replacement

QUALITY STANDARDS

The Award Vendor(s) shall ensure that the facilities, fixtures, floor surfaces, and furnishings of the County shall be continually maintained in a state of high quality cleanliness consistent with the highest industry standards. The Award Vendor(s) shall provide regular and systematic inspections by its own supervisory personnel of all premises under contract. Written documentation must be maintained by the Award Vendor(s) and may be reviewed by the County at its request. In addition, the Award Vendor(s) shall document occupant complaints and provide a systematic approach that continually decreases the number of such complaints and ensures ongoing customer satisfaction.

An authorized County Representative will randomly conduct cleaning inspections (Cleaning Performance Audits) at each site. It is expected that, upon request by the County Representative, an Award Vendor(s) representative be present during such inspections. A minimum of one (1) site each month will be scheduled for inspection. The Award Vendor(s) will not be notified prior to an inspection. To see a sample inspection sheet, please see **Attachment I, "Custodial Quality Inspection Sheet."**

DEFINITION OF CLEANLINESS QUALITY

Cleanliness Quality means a "like-new" appearance, satisfied by completion of all of the following:

- The absence of litter or undesirable debris
- The absence of un-bonded dust build up on any surface of items to be dusted
- The complete, thorough cleaning of items subject to cleaning, including: corners, inside, outside, top, bottom, under, and over all surfaces
- The absence of surface marks, spills or other undesirable bonded residue which can be eliminated by appropriate damp or wet cleaning techniques
- The absence of soil, finish or other undesirable bonded build up which can be eliminated by appropriate heavy duty, cycle, or project cleaning techniques
- The presence of appropriate surface gloss, protection, or reflective capacity in line with "like new" or designated gloss levels
- The absence of minor spots, marks, or other limited surface soil which can be eliminated by appropriate spot cleaning techniques
- The absence of dust, lint and other in-fiber accumulation in fabric and carpeted areas which can be eliminated by appropriate vacuum cleaning techniques
- The issuance of maintenance and other work requests to eliminate or correct problems with damaged, non-functioning, repair, or replacement oriented items which cannot be corrected through appropriate cleaning techniques

CUSTOMER SATISFACTION SPECIFICATION

The Award Vendor(s) shall manage the resources at its disposal in such a way as to improve Customer Satisfaction and reduce and control the number of cleaning complaints, based on the concept of continuous improvement.

ACCESS TO LARIMER COUNTY FACILITIES

Prior to beginning work under this Contract, the Service Provider must obtain a background clearance using Colorado Database Investigations and/or Colorado Bureau of Investigations-Crime Information Center. Also Service Provider must check for valid documents through Homeland Security, Immigration and Custom Enforcement (ICE). Larimer County may deny clearance to any person who:

- Has an active criminal arrest warrant;
- Has a felony arrest or conviction;
- Has a drug-related misdemeanor or drug-related petty offensive conviction;
- Has a non-drug-related misdemeanor or a petty offensive conviction within the past three (3) years;
- Is a suspect in an active criminal investigation;
- Was previously terminated from employment by Larimer County;

☐ Is determined to be a threat to the safety of persons or property or to the confidentiality of Larimer County information.

UNIFORMS

The Service Provider shall provide shirts with company insignia subject to approval by the Larimer County. Company shirts and ID badges must be worn at all times by Service Provider employees during their work shift. The ID badges must be visible on the employee. The Award Vendor(s) shall immediately inform the Larimer County of all personnel changes.

Example Cleaning Schedule

The following is a suggested cleaning schedule. It is up to the Award Vendor(s) to determine if further cleaning is necessary to obtain the definition of “Cleanliness Quality”.

The areas to be maintained are listed below, and apply to all County Facilities, except as noted under “**Building-Specific Task Schedule**”, located on pages 12 and 13, which are both daily service buildings (Monday through Friday, unless otherwise noted).

<u>DAILY SERVICES</u> <i>(Monday Through Friday)</i>	
<p><u>Lobby / Entrance / Hallways</u></p> <ol style="list-style-type: none"> 1. Clean front door glass inside and out as well as adjacent metal trim to remove fingerprints and smudges, using a squeegee and applicator. 2. Sweep, spot clean and vacuum all lobby matting and elevators. 3. Empty and wipe clean all ashtrays, where applicable. Where sand urns are used, empty all debris, smooth sand and replace when needed. 4. Sweep exterior entrance landing areas. 5. Thoroughly clean and disinfect all drinking fountains. 6. Thoroughly dust all horizontal surfaces within reach. 7. Vacuum all carpeted floor surfaces in all areas. 8. Spot clean soiled stains if needed. 9. Thoroughly sweep, dust mop and wet mop all hard surface floors. 10. Remove gum, tar and other foreign substances from hard floor surfaces. 11. Spot clean and polish all stainless steel surfaces. 	<p><u>Suite Public Reception Areas</u></p> <ol style="list-style-type: none"> 1. Empty trash in all areas, replace liners where necessary, damp wipe receptacles as needed. 2. Dust (using a treated dust cloth) and or damp wipe clean the following items: Desks (uncluttered areas), chairs, file and storage cabinets, tables, pictures and frames (as needed), counters, ledges, shelves, telephones, doors and windowsills. 3. Vacuum all carpeted areas as needed and remove soiled carpet spots. 4. Vacuum all carpeted mats. 5. Spot clean all walls, switch plates and damp wipe doors as needed to remove smudges and prints. 6. Straighten furniture as needed. 7. Thoroughly sweep or dust mop, and wet mop all hard surface floors. 8. Thoroughly clean and disinfect all drinking fountains, polish stainless steel 9. Visual check when completed, turn off lights, secure and lock doors where required.
<p><u>Restrooms, Showers, Break Rooms and Coffee Stations</u></p> <ol style="list-style-type: none"> 1. Empty, clean and sanitize all trash receptacles and disposal containers, replace can liners. 2. Sweep and wet mop floor surfaces and baseboards with a disinfectant detergent. 3. Clean and sanitize soap, tissue and towel dispensers and refill all as needed. 	

4. Clean and sanitize all porcelain fixtures, sinks, and countertops with a disinfectant detergent; buff dry.
5. Clean, polish, and disinfect all mirrors, chrome, and changing station tables.
6. Clean and sanitize partition walls, doors, handles, and hinges.
7. Spot clean walls and vertical surfaces.
8. High dust ceiling vents and walls.
9. Clean tabletops, chairs, vending machines, refrigerator, and microwave exteriors.
10. Vacuum floors, mats, and around furniture where applicable.

SERVICE 3 TIMES PER WEEK (generally M-W-F)

Office Areas

1. Empty trash in all areas, replace liners where necessary, damp wipe receptacles as needed.
2. Vacuum all carpeted areas as needed and remove soiled carpet spots.
3. Vacuum all carpeted mats.
4. Sweep and wet mop floor surfaces and baseboards.
5. Spot clean all walls, switch plates and damp wipe doors and kick plates as needed to remove smudges and fingerprints.
6. Spot clean all inside office divider glass as needed.
7. Straighten furniture as needed.
8. Thoroughly sweep or dust mop, and wet mop all hard surface floors as needed
9. Thoroughly clean and disinfect all drinking fountains, polish stainless steel regularly to protect the surface.
10. Visual check when completed, turn off lights, secure and lock doors where required.

WEEKLY SERVICE (once per week, additional information can be found on the *Cleaning & Pricing Schedule, Attachment "H"*)

Stairwells

1. Dust high areas as needed to remove cobwebs.
2. Dust ledges, damp wipe as needed.
3. Damp wipe all rails to remove dust, smudges, and soiled spots.
4. Spot clean walls and switch plates where necessary to remove fingerprints, smudges, and soiled spots.
5. Thoroughly sweep and wet mop, (make sure to use wet floor signs at the top and bottom of stairways). Make sure to sweep and wet mop stairs landings.
6. Clean front door glass side panels to remove fingerprints and smudges, using a squeegee and applicator.

All Areas

1. Damp wipe all window ledges.
2. Thorough vacuuming of carpet in all areas.
3. Clean entrance glass doors inside and out with applicator and squeegee.
4. Spot clean carpets as needed to remove soiled spots.
5. Wipe off all desks and office furniture that is cleared of work and personal items
6. Machine scrub ceramic tile restroom floors with disinfectant cleaner.
7. Dust (using a treated dust cloth) and or damp wipe clean the following items: Desks (uncluttered areas), chairs, file and storage cabinets, tables, pictures and frames (as needed), counters, ledges, shelves, telephones, doors and windowsills.

PERIODIC CLEANING

MONTHLY:

1. Spray buff all vinyl tiled areas.
2. Thoroughly clean around all switch plates.
3. Thoroughly clean all Plexiglass panels in office partitions on both sides.
4. Detail dust or wipe down all chair bases.

QUARTERLY:

1. Detail clean all Venetian blinds in all areas.
2. Vacuum all upholstered furniture.
3. Thorough detail vacuum of all cloth furniture in all areas.
4. Detail vacuum all areas - to include behind doors, under desks, along edges and in corners.
5. Clean air vents in all areas.

ANNUALLY: Complete strip and wax of all vinyl composition tile floors.

BUILDING-SPECIFIC TASK SCHEDULE

The following task schedules have been created for two (2) Larimer County buildings, the Alternative Sentencing Building, and the Community Corrections Building.

Alternative Sentencing Department - 2307 Midpoint Drive

At this building, the Award Vendor(s) are expected to complete all cleaning services between 6:30 a.m. and 2:30 p.m., five (5) days per week (Monday through Friday).

First floor

1. Clean business office area, restrooms and break rooms and reception areas.
2. Trash removal from cafeteria area and group restrooms.
 - a. Includes cafeteria clean-up at 9:00 a.m. after breakfast and 1:00 p.m. after lunch, including trash and recycle run.
3. Sweep, power scrub and mop 1st floor concrete area and offender sleeping area (2X per week).
4. Clean all entryway door and side glass and vacuum mats.
5. Set up meeting rooms as requested and return to standard set up after meeting.
6. Clean men's and women's dorm room as needed (2X per week).
7. Clean group restrooms by cafeteria area.
8. Remove single stream recycle items from all areas to outside storage area.

Second floor

1. Clean Control Center, office areas, meeting rooms, and staff restrooms.
2. Trash removal from café area and day rooms.
3. Sweep, power scrub and mop concrete areas including all stairways and elevators.
4. Fully clean and disinfect all resident restrooms and showers (3X per week).
5. Empty trash and vacuum resident rooms (3x per week).
6. Wipe off resident room wardrobes once a week.
7. Set up meeting rooms as requested and return to standard set up after meeting.
8. Vacuum day room floors and furniture, and spot clean as needed.
9. Sweep, mop, and clean washer and dryer appliances in laundry rooms.
10. Remove single stream recycle items from all areas to outside storage area.

Miscellaneous tasks

1. Maintain adequate supply levels.
2. Fill and maintain cleaning solutions for resident room cleaning kits.
3. Supply all cleaning tools and cleaning rags.
4. Report building damage and safety issues to Larimer County Support Central.
5. Clean and organize, and stock all janitorial closets.

Notes:

This building uses a Key Watcher system
There are multiple entrances to this building
Vendor(s) must be available 24 hours a day for emergency service
No kitchen cleaning in this building

Community Corrections - 2255 Midpoint Drive

At this building, the Award Vendor(s) are expected to complete all cleaning services **between 9 p.m. and 12:00 a.m.**, five (5) days per week (Monday to Friday), unless otherwise noted below.

All Office Areas and Meeting Rooms

1. Office areas are cleaned 3 times per week, Monday, Wednesday, and Friday.
2. Restrooms and break rooms are cleaned daily, 5 times per week.
3. Control rooms are cleaned 5 times per week.
4. Cleaning in these areas is consistent with common cleaning practices.
5. Keep partition glass clean and spot free.

Common Areas and Day Rooms

1. Empty trash and recycling containers.
2. Sweep and mop all hard floor surface.
3. Wipe off counter tops, table tops and touchable surfaces.
4. Polish vinyl composition tile hallway floors once per week.
5. Power wash and clean smoking areas.

Resident Restrooms (daily) Vendor working hours are 7:00 AM to 11:00 AM

1. Clean and disinfect all fixtures and countertops.
2. Deep clean shower stalls and shower bases to remove mold deposits.
3. Power scrub and disinfect floor tile including corners, base tile and thresholds.
4. Vacuum or Wipe clean all ceiling vents.
5. High dust light fixtures and corners.

Notes:

This building has three (3) floors and one (1) elevator

This building uses a Key Watcher system

All hard floors will be stripped and waxed one (1) time per year **or to meet Quality Standards**

Vendor must coordinate floor waxing with building staff

Clean trash enclosure and remove debris from grounds and parking area

Exterior power washing as needed / windows as needed

Other specific cleaning tasks as requested

No kitchen cleaning in this building

QUALIFICATIONS:

Award Vendor(s) shall have a minimum of three (3) years' experience providing services of similar characteristics, type of business, size, conditions, and at the level of quality as described in this RFP. Examples of similar experience include, but are not limited to, custodial servicing of: college dormitories, school districts, cities, hospitals, other counties, hotels.

INSURANCE REQUIREMENTS:

Prior to commencement of any work, contractor shall forward Certificates of Insurance to Larimer County Risk Management, 200 W. Oak St., #4000, Fort Collins, Colorado 80521. The insurance required shall be procured and maintained in full force and effect for the duration of the Contract and shall be written for not less than the following amounts, or greater if required by law. Certificate Holder should be Larimer County at the above address.

I. Workers' Compensation and Employers' Liability

- | | | |
|----|-----------------------|--|
| A. | State of Colorado: | Statutory |
| B. | Applicable Federal: | Statutory |
| C. | Employer's Liability: | \$100,000 Each Accident
\$500,000 Disease-Policy Limit
\$100,000 Disease-Each Employee |
| D. | Waiver of Subrogation | |

II. Commercial General Liability on an Occurrence Form including the following coverages: Premises Operations; Products and Completed Operations; Personal and Advertising Injury; Medical Payments; Contractual Liability; Independent Contractors; and Broad Form Property Damage. Coverage provided should be at least as broad as found in Insurance Services Office (ISO) form CG0001. Minimum limits to be as follows:

- | | | |
|----|---|-------------|
| A. | Bodily Injury & Property Damage General Aggregate Limit | \$2,000,000 |
| B. | Products & Completed Operations Aggregate Limit | \$2,000,000 |
| C. | Personal & Advertising Injury Limit | \$1,000,000 |
| D. | Each Occurrence Limit | \$1,000,000 |

Other General Liability Conditions:

1. Products and Completed Operations to be maintained for one year after final payment. Contractor shall continue to provide evidence of such coverage to the County on an annual basis during the aforementioned period (as appropriate).
2. Contractor agrees that the insurance afforded the County is primary.
3. If coverage is to be provided on Claims Made forms, contractor must refer policy to Risk Management Department for approval and additional requirements.

III. Commercial Automobile Liability coverage to be provided on Business Auto, Garage, or Truckers form. Coverage provided should be at least as broad as found in ISO form CA0001 (BAP), CA0005 (Garage) or CA0012 (Trucker) including coverage for owned, non-owned, & hired autos. Limits to be as follows:

- | | | |
|----|---|-------------|
| A. | Bodily Injury & Property Damage Combined Single Limit | \$1,000,000 |
|----|---|-------------|

IV. All Insurance policies (except Workers Compensation and Professional Liability) shall include Larimer County and its elected and appointed officials and employees as additional insureds as their interests may appear. The additional insured endorsement should be at least as broad as ISO form CG2010 for General Liability coverage and similar forms for Commercial Auto and Umbrella Liability. Additional Insured endorsement(s) shall be attached to the certificate of insurance that is provided to the county.

- V. The County reserves the right to reject any insurer it deems not financially acceptable by insurance industry standards. Property and Liability Insurance Companies shall be licenses to do business in Colorado and shall have an AM Best rating of not less than B+ and/or VII.
- VI. Notice of Cancellation: Each insurance policy required by the insurance provision of this Contract shall provide the required coverage and shall not be suspended, voided or canceled except after thirty(30) days prior written notice has been given to the County, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to Larimer County Risk Management, 200 W. Oak St., #4000, Ft. Collins, CO 80521. If the insurance company refuses to provide the required notice, the contractor or its insurance broker shall notify the County of any cancellation, suspension, non-renewal of any insurance within seven (7) days of receipt of insurers' notification to that effect.
- VII. Contractor shall furnish Larimer County certificates of insurance. Contractor will receive all sub- contractors certificates of insurance. Such certificate must meet all requirements listed above.

ANY DEVIATIONS FROM THE STANDARDS GIVEN ABOVE MUST BE APPROVED BY THE LARIMER COUNTY RISK MANAGEMENT DEPARTMENT.

LARIMER COUNTY DOES NOT ACCEPT LIMITATIONS OF LIABILITY.

PROPOSAL SUBMITTALS:

Please submit your proposal, addressing each of the following items **in the order as outlined below**, including a Table of Contents. As time is of the essence, **brevity is appreciated**. Proposers should provide only the information requested, and present it in a clear, concise manner. Your PDF shall be one (1) single file only. **Incomplete proposals may be rejected.**

1. Signed **Signature page** (located on page 17 of this RFP)
2. Completed **Attachment B, “Management Structure”**
3. Completed **Attachment C, “Site Manager Qualifications”**
4. Completed **Attachment D, “Staffing Commitment”**
5. Completed **Attachment E, “Recommended Service Program”**
6. Completed **Attachment F, “Floor Care Plan”**
7. Completed **Attachment G, “Proposed Equipment & Proposed Supplies Inventory”**
8. Completed **Attachment H, “Cleaning and Pricing Schedule”**
9. **References:**

Provide at least three (3), but not more than five (5), references for similar projects that you have completed in the past two (2) years (local to Colorado preferred). *Limit this section to a maximum of ten (10) pages in length.*

- a. Include: company name, contact name, role/responsibilities and title of contact, contact phone number and email address, and project information.
- b. Identify your lead team member(s) that work(ed) with the reference.

(Per page one of this RFP, “four (4) paper proposals and one (1) .pdf proposal (matching the paper proposal exactly) on one (1) FLASH DRIVE is required. If the paper proposal and the .pdf differ, the .pdf shall be the proposal of record. Firms are requested to also provide a “Redacted Copy” of their proposal on the FLASH DRIVE.”)

EVALUATION CRITERIA:

Proposal submittals will be individually evaluated by each Evaluation Committee member. The criteria below will be the basis for review of the written proposals. The rating scale shall be from 1 to 5, with 1 being a poor rating, 3 being an average rating, and 5 being an outstanding rating.

Criteria	Weighting Factor
Cost	35%
Recommended Service & Floor Care Plan	30%
Management Structure, Qualifications, and Proposed Staffing	20%
References, Experience, & Qualifications	15%

AWARD AND AGREEMENT:

A formal agreement will be awarded to the vendor(s) with the most responsible, responsive, reasonable proposal, deemed the best fit and most advantageous to Larimer County (Interviews may be held, and references may be contacted, to assist in the decision for award).

The term of the agreement shall be for one (1) year from the date the agreement is executed. The County, at its sole option, may offer to extend this Contract for up to four (4) additional one-year terms. The extension option may be exercised providing satisfactory service is given, and must be mutually agreed upon in writing, by and between the County and the Award Vendor(s).

A Sample of Larimer County's "Professional Services Agreement" is included with this Request for Proposal as Attachment J - Professional Services Agreement. Any exceptions or requested additions to the attached agreement must be stated and submitted with your Proposal; these requests will not be accepted after the Proposal has closed. The County makes no guarantee of any changes or concessions, but will review and consider all requests submitted.

NOTE: LARIMER COUNTY DOES NOT ACCEPT LIMITATIONS OF LIABILITY.

SIGNATURE PAGE

ADDENDA:

The proposer acknowledges the receipt of the following Addenda:

<u>Addendum Number</u>	<u>Date of Addendum</u>	<u>Date Received</u>
_____	_____	_____
_____	_____	_____

The undersigned certifies that he/she has examined the specifications and instructions to bidders and has submitted a bid in full compliance and without collusion with any other person, individual or corporation.

The undersigned further certifies that he/she is or is trying to participate in the "E-Verify" program, an electronic program provided via U.S. Citizenship and Immigration Services, through which employers verify the employment eligibility of their employees after hire. Visit the link below for more information.

<http://www.uscis.gov/e-verify>

The undersigned certifies that you have verified that you do not employ illegal aliens, and that you shall not knowingly employ an illegal alien to perform work.

SIGNED: _____ TITLE: _____

PRINTED NAME: _____

FIRM: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DATE: _____ TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

For further information regarding this request for proposal, please contact Whitney Wilson, Purchasing Agent, at (970) 498-5956, or wwilson@larimer.org.

PLEASE SUBMIT YOUR PROPOSAL WITH THE FOLLOWING AFFIXED TO THE FRONT OF THE ENVELOPE:

Proposal Number: P17-11, Custodial Services

Proposal Closing Date: _____

Vendor Name: _____

Return Proposal to:

LARIMER COUNTY PURCHASING AGENT
200 W. OAK STREET, SUITE 4000, PO BOX 1190
FORT COLLINS, COLORADO 80522



NOTE: Use the label to the left on packages when returning your proposal response.

Summary of Buildings

200 W. Oak (Courthouse Offices)	145,355	5	
201 LaPorte (Justice Center)	139,821	5	Excludes parking garage
2307 Midpoint Dr.	51,691	5	Special needs for living quarters
2255 Midpoint Dr. (Comm Corr)	50,180	5	Special needs for living quarters
2555 Midpoint Dr.	45,983	5	HUB operates 24/7
2501 Midpoint Dr. (Sheriff Admin)	45,945	6	Sundays: clean restrooms & dispatch only
1525 Blue Spruce (Health)	30,827	5	Clinic Space in this building
1501 Blue Spruce (HS)	29,161	5	
614 E. Vine Main Building	4,800	5	Excludes shop area
205 E. 6th (Loveland)	19,616	5	Clinic Space in this building
2601 Midpoint (clinic and HS)	12,040	5	Clinic Space in this building
2573 Midpoint (HS)	14,400	5	
5887 S Taft Hill (Landfill)	4,855	2	Admin, 4 gatehouses, shop, HHW, RR
2205 E. Hwy 402 (Loveland)	1,400	2	Excludes shop area
241 W. CR 70 (Waverly)	1,400	2	Excludes shop area
4200 CR38E (HAIC)	8,526	3	Excludes shop area
1303 N. Shields (Emerg Op Ctr)	2,880	2	Excludes shop area
1800 S CR 31 NRD - AO	7,000	2	
418 E. 4th Street WFC	6,044	5	
2643 Midpoint Dr. R&B offices	4,800	5	
614 E. Vine Fleet = R&B	2,541	5	Excludes shop area
17218 LC RD 52 (Stove Prairie)	500	2	Excludes shop area
1800 S CR 31 Shop	1,386	2	Excludes shop area
614 E. Vine Weed Dist Storage	150	2	Excludes shop area- 1 RR only
743 Red Feather Lakes Rd (Livermore)	500	2	Excludes shop area
4190 W CR38E (HAIC Shop)	700	1	Excludes shop area
4100 S CR 31 - Carter Lake Marina	1,000	2	Excludes storage and store
3340 Carpenter - Fossil Creek Offices	1,600	2	Excludes shop area
Total	635,101		

Site Manager Qualifications

ATTACHMENT "C"

Please identify the site manager and/or assistant site manager(s) who will be assigned to this facility by completing this form and attaching their resumes. Please use names and position titles. The qualifications of the site manager and the assistant site manager will be assessed as a fundamental indicator of the Vendor's qualifications. The designated site manager must be managing cleaning operations at a similar site, and be otherwise acceptable for this assignment. Failure to actually assign approved staff will be considered a breach of the contract.

Vendor must guarantee the proposed site manager will remain as site manager for a minimum of one year, unless replacement is at the request of the County or if a change of site manager is otherwise agreed to by the County. Failure to comply with this requirement will be considered a breach of the contract.

Name

Qualifications/Experience

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Attach additional pages as needed.

Staffing Commitment

The Evaluation Committee would like to see how your company would organize staff at the different County buildings.

Please complete all of this attachment indicating the hours recommended under your program to achieve the quality requirements as noted in the RFP. Record the direct minimum hours you are contractually committing.

Also, complete one form that shows the total hours nightly and weekly for **EACH** building.

<u>POSITION</u>	<u># Full Time Employees</u>	<u># Part Time Employees</u>	<u># of Nightly Hrs.</u>	<u>Total Weekly Hrs.</u>
Manager				
Supervisor				
Lead				
Cleaner 1				
Cleaner 2				
Cleaner 3				
Floor Tech				
Other				
Totals				

Total Staff Commitment for all locations (please total, below, for all locations)

<u>POSITION</u>	<u># Full Time Employees</u>	<u># Part Time Employees</u>	<u># of Nightly Hrs.</u>	<u>Total Weekly Hrs.</u>
Manager				
Supervisor				
Lead				
Cleaner 1				
Cleaner 2				
Cleaner 3				
Floor Tech				
Other				
Totals for ALL LOCATIONS				

Schedule 2 - Proposed Equipment Inventory

<u>Type of Equipment</u>	<u>Make/ Model</u>		<u>Quantity</u>		

Attach additional pages as needed.

Schedule 2 – Proposed Supplies Inventory

<u>Type</u>	<u>Brand</u>		<u>Quantity</u>		

Attach additional pages as needed.

Cleaning and Pricing Schedule:

**ATTACHMENT "H",
(p 1 of 3)**

Locations of DAILY Service: *(Monday through Friday, unless otherwise noted)*

<u>Location:</u>	<u>Service Frequency</u>	<u>Cost Per Month</u>
Justice Center (141,338sq. ft.) 201 Laporte Ave., Fort Collins CO	5 Days/Week	\$ _____
Larimer Co. Courthouse Offices (142,588sq.ft.) 200 W. Oak St., Fort Collins, CO	5 Days/Week	\$ _____
Human Services (28,313sq. ft.) 1501 Blue Spruce, Fort Collins, CO	5 Days/Week	\$ _____
Health Department (28,836sq. ft.) 1525 Blue Spruce, Fort Collins, CO	5 Days/Week	\$ _____
Community Corrections (56,037) 2255 Midpoint Dr., Fort Collins, CO	5 Days/Week	\$ _____
Alternative Sentencing (50,356) 2307 Midpoint Drive, Fort Collins, CO	5 Days/Week	\$ _____
Sheriff's Admin (49,383sq. ft.) 2501 Midpoint Dr., Fort Collins, CO	6 Days/Week Sundays: clean restrooms & dispatch <u>only</u> <i>(this can be done anytime on Sunday)</i> 5 Days/Week: Full Service	\$ _____
Midpoint Offices (43,053sq. ft.) 2555 Midpoint Dr., Fort Collins, CO	5 Days/Week	\$ _____
Human Services (14,600sq. ft.) 2573 Midpoint Dr., Fort Collins, CO	5 Days/Week	\$ _____
Human Services (14,500sq. ft.) 2601 Midpoint Dr., Fort Collins, CO	5 Days/Week	\$ _____
Road & Bridge Office (4,800 sq. ft.) 2643 Midpoint Dr., Fort Collins, CO	5 Days/Week	\$ _____
Fleet/R&B (5,510sq. ft.) 614 E. Vine St., Fort Collins, CO	5 Days/Week	\$ _____
Loveland Courthouse (17,124sq. ft.) 205 E.6th Ave., Loveland, CO	5 Days/Week	\$ _____
Total for DAILY Service		\$ _____

Locations of WEEKLY, SEMI-WEEKLY & BI-MONTHLY Service - Outlying Shops:

<u>Location:</u>	<u>Service Times & Frequency</u>	<u>Cost Per Month</u>
Landfill (1,000sq. ft.) Gatehouse/Shop/Hazmat 5887 S. Taft Hill Rd., Fort Collins CO	2X/Week	\$ _____
Landfill Solid Waste Admin (3,000sq. ft.) 5887 S. Taft Hill Rd., Fort Collins CO	2X/Week	\$ _____
Loveland Road & Bridge (1,000sq. ft.) 2205 E. HWY 402, Loveland CO	2X/Week	\$ _____
Waverly Road & Bridge (1,000sq. ft.) CTY Rd. 15 & 70 Junction	2X/Week	\$ _____
Livermore Road & Bridge (400sq. ft.) HWY 287 & Red Feather Rd., Livermore, CO	2X/Week	\$ _____
Emergency Services (3,650sq. ft.) 1303 N. Shields, Fort Collins, CO	Tuesday & Thursday Weekly	\$ _____
Stove Prairie Road & Bridge (471sq. ft.) 17218 CTY Rd. 52, Rist Canyon, CO	2X/Week	\$ _____
4200 CR 38E Horsetooth Area Information Center (HAIC)	3X/Week	\$ _____
1800 S CR 31 Carter Lake Shop	2X/Week	\$ _____
4190 W CR38E HAIC Shop	1X/Week	\$ _____
4100 S CR 31 Carter Lake Marina	2X/Week	\$ _____
3340 Carpenter Fossil Creek Offices	2X/Week	\$ _____
Total for WEEKLY/SEMI-WEEKLY/BI-MONTHLY Service		\$ _____
TOTAL OF		
DAILY Service + WEEKLY/SEMI-WEEKLY/MONTHLY Service		\$ _____

SPECIAL CLEANING PROJECT EXAMPLES – UPON REQUEST

The following services may be performed by the contractor as “extra” services. Propose a pricing schedule for the following example services on a per-incident basis, including your cost of personnel and equipment:

Clean Conference Room Chairs at 200 W. Oak					Total Price
Clean upholstered seats and backs, wipe down all chair legs	\$ _____ /Chair (Cost Per Chair)	X	96 Chairs	=	\$ _____

Carpet Cleaning					Total Price
Clean customer reception area on 1 st floor at 200 W oak	\$ _____ /SF	X	2500 SF of Carpet Tiles	=	\$ _____

****Note- Carpet Cleaning may include Alternative Sentencing at 2307 Midpoint Dr., Fort Collins, CO and Community Corrections at 2255 Midpoint Dr., Fort Collins, CO.****

**Are there any additional charges for these locations that would differ from the location above?

YES/ NO

(circle one)

Construction Cleaning - Example to Establish Pricing Rates					Total Price
Clean 1000 SF office remodel- Vacuum all carpet, wipe down furniture in 10 cubicles, wipe inside of desk drawers, empty 10 trash cans	\$ _____ /Hr	X	_____ HR (Your Estimated Number of Hours to Complete this Example)	=	\$ _____

Window Cleaning - Example to Establish Pricing Rates					Total Price
Clean 92 4'5' interior windows only on 4 th floor at 200 W. Oak	\$ _____ /Hr	X	_____ HR (Your Estimated Number of Hours to Complete this Example)	=	\$ _____



Custodial Quality Inspection Sheet

Date/Time of Inspection: _____
Inspector: _____
Building Location: _____

Listed Duties for Janitorial Cleaning Contractor

Specific duties to be performed by area: Daily unless otherwise noted.

COMMON AREAS

Includes: hallways, entryways, exits, elevators, public stairways

Action	Inspector Comments
Sweep & mop hard floor surfaces	
Vacuum, spot-clean carpeted floors, floor mats, floor vents thoroughly	
Wet wipe / spot clean walls, furniture, utility boards, phone stations, switch plates	
Wet wipe doors, hardware, window ledges, spot clean glass	
Clean and sanitize drinking fountains	
Empty and wipe trash receptacles, ashtrays, replace liners and sand	
High dust walls and partitions all areas	

STAIRWELLS & LANDINGS – weekly service

Action	Inspector Comments
Sweep and wet mop stairs	
Dust horizontal surfaces	
Spot clean walls, doors, rails	

RESTROOMS, BREAKROOMS, COFFEE STATIONS

Action	Inspector Comments
Clean and sanitize toilets, urinals, sinks, countertops	
Dust and spot clean partitions, walls, doors, hardware, shelves	
High dust ceiling vents and light fixtures <i>weekly</i>	
Sweep and wet mop floors and baseboards with approved <i>disinfectant</i> cleaner	
Empty and wipe down trash receptacles	
Restock and wipe down all paper product dispensers	
Wet wipe table tops and furniture	

ADMINISTRATIVE AREAS, OFFICE AREAS, CONFERENCE ROOMS

Action	Inspector Comments
Empty trash cans and replace liners, wipe cans as needed	
Dust all accessible horizontal and vertical surfaces as needed	
Sweep and wet mop all hard surface floors	
Vacuum all carpeted areas and mats thoroughly, spot clean as needed	
Wet wipe and sanitize drinking fountains, sinks, tabletops	
Wipe down phone handsets and bases	
Spot clean walls, switch plates, doors and hardware as needed	
Spot clean all glass partitions as needed	

OVERALL CONDITION OF CLEANING:

ALL AREAS: - monthly service

Action	Inspector Comments
Spray buff all waxed floors	
Wet clean all partition glass on both sides and frames	
Dust and or wet wipe chair leg bases	
High dust walls and light fixtures, ceiling vents	
Machine scrub ceramic tile floors in restrooms	

ALL AREAS: - yearly service

Action	Inspector Comments
Strip and wax all VCT tile floors with 3 coats high traffic wax	

**LARIMER COUNTY, COLORADO
AGREEMENT
PROFESSIONAL SERVICES
(P17-XX)**

THIS AGREEMENT made effective as of the _____ day of _____, 2017, by and between the Board of County Commissioners of Larimer County, Colorado, located at 200 W. Oak, Fort Collins, Colorado 80521, hereinafter referred to as the "County" and _____, located at _____, hereinafter referred to as the "Contractor".

The County and the Contractor for the consideration hereinafter set forth agree as follows:

SECTION I - SERVICES OF THE CONTRACTOR

The Contractor shall serve as the County's Contractor and shall provide at a minimum all of the professional _____ services which are described in the Request for Proposal P17-_____ entitled _____, and the vendor's proposal in response, all of which are incorporated by reference herein. Contractor agrees to be bound by and to perform in accordance with the aforementioned documents.

SECTION II - INSURANCE

The Contractor shall obtain, and maintain continuously for the term of this contract, at its expense, the insurance described in the Request for Proposal. The Contractor is not relieved of any liability or other obligations assumed pursuant to this contract by reason of its failure to obtain or maintain insurance or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

SECTION III – TERM

The term of the contract shall be from _____ date through _____, 2017.

The County at its sole option may offer to extend this contract for up to X additional one-year terms. The extension option may be exercised providing satisfactory service is given and all terms and conditions of the contract have been fulfilled. Such extensions must be mutually agreed upon in writing, by and between the County and the Contractor.

SECTION IV - INDEPENDENT CONTRACTOR

In performing the services or work under this Agreement, the Contractor acts as an independent Contractor and is solely responsible for necessary and adequate worker's compensation insurance, personal injury and property damage insurance. The personnel employed by the Contractor are not and shall not become employees, agents or servants of the County because of the performance of any services or work by this Agreement.

SECTION V - THE COUNTY'S RESPONSIBILITIES

The County shall:

- A. Provide information as to its requirements for the project.
- B. Give prompt notice to the Contractor whenever the County observes or otherwise becomes aware of any defect in the project.
- C. Furnish, or direct the Contractor to provide at the County's expense, necessary additional services.

SECTION VI - MUTUAL UNDERSTANDINGS OF THE COUNTY AND THE CONTRACTOR

- B. This Agreement does not guarantee the Contractor any work except as authorized in accordance with Section I above, or create an exclusive contract for services.
- C. All of the services contemplated under this Agreement are personal and shall not be assigned, sublet or transferred without the written consent of the County.
- D. The Contractor and any and all of its personnel utilized by the County under the terms of this Agreement shall remain the agents and employees of the Contractor and are not, nor shall be, agents or employees of the County.
- E. Larimer County is a Colorado public entity and all financial obligations extending beyond the current fiscal year are subject to funds being budgeted and appropriated therefore. Termination of this agreement due to future non-appropriation shall not be considered a breach or default by County. Nothing in this agreement shall be deemed a waiver of any provision of the Colorado Governmental Immunity Act.

SECTION VII - PAYMENT AND FEE SCHEDULE

Billings and payments will be made using the prices listed on the Price Schedule and audited overhead rate that is compliant with FAR and AASHTO Audit Guide requirements. In the event that a service not listed on the Price Schedule is requested, the Contractor and the County will negotiate an appropriate unit price for the service. Contractor fees must be negotiated on a "Cost plus Fixed Fee" basis if federal funds are used to reimburse the Contractor.

Billings and payments will be made using the vendor's price list. In the event that a service not listed on the price list is requested, the Contractor and the County will negotiate an appropriate unit price for the service. Contractor fees must be negotiated on a "Cost plus Fixed Fee" basis if federal funds are used to reimburse the Contractor

Invoices will be submitted by the Contractor monthly for services performed and expenses incurred pursuant to this Agreement during the prior month.

SECTION VIII - PERFORMANCE

- A. In performance of this contract, the contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:
 - a. All work will be performed under the supervision of the contractor or the contractor's responsible employees.
 - b. The contractor and the contractor's employees with access to or who use FTI must meet the background check requirements defined in IRS Publication 1075.
 - c. Any Federal tax returns or return information (hereafter referred to as returns or return information) made available shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection by or disclosure to anyone other than an officer or employee of the contractor is prohibited.
 - d. All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output and products will be given the same level of protection as required for the source material.

- e. No work involving returns and return information furnished under this contract will be subcontracted without prior written approval of the IRS.
- f. The contractor will maintain a list of employees authorized access. Such list will be provided to the agency and, upon request, to the IRS reviewing office.
- g. The agency will have the right to void the contract if the contractor fails to provide the safeguards described above.

SECTION IX - INDEMNIFY AND HOLD HARMLESS PROVISION

The Contractor agrees to defend, indemnify and to hold the County and its agents, employees, appointees, and officials harmless from any and all claims, suits, expenses, damages or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities or property to the extent caused or sustained by any person(s) as a result of any actual or alleged intentional or negligent act by Contractor or failure of Contractor to perform services in this Agreement according to its terms. This provision shall continue in effect after the term of this Agreement has expired or after termination of this agreement as provided herein.

SECTION X – LAWS AND REGULATIONS

- A. The Contractor, at all times, agrees to observe all Federal and State laws, and Resolutions or ordinances of the local jurisdiction, and all rules and regulations which in any manner affect or govern the services or work as contemplated under this Agreement.
- B. This Agreement shall be deemed to have been made in and construed and enforced in accordance with the laws of the State of Colorado. The parties consent to exclusive jurisdiction and exclusive venue of the federal and state courts with jurisdiction in Larimer County, Colorado, for resolution of any and all disputes related in any way to this Agreement.

SECTION XI - TERMINATION FOR CONVENIENCE OF THE COUNTY

- A. The County may terminate this Contract in its sole discretion at any time and for convenience and without cause. Any such termination will be made by giving Contractor notice in writing and specifying the specific date on which termination is effective. Upon receipt of written notice of termination, Contractor shall take all actions necessary to effect the termination of this Agreement on the date specified in the termination notice and to minimize the liability of Contractor and County to third parties. All such actions shall be subject to prior approval of the County and shall include, without limitation, the following:
 - a. Halting the performance of all services and other work under the Agreement on the date(s) and in the manner specified by County;
 - b. Not placing any further orders or subcontracts for materials, services, equipment, or other items;
 - c. Terminating all existing orders and subcontracts;
 - d. At County's direction, assigning to County any or all of Contractor's right, title, and interest under the orders and subcontracts terminated. Upon such assignment, County shall have the right, in its sole discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
 - e. Subject to County's approval, settling all outstanding liabilities and all claims arising out of the termination of orders and subcontracts;
 - f. Completing performance of any services or work that County designates to be completed prior to the date of termination specified by County;
 - g. Taking such action as may be necessary, or as the County may direct, for the protection and preservation of any property related to this Agreement which is in the possession of Contractor and in which the County has or may acquire an interest.

- B. In the event of termination for convenience, Contractor will be paid for services or work completed pursuant to this Agreement prior to such termination. The amount of such compensation shall be the proportion of services or work completed and unpaid prior to the effective date of termination in relation to the total compensation provided for in this Agreement. Contractor shall also, within 30 days after the termination date, submit to County an invoice for reasonable actual expenses incurred by Contractor for its actions taken, with prior approval from County, pursuant to Section XI (A) above.
- C. In no event shall County be liable for costs incurred by Contractor or any of its subcontractors after the termination date specified by County, except for those costs specifically enumerated and described in the Sections XI (A) and (B) above. Such non-recoverable costs include, but are not limited to, anticipated profits on this Agreement, post-termination employee salaries, post-termination administrative expenses, post-termination overhead or unabsorbed overhead, attorneys' fees or other costs related to the prosecution of a claim or lawsuit, prejudgment interest, or any other expense which is not reasonable and authorized under such Sections XI (A) and (B) above.
- D. In arriving at the amount due to Contractor under this Section, County may deduct:
 - a. All payments previously made by County for work or other services covered by Contractor's final invoice;
 - b. Any claim which County may have against Contractor in connection with this Agreement;
 - c. Any invoiced costs or expenses excluded pursuant to the immediately preceding subsection (C); and
 - d. In instances in which, in the opinion of the County, the cost of any service or other work performed under this Agreement is excessively high due to costs incurred to remedy or replace defective or rejected services or other work, the difference between the invoiced amount and County's estimate of the reasonable cost of performing the invoiced services or other work in compliance with the requirements of this Agreement

SECTION XII - CHANGE ORDERS OR EXTENSIONS

The County may, from time to time, require changes in the scope of the services of the Contractor to be performed herein. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the County and the Contractor, shall be incorporated in written Change Orders or Extensions to this Contract.

If Larimer County orders or directs any additional compensable services or work to be performed by the Contractor, Larimer County will reimburse the Contractor for the Contractor's costs on a periodic basis for all additional directed services or work until a change order is finalized. However, any such additional services or work and the additional compensation due to Contractor must be documented and signed by both the County and Contractor before any payment is due to Contractor.

SECTION XIII - EQUAL EMPLOYMENT OPPORTUNITY

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Contractor shall adhere to acceptable affirmative action guidelines in selecting employees and shall ensure that employees are treated equally during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause.

- B. The Contractor will cause the foregoing provisions to be inserted in all subcontractors for any services or work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontractors for standard commercial supplies or raw materials.
- C. The Contractor agrees to comply with such rules, regulations or guidelines as the County, State or Federal agencies may issue to implement these requirements.

SECTION XIV – ILLEGAL ALIENS – PUBLIC CONTRACTS FOR SERVICES

Contractor certifies, warrants, and agrees that it does not knowingly employ or contract with an illegal alien who will perform work under this Agreement and will confirm the employment eligibility of all employees who are newly hired for employment in the United States to perform work under this Agreement, through participation in the E-Verify Program or the Department program established pursuant to C.R.S. §8-17.5-102(5)(c). Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement or enter into a contract with a subcontractor that fails to certify to Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. Contractor (a) shall not use E-Verify Program or Department program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed, (b) shall notify the subcontractor and the County within three days if Contractor has actual knowledge that a subcontractor is employing or contracting with an illegal alien for work under this Agreement, (c) shall terminate the subcontract if a subcontractor does not stop employing or contracting with the illegal alien within three days of receiving the notice, and (d) shall comply with reasonable requests made in the course of an investigation, undertaken pursuant to C.R.S. §8-17.5-102(5), by the Colorado Department of Labor and Employment. If Contractor participates in the Department program, Contractor shall deliver to the County a written, notarized affirmation, affirming that Contractor has examined the legal work status of such employee, and shall comply with all of the other requirements of the Department program. If Contractor fails to comply with any requirement of this provision or C.R.S. §8-17.5-102 et seq., the County may terminate this Agreement for breach and, if so terminated, Contractor shall be liable for damages.

SECTION-XV - LICENSING

The Contractor shall be licensed and shall secure building permits as required by law.

SECTION XVI - SPECIAL CONDITIONS

The services or work to be performed under this Contract shall commence promptly after receipt of a fully executed copy of this agreement to the extent that the Contractor has been authorized to proceed by the County and the Contractor shall complete the services or work within XXX consecutive calendar days after commencement of the services or work.

The Contract Administrator for this contract shall be XXX, (title) and he/she may be reached by phone at XXX, or by email at XXXXX@larimer.org. The Contract Administrator does not have the authority to alter or modify the terms of this Agreement.

SECTION XVII - INSPECTIONS, REVIEWS AND AUDITS

- A. During all phases of the services or work and services to be provided hereunder the Contractor agrees to permit duly authorized agents and employees of the County, to enter the Contractor's offices for the purpose of inspections, reviews and audits during normal working hours. Reviews may also be accomplished at meetings that are arranged at mutually agreeable times and places.

B. Contractor and its subcontractors shall maintain all books, documents, papers, accounting records and other evidence pertaining to cost incurred and shall make such materials available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment, for inspection by Larimer County and copies thereof shall be furnished if requested.

SECTION XVIII - REPRESENTATIONS AND WARRANTIES

Each party represents and warrants that it has the power and ability to enter into this Contract, to grant the rights granted herein and to perform the duties and obligations described herein.

SECTION XIX – DEBARMENT LIST

The Contractor certifies by signing this document that neither the Contractor, the organization nor its principals, are suspended or debarred or otherwise excluded from procurement by the Federal government and do not appear on the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA).

SECTION XX – DEFAULT

If Contractor refuses or fails to timely and/or properly perform its obligations under this Agreement, Contractor shall be liable for all resulting damages, costs, expenses and payment incurred by the County, including without limitation, any reasonable expenses for attorney’s bills and the excess cost of procuring similar services elsewhere. The County may withhold amounts due to vendor as it deems necessary to reimburse the County for excess costs incurred in curing, completing or procuring similar services.

Signed this _____ day of _____, 2017.

Board of County Commissioners
Of The County Of Larimer

Attest: _____
Deputy Clerk

By: _____
Lew Gaiter III
Chair, Board of County Commissioners

CONTRACTOR _____

Representative Signature: _____

Representative Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____