

**CITY CLERK
ORIGINAL**

**C-8058
05/07/2008**



**CITY OF GLENDALE
MATERIALS MANAGEMENT
REQUEST FOR PROPOSAL**

SOLICITATION NUMBER: RFP 08-24
DESCRIPTION: Park Custodial Services
OFFER DUE DATE AND TIME: May 7, 2008 AT 2:00 P.M. LOCAL TIME

Offers for the materials or services specified will be received by the City of Glendale, Materials Management at the below specified location until the time and date cited. Offers received by the correct time and date will be opened and the name of each offeror will be publicly read.

Offer Opening and Submittal Location: City of Glendale
Attn: Materials Management
6829 North 58th Drive, Suite 202
Glendale, Arizona 85301-2599

Offers must be in the actual possession of Materials Management on or prior to the time and date, and at the location indicated above. Late offers will not be considered. Offers must be submitted in a sealed envelope with the Solicitation Number and the offeror's name and address clearly indicated on the envelope. See Paragraph 2.2 for additional instructions for preparing an offer.

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION.

For questions regarding
General Terms and Conditions contact:
Brian Guzzi, C.P.M.
Materials Management
(623) 930-2863
Bguzzi@glendaleaz.com

For questions regarding
Scope or Specifications contact:
Eugene Kraus
Park Manager
(623) 930-2655
Ekraus@glendaleaz.com

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SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
Materials Management
Solicitation Number: RFP 08-24
Park Custodial Services

1.1 SPECIFICATIONS

1.1 SCOPE It is the intent of City of Glendale to award a contract for custodial services in parks that have restrooms. All specifications apply to every location, except where expressly noted.

1.2 DEFINITIONS The following definitions apply to the Specifications portion of the contract:

COG	City of Glendale
Department	The Director of the Parks and Recreation Department for the City of Glendale or designated representative
Contract Administrator	Person(s) delegated responsibility for administration of the contract by the Department
Maintenance Supervisor	COG Supervisor(s) responsible for maintenance of parks in a specific area
Supervisor	Contractor's employee(s) authorized to direct or oversee custodial service operations and having authority to make day to day decisions concerning the custodial services

1.3 WORK LOCATIONS Service area includes ALL park restrooms.

1.4 POST AWARD CONFERENCE Prior to commencement of work, the Contract Administrator shall arrange a meeting with the Contractor to discuss the operational plan for execution of the contracted work. At the meeting the Contractor shall provide the following items:

1.4.1 WORK SCHEDULE - Cleaning of the restrooms shall be performed during evening and/or nighttime hours. Contractor's work hours may begin no earlier than 6:00 PM, and will be planned to coincide with the daily closing schedule of each facility. Contractor is responsible for securing the restrooms following cleaning. Work shall be performed seven days a week, Monday through Sunday, including holidays. All restrooms shall be cleaned by 6:00 AM. No restroom can be cleaned before a park closes.

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The Contractor shall conduct an inspection of each facility during daylight hours one time per week as part of the quality control process.

- 1.4.2 GENERAL** The Contractor shall provide the Contract Administrator with a proposed work schedule, name of the Supervisor(s) who will oversee the work performed, and the telephone number(s) by which to contact them. The work schedule must reflect adequate time for completion of all routine work activities on a daily and weekly basis.

The schedule shall identify task, frequency of work, and number of workers performing each task. The schedule shall delineate time frames for each task by day of the week. Weekly schedule shall be provided to Contract Administrator no later than 8:00 AM Monday of each week.

Work will be scheduled so that it will not disrupt the functions and normal day-to-day operations of the facility.

The schedule shall be subject to Department approval. Thereafter, significant changes in the schedule must be submitted in writing to the Contract Administrator and accompanied by a proposed revised schedule. Upon approval, the Contractor may implement the schedule.

Contractor shall complete all work during the calendar week in which it is scheduled unless circumstance occur which are beyond the control of the Contractor. All scheduled work NOT completed during the week scheduled shall be reported to the Contract Administrator in writing on Monday of the following week. The report shall explain why the work was not done and plans for getting the work on schedule.

COG reserves the right to make minor adjustments in the schedule at any time in order to avoid conflict with park construction, maintenance operations, recreation programs, or to better serve the Department's needs.

- 1.4.3 CHEMICAL INFORMATION** Chemical information to be given to the Contract Administrator shall include Material Safety Data Sheets (MSDS) for each product, and copies of all labels of products proposed for use under this contract.

- 1.5 WORK DETAILS** - It is expressly understood by the Contractor that the intent of this Contract is to supply the complete custodial services for the interior portions of the City of Glendale's park restrooms and for the reception areas immediately adjacent to them outside.

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Contractor shall apply all chemicals in strict compliance with the manufacturer's instructions as they appear on the label.

1.5.1 RESTROOMS Cleaning and servicing of the rest rooms shall be performed one time per day.

DAILY: Floors, toilet partitions, doors, sinks, toilets, urinals, and mirrors shall be washed thoroughly. A high strength detergent, containing a deodorant and a built-in anti-bacterial agent shall be approved by the City and shall be used for this purpose. After being washed, fixtures shall be wiped dry with a clean rag, and floors shall be dried by either forced air or dry mopping. Cleaned surfaces will appear free of streaks or film. Toilets and urinals shall be kept free of hard water deposits and stains. Abrasive and caustic cleaning materials shall NOT be used in cleaning the floors, walls, toilet partitions, doors, toilets, urinals or mirrors.

Trash receptacles shall be emptied, cleaned and a new liner replaced. Trash and refuse will be bagged and removed from the restroom to designated areas. Trash shall be picked up within ten (10) feet of the restroom building.

Paper goods and soap shall be replenished as necessary. At least one full roll of toilet paper should be in evidence on each spindle each time serviced. Odor suppressant blocks and mats shall be replenished as needed in urinals.

All restroom facilities shall be maintained free of spider webs. Light fixtures attached to structures shall be cleaned and dust-free. Paper wads shall be removed from ceilings, walls and other surfaces.

Contractor shall immediately report any graffiti or marking of any kind on any surface in the restroom to the Contract Administrator.

Contractor will ensure that locks are used and maintained on dispensers with locking devices.

In addition, the rest rooms shall be inspected for the purpose of checking for inoperative fixtures and performing any of the above cleaning tasks which may be necessary to maintain a neat and clean appearance in the rest rooms. Contractor shall immediately report any inoperable fixtures to the Contract Administrator.

WEEKLY: Windows, walls and ceilings shall be scrubbed weekly with soap and water and wiped dry to maintain a clean, smear-free appearance.

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Additional floor care as necessary to remove all foreign substances such as gum or tar.

Each facility shall be inspected by the Contractor during daylight hours once per week. The inspection shall be documented by the Contractor on the Daily Work Report.

- 1.5.2 RECEPTION (OUTSIDE THE RESTROOMS)** Public telephones shall be cleaned once per day; any operational problems are to be reported to the telephone company.

Floors, doors, drinking fountains, benches and display areas within a ten (1) foot radius to the restrooms shall be thoroughly cleaned once per day.

Walls shall be scrubbed as necessary to maintain a clean, smear-free appearance, and walkways shall be swept and cleaned.

- 1.5.3 PREVENTIVE MAINTENANCE REQUIREMENTS** The Contractor shall maintain in good working condition the fixtures in the rest rooms including, but not limited to, soap dispensers, mirrors, urinals, toilets, wash basins, water fountains. Stopped toilets, sinks, etc. shall be plunged to dislodge the stoppage and allow cleaning. Non-corrosive drain cleaners will be used at least one time per month and noted on the Daily Work Report.

Contractor shall notify Department of problems with plumbing fixtures, defective vents, clogged sewer lines, etc. on the Daily Work Report. Contractor shall also notify Department when light bulbs need replaced.

- 1.5.4 SUPPLIES** Contractor shall provide paper products, plastic trash liners, urinal mats, mechanical or electrical odor control, cleaning supplies, disinfectants, and equipment for cleaning.

Should the Contractor not furnish the proper supplies, the City will make a purchase of the needed supplies and charge them against the Contractor's invoice at the City's cost plus 10%.

1.6 GENERAL

- 1.6.1 RECORDS** The Contractor must keep a Daily Work Report, Exhibit III, and other reports as required, and deliver them to the Department. These reports may be modified at any time to meet the needs of the Department. COG will supply the forms, however, it is the Contractor's responsibility to notify COG if more forms are needed.

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The Daily Work Report will list the employees who worked and their work schedules, details of unusual activities (accidents, vandalism), lost and found articles, property and equipment not in an operating condition (listed by description and location), and other pertinent information.

- 1.6.2 SAFETY CONSIDERATIONS** The Contractor shall furnish and place such temporary signs or notices, or temporarily close any portion of the site during cleaning operations, that the Contractor may deem necessary to adequately warn or protect the public from possible hazardous conditions. Special precautions should be used if power equipment is operated within the vicinity of pedestrians. Caution signs shall be furnished by the Contractor at no additional cost to COG.

Contractor and Contractor's employees shall readily notify appropriate authorities of emergencies that occur on site, and call for professional assistance when warranted; for example, in case of fire dialing 911. The Department shall immediately be notified of any incidents or conditions relative to public health or safety. Incidents or conditions of a lesser nature will be relayed during the next normal work day.

- 1.6.3 LOST AND FOUND** Contractor shall provide safe storage for found articles and deliver unclaimed articles weekly to the Parks Maintenance Supervisor. All incidents of lost/found shall be recorded on the Daily Work Report.

- 1.6.4 CONSTRUCTION** When a location is under construction or otherwise taken out of service, Contractor may be relieved of all or part of the contract obligations for the area designated. Since Contractor will not be performing full service, monthly payments will be reduced. The percentage of reduction will be determined by COG after discussing the scope and extent with the Contractor.

If new locations come into service during the contract, Contractor will be requested to submit a negotiable monthly/annual quote. Upon approval by the Department, additions will become part of the contract through properly executed forms.

- 1.7 CORRECTIVE RE-WORK** The Contract Administrator will decide all questions which may arise as to the quality and acceptability of any work performed under the contract.

When notice of a performance deficiency is delivered to the Contractor, the Contractor shall have four (4) hours from the time of notification to initiate corrective action in any specific instances of unsatisfactory performance. Additional payments will not be made by COG for "call in" time that the Contractor may need to schedule for corrective re-work.

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Failure to correct unacceptable work within the above specified time frame may result in reduction of payment or non-payment for the item. All extenuating circumstances will be taken into consideration (delays in supply delivery, adverse weather, etc.), however, the following penalties may be deemed fair and just by the Contract Administrator:

- A. Deficiency corrected within established time limit upon first notification - no reduction.
- B. Deficiency corrected within established time limit upon second notification (same problem and location) - 25% reduction of line item bid amount.
- C. Deficiency not corrected after second notification (same problem and location, current cycle) - 100% reduction of line item bid amount. No payment will be made for the line item.

If Contractor fails to correct the problem, COG reserves the right to correct the situation by whatever means are in the best interest of COG, with COG personnel or by separate contract, and the cost of such actions deducted from the Contractor's monthly invoice.

- 1.8 EQUIPMENT** The Contractor shall provide and maintain during the entire period of this contract, equipment sufficient in number, operational condition and capacity to efficiently perform the work and render the services required by this contract.

The Contractor's vehicles shall be clearly marked with the company name and/or logo. All vehicles must be maintained in good repair, appearance and sanitary condition at all times.

Contractor is required to maintain a 24 hour phone line and/or message service to facilitate coordination and communication between Contractor and Department. Contractor shall return calls within one (1) hour. There shall be no additional cost to the Department for the phone, service, and/or pager.

- 1.9 SUPERVISOR & STAFFING** One full-time Supervisor shall be on the job site at all times during the scheduled work. The Supervisor must be knowledgeable in their area of responsibility and have no less than twelve (12) months experience with equivalent size and scope in the last twenty-four (24) months, performing in the same capacity. The Supervisor shall NOT be permitted to oversee other projects concurrently with this one.

The Supervisor shall have a copy of the contract at all times while on the work site.

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Contractor is required to provide as many personnel as needed to meet the specifications.

- 1.10 BASIS OF PAYMENT** An invoice shall be submitted by the Contractor to the Contracts Administrator on a monthly basis, after the month is completed. All invoices shall contain the contract name and number, Contractor's name, address and phone number, and the name of the Contractor's representative to contact concerning billing questions. The Contractor shall be paid monthly in arrears, generally within 30 days of receipt of the properly executed invoice.

Pricing for the resultant contract will be determined by the Price Sheet in accordance with the Invitation to Bid and this section. The price for each item shall include all labor, equipment, taxes, etc. to effectively perform the required services.

- 1.10.1 CUSTODIAL SERVICES, CLEANING RESTROOMS** The fixed monthly rate for restroom custodial services includes all necessary labor, equipment, and supplies to perform the services as required in this Specification. Monthly invoice will be 1/12 of the annual base bid. The monthly rate shall be paid for satisfactory maintenance in conformance with contract requirements, determined through inspection and acceptance by COG.

- 1.10.2 EXTRA WORK** Contractor shall submit an hourly labor charge for extra work as part of the Price Sheet. The rate shall include all labor, equipment and supplies needed to perform the work. The bid hourly rate for Laborer will remain firm for the duration of the contract.

In the event that COG desires additional cleaning and/or service beyond the scope of this contract, the Contractor shall be requested to submit an estimate to COG prior to work. The estimate will be reviewed by COG. (City reserves the right to perform the work by others if in the best interest of the COG.) Upon completion of an approved service, the Contractor shall be paid in accordance with the Price Sheet for Extra Work.

- 1.11 COG'S RESPONSIBILITY** COG shall be responsible for furnishing all utilities, including electric, water and sewer.

COG shall provide schedules and other information that may impact the activities of the Contractor.

The Department shall perform periodic inspections to ensure compliance with contract requirements. It is anticipated that these inspections will be performed on a weekly basis. If deficiencies are noted, a deficiency report will be furnished to the Contractor.

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The Contract Administrator shall decide all questions which may arise as to the quality and acceptability of any work performed under this contract.

- 1.12 CONTRACTOR'S RESPONSIBILITY** Contractor shall comply with the Social Security Act, Worker's Compensation laws and Unemployment laws of the State of Arizona as well as all local, state, and federal legislation, rules and regulations relevant to the Contractor's business and the performance of all duties associated with custodial service.

Contractor shall provide the Department with the names and phone numbers of all personnel who will oversee this contract. These supervisory personnel shall assist the Contract Administrator in making random on-site facility inspections and in coordinating other operational requirements. Contractor shall also submit a current list of names and Social Security numbers of all employees who perform work under this contract. Changes in the employment list shall be reported to COG within 24 hours. Said list and changes are to be submitted to the Contract Administrator. Contractor shall ensure that all employees who perform contracted services at COG sites have a legal right to work.

Contractor's Supervisor and additional personnel as deemed necessary by the Department must be literate and fluent in the English language. This is not meant to require that all Contractor personnel speak, read, and write English, however, the Contractor is responsible for ensuring personnel can read and understand chemical labels and signs, respond to warnings of emergencies and hazards, respond to law enforcement authorities, and communicate with COG personnel. The English requirement is made with the intent that communications between Contractor's employees, COG personnel and the public will be understood.

Contractor's employees shall be required to wear a clean uniform bearing the Contractor's company name and/or logo. All employees shall conduct themselves in a professional and courteous manner.

Contractor employees are not to be accompanied in the work area by acquaintances, family members, or any other person unless said person is an authorized Contractor employee.

The Contractor shall carry on the operation in such a manner that damage is not inflicted to existing facilities, grounds, utilities or other structures. In the event Contractor causes damage to COG property, the Contractor shall replace or repair the same at no cost to the COG as directed by the Department. If damage caused by the Contractor has to be repaired or replaced by the Department, the cost of such work shall be deducted from the Contractor's monthly payments.

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Contractor will be required to sign for each key issued to them. If Contractor or Contractor's employees lose a key, they will be required to pay for the cost of having duplicates made. If a breach of security results from the loss of keys, requiring that locks must be changes or rekeyed, an additional charge per lock will be made. These charges will be deducted from monthly payments made to the Contractor.

Contractor is required to maintain a 24 hour phone line and/or message service and return calls within one (1) hour.

SECTION TWO
TERMS AND CONDITIONS

CITY OF GLENDALE
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2.1 INCORPORATION BY REFERENCE All responses shall incorporate by reference the Scope/Specifications, Terms and Conditions, General Instructions and conditions, and any attachments. The "General Instructions and Conditions" applicable to this solicitation are posted on the Internet. They are available for review and download at the City of Glendale's, Materials Management Internet home page, www.glendaleaz.com/purchasing. Offerors are advised to review all provisions of the General Instructions and Conditions for this solicitation.

2.2 RETURN OF OFFER One CD-ROM containing the entire solicitation, contractor's response to solicitation (Offer) and an originally signed "Offer Sheet" (Section 3.0). With exception to the signed Offer Sheet, no Paper documents will be accepted. Response to the solicitation shall be in MS Word, Excel, Powerpoint and/or PDF format. Offers submitted in a format (paper or electronic) different than specified herein, may be rejected at the discretion of the City. If the offeror does not have this capability, companies such as Kinkos or Alphagraphics can provide this service at a nominal charge.

The offeror shall complete all sections of the solicitation in the format given (ie Offer Sheet, Price Sheet, Questionnaires) in the space provided. If additional space is needed than what is given, enter "See Attachment A for detail".

Submittal of the CD-ROM by the offeror in response to this solicitation shall be construed as the offeror's intent to be bound by any resultant contract.

2.3 PREPARATION OF OFFER PACKAGE Only the following items shall be completed and returned. Failure to include all the items may result in an offer being rejected. Offer packages shall be submitted in the following order:

2.3.1 OFFER SHEET, Section Three

2.3.2 PRICE SHEET, Section Four

2.3.3 ADDENDUM, Return all addenda.

2.3.4 SPECIFICATIONS, Information requested in Section One and Two and evaluation criteria section 2.5

2.4 ALTERNATE OFFERS/EXCEPTIONS Offers submitted as alternates, or on the basis of exceptions to specific conditions of purchase and/or required specifications, must be submitted as an attachment referencing the specific paragraph number(s) and adequately defining the alternate or exception submitted. Detailed product brochures and/or technical literature, suitable for evaluation, must be submitted with the bid. If no exceptions are taken, City will expect and require complete compliance with the specifications and all Conditions of Purchase.

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2.5 EVALUATION CRITERIA The criteria is listed in order of relative importance.

2.5.1 COST 40% Offers shall include the per month cost for each item on the Price Sheet

2.5.2 COMPLIANCE WITH SPECIFICATIONS 25% Offers shall include Contractor's understanding of project, description of how they propose to accomplish the work and procedures for implementation and start up.

2.5.3 REFERENCES 10% Three references from Arizona companies who the Contractor has provided similar service in the last thirty-six (36) months. Include Company name, address, phone number, contact person, length of service and brief description of service provided

2.5.4 CAPABILITIES OF FIRM AND STAFF 25% Written guarantee that qualified personnel will be performing all aspects of the maintenance contract, including length of time firm has experience in performing this type of work and list pertinent staff by name, job title, experience and length of service with firm

2.6 EVALUATION PANEL Submittals will be evaluated by an evaluation panel. Award shall be made to the responsive, responsible offeror whose proposal is determined to be the most advantageous to the City.

2.7 PANEL CONTACT Proposer shall have no exclusive meetings, conversations or communications with an individual evaluation panel member on any aspect of the RFP, after submittal.

2.8 PRICE All prices quoted shall be firm and fixed for the specified contract period.

2.9 FOB POINT Prices quoted shall be FOB destination to: City of Glendale, AZ

2.10 TERM OF AGREEMENT The term of agreement for this RFP shall be for a one year initial period.

2.11 OPTION TO EXTEND The City may, at it's option and with the approval of the contractor, extend the term of this agreement an additional four (4) year(s), renewable on an annual basis. Contractor shall be notified in writing by the City Materials Manager of the City's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period. Price adjustments will only be reviewed during contract renewal.

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2.12 SITE INSPECTION Proposers should visit the site and familiarize themselves with any conditions which may affect performance and proposal prices. Submission of a proposal will be prima facia evidence that the proposer did, in fact, make a site inspection and is aware of all conditions affecting performance and proposal prices. To arrange for an inspection contact: Eugene Krause at.: (623) 930-2655

2.13 INSURANCE Contractor, performing as an independent contractor hereunder, shall be fully responsible for providing Works' Compensation, or other applicable insurance coverage for itself and its employees and the City shall have no responsibility of liability for such insurance coverage.

Contractor shall provide to the City of Glendale a copy of the policy or a certification by the insurance carrier, showing the contractor to have in effect during the term of this contract, a General Liability Insurance policy, which shall be the primary coverage for Contractor activities under this contract. The coverage limits of such insurance shall not be less than those listed below.

The insurance company issuing the policy required above shall have an "BB" financial rating, or better, in the current edition of Standard & Poors Insurance Guide and be authorized by the State of Arizona, Department of Insurance to transact business within the State. The certificate and policy shall name the City of Glendale as an additional insured and shall be primary coverage for the activity of the contractor.

The City reserves the right to terminate any contractor agreement if the contractor fails to maintain such insurance coverage.

Contractor must provide certification of insurance compliance within 10 calendar days after notification of award. Certification must include: name and address of insurance company; policy number; liability coverage amounts; a statement the policy will not be canceled or failed to be renewed without thirty (30) days written notice to the City.

Certification to be submitted to: Materials Management, 6829 North 58th Drive, Suite 202, Glendale, Arizona 85301-2599.

<u>Type of Insurance</u> <u>(Minimum)</u>	<u>Limits of Liability</u>
Workers' Compensation	Statutory
Contractor(s) Protective Bodily Injury	\$1,000,000 each occurrence
Contractor(s) Protective	\$500,000 each accident

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Property damage	\$500,000 aggregate
Contractual Bodily Injury	\$1,000,000 each occurrence
Contractual property damage	\$500,000 each accident
Contractual property damage	\$500,000 aggregate
Automobile bodily injury & property damage	\$1,000,000 each occurrence

2.14 WORKER'S COMPENSATION Contractor shall be in full compliance with the provisions of the Arizona Worker's Compensation Law (Title 23, Chapter 6, Arizona Revised Statutes) as amended, and all rules and regulations of the Industrial Commission of Arizona made in pursuance thereof. Contractor shall secure payment of compensation to employees by insuring the payment of such compensation with the State Compensation Fund or any insurance company authorized by the Insurance Department of Arizona to transact business in the State of Arizona.

Contractor further agrees that he shall require any and all sub-contractors performing work under the agreement to comply with said Worker's Compensation Law. It is expressly understood and agreed that all persons employed directly or indirectly by the Contractor, or any of his sub-contractors, shall be considered the employees of such Contractor, or his sub-contractor(s), and not the employees of the City of Glendale.

2.15 REFERENCES Provide with the offer, three letters of reference from companies for whom contractor has provided similar products/services in the last thirty-six months. Also include company name, address, phone number, contract person, a description of the products/services provided with a description of any major variation to the requirements of this RFP.

2.16 NOTICE OF INTENT TO AWARD Information about the recommended award for this solicitation will be posted on the Internet. The information will be available for review on the City of Glendale's, Materials Management Internet home page www.glendaleaz.com/purchasing immediately after the City has completed its evaluation process of the offers received. If you have any questions, or would like further information about an intended award, contact the buyer immediately. Any protest must be submitted to the Materials Manager no later than seven (7) calendar days from the date of posting on the Internet.

2.17 COOPERATIVE USE OF CONTRACT This agreement may be extended for use by other governmental agencies and political subdivisions of the State including all members of SAVE (Strategic Alliance for Volume Expenditures). Any such usage by other entities must be in accord with the ordinances, charter, rules and regulations of the respective entity and the approval of the Contractor and City. For a list of SAVE members click on the following link: <http://www.maricopa.gov/materials/SAVE/SAVE-members.PDF>

**SECTION THREE
OFFER SHEET**

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NOTE: In addition to completing this Section electronically and including it in the CD-ROM submittal, a printed version with original signature shall be submitted with CD-ROM at the time of Offer due date and time.

3.1 OFFER Proposer certifies that they have read, understand, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Proposer also certifies that the prices offered were independently developed without consultation with any of the other proposers or potential proposers.

Authorized Signature	Company's Legal Name
Printed Name	Address
Title	City, State & Zip Code
Telephone Number	FAX Number
Authorized Signature E-mail Address	Company E-mail Address

For questions regarding this offer: (If different from above)

Contact Name	Phone Number	Fax Number
Email Address		

FEDERAL TAXPAYER ID NUMBER: _____

Arizona Sales Tax No. _____ Tax Rate _____

Proposer certifies it is a: Proprietorship Partnership Corporation

Minority or woman owned business: Yes No

**SECTION FOUR
PRICE SHEET**

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**EXHIBIT I
PARK RESTROOM LOCATIONS**

NAME OF PARK	ADDRESS (APPROXIMATE)	NUMBER OF FACILITIES
Bonsall South	5840 W. Bethany Home Rd.	1
Bonsall North	5821 W. Bethany Home Rd.	1
Cholla	5306 W. Cholla Ave.	1
Foothills Ballfields/Skatecourt	19021 N. 59th Ave.	2
Lions Ballfield	7601 N. 63rd Ave.	1
Murphy	7010 N. 58th Ave.	1
O'Neil	6448 W. Missouri Ave	1
Paseo Racquet Center Ballfield	6268 W. Thunderbird Rd.	1
Rose Lane	4917 W. Marlette Ave.	1
Sands	5430 W. Orangewood Ave	1
Thunderbird Paseo @ 67th	67th Ave. and AZ Canal Diversion Channel	1
Thunderbird Paseo @ 59th	59th Ave. and AZ Canal Diversion Channel	1
Thunderbird Conservation Park	22600 N. 59th Ave.	3
Western Area Regional Park	83 rd Ave and Bethany Home (6101 N. 83 rd Ave)	1

**SECTION FOUR
PRICE SHEET**

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**EXHIBIT II
DAILY WORK REPORT
GLENDALE PARKS CONTRACTED MAINTENANCE**

DATE: _____ CONTRACTOR: _____ SUPERVISOR: _____

Please describe all "Yes" answers with location(s) and other detailed information. Use the back of this form for more space.

1. Any problems or unusual circumstances?

___ No ___ Yes Describe: _____

2. Any damage or vandalism?

___ No ___ Yes Describe: _____

3. Any repairs needed?

___ No ___ Yes Describe: _____

4. Any lost and found items?

___ No ___ Yes Describe: _____

5. Any scheduled areas not serviced?

___ No ___ Yes Describe: _____

6. Amount of inventory used (if applicable):

Trash liners _____ TP _____ Seat covers _____ Paper towels _____

7. Inventory items that need to be ordered (if applicable):

Trash liners _____ TP _____ Seat covers _____ Paper towels _____

8. Comments:

<i>Employee Name</i>	<i>Time In</i>	<i>Time Out</i>	<i>Employee Name</i>	<i>Time In</i>	<i>Time Out</i>

SECTION THREE
OFFER SHEET

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Solicitation Number: RFP 08-24
Park Custodial Services

NOTE: In addition to completing this Section electronically and including it in the CD-ROM submittal, a printed version with original signature shall be submitted with CD-ROM at the time of Offer due date and time.

3.1 OFFER Proposer certifies that they have read, understand, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Proposer also certifies that the prices offered were independently developed without consultation with any of the other proposers or potential proposers.

Shannon Martin _____ The Shannon S. Martin Company, Inc. _____
Authorized Signature Company's Legal Name

Shannon S. Martin _____ 2330 W. Mission Lane, Suite 6, Phx, AZ 85021
Printed Name Address

President _____ Phoenix, AZ 85021
Title City, State & Zip Code

602-200-8900 _____ 602-200-9252
Telephone Number FAX Number

_____ shannonmartinco@qwest.net _____
Authorized Signature E-mail Address Company E-mail Address

For questions regarding this offer: (If different from above)

Shannon S. Martin _____ 602-200-8900 _____ 602-200-9252
Contact Name Phone Number Fax Number

shannonmartinco@qwest.net _____
Email Address

FEDERAL TAXPAYER ID NUMBER: [REDACTED] _____

Arizona Sales Tax No. [REDACTED] _____ Tax Rate 8.3% _____

Proposer certifies it is a: Proprietorship _____ Partnership _____ Corporation x _____

Minority or woman owned business: Yes x No _____