

CITY CLERK ORIGINAL

C-8060 06/08/2009



RFQ # 09-07

This Request for Quotation awarded on June 8, 2009, between Capital Contractors Inc. and the City of Glendale is made pursuant to the terms, conditions and specifications in Request for Quotation # 09-07 and in conformance with the City of Glendale Procurement Code.

The term of this Agreement shall be for a two-year initial period with the option to extend, by agreement between the City and Contractor, for four more one-year periods thereafter for a maximum term of six years.

This Agreement does not constitute a commitment to purchase on the part of the City of Glendale.

Pricing structure to be as follows.

Carpet Cleaning:	\$0.07 per sq. ft.
Flood Cleanup:	\$0.07 per sq. ft.
Chairs, all sizes:	\$2.50 per chair
Upholstered items:	\$.12 per linear feet
Carpet Repair:	\$13.00 per hour

This Agreement, including any exhibits and subordinate documents attached to or referenced in this Agreement, shall constitute the entire Agreement between the City of Glendale and Contractor with respect to the subject matter.

Industrial Certificates, if applicable, shall be returned with this signed Agreement. Please refer to pages 6-7 for insurance requirements. It is recommended that you forward those pages to your insurance company to ensure compliance with the City's requirements.

No provision of this Agreement shall be deemed waived, amended or modified by any party hereto, unless such waiver, amendment or modification is in writing and signed by an authorized representative of each of the parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective authorized representatives.

CITY OF GLENDALE:

Contractor: Capital Contractors Inc

By: Raymond Nader
 Signature
Raymond Nader
 Print
Contract Analyst
 Title
June 8, 2009
 Date

By: [Signature]
 Signature
[Print Name]
 Print
[Signature]
 Title
6-8-09
 Date

SECTION THREE
OFFER SHEET

CITY OF GLENDALE
Materials Management

Solicitation Number: 09-07
CARPET CLEANING SERVICES

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

Danny Gonzales Account Executive
Printed Name of Authorized Signature Title

Capital Contractors Inc dgonzales@capcleaning.com
Company's Legal Name Company E-mail Address

23025 N. 15th Ave Phx, AZ, 85027
Address City, State & Zip Code

623-434-4885 623-434-4898
Telephone Number FAX Number

rLehman@capcleaning.com
Authorized Signature E-mail Address

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

Rick Lehman 623-434-4885 623-434-4898
Contact Name Phone Number Fax Number

rLehman@capcleaning.com
Contact Email Address

Tax/Company Status information:

FEDERAL TAXPAYER ID NUMBER: 

Arizona Sales Tax No. _____ Tax Rate _____

Bidder certifies it is a: Proprietorship _____ Partnership _____ Corporation

Minority or woman owned business: Yes No _____



Solicitation Addendum One (1)
RFQ 09-07
CARPET CLEANING SERVICES

CITY OF GLENDALE
Materials Management
6829 North 58th Drive, Suite 202
Glendale, Arizona 85301-2599

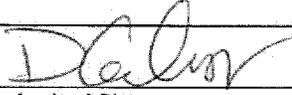
A signed copy of this Addendum must be received by Materials Management on or before the Offer Due Date and time.

This solicitation is amended as follows:

REMOVE page 9 in its entirety and REPLACE with page 9-R

All other provisions of the solicitation shall remain the same.

The above referenced Solicitation Addendum is hereby executed this MARCH 25, 2009, by Ray Nader, CPPB, 623-930-2866.

	4/13/09
Authorized Signature	Date
Danny Gonzalez, Account Executive	
Printed Name and Title	
Capital Contractors Inc	
Company Name	
23025 N. 15th Ave	
Address	
Phoenix AZ 85027	
City, State and Zip Code	
dgonzales@capcleaning.com	
Company Email	

**SECTION FOUR
PRICE SHEET**

CITY OF GLENDALE
Materials Management

Solicitation Number: 09-07
CARPET CLEANING SERVICES

4.1 PRICE

Item # 1 Carpet Cleaning

EST SQ FT		UNIT PRICE	EXT COST
20,507	Weekday Rate:	\$ <u>.07</u> per sq. ft.	\$ <u>1,435.49</u>
	Weekday Hours:	<u>12:00</u> a.m. to <u>11:59</u> p.m.	

Optional Pricing

- A. Evening Rate: \$.07 per sq. ft.
Hours: 12:00 a.m. to 11:59 p.m.
- B. Weekend Rate: \$.07 per sq. ft.
Hours: 12:00 a.m. to 11:59 p.m.
- C. Holiday Rate: \$.07 per sq. ft.
Hours: 12:00 a.m. to 11:59 p.m.
- D. Flood Cleanup (carpet cleaning): \$.07 per sq. ft.
- E. If applicable, list minimum square footage and/or minimum cost per call out:
_____ square feet and/or \$ _____
- F. Chairs, all sizes, per chair: \$ 2.50
- G. Upholstered items: \$.12 per sq. ft.
(e.g. court benches, cubical panels, sofas)
- H. Carpet Repair: \$ 13.00 per hour

4.2 DELIVERY Bidder states that all items will be delivered 3-7 calendar days after receipt of order.

**SECTION FOUR
PRICE SHEET**

CITY OF GLENDALE
Materials Management

Solicitation Number: 09-07
CARPET CLEANING SERVICES

4.3 PROCUREMENT CARD ORDERING CAPABILITY See Section 2. Please check appropriate box.

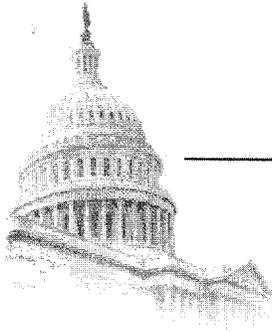
YES, I will accept payment under this contract with the Procurement Card.

NO, I will not accept payment under this contract with the Procurement Card.

4.4 DISCOUNT/PAYMENT TERMS: The City standard is 2% 20 days.

Comply: YES NO

If your answer is NO, please state terms offered: _____



CAPITAL CONTRACTORS, INC.

"CLEANING SERVICES & FACILITIES MANAGEMENT"

April 13, 2009

City of Glendale
Attn: Materials Management
6829 N. 58th Dr, suite 202
Glendale, AZ 85301

Thank you for the opportunity to submit to you our quotation for the carpet cleaning services.

The following pages contain a summary of services that we provide as necessary in maintaining your premises clean and presentable at all times.

Capital Cleaning Contractors is dedicated to the concept of providing every customer with a full range of services and the highest standards available. This constitutes applying time proven methods, full supervision and a well-educated management staff.

Capital Cleaning Contractors is locally owned and has been providing custodial and related services since 1932.

In addition to custodial cleaning service, we also provide the following services:

A carpet cleaning department which is fully capable of handling any size or type of job, and provide the full range of carpet care needs with a broad range of cleaning methods including dry foam, rotary disc and hot water extraction.

A specialty-cleaning department with the ability to respond to any emergency or unscheduled situation, which may develop: i.e., fire clean-up, bursting water pipes, roof leaks, etc.

A window washing division capable of performing any glass cleaning requirements, including high rise exterior glass, skylights, galleries, ceiling tiles, etc.

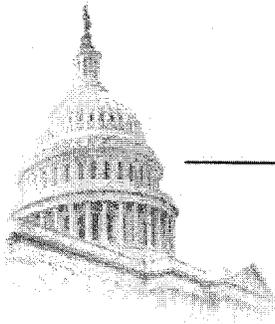
We feel that our operation/administrative staff and our physical resources give us a distinct productive management advantage over our competitors in this solicitation.

23025 North 15th Avenue
Suite 203
Phoenix, AZ 85027
623-434-4885
Fax 623-434-4898

1682 Langley Ave
Irvine, CA 92614
949-250-4646
Fax 949-250-4644

355 Gellert Blvd, Ste 259
Daly City, CA 94015
650-991-5155
Fax 650-991-5146

2021 Midwest Road
Suite 200
Oak Brook, IL 60523
630-705-5575
Fax 630-705-5572



CAPITAL CONTRACTORS, INC.

"CLEANING SERVICES & FACILITIES MANAGEMENT"

MANAGEMENT AND SUPERVISION

Our intention at Capital Cleaning Contractors is to provide a fully workable and well-supervised program to insure that you receive a program with adequate management and supervision. To make this intent a reality, our plan is to provide the following:

- A. In depth management and administrative support from our main office. This support will include all personnel work, work method study, regular inspections, and program review with your representative.
- B. A trained and qualified crew leader to handle day-to-day operations of the cleaning program, which will meet regularly with the designated representative to coordinate all cleaning services. The crew leader's duties will include:
 - 1. Continual supervision over the assigned work force.
 - 2. Regular quality inspections.
 - 3. Direct performance of all special requests.

The main office, account executive, and crew leader will ensure the implementation of a well-managed, supervised cleaning program. As in our other established programs, great emphasis is placed upon on-site management and supervision. In-cleaning supervision ultimately determines the success or failure of the cleaning program. Continued day-to-day motivation by our supervision is a key factor in attaining quality standards and productivity.

All our personnel are personally interviewed and carefully screened for character and temperament. Only those with a satisfactory work history will be considered for employment. Our personnel will be neatly dressed while in your facility.

Capital Cleaning Contractors believes that employee training is one of the most important ingredients in a high quality and efficient cleaning program. To achieve this, all hourly personnel will complete a training program prior to being assigned to your account. This program will act as a refresher course for those experienced personnel.

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CAPITAL CONTRACTORS, INC.

"CLEANING SERVICES & FACILITIES MANAGEMENT"

PROPOSED OPERATIONS ASSIGNMENT OF THE WORK FORCE

- A. The non-working supervisor will direct and supervise the cleaning personnel, deal with any employee relations problems, insure that there are adequate materials and that the equipment is in proper working condition at all times. The supervisor will record any physical maintenance deficiencies, and tour and inspect the site to insure that there is complete adherence to the cleaning specifications.
- B. Pickup personnel will be responsible for the daily emptying and cleaning of waste receptacles, replacing wax paper bags in sanitary disposal receptacles, emptying and wiping the ashtrays, washing the lavatory floors, filling paper towel, toilet tissue and soap dispensers in the lavatories, sweeping and damp mopping the stairwells, damp mopping unwaxed flooring and cleaning of all entrance glass.
- C. Cleaning personnel will be responsible for all other daily cleaning requirements including sweeping hard surface flooring, vacuuming carpeted areas, dusting and cleaning all furniture, windowsills, ledges, etc. and cleaning fountains. Cleaning of basins, bowls, urinals, mirrors, wells, and brightwork, etc. in lavatories. They also will assist in performing some of the weekly periodic cleaning requirements in both general office areas and lavatories.
- D. Utility cleaning personnel will be responsible for weekly, monthly, semi-annual and annual periodic cleaning requirements in both general office areas and lavatories.
- E. Floor cleaning personnel will be responsible for the washing, stripping and waxing of resilient flooring, cleaning and buffing of flooring, and machine scrubbing of the lavatory floors.
- F. Window cleaning personnel will be responsible for the cleaning of the exterior windows and partition glass.
- G. Specialized crews will perform carpet shampooing and wall washing when requested.
- H. The labor supplied by Capital is unique and specialized and therefore cannot be hired directly by the client for which the service is being provided (a) during the period of time that services are being provided by Capital and (b) for a period of no less than one (1) year after cessation of services by Capital.

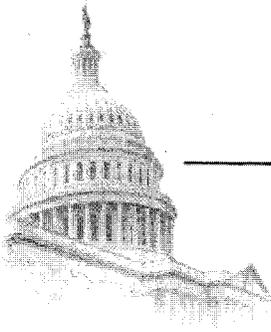
In addition to the site non-working supervisor, area supervisors will conduct site inspections and also would be available to respond to any emergency.

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CAPITAL CONTRACTORS, INC.

"CLEANING SERVICES & FACILITIES MANAGEMENT"

GENERAL CONDITION COVERED BY CAPITAL CLEANING CONTRACTORS

1. PRIMARY SECURITY:
 - A. Security of the keys to your building is provided in the following manner: Customer keys are not identified by either customer name or address. All such keys are tagged with a numerical code known only to the janitorial operations management staff.
 - B. Capital Cleaning Contractors' employees are instructed to check doors and windows for security. If the building has a security alarm system, they are to ascertain that the system is armed.
 - C. Capital Cleaning Contractors' employees are instructed to report, either by written notation or by telephone to the facilities manager, any building equipment malfunction such as air conditioning, heating, locks, wall outlets, alarm problems, water leaks, or any occurrence of an unusual nature.
 - D. Capital Cleaning Contractors' employees are instructed not to open desks, file cabinets, or any storage areas, which are normally closed and/or locked.

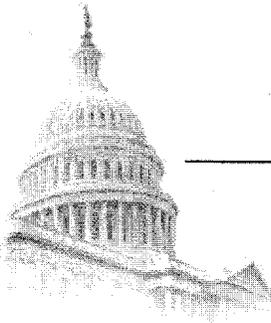
2. CUSTOMER PROPERTIES:
 - A. Customer telephones are to be used by employees for business purposes only (i.e.: notification to the office of presence of employees on work site, departure from site, supply requests, supervisor's instructions or emergency). Personal calls are not permitted unless there is an emergency.
 - B. Capital Cleaning Contractors' employees are not to use customer equipment such as coffee urns, typewriters, adding machines, radios, telephones, etc.
 - C. Capital Cleaning Contractors' employees are instructed to bypass desks, tables and counters with excessive scattered papers, files or other types of work-in-process materials.

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CAPITAL CONTRACTORS, INC.

"CLEANING SERVICES & FACILITIES MANAGEMENT"

3. ENERGY CONSERVATION:

- A. Leave only designated night-lights burning upon departure from the customer's building.
- A. Use only sufficient lighting to accomplish cleaning.

4. SCHEDULING OF SERVICES:

- A. Window cleaning and janitorial services will be provided during mutually-agreed upon hours.
- B. Project services, such as wall washing, light fixture cleaning, carpet shampooing, etc., and may require Capital Cleaning to extend hours beyond normal working hours; however this will occur infrequently. The customer or customers designate will be contacted prior to the initiation of these services, so that our plans will not conflict with any activity you may have previously scheduled for your facility.

EQUIPMENT AND SUPPLIES

The correct selection of equipment and supplies used on each job location is an important part of our program. Only by constantly evaluating the equipment we use are we assured of providing the finest service available.

In the program we have designed for your facility, we will be using only the latest in equipment from the worlds leading manufacturers.

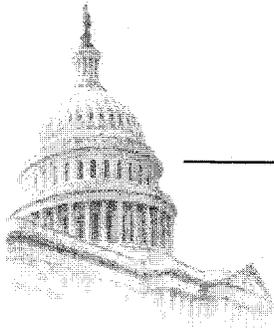
Through bulk purchasing, and our knowledge of the cleaning industry, we are able to provide substantial reductions in the cost of restroom supplies, and can pass these savings on to our clients. If you would like us to provide toilet tissue, hand soap, hand towels, toilet seat covers, etc. it can be arranged at any time.

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CAPITAL CONTRACTORS, INC.

"CLEANING SERVICES & FACILITIES MANAGEMENT"

OUR QUALITY SERVICE

THROUGH THE USE OF PROVEN TIME TESTED METHODS WE ARE ABLE TO PROVIDE A TOP QUALITY CLEANING SERVICE. WE MAINTAIN THE TYPE OF ORGANIZATION NECESSARY TO ACCOMPLISH THESE TASKS BY USING STATE OF THE ART PRODUCTS AND EQUIPMENT. WHEN YOU EMPLOY OUR SERVICE YOU WILL RECEIVE THE FOLLOWING ESSENTIAL ELEMENTS:

1. Workers assigned permanently to your building (They get to know your needs and you get to know them.)
2. Work performance measured and developed, and exceeding industry standards (properly assigned task properly completed).
3. We have an excellent NIGHT SUPERVISORY ORGANIZATION. Workers are closely watched and instructed by our supervisors to produce quality work. We sell a "SUPERVISED CLEANING SERVICE" and a permanent supervisor visits your premises regularly to insure quality. This supervisory expense is part of our job cost.
4. Workers and supervisors are all local people and live in the area near you.
5. We are on call 24 hours a day with beepers and car phones. We are equipped to handle special requests or emergencies with minimum advance notice.
6. We carry complete insurance: Public Liability \$1,000,000. Property Damage up to \$1,000,000, and all our employees are bonded. We will provide all certificates of insurance and bonding documents for your inspection.

Sincerely,

Danny Gonzales
CAPITAL CLEANING CONTRACTORS 602-315-6624

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Women's Business Enterprise National Council

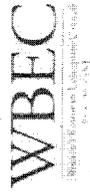
in partnership with

Women Presidents' Educational Organization - New York

certifies that the criteria for certification as a

Women's Business Enterprise
(WBE)
has been met by

CAPITAL CONTRACTORS INC.



Women's Business Enterprise National Council



Expiration Date: 11/03/2009
Certificate Number: 231745
SIC Code(s): 7349
NAICS Codes: 561720

Marsha Firestone, Ph.D.

Authorized by Marsha Firestone, President,
Women Presidents' Educational Organization - New York



REFERENCES

Capital Cleaning Contractors, INC

1.

City of Mesa

Mark Fernandez

480-644-4537 – Account Manager – Danny Gonzales

Account Type – Parks and Recreation

2.

Ikea

Ryan Garcia

480-496-5658 ext.1331 – Account Manager – Chad Salinas

Account Type – Office / Warehouse / Retail

3.

Best Buy

Matt Adams

949-374-0242 – Account Manager – Rick Lehman/ Danny Gonzales

Account Type – Retail – NV, AZ, CA

4.

City of Phoenix

Gregg Duckett

602-261-8068 – Account Manager – Rick Lehman / Danny Gonzales

Account Type – Industrial

5.

Seville Golf and Country Club

Patrick Crawford

480-226-7920 – Account Manager – Chad Salinas

Account Type – Country Club/Restaurant

6.

White Chocolate Grill

Brad Cox

480-563-3377 – Account Manager – Danny Gonzales

Account Type – Restaurant