



ACKNOWLEDGMENT OF RECEIPT
RFP #: 2945-9

Description: Custodial Services

Please provide the requested information below as acknowledgment that you have received our Request for Proposal noted above. It is **strongly recommended** that interested Proposers complete this acknowledgment and return via Fax to MCCCCD Purchasing at **(480) 731-8190** . **Only by doing this, will we be able to provide you notification of any amendments to this Proposal.**

Proposals from firms **not** acknowledging amendments may be considered incomplete and subject to disqualification.

Name of Firm: _____

Address: _____

Fax #: _____ Tel. #: _____

e-mail: _____

Name:(Print) _____ Title: _____

Signature: _____ Date: _____



MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

**REQUEST FOR PROPOSALS
RFP #2945-9**

Custodial Services

**MESA COMMUNITY COLLEGE
SOUTHWEST PHYSICAL SCIENCE AND HEALTH WELLNESS
BUILDINGS**

**Mandatory Pre-Proposal Meeting:
Kirk Center, Navajo Room, 10:00 A.M.,
Wednesday, November 4, 2009**

PROPOSALS DUE: 3:00:00 P.M., THURSDAY, NOV. 12, 2009

All Times in this RFP are Mountain Standard Time

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

REQUEST FOR PROPOSAL
RFP # 2945-9

CUSTODIAL SERVICES

<u>SECTION</u>	<u>TITLE</u>
1.	Introduction
2.	Instructions to Proposers
	2.12 Proposal Requirements
3.	General Terms and Conditions
4.	Contractor Requirements
5.	Specifications
	Price Sheet
	Signature Page
Attachment A	Proposers Statement

SCHEDULE OF EVENTS

<u>ACTIVITY</u>	<u>DATE</u>
Release RFP	October 21, 2009
Mandatory Pre-Proposal Meeting	10:00 A.M., Wednesday, November 4, 2009
Proposals Due	3:00:00 P.M., Thursday, November 12, 2009
Contract Award (estimated)	December 14, 2009
Effective Date	February 1, 2010

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

REQUEST FOR PROPOSAL RFP #2945-9 CUSTODIAL SERVICE

1. INTRODUCTION

1.1 PURPOSE It is the intent of the Maricopa County Community College District (MCCCD or the District) to select a Contractor, which is deemed the most favorable as determined by the evaluation criteria described herein, to perform complete custodial services for the Southwest Physical Science and Health Wellness Buildings on the campus of Mesa Community College (MCC), 1833 W. Southern Ave., Mesa, AZ 85202. Site specifications and work schedule are detailed in Section 5.

1.2 SCOPE OF WORK The Contractor shall provide all labor, supervision, insurance, and other facilities as necessary to provide complete Custodial Services on an approved regularly scheduled basis. **It shall be the responsibility of the Contractor to provide enough trained personnel working a sufficient number of hours to accomplish all duties of the contract to the satisfaction of the Director of Facilities.**

1.3 MCCCD reserves the right to increase the size of the contracted area, including adding additional buildings or work requirements, at a price consistent with then-current pricing, throughout the term of the contract.

1.4 A MANDATORY PRE-PROPOSAL MEETING will be held at MCC, in the **Kirk Center, Navajo Room, at 10:00 A.M., Wednesday, November 4, 2009**, followed by a site walkthru. **All Proposers are required to attend and sign in. Failure to do so will result in rejection of Proposal.** At this time Proposers should familiarize themselves with the site and with any conditions affecting Proposal prices and performance according to the requirements of this RFP. Submittal of a Proposal will serve as representation that the Proposer is aware of these conditions.

1.5 CONTRACT TERM Any contract awarded as a result of this RFP will become effective **February 1, 2010** and will remain in effect thru June 30, 2011, unless canceled earlier. The contract may then be renewed upon mutual agreement of both parties for additional one (1) year periods, not to extend beyond June 30, 2015.

2. INSTRUCTIONS TO PROPOSERS

2.1 SUBMITTAL It shall be the responsibility of the Proposer to assure that Proposals as described in the PROPOSAL REQUIREMENTS section are received as follows:

Proposals must be received at the Main Reception Desk, MCCCCD, 2411 W. 14th Street, Tempe, Arizona, 85281, no later than **3:00:00 P.M., Thursday, November 12, 2009.**

When delivering, Proposers should allow sufficient time to check in with Security.

The Proposal must be delivered sealed with the following information clearly visible on the packaging: RFP #2945-9, MCC Custodial Service, 3:00, Nov. 12, 2009

Proposals received after this time and date shall not be considered and will be returned unopened. In an effort to help MCCCCD manage its filing/storage facilities, submit only the necessary and pertinent materials and documentation. Please refrain from submitting bulky promotional items, such as ring binders, catalogs and brochures, not pertinent to your submittal.

Proposals will be opened after the hour at: District Office, 2411 W. 14th St., Tempe, AZ - 5th Floor Purchasing Conference Room, and the Proposer's names read aloud and recorded; no award will be made at this time. Any subsequent contract will be awarded only after review of the Proposal results by the evaluation committee as described below.

2.2 QUESTIONS All Questions - Larry Fox, Buyer, Phone 480-731-8517
Fax 480-731-8190 e-mail: larry.fox@domail.maricopa.edu

2.3 SITE VISITS See Section 1.4

2.4 PROPOSAL FORM **All Proposals must be submitted in writing.** No oral or telephone Proposals, modifications, or amendments will be considered. Facsimile (fax machine) or computer transfer submittals will not be accepted. A Proposer by submitting a proposal represents that the RFP has been read and understood and that the Proposal is made in accordance therewith. All documents submitted with the Proposal which require a signature must be signed by an individual authorized to submit a formal Proposal. Proposals that are not signed may be rejected.

2.5 PROPOSAL EVALUATION This RFP does not constitute a commitment by the District to award a contract. The District reserves the right to waive any informalities and to reject any or all Proposals and/or to cancel this RFP when MCCCCD determines it is in the best interest of the District to do so. MCCCCD shall have the right to reject a Proposal not accompanied by any data required by the RFP. Proposals which are in any way incomplete or irregular as well as conditional Proposals may not be accepted. The award shall be made on the Proposal that serves the best interest of the District and may not be evaluated solely on a monetary basis. **No contract award shall exist until executed in writing.** MCCCCD reserves the right to negotiate with any and all Proposers on all aspects of this RFP.

It is agreed that the discovery of any significant inaccuracy in information given by the Proposer shall constitute good and sufficient cause for rejection of the Proposal.

2.6 MODIFICATION OR WITHDRAWAL OF A PROPOSAL Prior to the time and date designated for receipt of Proposal, Proposals may be modified or withdrawn only by notice to MCCCCD. Modification or withdrawal must be in writing, signed and received by MCCCCD prior to the time designated for receipt of Proposals by MCCCCD at the address provided herein. Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided that they are then fully in conformance with these general terms and conditions.

2.7 MCCCCD MODIFICATION TO RFP Any interpretation, correction, or change of this Request for Proposal will be made by written Amendment issued by MCCCCD. Interpretations, corrections, or changes made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes. Amendments will be forwarded to all Proposers who have completed and mailed or faxed the attached Acknowledgment of Receipt to MCCCCD Purchasing, except if there is a Mandatory Pre-proposal meeting, in which case only attendees will be faxed the amendment. **Since failure to submit any amendments with a Proposal may be cause for rejection, Proposers are strongly encouraged to return the Acknowledgment.**

2.8 AWARD WITHOUT DISCUSSION The District reserves the right to make an award without further discussion of the Proposals received. **It is therefore critical that all Proposals be submitted initially in the most favorable terms possible, both economically and technically.**

2.9 NON-COLLUSION. MCCCCD encourages free and open competition. Whenever possible, specifications, Bid or Proposal invitations and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the District's needs and the accomplishment of a sound economical operation. The Proposer's signature on this document guarantees that the prices offered have been established without collusion with other eligible Proposers and without effort to preclude MCCCCD from obtaining the lowest possible competitive price.

2.10 COST OF PREPARING PROPOSALS Any and all costs associated with the preparation of responses to this RFP including site visits, oral presentations and any other costs shall be entirely the responsibility of the Proposer and shall not be reimbursable in any manner by the District.

2.11 PROPRIETARY INFORMATION In the event any Proposer shall include in the Proposal any information deemed "proprietary" or "protected", such information shall be separately packaged from the balance of the Proposal and clearly marked as to any proprietary claim. The District discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The District, as a public entity, cannot and does not warrant that proprietary information will not be disclosed. The District shall have the right to use any or all information included in the Proposals submitted unless the information is expressly restricted by the Proposer. Pricing is not considered proprietary information.

2.12 DEVIATIONS FROM RFP Bidders must specifically provide a separate listing, by section number, of each circumstance in which the Proposal submitted differs from any terms or specifications of the RFP. Failure to list such a deviation will result in that terms of the Proposal submitted being disregarded in favor of the correlative term(s) of the RFP. Deviations must be clearly detailed and included with the Proposal Submittal. MCCCCD will make the sole determination as to the suitability of the deviation.

2.13 PROPOSAL REQUIREMENTS The complete proposal response to the RFP must include one (1) Original - clearly marked, and, except for the Price Sheet, Five (5) copies each of:

- 1) The completed and signed Price Sheet included with this RFP. Only **one** copy of this is required. This shall be in a **separate sealed envelope, marked as "Price Sheet"**.
- 2) The completed and signed Signature Page included with this RFP.
- 3) All Materials to satisfy the requirements of Section 2.13 **EVALUATION CRITERIA**.
- 4) A completed Proposers Statement (Attachment A).
- 5) An exceptions/comments sheet (if any exception is taken with the RFP, or additional comments are necessary).
- 6) Signed amendments, if any. Amendments submitted after the original Proposal is submitted must also be sealed.

2.14 EVALUATION CRITERIA Proposals will be evaluated on the following basis, not necessarily listed in order of importance, by a five (5) member evaluation committee on a points earned basis. It is the responsibility of the Proposer to provide **CLEAR AND CONCISE** information specifically addressing the following items. (Provide one Original and, except for Price Sheet, five (5) copies of all information for the committee).

1. Pricing (one copy required). MCCCCD reserves the right to score this section and award the contract based upon the Total Cost per Month submitted on the Price Sheet included with this RFP, or the Total Cost per Month including Add Alternate, whichever is in its best interest.
2. Proposed method of performance. Include information such as standard and specialized daily, weekly, bi-annual and annual duties to be performed and **established procedures for assuring regular compliance**. (Please note: The final list of scheduled duties are negotiable, and may be adjusted with the coordination and approval of the Mesa Community College Director of Facilities.) Include, as a minimum, a list of scheduled duties, procedures regarding quality assurance, customer service, communication and reporting, emergency or call-back procedures, equipment and uniforms, and other information that the Proposer feels will be evidence of the ability of the Proposer to provide high quality custodial service.
3. Experience in general with commercial and governmental institutions within the Greater Phoenix Metro area within the last five (5) years. Give specific information of similar contracts, including length, scope and size of contract, and **current** Company Contact information.
4. Experience specifically with K-12 and higher education within the Greater Phoenix Metro area within the last three (3) years. Give specific information of similar contracts, including length, scope and size of contract, and **current** Company Contact information.

2.14 EVALUATION CRITERIA (continued)

5. Personnel to be dedicated for service on this MCCCCD location. Include detailed information specifying quantities, experience, training (including OSHA bloodborne pathogen), green cleaning techniques, background checks of custodial and supervisory personnel, **written and spoken English skills** of crew chief and any other information the Proposer feels will show evidence of the provision for a competent staff capable of satisfying the needs of the Contract.

6. Account Management

Describe your transition plan for implementation if selected, addressing as a minimum:

What is the estimated timeline for implementation?

Who is involved from your company during implementation?

What resources would be required from Mesa Community College?

Describe how your organization can assist Mesa Community College in measuring the success of the janitorial services agreement.

Detail how your company would accomplish the communication of this information.

7. What are your quality control methods?

Describe the manner in which your company tracks issues and solves problems.

What is the escalation procedure?

Will a top-level executive in your company be available to solve problems if necessary?

8. Reporting Capabilities

List all reports provided with a summary of the information shown on the report as well as the frequency of the report. Are any of them available online?

What are some of the standard customer-account reports, if any, that you provide?

Do you have the capability to customize reports based on the needs of Mesa Community College (i.e. by building.)?

Do you have the capability to provide specified standard reports monthly, quarterly, yearly, on request? Can they be scheduled to run automatically?

How are reports distributed outside the system (Excel, PDF, other)?

Provide 2-3 examples of these reports that reflect content and quality.

2.14.1 MCCCCD reserves the right to make pre-award investigations of Proposer's facilities and equipment, to determine Proposer's abilities to perform the requirements of any contract. MCCCCD may make investigations to determine the ability of the Proposer to perform the services in an excellent manner, to include contacting references provided as well as independently obtained.

2.14.2 Proposers may, after Proposal opening date and prior to award, be required to make oral and/or visual presentations at the request of the District. The District will schedule the time and location for any presentations. Oral presentations will be evaluated and may be subjected to a points earned scoring matrix.

2.14.3 MCCCCD reserves the right to consider historic information in the evaluation process, including past performance on similar contracts at MCCCCD locations.

3. GENERAL TERMS AND CONDITIONS

3.0 The following General Terms and Conditions constitute the provisions of the contract to be executed between the District and the successful Proposer.

3.1 PARTIES TO AGREEMENT The contract shall be between the Maricopa County Community College District, (MCCCD or the District), and the successful Proposer, hereafter referred to as Contractor.

3.2 CONTRACT AWARD Any contract (s) awarded will consist of: all sections and attachments to this RFP including amendments, if any are generated prior to the RFP due date; the Proposal submitted by prospective Contractor; and executed Purchase Orders issued from MCCCD Purchasing Department throughout the term of this award with respect to this RFP. By submitting a Proposal, it is assumed that the Proposer is familiar with, and has the ability to perform, all contract requirements.

3.3 PRICING Prices are fixed firm for each contract year except for a change in scope of work requested by MCCCD.

PRICE INCREASES Any request for a price increase for a succeeding contract year:
1) must be submitted not less than sixty (60) days prior to the expiration of the current contract year, and 2) must be accompanied by complete and specific documentation to justify the need for a price increase. MCCCD reserves the right to accept, reject or negotiate the price increase, whichever is in the best interest of MCCCD. Price increases may be a factor in the evaluation of contract renewals.

3.4 CONTRACT ASSIGNMENT This Contract, in part or in whole, **shall not** be subcontracted or assigned **without prior written permission of the MCCCD Purchasing Department**.

3.5 LIABILITY FOR TAXES The Contractor assumes complete liability for all taxes applicable to the operations, income, and transactions of the Contractor. The District shall not be liable and will not make reimbursement to the Contractor for any tax imposed either directly or indirectly upon the Contractor by any authority by reason of the contract or otherwise.

3.6 PROVISION OF SUPPLIES, MATERIALS AND LABOR The Contractor shall furnish all labor, vehicles, and management necessary for the efficient and sound provision of the services included in this contract.

3.7 SUB-CONTRACTING The Contractor should utilize its own equipment and personnel on MCCCD's projects as much as possible. Reliance on subcontractors should be limited. Where subcontractors are used, the Contractor shall be fully responsible for the performance of the subcontractor, and use requires written approval.

3.8 CONFLICT OF INTEREST The District may cancel this contract under Arizona Revised Statutes § 38-511 for a violation of that statute.

3.9 CATASTROPHE If, because of riots, war, public emergency or calamity, fire, earthquake, Act of God, government restriction, labor disturbance or strike, business operations at the District shall be interrupted or stopped, performance of this contract, with the exception of moneys already due and owing, shall be suspended and excused to the extent commensurate with such interfering occurrence; and the expiration date of this contract may by mutual agreement of both parties be extended for a period of time equal to the time that such default in performance is excused.

3.10 INSURANCE When required, the Contractor shall maintain during the term of this Contract the following insurance policies issued by companies licensed in Arizona with a current A. M. Best rating of A:VII or better. Prior to commencing work or services, Contractor shall furnish the District Risk Manager with certificates of insurance evidencing the required coverages, conditions and limits required by this Contract. The insurance policies, except Workers' Compensation and Professional Liability, shall be endorsed to name the Maricopa County Community Colleges, its agents, officers, officials, employees, and volunteers as additional insureds. In the event any insurance policy(ies) required by this Contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the Contractor's work or services and must be evidenced by annual certificates of insurance. The insurance policies shall be endorsed stating that they shall not expire, be cancelled, suspended, voided or materially changed without 30 days written notice by certified mail to the District Risk Manager. The Contractor's insurance must be primary, and any insurance or self-insurance maintained by the District shall not contribute to it. If any part of this Contract is subcontracted, these insurance requirements also apply to all subcontractors.

1. **Commercial General Liability** insurance with a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to, the liability assumed under the indemnification provisions of this Contract.

2. **Automobile Liability** insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to the Contractor's owned, hired, and non-owned vehicles.

3. **Workers' Compensation** insurance with limits statutorily required by any Federal or state law and **Employer's Liability** insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

3.11 INDEMNIFICATION To the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the District, its agents, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the acts, errors, mistakes, omissions, work or service of the Contractor, its agents, employees, or any tier of Contractor's subcontractors in the performance of this Contract. The amount and type of insurance coverage requirements set forth above will in no way be construed as limiting the scope of indemnification in this paragraph.

3.12 COMPLIANCE WITH LAWS The Contractor shall at all times comply with the Federal Immigration Reform and Control Act of 1986 (and by any subsequent amendments thereto) and shall indemnify and hold harmless the District from any and all costs or expenses whatsoever arising out of the Contractor's compliance or noncompliance therewith.

3.13 ADVERTISING No advertising or publicity concerning MCCCCD using the Contractor's services shall be made without prior written approval of such advertising or publicity by MCCCCD.

3.14 DELIVERY/FOB All prices shall be F.O.B. Destination and shall include all delivery and unloading at the destination identified in this IFB/RFP.

3.15 NON-DISCRIMINATION In connection with the performance of work under this contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, sex, physical condition, developmental disability, or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor further agrees to take affirmative action to insure equal employment opportunities for persons with disabilities.

3.16 CONTRACT TERMINATION MCCCCD may terminate this contract for failure to perform according to the Contract. For termination, MCCCCD may consider such factors as: insufficient insurance coverage, failure to provide required periodic statements or payments on the due dates, failure to enforce required standards of sanitation, failure to keep wage payments to employees current, quality of service is unsatisfactory to MCCCCD, or actual or possible bankruptcy, insolvency or reorganization. This may include any cessation or diminution of service included but not limited to failure to maintain adequate personnel, whether arising from labor disputes, or otherwise any substantial change in ownership or proprietorship of the Contractor which in the opinion of MCCCCD is not in its best interest or failure to comply with the terms of this contract. MCCCCD may terminate contractor for a combination of factors that results in poor contract performance.

MCCCCD shall provide ten (10) days written notice of non-compliance, and unless within ten (10) days non-compliance has been cured, MCCCCD may terminate the contract by giving thirty (30) days notice in writing by registered or certified mail of its intention to cancel this contract. Contractor will have no further recourse against MCCCCD.

3.16.2 TERMINATION FOR CONVENIENCE The contract can be canceled without cause by either party with thirty (30) days prior written notice.

3.16.3 END OF CONTRACT INSPECTION During the last month of the contract, whether at the end of the contract period or canceled for convenience, the Director of Facilities or designee and the Contractor's Contract Supervisor will make a final inspection to determine the condition of all areas covered. Items found to be improperly maintained by the Contractor will be listed. The Contractor will be responsible for completing the work as noted prior to the end of the contract to the satisfaction of the Director of Facilities. Should the Contractor fail to do so, MCCCCD will arrange for the work to be completed and all associated costs will be deducted from payments due the Contractor.

3.17 FERPA If Contractor has access to students' educational records, Contractor shall limit its employees' access to the records to those persons for whom access is essential to the performance of this contract. At all times during this contract, Contractor shall comply with the terms of the Family Educational Rights and Privacy Act of 1974 in all respects. (20 U.S.C. § 1232g; 34 CFR Part 99).

3.18 Legal Worker Requirements: As mandated by Arizona Revised Statutes § 41-4401, MCCCDC is prohibited after September 30, 2008 from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with Arizona Revised Statutes §23-214-A. That statute requires that employers verify the employment eligibility of their employees through the federal E-verify system. An "employer" is an independent contractor, a self-employed person, the State of Arizona or any of its political subdivisions, or any individual or type of organization that transacts business in the State of Arizona, that has a license issued by an agency in the State and that employs one or more employees in the State. (See A.R.S. §23-211-4.) Therefore, in signing or performing any contract for MCCCDC, the Contractor fully understands that:

- A. It warrants that both it and any subcontractors it may use comply with all federal immigration laws and regulations that relate to their employees and with A.R.S. § 23-214-A;
- B. Any breach of that warranty is material and is subject to penalties up to and including immediate termination of the contract; and
- C. MCCCDC or its designee is authorized by law to randomly inspect the records relating to an employee of the Contractor or any of its subcontractors who works on the contract to ensure compliance with the warranty made in Paragraph A above.

3.19 Certification Pursuant to Arizona Revised Statutes §35-397, Contractor certifies that it does not have a scrutinized business operation in either Sudan or Iran.

3.20 PAYMENT

3.20.1 Regular monthly payments will be requested by submitting an invoice for the month in arrears clearly referencing the current Purchase Order number. Payment of additional approved services outside the scope of the contract will be requested by submitting an itemized invoice (clearly referencing a Purchase Order number), and supporting documentation including, but not limited to man-hours worked, completion of scheduled items and itemized and detailed work completed. MCCCDC shall make every effort to process payment within thirty (30) days after receipt of a correct invoice, unless a good faith dispute exists as to any obligation to pay any or all of the invoice. **IN NO INSTANCE, HOWEVER, SHALL SUPPLIES OR SERVICES BE PROVIDED BY THE CONTRACTOR WITHOUT A SIGNED PURCHASE ORDER HAVING BEEN ISSUED BY MCCCDC PURCHASING.** Payment may be withheld for supplies or services provided without a valid Purchase Order.

3.20 PAYMENT (continued)

3.20.2 Deductions to Payments Due: If, after notification by MCCCCD, the Contractor fails to perform the requirements of the contract in the opinion of the Director of Facilities, MCCCCD may reduce the amount due to the Contractor for the period of non-compliance. MCCCCD shall be the sole judge as to the quality of work performed. Unsatisfactory work will not be paid for.

3.21 AVAILABILITY OF FUNDS

Purchase Orders will be funded for a maximum of one fiscal year. MCCCCD reserves the right not to fund future years if, funds are not available, or the contract is terminated. If funds become unavailable for future years for this Agreement, MCCCCD shall provide written notice, within 30 days after its governing body's decision not to appropriate funds, stating that MCCCCD's governing body, through no action on the part of the requestor, failed to appropriate funds and that MCCCCD does not intend to continue the agreement during the ensuing fiscal year.

4. CONTRACTOR REQUIREMENTS

The following minimum performance requirements shall be a part of any subsequent contract awarded as a result of this Request for Proposal.

4.0 The Contractor agrees that all work performed under this contract shall be done in a manner consistent with the specification herein.

4.1 The Contractor and all employees shall be familiar with and operate within the guidelines set forth by the Occupational Safety and Health Act, including the requirement for a Bloodborne Pathogens program.

4.2 The Contractor shall protect MCCCCD property from damage or loss arising from work performed under this contract, and shall immediately reimburse or make repairs or replacements to the satisfaction of MCCCCD. Any occurrence of damage must be reported in writing within 72 hours of the incident. Cost of repairs for any damage caused by the Contractor which has to be repaired by MCCCCD shall be deducted from payments due.

4.3 The Contractor shall take all necessary precautions for the safety of students, employees or the public and comply with all applicable provisions of Federal, State and Municipal Safety requirements. The Contractor shall confine all equipment, materials and operations to the area limited by the Director, Buildings & Grounds or an authorized designee. The Contractor shall perform the work so as to minimize disruption of the normal operations of the site. Appropriate caution signs shall be furnished by the Contractor and used as required by OSHA guidelines.

4.4 No alcohol, weapons, or illegal drugs are allowed on MCCCCD property.

4.5 EMPLOYEES

4.5.1 The Contractor agrees to utilize only TRAINED, experienced, responsible and capable people in the performance of the work. Employees shall perform their duties with safe work habits and be trained on the safe and proper use of cleaning supplies and equipment. The Contractor shall ensure that employees are trained on OSHA requirements, including the contents of the MSDS sheets. MCCCCD may require that the Contractor remove from the job site, employees who endanger persons or property. The Contractor will ensure all employees are trained in "green cleaning" techniques.

4.5.2 The Contractor shall submit a current list of the names of employees who perform work under the contract to the Site Coordinator and shall report any changes within 48 hours. **A sufficient quantity of employees shall be assigned to adequately perform all specified tasks.**

4.5.3 The Contractor is required to provide MCCCCD with assurances that every effort has been made, to the extent provided by law, that all persons proposed by the Contractor for employment under the terms of this contract have not been convicted of any felony, sex crime, crime of moral turpitude, or any crime against a child, including but not limited to sexual misconduct with a minor, child abuse and/or child abduction.

4.5.4 Fidelity Bonding for all employees performing work under the contract shall be obtained by the Contractor.

4.5.5 Contractor employees will not open desk drawers, cabinets, or refrigerators at any time and will not tamper with office machines, MCCCCD equipment or MCCCCD employees' personal property.

4.5.6 All Contractor employees shall wear appropriate Contractor identification badges and uniforms while on MCCCCD property.

4.5.7 Contractor employees will take breaks/lunches only in designated areas approved by the College. The telephones in break rooms may be used by Contractor employees for emergency purposes only.

4.5.8 Crew Chief. The Contractor is responsible for designating as a crew chief a person who is capable of assuring competent work performance. This person shall remain on site throughout the work shift and have the authority to make decisions concerning day to day operations and emergency situations and shall be competent in matters relating to specific job tasks involved under the contract.

The crew chief shall be literate and fluent in the English language. Reasons for this include, but are not limited to, the necessity to understand emergency warnings and hazards, read notifications and prepare reports, and communicate effectively with MCCCCD personnel. The crew chief shall be responsible for any problems with members of the crew that are a result of lack of understanding of the English language, such as reading of chemical labels or safety warnings. The Crew Chief shall be thoroughly acquainted with the contents of the MSDS sheets.

4.5.9 Designated telephones on the site are to be used only by the crew chief for work-related or emergency purposes.

4.5.10 Access. No one except authorized employees of the Contractor are allowed on MCCCCD property. Employees are not to be accompanied in the work area by acquaintances, family members or any other persons who are not authorized Contract employees. Access to the building, issuance and control of keys and reporting shall be coordinated through the site Facilities Department. Also, Contractor employees shall not use the keys in their possession to allow access to any other individuals. Individuals in the building must use the keys assigned for access.

4.5.11 **Keys and Access Control Cards.** Unless otherwise agreed upon and approved by the Director of Facilities, all keys and access control cards will be furnished by MCC and returned to a designated location at the end of the work shift. Replacement costs for lost keys and resultant re-keying charges shall be the responsibility of the Contractor. Keys remain the property of MCCCCD and shall not be duplicated by the Contractor's employees. All Contractor's employees will be responsible for the loss or damage of a key or employee badge per MCC Public Safety Policy which is as follows:

- \$5.00 per key
- \$10.00 for the cost for each lock that has to be re-pinned. This charge also includes reissuing keys to all employees affected. (\$500 maximum charge per building)
- \$10.00 for employee badges when they have access to buildings
- All other costs will be assessed per item

4.5.12 All doors shall be locked upon completion of work.

4.6 COMMUNICATION. MCCCCD feels that ongoing communication is essential for an effective, long term partnership. Consequently, the following shall be requirements of the contract.

4.6.1 **Contract Supervisor.** The Contractor shall appoint a full time Contract Supervisor, with cell phone access, whom will be the main contact with the Director of Facilities. The Contract Supervisor will meet with the Director of Facilities on a regular agreed-upon basis (**at least monthly**) and accompany the Director of Facilities on site inspections as requested. The Contract Supervisor will be responsible for random, independent site inspections at a time and frequency the Contract Supervisor deems necessary but at least once weekly. **A written report shall be provided for ALL site inspections as an official record.**

4.6.2 **DAILY LOG** A Daily Log shall be maintained at the site as an official record of activity. The Contractor shall supply a Daily Log form which is acceptable to the Director of Facilities. **Failure to comply with this requirement may be grounds for termination of the contract.** The Daily Log shall contain as a minimum:

1. A check list of all daily requirements to be performed, as well as monthly, quarterly and yearly requirements, if any.
2. **A sign in/out sheet. All Crew personnel must sign in and out every shift** at the designated location where keys can be picked up and returned. (No person is allowed to sign in or out for another employee or return their keys.)
3. The agreed upon work schedule start time **MUST** be shown.
4. An additional comments/reply section.

4.6.3 The Daily Log shall be reviewed by the crew chief upon arrival for work to obtain information regarding additional requirements for the work schedule and discrepancies reported by MCCCCD personnel in work performance. The crew chief shall be responsible for checking and signing to the fact that all the daily requirements have been met, that only those crew personnel actually present have signed in and out, and that a reply of action is given for each comment listed. The crew chief should also list any additional comments necessary to be brought to the attention of the Director of Facilities, such as lighting, mechanical, and plumbing problems or security considerations.

Daily Log (continued)

Non-compliance with requirements or falsification of the Daily Log shall be brought to the attention of the Contract Supervisor for immediate corrective action. Such action shall be reported to MCCCCD.

4.7 CLEANING SUPPLIES & EQUIPMENT.

4.7.1 MCC is responsible for furnishing all equipment, all paper and plastic products, soap, and all cleaning supplies necessary to perform the contract requirements . The Contractor shall ensure that all equipment is handled with care. The Contractor will be responsible, at the Contractor's expense for repair or replacement of Equipment damaged through misuse or neglect by employees of the Contractor. All cleaning equipment and supplies shall be used in accordance with manufacturer's directions. No additional cleaning equipment or supplies may be used without prior approval of the Director of Facilities.

4.7.2 All equipment, supplies, and other materials are to be stored in specific areas designated by the Director, Facilities. The Contractor shall be responsible to keep these areas neat and clean to meet OSHA requirements and fire codes.

4.8 Recycling Program. As a requirement of this contract, the Contractor will assist in any recycling program in place or subsequently begun at the site by the regular emptying of recycling containers. No Contractor employee shall engage in independent recycling.

4.9 Written approval from the Director of Facilities is required prior to performing work beyond the requirements of this RFP. Failure to obtain prior written approval will result in nonpayment of the resultant invoice. Written approval shall be submitted with the itemized invoice.

4.11 EVALUATION OF CONTRACTOR

MCCCCD may evaluate the Contractor on a long-term basis and prior to agreement for future contract extensions based upon, but not limited to, the following:

1. Stability of work force, including office staff.
2. Ability to assist MCCCCD in long-term cost control through recommendations and progressive planning.
3. Ability to assist MCCCCD with its green initiatives through both products and services.
4. Performance, to include as a minimum:
 - a. Compliance with all work requirements on a regular basis.
 - b. Understanding of and response time for addressing deficiencies.
 - c. Training, reliability, appearance and conduct of employees.
 - d. Flexibility in changes to work requirements or schedule required by MCCCCD.
 - e. Dedication of point of contact for communication of contract issues.
 - f. Inspections and reporting (including usage reports).
 - g. Quality of equipment and products used.
 - h. Demonstrated understanding of expectations for a clean campus.

5. SPECIFICATIONS

MESA COMMUNITY COLLEGE

Southwest Physical Science Building (LEED GOLD)

1833 W. Southern Ave., Mesa, AZ 85202

Cleanable Area

Carpeted area – 5000 sq ft

Hard Surface area – 45,000 sq. ft.

Restrooms

(2) Men - 6 Urinals, 6 Toilets, 6 sinks

(2) Women - 12 Toilets, 6 sinks

(2) Unisex – 2 Toilets, 2 sinks

Employees (estimated) - **70**

Students - (estimated) - **5,600**

Health Wellness Building (will be LEED building)

1833 W. Southern Ave., Mesa, AZ 85202

Cleanable Area

Carpeted area – 17,344 sq ft

Hard Surface area – 5,840 sq. ft.

Restrooms

(1) Men - 4 Urinals, 5 Toilets, 6 sinks

(1) Women - 9 Toilets, 6 sinks

(1) Faculty – 1 Toilet, 1 sink

(1) Unisex – 1 Toilet, 1 sink

Health Wellness Offices

Cleanable Area

Carpeted area – 2,667 sq ft

Tile – 57sq. ft.

Restrooms

(1) Men - 1 Toilet, 1 sink

(1) Women - 1 Toilets, 1 sink

Employees (estimated) - **81**

Students - (estimated) - **1,720**

Measurements should be verified by the Contractor. MCC will not be responsible for any shortages or overruns because of a discrepancy of a quoted square footage.

5.1 WORK SCHEDULE The work schedule is as follows:

All Buildings are to be cleaned Monday night through Friday night. Cleaning hours will be scheduled between **10:00 PM – 6:00AM.**, and may be adjusted by the Facilities Director based upon needs and events. Daily work shall be after the normal site work day and scheduled in such a way that it does not disrupt the functions of the site. **THE SCHEDULE MUST BE APPROVED BY THE DIRECTOR OF FACILITIES - MCC PRIOR TO BEGINNING WORK UNDER THE CONTRACT. ANY CHANGES TO THE SCHEDULE MUST BE AGREED UPON PRIOR TO THE CHANGE TAKING PLACE.**

If the need arises for Saturday and/or Sunday cleaning, MCC will make every attempt to give the Contractor at least 24 hour advance notification. Invoice rate for this will be the **ADDITIONAL REQUESTED SERVICE** hourly rate bid.

Scheduled Holidays are only Memorial Day, Labor Day, July 4, Thanksgiving Day, Christmas and New Years Day.

5.2 DAY PERSON: This is a full time (40 hours/week) day position. The Day Person will be responsible for the overall cleanliness of the Southwest Physical Science and Health Wellness Buildings during operating hours. This individual shall be fluent in English, able to work independently, and shall be totally competent in matters relating to job tasks involved under the contract. The work schedule will be as assigned by the Director of Facilities.

5.3 GENERAL WORK REQUIREMENTS

1. The Contractor shall furnish labor, supervision, insurance, and other facilities to perform all contractual requirements in the best and most workmanlike manner. It shall be the responsibility of the Contractor to provide enough trained personnel working a sufficient number of hours to accomplish all duties of the contract to the satisfaction of the Director of Facilities.
2. The Director of Facilities for MCC shall have the authority to direct the Contractor's personnel. The Contractor will work closely with the Director of Facilities or designee.
3. The Director of Facilities or designee shall have the right to require Contractor's personnel to perform other custodial duties in the contract area that shall be deemed necessary. Contractor shall promptly comply with such requirements, provided however, that only those of Contractor's personnel who are performing cleaning services shall be utilized, and further, that the Contractor shall not be required to perform the affected routine cleaning services during such times.
4. MCC reserves the right to refuse acceptance of any of the Contractor's employees who, in the district's opinion, do not meet the standards required by the District.
5. Use of radios, MP3 players or similar devices will not be permitted.
6. The Contractor shall be required to provide and issue identification badges for its employees. Identification shall include a picture, general description and signature of the employee within 10 days of hire. Employees must be dressed in clean, neat-appearing uniforms and closed footwear.
7. Contractor's on-site Crew Chief shall conduct periodic inspections of the premises to ensure compliance with the required scope of work and shall maintain written records of these inspections. A copy of these inspection reports shall be furnished to the MCC Director of Facilities. These should be reviewed by the Contractor who shall upgrade deficiencies noted in the reports to the satisfaction of the Director.
8. Contractor will be responsible for locking and securing all doors prior to leaving the assigned area. All classrooms are to be secured as soon as the work has been completed; no rooms are to be left unlocked or open unless they are in the process of being cleaned.
9. MCC and its designated agents shall be responsible for security in areas while in use by the College, outside organizations, or other authorized individuals or groups.
10. Air conditioned room doors must not be wedged or tied open at any time.
11. The Contractor shall make reasonable use of the available lighting. Contractor must reduce or turn off all lighting in areas where all contractual work requirements have been completed. Equipment, extension cords, etc. must be of an approved make and sized within the electrical capacity of the building wiring system.

GENERAL WORK REQUIREMENTS (continued)

12. Hot water will be provided at the various existing mop sinks and hose bibs throughout the building. Contractor is expected to make judicious use of this water and not waste it unnecessarily.
13. No adjustments are to be made to the air conditioning thermostat or controls.
14. Contractor shall be responsible for coordinating with Director of Facilities or designee regarding the delivery of all supplies and equipment required.
15. Storage and set up locations should be agreed upon by MCC Director of Facilities or designee. Storage in unauthorized areas is prohibited.
16. Materials will not be allowed to contain asbestos or hazardous solvents. Use of flammable materials will NOT be permitted.
17. Janitor's closets are to be maintained in a neat, clean and safe condition.
18. Dirt, debris and waste collected by the Contractor resulting from their operations must be placed in the outside dumpsters. Any interior or exterior surface stained or discolored as a result of trash removal will be cleaned immediately.
19. The Contractor must ensure that a sufficient number of employees are present to perform and complete required work within the time period specified. Failure of the Contractor to ensure a sufficient number of employees will substantially influence MCC determination as to whether the Contractor has failed to satisfactorily perform the duties and responsibilities of this contract.

5.4 SERVICE AREA CLEANING PROCEDURES

The following tasks are not all-inclusive of the daily duties required but should be considered part of the responsibility of every Contractor employee assigned to an area permanently or temporarily.

A. Classroom Buildings-includes hallways and entryways

Daily:

Vacuum carpet and straighten furniture

Vacuum outdoors mats

Sweep entryway

Empty outside ashtrays

Mop any hard floor surface

Clean whiteboards and trays

Empty waste containers/replace liners

Empty pencil sharpeners

Replace lamps if burned out (recessed and fluorescent - reachable by use of an 8' ladder)

Clean metal trim, water fountains

A. Classroom Buildings (continued)

Spot clean case glass and counters
Clean glass doors & adjacent windows
Clean telephones
Spot clean desktops
Remove graffiti
Report any needed repairs to the supervisor/crew chief

Dance rooms and Movement Labs

Mirrors cleaned daily
Floors swept daily
Floors mopped daily

Weekly:

Dust flat surfaces
Spot-clean walls and doors
Spot-clean carpets
Clean glass cases and counters
Clean desktops
Remove spider webs-doorway and overhang areas

Clean all interior windows

Quarterly:

Dust and clean all return and supply air vents
Perform interim carpet care
Clean trash containers

Semi-Annually:

Dust blinds
Clean upholstered furniture
Perform restorative carpet care
Clean windows-inside and outside
Clean light fixtures (reachable by use of an 8' ladder)

B. Restrooms-includes entryway to restroom

Daily:

Clean mirrors
Clean wash bowls
Clean/disinfect toilet bowls
Clean/disinfect urinals
Empty waste containers/replace liner
Restock soap, toilet paper, and paper towels
Spot clean all tile and partition surfaces
Spot-clean walls and doors
Clean metal trim, water fountains

Restrooms daily (continued)

Sweep/dust-mop floors

Wet mop floors with disinfectant cleaner

Remove graffiti

Replace lamps if burned out (recessed and fluorescent - reachable by use of an 8' ladder)

Report any needed repairs to the supervisor/crew chief

Weekly:

Scrub floors

Clean partitions and doors

Clean all tile surfaces

Dust open, flat surfaces

Clean all walls and doors

Monthly:

Clean trash containers

Dust and clean all return and supply air vents

Clean light fixtures (reachable by use of an 8' ladder)

Clean all hard water stains/deposits from any surface

C. Science Building Labs-includes hallways, entryways and storerooms

Daily:

Clean lab sink

Clean counters

Clean telephones

Empty waste containers/replace liners

Remove hazardous waste

Sweep, dust mop floors

Wet mop floors with disinfectant cleaner

Spot clean desks and other flat surfaces

Remove graffiti

Replace lamps if burned out (recessed and fluorescent- reachable by use of an 8' ladder)

Report any needed repairs to the supervisor/crew chief

Weekly:

Damp mop floors

Burnish floors

Spot clean walls and doors

Dust furniture and flat surfaces

Science Building Labs weekly (continued)

Monthly:

Clean trash containers
Dust and clean all return and supply air vents

Quarterly:

Perform interim floor care
Clean furniture and seating

Semi-Annually:

Dust blinds
Clean windows
Clean light fixtures (reachable by use of an 8' ladder)
Clean upholstered furniture

D. Offices -includes hallways and entryways

Daily:

Empty trash/replace liner
Spot clean windows/glass surfaces
Straighten furniture

Weekly:

Vacuum
Clean telephones
Dust furniture and flat surfaces
Spot clean carpets
Spot clean walls, partitions, and doors

Clean all interior windows

Monthly:

Clean trash containers
Dust and clean all return and supply air vents
Dust blinds

Semi-Annually:

Clean windows
Clean light fixtures (reachable by use of an 8' ladder)
Clean upholstered furniture
Clean carpets

E. Conference Rooms and Workrooms:

Daily:

Clean Telephone
Dust furniture and flat surfaces
Empty waste containers
Spot clean walls, partitions, and door
Vacuum carpet and straighten furniture
Replace lamps if burned out (recessed and fluorescent - reachable by use of an 8' ladder)
Report any needed repairs to the supervisor/crew chief

Weekly:

Dust blinds
Clean windows
Spot clean carpets
Dust vents

Monthly:

Clean trash containers
Perform interim carpet care

Semi-Annually:

Clean carpets: Contractor to provide a written quotation- the Director of Facilities reserves the right to obtain competitive quotations
Clean windows inside and outside

F. Break Rooms and Lounge areas:

Daily:

Vacuum carpet and straighten furniture
Clean glass and TV screen (if there is one)
Empty waste containers/replace liners
Clean appliances
Mop any hard floor surface

Weekly:

Dust flat surfaces
Spot clean carpet

Monthly:

Clean trash containers
Interim carpet care
Clean upholstered furniture

Break Rooms and Lounge areas (continued)

Semi-Annually:

Restorative carpet cleaning Contractor to provide a written quotation- the Director of Facilities reserves the right to obtain competitive quotations

Clean blinds

Clean windows inside and outside

Clean light fixtures (reachable by use of an 8' ladder)

Strip and refinish hard floors

Special Flooring and Rooms

The Health Wellness flooring consists of wood, carpet, & Forbo flooring products and must be properly cared for per manufacturer guidelines. The Contractor shall provide a written quotation to recoat all wood flooring. The Director of Facilities reserves the right to obtain competitive quotations. Sensitive lab equipment is not to be cleaned by Contractor.

G. JANITORIAL CLOSETS

(Once per shift)

Make certain that no waste materials are left in the room. Sweep and damp mop floor to remove obvious soil. Spot clean walls and doors. Dust shelves and ledges.

Empty and clean all buckets; Wipe dry for storage. Also, empty and clean vacuum tanks, canisters, and bags. All vacuum tanks will be emptied and cleaned outside or in a designated area.

Clean all custodian equipment and tools and put in order. Put materials in order on the shelves. Do not store oily rags and mops. Give cloths, cotton items, and other such materials adequate space and ventilation to hang and dry.

Clean the custodial sink with an appropriate cleanser or cleaner.

Wash out and hang all mops.

All containers of cleaning materials to be identified by a label sufficient to meet OSHA / MSDS requirements.

Make sure any/all electrical equipment/panels are not blocked and are clearly accessible

H. ALL AREAS

Recycling: Trash/Cardboard will be removed daily from all areas and taken to the Maintenance Compound area. Trash will be deposited in the trash compactor. All cardboard will be placed in a baler. All recyclables will be placed in a blue City of Mesa recycling bin located near the buildings.

General Monthly Cleaning:

Wash interior windows complete; exterior windows during holiday and summer break. All hard surface floors are to be maintained per manufacturer guidelines. Check the entire area for burned out lights, general cleanliness and repairs. Report any needed repairs to the supervisor/crew chief.

5.5 SEMI-ANNUAL DEEP CLEANING

During Winter Break, building usage by MCC Staff and students is very minimal. This time should be used to deep clean carpets and wax/polish hard surface floors. Contractor will also do all cleaning that is listed under the title of "Semi-Annual" in the each section of the specifications.

In the summer, building usage is reduced. Contractor should work with the Director of Facilities to coordinate a summer top-to-bottom deep cleaning of the buildings. This would include, but is not limited to, detailed cleaning of lights (reachable by use of an 8' ladder), ceilings, vertical surfaces such as walls and doors, horizontal surfaces such as fixtures and furniture, and flooring/baseboards.

5.6 STANDARDS / DEFINITIONS

The following standards and definitions are provided to ensure adequate communication with all Custodians. This section is a glossary of expectations for a clean campus.

Improving the cleaning of the Campus to achieve a more healthy and desirable environment is the goal.

1. Dusting

A properly dusted surface is free of all dirt and dust, streaks, lint, and cobwebs. Dusting will be accomplished with properly treated cotton dusting cloths or dusters.

2. Plumbing Fixtures and Dispenser Cleaning

Plumbing fixtures and dispensers are clean when bowls and urinals are brushed and all are damp wiped with a properly mixed disinfectant detergent and polished to a high shine with no hard water deposits, grime, stains, streaks, film or odor present. The underside of the rims will be inspected.

All acids used on site will be applied with an acid applicator. (This is not a disinfectant tool). All materials should be listed in the MSDS materials handbook. All products will be "safe" to both humans and surfaces.

STANDARDS / DEFINITIONS (continued)

3. Sweeping and Vacuuming

A properly swept floor is swept with a clean and treated dust mop, edges and corners are free of dust, dirt, and all debris. Vacuuming will mean the removal of dirt, debris, dust and foreign material. Vacuum bag will be checked once per shift and emptied when necessary for efficient operation.

4. Spot Cleaning

An area adequately spot cleaned is free of all stains, deposits, and is substantially free of cleaning marks and streaks.

5. Damp Mopping

A satisfactory damp mopped floor is first swept and is free of dirt, dust, marks, film, streaks, debris or standing water. The equipment for this task should always be clean at all times. Mops are to be washed daily. Solution changes should occur when the water and solution is dirty to the point that one can not see the bottom of the bucket. Dirty solutions removal should be disposed of in the safest manner. Solutions are not to be dumped into the landscaping. All solutions, especially disinfectants, will be properly mixed and in all cases meet manufacturers, MSDS, OSHA, EPA, safety and compliance guidelines.

6. Metal Cleaning

All clean metal surfaces are without deposits, tarnish or acid burns and with a uniformly bright appearance with no oily residue.

7. Glass Cleaning

Glass cleaning when all surfaces are without streaks, film, deposits, stains, and has a uniformly bright appearance. Adjacent surfaces should have been wiped equally clean.

8. Scrubbing

Scrubbing is satisfactorily performed when all surfaces are without embedded dirt, cleaning solutions, film, debris, stains, marks, and standing water. Water removal is typically performed with a mechanical vacuum and the floor has a uniformly clean appearance. A clean water rinse should follow scrubbing process.

9. Whiteboards

Whiteboards to be cleaned daily by wiping board and tray with a clean, moist cloth and then wiping with dry cloth. Weekly clean/rotate erasers.

10. Security

Doors/entrances should remain locked when not in use. Make sure all doors are locked and secured at the end of cleaning.

5.7 COMPLIANCE

To provide a safe work place, and reduce the liability exposure we all are increasingly aware of, the term compliance will take on an effective meaning. The MSDS (Right to Know) (HAZCOM) and Blood Borne Pathogens programs will be strictly observed and enforced. A philosophy of achieving “Beyond Compliance” will be adopted and can be the only true goal of a safe working environment. Therefore, all Contractor employees will, on demand, be able to produce the MSDS book. In addition, they will be expected to correctly answer any and all questions pertaining to the chemicals used on site, as well as locate the information in the MSDS book. The MSDS book will contain a current inventory of all chemicals on site and indicate who is the ‘Trainer or Trainers’ with address and phone numbers. There will be no violations of the secondary labeling rules. The Contractor’s MSDS book will contain all MSDS sheets for chemicals on site.

RFP #2945-9
PRICE SHEET

Having attended the Mandatory Pre-Proposal Meeting and becoming completely familiar with all local conditions affecting the cost of performing all contract requirements, and having carefully examined the Request for Proposal #2945-9, together with any amendments to such RFP, the undersigned proposes to provide all labor, supervision, insurance, TAXES, and other facilities as necessary to provide complete Custodial Service, at the price shown below.

MESA COMMUNITY COLLEGE
SOUTHWEST PHYSICAL SCIENCE AND HEALTH WELLNESS BUILDINGS
1833 W. Southern Ave., Mesa, AZ 85202

TOTAL COST \$ _____ PER MONTH
(including Taxes)

ADDITIONAL REQUESTED SERVICE \$ _____ PER HOUR/PER EMPLOYEE

COMPANY: _____ PHONE: _____

ADDRESS: _____ FAX: _____

CITY, STATE, ZIP: _____

SIGNATURE: _____ DATE: _____

NAME(Print): _____ TITLE: _____

SIGNATURE PAGE

This page must be completed and signed and included with your Proposal

SIGNATURE _____

(PRINTED NAME) _____

TITLE _____

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

FAX NUMBER _____

E-MAIL _____

CONTRACTORS LICENSE NO(S) (if applicable):

TYPE	NUMBER
_____	_____
_____	_____

Is your firm a:

() Corporation* () Partnership () Individual () Joint Venture () LLC

* If a corporation, answer the following:

a) Where incorporated:

b) Date incorporated:

Have your Articles ever been suspended or revoked? () Yes () No

If yes, when, for what reason, and when were they reinstated:

Has your firm or its parent or subsidiaries ever been debarred or suspended from providing any goods or services to the Federal Government or other public entities? () Yes () No

If yes, when, for what reason, and when were they reinstated:

ATTACHMENT A
PROPOSER'S STATEMENT

Interested Proposers are asked to review and provide, as completely and accurately as possible, a **written response** on each applicable section below:

PARENT COMPANY and IDENTIFYING DATA

The Proposer:

_____ IS _____ IS NOT _____ owned or controlled by a "parent" company.

A "parent" company, for the purposes of this provision, is one that owns or controls the activities and basic business policies of the Proposer. To own the Proposing company means that the "parent" company must own more than 50 percent of the voting rights in that company. A company may control a Proposer as a "parent" even though not meeting the requirements for such ownership if the "parent" company is able to formulate, determine or veto basic policy decisions of the Proposer through the use of dominant minority voting rights, use of proxy voting or otherwise.

If the Proposer **IS** owned or controlled by a "parent" company, Proposer shall provide the **name, address, phone and fax numbers, and Federal I.D. No. of the company:**

General Information

1. Name and address of office assigned to handle the MCCCCD account:

Web Address: _____

2. Account Manager Information:

Name: _____

Title: _____

Phone: _____

Cell: _____

E-Mail Address: _____

ATTACHMENT A
PROPOSER'S STATEMENT (continued)

3. Business License Number: _____

4. Number of years in business under current name: _____

5. Number of offices in the State of Arizona: _____

6. Business Classification (check applicable category)

Minority Owned Business (MBE) _____

Woman Owned Business (WBE) _____

Does your firm hold this certification from any other agencies or companies?

No: _____ Yes: _____ With Whom? _____

7. Days of week available for services: _____

8. Business hours of operation: _____

9. On-call/Emergency service hours: _____

Phone/Cell Number(s): _____

FAX Number: _____

10. AZ CONTRACTORS LICENSE NO(s) (if applicable):

Classification(s) & Number(s) _____

11. Do you ever sub-contract any of your services?

_____ YES _____ NO

If YES, which services?: _____

**ATTACHMENT A
PROPOSER REFERENCES**

Private Business Contracts

MCCCD requires a **minimum of three (3) current and local references** for which you are providing same or similar products and services specified herein. Please indicate below the businesses for which you have provided such **during the past two (2) years**:

1. Company Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Contract Period: From: _____ To: _____

Describe Services: _____

2. Company Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Contract Period: From: _____ To: _____

Describe Services: _____

3. Company Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Contract Period: From: _____ To: _____

Describe Services: _____

**ATTACHMENT A
PROPOSER REFERENCES (continued)**

Federal, State or Other Political Subdivision Contracts

MCCCD is also interested in speaking with public agencies or educational institutions for whom you have provided such products and services covered herein:

1. Company Name: _____
Address: _____
Phone #: _____ Fax #: _____
Contact Person: _____
Contract Period: From: _____ To: _____
Describe Services: _____

2. Company Name: _____
Address: _____
Phone #: _____ Fax #: _____
Contact Person: _____
Contract Period: From: _____ To: _____
Describe Services: _____

3. Company Name: _____
Address: _____
Phone #: _____ Fax #: _____
Contact Person: _____
Contract Period: From: _____ To: _____
Describe Services: _____

ATTACH ADDITIONAL SHEETS IF NECESSARY TO FURTHER DESCRIBE THE EXPERIENCE AND QUALIFICATIONS OF YOUR FIRM FOR PROVIDING THE PRODUCTS/SERVICES UNDER THE CONTRACT.