

BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: 06/18/2013

ITEM SUMMARY, JUSTIFICATION and/or SPECIAL CONSIDERATIONS

Amendment of Award: Contract # MA-PO-1200000000000000653, Amendment # 01, ISS Facility Services, Inc., to provide janitorial services for Outlying B facilities, revise service site and inventory data, increase Living Wage adjusted by County, increase 3% in pricing for each service site. Funding Source: General Funds. Administering Department: Facilities Management.

BACKGROUND

The contract was initially awarded by the Board of Supervisors on 05/15/2012 for a five year contract in the total amount of \$3,151,500.00. The current annual award amount is \$630,300.00. The contract's current termination date is 06/30/2017, historical requirements and expenditures average about \$46,900.00 per month, and as of 05/14/2013 the contract has an unused contract amount of \$2,636,176.20. Due to a 2.4% increase in County mandated Living Wage and a 6.7% cost increase in janitorial materials, the contractor is asking a 3% pricing increase for each service site.

This contract amendment is required to: 1) a 3% pricing increase for each service site; 2) update service site and inventory; 3) amend County Living Wage.

Effective Date: 0701/2013
Termination Date: 06/30/2017
Original Contract Amount: \$ 3,151,500.00
Prior Amendment Amounts: \$ N/A
This Amendment Amount: \$ 0.00
Revised Contract Amount: \$3,151,500.00
Contract Officer : Nina Schatz, 724-8719, Procurement Department
Payment System: AMS

MA-PO-12 * 653-01
7-1-13
6-30-17
Contract Number: _____
Effective Date: _____
Term Date: _____
Cost: _____
Revenue: _____
Total: _____
NTE: _____
Action: 4-1-17
Renewal By Term: 6-30-17
Reviewed by: _____

CLERK OF BOARD USE ONLY: BOS MTG. _____ ITEM NO. _____

Procure Dept 06-03-13 PM 04:53

To: COB - 6-5-13
Agenda 6-18-13
(1)

<p>PIMA COUNTY DEPARTMENT OF FACILITIES MANAGEMENT</p> <p>PROJECT: Janitorial Services for Outlying B Facilities</p> <p>CONTRACTOR: ISS Facility Services, Inc.</p> <p>CONTRACT NO.: MA-PO-12000000000000000653</p> <p>CONTRACT AMENDMENT NO.: One (01)</p>	<table border="1"> <tr> <td colspan="2" style="text-align: center;">CONTRACT</td> </tr> <tr> <td>NO.</td> <td><u>MA-PO-12000000000000000653</u></td> </tr> <tr> <td>AMENDMENT NO.</td> <td><u>01</u></td> </tr> <tr> <td colspan="2"> This number must appear on all invoices, correspondence and documents pertaining to this contract. </td> </tr> </table>	CONTRACT		NO.	<u>MA-PO-12000000000000000653</u>	AMENDMENT NO.	<u>01</u>	This number must appear on all invoices, correspondence and documents pertaining to this contract.	
CONTRACT									
NO.	<u>MA-PO-12000000000000000653</u>								
AMENDMENT NO.	<u>01</u>								
This number must appear on all invoices, correspondence and documents pertaining to this contract.									

ORIG. CONTRACT TERM: 07/01/12 – 06/30/17	ORIG. CONTRACT AMOUNT: \$3,151,500.00
TERMINATION DATE PRIOR AMENDMENT: N/A	PRIOR AMENDMENTS: N/A
TERMINATION THIS AMENDMENT: 06/30/17	AMOUNT THIS AMENDMENT: \$ 0.00
	REVISED CONTRACT AMOUNT: \$3,151,500.00

CONTRACT AMENDMENT

WHEREAS, COUNTY and CONTRACTOR entered into a Contract for services as referenced above; and

WHEREAS, CONTRACTOR and COUNTY, pursuant to Article III – Compensation and Payment, have agreed to a 3% increase in Unit Price of Exhibit B; and

WHEREAS, CONTRACTOR and COUNTY, pursuant to Article III – Compensation and Payment, have agreed to update Exhibit C: Service Site and Inventory Data; and

WHEREAS, CONTRACTOR and COUNTY, pursuant to Article III – Compensation and Payment, have agreed to increase Living Wage in Exhibit D in order to be in compliance with COUNTY’S annual adjusted rate.

NOW, THEREFORE, it is agreed as follows:

- CHANGE:** ARTICLE III – COMPENSATION AND PAYMENT:
- Remove Exhibit B: Unit Prices (Net 30 Days Payment Term) in its entirety and replace with **Exhibit B (AM01): Unit Prices (Net 30 Days Payment Term)**.
- CHANGE:** ARTICLE III – COMPENSATION AND PAYMENT:
- Remove Exhibit C: Service Site and Inventory Data in its entirety and replace with **Exhibit C (AM01): Service Site and Inventory Data**.
- CHANGE:** ARTICLE III – COMPENSATION AND PAYMENT:
- Remove Exhibit D: Living Wage Requirements and Certificate in its entirety and replace with **Exhibit D (AM01): Living Wage Requirements and Certificate**.

The effective date of this Amendment shall be July 1, 2013.

(The Reminder Of This Page Is Intentionally Left Blank)

All other provisions of the Contract, not specifically changed by this Amendment, shall remain in effect and be binding upon the parties.

IN WITNESS THEREOF, the parties have affixed their signatures to this Amendment on the dates written below.

PIMA COUNTY

Chair, Board of Supervisors

Date

CONTRACTOR



Authorized Officer Signature

Howard Kern G.M.

Printed Name and Title

5/29/13


Date

ATTEST

Clerk of Board

Date

APPROVED AS TO FORM



Deputy County Attorney *for Marc [unclear]*

TOBIN ROSEN

Printed Name

5/28/13

Date

EXHIBIT B: UNIT PRICES (NET 30 DAY PAYMENT TERMS)

1		16321 S Houghton Rd	Mon + thurs	600	\$248.66	\$282.57	\$3,390.84	Only clean 2 X week	8 am to 5 pm	yes	6.25
2	Adult Probation - Ajo Way *	2695 E Ajo Way	M-F	29,900	\$2,457.71	\$5,136.62	\$29,482.57		5 am to 1 pm	yes	43.75
3	Green Valley Clinic	601 N La Canada	M-F	1,780	\$450.15	\$511.54	\$6,138.47		5 pm to 12 am	yes	8.5
4	Health-Wellier Rogers	175 W Irvington	M-F	7,300	\$1,041.00	\$1,182.96	\$14,195.46	none	5 pm to 12 am	yes	21.75
5	Green Valley Govt. Center - Judicial Courts	601 La Canada	M-F	3,650	\$282.57	\$590.57	\$3,390.84	Clean courts after every use	5 pm to 12 am	yes	15
6	Juvenile Court County Attorney Office*	2335 E Ajo Way	M-F	8,900	\$712.45	\$1,489.02	\$9,549.41	none	5 pm to 12 am	yes	13.5
7	Juvenile Court Public Defenders Office*	2337 E Ajo Way	M-F	5,400	\$561.00	\$1,172.49	\$6,732.00	none	5 pm to 12 am	yes	9.75
8	Juvenile Court Center*	2225 E Ajo Way	M-Sat	115,000	\$10,282.86	\$21,491.18	\$123,394.33	Clean courts after every use, Sat. Cl	5 pm to 12 am	yes	181.5
9	Forensic Science Center (excluding 877 sq ft of autopsy room)	2825 Dist. Street	5 x per week full	7,023	\$800.58	\$908.75	\$10,916.97	Autopsy excluded, must arrive before closing, need to clean patio area, observation has glass to clean	4 pm - 12 am		13.5
10	Kino Teen Center-Health	2801 E Ajo Way	M-F	5,300	\$618.47	\$702.81	\$8,433.72	none	5 pm to 12 am	yes	14.5
11	Library-Arriaga-Janitorial and Landscape cs	5th Street	M-F	2,200	\$718.20	\$816.13	\$9,793.57	Includes watering landscape, weeds, trash, debris in yard	non-business hrs		8
12	Library-Green Valley	601 N La Canada Dr.	M-Sat	13,800	\$1,442.64	\$1,639.36	\$19,672.30	none	9 pm to 8 am	yes	28.5
13		10001 S. Riala Rd.	M-F	5,892	\$1,341.01	\$1,121.85	\$18,286.50	8-12 changed to full service	8am to 5 pm	yes	12
14	Sheriff-Green Valley*	601 La Canada	M-F	4,000	\$536.77	\$1,121.85	\$6,441.22	none	5 pm to 12 am	yes	11.5
15	Sheriff-San Xavier*	2345 E Ajo Way	M-F	6,800	\$650.34	\$1,359.21	\$7,804.10	none	8 am to 5 pm	yes	11.5
16	Sheriff - HIDTA Center*	6888 S. Plumber	M-F	45,700	\$4,993.45	\$5,674.37	\$58,092.48	Two day time janitors required	8 am to 5 pm	yes	85.5
17	Sheriff - Property & Evidence*	1600 E Benson Hwy	M-F	2,000	\$483.03	\$1,009.53	\$5,796.35	none	5 pm to 12 am	yes	6.75
18	Sheriff - Robles Junction Station*	16140 W. Ajo Way	M-F	1,350	\$537.76	\$1,123.92	\$6,453.16	none	8 am - 5 pm	yes	9
19	Records Warehouse (bldg 17500, only clean front offices)	1640 E Benson Hwy	M-F	3,555	\$406.58	\$549.76	\$4,678.99	none	5 pm to 12 am	yes	7
20	Kino Service Center	2797 E Ajo Way	M-F	28,400	\$2,234.45	\$4,670.00	\$26,813.41	Must clean early AM before open	6 am to 9am	yes	41.75
21	Columbus Branch Library	4350 E 22nd Street	M-Sat	10,600	\$1,137.40	\$1,292.50	\$15,509.95	none	9 pm to 8 am	yes	20
22	Quinde Douglas Library	1585 E 36th Street	M-Sat	10,600	\$1,137.40	\$1,292.50	\$15,509.95	none	9 pm to 8 am	yes	19.25
23	Mission Branch Library	3770 S. Mission Rd	M-Sat	10,000	\$1,127.04	\$1,280.73	\$15,368.79	none	9 pm to 8 am	yes	20.75
24	Valencia Branch Library	202 W. Valencia Rd	M-Sat	17,700	\$1,796.83	\$2,041.85	\$24,502.22	none	9 pm to 8 am	yes	34
25	El Pueblo Library	101 W. Irvington Rd.	M-Sat	3,700	\$550.18	\$625.20	\$7,502.40	none	9 pm to 8 am	yes	10.25
26	Santa Rosa Library	1075 S. 10th Ave.	Tues-Sat	7,500	\$906.19	\$1,029.76	\$12,357.16	none	9 pm to 8 am	yes	13.25
27		1100 Whitehouse Canyon Rd. Continental	Sat	2,000	\$242.45	\$275.51	\$3,306.18	none	non-business hrs	yes	8.5
28	Sheriff Hanger *	1640 E. Valencia	Mon, Wed, Fr	10,000	\$900.92	\$1,892.92	\$10,811.04	Must sweep hangar floor each time	8 am to 7 pm	yes	7.75
29	Childrens Advocacy Center	2397 E Ajo Way	M-F	21,460	\$1,745.98	\$3,649.11	\$20,951.81	Floor cleaning includes secure rooms	5 pm to 12 am	yes	43.75
30	Sahuaria Library cs	725 W. Via Rancho Sahuaria	M-F	7,500	\$641.89	\$729.43	\$8,753.10	none	non-business hrs	yes	16.5
31	FB Clinic - Abrams	2980 E. District	M-F	3,520	\$522.49	\$593.73	\$7,124.80	none	5 pm to 12 am	yes	20
32	Elections Building	6550 S. County Club	M-F	3,500	\$1,964.74	\$4,106.30	\$23,576.82	schedule changes during elections	5 pm to 12 am	yes	41.75
33	Investment Partnership closing 8-31-13 tentatively	3810 S. Evans	M-F	1,492	\$459.05	\$959.42	\$5,508.60	none	5 pm to 12 am	yes	13.5
34	Quince Douglas Annex Bldg	949-951 E 35th St.	M-F	3,500	\$426.40	\$691.17	\$5,116.79	none	9 pm to 8 am	yes	13.5
35		16805 S. La Canada Dr	Friday	2,500	\$0.00	\$0.00	\$0.00	none	5 pm to 12 am	yes	3.5
36	PC WIN - PECOC (under construction) (green services building)	3434 22nd St.		35,000		\$4,144.40	\$29,427.49	Building requires green cleaning policy	8 am to 12 am	yes	10
37	Total Monthly Cost Current Service Listed Above					\$19,216.91					
38	Total Yearly Cost Listed Above (Line #36 x 12 MO)					\$590,602.93					
39	Add'l Services Listed Below Total Yearly Cost (Line #30)					\$44,619.80					
40	Grand Total Yearly (Line #40 + #39)					\$635,222.53					
	Grand Total Five (5) Year (Line #40 x 5 YR)					\$3,176,112.66					

EXHIBIT B: UNIT PRICES (NET 30 DAY PAYMENT TERMS)

41	Extra Services Rate Per Hour (includes washing ext gnd floor windows)	\$14.16	60	\$849.75	\$10,197.00
42	Extra Services Carpet Cleaning p/sqft	\$0.08	6,000	\$494.40	\$5,932.80
43	Extra Services Hard Floor Strip/Max p/sqft	\$0.15	6,000	\$927.00	\$11,124.00
44	Minimum Service Charge (if less than one hour)	\$25.75	10	\$257.50	\$3,090.00
45	Cost for Power Wash of sidewalk p/job m up to 1000 sq ft	\$25.75	10	\$257.50	\$3,090.00
46	Cost for Power Wash of sidewalk p/job mfm up to 2500 sq ft	\$28.33	10	\$283.25	\$3,399.00
47	Cost for Power Wash of sidewalk p/job lng over 2500 - 4000 sq ft	\$30.90	20	\$618.00	\$7,416.00
48	Complete cleaning of chairs per chair	\$2.58	12	\$30.90	\$370.80
49	Addl Services Total Monthly Cost			\$3,718.30	
50	Addl Services Total Yearly Cost				\$44,619.60

Information provided on this sheet is as close to accurate as possible but the COUNTY cannot guarantee its veracity and recommends verification by vendor

Potential Minimum Weekly Manhours is provided as a guideline but not intended to suggest what the actual hours may be.

** PCWIN building is under construction, occupancy expected in August 2012. It will be a 24/7 operation. Please quote for entire year's service.

* Yellow area (shaded) represents current service level. The bid will be evaluated by current service level. Please provide alternate pricing for increased or reduced service level for possible future adjustments.

EXHIBIT D (AM01): LIVING WAGE REQUIREMENTS AND CERTIFICATE

This solicitation is subject to the Pima County living wage requirements as provided in the Pima County Procurement Code section 11.38 which specifies that a living wage requirement be included in County contracts for specific services.

Contractors entering into eligible contracts with Pima County for the covered services shall pay a living wage to their eligible employees for the hours expended providing services to Pima County. Eligible employees shall receive a wage not less than \$11.32 per hour. A contractor may pay its eligible employees a wage of no less than \$10.07 per hour if the contractor provides health benefits with a monthly value at least as high as the difference between that wage and a monthly wage based on \$11.32 per hour. Contractors shall include all costs necessary for complete compliance to the living wage requirement.

In bid preparation, Contractors will need to consider the possibility of increased administrative costs. The following is a brief description of key Living Wage reporting requirements. These are not limited to but include:

One time reports: Due at the beginning term of each contract/renewal

- >Payroll calendar
- >Certificate of Living Wage Payments Form
- > Master Listing of employees eligible to work on Pima County jobs
- >Listing of Subcontractors to be used (if applicable)

Staffing Plans, Including Subcontractors (work schedules): Due **prior** to work performed to enable the Compliance Officer to rate check and interview employees; *If there is not sufficient time prior to performing work, then a plan must be submitted as soon as possible after work is performed:*

- >Name of employee(s) who will be working
- >Where work is performed
- >Approximate time-frame work will be performed
- >Total approximate hours to be worked
- >Revised plan IF any information changed from the original staffing plan

Payroll Reports: Must be provided to the Compliance Officer 7 days after EVERY pay period

- >Statement of Compliance
- >Payroll Summary Reports:
 - *Name of all employees on a Pima County job*
 - *Total hours worked/rate of pay/gross pay/paycheck number*
 - *Support documentation for this information*
 - *Signed "Statement of Compliance" even if no payroll performed*

Subcontracted Labor (if applicable): Packets are required to be submitted to Pima County's Compliance Officer as soon as the Subcontractor is issued payment. This includes:

- >A letter signed by subcontractor indicating that laborers associated with the work billed on their attached invoice were paid at or above the Living Wage required rate
- >the check # and date which this invoice was paid should be noted
- >Attach the appropriate staffing plans (work schedules) of the subcontractor to this invoice. The subcontractor employee payroll check# needs to be noted beside their employee (s) name

(The remainder of this page is intentionally left blank)



PIMA COUNTY PROCUREMENT
 130 W. CONGRESS ST., 3RD FLOOR
 TUCSON, ARIZONA 85701-1317
 TELEPHONE (520) 724-8161, FAX (520) 222-1484

CERTIFICATION OF LIVING WAGE PAYMENTS

This firm certifies that it will meet all specifications, terms, and conditions contained in the Living Wage Contract Ordinance; **AND** that if labor is subcontracted, subcontractors will be held to the exact terms that is required of this firm.

Yes No If no, you must explain all deviations in writing.

Company Name: FSS Facility Services

Description of Services: Tanitorial

Job Location: Outlying B

(PLEASE CHECK ONE(S) THAT APPLY)

I do hereby agree to pay all eligible employees working on the above listed contract at least eleven dollars and thirty-two cents (\$11.32) per hour.

AND/OR

I do hereby agree to pay all eligible employees working on the above contract a wage of no less than ten dollars and seven cents (\$10.07) per hour **and** provide health benefits with a monthly value at least as high as the difference between a monthly wage based on eleven dollars and thirty-two cents (\$11.32) per hour and the requested monthly wage if no less than ten dollars and seven cents (\$10.07) per hour. In essence, the **employer paid portion** of benefits must have a *monthly* value of two-hundred sixteen dollars and sixty-six cents (\$216.66). This equals the one dollar and twenty-five cents (\$1.25) per hour difference.

Providers Name: _____

Address: _____

Phone: _____ Fax: _____

Plan or Program Number: _____ Type of Benefit: _____

Total premium paid per month: _____ Amount paid by employee: _____

(Attach pages if needed for additional providers)

COMPANY NAME: FSS Facility Services

AUTHORIZED SIGNATURE: [Signature] DATE: 5/29/13

Howard Korn
 PRINTED NAME

G.M.
 TITLE OF AUTHORIZED

END OF EXHIBIT D (AM01)