

**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-1200000000000000652, Amendment # 01, ISS Facility Services, Inc., to provide janitorial services for Outlying A facilities, revise service site and inventory data, increase Living Wage adjusted by County, increase 3% in pricing for each service site, increase contract amount by \$75,000.00, 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 \$2,721,000.00. The current annual award amount is \$544,200.00. The contract's current termination date is 06/30/2017, historical requirements and expenditures average about \$43,600.00 per month, and as of 05/14/2013 the contract has an unused contract amount of \$2,242,256.36. 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 will result in contract amount increase of \$3,000.00 for the 2<sup>nd</sup> year of the contract and 24,000.00 per year for the 3<sup>rd</sup> year through the 5<sup>th</sup> year of the contract.

If the requested action is approved the resulting annual award amount will be \$568,200.00.

This contract amendment is required to 1) add \$3,000.00 for the 2<sup>nd</sup> year of the contract and add \$24,000.00 per year for the 3<sup>rd</sup> through the 5<sup>th</sup> year of the contract; 2) a 3% pricing increase for each service site; 3) update service site and inventory; 4) amend County Living Wage.

Effective Date: 0701/2013  
Termination Date: 06/30/2017  
Original Contract Amount: \$ 2,721,000.00  
Prior Amendment Amounts: \$ N/A  
This Amendment Amount: \$ 75,000.00  
Revised Contract Amount: \$2,796,000.00  
Contract Officer : Nina Schatz, 724-8719, Procurement Department  
Payment System: AMS

Contract Number: MA-PO-12 \* 652-01  
Effective Date: 7-1-13  
Term Date: 6-30-17  
Cost: \$75,000.-  
Revenue: \_\_\_\_\_  
Total: \_\_\_\_\_  
Action: 4-1-17  
Renewal By: \_\_\_\_\_  
Term: 6-30-17  
Reviewed by: JK

CLERK OF BOARD USE ONLY: BOS MTG. \_\_\_\_\_ ITEM NO. \_\_\_\_\_

Procure Dept 06/03/13 PM 04:52

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

<p><b>PIMA COUNTY DEPARTMENT OF FACILITIES MANAGEMENT</b></p> <p><b>PROJECT:</b> Janitorial Services for Outlying A Facilities</p> <p><b>CONTRACTOR:</b> ISS Facility Services, Inc.</p> <p><b>CONTRACT NO.:</b> MA-PO-12000000000000000652</p> <p><b>CONTRACT AMENDMENT NO.:</b> One (01)</p>	<table border="1"> <tr> <td colspan="2" style="text-align: center;"><b>CONTRACT</b></td> </tr> <tr> <td colspan="2">NO. <u>MA-PO-12000000000000000652</u></td> </tr> <tr> <td colspan="2">AMENDMENT NO. <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>	<b>CONTRACT</b>		NO. <u>MA-PO-12000000000000000652</u>		AMENDMENT NO. <u>01</u>		This number must appear on all invoices, correspondence and documents pertaining to this contract.	
<b>CONTRACT</b>									
NO. <u>MA-PO-12000000000000000652</u>									
AMENDMENT NO. <u>01</u>									
This number must appear on all invoices, correspondence and documents pertaining to this contract.									

<b>ORIG. CONTRACT TERM:</b> 07/01/12 – 06/30/17	<b>ORIG. CONTRACT AMOUNT:</b> \$2,721,000.00
<b>TERMINATION DATE PRIOR AMENDMENT:</b> N/A	<b>PRIOR AMENDMENTS:</b> N/A
<b>TERMINATION THIS AMENDMENT:</b> 06/30/17	<b>AMOUNT THIS AMENDMENT:</b> \$ 75,000.00
	<b>REVISED CONTRACT AMOUNT:</b> \$2,796,000.00

**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 add the funding anticipated to satisfy requirements for the janitorial services, \$3,000.00 for 2<sup>nd</sup> year and \$24,000.00 per year for the 3<sup>rd</sup> year through the 5<sup>th</sup> year of the contract; 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:**

From: "...in amount not to exceed two million seven hundred twenty one thousand dollars (\$2,721,000.00)."

To: "...in amount not to exceed two million seven hundred ninety six thousand dollars (\$2,796,000.00)."

**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.

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

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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 E.O.  
\_\_\_\_\_  
Printed Name and Title

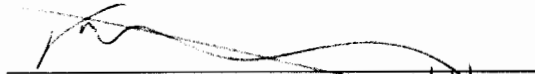
5/29/13  
\_\_\_\_\_  
Date

**ATTEST**

\_\_\_\_\_  
Clerk of Board

\_\_\_\_\_  
Date

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
Deputy County Attorney *for [unclear]*

**TOBIN ROSEN**

\_\_\_\_\_  
Printed Name

5/28/13  
\_\_\_\_\_  
Date

EXHIBIT B (AM01): UNIT PRICES (NET 30 DAY PAYMENT TERMS)

1	Adult Probation - Broadway*	8180 E. Broadway	M-F	12,600	\$1,190.87	\$2,429.37	\$14,290.38	none	5 pm to 7 am	yes	20
2	Animal Control (multiple buildings)	4000 N Silverbell	M-Sat	6,800	\$1,172.88	\$2,392.68	\$14,074.58	3 X week (Sat) trash, floors, clinic first no key	5 pm to 7 am	yes	16
3	Animal Control - Adm Trailer	4000 N Silverbell	M-F	2,200	\$370.47	\$755.76	\$4,445.64	none	5 pm to 7 am	yes	6.75
4	Fleet Services Hwy Equip Shop #12 (bldg 1,800 sq ft)	1313 S. Mission Rd	M-F	525	\$421.02	\$858.89	\$5,052.27	none	6 am to 7 pm	yes	6
5	Fleet Services Offices #4,5,6,7	1313 S. Mission Rd	M-F	2,600	\$580.93	\$1,185.10	\$6,971.16	none	6 am to 7 pm	yes	6.5
6	Transportation - Mission Rd #24, 28 (bldg space 2,000 sq ft)	1313 S. Mission	M-F	875	\$665.59	\$1,357.80	\$7,987.03	none	5 pm to 7 am	yes	23.5
7	Print Shop Bldg #27 b (bldg space 6,000 sq ft)	1313 S. Mission Rd	M-F	5,484	\$703.78	\$1,435.71	\$8,445.34	none	7 am to 5 pm	yes	8.5
8	IT Wireless Services Bldg #27 c	1313 S. Mission Rd	M-F	1,600	\$363.79	\$742.12	\$4,365.43	none	7 am to 5 pm	yes	8.5
9	Superior Ct Warehouses #21	1313 S. Mission Rd	M-F	700	\$237.26	\$484.01	\$2,847.13	Offices Only	5 pm to 7 am	yes	4.75
10	Trans - Houghton/Rivington	4751 S. Mesquite Ranch	1 X per week	2,000	\$362.67	\$739.85	\$4,552.08	none	5 pm to 7 am	yes	4.75
11	Mt. Lemmon Comfort Station	Mt. Lemmon	7 x per week	Rest Rm Only	\$982.01	\$1,197.57	\$14,370.85	Rst Rm Only, no dumpster, carry trash out	7 am to 5 pm	yes	15.75
12	Adult Probation - West*	3781 N Highway Dr #103	M-F	5,000	\$650.21	\$1,326.42	\$7,802.50	none	5 pm to 7 am	yes	20
13	Cooperative Extension	4220 N. Campbell	M-F 3 x full 5 RRK	8,000	\$743.27	\$1,516.27	\$8,919.22	3 X trash floors, kitchen area heavy use	5 pm to 7 am	yes	14
14	Health-North Side Clinic	23 W. 27th Street	M-F		\$846.30	\$1,032.07	\$12,884.84	Shop no clean	4 pm to 7 am	yes	21.5
15	Health-North Side Clinic	3550 N. 1st	M-F	8,550	\$1,128.55	\$1,376.29	\$16,515.43	none	5 pm to 7 am	yes	23
16	Health-WIC Centro Del Sur	1631 S. 10th Avenue	M-F	3,200	\$597.06	\$728.13	\$8,737.53	Sat Clinics once a month, night clinics on Wed or Thurs until midnight, must clean after clinic.	5 pm to 7 am	yes	10
17	W/C - Romero Rd	4500 N. Romero Rd	M-F	2,440	\$500.46	\$610.32	\$7,323.79	none	5 pm to 7 am	yes	8.5
18	WWW-ina Rd Field Office (trailer is 1100 sq ft)	5043 W. Ina Rd	M-F	1,068	\$527.59	\$1,076.28	\$6,331.04	none	5 pm to 7 am	yes	6
19	Fleet Services Rest Rm Ina Rd	5093B W. Ina Rd	2 x per week (Tu-F)	Rest Rm Only	\$227.04	\$463.17	\$2,724.51	Rst Rm Only	24 hrs	yes	3.5
20	Ina Rd (Solid Waste)	5301 W. Ina Rd	M-F	1400	\$394.06	\$803.88	\$4,728.69	none	5 pm to 7 am	yes	4
21	Library - Bear Canyon	5025 W. Ina Rd	M-F	5000	\$431.70	\$526.46	\$6,317.57	Building Closed		closed	0
22	Library-Catalina cs	8559 E. Tanque Verde	M-Sat	14000	\$1,423.97	\$1,736.55	\$20,638.59	none	8 pm to 8 am	yes	23.5
23	Library-Marana and Marana Govt Centers	15560 N Oracle Rd	M-Sat	2400	\$489.12	\$596.49	\$7,157.92	none	6 pm to 8 am	yes	7.5
24	Library-Marana and Marana Govt Centers	13370 Lon Adams Rd	Tue-Sat	8300	\$756.61	\$922.69	\$11,072.34	Community meetings held in evenings	6 pm to 8 am	yes	7.75
25	Library-Nannini	7300 N. Shannon Rd.	M-Sat	16000	\$1,597.34	\$1,947.98	\$23,375.73	none	8 pm to 8 am	yes	30.5
26	Library-River Center	5605 E. River Rd.	M-Sat	9400	\$956.66	\$1,166.66	\$13,999.92	none	8 pm to 8 am	yes	17
27	Library-San Lena	1607 S. 6th Avenue	M-Sat	7700	\$839.41	\$1,023.67	\$12,283.99	Power Wash entry 1X/month	6 pm to 8 am	yes	14.5
28	Sheriff Picture Rocks*	6285 N. Sandido Rd.	M-F	1700	\$469.71	\$658.21	\$5,636.53	none	8 am to 5 pm	yes	6.5
29	Nannini Govt. Center - Sheriff	7300 N. Shannon Rd.	M-F	4500	\$533.81	\$1,088.97	\$6,405.69	3 X Week trash removal	5 pm to 7 am	yes	10
30		4955 N. Shamrock Place	M-F		\$1,256.25	\$2,519.91	\$14,822.98	none	5 pm to 7 am	yes	13
31		2600 W. Sweetwater	M-F	3500				none	4 pm to 7 pm	yes	11
32	Roger Rd WW Treatment Plant Administration (includes guard shack)	2600 Sweetwater Rd	M-F	11,990	\$2,044.90	\$2,493.78	\$29,925.41	Mats to clean, special dusting, change urinal plug	7 am to 5 pm	yes	28.75
33	WWW - Richey Rd. Operation	3390 N. Richey Rd.	M-F	7500	\$870.76	\$1,776.35	\$10,449.14	escort after hrs for floors, takes 2 days	7 am to 5 pm	yes	14.75
34	WWW - Field Office Operations	3355 N Dodge	M-F	4000	\$612.57	\$1,249.65	\$7,550.66	escort after hrs for floors, takes 2 days	7 am to 5 pm	yes	18
35	Sheriff-Catalina Substation*	16134 N Oracle Rd	Tues, Fri	700	\$264.43	\$339.44	\$3,173.18	Ful 2 days	5 pm to 7 am	yes	3.75
36	Sheriff-Rincon Substation*	8999 Tanque Verde	M-F	5400	\$591.21	\$1,206.07	\$7,094.52	none	5 pm to 7 am	yes	10.5
37	Transportation - Mission Rd #24, 28 (bldg space 2,000 sq ft)	Tangemore Rd / - 10	Thursday full	1200	\$213.13	\$259.92	\$3,119.05	none	5 pm to 7 am	yes	6.75
38	Woods Branch Library	3455 N. 1st Avenue	M-Sat	10000	\$1,120.67	\$1,366.68	\$16,400.11	none	8 pm to 8 am	yes	22
39	Himmel Park Library	1035 N. Treat	M-Sat	6500	\$703.21	\$857.57	\$10,290.81	none	8 pm to 8 am	yes	14.75
40	Wilmito Branch Library	530 N. Wilmito Rd	7 X week	19000	\$1,805.97	\$2,202.02	\$26,424.20	none	8 pm to 8 am	yes	44
41	Martha Cooper Library	1377 N. Catalina	M-Sat	7700	\$846.97	\$1,032.89	\$12,394.73	High air ducts must be wiped clean monthly	8 pm to 8 am	yes	17
42	Pima County Health East Side, Recorders, 4 suites	6920 E. Broadway	M-F	11000	\$1,246.74	\$1,520.41	\$18,244.97	Sat. clean clinic space only	5 pm to 7 am	yes	45.75
43	Taft Abbott Library	7800 N. Shuster Dr.	M-Sat	20000	\$1,675.15	\$2,042.87	\$24,514.44	Interior glass spot cleaned regularly	8 pm to 8 am	yes	62.5
44	Flowing Wells Library	1730 W. Weimore	M-Sat	5000	\$583.54	\$711.64	\$8,539.65	none	8 pm to 8 am	yes	14.25

**EXHIBIT B (AM01): UNIT PRICES (NET 30 DAY PAYMENT TERMS)**

45	Jackson Re-Employment Center (includes exterior classrooms) (green services building)	400 E. 26th Street	M-F	6500	\$662.27	\$1,351.03	\$7,947.23	Building requires green cleaning policy!	5 pm to 7 am	yes	12
46	Lindsey Education Center (includes inner courtyard)	1602 S. 3rd Ave	M-F	3000	\$471.60	\$962.06	\$5,659.15	none	5 pm to 7 am	yes	7.25
47	Catalina CCS Community Services, including food bank	3535 E. Hawser	M-F	2600	\$589.96	\$1,203.53	\$7,079.56	Includes cleaning of food bank as needed	5 pm to 7 am	yes	12.75
48	Catalina PCHD Health Services	3535 E. Hawser	M-F	1800	\$516.77	\$587.23	\$7,046.81	none	5 pm to 7 am	yes	12.75
49	WWW ROMP Lab (new bldg)	3035 W El Camino del Cerro	M-F	40,000	\$2,452.47	\$5,003.04	\$29,429.65	none	5 pm to 7 am	yes	49
50	#10 Transportation - Offices and support building	1313 S Mission Rd	M-F	5533	\$685.31	\$1,765.24	\$10,383.76	includes bathrooms at rear of building	7 am to 3 pm	yes	8.5
51	RMWD Field operations - 473 Mission Rd	1313 S Mission Rd #17	M,W,F, Tu	2600	n/a	\$467.34	\$5,608.08	none	5 pm to 7 am	yes	5
52	Total Monthly Cost Current Service Listed Above					\$43,305.35	\$519,664.19				
53	Total Yearly Cost Listed Above (Line #50 x 12 MO)						\$48,608.91				
54	Add'l Services Listed Below Total Yearly Cost (Line #64)						\$588,273.11				
55	Grand Total Yearly (Line #51 + #52)						\$2,841,365.53				826.75
	<b>Grand Total Five (5) Year (Line #53 x 5 YR)</b>										
56	Extra Services Rate Per Hour (includes washing ext.gnd floor windows)			60	\$14.16		\$849.75				
57	Extra Services Carpet Cleaning p/sqft			4,012	\$0.08		\$330.59				
58	Extra Services Hard Floor Strip/Wax p/sqft			4,012	\$0.15		\$619.85				
59	Minimum Service Charge (if less than one hour)			10	\$25.75		\$257.50				
60	Cost for Power Wash of sidewalk p/job sm up to 1000 sq ft			10	\$25.75		\$257.50				
61	Cost for Power Wash of sidewalk p/job ndrm up to 2500 sq ft			10	\$28.33		\$283.25				
62	Cost for Power Wash of sidewalk p/job lg over 2500 - 4000 sq ft			20	\$30.90		\$618.00				
63	Power Wash entry Sam Lana Library 1 X month			12	\$56.65		\$679.80				
64	Complete cleaning of chairs per chair			60	\$2.58		\$154.50				
65	Add'l Services Total Monthly Cost						\$4,050.74				
66	Add'l Services Total Yearly Cost						\$48,608.91				

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.  
 \* 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 C (AM01) - SERVICE SITE AND INVENTORY DATA

Item #	Location	Material	Quantity	Unit	Weight	Volume	Area	Length	Height	Depth	Notes
1	Adult Probation - Broadway	8100 E Broadway	2 Jul 5 FRK		12800						
2	Annual Control (Inmate Building)	4000 N Shennell	6 x week full		6800						
3	Annual Control - Admin Trailer	2200 N Shennell	2 Jul 5 FRK		3220						
4	Food Services Inv Equip Shop #17 (Bldg 1800 sq ft)	1313 S Mission Rd	2 Jul 5 FRK		524.5						
5	Food Services Office #4.3.6.7	1313 S Mission Rd	2 Jul 5 FRK		2800						
6	Food Services Office #4.3.6.7	1313 S Mission Rd	2 Jul 5 FRK		624						
7	Print Shop Bldg #27 b (Bldg space 1000 sq ft)	1313 S Mission Rd	2 Jul 5 FRK		1416						
8	17 Wheelbarrow Shop # 27 c	1313 S Mission Rd	1 Jul 5 FRK		720						
9	Supervisor's Warehouse #21	1313 S Mission Rd	1 Jul 5 FRK		300						
10	Trailer - Roadblock/Sign	475 S Maguire Ranch	1 X per week		2040						
11	Mt. Lemmon Control Station	475 S Maguire Ranch	7 X per week		400						
12	Asphalt Paved Area - West	3781 Highway #103	2 Jul 5 FRK		4424						
13	Asphalt Paved Area - West	4250 N Campbell	3 x week full 5 FRK		8000						
14	Las Alamos Laundry Center (Shop - Shown clean by students 10x sq ft)	12141 27th Street	5 x week full		8774						
15	Hatchback Sign Clinic	5550 N 1st	6 x week full		8850						
16	Health VTC Centro Del Sur	1611 S 10th Avenue	5 x week full		3200						
17	WVC - Romero Rd	4500 N Romero Rd	5 x week full		2440						
18	VWV/Media Rd Field Office Trailer # 1100 sq ft	5013 N 1st Rd	2 Jul 5 FRK		1000						
19	Iron Rd Sign Inventory	1520 N 1st Rd	2 Jul 5 FRK		1800						
20	5050 W 1st Rd	5050 W 1st Rd	2 Jul 5 FRK		5000						
21	Library - Chair Carport	6509 E Tropic Verde	6 x week full		11987.5						
22	Library - Chair Carport	15650 N Oracle Rd	6 x week full		1836						
23	Library - Chair Carport	13570 N Adams Rd	5 x week full		2400						
24	Library - Chair Carport	7200 N Shennell Rd	6 x week full		8300						
25	Library - Chair Carport	1802 S 8th Avenue	6 x week full		7700						
26	Library - Chair Carport	6955 S 8th Avenue	6 x week full		480						
27	Library - Chair Carport	7200 N Shennell Rd	2 Jul 5 FRK		4500						
28	Sherrill's Office - Sheriff	4955 N Shennell Rd	2 Jul 5 FRK		10000						
29	Sherrill's Office - Sheriff	2900 W Shennell Rd	5 x week full		3500						
30	Roger Rd WW Treatment Plant Administration (includes guard shack)	2900 Shennell Rd	5 x week full		4300						
31	Roger Rd WW Treatment Plant Administration (includes guard shack)	2900 Shennell Rd	5 x week full		1800						
32	Maintenance Building	2900 Shennell Rd	5 x week full		3300						
33	Maintenance Building	2900 Shennell Rd	5 x week full		1440						
34	Signage Building	2900 Shennell Rd	5 x week full		540						
35	Laboratory Training Center	2900 Shennell Rd	5 x week full		700						
36	Laboratory Training Center	2900 Shennell Rd	5 x week full		462						
37	Chlorine Bldg (office only)	2900 Shennell Rd	5 x week full		190						
38	WWWW - Inlet Rd Operation	3300 N Rocky Rd	2 Jul 5 FRK		7900						
39	WWWW - Inlet Rd Operation	3300 N Rocky Rd	2 Jul 5 FRK		6406						
40	WWWW - Inlet Rd Operation	16134 N Oracle Rd	2 X week full		4000						
41	WWWW - Inlet Rd Operation	16134 N Oracle Rd	2 X week full		602						
42	WWWW - Inlet Rd Operation	18909 Tropic Verde	2 Jul 5 FRK		5400						
43	WWWW - Inlet Rd Operation	18909 Tropic Verde	2 Jul 5 FRK		1200						
44	WWWW - Inlet Rd Operation	3465 N 1st Avenue	6 x week full		10000						
45	WWWW - Inlet Rd Operation	1035 N Trail	6 x week full		6500						
46	WWWW - Inlet Rd Operation	520 N Warner Rd	7 x week full		14670.5						
47	WWWW - Inlet Rd Operation	1377 N Chalmers	6 x week full		7700						
48	WWWW - Inlet Rd Operation	6920 E Shadle Dr	5 x week full		11000						
49	WWWW - Inlet Rd Operation	1730 N Wendover	6 x week full		2000						
50	WWWW - Inlet Rd Operation	1802 S 3rd Ave	2 Jul 5 FRK		1160						
51	WWWW - Inlet Rd Operation	3535 E Hawker	2 Jul 5 FRK		2800						
52	WWWW - Inlet Rd Operation	3035 W El Camino del Centro	2 Jul 5 FRK		1800						
53	WWWW - Inlet Rd Operation	1313 S Mission Rd #10	3 X week full		5945						
54	WWWW - Inlet Rd Operation	1313 S Mission Rd #11	3 X week full		2890						
55	WWWW - Inlet Rd Operation	1313 S Mission Rd #12	3 X week full		160.25						

## 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: ISS Facility Services

Description of Services: Janitorial

Job Location: Outlying A

(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: ISS Facility Services

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

Howard Koon  
 PRINTED NAME

G.Mr  
 TITLE OF AUTHORIZED

**END OF EXHIBIT D (AM01)**