



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: 07/07/2015

or Procurement Director Award ☐

Contractor/Vendor Name (DBA): ISS Facilities Services, Inc.

Project Title/Description:

Janitorial Services for Ajo Facilities

Purpose:

Amendment of Pima County Board of Supervisors Award: To approve Contract Amendment #3, increase MA 12*654 V-11 (Ajo Facilities) service fee for each site by 1.5% due to increase in County mandated Living Wage.

Background:

The Invitation For Bids procurement for this award was conducted in accordance with Pima County Procurement Code 11.20.010 - Competitive Sealed Bidding and Board Of Supervisor's Policy D29.2 - Pima County Procurement Policy. A contract was awarded to the Contractor for a five-year term of contract. The Board of Supervisors approved the award for a not-to-exceed amount of \$430,000.00.

Amendment #01 increased 3% in pricing and amended County Living Wage.

Amendment #02 increased 2.5% in pricing and amended County Living Wage.

Administering Department: Facilities Management.

Procurement Method:

N/A

Program Goals/Predicted Outcomes:

Allow the Facilities Management Department to maintain Ajo County Building's cleanliness to County standards.

Public Benefit:

Maintain cleanliness of Ajo County Buildings for general public.

Metrics Available to Measure Performance:

Facilities Management periodically performs inspections of Ajo County Buildings.

Retroactive:

No

Original Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____

☐ Expense Amount: \$ _____ ☐ Revenue Amount: \$ _____

Funding Source(s): _____

Cost to Pima County General Fund: _____

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No ☐ Not Applicable to Grant AwardsWere insurance or indemnity clauses modified? ☐ Yes ☐ No ☐ Not Applicable to Grant AwardsVendor is using a Social Security Number? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment InformationDocument Type: MA Department Code: PO Contract Number (i.e., 15-123): 12-654Amendment No.: 3 AMS Version No.: 11Effective Date: 07/07/2015 New Termination Date: 06/30/2017 no change☒ Expense ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ 0.00 ✓Funding Source(s): General fundCost to Pima County General Fund: \$0.00

Contact: Nina Schatz, CPPB, Commodity/Contract Officer 7/1/15Department: Procurement 7/1/15 Telephone: 724-8719

Department Director Signature/Date: _____

Deputy County Administrator Signature/Date: 7-1-15County Administrator Signature/Date: 7/1/15
(Required for Board Agenda/Addendum Items)



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES CONTRACT EXECUTION

Master Agreement No: 1200000000000000654

MA Version: 11

Page: 1

Description: Janitorial Services Ajo Facilities IFB 36839

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Pima County Procurement Department
130 W. Congress St. 3rd Fl
Tucson AZ 85701

Issued By: NINA SCHATZ

Phone: 5207248719

Email: Nina.Schatz@pima.gov

T
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Initiation Date: 07-07-2015

Expiration Date: 06-30-2017

NTE Amount: \$430,000.00

Used Amount: \$194,921.60

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ISS FACILITY SERVICES INC

3860 S PALO VERDE STE 308

TUCSON AZ 85714

Contact: HOWARD KORN

Phone: 520-514-5422

Email: howard.korn@us.issworld.com

Terms: 0.0000 %

Days: 30

Shipping Method: Vendor Method

Delivery Type: STANDARD GROUND

FOB: FOB Dest, Freight Prepaid

Modification Reason

Contract amendment #03: 1) increase 1.5% in pricing and 2) amend Pima County Living Wage, effective 7/7/2015. All other terms and conditions remain unchanged.

This Master Agreement incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this agreement. All Transactions and conduct are required to conform to these documents.

Number of Attachments: 10

Attachment Names: Exec ISS Ajo AM 02 MA12-654.pdf, AM02 Ajo Exhibit B - Unit Prices-1.pdf, MA12_654_BODAIR_AM03_070715.pdf, AM01 Ajo Exhibit D - Living Wage.pdf, AM01 Ajo Exhibit B - Unit Prices.pdf, Executed ISS Ajo AM01-12-654.pdf



MASTER AGREEMENT DETAILS

Master Agreement No: 12000000000000000654

MA Version: 11

Page: 2

Line	Description					
1	Janitorial Services					
	Service Contract Amt			Service From	Service To	
	\$0.00			07-07-2015	06-30-2017	
2	FREE FORM Janitorial Services					
	Service Contract Amt			Service From	Service To	
	\$0.00			07-07-2015	06-30-2017	
3	Extra Svc Per Hour (includes washing ext grd floor windows)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$17.15			
4	Extra Services Carpet Cleaning p/sqft					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	SQFT	\$0.09			
5	Extra Services Hard Floor Strip/Wax p/sqft					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	SQFT	\$0.16			
6	Minimum Service Charge (if less than one hour)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$26.79			
7	Cost for Power Wash of sidewalk p/job sm up to 1000 sq ft					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$53.58			
8	Cost for Power Wash of sidewalk p/job mdm up to 2500 sq ft					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$53.58			
9	Cost for Power Wash of sidewalk p/job lg over 2500-4000 sqft					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$107.16			
10	Complete cleaning of chairs per chair					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$2.68			

**PIMA COUNTY DEPARTMENT OF FACILITIES
MANAGEMENT**

PROJECT: Janitorial Services for Ajo Facilities

CONTRACTOR: ISS Facility Services, Inc.

CONTRACT NO.: MA-PO-12000000000000000654

CONTRACT AMENDMENT NO.: Three (03)

CONTRACT

NO. MA-PO-12000000000000000654

AMENDMENT NO. 03

This number must appear on all
Invoices, correspondence and
documents pertaining to this
contract.

ORIG. CONTRACT TERM: 07/01/12 – 06/30/17

TERMINATION DATE PRIOR AMENDMENT: 06/30/17

TERMINATION THIS AMENDMENT: 06/30/17

ORIG. CONTRACT AMOUNT: \$430,000.00

PRIOR AMENDMENTS: \$ 0.00

AMOUNT THIS AMENDMENT: \$ 0.00

REVISED CONTRACT AMOUNT: \$430,000.00

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 a 1.5% increase in Unit Price of Exhibit B; 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 (AM02): Unit Prices (Net 30 Days Payment Term) in its entirety and replace with **Exhibit B (AM03): Unit Prices (Net 30 Days Payment Term) – Ajo.**

CHANGE: ARTICLE III – COMPENSATION AND PAYMENT:

Remove Exhibit D (AM02): Living Wage Requirements and Certificate in its entirety and replace with **Exhibit D (AM03): Living Wage Requirements and Certificate.**

The effective date of this Amendment shall be July 7, 2015.

(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 WHEREOF, 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 Korn

Printed Name and Title

6/18/15

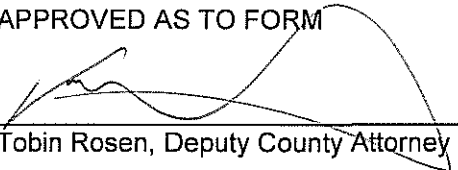
Date

ATTEST

Clerk of Board

Date

APPROVED AS TO FORM



Tobin Rosen, Deputy County Attorney

6/17/15

Date

EXHIBIT D (AM03): 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 \$11.71 per hour. A contractor may pay its eligible employees a wage of no less than \$10.42 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 \$11.71 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

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PIMA COUNTY PROCUREMENT
130 W. CONGRESS ST., 3RD FLOOR
TUCSON, ARIZONA 85701-1317
TELEPHONE (520) 724-8181, 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, Inc. 12 X 654

Description of Services: Janitorial

Job Location: All Pima County Buildings (Downtown, Outlying A, Outlying B, A10)



(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 seventy-one cents (\$11.71) 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 forty-two cents (\$10.42) 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 seventy-one cents (\$11.71) per hour and the requested monthly wage if no less than ten dollars and forty-two cents (\$10.42) per hour. In essence, the employer paid portion of benefits must have a monthly value of two-hundred twenty-three dollars and sixty cents (\$223.60). This equals the one dollar and twenty-nine cents (\$1.29) 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: Howard Korn DATE: 4/15/15

Howard Korn
PRINTED NAME

General Manager
TITLE OF AUTHORIZED

EXHIBIT B (AM03): UNIT PRICES (NET 30 DAY PAYMENT TERMS) - AJO

Line #	Location Ajo AZ Facilities *Employees need security check clearance	Address	Current Freq. of Service (days)	Approximately Cleaning Sq. Ft.	Pricing for Standard Service*	Pricing for Full Service*	Extended Annual	Site Specific Services	Hours Available to Clean	Day Service	Night Service	Day Porter	Potential Weekly Minimum Manhours
1	Ajo Courthouse*	111 La Mina	M-F	8500	\$2,087.79	\$2,372.49	\$28,469.90		5 pm to 12 am		yes		40
2	Health Bldg.	120 Estrella	M-F	2600	\$622.38	\$707.25	\$8,486.96		5 pm to 12 am		yes		15
3	Sheriff's Office*	1259 Well Rd.	Mon, Wed, Fri	3500	\$592.00	\$723.19	\$8,678.31	Changed to full service 8-8-12	5 pm to 12 am		yes		15
4	Salazar Ajo Library cs	33 Plaza Street (Ajo Plaza)	M-Sat	4950	\$909.99	\$1,034.08	\$12,408.97	Clean closets, 2 X yr behind computer cubicles	9 pm to 8 am		yes		22.5
5	Park & Rec. Recreation Center	290 5th St.	Quarterly Floors	6,000	n/a	\$371.84	\$4,462.09	Burnish floors, strip and wax 2 X yr	7 am to 12 am		yes		1
6	Courthouse Flag Services	111 La Mina	M-F		n/a	\$435.06	\$5,220.77	Raise flag 8 am, take down before sunset	n/a	yes	yes		10
7	Total Monthly Cost Current Service Listed Above					\$5,643.92							
8	Total Yearly Cost List Above (Line #7 x 12 MO)						\$67,726.99						
9	Additional Services Listed Below (Line #20)						\$25,599.03						
10	2015-2016 Annual Total (Line #8 + #9)						\$93,326.02						
	Additional Services Per Exhibit A: Scope of Services		U/P\$	Est. Monthly Usage Q'ty	Price Month	Extended Annual							
11	Extra Services Rate Per Hour (includes washing ext grnd floor windows)		\$17.15	10	\$171.45	\$2,057.45							
12	Extra Services Carpet Cleaning p/sqft		\$0.09	3,000	\$274.05	\$3,288.60							
13	Extra Services Hard Floor Strip/Wax p/sqft		\$0.16	3,000	\$482.21	\$5,786.57							
14	Minimum Service Charge (if less than one hour)		\$26.79	10	\$267.90	\$3,214.76							
15	Cost for Power Wash of sidewalk p/job sm up to 1000 sq ft		\$53.58	4	\$214.32	\$2,571.81							
16	Cost for Power Wash of sidewalk p/job mdm up to 2500 sq ft		\$53.58	4	\$214.32	\$2,571.81							
17	Cost for Power Wash of sidewalk p/job lrg over 2500 - 4000 sq ft		\$107.16	4	\$428.63	\$5,143.61							
18	Complete cleaning of chairs per chair		\$2.68	30	\$80.37	\$964.43							
19	Add'l Services Total Monthly Cost				\$2,133.25								
20	Add'l Services Total Yearly Cost					\$25,599.03							

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.

AM03 EXHIBIT C: SERVICE SITE AND INVENTORY DATA - AJO

GROUP 4: AJO, ARIZONA FACILITIES												Total Urinals																			
Line #	Location Ajo AZ Facilities *Employees need security check clearance	Address	Current Freq. of Service (days)	Approximately Sq. Ft.	Total Carpet	Total VCT	Other Surface	Total RR	Total Kitchens	Total RR Stalls	Water	Waterless	Total Towel Dispensers	Total TP dispensers	Total Toilet Seat Dispensers	Soap Dispensers	Sinks Total	Shower Stalls	Locker Rooms	Sanitary Napkin Disposal	Day Service	Night Service	Day Porter	Estimated Occupants	Estimated Visitors Daily	Other Surface	Type Towel Dispensers	Type TP dispensers	Total Toilet Seat Dispensers	Soap Dispensers	
1	Ajo Courthouse*	111 La Mina	5 per week full	8500	5353	1669	1478	4	1	7	3	0	4	7	0	4	7	0	0	0		yes			13	50	tile, concrete	Max 2000	Waxie (rolls)		waxie
2	Health Bldg.	120 Estrella	5 per week full	2600	1212.75	1387.25	0	4	1	4	0	0	7	4	0	7	8	0	0	2		yes			1	15	none	Max 2000	Waxie (rolls)		waxie
3	Sheriff's Office*	1259 Well Rd.	3 per week full	3500	1465.75	2034.25	0	5	0	5	0	0	5	5	5	5	5	0	0	2		yes			20	15	none	Max 2000	Waxie (rolls)	waxie	waxie
4	Salazar Ajo Library cs	33 Plaza Street (Ajo Plaza)	6 per week full	4950	4222.25	343	384.75	3	1	3	0	0	3	3	0	3	4	0	0	1		yes			6	199	tile	Max 2000	Waxie (rolls)		waxie
5	Park & Rec. Recreation Center	290 5th St.	Quarterly Floors	6,000	300	5,400	300	2	1	4	3	0	4	4	4	2	8	1	0	3		yes			4	300	tile	Max 2000	Waxie (rolls)		waxie
6	Courthouse Flag Services	111 La Mina	5 x per week																												
7	Fueling Station - replace paper only	Well Rd	2 X per week, paper only					2																			Max 2000	Waxie (rolls)			