



**BOARD OF SUPERVISORS AGENDA ITEM REPORT**  
**CONTRACTS / AWARDS / GRANTS**

Requested Board Meeting Date: 07/07/2015

or Procurement Director Award ☐

**Contractor/Vendor Name (DBA):** New Image Building Services, LLC

**Project Title/Description:**

Janitorial Services for Abrams Facilities

**Purpose:**

Amendment of Pima County Board of Supervisors Award: To approve Contract Amendment #3, modify MA 13\*164 V-9 (Abrams Facilities) scope of services as follows:

- 1) Remove unoccupied space including Facilities Management maintenance shops (23,586 sq ft) from the contract.
- 2) Remove Health Department warehouse (4,000 sq ft) from the contract.
- 3) Reduce Abrams Building County cleaned space from 110,508 sq ft to 102,771 sq ft.
- 4) Increase service fee for County cleaned space 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 Abrams Facilities janitorial services for a four year and nine month term to replace the original contractor, GCA Services Group due to their chronic performance faults. The Contractor was the 2<sup>nd</sup> low responsive bid submitted in response to the competitive procurement. The Board of Supervisors approved the award for a not-to-exceed amount of \$911,619.20.

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

Amendment #02 increased 5% in pricing; update service site and utility inventory data and amended County Living Wage.

Administering Department: Facilities Management.

**Procurement Method:**

N/A

**Program Goals/Predicted Outcomes:**

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

**Public Benefit:**

Maintain cleanliness of Abrams County Buildings for general public.

**Metrics Available to Measure Performance:**

Facilities Management periodically performs inspections of Abrams County Buildings.

**Retroactive:**

No

Procure Dept 07/01/15 PM03:42

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**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.

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**Amendment Information**Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 13-164Amendment No.: 3 AMS Version No.: 9Effective 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

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Contact: Nina Schatz, CPPB, Commodity/Contract Officer *6/30/15* *7/1/15*Department: Procurement *L. H. Williams* *7/1/15* Telephone: 724-8719

Department Director Signature/Date: \_\_\_\_\_

Deputy County Administrator Signature/Date: *Jon Burke* *7-1-15*County Administrator Signature/Date: *C. D. ...* *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: 13000000000000000164

MA Version: 9

Page: 1

Description: Janitorial Services Abrams Building 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

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Initiation Date: 07-07-2015

Expiration Date: 06-30-2017

NTE Amount: \$911,619.20

Used Amount: \$468,832.75

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NEW IMAGE BUILDING SERVICES LLC

219 E MABEL ST

TUCSON AZ 85705

Contact: LIGIA PONCE

Phone: 520-954-8778

Email: lponce@newimagebuilding.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; 2) update service site and inventory data and 3) 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: 11

Attachment Names: AM02 Abrams Exhibit C-Service Site and Inventory Data-Abrams Facilities2.pdf, AM02 Abrams Exhibit B - Unit Prices.pdf, Exec NewImage AM02 MA13-164.pdf, MA\_13\_164\_BOSAIR\_AM03\_070715.pdf, Exhibit D - Living Wage Requirement and Certificate\_New Image.pdf



# MASTER AGREEMENT DETAILS

Master Agreement No: 13000000000000000164

MA Version: 9

Page: 2

Line	Description					
1	FREE FORM Janitorial Services					
	Service Contract Amt			Service From	Service To	
	\$0.00					
2	Extra Services Rate Per Hour (includes washing ext grnd floo					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOURL	\$20.58			
3	Extra Services Carpet Cleaning					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	SQFT	\$0.11			
4	Extra Services Hard Floor Strip/Wax					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	SQFT	\$0.13			
5	Minimum Service Charge (if less than one hour)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOURL	\$93.31			
6	Cost for Power Wash of entryways and west patios					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$137.22			
7	Complete cleaning of chairs per chair					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$3.29			

**PIMA COUNTY DEPARTMENT OF FACILITIES  
MANAGEMENT**

**PROJECT:** Janitorial Services Abrams Facilities

**CONTRACTOR:** New Image Building Services, LLC

**CONTRACT NO.:** MA-PO-13000000000000000164

**CONTRACT AMENDMENT NO.:** Three (03)

**CONTRACT**

**NO.** MA-PO-13000000000000000164

**AMENDMENT NO.** 03

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

**ORIG. CONTRACT TERM:** 11/01/12 – 06/30/17

**TERMINATION DATE PRIOR AMENDMENT:** 06/30/17

**TERMINATION THIS AMENDMENT:** 06/30/17

**ORIG. CONTRACT AMOUNT:** \$911,619.20

**PRIOR AMENDMENTS:** \$ 0.00

**AMOUNT THIS AMENDMENT:** \$ 0.00

**REVISED CONTRACT AMOUNT:** \$911,619.20

**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 changes in service area and a 1.5% increase in Unit Price and 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 (AM02): Unit Prices (Net 30 Days Payment Term) in its entirety and replace with **Exhibit B (AM03): Unit Prices (Net 30 Days Payment Term) – Abrams Building.**

**CHANGE: ARTICLE III – COMPENSATION AND PAYMENT:**

Remove Exhibit C (AM02) Service Site and Inventory Data in its entirety and replace with **Exhibit C (AM03): Service Site and Inventory Data – Abrams Building.**

**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.

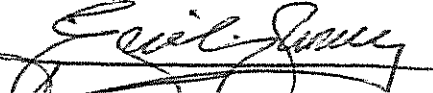
IN WITNESS WHEREOF, the parties have affixed their signatures to this Amendment on the dates written below.

**PIMA COUNTY**

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Date

**CONTRACTOR**



\_\_\_\_\_  
Authorized Officer Signature



\_\_\_\_\_  
Printed Name and Title




\_\_\_\_\_  
Date

**ATTEST**

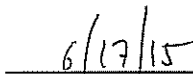
\_\_\_\_\_  
Clerk of Board

\_\_\_\_\_  
Date

**APPROVED AS TO FORM**



\_\_\_\_\_  
Tobin Rosen, Deputy County Attorney



\_\_\_\_\_  
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

(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: New Image Building Services LLC

Description of Services: Sanitation

Job Location: Abrams Building Contract # 13-164



(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: New Image Building Services LLC

AUTHORIZED SIGNATURE: [Signature] DATE: 4/16/15

Ligia Ponce  
PRINTED NAME

Manager  
TITLE OF AUTHORIZED



**EXHIBIT B (AM03): UNIT PRICES (NET 30 DAY PAYMENT TERMS) - ABRAMS BUILDING**

Line #	Location Abrams 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	Hours Available to Clean	Day Service	Night Service	Day Porter	Potential Weekly Minimum Manhours
1	Abrams Building County Cleaned Spaces	3950 S. Country Club Road	M-Sat.	102,771	\$11,581.61	\$12,727.04	\$152,724.53	24 hrs		yes	8 hours M-F	140
2	Total Monthly Cost Current Service Listed Above					\$12,727.04						
3	Total Yearly Cost Listed Above (Line #2 x 12 MO)						\$152,724.53					
4	Add'l Services Listed Below Total Yearly Cost (Line #15)						\$6,953.85					
5	2015-2016 Annual Total (Line #3 + #4)						\$159,678.39					
	Additional Services Per Exhibit A: Scope of Services		U/P\$	Est. Monthly Usage Q'ty	Price Month	Extended Annual						
6	Extra Services Rate Per Hour (includes washing ext grnd floor windows)		\$20.58	10	\$205.82	\$2,469.88						
7	Extra Services Carpet Cleaning p/sqft		\$0.11	500	\$54.89	\$658.63						
8	Extra Services Hard Floor Strip/Wax p/sqft		\$0.13	420	\$55.33	\$663.90						
9	Minimum Service Charge (if less than one hour)		\$93.31	1	\$93.31	\$1,119.68						
10	Cost for Power Wash of entryways and west patios		\$137.22	1	\$137.22	\$1,646.58						
11	Complete cleaning of chairs per chair		\$3.29	10	\$32.93	\$395.18						
12	Add'l Services Total Monthly Cost				\$579.49							
13	Add'l Services Total Yearly Cost					\$6,953.85						

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.

**Site Specific Services**

Saturday WIC area clean (4 hrs).  
32 floor drains need daily treatment.  
Toilet seat dispensers in use, no holders.  
Conference rooms clean daily, extract monthly.  
Public areas need daily mopping, vacuuming.  
Keys are kept in building, only supervisor has badge to enter.

EXHIBIT C (AM03): SERVICE SITE AND INVENTORY DATA  
ABRAMS BUILDING

GROUP 5: ABRAMS FACILITIES											Total Urinals																			
Line #	Location Abrams 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	UofA Space Abrams Building (2nd)	3950 S. Country Club, 2nd floor	2 full 5 RRK	5,000	5000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	YES								
2	Abrams Building	3950 S. Country Club Road	2 full 5 RRK	102,771	93,393	8474	904	25	9	56	0	16	51	65	0	43	57	0	0	49	yes	yes		500	205	tile, stone	Kimberley C	Kimberley C	Kimberley C	Kimberley C