

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

Requested Board Meeting Date: May 17, 2016

or Procurement Director Award ☐

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

**Project Title/Description:**

Janitorial Services Ajo Facilities

**Purpose:**

Amendment of Award: Master Agreement No. MA-PO-12-654, Amendment No. Four (4). This contract amendment increases service fees for each site by 0.95%, updates Exhibit C: Service Site and Inventory Data - Ajo (Add: 290 5th Street) and amends the County's living wage requirements. No additional funding required through remainder of term (06/30/2017).

Administering Department: Facilities Management.

**Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.010 Competitive Sealed Bidding, Solicitation #36839 was conducted. On 05/12/2012, the Board of Supervisors approved an award of six (6) contracts in a cumulative amount of \$12,786,500.00 with five (5) year terms. The award included the authority for the Procurement Director to reallocate the award amounts among the contracts without further action by the Board of Supervisors provided that the sum of the revised contract amounts did not exceed the sum of the contract award amounts. Master Agreement MA-PO-12-654 was approved for a cumulative 5-year contract amount of \$430,000.00.

Amendment 1: On 06/18/2013, the Board of Supervisors approved a contract amendment to increase service fees for each site by 3% and amend the County's living wage requirements.

Amendment 2: On 07/01/2014, the Board of Supervisors approved a contract amendment to increase service fees for each site by 2.5% and amend the County's living wage requirements.

Amendment 3: On 07/07/2015, the Board of Supervisors approved a contract amendment to increase service fees for each site by 1.5% and amend the County's living wage requirements.

Attachment: Master Agreement MA-PO-12-654, Amendment No. Four (4).

**Program Goals/Predicted Outcomes:**

County buildings in Ajo, Arizona will be cleaned on a regular basis.

**Public Benefit:**

County buildings in Ajo, Arizona will be clean and sanitary for public use.

**Metrics Available to Measure Performance:**

Services performed as scheduled with periodic inspections.

**Retroactive:**

No

Procure Dept 05/02/16 PM03:01

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 Awards

Were insurance or indemnity clauses modified? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

Vendor 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 Information

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 12-654

Amendment No.: 4 AMS Version No.: 13

Effective Date: 07/07/2016 New Termination Date: \_\_\_\_\_

☒ Expense ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$0.00

Funding Source(s): General Fund

Cost to Pima County General Fund: \$0.00

Contact: Julie K McWilliams, Commodity Contracts Officer Julie K. McWilliams 4/20/2016 4/21/16

Department: Procurement May 9-14 4/21/16 Telephone: \_\_\_\_\_

Department Director Signature/Date: [Signature] 4/25/16

Deputy County Administrator Signature/Date: [Signature] 5-2-16

County Administrator Signature/Date: [Signature] 5/2/16  
(Required for Board Agenda/Addendum Items)



# MASTER AGREEMENT

## PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES CONTRACT EXECUTION

Master Agreement No: 12000000000000000654

MA Version: 13

Page: 1

Description: Janitorial Services Ajo Facilities IFB 36839

### I S S U E R

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

Issued By: JULIE MCWILLIAMS  
Phone: 5207243718  
Email: julie.mcwilliams@pima.gov

### T E R M S

Initiation Date: 07-07-2015

Expiration Date: 06-30-2017

NTE Amount: \$430,000.00

Used Amount: \$259,760.51

### V E N D O R

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

Increase unit pricing 0.95%, update service site and inventory data, and amend Pima County Living Wage effective 7/7/2016. All other terms and conditions remain unchanged. Attachments: Master Agreement, Amendment #4.

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.



# MASTER AGREEMENT DETAILS

Master Agreement No: 12000000000000000654

MA Version: 13

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 grnd floor windows)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$17.31			
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	\$27.4			
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	\$54.09			
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	\$54.09			
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	\$108.18			
10	Complete cleaning of chairs per chair					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$2.7			

**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.:** Four (04)

**CONTRACT**

NO. MA-PO-12-654

AMENDMENT NO. 04

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 0.95% 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 (AM03): Unit Prices (Net 30 Days Payment Term) in its entirety and replace with **Exhibit B (AM04): Unit Prices (Net 30 Days Payment Term) – Ajo.**

And

Remove Exhibit C: Service Site and Inventory Data in its entirety and replace with **Exhibit C (AM04): Service Site and Inventory Data – Ajo.**

And

Remove Exhibit D (AM03): Living Wage Requirements and Certificate in its entirety and replace with **Exhibit D (AM04): Living Wage Requirements and Certificate.**

The effective date of this Amendment shall be July 7, 2016.

(Reminder of Page 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 Korn G.A.  
\_\_\_\_\_  
Printed Name and Title

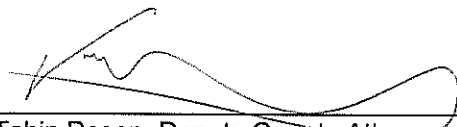
4/18/16  
\_\_\_\_\_  
Date

**ATTEST**

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

\_\_\_\_\_  
Date

**APPROVED AS TO FORM**

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

4/7/16  
\_\_\_\_\_  
Date

**EXHIBIT B (AM04): 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	\$2,107.83	\$2,395.03	\$28,740.37		5 pm to 12 am		yes		40
2	Health Bldg	120 Estrella	M-F	2600	\$230.78	\$470.79	\$5,649.54		5 pm to 12 am		yes		15
3	Sheriff's Office*	1259 Wall Rd	Mon, Wed, Fri	3500	\$582.00	\$730.06	\$8,760.75	Changed to full service B-B-12	5 pm to 12 am		yes		15
4	Salazar Ajo Library ce	33 Plaza Street (Ajo Plaza)	M-Sat	4950	\$910.64	\$1,043.90	\$12,526.85	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	\$375.37	\$4,504.47	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	\$439.20	\$5,270.37	Raise flag 8 am, take down before sunset	n/a	yes	yes		10
7	Total Monthly Cost Current Service Listed Above					\$5,454.36							
8	Total Yearly Cost List Above (Line #7 x 12 MO)						\$65,452.35						
9	Additional Services Listed Below (Line #20)						\$25,842.22						
10	2016-2017 Annual Total (Line #8 + #9)						\$91,294.57						
	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 gmd floor windows)		\$17.31	10	\$173.08	\$2,078.99							
12	Extra Services Carpet Cleaning p/sqft		\$0.09	3,000	\$276.65	\$3,319.84							
13	Extra Services Hard Floor Strip/Wax p/sqft		\$0.16	3,000	\$488.79	\$5,841.54							
14	Minimum Service Charge (if less than one hour)		\$27.04	10	\$270.44	\$3,245.30							
15	Cost for Power Wash of sidewalk p/job sq ft up to 1000 sq ft		\$54.00	4	\$216.35	\$2,596.24							
16	Cost for Power Wash of sidewalk p/job sq ft up to 2500 sq ft		\$54.00	4	\$216.35	\$2,596.24							
17	Cost for Power Wash of sidewalk p/job sq ft over 2500 - 4000 sq ft		\$106.18	4	\$432.71	\$5,192.48							
18	Complete cleaning of chairs per chair		\$2.70	30	\$81.13	\$973.59							
19	Add'l Services Total Monthly Cost				\$2,153.52								
20	Add'l Services Total Yearly Cost					\$25,842.22							

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.

AM04 EXHIBIT C: SERVICE SITE AND INVENTORY DATA - AJ0

GROUP #: AJ0, 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 R/Chems	Total RR Stalls	Water	Waterless	Total Toilet 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 Only	Other Surface	Type Toilet Dispensers	Type TP dispensers	Total Toilet Seat Dispensers	Soap Dispensers	
1	Kia Courthouse*	111 La Mina	5 per week full	6500	5365	1099	1478	4	1	7	3	0	4	7	0	4	3	0	0	0	yes	no	no	15	50	tile concrete	Max 2000	Wave (rolls)	no	wave	
2	Health Bldg	120 Estrella	Closed	2000	1212.75	1367.25	0	4	1	4	0	0	7	4	0	7	0	0	0	0	yes	no	no	14	15	none	Max 2000	Wave (rolls)	no	wave	
3	Sherriff's Office*	1250 West Rd	3 per week full	3500	1405.75	2034.25	0	5	0	0	0	0	5	5	0	5	0	0	0	2	yes	no	no	20	15	none	Max 2000	Wave (rolls)	wave	wave	
4	Sanger Ajo Library	33 Plaza Street (Ajo Plaza)	0 per week full	4050	4222.75	347	344.75	3	1	3	0	0	3	3	0	3	4	0	0	1	yes	no	no	6	100	tile	Max 2000	Wave (rolls)	wave	wave	
5	Park & Rec. Recreation Center	290 5th St	Quarterly Floors	8000	300	5400	300	2	1	4	3	0	4	4	4	2	0	1	0	3	yes	no	no	4	300	tile	Max 2000	Wave (rolls)	no	wave	
6	Courthouse Flag Services	111 La Mina	0 x per week																												
7	Pumping Station - recuse paper only	West Rd	2 x per week, paper only					2																			Max 2000	Wave (rolls)			
8	Health Dept	200 5th St (new office)	2 x per week, office only	180	0	180	0	0	0	0	0	0	0	0	0	0	0	0	0	0	yes	no	no	1	5	n/a	n/a	n/a	n/a	n/a	



## EXHIBIT D (AM04): 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 \$11.85 per hour. A contractor may pay its eligible employees a wage of no less than \$10.55 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 \$11.85 per hour. Contractors shall include all costs necessary for complete compliance to the living wage requirement. Pima County Title 11, Chapter 38, *Pima County Living Wage* can be referenced at the following link.

[https://www.municode.com/library/az/pima\\_county/codes/code\\_of\\_ordinances?nodeId=TIT11PICOPRCO\\_CH11.38PICOLIWA](https://www.municode.com/library/az/pima_county/codes/code_of_ordinances?nodeId=TIT11PICOPRCO_CH11.38PICOLIWA)

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
- 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.

(Remainder of page intentionally left blank)



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 are required of this firm.

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

Company Name: ISS Family Services, Inc.

Description of Services: Sanitation Services

Job Location: AJO, AZ, OUTLYING A, OUTLYING B, DOWNTOWN STAGS.



(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 eighty-five cents (\$11.85) 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 fifty-five cents (\$10.55) 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 eighty-five cents (\$11.85) per hour and the requested monthly wage if no less than ten dollars and fifty-five cents (\$10.55) per hour. In essence, the **employer paid portion** of benefits must have a monthly value of two-hundred twenty-five dollars and thirty-three cents (\$225.33). This equals the one dollar and thirty cents (\$1.30) 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 Family Services, Inc.

AUTHORIZED SIGNATURE: [Signature] DATE: 7/17/16

Howard Kern

PRINTED NAME

General Manager

TITLE OF AUTHORIZED

Revised 10/22/15

MA 12-654 AM04 Exhibit B - Unit Prices Ajo 1-0095% REV.xlsx

AM04 Exh C-Service Site and Inventory Data-Ajo.xlsx