

BOARD OF SUPERVISORS AGENDA ITEM REPORT CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: May 17, 2016

or Procurement Director Award

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

Project Title/Description:

Janitorial Services for Outlying B Facilities

Purpose:

Amendment of Award: Master Agreement No. MA-PO-12-653, Amendment No. Four (4). This contract amendment increases service fees for each site by 0.95%, updates Exhibit C: Service Site and Inventory Data - Outlying B (Add: Corona de Tucson, Avra Valley #1 and #2, Green Valley, Randolph Park, and new high school. Discontinue: 175 W Irvington.) 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-12-653 was approved for a cumulative 5-year contract amount of \$3,151,500.00.

Amendment 1: On 06/18/2013, the Board of Supervisors approved a contract amendment to increase service fees for each site by 3%, update Exhibit C: Service Site and Inventory Data - Outlying B, 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%, update Exhibit C: Service Site and Inventory Data - Outlying B, 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%, uupdate Exhibit C: Service Site and Inventory Data - Outlying B, and amend the County's living wage requirements.

Attachment: Master Agreement MA-PO-12-653, Amendment No. Four (4).

Program Goals/Predicted Outcomes:

County buildings will be cleaned on a regular basis.

Public Benefit:

County buildings will be clean and sanitary for public use.

Metrics Available to Measure Performance:

Services performed as scheduled with periodic inspections.

Retroactive:

No

Original Information		**************************************	
Document Type:	Department Code:	Contract	: Number (i.e.,15-123):
	Termination Date:		lumber (Synergen/CMS):
☐ Expense Amount: \$		🔲 Revenue Am	
Funding Source(s):		_	
Cost to Pima County Ge	neral Fund:		
Contract is fully or partia	Ily funded with Federal Funds?	☐ Yes ☐ No	☐ Not Applicable to Grant Awards
Were insurance or inder	nnity 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 require	d form per Administrative Proced	dure 22-73.	
<u>Amendment Informatio</u>	n		The second secon
Document Type: MA	Department Code: PO	Contract	Number (i.e., 15-123): 12-653
Amendment No.: 4			on No.: 15
Effective Date: 07/07/201	16	New Termination	on Date:
⊠Expense □ Revenu	ie 🛭 Increase 🔲 Decrease	Amount T	his Amendment: \$0.00
Funding Source(s): Gene	ral Fund		
Cost to Pima County Ger	ieral Hund: \$0.00		

Contact: Julie K McWillian	ms, Commodity Contracts Office	Palin K Meerica	Clear 4/20/2016 MH cell 4/2
Department: <u>Procuremen</u>	1 May Is de	() 4/21/16	Telephone:
Department Director Sign	1 4 -	4/250	ly.
Deputy County Administra	ator Signature/Date:	n Julie	5-2-16

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MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES CONTRACT EXECUTION

Master Agreement No: 12000000000000000653

MA Version: 15

Page: 1

Description: Janitorial Services Outlying B Facilities IFB 36839

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Pima County Procurement Department

130 W. Congress St. 3rd FI

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:

\$3,151,500.00

Used Amount:

\$2,418,316.20

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: 12000000000000000653

MA Version: 15

Page: 2

Line	Description	<u> </u>			
1	Janitorial Services Outlying B Facilitie	es ·			
2	Service Contract Amt \$0.00 FREE FORM Janitorial Services		Service From 07-05-2015	Service To 06-30-2017	
2	Service Contract Amt \$0.00		Service From 07-05-2015	Service To 06-30-2017	
3	Extra Svc Per Hour (includes washing	ext grnd floor windows)		00 00 1011	
	Discount 0.0000 %	UOM Unit Price HOUR \$14.87	Stock Code	VPN	MPN
4	Extra Services Carpet Cleaning p/sqf	ស្ត្រាស់ ស្រាក់		•	一一的 切地 医肾髓 医大型
	Discount 0.0000 %	UOM Unit Price SQFT \$0.09	Stock Code	VPN	MPN
5	Extra Services Hard Floor Strip/Wax				
_	Discount 0.0000 %	UOM Unit Price SQFT \$0.16	Stock Code	VPN	MPN
6	Minimum Service Charge (if less than	,			
	Discount 0.0000 %	UOM Unit Price EA \$27.04	Stock Code	VPN	MPN
7	Cost for Power Wash of sidewalk p/jo				
	Discount 0.0000 %	UOM Unit Price EA \$27.04	Stock Code	VPN	MPN
8	Cost for Power Wash of sidewalk p/jo		•	•	그는 이 학생이 불살하고 가는 화장 중요 하는
	Discount 0.0000 %	UOM Unit Price EA \$29.75	Stock Code	VPN	MPN
9	Cost for Power Wash of sidewalk p/jo				人工工程、企業、企業、企業、企業、企業、企業、企業、企業、企業、企業、企業、企業、企業、
	Discount 0.0000 %	UOM Unit Price EA \$32.45	Stock Code	VPN	MPN
10	Complete cleaning of chairs per chair				
	Discount 0.0000 %	UOM Unit Price EA \$2.7	Stock Code	VPN	MPN

PIMA COUNTY DEPARTMENT OF FACILITIES MANAGEMENT

PROJECT: Janitorial Services for Outlying B Facilities

CONTRACTOR: ISS Facility Services, Inc.

CONTRACT NO.: MA-PO-120000000000000000653

CONTRACT AMENDMENT NO.: Four (04)

CONTRACT

NO. MA-00-12-653

AMENDMENT NO. O

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: \$ 3,151,500.00
PRIOR AMENDMENTS: \$ 0.00
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 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) – Outlying B**.

And

Remove Exhibit C (AM03): Service Site and Inventory Data in its entirety and replace with **Exhibit C** (AM04): Service Site and Inventory Data — Outlying B.

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.

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	CONTRACTOR
	A
Chair, Board of Supervisors	Authorized Officer Signature
Date	Howson Kom G.M. Printed Name and Title
Date	4/18/16
	Date
ATTEST	
Clerk of Board	
Date	
APPROVED AS TO FORM	
Tobin Rosen, Deputy County Attorney	

Date

EXHIBIT B (AM04): UNIT PRICES (NET 30 DAY PAYMENT TERMS) - OUTLYING B

Line #	Location Outlaying B *Employees need security check clearance	Address	Current Freq. of Service (days)	Approximately Cleaning Sq. Ft.	Pricing for Standard Service*	Prising for Full Service*	Extended Annual	Site Specific Services	Hours Available to Clean	Day Service	Night Service	Day Porter	Potential Weekly Minimum Manhours
1	Sheriff Corona de Tucson* Closed 2-29-13	16321 S Houghlan Rd		600	\$0.00	\$0.00	\$0.00					100 mm m m m m m m m m m m m m m m m m m	
2	Adult Probation - Ajo Way *	2695 E. Ajo Way	M-F	29,900	\$2,581.24	\$5,394.78	\$30,974.82		5 am to 1 pm	yes			43.75
3	Green Valley Clinic	601 N. La Canada	M-F	1,780	\$472.78	\$537.25	\$6,446.98		5 pm to 12 am		yes		6.5
4	Health-Water Rogers	175 W. Irvington	M-F	7,300	\$0.00	\$0.00	\$0.00	none	5 pm to 12 am		yes		21.75
5.	Green Valley Govt, Center - Judicial Courts	601 La Canada	M-F	3.650	\$200.77	\$620.25	\$3,561.26	Clean courts after every use	5 pm to 12 am		yes		15
5	Juvanile Court County Atlanney Office	2335 E. Ajo Way	M-F	00e,B	\$748.26	\$1,563.86	\$8,979.09	none	5 pm to 12 am		yes		13.5
7	Juvenile Court Public Defenders Office*	2337 E. Ajo Way	M-F	5,400	\$589,19	\$1,231.42	\$7,070 34	none	5 pm to 12 am		yes		9.75
- 6	Jevenia Court Center*	2225 E. Ajo Way	M-Sat.	115,000	\$10,799.66	\$22,571.29	\$129,595.95	Clean courts after every use, Sat. Ct	5 pm to 12 am		yas		181.5
9	Forensic Science Center (excluding 877 sq ft of autopsy room)	2825 Dist. Street	5 x per weak full	7,023	\$840.81	\$955.47	\$11,465.64	Autopsy excluded, must arrive before closing, need to clean patic area, observation has glass to clean	4 pm - 12 am				13 5
10	Kina Teen Center-Health	2801 E. Ajo Way	M-F	5,300	\$649.56	\$735.13	\$B,857.69	hone	5 pm to 12 am	yes			14 5
11	Library-Arivaca-Jandorial and Londscape cs	5th Street	M-F	2,200	\$754.29	\$857.15	\$10,285.78	Includes watering landscape, weeds, trash, debris in yard	non-business hrs		yes		В
12	Library-Green Valley	601 N. La Canada Dr.	M-Sat.	13,800	\$1,515.14	\$1,721.75	\$20,661.00	попе	9 pm to 8 am		yes		28.5
13	Sheriff-Shooting Range* 8-12	10001 S. Rita Rd.	M-F	5.892	\$1,408 41	\$1,600.46	\$19,205 55	g-12 changed to full service	Bam to 5 pm	yas			12
14	Sheriff-Green Valley*	601 La Canada	M-F	4,000	\$563.75	\$1,178.23	\$6,764.94	hone	5 pm to 12 am		yes		11.5
15	Shootf-San Kavier	2545 E. Ajo Way	M-F	6,800	\$583.03	\$1,427.53	\$8,106.33	hone	6 am to 5 pm		yes		11.5
16	Shariff - HIDTA Conter	6868 S. Plumber	M-F	45,700	\$5,244.41	\$5,959.50	571,514.71	Two day time janitors required	8 am to 5 pm	yes			85.5
17	Sheriff - Property & Evidence*	1600 E. Banson Hwy	M-F	2,000	\$507.31	\$1,060.27	\$6,087.66	hone	5 pm to 12 am	yes			6.75
15	Sheriff - Robles Junction Station*	16140 W. Ajo Way	Tuesday only	1,350	\$359,45	\$751.25	\$4,313.40	none	8 am - 5 pm		yes		9
19	Records Warehouse (bidg 17500, only clean front offices)	1640 E. Benson Hwy	M-F	3,555	\$427.02	\$892.46	\$5,124.20	none	5 pm to 12 am		yes	510H JH HIS	. 7
50	Kino Service Center	2797 E. Ajo Way	M-F	28,400	\$2,346,75	\$4,904.71	\$28,161.02	Must clean early AM before open	6 amto 9am	yes			41.75
21	Columbus Branch Library	4350 E. 22nd Street	M-Sat.	14,988	\$1,875.09	52,130.70	\$25,569.43	none	9 pm to 8 am		yes		20
22	Quincle Douglas Library	1585 E. 36th Street	M-Sat.	10.600	\$1,194.56	51,357.45	\$16,289.45	none	9 pm to B am		yes		19.25
23	Mission Branch Library	3770 S. Mission Rd.	M-Sat.	10,000	\$1,183.69	\$1,345.10	\$15,141.21	hone	9 pm to 8 am		yes		20.75
24	Valencia Branch Library	202 W. Valencia Rd.	M-Sat.	17.700	\$1,887.14	\$2,144.47	\$25,733.68	none	9 pm to 8 am		yes		34
25	El Pueblo Library	101 W. Irvington Rd.	M-Sat.	3,700	\$577.83	\$656.62	\$7,879.46	none	9 pm to 8 am		yes		10.25
26	Santa Rosa Library	1075 S. 10th Ave.	Tues-Sat.	7,500	\$951.74	\$1,081,52	\$12,978.21	none	9 pm to 8 am		yes		13.25
27	PSR Continental Green Valley (stop service)	1100 Whitehouse Conyon Rd, Continental	A CONTRACTOR OF THE PARTY OF TH		\$0.00	\$0.00	\$0.00	1	The state of the s				
28	Sheriff Hanger*	1840 E. Valencia	Mon, Wed, Fri	10,000	\$946.20	\$1,977.56	\$11,354.39	† 	8 am to 7 pm		yes		7.75
29	Childrens Advacacy Center	2397 E. Ajo Way	M-F	21,460			522,004.61	Floor cleaning includes secure rooms	5 pm to 12 am		yes		43.75
30	Sahuarita Library cs	725 W. Via Rancho Sahuarita	M-F	7,500	\$674.16		\$9,193.02		non-business his		yes		16.5
31	TB Clinic - Abrams	2880 E. District	M-F	3.520	\$ 548.74	\$623.57	\$7,482.88		5 pm to 12 am		yes	1310242321424(\$25051511152)	20
32	Elections Building	6550 S. Country Club	M-F	33,500	52,063.48	\$4,312.67	\$24,781.76	. Anners & Product of State of Carlot Colonia of State of Carlot Colonia of Carlot Car	5 pm to 12 am		yes Ishinasaniningsi		41.75
33	Investment Partnership closing 8-31-13 tentatively	3810 S. Evans		1,492	\$0.00			[42525622222445544444444654652222244644444444		(1975 1980 1980 1980 1980 1980 1980 1980 1980 1980 1980 1980 1980 1980 1980 1 			
34	Quincie Douglas Annex Bldg	949-951 E 35th St.		3,500	\$0.00		\$0.00	PROBLEM CONTRACTOR OF THE PROPERTY OF THE PROP		1 2000 000 000 000 000 000 000 000 000 0			
35	Sahuarita Landfill Trailer - stop service June 1, 2013	16605 S La Canada Dr		2,500	\$0.00	Language and the	\$0.00		19979999999				
36	PC WIN - PECOC (under construction) (green services building)	3434 22nd St.	7 days	35,000	\$3,320,91	\$3,773.76	\$39,850.94	Building requires green cleaning policy	8 am to 12 am	уев	yes		48
37	Health dept warehouse	1505 Apache Park PI	M-F	1484	\$588.43	\$608.67	\$8,024.06	Janitors have no key, arrive before close	3 pm to 5 pm	Clean daytime only, I	n	<u></u>	10
38	Corona de Tucson WW	1100 W Sahuarita Rd	T, Th	1200	\$337.50	\$705.37	\$8,464.40	Jangors have no key, arrive before close	7am to 4 pm	Clean daytime only, r	no keys issued to ja	nitors	10
39	Avra Valley #1	10000 Snyder Hill Rd	T, Th	1156	\$450.24	\$959.82	\$11,517.78	Janitors have no key, arrive before close	7am to 4 pm	Clean daytime only, r	no keys issued to ja	nitors	10

EXHIBIT 8 (AM04): UNIT PRICES (NET 30 DAY PAYMENT TERMS) - QUTLYING B

Line #	Location Outlaying B *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 Weakly Minimum Manhours
40	Avra Valley #2	10000 Snyder Hill Rd	T, Th	3100	\$420.17	\$878.10	\$10,537.97	Jandors have no key, arrive before close	7sm to 4 pm	Clean daytime only, n	o keys issued to lan	tilors.	10
41	Green Valley WW	19600 Old Nogales Hwy	T, Th	4490	\$593.41	31,449.22	\$17,390.61	Janitors have no key, arrive before close	7am to 4 pm	Clean daytime only, n	o keys issued to jar	ntors	10
42	Randolph Park RWRD	3805 22nd St	T, Th	1204	\$114.00	\$238.27	\$2,869.19	Jantors have no key, arrive before close	7am to 4 pm	Clean daytime only, n	o keys issued to jar	nitors	1
43	New High School Southside	175 W. Irvington	Summer 2016		leaglache	\$0.00	\$0.00						
44	Total Monthly Cost Current Service Listed Above					\$55,441.82							
45	Total Yearly Cost Listed Above (Line #38 x 12 MO)						\$665,299.49						
46	Add'l Services Listed Balow Total Yearly Cost (Line #51)					ALIGH HANGE	\$47,270.63						
47	2016-2017 Аппца! Total (Line #39 + #40)						\$712,570.32						689.5
							_						
	Addilliong! Services Per Exhibit At Scope of Services		UPS	Est. Monthly Usage O'ty	Price Month	Extended Angual							
48	Extra Services Rata Per Hour (includes washing axl grad floor windows)		\$14,87	60	\$892.45	\$10,709.49	1						
49	Extra Services Carpet Cleaning p/sqft		\$0.09	5,000	\$553.31	\$6,639.68							

	Addillam) Seryicas Per Exhibit A: Scope of Services	UP\$	Est. Monthly. Usage City.	Price Month	Extended Angual
48	Extra Services Rate Per Hour (includes washing axl grad floor windows)	\$14.87	60	\$892.46	\$10,709.49
49	Extra Services Carpet Cleaning p/sqft	\$0.09	5,000	\$553.31	\$6,639.68
50	Extra Services Hard Floor Strip/Wax p/sqft	\$0.16	6,000	\$973 59	\$11,683.00)
51	Minimum Service Charge (if less than one hour)	527.04	10	\$270.44	\$3,245.30
52	Cost for Power Wash of sidewalk p/job sm up to 1000 sq fl	\$27.04	10	\$270.44	\$3,245.30
53	Cost for Power Wash of sidewalk p/job mdm up to 2500 sq ft	\$29.75	10	\$297.49	\$3,569.83
54	Cost for Power Wash of sidewalk p/job ing over 2500 - 4000 sq ft	\$32.45	20	\$649.06	\$7,788.72
55	Complete cleaning of chairs per chair	\$2.70	12	\$32,45	\$389.44
56	Add't ServicesTotal Monthly Cost			\$3,939,24	
57	Add'l Services Total Yearly Cost				\$47,270.83

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 constituction, 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 C (AMOA); SERVICE SITE AND INVENTORY DATA - OUTLYING B

GROUP 1: GUILYBIG 'B' FACELITES										Tetal		1																
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*Employees need security check clearance	Address	Service (days)	Eq. Ft.	Total Carpet	Tetal VC1	Other Surface	Tetal RR	Tatal Kitchens	Tetal RA Stylis	Walnt	Waterless	Total Tower		Seat Dispensers	Soap Dispensers	Sinks Tatal	Shower State	Locker Reserve	Napkin Mossi	Day Senite	Night Service		Estimated Occupants	Visitors Date: Shel Shel	Type Towel	Type TP	Bast Despenses	Sasp Disame
1 Sheriff Corona sa Tutson' (bldg settem used) closed 3-21-13	16321 S Houghton Rd	ZNIERRK	600	3 450	140			a i		G	0		_0			.0	۵	D	اه		yes			D powerver	r/a	1/3	c/a	10/2
J Four Properties - Art Way "	2595 E Ap Way	2 N 4 5 R K K	29.900	77.67	5623	1584		0	21		0		21		. 13	19	- 4	2	7	791			128	200 rm	kirrtwny ctark	Astronomy starts	kurterny clark	kirteanly cla
3 Green Valley Cane	601 fi La Canada	5 a par week ful	1.780	1,06	879	788		a		2		5	. 4		5		3	D	- 1		yes			3C none	Limberty com	kariteriy dara	1	Firemity C
A Heath Water Rooms "DISCONTINUE SCHEDULED SERVICE"	175 W Hvmgton	As needed	7,100	3 4(1)	3750	150		3	. 5		٥	11			9	11	c	0	- 2		res		15	120 th	Admitted & California	toritimily clark	sanderly clark	HITS N'THE BE
2 Green Valley Goot Cemer - Jodespt Courts*	60 ! La Canarda	7 tus & RAK	3 630	2.96	124	53		3	3	-	Ü		3		4			c	0		res		15	7C 1944	Sample of the Control	kerdwite stark		amter Ca
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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

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)

<u>Staffing Plans, Including Subcontractors</u> (work schedules): Due <u>prior</u> 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

<u>Subcontracted Labor</u> (*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 85781-1317 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; <u>AND</u> that if labor is subcontracted, subcontractors will be held to the exact terms that are required of this firm.

Yes_X No_	If no, you must explain all deviations in writing.
Company Name	ISS FACILITY SOXXILES, Inc.
	ervices: THAI tellar Sarvilles
	TO AV., OUTLYING A, OUTLYING B, DOWNTOWN :
	(PLEASE CHECK ONE(S) THAT APPLY) areby agree to pay all eligible employees working on the above listed contract at least eleven and eighty-five cents (\$11.85) per hour.
1.4. 5.	AND/OR reby agree to pay all eligible employees working on the above contract a wage of no less than ten
tollars high a per iso in case	and fifty-five cents (\$10.55) per hour <u>and</u> provide health benefits with a monthly value at least as sithe difference between a monthly wage based on eleven dollars and eighty-five cents (\$11.85) are and the requested monthly wage if no loss than ten dollars and fifty-five cents (\$10.55) per hour, ence, the <u>employer paid portion</u> of benefits must have a monthly value of two-hundred twenty- libre end tharty-three cents (\$225.33). This equals the one dollar and thirty cents (\$1.30) per hour.
Providers Name:	
Address:	
Phone:	Fax:
Plan or Program i	NumberType of Benefit
Total premium pa	id per month:Amount paid by employee:
	(Attach pages if needed for additional providers)
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HORIZED SIGNATU	REDATE
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Revised 10/22/15