



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

Requested Board Meeting Date: August 2, 2016

or Procurement Director Award ☐

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

Project Title/Description:

Janitorial Services Abrams Building

Purpose:

Amendment of Award: Master Agreement No. MA-PO-13-164, Amendment No. Four (4). This contract amendment increases service fees for each site by 0.95%, updates Exhibit C: Service Site and Inventory Data - Abrams Building (fewer cleaning spaces and fixtures) 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 11.20.010 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-12-656 was awarded to GCA Services Group Mountain States, LP dba GCA Services Group for a cumulative 5-year contract amount of \$600,000.00.

MA-PO-12-656 Amendment One (1): On 08/20/2012, the Board of Supervisors approved an Amendment of Award to add day porter and weekend services and increase award by \$181,285.00 to a cumulative amount of \$781,285.00.

On 10/31/2012, MA-PO-12-656 was terminated due to the contractor's failure to remedy chronic performance faults.

On 11/13/2012, the Board of Supervisors awarded Master Agreement MA-PO-13-164 to New Image Building Services, LLC for a four (4) year and nine (9) month term in the amount of \$911,619.20.

MA-PO-13-164 Amendment One (1): On 06/18/2013, the Board of Supervisors approved an Amendment of Award to increase service fees by 3% and amend the County's living wage requirements.

MA-PO-13-164 Amendment Two (2): On 07/01/2014, the Board of Supervisors approved an Amendment of Award to increase service fees by 5%, update Exhibit C: Service Site and Inventory Data - Abrams Facility, and amend the County's living wage requirements.

MA-PO-13-164 Amendment Three (3): On 07/07/2015, the Board of Supervisors approved an Amendment of Award to increase service fees for each site by 1.5%, update Exhibit C: Service Site and Inventory Data - Abrams Facility, and amend the County's living wage requirements.

Attachment: Master Agreement MA-PO-13-164, Amendment No. Four (4).

Program Goals/Predicted Outcomes:

The Abrams building will be cleaned on a regular basis.

Public Benefit:

The Abrams building will be clean and sanitary for public use.

Metrics Available to Measure Performance:

Services performed as scheduled with periodic inspections.

Retroactive:

Yes. The Contractor's request to increase fees was received June 16, 2016, which did not provide sufficient time to review, draft and process the Amendment in time for the July 5, 2016 Board of Supervisors meeting.

Procure Dept 07/25/16 PM04:36

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): 13-164
Amendment No.: 4 AMS Version No.: 11
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 7/18/16 7/18/16
Department: Procurement M. J. 7/19/16 Telephone: _____
Department Director Signature/Date: _____ 7/18/16
Deputy County Administrator Signature/Date: _____ 7-19-16
County Administrator Signature/Date: _____ 7/25/16
(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: 11

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: JULIE MCWILLIAMS

Phone: 5207243718

Email: julie.mcwilliams@pima.gov

T
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Initiation Date: 07-07-2016

Expiration Date: 06-30-2017

NTE Amount: \$911,619.20

Used Amount: \$622,306.25

V
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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

Increase unit pricing 0.95%, update service site and inventory data, and amend Pima County Living Wage effective 07/07/2016. All other terms and conditions remain unchanged. Attachment: Amendment No. 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: 13000000000000000164

MA Version: 11

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 % | HOUR | \$20.78 | | | |
| 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 % | HOUR | \$94.19 | | | |
| 6 | Cost for Power Wash of entryways and west patios | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | EA | \$138.52 | | | |
| 7 | Complete cleaning of chairs per chair | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | EA | \$3.32 | | | |

| 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.: Four (04) | <table border="1"> <tr> <th colspan="2">CONTRACT</th> </tr> <tr> <td>NO.</td> <td><u>MA-PO 13*164</u></td> </tr> <tr> <td>AMENDMENT NO.</td> <td><u>4</u></td> </tr> <tr> <td colspan="2">This number must appear on all invoices, correspondence and documents pertaining to this contract.</td> </tr> </table> | CONTRACT | | NO. | <u>MA-PO 13*164</u> | AMENDMENT NO. | <u>4</u> | This number must appear on all invoices, correspondence and documents pertaining to this contract. | |
|---|--|----------|--|------------|---------------------|----------------------|----------|--|--|
| CONTRACT | | | | | | | | | |
| NO. | <u>MA-PO 13*164</u> | | | | | | | | |
| AMENDMENT NO. | <u>4</u> | | | | | | | | |
| This number must appear on all invoices, correspondence and documents pertaining to this contract. | | | | | | | | | |

| | | |
|--|--------------------------|--------------|
| ORIG. CONTRACT TERM: 11/01/12 – 06/30/17 | ORIG. CONTRACT AMOUNT: | \$911,619.20 |
| TERMINATION DATE PRIOR AMENDMENT: 06/30/17 | PRIOR AMENDMENTS: | \$ 0.00 |
| TERMINATION THIS AMENDMENT: 06/30/17 | 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, COUNTY and CONTRACTOR, pursuant to Article III – Compensation and Payment, have agreed to a 0.95% increase in Unit Price in Exhibit B; and

WHEREAS, COUNTY and CONTRACTOR, pursuant to Article III – Compensation and Payment, have agreed to update Exhibit C: Service Site and Inventory Data; and

WHEREAS, COUNTY and CONTRACTOR, pursuant to Article III – Compensation and Payment, have agreed to increase Living Wage in Exhibit D 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) – Abrams Building.**

And

Remove Exhibit C (AM03): Service Site and Inventory Data in its entirety and replace with **Exhibit C (AM04): Service Site and Inventory Data – Abrams Building.**

And

Remove Exhibit D: 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.

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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

Printed Name and Title

Date

[Signature]
Ligia Ponce, Manager

7/13/16

ATTEST

Clerk of Board

Date

APPROVED AS TO FORM

[Signature]

Tobin Rosen, Deputy County Attorney

7/6/16

Date

EXHIBIT B (AM04): 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 | 3050 S. Country Club Road | M-Sat | 102,771 | \$11,691.64 | \$12,847.95 | \$154,175.42 | 24 hrs | | yes | 5 hours M-F | 140 |
| 2 | Total Monthly Cost Current Service Listed Above | | | | | | | | | | | |
| 3 | Total Yearly Cost Listed Above (Line #2 x 12 MO) | | | | | | | | | | | |
| 4 | Add'l Services Listed Below Total Yearly Cost (Line #15) | | | | | | \$7,019.91 | | | | | |
| 5 | 2015-2016 Annual Total (Line #3 + #4) | | | | | | \$161,195.33 | | | | | |
| Additional Services Per Exhibit A: Scope of Services | | | | | | | | | | | | |
| 6 | Extra Services Rate Per Hour (includes washing ext. grnd floor windows) | | UP\$ | Est. Monthly Usage Qty | Price Month | Extended Annual | | | | | | |
| 7 | Extra Services Carpet Cleaning pkg/lt | | \$20.78 | 10 | \$207.78 | \$2,493.34 | | | | | | |
| 8 | Extra Services Hard Floor Strip/Wax pkg/lt | | \$0.11 | 500 | \$55.41 | \$664.99 | | | | | | |
| 9 | Minimum Service Charge (if less than one hour) | | \$0.13 | 420 | \$55.65 | \$670.21 | | | | | | |
| 10 | Cost for Power Wash of entryways and west patios | | \$84.19 | 1 | \$84.19 | \$1,130.31 | | | | | | |
| 11 | Complete cleaning of chairs per chair | | \$138.52 | 1 | \$138.52 | \$1,662.23 | | | | | | |
| 12 | Add'l Services Total Monthly Cost | | \$3.32 | 10 | \$33.24 | \$398.93 | | | | | | |
| 13 | Add'l Services Total Yearly Cost | | | | \$584.99 | \$7,019.91 | | | | | | |

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.

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.

[illegible]

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)

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.

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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 are 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: Sanitorial

Job Location: Abrams Building



(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: _____

AUTHORIZED SIGNATURE: DATE: 6/16/16

Ligia Ponce
PRINTED NAME

Manager
TITLE OF AUTHORIZED