



CONTRACT/GRANT INFORMATION SHEET

Date: 6/24/2015	
Staff's Name: Raymond Rees	Department: development Services
Vendor's Name: System 4 Facility Services	# 1469
Address: 1181 N. Tatum Blvd. Suite 1000	
Phone: 602-314-6800	
Received W9 (if applicable):	<input type="checkbox"/> Y <input type="checkbox"/> N
Business License # (if applicable):	Exp. Date: Click here to enter a date.

ACCOUNTING SUMMARY	Org	Object	Project/#	\$
Accounting Code:	FACCC	6412		
Accounting Code:	FACLIB	6412		
Accounting Code:	FACTH	6412		
Accounting Code:	STAD	6412		
Accounting Code:				

CONTRACT SUMMARY

Contract Number Assigned:	C2016-103		
Contract Total:	NOT TO EXCEED \$25,000		
Brief Description of Service:	JANITORIAL SERVICES		
Contract Beginning Date:	7/1/2015		
Contract Expiration Date:	6/30/2016		
Budgeted Expenditure:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Budget Page #:			
Approved by Council:	<input type="checkbox"/> Yes; Date: Click here to enter a date.	<input type="checkbox"/> No	
Insurance Certificate provided:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Estimate Start Date:	7/1/2015		
Estimate Completion Date:	6/30/2016		

GRANT SUMMARY

Paid for by Grant:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Name of Grantee:			
Grant Number Assigned:			
Date Council Approved:			



Town of Fountain Hills
16705 E. Avenue of the Fountains
Fountain Hills, Arizona 85268
Phone: 480-816-5100
Fax: 480-837-3145

REQUEST FOR QUOTATION

For
Janitorial Services

Contract # C2016-103

All quotes due by May 20, 2015, 3:00 P.M., Local Time, Phoenix, Arizona.

The Town of Fountain Hills (the "Town") Development Services Department is seeking a licensed and qualified vendor to provide all labor for services required as described below on regular basis.

Section I – Project Information

Vendor will perform janitorial services at the Fountain Hills Town Hall, Community Center, Library and Street Yard Facilities as described in the Scope of Work, attached hereto as Exhibit A and incorporated herein by reference. The Town will provide all supplies. Vendors are to quote each of the areas separately at a per month basis, except for Community Center special events, which are to be quoted per day. The contract period is for one year.

Section II Instructions and Conditions

1. Quotation price shall assume F.O.B. Fountain Hills to the designated delivery point within the Town.
2. Quantities as described in Section I above are estimates only, based upon available information. The Town reserves the right to adjust the quantities as necessary to meet its needs.
3. All quotations must contain the quoting firm's name and be signed by an authorized agent, officer or employee.
4. Award will be made to the Vendor whose quotation is the most advantageous to the Town.
5. Please attach your Quotation behind the Exhibit B cover sheet and submit this document to the address above.

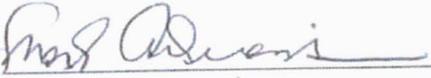
If you need additional information or have questions please contact Raymond Rees at (480) 816-5180 or by email at rrees@fh.az.gov.

Section III – Pricing

The Quotation shall be attached hereto as Exhibit B and shall contain pricing. **Note: Prices offered shall include applicable state and local taxes.**

Section IV – Execution and Submission

By executing this document and submitting a quotation to the Town of Fountain Hills, the authorized agent agrees (i) he/she has read the Town's Standard Terms and Conditions, dated December 3, 2014, as set forth on the Town of Fountain Hills website (www.fh.az.gov/po-terms), which are incorporated into and become a part of the company's quotation offer as if set forth fully herein and (ii) the company shall be bound by the Standard Terms and Conditions, dated December 3, 2014. By signing below, the company is offering to provide the services set forth in Exhibit B and upon written acceptance of the company's offer by the Town, it will have entered into a binding agreement. The offer shall be considered held open for 60 days from the quotes due date set forth above.

Signature:  Date: 5/19/15
Printed Name: MARK ADRIANSEN Title: PRESIDENT
Company Name: SYSTEM4 FACILITY SERVICES
Address: 11811 N. TATUM BLVD, SUITE 1000
City: PHOENIX State: AZ Zip: 85028
Email Address: madriansen@system4usa.com Telephone No. 602 314 6800

Quotations for \$30,000 or greater will not be authorized and will require a formal procurement process.

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For Town of Fountain Hills use Only)

The Contractor Offer is hereby accepted. The Contractor shall not commence any billable work or provide any materials or service under this Contract prior to the date this Contract is executed.

Town of Fountain Hills, an Arizona municipal corporation.

 Date: 6.25.15

City Attorney Approval: 30120

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EXHIBIT A
TO
REQUEST FOR QUOTATION
FOR
JANITORIAL SERVICES

[Scope of Work]

See following pages.

SCOPE OF WORK

JANITORIAL SERVICES

- I. Town Hall/Sheriff's Office. Service on Saturdays and Sundays each week after regular business hours.
 - 1.1 Sheriff's Office.
 - A. Empty all trash as instructed in Section 6.
 - B. Report all malfunctions of lighting, plumbing and air conditioning to the Town Representative.
 - 1.2 Sheriff's Break Room.
 - A. Empty all trash as instructed in Section 6.
 - B. Sweep and mop the floor.
 - 1.3 Sheriff's Locker Room with Men's and Women's Restrooms.
 - A. Clean all rooms as instructed in Section 5.
 - B. Dust locker room from top to bottom, as needed.
 - C. Spot wipe walls and locker doors.
 - 1.4 Men's Restroom on First Floor
 - A. Clean as instructed in Section 5.
2. Library. Service once each week on Saturdays after business hours or on Sundays anytime.
 - A. Empty all trash and recycling containers as instructed in Section 6.
 - B. Clean restrooms (two main, one kids' and one staff) as instructed in Section 5.
3. Community Center. Service three hours each day Monday through Friday after 5:00 p.m.
 - A. Empty all trash containers as instructed in Section 6.
 - B. Clean restrooms (two main and one staff) as instructed in Section 5.
 - C. Establish a general cleaning rotation schedule for the following:
 1. Sweep and mop lobby floors.
 2. Vacuum hallways.
 3. Wash all windows (inside and outside) that can be reached by a standard step ladder.
 4. Dust.
 - D. Special Events – Schedule will be provided to vendor monthly.
 1. Clean two main restrooms after special events as instructed in Section 5.

4. Street Yard Office. Service one time each week.

- A. Dust room from top to bottom, as needed.
- B. Sweep floors.
- C. Empty all trash as instructed in Section 6.
- D. Clean restroom as instructed in Section 5.

5. Restroom Instructions.

- A. Clean and disinfect floors.
- B. Disinfect and scrub toilets and urinals.
- C. Disinfect and clean sinks and showers.
- D. Clean mirrors, bright work, doors, receptacles and dispensers.
- E. Refill all hand towels, toilet tissue, toilet seat covers, sanitary napkins, and soap and deodorizer dispensers as needed.
- F. Empty all trash receptacles.
- G. Spot wipe washroom walls, as needed.
- H. Dust room from top to bottom, as needed.
- I. Clean hard water deposits from sinks and bright work, as needed.

6. Trash Instructions.

- A. Empty all trashcans and recycle bins, replace soiled liners as needed and return containers to their proper place.
- B. Care must be exercised in noting items in containers that are not trash and to remove only trashcans and those stacks, bundles or boxes marked "trash."
- C. Take trash to the designated collection area.

Community Center 3 hrs/day, 5 days/week

Library- 1.5 hrs/week

Town Hall/Sheriff- 2hrs/day, 2 days/week

Total- 88.77 hrs

EXHIBIT B
TO
REQUEST FOR QUOTATION
FOR
JANITORIAL SERVICES

[Vendor's Quotation]



11811 North Tatum Blvd.
Suite 1000
Phoenix, AZ 85028
(P11) 602-314-6800 (FAX) 602-314-4157

Commercial cleaning proposal prepared exclusively for:

Town of Fountain Hills
16705 Ave of the Fountains
Fountain Hills, AZ 85268

Prepared by

Michael Katz

(516) 241-5045

mkatz@system4usa.com



05/19/2015

Town of Fountain Hills
16705 Ave of the Fountains
Fountain Hills, AZ 85268

Dear Raymond,

Thank you for taking the time to meet with me to discuss your facility's service needs. I have enclosed a service agreement for your review. Included in this service agreement is a detailed work schedule outlining all services specific to your facility.

We believe that partnership is the cornerstone to successful facility services management. As your partner, System4 can assist you in sourcing experienced service providers to meet the various service needs of your facility. A key advantage of partnering with System4 is our certified service provider network. If you need to replace any of your vendors, we can source a pre-qualified service provider from our network, saving you valuable time and money. System4 can do it all!

The advantages of the System4 partnership:

- ◆ Local service providers have a **"Vested Interest"** in your complete satisfaction
- ◆ System4 requires service providers to utilize our "4Evergreen" program that implements **sustainability** into all aspects of our service.
- ◆ A dedicated **Customer Service Manager** will meet with you periodically & provide quality assurance checks to ensure your satisfaction.
- ◆ System4's **service provider network** can save you time and money sourcing providers for all your facility service needs.
- ◆ You will receive a monthly e-mail to solicit **your feedback** on our services. Service providers are **instantly** notified via e-mail and text message of your rating so they can respond if necessary.
- ◆ **No long-term service agreements**. You have the ability to modify services at your discretion.

Thank you for your interest in System4 Facility Services. If you have any questions regarding the enclosed proposal you can reach me at the number or e-mail address below. We look forward to being your facility service solution.

Sincerely,

Michael Katz

(516) 241-5045
mkatz@system4usa.com

www.System4USA.com

Town of Fountain Hills Work Schedule

Below is a listing of the services performed by area and with the specified frequency.

- Services will be performed 6 x wk and will occur Varied depending upon location
- The cleaners will have key access to the building.

1. Town Hall/Sheriff's Office/Holding Cells- Sat & Sun After Business Hours	Frequency
1.1 Sheriff's Office	Frequency
* A. Empty all trash as instructed in Section 6. B. Report all malfunctions of lighting, plumbing and air conditioning to the Town Representative.	Every Service
1.2 Sheriff's Break Room	Frequency
* A. Empty all trash as instructed in Section 6. B. Sweep and mop the floor	Every Service
1.3 Sheriff's Locker Room with Men's & Women's Restrooms	Frequency
* A. Clean all rooms as instructed in Section 5. B. Dust locker rooms from top to bottom, as needed. C. Spot wipe walls and locker doors.	Every Service
1.4 Men's Restroom on First Floor	Frequency
* A. Clean as instructed in Section 5.	Every Service
2. Library- Service 1x/week either Saturday after hours or Sunday	Frequency
* A. Empty all trash and recycling containers as instructed in Section 6. B. Clean restrooms (two main, one kids and one staff) as instructed in Section 5.	Every Service
3. Community Center- Service three hours/day Mon-Fri after 5:00PM	Frequency
* A. Empty all trash as instructed in Section 6. B. Clean restrooms (two main and one staff) as instructed in Section 5. C. Establish a general cleaning rotation schedule for the following: C1- Sweep and mop lobby floors. C2- Vacuum hallways C3- Wash all windows (inside and outside) that can be reached by a standard step ladder. C4. Dust D. Special events- Schedule to be provided monthly D1. Clean two main restrooms after special events as instructed in Section 5.	Every Service
4. Street Yard Office- Service 1x/week	Frequency
* A. Dust room from top to bottom as needed. B. Sweep floors. C. Empty all trash as instructed in Section 6. D. Clean restroom as instructed in Section 5.	Every Service
5. Restroom Instructions	Frequency
* A. Clean and disinfect floors. B. Disinfect and scrub toilets and urinals. C. Disinfect and clean sinks and showers. D. Clean mirrors, bright work, doors, receptacles and dispensers. E. Refill all hand towels, toilet tissue, toilet seat covers, sanitary napkins, and soap and deodorizer dispensers as needed. F. Empty all trash receptacles. G. Spot wipe washroom walls as needed. H. Dust room from top to bottom as needed. I. Clean hard water deposits from sinks and bright work as needed.	Every Service
6. Trash Instructions	Frequency
* A. Empty all trashcans and recycle bins, replace soiled liners as needed and return containers to their proper place. B. Care must be exercised in noting items in containers that are not trash and to remove only trashcans and those stacks, bundles or boxes marked "trash". C. Take trash to designated collection area.	Every Service
7. Closing Procedures	Frequency
Clean and organize janitorial closet	Every Service
Document any abnormalities or concerns in the log book	Every Service
Lock appropriate doors	Every Service
Set alarm as directed	Every Service
Turn off lights as instructed	Every Service
Walk through inspection to ensure all services have been completed	Every Service
8. Cautions	Frequency
Items not in waste baskets, i.e. boxes are only discarded if clearly marked	Every Service
We do not clean marker boards unless specifically instructed	Every Service

Service Agreement

This agreement is between Flying Squirrel Enterprises, Inc. and Town of Fountain Hills located at 16705 Ave of the Fountains in Fountain Hills, AZ 85268 to perform the following services in accordance with the following terms and conditions.

Recurring Monthly Service - The Customer agrees to the Regular Service Rate (RS) of **\$1,325.00/month**. Services will be performed 6 x wk.

Clean two main restrooms after special events- \$65/service

AMENDMENT TO PAYMENT TERMS SECTION D: System4 will bill the customer on the 1st of every month with payment terms of net 30 days.

Supplies Provided - System4 will provide all the required chemicals and equipment to perform the required services. The customer has a choice as to who will provide the paper supplies, liners and toiletries.

- A) Customer will provide the paper supplies, liners and toiletries
- B) Customer can purchase supplies from System4.

Customer initials: _____
Customer initials: _____

Terms:

A) Customer accepts the attached Work Schedule and Services Agreement which is guaranteed for one year and which will automatically renew unless modified, in writing, by either party.

B) Cleaning services will be performed by a Service Provider who has completed the System4 training program. The customer agrees to not employ the Service Provider or its employees for 180 days after termination of this agreement.

C) This service agreement may be terminated by either party for anything other than non-performance with sixty (60) days notice. It may be terminated by either party for non-performance with notice and cure procedures in 30 days as follows. The terminating party must give the non-performing party written notice specifying in detail the nature of the defect in performance. The non-performing party shall have 5 days to cure the defect to the reasonable satisfaction of the notifying party. If satisfaction is not achieved at the end of the five (5) day period, the notifying party shall notify the non-performing party, in writing, of failure to cure. The agreement shall terminate thirty (30) days from the original date of the complaint.

D) System4 will bill the Customer on the 1st of every month with terms of net 10 days. The pricing for the monthly charge takes into consideration all recognized holidays and any monthly variations in the number of service days. Therefore there are no adjustments for those monthly variations.

E) Service Provider will supply cleaning supplies and equipment unless special requirements by Customer. All liners and other paper supplies/toiletries will be provided by the Customer or purchased from System4 and billed separately.

Your signature below confirms the Work Schedule and Service Agreement Terms.

Agreed by Customer: _____ Signed by Customer: _____
(Printed Name) (Signature) (Date)

Agreed by System4: _____ Signed Date: _____ Est. Start Date: _____