



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 B

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: David Gilstrap Date: 12-8-15
Printed Name: David Gilstrap Title: Vice President
Company Name: Square Feat, Inc
Address: 2325 W Guadalupe Rd #101
City: Gilbert State: AZ Zip: 85233
Email Address: Davidg@squarefeat.com Telephone No. 480-777-0605

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.

Doug E. Hillen Date: 12/7/2015
Town Manager

City Attorney Approval: 30120

EXHIBIT A
TO
REQUEST FOR QUOTATION
FOR
JANITORIAL SERVICES

[Scope of Work]

See following pages.



Square Feat Inc
 2325 W. Guadalupe Rd. Suite 101
 Gilbert, AZ 85233
 Phone: (480) 777-0605 Fax: (480) 777-2337

QUOTATION

20151208-9798

DATE: 12/08/2015

Quality commercial cleaning... one square feat at a time.

Prepared By Kriston Meyers
 Phone (480) 360-1663
 Email kristonm@squarefeat.com

Customer # 20120604

BILL TO: Town Of Fountain Hills
 16705 E Avenue Of The Fountains
 Fountain Hills, AZ 85268

SERVICE AT: Town Of Fountain Hills
 16705 E Avenue Of The Fountains
 Fountain Hills, AZ 85268
 (480) 816-5180

Service	Description	Sales Price	Total Price
JC	Deep Cleaning Community Center Kitchen (Monthly Price)	\$225.00	\$225.00
		Grand Total	\$225.00

1) Square Feat will deep clean the kitchen in the Community Center once a month (first weekend every month). 2) Clean the inside/outside of all refrigerators and freezers (5). Make sure a stainless steel cleaner is used to polish the front of them. 3) Clean/disinfect/polish all sinks and counter tops. 4) Clean the tops and the inside of all stoves/ovens (6) 5) Clean/polish/disinfect all shelving units where clear of items 6) Clean the inside of the hood vent about stoves 7) Clean/fill floor drains in the kitchen floor (4) 8) Sweep and mop all flooring (approx. 1008 sf) 9) Square Feat will provide all chemicals, equipment, labor and supervision. 9) Hirer will be responsible for moving all furniture and insuring access to utilities, including water and electricity. 10) Hirer agrees to notify Square Feat of any non-performance within one business day of completion of services.

The prices, specifications and conditions are satisfactory and are hereby accepted. Square Feat, Inc. is authorized to do these items as specified.

Approved By _____
 Date _____
 Signature _____

PLEASE FAX OR EMAIL BACK APPROVED QUOTE TO SCHEDULE WORK.

Thank you for the relatedTo! Visit us on our web site at www.squarefeat.com



Square Feat Inc
 2325 W. Guadalupe Rd. Suite 101
 Gilbert, AZ 85233
 Phone: (480) 777-0605 Fax: (480) 777-2337

QUOTATION

20151208-9800

DATE: 12/08/2015

Quality commercial cleaning... one square feat at a time.

Prepared By Kriston Meyers
 Phone (480) 360-1663
 Email kristonm@squarefeat.com

Customer # 20120604

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 16705 E Avenue Of The Fountains
 Fountain Hills, AZ 85268

SERVICE AT: Town Of Fountain Hills
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 Fountain Hills, AZ 85268
 (480) 816-5180

Service	Description	Sales Price	Total Price
WC	Clean all windows Town Hall, Community Center, and Library	\$696.00	\$696.00
		Grand Total	\$696.00

1) Square Feat will clean the outside of all perimeter windows at Town Hall, 1st and 2nd floors (approx. 315 small panes) 2) Clean both sides of all perimeter windows and doors in the Community Center (approx. 159) Also, clean both sides of all interior windows and glass doors in the Community Center (approx. 134) 3) Clean the outside of all perimeter windows and doors at the library (approx. 99) 4) Square Feat will provide all chemicals, equipment, labor and supervision. 5) Hirer will be responsible for moving all furniture and insuring access to utilities, including water and electricity. 6) Hirer agrees to notify Square Feat of any non-performance within one business day of completion of services.

The prices, specifications and conditions are satisfactory and are hereby accepted. Square Feat, Inc. is authorized to do these items as specified.

Approved By _____
 Date _____
 Signature _____

PLEASE FAX OR EMAIL BACK APPROVED QUOTE TO SCHEDULE WORK.

Thank you for the relatedTo! Visit us on our web site at www.squarefeat.com

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.