

**ADAMS COUNTY  
PROFESSIONAL SERVICE AGREEMENT**

THIS AGREEMENT ("Agreement") is made this 30 day of May 2017, by and between the Adams County Board of County Commissioners, located at 4430 South Adams County Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," and Commercial Cleaning Systems, located at 1485 Lipan Street, Denver, Colorado 80223, hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties".

The County and the Contractor, for the consideration herein set forth, agree as follows:

**1. SERVICES OF THE CONTRACTOR:**

- 1.1. All work shall be in accordance with the attached RFP 2017.404 and the Contractor's response to the RFP 2017.404 attached hereto as Exhibit A, and incorporated herein by reference. Should there be any discrepancy between Exhibit A and this Agreement the terms and conditions of this Agreement shall prevail.
- 1.2. Emergency Services: In the event the Adams County Board of County Commissioners declares an emergency, the County may request additional services (of the type described in this Agreement or otherwise within the expertise of the Contractor) to be performed by the Contractor. If the County requests such additional services, the Contractor shall provide such services in a timely fashion given the nature of the emergency, pursuant to the terms of this Agreement. Unless otherwise agreed to in writing by the parties, the Contractor shall bill for such services at the rates provided for in this Agreement.

**2. RESPONSIBILITIES OF THE COUNTY:** The County shall provide information as necessary or requested by the Contractor to enable the Contractor's performance under this Agreement.

**3. TERM:**

- 3.1. Term of Agreement: The Term of this Agreement shall be for one-year from May 16, 2017 through May 16, 2018.
- 3.2. Renewal Option: The County, at its sole option, may offer to renew this Agreement as necessary for up to four, one year renewals providing satisfactory service is given and all terms and conditions of this Agreement have been fulfilled. Such renewals must be mutually agreed upon in writing by the County and the Contractor.

**4. PAYMENT AND FEE SCHEDULE:** The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for those services, the sum of: Seven hundred sixty one thousand one hundred fourteen dollars and ninety-three cents (\$761,114.93).

4.1. Payment pursuant to this Agreement, whether in full or in part, is subject to and contingent upon the continuing availability of County funds for the purposes hereof. In the event that funds become unavailable, as determined by the County, the County may immediately terminate this Agreement or amend it accordingly.

5. **INDEPENDENT CONTRACTOR:** In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. **Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.**

6. **NONDISCRIMINATION:**

6.1. **The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause. Adams County is an equal opportunity employer.**

6.1.1. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

7. **INDEMNIFICATION:** The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property, caused or sustained by any person(s) as a result of the Contractor's performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or failure to perform pursuant to the terms of this Agreement.

8. **INSURANCE:** The Contractor agrees to maintain insurance of the following types and amounts:

- 8.1. Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.
- 8.1.1. Each Occurrence: \$1,000,000  
8.1.2. General Aggregate: \$2,000,000
- 8.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.
- 8.2.1. Bodily Injury/Property Damage: \$1,000,000 (each accident)  
8.2.2. Personal Injury Protection: Per Colorado Statutes
- 8.3. Workers' Compensation Insurance: Per Colorado Statutes
- 8.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services, as applicable.
- 8.4.1. Each Occurrence: \$1,000,000  
8.4.2. This insurance requirement applies only to the Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.
- 8.5. Adams County as "Additional Insured": The Contractor's commercial general liability, and comprehensive automobile liability, insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured" and shall include the following provisions:
- 8.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.
- 8.5.2. The insurance companies issuing the policy or policies shall have no recourse against the County for payment of any premiums due or for any assessments under any form of any policy.
- 8.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.
- 8.6. Licensed Insurers: All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared

suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

- 8.7. Endorsement: Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.
- 8.8. Proof of Insurance: At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage or policies required under this Agreement.

## **9. DAMAGES ARISING FROM BREACH OF PERFORMANCE OBLIGATIONS**

- 9.1. Notwithstanding anything else set forth in this Agreement, if Contractor fails to comply with all terms of this contract, including but not limited to, its obligation to perform its work in a workmanlike manner in accordance with all codes, plans, specifications and industry standards, Contractor shall be liable to County for all damages arising from the breach, including but not limited to, all attorney fees, costs and other damages.

## **10. WARRANTY:**

- 10.1. The Contractor warrants and guarantees to the County that all work, equipment, and materials furnished under the Agreement are free from defects in workmanship and materials for a period of one year after final acceptance by the County. The Contractor further warrants and guarantees that the plans and specifications incorporated herein are free of fault and defect sufficient for Contractor to warrant the finished product after completion date. Should the Contractor fail to proceed promptly in accordance with this guarantee, the County may have such work performed at the expense of the Contractor. This section does not relieve the Contractor from liability for defects that become known after one year.

## **11. TERMINATION:**

- 11.1. For Cause: If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.
- 11.2. For Convenience: The County may terminate this Agreement at any time by giving written notice as specified herein to the other party, which notice shall be



given at least thirty (30) days prior to the effective date of the termination. If this Agreement is terminated by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under this Agreement, less payments previously made to the Contractor under this Agreement.

## **12. MUTUAL UNDERSTANDINGS:**

- 12.1. Jurisdiction and Venue: The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with Adams County, Colorado.
- 12.2. Compliance with Laws: During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, , the Clean Air Act (42 U.S.C. 7401-7671q), and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, and that no violation of such provisions are present. The Contractor warrants that it is in compliance with the residency requirements in §§ 8-17.5-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 12.3. OSHA: The Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
- 12.4. Record Retention: The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized Federal, State, or County personnel.
- 12.5. Assignability: Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written consent of the County.
- 12.6. Waiver: Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other

provision in the future, unless such waiver has rendered future performance commercially impossible.

12.7. Force Majeure: Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.

12.8. Notice: Any notices given under this Agreement are deemed to have been received and to be effective:

1) Three (3) days after the same shall have been mailed by certified mail, return receipt requested;

2) Immediately upon hand delivery; or

3) Immediately upon receipt of confirmation that an E-mail was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

Department: Adams County Facilities  
Contact: Mike Holub/Marie Toledo  
Address: 4430 South Adams County Parkway  
City, State, Zip: Brighton, Colorado 80602  
Phone: 720-523-6004/720-523-6005  
E-mail: mtoledo@adcogov.org

Department: Adams County Purchasing  
Contact: Jen Tierney Hammer  
Address: 4430 South Adams County Parkway  
City, State, Zip: Brighton, Colorado 80601  
Phone: 720-523-6049  
E-mail: jtierney@adcogov.org

Department: Adams County Attorney's Office  
Address: 4430 South Adams County Parkway  
City, State, Zip: Brighton, Colorado 80601  
Phone: 720.523.6116

Contractor: Commercial Cleaning Systems  
Contact: Todd VanOpdorp  
Address: 1485 Lipan Street  
City, State, Zip: Denver, Colorado 80223  
Phone: 303-733-8997 Ext.521  
E-mail: tvanopdorp@commercialcleaningsystems.com

- 12.9. Integration of Understanding: This Agreement contains the entire understanding of the parties hereto and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by the parties hereto.
- 12.10. Severability: If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.
- 12.11. Authorization: Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.
- 12.12. Confidentiality: All documentation related to this Agreement will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act, C.R.S. 24-72-201 *et seq.* ("CORA"). The County does not guarantee the confidentiality of any records.

### **13. AMENDMENTS, CHANGE ORDERS OR EXTENSIONS:**

- 13.1. Amendments or Change Orders: The County may, from time to time, require changes in the scope of the services of the Contractor to be performed herein including, but not limited to, additional instructions, additional work, and the omission of work previously ordered. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Solicitation, or, if no provision exists, pursuant to the terms of the Amendment or Change Order.
- 13.2. Extensions: The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor.

### **14. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08:**

Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et seq.*, as amended May 13, 2008, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

- 14.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.
- 14.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

- 14.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 14.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.
- 14.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.
- 14.6. If the Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three (3) days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- 14.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- 14.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY

IN WITNESS WHEREOF, the Parties have caused their names to be affixed hereto:

**Board of County Commissioners**

[Signature]  
Chair

May 30, 2017  
Date

**Commercial Cleaning Systems**

[Signature]  
Signature

5-16-17  
Date

Todd M. Van Opdorp  
Printed Name

COO  
Title

**Attest:**

Stan Martin, Clerk and Recorder

[Signature]  
Deputy Clerk

Approved as to Form:

[Signature]  
Adams County Attorney's Office

**NOTARIZATION OF CONTRACTOR'S SIGNATURE:**

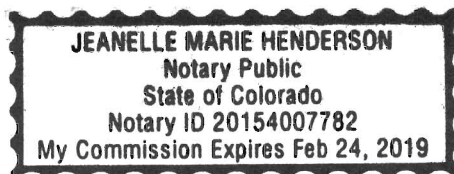
COUNTY OF Denver)

STATE OF Colorado)SS.

Signed and sworn to before me this 16 day of May, 2017,

by Todd VanOpdorp,

[Signature]  
Notary Public



My commission expires on: Feb. 24, 2019

**CONTRACTOR'S CERTIFICATION OF COMPLIANCE**

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et. seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et. seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

**CONTRACTOR:**

Commercial Cleaning System      5-16-17  
 Company Name      Date

Todd M. Van Dyke  
 Signature

Todd M. Van Dyke  
 Name (Print or Type)

COO  
 Title

Note: Registration for the E-Verify Program can be completed at:  
<https://www.vis-dhs.com/employerregistration>.

It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering



## EXHIBIT A

### GENERAL INSTRUCTIONS

1. The Adams County Board of Commissioners by and through its Purchasing Division of the Finance Department is accepting proposals for Countywide Custodial Services.
2. **All documents related to this RFP will be posted on the Rocky Mountain Bid System at:**  
<http://www.bidnetdirect.com/colorado/solicitations/open-bids>
  - 2.1. Interested parties must register with this service to receive these documents.
  - 2.2. This service is offered free or with an annual fee for automatic notification services.
3. Written questions may be submitted through 2:00 p.m. February 9, 2017. All questions are to be submitted to Jennifer Tierney, Contract Administrator by email at [jtierney@adcogov.org](mailto:jtierney@adcogov.org)
4. An Addendum to answer all questions will be issued no later than February 14, 2017.
5. There will be a **Mandatory Pre-Proposal conference** on February 6, 2017 at 10:30 a.m. on at the Adams County Government Center, Conference Center Room Brantner Gulch A, 4430 South Adams County Parkway, Brighton, CO 80602
6. Proposals
  - 6.1. Sealed proposals for consideration will be received at the office of the Purchasing Division of the Finance Department at the Adams County Government Center, 4430 South Adams County Parkway, Fourth Floor, C4000A Brighton Colorado 80601, up to 2:00 p.m. on February 22, 2017.
  - 6.2. The proposal opening time shall be according to our clock.
  - 6.3. Proposals will be publicly opened and the names of the companies submitting proposals will be read aloud.
  - 6.4. Proposals may be mailed or delivered in person and **must be** in a sealed envelope clearly labeled with Company Name, Proposal Number and Project Title.
  - 6.5. No proposals will be accepted after the time and date established above except by written addenda.
  - 6.6. The proposal must be submitted on a CD or Flashdrive in a single PDF file not to exceed 25 pages (not including signature documents). Brochures or other supportive documents may be included with the proposal narrative.

- 6.7. The two proposal signature pages “**CONTRACTOR’S CERTIFICATION OF COMPLIANCE**” pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended 5/13/08, and the “**PROPOSAL FORM**” acknowledging the receipt of addendum(s) must be signed and included as hard copy with the CD or Flashdrive. These are the **last two pages of the RFP**.
- 6.8. Proposals may not be withdrawn after date and hour set for closing. Failure to enter contract or honor the purchase order will be cause for removal of supplier's name from the Vendor's List for a period of twelve (12) months from the date of this opening.
- 6.9. In submitting the proposal, the vendor agrees that acceptance of any or all proposals by the Purchasing Manager within a reasonable time or period constitutes a contract. No delivery shall become due or be accepted unless a purchase order shall first have been issued by the Purchasing Division.
- 6.10. The County assumes no responsibility for late deliveries of mail on behalf of the United States Post Office or any other delivery system.
- 6.11. The County assumes no responsibility for a proposal being either opened early or improperly routed if the envelope is not clearly marked on the outside: Custodial Services and 2017.404.
- 6.12. In the event of a situation severe enough to cause the Adams County Board of Commissioners to close the County offices for any reason, the Purchasing Manager has the prerogative of rescheduling the proposal opening time and date. No proposal will be considered above all other proposals by having met the proposal opening time and date requirements to the exclusion of those who were unable to present their proposal due to a situation severe enough to cause the Board of Commissioners to close the County offices.
- 6.13. Proposal must be submitted in the format supplied and/or described by the County. Failure to submit in the format provided may be cause for rejection of the proposal. Proposals must be furnished exclusive of taxes.
- 6.14. No award will be made to any person, firm, or corporation, which is in arrears upon any obligation to the County.
- 6.15. If submitting a joint venture proposal or a proposal involving a partnership arrangement, articles of partnership stating each partner’s responsibilities shall be furnished and submitted with the proposal.
- 6.16. The County reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals, including but not limited to:
  - 6.16.1. Any Proposal which does not meet bonding requirements, or,
  - 6.16.2. Proposals which do not furnish the quality, or,

- 6.16.3. Offer the availability of materials, equipment or services as required by the specifications, description or scope of services, or,
  - 6.16.4. Proposals from offerors who lack experience or financial responsibility, or,
  - 6.16.5. Proposals which are not made to form.
- 6.17. The Board of County Commissioners may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting; whichever is later, when the public interest will be served thereby.
- 6.18. Issuance of this solicitation does not commit the County to award any Agreement or to procure or Agreement for any equipment, materials or services.
- 6.19. If a formal Agreement is required, the Contractor agrees and understands that a Notice of Award does not constitute an Agreement or create a property interest of any nature until an Agreement is signed by the Awardee and the Board of County Commissioners and/or their authorized designee.
- 6.20. Only sealed proposals received by the Purchasing Division of the Finance Department will be accepted; proposals submitted telephone, email, or facsimile machines are not acceptable.
- 6.21. All documentation submitted in response to this solicitation will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act. C.R.S. 24-72-201 *et. seq.* (“CORA”). Accordingly, respondents are discouraged from providing information that they consider confidential, privileged, and/or trade secrets as part of a response to this solicitation. Any portions of submissions that are reasonably considered confidential should be clearly marked. The County does not guarantee the confidentiality of any records.
7. Adams County is an equal opportunity employer.
8. The County ensures that disadvantaged business enterprises will be afforded full opportunity to submit bids in response to all invitations and will not be discriminated against on the grounds of race, color, national origin, age, gender, or disability in consideration for an award.
9. **INSURANCE:** The Contractor agrees to maintain insurance of the following types and amounts:
- 9.1. Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.
    - 9.1.1. Each Occurrence \$1,000,000
    - 9.1.2. General Aggregate \$2,000,000

- 9.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.
- |                                      |                             |
|--------------------------------------|-----------------------------|
| 9.2.1. Bodily Injury/Property Damage | \$1,000,000 (each accident) |
| 9.2.2. Personal Injury Protection    | Per Colorado Statutes       |
- 9.3. Workers' Compensation Insurance: Per Colorado Statutes
- 9.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services.
- |                        |             |
|------------------------|-------------|
| 9.4.1. Each Occurrence | \$1,000,000 |
|------------------------|-------------|
- 9.4.2. This insurance requirement applies only to Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.
- 9.5. The Contractor's commercial general liability, and comprehensive automobile liability insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured," and shall include the following provisions:
- 9.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.
- 9.5.2. The insurance companies issuing the policy or policies shall have no response against the County for payment of any premiums due or for any assessments under any form of any policy.
- 9.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.
- 9.6. All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.
- 9.7. Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.
- 9.8. At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage's or policies required under this Agreement.

- 9.9. The Contractor shall not commence work under this contract until they have submitted to the County and received approval thereof, certificates of insurance showing that they have complied with the foregoing insurance.
  - 9.10. All referenced insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured." The name of the proposal or project must appear on the certificate of insurance.
  - 9.11. Underwriters shall have no right of recovery or subrogation against the County; it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the described insurance.
  - 9.12. The clause entitled "Other Insurance Provisions" contained in any policy including the County as an additional insured shall not apply to The County.
  - 9.13. If any of the said policies shall be or at any time become unsatisfactory to the County as to form or substance, or if a company issuing any such policy shall be or at any time become unsatisfactory to the County, the Contractor shall promptly obtain a new policy, submit the same to the Purchasing Manager of Adams County for approval and thereafter submit a certificate of insurance as herein above provided. Upon failure of the Contractor to furnish, deliver and maintain such insurance as provided herein, this contract, at the election of the County, may be immediately declared suspended, discontinued or terminated.
- 10.** Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
  - 11.** COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08: Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended 5/13/08, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:
    - 11.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.
    - 11.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

- 11.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 11.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.
- 11.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.
- 11.6. If Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- 11.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- 11.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

**End General Information**

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## 12. SCOPE OF WORK

### 12.1 Hours:

12.1.1 Contractor **must** clean between the hours of 5 pm and 9 pm (4 hours daily total), Monday – Friday, with the exception of Day Porters; and conduct its work in a manner that will cause a minimum of inconvenience to the Adams County employees and general public. There may be a need for janitorial services on weekends for special after hour events or proceedings that continue after hours. Notification will be given to the Contractor identifying the type of service and areas requiring special attention.

### 12.2 Holiday Schedule:

12.2.1 Contractor is responsible to provide services as described herein prior to or during each of Adams County workdays regardless of Contractor's holiday schedule. Contractor shall review the Adams County observed holiday schedule.

12.2.1.1 Adams County currently observed holidays are:

January 1, New Year's Day  
Martin Luther King Day  
Presidents' Day  
Memorial Day  
July 4, Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Day after Thanksgiving  
December 25, Christmas Day

**Justice Center, DA Bldg. CC SVC Need cleaning the day after Thanksgiving and sometimes the day after Christmas. EVS supervisor will contact the contractor to schedule skeleton crew for the buildings.**

**Detention / Admin – will need cleaning service on all Holiday's with the exception of Thanksgiving Day & Christmas Day.**

## 13. SERVICES OF THE CONTRACTOR:

13.1. **General Overview:** Contractor shall provide janitorial service in accordance with the special provisions, terms and conditions, technical specifications and Schedule of Cleaning Tasks set forth herein (See Attachment A for Adams County locations.)

13.2. **Definition of Service:** It is impossible to indicate every specific item that requires custodial service, but the following tasks and frequencies indicate most of them.

This information is intended to inform the custodial contractor that nothing less than full service custodial will be accepted.

- 13.3. **Services to be Provided:** Contractor shall provide the following services, at a minimum:
- 13.3.1. Contractor shall provide janitorial service for each facility, Monday thru Friday, with the exception of Adams County holidays as set forth above. All employees of the Contractor will be issued a picture ID and access card, by Adams County Facility Operations, for the specific building they will work in, as assigned by the Contractor. A specific date and time, assigned by Adams County Facility Operations, will be scheduled for the issuance of the picture ID and access card. If the Contractor's employee fails to arrive for the scheduled appointment and the Facility Operations Department is not notified of a cancellation, no ID will be issued to that individual for a subsequent 90 day time period.
  - 13.3.2. **Contractor shall furnish all necessary labor with properly trained and experienced individuals, supervision of those trained and experienced personnel,** and travel to perform the janitorial service as required.
  - 13.3.3. The Contractor shall provide and properly maintain all vacuums.
  - 13.3.4. Contractor shall provide sufficient labor and supervision at all times to carry out the work satisfactorily, as determined by the Adams County Supervisor of Environmental Services, and shall ensure that **only competent workers who are skilled in the type of work specified are employed.** If Adams County determines that a person is incompetent or unsuitable, the Contractor shall immediately revoke such person from performing any further service and make sure that all keys, badges and any other items that belong to Adams County are returned within 24 hours.
  - 13.3.5. Contractor is responsible for maintaining satisfactory standards for employees in regards to conduct, appearance and integrity (i.e., no use of foul language, no use of Adams County staff's personal items, no use of phone, cell phones, ear buds, head phones, radio and TV).
  - 13.3.6. Contractor shall ensure that no person(s) not employed by the Contractor (i.e., spouse, children brothers, sisters, friends, pets) shall be allowed to enter the premises during performance of services.
  - 13.3.7. **Contractor shall provide relief personnel as necessary to ensure that each assignment is performed per specifications and deliverables, regardless of employee absenteeism.**
  - 13.3.8. **The lead person** for each janitorial crew in each Adams County building shall be able to read, write, speak and understand the English language to the extent required for communication in person, via telephone, and in writing with designated building representatives in connection with the janitorial duties to be performed. Further, the communication ability shall extend to being able to call the appropriate law enforcement agencies and/or alarm company in the event of a break-in or inadvertent activation of a burglar alarm system. The English speaking person shall be over the age of eighteen (18) years of age.
  - 13.3.9. Contractor will be required to learn the proper operation of the security alarm system, if necessary, and ensure that the building is properly secured and locked when they are the last ones to leave the facility after hours. In addition, the contractor shall ensure that all employees are properly trained on safety and

emergency procedures (such as fire building evacuations, etc.) for the facilities in which they work.

- 13.3.10. Contractor shall notify Adams County of any irregularities noted during performance of services including, but not limited to, doors left unlocked, lights not working, defective plumbing, broken windows, broken bathroom fixtures, unstable or broken furniture, graffiti, vandalism and/or damage to the building or its contents.

14. **Day Custodian:** The day custodian required in the Adams County Children and Family Services Building and in the Adams County Human Services Building will provide the following services and respond immediately (within 15 minutes) to trouble calls.

14.1. Due to high volume of traffic in these facilities, the day custodian will give special attention to:

14.1.1. Public Restrooms – The following shall be done once per day in all public and staff restrooms (**or more if needed**):

14.1.2. Refill hand towels, toilet seat cover dispensers, toilet paper, soap dispensers as needed;

14.1.3. Spot clean walls/partitions, countertops and sinks, as necessary using Surface disinfectant spray cleaner;

14.1.4. Sweep and damp mop floors (Use wet floor signs):

14.1.5. Empty trash containers, as necessary;

14.1.6. Conference rooms and break rooms will be cleaned with Surface disinfectant spray cleaner, vacuumed and trash emptied when requested.

14.1.7. Flooding or standing water will be tended to immediately in all hallways, restrooms and entry ways.

14.1.8. All public hallways and lobbies will be cleaned with Surface disinfectant spray cleaner, if necessary:

14.1.8.1. Pick up cans, bottles, paper and other debris;

14.1.8.2. Dispose of trash in wastebaskets;

14.1.8.3. Should spills occur or trash accumulate after cleanup, these areas will be given priority service.

14.1.9. Maintain clean elevators and all drinking fountains by wiping with a soft dry, buffing cloth or using Surface disinfectant spray cleaner and hallways and stairs by sweeping or mopping throughout the day:

14.1.9.1. Make frequent inspections of these areas;

14.1.9.2. Wipe handrails down with Surface disinfectant spray cleaner;

14.1.9.3. Remove trash and clean up spills uncovered during these inspections.

14.1.10. Clean **glass & door frames** daily on all entrance and exit doors to building, using Glass Cleaner, Including all reception counter glass areas, glass display cases and any other glass areas that are exposed to frequent occupant use.

14.1.11. Perform other services as requested by the Adams County Environmental Services Supervisor relating to custodial services needed to maintain a clean healthy environment.

14.1.12. Adams County will provide the day custodian with a plunger to unclog minor plumbing stoppages.

- 14.1.13. Adams County will provide the day custodian with “Caution” signs for display in wet/slippery or unsafe areas and “Restroom “Out of Service” signs for cleaning.
  - 14.1.14. The day custodian will not disturb papers, documents and materials on horizontal surfaces unless directed to do so by the Adams County Environmental Services Supervisor.
  - 14.1.15. The day custodian will place delivered supplies into the store room area and maintain custodial closets and supply rooms in a clean and orderly condition. Water in mop buckets will be emptied and rinsed out when not in use.
  - 14.1.16.** The Contractor will provide the day custodian with a cell phone to facilitate communication. Equipment must work with Adams County’s current cell phone provide and equipment. Currently, Adams County uses Verizon Wireless.
  - 14.1.17. The day custodian will notify the Adams County Environmental Services Supervisor of any irregularities during the performance of services and report location of such irregularities.
  - 14.1.18. The day custodian will comply with instructions given by the Adams County Environmental Services Supervisor and perform special cleaning projects as required.
- 14.2. **After Hours Services (All Locations) – Between 5pm and 9pm, Monday through Friday:** This schedule provides a minimum frequency of cleaning tasks required and applies to all areas (lobbies, corridors, elevators, restrooms, offices, cubicle areas etc.) as applicable. In addition, the Adams County Children and Family Center will require the first floor visitation lobby, Men’s restroom and Women’s restroom only to be cleaned on Sunday afternoon (not to exceed 2 hours) due to visitation activity conducted on Saturdays. **2<sup>nd</sup> fl. restrooms and lobby waiting area are also cleaned on Sunday’s 2.0 hrs.**
- 14.3. **DAILY CLEANING: Public & Occupied Areas (Including but not limited to lobbies, corridors, elevators, stairways, offices, cubicle areas, conference rooms, locked offices, kitchenettes and break rooms, etc.):**
- 14.3.1. **\*\*No mass opening of the doors at the beginning of the shift will be accepted.**
  - 14.3.2. The office doors, Conference room and Interview room door’s, are to be left in the same condition as they were when the cleaner enters the room. If the door is locked, when the cleaner enters, it will be locked when they leave. If it is unlocked, when they enter, the door needs to be unlocked when they leave.
  - 14.3.3. Move delivered supplies into the store room area.
  - 14.3.4. Empty waste and recycling containers.
  - 14.3.5. Damp wipe waste containers and disinfect using disinfectant spray cleaner when soiled.
  - 14.3.6. Replace liners in the centralized receptacles.
  - 14.3.7. Spot clean doors and walls to remove scuff marks and excess dirt, using disinfectant spray cleaner.
  - 14.3.8. Dust baseboards and wall fixtures.
  - 14.3.9. Dust accessible window sills.

- 14.3.10. High dusting.
- 14.3.11. Remove dust and cobwebs from baseboards, blinds, sills, ledges, chair platforms, furniture, fixtures, frames, cubicle tops and sides, and work surfaces (when paperwork or personal items are not present).
- 14.3.12. Damp wipe door grills and metal framework of doors and windows using disinfectant spray cleaner.
- 14.3.13. Vacuum with crevice tool and other attachment to clean edges, corners and difficult to reach areas.
- 14.3.14. Dust mop and wet mop resilient/hard floors with provided floor cleaner.
- 14.3.15. Thoroughly wet mop resilient floors (composition, vinyl, linoleum, etc.) using provided floor cleaner.
- 14.3.16. Buff and wax resilient floors (composition, vinyl, linoleum, etc.) resilient floors will be buffed weekly and waxed two times a year or as needed. Floors are waxed in June and December. Except where prohibited.
- 14.3.17. Thoroughly remove all finger prints, smudges, scuff marks, streaks, etc., from all floor surfaces.
- 14.3.18. Thoroughly vacuum all carpeted flooring.
- 14.3.19. Remove any water soluble spots from carpet and furniture using Carpet stain remover.
- 14.3.20. Store, stack or remove recyclable materials as required.
- 14.3.21. Sanitize and polish drinking fountains using disinfectant spray cleaner and stainless steel polish product.
- 14.3.22. Clean and polish all components in elevators using disinfectant spray cleaner and stainless steel polish product.
- 14.3.23. Remove dust, cobwebs, fingerprints, smudges and streaks to leave a clean, bright condition.
- 14.3.24. Clean door tracks on elevators using disinfectant spray cleaner.
- 14.3.25. Sweep and mop steps and landings.
- 14.3.26. Detail all stairwell components, including all level dusting and cobweb removal.
- 14.3.27. Clean and disinfect handrails, bracing and hardware using Surface disinfectant spray cleaner .
- 14.3.28. Spot clean accessible interior and exterior door and window glass, adjacent entry area glass, glass partitions and directory glass using Window Cleaner.
- 14.3.29. Thoroughly clean accessible interior, exterior door and window glass, adjacent entry area glass, glass partitions and directory glass using Window Cleaner.
- 14.3.30. Dust all immediate work areas, including furniture and fixtures.
- 14.3.31. Spot removal of all VCT tile surfaces for fingerprints, smudges, scuff marks, streaks, etc. by thoroughly mopping with clean water and floor cleaner.
- 14.3.32. Spot clean all seating furniture, benches etc.
- 14.3.33. Clean and setup meeting and conference rooms' tables and chairs using disinfectant spray cleaner.

14.4. **Building Exterior:**

- 14.4.1. Trash receptacles shall be emptied. Plastic liners will be installed in all trash receptacles.

- 14.4.2. Cigarette butts and debris shall be removed from receptacles.
- 14.4.3. All waste shall be collected and removed to a central disposal area.

14.5.       **Inspections:**

- 14.5.1. The following cleaning standards will be used on a daily basis and by the Adams County Environmental Services Supervisor during periodic quality assurance inspections, to assess the quality of cleaning performance:

14.6.       **Entrances:**

- 14.6.1. **Mats and Carpets** – Shall be free of spots, stains, gum, dirt and debris without causing damage. They shall appear visibly and uniformly clean. Adjoining walls, doors and floor surfaces shall also be free of dust, soil and cleaner residue.
- 14.6.2. **Glass and Metal Surfaces** – Shall appear streak-free, film-free and uniformly clean. This shall include the elimination of dust and soil from sills and ledges and heat registers.
- 14.6.3. **Corners/Thresholds** – Shall be free of dust, dried-soil, crud, finish build-up and debris. These areas shall appear visibly and uniformly clean. This shall include the elimination of cleaner residue.
- 14.6.4. **Floors** – Shall be free of dust, dried-soil, gum, spots, scuff marks, stains and debris. Floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue film and all scuff marks. All VCT floors will be stripped and waxed two times a year or as requested and spray buffed one time week.
- 14.6.5. **Walls and Fixtures** – Shall be free of dust, dried-soil, soil and smudges without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film streaks and cleaner residue.
- 14.6.6. **Waste Containers** – Contents shall be removed from waste containers and can liners replaced. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, food-stuff, gum and the presence of any offensive odor emitting from the container.

14.7.       **Elevators**

- 14.7.1. **Tracks** – shall be free of dirt, mud and debris. Tracks shall appear visibly clean. This shall include the elimination of standing water from wet cleaning procedures and shall be left with a shiny appearance.
- 14.7.2. **Lights** – shall be free of dust, soil and stains without causing damage. Diffusers shall remain in proper positions; they shall appear streak-free, film-free and uniformly clean.
- 14.7.3. **Light Switch Plates** – shall be free of all smudge marks and shall appear clean.
- 14.7.4. **Walls and Doors** – Shall be free of dust, soil, spots and stains without causing damage. They shall appear streak-free, film-free and uniformly clean. Bright metal surfaces shall be polished to a high-shine. This shall include the elimination of polish residue and/or film.



14.7.5. **Floors and Carpet** – Shall be free of dust, dried soil, soil, gum, spots, stains and other debris. Floors and carpet shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue, embedded soil, foreign objects and scuff marks.

14.8. **Corridors**

14.8.1. **Floors** – Shall be free of dust, dried-soil, gum, spots, stains and debris. Floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue film and scuff marks. All VCT floors will be stripped and waxed annually and spray buffed twice per month.

14.8.2. **All the lobby floors at the Justice Center will be swept daily with the auto sweeper and scrubbed with the auto scrubber in accordance with the following schedule: Remove gum daily**

14.8.2.1. **Monday 1<sup>st</sup> and 6<sup>th</sup> floors**

14.8.2.2. **Tuesday 1<sup>st</sup> and 5<sup>th</sup> floors**

14.8.2.3. **Wednesday 1<sup>st</sup> and 4<sup>th</sup> floors**

14.8.2.4. **Thursday 1<sup>st</sup> and 3<sup>rd</sup> floors**

14.8.2.5. **Friday 1<sup>st</sup> and 2<sup>nd</sup> floors**

14.8.2.6. **Nightly, run auto scrubber, basement hallways.**

14.8.3. **The entrance lobby floor at the DA building will be scrubbed with the auto scrubber each day Monday – Friday**

14.8.4. **Walls and Fixtures** – Shall be free of dust, dried soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

14.8.5. **Waste Containers** – Contents shall be removed from waste containers and can liners replaced. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, food-stuff and the presence of any offensive odor emitting from the container.

14.8.6. **Water Fountains** – Shall be free of dust, soil, scale and water spots without causing damage. Bright work (Stainless steel) shall be disinfected and polished to a streak-free shine. Water fountains shall appear visibly and uniformly clean. This shall include the elimination of film and cleaner residue.

14.9. **Stairwells**

14.9.1. **Rails and Walls** – Shall be free of dust and dried soil without causing damage. These surfaces shall appear visibly and uniformly clean and disinfected. This shall include the elimination of film, streaks, lint, standing water, cleaner residue or film.

14.9.2. **Steps and Landings** – Shall be free of dust, dried soil, gum, stains and debris. These surfaces shall appear uniformly smooth and clean without leaving dust streaks, lint, standing water, cleaner residue or film.

14.10. **Restrooms**

- 14.10.1. **Dispensers** – Shall be free of dust, dried soil and mold without causing damage. These surfaces shall appear visibly and uniformly clean and disinfected. This shall include the elimination of film, streaks and cleaner residue. Dispensers shall be refilled when required with proper expendable supply item.
- 14.10.2. **Hardware** – Shall be free of dust, soil, mold and scale without causing damage. Bright work (Stainless steel) shall appear visibly and uniformly clean, disinfected and polished to a streak-free shine. This shall include the elimination of polish residue.
- 14.10.3. **Sinks** – Shall be free of dust, mold, soil cleaner residue and soap film without causing damage. They shall appear visibly and uniformly clean and polished-dry. This shall include the elimination of streaks, embedded soil, film and water spots and coffee/tea stains.
- 14.10.4. **Mirrors** – Shall be free of dust and soil. Mirrors and surrounding metal framework shall appear streak-free, film-free and uniformly clean.
- 14.10.5. **Toilets, Toilet Seats and Urinals** – Shall be free of dust, bacteria, soil, organic matter, cleaner residue and hard water rings, through the use of a toilet brush without causing damage. These fixtures shall appear visibly and uniformly clean, disinfected and polished-dry. This shall include the elimination of streaks, film and water spots.
- 14.10.6. **Partitions** – Shall be free of dust, soil and graffiti without causing damage. Partitions shall appear visibly and uniformly clean, disinfected and polished-dry. This shall include the elimination of streaks and film.
- 14.10.7. **Waste Containers** – Contents shall be removed from waste containers and can liners replaced. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, food-stuff, gum and the presence of any offensive odor emitting from the container.
- 14.10.8. **Walls and Doors** – Shall be free of dust, soil, spots and stains without causing damage. These surfaces shall appear visibly and uniformly clean and disinfected. This shall include the elimination of film, streaks and cleaner residue. Ceramic walls and wainscots, metal kick plates, handles and push plates on doors shall also be polished-dry.
- 14.10.9. **Floors and Baseboards** – Shall be free of dust, soil, gum, stains and debris. Floors shall appear visibly and uniformly clean and disinfected. This shall include the elimination of dust streaks, lint, standing water, cleaner residue, scuff marks and film. All VCT floors will be stripped and waxed two times a year and spray buffed one time a week.
- 14.10.10. **Air Vents** – Shall be free of dust and soil without causing damage. This also pertains to air distribution units and exhaust vents. They shall appear visibly and uniformly clean.
- 14.10.11. **Light Fixtures and Switch Plates** – Shall be free of dust, soil and smudge marks without causing damage. Diffusers shall remain in proper position, and appear streak-free and uniformly clean.

14.11. **Offices**

- 14.11.1. **Furniture and Equipment** – Shall be free of dust, dried soil and soil without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of cleaner residue, streaks and film.
- 14.11.2. **Walls and Doors** – Shall be free of dust, dried soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.
- 14.11.3. **Partitions** – Shall be free of dust, soil and graffiti without causing damage. Partitions shall appear visibly and uniformly clean. This shall include the elimination of streaks, film and cleaner residue
- 14.11.4. **Floors, Carpets and Baseboards** – Shall be free of dust, dried soil, soil, gum, spots, stains and debris. Floors and carpet shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust, streaks, lint, standing water, cleaner residue, embedded soil, scuff marks and foreign objects.
  
- 14.12. **Windows**
  - 14.12.1. **Glass** – Shall be free of dust and soil without causing damage. This also applies to adjoining sills, blinds and framework. They shall appear visibly and uniformly clean. This shall include the elimination of streaks, film and cleaner residue.
  
- 14.13. **Janitor Closets And Store Rooms**
  - 14.13.1. **Shelves** – Shall be free of dust, dried soil and soil. They shall appear visibly and uniformly clean. Supplies and equipment shall be stocked and organized neatly on shelves.
  - 14.13.2. **Janitor Carts** – Shall be free of dust, dried soil and soil. They shall appear visibly and uniformly clean. Supplies and equipment stored on janitor carts shall also be free of dust and soil and organized neatly.
  - 14.13.3. **Gondolas** – Shall be empty of all trash, liquid and solid debris and shall appear clean inside and out.
  - 14.13.4. **Walls**- Shall be free of dust, dried soil and soil without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.
  - 14.13.5. **Utility Sinks** – Shall be free of dust, soil, cleaner residue and soap film. Utility sinks shall appear visibly and uniformly clean. This shall include the elimination of streaks, embedded soil, film and water spots. Bright work (Stainless Steel) shall be cleaned, de-scaled and polished.
  - 14.13.6. **Floors** – Shall be free of dust, dried-soil, gum, spots, stains and debris. Floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film. All VCT floors will be stripped and waxed annually and spray buffed twice per month.
  
- 14.14. **Graffiti**
  - 14.14.1. All Adams County facilities shall be graffiti-free. Any graffiti that cannot be removed during the normal cleaning processes, as outlined in this proposal, shall be reported to the Adams County Environmental Services Supervisor within 24 hours.

14.15. **Security**

14.15.1. **All employees shall be identified while on Adams County premises by picture identification card furnished by Adams County, and by shirt, blouse or smock indicating the company name or logo in print large enough to be read easily furnished by Contractor.**

14.15.2. Contractor shall be responsible for all costs of conducting and providing, to the Adams County Environmental Services Supervisor, CBI background checks for all employees associated with Adams County, and uniforms until the end of the contract.

14.15.3. Contractor shall be responsible for use of all keys and/or security cards issued to him/her. The Contractor shall not put identification on any keys. Contractor shall not duplicate any keys for and Adams County premises under any circumstances. Any lost keys or badges or need for additional keys or badges shall be promptly reported to or requested of the Adams County Environmental Services Supervisor. All Adams County buildings and office areas are of a high-level security, if keys are lost by contractor and/or his/her personnel, Adams County has the option to re-key all building perimeter doors at contractor's expense.

14.15.4. Under no circumstances shall Contractor's employees admit anyone to areas controlled by a key in their possession. All doors and windows shall be closed and locked upon completion of cleaning operations in the area. All areas shall be double-checked at end of shift to verify the areas are secured.

14.15.5. **Any Adams County identification badge not returned by an employee no longer employed by Contractor will be assessed a \$50.00 charge payable by the Contractor.**

14.15.6. Security of Adams County properties shall be maintained. Doors, gates and windows shall be closed and locked when not in immediate use. Upon completion of the work in any single building, employees shall check exterior doors and windows to make sure they are closed and locked. Certain areas are protected by security alarms and procedures for entering and leaving these areas shall be as directed by Adams County.

14.16. **Equipment**

14.16.1. Contractor shall provide and properly maintain all vacuums. All vacuums shall be new. The equipment used by the Contractor and methods used in the handling of the work will be such that a satisfactory quality of work will be maintained, and which will insure compliance with the intent of this Agreement.

14.16.2. In cases where particular types of equipment have been banned, or in cases where the Adams County Environmental Services Supervisor has condemned for use any piece of equipment, the Contractor shall remove such equipment from the site of work. Failure to do so within a reasonable time may affect a breach of contract.

14.17. **Materials And Equipment Storage**

14.17.1. Under no circumstances will cleaning tools and materials be left unattended during normal business hours.

- 14.17.2. The Contractor shall handle chemicals provided at each site so as to minimize the possibility of exposure of facility occupants to acid based or caustic based material or chemicals.
- 14.17.3. All paper goods (toilet paper, paper towels, seat covers), liquid hand soaps, and trash receptacle liners will be furnished by Adams County. Adams County will furnish all other materials and supplies as required to complete janitorial service to all locations which includes but is not limited to: cleaning powder, disinfectants, deodorant screens for urinals, glass and surface cleaner, dust cloths, floor stripper and finish.
- 14.17.4. All unused products and empty containers shall be properly disposed of by the Contractor as required by federal, state and local laws and regulations.
- 14.17.5. Equipment and materials shall not be piled or stored at any location to hinder normal business operations or to constitute a hazard to persons or property.
- 14.17.6. All materials which are stored in the liquid state shall be stored on shelves.
- 14.17.7. All products stored in secondary containers shall be properly labeled as to the contents.
- 14.17.8. Storage: Materials and equipment shall be stored in the building locations designated by Adams County. Storage areas shall be kept clean and orderly.
- 14.17.9. The work shall be under the inspection of the Adams County Environmental Services Supervisor. Written reports on the findings from inspections will be furnished to the Contractor for corrective action.
- 14.17.10. The Adams County Environmental Services Supervisor will make field inspections at their discretion. Notices of deficiencies will be given in writing to the Contractor.
- 14.17.11. Inspection shall not relieve the Contractor of his obligations to inspect and furnish material and workmanship in accordance with the Agreement. Imperfections of materials or workmanship overlooked by the inspectors shall not be exempted from rejection if they shall later be discovered. The Contractor shall ensure that corrective actions are taken promptly and will notify the Adams County Environmental Services Supervisor of those actions as soon as possible but not more than twenty-four (24) hours following the notice.
- 14.17.12. In addition to inspections, the Adams County Environmental Services Supervisor and Contractor shall meet at least quarterly to discuss any issues or required cleaning improvements.

14.18. **Invoicing**

- 14.18.1. The Contractor shall submit a single consolidated invoice monthly all inclusive of the locations services. The following information must be included on the invoice:
  - 14.18.1.1. Contractor's name, address and telephone number.
  - 14.18.1.2. Name and address of Contractor representative to whom payments are to be sent if different from the above.
  - 14.18.1.3. Name, title and telephone number of the person to contact in case of an incomplete or incorrect invoice.

14.18.2. **Adams County Equipment:** When Contractor is permitted to use Adams County materials, tools, facilities or equipment, they shall be maintained by Contractor in first-class condition and good repair. Contractor shall be responsible to Adams County for damage, misuse or loss thereof.

14.18.3. **Energy Conservation:** Contractor shall use minimum lighting and electrical power to perform the work under this Agreement.

14.19. **ADAMS COUNTY LOCATIONS**

**Justice Center**

1100 Judicial Center Drive  
Brighton, CO 80601  
Approx Gross: 304,768 Sq Ft

**Adams County DA Building**

1000 Judicial Center Drive  
Brighton CO 80601  
Approx Gross: 65,000 Sq Ft

**Sheriff Headquarters /  
Coroner Building**

332 N 19<sup>th</sup> Ave  
Brighton CO 80601  
Approx Gross: 28,360 Sq Ft

**Animal Shelter/Adoption Center**

10705 Fulton St.  
Henderson, CO 80601  
Approx Gross: 1,000 Sq. Ft.

**Fleet Management/ Probation Bldg.**

4955 E. 74<sup>th</sup> Avenue  
Commerce City, CO 80022  
Approx Gross: 38,500 Sq. Ft.

**HONNEN Building**

7111 E. 56<sup>th</sup> Ave.  
Commerce City, CO 80022  
Approx Gross: 16,000 Sq. Ft.



**Aurora Motor Vehicle**

3449 N. Chambers Rd.  
Aurora, CO 80010  
Approx gross: 4,500 Sq. Ft.

**Aurora Work Force**

3155 Chambers Rd. Unit C  
Aurora, CO 80010  
Approx Gross: 10,039 Sq. Ft

**Adams County Service Center**

4201 E. 72<sup>nd</sup> Avenue  
Commerce City, CO 80022  
Approx Gross: 100,000 Sq. Ft.

**Adams County Children & Family Center**

7401 N. Broadway  
Denver CO 80221  
Approx: 48,000 Sq. Ft

**Western Service Center**

12200 N. Pecos St.  
Westminster, CO 80234  
Approx Gross: 55,000 Sq. Ft

**Human Services Building**

**(possible closing date 9-2017)**

7190 Colorado Blvd.  
Commerce City, CO 80022  
Approx Gross: 65,798 Sq. Ft.

**Adams County Human Services Center** **(project open date 8-2017)**

11860 Pecos Street  
Westminster, Co.  
Approx Gross 315,000 Sq. Ft.

**Motor Vehicle – Westminster**

8452 Federal Blvd. 4201 E. 72<sup>nd</sup>  
Westminster, CO 80031  
Approx Gross: 7,890 Sq. Ft

**Motor Vehicle – Bennett**

355 South First Ave.  
Bennett, Co. 80102  
Approx Gross: 3,000 sq. ft.

**Parks Administration Building**

9755 Henderson Road  
Brighton CO 80601  
Approx Gross: 25,000 Sq Ft

**Parks Waymire Building (Dome)**

9755 Henderson Road  
Brighton CO 80601  
Approx Gross: 20,000 Sq Ft

**South Parks / Riverdale Drive**

9500 Riverdale Rd.  
Thornton, Co.  
Approx Gross: 3,400 sq. ft.

**Strasburg Public Works and Sheriff Sub Station**

2550 Strasburg Mile Road  
Strasburg CO 80136  
Approx: 9,800 Sq Ft

**Flat Rock Training**

23600 E. 128<sup>th</sup>  
Commerce City, CO 80602  
Approx Gross: 10,000 Sq Ft

**Detention / Admin**

150 N. 19<sup>th</sup> Ave  
Brighton CO 80601  
Approx Gross: 2,500 Sq Ft

**Whittier Transportation Support Facility**

34400 E. 152<sup>nd</sup>  
Brighton , Co 80601  
Approx Gross: 600 Sq Ft

**15. Proposal Submittals, Contractor Shall Provide In PDF Format On A CD Or Thumb Drive. Please Limit Your Responses To 25 Pages In 12 Point Font**

15. Company Overview and Qualifications

- 15.1. Describe the qualifications of your company. Include at a minimum, the following information:

- 15.1.1. Company background, including total number of years in business.
  - 15.1.2. Description of full-time regular employees, including numbers of employees and floaters (if applicable), experience, and average length of time employed by you.
  - 15.1.3. Provide a telephone number, a fax number, or an e-mail address to enable Adams County to contact you.
  - 15.1.4. Management Team – Background Experience
- 15.2. Hiring and Recruitment Process including:
- 15.2.1. If you run criminal background checks on your employees.
- 15.3. Ability and Approach to Providing the Specific Services:
- 15.3.1. Describe your Quality Assurance Program, including control and inspection procedures that are routinely carried out in the normal course of business.
  - 15.3.2. Provide a list of existing equipment you will use to service this account, or if you will need to acquire equipment to do the job.
  - 15.3.3. Describe your method of doing business/providing this service to Adams County. Please provide the staffing plan you would use to keep the facility properly cleaned. Indicate the number of employees by category, i.e. Custodial, Day Porter, Supervisors, Carpet & Floor Specialist, etc. required, as well as hours per day. Include information on the ratios of the number of staff per supervisor and the amount of square footage per supervisor.**
  - 15.3.4. Employee Training Program
  - 15.3.5. Uniform Plan, include a photo of a typical uniform
  - 15.3.6. Account Management Process
  - 15.3.7. Transition Plan
  - 15.3.8. Describe your logistical plan for transitioning service from the current supplier.
  - 15.3.9. Describe your logistical plan for transitioning service to another supplier at the end of this contract (if your company should not be awarded a follow on contract). Provide a list of your current contracts and contracts you have held during the past five years. Include location (city/state), approximate size (square footage), and length of time you serviced each company.

## 16. Scoring Criteria

- 16.1 Qualifications
- 16.2 Ability to the job (hiring process, quality assurance, equipment, training, etc.)
- 16.3 References
- 16.4 Pricing
- 16.5 Overall proposal



## **Submittal Checklist**

- Response to RFP
- W-9
- Contractor's Certification of Compliance
- Proposal Form/Contractor's Statement
- References
- One Marked Original and 5 paper copy(ies)
- One CD or Flashdrive of submitted proposal in a single PDF document



**CONTRACTOR’S CERTIFICATION OF COMPLIANCE**

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et.seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et. seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample “memorandum of understanding” available at the website prior to registering







**ADAMS COUNTY**  
**COLORADO**

**ADAMS COUNTY**  
**PROPOSAL FORM CUSTODIAL SERVICES**

<b>LOCATION</b>	<b>PRICE PER MONTH</b>
Justice Center 1100 Judicial Center Drive	
Adams County DA Building 1000 Judicial Center Drive	
Sheriff Headquarters and Coroner 332 N 19 <sup>th</sup> Ave	
Animal Shelter/Adoption Center 10705 Fulton St.	
Fleet Management/ Probation Bldg. 4955 E. 74 <sup>th</sup> Avenue	
Honnen Building 7111 E. 56 <sup>th</sup> Ave.	
Aurora Motor Vehicle 3449 N. Chambers Rd.	
Aurora Work Force 3155 Chambers Rd. Unit C	
Adams County Service Center 4201 E. 72 <sup>nd</sup> Avenue	
Adams County Children & Family Center 7401 N. Broadway	
Western Service Center 12200 N. Pecos St.	
Human Services Building 7190 Colorado Blvd.	
Motor Vehicle – Westminster 8452 Federal Blvd. 4201 E. 72 <sup>nd</sup>	
Parks Administration Building 9755 Henderson Road	
Parks Waymire Building (Dome) 9755 Henderson Road	
Strasburg Public Works 2550 Strasburg Mile Road	
Flat Rock 23600 E. 128 <sup>th</sup>	





**ADAMS COUNTY**  
**COLORADO**

**ADAMS COUNTY**  
**PROPOSAL FORM CUSTODIAL SERVICES CONT.**

Detention / Admin 150 N. 19 <sup>th</sup> Ave	
Whittier Transportation Support Facility 34400 E. 152 <sup>nd</sup>	
Bennett Motor Vehicle 355 First Ave	
South Parks /Riverdale Drive 9500 Riverdale Road	
<b>TOTAL PRICE PER MONTH FOR ALL LOCATIONS</b>	
<b>TOTAL PRICE PER YEAR FOR ALL LOCATIONS</b>	





**ADAMS COUNTY**  
**COLORADO**

**ADAMS COUNTY**  
**PROPOSAL FORM CUSTODIAL SERVICES CONT.**

**CONTRACTOR'S STATEMENT**

I have read and fully understand all the special conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said special conditions as stated or implied. In consideration of the above statement, the following proposal is hereby submitted.

\_\_\_\_\_ \$ \_\_\_\_\_  
Total Written Amount Per Year Total Amount Per Year

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # \_\_\_\_\_ Addenda # \_\_\_\_\_  
If None, Please write NONE.

_____	_____
Company Name	Date
_____	_____
Address	Signature
_____	_____
City, State, Zip Code	Printed Name
_____	_____
County	Title
_____	_____
Telephone	Fax
_____	_____
Email Address	_____





## SAMPLE OF PURCHASE OF SERVICE AGREEMENT

THIS AGREEMENT ("Agreement") is made this \_\_\_\_ day of \_\_\_\_\_ 2017, by and between the Adams County Board of County Commissioners, located at 4430 South Adams County Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," and Winner123, located at Address123, hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties".

The County and the Contractor, for the consideration herein set forth, agree as follows:

### 1. SERVICES OF THE CONTRACTOR:

- 1.1. All work shall be in accordance with the attached RFP xxxxx and the Contractor's response to the RFP xxxxx attached hereto as Exhibit A, and incorporated herein by reference. Should there be any discrepancy between Exhibit A and this Agreement the terms and conditions of this Agreement shall prevail.
- 1.2. Emergency Services: In the event the Adams County Board of County Commissioners declares an emergency, the County may request additional services (of the type described in this Agreement or otherwise within the expertise of the Contractor) to be performed by the Contractor. If the County requests such additional services, the Contractor shall provide such services in a timely fashion given the nature of the emergency, pursuant to the terms of this Agreement. Unless otherwise agreed to in writing by the parties, the Contractor shall bill for such services at the rates provided for in this Agreement.

**2. RESPONSIBILITIES OF THE COUNTY:** The County shall provide information as necessary or requested by the Contractor to enable the Contractor's performance under this Agreement.

### 3. TERM:

- 3.1. Term of Agreement: The Term of this Agreement shall be for one-year from the date of this Agreement.
- 3.2. Extension Option: The County, at its sole option, may offer to extend this Agreement as necessary for up to two, one year extensions providing satisfactory service is given and all terms and conditions of this Agreement have been fulfilled. Such extensions must be mutually agreed upon in writing by the County and the Contractor.

**4. PAYMENT AND FEE SCHEDULE:** The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for those services, the sum of:

- 4.1. Payment pursuant to this Agreement, whether in full or in part, is subject to and contingent upon the continuing availability of County funds for the purposes hereof. In the event that funds become unavailable, as determined by the County, the County may immediately terminate this Agreement or amend it accordingly.



**5. INDEPENDENT CONTRACTOR:** In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. **Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.**

**6. NONDISCRIMINATION:**

**6.1. The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause. Adams County is an equal opportunity employer.**

6.1.1. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

**7. INDEMNIFICATION:** The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property, caused or sustained by any person(s) as a result of the Contractor's performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or failure to perform pursuant to the terms of this Agreement.

**8. INSURANCE:** The Contractor agrees to maintain insurance of the following types and amounts:

8.1. Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.

8.1.1. Each Occurrence: \$1,000,000

8.1.2. General Aggregate: \$2,000,000

8.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.

8.2.1. Bodily Injury/Property Damage: \$1,000,000 (each accident)

8.2.2. Personal Injury Protection: Per Colorado Statutes



8.3. Workers' Compensation Insurance: Per Colorado Statutes

8.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services, as applicable.

8.4.1. Each Occurrence: \$1,000,000

8.4.2. This insurance requirement applies only to the Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.

8.5. Adams County as "Additional Insured": The Contractor's commercial general liability, comprehensive automobile liability, and professional liability insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured" and shall include the following provisions:

8.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.

8.5.2. The insurance companies issuing the policy or policies shall have no recourse against the County for payment of any premiums due or for any assessments under any form of any policy.

8.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.

8.6. Licensed Insurers: All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

8.7. Endorsement: Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.

8.8. Proof of Insurance: At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage or policies required under this Agreement.

## 9. TERMINATION:

9.1. For Cause: If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.

9.2. For Convenience: The County may terminate this Agreement at any time by giving



written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If this Agreement is terminated by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under this Agreement, less payments previously made to the Contractor under this Agreement.

#### **10. MUTUAL UNDERSTANDINGS:**

- 10.1. Jurisdiction and Venue: The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with Adams County, Colorado.
- 10.2. Compliance with Laws: During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, and that no violation of such provisions are present. The Contractor warrants that it is in compliance with the residency requirements in §§ 8-17.5-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 10.3. OSHA: The Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
- 10.4. Record Retention: The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized Federal, State, or County personnel.
- 10.5. Assignability: Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written consent of the County.
- 10.6. Waiver: Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.
- 10.7. Force Majeure: Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.





10.8. Notice: Any notices given under this Agreement are deemed to have been received and to be effective: 1) Three (3) days after the same shall have been mailed by certified mail, return receipt requested; 2) Immediately upon hand delivery; or 3) Immediately upon receipt of confirmation that an email was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

Department: Adams County (department name)

Contact:

Address:

City, State, Zip:

Phone:

Email:

Department: Adams County Purchasing

Contact:

Address: 4430 South Adams County Parkway

City, State, Zip: Brighton, Colorado 80601

Phone:

Email:

Department: Adams County Attorney's Office

Address: 4430 South Adams County Parkway

City, State, Zip: Brighton, Colorado 80601

Phone: 720.523.6116

Email:

Contractor: Winner123

Contact:

Address:

City, State, Zip:

Phone:

Email:



- 10.9. Integration of Understanding: This Agreement contains the entire understanding of the parties hereto and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by the parties hereto.
- 10.10. Severability: If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.
- 10.11. Authorization: Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.

## **11. CHANGE ORDERS OR EXTENSIONS:**

- 11.1. Change Orders: The County may, from time to time, require changes in the scope of the services of the Contractor to be performed herein including, but not limited to, additional instructions, additional work, and the omission of work previously ordered. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Invitation to Bid, or, if no provision exists, pursuant to the terms of the Change Order.
- 11.2. Extensions: The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor.

## **12. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08:** Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended May 13, 2008, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

- 12.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.
- 12.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 12.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 12.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.



- 12.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.
- 12.6. If the Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three (3) days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- 12.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- 12.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

The remainder of this page has been left blank intentionally.





IN WITNESS WHEREOF, the Parties have caused their names to be affixed hereto:

**Board of County Commissioners**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**Winner123**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Attest:**

Stan Martin, Clerk and Recorder

\_\_\_\_\_  
Deputy Clerk

Approved as to Form:

\_\_\_\_\_  
Adams County Attorney's Office

**NOTARIZATION OF CONTRACTOR'S SIGNATURE:**

COUNTY OF \_\_\_\_\_ )

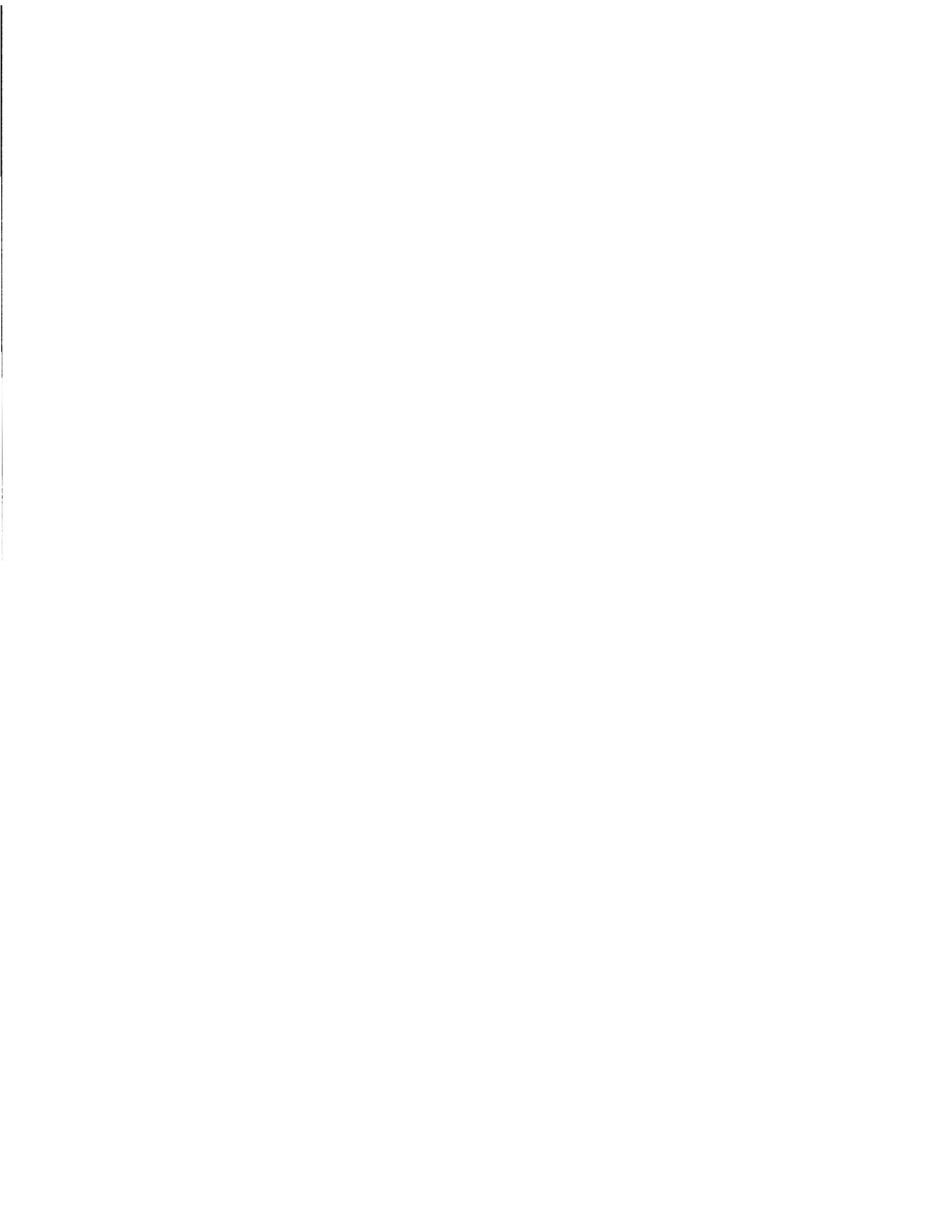
STATE OF \_\_\_\_\_ )SS.

Signed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2016,

by \_\_\_\_\_,

\_\_\_\_\_  
Notary Public

My commission expires on: \_\_\_\_\_



**CONTRACTOR’S CERTIFICATION OF COMPLIANCE**

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et.seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et. seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

**CONTRACTOR:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Title

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample “memorandum of understanding” available at the website prior to registering



# COMMERCIAL CLEANING SYSTEMS

## JANITORIAL SERVICE PROPOSAL



### Presented To:

**Adams County Colorado**

ADAMS COUNTY FORMAL REQUEST FOR PROPOSAL

JT 2017.404 - Custodial Services

Closing Date and Time:

March 7, 2017 at 2:00pm



**ADAMS COUNTY**  
**COLORADO**

### Presented By:

**Michael Daley**

Senior Vice President of Corporate Sales and Marketing

Commercial Cleaning Systems

**Jesus Guerrero**

General Manager - Colorado

Commercial Cleaning Systems



**CCS**

**Commercial Cleaning Systems**

*A Company Built to Serve*

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## 15. Company Overview and Qualifications

### 15.1 Qualifications of the Company

Describe the qualifications of your company. Include at a minimum, the following information:

- Company background, including total number of years in business.
- Description of full-time regular employees, including numbers of employees and floaters (if applicable), experience, and average length of time employed by you.
- Provide a telephone number, a fax number, or an e-mail address to enable Adams County to contact you.
- Management Team – Background Experience

Commercial Cleaning Systems is a full service janitorial company that specializes in the following building types: single and multi-tenant, corporate campuses, medical, industrial, retail, research and development, educational and public/government spaces. Our organization has been in business for over 29 years and currently employs over 3,500 people.

In the metropolitan Denver area, CCS employs over 1,000 people with a regular “flex or floater” staff of about 50 cleaners. Our dedication

Since 1988 Commercial Cleaning Systems has built a strong reputation in the building service industry by sustaining long-term relationships with our customers. We are a quality-oriented company that serves our customers in a professional and efficient manner. Our reputation was built on the below tenets of operational excellence:

- **PEACE OF MIND:** Responsive service **24/7**. Whether janitorial, flood restoration or a simple after hours’ request, Commercial Cleaning Systems is a company that never sleeps so that our customers can!
- **HIGH QUALITY:** Led by a team of local managers and experts, we excel in doing things right the first time. We value our customers and have the flexibility and creativity to adjust to their changing needs.
- **RESOURCES:** We are a full service janitorial company that provides the following specialty services: carpet cleaning, flood restoration, hard floor maintenance, window cleaning and exterior power washing. We do not subcontract ensuring uniform and consistent quality.
- **IMAGE:** We ensure our staff and vendors are uniformed, courteous and professional while working at your facility.

#### Primary Contact Information:

MICHAEL DALEY

Senior Vice President of Corporate Sales and Marketing

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#### Commercial Cleaning Systems’ Mission:

*To be the best janitorial service provider.*

*To not only meet, but completely exceed every customers’ expectations.*

*To provide excellent customer service at a fair and competitive price.*

*To develop and sustain controlled growth of our company.*

*...and to always remember our humble beginnings.*

- **RELIABLE:** The biggest difference between CCS and our competitors is in the supervision and management. Over the years, we have developed overlapping layers of proactive management, and reinforced it with a reliable communications system.
- **SUSTAINABLE:** We provide services to assist in achieving all levels of LEED certification. We have worked with many companies on several LEED projects, and have the experience to ensure that your sustainability goals are met.
- **CUSTOMER FOCUSED:** Most contracts have resulted from a recommendation from an existing customer. Everything we do revolves around making sure that your janitorial needs are not only met, but exceeded.

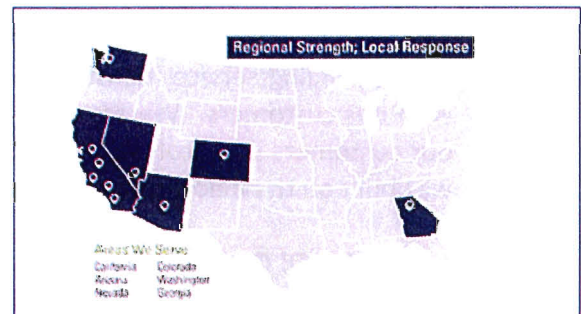
### Industry Affiliations

As a provider of cleaning services, we owe it to our employees and customers to stay abreast of changes in our industry, initiatives and the ongoing regulatory and business challenges of our customers. For these reasons, CCS invests in ongoing partnerships and affiliations with the Janitorial Services industry as well as the associations of our customers.



### Company History

In 1988, Commercial Cleaning Systems (CCS) was founded as a sole proprietorship in Denver, Colorado with the purchase of three small janitorial building contracts. Over the next two decades, with the sole mission of “being the best,” CCS became the largest provider of janitorial services in the State of Colorado. Our focus of delivering a high level of customer service along with superior cleaning has been the key elements for success. Commercial Cleaning Systems has built a strong reputation in the building service industry by sustaining long-term relationships and expanding our service delivery to our customers.



In 2007, CCS merged with Pacific Building Care (PBC), an Orange County, California based company, thus expanding our commercial cleaning capabilities and presence to California. In 2008, CCS acquired The Facility Group – the best janitorial operator in the Phoenix, AZ market. By combining the “best of the best” of all companies, CCS has quietly emerged as a regional company with a reputation for delivering quality services.



Today, CCS has a professional team of local managers serving our customers around the United States and has the financial backing and support of our private equity partners, Silver Oak Financial-



further ensuring the county can rest confidently that you have selected a provider with the appropriate manpower and financial backing to serve the county now and years into the future.

## Government Service Experience

Commercial Cleaning Systems understands the specialized cleaning needs of government entities. Our wealth of experience in cleaning government facilities is extensive and brings the support and best practices of cleaning government facilities to the doorsteps of our customers.



Our experience in the Government Sector is great and here in Colorado, our government client list is growing as we recently transitioned the city of Centennial. Outside of Colorado, CCS currently partners with other city, state and federal government entities such as: the city of Santa Ana CA, the City of Fullerton CA, the City of Fontana, Mesa Water District and OmniTrans (Just to name a few!).

From service structure to quality assurance, our government clients chose CCS because we bring a lower total cost of ownership to their janitorial service needs. Our experience encompasses cleaning the following types of government facilities (to name a few):

- City Buildings (Civic Centers, Municipal Buildings, offices, etc.)
- Courthouse Facilities
- Parks facilities
- Recreational Centers (including gyms, aerobic centers, tennis/racquetball courts, etc.)
- City, State, Municipality and other Government Complexes
- Libraries
- Transit Systems (including offices and Transit Centers)
- Utility Services



## Employees- Tenure and Experience

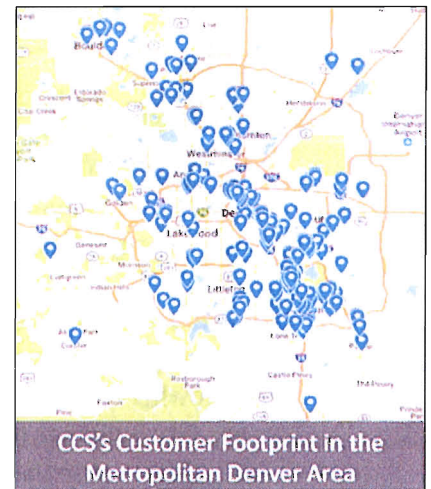
The janitorial services industry is typically an “entry level” labor industry associated with high turnover, as an industry, the average turnover level is over 200%. While CCS enjoys a “fully-burdened” turnover level of 75% (well under the industry average), it is important to note: the clear majority of this turnover is associated with our entry-level cleaners. We are proposing a comprehensive cleaning program to Adams County that includes night cleaners, night cleaning supervisors/leads and a dedicated nightly cleaning manager. By implementing this level of

supervision for Adams County’s custodial program, the county will enjoy a quality program with a focus on results as there is appropriate levels of supervision & inspection built in to the program.

### Ability to Staff and Perform Services

Based on our walkthrough of the facilities and the RFP, CCS understands that the county is eager to understand the proposing contractor’s ability to staff the operation. You can be confident in the resources and labor availability the county will experience with CCS- as the largest provider of services in the state of Colorado, we service hundreds of locations in the Denver Metropolitan Area and have labor resources unmatched by our competitors.

While we are proud of our size, it is important to understand the benefit this brings to the county- our available labor resources for night cleaning, identification of day-porters and separate floor care division puts the strength of our over 1,500 employees in the Denver metro area at the fingertips of Adams County.



### Management Team – Background Experience

In the service industry, the leadership and support provided to our front-line employees differentiates good companies from GREAT companies. Below are the profiles of the key personnel in Denver supporting the county:

- **TROY COKER, CEO/President.** Troy has over twenty-five (25) years of experience in the commercial janitorial industry. In 1988, Troy founded Commercial Cleaning Systems in Denver while also pursuing a business degree at the University of Colorado. While growing the business, he completed his college education and received his Bachelor of Science Degree in Business Administration with majors in Finance and Marketing. Through organic growth and acquisitions of other janitorial companies, CCS quickly became the largest provider in commercial janitorial services in the State of Colorado.
- Troy currently presides over all aspects of the company and has utilized his “ground-up” knowledge and expertise to lead the continued growth and development of the company. Through his leadership and perseverance, Troy continues to emphasize the company wide culture focused on customer service and operational excellence. Troy leads the senior management team as CCS continues to accomplish strategic and long-term objectives.
- **TODD VANOPDORP, COO.** Todd has spent the last twenty-four (24) years of his career in various management and leadership positions providing janitorial and private security services to the commercial real estate industry. He joined CCS – Denver in 2004 as a partner involved in all aspects of the business.
- In 2010, Todd assumed his current role of COO/Senior Vice President for Commercial Cleaning Systems and is responsible for the operational leadership of CCS’s branch offices throughout



California, Arizona and Colorado. Todd graduated from Western Illinois University in 1987 with a Bachelor of Science degree.

- **DANIEL LOWERY, Director, Corporate Services.** Daniel literally grew up within the commercial janitorial and real estate industries. He joined CCS in 2010 as our EVS Director for a large portfolio of medical office buildings. He has since advanced to Director, Corporate Services where he works closely with executive staff to achieve and maintain standards of excellence set forth by CCS. He leads the way in development of our business practices, policies, and procedures. Daniel graduated from the University of Colorado at Boulder with a Bachelor of Science Degree in Economics and a minor in Business Administration.
- **JESUS GUERRERO, General Manager.** Jesus has been with our company for over twelve years. He began as a day porter before being promoted to management. Jesus has a computer and customer service background. Jesus is a vital part of our day operations and has helped us achieve thorough client satisfaction. He is responsible for training and day supervision of the Day Services and Special Jobs Division. He has two Day Services Managers, Lilly, and Ruben that also work to coordinate, train, and manage the day personnel at our facilities.
- **MIKE DALEY, Sr. VP, Corporate Sales and Marketing.** Mike oversees all facets of business development, marketing and brand management for the company. As the leader of organic growth, he works closely with all business development managers to ensure best practices throughout CCS.
- Prior to joining CCS, Mike spent over 16 years in both the public and private sectors of the service industry. His most recent position was serving as a Business Development Manager for a national security service provider. Mike utilizes his valuable service industry knowledge and his passion for business development to ensure customized solutions and value-added services.
- **CONSUELO PEREZ, Senior Account Manager.** Consuelo has spent the last fifteen (15) years of her career in the commercial janitorial industry. She started out as a Cleaner, and was promoted to Building Supervisor within her first year, then to Account Manager just two years later where she managed over 200 employees. Through hard work and dedication, she became a District Manager, responsible for over 200 accounts. Her experience includes P&L, budgets, sales, customer service, employee and customer relations, issue resolution, safety, training, and the LEED certification/recertification process. She holds additional accreditations in CPR and other safety related certifications. Her role with CCS is to work directly with Account Managers, Building Supervisors, and Area Managers to exceed customer needs and expectations.
- **MIKE MILANO, General Manager - Carpet Division.** Mike joined Commercial Cleaning Systems in 2007 after his employment of 10 years with a national janitorial company as a district manager of carpet and restoration services. Prior to that he worked for a local carpet and restoration company in Denver for 14 years as a cleaning technician and elevated to manage both the residential and commercial division. Mike has earned numerous certifications in carpet cleaning and water damage restoration and went on to become a master cleaning technician and a senior carpet inspector.
- **SERGIO MARTINEZ, Account Manager.** Sergio started with Commercial Cleaning Systems in 2007 as a Day Porter. With his exemplary customer service skills and devotion to his customers, Sergio has been promoted through the ranks into his current position as Account Manager. With his

invaluable experience, Sergio is equipped to handle the day-to-day service delivery to our customers as well as support and interact with our field employees.

- **RUBEN GARCIA, Day Porter Manager.** Ruben started with our company in 2011 as a day porter. Since then he has worked extremely hard and been promoted to Day Porter Manager. He has become a wonderful addition and an asset to the CCS Management Team. His previous experience as a day porter with CCS, gives him great insight into the position and he is better equipped to handle the unique situations that come his way.

## 15.2 Hiring and Recruitment Process

If you run criminal background checks on your employees.

Each employee working under our contract will (at a minimum) pass the CBI Background Investigation specified as a requirement in the county's RFP document. In addition, we understand the additional layer of screening required for the county's sensitive areas and have increased wages for those positions to ensure low turnover. As an organization, Commercial Cleaning Systems **maintains a stable workforce at each one of our facilities**. Careful screening prior to hiring is done by the Human Resources Manager to ensure that the person hired for the job is not only qualified but is also the type of person who is likely to remain on the job. Commercial Cleaning Systems does not subcontract services. We use our own hourly paid employees to manage and clean our customers' facilities. Commercial Cleaning Systems primarily uses referrals from our existing employees to recruit new personnel.

We conduct employment history checks, criminal background checks, utilize E-Verify and additional checks per the requirements of the contract prior to placing an employee at a facility. As required in the RFP, CCS will background screen each employee serving under this agreement through CBI. In addition, each employee will have passed a pre-employment drug screen before being assigned to an Adams County facility. Commercial Cleaning Systems will ensure that all new employees comply with the security requirements. If required, they will sign a security briefing statement.

Our pre-employment/new hire orientation training prepares our janitorial staff members to be ready for their On-the-job training when they arrive to their job assignment. In addition to company policy and procedures, our staff learns the fundamentals of their job responsibilities. The following is an outline of our pre-employment/new hire orientation training:

- *Green Cleaning Program procedures*
- *The role, physical demands and job duties of janitors*
- *Rules of conduct*
- *Reasons for immediate termination*
- *Payroll guidelines*
- *Sexual harassment and EEOC policies*
- *Building security rules and procedures*
- *Reporting work injuries*
- *Safety policy and guidelines*
- *Hazardous Communication Program*
- *Personal Protective Equipment Program*
- *Color coding of microfiber cleaning cloths*
- *Care of company property and equipment*
- *Trash removal procedures*
- *Protection and safeguarding confidential information*

Upon completion of the pre-employment/new hire orientation training, each janitor will receive:

- *A briefing of their on-the-job training assignment*
- *The contact information for their supervisor and directions to the job site*



### 15.3 Ability and Approach to Providing the Specific Services

Describe your Quality Assurance Program, including control and inspection procedures that are routinely carried out in the normal course of business.

#### CCS's Unique Approach to Quality Control for Adams County

We understand the investments Adams County has made in your facilities. From your new justice center to your soon-to-be-replaced Human Services Building, your provider should make the same investment. Commercial Cleaning Systems is including in our proposal a DEDICATED overnight service manager. This individual will operate during night cleaning hours and will be dedicated to inspecting the after-hours cleaning program. This individual will report to the account manager assigned to Adams County and will facilitate nightly inspections. In addition, our proposed approach also includes a vehicle for this night manager to travel between buildings each night.

By committing resources DIRECTLY to the county, CCS will deliver on the cleaning expectations of Adams County, your building stakeholders and the county's constituents.

#### Quality Assurance – *the right tools for the job*

Commercial Cleaning Systems believes that the true difference in the janitorial industry is in the management and supervision of the work process. We truly believe that our company is unique in the industry and we have been regarded as a premier janitorial company. We continuously re-invest heavily in our night operations to ensure that we have resources in the evening to handle floor care, floods, carpet maintenance, special cleaning requests and to provide the highest level of supervision and quality control in the industry.

CCS believes that communication is the key to handle any special needs and requests in a timely manner. We pride ourselves in providing quick completion of all requests. We have a software-based communication log system that assures our nightly managers are informed of special requests and building issues.

This log is compiled daily and distributed to our managers by the Communication Coordinator in our office each evening. This software and its use by our Communication Coordinator ensures that all special requests are responded to immediately.

The performance of these requests and issues are double checked nightly by the Area Manager who reports any follow-up requests with the Account Managers and Communication Manager in our office early the next day before building operations begin. It is our Account Manager that follows up with the customer to make sure all requests were completed.

In addition, the CCS day porter management staff conducts inspections during their visits with the day staff. These inspections provide another "eye" to assist in the continuous improvement process.

Also, our account management team will conduct formal and informal inspections based on the needs of the building. All items noted during these inspections are immediately communicated to the night staff for immediate attention.

In addition to the above, we believe that face to face interaction and partnered tours of the facilities through our partnership are critical to our success. CCS's assigned Account Manager will schedule facility walkthroughs with our customers to ensure our services are meeting (and exceeding) the requirements of Adams County.

Provide a list of existing equipment you will use to service this account, or if you will need to acquire equipment to do the job.

As required in the RFP, CCS will be ordering new vacuums for use under this partnership with Adams County. In addition, we understand that the cleaning chemicals and some equipment will be provided by the county. The products and tools used in our cleaning program have undergone rigorous testing in the field prior to implementation into our services. We choose products for their effectiveness, durability and their ability to conform to the most up to date sustainability requirements.

CCS uses vacuum cleaners and carpet cleaning equipment certified under the Carpet and Rug Institute's (CRI) Green Label Program. This certifies that the vacuum cleaners can pick up dirt, contain dirt and provide a clean finished appearance for carpeted surfaces. For example, our Pro-team SuperCoach backpack vacuums exceed the basic Green Label requirements.

The Nobles burnishes we use to polish finished floors contain a dust collection system. Due to the speeds of polishers, small pieces of floor finish can be scuffed off the floor and propelled into the air (reducing indoor air quality (IAQ) and necessitating a higher frequency of dusting). The machines we use draw the particles into a filter bag, preventing dust from becoming airborne. With this simple change, we provide cleaner air for building occupants and increase our cleaning efficiency directly affecting our cost for services.

The cleaning solutions we use are either Green Seal Certified, meet Environmental Choice standards, or (where there is no category) comply with the California Code or Regulations maximum allowable Volatile Organic Compound levels. We distribute concentrated cleaning solutions to sites, then use closed-loop automatic dilution control centers to accurately dilute solution into its ready-to-use form. One added step we have taken is to use products that are made from bio-renewable resources in lieu of petroleum base ingredients. The products can be made safer, more effective, and we think this takes green chemicals to the next level of sustainability.

The below represents our typical list of initial startup equipment, this equipment will be adjusted to meet the needs of the county understanding that the county maintains nearly all required equipment for this contract (as outlined in the RFP document).

- Trash barrels
- Caddy bags
- Microfiber cloth kit
- Duster with extension
- Vacuums
- Mop handle
- Mop buckets / wringer combo
- *Wet floor signs*
- Spray bottles
- Green scrub pads
- Deweber
- Chemicals

Describe your method of doing business/providing this service to Adams County. **Please provide the staffing plan you would use to keep the facility properly cleaned. Indicate the number of employees by category, i.e. Custodial, Day Porter, Supervisors, Carpet & Floor Specialist, etc. required, as well as hours per day. Include information on the ratios of the number of staff per supervisor and the amount of square footage per supervisor.**

As mentioned earlier in our proposal, CCS is proposing, as a part of our standard proposal, a dedicated **Night Manager** to ensure consistent and quality service to the county during our off-hours cleaning. This individual will report directly to our assigned account manager who will act as the primary point of contact for our partnership with Adams County.



CCS is proposing a unique supervisory model that is un-matched by our competitors in Colorado. As the largest provider of commercial cleaning services in the state, our presence and customer footprint allow us to introduce 4 layers of supervision to our cleaning programs.

All work performance is carefully documented to assure full compliance with the requirements of the contract. Our management team is committed to job quality and customer satisfaction. Commercial Cleaning Systems uses a Multi-tiered approach to supervision:

**LEVEL 1 – BUILDING LEADS AND SUPERVISORS:**

The Lead or Supervisor is responsible for the minute-to-minute supervision of the employees on the job and communication with the Area Manager. This supervisor assists the crew in performance of duties and inspects for completeness and quality of the work. Our Day Cleaners (Day Porters) also report into CCS’s “Day Porter Manager”, this individual ensures our day porters are on-site and trained to fulfil their duties.



**LEVEL 2 - AREA MANAGER:**

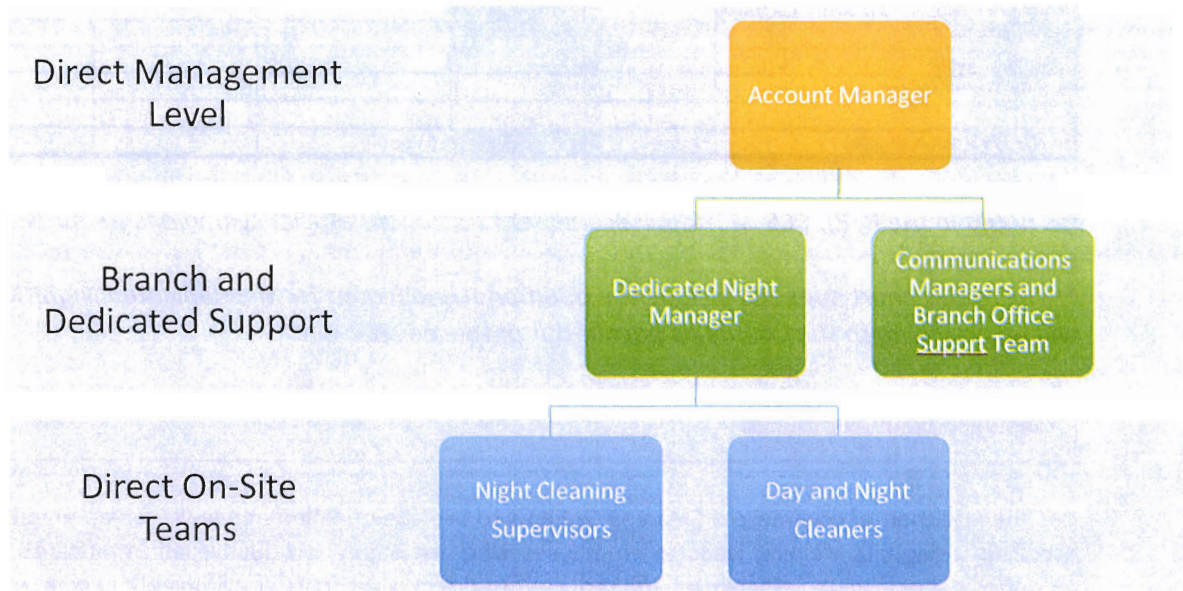
The Area Manager is responsible for ensuring the work is accomplished and that the Building Supervisor/Lead is performing his/her duties as required by the contract. The Area Manager visits the site nightly. This person is also the liaison between the employee and the account management team.

**LEVEL 2 – NIGHT MANAGER:**

The Director of Operations is responsible for checking the performance and quality of the work. The Night Manager manages and supports the Area Manager. In our proposed approach to Adams County, CCS will be providing a DEDICATED night manager serving the county’s locations to ensure quality and consistent service to the county’s buildings.

**LEVEL 4 – ACCOUNT MANAGER**

The Account Manager will be Adams County’s single Point of Contact with CCS for our services. Our Account Managers coordinate the efforts of all other supervision levels to ensure our services are delivered on, day and night. Our Account Manager will also meet County personnel to conduct walkthroughs and inspections of the buildings we serve to ensure consistency and quality around the portfolio.



## Staffing Plan

Location Name	RFP Total SqFt	Cleaning Hours	Day Porter Hours	Hours per night	Total Employees to clean facility (Includes Day Porters)
Justice Center	304,768.00	5p-9p		50.5	10
Adams County DA Building	65,000.00	5p-9p		10.5	2
Sheriff Headquarters / Coroner Building	28,360.00	5p-9p		10	2
Animal Shelter/Adoption Center	1,000.00	5p-9p		1	1
Fleet Mgmt./Probation	38,500.00	5p-9p		7.5	2
Honnen Bldg	16,000.00	5p-9p		3.25	1
Aurora Motor Vehicle	4,500.00	5p-9p		1.5	1
Aurora Work Force	10,039.00	5p-9p		2.5	1
Adams County (Comm City) Service Center	100,000.00	5p-9p	4p-8p Sundays	17	5
Adams County Children & Family Center*	48,000.00	5p-9p	12p-5p M-F & 7a-10p (4 hours) Sundays	9.5	3
Western Service Center	55,000.00	5p-9p		9.5	2
Human Services Building*	65,798.00	5p-9p	12p-5p M-F	13	4
Motor Vehicle - Westminster	7,890.00	5p-9p		2	1
Motor Vehicle - Bennett	3,000.00	5p-9p		2	1
Parks Administration Building	25,000.00	5p-9p		4	1
Parks Reception & Event Halls	1,500.00	5a-8a		2	1
South Parks / Riverdale Drive	3,400.00	3:30p-4:30p		1	1
Strasburg Public Works and Sheriff Sub Station	9,800.00	5p-9p		3	1
Flat Rock Training	10,000.00	5a-9a		2	1
Detention / Admin	2,500.00	6a-9a		1	1
Whittier Transportation Support Facility	2,500.00	8a-3p		1	1
				153.75	
<b>NEW HUMAN SERVICES BLDG</b>	<b>315,000</b>	<b>5p-9p</b>	<b>12p-5p M-F</b>	<b>55.5</b>	<b>11</b>

\*Please note, the above chart is for evaluation purposes. Given the nature and scope of the services (as noted in the RFP), CCS will adjust schedules to promote efficiency and ensure our service levels to the county.

\*\*The above chart does not include the additional headcount for the dedicated Night Manager we will be providing to the County as part of our proposed solution.

### Employee Training Program

It is the intention of Commercial Cleaning Systems to provide qualified and well-trained employees at all our accounts. Adequate training leads to employees who are happy, productive and motivated. Training also increases our production efficiencies and reduces our direct labor costs, providing our customers with a quality service at a competitive price.

Our training program for new-hires, supervisors and managers is more extensive and complete than other companies in our industry.

Following the orientation period, new employees are teamed up with an experienced member of the janitorial staff from their assigned location. Under the guidance of the building supervisor and area manager, the new employee receives direct instructional guidance from the experienced janitor in the building with the goal of



moving towards working independently. The building supervisor and area manager monitors the new employee's progress and decides when it is appropriate for the new employee to work independently. On-the-job training is site-specific and customized per the complexity of the job assignment. A checklist is utilized to assist with reviewing all necessary topics as part of the assignment. The checklist consists of a wide range of topics to include:

- *Communication procedures*
- *Site-specific building rules and regulations—i.e. security, key control*
- *Proper wearing of uniform and display of I.D. badge*
- *Location and use of M.S.D.S. (Material Safety Data Sheets)*
- *Emergency Evacuation Procedures and Hazardous Communication Program*
- *Review of building work plan and specific work assignment to include all tenant preferences*
- *Energy and water conservation*
- *Trash collection and recycle program*
- *Guidelines for dusting, mopping and vacuuming*
- *Guidelines for cleaning of kitchens/break room areas and restrooms*
- *Reporting of maintenance issues*
- *Security – securing of doors, operation of access control systems and alarm systems, securing/safeguarding keys and access cards*
- *Discuss proper lifting procedures and working safely*
- *Immediately report any unsafe conditions to supervisor*
- *Proper use of cleaning solution dilution center and mixing procedures*

Upon completion of the training process, the new employee is assigned their position in the building and work in conjunction with the other janitorial staff members at the building.

CCS is dedicated to an on-going training program that constantly improves the skill sets of all workers and ensures that they are exposed to best practices and the latest techniques/equipment. Our assigned training coordinator for each branch office conducts monthly training for all our nighttime/daytime area management staff members. Subsequently, these staff members provide the training to the building supervisors and workers. The following is a list of monthly training topics to include, but not limited to:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• <i>Illness and Injury Prevention Program</i></li> <li>• <i>Hazard Communications Program</i></li> <li>• <i>Anti-Harassment Policy and Procedure</i></li> <li>• <i>Zero Tolerance Drug and Alcohol Policy</i></li> <li>• <i>Company Rules, Policies, and Procedures</i></li> <li>• <i>Material Safety Data Sheets</i></li> <li>• <i>Cleaning Techniques</i></li> <li>• <i>Emergency Preparedness and Safety Issues</i></li> <li>• <i>Communication Procedures</i></li> <li>• <i>Finishes and Hard Floor Maintenance</i></li> <li>• <i>Carpet Maintenance</i></li> <li>• <i>Hand Hygiene, Hand and Skin Protection</i></li> <li>• <i>Cleaning Solutions Handling, Storage, Disposal &amp; Recycling</i></li> </ul> | <ul style="list-style-type: none"> <li>• <i>Dilution Control and Spill Management</i></li> <li>• <i>Blood borne Pathogens – Emergency Spill Clean-up Procedures</i></li> <li>• <i>Workplace Violence Awareness</i></li> <li>• <i>Safe lifting and Preventing back injuries</i></li> <li>• <i>Slips, Trips, Falls and Hazards</i></li> <li>• <i>Workers' Comp and Medical Insurance Fraud</i></li> <li>• <i>Ladder Safety/Electrical Safety</i></li> <li>• <i>Equipment Maintenance and Documentation</i></li> <li>• <i>Personal Ergonomics / Repetitive motion</i></li> <li>• <i>Accident Investigation and Reporting</i></li> <li>• <i>Drug and Alcohol Policies</i></li> </ul> |
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As part of these monthly training meetings, CCS’s key suppliers are effective partners in advocating proper technique and product usage, frequently participate in these meetings as guest speakers. Solutions to difficult cleaning scenarios are often discussed and all information exchanged at these meetings is communicated by the management staff to the field crews in their employee monthly meetings.

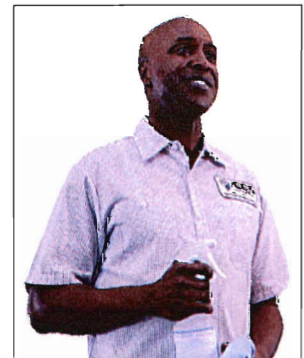
**Uniform Plan, include a photo of a typical uniform**

Our teams servicing your buildings are a direct representation of CCS and your company. We take great care in the sourcing and upkeep of our uniforms to ensure our professionals in the field are representing our organization and customers well.

Our standard uniform offering includes the below. CCS works with our customers regarding any specific uniform requirements outside of our standards upon request.

**DAY STAFF:**

- Work pants
- Work shirts with company logo
- Jacket



**NIGHT STAFF:**

- Apron/Smock with company logo



Uniform appearance is a very important component of “professionalism.” To meet the uniform appearance standards, the following guidelines are provided:

- All staff must dress in their company issued uniform daily – no exceptions.
- Each employee will be responsible for keeping their uniforms/smocks clean and presentable for work.
- If any uniform item is damaged, immediately report to your supervisor so a replacement item can be provided.
- For safety reasons, no open-ended shoes are permitted.
- Employees who arrive to work inappropriately dressed will be relieved of their duties and will not be allowed to return to work until wearing proper attire/uniform.
- All employees are expected to look presentable – proper hygiene and grooming are required. Failure to comply will result in your removal from the job location.
- For Men: facial hair must be neatly trimmed. Hair should be neatly groomed. Jewelry must be inconspicuous and not create a safety hazard.
- For Women: conservative make-up is acceptable. Hair should be neatly groomed and away from the face. Jewelry and earrings should be simple, conservative, and inconspicuous and not create a safety hazard.

**EMPLOYEE IDENTIFICATION BADGES:**

Employees are provided an identification badge, which is required to be worn always while on duty. The badge includes their photo, full name, and our company name.

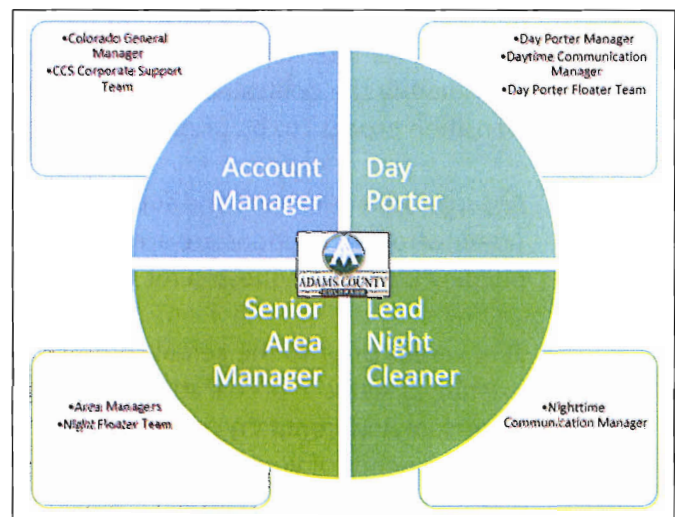


Account Management Process

Account Management is more than who your point of contact is... it is the true definition of the success or failure of a cleaning program. Through a partnership with Commercial Cleaning Systems, the county will recognize a fully-structured account management program (to include site, account and support-based supervision) which includes:

- **Site supervision:** in the form of supervisors and lead cleaners at each facility for the night cleaning (all cleaning outside of day porter services).
- **Overnight Supervision:** Our on-site leads and supervisors will report into our Area Managers at night. These Area Managers are charged with supervising our night teams and periodically will inspect locations with our on-site supervision team to ensure quality and that any requested follow-up items are completed.
- **Daytime supervision:** Your day porters will be directly supervised by our Day Porter Manager-based in Denver, this position is a support to our day porters regarding training, development and follow-up on needed items through the day.
- **Account Manager:** your single point of contact for our program and services. Reachable by cell phone and supported by our after-hours hotline, your Account Manager will be your contact and advocate for our services to the County.
- **CCS Corporate Headquarters & Branch Support:** Another advantage of working with CCS here in Colorado is the support the county will receive from our branch office (which is also our headquarters). Communication Managers, support and dedicated flooring teams bring the support needed directly to your door at the county.

This graphic is meant to provide a visual illustration of the levels of support for each part of your cleaning services with CCS.





## Transition Plan

CCS proposes a 30-day transition period to transition the services for the County. While this is our recommended transition timeline, we have had extensive experience with expedited transitions for various reasons. Our transition involves extensive pre-planning, organization and communication. Communication is key not only within our company, but also with the facility management team. The following is a typical timeline for the phase-in of our services at a multi-site operation such as Adams County. While many of these steps may not be necessary, this provides a good description of the undertaking necessary when changing janitorial contractors at the county:



**On the date of the contract award**, we again review our proposal and cost work sheets and begin the preparation of the start-up of your facilities. We then schedule a date to tour every facility again with our management and supervision team as soon as possible. This will allow us to obtain or schedule any special equipment and supplies that may be needed for the start-up of services.

**In the first week after contract award**: we have a meeting with appropriate personnel to address questions that need to be answered, time periods and specifications. We begin preparing our proprietary stacking plan of the building that includes all special stakeholder requests, organizes cleaning teams, details “red-dot” doors, and alarm codes. This stacking plan is key in providing all teams assigned proper information about their areas and will ensure the best possible outcome for our transition on the first night of cleaning.

Our recruiting managers begin facilitation of the current employee and new application processes at our office. We begin to plan for possible vacant positions and begin hiring for positions and arranging for internal transfers of experienced personnel for staffing the facility if needed. We will also identify the dedicated night manager for the county now to ensure they are included in transition process to be prepared for night 1.

Appropriate equipment and supply orders are prepared from the tour and stacking plan. Administrative functions are arranged such as billing, emergency contact numbers distributed, and building keys are requested for the day of the start-up.

**Two weeks prior** to the actual start-up date of the project, we will train new employees in our existing facilities in preparation of their placement at your facility. We issue uniforms, badges, pagers, review company policies and procedures, as well as assign jobs and clarify the specific cleaning needs of your facility.

**The morning of the start-up**, all supply and equipment will be delivered to the site, assembled and ready for use. Our Day Services Manager will be available during the day hours working to coordinate all needs with the day porters and helping to get set up for the evening start-up. On the evening of the project start-up, we have extra management present coordinating personnel and overseeing operations.

Describe your logistical plan for transitioning service from the current supplier.

CCS will follow the plan outlined above for our transition of services from your current provider at the County facilities. Our local Management team, General Manager and assigned account manager will follow a detailed internal transition plan. To alleviate page count burden, we have included an example of this plan (prior to any required edits for the special needs of Adams County) in the attachments section of this proposal response.

Describe your logistical plan for transitioning service to another supplier at the end of this contract (if your company should not be awarded a follow-on contract). Provide a list of your current contracts and contracts you have held during the past five years. Include location (city/state), approximate size (square footage), and length of time you serviced each company.

## Transitioning to Another Provider

Transitioning service to another provider at the completion of our entire contract term is not our goal. CCS's goal in a partnership with Adams County is to make the county a customer for life. However, we understand there may be a business need to explore options for other partnerships.

CCS commits to a professional transition to any incoming provider by providing immediate access to our account manager and support team to facilitate the appropriate sharing of critical institutional knowledge.

## References

CCS believes the best testament to our service levels is the references from our customers. We have provided below government organizations for our reference submission. Our newest engagement with the City of Centennial in Colorado recently transitioned (service began 3/1/17) and has not been a customer long enough to be used as a formal reference in this process. In addition, we feel it is important to provide the county with an understanding of our service levels to our customers here in the Denver Metro area. We have provided additional un-solicited references below the formal RFP reference submission.

### Government-related Reference Submissions:



#### City of Santa Ana, CA

Mr. John Aguilar  
Facilities, Fleet and  
Central Stores Manager  
20 Civic Center Plaza, M-  
11  
Santa Ana, CA 92701  
714.647.5008  
jaguilar@santa-ana.org  
Services Provided since  
2010  
Service to various city  
facilities.



#### City of La Mesa, CA

Mr. Scott Munzenmaier  
Purchasing Officer  
8130 Allison Ave  
La Mesa, CA 91942  
619.667.1113  
smunznmaier@ci.la-  
mesa.ca.us  
Services Provided since  
2012  
Day and Night janitorial  
services to administrative  
offices and public areas.



#### OC Fairgrounds, CA

Mr. Jerry Eldridge  
Director of Facilities  
One Fairview  
Costa Mesa, CA 92626  
714.474.5983  
jeldridge@ocfair.com  
Services Provided since  
2002  
Recurring event services  
and office Janitorial  
Services



Additional Local References: Each of these clients are office building cleaning environments. We conduct day porter services, night cleaning, carpet and floor care services.



<b>SteelWave LLC, Denver CO</b>
Mr. Morris Hack Senior Property Manager  1660 Wynkoop Suite 1120 Denver, CO 80202 720.932.3300  Services Provided since 2003  Provide cleaning and floorcare services to office building environment. Also provide emergency response services.



<b>Cushman &amp; Wakefield of Colorado, Inc.</b>
Ms. Angie McDaniel Property Manager  3200 Cherry Creek S Dr. Suite 125 Denver, CO 80209 303.777.3311  Services Provided since 2000  Day and night Janitorial and floorcare services to office buildings. Also provide emergency response services.



<b>Shorenstein Realty Services, Denver CO</b>
Mr. Ashton Steele General Manager  707 17 <sup>th</sup> St Suite 2150 Denver, CO 80802 303.295.6200  Services Provided since 2002  Day and night Janitorial and floorcare services to office buildings. Also provide emergency response services.

**Square Footage references:**








- City of Santa Ana- numerous facilities totaling over 200,00 sq. ft.
- City of LaMesa- numerous facilities totaling over 150,000 sq. ft.
- OC Fair and Event Center- numerous locations like Adams County's event halls- over 500,000 sq. ft.
- Steelwave – Over 150,000 sq. ft.
- Cushman & Wakefield – over 350,000 sq. ft.
- Shorenstein – over 220,000 sq. ft.

## Attachments and Required Forms

(not counted in total page count)

### Submittal Checklist

#### Submittal Checklist

-  Response to RFP
-  W-9
-  Contractor's Certification of Compliance
-  Proposal Form/Contractor's Statement
-  References
-  One Marked Original and 5 paper copy(ies)
-  One CD or Flashdrive of submitted proposal in a single PDF document



Contractor's W-9

<p>Form <b>W-9</b> (Rev. December 2014) Department of the Treasury Internal Revenue Service</p>	<p><b>Request for Taxpayer Identification Number and Certification</b></p>	<p>Give Form to the requester. Do not send to the IRS.</p>																																												
<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  <b>Commercial Cleaning Systems Inc.</b></p>																																														
<p><b>2</b> Business name/disregarded entity name, if different from above  <b>Commercial Cleaning Systems</b></p>																																														
<p><b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes:</p> <p> <input type="checkbox"/> Individual sole proprietor or single-member LLC  <input checked="" type="checkbox"/> C Corporation  <input type="checkbox"/> S Corporation  <input type="checkbox"/> Partnership  <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small>  <input type="checkbox"/> Other (see instructions) ▶ _____         </p>																																														
<p><b>4</b> Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3).          Exempt payee code (if any): _____          Exempt from FATCA reporting code (if any): _____  <small>(Applies to accounts maintained outside the U.S.)</small></p>																																														
<p><b>5</b> Address (number, street, and apt. or suite no.)  <b>PQ Box 912578</b></p>																																														
<p><b>6</b> City, state, and ZIP code  <b>Denver, CO 80219-2578</b></p>																																														
<p><b>7</b> List account number(s) here (optional)</p>																																														
<p><b>Part I Taxpayer Identification Number (TIN)</b></p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.</p> <p><small>Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 50%; text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> </td> <td style="width: 50%; text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">OR</td> </tr> <tr> <td colspan="10" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">6</td> <td style="width: 20px; text-align: center;">-</td> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">4</td> <td style="width: 20px; text-align: center;">8</td> <td style="width: 20px; text-align: center;">7</td> <td style="width: 20px; text-align: center;">7</td> <td style="width: 20px; text-align: center;">3</td> </tr> </table> </td> </tr> </table>			Social security number		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>											<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">OR</td> </tr> <tr> <td colspan="10" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">6</td> <td style="width: 20px; text-align: center;">-</td> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">4</td> <td style="width: 20px; text-align: center;">8</td> <td style="width: 20px; text-align: center;">7</td> <td style="width: 20px; text-align: center;">7</td> <td style="width: 20px; text-align: center;">3</td> </tr> </table>	OR										Employer identification number										2	6	-	0	3	4	8	7	7	3
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<p><b>Part II Certification</b></p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> <li>The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and</li> <li>I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and</li> <li>I am a U.S. citizen or other U.S. person (defined below); and</li> <li>The FATCA codes entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</li> </ol> <p><b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or improvement of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Sign Here</b></td> <td style="width: 50%; text-align: center;">  </td> <td style="width: 30%; text-align: center;"> <b>Date</b> ▶ 01.30.2017         </td> </tr> </table>			<b>Sign Here</b>		<b>Date</b> ▶ 01.30.2017																																									
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<p><b>General Instructions</b></p> <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p><b>Future developments.</b> Information about developments affecting Form W-9 (such as legislative changes) is at <a href="http://www.irs.gov/efile">www.irs.gov/efile</a>.</p> <p><b>Purpose of Form.</b></p> <p>An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN). It reports on an information return to the IRS and to you, or other annual reportable on an information return. Examples of information returns include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>Form 1099-INT (interest earned or paid)</li> <li>Form 1099-DIV (dividends, including those from stocks or mutual funds)</li> <li>Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)</li> <li>Form 1099-B (stock or mutual fund sales and certain other financial asset disposals)</li> <li>Form 1099-S (proceeds from real estate transactions)</li> <li>Form 1099-K (merchant card and third party network transactions)</li> </ul> <ul style="list-style-type: none"> <li>Form 1098 (home mortgage interest), 1088-E (student loan interest), 1098-F (foreign).</li> <li>Form 1099-C (cancelled debt)</li> <li>Form 1099-A (acquisition or abandonment of secured property)</li> </ul> <p>Use Form W-9 only if you are a U.S. person (including a resident alien) to provide your correct TIN.</p> <p>If you do not return Form W-9 to the requester with a TIN, you may be subject to backup withholding. See <i>What is backup withholding?</i> on page 2.</p> <p>By signing the filed-out form, you:</p> <ol style="list-style-type: none"> <li>1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).</li> <li>2. Certify that you are not subject to backup withholding, or</li> <li>3. Claim exemption from backup withholding if you are a U.S. citizen, partner, or, if applicable, you are also certifying that as a U.S. citizen, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and</li> <li>4. Certify that FATCA codes entered on this form (if any) indicating that you are exempt from FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 3 for further information.</li> </ol>																																														
<p style="text-align: center;">Cat No. 102276 <span style="float: right;">Form W-9 (Rev. 12-31-14)</span></p>																																														

Contractor's Certification of Compliance

**CONTRACTOR'S CERTIFICATION OF COMPLIANCE**

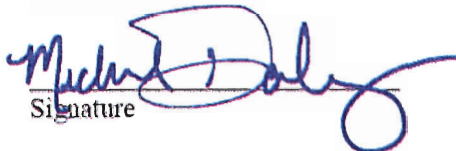
Pursuant to Colorado Revised Statute, § 8-17.5-101, *et seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

Commercial Cleaning Systems  
Company Name

03/07/2017  
Date

Michael Daley  
Name (Print or Type)

  
Signature

Senior Vice President of Corporate  
Sales and Marketing  
Title

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering



Proposal Form



**ADAMS COUNTY**  
**COLORADO**

**ADAMS COUNTY**

**REVISED PROPOSAL FORM CUSTODIAL SERVICES**

LOCATION	PRICE PER MONTH
Justice Center 1100 Judicial Center Drive	\$18,165.84
Adams County DA Building 1000 Judicial Center Drive	\$4,057.47
Sheriff Headquarters and Coroner 332 N 19 <sup>th</sup> Ave	\$4,240.43
Animal Shelter/Adoption Center 10705 Fulton St.	\$420.54
Fleet Management/ Probation Bldg. 4955 E. 74 <sup>th</sup> Avenue	\$2,911.76
Honnen Building 7111 E. 56 <sup>th</sup> Ave.	\$1,325.76
Aurora Motor Vehicle 3449 N. Chambers Rd.	\$683.85
Aurora Work Force 3155 Chambers Rd. Unit C	\$690.68
Adams County Service Center 4201 E. 72 <sup>nd</sup> Avenue	\$6,585.68
Adams County Children & Family Center 7401 N. Broadway	\$5,998.76
Western Service Center 12200 N. Pecos St.	\$3,690.57
Human Services Building 7190 Colorado Blvd.	\$6,961.08
Motor Vehicle – Westminster 8452 Federal Blvd. 4201 E. 72 <sup>nd</sup>	\$799.02
Parks Administration Building 9755 Henderson Road	\$1,634.09
Parks Waymire Building (Dome) & Exhibit Halls (AL Lesser, Red Cross, etc.), Exterior Restrooms, North Shop Restrooms 9755 Henderson Road	\$791.14



**ADAMS COUNTY**  
**REVISED PROPOSAL FORM CUSTODIAL SERVICES CONT.**

Flat Rock 23600 E. 128 <sup>th</sup>	\$875.62
Strasburg Public Works 2550 Strasburg Mile Road	\$1,553.67
Detention / Admin 150 N. 19 <sup>th</sup> Ave	\$422.40
Whittier Transportation Support Facility 34400 E. 152 <sup>nd</sup>	\$619.72
Bennett Motor Vehicle 355 First Ave	\$578.85
South Parks /Riverdale Drive 9500 Riverdale Road	\$419.31
<b>TOTAL PRICE PER MONTH FOR ALL LOCATIONS</b>	\$63,426.24
<b>TOTAL PRICE PER YEAR FOR ALL LOCATIONS</b>	\$761,114.93

Pricing Per Month for the New Human Services Center based on the approximate gross square footage. *This pricing will not be calculated in the RFP Scoring, for budgetary purposes only*	19,627.55
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Contractor's Statement



ADAMS COUNTY  
**REVISED PROPOSAL FORM CUSTODIAL SERVICES CONT.**

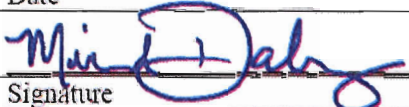
**CONTRACTOR'S STATEMENT**

I have read and fully understand all the special conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said special conditions as stated or implied. In consideration of the above statement, the following proposal is hereby submitted.

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # 3 Addenda # 3

If None, Please write NONE.

Commercial Cleaning Systems	03/07/2017
Company Name	Date
1485 S Lipan St	
Address	Signature
Denver, CO 80223	Michael Daley
City, State, Zip Code	Printed Name
Denver County	Senior Vice President of Corporate Sales and Marketing
County	Title
303.435.7997	303.733.4272
Telephone	Fax
mdaley@commercialcleaningsystems.com	
Email Address	



## Detailed Transition Plan and Checklists

<b>30-DAY TRANSITION PLAN</b>		Adams County
<b>TASK DESCRIPTION</b>	<b>TENTATIVE TIMELINE</b>	
<b>CONTRACT TASK PHASE</b>		
Award Notification to CCS		
All necessary paperwork and insurance certificates issued. Contract executed by County and CCS	1 DAY POST AWARD	
Set initial meeting between CCS Senior Management staff and County designated personnel	1 DAY POST AWARD	
<b>INITIAL MEETING TOPICS</b>		
Review of all contract details, discuss start up timeline and transition details	4 DAYS POST AWARD	
Internal review by CCS Management of all scope of work		
Meet with vendors to order all chemicals, equipment, vehicles and consumable products		
Review areas of installation for chemical dispensing systems, review process with County staff for installation		
Conduct Facility Walkthrough with CCS Operations team		
<b>CCS INTERNAL HIRING / HR PROCESSES</b>		
CCS internal meeting to review project staffing levels and recruitment needs	5 - 15 DAYS POST AWARD	
Operations team to review scope of work and schedules		
CCS Human Resources placement of necessary ads / recruitment for new employee hiring		
CCS Human Resources puts qualified candidates forward to site supervisors for interviews		
Contingent offers provided - screening process started with formal offer to follow		
Human Resources to arrange for multiple meetings (depending upon availability of crew) to provide training orientation, etc. in conjunction with supervisors		
<b>SECURITY / BADGING (CCS HR)</b>		
Collection of all necessary documentation for HR processing	5 - 20 DAYS POST AWARD	
Provide all necessary documentation for security clearances to County designated personnel		
<b>PAYROLL</b>		
CCS Payroll Manager to review all pay rates and benefits and input into payroll system	10 - 25 DAYS POST AWARD	
<b>CCS PURCHASING</b>		
Place order for all consumable items	10- 25 DAYS POST AWARD	
Place order for all chemicals		
Place order for crew uniforms		
Place order for all equipment		
<b>BILLING</b>		
AR clerk to review invoicing guidelines (as dictated in contract) with Account Manager	10 DAYS PRIOR TO START	
<b>FOLLOW UP - MEETINGS WITH County</b>		
Review of facility maps that include schedules, areas and tasks (adjust as needed with input from Customer)	15 DAYS PRIOR TO START	
Account Manager initial scheduling of employee shifts presented and reviewed		
Review of on site and off site schedule for training and documentation		
Discussion of on site storage of all equipment and supplies		
Review of on site emergency procedures - discussion of training of crew		
Review secure areas and procedures for ingress and egress		



<b>HUMAN RESOURCES / OPERATIONS TRAINING</b>	<b>10 DAYS PRIOR - ONGOING</b>
CCS company policies and procedures training	
Site specific / Job specific training	
Safety and Green Cleaning Training	
Chemical (SDS) training	
Equipment use and maintenance Training	
Security Training	
<b>FINAL PHASE PREPARATION</b>	<b>5 DAYS PRIOR TO START</b>
Internal CCS Start Up Team meetings to ensure all topics addressed	
Account Manager to present final work schedules and shifts	
Walk of all sites - alarm and key code procedures reviewed	
Uniform distribution to existing and new customer employees	
Issue of badges to approved, successful employees	
Delivery of supplies and distribution and set up of all janitorial storage locations and closets	
<b>FINAL CCS AND County TEAM MEETING</b>	<b>3 DAYS PRIOR TO START</b>
Review all timelines and schedules and ensure meeting County expectations and scope of work	
<b>FIRST DAY OF SERVICE</b>	
<b>ONGOING QUALITY CONTROL COMMUNICATION</b>	
Meeting with CCS and County teams to evaluate transition	<b>2 - 5 DAYS POST START</b>
Amend schedules as needed	

JOB NAME:	
ACCOUNT MANAGER:	
NIGHT MANAGER:	
DAY MANAGER:	
DESCRIPTION:	
JOB #:	
START DATE:	
TASK:	NOTES:
Confirm start date and time	
Ownership entity	
Accounts Payable contact information and billing address - if different from other properties	
Primary/secondary customer contact information (office address, phone numbers, email) for these properties	
After-hour emergency contact information (answering service or building security)	
Square footage report for billing and work plan purposes	
How does customer refer to building? Name of building?	
Finalize billing information (consumables, PO number, additional services, weekend services, special services, overtime rates, hourly billing, fixed monthly billing or PPSF, billing on same or separate invoice, day porter and night services on same or separate invoice)	
Confirm if additional tenant services are billed to customer or directly to the tenant	
Confirm purchase of consumable supplies (who orders), ordering process, delivery instructions, type of products, order history/usage to establish par levels	
Obtain certificate of insurance - requirements/verbiage	
Determine if contract is CCS or customer contract and prepare	
Obtain customers birthday	
Confirm hours/schedules of day porter	
Distribute CCS emergency contact cards/information to customer	
Schedule building walk-through with customer	

<b>JOB NAME:</b>	
<b>ACCOUNT MANAGER:</b>	
<b>NIGHT MANAGER:</b>	
<b>DAY MANAGER:</b>	
<b>DESCRIPTION:</b>	
<b>JOB #:</b>	
<b>START DATE:</b>	
<b>TASK:</b>	<b>NOTES:</b>
Special Requirements for tenants	
Special Dispensers in Restrooms	
Do we stock consumables in tenant spaces?	
Specific Day Porter duties identified	
Confirm schedule for recurring walk-thrus	
Identify landline for Team Time	
Request building access - keys, fobs, etc.	
Obtain hard flooring info	
Who collects money from feminine hygiene machines?	
Protocol for almost empty toilet paper rolls	
Protocol for changing waterless urinal cartridges	
Process for key issuance to janitorial staff	
Recycle program specifications	
Who restocks air fresheners?	
Specs for cleaning gyms, locker rooms, showers	
Identify do not clean areas	
Identify elevator finishes and how to clean	
Alarm system codes, red dot doors, all security requirements	
Hours of security	
Any 24 hour tenants?	
Identify area to install dilution center	
Review building emergency procedures	
Review building security guidelines	



### Alternative Proposal Submission

As a responsible bidder to the county, we feel that it is in the spirit of partnership that we provide an alternative proposal option and subsequent pricing.

### Business Case for the county:

#### Current state:

As a county government grows, it is common for the service contracts for that government organization to grow as well. As it relates to facilities services, these programs often grow, transition from provider to provider and do not get the opportunity to have supervisory or management structures built to facilitate that growth (on the side of your contractor). This causes programs to be bid with minimal supervision and structure based on previous vendor's operating models while the government is a smaller entity.

#### Business Reasoning:

The county is requesting the cleaning of over 20 county facilities for this RFP process. Consistency across all locations (ranging from sites with over 10 cleaners to sites with only 1 cleaner for an hour) is difficult to achieve without dedicated supervision and support. In addition, there are numerous "end users" of our service with varying needs, desires and sometimes issues with the cleaning service. It is difficult for one branch-office based manager to complete the inspections, training, and keep in contact with each end user at the county to ensure the level of customer service the county expects (in addition to the hands-on quality assurance needed for each building).

#### CCS's Alternative Proposal:

In addition to the dedicated night manager discussed as a part of our standard proposal to the county, CCS would like to present an alternative option which will allow the county to realize a higher level of customer service, quality assurance and adherence to service levels: ***a full-time dedicated manager for the cleaning program across the county.*** By including this manager during business hours, we are in effect "centralizing our Account Manager Model" to provide the county with a dedicated account manager. This position will not be a billable "line item" and will not change the county's billing process. This manager is included in our monthly cost for each location in our "Alternative Proposal Form" attached in the next section of our response.

This dedicated manager will be issued a company laptop, iPhone and will have access to our vehicle (already part of our standard submission) while conducting company business at Adams County. By scheduling this individual during business hours, he/she will have the ability to conduct on-time follow-up inspections of the county facilities requiring cleaning outside of the 5p-9p requirement. In addition, this individual will directly manage each of our day porters during their day shifts, providing an additional layer of supervision for the day porter and day cleaning needs of the county's facilities.

This individual will also act as the immediate point of contact at CCS for our operations at Adams County. Our manager would be available to meet with our county customers and constituents for meetings to discuss the cleaning needs of the county as well as upcoming needs.

Of course, this dedicated manager will have the full support and compliment of our branch office support team and communications managers from our Denver office. If this option is selected, CCS would request availability of a small office (or cubicle) at a county location for the manager to office from.

#### Future State Based on Alternative Proposal:

By selecting this alternative option for the cleaning services at Adams County's facilities, the county will be elevating your cleaning service program in many ways. This proposal provides the following benefits which will allow the county to realize actual value in the partnership with your cleaning services provider:

- Immediate access (during business hours) to dedicated project management, on-site at the county
- Management-level supervision ON-SITE for both night and day cleaning programs at the county
  - Combined with day & night inspection availabilities
- On-site teams provided the appropriate tools and supervision to do their jobs (cell phone, iPad, company-vehicle based at Adams County sites)
- Site-based management capable of quickly implementing Scope of work changes, responding to immediate cleaning needs and updating training and development programs for the cleaners serving the county based on actual meetings, discussions and needs of the county

CCS looks forward to being a true cleaning partner to the county by continuously providing best practices and recommendations from similar clients and locations.

Alternative Proposal Submission – Proposal Form

ALTERNATIVE PROPOSAL PRICING OPTION

Includes DEDICATED Account Manager



ADAMS COUNTY

**REVISED PROPOSAL FORM CUSTODIAL SERVICES**

LOCATION	PRICE PER MONTH
Justice Center 1100 Judicial Center Drive	\$19,837.99
Adams County DA Building 1000 Judicial Center Drive	\$4,414.10
Sheriff Headquarters and Coroner 332 N 19 <sup>th</sup> Ave	\$4,396.03
Animal Shelter/Adoption Center 10705 Fulton St.	\$426.03
Fleet Management/ Probation Bldg. 4955 E. 74 <sup>th</sup> Avenue	\$3,122.99
Honnen Building 7111 E. 56 <sup>th</sup> Ave.	\$1,325.76
Aurora Motor Vehicle 3449 N. Chambers Rd.	\$708.54
Aurora Work Force 3155 Chambers Rd. Unit C	\$745.76
Adams County Service Center 4201 E. 72 <sup>nd</sup> Avenue	\$7,134.34
Adams County Children & Family Center 7401 N. Broadway	\$6,262.11
Western Service Center 12200 N. Pecos St.	\$3,992.33
Human Services Building 7190 Colorado Blvd.	\$7,322.09
Motor Vehicle – Westminster 8452 Federal Blvd. 4201 E. 72 <sup>nd</sup>	\$842.31
Parks Administration Building 9755 Henderson Road	\$1,771.25
Parks Waymire Building (Dome) & Exhibit Halls (AL Lesser, Red Cross, etc.), Exterior Restrooms, North Shop Restrooms 9755 Henderson Road	\$799.37





**ADAMS COUNTY**  
**COLORADO**

ADAMS COUNTY

**REVISED** PROPOSAL FORM CUSTODIAL SERVICES CONT.

Flat Rock 23600 E. 128 <sup>th</sup>	\$930.49
Strasburg Public Works 2550 Strasburg Mile Road	\$1,607.44
Detention / Admin 150 N. 19 <sup>th</sup> Ave	\$436.11
Whittier Transportation Support Facility 34400 E. 152 <sup>nd</sup>	\$633.43
Bennett Motor Vehicle 355 First Ave	\$595.31
South Parks /Riverdale Drive 9500 Riverdale Road	\$419.31
<b>TOTAL PRICE PER MONTH FOR ALL LOCATIONS</b>	\$67,723.12
<b>TOTAL PRICE PER YEAR FOR ALL LOCATIONS</b>	\$812,677.44
Pricing Per Month for the New Human Services Center based on the approximate gross square footage. *This pricing will not be calculated in the RFP Scoring, for budgetary purposes only*	\$21,355.84



**ADAMS COUNTY**  
**COLORADO**

ADAMS COUNTY

**REVISED PROPOSAL FORM CUSTODIAL SERVICES CONT.**

**CONTRACTOR'S STATEMENT**

I have read and fully understand all the special conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said special conditions as stated or implied. In consideration of the above statement, the following proposal is hereby submitted.

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # 3 Addenda # 3

If None, Please write NONE.

Commercial Cleaning Systems	03/07/2017
Company Name	Date
1485 S Lipan St	<i>Michael Dalsey</i>
Address	Signature
Denver, CO 80223	Michael Dalsey
City, State, Zip Code	Printed Name
Denver County	Senior Vice President of Corporate Sales and Marketing
County	Title
303.435.7997	303.733.4272
Telephone	Fax
mdaley@commercialcleaningsystems.com	
Email Address	