

**REQUEST FOR PROPOSAL**  
**Janitorial Services for Boulder County**

**RFP # 6805-18**



**SUBMITTAL DUE DATE**  
**FEBRUARY 22, 2018**  
**2:00 p.m.**

**BOULDER COUNTY PURCHASING**

**1325 PEARL STREET**  
**BOULDER, CO 80302**

[Purchasing@bouldercounty.org](mailto:Purchasing@bouldercounty.org)

# REQUEST FOR PROPOSAL

Boulder County Building Services Division is seeking proposals from qualified vendors to provide Cleaning Services for office buildings around Boulder County.

Specifications and a sample contract are attached. Contracts will be generated for a term of one year with the option to re-new for two additional years. Prices for services will be locked at amounts proposed and agreed to in said contracts for the term of the contracts. Please provide bids for three, one-year proposals found on the bid sheets.

## **Attachments contained within this RFP:**

Attachment A	Criteria for Bid Evaluation
Attachment A	Detailed Cleaning Specifications
Attachment B	Criteria for Inspection Scoring
Attachment C	Linoleum Maintenance
Attachment D	Proposed Staffing Plan
Attachment E	Cost Summary
Attachment F	Cost Summary for additional work
Attachment G	Directions to county building sites
Attachment H	Sample Contract

## **Mandatory Pre-Proposal Meeting**

A mandatory pre-proposal walk-through will be held on **February 7, 2018**, beginning at 9:30 a.m. Interested contractors should meet in the parking lot of the Lafayette Clerk and Recorder, Motor Vehicle division, located at 1376 Miners Drive, Lafayette Co at 9:30 a.m. From there, we will caravan to the remaining locations as outlined in Attachment G of this RFP. Contractors should expect the site visits to continue until all locations have been inspected and should be prepared to drive to locations in Boulder, Lafayette and Longmont.

**Proposals from firms not represented at the mandatory, pre-proposal meeting, and site visit will not be accepted.**

## **Written Inquiries**

All inquiries regarding this RFP shall be submitted via email to the Boulder County Purchasing Office at [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org) on or before 4:00 p.m. **February 12, 2018**. A response from the County to all inquiries shall be posted and sent via email no later than **February 15, 2018**.

## **Submittal Instructions**

Submittals are due at the Administrative Services Information Desk (**please note new address below**) or the email box (preferred) listed below, for time and date recording on or before **2:00 p.m. Mountain Time on February 22, 2018**.

**Your response can be submitted in the following ways. Please note that email responses to this solicitation are preferred, but are limited to a maximum of 25MB capacity. NO ZIP FILES ALLOWED. Electronic Submittals must be received in the e-mail box listed below. Submittals**

**sent to any other box will NOT be forwarded or accepted. This e-mail box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.**

**E-Mail**        [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org); identified as **RFP # 6805-18** in the subject line.

-OR-

**US Mail**        **One (1)** unbound copy of your submittal, printed double-sided, 11 point, on at least 50% post-consumer, recycled paper must be submitted in a sealed envelope, clearly marked as **RFP # 6805-18**, to the **Administrative Services Information Desk located at 1325 Pearl Street, Boulder, CO 80302.**

All RFPs must be received and time and date recorded by authorized county staff by the above due date and time. Sole responsibility rests with the Offeror to see that their RFP response is received on time at the stated location(s). Any responses received after due date and time will be returned to the offeror.

The Board of County Commissioners reserves the right to reject any and all responses, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.

**Americans with Disabilities Act (ADA):** If you need special services provided for under the Americans with Disabilities Act, contact the ADA Coordinator or the Human Resources office at (303) 441-3525 at least 48 hours before the scheduled event.

## TERMS AND CONDITIONS

1. Proposers are expected to examine the drawing, specifications, schedule of delivery, and all instructions. Failure to do so will be at the bidder's risk.
2. Each bidder shall furnish the information required in the Request for Proposals.
3. The Contract/Purchase Order will be awarded to that responsible bidder whose submittal, conforming to the Request for Proposals, will be most advantageous to the County of Boulder, price and other factors considered.
4. The County of Boulder reserves the right to reject any or all proposals and to waive informalities and minor irregularities in bids received, and to accept any portion of or all items proposed if deemed in the best interest of the County of Boulder to do so.
5. No submittal shall be withdrawn for a period of thirty (30) days subsequent to the opening of bids without the consent of the County Purchasing Agent or delegated representative.
6. A signed purchase order or contract furnished to the successful bidder results in a binding contract without further action by either party.
7. Late or unsigned proposals will not be accepted or considered. It is the responsibility of proposers to insure that the proposal arrives at the Administrative Services Front Desk or appropriate email box prior to the time indicated in the "Request for Proposals."
8. The proposed price shall be exclusive of any Federal or State taxes from which the County of Boulder is exempt by law.
9. Any interpretation, correction or change of the RFP documents will be made by Addendum. Interpretations, corrections and changes of the RFP documents made in any other manner will not be binding, and proposer shall not rely upon such interpretations, corrections and changes. The County's Representative will not be responsible for oral clarification.
10. Confidential/Proprietary Information: Proposals submitted in response to this "Request for Proposals" and any resulting contract are subject to the provisions of the Colorado Public (Open) Records Act, 24-72-201 et.seq., C.R.S., as amended. Any restrictions on the use or inspection of material contained within the proposal and any resulting contract shall be clearly stated in the proposal itself. Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the proposal. **Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor bid price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.**
11. Boulder County promotes the purchase/leasing of energy efficient, materials efficient and reduced toxic level products where availability, quality and budget constraints allow. Bidders are expected whenever possible to provide products that earn the ENERGY STAR and meet the ENERGY STAR specifications for energy efficiency with power management features enabled. Bidders are encouraged to offer products and equipment with post-consumer recycled-content materials. Products should be packaged and delivered with a minimum amount of recycled packaging that adequately protects the product, but is not excessive.
12. Pursuant to Colorado law (House Bill 1292), in any bidding process for public works in which a bid is received from a non-resident bidder who is from a state that provides a percentage bidding preference, a comparable percentage disadvantage shall be applied to the bid of that bidder. Bidders may obtain additional information from the Department of Personnel's website: <http://www.colorado.gov/dpa/>.

**SPECIFICATIONS**  
**RFP # 6805-18**  
**JANITORIAL SERVICES FOR BOULDER COUNTY**

**CUSTODIAL SERVICES**  
**SCOPE OF WORK:**

Janitorial services at fourteen Boulder County locations in Longmont, Boulder, and Lafayette per the attached specifications. Boulder County reserves the right to award one or more chosen contractors for one or more of the fourteen buildings specified in this proposal.

**PRICES:**

The bid price must be held firm for each of two one-year periods of the contract with any increases to be negotiated annually. If Boulder County wishes to continue service for additional one-year period, the contractor will be asked to submit a price at that time.

**PAYMENT:**

Payment will be made monthly, as invoices are received. If the successful contractor fails to clean any specific area(s), payment will be deducted for each day the area(s) remain unacceptable. If Boulder County employees are required to complete services not satisfactorily performed by the vendor, time and material charges will be deducted from the monthly payment.

**QUALITY:**

It is the intent of Boulder County to obtain only the highest quality janitorial services available. Poor workmanship, objectionable personnel, or otherwise poor service will not be tolerated.

**SUPERVISION:**

A designated supervisor will be responsible for all work performed in Boulder County Buildings and in addition is available at minimum, one time per week for building inspections performed jointly with Boulder County staff.

**SERVICE:** Attachments: A, B and C

The Boulder County Facilities Division, Custodial Section is accepting proposals from qualified Custodial Service Providers to provide cleaning services at the following county locations. Exact locations and directions to these buildings can be found in Attachment G of this RFP.

<b>Building</b>	<b>Cleanable Sq. Footage</b>
Walden Ponds Shop, 3897 N. 75 <sup>th</sup> St.	4,200
Longmont Fairgrounds Clover Building	1,996
Longmont Fairgrounds Affolter House	521
Longs Peak Housing, 1288 Alaska Ave, Longmont	5,500
Lafayette, Motor Vehicle, 1376 Miners Dr, Lafayette	6,809
Lafayette Health, 1345 Plaza Ct., Lafayette	1,388
Walden Ponds B-Frame Building, 3897 N. 75 <sup>th</sup> St.	885
Longhorn Transportation, 3118 Longhorn Rd.	1,024
Head Start (Boulder), 2845 Wilderness Pl	2,300

**Buildings Continued****Cleanable Sq. Footage**

WorkForce, 5755 Central Avenue, Boulder CO	6,000
Natural Resources, 9595 Nelson road, Longmont	12,626
Goodhue House, 2005 South 112 <sup>th</sup> , Broomfield	998
Head Start ( Lafayette), 1135 Cimarron Dr.	2,400
Fair Board	2,065

**GENERAL SPECIFICATIONS AND SCHEDULED WORK HOURS:** Listed below are general specifications to be followed at each site. Additional details can be found in Attachment a – Cleaning Specifications.

1. Hours of Work and Schedule of Cleaning
  - a. All work outlined in Attachments A through E shall be performed as per stipulated frequencies. Work to commence after 6:30 p.m. Monday through Friday, or Sunday through Thursday.
2. The Vendor will supply all necessary equipment and SDS approved chemicals to perform the duties as specified.
3. Vendor will provide waste cans liners and large trash bags.
4. The Contractor shall be responsible for hiring, training and directing all their personnel. Boulder County will require a background/security and finger print check performed by the Boulder County Sheriff department for all personnel assigned to each building and for each new employee. Copies of all background checks for each employee will be provided to the Boulder County Custodial Supervisor prior to assignment in a County location. A prior criminal record involving theft or felony conviction will disallow an individual from working in a County building.
5. All Contractor employees will be required to visibly display their photo ID badge/access card while in county buildings.
6. Vendor will notify Boulder County in advance of any staff changes, even for vacation and/or sick days.
7. No smoking will be allowed in buildings.
8. The vendor, who is awarded the contract, will be required to provide certificates of insurance as stated in the attached document which names Boulder County as additionally insured.
9. All windows and doors will be checked by the custodians and alarms set, to insure buildings are secure when they have finished their cleaning. Any breaches in Boulder County's security requirements could result in cancellation of the service contract.
10. Cleaning is to be inspected by contractor/supervisor a minimum of one time per week.
11. Vendor will be notified of problems/deficiencies and given 1 (one) work shift to correct the problem.
12. Boulder County will purchase all restroom and kitchen paper products, compostable liners and hand soap. Vendor is responsible for turning in monthly supply order the 15<sup>th</sup> of each month. If there are any shortages or needs in between this time it is the Contractors responsibility to notify the Custodial Supervisor.
13. A schedule for weekly, monthly, quarterly and additional cleaning will be submitted to the Custodial Supervisor. The schedule will indicate the day(s) weeks(s) and month(s) the designated work will be completed.
14. The County reserves the option of extending the award of this bid, with the vendor's approval, for two (2) additional one (1) year options. This is provided specifications are not reduced without the written permission of Boulder County and the quality of service consistently meets County requirements.
15. The awarded vendor will provide the required schedule of floor work to Boulder County. All linoleum/marmoleum maintenance will follow manufacturer cleaning specification requirements to avoid voiding the warranties.
16. All carpeted areas will be extracted within the first three months of initial contract.

17. All carpet extraction equipment used in Boulder County buildings will have a minimum of 100 psi and 100 CFM of water lift. Vendor will also use the appropriate fans and drying equipment to ensure that carpets are properly dried for use the following day.
18. Vacuums are required to have a HEPA filter capabilities and must be maintained in good working order.
19. All electrical equipment must have usable ground plugs.
20. Hourly rates will be provided for additional non-scheduled project work requested.
21. All prospective bids will include five (5) current references for office cleaning.
22. Cleaning quality will be evaluated using the attached Criteria for Cleaning. See Attachment B.
23. Vendors will supply the Custodial Supervisor with the names of all floor finish products for use in Boulder County buildings. The Custodial Supervisor reserves the right to accept or reject floor finish products for use in Boulder County Buildings based on quality of the product.
24. Vendors will be required to follow the chemical purchases guidelines for products designated for use in County buildings: EPA Comprehensive Procurement Guidelines, Green-Seal GS-37, or EPA's D.F.E. (Designed for the Environment) designation, or purchase products that comply with the California Code of Regulations maximum allowable VOC Levels.
25. Vendor will supply the Custodial Supervisor with the S.D.S. information for all chemical products to be used in Boulder County Buildings. The Custodial Supervisor reserves the right to accept or reject all cleaning chemicals for use in Boulder County Buildings based on the quality of the product, environmental sustainability and SDS information.
26. Vendor must submit a bid proposal and staffing plan for each of the eleven Boulder County Buildings listed in Attachment D.
27. Vendor must submit a bid proposal for COSTS FOR ADDITIONAL CLEANING SERVICES, listed in Attachment E.
28. The vendor will be responsible for payment to Boulder County Buildings for any keys, which are lost. In addition, the Facilities Manager reserves the right to require that a building be entirely or partially re-keyed at the Vendors expense, if in the opinion of the Facilities Manager, the security of the building has been compromised.
29. At the end of each term, the vendor is responsible to return keys clearly marked for identification. The vendor will be charged for any necessary additional time needed to identify and organize returned keys. Any cost incurred to identify keys will be deducted from the final payment for services rendered.
30. Vendor will be required to use all safety precautions while cleaning, such as consistent use of caution/wet floor signs in all areas when cleaning hard floors until floors are dry.

**INSURANCE AND W-9 REQUIREMENTS**  
**RFP # 6805-18**  
**JANITORIAL SERVICES FOR BOULDER COUNTY**

**General Liability**                   \$1,000,000 Each Occurrence  
  \$2,000,000 General Aggregate  
  \$2,000,000 Products Completed Operations Aggregate  
  3 years Products/Completed Operations

**Automobile Liability**               \$1,000,000 Each Accident  
  \*Including Hired & Non-Owned Auto

**Worker's Compensation and Employer's Liability**  
  Statutory limits

**Third Party Fidelity or Crime Insurance**  
  \$25,000 Per Loss

Note that the above insurance amounts are the minimum required for this project. **Proof of current insurance must be provided with your proposal in the form of a sample certificate or your proposal will be deemed non-responsive.** If you require a waiver of insurance requirements (e.g. Workers' Compensation and sole proprietorships) you may request one in your response with an explanation.

New certificates will be requested if the contract process takes more than 30 days after an award.

**W-9 REQUIREMENT**

Provide a copy of your business's W-9 with your proposal.



**SUBMITTAL SECTION**  
**RFP # 6805-18**  
**JANITORIAL SERVICES FOR BOULDER COUNTY**

Please submit the following information in the order listed below:

1. Name of your company / organization
2. Type of organization: (Corporation, Partnership, etc.)
3. Address
4. Names and Address of the Partners and Subcontractors if applicable
5. Contact Person(s)
6. Telephone, Fax, e-mail
7. A detailed project schedule with an all-inclusive total cost
8. Information on the relevant experience of key personnel
9. Please submit a copy of any contract you would require to be executed in this process.
10. Submit three references for similar projects your company has completed within the last three years and contact information

**Proposal Evaluation Criteria**

**Each proposal will be evaluated by its responsiveness to the requested information and evaluated by the follow factors:**

**Demonstrated past performance:**

Proposal clearly demonstrates successful past performance and includes five current references, proposed quality control and supervision of contracted sites, to ensure ability to deliver quality cleaning services to Boulder County buildings.

**Zero Waste and Green Purchasing:**

The summary of the management approach requested in item #7 above shows an understanding of Green Products purchasing and use, required knowledge of zero waste practices and experience of using energy efficient equipment and HEPA filtered vacuums.

**Staffing and Wages:**

Boulder County has adopted a living wage minimum of \$15.67 per hour for in-house custodial staff. Proposals will be evaluated given preference to companies who also include a wage scale at a minimum of \$15.67 per hour. Attachments D, E, F will be evaluated for completeness of staffing structure, efficiency and overall staffing structure for cleaning county buildings.

**Reasonableness of Cost:**

Overall price proposal for each location will be evaluated.

**SIGNATURE PAGE**  
**RFP # 6805-18**  
**JANITORIAL SERVICES FOR BOULDER COUNTY**

**Failure to complete, sign and return this signature page with your proposal may be cause for rejection.**

<b>Contact Information</b>	<b>Response</b>
Company Name including DBA	
List Type of Organization (Corporation, Partnership, etc.)	
Name and Title of Person Authorized to Contract with Boulder County	
Name and Title of Person Submitting Bid	
Email Address for Person Submitting Bid	
Company Address	
Company Phone Number	
Company Website	
Company Fax Number	

**By signing below I certify that:**

I am authorized to bid on my company's behalf.

I am not currently an employee of Boulder County.

None of my employees or agents is currently an employee of Boulder County.

I am not related to any Boulder County employee or Elected Official.

(Sole Proprietorships Only) I am not a Public Employees' Retirement Association (PERA) retiree.

\_\_\_\_\_  
**Signature of Person Authorized to Bid on  
 Company's Behalf**

\_\_\_\_\_  
**Date**

Note: If you cannot certify the above statements, please explain in a statement of explanation.

**ATTACHMENT A**

(Continued)




**Longmont Locations**

**Zero Waste**

**OFFICE CLEANING FREQUENCY AS SPECIFIED BELOW:**

**Note:**

- Common areas, hallways, conference rooms, i.e. public areas and restrooms are cleaned, disinfected and vacuumed nightly. Office cleaning tasks such as dusting, trashing, and vacuuming are done on designated evenings.
- **Monday: All Co-mingled recycle is emptied and removed to a designated outside area. Blue totes are returned to designated area inside the buildings at the beginning of the following work shift.**
- Office disinfecting includes: horizontal surfaces i.e. desks, tables, and countertops and light switch plates and door knobs.
- Public /common areas require daily disinfecting of all frequent points of contact.
- Compost is placed in designated brown totes/bins or the compost dumpster outside.
- **Friday:** Cleaning will be completed in bathrooms, common areas, conference rooms and entrances.
- **Nightly:** Compost is removed from public areas, restrooms, coffee galleys, conference rooms and break areas.
- **Nightly:** Sweeping and wet mopping all hard floor areas.

<b>Longmont: Courts / H&amp;HS, OSTC, Lafayette - Cleaning Schedule</b>					<b>2017</b>
<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY (6 hour shift)</b>	
Restroom cleaning and disinfection	Restroom cleaning and disinfection	Restroom cleaning and disinfection	Restroom cleaning and disinfection	Restroom cleaning and disinfection	
Compost Removal 	Compost Removal	Compost Removal	Compost Removal		Compost Removal
 Mixed Recyclables Removal	Scheduled cleaning projects	Scheduled cleaning projects	Scheduled cleaning projects	No office cleaning; <u>Only</u> restrooms, lobbies and common area cleaning	
No Trash Removal	Trash Removal	No Trash Removal	Trash Removal	Kitchen Trash Removal Only (no office trash removal)	
No office Vacuuming	Vacuuming	Vacuuming	Vacuuming	Vacuuming	
Scheduled cleaning projects	Disinfecting horizontal Surfaces in offices (if surfaces are cleared)	Edge to Edge detail vacuuming	Disinfecting horizontal Surfaces in offices (if surfaces are cleared)	Scheduled cleaning projects	
Disinfecting public areas	Disinfecting public areas	Disinfecting public areas	Disinfecting public areas	Disinfecting public areas	
No office dusting	Office Dusting	Office Dusting	Office Dusting	No office dusting	

**ATTACHMENT A**




(Continued)

**Boulder Locations  
Zero Waste**

**OFFICE CLEANING FREQUENCY AS SPECIFIED BELOW:**

**Note:**

- Common areas, hallways, conference rooms, i.e. public areas and restrooms are cleaned, disinfected and vacuumed nightly. Office cleaning tasks such as dusting, trashing, and vacuuming are done on designated evenings.
- **Wednesday: All Co-mingled recycle is emptied and removed to a designated outside area. Blue toters are returned to designated area inside the buildings at the beginning of the following work shift.**
- Office disinfecting includes: horizontal surfaces i.e. desks, tables, and countertops and light switch plates and door knobs.
- Public /common areas require daily disinfecting of all frequent points of contact.
- Compost is placed in designated brown toters/bins or the compost dumpster outside.
- **Friday:** Cleaning will be completed in bathrooms, common areas, conference rooms and entrances.
- **Nightly:** Compost is removed from public areas, restrooms, coffee galleys, conference rooms and break areas.
- **Nightly:** Sweeping and wet mopping all hard floor areas.

<b>Boulder: JC, NB, Clerk &amp; Recorder, Downtown &amp; HHS / Transportation - Cleaning Schedule 2017</b>				
<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY (6 hour shift)</b>
Restroom cleaning and disinfection	Restroom cleaning and disinfection	Restroom cleaning and disinfection	Restroom cleaning and disinfection	Restroom cleaning and disinfection
Compost Removal 	Compost Removal	Compost Removal	Compost Removal	 Compost Removal
Scheduled cleaning projects	Scheduled cleaning projects	 Mixed Recyclables Removal	Scheduled cleaning Projects	No office cleaning; <i>Only</i> restrooms, lobbies and common area cleaning
No Trash Removal	Trash Removal	No Trash Removal	Trash Removal	Kitchen Trash Removal Only <b>(no office trash removal)</b>
Vacuuming	Vacuuming	No office Vacuuming	Vacuuming	Vacuuming
Disinfecting horizontal Surfaces in offices (if surfaces are cleared)	Edge to Edge detail vacuuming	Scheduled Projects	Disinfecting horizontal Surfaces in offices (if surfaces are cleared)	Scheduled cleaning projects
Disinfecting Public areas	Disinfecting Public areas	Disinfecting Public areas	Disinfecting Public areas	Disinfecting Public areas
Office Dusting	Office Dusting	No office dusting	Office Dusting	No office dusting

## **ATTACHMENT A CLEANING SPECIFICATIONS**

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### **5X/ WEEK**

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#### **ENTRANCES**

- Align entry mats with the door.
- Spot clean entryway door glass and side all panels.
- Sweep, mop or vacuum foyers.
- Wipe metal baseboards.
- Clean all door thresholds push plates, crash bars and frames.

#### **PUBLIC AREA, LOUNGE, etc.**

- Change liners as needed, spot clean receptacle as needed.
- Replace all kitchen trash and compost liners as needed.
- Spot clean interior/exterior public area glass, this includes: door glass, side panels, interior glass, and reception area glass.
- Clean elevator cab walls, wipe and disinfect push plates.
- Sweep and wet mop all hard floors areas.
- Clean and disinfect water fountains, including all push bars, handles. Polish bright work.
- Clean and sanitize service areas or break areas: sinks and counters, fill dispensers.
- Sweep and mop all interior stairs.
- Spot clean emergency spills on carpet.
- Spot clean brass if applicable.
- Report any graffiti found in building to Facilities Maintenance at 303-441-3965.

#### **RESTROOMS**

- Empty all waste receptacles (compostable and trash), change liners as needed, clean receptacles.
- Clean and disinfect sinks, urinals and toilets. Remove all residue and mineral deposits.
- Clean and disinfect all counters and splash walls.
- Clean, disinfect and bright polish chrome and stainless steel.
- Clean, disinfect all touch points, i.e. door handles, push plates.
- Clean mirrors.
- Clean walls and partitions adjacent to dispensers, sinks and urinals.
- Spot clean partitions.
- Empty, disinfect and clean all sanitary product receptacles.
- Refill all dispensers.
- Sweep & mop floor.
- Clean, disinfect and polish doors, door handles, push plates and kick plate.
- Spot clean dispensers and walls around dispensers.

**ATTACHMENT A**

(Continued)

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**5X/ WEEK**

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**OFFICES, PUBLIC AREAS, LOUNGE, etc.**

Dust and damp wipe exposed desks/tables/counters in areas.

Dust all horizontal surfaces 6 ft. down.

Vacuum or mop all public areas, hallways, conference rooms and entrances.

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**1X/ WEEK**

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**ENTRANCES**

Flip exterior mats and sweep entryway.

Clean cobwebs and dust from exit area doorframes and above.

**OFFICES, PUBLIC AREAS, LOUNGE, etc.**

Clean, entire door glass, offices and waiting areas and side panel glass, 6ft. down, both sides.

Wipe ledges and sills.

Dust all horizontal surfaces 6 ft. down.

Clean receptionist glass –both sides.

Dust and wipe public area signage.

Clean all door thresholds, elevator tracks.

Clean door push plates, crash bars and frames.

Spray buff hard floors.

Spot clean carpet spots and stains.

Spot clean/sanitize light switch plates, doorknob plates, doors and walls.

Dust window office sills, ledges, picture frames, etc. up to 6ft.

Clean white boards and marker trays on request.

**RESTROOMS**

Clean entire restroom partition walls, all surfaces and doors.

High dust (above 6ft., includes: air conditioning diffusers return air grills, cobwebs, partition tops).

Clean showers.

(Continued)

## **ATTACHMENT A**

(Continued)

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### **1X/ MONTH**

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#### **ENTRANCES**

- Clean/sweep/flip exterior entry mats.
- Sweep, brush exterior stairs if applicable.
- Clean exterior/interior (storefront) window glass.

#### **OFFICES, PUBLIC AREAS, LOUNGE, etc.**

- Spot clean files cabinets, bookcases, shelves, and desk fronts.
- Clean reception glasses both sides, Interior office windows above 6ft.
- High dust (above 6ft., includes: air conditioning diffusers return air grills, cobwebs).
- Dust Venetian blinds
- Spot clean for finger marks: walls, fronts of counters doorframes, and pillars.
- Edge vacuum carpeted area.
- Damp wipe baseboards.
- Clean stair railings, stair risers.

#### **RESTROOM**

- Machine scrub restroom floors.
- Clean entire restroom walls including tile grout.

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### **EVERY THREE MONTHS**

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- Brush/vacuum fabric furniture
- Clean and extract carpeted areas – includes office areas as well as common areas, hallways and conference rooms.
- Scrub and recoat hard floor surfaces.

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### **1X/ YEAR**

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- Clean and extract all carpeted areas. Wall to wall carpet cleaning/extraction may require moving chair protectors and notification to have items under desk area put up.
- Strip, seal and refinish all hard floors; VCT & Marmoleum.

**ATTACHMENT A**

(Continued)

**CLEANING SPECIFICATIONS FOR WALDEN PONDS B & AFFOLTER HOUSE**

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**1X/ WEEK: Weekend**

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Remove all trash and replace liners.

Clean door glass.

Sweep and wet mop floor.

Clean and Disinfect Restrooms which includes:

Empty all waste receptacles, change liners, clean receptacles

Clean and disinfect sinks, urinals and toilets, remove all residue and mineral deposits.

Clean and bright polish chrome and stainless steel.

Clean mirrors.

Clean walls and partitions adjacent to sinks and urinals.

Spot clean partitions.

Sweep and mop floor with germicidal cleaner.

Clean and polish doors and kick plates.

Spot clean dispensers, walls around dispensers and light switch plates.

Stock all paper and soap supplies.

Vacuum all carpeting/mats.

Dust and wipe all horizontal surfaces.

Spot clean files, bookcases, shelves, desk fronts.



## **Exhibit A: Scope of Services Head Start (Boulder, Lafayette )**

### **Nightly Cleaning Schedule:**

1<sup>st</sup> Floor Classrooms, Entry, Hallways, Office Areas, Kitchen

Clean fingerprints and smudges from entrance glass and entry doors.

Sweep or dust mop all hard surface floors.

Damp mop all hard surface floors.

Vacuum all carpeted areas and area rugs in classroom using backpack vacuum.

Empty all trash receptacles, replace the liners as needed, and remove trash to a collection point.

Using Micro-Fiber cloths, wipe clean horizontal surfaces of counter tops.

Clean and sanitize all sinks and drinking fountains.

Spot clean fingerprints and smudges from partition glass and walls.

Sweep and mop the kitchen floor and remove trash/ compost.

### **Restrooms:**

Empty trash receptacles and wash if necessary.

Disinfect door handles, partition handles, and light switches.

Clean and polish all dispensers, mirrors, and fixtures.

Clean and disinfect sinks, toilets, toilet seats and urinals, using hospital grade disinfectant.

Spot clean walls and partitions to remove smudges and graffiti.

Restock paper products and hand soap.

Sweep and mop floor with disinfectant.

Empty sanitary napkin receptacles and spray with disinfectant.

### **Weekly Cleaning Schedule: (includes stairways and second floor offices)**

#### **Office Areas:**

Using Micro- Fiber dust cloths, thoroughly dust all horizontal surfaces of office furniture, desks, computer monitors, tables, file cabinets, window sills, and wall hangings.

Wipe clean and sanitize all telephone receivers and dust the bases.

In classrooms move large toy/ bookshelves to sweep and mop underneath, then re-position when dry.

## **Weekly Cleaning Schedule: Continued**

### **Classrooms:**

Move book shelves and mobile cabinets to sweep and mop underneath.

### **Kitchens on second floor:**

Use daily scope of work.

### **Restrooms: (Full clean of second floor restrooms and these items in all restrooms)**

Clean and sanitize the outside of trash receptacles and dispensers.

High dust tops of doors, partitions, mirrors, and air vents.

Clean and sanitize restroom partitions and walls around toilets and urinals.

### **All Areas:**

Vacuum carpet edges and corners along walls and partitions.

Thoroughly wet mop all hard surface flooring getting into corners, and along walls.

### **Monthly Cleaning Schedule- All Areas**

High dust all air vents, tops of doors, door frames, ceiling corners and edges etc.

Dust all baseboards.

### **School Closures:**

Summer break, Holidays, and School Closures do not require cleaning services.

This includes: 1 week for Thanksgiving break, 2 weeks for Christmas break, and 1 week for Spring break. A calendar will be provided each school year with the dates of closures.

### **Areas of Special Customer Concern:**

1. Make certain bottom 3 feet of vertical glass is spot cleaned each visit.
2. All floor care including stripping and waxing, buffing, and carpet cleaning shall be billed separately and upon request.

### **Excluded Areas:**

Cleaning the tables, desks, chairs, cubbies, bookshelves, and toys in the classrooms.

Teachers/ Students will be responsible for putting up chairs each night.

Teachers/Students will be responsible for picking up all water bottles, coats, toys, and other items off the floors, so that the floors can be cleaned.

Cleaning or sanitizing the changing stations and diaper pails.

**ATTACHMENT B**  
**CRITERIA FOR INSPECTION SCORING**

**Exceptional:** Consistent, detailed cleaning throughout area, **showroom perfect**. All surfaces are free of dirt, grime, dust, streaks, debris, etc., from edge to edge.

**Very Good:** All surfaces are thoroughly cleaned, with very little or no trace of dust, dirt or debris. There are no corners or edges of buildup on floors or any surfaces.

**Meets:** All cleaning has been completed with only minor dust, dirt or debris and /or minor incidental items overlooked (You cannot write your name in it)

**Needs Improvement:** Accumulation of buildup, grim, debris, etc. is visible and obvious. Cleaning that is inconsistent or sporadic. Surfaces that appear sticky, greasy, gritty, smeary and or foggy.

**DUSTING**

**Exceptional:** All items are spotless. They are *completely* free of dust, grime, lint or any debris throughout area. Flawless, edge to edge cleaning.

**Very Good:** Items are cleaned with very few or minor inconsistencies. Any minor dust and soil is barely noticeable and is not cumulative.

**Good:** Inconsistencies are minor, i.e. cleaned but with some possible smearing yet free of grime and rings. Few and minor inconsistencies are in low visibility areas. (You cannot write your name or wipe a clean spot in it. It is not fuzzy, hairy, white with dust). Surfaces are free of dull film, streaks, rings or hand smudges in open areas. Minor dust and soil is not cumulative. Some corners are rounded or dust lines along edges.

**Meets Expectations:** Noticeably clean with some possible dust or flaws, yet free of grime and rings. Surfaces are free of dull film, streaks, rings or hand smudges in open areas. Inconsistencies are in low visibility areas.

**Needs Improvement:** Visible flaws. Cumulative dust. There is noticeable debris, which was not cleaned up within an area or a part of an area. Sporadic cleaning where areas are missed. Noticeable dust, smudges, rings or dirt on desks files, counters, glass or flooring in the area. Surfaces appear dull and dingy. Build up around computers and accessories.

**GLASS**

**Exceptional:** Consistent. Flawless. Sparkling, corner to corner. Sills, edges and glass are squeaky clean.

**Very Good:** Clean without any streaks, hazing or a foggy appearance.

**Meets Expectations:** Clean with some minor inconsistencies on glass or frames

**Needs Improvement:** Spots, streaks, drips, foggy or other inconsistencies.

## **BATHROOMS / FOUNTAINS/ BREAK SINKS**

**Exceptional:** All areas in all the restroom(s) are detailed, spotless, sanitized and fresh. They are 5-star hotel perfect:

1. Porcelain: is sanitized, spotless and fresh. All porcelain surfaces- inside and out; throughout restroom; have a smooth uniform appearance. There are no mineral deposits in bowls, around rims or chrome. Porcelain is free of stains, streaks, urine, soap film or grime. There is no accumulation of grime or build up around toilet, sink, urinal fixtures or flushing mechanisms. Porcelain and metal is detailed. Tank tops, interior and exterior of all bowls and throats of porcelain surfaces have been scrubbed, disinfected and wiped clean and dry. They are free of any spotting, dust, streaking or chemical residue. Seats and horizontal surfaces are thoroughly disinfected and wiped- all surfaces including: top, underside and around hinges/knobs. There is zero build up around hinges, crevices, knobs, grout or caulking. Bases and outside of bowls of porcelain are disinfected and wiped clean and dry.
2. Chrome: All chrome fixtures, faucets, plates, flush handles are sparkling clean, shiny and bright polished (rinsed and dried) there is absolutely no mineral build up or grime around the base of chrome.
3. Hardware/Stainless steel: Fountain basins, dispensers, and knobs light fixtures/switches/hinges, push bars/plates: Clean, disinfected, rinsed, dried and bright polished. There is no buildup of mineral deposits or grime
4. Tile, hard surfaces: Complete surface of tile walls are clean including the grout and top edge to floor base coves. Tile is without film, streaks or dirt smudges. Walls are disinfected and cleaned around dispensers. Tile is free of mineral deposits or chemical residue. Stall partitions are thoroughly cleaned and wiped dry.
5. Showers: Squeaky-clean. All surfaces and bright work sanitized, rinsed and polished, including soap dishes /showerheads and drains. Absolutely no buildup of any type.
6. Mirrors: Exceptionally clean, wiped around edges. Clear, bright without spots, streaking, or dust.
7. Partitions, doorframes, waste cans: Cleaned, sanitized and streak free on all sides.
8. Floors: Ceramic floors are cleaned, sanitized and streak free. Grout and base coves are free of grime and dirt. There is absolutely no dust, debris or discoloration along floor edges, corners or along base coves and grout.

**Very Good:** Exceptionally clean and disinfected on all surfaces with infrequent and very minor inconsistencies, (example: some occasional light dust on partitions or possibly a missed ceiling vent). Floors thoroughly cleaned corner to corner. An infrequent or very minor inconsistency in appearance; which does not affect the level of sanitation.

**Good:** Bathroom has been disinfected and cleaned thoroughly however there some minor details, which are inconsistent (such as haze on surfaces or possible dust on tile lip or partition), which does not affect the level of sanitation. There is no buildup, accumulated dust or grime on surfaces or edges.

1. Porcelain: is sanitized, free of water spots, discoloration, and soil and is without odor. There is negligible amount of buildup, dust or hair around any knobs, rims, bases or seat hinges. Some minor inconsistencies. Bases, tank tops are clean and do not have buildup but may be dusty. (You cannot make a noticeable line in the dust)
2. Chrome: is clean bright polished, there is possibly some fogging or streaking or dust. There is no build up around edges and bases, such as grime or removable mineral deposits.
3. Tile and hard surfaces: are free of water spots, water lines along bottom of tile, or build up in grout dust or specks.
4. Floors: Ceramic floors are cleaned, possible watermarks, streaking is minor. Floors are cleaned edge to edge.
5. Partitions and walls: Are shiny and smooth, dust may be clinging to sides. Partition tops may have light dust.
6. Mirrors: Bright spot free, minor fogging or dust along the top.
7. Showers: Feels clean and smooth some possible streaking or water marks visible. Dispensers or soap dishes have minor build up.
8. Fountains: Fountains are disinfected on porcelain and steel surfaces. Bright chrome is polished. Some water spotting

**Needs Improvement:** Any build-up, grime or lack of cleaning on any surface, fixture, wall or floor; which diminishes the appearance or level of sanitation. Visibly poor cleaning technique resulting in streaks, smears or partially completed sanitation. Any dispenser(s), which isn't stocked. Any restroom, which does not appear clean, sanitary or stocked, may result in a needs improvement.

1. Tile, hard Surfaces/walls: Mop lines on base coves, discoloration or streaking on tile floor. Walls with dusty, dull unsanitary appearance or dirty grout. Inconsistencies in cleaning on various surfaces or items in a restroom, which contribute to overall poor appearance.
2. Chrome, metal on basins or fixtures/dispensers: Dull, unpolished, water spotted or stained, any mineral deposits or build up around bases.
3. Mirrors: spotted, soiled, hazy or filmy. Cleaning procedure used contributed to the poor appearance. Half done.
4. Hardware: door knobs/push plates light fixtures/switches/hinges, lids. Unsanitary appearance, build up, smudges, or grime.
5. Partitions: Spotted, wall grime, wall splash or streaks from poor cleaning. Dust or accumulation.
6. Toilet/Urinal bowls: Appear un-scrubbed. Mineral deposits or lines. Any debris on surfaces.

## **FLOORS: Carpet/Hard surfaced floors**

**Exceptional:** Consistent uniformity and highly detailed cleaning on all floor surfaces throughout area. Flawless. Cleaning specifications i.e. methods and specified chemicals for that specific type of flooring are followed precisely. Specifications and frequencies are followed to keep the appearance of the flooring regardless of type- show room new.

### **Very Good:**

1. Vacuuming: Is very consistent throughout all floor areas (traffic lanes, open areas and under desks or around office furniture) appears to have been vacuumed. There is no visible debris such as paper clips or paper pieces in visible areas. There is no shoe dirt, sand or visible grit.
2. Hard surface floor and stairs: are swept thoroughly. There is no debris (sand, stones, dust or fuzz) on floor surfaces. Mopping appears uniform, clean, free of streaks, smears and dirt residue, water or other markings.
3. Baseboards: are free of dust and grime or fuzz on all small lips, edges or in corners. Scuffmarks have been removed. Baseboards are free of mop lines, dust, fuzz or grit from floor machines. Edges and corners are as clean as the floor.
4. Spray buffing: Glossy, wet look, smooth, consistent. Floors are free of any embedded dirt or hair. There are no black heel marks, machine burn marks. Buffer pad dust is swept out of corners and edges and off of baseboards.
5. Sealing and Finishing: Smooth, consistent with appropriate level of gloss for the type of flooring. Finish is free from any embedded dirt. Specified number of coats of finished are applied evenly overall. All baseboards, doors, walls, furniture is free from splash or drips machine work.
6. Stripping: All old finish is completely removed, including corners and edges. All splashes (stripper splash/machine spray) have been cleaned off of vertical surfaces such as baseboards, doors, furniture bottoms or threshold metal). Surface has been thoroughly prepped and cleaned for applying finish, (rinsed, free of dust hair and dirt which could embed in wax).
7. Carpet Cleaning: Carpet has a uniform bright appearance there are no swirls, machine lines stains or traffic lanes apparent. No wicking, detergent residue, traffic lane shadow. Baseboards are wiped free of carpet fiber fuzz.

**Good:**

1. Vacuuming: Consistent vacuuming through almost all of area. There are no visible pieces of debris on carpet. Minor inconsistencies around chair or desk legs or unobtrusive corners.
2. Hard surface floor and stairs: Floors are swept, and mopped. They are streak free. They are stain and fuzz free.
3. Baseboards: are generally free of dust and dirt. Floor edges and corners are without noticeable build up.
4. Spray buffing: Have a shiny and uniform appearance. All buffing pad debris has been swept up after buffing. Scuff marks removed.
5. Waxing: is high gloss, free of embedded dirt, minor imperfections in low visibility areas. Baseboards, doors and walls are free of wax splash or drips. There may be minor imperfections in low visibility areas. Application of wax is smooth without apparent holidays. Imperfections such as holidays can be corrected or buffed out.
6. Stripping: Old wax is completely removed including corners and edges. All splashes have been cleaned off vertical surfaces. Some minor inconsistencies that are not in high visibility areas.
7. Carpet Cleaning: Uniform appearance, stains and traffic lanes are removed.

**Needs Improvement:**

1. Vacuuming: Visible soils and debris on carpet. Staples, paper dots clips not picked up. Does not appear consistent. Debris under desks, chairs, tables or other office furniture (seeds, crumbs, leaves, sticky notes, paper, etc.)
2. Hard surface floor and stairs: Mopping streaks. Appearance is dull and dingy or gritty. Corners and edges or grout are noticeably soiled.
3. Baseboards: Dusty, fuzzy or soiled on top/bottom edge, Adhered dirt, Grey from shampoos, strippers or wax.
4. Spray Buffing: Uneven surfaces, Dull appearance. Black heel marks not removed. Machine burns, or buffer marks. Buffing pad crumbs left on floor surfaces
5. Waxing: Too thick or too thinly applied. Some streaks or holidays are apparent. Waxing over floors, which have been poorly stripped (all wax has not been removed and build up is left along corners and edges) or rinsed insufficiently (resulting in embedded dirt, hair or orange peeling).
6. Stripping: Incomplete removal of wax or not rinsed well before reapplication. Soil build up left in corners.
7. Carpet Cleaning: Surface is mottled or swirled and uneven after cleaning. Brown or graying traffic lanes are apparent. Traffic lanes, stains are visible.

## **ATTACHMENT C**

### **LINOLEUM/MARMOLEUM MAINTENANCE**

Use only neutral floor cleaners ( pH 7 - 8.5) on Linoleum.

**ABSOLUTELY NO STRIPPERS CAN BE USED ON LINOLEUM.**

Never use a black floor pad on Linoleum.

Use only approved Linoleum floor care products: Johnson's Linobase sealer, Johnson LinoSAFE stripper, Johnson's neutral cleaner –STRIDE. When waxing use only two (2) coats Johnson's Wax – CAREFREE. Weekly buffing with Johnson's REVIVE and natural hair pad.

#### **Daily Maintenance:**

Remove all surface soil, debris, sand and grit by sweeping/dust mopping or vacuuming with pro team vacuum.

Wet mop floor with neutral cleaner. Rinse with clear water and let dry.

#### **One Time Per Week**

1. Complete the daily maintenance routine listed above.

Mop with cleaner/restorer.

Let dry 30 minutes or till powdery haze.

Burnish with hogs hair or white pad.

Dust mop.

#### **Scrub and Recoat**

2. Complete the daily maintenance routine as listed above.

Heavy scrub with rotary machine using Neutral floor cleaner and water. Use ONLY red or blue pad. Use with low speed buffer. Do NOT saturate floor.

Pick up solution with wet vac. Rinse with clean water and allow floor to dry thoroughly.

Apply 1 thin coat of Linobase sealer. Apply in opposite directions.

Burnish finish with natural hair pad on the following work shift.

#### **Stripping And Restoring Floor**

3. Clean the floor surface thoroughly.

Use a blue pad, strip floor with Johnson Wax LinoSAFE stripper. Rinse.

Reapply 2 thin coats of Johnson sealer in opposite directions.

Burnish finish with natural hair pad on the following work shift.

#### **IMPORTANT:**

**DO NOT SCRUB WITH HIGHLY ALKALINE DETERGENTS OR ALKALINE STRIPPERS.**

**DO NOT USE HOT WATER FOR SCRUBBING.**

**USE A 1:1 DILUTION OF LinoSAFE stripper to remove finish.**

**Do not saturate floor with water.**



**ATTACHMENT D**  
**PROPOSED STAFFING PLAN 5X/WEEK**

Longmont Fairgrounds Clover Bldg.  
 9595 Nelson Rd., Longmont CO

Total Square Footage: 1,996

<b>Number of Employees</b>	<b>Position Classification</b>	<b>Hours Worked Per Day</b>	<b>Days Per Week</b>	<b>Monthly Hours</b>	<b>Hourly Rate</b>	<b>Paid Drive Time (if Applicable)</b>
	Custodian					
	Crew Leader					
	Supervisor					
	Hard Floor Tech					
	Carpet Cleaning Tech					
<b>Total Man-hours:</b>						

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Labor	\$ _____
Payroll Taxes and Insurance _____%	Gross Payroll \$ _____
Overhead and Profit	\$ _____
Monthly Cost	\$ _____
<b>Cost per Square Foot</b>	<b>\$ _____</b>

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**\*Cleaning Specifications which are specific to this site and should be included in your bid at the frequency below:**

- Contractor will be responsible to pick up and deliver paper products, compostable liners & hand soap supplies to this location as needed.

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Estimated time you expect your supervisory staff to spend personally inspecting this building each month. \_\_\_\_\_/hrs per mo.

**ATTACHMENT D**  
**PROPOSED STAFFING PLAN 1X/Week**

Longmont Fairgrounds Affolter House  
 9595 Nelson Rd., Longmont CO

Total Square Footage: 521

<b>Number of Employees</b>	<b>Position Classification</b>	<b>Hours Worked Per Day</b>	<b>Days Per Week</b>	<b>Monthly Hours</b>	<b>Hourly Rate</b>	<b>Paid Drive Time (if Applicable)</b>
	Custodian					
	Crew Leader					
	Supervisor					
	Hard Floor Tech					
	Carpet Cleaning Tech					
<b>Total Man-hours:</b>						

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Labor	\$ _____
Payroll Taxes and Insurance _____%	Gross Payroll \$ _____
Overhead and Profit	\$ _____
Monthly Cost	\$ _____
<b>Cost per Square Foot</b>	<b>\$ _____</b>

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\*Cost for additional Affolter carpet cleaning \$ \_\_\_\_\_  
 \*Cost for additional Affolter strip & refinish of marmoleum flooring. \$ \_\_\_\_\_

**\*Cleaning Specifications which are specific to this site and should be included in your bid at the frequency below:**

- Contractor will be responsible to pick up and deliver paper products, compostable liners & hand soap supplies for this location as needed.

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Estimated time you expect your supervisory staff to spend personally inspecting this building each month. \_\_\_\_\_/hrs per mo.

**ATTACHMENT D**  
**PROPOSED STAFFING PLAN**  
**3X /WEEK Tuesday, Wednesday, Thursday**

Lafayette Health, 1345 Plaza Ct., Lafayette

Total Square Footage: 1,388

Number of Employees	Position Classification	Hours Worked Per Day	Days Per Week	Monthly Hours	Hourly Rate	Paid Drive Time (if Applicable)
	Custodian					
	Crew Leader					
	Supervisor					
	Hard Floor Tech					
	Carpet Cleaning Tech					
<b>Total Man-hours:</b>						

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Labor	\$ _____
Payroll Taxes and Insurance _____ %	Gross Payroll \$ _____
Overhead and Profit	\$ _____
Monthly Cost	\$ _____
<b>Cost per Square Foot</b>	<b>\$ _____</b>

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**\*Cleaning Specifications which are specific to this site and should be included in your bid at the frequency below:**

**Nightly:** Carpet spotting and emergency spill cleanup is nightly in offices or public areas.

- Contractor will be responsible for pickup and deliver paper products, compostable liners & hand soap supplies to this location as needed.

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Estimated time you expect your supervisory staff to spend personally inspecting this building each month. \_\_\_\_\_/hrs per mo.

**ATTACHMENT D**  
**PROPOSED STAFFING PLAN 5X/WEEK**

Lafayette Motor Vehicle, 1376 Miners Dr.

Total Square Footage: 6,809

<b>Number of Employees</b>	<b>Position Classification</b>	<b>Hours Worked Per Day</b>	<b>Days Per Week</b>	<b>Monthly Hours</b>	<b>Hourly Rate</b>	<b>Paid Drive Time (if Applicable)</b>
	Custodian					
	Crew Leader					
	Supervisor					
	Hard Floor Tech					
	Carpet Cleaning Tech					
<b>Total Man-hours:</b>						

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Labor	\$ _____
Payroll Taxes and Insurance _____%	Gross Payroll \$ _____
Overhead and Profit	\$ _____
Monthly Cost	\$ _____
<b>Cost per Square Foot</b>	<b>\$ _____</b>

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**\*Cleaning requirements which are specific to this site and should be included in your bid at the frequency below:**

**Nightly:** Carpet spotting and emergency spill cleanup is nightly; in offices or public areas.

**Monthly:** Storefront windows; interior and exterior are cleaned.

- Contractor will be responsible to pick up and deliver paper products, compostable liners & hand soap supplies for this location as needed

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Estimated time you expect your supervisory staff to spend personally inspecting this building each month. \_\_\_\_\_/hrs per mo.

**ATTACHMENT D**

**PROPOSED STAFFING PLAN  
1X WEEK - Full cleaning**

Walden Ponds B-Frame, 3897 N. 75<sup>th</sup> St.

Total Square Footage: 885

<b>Number of Employees</b>	<b>Position Classification</b>	<b>Hours Worked Per Day</b>	<b>Days Per Week</b>	<b>Monthly Hours</b>	<b>Hourly Rate</b>	<b>Paid Drive Time (if Applicable)</b>
	Custodian					
	Crew Leader					
	Supervisor					
	Hard Floor Tech					
	Carpet Cleaning Tech					
<b>Total Man-hours:</b>						

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Labor	\$ _____
Payroll Taxes and Insurance _____%	Gross Payroll \$ _____
Overhead and Profit	\$ _____
Monthly Cost	\$ _____
<b>Cost per Square Foot</b>	<b>\$ _____</b>

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Cost for Walden Pond carpet cleaning	\$ _____
Cost for Walden Pond strip, seal and refinish VCT floor in restroom & entry.	\$ _____

**\*Cleaning Specifications which are specific to this site and should be included in your bid at the frequency below:**

- **Contractor will be responsible to pick up and deliver paper products, compostable liners & hand soap supplies for this location as needed.**

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Estimated time you expect your supervisory staff to spend personally inspecting this building each month. \_\_\_\_\_/hrs per mo.

**ATTACHMENT D**

**PROPOSED STAFFING PLAN**

**3X/ WEEK -Tuesday, Wednesday, Thursday . (Full cleaning each time)**

Longs Peak Housing  
1288 Alaska Ave., Longmont

Total Square Footage: 5,500

<b>Number of Employees</b>	<b>Position Classification</b>	<b>Hours Worked Per Day</b>	<b>Days Per Week</b>	<b>Monthly Hours</b>	<b>Hourly Rate</b>	<b>Paid Drive Time (if Applicable)</b>
	Custodian					
	Crew Leader					
	Supervisor					
	Hard Floor Tech					
	Carpet Cleaning Tech					
<b>Total Man-hours:</b>						

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Labor		\$ _____
Payroll Taxes and Insurance _____%	Gross Payroll	\$ _____
Overhead and Profit		\$ _____
Monthly Cost		\$ _____
<b>Cost per Square Foot</b>		<b>\$ _____</b>

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**\*Cleaning Specifications which are specific to this site and should be included in your bid at the frequency below:**

- Contractor will be responsible to pick up and deliver paper products, compostable liners & hand soap supplies for this location as needed.

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Estimated time you expect your supervisory staff to spend personally inspecting this building each month. \_\_\_\_\_/hrs per mo.

**ATTACHMENT D**

**PROPOSED STAFFING PLAN  
2X Month - Full cleaning**

Walden Ponds Construction and Transportation Shop

Total Square Footage: 4,200

<b>Number of Employees</b>	<b>Position Classification</b>	<b>Hours Worked Per Day</b>	<b>Days Per Week</b>	<b>Monthly Hours</b>	<b>Hourly Rate</b>	<b>Paid Drive Time (if Applicable)</b>
	Custodian					
	Crew Leader					
	Supervisor					
	Hard Floor Tech					
	Carpet Cleaning Tech					
<b>Total Man-hours:</b>						

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Labor	\$ _____
Payroll Taxes and Insurance _____%	Gross Payroll \$ _____
Overhead and Profit	\$ _____
Monthly Cost	\$ _____
<b>Cost per Square Foot</b>	<b>\$ _____</b>

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**\*Cleaning Specifications which are specific to this site and should be included in your bid at the frequency below:**

- **Contractor will be responsible to pick up and deliver paper products, compostable liners & hand soap supplies for this location as needed.**

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Estimated time you expect your supervisory staff to spend personally inspecting this building each month. \_\_\_\_\_/hrs per mo.

**ATTACHMENT D**

**PROPOSED STAFFING PLAN**

**5x week - Full cleaning**

Head Start (Lafayette )

Total Square Footage: 6,432

<b>Number of Employees</b>	<b>Position Classification</b>	<b>Hours Worked Per Day</b>	<b>Days Per Week</b>	<b>Monthly Hours</b>	<b>Hourly Rate</b>	<b>Paid Drive Time (if Applicable)</b>
	Custodian					
	Crew Leader					
	Supervisor					
	Hard Floor Tech					
	Carpet Cleaning Tech					
<b>Total Man-hours:</b>						

---

Labor		\$ _____
Payroll Taxes and Insurance _____%	Gross Payroll	\$ _____
Overhead and Profit		\$ _____
Monthly Cost		\$ _____
<b>Cost per Square Foot</b>		<b>\$ _____</b>

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**\*Cleaning Specifications which are specific to this site and should be included in your bid at the frequency below:**

- **Contractor will be responsible to pick up and deliver paper products, compostable liners & hand soap supplies for this location as needed.**

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Estimated time you expect your supervisory staff to spend personally inspecting this building each month. \_\_\_\_\_/hrs per mo.



**ATTACHMENT D**

**PROPOSED STAFFING PLAN  
5X WEEK - Full cleaning**

Head Start (Boulder)

Total Square Footage: 2,300

<b>Number of Employees</b>	<b>Position Classification</b>	<b>Hours Worked Per Day</b>	<b>Days Per Week</b>	<b>Monthly Hours</b>	<b>Hourly Rate</b>	<b>Paid Drive Time (if Applicable)</b>
	Custodian					
	Crew Leader					
	Supervisor					
	Hard Floor Tech					
	Carpet Cleaning Tech					
<b>Total Man-hours:</b>						

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Labor		\$	
Payroll Taxes and Insurance _____%		Gross Payroll \$	
Overhead and Profit		\$	
Monthly Cost		\$	
<b>Cost per Square Foot</b>		<b>\$</b>	

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**\*Cleaning Specifications which are specific to this site and should be included in your bid at the frequency below:**

- **Contractor will be responsible to pick up and deliver paper products, compostable liners & hand soap supplies for this location as needed.**

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Estimated time you expect your supervisory staff to spend personally inspecting this building each month. \_\_\_\_\_/hrs per mo.

**ATTACHMENT D**

**PROPOSED STAFFING PLAN  
5X WEEK - Full cleaning**

Work Force

Total Square Footage: 6,000

<b>Number of Employees</b>	<b>Position Classification</b>	<b>Hours Worked Per Day</b>	<b>Days Per Week</b>	<b>Monthly Hours</b>	<b>Hourly Rate</b>	<b>Paid Drive Time (if Applicable)</b>
	Custodian					
	Crew Leader					
	Supervisor					
	Hard Floor Tech					
	Carpet Cleaning Tech					
<b>Total Man-hours:</b>						

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Labor	\$ _____
Payroll Taxes and Insurance _____%	Gross Payroll \$ _____
Overhead and Profit	\$ _____
Monthly Cost	\$ _____
<b>Cost per Square Foot</b>	<b>\$ _____</b>

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**\*Cleaning Specifications which are specific to this site and should be included in your bid at the frequency below:**

- **Contractor will be responsible to pick up and deliver paper products, compostable liners & hand soap supplies for this location as needed.**

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Estimated time you expect your supervisory staff to spend personally inspecting this building each month. \_\_\_\_\_/hrs per mo.

**ATTACHMENT D**

**PROPOSED STAFFING PLAN  
5X WEEK - Full cleaning**

Natural Resources

Total Square Footage: 12,626

<b>Number of Employees</b>	<b>Position Classification</b>	<b>Hours Worked Per Day</b>	<b>Days Per Week</b>	<b>Monthly Hours</b>	<b>Hourly Rate</b>	<b>Paid Drive Time (if Applicable)</b>
	Custodian					
	Crew Leader					
	Supervisor					
	Hard Floor Tech					
	Carpet Cleaning Tech					
<b>Total Man-hours:</b>						

---

Labor	\$ _____
Payroll Taxes and Insurance _____%	Gross Payroll \$ _____
Overhead and Profit	\$ _____
Monthly Cost	\$ _____
<b>Cost per Square Foot</b>	<b>\$ _____</b>

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**\*Cleaning Specifications which are specific to this site and should be included in your bid at the frequency below:**

- **Contractor will be responsible to pick up and deliver paper products, compostable liners & hand soap supplies for this location as needed.**

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Estimated time you expect your supervisory staff to spend personally inspecting this building each month. \_\_\_\_\_/hrs per mo.

**ATTACHMENT D**

**PROPOSED STAFFING PLAN  
2X Month - Full cleaning**

Goodhue House

Total Square Footage: 998

<b>Number of Employees</b>	<b>Position Classification</b>	<b>Hours Worked Per Day</b>	<b>Days Per Week</b>	<b>Monthly Hours</b>	<b>Hourly Rate</b>	<b>Paid Drive Time (if Applicable)</b>
	Custodian					
	Crew Leader					
	Supervisor					
	Hard Floor Tech					
	Carpet Cleaning Tech					
<b>Total Man-hours:</b>						

---

Labor	\$ _____
Payroll Taxes and Insurance _____%	Gross Payroll \$ _____
Overhead and Profit	\$ _____
Monthly Cost	\$ _____
<b>Cost per Square Foot</b>	<b>\$ _____</b>

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**\*Cleaning Specifications which are specific to this site and should be included in your bid at the frequency below:**

- **Contractor will be responsible to pick up and deliver paper products, compostable liners & hand soap supplies for this location as needed.**

---

Estimated time you expect your supervisory staff to spend personally inspecting this building each month. \_\_\_\_\_/hrs per mo.

**ATTACHMENT D**

**PROPOSED STAFFING PLAN  
2X Month - Full cleaning**

Longhorn Transportation

Total Square Footage: 1,024

<b>Number of Employees</b>	<b>Position Classification</b>	<b>Hours Worked Per Day</b>	<b>Days Per Week</b>	<b>Monthly Hours</b>	<b>Hourly Rate</b>	<b>Paid Drive Time (if Applicable)</b>
	Custodian					
	Crew Leader					
	Supervisor					
	Hard Floor Tech					
	Carpet Cleaning Tech					
<b>Total Man-hours:</b>						

---

Labor	\$ _____
Payroll Taxes and Insurance _____%	Gross Payroll \$ _____
Overhead and Profit	\$ _____
Monthly Cost	\$ _____
<b>Cost per Square Foot</b>	<b>\$ _____</b>

---

**\*Cleaning Specifications which are specific to this site and should be included in your bid at the frequency below:**

- **Contractor will be responsible to pick up and deliver paper products, compostable liners & hand soap supplies for this location as needed.**

---

Estimated time you expect your supervisory staff to spend personally inspecting this building each month. \_\_\_\_\_/hrs per mo.

**ATTACHMENT D**

**PROPOSED STAFFING PLAN  
2X Month - Full cleaning**

Fair Board

Total Square Footage: 2,065

<b>Number of Employees</b>	<b>Position Classification</b>	<b>Hours Worked Per Day</b>	<b>Days Per Week</b>	<b>Monthly Hours</b>	<b>Hourly Rate</b>	<b>Paid Drive Time (if Applicable)</b>
	Custodian					
	Crew Leader					
	Supervisor					
	Hard Floor Tech					
	Carpet Cleaning Tech					
<b>Total Man-hours:</b>						

---

Labor	\$ _____
Payroll Taxes and Insurance _____%	Gross Payroll \$ _____
Overhead and Profit	\$ _____
Monthly Cost	\$ _____
<b>Cost per Square Foot</b>	<b>\$ _____</b>

---

**\*Cleaning Specifications which are specific to this site and should be included in your bid at the frequency below:**

- **Contractor will be responsible to pick up and deliver paper products, compostable liners & hand soap supplies for this location as needed.**

---

Estimated time you expect your supervisory staff to spend personally inspecting this building each month. \_\_\_\_\_/hrs per mo.

**Attachment E**  
**Cost Summary**

<b><u>Building</u></b>	<b><u>Sq. Footage</u></b>	<b><u>Monthly Cost</u></b>	<b><u>Cost per sq. foot</u></b>
<b><u>5X week</u></b>			
Clover building	1,996	_____	_____
Lafayette Motor Vehicle	6,809	_____	_____
Head Start (Boulder)	2,300	_____	_____
Head Start (Lafayette)	6,432	_____	_____
Work Force	6,000	_____	_____
Natural Resources	12,626	_____	_____
<b><u>3X Week</u></b>			
Lafayette Health	1,388	_____	_____
Longs Peak Housing	5,500	_____	_____
<b><u>1X Week</u></b>			
Affolter House	521	_____	_____
Walden B-frame	1,035	_____	_____
<b><u>2X Month</u></b>			
Walden Ponds Shop	4,200	_____	_____
Longhorn Transportation	1,024	_____	_____
Goodhue House	998	_____	_____

**ATTACHMENT F**

What is your company's employee turnover rate? (Average last 3 years) \_\_\_\_\_

How many square feet do you expect your custodians to clean per hour? \_\_\_\_\_

Do you provide the following for your custodians:

Paid holidays \_\_\_\_\_ Yes \_\_\_\_\_ No  
\_\_\_\_\_ days / year

Paid vacation \_\_\_\_\_ Yes \_\_\_\_\_ No  
\_\_\_\_\_ days / year

Paid sick leave \_\_\_\_\_ Yes \_\_\_\_\_ No  
\_\_\_\_\_ days / year

Medical Benefits \_\_\_\_\_ Yes \_\_\_\_\_ No  
\_\_\_\_\_ days / year

Do you pay your employees mileage between buildings? Rate: \$ \_\_\_\_\_/per mile

**COST FOR ADDITIONAL WORK NOT INCLUDED IN CLEANING SPECIFICATIONS**

**Tile Floors - Strip and refinish floors**

Charge: \$ \_\_\_\_\_sq. ft. or minimum service charge required \$ \_\_\_\_\_

**Flood Clean Up - Vacuuming water, carpet drying & carpet cleaning etc.**

Charge: \$ \_\_\_\_\_sq. ft. or minimum service charge required \$ \_\_\_\_\_

**Additional Carpet Cleaning**

Charge: \$ \_\_\_\_\_sq. ft. or minimum service charge required \$ \_\_\_\_\_

**Upholstery cleaning**

Charge \$ \_\_\_\_\_per hour or charge per chair \$ \_\_\_\_\_

**Construction Clean Up**

Charge \$ \_\_\_\_\_per hour or minimum service charge required \$ \_\_\_\_\_

**Day Porter Service**

Charge \$ \_\_\_\_\_per hour Minimum charge \$ \_\_\_\_\_

**Do you have staff trained for detail clean up and disposal procedures following Pesticide management for**

**Bedbugs?**

Yes \_\_\_\_\_No \_\_\_\_\_ Cost per hour \$ \_\_\_\_\_



**ATTACHMENT G**  
**WRITTEN DIRECTIONS FOR 2018 RFP/ BOULDER COUNTY CUSTODIAL SERVICES**

**Start: Boulder County Annex/ Clerk & Recorder/ Motor Vehicle, 1376 Miners Dr., Lafayette**

**To: Boulder County Health (Clinica), 1345 Plaza Ct, #3 Lafayette**

From Miners Drive, go west on South Boulder Road to Centaur Village Drive, turn left and go to Plaza Court and turn right heading west to the building with Clinica sign.

**To: Lafayette Head Start, 1135 Cimarron Dr.**

Go west on South Boulder Road to Cimarron Drive, it is your first right after Stan's Automotive. There are four buildings that look like large houses, Head Start is located in the back building .

**To: Walden Ponds, 3897 N. 75th**

From Cimarron Drive, go back to South Boulder Road and head west to 95<sup>th</sup> Street and turn right and head north to Arapahoe Road. Head west on Arapahoe to 75<sup>th</sup> Street, turn right and head north on 75<sup>th</sup> Street.

Watch for "Walden Ponds Wildlife Habitat Area", go west on Walden Ponds Road.

Follow road to 2<sup>nd</sup> picnic area, go west on gravel road.

Note: gate has combination lock for pad lock.

**To: Work Force, 5755 Central Ave.**

Head south on N 75th Street toward Walden Ponds. Turn right onto Valmont Road. Turn left onto 55th Street. Left onto Flatiron Parkway. Left onto Central Avenue.

**To: Boulder Head Start, 2845 Wilderness Pl.**

Head south on 75<sup>th</sup> Street to Valmont Road, turn right and head west. Wilderness Place is the second left after passing Foothills Parkway.

**To: Longhorn Transportation, 3118 Longhorn Road.**

Go back to Valmont Road, turn left heading west to 28<sup>th</sup> Street. Turn right and head north out of town where it turns into Hwy 36 to Lyons. The road bends a little to the right and goes downhill. Longhorn Road is the first right and the building can be seen from the Highway on the corner.

**To: Boulder County Fairgrounds, 9595 Nelson Rd, Longmont**

Go north on Hwy 36 to Nelson Road, turn right and head east to the Fairgrounds. It is the first left after passing Hover Road in Longmont.

**To: Alaska (Boulder County Housing Dept.), 1288 Alaska Ave, Longmont**

Head east on Nelson Road. Turn left onto S. Sunset Street, turn right onto Boston Ave. and turn left onto S. Grant Street. Turn left on Alaska Avenue. The building is the second to last on the right hand side.

# BOULDER COUNTY (name of service contracting for) CONTRACT

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THIS CONTRACT ("Contract") is entered into between the County of Boulder, State of Colorado, acting by and through its Board of County Commissioners ("County") and (name of company) ("Contractor"), (collectively, the "Parties").

In consideration of the rights and obligations specified below, the County and the Contractor agree as follows:

1. Incorporation into Contract: The following documents (the "Contract Documents") are each expressly incorporated into this Contract by reference:

- a. *The Invitation for Bid and Bid Specifications of Boulder County Bid No. \_\_\_\_\_* together with any alterations and/or modifications to these Specifications (the "Bid Documents"); **[if applicable]**
- b. Contractor's proposal in response to the Bid Document (the "Proposal"); **[if applicable]**
- c. The scope of services, attached hereto as Exhibit A (the "Scope of Services"); **[if applicable]** and
- d. The fee schedule, attached hereto as Exhibit B (the "Fee Schedule"). **[if applicable]**

2. Work to be Performed: The Contractor will, in a good and workmanlike manner and at its own cost and expense, furnish all labor and equipment and do all work necessary and incidental to performing (specify type of work) as specified in the Contract Documents and this Contract (the "Work"). The Contractor shall perform the Work in strict accordance with the Bid Documents and this Contract.

3. Term of Contract: This Contract shall begin and become effective on the date of execution by the parties, which date is the date specified on the signature page of this Contract. Under this Contract, the Contractor shall begin Work on (date) and shall continue through (date).

4. Payment for Work Performed: In consideration of the Work to be performed by the Contractor, and subject to paragraph 14, the County shall pay to the Contractor, in accordance with the Bid Documents, \$ (contract price).

5. Extension and/or Renewal of Contract Term:

- a. The County, in its sole discretion, may elect to extend the term of this Contract. In the event the County elects to exercise this right, it shall send notice to Contractor, pursuant to paragraph 15, of its intent to extend the term of the Contract. The notice shall set forth the length of the extension.

- b. Upon mutual agreement by the parties, this Contract may be renewed for four additional one-year periods through date during which time this Contract shall be in full force and effect, subject to the termination provisions of paragraph 14. If this option to renew is exercised, the parties shall execute a written agreement no later than thirty (30) days before the expiration of this Contract or any subsequent renewals.
- c. All of the provisions of this Contract shall remain in full force and effect during any extension or renewed term except that the scope of services and compensation to be paid to Contractor during any extension or renewed term shall be mutually agreed upon prior to the commencement of any extension or renewed term. The agreed upon scope of services and compensation shall be reduced to writing, signed by both parties, and attached to this Contract.
- d. **TEN CALENDAR DAYS BEFORE THE COMMENCEMENT OF ANY EXTENDED TERM THE CONTRACTOR SHALL SUBMIT TO THE COUNTY PROOF OF INSURANCE AS REQUIRED IN PARAGRAPH 9.**
- e. Should the Parties fail to agree upon the scope of services or compensation to be paid to Contractor for any extension or renewed term, or should Contractor fail to submit the required documents within the time period specified in paragraph 5(d), then this Contract shall terminate at the end of the then current term and no extension or renewal of the term of the Contract shall occur.

6. Quality of Performance: The Contractor shall perform the Contract in a manner satisfactory and acceptable to the County. The County shall be the sole judge of the quality of performance.

7. Schedule of Work: The Contractor shall perform the Work during the hours designated by the County so as to avoid inconvenience to the County and its personnel and interference with the County's operations.

8. Indemnity: The Contractor shall be liable and responsible for any and all damages to persons or property caused by or arising out of the actions, obligations, or omissions of the Contractor, its employees, agents, representatives or other persons acting under the Contractor's direction or control in performing or failing to perform the Work under this Contract. The Contractor will indemnify and hold harmless the County, its elected and appointed officials, and its employees, agents and representatives (the "indemnified parties"), from any and all liability, claims, demands, actions, damages, losses, judgments, costs or expenses, including but not limited to attorneys' fees, which may be made or brought or which may result against any of the indemnified parties as a result or on account of the actions or omissions of the Contractor, its employees, agents or representatives, or other persons acting under the Contractor's direction or control.

9. Insurance Requirements: The Contractor shall procure and maintain at its own expense, and without cost to the County, the following kinds and minimum amounts of insurance for purposes of insuring the liability risks which the Contractor has assumed until this Contract has expired or is terminated:

**a. Commercial General Liability.**

This coverage should be provided on an Total Square footage: Occurrence Form, ISO CG001 or equivalent, with Minimum limits of \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate and \$2,000,000 Products Completed Operations Aggregate.

**b. Automobile Liability.**

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of the Contract. Minimum limits \$1,000,000 Each Accident.

*This coverage may not be required if Contractor is not using a vehicle as part of its performance under the contract.*

**c. Workers' Compensation and Employer's Liability.**

Workers' Compensation must be maintained with the statutory limits. Employer's Liability is required for minimum limits of \$100,000 Each Accident/\$500,000 Disease-Policy Limit/\$100,000 Disease-Each Employee.

*This coverage may not be required if contractor is not mandated under State law to maintain this coverage.*

**d. Umbrella / Excess Insurance**

Umbrella/Excess Liability insurance in the amount \$X,000,000.00, following form.

**e Professional Liability (Errors and Omissions).**

Professional liability coverage with minimum limits of \$1,000,000 Per Loss and \$1,000,000 Aggregate. Professional Liability provisions indemnifying for loss and expense resulting from errors, omission, mistakes or malpractice is acceptable and may be written on a claims made basis. The contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

**f Pollution Liability.**

Coverage shall cover the Contractor's completed operations. The coverage must also include sudden and gradual pollution conditions including clean-up costs when mandated by governmental authority, when required by law or as a result of a third party claim. Minimum limits required are \$1,000,000 Per Loss and \$1,000,000 Aggregate. If the coverage is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this Contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under this contract is completed.

**g Commercial Crime Insurance / Third Party Fidelity Bond**

The Crime limit shall be \$1,000,000 Per Loss and include an endorsement for "Employee Theft of Client Property". This third party coverage can also be provided by obtaining a third party fidelity bond

**h Privacy / Cyber Liability Insurance (HIPAA Compliance)**

As a provider of a service which *may* require the knowledge and retention of HIPPA sensitive personal information of clients served, the following minimum insurance limits are required:

- Contractors with 10 or fewer clients: \$50,000.
- Contractors with 11 – 15 clients: \$500,000.
- Contractors with more than 25 clients: \$1,000,000.

The Contractor shall provide a Certificate of Insurance to Boulder County demonstrating that the insurance requirements have been met prior to the commencement of Work under this Contract. Boulder County shall be named as an additional insured for General Liability and Pollution

Liability, as designated in the contract. Additional insured shall be endorsed to the policy.

**THE ADDITIONAL INSURED WORDING SHOULD BE AS FOLLOWS:** *County of Boulder, State of Colorado, a body corporate and politic, is named as Additional Insured.*

Contractor shall forward certificates of insurance directly to (\_\_\_\_\_) **Agency / Department Representative's Name & Address**).

**Notice of Cancellation:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the County, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. If any insurance company refuses to provide the required notice, the Contractor or its insurance broker shall notify the County of any cancellation, suspension, and/or nonrenewal of any insurance within seven (7) days of receipt of insurers' notification to that effect.

Please forward certificates to the county representative named above.

10. **Nondiscrimination:** The Contractor agrees to comply with the letter and spirit of the Colorado Anti-Discrimination Act, C.R.S. § 24-34-401, et seq., as amended, and all applicable local, state and federal laws respecting discrimination and unfair employment practices. Boulder County prohibits unlawful discrimination on the basis of race, color, religion, gender, gender identity, national origin, age 40 and over, disability, socio-economic status, sexual orientation, genetic information, or any other status protected by applicable federal, state or local law and the Boulder County Policy manual (of which is available upon request).

11. **Nondiscrimination Provisions Binding on Subcontractors:** In all solicitations by the Contractor for any Work related to this Contract to be performed under a subcontract, either by competitive bidding or negotiation, the Contractor shall notify each potential subcontractor of the Contractor's obligations under this Contract, and of all pertinent regulations relative to nondiscrimination and unfair employment practices.

12. **Information and Reports:** The Contractor will provide to authorized governmental representatives, including those of the County, State and Federal Government, all information and reports which they may require for any purpose authorized by law. The Contractor will permit such authorized governmental representatives access to the Contractor's facilities, books, records, accounts, and any other relevant sources of information. Where any information required by any such authorized government representative is in the exclusive possession of a person other than the Contractor, then such Contractor shall so certify to the County, and shall explain what efforts it has made to obtain the information.

13. **Independent Contractor:** The Parties recognize and agree that the Contractor is an independent contractor for all purposes, both legal and practical, in performing services under this Contract, and that the Contractor and its agents and employees are not agents or employees

of Boulder County for any purpose. As an independent contractor, the Contractor shall be responsible for employing and directing such personnel and agents as it requires to perform the services purchased under this Contract, shall exercise complete authority over its personnel and agents, and shall be fully responsible for their actions.

**Contractor acknowledges that it is not entitled to unemployment insurance benefits or workers' compensation benefits from Boulder County, its elected officials, agents, or any program administered or funded by Boulder County. Contractor shall be entitled to unemployment insurance or workers' compensation insurance only if unemployment compensation coverage or workers' compensation coverage is provided by Contractor, or some other entity that is not a party to this Contract. Contractor is obligated to pay federal and state income tax on any monies earned pursuant to this Contract.**

14. Termination and Related Remedies:

- a. The other provisions of this Contract notwithstanding, financial obligations of Boulder County payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. **Boulder County is prohibited by law from making financial commitments beyond the term of its current fiscal year.** The County has contracted for goods and/or services under this Contract and has reason to believe that sufficient funds will be available for the full term of the Contract. Where, however, for reasons beyond the control of the Board of County Commissioners as the funding entity, funds are not allocated for any fiscal period beyond the one in which this Contract is entered into, the County shall have the right to terminate this Contract by providing seven (7) days written notice to the Contractor pursuant to paragraph 15, and will be released from any and all obligations hereunder. If the County terminates the Contract for this reason, the County and the Contractor shall be released from all obligations to perform Work and make payments hereunder, except that the County shall be required to make payment for Work which has been performed by the Contractor prior to the effective date of termination under this provision; and, conversely, the Contractor shall be required to complete any Work for which the County has made payment prior to providing written notice to the Contractor of the termination.
- b. The preceding provisions notwithstanding, the County may terminate this Contract, either in whole or in part, for any reason, whenever the County determines that such termination is in the County's best interests. Such termination shall be effective after the County provides seven (7) days written notice to the Contractor pursuant to paragraph 15.
- c. In the event the County exercises either of the termination rights specified in paragraphs 14(a) or 14(b), this Contract shall cease to be of any further force and effect, with the exception of all Contract remedies which are specified herein and

may otherwise be available to the parties under the law, and with the exception of any rights or liabilities of the parties which may survive by virtue of this Contract.

15. Notices: For purposes of the notices required to be provided under paragraphs 5, 9, and 14, all such notices shall be in writing, and shall be either sent by Certified U.S. Mail - Return Receipt Requested, Electronic Mail, or hand-delivered to the following representatives of the parties at the following addresses:

For the County: (enter DH/EO's name, Department, Mailing and Email Address)

For the Contractor: (enter Contractor's name, Mailing and Email Address)

In the event a notice is mailed pursuant to the provisions of this paragraph, the time periods specified in paragraph 14 shall commence to run on the day after the postmarked date of mailing.

16. Statutory Requirements: This Contract is subject to all statutory requirements that are or may become applicable to counties or political subdivisions of the State of Colorado generally. Without limiting the scope of this provision, the Contract is specifically subject to the following statutory requirement:

Contract payments may be withheld pursuant to C.R.S. § 38-26-107 if the County receives a verified statement that the Contractor has not paid amounts due to any person who has supplied labor or materials for the project.

17. Prohibitions on Public Contract for Services:

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

A. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

B. 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.

C. 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.

D. 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.

E. 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 sentence, 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.

F. 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).

G. If Contractor violates any provisions of this Section of this Contract the County may terminate this Contract for breach of contract. If the Contract is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

18. Amendments: This Contract may be altered, amended or repealed only on the mutual agreement of the County and the Contractor by a duly executed written instrument.

19. Assignment: This Contract shall not be assigned or subcontracted by the Contractor without the prior written consent of the County.

20. Complete Agreement/Binding Effect: This agreement represents the complete agreement between the Parties hereto and shall be fully binding upon the successors, heirs, and assigns of the Parties, if any, during the term hereof.

21. Governing Law: The laws of the State of Colorado shall govern the interpretation and enforcement of this Contract. Any litigation that may arise between the parties involving the interpretation or enforcement of the terms of this Contract shall be initiated and pursued by the parties in the Courts of the 20<sup>th</sup> Judicial District of the State of Colorado and the applicable Colorado Appellate Courts.

22. Breach: Any waiver of a breach of this Contract shall not be held to be a waiver of any other or subsequent breach of this Contract. All remedies afforded in this Contract shall be taken and construed as cumulative, that is, in addition to every other remedy provided herein or by law.

23. Termination of Prior Agreements: This Contract cancels and terminates, as of its

effective date, all prior agreements between the parties relating to the services covered by this Contract, whether written or oral or partly written and partly oral.

24. Invalidity Provision: Should any of the provisions of this Contract be held to be invalid or unenforceable, then the balance of the agreement shall be held to be in full force and effect as though the invalid portion was not included; provided, however, that should the invalidity or unenforceability go to the essence of the agreement or be of substantial nature, then the Party or Parties who would receive the benefit of the provision, were it not invalid or unenforceable, shall have the option to terminate this Contract, forthwith .

25. Third Party Beneficiary: The enforcement of the terms and conditions of this Contract and all rights of action relating to such enforcement shall be strictly reserved to the County and the Contractor, and nothing contained in this Contract shall give or allow any claim or right of action whatsoever by any other or third person. It is the express intent of the parties to this Contract that any person receiving services or benefits under this Contract shall be deemed an incidental beneficiary only.

26. Conflict of Provisions: In the event of any conflict between the terms of this Contract and the terms of any attachments or addenda, the terms of this Contract shall control.

27. Governmental Immunity: Nothing in this Contract shall be construed in any way to be a waiver of the County's immunity protection under the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et seq., as amended.

28. Execution by Counterparts; Electronic Signatures: This Contract may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. The Parties approve the use of electronic signatures for execution of this Contract Only the following two forms of electronic signatures shall be permitted to bind the Parties to this Contract: (1) Electronic or facsimile delivery of a fully executed copy of a signature page; (2) The image of the signature of an authorized signer inserted onto PDF format documents. All use of electronic signatures shall be governed by the Uniform Electronic Transactions Act, C.R.S. §§ 24-71.3-101 to 121.

**[Signature Page to Follow]**

IN WITNESS WHEREOF, the Parties have executed and entered into this Contract as of the latter day and year indicated below.

Executed by Boulder County on \_\_\_\_\_.  
(date)

**COUNTY OF BOULDER  
STATE OF COLORADO**

**ATTEST:** \_\_\_\_\_

By: \_\_\_\_\_  
Administrative Assistant  
Clerk to the Board of Commissioners  
(seal)

By: \_\_\_\_\_  
Elise Jones, Chair,  
Board of County Commissioners

Executed by Contractor on \_\_\_\_\_.  
(date)

**CONTRACTOR:**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

**CONTRACTOR’S CERTIFICATION OF COMPLIANCE**

Pursuant to Colorado Revised Statutes, § 8-17.5-101, et seq., as amended, as a prerequisite to entering into a contract for services with Boulder 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://e-verify.uscis.gov/enroll/>.