GILA COUNTY

INVITATION FOR BIDS NO. 09042025

JANITORIAL SERVICES

BIDDER'S INFORMATION
CONTRACT DOCUMENTS AND SPECIFICATIONS



BOARD OF SUPERVISORS
Stephen Christensen, Chairman
Woody Cline, Vice Chairman
Tim R. Humphrey, Member

COUNTY MANAGER
James Menlove

GILA COUNTY
NOTICE OF INVITATION FOR BIDS NO. 09042025
JANITORIAL SERVICES

Notice is hereby given that Gila County is requesting bids from qualified contractors to perform routine cleaning, deep floor and carpet care, and specialized cleaning for Gila County facilities in compliance with applicable safety, health, and environmental standards.

Competitive sealed bids for the specified material or service shall be received by the Gila County Procurement Group, 1400 East Ash Street, Globe, Arizona 85501, until the time and date shown below. Bids received by the correct time and date shall be publicly recorded. Gila County takes no responsibility for informing recipients of changes to the original solicitation document. Failure to submit amendments with the solicitation response may be grounds for deeming submittal non-responsive.

Bids must be in the actual possession of the Gila County Procurement Group on or prior to the exact time and date indicated below. **Late bids shall not be considered.** The prevailing clock shall be the clock on the Gila County Procurement Officer's cellular phone.

Bid packets may be obtained by contacting the Gila County procurement officer below or may be downloaded from the County's website at: https://www.gilacountyaz.gov/government/finance/procurement/current_bids.php

Bids must be submitted in a sealed envelope. The **IFB number** and the **bidder's name and address** should be clearly indicated **on the outside** of the envelope. Failure to clearly indicate IFB number, name and address on the outside of the bid package or envelope may be cause for the bid to be deemed invalid. All bids must be completed in ink or typewritten. Faxed or emailed bids will not be accepted. Questions must be addressed to the procurement officer listed below.

IFB NUMBER:	**09042025**
IFB DUE DATE:	**January 22, 2026, at 3:00 PM Arizona Time**
BID OPENING DATE:	**January 22, 2026, at 3:15 PM Arizona Time**
SUBMITTAL LOCATION:	**Gila County Finance Department** **Mail to:** **Hand-Deliver to:** **1400 East Ash Street** **1350 East Monroe Street** **Globe, Arizona 85501** **Globe, Arizona 85501**
DIRECT WRITTEN QUESTIONS TO:	**Olivia M. Todd** **otodd@gilacountyaz.gov** **(928) 402-8746**

The Board of Supervisors reserves the right to reject any or all bids, to accept any bid, or to waive any informality in any bid, or to withhold the award if deemed in the best interest of Gila County. All procurement activities conducted by Gila County are in conformance with the rules and regulations in the Gila County Procurement Code. A copy of the code is available for review in the Clerk of the Board's office, Globe, Arizona.

Dates advertised in the Payson Roundup: December 26, 2025, and January 2, 2026.

Signed: _____ Date: _____
Stephen Christensen, Chairman, Board of Supervisors

Signed: _____ Date: _____
Gila County Attorney's Office

TABLE OF CONTENTS

CONTENT **PAGE**

Notice of Invitation for Bids **1**

Table of Contents **2-3**

Intent, Scope of Service/Work/Specifications, Critical Dates **4-11**

- Intent 4
- Scope of Service/Work/Specifications 4-
  - Service Hours 4
  - Day Porter 4-5
  - Contractor Supervision 5
  - Facility Changes, Temporary Work Adjustments, and Pricing 5-6
  - Supplies and Equipment 6
  - Health, Safety, and Security Requirements 6-8
  - Service Quality and Performance Expectations 8
  - Reporting and Documentation 8
  - Event Support 8-9
  - Service Area/List of Facilities 9-10
  - Cleaning Standards 10-11
- Critical Dates 11

Exhibit "A" : Instructions to Bidders **12-14**

- Preparation of Sealed Bid 12
- Addenda 12-13
- Inquiries 13
- Late Bids 13
- Submittal Bid Format 13-14

General Terms and Conditions **14-16**

- Pre-Bid Award Review 14
- Evaluation of Bid and Negotiations 14
- Negotiations with Individual Contractors 14-15
- Award of Contract 15
- Protests 15
- Laws and Ordinances 16

Exhibit "B" : Contract Award Agreement **17-30**

- Article 1 – Definitions 17-18
- Article 2 – Scope of Work 18
- Article 3 – Contract Interpretation 18-19
- Article 4 – Contract Administration and Operation 19-21
- Article 5 – Cost 21-22
- Article 6 – Contract Changes 22
- Article 7 – Risk and Liability 22-24
- Article 8 – Warranties 24-25
- Article 9 – County's Contractual Remedies 25
- Article 10 – Contract Termination 25-27
- Article 11 – Contract Claims 27
- Article 12 – Arbitration 27
- Article 13 – Insurance Requirements 27-29
- Article 14 – Payment/Billing 29-30
- Article 15 – Term 30

Exhibit "C" : Minimum Specifications – Product Specifications **31**
Purpose 31
Section 1 – General Purpose 31
Section 2 – Bid Pricing & Term 31
Qualification and Certification Form **32-33**
Reference List **34**
Price Sheet **35-38**
Certification That There Was No Collusion in Bidding for Contract **39**
Certification Regarding Debarment, Suspension, and Other Responsibility Matters **40**
Certification of Intentions Concerning Subcontracting **41**
Legal Arizona Workers Act Compliance **42**
Israel Boycott Certification **43**
Certification of No Forced Labor **44**
Bidder's Checklist & Addenda Acknowledgment **45**
Offer Page **46**
Gila County Acceptance of Offer **47**

INTENT

It is the intent of this solicitation to seek bids from qualified contractors to perform routine cleaning, deep floor and carpet care, and specialized cleaning at Gila County facilities in compliance with applicable safety, health, and environmental standards.

The County may choose to award this contract, or make multiple awards, depending on what is deemed to be in the County's best interest considering price, specifications, and delivery date.

SCOPE OF SERVICE/WORK/SPECIFICATIONS

This Scope of Services outlines the janitorial needs across all Gila County government facilities. The goal is to maintain clean, sanitary, and professional environments for employees and the public. The Contractor will perform routine cleaning, deep floor and carpet care, and specialized cleaning in compliance with applicable safety, health, and environmental standards.

1. Service Hours.

Standard janitorial services shall be performed outside of normal Gila County business hours to avoid disruption to operations. Services are to be completed **after 5:00 p.m.** and/or **before 6:00 a.m.**, Monday through Friday, unless otherwise authorized by Gila County.

The Contractor is responsible for ensuring adequate staffing to complete all assigned tasks within these timeframes. Access to secured areas and alarm procedures shall be coordinated through Facilities & Land Management's designated point of contact.

2. Day Porter (Contractor Team Lead/Supervisor).

A. Schedule. Contractor shall provide one full-time Day Porter. The Day Porter will provide custodial support during our regular business hours **Monday through Friday, 8:00 a.m. to 5:00 p.m.**, and will be responsible for maintaining high-traffic areas, supporting special cleaning needs, and responding promptly to cleanliness or supply-related requests across assigned Gila County facilities.

Daily Responsibilities may include, but not be limited to, the following:

- *Team Leader/Supervisor.* Shall serve as liaison between Contractor's night crew and Facilities Manager or designee.
- *Public Areas.* Monitor lobbies, corridors, entryways; spot-clean high-touch surfaces.
- *Restrooms.* Check and restock supplies; clean as needed between scheduled cleanings.
- *Breakrooms.* Wipe surfaces, remove trash, and maintain floor cleanliness.
- *Trash & Spill Response.* Respond promptly to urgent cleanups or overflowing bins.
- *Daily Event Support.* Assist with meeting room setups, resets, and post-event cleaning.

- *Additional Duties.*
    - Review daily task sheets from night crew; manually enter time allocations per work order; and complete assigned work orders in the County's work order system.
    - Complete assigned work orders using the County's work order system; report maintenance concerns; and participate in monthly safety training, staff meetings, etc.

B. Required Skills.
- Ability to supervise contracted team members in support of County operations.
- Strong communication, customer service, and computer skills.
- Ability to work independently with minimal supervision.
- Must follow safety, security, and key access procedures.
- While onsite, Contractor must wear County-provided identification badge and Contractor-provided uniform (if applicable).

C. Cleaning Service Schedule. Reference Gila County Facilities & Land Management Janitorial Scope of Services (2025) – Cleaning Service Schedule (attached separately).

3. Contractor Supervision.

All janitorial staff must be supervised by the contracting company, not by County staff.
- The Contractor is responsible for scheduling, coverage, quality control, and staff management.
- Supervisors must ensure that all staff are trained in proper cleaning procedures, safety practices, and correct use and care of County-provided equipment (e.g., vacuums, floor machines, extractors, ladders).
- The Contractor is accountable for ensuring that County-owned equipment is handled appropriately. Any damage resulting from misuse, negligence, or failure to follow training and procedures may result in reimbursement to the County for repair or replacement costs.
- The County will set expectations, review compliance, and monitor overall performance, but day-to-day personnel management, training, and supervision remain the sole responsibility of the Contractor.

4. Facility Changes, Temporary Work Adjustments, and Pricing.

Gila County may add, remove, or adjust janitorial service locations during the contract term based on operational needs. These changes may include the addition of new facilities, removal of facilities, or temporary adjustments to the scope of work at existing sites.

A. Per-Square-Foot Pricing. Contractor shall provide per-square-foot pricing for each region in addition to per-site annual pricing. This rate will be used to calculate adjustments for added or removed facilities.

B. Pricing Adjustments. Costs for added or removed facilities will be calculated using the agreed-upon per-square-foot rate for that region, multiplied by the facility's square footage and applicable service frequency. Adjustments will be reflected in the next monthly invoice following the effective date of the change.

C. Temporary Work Changes. The County may require Contractor personnel to perform other cleaning duties on the premises as deemed necessary. Only Contractor staff assigned to routine cleaning may be utilized, and such temporary work shall not impact the completion of scheduled services. No change in payment rate for routine work will be made due to temporary work changes.

D. Staffing Levels. Contractor must maintain staffing levels appropriate to the adjusted workload to ensure uninterrupted services at all facilities. All janitorial staff must be directly supervised by the Contractor. Contractor is responsible for call-outs, coverage, quality control, and ensuring compliance with contract standards. If assigned staff will be absent due to vacation, illness, or other leave, the Contractor must notify

the Facilities Manager or designee in advance (or as soon as practicable for unplanned absences) and provide qualified replacement personnel to maintain service continuity.

E. Documentation. The County reserves the right to request supporting documentation for any pricing calculations or workload adjustments.

5. Supplies and Equipment.

To support daily cleaning services, the County will provide general cleaning supplies such as brooms, mops, dust mops, vacuums, rags, and other basic cleaning tools. These items are County property and must be used, maintained, and stored in accordance with County procedures.

A. County will provide:

- *Consumable Products.* All consumable products (soap, toilet paper, paper towels, deodorizers, trash liners, etc.).
- *Cleaning/Sanitizing Products.* Cleaning/disinfecting solutions, sanitizers, color-coded rags to minimize cross-contamination.
- *Janitorial Equipment Required for Daily Cleaning.* Vacuums, ladders, carts, buckets, mops, brooms, etc. *Note: In the event equipment is damaged due to Contractor misuse, negligence, or failure to follow operating procedures, the County reserves the right to request reimbursement from the Contractor for replacement costs.*
- *Storage.* Storage areas and waste disposal containers (dumpsters).
- *Shared Resources.* Utilities such as water, electricity, and meeting/breakroom.

B. Contractor must:

- Provide staffing to support the County's janitorial service needs.
- Directly supervise their staff, manage staff scheduling, etc.
- Provide Personal Protective Equipment (PPE) for all staff (e.g., gloves, safety glasses or goggles, face mask or shield, steel-toed shoes) if required within Contractor procedures.
- Provide training for staff in safe work practices, chemical handling, and site-specific procedures in alignment with Gila County policies, procedures, and processes.
- Chemicals and equipment that are necessary for annual floor care and carpet cleaning services.

C. Equipment Damage and Loss Control.

In some cases, the County may approve Contractor use of County-owned tools or equipment for specific cleaning tasks. When this occurs, Contractors are expected to follow the guidelines outlined in Section 5.A. above, which include:

- Advance approval by Facilities & Land Management.
- Check-In/Check-Out logs with user, equipment, and condition details.
- Pre- and post-use inspection and prompt reporting of any issues.
- Responsibility for damages, misuse, or loss due to negligence.

Following these steps helps ensure proper use and care of County resources.

6. Health, Safety, and Security Requirements.

The Contractor is responsible for performing all janitorial work in a safe, secure, and compliant manner to protect the public and County employees and property. The following requirements apply:

A. General Workplace Safety.

- For all operations involving Contractor equipment, the Contractor shall observe and enforce all necessary safety measures to avoid injury, damage to property, or disruption to County operations.
- All ladders, scaffolding, or other devices used to access elevated areas must be of sound construction, firm, stable, and maintained in good condition.
- Equipment must be moved, placed, and removed in a manner that maximizes safety and minimizes interference with building occupants and the public.

B. Health, Safety, and Sanitation Compliance.

The Contractor must comply with all applicable federal, state, and local health, safety, and sanitation regulations including, but not limited to:

- *Occupational Safety and Health Administration (OSHA).* 29 CFR 1910 General Industry Standards, including:
  - 1910.132-138: Personal Protective Equipment (PPE).
  - 1910.141: Sanitation.
  - 1910.1200: Hazard Communication (labels, Safety Data Sheets, employee training).
  - 1910.1030: Bloodborne Pathogens (where applicable).
- *Arizona Division of Occupational Safety and Health (ADOSH).* Enforcement of OSHA standards and requirements under the Arizona Administrative Code, Title 23, Chapter 2.
- *Environmental Protection Agency (EPA).*
  - Use of EPA-registered disinfectants.
  - Compliance with safe storage, handling, and disposal of cleaning chemicals under RCRA hazardous waste management.
- *Americans with Disabilities Act (ADA) Standards for Accessible Design.* Ensuring restrooms, hallways, entrances, and exits remain unobstructed and safe for persons with disabilities.
- *Arizona Revised Statutes § 36-601.* Sanitation of public buildings ensuring facilities remain clean, healthful, and safe for public use.
- *National Fire Protection Association (NFPA) and Arizona State Fire Code.* Cleaning activities must not obstruct access to fire extinguishers, riser closets, alarm panels, or emergency exits.
- *County Policies.* Compliance with all Gila County safety and emergency policies including incident reporting and emergency response.

C. Security Requirements.

- Contractor staff must wear visible County-issued identification badges and Contractor-issued uniforms (if applicable) while on duty.
- Keys and access cards must be safeguarded at all times. The Contractor will:
  - Immediately report lost or stolen keys/access devices to Facilities Manager or authorized Facilities personnel.
  - Bear the cost of rekeying or replacement if loss is due to negligence.
- Contractor personnel may not allow unauthorized individuals into secured County areas.
- Ensure that any contracted staff who are terminated or resign return all County-issued keys, access cards, or devices to the Facilities Manager or designee before their final departure from the site and/or within 24 hours of separation.
- The Contractor is responsible for retrieving these items and confirming return in writing.

D. Incident Reporting.

- Any accident, injury, damage, safety hazard, or security concern must be reported to Facilities Manager or authorized Facilities personnel immediately.
- Contractor must submit a written incident report within 24 hours of the occurrence.

E. Training Requirements.

- Contractor should provide documented training for all staff on:
  - Safe equipment operation.
  - Chemical handling and storage.
  - Emergency evacuation routes and County safety protocols.
  - Security and access control procedures.
- Training records must be made available to the County upon request.

7. Service Quality and Performance Expectations.

A. All cleaning services must meet the following minimum standards:

- *Frequency.* As specified in daily, quarterly, and annual schedules per facility (reference Facilities Contractor Cleaning Schedule).
- *Timeliness.* Tasks completed before facility opening or as directed.
- *Quality Thresholds.* Surfaces free of visible dirt, streaks, and smudges; floors properly cleaned; restrooms stocked and sanitized.

B. Gila County Facilities & Land Management will regularly inspect facilities and may request monthly or quarterly contractor check-ins. The Contractor's performance will be measured using the following indicators:

- Staff attendance/punctuality.
- Inspection compliance rate.
- Timeliness of corrective actions.
- Cleanliness scores.
- Compliance with access and security protocols.

8. Reporting and Documentation.

- Maintain service checklist or log (digital or physical).
- Log should track completed tasks including monthly deep cleans and annual services.
- Designate a single point of contact for coordination of urgent issues.
- Create and maintain Standard Operating Procedures and site-specific checklists that meet the County's scope of work.
- Provide completed logs to the County on a regular basis (e.g., monthly or upon request).
- Ensure checklists are completed and logged each day or shift.

9. Event Support.

Event-driven cleaning for Gila County facilities will be provided on an as-needed basis in support of fairs, rodeos, training sessions, and other special events. Cleaning service rates are based on the square footage and usage intensity of each location, with time allocations established per event cycle (pre-event preparation, resets during multi-day use, and post-event cleaning).

- *Exhibit Hall including kitchen, office spaces, and restrooms (15,000 sq ft).* 150 minutes (2.5 hours) per full event cycle.
- *Training Center (800 sq ft).* 10 minutes per event cycle, with additional time allocated if food service or catering is included.
- *Jockey Restrooms (825 sq ft).* 15 minutes per full event cycle, with 5-to-7-minute touch-ups required every 2-3 hours during high-traffic events.
- *Rodeo Arena Restrooms (485 sq ft).* 10 minutes per full event cycle, with 3-to-4-minute touch-ups recommended hourly during active events.

These allocations serve as baseline estimates and may be adjusted according to the size, frequency, and intensity of scheduled events. All event support services must be scheduled in advance through Gila County Facilities & Land Management to ensure adequate staffing, supply management, and coordination with other facility operations.

10. Service Area/List of Facilities.

A. Janitorial services will be provided at multiple Gila County facilities located in various regions including, but not limited to, Globe and Payson. A comprehensive list of facility addresses, square footage, and service requirements are provided in the Facilities Contractor Cleaning Schedule.

B. The County reserves the right to add or remove facilities during the contract term based on operational needs. Contractor should be prepared to adjust services accordingly with reasonable notice.

C. Contractor shall provide itemized pricing by region to support transparency and future adjustments (reference table contained in Price Sheet and the supplemental Facilities Contractor Cleaning Schedule).

D. Below is a list of facilities where janitorial services are required. Contractor shall provide the annual rate for each facility and the total weekly, monthly, and annual amounts per region in the fields provided on the Price Sheet.

REGION 1: GLOBE, ARIZONA		
Site Name	**Sq Ft**	**Address**
Central Heights Complex	18,850	5515 S Apache Ave Globe AZ 85501
WIC Building	1,720	5515 S Apache Ave Globe AZ 85501
Copper Building	15,694	1350 E Monroe St Globe AZ 85501
Globe Courthouse	49,815	1400 E Ash St Globe AZ 85501
Guerrero Building	4,935	1400 E Ash St Globe AZ 85501
Public Works Administration/IT Complex	9,695	745 N Rose Mofford Way Globe AZ 85501

REGION 1 EVENT-DRIVEN (AS NEEDED) CLEANING SERVICES		
Site Name	**Sq Ft**	**Address**
Gila County Fairgrounds Exhibit Hall	15,000	900 E Fairgrounds Rd Globe AZ 85501
Jockey Restrooms	825	900 E Fairgrounds Rd Globe AZ 85501
Rodeo Arena Restrooms	485	900 E Fairgrounds Rd Globe AZ 85501
Training Center (Task Force Building)	1,300	888 E Fairgrounds Rd Globe AZ 85501

REGION 2: PAYSON, ARIZONA		
Site Name	**Sq Ft**	**Address**
Payson Administration Building	5,434	608 & 610 E Hwy 260 Payson AZ 85541
Payson Courthouse	9,286	714 S Beeline Hwy Payson AZ 85541
Payson Health Department	2,840	110 W Main St Payson AZ 85541
Payson Probation/Teen Center	5,202	112 W Cedar Ln Payson AZ 85541
Tommie Cline Martin Complex	8,869	707 S Colcord Rd Payson AZ 85541

REGION 3: YOUNG, ARIZONA		
Site Name	**Sq Ft**	**Address**
Pleasant Valley Veterans Retreat, Administrative Office	5,322	154 Ranger Station Rd Young AZ 85554
Roads/SO Substation	1,800	46777 N Hwy 288 Young AZ 85554

REGION 3 TURNDOWN SERVICE (AS NEEDED)		
Site Name	**Sq Ft**	**Address**
Pleasant Valley Veterans Retreat – Ranger's House	1,260	154 Ranger Station Rd Young AZ 85554
Pleasant Valley Veterans Retreat – Sapper House	1,620	154 Ranger Station Rd Young AZ 85554
Pleasant Valley Veterans Retreat – Redhorse Barracks	2,218	154 Ranger Station Rd Young AZ 85554
Pleasant Valley Veterans Retreat – Seabee's Barracks	2,218	154 Ranger Station Rd Young AZ 85554

11. Cleaning Standards.

A. Carpeting. Must be maintained per manufacturer's recommendations. Rugs and carpets shall remain clean, odor-free, and free of visible dirt, stains, or signs of wear from improper cleaning. Spot-cleaned areas must blend with adjacent surfaces. Contractor shall notify the County after each carpet cleaning or spot treatment.

B. Hard Floors (Including Resilient Tile and Concrete). Floors shall be clean and free of debris. Edges, corners, and thresholds must not show accumulation of dust or dirt. Concrete shall be maintained per approved manufacturer procedures. Sealed surfaces must show consistent luster with no wax buildup and be slip-resistant.

C. Ceramic and Limestone Surfaces. Must be cleaned using non-damaging procedures. Limestone shall be cleaned with damp cloths only—no chemicals permitted.

D. Metal, Glass, and Mirrors. All surfaces must be free of smears, stains, and fingerprints, and present a polished, uniform appearance.

E. Exterior Entrances (Within 15 Feet). Policed daily for litter and debris. Includes common-use areas and exterior receptacles.

F. Restrooms, Locker Rooms, Showers, Utility Sinks, and Water Fountains. Fixtures must be clean, disinfected, and odor-free. Dispensers (toilet paper, soap, seat covers) must be restocked as needed. Trash and sanitary

containers must be emptied and sanitized daily. Floors, walls, stalls, and surfaces shall reflect a clean and sanitized appearance.

G. Window Treatments, Walls, and Wood/Laminate Surfaces. Shall remain free of dust, smudges, and cobwebs. Walls must be spot cleaned without damage.

H. Breakrooms and Conference Areas. These high-traffic areas require enhanced cleaning. Surfaces and floors shall remain clean, odor-free, and presentable. Appliance exteriors must be wiped clean. Services must align with public heath standards.

CRITICAL DATES

Solicitation Publication Date	December 26, 2025
Inquiries Due	January 15, 2026, at 3:00 PM Arizona Time
Responses Due	**January 22, 2026, at 3:00 PM Arizona Time**
Solicitation Opening	January 22, 2026, at 3:15 PM Arizona Time
Anticipated Contract Award	February 2026

INSTRUCTIONS TO BIDDERS

IMPORTANT: EXHIBIT "A" : INSTRUCTIONS TO BIDDERS AND EXHIBIT "B" : BIDDERS AWARD AGREEMENT ARE BASIC CONTENT TO GILA COUNTY BID PACKAGES. INDIVIDUAL BIDS MAY REQUIRE DIFFERENT LANGUAGE FOR INSTRUCTIONS AND AWARD AGREEMENTS. WHERE APPLICABLE, SUCH CHANGES WILL APPEAR IN EXHIBIT "C" : MINIMUM PRODUCT SPECIFICATIONS AND INFORMATION AND TAKE PRECEDENCE OVER THE LANGUAGE APPEARING IN EXHIBITS "A" AND "B."

EXHIBIT "A" : INSTRUCTIONS TO BIDDERS

Preparation of Sealed Bid

1. Sealed bids will be received by the Gila County Procurement Group from bidders to deliver the product(s), goods, and services named herein, to establish a contract for specified locations within Gila County. The County seeks sealed bids only from qualified, experienced bidders able to provide services which are, in all respects, responsive to the specifications. All bids shall be on the forms provided in this Invitation for Bids package. It is permissible to copy these forms if required, but copies must be single sided and have original signatures.

2. Before submitting its bid and qualification form, each Bidder shall familiarize itself with the Scope of Work, laws, regulations, and other factors affecting performance of work. Bidder shall carefully correlate its observations with requirement of the Contract and otherwise satisfy itself of the expense and difficulties attending the performance of the work.

   The submission of a bid will constitute a representation of compliance by the Bidder. There will be no subsequent financial adjustment other than that provided for by the Contract for lack of such familiarization.

3. Bidders must complete all forms provided in this Invitation for Bids package in full, original signature in ink, by the person(s) authorized to sign the bid and to be submitted at the time of bid and made a part of this Contract.

   The County will use the bid and Qualification and Certification Form in evaluating the capacity of Bidder(s) to perform the scope of services as set forth in the Contract. Failure of any Bidder to complete and submit the price sheet and signature and offer page at time and place of opening bids may be grounds for automatic disqualification of the Bidder from further consideration.

4. The names of all persons authorized to sign the bid must also be legibly printed below the signature. Evidence of authority of the person signing shall be furnished.

5. The full name of each person or company interested in the Invitation for Bids shall be listed on the bid.

6. No alterations in bids, or in the printed forms therefore, by erasures, interpolations, or otherwise, will be acceptable unless each such alteration is signed or initialed by the Bidder; if initialed, the County may require the Bidder to identify any alteration so initialed.

Addenda

Any addendum issued as a result of any change in this Invitation for Bids must be acknowledged by all Bidders in the following manner:

1. Completion of the Bidder Checklist & Addenda Acknowledgment form.
2. Copies of all addenda must be attached to the submittal.

Failure to indicate receipt of addenda in the above manner may result in a bid being rejected as non-responsive. If no addenda have been issued, please indicate so by writing "Not Applicable" in the space provided under #1. The Bidder Checklist & Addenda Acknowledgment Form must be signed and dated.

Inquiries

Any questions related to this Invitation for Bids must be directed to those whose names appear on the Notice only. Bidders shall not contact or ask questions of the department for whom the requirement is being procured. Procurement requires all questions be submitted in writing. Any correspondence related to an Invitation for Bids should refer to the appropriate Invitation for Bids number, page, and paragraph number. Bidder must not place the Invitation for Bids number on the outside of an envelope containing questions since such an envelope may be identified as a sealed bid and may not be opened until after the official Invitation for Bids due date and time. **Questions received after 3:00 p.m. Thursday, January 15, 2026, will not be answered** to allow a reply to reach all potential Bidders before submissions of their bid. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

Late Bids

Any bid received later than the date and time specified on the notice for bid will be returned unopened. Late bids shall not be considered. Any Bidder submitting a late bid shall be so notified.

Submittal Bid Format

It is required that one (1) original and two (2) copies with original signatures (3 TOTAL) of the required forms and Offer Page shall be submitted in the format specified in the Invitation for Bids. The original bid submission should be clearly labeled "Original" and shall be unbound and single-sided. The material should be in sequence and related to the IFB. The County will not be liable for any cost incident to the preparation of bid, materials, reproductions, presentations, copyright infringements, etc. Facsimiles, mailgrams, or emails shall not be considered. **Spiral bound bids are not permitted.** Failure to include all required documents, **all with original signatures**, may invalidate the bid.

1. By signature in the offer section of the offer and acceptance page, Bidder certifies:
    A. The submission of the offer did not involve collusion or other anti-competitive practices.
    B. The Bidder has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.
    C. In order to conserve resources, reduce procurement costs, improve timely acquisition and cost of supplies and to improve efficiency and economy of procurement, any political subdivision, State, County, City, Town, etc., of the State of Arizona will be allowed by the Bidder(s) awarded the contract to provide the same services, at the same prices stated in the bid. Delivery charges may differentiate depending on geographic location.

2. Bids submitted early may be modified or withdrawn by notice to the party receiving bids at the place and prior to the time designated for receipts of bids.

3. The County is not responsible for any Bidder's errors or omissions. Negligence in preparing an offer confers no right to the Bidder unless the Bidder discovers and corrects such errors prior to the bid deadline.

All bids shall be submitted in a sealed envelope, one (1) original and two (2) copies with original signatures shall be provided by the Bidder. The following should be written on the envelope:

IFB NO. 09042025
JANITORIAL SERVICES
JANUARY 22, 2026 3:00 PM
BIDDER'S NAME
BIDDER'S ADDRESS

The Bidder(s) shall assume full responsibility for timely delivery at the location designated in the notice. No bids will be accepted after 3:00 p.m. Arizona Time, Thursday, January 22, 2026. Bids will be opened at 3:15 p.m. Arizona Time, Thursday, January 22, 2026. Spiral bound bids are not permitted.

GENERAL TERMS AND CONDITIONS

Pre-Bid Award Review
After receipt of all bids, each submittal shall be screened to determine if any shall be deemed non-responsive. Unsigned bids, unacknowledged addenda, incomplete bids, nonconformance with mandatory requirements, etc., may result in the determination of non-responsive.

Subsequent to initial review, all remaining bids shall be reviewed by the County department overseeing the project to evaluate the information submitted, perform tests when necessary, and make comparisons in order to approve or reject the bid. If rejected, the Gila County Procurement Group shall give written notice to the Bidder.

Evaluation of Bid and Negotiations
The Finance Director may appoint a selection committee to evaluate the bids and make a recommendation based on the criteria set forth in the Invitation for Bids. The Board of Supervisors shall not act in the capacity of the selection committee. Bids shall be evaluated on the factors set forth in the Invitation for Bids.

For the purpose of conducting negotiations, the County shall determine what bids are susceptible for being selected for award. A determination that a bid is unacceptable shall be in writing, state the basis of the determination, and be retained in the County files. If it is determined a bid is not reasonably susceptible of being selected for award, the Bidder shall be notified and shall not be afforded an opportunity to modify its bid.

Negotiations with Individual Contractors
Gila County may establish procedures and schedules for conducting negotiations. Disclosure of a Bidder's price or any information derived from competing bid prices, or any information derived from competing bids, is prohibited.

1. Any response to a request for clarification of a bid shall be in writing.
2. Gila County shall keep a record of all negotiations.

For the purposes of conducting negotiations with Bidders, Gila County may use any of the following methods that, in their judgment, best meets the unique requirements.

1. *Concurrent Negotiations*. Negotiations may be conducted concurrently with responsible Bidders for the purpose of determining source selection and/or contract award.
2. *Exclusive Negotiations*. A determination may be made by the Finance Director to enter into exclusive negotiations with the responsible Bidder whose bid is determined in the selection process to be most advantageous to the County.

Exclusive negotiations may be conducted subsequent to concurrent negotiations or may be conducted without requiring previous concurrent negotiations.

1. A determination to conduct exclusive negotiations shall not constitute a contract award nor shall it confer any property rights to the successful Bidder.
2. If exclusive negotiations are conducted and an agreement is not reached, the County may enter into exclusive negotiations with the next highest rank Bidder without the need to repeat the formal solicitation process.

Award of Contract

1. The Gila County Board of Supervisors reserves the right to award any, all or some bids, by individual line item, by group of line items, or as total, or any part thereof, whichever is deemed to be in the best interest of and most advantageous to the County of Gila.

   Notwithstanding any other provisions of the Invitation for Bids, the County reserves the right to:
   A. Waive any immaterial defects or informalities; or
   B. Reject any or all bids or portions thereof; or
   C. Reissue an Invitation for Bids.

2. It is the responsibility of the Gila County Board of Supervisors to let the County contracts to the lowest responsive and responsible Bidder(s). To ensure that all Bidders are experienced, reasonably equipped, and adequately financed to meet their contractual obligations, a determination of responsibility shall be made by the Gila County Board of Supervisors prior to contract award.

3. Further, the County reserves the right to reject the bid of any Bidder(s) who has previously failed to perform adequately after having once been awarded a prior bid for furnishing and installing materials similar in nature or providing similar services.

4. All submitted forms provided in this Invitation for Bids will be reviewed by the Gila County Board of Supervisors.

5. Those Bidder(s) who, in the opinion of the Gila County Board of Supervisors, are best qualified and whose bids are most advantageous to the County, may be invited to appear before the Board for an oral review.

6. The apparent successful Bidder(s) shall sign and file with the County, within ten (10) days after the date of the Notice of Intent to Award, all documents necessary to successfully execute the Contract.

Protests

Only other Bidders who have submitted a timely bid under this Invitation for Bids have the right to protest. A protest of an award must be filed within ten (10) days after the award by the Board of Supervisors. A protest must be in writing and must include:

1. Name, address, and telephone number of the protester.
2. Signature of the protester or its representative and evidence of authority to sign.
3. Identification of the contract and the solicitation or contract number.
4. Detailed statement of the legal and factual grounds of protest including copies of relevant documents.
5. The form of relief requested.

All protests shall be sent to the attention of the Gila County Board of Supervisors, 1400 East Ash Street, Globe, Arizona 85501.

Laws and Ordinances

This Contract shall be governed and enforced under the laws of the State of Arizona and Gila County. Bidder shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the Bidder. The Bidder shall comply with the applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and applicable federal regulations under the Act.

(Remainder of page intentionally left blank.)

EXHIBIT "B" : CONTRACT AWARD AGREEMENT

GILA COUNTY
CONTRACT NO. 09042025
Janitorial Services

THIS AGREEMENT, made and entered into this _____ day of _____, 2026, by and between Gila County, a political subdivision of the State of Arizona, party of the first part, hereinafter designated "County," and _____ of the _____, County of _____, State of Arizona, party of the second part, hereinafter designated "Contractor."

WITNESSETH: That said Contractor, for and in consideration of the sum to be paid them by County, in the manner and at the time hereinafter provided, and of the other covenants and agreements herein contained, and under the penalties expressed in the bond hereto attached, hereby agrees for themselves, their heirs, administrators, successors, and assigns as follows:

ARTICLE 1 – DEFINITIONS

"Attachment" means any item the Solicitation requires the Bidder to submit as part of the Offer.

"Contract" means the combination of the Solicitation, including the Uniform and Special Instructions to Bidders, the Uniform and Special Terms and Conditions, and the Specifications and Statement or Scope of Work; the Offer and any Best and Final Offers; and any Solicitation Addendums or Contract Amendments.

"Contract Amendment" means a written document signed by the Gila County Board of Supervisors or the County Manager or their designee that is issued for the purpose of making changes in the Contract.

"Contractor" means any person who has a Contract with the County.

"County" means Gila County and any Department or Office of the County.

"County Board of Supervisors" means the contracting authority for the County. The County Manager is authorized to sign contracts and amendments up to $50,000 on behalf of the Board of Supervisors.

"Days" means calendar days unless otherwise specified.

"Director" means the Finance Director (Chief Financial Officer) for Gila County.

"Exhibit" means any item labeled as an Exhibit in the Solicitation or placed in the Exhibits section of the Solicitation.

"Fiscal Year" means the period beginning July 1 and ending June 30.

"Gratuity" means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.

"Materials" means all property, including equipment, supplies, printing, insurance, and leases of property but does not include land, a permanent interest in land or real property, or leasing space.

"May" means something that is not mandatory but permissible.

"Office or User Department" means the County elected official's office or County division responsible for managing the Contract and/or the project.

"Offer" means bid, proposal, or quotation.

"Procurement Officer" means the person, or his or her designee, duly authorized by the County to administer Contracts and make written determinations with respect to the Contract.

"Responder" means a vendor who responds to a Solicitation.

"Services" means the furnishing of labor, time, or effort by a contractor or subcontractor which does not involve the delivery of a specific end product other than required reports and performance, but does not include employment agreements or collective bargaining agreements.

"Shall, Will, Must" means a mandatory requirement.

"Should" means something that is recommended but not mandatory.

"Solicitation" means an Informal Bid Request ("IBR"), Invitation for Bids ("IFB"), Request for Proposals ("RFP"), Request for Qualifications ("RFQ"), or Request for Quotations ("RFQ").

"Subcontract" means any Contract, express or implied, between the Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any material or any service required for the performance of the Contract.

ARTICLE 2 – SCOPE OF WORK

2.1 Scope of Work. Contractor shall perform the services described in the Scope of Work and Deliverables items contained in the "Scope of Service/Work/Specifications" section of the Invitation for Bids (IFB No. 09042025), which is incorporated herein by reference, together with Contractor's bid as accepted by the County. In the event of a conflict between the IFB and Contractor's bid, the IFB shall govern unless otherwise expressly agreed in writing.

2.2 Once the bid has been awarded, the bid number 09042025 will become the contract number.

ARTICLE 3 – CONTRACT INTERPRETATION

3.1 Arizona Law. This Contract shall be governed by the law of the State of Arizona, and suits pertaining to this Contract shall be brought only in the Gila County Superior Court, Globe, Arizona.

3.2 Implied Contract Terms. Each provision of law and any terms required by law to be in this Contract are a part of this Contract as if fully stated in it.

3.3 Contract Order of Precedence. In the event of a conflict in the provisions of the Contract, as accepted by the County and as they may be amended, the following shall prevail in the order set forth below:

3.3.1 Special Terms and Conditions;
3.3.2 Uniform Terms and Conditions;
3.3.3 Statement or Scope of Work;
3.3.4 Specifications;

3.3.5 Attachments;
3.3.6 Exhibits;
3.3.7 Documents referenced or included in the Solicitation.

3.4 Relationship of Parties. Contractor under this Contract is an independent Contractor. Neither party to this Contract shall be deemed to be the employee or agent of the other party to the Contract.

3.5 Severability. The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract.

3.6 No Parol Evidence. This Contract is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document and no other understanding either oral or in writing shall be binding.

3.7 No Waiver. Either party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

ARTICLE 4 – CONTRACT ADMINISTRATION AND OPERATION

4.1 Notice to Proceed/Ordering Authority. Contractor agrees to render goods or services promptly and diligently upon receipt of a written purchase order or notice to proceed. Prior to receiving this notice, Contractor shall not commence any billable activities in the performance of the Contract. Any attempt to represent any product not specifically awarded under this Contract is a violation of the Contract. Any such action is subject to the legal and contractual remedies available to the County inclusive of, but not limited to, contract termination, suspension and/or debarment of Contractor. A signed Contract and valid purchase order must be in place prior to the start of any work each year, including renewal periods.

4.2 Records. Under A.R.S. § 35-214 and § 35-215, Contractor shall retain and contractually require each subcontractor to retain all data and other "records" relating to the acquisition and performance of the Contract for a period of five (5) years after the completion of the Contract. All records shall be subject to inspection and audit by the County at reasonable times. Upon request, Contractor shall produce a legible copy of any or all such records.

4.3 Non-Discrimination. Contractor shall comply with State of Arizona Executive Order No. 2009-9 and all other applicable Federal and State laws, rules, and regulations, including the Americans with Disabilities Act.

4.4 Contractor Business Facilities and Business Practices. Contractor's personnel, facilities, and equipment shall be in full compliance with all applicable federal, state, and local health, environmental, and safety laws, regulations, standards, ordinances, privilege license and permit requirements, whether or not they have been referenced by the County.

Employee compensation shall meet all applicable requirements of the Fair Labor Standards Act and Federal and Arizona minimum wage laws, in addition to all applicable OSHA regulations. Contractor bears full responsibility for employee training, safety, and providing necessary equipment to achieve compliance with all such laws and regulations prior to the contract commencement date and to maintain compliance throughout the duration of the Contract.

4.5 Drug-Free Workplace Program. Contractors are hereby advised that Gila County has adopted a policy establishing a drug-free workplace for itself and as a requirement for Contractors doing business with the County, to ensure the safety and health of employees working on its contracts/projects. Contractor shall require

a drug-free workplace for all employees working under the Contract. Specifically, all Contractor employees who are working under this Contract shall be notified in writing by Contractor that they are prohibited from the manufacture, distribution, dispensation, possession, or unlawful use of a controlled substance in the workplace. Contractor agrees to prohibit the use of intoxicating substances by all employees and shall ensure that employees do not use or possess illegal drugs while in the course of performing their duties. Failure to require a drug-free workplace in accordance with the Policy may result in termination of the Contract and possible debarment from bidding on future contracts/projects.

4.6 Audit. Pursuant to A.R.S. § 35-214, at any time during the term of this Contract and six (6) years thereafter, Contractor's or any subcontractor's books and records shall be subject to audit by the County and, where applicable, the Federal Government, to the extent that the books and records relate to the performance of the Contract or Subcontract.

4.7 Facilities Inspection and Materials/Service Testing. Contractor agrees to permit access to its facilities, subcontractor facilities, and Contractor's processes or services, at reasonable times for inspection of the facilities or materials covered under this Contract. County shall also have the right to test, at its own cost, the materials to be supplied under this Contract. Neither inspection of Contractor's facilities nor materials testing shall constitute final acceptance of the materials or services. If County determines noncompliance of the materials, Contractor shall be responsible for the payment of all costs incurred by County for testing and inspection. All material or service is subject to final inspection and acceptance by County. Material or service failing to conform to the specifications of this Contract shall be held at Contractor's risk and may be returned. If defective goods are returned or services must be re-performed, all costs are the responsibility of Contractor.

4.8 Notices. Notices to Contractor required by this Contract shall be made by County to the person indicated on the Offer and Acceptance of Offer forms submitted by Contractor unless otherwise stated in the Contract. Notices to County required by the Contract shall be made by Contractor to the Solicitation Contact Person indicated on the Solicitation cover sheet, unless otherwise stated in the Contract. An authorized Procurement Officer and an authorized Contractor representative may change their respective person to whom notice shall be given by written notice to the other and an amendment to the Contract shall not be necessary.

4.9 Advertising, Publishing, and Promotion of Contract. Contractor shall not use, advertise, or promote information for commercial benefit concerning this Contract without the prior written approval of the Procurement Officer.

4.10 Property of the County. Any materials, including reports, computer programs, and other deliverables, created under this Contract are the sole property of County. Contractor is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. Contractor shall not use or release these materials without the prior written consent of County.

4.11 Offshore Performance of Work Prohibited. Due to security and identity protection concerns, direct services under this Contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve County or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant backup services, or services that are incidental to the performance of the Contract. This provision applies to work performed by subcontractors at all tiers.

4.12 Ownership of Intellectual Property. Any and all intellectual property including, but not limited to, copyright, invention, trademark, tradename, service mark, and/or trade secrets created or conceived pursuant to or as a result of this Contract and any related subcontract ("Intellectual Property") shall be work made for hire and

County shall be considered the creator of such Intellectual Property. The County department requesting the issuance of this Contract shall own (for and on behalf of County) the entire right, title, and interest to the Intellectual Property throughout the world. Contractor shall notify the County, within thirty (30) days, of the creation of any Intellectual Property by it or its subcontractor(s). Contractor, on behalf of itself and any subcontractor(s), agrees to execute any and all document(s) necessary to assure ownership of the Intellectual Property vests in County and shall take no affirmative actions that might have the effect of vesting all or part of the Intellectual Property in any entity other than County. The Intellectual Property shall not be disclosed by Contractor or its subcontractor(s) to any entity not County without the express written authorization of the County department requesting the issuance of this Contract.

4.13 Confidentiality of Records. Contractor shall maintain the confidentiality and privilege of any documents that Contractor has access to which have been designated by County as confidential or privileged. Contractor shall establish and maintain procedures and controls that are acceptable to County for the purpose of assuring that no information contained in its records obtained from County or from others in carrying out its functions under the Contract shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the Contract. Persons requesting such information should be referred to County. Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of Contractor as needed for the performance of duties under the Contract, unless otherwise agreed to in writing by County.

4.14 Federal Immigration and Nationality Act. Contractor shall comply with all federal, state, and local immigration laws and regulations relating to the immigration status of their employees during the term of the Contract. Further, Contractor shall flow down this requirement to all subcontractors utilized during the term of the Contract. County shall retain the right to perform random audits of Contractor and subcontractor records or to inspect papers of any employee thereof to ensure compliance. Should County determine that Contractor and/or any subcontractors be found noncompliant, County may pursue all remedies allowed by law including, but not limited to, suspension of work, termination of the Contract for default, and suspension and/or debarment of Contractor.

4.15 E-Verify Requirements. In accordance with A.R.S. § 41-4401, Contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with A.R.S. § 23-214, Subsection A.

4.16 Scrutinized Businesses. In accordance with A.R.S. § 35-391 and § 35-393, Contractor certifies that Contractor does not have scrutinized business operations in Sudan or Iran.

ARTICLE 5 – COST

5.1 Delivery. Unless stated otherwise in the Contract, all prices shall be F.O.B. Destination and shall include all freight delivery and unloading at the destination.

5.2 Applicable Taxes. Contractor shall be responsible for paying all applicable taxes.

County is subject to all applicable state and local transaction privilege taxes. Transaction privilege taxes apply to the sale and are the responsibility of the seller to remit. Failure to collect such taxes from the buyer does not relieve the seller from its obligation to remit taxes.

Contractor and all subcontractors shall pay all Federal, state and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and shall require all subcontractors to, hold the County harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under

Federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Workers' Compensation.

In order to receive payment, Contractor shall have a current IRS W-9 form on file with County unless not required by law.

5.3 Availability of Funds for the Next County Fiscal Year. Funds may not presently be available for performance under this Contract beyond the current County fiscal year. No legal liability on the part of County for any payment may arise under this Contract beyond the current County fiscal year until funds are made available for performance of this Contract.

5.4 Availability of Funds for the Current County Fiscal Year. Should the County Board of Supervisors reduce the appropriations for any reason and these goods or services are not funded, County may take any of the following actions: accept a decrease in price offered by Contractor; cancel the Contract; or cancel the Contract and resolicit the requirements.

ARTICLE 6 – CONTRACT CHANGES

6.1 Amendment. This Contract is issued under the authority of the County Board of Supervisors who signed this Contract. The Contract may be modified only through a Contract Amendment within the scope of the Contract. Changes to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the Procurement Officer in writing or made unilaterally by Contractor are violations of the Contract and of applicable law. Such changes, including unauthorized written Contract Amendments, shall be void and without effect, and Contractor shall not be entitled to any claim under this Contract based on those changes.

6.2 Subcontracts. Contractor shall not enter into any Subcontract under this Contract for the performance of this Contract without the advance written approval of the Procurement Officer. Contractor shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities. It is expressly understood that all persons employed by Contractor, either directly or indirectly, shall be considered employees or agents of Contractor and not County. Nothing contained in any contract or joint venture agreement shall create any contractual relationships between any subcontractor and County, nor shall the same create any obligation on the part of County to pay any subcontractor. The Subcontract shall incorporate by reference the terms and conditions of this Contract.

6.3 Assignment and Delegation. No right or interest in this Contract shall be assignable in whole or in part without the written consent of the parties hereto, and no delegation of any duty of Bidder/Contractor shall be made without prior written permission of County's Chief Financial Officer. This Contract and all of the terms, conditions, and provisions herein, shall extend to and be binding upon the heirs, administrators, executors, successors, and assigns of the parties hereto. County shall not unreasonably withhold approval of assignment/delegation and shall notify the Bidder/Contractor of the County's position within fifteen (15) days of receipt of written notice.

ARTICLE 7 – RISK AND LIABILITY

7.1 Risk of Loss. Contractor shall bear all loss of conforming material covered under this Contract until received by authorized personnel at the location designated in the purchase order or Contract. Mere receipt does not constitute final acceptance. The risk of loss for nonconforming materials shall remain with Contractor regardless of receipt.

7.2 Indemnification. Contractor agrees to defend, indemnify, and hold County, its elected officials, officers, agents, and employees, harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes

of action, fines, or judgments, including costs, attorneys' fees, witnesses' and expert witnesses' fees, and expenses incident thereto, relating to bodily injuries to persons (including death) and for loss of, damage to, or destruction of real and/or tangible personal property (including property of County) and all other types of claims resulting from the actual or alleged negligence, misconduct, or fault of Contractor resulting from acts or omissions of Contractor, its employees, agents, or subcontractors in the performance of the Contract.

Contractor shall assume risk of loss until delivery to the County's facility. Contractor shall do nothing to prejudice County's right to recover against third parties for any loss, destruction, or damage to County property and shall, at County's request and expense, furnish reasonable assistance and cooperation, including assistance in the prosecution or defense of suit and the execution of instruments of assignment in favor of County in obtaining recovery. In any instance where Contractor has accepted a tender from County, Contractor agrees to update County during the course of the litigation and to timely notify County of any issues that may involve the independent negligence of County that is not covered by the tender.

Without limiting the foregoing, Contractor shall, without limitation, at its expense, defend County against all claims asserted by any person that anything provided by Contractor infringes a patent, copyright, trade secret, or other intellectual property right and shall, without limitation, pay the costs, damages, and attorneys' fees awarded against County in any such action, or pay any settlement of such action or claim. Each party agrees to notify the other promptly of any matters to which this provision may apply and to cooperate with each other in connection with such defense or settlement. If a preliminary or final judgment shall be obtained against County's use or operation of the items provided by Contractor hereunder or any part thereof by reason of any alleged infringement, Contractor shall, at its expense and without limitation, either (a) modify the item so that it becomes non-infringing; or (b) procure for County the right to continue to use the item; or (c) substitute for the infringing item other item(s) having at least equivalent capability; or (d) refund to County an amount equal to the price paid, less reasonable usage, from the time of installation acceptance through cessation of use, which amount shall be calculated on a useful life not less than five (5) year, and plus any additional costs County may incur to acquire substitute supplies or services.

County assumes no liability for actions of Contractor and shall not indemnify or hold Contractor or any third party harmless for claims based on this Contract or use of Contractor-provided supplies or services. Neither party shall be liable for incidental, special, or consequential damages.

7.3 Force Majeure. Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; lockouts; injunctions-intervention-acts; or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence.

Force Majeure shall not include the following occurrences: late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market; late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition; or inability of either Contractor or any subcontractor to acquire or maintain any required insurance, bonds, licenses, or permits.

If either party is delayed at any time in the progress of the work by force majeure, the delayed party shall notify the other party in writing of such delay as soon as is practicable and no later than the following working day of the commencement thereof, and shall specify the causes of such delay in such notice. Such notice shall be

delivered or mailed certified, return receipt requested, and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by Contract Amendment for a period of time equal to the time that results or effects of such delay prevent the delayed party from performing in accordance with this Contract.

Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that, such delay or failure is caused by force majeure.

7.4 Third Party Antitrust Violations. Contractor assigns to County any claim for overcharges resulting from antitrust violations to the extent that those violations concern materials or services supplied by third parties to Contractor, toward fulfillment of this Contract.

7.5 Care of County Property. Contractor will be responsible for any damages to County property when such property is the responsibility of or in the custody of Contractor or its employees.

ARTICLE 8 – WARRANTIES

8.1 Liens. Contractor warrants that the materials supplied under this Contract are free of liens and shall remain free of liens.

8.2 Quality. Unless otherwise modified elsewhere in these terms and conditions, Contractor warrants that, for one (1) year after acceptance by County of the materials, they shall be: of a quality to pass without objection in the trade under the Contract description; fit for the intended purposes for which the materials are used; within the variations permitted by the Contract and are of even kind, quantity, and quality within each unit and among all units; adequately contained, packaged, and marked as the Contract may require; and conform to the written promises or affirmations of fact made by Contractor.

8.3 Quality of Work. Contractor shall be responsible for the professional quality and technical accuracy of the goods and services provided under this Contract. Services shall be performed in accordance with generally accepted professional and industry standards. All services shall conform to and be in compliance with applicable federal, state, and local statutes, rules, codes, laws, ordinances, regulations, and restrictions. Bidder shall work closely with County and provide all reports and documents, including proposed corrective work through County's Chief Financial Officer or her designee.

8.4 Fitness. Contractor warrants that any material supplied to County shall fully conform to all requirements of the Contract and all representations of Contractor, and shall be fit for all purposes and uses required by the Contract.

8.5 Inspection/Testing. The warranties set forth in subparagraphs 8.1 through 8.3 of this article are not affected by inspection or testing of or payment for the materials by County.

8.6 Compliance with Applicable Laws. The materials and services supplied under this Contract shall comply with all applicable federal, state, and local laws, and Contractor shall maintain all applicable licenses and permit requirements.

8.7 IT 508 Compliance. Unless specifically authorized in the Contract, any electronic or information technology offered to County under this solicitation shall comply with Section 508 of the Rehabilitation Act of 1973, which requires that employees and members of the public shall have access to and use of information technology that

is comparable to the access and use by employees and members of the public who are not individuals with disabilities.

8.8 Survival of Rights and Obligations After Contract Expiration or Termination. All representations and warranties made by Contractor under this Contract shall survive the expiration or termination thereof. In addition, the parties hereto acknowledge that, pursuant to A.R.S. § 12-510, except as provided in A.R.S. § 12-529, County is not subject to or barred by any limitations of actions prescribed in A.R.S., Title 12, Chapter 5.

Contractor shall, in accordance with all terms and conditions of the Contract, fully perform and shall be obligated to comply with all purchase orders received by Contractor prior to the expiration or termination hereof, unless otherwise directed in writing by the Procurement Officer, including, without limitation, all purchase orders received prior to but not fully performed and satisfied at the expiration or termination of this Contract.

ARTICLE 9 – COUNTY'S CONTRACTUAL REMEDIES

9.1 Right to Assurance. If County in good faith has reason to believe that Contractor does not intend to, or is unable to perform or continue performing under this Contract, the Procurement Officer may demand in writing that the Contractor give a written assurance of intent to perform. Failure by Contractor to provide written assurance within the number of days specified in the demand may, at County's option, be the basis for terminating the Contract under the Uniform Terms and Conditions or other rights and remedies available by law or provided by the Contract.

9.2 Stop Work Order. County may, at any time, by written order to Contractor, require Contractor to stop all or any part of the work called for by this Contract for period(s) of days indicated by County after the order is delivered to Contractor. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage.

If a stop work order issued under this clause is cancelled or the period of the order or any extension expires, Contractor shall resume work. The Procurement Officer shall make an equitable adjustment in the delivery schedule or Contract price, or both, and the Contract shall be amended in writing accordingly.

9.3 Non-Exclusive Remedies. The rights and remedies of County under this Contract are not exclusive.

9.4 Nonconforming Tender. Materials or services supplied under this Contract shall fully comply with the Contract. The delivery of materials or services or a portion of the materials or services that do not fully comply constitutes a breach of contract. On delivery of nonconforming materials or services, County may terminate the Contract for default under applicable termination clauses in the Contract, exercise any of its rights and remedies under the Uniform Commercial Code, or pursue any other right or remedy available to it.

9.5 Right of Offset. County shall be entitled to offset against any sums due Contractor, any expenses or costs incurred by County, or damages assessed by County concerning Contractor's nonconforming performance or failure to perform the Contract, including expenses, costs, and damages described in the Uniform Terms and Conditions.

ARTICLE 10 – CONTRACT TERMINATION

10.1 Cancellation for Conflict of Interest. Pursuant to A.R.S. § 38-511, County may cancel this Contract within three (3) years after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the Contract on behalf of County is or becomes at any time while the Contract or an extension of the Contract is in effect an employee of or a consultant to any other party

to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when Contractor receives written notice of the cancellation unless the notice specifies a later time.

10.2 Gratuities. County may, by written notice, terminate this Contract, in whole or in part, if County determines that employment or a Gratuity was offered or made by Contractor or a representative of Contractor to any officer or employee of County for the purpose of influencing the outcome of the procurement or securing the Contract, an amendment to the Contract, or favorable treatment concerning the Contract, including the making of any determination or decision about contract performance. County, in addition to any other rights or remedies, shall be entitled to recover exemplary damages in the amount of three times the value of the Gratuity offered by Contractor.

10.3 Suspension or Debarment. County may, by written notice to Contractor, immediately terminate this Contract if County determines that Contractor has been debarred, suspended, or otherwise lawfully prohibited from participating in any public procurement activity including, but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body. Submittal of an offer or execution of a contract shall attest that Contractor is not currently suspended or debarred. If Contractor becomes suspended or debarred, Contractor shall immediately notify County.

10.4 Termination for Convenience. County reserves the right to terminate the Contract in whole or in part at any time when in the best interests of County, without penalty or recourse. Upon receipt of the written notice, Contractor shall stop all work as directed in the notice, notify all subcontractors of the effective date of the termination, and minimize all further costs to County. In the event of termination under this paragraph, all documents, data, and reports prepared by Contractor under the Contract shall become the property of and be delivered to County upon demand. Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed, and materials accepted before the effective date of the termination. The cost principles and procedures provided in A.A.C. R2-7-701 shall apply.

10.5 Termination for Default. County reserves the right to terminate any part or all of a contract resulting from this Solicitation if Contractor fails to carry out any term, promise, or condition of the Contract. County will issue a written Notice of Default to Contractor if, in the opinion of the County, Contractor:

10.5.1 Is or becomes insolvent or is a party to any voluntary bankruptcy or receivership proceeding, makes an assignment for a creditor, or there is any similar action that affects Contractor's capability to perform under the Contract resulting from this Solicitation.
10.5.2 Is the subject of a petition for involuntary bankruptcy not removed within sixty (60) days.
10.5.3 Fails to obtain and/or keep any required bonds and insurance policies in full force and effect at all times during the term of the Contract.
10.5.4 Provides services that do not meet the requirements of the Contract or conducts business in an unethical or illegal manner.
10.5.5 Fails to complete the required work or fails to perform required services within the time frame stipulated.
10.5.6 Fails to materially perform or comply with the terms and conditions of the Contract resulting from this Solicitation.

Failure of Contractor to remedy any problems noted by the deadline set in the Notice of Default or to otherwise bring performance to satisfactory levels that are within the requirements of the Contract shall give County cause to cancel this Contract.

If County terminates the Contract, Contractor will be provided with a written notice that specifies the effective date of the termination. After receipt of the Notice of Termination, Contractor agrees to perform under the terms

and conditions of this Contract up to and including the date of termination as though no termination has been made. In addition, Contractor shall deliver to the Procurement Officer all data, drawings, specifications, reports, estimates, summaries, and other information and materials accumulated in performing this Contract, whether completed or not.

If the Contract is terminated for default, County reserves the right to purchase the goods and/or services required under the Contract from the open market, to complete required work itself, or have it completed at the expense of Contractor.

County may recover any excess costs by (1) deduction from an unpaid balance due to Contractor; (2) collection against the bid and/or performance security, if any; (3) collection against liquidated damages, if applicable; or (4) a combination of the aforementioned remedies or other remedies as provided by law.

10.6 Continuation of Performance Through Termination. Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.

ARTICLE 11 – CONTRACT CLAIMS

All claims and controversies shall be subject to the Gila County Procurement Code.

ARTICLE 12 – ARBITRATION

It is understood and agreed that no provision of any resulting contract shall require arbitration upon County except by County's express written consent given subsequent to the execution of the Contract. However, if both parties agree, disputes may be resolved through arbitration. The dispute shall be resolved as provided for in A.R.S. § 12-1501, et seq. Contractor shall continue to render the services required by this Contract without interruption, notwithstanding the provisions of this section. Any contract dispute not resolved by negotiation or arbitration shall be resolved by order, decision, or judgment of the Gila County Superior Court.

SPECIAL TERMS AND CONDITIONS

ARTICLE 13 – INSURANCE REQUIREMENTS

Contractor and subcontractors shall procure and maintain until all their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by Contractor, their agents, representatives, employees, or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. County in no way warrants that the minimum limits contained herein are sufficient to protect Contractor from liabilities that might arise out of the performance of the work under this Contract by Contractor, their agents, representatives, employees, or subcontractors, and Contractor is free to purchase additional insurance as may be determined necessary.

(Remainder of page intentionally left blank.)

13.1 Minimum Scope and Limits of Insurance. Contractor shall provide coverage with limits of liability not less than those stated below.

13.1.1 **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, and broad form contractual liability coverage.

• General Aggregate	$2,000,000
• Products – Completed Operations Aggregate	$1,000,000
• Personal and Advertising Injury	$1,000,000
• Each Occurrence	$1,000,000

The policy shall be endorsed to include the following additional insured language: **"The County of Gila shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of, the Contractor."**

13.1.2 **Workers' Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
• Each Accident	$100,000
• Disease – Each Employee	$100,000
• Disease – Policy Limit	$500,000

Policy shall contain a **waiver of subrogation** against the County of Gila.

13.1.3 **Automobile Liability**

Bodily injury and property damage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

• Combined Single Limit (CSL)	$1,000,000

Policy shall be endorsed to include the following additional insured language: **"The County of Gila shall be named as additional insured with respect to liability arising out of the activities performed by, or on behalf of, the Contractor, including automobiles owned, leased, hired, or borrowed by the Contractor."**

13.1.4 **Professional Liability (Errors and Omissions Liability)**

• Each Claim	$1,000,000
• Annual Aggregate	$2,000,000

In the event that the professional liability insurance required by this Contract is written on a claims-made basis, 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.

13.2 Additional Insurance Requirements. The policies shall include, or be endorsed to include, the following provisions:

13.2.1 On insurance policies where the County of Gila is named as an additional insured, the County of Gila shall be an additional insured to the full limits of liability purchased by Contractor even if those limits of liability are in excess of those required by this Contract.

13.2.2 Contractor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.

13.2.3 Coverage provided by Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

13.3 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, cancelled, reduced in coverage, or endorsed to lower limits except after thirty (30) days' prior written notice has been given to County. Such notice shall be sent directly to **Gila County Procurement, 1400 E Ash St, Globe AZ 85501** and shall be sent by certified mail, return receipt requested.

13.4 Acceptability of Insurers. Insurance is to be placed with insurers duly licensed or approved unlicensed companies in the State of Arizona with an "A.M. Best" rating of not less than B+ VI. County does not warrant that the above-required minimum insurer rating is sufficient to protect Contractor from potential insurer insolvency.

13.5 Verification of Coverage. Contractor shall furnish County with certificates of insurance (ACORD form or equivalent approved by County) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. ***All certificates and endorsements are to be received and approved by County before work commences.***

Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract.

All certificates required by this Contract shall be sent directly to **Gila County Procurement, 1400 E Ash St, Globe AZ 85501** or email to otodd@gilacountyaz.gov. The County project and Contract number and project description shall be noted on the certificate of insurance. County reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time.

13.6 Subcontractors. Contractor's certificate(s) shall include all subcontractors as additional insured under its policies **or** Contractor shall furnish to County separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.

13.7 Approval. Any modification or variation from the insurance requirements in this Contract shall be made by the County Attorney, whose decision shall be final. Such action will not require a formal contract amendment but may be made by administrative action.

ARTICLE 14 – PAYMENT/BILLING

14.1 Contract Amount. Contractor shall be paid an amount not to exceed _____ for completion of the projects as outlined in the Scope of Work.

14.2 Invoice Instructions. All invoices shall be submitted to Gila County Accounts Payable, 1400 E Ash St, Globe, AZ 85501 and include the following information:

- Purchase Order Number
- Contract Number
- Invoice Number
- Service Location
- Vendor Name and Address
- Description of Service

14.3 Alterations to Scope of Work. Any alterations to the Scope of Work resulting in a change in cost must have prior written approval by County. Any unauthorized work may result in nonpayment to Contractor.

14.4 Payment Terms. Gila County employs a "Net 15" payment term for services, meaning the payment will be issued fifteen (15) days from the date County receives the invoice from Contractor. Purchase orders sent to Contractor reflect these terms and conditions.

14.5 IRS Form W-9. Contractor shall have a current IRS W-9 form on file with County unless not required by law. County shall not remit payment if Contractor does not have a current W-9.

ARTICLE 15 – TERM

The term of the Contract shall commence upon award and shall remain in effect for one (1) year thereafter. The County shall have the option to renew the term of the contract for up to three (3) additional one (1)-year periods.

EXHIBIT "C" : MINIMUM SPECIFICATIONS – PRODUCT SPECIFICATIONS

Purpose

It is the intent of Gila County to establish, by this Invitation for Bids, a contract with a qualified contractor to perform routine cleaning, deep floor and carpet care, and specialized cleaning at Gila County facilities in compliance with applicable safety, health, and environmental standards.

This specification is not intended to describe the type, size, and quality which will best meet the demands of the using department. It is NOT intended to favor any one brand or make. The mention of brand names or components merely serves to specify the quality or general type required.

Section 1 - General Purpose

1.1 All bids must represent the entire package. Partial awards will not be made unless otherwise stated in the bid specifications.

1.2 The parties specifically understand and agree that the quantities used for bidding purposes are estimates of County needs and in no event shall the County be obligated to purchase the exact quantities of any item set forth in the bid. The County does not guarantee any maximum or minimum amounts of purchase.

1.3 Bidder shall review its bid submission to assure the following requirements are met:

- 1.3.1 **One (1) original and two (2) copies, total of three (3), all with original signatures,** shall be submitted at time of bid opening.
- 1.3.2 Qualification and Certification Form
- 1.3.3 Reference List
- 1.3.4 Price Sheet
- 1.3.5 Certification That There Was No Collusion in Bidding For Contract
- 1.3.6 Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- 1.3.7 Certification of Intentions Concerning Subcontracting
- 1.3.8 Legal Arizona Workers Act Compliance
- 1.3.9 Israel Boycott Certification
- 1.3.10 Certification of No Forced Labor
- 1.3.11 Bidder's Checklist & Addenda Acknowledgment
- 1.3.12 Offer Page

Section 2 – Bid Pricing & Term

2.1 Prices shall be in effect for the duration of the contract period. Bidder shall incorporate all profit and discount into their price. The exception will be any price reduction which will be applied to the contract immediately upon the Bidder's or County's discovery of any such price reduction.

2.2 **The term of the contract shall commence upon award and shall remain in effect for one (1) year thereafter,** unless terminated, cancelled, or extended as otherwise provided herein. The County shall have the option to renew the term of the Contract for up to three (3) additional one (1)-year terms.

QUALIFICATION AND CERTIFICATION FORM

Purpose
This exhibit shall serve as a requirement to enable the evaluation team to assess the qualifications of Bidders under consideration for final award. The information may or may not be a determining factor in award.

CONTRACT NO. 09042025
JANITORIAL SERVICES

The applicant submitting this bid warrants the following:

1. Name, Address, Telephone Number, and Email Address of Principal Bidder:

   _____
   _____
   _____
   _____

2. Has Bidder (under its present or any previous name) ever failed to complete a contract?
   _____ Yes _____ No
   If yes, give details including the date, contracting agency, and reasons Bidder failed to perform in the narrative part of this Contract.

3. Has Bidder (under its present or any previous name) ever been debarred or prohibited from competing for a contract?
   _____ Yes _____ No
   If yes, give details including the date, contracting agency, and reasons for Bidder's disqualification, and whether this disqualification remains in effect in the narrative part of this Contract.

4. Has a contracting agency ever terminated a contract with Bidder (under its present or any previous name) prior to end of contract period?
   _____ Yes _____ No
   If yes, give details including the date, contracting agency, and reasons offer was terminated in the narrative part of this Contract.

5. Bidder must provide at least the following information:
   a. A brief history of the Bidder.
   b. A cost bid submitted on the price sheet, attached hereto and made a full part of this Contract by reference.
   c. A list of previous and current customers which are considered identical or similar to the scope of services described herein; shall be submitted on the reference list, attached hereon and made a full part of this Contract by this reference.
   d. List the specific qualifications Bidder has in supplying the specified services.
   e. Gila County reserves the right to request additional information.

(Remainder of page intentionally left blank; signature page to follow.)

QUALIFICATION AND CERTIFICATION FORM
SIGNATURE PAGE

_____
Signature of Authorized Representative

_____
Printed Name

_____
Title

REFERENCE LIST

These references are required to enable the evaluation team to assess the qualifications of the Contractor under consideration for final award.

References

Please list at least three (3) references for contracts entered into or completed, of similar size and scope as this Invitation for Bids, during the last twenty-four (24) months. Bidder may attach further reference information as necessary.

1. Company/Contact Name: _____
   Address: _____
   Contact Phone: _____
   Job Description: _____
   _____
   _____

2. Company/Contact Name: _____
   Address: _____
   Contact Phone: _____
   Job Description: _____
   _____
   _____

3. Company/Contact Name: _____
   Address: _____
   Contact Phone: _____
   Job Description: _____
   _____
   _____

_____
Signature of Authorized Representative

_____
Printed Name

_____
Title

PRICE SHEET

IFB No. 09042025
JANITORIAL SERVICES

The undersigned, having carefully examined the IFB documents and the Scope of Work, and having fully informed themselves of the conditions of the site and of the work to be performed, hereby proposes to furnish all labor, materials, equipment, services, overhead, and profit necessary to complete the project in accordance with the Contract Documents for the following:

FIRM NAME: _____

TOTAL ANNUAL CONTRACT PRICE, for the sum of $_____

WRITTEN TOTAL CONTRACT PRICE

_____ **Dollars and**

_____ **Cents.**

All applicable taxes shall be included in the proposed amount. Any authorized increases or decreases to the work shall be made only by written Amendment.

_____
Signature of Authorized Representative

_____
Printed Name

_____
Title

JANITORIAL SERVICES

BID SCHEDULE

REGION 1 – GLOBE, ARIZONA					
Site Name & Address	**Sq Footage**	**Frequency**	**Hours**	**# Staff**	**Rate**
Central Heights Complex 5515 S Apache Ave Globe AZ 85501	18,850	Daily	4.50	1	
		Weekly	22.50	1	
		Monthly	90.00	1	
		Annually	1,080.00	1	
WIC Building 5515 S Apache Ave Globe AZ 85501	1,720	Daily	0.50	1	
		Weekly	2.50	1	
		Monthly	10.00	1	
		Annually	120.00	1	
Copper Building 1350 E Monroe St Globe AZ 85501	15,694	Daily	3.75	1	
		Weekly	18.75	1	
		Monthly	75.00	1	
		Annually	900.00	1	
Globe Courthouse 1400 E Ash St Globe AZ 85501 *Time allocation is based on a team of 3; building has 3 floors*	49,815	Daily	4.00	3	
		Weekly	20.00	3	
		Monthly	80.00	3	
		Annually	960.00	3	
Guerrero Building 1400 E Ash St Globe AZ 85501	4,935	Daily	1.50	1	
		Weekly	7.50	1	
		Monthly	30.00	1	
		Annually	360.00	1	
Public Works Administration/IT Complex 745 N Rose Mofford Way Globe AZ 85501	9,695	Daily	2.40	1	
		Weekly	12.00	1	
		Monthly	48.00	1	
		Annually	576.00	1	
REGION 1				**Total Weekly Rate**	
				Total Monthly Rate	
				Total Annual Rate	

JANITORIAL SERVICES

BID SCHEDULE

REGION 2 – PAYSON, ARIZONA					
Site Name & Address	**Sq Footage**	**Frequency**	**Hours**	**# Staff**	**Rate**
Payson Administration Building 608 & 610 E Hwy 260 Payson AZ 85541	5,434	Daily	1.50	1	
		Weekly	7.50	1	
		Monthly	30.00	1	
		Annually	360.00	1	
Payson Courthouse 714 S Beeline Hwy Payson AZ 85541 *Building has 2 floors*	9,286	Daily	3.00	1	
		Weekly	15.00	1	
		Monthly	60.00	1	
		Annually	720.00	1	
Payson Health Department 110 W Main St Payson AZ 85541	2,840	Daily	1.00	1	
		Weekly	5.00	1	
		Monthly	20.00	1	
		Annually	240.00	1	
Payson Probation/Teen Center 112 W Cedar Ln Payson AZ 85541	5,202	Daily	1.50	1	
		Weekly	7.50	1	
		Monthly	30.00	1	
		Annually	360.00	1	
Tommie Cline Martin Complex 707 S Colcord Rd Payson AZ 85541	8,869.00	Daily	3.25	1	
		Weekly	16.25	1	
		Monthly	65.00	1	
		Annually	780.00	1	
REGION 2				**Total Weekly Rate**	
				Total Monthly Rate	
				Total Annual Rate	

REGION 3 – YOUNG, ARIZONA					
Site Name & Address	**Sq Footage**	**Frequency**	**Hours**	**# Staff**	**Rate**
Pleasant Valley Veterans Retreat Administrative Office 154 Ranger Station Rd Young AZ 85554	5,322	Weekly	1.50	1	
		Monthly	6.00	1	
		Annually	72.00	1	
Road Shop 46777 N AZ Hwy 288 Young AZ 85554	900	Weekly	1.00	1	
		Monthly	4.00	1	
		Annually	48.00	1	
Sheriff's Office Substation 46777 N AZ Hwy 288 Young AZ 85554	900	Weekly	1.00	1	
		Monthly	4.00	1	
		Annually	48.00	1	
REGION 3				**Total Weekly Rate**	
				Total Monthly Rate	
				Total Annual Rate	

JANITORIAL SERVICES

BID SCHEDULE

EVENT-DRIVEN - AS NEEDED CLEANING SERVICES					
Site Name & Address	**Sq Footage**	**Frequency**	**Hours**	**# Staff**	**Rate**
Gila County Fairgrounds Exhibit Hall 900 E Fairgrounds Rd Globe AZ 85501	15,000	As Needed	As Needed	1	
Jockey Restrooms 900 E Fairgrounds Rd Globe AZ 85501	825	As Needed	As Needed	1	
Rodeo Arena Restrooms 900 E Fairgrounds Rd Globe AZ 85501	485	As Needed	As Needed	1	
GLOBE FAIRGROUNDS EXHIBIT HALL/RESTROOMS		**Square Footage Rate Breakdown**			
Training Center (Taskforce Building) 888 E Fairgrounds Rd Globe AZ 85501	1,300	As Needed	As Needed	1	
GLOBE TRAINING CENTER		**Square Footage Rate Breakdown**			

PLEASANT VALLEY VETERANS CENTER -AS NEEDED TURNDOWN SERVICE					
Site Name & Address	**Sq Footage**	**Frequency**	**Hours**	**# Staff**	**Rate**
Ranger's House 154 Ranger Station Rd Young AZ 85554	1,260	As Needed	0.50	1	
Sapper House 154 Ranger Station Rd Young AZ 85554	1,620	As Needed	0.50	1	
Redhorse Barracks 154 Ranger Station Rd Young AZ 85554	2,218	As Needed	0.75	1	
Seabee's Barracks 154 Ranger Station Rd Young AZ 85554	2,218	As Needed	0.75	1	
PLEASANT VALLEY VETERANS CENTER TURNDOWN SERVICE		**Square Footage Rate Breakdown**			

CERTIFICATION THAT THERE WAS NO COLLUSION IN BIDDING FOR CONTRACT

STATE OF ARIZONA)
) ss.
COUNTY OF GILA)

_____, being first duly sworn, deposes and says:
Name of Individual

That he or she is

_____ of _____; and
Title *Name of Business*

That he or she is submitting a bid on **INVITATION FOR BIDS NO. 09042025 JANITORIAL SERVICES**; and that pursuant to Section 112 (C) of Title 23 USC, he or she certifies as follows: That neither he or she nor anyone associated with the said

_____
Name of Business

has, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free-competitive bidding in connection with the above-mentioned service.

_____
Name of Business

_____
By

_____
Title

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2025.

_____
Notary Public

My Commission Expires: _____

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this bid had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this bid or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to $10,000 or imprisonment for up to five years, or both.

_____

Printed Name and Title of Authorized Representative

_____

Signature of Authorized Representative Date

☐ I am unable to certify the above statements. My explanation is attached.

CERTIFICATION OF INTENTIONS CONCERNING SUBCONTRACTING

At the time of the submission of bids on **IFB NO. 09042025 JANITORIAL SERVICES**, my intention concerning subcontracting a portion of the work is as indicated below.

A list of any subcontractors (if applicable) to be used in performing the services must accompany the bid. The list must include the subcontractor(s) name(s), address(es), phone number(s), and Arizona Registrar of Contractors license number(s). *List must be provided in a sealed envelope marked "List of Subcontractors."*

☐ **YES**, it is my intention to subcontract a portion of the work.

☐ **NO**, it is not my intention to subcontract a portion of the work.

_____

Signature of Authorized Representative

_____

Printed Name

_____

Title

LEGAL ARIZONA WORKERS ACT COMPLIANCE

Bidder hereby warrants that it will, at all times during the term of this Contract, comply with all federal immigration laws applicable to Bidder's employment of its employees and with the requirements of A.R.S. § 41-4401 and 23-214(A) (together the "State and Federal Immigration Laws"). Bidder shall further ensure that each subcontractor who performs any work for Bidder under this Contract likewise complies with the State and Federal Immigration Laws. County shall have the right at any time to inspect the books and records of Bidder and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of Bidder's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, shall be deemed to be a material breach subjecting Bidder to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Bidder shall be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor as soon as possible so as not to delay project completion.

Bidder shall advise each subcontractor of County's rights, and the subcontractor's obligations, under this Article by including a provision in each subcontract substantially in the following form: "Subcontractor hereby warrants that it will always during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. §23-214(A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to ensure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor will be deemed to be a material breach of this Contract subjecting Subcontractor to penalties up to and including suspension or termination of this Contract."

Any additional costs attributable directly or indirectly to remedial action under this Article shall be the responsibility of the Bidder.

_____

Signature of Authorized Representative

_____

Printed Name

_____

Title

ISRAEL BOYCOTT CERTIFICATION

Bidder hereby certifies that it is not currently engaged in and will not, for the duration of this Contract, engage in a boycott of Israel as required by A.R.S. § 35-393.01. Violation of this certification by Bidder may result in action by County up to and including termination of this Contract.

Bidder further agrees that if the Bidder becomes aware, during the term of this Contract, that the Bidder is not in compliance with this Certification, Bidder shall notify the County within five (5) business days after becoming aware of the noncompliance. If the Bidder does not remedy the noncompliance within 180 days after sending notice of noncompliance, this Contract shall automatically terminate.

Date: _____

_____

Signature of Authorized Representative

_____

Printed Name

_____

Title

Unless and until the District Court's injunction in *Jordahl* is stayed or lifted, the Anti-Israel Boycott Provision (A.R.S. § 35-393.01 (A)) is unenforceable and the State will take no action to enforce it.

CERTIFICATION OF NO FORCED LABOR

Bidder does not currently, and agrees for the duration of this Contract that it will not, use:

1. The forced labor of Ethnic Uyghurs in the People's Republic of China;
2. Any goods or services produced by the forced labor of Ethnic Uyghurs in the People's Republic of China; and
3. Any contractors, subcontractors, or suppliers that use the forced labor or any goods or services produced by the forced labor of Ethnic Uyghurs in the People's Republic of China

Bidder further agrees that if the Bidder becomes aware, during the term of this Contract, that the Bidder is not in compliance with this Certification, Bidder shall notify the County within five (5) business days after becoming aware of the noncompliance. If the Bidder does not remedy the noncompliance within 180 days after sending notice of noncompliance, this Contract shall automatically terminate.

Date: _____

_____

Signature of Authorized Representative

_____

Printed Name

_____

Title

BIDDER'S CHECKLIST & ADDENDA ACKNOWLEDGMENT

NOTICE IS HEREBY GIVEN that ALL bid documents shall be completed, executed, and submitted with this Invitation for Bids. If Bidder fails to complete and execute any portion of the bid documents, all with original signatures, the bid may be determined to be non-responsive and rejected.

CHECKLIST:

REQUIRED DOCUMENT	COMPLETED AND EXECUTED
QUALIFICATION & CERTIFICATION FORM	_____
REFERENCE LIST	_____
PRICE SHEET	_____
CERTIFICATION THAT THERE WAS NO COLLUSION	_____
CERTIFICATION REGARDING DEBARMENT	_____
CERTIFICATION OF INTENTIONS CONCERNING SUBCONTRACTING	_____
LEGAL ARIZONA WORKERS ACT COMPLIANCE	_____
ISRAEL BOYCOTT CERTIFICATION	_____
CERTIFICATION OF NO FORCED LABOR	_____
BIDDER'S CHECKLIST & ADDENDA ACKNOWLEDGMENT	_____
OFFER PAGE	_____

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA:

	#1	#2	#3	#4	#5
Initials	_____	_____	_____	_____	_____
Date	_____	_____	_____	_____	_____

Signed and dated this _____ day of _____, 2026.

_____
Signature of Authorized Representative

_____
Bidder

Each bid shall be sealed in an envelope, one (1) original and two (2) copies with original signatures, bearing the following on the outside of the envelope: **INVITATION FOR BIDS NO. 09042025, JANITORIAL SERVICES, JANUARY 22, 2026, 3:00 p.m. Arizona Time,** with the Bidder's Name and Address**.** Sealed bids may be mailed to GILA COUNTY FINANCE DEPARTMENT, ATTN: OLIVIA M. TODD, 1400 E ASH ST, GLOBE AZ 85501 or hand delivered to GILA COUNTY FINANCE DEPARTMENT, ATTN: OLIVIA M. TODD, COPPER BUILDING, 1350 E MONROE ST, GLOBE AZ 85501. Bids must be delivered on or before Thursday, January 22, 2026, at 3:00 p.m. Arizona Time. **Late bids shall not be considered.**

OFFER PAGE

TO GILA COUNTY:

The undersigned hereby offers and agrees to furnish the material or service in compliance with all terms and conditions, instructions, specifications, and any amendments contained in this request for bid document.

Signature also certifies the Bidder's bid is genuine and is not in any way collusive or a sham; that the bid is not made with the intent to restrict or prohibit competition; that the Bidder submitting the bid has not revealed the contents of the bid to, or in any way colluded with, any other Bidder which may compete for the Contract; and that no other Bidder which may compete for the Contract has revealed the contents of a bid to, or in any way colluded with, the Bidder submitting this bid.

CONTRACT NUMBER: 09042025 JANITORIAL SERVICES

Bidder Submitting Bid:

_____
Company Name

_____
Address

_____
City, State Zip

For clarification of this offer, contact:

Name: _____

Phone No.: _____

Fax: _____

Email: _____

_____
Signature of Authorized Representative

_____
Printed Name

_____
Title

Bid must be signed by a duly authorized officer eligible to sign contract documents for the Bidder.

GILA COUNTY

ACCEPTANCE OF OFFER

(For Gila County use only)

The Offer is hereby Accepted:

The Bidder _____ is now bound to provide the materials or services listed in Invitation for Bids No. 09042025 including all terms and conditions, specifications, and amendments, and the Bidder's offer is accepted by Gila County.

The Contract shall henceforth be referenced as **Contract No. 09042025**. The Bidder has been cautioned not to commence any billable work or to provide any material or service under this Contract until Bidder receives written notice to proceed from Gila County.

AWARDED this _____ day of _____, 2026.

GILA COUNTY BOARD OF SUPERVISORS:

_____

Steven Christensen, Chairman

ATTEST:

_____

Charlotte Asrarynezami, Clerk of the Board

APPROVED AS TO FORM:

_____

Gila County Attorney's Office