

**AGREEMENT FOR
CITYWIDE ON-CALL DOOR AND GATE REPAIR AND PREVENTATIVE MAINTENANCE
SERVICES**

City of Glendale Solicitation No. RFP 22-25

This Agreement for Hoists and Cranes Service and Certification ("Agreement") is effective and entered into between CITY OF GLENDALE, an Arizona municipal corporation ("City"), and Miner of Arizona, LP, a Texas limited partnership, authorized to do business in Arizona, (the "Contractor"), as of the ____ day of _____, 2022.

RECITALS

- A. City intends to undertake a project for the benefit of the public and with public funds that is more fully set forth in **Exhibit A**, pursuant to Solicitation No. RFP 22-25 (the "Project");
- B. City desires to retain the services of Contractor to perform those specific duties and produce the specific work as set forth in the Project attached hereto;
- C. City and Contractor desire to memorialize their agreement with this document.

AGREEMENT

In consideration of the Recitals, which are confirmed as true and correct and incorporated by this reference, the mutual promises and covenants contained in this Agreement, and other good and valuable consideration, City and Contractor agree as follows:

1. Key Personnel; Sub-contractors.

1.1 Services. Contractor will provide all services necessary to assure the Project is completed timely and efficiently consistent with Project requirements, including, but not limited to, working in close interaction and interfacing with City and its designated employees, and working closely with others, including other contractors or consultants, retained by City.

2. Schedule. The services will be undertaken in a manner that ensures the Project is completed timely and efficiently in accordance with the Project.

3. Contractor's Work.

3.1 Standard. Contractor must perform services in accordance with the standards of due diligence, care, and quality prevailing among contractors having substantial experience with the successful furnishing of services for projects that are equivalent in size, scope, quality, and other criteria under the Project and identified in this Agreement.

3.2 Licensing. Contractor warrants that:

- a. Contractor and Sub-contractors will hold all appropriate and required licenses, registrations and other approvals necessary for the lawful furnishing of services ("Approvals"); and
- b. Neither Contractor nor any Sub-contractor has been debarred or otherwise legally excluded from contracting with any federal, state, or local governmental entity ("Debarment").

(1) City is under no obligation to ascertain or confirm the existence or issuance of any Approvals or Debarments or to examine Contractor's contracting ability.

(2) Contractor must notify City immediately if any Approvals or Debarment changes during the Agreement's duration and the failure of the Contractor to notify City as required will constitute a material default under the Agreement.

- 3.3 Compliance. Services will be furnished in compliance with applicable federal, state, county and local statutes, rules, regulations, ordinances, building codes, life safety codes, and other standards and criteria designated by City.

Contractor must not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity or expression, genetic characteristics, familial status, U.S. military veteran status or any disability. Contractor will require any Sub-contractor to be bound to the same requirements as stated within this section. Contractor, and on behalf of any subcontractors, warrants compliance with this section.

- 3.4 Coordination; Interaction.

- a. For projects that the City believes requires the coordination of various professional services, Contractor will work in close consultation with City to proactively interact with any other professionals retained by City on the Project.

4. **Compensation for the Project.**

- 4.1 Compensation. Contractor's compensation for the Project, including those furnished by its Sub-contractors will not exceed \$900,000, as specifically detailed in **Exhibit B** (the "Compensation").

- 4.2 Change in Scope of Project. The Compensation may be equitably adjusted if the originally contemplated scope of services as outlined in the Project is significantly modified.

- a. Adjustments to the Compensation require a written amendment to this Agreement and may require City Council approval.
- b. Additional services which are outside the scope of the Project contained in this Agreement may not be performed by the Contractor without prior written authorization from the City.
- c. Notwithstanding the incorporation of the Exhibits to this Agreement by reference, should any conflict arise between the provisions of this Agreement and the provisions found in the Exhibits and accompanying attachments, the provisions of this Agreement shall take priority and govern the conduct of the parties.

5. **Billings and Payment.**

- 5.1 Applications.

- a. Contractor will submit monthly invoices (each, a "Payment Application") to City's Project Manager and City will remit payments based upon the Payment Application as stated below.
- b. The period covered by each Payment Application will be one calendar month ending on the last day of the month or as specified in the solicitation.

- 5.2 Payment.

- a. After a full and complete Payment Application is received, City will process and remit payment within 30 days.
- b. Payment may be subject to or conditioned upon City's receipt of:
- (1) Completed work generated by Contractor and its Sub-contractors; and
 - (2) Unconditional waivers and releases on final payment from Sub-contractors as City may reasonably request to assure the Project will be free of claims arising from required performances under this Agreement.

- 5.3 Review and Withholding. City's Project Manager will timely review and certify Payment Applications.

- a. If the Payment Application is rejected, the Project Manager will issue a written listing of the items not approved for payment.
- b. City may withhold an amount sufficient to pay expenses that City reasonably expects to incur in correcting the deficiency or deficiencies rejected for payment.

6. Termination.

6.1 For Convenience. Either party may terminate this Agreement for convenience, without cause, by delivering a written termination notice stating the Effective Termination date, which may not be less than 30 days following the date of delivery.

- a. Contractor will be equitably compensated for Goods or Services furnished prior to date of the termination notice and for reasonable costs incurred.
- b. Contractor will also be similarly compensated for any approved effort expended and approved costs incurred that are directly associated with project closeout and delivery of the required items to the City.

6.2 For Cause. Either party may terminate this Agreement for cause if the other party fails to cure any breach of this Agreement within 15 days after receipt of written notice specifying the breach.

- a. Contractor will not be entitled to further payment until after City has determined its damages. If City's damages resulting from the breach, as determined by City, are less than the equitable amount due but not paid Contractor for Service and Repair furnished, City will pay the amount due to Contractor, less City's damages, in accordance with the provision of § 5.
- b. If City's direct damages exceed amounts otherwise due to Contractor, Contractor must pay the difference to City immediately upon demand; however, Contractor will not be subject to consequential damages.

7. **Conflict.** Contractor acknowledges this Agreement is subject to A.R.S. § 38-511, which allows for cancellation of this Agreement in the event any person who is significantly involved in initiating, negotiating, securing, drafting, or creating the Agreement on City's behalf is also an employee, agent, or consultant of any other party to this Agreement.

8. Insurance.

8.1 Requirements. Contractor must obtain and maintain the following insurance ("Required Insurance"):

- a. Contractor and Sub-contractors. Contractor, and each Sub-contractor performing work or providing materials related to this Agreement must procure and maintain the insurance coverages described below (collectively referred to herein as the "Contractor's Policies"), until each Party's obligations under this Agreement are completed.
- b. General Liability.
 - (1) Contractor must at all times relevant hereto carry a commercial general liability policy with a combined single limit of at least \$1,000,000 per occurrence and \$1,000,000 annual aggregate for each property damage and contractual property damage.
 - (2) Sub-contractors must at all times relevant hereto carry a general commercial liability policy with a combined single limit of at least \$1,000,000 per occurrence.
 - (3) This commercial general liability insurance must include independent contractors' liability, contractual liability, broad form property coverage, XCU hazards if requested by the City, and a separation of insurance provision.
 - (4) These limits may be met through a combination of primary and excess liability coverage.

- c. Auto. A business auto policy providing a liability limit of at least \$1,000,000 per accident for Contractor and \$1,000,000 per accident for Sub-contractors and covering owned, non-owned and hired automobiles.
- d. Workers' Compensation and Employer's Liability. A workers' compensation and employer's liability policy providing at least the minimum benefits required by Arizona law.
- e. Notice of Changes. Contractor's Policies must provide for not less than 30 days' advance written notice to City Representative of:
 - (1) Cancellation or termination of Contractor or Sub-contractor's Policies;
 - (2) Reduction of the coverage limits of any of Contractor or and Sub-contractor's Policies; and
 - (3) Any other material modification of Contractor or Sub-contractor's Policies related to this Agreement.
- f. Certificates of Insurance.
 - (1) Within 10 business days after the execution of the Agreement, Contractor must deliver to City Representative certificates of insurance for each of Contractor and Sub-contractor's Policies, which will confirm the existence or issuance of Contractor and Sub-contractor's Policies in accordance with the provisions of this section, and copies of the endorsements of Contractor and Sub-contractor's Policies in accordance with the provisions of this section.
 - (2) City is and will be under no obligation either to ascertain or confirm the existence or issuance of Contractor and Sub-contractor's Policies, or to examine Contractor and Sub-contractor's Policies, or to inform Contractor or Sub-contractor in the event that any coverage does not comply with the requirements of this section.
 - (3) Contractor's failure to secure and maintain Contractor Policies and to assure Sub-contractor policies as required will constitute a material default under the Agreement.
- g. Other Contractors or Vendors.
 - (1) Other contractors or vendors that may be contracted with in connection with the Project must procure and maintain insurance coverage as is appropriate to their particular contract.
 - (2) This insurance coverage must comply with the requirements set forth above for Contractor's Policies (e.g., the requirements pertaining to endorsements to name the parties as additional insured parties and certificates of insurance).
- h. Policies. Except with respect to workers' compensation and employer's liability coverages, City must be named and properly endorsed as additional insureds on all liability policies required by this section.
 - (1) The coverage extended to additional insureds must be primary and must not contribute with any insurance or self insurance policies or programs maintained by the additional insureds.
 - (2) All insurance policies obtained pursuant to this section must be with companies legally authorized to do business in the State of Arizona and reasonably acceptable to all parties.

8.2 Sub-contractors.

- a. Contractor must also cause its Sub-contractors to obtain and maintain the Required Insurance.

- b. City may consider waiving these insurance requirements for a specific Sub-contractor if City is satisfied the amounts required are not commercially available to the Sub-contractor and the insurance the Sub-contractor does have is appropriate for the Sub-contractor's work under this Agreement.
- c. Contractor and Sub-contractors must provide to the City proof of the Required Insurance whenever requested.

8.3 Indemnification.

- a. To the fullest extent permitted by law, Contractor must defend, indemnify, and hold harmless City and its elected officials, officers, employees and agents (each, an "Indemnified Party," collectively, the "Indemnified Parties"), for, from, and against any and all claims, demands, actions, damages, judgments, settlements, personal injury (including sickness, disease, death, and bodily harm), property damage (including loss of use), infringement, governmental action and all other losses and expenses, including attorneys' fees and litigation expenses (each, a "Demand or Expense"; collectively, "Demands or Expenses") asserted by a third-party (i.e. a person or entity other than City or Contractor) and that arises out of or results from the breach of this Agreement by the Contractor or the Contractor's negligent actions, errors or omissions (including any Sub-contractor or other person or firm employed by Contractor), whether sustained before or after completion of the Project.
- b. This indemnity and hold harmless provision applies even if a Demand or Expense is in part due to the Indemnified Party's negligence or breach of a responsibility under this Agreement, but in that event, Contractor shall be liable only to the extent the Demand or Expense results from the negligence or breach of a responsibility of Contractor or of any person or entity for whom Contractor is responsible.
- c. Contractor is not required to indemnify any Indemnified Parties for, from, or against any Demand or Expense resulting from the Indemnified Party's sole negligence or other fault solely attributable to the Indemnified Party.

9. **E-verify, Records and Audits.** To the extent applicable under A.R.S. § 41-4401, the Contractor warrant their compliance and that of its subcontractors with all federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under A.R.S. § 23-214(A). The Contractor or subcontractor's breach of this warranty shall be deemed a material breach of the Agreement and may result in the termination of the Agreement by the City under the terms of this Agreement. The City retains the legal right to randomly inspect the papers and records of the other party to ensure that the other party is complying with the above-mentioned warranty. The Contractor and subcontractor warrant to keep their respective papers and records open for random inspection during normal business hours by the other party. The parties shall cooperate with the City's random inspections, including granting the inspecting party entry rights onto their respective properties to perform the random inspections and waiving their respective rights to keep such papers and records confidential.

10. **No Boycott of Israel.** To the extent A.R.S § 35-393 through § 35-393.03 are applicable, the parties hereby certify that they are not currently engaged in, and agree for the duration of the Agreement to not engage in, a boycott of goods or services from Israel, as that term is defined in A.R.S § 35-393.

11. **Notices.**

- 11.1 A notice, request or other communication that is required or permitted under this Agreement (each a "Notice") will be effective only if:
 - a. The Notice is in writing; and
 - b. Delivered in person or by overnight courier service (delivery charges prepaid), certified or registered mail (return receipt requested); and

- c. Notice will be deemed to have been delivered to the person to whom it is addressed as of the date of receipt, if:
 - (1) Received on a business day, or before 5:00 p.m., at the address for Notices identified for the Party in this Agreement by U.S. Mail, hand delivery, or overnight courier service on or before 5:00 p.m.; or
 - (2) As of the next business day after receipt, if received after 5:00 p.m.
- d. The burden of proof of the place and time of delivery is upon the Party giving the Notice; and
- e. Digitalized signatures and copies of signatures will have the same effect as original signatures.

11.2 Representatives.

- a. Contractor. Contractor's representative (the "Contractor's Representative") authorized to act on Contractor's behalf with respect to the Project, and his or her address for Notice delivery is:

Miner of Arizona, LP
 c/o Bill Welch
 VP of Sales
 1152 W Southern Avenue #101
 Tempe, AZ 85282
 Tel: 602-426-1200
 Email: bill.welch@minercorp.com
Gary.lilly@minercorp.com

- b. City. City's representative ("City's Representative") authorized to act on City's behalf, and his or her address for Notice delivery is:

City of Glendale
 c/o Linda Musser, Contract Monitor
 Field Operations Department
 Glendale, Arizona 85301
 623-930-2617

With required copy to:

City Manager
 City of Glendale
 5850 West Glendale Avenue
 Glendale, Arizona 85301

City Attorney
 City of Glendale
 5850 West Glendale Avenue
 Glendale, Arizona 85301

- c. Concurrent Notices.
 - (1) All notices to City's representative must be given concurrently to City Manager and City Attorney.
 - (2) A notice will not be deemed to have been received by City's representative until the time that it has also been received by City Manager and City Attorney.
 - (3) City may appoint one or more designees for the purpose of receiving notice by delivery of a written notice to Contractor identifying the designee(s) and their respective addresses for notices.

- d. Changes. Contractor or City may change its representative or information on Notice, by giving Notice of the change in accordance with this section at least ten days prior to the change.

12. **Financing Assignment.** City may assign this Agreement to any City-affiliated entity, including a non-profit corporation or other entity whose primary purpose is to own or manage the Project.

13. **Entire Agreement; Survival; Counterparts; Signatures.**

13.1 Integration. This Agreement contains, except as stated below, the entire agreement between City and Contractor and supersedes all prior conversations and negotiations between the parties regarding the Project or this Agreement.

- a. Neither Party has made any representations, warranties or agreements as to any matters concerning the Agreement's subject matter.
- b. Representations, statements, conditions, or warranties not contained in this Agreement will not be binding on the parties.
- c. The solicitation, any addendums and the response submitted by the Contractor are incorporated into this Agreement as if attached hereto. Any Contractor response modifies the original solicitation as stated. Inconsistencies between the solicitation, any addendums and the response or any excerpts attached as Exhibit A and this Agreement will be resolved by the terms and conditions stated in this Agreement.

13.2 Interpretation.

- a. The parties fairly negotiated the Agreement's provisions to the extent they believed necessary and with the legal representation they deemed appropriate.
- b. The parties are of equal bargaining position and this Agreement must be construed equally between the parties without consideration of which of the parties may have drafted this Agreement.
- c. The Agreement will be interpreted in accordance with the laws of the State of Arizona.

13.3 Survival. Except as specifically provided otherwise in this Agreement, each warranty, representation, indemnification and hold harmless provision, insurance requirement, and every other right, remedy and responsibility of a Party, will survive completion of the Project, or the earlier termination of this Agreement.

13.4 Amendment. No amendment to this Agreement will be binding unless in writing and executed by the parties. Any amendment may be subject to City Council approval. Electronic signature blocks do not constitute execution.

13.5 Remedies. All rights and remedies provided in this Agreement are cumulative and the exercise of any one or more right or remedy will not affect any other rights or remedies under this Agreement or applicable law.

13.6 Severability. If any provision of this Agreement is voided or found unenforceable, that determination will not affect the validity of the other provisions, and the voided or unenforceable provision will be deemed reformed to conform to applicable law.

13.7 Counterparts. This Agreement may be executed in counterparts, and all counterparts will together comprise one instrument.

14. **Term.**

14.1 Renewals. The term of this Agreement commences upon the effective date and continues for a one (1)-year initial period. The City may, at its option and with the approval of the Contractor, extend the term of this Agreement an additional four (4) years, renewable on an annual basis. Contractor will be notified in writing by the City of its intent to extend the Agreement period at least thirty (30) calendar days prior to the expiration of the original or any renewal Agreement period. Price

adjustments will only be reviewed during the Agreement renewal period and any such price adjustment will be a determining factor for any renewal. There are no automatic renewals of this Agreement.

14.2 Extension for Procurement Process. Upon the expiration of the Term of this Agreement, including the initial term and any renewals, at the City's sole discretion, this Agreement may be extended on a month-to-month basis for a maximum of six (6) months to allow for the City to complete its procurement process to select a vendor to provide the services/materials similar to those provided under this Agreement. The City will notify the Contractor in writing of its intent to extend the Agreement at least thirty (30) calendar days prior to the expiration of the Term. Any extension provided under this subsection will continue under the same terms and conditions as in effect immediately prior to the expiration of the then-current term.

15. **Dispute Resolution.** Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered according to the American Arbitration Association's Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

16. **Cooperative Use of Contract.** This agreement may be extended for use by other governmental agencies and political subdivisions of the State. Any such usage by other entities must be in accord with the ordinances, charter, rules and regulations of the respective entity and the approval of the Contractor and City. For a list of SAVE members, click on the following link:
<http://www.mesaaz.gov/business/purchasing/save>

17. **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 Agreement is prevented by reason of force majeure. The term "force majeure" means an occurrence that is entirely beyond the control of the part 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-interventions-acts; or failures or refusals to act by government authority; and other similar occurrences entirely beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence.

18. **Exhibits.** The following exhibits, with reference to the term in which they are first referenced, are incorporated by this reference.

Exhibit A Project

Exhibit B Compensation

The parties enter into this Agreement as of the Effective Date shown above.

City of Glendale,
an Arizona municipal corporation

By: Kevin R. Phelps
Its: City Manager

ATTEST:

Julie K. Bower
City Clerk (SEAL)

APPROVED AS TO FORM:

Michael D. Bailey
City Attorney

Miner of Arizona, LP, a Texas Limited Partnership

DocuSigned by:
Bill Welch

By: Bill Welch
Its: VP of Sales

EXHIBIT A
CITYWIDE ON-CALL DOOR AND GATE REPAIR AND PREVENTATIVE MAINTENANCE
SERVICES

PROJECT

Scope of Work

Miner of Arizona, LP shall provide total maintenance and repair program consisting of a variety of tasks including, but not limited to, scheduled preventative maintenance, monitoring and testing, installing, repairing, replacing door and gate components or other related issues as they arise and are necessary to insure safe and functioning doors and gates for City employees and the public as per attached RFP 22-25.



CITY OF GLENDALE PROCUREMENT DIVISION REQUEST FOR PROPOSAL

SOLICITATION NUMBER: RFP 22-25

ONLINE BID NUMBER: 42200019

TITLE: CITYWIDE ON-CALL DOOR AND GATE REPAIR AND PREVENTIVE MAINTENANCE SERVICES

PUBLISHED DATE: FEBRUARY 17, 2022

PRE-OFFER CONFERENCE: **FEBRUARY 28, 2022, 10:00 AM Local Time**
Glendale City Hall, 5850 W. Glendale Avenue, 3rd Floor,
Conference Room 3A, Glendale, Arizona 85301
Attendance is NOT required but strongly encouraged.

OFFER DUE: **MARCH 15, 2022, 2:00 PM Local Time**
Offer Submission Through Vendor Self-Service (VSS) Online Bid System.
<https://glendaleaz.munisselfservice.com/Vendors/default.aspx>
NOTE: *This is a sealed proposal process requiring proposals to be submitted before the date/time shown above. If errors occur when submitting through VSS, email or call using contact information below.*

CONTACT: Elmer Garcia, CPPB, Contract Analyst
Procurement Division
623-930-2866
[Egarcia1@glendaleaz.com](mailto:EGarcia1@glendaleaz.com)

Proposals shall be opened using the City's electronic bidding system on the specified due time and date identified herein. All information contained in the proposals shall be confidential to avoid disclosure of contents prejudicial to competing Offerors.

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION

Vendor Self-Service-New Vendor and Existing Vendor Registration Guide
<http://www.glendaleaz.com/common/pages/DisplayFile.aspx?itemID=16718352>



City of Glendale
Solicitation Number: RFP 22-25 / 42200019
CITYWIDE ON-CALL DOOR AND GATE REPAIR AND
PREVENTIVE MAINTENANCE SERVICES

CITY OF GLENDALE
Procurement Division
5850 West Glendale Avenue,
Suite 317
Glendale, Arizona 85301

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Exhibit Package


- Exhibit 1: Special Notices
- Exhibit 2: RFP Terms and Conditions
- Exhibit 3: Insurance Requirements
- Exhibit 4: Template Agreement

Fillable Forms

Response Workbook – To be completed by Offeror and submitted as their response.

- Cover Sheet
- Offer Sheet
- Required Responses

Pricing Workbook – To be completed by Offeror and submitted as their response.

	City of Glendale Solicitation Number: RFP 22-25 / 42200019 CITYWIDE ON-CALL DOOR AND GATE REPAIR AND PREVENTIVE MAINTENANCE SERVICES	CITY OF GLENDALE Procurement Division 5850 West Glendale Avenue, Suite 317 Glendale, Arizona 85301
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1. INTRODUCTION


- 1.1 The City of Glendale, Arizona (“the City”) is seeking qualified contractors to provide on-call door and gate maintenance and repair services to various City facilities located throughout the City of Glendale. The services will include a total maintenance and repair program consisting of a variety of tasks including, but not limited to, preventative maintenance, inspections, installation, replacement, testing door and gate components and emergency repairs and other related issues as they arise and are necessary to ensure safe, well-maintained doors and gates for City employees and the public.
- 1.2 The Contractors will be responsible for providing all labor, materials, tools, equipment, supplies, services, related tasks, incidental and custom work necessary to competently perform on-call gate and door replacements at various City facilities.

2. BACKGROUND

- 2.1 The City operates approximately more than 475 doors and 50 gates at various locations, including City Hall, Fire Stations, public safety buildings, courts, public libraries, parks, etc. Ensuring that all City doors and gates are in good operating condition is critical to the City’s daily operation and particularly critical to public safety. Also, ensuring that City vehicles, including all emergency vehicles can enter and exit these facilities in a safe and timely manner is a critical component of this RFP.

3. OBJECTIVES

- 3.1 The goal of the City is to have professional companies always maintain all doors and gates in continuous working order and operating efficiently. Contractors must be professional and knowledgeable to perform inspections and recommend repairs based on inspection. Contractors must be able to repair and maintain city doors and gates with minimal downtime.
- 3.2 Interested bidders shall describe their routine maintenance plan; provide cost effective solutions for repairs or replacement; provide information on staff qualifications, fleet availability, spare parts, tools and supplies required to effectively repair doors and gates.

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4. SCOPE OF WORK

4.1 GENERAL DESCRIPTION OF SERVICES

- A. The services will include total maintenance and repair program consisting of a variety of tasks including, but not limited to, scheduled preventative maintenance, monitoring and testing, installing, repairing, replacing door and gate components or other related issues as they arise and are necessary to insure safe and functioning doors and gates for City employees and the public.

- B. Doors and gates may include but are not limited to, operable electronic or manual Entry and Exit doors, sliding doors, swing doors, fire doors, commercial roll-up doors, rolling garage curtains, swing gates, barrier arms, etc. and all electronic and mechanical components associated with each door or gate (see ATTACHMENT 1 below)

4.2 PROJECT LOCATIONS

- A. The approximate number and location of City gates and doors covered in this project are summarized in ATTACHMENT 2 below. The City may revise the number and location when deemed necessary by the City.

4.3 MINIMUM REQUIREMENTS

- A. The Contractor shall provide scheduled preventative maintenance services; and full-service on-call non-emergency and emergency door and gate repair services to City facilities as outlined in this document.

- B. The Contractor will be responsible for providing all labor, materials, tools, equipment, supplies, services, task and incidental and customary work necessary to competently perform on call door or gate repair and maintenance at various City facilities.

- C. The Contractor shall perform work in accordance with the highest standards of skill and workmanship in the industry and applicable trade practices.

- D. The Contractor shall retain qualified and professional personnel who have documented experience in providing door and gate maintenance and repair services on projects of similar scope and complexity.

- E. The Contractor shall maintain and comply with all appropriate license, insurance and permit requirements of the City, State and Federal government.

- F. Security clearance. A security clearance and/or background check will be required of the Contractor's employees or subcontractor who will have access to secured sites or facilities of the City.



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G. The Contractor should have more than one (1) staff member that can pass the City of Glendale's security clearance or background check to work on secured sites.

H. Scheduled Preventative Maintenance Services. Routine preventative inspection and maintenance services shall be performed by the Contractor on a scheduled basis. This is designed to keep the equipment and systems in proper operating condition. Scheduled preventative maintenance services shall be performed semi-annually. These services may include, but not limited to, the following (when applicable):

- Inspection of door alignment and levels
- Inspection of tension coils and springs
- Inspection of locks for proper operation
- Inspection of all-weather stripping for wear or damage
- Inspection of complete drive system (belts, sprockets, chain, gear reducers and brake assembly)
- Checking all electrical connections
- Inspection and testing fuse links
- Replacing worn parts, if needed
- Preparing and submitting tests, inspection and deficiency reports to the City

1. The Contractor and the City shall agree on a regular preventative maintenance schedule for all contracted locations. The Contractor must make every effort to perform these services within the agreed-upon schedule.

2. The Contractor shall perform scheduled preventative maintenance services during office hours for all sites.

3. The Contractor shall document all routine maintenance activities and submit a report to the City. The report shall summarize the status of City doors and gates and report any problems encountered and minor repairs made. Recommendations for major repairs shall be included in the report.

4. All costs for scheduled preventative maintenance services shall be billed as per contract pricing.

I. Non-Routine, Non-Emergency Repairs and Maintenance. These services shall include any major non-emergency installation, repair, replacement, modification on City doors and gates that were not included in the Scheduled Preventative Maintenance Services.

Prior to commencing any non-routine, non-emergency repairs, the Contractor shall provide a written cost estimate for time and materials to the City.



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All costs for labor and materials for non-routine, non-emergency services shall be billed as per contract pricing.

The Contractor shall respond to all requests for non-routine emergency repairs within four (4) hours. Response time shall start when the City calls the problem into the Contractor's designated emergency phone number.

- J. Emergency Repair Services. The Contractor shall respond to requests for emergency repairs within two (2) hours, 24 hours per day, 365 days per year, including holidays.

All costs for labor and materials for emergency repair services shall be billed as per contract pricing.

- K. Parts, Materials and Equipment Pricing: The Contractor shall furnish all parts, materials or equipment necessary for properly maintaining and repairing doors and gates in City facilities. The City will pay for replacement parts, materials or equipment required for routine, non-routine or emergency repairs at **List Price Minus % Discount Offered By Contractor** (see PRICING WORKBOOK). The City reserves the right to request documentation to review actual cost incurred by the Contractor when applicable.
- L. The Contractor shall not bill the City for unnecessary repairs, repairs that were not completed satisfactorily, repairs that did not fix an identified problem, or for facility visits that were made by staff unqualified to complete needed repairs.
- M. Contractor's services shall meet warranties and be in accordance with all applicable laws, codes, and regulations.
- N. The Contractor shall provide 24-hour/7 days a week telephone number to receive emergency and urgent service call requests.
- O. The Contractor shall erect barricades, warning signs and other devices to prevent unauthorized access by the public or unauthorized City staff to work areas.
- P. The Contractor shall leave work areas free of all dirt, litter, lubricants, or other materials utilized to perform door and gate maintenance. Contractor shall be responsible for discarding all used materials.
- Q. Safety and Security. The Contractor and staff shall follow all established safety procedures and take special care not to endanger the public in any way. The

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Contractor is responsible for the security of all doors or gates at the conclusion of work in each site. All exterior doors shall remain locked at all times. Interior doors that are found open or unlocked shall be left in the same position/condition in which they were found.

- R. Inspections and Remedies. To ensure consistent quality of the work being performed, the City contract administrator or his designee will perform periodic inspections of doors and gates to ensure compliance with the contract specifications. Inspections may be made by the City at any time to confirm that work performed meets specifications. If corrective work is required, the City will provide a written list of items and the Contractor shall correct deficiencies as directed. If deficiencies are not corrected in a timely manner, the City may perform the work using others and deduct the cost from the Contractor's payment.

4.4 GENERAL REQUIREMENTS


- A. Term. The term of the resultant contract shall be for a one (1) year initial term. The City may, at its option and upon mutual agreement with the Contractor, extend the term of this agreement for an additional four (4) years.
- B. Option to Extend. Based on satisfactory Contractor performance, the City, may at its option and upon mutual agreement with the Contractor, extend the term of this agreement for an additional four (4) years, renewable on an annual basis. Contractor shall be notified in writing by the City Materials Manager of the City's intention to extend the contract period at least ninety (90) calendar days prior to the expiration of the original contract period.
- C. Quantities. Quantities listed in this solicitation are the City's best estimate only. The City's actual requirements during the period of the agreement shall be determined by the actual needs and availability of appropriated funds.
- D. Brand Name or Equivalent. There are a number of products that have been determined, through evaluation or testing, to be equivalent to the requirements of the specifications. The list of these brands is not intended to limit or restrict competition. Rather, it is to set the standard of quality, design, performance and characteristics of the products specified herein. Any bid which proposes products that are of equivalent quality, type of material, design and performance will be considered if sufficient evidence and information is given to establish it as equivalent and the City determines the product to be equivalent to the brand name and specifications.
- E. Performance of Service. Performance of the required services shall be completed in accordance with the Scope of Services.



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- F. Changes to Products or Services. Throughout the term of this contract, the City reserves the right to add, revise or make changes to products or services within the scope of the work as may be deemed necessary to best serve the needs of the City.
1. In the event of such a substitution or deletion of service areas, the City will give the Contractor 10-days' notice prior to date of discontinuance of services and responsibilities.
 2. The Contractor shall not be compensated for the loss of work due to deletions or substitutions.
 3. In the event the City and the Contractor cannot agree on additional service or equipment charges, the City reserves the right to perform the additional services with City personnel, or other outside contract services.
- G. Safety Standards. Products, equipment and supplies supplied by the Contractor under this contract shall comply with the current applicable federal, state and local laws and standards.
- H. Defective Products and Services. All defective products/services delivered to the City shall be replaced and exchanged by the Contractor. The cost of replacing the product/service and other similar expenses shall be paid by the Contractor.
- I. Subcontractors. When subcontractors are used in the performance of certain functions under the contract, subcontractors shall be subject to the same terms and conditions as the Contractor.
- J. Post-Award Conference. After award of the contract, the Contractor may be required to attend a post-award conference when requested by the City.
- K. Permits and Licenses The Contractor shall be responsible for determining and securing, at his/her expense, any and all licenses and permits that are required by any statute, ordinance, rule or regulation of any regulatory body having jurisdiction in any manner connected with providing operations and maintenance of the facility. Such fees shall be included in and are part of the total proposal cost. During the term of the contract, the Contractor shall notify the City in writing, within two (2) working days, of any suspension, revocation or renewal.
- L. Order Acceptance. Services performed for the City will be subject to a complete review by the Department. Inspection criteria includes conformity to the specifications, quality and performance standards.

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M. Damage to City Property. When damages to City property occurs as a result of Contractor’s negligence, the City will arrange for repairs to be made and the costs for making repairs to the areas will be deducted from final payments to the Contractor.

- N. Billing or Invoicing. Contractors shall provide a detailed monthly invoice which includes the following:
- City Purchase Order reference number
 - Itemized products or services purchased
 - Building name and address
 - Separate line item for any product discount (if applicable)
 - Separate line item for sales tax

4.5 ACTIVE CONTRACT MANAGEMENT PLAN AND PERFORMANCE METRICS

A. To ensure the successful performance of the contract, the City intends to conduct regularly scheduled meetings and discussions with the Contractor. At the City’s option, meetings may consist of:

Monthly: Discussion led by City of Glendale Contract Monitors on topics such as payment of invoices, monthly inspections or repairs, etc.

Quarterly: Discussion led by City of Glendale Contract Monitors on topics such as late payments, status of monthly inspections or repairs, number of return service calls, missed emergency calls, technician errors and rework, etc.


Annually: Discussion led by Glendale Procurement on topics such as contract Extensions, contract amendments, etc.

B. The City may inspect or monitor every facet required in the Scope of Services when deemed necessary by the City.

C. The Contract Administrator(s) will serve as monitor to oversee compliance with the contract requirements and to assist in resolving problems as they occur.


D. The City’s monitor shall note discrepancies and work deficiencies in writing and, unless it is an emergency (in which case a phone call will suffice), shall be brought to the attention of the Contractor’s representative.

E. Performance Correction Response Time Limits. In the event the Contractor has been notified of a deficiency, the Contractor shall correct the deficiency within the following time limit for each activity:

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Performance Metrics	Description	Response Time Limits
1	Instances of Return Service Calls (Counted per year)	<u> 1 </u> Working Day
2	Instances of Missed Emergency Calls (Counted per year)	<u> 2 </u> Hours
3	Instances where technician was not knowledgeable to adequately troubleshoot or repair (Counted per year)	<u> 1 </u> Working Day
4	Instances where technician did not have adequate supplies & equipment for routine repairs (Counted per year)	<u> 1 </u> Working Day
5	Instances of incorrect invoices submitted or damage to City property as a result of Contractor's negligence (Counted per year)	<u> 3 </u> Working Days

- F. In the event the Contractor's performance does not meet one or more of the performance standards described above, the Contractor will be given a written notice setting forth the deficiencies to be corrected subject to approval by the Contract Administrator.
- G. In the event that the Contractor is issued a second notice, the City may impose a 10% reduction of the Contractor's monthly billing.
- H. If Contractor receives more than three (3) documented notices in one calendar year, they may be terminated if any of the following exists upon inspection:
1. Unreasonable delays in responding to requests for non-routine or emergency repairs.
 2. When damages to City property occurs as a result of Contractor's negligence, the City may arrange for repairs to be made and the costs for making repairs to the areas will be deducted from Contractor's payment for the month in which the incident occurred. The Contractor will be given the first right of refusal and opportunity to repair the damages at their expense upon the approval of the City of Glendale Contract Administrator.
 3. Not submitting documents such as invoices and completed schedules or inspection reports.
- I. In the event the Contractor has been notified of a deficiency and the deficiency is not corrected, the City may perform the services using City personnel or by a

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separate contract, and the cost of such actions will be deducted from the Contractor's monthly invoice.

4.6 EMERGENCY BUSINESS SERVICES

- A. During an emergency, natural disaster or homeland security event, there may be a need for the City to access the Contractor's services when needed. All products or services provided to meet an emergency request shall be supplied as per the contract prices, terms and conditions. In general, emergency orders may be placed using a City Procurement Card.

4.7 CONTRACT ADMINISTRATION

- A. The Field Operations Contract Administrator or designee shall perform all Contract Administrative functions associated with this document.

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5. HOW WE CHOOSE

5.1 SCORING RESPONSES:

The evaluation criteria are weighted in accordance with the Submission Requirements. Your response will be rated as follows:

- o 55% Qualifications, Experience and Proven Performance
- o 30% Method of Approach
- o 15% Cost

5.2 TYPE OF AWARD: The City reserves the right to make multiple awards or to award by group of line items, or to make an aggregate award, whichever is deemed most advantageous to the City. If the City determines that an aggregate award to one bidder is not in the City's best interest, "all or none" Bids shall be rejected.

5.3 LENGTH OF CONTRACT: The City will award for an initial one (1) year with four (4) additional one-year renewal options.

5.4 EVALUATION PANEL: Submittals will be evaluated by a panel based on the stated criteria and are responsible for selecting the proposal that is most advantageous to the City.

5.5 PANEL CONTACT: Offerors shall have no exclusive meetings, conversations or communications with an individual evaluation panel member on any aspect of the RFP, after submittal.


5.6 INTERVIEWS: City may ask some or all Offerors to participate in an interview at any point during the evaluation process but is not required to do so. Information gathered in an interview will be used by the panel to make a selection. Offeror is responsible for any costs incurred to participate in an interview.

5.7 ADDITIONAL INVESTIGATIONS: City may conduct additional investigations needed to determine the competence or financial stability of any Offeror.

5.8 BEST AND FINAL OFFERS: City may request best and final offers and will determine the scope and subject of any best and final request.

5.9 PROPOSAL EVALUATION: City reserves the right to secure additional information from the Offeror in various forms and to award based on submitted information.


5.10 NOTICE OF INTENT TO AWARD AND PROTEST PERIOD: Information about the recommended award for this solicitation will be posted on the online at https://www.glendaleaz.com/your_government/city_finances/procurement/notice_of_intent_to_award and will be available immediately after the City has completed its evaluation process. Questions regarding the notice of intent to award must be directed

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to the listed Contract Analyst immediately. Any protest must be submitted to the Procurement Administrator no later than seven (7) calendar days from the date of posting on the Internet. For information and instructions on how to file a protest, visit: https://www.glendaleaz.com/your_government/city_finances/procurement/procurement_policies

- 5.11 WITHDRAWAL OF PROPOSAL:** Offeror may withdraw a submitted proposal at any time prior to the specified solicitation due date and time through the City’s online bidding system. Withdrawals must be made by the Offeror or designated representative listed on the proposal. Telephonic or oral withdrawals cannot be accepted.
- 5.12 OFFER ERRORS OMISSIONS AND CORRECTIONS:** City will not be responsible for any offeror errors or omissions. Any corrections shall be submitted through the City’s online bidding system prior to due date and time of the RFP. No corrections will be permitted after the offers have been opened.
- 5.13 COMPETITIVE NEGOTIATIONS:** City may negotiate with multiple Offerors at the same time. Negotiations may result in changing the conditions, terms, or price of the proposed contract for the benefit of the City unless prohibited herein. All Offerors shall be treated fairly and equally while conducting negotiations and the City is prohibited from disclosing any information submitted by competing Offerors. Entering into negotiations does not constitute a contract award or confer any rights to Offerors. The City may formally terminate negotiations and enter into concurrent or exclusive negotiations with the next most qualified Offeror/s if it is in the City’s best interest to do so.
- 5.14 NO CONTACT, NO INFLUENCE DURING THE RFP PROCESS:** City is conducting a competitive RFP process for the contract, free from improper influence or lobbying. There shall be no contact concerning this RFP from Offerors submitting a Proposal with any member of the City Council, RFP Evaluation Committee Members, or anyone connected with the process for or on behalf of the City. Contact includes direct or indirect contact by the Offeror, its employees, attorneys, lobbyists, surrogates, etc. in an attempt to influence the RFP process.

From the time the RFP is issued until the expiration of the protest period or the resolution of any protest, whichever is later (the “Silent”), Offerors, directly or indirectly through others, are restricted from attempting to influence in any manner the decision making process through, including but not limited to, the use of paid media; contacting or lobbying the City Council or City Manager or any other City employee (other than Material Management employees); the use of any media for the purpose of influencing the outcome; or in any other way that could be construed to influence any part of the decision-making process about this RFP. This provision shall not prohibit an Offeror from petitioning an elected official or engaging in any other protected first amendment activity after the protest period has run or any protest has been resolved, whichever is later.

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Violation of this provision will cause the proposal or offer of the Offeror to be found in violation and to be rejected.

5.15 PROPRIETARY INFORMATION Offeror shall clearly mark any proprietary information contained in its bid with the words “Proprietary Information.” Offeror shall not mark any Solicitation Form as proprietary. Pricing data shall not be considered proprietary. Marking all, or nearly all, of a bid as proprietary may result in rejection of the bid.

Offeror’s acknowledge that the City is required by law to make certain records available for public inspection. In the event that the City receives a request for disclosure of Proprietary Information by any person, court, agency or administrative body, or otherwise has a reasonable belief that it is obligated to disclose the Proprietary Information to any such person or authority, the City will provide Offeror with prompt written notice so that Offeror may seek a protective order or other appropriate remedy. The Offeror, by submission of materials marked Proprietary Information, acknowledges and agrees that the City will have no obligation to advocate for non-disclosure in any forum or any liability to the Offeror in the event that the City must legally disclose the Proprietary Information.



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6. SUBMISSION CHECKLIST

This section provides an overview of the submission instructions including a checklist to aid in the submission of complete proposals. Offeror's shall complete the fillable "RESPONSE WORKBOOK" attachment and submit as their proposal.

Vendors are strongly advised to read this section in its entirety and complete the checklist to avoid disqualification. **Please note that the City will NOT be able to consider proposals that are submitted late or that do not follow these guidelines.**

The Offeror shall bear all costs associated with submitting the proposal, including proposal preparation, site visitation or any travel connected with submission of the proposal. The City shall have no liability whatsoever for such costs.

Checklist for Submitting Proposal	Complete (✓)
Submission Requirements	
COVER SHEET (Response Workbook) Offeror Name Offeror Address	
COMPLETED OFFER SHEET (Response Workbook)	
1. QUALIFICATIONS, EXPERIENCE AND PROVEN PERFORMANCE	
2. METHOD OF APPROACH	
3. COST	
ADDENDUM RESPONSES (if applicable)	
Return of Offer	
<ul style="list-style-type: none"> Electronic copies of all "SUBMISSION REQUIREMENTS" listed above. Pricing Workbook must be submitted separately from the rest of the proposal. 	

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7. SUBMISSION REQUIREMENTS

The proposal is every element of your response to this RFP. For this proposal, you must provide a completed OFFER SHEET in addition to answering the questions identified in the REQUIRED RESPONSES. (see Response Workbook)

Responses must be numbered to correspond to the question numbers to aid in the evaluation process; failure to do so may result in disqualification.

Should your offer contain any PROPRIETARY INFORMATION you must clearly mark that information with the words "Proprietary Information." Only information contained in your response questions may be marked as such, information on the OFFER SHEET or PRICING SHEET (if applicable) are not considered proprietary.

Offeror's acknowledge that the City is required by law to make certain records available for public inspection. By submitting any materials marked as Proprietary Information, Offeror acknowledges and agrees that the City will have no obligation to advocate for non-disclosure in any forum or any liability to the Offeror if the City must legally disclose the Proprietary Information.

Helpful Hints:

- Answer each question completely, your answers will be the only basis on which your proposal is scored.
- Do not unnecessarily elaborate, keep your response complete and effective.
- Do not provide general answers or reference to sales literature.
- Only when applicable attach and reference supporting documents.



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Online Submittal Check List

Vendors should use this checklist to ensure that they have successfully submitted a proposal for a bid.

- Register as a vendor in the Vendor Self Service portal.
<https://glendaleazvendors.munisselfservice.com/default.aspx>

Vendor Registration instructions are located on the City's website.
<https://www.glendaleaz.com/cms/One.aspx?portalId=15209085&pageId=16366196>

- After registered, find the bid you wish to bid on and select "Create Proposal"

The screenshot shows the 'Vendor Self Service' portal with a sidebar on the left containing navigation links: Vendor Information, 1099, Bids, Checks, Invoices, Purchase Orders, and Contracts. The main content area is titled 'Status: Open' and 'Return to Search Results'. It displays details for a bid with the following information:

Information	Glendale Items
Bid Number	42200020
Description	RFP 22-25 GCN Chromatograph with Quadrupole Mass Spectrometer
Proposals due by	02/06/2020 02:00 PM
Bid opening date	02/06/2020 02:01 PM
Approximate award date	02/06/2020 05:00 PM

A 'Create Proposal' button is visible in the top right corner of the bid details area.

- Under attachment type vendor will see the attachments that are requested by the City. Until requested documents have been attached, it will say (0) for the number of attachments.

The screenshot shows 'Step 1 2' of the 'Vendor Self Service' portal. It displays a table of attachment requirements for the bid:

Attachment Type	Description	Required	Attachments
Vendor Pricing Workbook	Completed Pricing Workbook	✓	(0)
Vendor Response Workbook	Completed Response Workbook	✓	(0)

Buttons for 'Attach' are present next to each row. At the bottom right, there are 'Back' and 'Save and Continue' buttons.



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- After required attachments have been uploaded, the number of documents files attached with show ex. (1), (2), (3), etc.

Bid Attachments
 Step 1 2 3

Vendor Self Service
 Vendor Information
 1099
 Bids
 Checks
 Invoices
 Purchase Orders
 Contracts

[Vendor Self Service / Return to Search Results](#)

Attachment Type	Description	Required	Attachments	
Vendor Pricing Workbook	Completed Pricing Workbook	✓	(1)	Attach
Vendor Response Workbook	Completed Response Workbook	✓	(1)	Attach

- After selecting save and continue vendor will see a “Submit Bid” button. This must be clicked in order for the proposal to be submitted.

Bid Verification
 Step 1 2 3

Vendor Self Service
 Vendor Information
 1099
 Bids
 Checks
 Invoices
 Purchase Orders
 Contracts

[Vendor Self Service / Return to Search Results](#)

Proposal Status: Pending
[Information](#) | [Access](#) | [Items](#) | [Attachments](#)

Bid Number	42200020
Description	RFP 22-25 ICN Chromatograph with Curodupole Mass Spectrometer
Proposals due by	02/06/2020 02:00 PM
Bid opening date	02/06/2020 02:01 PM
Approximate award date	02/06/2020 05:00 PM

- After selecting submit bid the vendor will receive a message that states, “Response submitted successfully.”

Vendor Self Service
 Vendor Information
 1099
 Bids
 Checks
 Invoices
 Purchase Orders
 Contracts

Response submitted successfully.



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- After selecting “Ok” vendor can verify submittal status by going back to Bids and selecting “Return to My Bids” to verify submittal.

A green thumbs up will be displayed under the “Submitted” status. This signifies successful submittal of proposal.

Bids

[Search bids](#)

Proposal Status: All Submitted: All Bid Status: All

Recent bid requests

All times reflect (UTC-07:00) Arizona

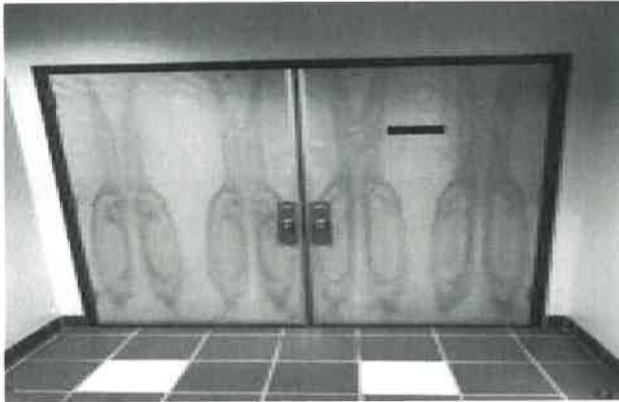
Due by Date	Bid Number	Description	Vendor ID	Bid Status	Submitted	Proposal Status
02/06/20 14:00 PM	42000020	RFP 20-29 ON Chromatograph with Quadrupole Mass Spectrometer		Accepting Proposals		



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ATTACHMENT 1
Types of City Doors

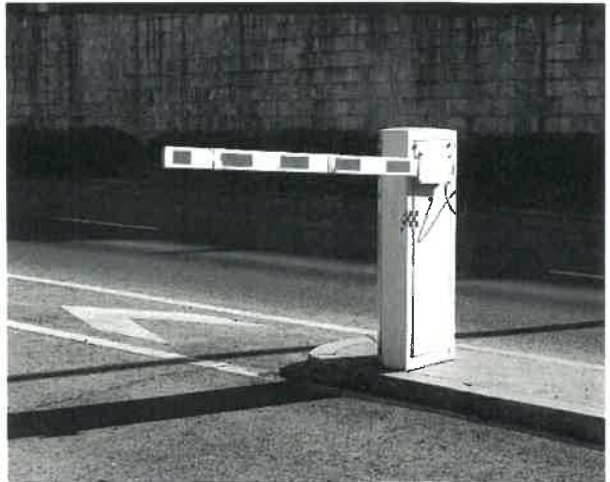
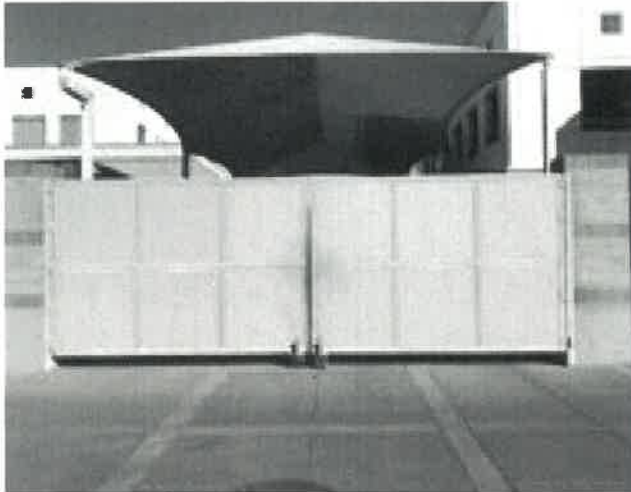




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Types of City Gates





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ATTACHMENT 2
City Door and Gate Locations

Item No.	Facility	Address	Equipment Type (Approximate Quantities)				
			Entry/Exit Doors	Roll Up Doors	Rolling Gates	Swing Gates	Barrier Gates
1.	Arrowhead-Water Svces Dept (WSD)		11	8	1		
2.	Camelback Ranch Well Site		2		1		
3.	Cholla (WSD)		8	9	3		
4.	Desert Diamond Lift Station		1		2		
5.	Manistee Ranch Well Site		1				
6.	Oasis WSD Facility		46	4	4		
7.	Pyramid Peak Facility		32	3	1		
8.	PP Priority`		1				
9.	Stone Haven Lift Station		2		2		
10.	Thunderbird Res		1			1	
11.	West Area		28	9	2		
12.	Fire Station 151	6851 N 52 nd Ave. Glendale, AZ 85301	4	4		1	
13.	Fire Station 152	6850 W Bethany Home Road, Glendale, AZ 85301	1	6		1	
14.	Fire Station 153	14061 N 59 th Ave., Glendale, AZ 85306	1	4		1	
15.	Fire Station 154	4439 W Peoria Ave. Glendale, AZ 85302	1	4		1	
16.	Fire Station 155	6255 W Union Hills, Glendale, AZ 85308	2	6			
17.	Fire Station 156	6801 W Deer Valley Road, Glendale, AZ 85308	1	4		2	
18.	Fire Station 157	9658 N 59 th Ave. Glendale, AZ 85302	7	1		1	
19.	Fire Station 158	6261 N 83 rd Ave. Glendale, AZ 85303	1	8		1	
20.	Fire Station 159	17159 N 63 rd Ave. Glendale, AZ 85308	1	8		1	
21.	Fire Dept Support Servicies	7501 N 55 th Ave. Glendale, AZ 85301	6	9		1	



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22.	GRPSTC	Glendale Regional Public Safety Training Center, 11550 W Glendale Ave. Glendale, AZ 85307	+/-10	+/-4			
23.	Fire Station		2	8		2	
24.	Sally Port		1	1		1	
25.	Police Dept Headquarters	6835 N 57 th Drive, Glendale, AZ 85301	+/-10				
26.	Police Foothills Station	6255 W Union Hills Dr. Glendale, AZ 85308	+/-5				
27.	Police Gateway Station	6261 N 83 rd Ave. Glendale, AZ 85303	+/-5				
28.	Police Property Office	6811 N 57 th Drive, Glendale, AZ 85301	+/-5				
29.	City Court	5711 W Glendale, Ave.	+/-10				
30.	Transportation	6210 W. Myrtle Ave. Glendale, AZ 85301	+/-5				
31.	Glendale Municipal Airport	6801 N Glen Harbor Blvd, Glendale, AZ 85307	+/-10				
32.	Field Operations Dept	6210 W Myrtle Ave, Glendale, AZ 85301	+/-30	+/-10	2		1
33.	Community Service Dept	5850 W Glendale Ave. Glendale, AZ 85301	+/-5				
34.	Community Services	5950 W Glendale Ave. Glendale, AZ 85301	+/-5				
35.	IT Dept	6835 N 57 th Dr, Ste 100, Glendale, AZ 85301	+/-5				
36.	Glendale Civic Center	5750 W Glenn Drive, Glendale, AZ 85301	+/-10				
37.	Main Library	5959 W Brown St. Glendale, AZ 85302	+/-10				
38.	Foothills Library	19055 N 57 th Ave. Glendale, AZ 85308	+/-10				
39.	Velma Teague Library	7010 N 58 th Ave. Glendale, AZ 85301	+/-5				
40.	Heroes Regional Park Library	6075 N 83 rd Ave. Glendale, AZ 85303	+/-5				
41.	Glendale Parks and Recreation	5970 W Brown St. Glendale, AZ 85302	+/-5				
42.	Glendale City Hall	5850 W Glendale Ave. Glendale, AZ 85301	+/-50				

EXHIBIT B
CITYWIDE ON-CALL DOOR AND GATE REPAIR AND PREVENTATIVE MAINTENANCE
SERVICES

COMPENSATION

NOT-TO-EXCEED AMOUNT

The total amount of compensation paid to Contractor for full completion of all work required for the entire term of the Project (including contingencies) must not exceed \$900,000.00.

DETAILED PROJECT COMPENSATION

See Contractor's response to RFP 22-25 (ATTACHMENT 1).

**ATTACHMENT 1
PRICING WORKBOOK**

Contractor's pricing shall include, but is not limited to, experienced labor, tools, employee benefits, fuel, shipping, licenses, fees, insurance, profit, and any other associated costs (except sales taxes) necessary to provide the requested services.

All prices quoted shall be firm and fixed for the specified contract period. The City shall NOT be invoiced at prices higher than those stated in the resultant contract. Other than contract pricing, NO additional cost, fees or surcharges shall be allowed by the City.

CITYWIDE SCHEDULED PREVENTATIVE MAINTENANCE SERVICES						
Item No.	Description	Frequency of Preventative Maintenance	No. of Units (A)	Unit Price (B)	Frequency Per Year (C)	Total Annual Price (A x B x C)
1.	Scheduled Preventative Maintenance on mechanical or electromechanical Entry and Exit Doors including sliding doors, swing doors and fire doors as per Scope of Work.	Semi-annual	475	\$60/Unit	2	\$57,000
2.	Scheduled Preventative Maintenance on mechanical or electromechanical commercial roll-up doors, rolling garage curtains, swing gates and barrier arms as per Scope of Work	Semi-annual	50	\$80/Unit	2	\$8,000
Sub-total (Item No. 1 & 2)						\$65,000

CITYWIDE ON-CALL DOOR AND GATE REPAIR AND MAINTENANCE SERVICES					
Item No.	Description	Unit of Measure	Estimated Annual Quantities (A)	Unit Cost (B)	Extended Amount (A X B)
3.	Non-routine, non-emergency door and gate repair services as per Scope of Work (M-	Hour	500	\$140/Hour	\$70,000

	F, 8:00 AM-5:00 PM)				
4.	Emergency door and gate repair services as per Scope of Work (24 hours per day, 7 days a week including holidays)	Hour	200	\$215/Hour	\$43,000
Sub-total (Item No. 3 & 4)					\$113,000

Grand Total (Item No. 1 thru 4)					\$178,000
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PRICING FOR PARTS, MATERIALS AND EQUIPMENT USED (LIST PRICE MINUS % DISCOUNT OFFERED BY VENDOR) Published List Price		
Item No.	Description	% Discount Offered by Vendor
5.	Parts and Material Cost	15%
6.	Equipment Rate (Describe Equipment Used and hourly or flat rate)	15%

PAYMENT Contractor shall provide monthly statements of itemized services. Payment will be reviewed and approved by the Contract Administrator or designee. The itemized statement shall not exceed the proposal fee in this Section.