

**AGREEMENT FOR
CUSTODIAL SERVICES FOR CITY PARKS
City of Glendale Solicitation No. RFP 26-06**

This Agreement for Custodial Services for City Parks ("Agreement") is effective and entered into between CITY OF GLENDALE, an Arizona municipal corporation ("City"), and Plan-B Facility Services, LLC, an Arizona limited liability company, authorized to do business in the State of Arizona, ("Contractor"), as of the ____ day of _____, 2026.

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 26-06 (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; and
- 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.
- 1.2 Project Team.
 - a. Project Manager.
 - (1) Contractor will designate an employee as Project Manager with sufficient training, knowledge, and experience to complete the Project and handle all aspects of the Project (as determined by the City in its sole discretion); such that the work produced by Contractor is consistent with applicable standards as detailed in this Agreement;
 - (2) The City must approve the designated Project Manager; and
 - (3) To assure the Project schedule is met, Project Manager may be required to devote no less than a specific amount of time as set out in Exhibit A.
 - b. Project Team.
 - (1) The Project Manager and all other employees assigned to the project by Contractor will comprise the "Project Team."
 - (2) Project Manager will have responsibility for and will supervise all other employees assigned to the Project by Contractor.
 - c. Discharge, Reassign, Replacement.
 - (1) Contractor acknowledges the Project Team is comprised of the same persons and roles for each as may have been identified in the response to the Project's solicitation.

- (2) Contractor will not discharge, reassign or replace or diminish the responsibilities of any of the employees assigned to the Project who have been approved by City without City's prior written consent unless that person leaves the employment of Contractor, in which event the substitute must first be approved in writing by City.
- (3) Contractor will change any of the members of the Project Team at the City's request if an employee's performance does not equal or exceed the level of competence that the City may reasonably expect of a person performing those duties or if the acts or omissions of that person are detrimental to the development of the Project.

d. Sub-contractors.

- (1) Contractor may engage specific technical contractor (each a "Sub-contractor") to furnish certain service functions.
- (2) Contractor will remain fully responsible for Sub-contractor's services.
- (3) Sub-contractors must be approved by the City, unless the Sub-contractor was previously mentioned in the response to the solicitation.
- (4) Contractor shall certify by letter that contracts with Sub-contractors have been executed incorporating requirements and standards as set forth in this Agreement.

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 ("Coordinating Project Professionals").
- b. Subject to any limitations expressly stated in the Project Budget, Contractor will meet to review the Project, Schedule, Project Budget, and in-progress work with Coordinating Project Professionals and City as often and for durations as City reasonably considers necessary in order to ensure the timely work delivery and Project completion.
- c. For projects not involving Coordinating Project Professionals, Contractor will proactively interact with any other contractors when directed by City to obtain or disseminate timely information for the proper execution of the Project.

3.5 Work Product.

- a. Ownership. Upon receipt of payment for services furnished, Contractor grants to City, and will cause its Sub-contractors to grant to the City, the exclusive ownership of and all copyrights, if any, to evaluations, reports, drawings, specifications, project manuals, surveys, estimates, reviews, minutes, all "architectural work" as defined in the United States Copyright Act, 17 U.S.C § 101, *et seq.*, and other intellectual work product as may be applicable ("Work Product").
 - (1) This grant is effective whether the Work Product is on paper (e.g., a "hard copy"), in electronic format, or in some other form.
 - (2) Contractor warrants, and agrees to indemnify, hold harmless and defend City for, from and against any claim that any Work Product infringes on third-party proprietary interests.
- b. Delivery. Contractor will deliver to City copies of the preliminary and completed Work Product promptly as they are prepared.
- c. City Use.
 - (1) City may reuse the Work Product at its sole discretion.
 - (2) In the event the Work Product is used for another project without further consultations with Contractor, the City agrees to indemnify and hold Contractor harmless from any claim arising out of the Work Product.
 - (3) In such case, City shall also remove any seal and title block from the Work Product.

4. Compensation for the Project.

4.1 Compensation. Contractor's compensation for the Project, including those furnished by its Sub-contractors will not exceed \$927,562.05, 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. City 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 receipt 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. City may terminate this Agreement for cause if Contractor fails to cure any breach of this Agreement within seven 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 of more than \$2,000,000 or the amount of this Agreement, whichever is greater.

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 \$2,000,000 per occurrence and \$4,000,000 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 \$2,000,000 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 \$2,000,000 per accident for Contractor and \$2,000,000 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 warrants 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. **Uyghur Forced Labor Prevention Act (UFLPA).** Contractor certifies that it does not currently, and during the term of this Agreement, will not use:
 - a. the forced labor of ethnic Uyghurs in the People's Republic of China;
 - b. any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and
 - c. 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.
12. **Attestation of PCI Compliance.** When applicable, the Contractor will provide the City annually with a Payment Card Industry Data Security Standard (PCI DSS) attestation of compliance certificate signed by an officer of Contractor with oversight responsibility.
13. **Notices.**
 - 13.1 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.
 - 13.2 **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:

Noah Gonzales
c/o Plan-B Facility Services, LLC
PO Box 697
Peoria, AZ 85380
 - 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 Anne Shadle
5850 W. Glendale Ave.
Glendale, Arizona 85301
(623) 930-2864

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.

14. **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.

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

15.1 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.

15.2 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.

- 15.3 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.
- 15.4 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.
- 15.5 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.
- 15.6 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.
- 15.7 Counterparts. This Agreement may be executed in counterparts, and all counterparts will together comprise one instrument.

16. Term.

- 16.1 Extensions. 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, 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 extension period. Price adjustments will only be reviewed prior to the extension period and any such price adjustment will be a determining factor for any renewal. There are no automatic extensions or renewals of this Agreement.
- 16.2 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.

17. 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.

18. 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>

19. 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

(Signatures appear on the following page.)

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

City of Glendale,
an Arizona municipal corporation

By: Patrick S. Banger
Its: City Manager

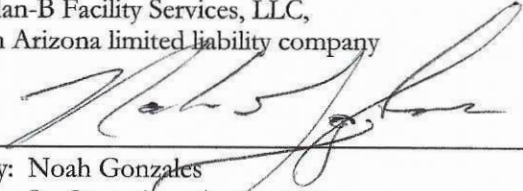
ATTEST:

Julie K. Bower
City Clerk (SEAL)

APPROVED AS TO FORM:

Michael D. Bailey
City Attorney

Plan-B Facility Services, LLC,
an Arizona limited liability company



By: Noah Gonzales
Its: Sr. Operations Account Manager

EXHIBIT A
CUSTODIAL SERVICES FOR CITY PARKS
PROJECT

Contractor shall provide custodial services for all City park restroom facilities per the scope of work in RFP 26-06.



CITY OF GLENDALE PROCUREMENT DIVISION REQUEST FOR PROPOSAL

SOLICITATION NUMBER: RFP 26-06

ONLINE BID NUMBER: 42600020

TITLE: CUSTODIAL SERVICES FOR CITY PARKS

PUBLISHED DATE: DECEMBER 3, 2025

PRE-OFFER CONFERENCE **DECEMBER 10, 2025, 2:00 PM Local Time**
Attendance is NOT required
[Join the meeting now](#)
Meeting ID: 214 718 296 566 32
Passcode: VT7fH7te

SUBMISSION DEADLINE FOR QUESTIONS: **DECEMBER 17, 2025, 2:00 PM Local Time**

SITE VISIT (ALL FACILITIES): Site visits are open on the dates of December 16 (Tuesday), 17 (Wednesday), and 18 (Thursday) at the leisure of each vendor between 9:00 am and 2:00 pm
Offerors are strongly encouraged to conduct site visit/s

OFFER DUE: **DECEMBER 23, 2025, 2:00 PM Local Time**
Offer Submission Through [Vendor Self-Service \(VSS\) Online Bid System](#).
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: Anne Shadle, Procurement Officer
Procurement Division
623-930-2864
ashadle@glendaleaz.com

Proposals will be opened using the City's electronic bidding system on the specified due date and time 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
The [Vendor Self-Service - Vendor Registration Guide](#) provides detailed instructions for registration for both new and existing vendors.

*For vendor convenience we have identified the commodity codes used in this solicitation on this page. (A Commodity Code is a universal classification for identifying commodities and services in procurement systems). **The commodity code(s) used in this solicitation is: 91039***



City of Glendale
Solicitation Number: RFP 26-06 /42600020
Custodial Services for City Parks

CITY OF GLENDALE
 Procurement Division
 5970 West Brown Street,
 Suite 210
 Glendale, Arizona 85302

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Additional Attachment

EXHIBIT 4: Agreement Template

Required Submittal Documents

1. **Response Workbook** – To be completed by Offeror and submitted as their response.
2. **Pricing Workbook** – To be completed by Offeror and submitted as their response.
3. **Attachment – Sample Report(s)** - To be completed by Offeror and submitted with their response
4. **Attachment – Organizational Chart** - To be completed by Offeror and submitted with their response



City of Glendale
Solicitation Number: RFP 26-06 /42600020
Custodial Services for City Parks

CITY OF GLENDALE
Procurement Division
5970 West Brown Street,
Suite 210
Glendale, Arizona 85302

1. INTRODUCTION

The City of Glendale (“City”) is soliciting Request for Proposals from qualified contractors to provide custodial services for City park restroom facilities listed below. The specifications below set the expected minimum maintenance standards at the City’s parks.

It is the intent of the City to award a contract for custodial services at the parks that have restroom facilities for the interior portions for each listed building location. **All specifications apply to every location except where expressly noted.**

This is a performance-based, all-inclusive, custodial services RFP. The City requires cleaning to be performed to the total expectations of the specifications without regard to the number of custodians or hours needed to meet the specifications herein. The City requires the Contractor to adhere to the specifications set forth, as a minimum, and performs the requirements with expertise.

2. SCOPE OF WORK

2.1 Contractor shall:

- 2.1.1 Furnish all supervision, labor, tools, equipment, and supplies needed to perform the required custodial services.
- 2.1.2 Provide an adequate number of employees to meet or exceed the level of custodial services required by the contract and shall schedule work so that it does not disrupt the functions and normal day-to-day operations of City employees.
- 2.1.3 Ensure that employees comply with all City and State industrial regulations and practices for public facilities including supplies, materials, tools, and equipment. This also includes all City of Glendale Park rules and regulations, i.e. speed limit of 5 mph, refraining from driving on the turf, etc.
- 2.1.4 Always conduct themselves on site in a professional manner, be courteous, neat in appearance and wear visible vendor identification.
- 2.1.5 Vehicles used by contractors shall be labeled with company name that visible to City staff and public. Additionally, all employees should wear company shirts/uniforms.
- 2.1.6 Use of the City’s mobile application (App) will be required for tracking daily work and upload photos to indicate times and tasks performed at each location. Photos of damage noted, or areas of concern shall be uploaded to the City’s App as well.

2.2 Standard Requirements Restrooms:

- 2.2.1 **Restroom General Cleaning Standards:** Each urinal, toilet, sink and associated fixtures inside the restroom and floors shall be properly cleaned daily using environmentally friendly products per industry



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standards. Flush all urinals and toilets nightly and provide urinal odor control mats. Toilet bowls are to be wiped down and disinfected including the seat area. Inside the bowl to be cleaned with a disinfected cleaner. Toilet seats are to be cleaned and disinfected. All toilets flushed when cleaning has concluded. The same applies for all urinals. If chrome plated/stainless toilets or urinals, they must be cleaned with a non-abrasive, non-acid base cleaner as is recommended by the industry.

- 2.2.2 **Schedule:** Cleaning and servicing of the restrooms shall be performed one (1) time per day, seven (7) days a week and some work disciplines as defined on an “as needed” basis for events.

All restrooms are to be locked after completion of the daily routine so long as it is after 10 pm. All cleaning at all locations must be completed prior to 6:00 am. when the park restrooms open.

- 2.2.3 **Equipment:** Each employee shall be properly equipped with the necessary equipment and supplies to carry out their duties to meet the performance requirements of the cleaning as specified herein.
- 2.2.4 **General Cleaning Standards:** Free of dirt, dust, lint, streaks, graffiti, feces, animal and bird droppings, or debris from any surface. Equipment is used to clean rafters, ceilings, and all ceiling surfaces shall be clean. All cobwebs, dirt, and dust shall be completely removed.

- 2.2.5 **Plumbing Fixtures and Dispenser Cleaning and Sanitizing:** Plumbing fixtures and dispensers are to be cleaned and sanitized and free of all deposits, dirt and stains, feces, without dust, streaks, film, or odor.

- 2.2.6 **Emptying Trash Receptacles:** Empty all dispensers or trash receptacles inside of the restroom and transport all refuse for proper disposal off-site, wipe down trash receptacle surfaces with a sanitized cloth, and replace liner.

- 2.2.7 **Sweeping Standards:** All floor surfaces shall be swept clean. Floors shall not show dust, dirt, or any other debris. Baseboards clean (when applicable), free of bird droppings, gum, or other such items.

- 2.2.8 **Scrubbing Floors:** Is satisfactorily performed when all surfaces are without embedded dirt, cleaning solution, film, debris, standing water, stains or marks, feces, bird and animal droppings and the floor is uniformly clean. A clean water rinse must follow the cleaning procedure and be dried by either forced air or dry mopping.

Detergent used shall comply with industry standards for the removal of dirt and debris. Floors shall be mopped, rinsed, and dried thoroughly in such a manner that the least amount of water be used. Water shall be changed frequently, and the mop rinsed frequently. Floors shall be free of all debris, dirt and streaks.

- 2.2.9 **Metal Surfaces:** All to be clean and without deposits, tarnish, streaks, or film to a bright polished luster. All cleaners used shall be removed from any adjacent surface and be streak and film free.



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- 2.2.10 **Glass Surfaces:** All the glass surfaces are to be clean, streak and film free without stains or deposits left behind and to a polished luster.
- 2.2.11 **Spot Clean:** All surfaces to be free of stains, deposits, marks and polished to a luster.
- 2.2.12 **Wall/ Ceiling Washing:** After cleaning, surfaces of wall, ceilings, exposed pipes and fixtures will be uniformly cleaned and free from dirt, stains, streaks, graffiti and cleaning marks. Painted surfaces must not be damaged. Hard finishes, wainscots, tile, or all other types of hard surfaces must be left bright, free of film streaks, deposits, marks, and dirt.

2.3 Daily Cleaning:

- 2.3.1 **Toilets and Urinals:** A high strength detergent, containing a deodorant and a built-in anti-bacterial agent shall be approved by the City. Floors, toilet partitions, doors, sinks, toilets, and urinals, shall be washed thoroughly. Toilets and urinals shall be kept free of hard water deposits and stains. Odor suppressant Waxie or equivalent urinal mat shall be replenished as needed in urinals.
- 2.3.2 **Fixtures & Mirrors:** After being washed, fixtures and mirrors shall be cleaned and wiped dry and free of streaks.
 - a) Abrasive and caustic cleaning materials shall NOT be used in cleaning the floors, walls, toilet partitions, doors, toilets, urinals or mirrors. A separate and clean rag must be used for each area.
 - b) **Trash removal:** If a dumpster is not on-site, Contractor is responsible for trash removal after trash receptacles are emptied, cleaned and a new liner replaced. Trash and refuse will be bagged and removed from the restroom to designated areas.
 - c) **General:** All restroom facilities shall be maintained free of spider webs, trash, and debris. Light fixtures attached to structures shall be cleaned and dust-free. Paper wads shall be removed from ceilings, walls, and other surfaces.
 - d) Contractor shall attempt to remove graffiti and if unsuccessful, immediately report any graffiti or marking of any kind on any surface in or outside the restroom to the Contract Administrator.
 - e) **Locks:** Contractor will ensure that all locks are used and maintained on dispensers with locking devices.
 - f) **Inspections:** Restrooms shall be inspected for the purpose of checking for inoperative fixtures and performing any of the above cleaning tasks which may be necessary to maintain a neat and clean appearance in the restrooms. Contractor shall immediately report any inoperable fixtures to the Contract Administrator.
 - g) **Signage:** Contractor will carry and post City of Glendale "Restroom Closed" sign and use when situation warrants closure of a restroom. Out-of-Order signage to be set when toilet is clogged or water is non-functioning.



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- h) Contractor shall report any broken or damaged fixtures, broken or missing locks, plumbing problems, criminal activity, vandalism etc. that compromise use of the restroom immediately the following day to the Contract Administrator. Please call the Park Ranger Line at 623-695-3004 between 4:00 pm.-12:00 am.
- i) Contractor to ensure the facility is securely locked and shall not access any restroom through the turf or go around any gates to gain access to a restroom.
- j) Contractor shall meet with the city on a mutually agreed upon schedule to review the contract details and discuss any concerns raised for that month that may need resolved.

2.4 As-Needed Cleaning

- 2.4.1 Walls and ceilings shall be clean with soap and water and wiped dry to maintain a clean appearance.
- 2.4.2 Additional detailed floor care, as necessary, to remove all foreign substances such as gum or tar.
- 2.4.3 Drains are to be free of debris and able to drain freely. Drain cleaner shall be placed in the drains as needed.
- 2.4.4 Pressure-wash all walls and floors on interior of the restrooms. Wipe down all fixtures, squeegee or dry the floor and wipe down baseboards and partitions. The Contractor shall notify the City of Glendale representative of completing this action to verify through an inspection that the work was completed to the satisfaction of the City.

2.5 Preventative Maintenance Requirements:

- 2.5.1 Contractor shall alert the City representative by email of any issues to maintain the fixtures in the restrooms in good working condition including, but not limited to, broken or damaged soap dispensers, lighting, mirrors, urinals, toilets, wash basins, toilet paper dispensers. Report and or communicate criminal activity, vandalism or graffiti.
- 2.5.2 Stopped toilets, sinks, etc. shall be plunged to dislodge the stoppage and allow for cleaning. Use non-corrosive drain cleaners, if needed.
- 2.5.3 Contractor shall attempt to remove graffiti using graffiti buster or equivalent on all surfaces.
- 2.5.4 If unable to unclog a toilet or remove graffiti, the city must be notified by email by 9:00 a.m. each day and via the City of Glendale App. Contractor will place a "Restroom Closed" sign on the door.
- 2.5.5 Any restroom may be closed for repair; however, if only a stall or urinal is closed the rest of the facility must still be cleaned.
- 2.5.6 Each facility shall be inspected by the Contractor supervisor during daylight hours once per week. The inspection shall be documented by the



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Contractor and provided to the City (in English) upon request in the mobile app.

- 2.5.7 All work to be performed in strict accordance with the cleaning product specifications and standards of performance specifications included here within.
- 2.5.8 All Safety Data Sheets (SDS) shall be provided to the City upon request.

2.6 SUPPLIES:

- 2.6.1 All supplies shall be replenished as necessary. At a minimum one full roll of toilet paper should be in evidence on each spindle each time serviced.
- 2.6.2 Contractor shall provide all paper products and other items such as but not limited to liquid hand soap Go-Jo or equivalent, plastic trash liners, Waxie or equivalent deodorized urinal mats, all general cleaning supplies, disinfectants for fixtures, walls, floors and drains, and the necessary equipment needed for cleaning.
- 2.6.3 Trash liners shall be a minimum of 3 mil inch thickness. Liners must be replaced, if found to be over one quarter (1/4) full or have any liquid or food in them.
- 2.6.4 In addition to the supplies indicated above, the Contractor should provide toilet paper holders (plastic and metal), soap dispensers and towel dispensers at no charge to the City. Contractor in coordination with the City Representative for installation.
- 2.6.5 The City will make a purchase of the needed supplies and charge them against the Contractor's invoice at the City's cost plus 10%. if the Contractor does not furnish the proper supplies.
- 2.6.6 Fines for non-performance will be assessed by the City of Glendale as stated in the chart below. Fines will be deducted from the next monthly invoice.



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2.7 Performance Infractions:

Infraction	Fine
Failure to clean a scheduled restroom on the daily cleaning rotation	\$100 each day /each location
Failure to upload photos of the completed work as well as any photos of damages.	\$25 per incident
Failure to perform cleaning service for a special, prearranged event (i.e. Fruit Packing Shed.)	\$250 for each missed service
Falsifying times/information on Daily Log	\$500 each time
Failure to use proper supplies, trash liner thickness, etc.	\$100 per location
Failure to stock park restrooms with sufficient toilet paper or soap	\$100 each location
Failure to obey the park speed limit regulations	\$100 for each offense
Driving on the turf in the park	\$100 for each offense
Damage caused to city property, landscaping (trees, shrubs)	Actual cost to replace item and labor charge for City Worker to install it.
Cars, vans, trucks not marked with the company logo	\$100 for each day a vehicle is not marked with the company name/logo.
Employees not wearing uniform (shirts, hats, smocks, badge) with the company logo	\$100 per day. Contractor employees in the COG parks & facilities must be identifiable.

2.8 Work Locations: Service area includes 12 facility locations as listed below.

PARK RESTROOM LOCATIONS

NAME OF PARK	ADDRESS (APPROXIMATE)	NUMBER OF FACILITIES
Foothills Ballfields Skate Court	19073 N 57th Avenue 19021 N. 59th Avenue	2
Glendale Heroes Regional Park Skate Court, Main Ramada, New Ramada 1 New Ramada 2	6101 North 83rd Avenue	4



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NAME OF PARK	ADDRESS (APPROXIMATE)	NUMBER OF FACILITIES
Glendale Youth New Ramada #2 Sports Complex (GYSC) 1 man and 2 women's	6220 North 91st Avenue	1
Murphy Park (Special Events ex: Glendale Glitters) a Porter must be provided.)	7010 N. 58th Avenue	1
Paseo Sports Complex	6268 W. Thunderbird Road	1
Sahuaro Ranch Park Historic Area (1) Main Park (2)	9802 North 59th Avenue	3
Sahuaro Ranch Park Fruit Packing Shed and interior restroom	9802 North 59th Avenue	1
Sahuaro Ranch Sports Complex	9802 North 59th Avenue	1
Thunderbird Paseo @ 67th	67th Ave. and AZ Canal Diversion Channel	1
Thunderbird Paseo @ 59th	59th Ave. and AZ Canal Diversion Channel	1
Thunderbird Conservation Park	22600 N. 59th Ave.	3
Bonsall North	5821 West Bethany Home Road	1
O'Neil Park	6448 W. Missouri Ave	1
Rose Lane Park	4917 W. Marlette Ave	1



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3. HOW WE CHOOSE

3.1 SCORING RESPONSES

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

- **20% Experience, proven performance, and qualifications**
- **30% Method of Approach**
- **20% Capacity of Offeror**
- **30% Cost**

3.2 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.

3.3 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.

3.4 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.

3.5 ADDITIONAL INVESTIGATIONS: The City reserves the right to conduct any additional investigations necessary to evaluate the competence, financial stability, and overall qualifications of any Offeror. This may include, but is not limited to, reviewing past contract performance, verifying financial statements, and assessing the Offeror's ability to successfully fulfill the requirements of this solicitation.

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

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

4. NOTICE OF INTENT TO AWARD

Information about the recommended award for this solicitation will be posted [here](#) and will be available immediately after the City has completed its evaluation process. Questions regarding the notice of intent to award must be directed to the listed Procurement Officer immediately. All Offerors recognize and agree that once a Notice of Intent to Award is issued by the City, all documents in the City's



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Procurement file related to this RFP are public records available to any party interested in reviewing them.

5. FILING A PROTEST

Offeror may file a protest regarding the Notice of Intent to Award. To be considered valid, the protest must:

- Be submitted in writing to the Finance Director no later than:
 - Seven (7) calendar days after the protestor knew or should have known the basis of the objection, or
 - Fifteen (15) calendar days after the Notice of Intent to Award has been issued, whichever is shorter.
- Specifically identify the objection to the award;
- Provide the name, address, telephone number and email address of protestant;
- Include the identification of the solicitation or contract number;
- Provide a detailed statement of the legal and factual grounds of the protest, including copies of relevant supporting documentation at the time of filing; and
- Include the form of relief requested.

The Finance Director has the authority to determine if a protest has been submitted timely. Untimely protests will not be considered and will be dismissed.

If a protest is submitted within the required timeframe, the Finance Director will review all information and documentation provided. After consulting with the City Attorney's Office, the Finance Director will issue a written determination indicating whether the requested relief is accepted, rejected, or modified. A final decision will be issued within fourteen (14) business days of receiving the protest. If no decision is issued within this timeframe, the protest will be considered denied.

By submitting a proposal, the Offeror acknowledges and agrees to abide by the City's procedures for bid protests and public record requests.

6. 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.

7. OFFER ERRORS OMISSIONS AND CORRECTIONS

City will not be responsible for any offeror's 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.



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8. 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 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.

9. 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 Procurement Division 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.

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

10. 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.

Offerors 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



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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.

11. SUBMISSION CHECKLIST

This section provides an overview of the submission instructions including a checklist to aid in the submission of complete proposals. Offerors 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	
OFFER SHEET (Response Workbook) Offeror Name Offeror Address	
1. EXPERIENCE, PROVEN PERFORMANCE, QUALIFICATIONS	
2. METHOD OF APPROACH Attachment Titled “Sample Report(s)”	
3. CAPACITY OF OFFEROR Attachment Titled “Organization Chart”	
4. COST (Must be submitted in a separate electronic file)	
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. 	

12. SUBMISSION REQUIREMENTS

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.



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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.

Offerors 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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EXHIBIT 1: SPECIAL NOTICES

By signing on the Offer/Bid page, solicitation Addendum(a), or cover letter accompanying the submittal documents, Offerors are certifying that they understand the following notices and agree to comply with all required terms and conditions.

1. RETURN OF OFFER

The Offeror shall submit required proposal responses electronically in Vendor Self Service (VSS).

Offeror is required to register in VSS prior to submitting a proposal if they have not already registered.

<https://glendaleazvendors.munisselfservice.com/Vendors/default.aspx>

Guide to Register as a new vendor:

https://www.glendaleaz.com/your_government/city_finances/procurement/vendor_self_service_vss (This is a PDF document "Vendor Registration Instructions" at the bottom of page.)

- a. The Offeror shall complete all sections of the solicitation in the format given and the spaces provided. Proposals that do not conform to the above format may be rejected.
- b. 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.

2. PRE-OFFER CONFERENCE & SITE VISITS

A Pre-Offer meeting will be held on **the time and at the location shown on page 1 of this document**. Attendance is not required. Copies of the Request for Proposal (RFP) will NOT be available.

The purpose of the conference will be to clarify the contents of the solicitation to prevent any misunderstanding of the City of Glendale's position. Any doubt as to the requirements of the solicitation or any apparent omission or discrepancy should be presented to the City at the conference. The City will determine the appropriate action necessary, if any, and issue a written amendment to the solicitation if required. Oral statements or instructions will not constitute an amendment to the solicitation.

3. CONFLICT OF INTEREST

Contractor shall disclose the following: 1) the name(s) and position(s) of each Contractor's employee or subcontractor that participated in the preparation of the submittal or who will be involved, directly or indirectly, with performing the contract, if awarded; 2) the name(s) of any City of Glendale employee who is a relative of persons identified pursuant to No. 1; 3) the name(s) and position(s) of Contractor's personnel that have a financial or proprietary interest in the contract; 4) the name(s) of any City of Glendale employee who is a relative of persons identified pursuant to No. 3.



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Providing such disclosure will not necessarily disqualify a Contractor. Failure to disclose the requested information or any potential conflict of interest pursuant to A.R.S. § 38-511 et seq. may result in rejection of the proposal or bid or any contract being void or terminated.

For purposes of this provision, the following definitions apply:

- i. "Employee" means all persons who are employed on a full-time, part-time or contract basis by the City of Glendale.
- ii. "Relative" means the spouse, child, child's child, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse.

4. QUESTIONS AND INQUIRIES

Any question related to this Request for Proposal must be submitted in writing to the Procurement Officer whose name appears above. An Offeror shall not contact or ask questions of the department for whom the requirement is being procured. **Questions must be submitted in writing via email by 2:00 PM Local Time or before the date shown on Page 1 of this document.** Any correspondence related to a solicitation should refer to the appropriate Request for Proposal number, page and paragraph number. Oral interpretations or clarifications will be without legal effect. Only questions answered by a formal written amendment to the Request for Proposal will be binding.

5. SPECIAL TERMS AND CONDITIONS

Additional terms and conditions specific to the provision of the services referenced will be negotiated with the successful bidder for inclusion in the contract.

6. PUBLIC RECORD REQUIREMENTS

Offeror acknowledges that the City is a public agency and must comply with all Public Records laws and proposals submitted become the property of the City and are subject to public disclosure requirements in accordance with Arizona Public Records Law. Any portion of the proposal that the offeror deems confidential or proprietary must be clearly labeled as such. Labeling material does not automatically preclude the material from public disclosure, as the City is required to make an appropriate determination as to the confidentiality of the material in accordance with Arizona Public Records Law. It is the offeror's sole responsibility and cost to take action, including legal actions, to protect such material. Price is not confidential and will not be withheld.

7. PERMITS AND LICENSES

It is the offeror's sole responsibility to determine and secure any and all licenses and permits the contractor needs to operate the facility, from any regulatory body having jurisdiction related to the services being provided. Such costs are the exclusive responsibility of the operator, operator must also ensure appropriate licensing of any subcontractors, operator shall notify the City in writing within two (2) working days of any suspension, revocation or renewal.



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8. NO COLLUSION OR ANTI-COMPETITIVE PRACTICES

The submission of the offer did not involve collusion, and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the invitation to bid, designed to limit independent bidding or competition or other anti-competitive practices.

9. NON-DISCRIMINATION

Contractor agrees not to 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 Subcontractor to be bound to the same requirements as stated within this section. Contractor, and on behalf of any subcontractors, warrants compliance with this section.

10. NO CONSIDERATIONS

The Contractor 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, meal or service to a public servant in connection with the submitted offer.

11. AUTHORIZED AGENT

The individual signing the submittal is an authorized agent and has the authority to bind the Offeror to the proposal and subsequent contract if awarded.

12. KEY PERSONNEL

If awarded, Offeror shall assign a specific individual as the key point of contact for the management of the contract, subject to specific notification requirements to be included in the final contract.

13. SITE INSPECTION

It is the responsibility of the Offeror to become familiar with any conditions which may affect the performance and cost of providing the service and this submission will serve as evidence that the Offeror did, in fact, make a site inspection and is aware of all conditions.



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EXHIBIT 2: SPECIAL TERMS AND CONDITIONS

By signing on the Offer/Bid page, solicitation Addendum(a), or cover letter accompanying the submittal documents, Offerors are certifying that they understand the following notices and agree to comply with all required terms and conditions. The following terms are found on the City's Website and are applicable to Request for Proposal: [Terms and Conditions](#)

- 1. TYPE OF AWARDS** The City reserves the right to make multiple awards or to award by individual line items, 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 offeror is not in the City's best interest, "all or none" offers shall be rejected.
- 2. ALTERNATE OFFERS** Offers submitted as alternates, or on the basis of exceptions to specific conditions of purchase and/or required specifications, must be submitted as an attachment referencing the specific paragraph number(s) and adequately defining the alternate or exception submitted. Detailed product brochures and/or technical literature, suitable for evaluation, must be submitted with the offer. If no exceptions are taken, City will expect and require complete compliance with the specifications and all Conditions of Purchase.
- 3. ARIZONA CORPORATION COMMISSION (ACC)** As a condition of doing business and prior to contract award, the contractor must be registered with the Arizona Corporation Commission (ACC) and maintain active status.
- 4. EFFECTIVE PERIOD OF OFFER** Offers shall be valid for a minimum of 120 days following the deadline for submitting offers. If an award is not made during that period, all offers shall be automatically extended for another 120 days. Offers will be automatically renewed until the solicitation is either canceled, an award is made, or proper Notice is given to the Procurement Officer of Offeror's intent to withdraw its offer. Offers may only be withdrawn by submitting Notice at least 15 days before the expiration of the then current 120-day period.
- 5. PAYMENT TERMS** If payment terms are not indicated, terms of NET 30 days shall be applied by the City. Payment terms to apply after receipt of invoice or final acceptance of the products/services, whichever is later. Payment terms offering less than 20 days for payment will not be considered.
- 6. UNIT PRICE TO PREVAIL** In the event of a price disparity between the unit and extended price, the unit price shall prevail unless judged obviously in error by the City.
- 7. OFFER ERRORS OMISSIONS AND CORRECTIONS** The City will not be responsible for any offeror errors or omissions. All prices and notations shall be written or typed. Changes or corrections made on the offer form must be initialed and dated by the individual signing the offer. No corrections will be permitted after the offers have been opened.



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- 8. BRAND NAME REFERENCES AND TECHNICAL SPECIFICATIONS** Brand names or manufacturer's references shall be construed as a quality or performance level and does not indicate the item cited is mandatory. Technical specifications define the acceptable standard.
- 9. RESTRICTIVE OFFER PROVISIONS** If specifications preclude an otherwise qualified offeror from submitting an offer, a written request for modification must be received by the Buyer at least seven (7) calendar days prior to the proposal due date. All offerors will be notified by a written addendum to the solicitation of any approved changes.
- 10. DEFAULT** In case of default by the contractor, the City may, by written notice, cancel this contract and repurchase from another source and may recover the excess costs by (1) deduction from an unpaid balance due; (2) collection against the bid and/or performance bond; or (3) a combination of the aforementioned remedies or other remedies as provided by law.
- 11. 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 Bidder(s), extend the term of this agreement.
- 12. OPTION TO EXTEND** Based on satisfactory Bidder performance, the City, may at its option and upon mutual agreement with the Bidder, extend the term of this agreement for an additional **four (4) years renewable on an annual basis, but may not exceed a total term of 5 years**, unless a longer term is approved by the City Council. Bidder shall be notified in writing by the City Finance Director 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.
- 13. TERMINATION FOR CONVENIENCE** The City reserves the right to terminate any order or contract upon thirty days written notice. The City will be responsible only for those standard items which have been delivered and accepted. If the items are unique and not saleable or useable for any other application, the City will reimburse the Seller for actual labor, material, and burden costs, plus a profit not to exceed 8%. Title to all materials, work-in-process, and completed but undelivered goods will pass to the City after costs are claimed and allowed.
- 14. SUBCONTRACTING** The contract or any portion thereof, shall not be subcontracted without the prior written approval of the Materials Manager. No such approval will be construed as making the City a party of or to such subcontract or subjecting the City to liability of any kind to any subcontractor. No subcontract shall, under any circumstances, relieve the contractor of liability and obligation under this contract; and despite any such subletting the City shall deal through the contractor. Subcontractors will be dealt with as workmen and representatives of the contractor.



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- 15. SAFETY DATA SHEETS (SDS).** Contractor is to supply SDS) in accordance with Federal requirements for The Globally Harmonized System of Classification and Labeling of Chemicals (GHS). Contractor entering the City workplace with hazardous materials will supply the City with a Safety Data Sheets (SDS) covering those particular products the contractor may expose City employees or the general public to while working at the site.
- 16. GENERAL INDEMNIFICATION:** Contractor shall indemnify, defend, save and hold harmless the City of Glendale and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Contractor to conform to any Federal, State or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the City, its officers, officials, agents, and employees for losses arising from the work performed by the Contractor for the City.
- 17. RESPONSIBILITY FOR COMPLIANCE WITH LEGAL REQUIREMENTS** The offeror's products, services, and facilities shall be in full compliance with all applicable Federal, State, and local health, environmental, and safety laws, regulations, standards, and ordinances, regardless of whether or not they are referred to by the City.
- 18. RESPONSIBILITY FOR CORRECTION** It is agreed that the offeror shall be fully responsible for making any correction, replacement, or modification necessary for specification or legal compliance. In the event of a call back, Offeror agrees to give the City first priority. Offeror agrees that if the product or service offered does not comply with the written specification, the Finance Director has the right to cancel the sale at any time with full refund within thirty (30) calendar days after notice of noncompliance and offeror further agrees to be fully responsible for any consequential damages suffered by the City.
- 19. WARRANTY** Unless otherwise specified, all items shall be guaranteed for a minimum period of one year against defects in material and workmanship. During the period, if a defect should occur, that item shall be repaired or replaced by the Seller at no obligation to the City, except where it be shown that the defect was



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caused by misuse and not by faulty manufacture. The offeror expressly warrants all items to be new, free from defects in design, materials, and workmanship, and to be fit and sufficient for their intended purpose. Any sample submitted shall create an expressed warranty that the whole of the goods shall conform to the sample or model.

- 20. REJECTION OF OFFERS** The City reserves the right to reject any or all offers, or any part thereof; to accept any offer or any part thereof; or to waive any informalities when it is deemed to be in the City's best interest.
- 21. DELAY IN EXERCISING CONTRACT REMEDY** Failure or delay by the City to exercise any right, power, or privilege shall not be deemed a waiver thereof.
- 22. TAX EXEMPTION** The City is not exempt from paying Federal Excise Taxes.
- 23. ORDER OF PRECEDENCE** In the event of conflict, the following precedence shall prevail: (1) Special Terms and Conditions incorporated by attachment; (2) Special Terms and Conditions; (3) Drawings and Specifications; (4) referenced documents; and (5) the Standard Terms and Conditions.
- 24. CHANGES** The City reserves the right to make changes in any of the following: (a) specifications; (b) methods of shipment; (c) place of delivery; (d) time of delivery; (e) quantities. If any change causes an increase or decrease in the cost of or the time required for performance, an equitable adjustment may be made in the price or delivery schedule, or both. Any claim for adjustment shall be deemed waived unless asserted in writing within thirty days from receipt of the change. Price increases or extensions of delivery time shall not be binding on the City unless in writing and approved by the Finance Director prior to the institution of the change.
- 25. PRICE ADJUSTMENTS** Price adjustments shall be addressed a minimum of Ninety (90) days prior to the contract renewal date, shall be in writing and include supportive justification for the proposed increase. Supportive justification means that the request shall include detailed information and calculations that make it clear how the claimed increase has an impact on the contract unit prices. The requested price increase must be based upon a cost increase that was clearly unpredictable at the time of the offer and can be shown to directly affect price of the item concerned. The rate increase shall only be considered at time of contract extension. The City will review the request and shall determine if the increase shall be granted or if an alternate option is in the best interest of the City. The price increase adjustment, if approved, will be effective and executed via a contract amendment.
- 26. LATE SUBMISSION OF CLAIM** The City will not honor any invoices or claims which are tendered one year after the last item of the account accrued.
- 27. PROTEST OF AWARD** Any person who has an objection to the awarding of a solicitation by the City, pursuant to competitive solicitation procedures, shall lodge



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that protest, in writing, with the Finance Director. The protest should specifically identify the objection to the award, pursuant to the formal purchase procedure. Any protest must be submitted to the Finance director no later than: (i) seven (7) calendar days after the date upon which the protestor knew or should have known the basis of its objection; or (ii) 15 calendar days after notice of the intent to award has been issued by the Finance director, whichever is shorter. The notice of intent to award is posted on the City's Procurement Internet [here](#). Untimely protests will not be considered.

- 28. REMEDIES** City shall have, in addition to the remedies provided herein, all remedies afforded by the Uniform Commercial Code as adopted by the State of Arizona. Contractor shall have, subject to the limitation imposed by the terms of this agreement, all remedies afforded by the Uniform Commercial Code as adopted by the State of Arizona.
- 29. ASSIGNMENT** Neither an order nor monies due thereunder shall be assigned in whole or in part without the City's prior written consent.
- 30. ADDENDA** Any change to the proposal will be in the form of a numbered addendum issued by the Procurement Division. The addendum will be furnished to all who received the proposal. The City will not be responsible for any oral or written instructions made by any employees, officers, contracted consultant or agent of the City in regard to the proposal. The City will not be responsible for offerors adjusting their offer based on oral or written instructions.
- 31. SPECIAL ACCOMMODATIONS** Please contact Procurement at 930-2862 at least 3 days prior to the meeting for special accommodation. Hearing impaired persons, please use the Arizona Relay Service (1-800-367-8939).
- 32. OFFER IDENTIFICATION** The City is not responsible for the pre-opening of, post-opening of, or the failure to open, an offer not properly addressed or identified.
- 33. OFFER TABULATION** An electronic copy of the scoring may be requested by e-mailing the Procurement office at procurement@glendaleaz.com and referencing the proposal title and number. The information will be available for distribution when the City has issued its Notice of Intent to Award.
- 34. LIABILITY** Except for the sole negligence of the City, its officers, managers, employees, or agents, Contractor shall be liable to the City for any physical damage to City property or for the death of, or personal injury to, City personnel arising out of Contractor's occupancy, maintenance, repair, replacement, installation and/or any other work performed pursuant to the contract. Contractor agrees to indemnify, defend and hold the City harmless from any claim or loss arising from such damage or injury.
- 35. OSHA GUIDELINES** The contractor shall be familiar with and operate within the guidelines set forth by the Occupational Safety and Health Act.



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- 36. PATENTS** Seller agrees to defend City at seller's own expense, in all suit, actions, or proceedings in which City is made a defendant for actual or alleged infringement of any United States of America or foreign letters patent resulting from City's use of the goods purchased as a result of this RFP. Seller further agrees to pay and discharge any and all judgments or decrees, which may be rendered in any such suit, action or proceedings against City. Seller agrees to indemnify and hold harmless the City from any and all license, royalty and proprietary fees or costs, including legal costs, which may arise out of City's purchase and use of goods supplied by the seller. It is expressly agreed by seller, that these covenants are irrevocable and perpetual.
- 37. VENDOR PERFORMANCE** Prior offeror performance in regard to product, service, or representation of/from the offeror may be used in evaluation of this offer. Unsatisfactory performance to the City may be considered sufficient grounds for rejection of this offer. No offer will be awarded to any offeror who is in default on any contract with the City or has been suspended or debarred as provided in the City Code.
- 38. PERFORMANCE SURETY REQUIREMENTS (if applicable)** The performance sureties shall be in the form of a bond, cashier's check, certified check or money order. Personal or company checks are not acceptable unless certified. Letters of credit are not acceptable. Individual sureties are not acceptable.

PERFORMANCE SURETY The successful proposer shall, at the time of entering into the contract, furnish a performance surety in the form of a bond, money order or certified or cashier's check, in the amount of 10 percent of the contract amount guaranteeing the faithful performance of the contract by the proposer.

If a bond is submitted, it shall be written on the form provided by the City as an attachment to the proposal documents. The attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the power of attorney. The bond must be written by a surety with a Best Rating no less than an A and must be authorized and licensed to do business in this State by the Arizona Department of Insurance. Individual sureties and letters of credit are not acceptable.

- 39. FUND APPROPRIATION CONTINGENCY** The contractor and the City recognize that the continuation of any contract after the close of any given fiscal year of the City; which ends on June 30, shall be subject to the approval of the budget of the City providing the contract item is an expenditure therein. The City does not guarantee that the budget item will be actually adopted, as it is the determination of the City Council at the time of the adoption of the budget.
- 40. NOTIFICATION OF AWARD** The successful offeror(s) will be notified that their offer has been accepted by the City Council as recommended for award.



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- 41. NON-EXCLUSIVITY** The City, in its sole discretion, reserves the right to request the materials or services set forth herein from other sources when deemed necessary and appropriate. No exclusive rights are included in this Agreement.
- 42. PROHIBITIONS** - Contractor, and on behalf any subcontractor, certifies, to the extent applicable under A.R.S. §§ 35-391 *et seq* and 35-393 *et seq*, that neither has "scrutinized" business operations, as defined in the proceeding statutes, in the countries of Sudan or Iran.
- 43. IMMIGRATION LAW COMPLIANCE** Contractor, and on behalf any subcontractor, warrants, to the extent applicable under A.R.S. § 41-4401, compliance with all federal immigration laws and regulations that relate to their employees as well as compliance with A.R.S. § 23-214(A) which requires registration and participation with the E-Verify Program. Any breach of warranty described above is considered a material breach of this Agreement and is subject to penalties up to and including termination of this Agreement. City of Glendale ("City") retains the legal right to inspect the papers of Contractor or subcontractor employee who performs work under this Agreement to ensure that Contractor or any subcontractor is compliant with the warranty described above. City may conduct random inspections, and upon request of the City, Contractor shall provide copies of papers and records demonstrating continued compliance with the warranty described above. Contractor agrees to keep papers and records available for inspection by the City during normal business hours and will cooperate with City in exercise of its statutory duties and not deny access to its business premises or applicable papers or records for the purposes of enforcement of this Section. Contractor agrees to incorporate into any subcontracts under this Agreement the same obligations imposed upon itself and expressly accrue those obligations directly to the benefit of the City. Contractor also agrees to require any subcontractor to incorporate into each of its own subcontracts under this Agreement the same obligations above and expressly accrue those obligations to the benefit of the City. Contractor's warranty and obligations under this Section I to the City is continuing throughout the term of this Agreement or until such time as the City determines, in its sole discretion, that Arizona law has been modified in that compliance with this section is no longer a requirement. The "E-Verify Program" above means the employment verification program administered by the United States Department of Homeland Security, the Social Security Administration, or any successor program.
- 44. CONTRACT MANAGER** The staff member identified as the Contract Manager for a solicitation serves as the liaison between Procurement, the city and the successful contractor. The Contract Manager manages the contract, overseeing the daily operations, scheduling, performance and compliance of the agreement by all parties. The Contract Manager is responsible for:
- a. Establishing and maintaining records and documentation
 - b. Monitoring the contractor's performance
 - c. Handling issues and disputes
 - d. Exercising extension options



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- e. Initiating contract modifications
- f. Initiating rebids or new solicitations

45. FORCE MAJEURE

- a. 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 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 beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence.
- b. Force majeure shall not include the following circumstances:
 - i. Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market.
 - ii. 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
 - iii. Inability of either the Contractor or any subcontractor to acquire or maintain any required insurance, bonds, licenses or permits.

46. SUSPENSION AND DEBARMENT. (APPLIES TO ALL PURCHASES.)

- a. This contract is a covered transaction for purposes of 2 CFR pt. 180 and 2 CFR pt. 3000. As such, the Contractor is required to verify that none of Contractor's principals (defined at 2 CFR § 180.995) or its affiliates (defined at 2 CFR § 180.905) are excluded (defined at 2 CFR § 180.940) or disqualified (defined at 2 CFR § 180.935).
- b. The Contractor must comply with 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c. This certification is a material representation of fact relied upon by the City of Glendale. If it is later determined that the contractor did not comply with 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- d. The Contractor agrees to comply with the requirements of 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The



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Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

- e. In accordance with 2 CFR 200.214, the City of Glendale will verify that the selected vendor is not suspended, debarred, or otherwise excluded from federal contracts by checking the System for Award Management (SAM.gov) prior to award. Offerors are required to ensure that neither they nor their principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally funded contracts.

Additionally, the awarded vendor must maintain compliance with this requirement for the duration of the contract and immediately notify the City of any status changes.

f. **Suspension and debarment policy (Sec.2-152. Code)**

The City reserves the right to suspend or debar any contractor from participating in the bid solicitation process or receiving city contracts, grants, loans, or other financial assistance.

- **Debarment** may last up to three (3) years.
- **Suspension** may last up to twelve (12) months.
- Causes for suspension or debarment include, but are not limited to:
 - Criminal offenses related to contract procurement or performance.
 - Violations of state or federal laws affecting business integrity.
 - Breach of contract or failure to perform.
 - Legal proceedings or investigations impacting responsibility as a contractor.
 - Debarment or suspension by another government entity.

The Finance Director, in consultation with the City Attorney, will determine whether debarment or suspension is in the City's best interest. The affected contractor will receive a written decision outlining the reasons and their right to protest per **Sec. 2-145(e), Code**. For full details, refer to **Sec. 2-152 of the City Code**.



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EXHIBIT 3: INSURANCE REQUIREMENTS

By signing on the Offer/Bid page, solicitation Amendment(s), or cover letter accompanying the submittal documents, Offerors are certifying that they understand the following notices and agree to comply with all required terms and conditions.

1) INSURANCE REQUIREMENTS. OFFEROR shall procure and maintain until all their obligations have been discharged, insurance against claims for injury to persons or damage to property that may arise from or in connection with this Solicitation. The *insurance requirements* herein are minimum requirements for this Solicitation and in no way limit the indemnity covenants contained herein. The City of Glendale in no way warrants that the minimum limits contained herein is sufficient to protect the OFFEROR from liabilities that might arise. OFFEROR is free to purchase such additional insurance as OFFEROR determines necessary.

a) Minimum Scope and Limits of Insurance: OFFEROR shall provide coverage with limits of liability not less than those stated below.

i) Commercial General Liability – Occurrence Form

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

General Aggregate	\$4,000,000
Products – Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$2,000,000

(1) The policy shall be endorsed to include the following additional insured language: ***“The City of Glendale, and its departments, officers, officials, agents, employees and volunteers shall be named as additional insureds with respect to liability arising out of the solicitation.*** Such additional insured shall be covered to the full limits of liability purchased by the OFFEROR, even if those limits of liability are in excess of those required herein.

(2) Policy shall contain a waiver of subrogation endorsement in favor of the **“City of Glendale, and its departments, officers, officials, agents, employees and volunteers”**. This provision applies regardless of whether or not the City of Glendale has received a waiver of subrogation endorsement from the insurer.

ii) Business Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Agreement. Combined Single Limit (CSL) \$2,000,000.

(1) The policy shall be endorsed to include the following additional insured language: “The City of Glendale, and its departments, officers, officials, agents, employees and volunteers shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of



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the OFFEROR, involving automobiles owned, Licensed, hired or borrowed by the OFFEROR." Such additional insured shall be covered to the full limits of liability purchased by the OFFEROR, even if those limits of liability are in excess of those required by this License.

- (2) Policy shall contain a waiver of subrogation endorsement in favor of the “City of Glendale, and its departments, officers, officials, agents, employees and volunteers” for losses arising from work performed by or on behalf of the OFFEROR. This provision applies regardless of whether or not the City of Glendale has received a waiver of subrogation endorsement from the insurer.

iii) Worker's Compensation and Employers' Liability

Workers' Compensation Statutory	
Employers' Liability	
Each Accident	\$1,000,000
Disease – Each Employee	\$1,000,000
Disease – Policy Limit	\$1,000,000

- (1) Policy shall contain a waiver of subrogation endorsement in favor of the “**City of Glendale, and its departments, officers, officials, agents, employees and volunteers**” for losses arising from OFFEROR activities. This provision applies regardless of whether or not the City of Glendale has received a waiver of subrogation endorsement from the insurer.
- (2) Policy shall contain a waiver of subrogation endorsement in favor of the “City of Glendale, and its departments, officers, officials, agents, employees and volunteers” for losses arising from OFFEROR activities. This provision applies regardless of whether or not the City of Glendale has received a waiver of subrogation endorsement from the insurer.

iv) Fidelity Insurance (Crime Bond)

- (1) The policy shall be issued with minimum limits of \$2,000,000.
- (2) The policy shall include coverage for all directors, officers, agents and employees of the Offeror.
- (3) The policy shall include coverage for third party fidelity.
- (4) The policy shall include coverage for theft.
- (5) The policy shall contain no requirement for arrest and conviction.
- (6) The policy shall cover loss outside the premises of the Named Insured.
- (7) The Department shall be endorsed (Blanket Endorsements are not acceptable) as a Loss Payee as our interest may appear.

v) Professional Liability (Errors & Omissions) – no less than \$2,000,000 per occurrence or claim, \$4,000,000 aggregate. Should include coverage for Plan administration and fiduciary administrative duties. Full description of the Errors & Omissions Coverage provided.



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Errors & Omissions are written as Claims Made Policies. If any of the policies provide coverage on a claims-made basis the following shall apply:

- (1) The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
- (2) Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
- (3) If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work

vi) Cyber Liability – with limits not less than \$5,000,000 per occurrence or claim, \$10,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Vendor in this agreement and shall include but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. If the policy is written on a claims-made basis a Retroactive Date must be shown as indicated item v) above.

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

- (1) Policies shall stipulate that the insurance afforded by the organization shall be primary insurance and that any insurance carried by the City of Glendale shall be excess and not contributory insurance.
- (2) Coverage provided by the organization shall not be limited to the liability assumed under the indemnification provisions of the license or contract.
- (3) If the Vendor maintains broader coverage and/or higher limits than the minimum shown, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Vendor. Any available insurance proceeds in excess of the specified minimum of insurance and coverage shall be available to the City.
- (4) Vendor shall require and verify that all subcontractors (subconsultants) maintain insurance meeting all the requirements stated herein, and Vendor shall ensure that City is an additional insured on insurance required from subcontractors (subconsultants).
- (5) If the Vendor is awarded the solicitation, the Vendor shall furnish the City with original Certificates of Insurance including all required amendatory endorsements before the work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Vendor's obligation to provide them. The City reserves the right to require complete,



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certified copies of all required insurance policies including endorsements required by these specifications, at any time.



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Offerors to complete this Response Workbook and submit with their response to this RFP.

COVER SHEET

OFFEROR NAME: Plan B Facility Services

OFFEROR ADDRESS: 9299 W Olive Ave, Suite 208, Peoria, AZ 85345



City of Glendale
Solicitation Number: RFP 26-06 / 42600020
CUSTODIAL SERVICES FOR CITY PARKS

CITY OF GLENDALE
Procurement Division
5970 W. Brown Street, Suite 210
Glendale, Arizona 85302

REQUIRED RESPONSES:

Offeror's answers to the following questions will comprise the Offeror's response to this RFP. It should be noted that all attachments or exhibits prepared by the City and referenced herein are incorporated by reference into the Offeror's response and shall be included in a final contract with the successful Offeror. Information prepared by the Offeror and submitted with their proposal *may* be incorporated into a final contract (for example program offerings, curriculum, key personnel, or performance metrics).

1. EXPERIENCE, PROVEN PERFORMANCE AND QUALIFICATIONS

- 1.1. Introduce your company, number of employees providing the services described herein and the length of time in business.

Plan B Facility Services has proudly served the Valley for more than 15 years. As a locally owned company headquartered in Peoria, AZ, we are deeply invested in the communities we serve. Over the years, we have partnered with numerous municipalities, including the City of Peoria, City of El Mirage, Town of Paradise Valley, City of Scottsdale, City of Mesa, City of Tempe, City of Queen Creek and City of Goodyear. These long-standing partnerships reflect our commitment to delivering high-quality facility services across the region.

We currently provide services for the City of El Mirage, Town of Paradise Valley, and City of Peoria in the same capacity requested in this solicitation with the most notable being City of Peoria where we service their neighborhood and community parks. This direct, relevant experience demonstrates our ability to manage secure, high-traffic, and mission-critical environments or exceeding contract expectations.

We will have 2 teams of 2 people with their own route to ensure that all parks are tended to each night. There will be a 3rd team that will be on rotation as well.

- 1.2. Describe your ability and willingness to meet or exceed the specifications and requirements of this RFP.

Plan B Facility Services has a tremendous amount of experience from top to bottom with city park cleaning requirements with multiple cities. Our night staff and account manager will be in direct contact with one another to ensure all expectations are met and exceeded to allow the public to enjoy the facilities that the City of Glendale offers.

- 1.3. Provide names and years of experience of key personnel, names of any subcontractors used and years of experience.

Plan B Facility Services is proud to present a highly experienced leadership team that will oversee this contract. Our key personnel bring decades of combined experience in facility services, operations management, and client support.

- Danny Gonzales, CEO – Provides executive oversight and ensures our organization delivers on its commitments while maintaining strong client relationships.



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- Jose Padilla, Vice President of Sales & Operations – Oversees all sales and operational activities, with extensive experience in contract management and customer service.
- Maceo Brown, Director of Operations – With over 20 years of experience in the janitorial industry, including 15 years as Director of Operations, Maceo has managed teams of account managers and supervised large portfolios of clients. He will work closely with the Leadership Team and the assigned Operations Account Manager to ensure customer satisfaction.
- Noah Gonzales, Senior Operations Account Manager – He will serve as the primary point of contact for the City for all day-to-day service needs and has previously overseen the City of El Mirage contract along with currently overseeing the contract for the City of Peoria.

1.4. Describe a minimum of 3 projects that are of similar nature and size based on the City’s Specifications over the past 5 years. (Do not include City of Glendale).

City of Peoria Neighborhood and Community Parks - 30 neighborhood parks cleaned nightly.
3 Community Parks cleaned daily utilizing a day porter.

City of Mesa Parks - 7x a week cleaning of their park facilities and removing trash.

City of El Mirage Encampment Cleaning Services - A team of 4 people will remove trash of a homeless encampment supervised by El Mirage PD upon request.

2. METHOD OF APPROACH

2.1 Offeror is required to provide an executive summary of its proposed operational plans, which shall include the following items.

2.1.1 Staffing plan

Through the use of proven, time-tested methods, Plan B Facility Services delivers consistently high quality cleaning services. We maintain the organizational structure necessary to achieve these results by utilizing state of the art products, equipment, and processes. When you engage our services, you can expect the following essential elements:

1. Crew size and experience. Workers assigned permanently to your facilities. (They get to know your needs and you get to know them.) We would assign 1-2 crew and would have 2 back up cleaners to cover sick and vacation days. They would start at approximately 10pm or later and finish by 6am the following morning. Each team member will have the ability and be trained to clean each of the City’s facilities.

2. We have an excellent NIGHT SUPERVISORY ORGANIZATION. Workers are closely watched and instructed by our supervisors to produce quality work. We sell a "SUPERVISED CLEANING SERVICE" and a permanent supervisor visits your premises regularly to ensure quality. This supervisory expense is part of our job cost. Each supervisor will have a copy of the contract and will hold crew members to the expectations of PBFS and the City of Glendale.



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3. City involvement would include monthly walks of buildings to ensure PBFS is in compliance with scope of work and expectations. Walks would not be limited to once per month and would not be mandatory for a city representative to be present.

4. To address temporary absences or emergencies, we maintain a pool of standby staff members who are already cross trained at each location. This ensures that service levels remain consistent and uninterrupted, even during staff absences.

2.1.2 Employee Training Plan

Our staff is extensively trained in safety, sanitation, and professionalism. Employee qualifications include:

- Comprehensive onboarding with training in OSHA safety standards, bloodborne pathogen protocols, and security procedures.
- Background checks for all employees assigned to municipal and public safety facilities.
- Ongoing training in green cleaning practices, proper equipment use, and customer service.
- Ongoing on the job training, classroom training and online module training.
- Experienced account managers and supervisors with more than a decade of managing municipal contracts.

2.1.3 Equipment Maintenance and age, supplies, and Storage Plan

Plan B Facility Services is a proud partner of BradyPlus who provides high-quality, cost-effective products that support consistent service delivery. Products will be spread out to each facility with overstock being stored at Plan B Facility Services warehouse.

2.2 Offeror is required to provide an executive summary of its proposed Quality Assurance Program, which shall include addressing the following items:

2.2.1 Describe self-audit plan and how work performance will be monitored.

Plan B Facility Services requires all account managers to conduct weekly inspections to ensure quality does not decrease over time. Once an account manager conducts the report, it is directly shared with the crew. After the crew receives the report, the faults are corrected immediately on the following service.

2.2.2 Describe the process used to inspect and if deficiencies are found, the plan to correct those deficiencies or any work that does not meet the city's requirements.

Each park will be thoroughly inspected by walking through each area that the contract calls for in janitorial services. During these walks, the account manager will also look for any maintenance issues that are discovered and will report to a City of Glendale staff member.

2.2.3 Describe any electronic/digital recordkeeping system used for submitting required reports, work orders, inspections, and corrective actions. (Provide a Sample report in a separate attachment titled "**Sample Report(s)**".)



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We utilize an inspection system used in a CRM database. The inspection report will be attached on file and can be accessed at anytime by a Plan B employee to send to a City of Glendale staff member.

2.2.4 Describe a typical communication plan for front line employees and any technology used for these purposes.

The combined efforts of our main office, account executive, and on-site crew leader create a clear chain of command, ensuring accountability and effective communication. As with our other long-standing programs, we place great emphasis on hands-on management and supervision, recognizing that strong supervision is the key factor in achieving quality standards and productivity.

2.2.5 Describe how your firm will communicate with the City of Glendale employees and typical meeting schedule.

We will establish a single point-of-contact email for the City of Glendale, including all levels of our Team (CEO, VP, Director, Manager, Office/Accounting Manager), to ensure nothing slips through the cracks.

3. CAPACITY OF OFFEROR

Provide an executive summary of Offeror's proposed recruitment and retention plan, and include the following:

3.1 Describe employee recruitment and retention plan

3.1.1 Include an explanation of how new hires will be retained during the background check and badging process.

A trained and qualified crew leader will manage the day-to-day operations of the cleaning program and meet regularly with your representative to coordinate all services. Their duties will include:

1. Continuous supervision of the assigned workforce
2. Conducting regular quality inspections
3. Ensuring compliance with supply stocking requirements
4. Directing performance of all special requests

3.1.2 Provide an Organization chart showing key personnel (The Organization chart may be completed on one-sided 11"x 17" page and attach as a separate attachment Titled "**Organization Chart**") shall include the following details.

- a. Percentage of time that each person will be committed to the resultant contract.
- b. Length of time with the company
- c. Applicable professional registrations



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3.1.3 Please describe in detail how you would propose working with incumbent operator/s to ensure a seamless transition for program participants and operational transfer if your organization is selected as a new provider.

- a. Describe the Transition Plan for phasing in / phasing out of the contract services.

Plan B Facility Services will deploy its transition program to deliver a smooth and worry-free janitorial transition for you and your team. We will ensure all the necessary resources, materials and management are used to mitigate any inconveniences. Action steps in our plan cover operational and business aspects to ensure a successful start-up. Typically, after the start of PBFS service, the most frequent comment by tenants is to see an improvement in cleanliness and service quality.

- b. Describe the plan for inventorying and/or removal existing supplies and equipment

Plan B Facility Services will provide their own equipment that will be accessible by the night cleaning staff starting on day 1. If the City of Glendale allows us to utilize equipment owned by the city then we will gladly use and take care of said equipment.

3.2 **REFERENCES FORM:** List a minimum of three (3) Arizona customers, excluding the City of Glendale (if applicable), for whom your company has provided services of a similar scope to this Request for Proposal, during the past three (3) years. Include the length of any contract listed. Offerors may make multiple copies of this document as needed. These references may be used to assess the qualifications of Offerors under consideration for final award. This information may or may not be a determining factor in the award.

Reference 1:

City of Peoria	City of Peoria / Parks & Recreation 8401 W Monroe St Peoria, AZ 85345
Scott Covey	623-773-5246
scott.covey@peoriaaz.gov	February 2023 - present
Provide a summary of Services provided: 7x a week cleaning of neighborhood parks	

Reference 2:

City of El Mirage	City of El Mirage 10000 N El Mirage Rd El Mirage, AZ 85333
Marcus Johnson	623-341-1458
mjohnson@elmirageaz.gov	2017 - present



City of Glendale
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Provide a summary of Services provided: Daily housekeeping and janitorial services services for all city buildings.

Reference 3:

Cincinnati Reds	Cincinnati Reds 3125 S Wood Blvd Goodyear, AZ 85338
Mike Saverino	623-932-6810
msaverino@reds.com	2013 - present

Provide a summary of Services provided: Daily housekeeping and janitorial services services Spring Training Facility.

4. VENDOR EXCEPTIONS:

Per Exhibit 2.2, Offeror shall note any exceptions to the solicitation documents in this section using the example below:

Document Name: Exhibit 3 – Insurance Requirements
Section: 1.a.i. Commercial General Liability – General Aggregate \$5,000,000
Exception: Vendor’s General Aggregate is only \$3,000,000
 N/A

5. ADDENDUM RESPONSES AND ACKNOWLEDGEMENT:

Attach addendum response(s) and acknowledgement(s) here.

Confirmed receipt of addendums. signed copies are attached.

6. CONFLICT OF INTEREST STATEMENT:

If Offeror indicated they have a conflict of interest on the Offer Sheet, Offeror must provide details here. Please refer to the CONFLICT OF INTEREST section within Exhibit 1 for required information to be included here.

N/A



SOLICITATION ADDENDUM

CITY OF GLENDALE
Procurement Division
5850 W. Glendale Avenue
Suite 317
Glendale, AZ 85301
Phone: (623) 930-2864

Solicitation Number: RFP 26-06 Addendum #1 Page 1 of 1

Solicitation Due Date: May 8, 2026, 2:00 p.m. (Local Time)

RFP 26-06
CUSTODIAL SERVICES FOR CITY PARKS

CHANGE Offer Due Date from December 23, 2025, to **May 8, 2026.**

CHANGE SUBMISSION DEADLINE FOR QUESTIONS from December 17, 2025, to **January 17, 2026.**

The balance of the specifications and instructions remain the same. The Offeror must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the proposal submittal.

NAME OF COMPANY: Plan B Facility Servis

ADDRESS: 9299 W Olive Ave, Suite 208, Peoria, AZ 85345

PRINT NAME AND TITLE: Noah Gonzales - Senior Operations Account Manager

AUTHORIZED SIGNATURE: _____



SOLICITATION ADDENDUM

Solicitation Number: RFP 26-06 Addendum #2 Page 1 of 1
Solicitation Due Date: January 8, 2026, 2:00 p.m. (Local Time)

CITY OF GLENDALE
Procurement Division
5850 W. Glendale Avenue
Suite 317
Glendale, AZ 85301
Phone: (623) 930-2864

RFP 26-06
CUSTODIAL SERVICES FOR CITY PARKS

CORRECTED DUE DATE Offer Due Date from
MAY 8, 2026 TO JANUARY 8, 2026.


CORRECTED SUBMISSION DEADLINE FOR QUESTIONS from
JANUARY 17, 2026, TO DECEMBER 30, 2025


The balance of the specifications and instructions remain the same. The Offeror must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the proposal submittal.

NAME OF COMPANY: Plan B Facility Services

ADDRESS: 9299 W Olive Ave, Suite 208, Peoria, AZ 85345

PRINT NAME AND TITLE: Noah Gonzales - Senior Operations Account Manager

AUTHORIZED SIGNATURE: 

	SOLICITATION ADDENDUM	CITY OF GLENDALE Procurement Division 5850 W. Glendale Avenue Suite 317 Glendale, AZ 85301 Phone: (623) 930-2864
	Solicitation Number: RFP 26-06 Addendum #3 Page 1 of 4 Solicitation Due Date: January 8, 2026, 2:00 p.m. (Local Time)	

RFP 26-06
CUSTODIAL SERVICES FOR CITY PARKS

Question 1: For the supplies should we include the cost of supplies in the price per restroom or will the contractor be submitting monthly invoices to the City for the supplies ordered?

2.6 SUPPLIES:

- 2.6.1 All supplies shall be replenished as necessary. At a minimum one full roll of toilet paper should be in evidence on each spindle each time serviced.
- 2.6.2 Contractor shall provide all paper products and other items such as but not limited to liquid hand soap Go-Jo or equivalent, plastic trash liners, Waxie or equivalent deodorized urinal mats, all general cleaning supplies, disinfectants for fixtures, walls, floors and drains, and the necessary equipment needed for cleaning.
- 2.6.3 Trash liners shall be a minimum of 3 mil inch thickness. Liners must be replaced, if found to be over one quarter (1/4) full or have any liquid or food in them.
- 2.6.4 In addition to the supplies indicated above, the Contractor should provide toilet paper holders (plastic and metal), soap dispensers and towel dispensers at no charge to the City. Contractor in coordination with the City Representative for installation.
- 2.6.5 The City will make a purchase of the needed supplies and charge them against the Contractor's invoice at the City's cost plus 10%. if the Contractor does not furnish the proper supplies.
- 2.6.6 Fines for non-performance will be assessed by the City of Glendale as stated in the chart below. Fines will be deducted from the next monthly invoice.

Answer: You should include the cost of all supplies per restroom in the contract bid. No separate monthly invoices will be accepted.

Question 2: Our understanding is that the agreement is cleaning restrooms only? When mentioning Ramadas', that is for reference only and there is no Scope of work for these areas?

Answer: Correct, there are no Ramadas. But you can provide a per hour fee for services not part of monthly bid.

Question 3: Is electrical power available for all locations to connect a scrubber?

Answer: All locations except for Thunderbird Convention has electricity.

Question 4: Is Water available to all locations? If not. Which sites don't have it?

Answer: All locations have water.



SOLICITATION ADDENDUM

CITY OF GLENDALE
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5850 W. Glendale Avenue
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Phone: (623) 930-2864

Solicitation Number: RFP 26-06 Addendum #3 Page 2 of 4
Solicitation Due Date: January 8, 2026, 2:00 p.m. (Local Time)

Question 5: Specifically, which sites do not have storage?
Answer: Each location has enough storage for minimal supplies but not equipment

Question 6: On page 7 of the RFP, paragraph 2.6 for supplies, it states that contractor is to provide all paper supplies, liquid hand soap, liners, deodorized urinal mats. Also, 2.6.4 states the contractor should provide toilet paper holders, soap dispensers and towels dispenser at no charge. In walking the facilities, we found that most toilet paper dispensers are bolted irods, many do not have paper towels dispenser, just blowers. Is it fair to assume that existing fixtures and supplies at each of the sites is what we are bidding on and that we will not be asked to "add relative dispensers and supplies that currently do not exist?"
Answer: Correct. Contractor is to use existing dispensers; but if any go bad, you will have to match with your products.

Question 7: For clarification only, is it accurate that we are not responsible to replace electric hand blowers, fem hy units or built-in stainless-steel fixtures (1 park only)?
Answer: Correct.


Question 8: Regarding Submittal Cost Page, Murphy park, are we to assume that this is for cleaning the restroom only, and is one, 8 hr., day porter per day? Then is it correct the extension would be "the cost of one day of service at 8 hrs. and not the cost per event?"
Answer: The price for Murphy Park is for cleaning only. An hourly rate is also requested for a day porter.

Question 9: Also, regarding special events, in order to properly maintain, there is a day porter service and then a final clean each night of the event. Am I correct in assuming that for events, you would contact the winning bidder to determine all costs?
Answer: Correct. The city will contact the winning bidder to obtain day porter services based on the hourly rate, if they are needed.

Question 10: Please provide the number of restrooms (men's, women's, and shared/family) at each facility location.
Answer: Most of the prefab restroom's buildings have four restrooms. We are only keeping two open at a time, so there should only be two restrooms to clean at each facility. As always, it is recommended that you do site inspections.

Question 11: What is the value of the current contract for these services?
Answer: We have a budgeted amount, but you need to supply an expected cost as this is a bid process

Question 12: Is the scope of work on this project the same as the current contract? If not, how is it different?
Answer: The same with some specific minor updates. But one new addition is you will be

	SOLICITATION ADDENDUM	CITY OF GLENDALE Procurement Division 5850 W. Glendale Avenue Suite 317 Glendale, AZ 85301 Phone: (623) 930-2864
	Solicitation Number: RFP 26-06 Addendum #3 Page 3 of 4 Solicitation Due Date: January 8, 2026, 2:00 p.m. (Local Time)	

	using City apps to identify work accomplished. Also, now it's a performance base contract.
Question 13:	Are the custodians working on this contract members of a union? If so, which union?
Answer:	No.
Question 14:	Please confirm all locations are cleaned seven days a week year round.
Answer:	Yes, including holidays.
Question 15:	Please provide the approximate cleanable square footage for each location.
Answer:	You will have to do a site inspection of these areas for square footage.
Question 16:	Please provide the tasks and scope of work for the Day Porter at Murphy Park.
Answer:	The duties of the Day Porter at Murphy Park include continuous review, cleaning and sanitization during an event and replenishment of supplies.
Question 17:	What background check results would disqualify an employee from working at these locations?
Answer:	H.R question, or security.
Question 18:	Are badges required for employees? If so, are they provided by the City or the contractor? Is the contractor responsible for the cost of employee badges? If yes, what is the cost?
Answer:	Badges are provided for free the first time. If lost, the company will have to pay to replace.
Question 19:	Is water supply available at all locations? If no, please provide the locations where water will need to be provided by the contractor.
Answer:	Yes water is provided at all locations.
Question 20:	Is the pressure-washing as described in 2.4.4 to be billed separately at an hourly rate, or should it be factored into the monthly cost at each facility? If factored into the monthly cost, please provide a frequency for this service.
Answer:	The cost of one time per month service should be included in the bid. You can also provide a add alternate cost not part of this specific monthly charge.
Question 21:	What is the anticipated award date for this project?
Answer:	The estimated award date for this solicitation is February 2026.
Question 22:	What is the contract start date for this project?
Answer:	The estimated start date is May 2026.



SOLICITATION ADDENDUM

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Procurement Division
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Suite 317
Glendale, AZ 85301
Phone: (623) 930-2864

Solicitation Number: RFP 26-06 Addendum #3 Page 4 of 4
Solicitation Due Date: January 8, 2026, 2:00 p.m. (Local Time)

COMPANY NAME: Plan B Facility Services

The balance of the specifications and instructions remain the same. The Offeror must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the proposal submittal.

NAME OF COMPANY: Plan B Facility Services

ADDRESS: 9299 W Olive Ave, Suite 208, Peoria, AZ, 85345

PRINT NAME AND TITLE: Noah Gonzales - Senior Operations Account Manager

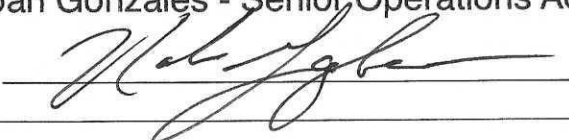
AUTHORIZED SIGNATURE: 

EXHIBIT B
CUSTODIAL SERVICES FOR CITY PARKS
COMPENSATION

METHOD AND AMOUNT OF COMPENSATION

Per Section 4 of this Agreement.

NOT-TO-EXCEED AMOUNT

The total amount of compensation paid to Contractor for full completion of all work required by the Project during the entire term of the Project must not exceed \$927,56205.

DETAILED PROJECT COMPENSATION

Compensation is per the RFP 26-06 Pricing Workbook following this page.



City of Glendale
Solicitation Number: RFP 26-06 /42600020
CUSTODIAL SERVICES FOR CITY PARKS
PRICING WORKBOOK

CITY OF GLENDALE
Procurement Department
5970 West Brown Street,
Suite 210
Glendale, Arizona 85302

PRICING WORKBOOK

Contractor must complete the Pricing Schedule below. Any items not clearly listed on Contractor’s submitted price proposal will be considered included in Contractor’s price at no additional cost to the City. All pricing should contemplate compliance with the performance requirements as specified in the Scope of Work. Proposed pricing must not increase for the first two (2) Terms of the agreement or the first initial term whichever is greater.

1. INSTRUCTIONS:

- a. The cost proposal must be submitted separately from the rest of the written proposal.
- b. Cost proposals shall be quoted as an all-inclusive fixed fee for services.
- c. All inclusive – covers all direct and indirect necessary expenses including but not limited to: travel, telephone, copying, and other out-of-pocket expenses.
- d. Not to Exceed – The actual fees shall not exceed the amount specified in fee proposal.

2. PRICE SCHEDULE

PARK RESTROOMS - SCHEDULED CLEANING MONTHLY PRICE

Item No.	PARK NAME	No. of Facilities	Monthly Price (each Facility) (A)	Number of Months (B)	Annual Total (A X B)
1	Foothills Ballfields Skate Court	2	\$882.08	X12	\$10,584.96
2	Glendale Heroes Regional Park Skate Court, Main Ramada, New Ramada 1 New Ramada 2	4	\$1,825.00	X12	\$21,900.00
3	Glendale Youth New Ramada #2 Sports Complex (GYSC) 1 men’s and 2 women’s	1	\$395.41	X12	\$4,744.92



City of Glendale
Solicitation Number: RFP 26-06 /42600020
CUSTODIAL SERVICES FOR CITY PARKS
PRICING WORKBOOK

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4	Murphy Park (Special Events Ex: Glendale Glitters)	1	\$26.00 per hr	Each Event	\$26.00 per hr
	Porter for Special Events Hourly Rate	1	\$26.00 per hr	Each Event	\$26.00 per hr
5	Paseo Sports Complex	1	\$395.41	X12	\$4,744.92
6	Sahuaro Ranch Park Historic Area (1) Main Park (2)	3	\$577.91	X12	\$6,934.92
7	Sahuaro Ranch Park Fruit Packing Shed and interior restroom	1	\$395.41	X12	\$4,744.92
8	Sahuaro Ranch Sports Complex	1	\$395.41	X12	\$4,744.92
9	Thunderbird Paseo @ 67th	1	\$395.41	X12	\$4,744.92
10	Thunderbird Paseo @ 59th	1	\$395.41	X12	\$4,744.92
11	Thunderbird Conservation Park	3	\$577.91	X12	\$6,934.92
12	Bonsall North	1	\$395.41	X12	\$4,744.92
13	O'Neil Park	1	\$395.41	X12	\$4,744.92
14	Rose Lane Park	1	\$395.41	X12	\$4,744.92

3. DISCOUNT/PAYMENT TERMS: The City standard is 2% 20 days

Comply: YES NO

If your answer is NO, please state terms offered: (Enter discount rate if payment in 20 days) %



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CUSTODIAL SERVICES FOR CITY PARKS
PRICING WORKBOOK

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Suite 210
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4. **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.
5. **TAX AMOUNT** Do not include any use tax or federal tax in your proposal.

OFFEROR NAME: Plan B Facility Services