



## City of Peoria, Arizona Request for Quotation



Invitation for Bid No: **RFQ 06-11** Bid Due Date: **January 24, 2006**  
 Materials and/or Services: **Window Cleaning and Power Washing Services** Time: **5:00 P.M. MST**  
 Contact: **Kimberley Benedict**  
 Location: **City of Peoria, Materials Management** Phone: **(623) 773-7115**  
 Mailing Address: **8314 West Cinnabar Avenue, Peoria, AZ 85345**

**This is NOT a Purchase Order**

The terms and conditions in this solicitation should be reviewed and understood before preparing a quotation. The quotation shall be the best net price, FOB destination, to include all delivery charges, and applicable taxes. Delivery schedule and discount for early payment shall be indicated in the spaces provided below. Return the quotation by the above time and date to the above address. Please reference the Buyer's name and RFQ number on the outside of the return envelope.

Delivery Location: **8314 West Cinnabar Street, Peoria, AZ 85345** Buyer: **Kimberley Benedict**

**Vendor Quotation**

Delivery shall be made <sup>As requested</sup> **30** Calendar days after receipt of order. Payment Terms: **Net 30**

Company Name	Address	City	State	Zip Code	Telephone
<b>SKYLINE WINDOW CLEANING, INC.</b>	<b>2419 N. Black Canyon Hwy # 3</b>	<b>Phoenix</b>	<b>AZ</b>	<b>85009</b>	<b>602-253-8551</b> Fax: <b>602-253-9321</b>

Signature: **Philip Sweeney** Title: **President** Date: **1-24-06**

**ACCEPTANCE OF OFFER AND CONTRACT**

Your offer is hereby accepted. The Contractor is now bound to sell the materials and/or services listed by the attached award notice based upon the solicitation, including all terms conditions, specifications, amendments, etc., and the Contractor's offer as accepted by the City. The Contractor is hereby cautioned not to commence any billable work or provide any material, service or construction under this contract until Contractor receives an executed **Purchase Order**.

Attested by:   
 Mary Jo Kief, City Clerk

City of Peoria, Arizona. Eff. Date: **February 17, 2006**

**William L. Emerson, Deputy City Attorney**

Approved as to Form Stephen M. Kemp, City Attorney

Awarded on **February 16, 2006**

Herman F. Koebergen, Materials Manager



**ACON08706**  
 Contract Number

Official File

# ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID LI  
SKYLI01

DATE (MM/DD/YYYY)  
03/20/06

<b>PRODUCER</b> Horizon Insurance Group, Inc. Northwestern Capital Insurance 10 E. Northern Ave. #100 Phoenix AZ 85028 Phone: 602-992-9750 Fax: 602-992-9775	<b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>												
<b>INSURED</b>  Skyline Window Cleaning Inc. 2419 N. Black Canyon Hwy #3 Phoenix AZ 85009	<table border="1"> <tr> <th style="width: 80%;">INSURERS AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A Colorado Casualty Insurance Co</td> <td></td> </tr> <tr> <td>INSURER B Great Divide Insurance Company</td> <td></td> </tr> <tr> <td>INSURER C Natl Union Fire Insurance Co.</td> <td>0384</td> </tr> <tr> <td>INSURER D</td> <td></td> </tr> <tr> <td>INSURER E</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A Colorado Casualty Insurance Co		INSURER B Great Divide Insurance Company		INSURER C Natl Union Fire Insurance Co.	0384	INSURER D		INSURER E	
INSURERS AFFORDING COVERAGE	NAIC #												
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INSURER B Great Divide Insurance Company													
INSURER C Natl Union Fire Insurance Co.	0384												
INSURER D													
INSURER E													

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR	ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
B	X		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	GC513031	01/10/06	01/10/07	EACH OCCURRENCE	\$ 1000000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100000
							MED EXP (Any one person)	\$ 5000
							PERSONAL & ADV INJURY	\$ 1000000
							GENERAL AGGREGATE	\$ 2000000
							PRODUCTS - COMP/OP AGG	\$ Included
A			<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	CPP021712501	01/10/06	01/10/07	COMBINED SINGLE LIMIT (Ea accident)	\$ 1000000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
			<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
							OTHER THAN AUTO ONLY EA ACC AGG	\$
C			<b>EXCESS/UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$10,000	BE9301584	01/10/06	01/10/07	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
								\$
								\$
			<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATUTORY LIMITS OTHER	
							E L EACH ACCIDENT	\$
							E L DISEASE - EA EMPLOYEE	\$
							E L DISEASE - POLICY LIMIT	\$

### DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder is added as additional insured on a primary/non contributory basis as respects to General Liability for ongoing operations by the named insured for the certificate holder per form S186(6/03). Waiver of subrogation applies to general liability only. \* Except for 10 day notice for non payment of premium

### CERTIFICATE HOLDER

CITI001

City of Peoria  
 8314 W Cinnabar Ave  
 Peoria AZ 85345

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \*30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  


**NOTEPAD:**

INSURED'S NAME Skyline Window Cleaning Inc.

SKYLI01

PAGE 2

OP ID LI

DATE 03/20/06

This cert cancels and supersedes one issued 1-12-06

**GREAT DIVIDE INSURANCE COMPANY**

**LIABILITY ENDORSEMENT**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED - BLANKET**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART  
OWNERS & CONTRACTORS PROTECTIVE LIABILITY COVERAGE PART**

**WHO IS AN INSURED (Section II) is amended to include as an insured, any person, organization, trustee, estate or governmental entity to whom or to which you are obligated by:**

- 1. Virtue of a written contract; or**
- 2. The issuance or existence of a permit;**

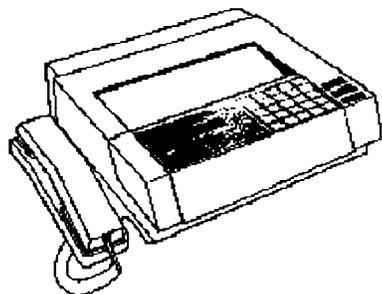
**to provide insurance such as is afforded by this policy, but only with respect to liability arising out of:**

- 1. Your ongoing operations performed for that insured; or**
- 2. Facilities used by you;**

**and then only for the limits of liability specified in such contract, but in no event for limits of liability in excess of the applicable limits of liability of this policy.**

**However, such person, organization, trustee, estate or governmental entity shall be an insured only with respect to occurrences taking place after such written contract has been executed or such permit has been issued.**

**All other terms and conditions of this policy remain unchanged.**



# Fax

**From the Desk of Leslie Ingallina**

**Company:** Horizon Insurance Group

**Phone:** (602) 992-9750 ext. 3024

**Fax:** (602) 992-9775

**To:**

**Company:** City of Peoria

**Phone:** ( ) -

**Fax:** (623) 773-7118

**Pages:** 4

**Date:** 3/20/2006 10:54:55 AM

**Subject:** Skyline Window Cleaning

**Message:** Certificate



## Certificate of Insurance

**Certificate Mailed To:**

CITY OF PEORIA  
8401 W. MONROE ST. ROOM 150  
PEORIA AZ 85345

**Name of Insured:**

SKYLINE WINDOW CLEANING INC  
STE 3  
2419 N Black Canyon Hwy  
Phoenix AZ 85009

Date Issued: 03/10/2006  
Certificate Number: 94  
Policy Number: 300224  
Origin Date: 02/12/1999  
Expiration Date: 04/01/2006  
Liability Limits: 1000/1000/1000  
(000 Omitted)

**Proof of Coverage**

Window Cleaning  
Various AZ Locations

**Job Number:****Location:**

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy listed hereon. This is to certify a workers' compensation policy has been issued to the insured listed hereon and is in force for the period referenced.

**Certificate Issued To:**

City of Peoria  
8401 W. Monroe St. Room 150  
Peoria AZ 85345

Authorized Representative



# SOLICITATION AMENDMENT

## Materials Management Procurement

8314 West Cinnabar Avenue  
Peoria, Arizona 85345-6560  
Telephone: (623) 773-7115  
Fax: (623) 773-7118

Solicitation No: RFQ 06-11  
Description: Window Cleaning and Power Washing Services  
Amendment No: One (1)  
Solicitation Due Date: **January 31, 2006**  
Solicitation Due Time: 5:00 p.m. Local Time

**Buyer: Kimberley Benedict**

**A signed copy of this Amendment shall be received by the City of Peoria, Materials Management no later than the Solicitation Due Date and Time.**

- The due date is hereby changed from January 24, 2006, to **January 31, 2006**. The due time remains 5:00 p.m. local time.
- A walk through of all facilities included in the project will be held January 19, 2006. Prospective bidders are strongly encouraged to attend this walk through. Due to the high number of facilities to be viewed, the walk through is scheduled for a full day, with the City providing transportation to the various facilities. The meeting will begin at the following address:

**Address:** City of Peoria  
City Hall Annex (meet outside)  
8314 West Cinnabar Street  
Peoria, Arizona 85345

**Date:** **January 19, 2006**

**Time:** 9:00 a.m., Local Time (may go until 5:00 p.m.)

**All bidders intending to attend should RSVP to Kim Benedict at (623) 773-7115 no later than 12:00 Noon January 17, 2006.** This will allow the City to provide the proper size vehicle for transportation.

Vendor hereby acknowledges receipt and agreement with the amendment.

*Phil Sweeney*      1-30-06  
Signature                      Date

Phil Sweeney, President  
Typed Name and Title

Skyline Window Cleaning, Inc.  
Company Name

2419 N. Black Canyon Hwy #3  
Address

Phoenix      Az      85009  
City                      State                      Zip

The above referenced Solicitation Amendment is hereby Executed

January 11, 2006

at Peoria, Arizona

*Kimberley Benedict*  
Kimberley Benedict, CPPB  
Buyer



## SOLICITATION AMENDMENT

### Materials Management Procurement

8314 West Cinnabar Avenue  
Peoria, Arizona 85345-6560  
Telephone: (623) 773-7115  
Fax: (623) 773-7118

Solicitation No: RFQ 06-11  
Description: Window Cleaning and Power  
Washing Services

Amendment No: One (1)  
Solicitation Due Date: **January 31, 2006**  
Solicitation Due Time: 5:00 p.m. Local Time

**Buyer: Kimberley Benedict**

3. Remove Paragraph I.A.4., Page 15 of the Specifications and replace with the following:
  4. Cleaning shall include window glass, all metal and wooden window and doorframes, sills on inside and outside of all windows and **on inside and outside of all frames (this includes removal of pigeon waste and cobwebs).**
4. Remove Paragraph I.A.16., Page 16 of the Specifications and replace with the following:
  16. Trailers: the services are to include the removal of the screens, cleaning of the windows and screens, then the reinstallation of the screens on the following building:
    - A) Building #6 – Municipal Operation Center
    - B) Building #7 – Fleet Services
    - C) Building #8 – Solid Waste
    - D) Building #12 – Trailer Units – four (4) each
      - 1) Code Compliance
      - 2) Utilities
      - 3) Finance
      - 4) City Hall Annex
5. Add the following to Specifications Paragraph I.A., Window Cleaning Services:
  18. Contractor's employees shall be required to wear a clean uniform bearing the Contractor's name. Employees who normally and regularly come into direct contact with the public shall bear some means of individual identification, such as a name tag or identification card.
6. Price Sheet Page 20 through Page 22 shall be removed and replaced with the attached Revised Price Sheets.
7. Questionnaire Page 23 shall be removed and replaced with the attached Revised Questionnaire.

*All other provisions of this Solicitation shall remain in their entirety.*

Jan 11



# REVISED PRICE SHEET

Solicitation No: **RFQ 06-11**

**Materials Management Procurement**  
 8314 West Cinnabar Avenue  
 Peoria, Arizona 85345-6560  
 Telephone: (623) 773-7115  
 Fax: (623) 773-7118

Company Name:

Item	Description of material and/or services	Quantity	Unit	Unit Price	Extended Price
	<b>Base bid</b>				
<b>I.</b>	<b><u>Window Cleaning Services:</u></b>				
	<b>Inside and Outside</b>				
	<b>See Pages 15 thru 18, Section I.</b>				
	Building #1: City Hall	4	EA	\$ <u>637.50</u>	\$ <u>2550.-</u>
	Building #2: City Court	4	EA	\$ <u>343.75</u>	\$ <u>1375.-</u>
	Building #3: PSAB	4	EA	\$ <u>637.50</u>	\$ <u>2550.-</u>
	Building #4: Council Chambers	4	EA	\$ <u>93.75</u>	\$ <u>375.-</u>
	Building #5: Public Library	4	EA	\$ <u>312.50</u>	\$ <u>1250.-</u>
	Building #6: Municipal Operation Center	4	EA	\$ <u>125.00</u>	\$ <u>500.-</u>
	Building #7: Fleet Services	4	EA	\$ <u>18.75</u>	\$ <u>75.-</u>
	Building #8: Solid Waste Trailer	4	EA	\$ <u>18.75</u>	\$ <u>75.-</u>
	Building #9: Inventory Warehouse	4	EA	\$ <u>18.75</u>	\$ <u>75.-</u>
	Building #10: Community Center & Annex	4	EA	\$ <u>37.50</u>	\$ <u>150.-</u>
	Building #11: Women's Club	4	EA	\$ <u>31.25</u>	\$ <u>125.-</u>
	Building #12: Trailer Units (4 each)				
	A. Code Compliance	4	EA	\$ <u>37.50</u>	\$ <u>150.-</u>
	B. Utilities	4	EA	\$ <u>37.50</u>	\$ <u>150.-</u>
	C. Finance	4	EA	\$ <u>37.50</u>	\$ <u>150.-</u>
	D. City Hall Annex	4	EA	\$ <u>37.50</u>	\$ <u>150.-</u>
	Building #13: Pinnacle Peak Public Safety Facility	4	EA	\$ <u>218.75</u>	\$ <u>875.-</u>
	Building #14: IT Building	4	EA	\$ <u>206.25</u>	\$ <u>825.-</u>
	Building #15: Greenway Water Treatment Plant	4	EA	\$ <u>231.25</u>	\$ <u>925.-</u>
	Building #16: Sunrise Family Center	4	EA	\$ <u>160.00</u>	\$ <u>640.-</u>
	<b>Subtotal Section I:</b>				\$ <u>12,965.-</u>



# REVISED PRICE SHEET

Solicitation No: **RFQ 06-11**

**Materials Management  
Procurement**  
8314 West Cinnabar Avenue  
Peoria, Arizona 85345-6560  
Telephone: (623) 773-7115  
Fax: (623) 773-7118

Company Name:

Item	Description of material and/or services	Quantity	Unit	Unit Price	Extended Price	
<b>II.</b>	<b>Base bid</b>					
	<b><u>Power Washing Services:</u></b>					
	<b>Entrances and Entire Storefronts</b>					
	<b>See Page 18, Section II.</b>					
		Building #1: City Hall	1	Ea.	\$ <u>81.25</u>	\$ <u>81.25</u>
		Building #2: City Court	1	Ea.	\$ <u>87.50</u>	\$ <u>87.50</u>
		Building #3: PSAB	1	Ea.	\$ <u>125.00</u>	\$ <u>125.00</u>
		Building #4: Council Chambers	1	Ea.	\$ <u>75.00</u>	\$ <u>75.00</u>
	Building #5: Public Library	1	Ea.	\$ <u>75.00</u>	\$ <u>75.00</u>	
	Building #6: IT Building	1	Ea.	\$ <u>75.00</u>	\$ <u>75.00</u>	
	<b>Subtotal Section II:</b>				\$ <u>518.75</u>	
	<b>Sections I &amp; II Base Bid Total:</b>				\$ <u>13483.75</u>	

**Award of contract shall be based on base bid only. The City of Peoria shall utilize options only if funding is available and at the City's discretion.**

**Estimated Quantities:** This solicitation references quantities as a general indication of the needs of the City. The City anticipates considerable activity resulting from contracts that will be awarded as a result of this solicitation; however, the quantities shown are estimates only and the City reserves the right to increase or decrease any quantities actually acquired.



# REVISED PRICE SHEET

**Materials Management  
Procurement**

8314 West Cinnabar Avenue  
Peoria, Arizona 85345-6560  
Telephone: (623) 773-7115  
Fax: (623) 773-7118

Solicitation No: **RFQ 06-11**

Company Name:

Item	Description of material and/or services	Quantity	Unit	Unit Price	Extended Price
<b>I.</b>	<p><b>Option I:</b>  <u><b>Window Cleaning Services:</b></u>  <b>Inside Only</b>  <b>See Pages 15 thru 18, Section I.</b></p>				
	Building #1: City Hall	4	EA	\$ <u>500-</u>	\$ <u>2000-</u>
	Building #2: City Court	4	EA	\$ <u>218.75</u>	\$ <u>875-</u>
	Building #3: PSAB	4	EA	\$ <u>437.50</u>	\$ <u>1750-</u>
	Building #4: Council Chambers	4	EA	\$ <u>62.50</u>	\$ <u>250-</u>
	Building #5: Public Library	4	EA	\$ <u>203.75</u>	\$ <u>815-</u>
	Building #6: Municipal Operation Center	4	EA	\$ <u>62.50</u>	\$ <u>250-</u>
	Building #7: Fleet Services	4	EA	\$ <u>12.50</u>	\$ <u>50-</u>
	Building #8: Solid Waste Trailer	4	EA	\$ <u>12.50</u>	\$ <u>50-</u>
	Building #9: Inventory Warehouse	4	EA	\$ <u>12.50</u>	\$ <u>50-</u>
	Building #10: Community Center & Annex	4	EA	\$ <u>47.50</u>	\$ <u>190-</u>
	Building #11: Women's Club	4	EA	\$ <u>31.25</u>	\$ <u>125-</u>
	Building #12: Trailer Units (4 each)				
	A. Code Compliance	4	EA	\$ <u>18.75</u>	\$ <u>75-</u>
	B. Utilities	4	EA	\$ <u>18.75</u>	\$ <u>75-</u>
	C. Finance	4	EA	\$ <u>18.75</u>	\$ <u>75-</u>
	D. City Hall Annex	4	EA	\$ <u>18.75</u>	\$ <u>75-</u>
	Building #13: Pinnacle Peak Public Safety Facility	4	EA	\$ <u>150-</u>	\$ <u>600-</u>
	Building #14: IT Building	4	EA	\$ <u>150-</u>	\$ <u>600-</u>
	Building #15: Greenway Water Treatment Plant	4	EA	\$ <u>150-</u>	\$ <u>600-</u>
	Building # 16 Sunrise Family Center	4	EA	\$ <u>80-</u>	\$ <u>320-</u>
	<b>Total Option I:</b>				\$ <u>8825-</u>



# REVISED PRICE SHEET

**Materials Management  
Procurement**  
8314 West Cinnabar Avenue  
Peoria, Arizona 85345-6560  
Telephone: (623) 773-7115  
Fax: (623) 773-7118

Solicitation No: **RFQ 06-11**

Company Name:

Item	Description of material and/or services	Quantity	Unit	Unit Price	Extended Price
<b>II.</b>	<b>Option II:</b> <b>Window Cleaning Services:</b> <b>Outside Only</b> <b>See Pages 15 thru 18, Section I.</b>				
	Building #1: City Hall	4	EA	\$ <u>500-</u>	\$ <u>2000-</u>
	Building #2: City Court	4	EA	\$ <u>218.75</u>	\$ <u>875-</u>
	Building #3: PSAB	4	EA	\$ <u>437.50</u>	\$ <u>1750-</u>
	Building #4: Council Chambers	4	EA	\$ <u>62.50</u>	\$ <u>250-</u>
	Building #5: Public Library	4	EA	\$ <u>203.75</u>	\$ <u>815-</u>
	Building #6: Municipal Operation Center	4	EA	\$ <u>62.50</u>	\$ <u>250-</u>
	Building #7: Fleet Services	4	EA	\$ <u>12.50</u>	\$ <u>50-</u>
	Building #8: Solid Waste Trailer	4	EA	\$ <u>12.50</u>	\$ <u>50-</u>
	Building #9: Inventory Warehouse	4	EA	\$ <u>12.50</u>	\$ <u>50-</u>
	Building #10: Community Center & Annex	4	EA	\$ <u>47.50</u>	\$ <u>190-</u>
	Building #11: Women's Club	4	EA	\$ <u>31.25</u>	\$ <u>125-</u>
	Building #12: Trailer Units (4 each)				
	A. Code Compliance	4	EA	\$ <u>18.75</u>	\$ <u>75-</u>
	B. Utilities	4	EA	\$ <u>18.75</u>	\$ <u>75-</u>
	C. Finance	4	EA	\$ <u>18.75</u>	\$ <u>75-</u>
	D. City Hall Annex	4	EA	\$ <u>18.75</u>	\$ <u>75-</u>
	Building #13: Pinnacle Peak Public Safety Facility	4	EA	\$ <u>150-</u>	\$ <u>600-</u>
	Building #14: IT Building	4	EA	\$ <u>150-</u>	\$ <u>600-</u>
	Building #15: Greenway Water Treatment Plant	4	EA	\$ <u>150-</u>	\$ <u>600-</u>
	Building # 16 Sunrise Family Center	4	EA	\$ <u>80-</u>	\$ <u>320-</u>
	<b>Total Option II:</b>				\$ <u>8825-</u>



# REVISED PRICE SHEET

**Materials Management  
Procurement**  
8314 West Cinnabar Avenue  
Peoria, Arizona 85345-6560  
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Fax: (623) 773-7118

Solicitation No: **RFQ 06-11**

Company Name:

Item	Description of material and/or services	Quantity	Unit	Unit Price	Extended Price	
<b>III.</b>	<b>Option III</b>					
	<b>Power Washing Services:</b>					
	<b><u>Entire Complex</u></b>					
	<b>See Page 19, Section III</b>					
		Building #1: City Hall	1	Ea.	\$ <u>968.75</u>	\$ <u>968.75</u>
		Building #2: City Court	1	Ea.	\$ <u>343.75</u>	\$ <u>343.75</u>
		Building #3: PSAB	1	Ea.	\$ <u>656.25</u>	\$ <u>656.25</u>
	Building #4: Council Chambers	1	Ea.	\$ <u>218.75</u>	\$ <u>218.75</u>	
	Building #5: Public Library	1	Ea.	\$ <u>875.-</u>	\$ <u>875.-</u>	
	Building #6: IT Building	1	Ea.	\$ <u>250.-</u>	\$ <u>250.-</u>	
	<b>Total Option III:</b>				\$ <u>3312.50</u>	
<b>IV.</b>	<b>Option IV</b>					
		Fee per man hour for special call-outs for window washing services	1	Hr.		\$ <u>28.00</u>
<b>V.</b>	<b>Option V</b>					
		Fee per man hour for special call-outs for power washing services	1	Hr.		\$ <u>35.00</u>



REVISED QUESTIONNAIRE

Materials Management Procurement 8314 West Cinnabar Avenue Peoria, Arizona 85345-6560 Telephone: (623) 773-7115 Fax: (623) 773-7118

Solicitation No: RFQ 06-11

Please list a minimum of three (3) owner references from projects of similar size and scope whom the Materials Management Division may contact:

- SEE ATTACHED -

1. Company: City of Phoenix
Contact: Veronica Esparza Phone:
Address:
Project Name: Various locations
Project Description: Window Washing/Pressure Washing
Project Cost:

2. Company:
Contact: Phone:
Address:
Project Name:
Project Description:
Project Cost:

3. Company:
Contact: Phone:
Address:
Project Name:
Project Description:
Project Cost:

REFERRAL LIST

**SKYLINE WINDOW CLEANING, INC.**  
PROFESSIONAL WINDOW CLEANING SERVICE

**GREATER PHOENIX AREA**

**ONE RENAISSANCE SQUARE**

Two North Central  
Phoenix, AZ

**28 Floors**

Contact: Lori Prieser  
Phone: 602-495-1700

**PHOENIX CITY SQUARE**

3838 N Central Ave., Ste 620  
Phoenix, Az

**3 Buildings-15, 20 & 20 floors**

Contact: Tom Price  
Phone: 602-287-6820

**OPUS WEST MANAGEMENT CORP.**

Collier Center  
201 E. Washington, Ste 315  
Phoenix, AZ

**23 floors**

Contact: Kathy Alvord  
Phone: 602-340-9290

**ESPLANADE PLACE**

2402 E. Esplanade Lane  
Phoenix, AZ 85016

**13 Floors**

Howard Kunkle  
Phone: 602-667-9400

**One 11 Building**

c/o Certified Realty Services  
111 West Monroe  
Phoenix, AZ

**19 Floors**

Contact: Jamie Rathbone  
Phone: 602-324-5315

**BOSS MANAGEMENT**

3200 N. Central Avenue  
Phoenix, AZ

**26 Floors**

Contact: Susan Engstrom  
Phone: 602-274-4433

**HILTON SUITES**

Phoenix Plaza  
10 East Thomas Road  
Phoenix, AZ

**16 Floors**

Contact: John Stepp  
Phone: 602-212-5315

**NORWEST BANK TOWER**

3300 N. Central Ave.  
Phoenix, AZ

**28 floors**

Contact: Wade Thomas  
Phone: 602-279-4948

REFERRAL LIST

**SKYLINE WINDOW CLEANING, INC.**

PROFESSIONAL WINDOW CLEANING SERVICE

**GREATER PHOENIX AREA**

**BAMS, INC., ITF FARNAM REALTY  
FARNUM OFFICE CENTER**

301 West Osborn  
Phoenix, AZ

**High Rise-5 floors**

Contact: Mary Kay/Howard  
Phone: 602-840-8337

**CHANEN CONSTRUCTION COMPANY**

3300 N. 3rd Avenue  
Phoenix, AZ

**Various Locations**

Contact: Roxie Comer  
Phone: 602-266-3600

**WELLS FARGO BANK**

WELLS FARGO CORPORATE PROPERTIES  
305 E. Main Street

**10 Floors**

Contact: Doug Coffman  
Phone: 480-394-3605

**TEMPE CITY CENTER C/O HEARN CO.**

1400 East Southern Avenue  
Tempe, AZ

**16 Floors**

Contact: Laura  
Phone: 480-333-5533

**1001 BUILDING**

3443 N. Central Avenue  
Phoenix, AZ

**10 Floors**

Contact: Aldopho Magama  
Phone: 623-649-2192

**BANKUM, LLC., AMERIMAR NORTH  
FIRST MANAGEMENT CO., INC.**

101 N. 1<sup>st</sup> Avenue  
Phoenix, AZ 85003

**High Rise-29 floors**

Contact: Peter Niles  
Phone: 602-257-0070

**BANK OF AMERICA-MESA  
FINANCIAL CENTER**

1201 S. Alma School Rd.  
Mesa, AZ

**High Rise-18 floors**

Contact: Elaine Frederick  
Phone: 480-964-2000

REFERRAL LIST

**SKYLINE WINDOW CLEANING, INC.**  
PROFESSIONAL WINDOW CLEANING SERVICE

**GREATER PHOENIX AREA**

**CITY OF PHOENIX**

City Hall & Various locations  
200 W. Washington  
Phoenix, Arizona 85003

**High Rise-18 floors**

Contact: Roxann Runnels  
Phone: 602-256-3381

**BILTMORE FINANCIAL PLAZA**

2390-2394-2398 E. Camelback Rd.  
Phoenix, AZ

**3 BUILDINGS-12 floors**

Contact: Joan Fontenac  
Phone: 602-957-4077

**WESSEX COMPANY**

P.O. Box 44033  
Phoenix, AZ

**VARIOUS LOCATIONS**

Contact: Lori Peck  
602-285-9010

**CENTRAL PALM PLAZA**

2005 N. Central Avenue  
Phoenix, AZ

**8 Floors**

Contact: Dave Rush  
Phone: 602-558-0144

**BANK ONE BALLPARK**

650 E. Jefferson  
Phoenix, AZ

**120 ft. High (not floors)**

Contact: Perini/Tutor Saliba  
Phone: 602-588-8396

**Arena Management**

6520 N. 91<sup>st</sup> Ave  
Glendale, AZ 85305

**Home of the Coyotes**

Contact: Adam Forchelli  
Phone: 623-266-7337



## REQUEST FOR QUOTATION

### INSTRUCTIONS FOR QUOTATION AND TERMS AND CONDITIONS

#### Materials Management Procurement

8314 West Cinnabar Avenue  
Peoria, Arizona 85345-6560  
Phone: (623) 773-7115  
Fax: (623) 773-7118

1. **Submission:** Quotations shall be signed and received by the due date and time, as designated on the Quotation.
2. **Opening:** A formal public opening will not be held for this quotation. However, all information may be publicly reviewed after award.
3. **Standard Provisions:** The City of Peoria's Instructions for Quotation and Terms and Conditions (Form COP203ITQ) and Standard Terms and Conditions (COP Form 202), where applicable, are a part of this document as if fully set forth herein. Copies of these documents are available from the City of Peoria, Materials Management Division.
4. **Taxes:** The City of Peoria is exempt from Federal Excise Tax, including Federal Transportation Tax. Sales Tax, if any, should be indicated as a separate item.
5. **Bid Rejection:** The City of Peoria reserves the right to reject any, or all, bids, combinations of items, or lot and to waive defects or informalities.
6. **Brand Names:** Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other vendors, but are intended to approximate the quality design or performance which is desired. Any bid which proposes like quality, design or performance will be considered. Equivalent products will be considered, provided a complete description and product literature is provided. Unless a specific exception is made, assumption will be that the item is bid exactly as specified on the Request for Quotation.
7. **Erasures:** Erasures, interlineations or other modifications shall be initialed by the individual signing the Request for Quotation.
8. **Unit Price:** In case of error in the extension of prices, the unit shall govern. No Quotation shall be altered, amended or withdrawn after the specified date and time for receiving Quotations. Negligence by the Vendor in preparing the Quotation confers no right for the withdrawal of the Quotation after it has been opened.
9. **New:** All items shall be new, unless otherwise stated in the specifications.
10. **Payment:** The City of Peoria will make every effort to process for the purchase of goods or services within thirty (30) calendar days after receipt of goods or services and a correct notice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account. Any bid that requires payment in less than thirty (30) days shall not be considered.
11. **Payment Discounts:** Payment discount periods will be computed from date of receipt of materials or services or correct invoice, whichever is later, to the date payment is mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment discounts of thirty (30) calendar days or more will be deducted from the bid price in determining the low bid. However, the City of Peoria shall be entitled to take advantage of any payment discount offered by the Vendor provided payment is made within the discount period.



## STANDARD TERMS AND CONDITIONS

### Materials Management Procurement

8314 West Cinnabar Avenue  
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THE FOLLOWING TERMS AND CONDITIONS ARE AN EXPLICIT PART OF THE SOLICITATION AND ANY RESULTANT CONTRACT.

1. **CERTIFICATION:** By signature in the Offer section of the Offer and Contract Award page (COP Form 203), the Vendor certifies:
  - a. The submission of the offer did not involve collusion or other anti-competitive practices.
  - b. The Vendor shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11456.
  - c. The Vendor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to a public servant in connection with the submitted offer. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contracts, and the vendor may be debarred.
2. **GRATUITIES:** The City may, by written notice to the Contractor, cancel this contract if it is found by the City that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Contractor or any agent or representative of the Contractor, to any officer or employee of the City with a view toward securing an order, securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to the performing of such order. In the event this contract is cancelled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Contractor the amount of the gratuity. Paying the expense of normal business meals which are generally made available to all eligible city government customers shall not be prohibited by this paragraph.
3. **APPLICABLE LAW:** In the performance of this agreement, contractors shall abide by and conform to any and all laws of the United States, State of Arizona and City of Peoria including but not limited to federal and state executive orders providing for equal employment and procurement opportunities, the Federal Occupational Safety and Health Act and any other federal or state laws applicable to this agreement.

Contractor warrants, for the term of this agreement and for six months thereafter, that it has fully complied with the requirements of the Immigration Reform and Control Act of 1986 and all related or similar legal authorities.

This contract shall be governed by the City and Contractor shall have all remedies afforded each by the Uniform Commercial Code, as adopted in the State of Arizona, except as otherwise provided in this contract or in statutes pertaining specifically to the City. This contract shall be governed by the laws of the State of Arizona and suit pertaining to this contract may be brought only in courts in the State of Arizona.

This contract is subject to the provisions of ARS §38-511; the City may cancel this contract without penalty or further obligations by the City or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the City or any of its departments or agencies, is at any time while the contract or any extension of the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.
4. **LEGAL REMEDIES:** All claims and controversies shall be subject to resolution according to the terms of the City of Peoria Procurement Code.
5. **CONTRACT:** The contract between the City and the Contractor shall consist of (1) the Solicitation, including instructions, all terms and conditions, specifications, scopes of work, attachments, and any amendments thereto, and (2) the offer submitted by the Vendor in response to the solicitation. In the event of a conflict in language between the Solicitation and the Offer, the provisions and requirements in the Solicitation shall govern. However, the City reserves the right to clarify, in writing, any contractual terms with the concurrence of the Contractor, and such written contract shall govern in case of conflict with the applicable requirements stated in the Solicitation or the Vendor's offer. The Solicitation shall govern in all other matters not affected by the written contract.



## STANDARD TERMS AND CONDITIONS

### Materials Management Procurement

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6. **CONTRACT AMENDMENTS:** This contract may be modified only by a written Contract Amendment (COP Form 217) signed by persons duly authorized to enter into contracts on behalf of the City and the Contractor.
7. **CONTRACT APPLICABILITY:** The Offeror shall substantially conform to the terms, conditions, specifications and other requirements found within the text of this specific Solicitation. All previous agreements, contracts, or other documents, which have been executed between the Offeror and the City are not applicable to this Solicitation or any resultant contract.
8. **PROVISIONS REQUIRED BY LAW:** Each and every provision of law and any clause required by law to be in the contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the contract will forthwith be physically amended to make such insertion or correction.
9. **SEVERABILITY:** The provisions of this contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the contract which may remain in effect without the invalid provision or application.
10. **RELATIONSHIP TO PARTIES:** It is clearly understood that each party will act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. The Contractor is advised that taxes or Social Security payments will not be withheld from any City payments issued hereunder and that the Contractor should make arrangements to directly pay such expenses, if any.
11. **INTERPRETATION-PAROL EVIDENCE:** This contract represents the entire agreement of the Parties with respect to its subject matter, and all previous agreements, whether oral or written, entered into prior to this contract are hereby revoked and superseded by this contract. No representations, warranties, inducements or oral agreements have been made by any of the Parties except as expressly set forth herein, or in any other contemporaneous written agreement executed for the purposes of carrying out the provisions of this contract. This contract may not be changed, modified or rescinded except as provided for herein, absent a written agreement signed by both Parties. Any attempt at oral modification of this contract shall be void and of no effect.
12. **ASSIGNMENT-DELEGATION:** No right or interest in this contract shall be assigned by Contractor without prior written permission of the City and no delegation of any duty of Contractor shall be made without prior written permission of the City.
13. **SUBCONTRACTS:** No subcontract shall be entered into by the contractor with any other party to furnish any of the material, service or construction specified herein without the advance written approval of the City. The prime contractor shall itemize all sub-contractors which shall be utilized on the project. Any substitution of sub-contractors by the prime contractor shall be approved by the City and any cost savings will be reduced from the prime contractor's bid amount. All subcontracts shall comply with Federal and State laws and regulations which are applicable to the services covered by the subcontract and shall include all the terms and conditions set forth herein which shall apply with equal force to the subcontract and if the Subcontractor were the Contractor referred to herein. The Contractor is responsible for contract performance whether or not Subcontractors are used.
14. **RIGHTS AND REMEDIES:** No provision in this document or in the vendor's offer shall be construed, expressly or by implication, as waiver by the City of any existing or future right and/or remedy available by law in the event of any claim of default or breach of contract. The failure of the City to insist upon the strict performance of any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract, or by law, or the City's acceptance of and payment for materials or services, shall not release the Contractor from any responsibilities or obligations imposed by this contract or by law, and shall not be deemed a waiver of any right of the City to insist upon the strict performance of the Contract.
15. **INDEMNIFICATION:** To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Contractor, its employees, agents, or any tier of subcontractors in the performance of this Contract. Contractor's duty to defend, hold harmless and indemnify the City,



## STANDARD TERMS AND CONDITIONS

### Materials Management Procurement

8314 West Cinnabar Avenue  
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its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by any acts, errors, mistakes, omissions, work or services in the performance of this Contract including any employee of the Contractor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the Contractor may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

16. **OVERCHARGES BY ANTITRUST VIOLATIONS:** The City maintains that, in practice, overcharges resulting from antitrust violations are borne by the purchaser. Therefore, to the extent permitted by law, the Contractor hereby assigns to the City any and all claims for such overcharges as to the goods and services used to fulfill the Contract.
17. **FORCE MAJEURE:** Except for payment for sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force Majeure. The term "*force majeure*" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God: acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; floods; lockouts, injunctions-intervention-acts, or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with this Contract.

Force majeure shall not include the following occurrences:

- a. Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences.
- b. Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this Force Majeure term and Condition.

Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure. If either party is delayed at any time in the progress of the work by force majeure, then the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be hand delivered or mailed *Certified-Return Receipt* and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing. The time of completion shall be extended by contract modification for a period of time equal to the time that the results or effects of such delay prevent the delayed party from performing in accordance with this contract.

18. **RIGHT TO ASSURANCE:** Whenever one party to this contract in good faith has reason to question the other party's intent to perform he may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of the Contract.
19. **RIGHT TO AUDIT RECORDS:** The City may, at reasonable times and places, audit the books and records of any Contractor as related to any contract held with the City.



## STANDARD TERMS AND CONDITIONS

### Materials Management Procurement

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20. **RIGHT TO INSPECT PLANT:** The City may, at reasonable times, inspect the part of the plant or place of business of a Contractor or Subcontractor which is related to the performance of any contract as awarded or to be awarded.
21. **WARRANTIES:** Contractor warrants that all material, service or construction delivered under this contract shall conform to the specifications of this contract. Unless otherwise stated in Contractor's response, the City is responsible for selecting items, their use, and the results obtained from any other items used with the items furnished under this contract. Mere receipt of shipment of the material/service specified and any inspection incidental thereto by the City shall not alter or affect the obligations of the Contractor or the rights of the City under the foregoing warranties. Additional warranty requirements may be set forth in the solicitation.
22. **INSPECTION:** All material and/or services are subject to final inspection and acceptance by the City. Materials and/or services failing to conform to the specifications of this Contract will be held at Contractor's risk and may be returned to the Contractor. If so returned, all costs are the responsibility of the Contractor. The City may elect to do any or all:
- Waive the non-conformance.
  - Stop the work immediately.
  - Bring material into compliance.
- This shall be accomplished by a written determination for the City.
23. **TITLE AND RISK OF LOSS:** The title and risk of loss of material and/or service shall not pass to the City until the City actually receives the material or service at the point of delivery, unless otherwise provided within this Contract.
24. **NO REPLACEMENT OF DEFECTIVE TENDER:** Every tender of materials shall fully comply with all provisions of the Contract. If a tender is made which does not fully conform, this shall constitute a breach of the Contract as a whole.
25. **DEFAULT IN ONE INSTALLMENT TO CONSTITUTE TOTAL BREACH:** Contractor shall deliver conforming materials in each installment of lot of this Contract and may not substitute nonconforming materials. Delivery of nonconforming materials or a default of any nature, at the option of the City, shall constitute a breach of the Contract as a whole.
26. **SHIPMENT UNDER RESERVATION PROHIBITED:** Contractor is not authorized to ship materials under reservation and no tender of a bill of lading will operate as a tender of the materials.
27. **LIENS:** All materials, service or construction shall be free of all liens, and if the City requests, a formal release of all liens shall be delivered to the City.
28. **LICENSES:** Contractor shall maintain in current status all Federal, State and Local licenses and permits required for the operation of the business conducted by the Contractor as applicable to this Contract.
29. **PATENTS AND COPYRIGHTS:** All services, information, computer program elements, reports and other deliverables, which may be patented or copyrighted and created under this contract are the property of the City and shall not be used or released by the Contractor or any other person except with the prior written permission of the City.
30. **PREPARATION OF SPECIFICATIONS BY PERSONS OTHER THAN CITY PERSONNEL:** All specifications shall seek to promote overall economy for the purposes intended and encourage competition and not be unduly restrictive in satisfying the City's needs. No person preparing specifications shall receive any direct or indirect benefit from the utilization of specifications, other than fees paid for the preparation of specifications.



## STANDARD TERMS AND CONDITIONS

### Materials Management Procurement

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31. **COST OF BID/PROPOSAL PREPARATION:** The City shall not reimburse the cost of developing presenting or providing any response to this solicitation. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.
32. **PUBLIC RECORD:** All offers submitted in response to this solicitation shall become the property of the City and shall become a matter of public record available for review, subsequent to the award notification, in accordance with the City's Procurement Code.
33. **ADVERTISING:** Contractor shall not advertise or publish information concerning this Contract, without prior written consent of the City.
34. **DELIVERY ORDERS:** The City shall issue a Purchase Order for the material and/or services covered by this contract. All such documents shall reference the contract number as indicated on the Offer and Contract Award (COP Form 203).
35. **FUNDING:** Any contract entered into by the City of Peoria is subject to funding availability. Fiscal years for the City of Peoria are July 1 to June 30. The City Council approves all budget requests. If a specific funding request is not approved, the contract shall be terminated.
36. **PAYMENT:** A separate invoice shall be issued for each shipment of material or service performed, and no payment will be issued prior to receipt of material and/or services and correct invoice.



## SPECIAL TERMS AND CONDITIONS

Solicitation Number: RFQ 06-11

Materials Management  
Procurement  
8314 West Cinnabar Avenue  
Peoria, Arizona 85345-6560  
Phone: (623) 773-7115  
Fax: (623) 773-7118

1. **Purpose:** Pursuant to provisions of the City Procurement Code, the City of Peoria, Materials Management Division intends to establish a contract for **Window Cleaning and Power Washing Services**.
2. **Authority:** This Solicitation as well as any resultant contract is issued under the authority of the City Materials Manager. No alteration of any resultant contract may be made without the express written approval of the City Materials Manager in the form of an official contract amendment. Any attempt to alter any contract without such approval is a violation of the contract and the City Procurement Code. Any such action is subject to the legal and contractual remedies available to the City inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the contractor.
3. **Offer Acceptance Period:** In order to allow for an adequate evaluation, the City requires an offer in response to this Solicitation to be valid and irrevocable for ninety (90) days after the opening time and date.
4. **Eligible Agencies:** Any contract resulting from this Solicitation shall be for the exclusive use of the City of Peoria.
5. **Eligible Agencies:** Any contract resulting from this Solicitation shall be for the use of all City of Peoria departments, agencies and boards.
6. **Cooperative Purchasing:** Any contract resulting from this solicitation shall be for the use of the City of Peoria. In addition, specific eligible political subdivisions and nonprofit educational or public health institutions may also participate at their discretion. In order to participate in any resultant contract, a political subdivision or nonprofit educational or public health institution must have been invited to participate in this specific solicitation and the contractor must be in agreement with the cooperative transaction. In addition to cooperative purchasing, any eligible agency may elect to participate (piggyback) on any resultant contract; the specific eligible political subdivision, nonprofit educational or public health institution and the contractor must be in agreement.  
  
Any orders placed to the successful contractor will be placed by the specific agencies participating in this purchase. Payment for purchases made under this agreement will be the sole responsibility of each participating agency. The City shall not be responsible for any disputes arising out of transactions made by others.
7. **Contract Type:** Fixed Price Term Indefinite Quantity
8. **Term of Contract:** The term of any resultant contract shall commence on the first day of the month following the date of award and shall continue for a period of one (1) year thereafter, unless terminated, cancelled or extended as otherwise provided herein.
9. **Contract Extension:** By mutual written contract amendment, any resultant contract may be extended for supplemental periods of up to a maximum of forty-eight (48) months.
10. **Affirmative Action Report:** It is the policy of the City of Peoria that suppliers of goods or services to the City adhere to a policy of equal employment opportunity and demonstrate an affirmative effort to recruit, hire, and promote regardless of race, color, religion, gender, national origin, age or disability.
11. **Non-Exclusive Contract:** Any contract resulting from this Solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the City of Peoria. The City reserves the right to obtain like goods or services from another source when necessary. Off-Contract Purchase Authorization may only be approved by the City Materials Manager. Approval shall be at the discretion of the City Materials Manager and shall be conclusive, however, approval shall be granted only after a proper review and when deemed to be appropriate. Off-contract procurement shall be consistent with the City Procurement Code.
12. **Taxes:** Prices offered shall not include applicable State and local taxes. The City will pay all applicable taxes. Taxes must be listed as a separate item on all invoices.



## SPECIAL TERMS AND CONDITIONS

Solicitation Number: RFQ 06-11

Materials Management  
Procurement  
8314 West Cinnabar Avenue  
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Fax: (623) 773-7118

13. **Prospective Bidders Conference and Walk Through:** Prospective bidders are strongly encouraged to attend a conference and walk through to be held at the City of Peoria Municipal Offices:

**ADDRESS:** 8401 W. Monroe Street  
Peoria, Arizona 85345  
Ironwood Conference Room

**DATE:** January 10, 2006

**TIME:** 1:30 p.m., Local Time

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

14. **Price Adjustment:** The City of Peoria Purchasing Office will review fully documented requests for price increases after any contract has been in effect for one (1) year. Any price increase adjustment will only be made at the time of contract extension and will be a factor in the extension review process. The City of Peoria Materials Management Division will determine whether the requested price increase or an alternate option, is in the best interest of the City. Any price adjustment will be effective upon the effective date of the contract extension.
15. **Price Reduction:** A price reduction adjustment may be offered at any time during the term of a contract and shall become effective upon notice.
16. **Insurance Requirements:** The Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A.M. Best, Inc. Rating of A-, or approved unlicensed in the State of Arizona with policies and forms satisfactory to the City.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted; failure to do so may, at the sole discretion of the City, constitute a material breach of this Contract.

The Contractor's insurance shall be primary insurance as respects the City, and any insurance or self-insurance maintained by the City shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the City.

The insurance policies, except Workers' Compensation, shall contain a waiver of transfer rights of recovery (subrogation) against the City, its agents, representatives, directors, officers, and employees for any claims arising out of the Contractor's acts, errors, mistakes, omissions, work or service.

The insurance policies may provide coverage which contain deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to the City under such policies. The Contractor shall be solely responsible for the deductible and/or self-insured retention and the City, at its option, may require the Contractor to secure payment of such deductibles or self-insured retentions by a Surety Bond or an irrevocable and unconditional letter of credit.



## SPECIAL TERMS AND CONDITIONS

Solicitation Number: RFQ 06-11

### Materials Management Procurement

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Peoria, Arizona 85345-6560  
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Fax: (623) 773-7118

The City reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. The City shall not be obligated, however, to review same or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of the City's right to insist on, strict fulfillment of Contractor's obligations under this Contract.

The insurance policies, except Workers' Compensation and Professional Liability, required by this Contract, shall name the City, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

#### 17. Required Insurance Coverage:

##### a. Commercial General Liability

Contractor shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00011093 or any replacements thereof. The coverage shall not exclude X, C, U.

Such policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, nor any provision which would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form B, CG 20101185, and shall include coverage for Contractor's operations and products and completed operations.

Any Contractor subletting any part of the work, services or operations awarded to the Contractor shall purchase and maintain, at all times during prosecution of the work, services or operations under this Contract, an Owner's and Contractor's Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the prosecution of the Contractor's work, service or operations under this Contract. Coverage shall be on an occurrence basis with a limit not less than \$1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues the Contractor's Commercial General Liability insurance.

##### b. Automobile Liability

Contractor shall maintain Commercial/Business Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to the Contractor's any owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work. Coverage will be at least as broad as coverage code 1, "any auto", (Insurance Service Office, Inc. Policy Form CA 00011293, or any replacements thereof). Such insurance shall include coverage for loading and off loading hazards. If hazardous substances, materials or wastes are to be transported, MCS 90 endorsement shall be included and \$5,000,000 per accident limits for bodily injury and property damage shall apply.

##### c. Workers' Compensation

The Contractor shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services; and, Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

In case any work is subcontracted, the Contractor will require the Subcontractor to provide Workers' Compensation and Employer's Liability to at least the same extent as required of the Contractor.



## SPECIAL TERMS AND CONDITIONS

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Procurement**  
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Fax: (623) 773-7118

18. **Certificates of Insurance:** Prior to commencing work or services under this Contract, Contractor shall furnish the City with Certificates of Insurance, or formal endorsements as required by the Contract, issued by Contractor's insurer(s), as evidence that policies providing the required coverages, conditions and limits required by this Contract are in full force and effect.

In the event any insurance policy(ies) required by this contract is(are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the Contractor's work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to the City fifteen (15) days prior to the expiration date.

All Certificates of Insurance shall be identified with bid serial number and title. A \$25.00 administrative fee will be assessed for all certificates received without the appropriate bid serial number and title.

19. **Cancellation and Expiration Notice:** Insurance required herein shall not expire, be canceled, or materially changed without thirty (30) days prior written notice to the City.

20. **Independent Contractor:**

a. General

- i. The Contractor acknowledges that all services provided under this Agreement are being provided by him as an independent contractor, not as an employee or agent of the City Manager or the City of Peoria.
- ii. Both parties agree that this Agreement is nonexclusive and that Contractor is not prohibited from entering into other contracts nor prohibited from practicing his profession elsewhere.

b. Liability

- i. The City of Peoria shall not be liable for any acts of Contractor outside the scope of authority granted under this Agreement or as the result of Contractor's acts, errors, misconduct, negligence, omissions and intentional acts.
- ii. To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Contractor, its employees, agents, or any tier of subcontractors in the performance of this Contract. Contractor's duty to defend, hold harmless and indemnify the City, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by any acts, errors, mistakes, omissions, work or services in the performance of this Contract including any employee of the Contractor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the Contractor may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

c. Other Benefits

The Contractor is an independent contractor, therefore, the City Manager will not provide the Contractor with health insurance, life insurance, workmen's compensation, sick leave, vacation leave, or any other fringe benefits. Further, Contractor acknowledges that he is exempt from coverage of the Comprehensive Benefit and Retirement Act (COBRA). Any such fringe benefits shall be the sole responsibility of Contractor.



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21. **Key Personnel:** It is essential that the Contractor provide adequate experienced personnel, capable of an devoted to the successful accomplishment of work to be performed under this contract. The Contractor must agree to assign specific individuals to the key positions.
- The Contractor agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without written notice to the City.
  - If key personnel are not available for work under this contract for a continuous period exceeding 30 calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the City, and shall, subject to the concurrence of the City, replace such personnel with personnel of substantially equal ability and qualifications.
22. **Estimated Quantities:** This solicitation references quantities as a general indication of the needs of the City. The City anticipates considerable activity resulting from contracts that will be awarded as a result of this solicitation; however, the quantities shown are estimates only and the City reserves the right to increase or decrease any quantities actually acquired.
- No commitment of any kind is made concerning quantities and that fact should be taken into consideration by each potential contractor.
23. **Maintenance:** The equipment specified in this solicitation is dependent upon the availability of prompt professional service. In order to be considered for award, each potential contractor is required to have existing maintenance facilities with sufficient parts inventory and trained technicians experienced in providing quality service on the equipment specified. Maintenance facilities are subject to inspection by the City to determine adequacy.
24. **Ordering Process:** Upon award of a contract by the City of Peoria, Materials Management Division may procure the specific material and/or service awarded by the issuance of a purchase order to the appropriate contractor. The award of a contract shall be in accordance with the City of Peoria Procurement Code and all transactions and procedures required by the Code for public bidding have been complied with. A purchase order for the awarded material and/or service that cites the correct contract number is the only document required for the department to order and the contractor to delivery the material and/or service.
- Any attempt to represent any material and/or service not specifically awarded as being under contract with the City of Peoria is a violation of the contract and the City of Peoria Procurement Code. Any such action is subject to the legal and contractual remedies available to the City inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the contractor.
25. **Billing:** All billing notices to the City shall identify the specific item(s) being billed and the purchase order number. Items are to be identified by the name, model number, and/or serial number most applicable. Any purchase/delivery order issued by the requesting agency shall refer to the contract number resulting from this solicitation.
26. **Licenses:** Contractor shall maintain in current status all Federal, State and Local licenses and permits required for the operation of the business conducted by the Contractor.
27. **Safety Standards:** All items supplied on this contract shall comply with the current applicable Occupational Safety and Health Standards of the State of Arizona Industrial Commission, the National Electric Code, and the National Fire Protection Association Standards.
28. **Confidential Information:**
- If a person believes that a bid, proposal, offer, specification, or protest contains information that should be withheld, a statement advising the Materials Supervisor of this fact shall accompany the submission and the information shall be identified.
  - The information identified by the person as confidential shall not be disclosed until the Materials Supervisor makes a written



## SPECIAL TERMS AND CONDITIONS

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determination.

- c. The Materials Supervisor shall review the statement and information and shall determine in writing whether the information shall be withheld.
  - d. If the Materials Supervisor determines to disclose the information, the Materials Supervisor shall inform the bidder in writing of such determination.
29. **Confidentiality of Records:** The contractor shall establish and maintain procedures and controls that are acceptable to the City for the purpose of assuring that information contained in its records or obtained from the City or from others in carrying out its functions under the contract shall not be used or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information should be referred to the City. Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of contractor as needed for the performance of duties under the contract.
30. **Multiple Awards:** In order to assure that any ensuing contracts will allow the City to fulfill current and future requirements, the City reserves the right to award contracts to multiple companies. The actual utilization of any contract will be at the sole discretion of the City. The fact that the City may make multiple awards should be taken into consideration by each potential contractor.
31. **Contract Termination:** Any contract entered into as a result of this Solicitation is for the convenience of the City and as such, may be terminated without default by the City by providing a written thirty (30) day notice of termination.
32. **Cancellation:** The City reserves the right to cancel the whole or any part of this contract due to failure by the contractor to carry out any obligation, term or condition of the contract. The City will issue written notice to the contractor for acting or failing to act as in any of the following:
- a. The contractor provides material that does not meet the specifications of the contract;
  - b. The contractor fails to adequately perform the services set forth in the specifications of the contract;
  - c. The contractor fails to complete the work required or to furnish the materials required within the time stipulated in the contract;
  - d. The contractor fails to make progress in the performance of the contract and/or gives the City reason to believe that the contractor will not or cannot perform to the requirements of the contract.

Upon receipt of the written notice of concern, the contractor shall have ten (10) days to provide a satisfactory response to the City. Failure on the part of the contractor to adequately address all issues of concern may result in the City resorting to any single or combination of the following remedies:

- a. Cancel any contract;
- b. Reserve all rights or claims to damage for breach of any covenants of the contract;
- c. Perform any test or analysis on materials for compliance with the specifications of the contract. If the results of any test or analysis find a material non-compliance with the specifications, the actual expense of testing shall be borne by the contractor;
- d. In case of default, the City reserves the right to purchase materials, or to complete the required work in accordance with the City Procurement Code. The City may recover any actual excess costs from the contractor by:



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- i. Deduction from an unpaid balance;
- ii. Collection against the bid and/or performance bond, or;
- iii. Any combination of the above or any other remedies as provided by law.

33. **Contract Default:** The City, by written notice of default to the contractor, may terminate the whole or any part of this contract in any one of the following circumstances:

- a. If the contractor fails to make delivery of the supplies or to perform the services within the time specified; or
- b. If the contractor fails to perform any of the other provisions of this contract; and fails to remedy the situation within a period of ten (10) days after receipt of notice.

In the event the City terminates this contract in whole or part, the City may procure supplies or services similar to those terminated, and the contractor shall be liable to the City for any excess costs for such similar supplies or services.



## SPECIFICATIONS

Solicitation Number: RFQ 06-11

### Materials Management Procurement

8314 West Cinnabar Street  
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### PURPOSE

The City of Peoria has a need for window cleaning and power washing services. The services are required at multiple City locations. It is the Intent of the City to contract for these services.

### I. WINDOW CLEANING SERVICES

#### A. REQUIREMENTS

1. All perimeter windows, store front glass, door light glass, partition glass, stair railing (PSAB) and stairwell glass shall be washed and dried inside and outside.
2. Before working on any outside windows, the contractor shall unplug pigeon controls or contact facilities to have them unplug the pigeon controls.
3. Contractor shall not lean ladders against pigeon wires on the outside of the windows.
4. Cleaning shall include window glass, all metal and wooden window and doorframes, sills on all inside and outside of windows and **on outside frames (this includes removal of pigeon waste)**.
3. Cleaning shall also include dusting all high ledges after cleaning windows.
4. All equipment utilized by contractor shall have protective hardware so as not to damage any glass, frame, sill, floor or any other material in the work areas.
5. Contractor shall be responsible for any damage to foliage, drywall, or other material located inside and outside of the building windows.
6. Contractor shall alter traffic areas of possible hazards with adequate markings, such as cones or other approved methods, in applicable working areas to avoid possible injuries.
7. Any water on floors shall be cleaned up immediately to prevent any possible injuries.
8. Services shall be completed during regular City working hours:  
  
Monday through Friday from 6:00 a.m. to 5:00 p.m.  
  
**Building 13, Pinnacle Peak:**  
Monday through Friday from 8:00 a.m. to 4:00 p.m.  
  
**Building 15, Greenway Water Treatment Plant:**  
Monday through Friday from 7:00 a.m. to 3:00 p.m.
9. Window cleaning services shall be required approximately four (4) times a year in three (3) month intervals. Scheduling will be provided to you by City of Peoria, Facilities.



# SPECIFICATIONS

## Materials Management Procurement

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10. Power washing services shall be required once (1) a year on a weekend or a holiday.
11. Response time for service shall be within (5) working days after notification from the City for services.
12. Pricing shall include all equipment, labor and supplies necessary to complete the services requested.
13. Bidders shall include all MSDS sheets for cleaning products that will be used.
14. Bidder shall include proof of OSHA approved ladder safety training.
15. A Supervisor or lead person (**who can clearly communicate in English**) shall be on duty during all cleanings and shall check in with Facilities at 8:00 a.m. to inform what the status of services and locations will be.
16. For Building 12, Trailers: the services are to include the removal of the screens, cleaning of the windows and screens, then the reinstallation of the screens.
17. The City of Peoria requires forty-eight (48) hour notice before cleaning the following buildings. You will be escorted around while in these facilities. Contact the Custodial Supervisor to schedule cleaning of these buildings.
  - a. City Court
  - b. PSAB
  - c. Pinnacle Peak Public Safety Facility
  - d. IT
  - e. Greenway Water Treatment Plant

### B. LOCATIONS

<u>Building</u>	<u>Levels</u>
Building #1    City Hall 8401 W. Monroe St. Peoria, AZ 85345	Three (3) Floors
Building #2    City Court 10100 N. 83 <sup>rd</sup> Ave. Peoria, AZ 85345	Two (2) Floors Restricted Area
Building #3    PSAB 8351 W. Cinnabar Ave. Peoria, AZ 85345	Two (2) Floors Restricted Area



# SPECIFICATIONS

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Building #4	Council Chambers 8423 W. Monroe St. Peoria, AZ 85345	One (1) Floor
Building #5	Public Library 8463 W. Monroe St. Peoria, AZ 85345	Two (2) Floors
Building #6	Municipal Operation Center 8850 N. 79 <sup>th</sup> Ave. Peoria, AZ 85380	Two (2) Floors
Building #7	Fleet Services 8850 N 79 <sup>th</sup> Ave. Peoria, AZ 85380	One (1) Floor
Building #8	Solid Waste (Trailer) 8850 N 79 <sup>th</sup> Ave. Peoria, AZ 85380	One (1) Floor
Building #9	Inventory Control 8850 N 79 <sup>th</sup> Ave. Peoria, AZ 85380	One (1) Floor
Building #10:	Community Center 8335 W. Jefferson Peoria, AZ 85345	One (1) Floor
Building #11:	Women's Club 10510 N. 83 <sup>rd</sup> Ave. Peoria, AZ 85345	One (1) Floor
Building #12:	Trailer Units – four (4) each 8401 W. Monroe Peoria, AZ 85345	One (1) Floor each
	A. Code Compliance B. Utilities C. Finance D. City Hall Annex	
Building #13:	Pinnacle Peak Public Safety Facility 22244 N. Lake Pleasant Rd. Peoria, AZ 85382	One (1) Floor Restricted Area



## SPECIFICATIONS

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Building #14: IT Building  
8343 W. Monroe St.  
Peoria, AZ 85345

One (1) Floor  
Restricted Area

Building #15: Greenway Water Treatment Plant  
four (4) Buildings  
7300 W. Greenway Ave.  
Peoria, AZ 85345

Two (2) Floors  
Restricted Area

Building # 16 Sunrise Family Center  
21321 N. 86<sup>th</sup> Drive  
Peoria, AZ

One (1) Floor

## II. POWER WASHING SERVICES FOR ENTRANCES AND STOREFRONTS AT CITY COMPLEX

1. Contractor shall power wash using 3,000 PSI hot water and heavy-duty degreaser.
2. Power washing shall be from ground to the ceiling on all brick walls.
3. Power washing shall include all landing, walkways, ramps and stairs.
4. Contractor shall be responsible as not to damage any foliage or other material located inside and outside of the buildings.
5. Contractor shall alert traffic areas of possible hazards with adequate markings, such as cones or other approved methods, in applicable working areas to avoid possible injuries.
6. Services shall be scheduled during the weekends or holidays.
7. Response time for service shall be within five (5) working days after notification from the City of Peoria for services.
8. Pricing shall include all equipment, labor and supplies necessary to complete the services requested.



## SPECIFICATIONS

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### III. OPTION - POWER WASHING SERVICES FOR ENTIRE COMPLEX

1. Contractor shall power wash using 3000-PSI hot water and heavy-duty degreaser.
2. Power washing shall be the entire building on all of the brick walls, starting at the top of the building (metal awning) all the way down to the ground
3. Power washing shall include all balconies landings, metal; window frames and metal railings.
4. Power washing shall include all landing, walkways, ramps and stairs.
5. Contractor shall be responsible as not to damage any foliage or other material located inside and outside of the buildings.
6. Contractor shall alert traffic areas of possible hazards with adequate markings, such as cones or other approved methods, in applicable working areas to avoid possible injuries.
7. Service will be schedule during the weekends or holidays.
8. Response time for service shall be within five (5) working days after notification from the City of Peoria for services.
9. Pricing shall include all equipment, labor and supplies necessary to complete the services requested.



# PRICE SHEET

## Materials Management Procurement

Solicitation Number: **RFQ 06-11**

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Fax: (623) 773-7118

Company Name:

Item	Description of material and/or services	Quantity	Unit	Unit Price	Extended Price
	<b>Base bid</b>				
<b>I.</b>	<b><u>Window Cleaning Services:</u></b>				
	<b>Inside and Outside</b>				
	<b>See Pages 15 thru 18, Section I.</b>				
	Building #1: City Hall	4	EA	\$ _____	\$ _____
	Building #2: City Court	4	EA	\$ _____	\$ _____
	Building #3: PSAB	4	EA	\$ _____	\$ _____
	Building #4: Council Chambers	4	EA	\$ _____	\$ _____
	Building #5: Public Library	4	EA	\$ _____	\$ _____
	Building #6: Municipal Operation Center	4	EA	\$ _____	\$ _____
	Building #7: Fleet Services	4	EA	\$ _____	\$ _____
	Building #8: Solid Waste Trailer	4	EA	\$ _____	\$ _____
	Building #9: Inventory Warehouse	4	EA	\$ _____	\$ _____
	Building #10: Community Center & Annex	4	EA	\$ _____	\$ _____
	Building #11: Women's Club	4	EA	\$ _____	\$ _____
	Building #12: Trailer Units (4 each)				
	A. Code Compliance	4	EA	\$ _____	\$ _____
	B. Utilities	4	EA	\$ _____	\$ _____
	C. Finance	4	EA	\$ _____	\$ _____
	D. City Hall Annex	4	EA	\$ _____	\$ _____
	Building #13: Pinnacle Peak Public Safety Facility	4	EA	\$ _____	\$ _____
	Building #14: IT Building	4	EA	\$ _____	\$ _____
	Building #15: Greenway Water Treatment Plant	4	EA	\$ _____	\$ _____
	Building # 16 Sunrise Family Center	4	EA	\$ _____	\$ _____
	<b>Subtotal Section I:</b>				\$ _____
	<b>Base bid</b>				



# PRICE SHEET

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

Item	Description of material and/or services	Quantity	Unit	Unit Price	Extended Price
<b>II.</b>	<p><b><u>Power Washing Services:</u></b>  <b>Entrances and Entire Storefronts</b>  <b>See Page 18, Section II.</b></p> <p>Building #1: City Hall</p> <p>Building #2: City Court</p> <p>Building #3: PSAB</p> <p>Building #4: Council Chambers</p> <p>Building #5: Public Library</p> <p>Building #6: IT Building</p> <p style="text-align: right;"><b>Subtotal Section II:</b></p> <p style="text-align: right;"><b>Sections I &amp; II Base Bid Total:</b></p> <p style="text-align: right;"><b>Tax Rate _____ % Taxes:</b></p> <p style="text-align: right;"><b>Total Base Bid:</b></p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	<p>Ea.</p> <p>Ea.</p> <p>Ea.</p> <p>Ea.</p> <p>Ea.</p> <p>Ea.</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p>

**Award of contract shall be based on base bid only. The City of Peoria shall utilize options only if funding is available and at the City's discretion.**

**Estimated Quantities:** This solicitation references quantities as a general indication of the needs of the City. The City anticipates considerable activity resulting from contracts that will be awarded as a result of this solicitation; however, the quantities shown are estimates only and the City reserves the right to increase or decrease any quantities actually acquired.

<b>Option</b>							
<b>Power Washing Services:</b>							



# PRICE SHEET

## Materials Management Procurement

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Company Name:

Item	Description of material and/or services	Quantity	Unit	Unit Price	Extended Price
	<b><u>Entire Complex</u></b>				
	See Page 19, Section III				
	Building #1: City Hall	1	Ea.	\$ _____	\$ _____
	Building #2: City Court	1	Ea.	\$ _____	\$ _____
	Building #3: PSAB	1	Ea.	\$ _____	\$ _____
	Building #4: Council Chambers	1	Ea.	\$ _____	\$ _____
	Building #5: Public Library	1	Ea.	\$ _____	\$ _____
	Building #6: IT Building	1	Ea.	\$ _____	\$ _____
	<b>Subtotal of Option:</b>				\$ _____
	<b>Tax Rate _____ % Taxes:</b>				\$ _____
	<b>Total of Option:</b>				\$ _____

**Prospective bidders are strongly encouraged to attend a conference and walk through to be held at the City of Peoria Municipal Offices:**

**ADDRESS: 8401 W. Monroe Street  
Peoria, Arizona 85345  
Ironwood Conference Room**

**DATE: January 10, 2006**

**TIME: 1:30 p.m., Local Time**



# QUESTIONNAIRE

**Materials Management  
Procurement**

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**Please list a minimum of three (3) references whom the Materials Management Division may contact:**

1. Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
  
2. Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
  
3. Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_



# QUESTIONNAIRE

**Materials Management  
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**Bidders are to indicate below any exceptions they have taken to the Specifications:**



## QUESTIONNAIRE

### Materials Management Procurement

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- Attach a copy of your Contractor's License to your bid submittal.
- Attach a copy of your Business License to your bid submittal.



## QUESTIONNAIRE

**Materials Management  
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Solicitation Number: **RFQ 06-11**

Has your firm been certified by any jurisdiction in Arizona as a minority or woman owned business enterprise?

Yes \_\_\_\_\_, No X \_\_\_\_\_.

If yes, please provide details and documentation of the certification.

#07065

ORIGINAL



# CONTRACT AMENDMENT

**Materials Management  
Procurement**  
8314 W. Cinnabar Ave.  
Peoria, AZ 85345  
Telephone: (623) 773-7115  
Fax: (623) 773-7118

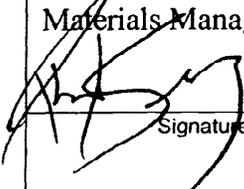
Solicitation No: RFQ 06-11      Page 1 of 1  
Description: Window Cleaning and Power Washing Services  
Amendment No: One (1)      Date: 07/24/06

Buyer: Terry Andersen

ACON 08706, RFQ06-11 is being amended to add a 40 foot lift at \$375.00 per cleaning as an additional charge for window cleaning services at the City Hall Building.

Original Contract Price: \$13,483.75  
Change Order increase by: \$ 1,500.00  
New Contract Price: \$14,983.75

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

	<u>8-4-06</u>	<u>Philip Sweeney, President</u>	<u>Skyline Window Cleaning, Inc.</u>
Signature	Date	Typed Name and Title	Company Name
<u>2419 North Black Canyon Hwy., #3</u>	<u>Phoenix</u>	<u>AZ</u>	<u>85009</u>
Address	City	State	Zip Code

Attested by:  
  
Mary Jo Kief, City Clerk

 7/28/06  
Requested by: Robert Patterson, Custodial Supervisor

  
Recommended by: Terry Andersen, Procurement Specialist

**William L. Emerson, Assistant City Attorney**

  
Approved as to Form: Stephen M. Kemp, City Attorney

The above referenced Contract Amendment is hereby Executed  
August 16, 2006, at Peoria, Arizona.

 8/8/06  
Herman F. Koebergen, Materials Manager



City Seal

CC Number  
ACON 08706A  
Contract Number:  
  
Official File

# 7065

ORIGINAL



# CONTRACT AMENDMENT

**Materials Management Procurement**  
 8314 W. Cinnabar Ave.  
 Peoria, AZ 85345  
 Telephone: (623) 773-7115  
 Fax: (623) 773-7118  
 Buyer: Christine Finney

Solicitation No: **RFQ 06-11** Page 1 of 1  
 Description: Window Cleaning and Power Washing Services  
 Amendment No: One (1) <sup>AMEND # 3</sup> Date: 12/21/06

In accordance with Special Terms and Conditions, Contract Extension, the above referenced contract shall expire on 2/16/07.

**Contract Term: 2/17/07 to 2/16/08**

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

[Redacted Signature]		[Redacted Date]		[Redacted Name and Title]		Skyline Window Cleaning	
Signature		Date		Typed Name and Title		Company Name	
2419 N. Black Canyon Hwy., #3		Phoenix		AZ		85009	
Address		City		State		Zip Code	

Attested by:  
  
 Mary Jo Kief, City Clerk

[Redacted Requested by]

Requested by:  
  
 Recommended by:

**William L. Emerson, Assistant City Attorney**

Approved as to Form: Stephen M. Kemp, City Attorney

The above referenced Contract Amendment is hereby Executed  
 2-2, 2007, at Peoria, Arizona.

Herman F. Koebergen, Materials Manager

CC Number

ACON 08706B

Contract Number:

Official File



#07065

ORIGINAL



# CONTRACT AMENDMENT Change Order

Materials Management  
Procurement  
8314 W. Cinnabar Ave.  
Peoria, AZ 85345  
Telephone: (623) 773-7115  
Fax: (623) 773-7118  
Buyer: Christine Finney

Solicitation No.: RFQ06-11 Page 1 of 2  
Amendment No.: Three (3) Date: 2/22/2007

Project No.: Agreement Date: 2/17/2006

Project Description: Window Cleaning and Power Washing Completion Date: 2/16/2008

Change Order Type:  Owner Initiated  Errors & Omissions  Unknown Conditions

The changes as shown on the attached sheet are hereby made to the contract.

### Contract Price Change:

Original Contract Price:	\$13,483.75
Total of previous change orders:	\$1,500.00
Original contract price plus previous change order(s):	\$14,983.75
The contract price due to this change order will be increased/decreased by:	\$3,448.00
The new contract price including this change order will be:	\$18,431.75

### Contract Time Change:

The contract time will be increased by N/A days.

The new date for completion of all work will be N/A

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

	3/27/2007		President	Skyline Window Cleaning
Signature	Date	Typed Name and Title		Company Name

2419 N Black Canyon Hwy, Suite 3	Phoenix	Arizona	85009
Address	City	State	Zip Code

Attested By:  
  
Mary Jo Kief, City Clerk

CC Number  
  
ACON 08706 C  
Contract Number



City Seal  
Copyright 2003 City of Peoria, Arizona

2/27/07  
Department: Robert Patterson, Facilities

Buyer: Christine Finney

**William L. Emerson, Assistant City Attorney**

Approved as to Form Stephen M. Kemp, City Attorney

The above referenced Contract Amendment is hereby Executed  
March 27, 2007, at Peoria, Arizona

Herman F. Koebergen, Materials Manager



# CONTRACT AMENDMENT

## Change Order Summary Sheet

**Materials Management  
Procurement**  
8314 W. Cinnabar Ave.  
Peoria, AZ 85345  
Telephone: (623) 773-7115  
Fax: (623) 773-7118

Solicitation No.: RFQ06-11      Page 2 of 2

Amendment No.: Three (3)      Date: 2/22/2007

Buyer: Christine Finney

Prepared By: Christine Finney

Project Description: Window Cleaning and Power Washing

**Intent:** This form is to be utilized to summarize the key changes on the attached change order(s). Please use common description to condense the essential or main points of the changes(s) and the dollars associated with each of those changes.

The contract is hereby Amended to include the following locations for Window Cleaning:

### Window Cleaning Services

<u>Location</u>	<u>Description</u>	<u>Price Per Cleaning</u>
Beardsley Operations Bldg 19981 N 11 <sup>th</sup> Ave	Outside Only of Exterior Windows	\$ 170.00
	Both Sides of Exterior Windows	\$ 340.00
Bldg Safety Annex 19980 N. 11 <sup>th</sup> Ave	Both Sides of Exterior Windows	\$ 22.00
	Outside Only of Exterior Windows	\$ 120.00
Peoria Community Theater 8335 W. Peoria Ave	Both Sides of Exterior Windows	\$ 210.00
		\$ 862.00
	Estimated Quarterly Cleaning	x 4
	<b>Annual Price</b>	<b>\$ 3,448.00</b>

Window cleaning services shall be required approximately four (4) times a year in three (3) month intervals. Scheduling will be provided by City of Peoria, Facilities.

All locations shall be serviced in accordance with the contract Specifications for Window Cleaning.

All other provisions of the contract shall remain in their entirety.

**ORIGINAL**



# CONTRACT AMENDMENT

## Change Order

Materials Management  
Procurement  
8314 W. Cinnabar Ave.  
Peoria, AZ 85345  
Telephone: (623) 773-7115  
Fax: (623) 773-7118  
Buyer: Christine Finney

Solicitation No.: RFQ06-11 Page 1 of 2  
Amendment No.: Four (4) Date: 8/17/2007

Project No.: Agreement Date: 2/17/2006

Project Description: Window Cleaning and Power Washing Completion Date: 2/16/2008

Change Order Type:  Owner Initiated  Errors & Omissions  Unknown Conditions

The changes as shown on the attached sheet are hereby made to the contract.

### Contract Price Change:

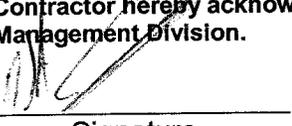
Original Contract Price:	\$ 13,483.75
Total of previous change orders:	\$ 4,948.00
Original contract price plus previous change order(s):	\$ 18,431.75
The contract price due to this change order will be increased/decreased by:	\$ 11,172.00
The new contract price including this change order will be:	\$ 29,603.75

### Contract Time Change:

The contract time will be increased by N/A days.

The new date for completion of all work will be N/A

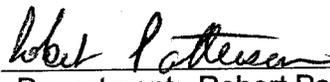
Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

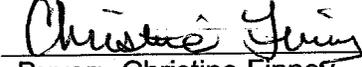
	9-20-07	Philip Sweeney, President	Skyline Window Cleaning
Signature	Date	Typed Name and Title	Company Name

2419 N Black Canyon Hwy, Suite 3	Phoenix	Arizona	85009
Address	City	State	Zip Code

Attested By:

  
Mary Jo Kief, City Clerk

 8/27/07  
Department: Robert Patterson, Facilities

 8/31/07  
Buyer: Christine Finney

  
William L. Emerson, Assistant City Attorney

Approved as to Form:  Stephen M. Kemp, City Attorney



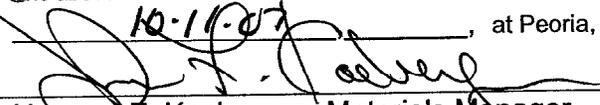
CC Number

ACON 08706 D  
Contract Number

City Seal

Copyright 2003 City of Peoria, Arizona

Official File

The above referenced Contract Amendment is hereby Executed  
 10-11-07, at Peoria, Arizona

Herman F. Koebergen, Materials Manager

A CON 08706D

**ORIGINAL**



**CONTRACT AMENDMENT  
Change Order  
Summary Sheet**

Materials Management  
Procurement  
8314 W. Cinnabar Ave.  
Peoria, AZ 85345  
Telephone: (623) 773-7115  
Fax: (623) 773-7118

Solicitation No.: RFQ06-11 Page 2 of 2  
Amendment No.: Four (4) Date: 8/17/2007

Buyer: Christine Finney

Prepared By: Christine Finney

Project Description: Window Cleaning and Power Washing

**Intent:** This form is to be utilized to summarize the key changes on the attached change order(s). Please use common description to condense the essential or main points of the changes(s) and the dollars associated with each of those changes.

The contract is hereby Amended to include the following locations for Window Cleaning & Power Washing Services:

- 1) Municipal Operations Center (new building), 8850 N. 79<sup>th</sup> Avenue, 85345
- 2) Development Community Service Building, 9875 N. 85<sup>th</sup> Avenue, 85345
- 3) Rio Vista Recreation Center, 8866A W. Thunderbird Rd., 85381

<u>Location</u>	<u>Description</u>	<u>Quarterly Price</u>	<u>Annual Price</u>
Rio Vista	Power Wash Exterior of Building	N/A	\$ 1,680.00
Dev. Comm. Svcs.	Power Wash Exterior 40 ft. Boom	N/A N/A	\$ 1,080.00 \$ 300.00
MOC	Window Cleaning - (remove old MOC)	\$ (125.00)	\$ (500.00)
	Windows - Both Sides of Exterior	\$ 195.00	\$ 780.00
Dev. Comm. Svcs.	Windows - Both Sides of Exterior	\$ 958.00	\$ 3,832.00
Rio Vista	Windows - Both Sides of Exterior	\$ 1,000.00	\$ 4,000.00
	Windows - Outside Only (on request)	\$ 90.00	
	Mirrors - Outside Only (on request)	\$ 52.00	
<b>Annual Contract Increase</b>			<b><u>\$ 11,172.00</u></b>

Window Cleaning and Power Washing Services shall be performed in accordance with the Contract Specifications.

Per Contract Specifications:

Window cleaning services shall be required *approximately* four (4) times a year in three (3) month intervals. Scheduling will be provided by City of Peoria, Facilities.

Power washing services shall be required once a year on a weekend or holiday

All other provisions of the contract shall remain in their entirety.

**Nothing Further**

**SKYLINE WINDOW CLEANING, INC.**  
Window Cleaning, Carpet Cleaning, Power Washing  
2419 North Black Canyon Hwy-Suite 3  
Phoenix, Arizona 85009  
Telephone: 602-253-8551 Fax: 602-253-9321  
FEID#: 86-0917618

**ESTIMATE**

**Bid Date: July 31, 2007**

**ATTN: Robert Patterson**

**BILL TO: City of Peoria  
8401 W Monroe  
Peoria, AZ 85345**

**Cell: 602-390-2472  
Phone: 623-773-7154  
Fax: 623-773-7223**

**JOB SITE: MOC Building**

**Frequency: Every 3 Months**

✓ **Clean both sides of all exterior building windows, to include partition glass.  
Price per Cleaning: \$195.00**

**Note: Skyline does not remove any items from window sills due to liability,  
so all sills must be cleaned off before scheduling any inside cleaning.**

**INVOICES ARE DUE UPON RECEIPT**

**After 30 days, a 3% service charge will be added, and an additional 3%  
for every 30 days following.**

**We carry a total of \$6,000,000.00 General Liability Insurance. If there is to be any  
special insurance requirements, such as special wording, Waiver of Subrogation  
or Primary/Non-Contributory coverage, there may be an additional minimum cost  
of \$250.00 per year for each requirement.**

---

**SKYLINE WINDOW CLEANING, INC.**  
Window Cleaning, Carpet Cleaning, Power Washing  
2419 North Black Canyon Hwy-Suite 3  
Phoenix, Arizona 85009  
Telephone: 602-253-8551 Fax: 602-253-9321  
FEID#: 86-0917618

**ESTIMATE**

**Bid Date: July 31, 2007**

**ATTN: Robert Patterson**

**BILL TO: City of Peoria  
8401 W Monroe  
Peoria, AZ 85345**

**Cell: 602-390-2472  
Phone: 623-773-7154  
Fax: 623-773-7223**

**JOB SITE: Development Community Service Building**

✓ **Frequency: Every 3 Months**

**Clean both sides of all exterior building windows & partition glass, wipe down mullions.**

**Price per Cleaning: \$958.00**

**Frequency: Annual**

✓ **Power Wash exterior of building using 40 ft Boom.**

**Price per Cleaning: \$1,080.00**

**Lift Cost: \$ 300.00**

**Total: \$1,380.00**

**Note: Skyline does not remove any items from window sills due to liability, so all sills must be cleaned off before scheduling any inside cleaning.**

---

**INVOICES ARE DUE UPON RECEIPT**

**After 30 days, a 3% service charge will be added, and an additional 3% for every 30 days following.**

**We carry a total of \$6,000,000.00 General Liability Insurance. If there is to be any special insurance requirements, such as special wording, Waiver of Subrogation or Primary/Non-Contributory coverage, there may be an additional minimum cost of \$250.00 per year for each requirement.**

**If terms and bid price are acceptable please sign acceptance below and fax back so we may schedule your work in a timely manner.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**If you have any questions regarding this bid please do not hesitate to call.  
Thank you for this opportunity.**

**SKYLINE WINDOW CLEANING, INC.**  
Window Cleaning, Carpet Cleaning, Power Washing  
2419 North Black Canyon Hwy-Suite 3  
Phoenix, Arizona 85009  
Telephone: 602-253-8551 Fax: 602-253-9321  
FEID#: 86-0917618

**ESTIMATE**

**Bid Date: July 31, 2007**

**ATTN: Robert Patterson**

**BILL TO: City of Peoria  
8401 W Monroe  
Peoria, AZ 85345**

**Cell: 602-390-2472  
Phone: 623-773-7154  
Fax: 623-773-7223**

**JOB SITE: Rio Vista Recreation Center**

✓ **Frequency: Every 3 Months**  
Clean both sides of all exterior building windows & partition glass, wipe down mullions.

**Price per Cleaning: \$1,000.00**

✓ **Frequency: On Request**  
Clean outside only of mirrors.

**Price per Cleaning: \$52.00**

✓ **Frequency: On Request**  
Clean outside only of all exterior building windows, ground level & two (2) entrance ways North & South side of the building.

**Price per Cleaning: \$90.00**

---

✓ Frequency: Annual  
Power wash exterior of Building to include bricks - copper panels, overhangs, walkways & Plaza level, North & South Side of the Building.

Price per Cleaning: \$1,680.00

Note: Skyline does not remove any items from window sills due to liability, so all sills must be cleaned off before scheduling any inside cleaning.

**INVOICES ARE DUE UPON RECEIPT**  
After 30 days, a 3% service charge will be added, and an additional 3% for every 30 days following.

We carry a total of \$6,000,000.00 General Liability Insurance. If there is to be any special insurance requirements, such as special wording, Waiver of Subrogation or Primary/Non-Contributory coverage, there may be an additional minimum cost of \$250.00 per year for each requirement.

If terms and bid price are acceptable please sign acceptance below and fax back so we may schedule your work in a timely manner.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

If you have any questions regarding this bid please do not hesitate to call.  
Thank you for this opportunity.

ORIGINAL



# CONTRACT AMENDMENT

**Materials Management  
Procurement**  
 8314 W Cinnabar Ave.  
 Peoria, AZ 85345  
 Telephone (623) 773-7115  
 Fax: (623) 773-7118  
 Buyer: Christine Finney

Solicitation No: **RFQ 06-11** Page 1 of 1  
 Description: Window Cleaning and Power Washing Services  
 Amendment No: Five Ext #2 Date: 01/07/08

In accordance with Special Terms and Conditions, Contract Extension, the above referenced contract shall expire on 2/16/08.

### The New Contract Term Is:

**Contract Term: 2/17/08 to 2/16/09**

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

	1/1/08	Philip Sweeney, President	Skyline Window Cleaning
Signature	Date	Typed Name and Title	Company Name
2419 N. Black Canyon Hwy., #3	Phoenix	AZ	85009
Address	City	State	Zip Code

Attested by:  
  
 Mary Jo Kief, City Clerk

Requested by: 1/14/08  
  
 Recommended by:



City Seal

CC Number  
 ACON 08706E  
 Contract Number:  
 Official File

**William L. Emerson, Assistant City Attorney**  
 Approved as to Form by Stephen M. Kemp, City Attorney  
 The above referenced Contract Amendment is hereby Executed  
 2/13/08, 2008, at Peoria, Arizona.  
  
 Herman F. Koebergen, Materials Manager

**A CON 08706E**

07065



# CONTRACT AMENDMENT Change Order

Materials Management  
Procurement  
8314 W. Cinnabar Ave.  
Peoria, AZ 85345  
Telephone: (623) 773-7115  
Fax: (623) 773-7118  
Buyer: Christine Finney

Solicitation No.: RFQ06-11 Page 1 of 2  
Amendment No.: Six (6) Date: 3/12/2008

ORIGINAL

Project No.: Agreement Date: 2/17/2006

Project Description: Window Cleaning and Power Washing Completion Date: 2/16/2009

Change Order Type:  Owner Initiated  Errors & Omissions  Unknown Conditions

The changes as shown on the attached sheet are hereby made to the contract.

### Contract Price Change:

Original Contract Price: \$ 13,483.75

Total of previous change orders: \$ 16,120.00

Original contract price plus previous change order(s): \$ 29,603.75

The contract price due to this change order will be increased/decreased by: \$ 240.00

The new contract price including this change order will be: \$ 29,843.75

### Contract Time Change:

The contract time will be increased by N/A days.

The new date for completion of all work will be N/A

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

[Signature] 3/21/08 Philip Sweeney, President Skyline Window Cleaning  
Signature Date Typed Name and Title Company Name

2419 N Black Canyon Hwy, #3 Phoenix Arizona 85009  
Address City State Zip Code

Attested By:  
Mary Jo Kief  
Mary Jo Kief, City Clerk

CC Number

ACON 08706 F  
Contract Number



City Seal  
Copyright 2003 City of Peoria, Arizona

[Signature] 3/13/08  
Department: Robert Patterson, Facilities

Christine Finney 3/12/08  
Buyer: Christine Finney

[Signature]  
Approved as to Form Stephen M. Kemp, City Attorney

The above referenced Contract Amendment is hereby Executed  
[Signature] 4/10/08 at Peoria, Arizona  
Herman F. Koeberger, Materials Manager



# CONTRACT AMENDMENT

## Change Order Summary Sheet

Materials Management  
Procurement  
8314 W. Cinnabar Ave.  
Peoria, AZ 85345  
Telephone: (623) 773-7115  
Fax: (623) 773-7118

**ORIGINAL**

Solicitation No.: RFQ06-11      Page 2 of 2  
Amendment No.: Six (6)      Date: 3/12/2008

Buyer: Christine Finney

Prepared By: Christine Finney

Project Description: Window Cleaning and Power Washing

**Intent:** This form is to be utilized to summarize the key changes on the attached change order(s). Please use common description to condense the essential or main points of the changes(s) and the dollars associated with each of those changes.

The contract is hereby Amended to include the following location for Window Cleaning Services:

- 1) Municipal Operations Center (new warehouse), 8850 N. 79<sup>th</sup> Avenue, 85345

<u>Location</u>	<u>Description</u>	<u>Quarterly Price</u>	<u>Annual Price</u>
New Warehouse	Windows - Both Sides of Exterior	\$60.00	\$240.00
<b>Annual Contract Increase</b>			<b><u>\$240.00</u></b>

Window Cleaning shall be performed in accordance with the Contract Specifications.

Per Contract Specifications:

Window cleaning services shall be required *approximately* four (4) times a year in three (3) month intervals. Scheduling will be provided by City of Peoria, Facilities.

All other provisions of the contract shall remain in their entirety.

**Nothing Further**

**SKYLINE WINDOW CLEANING, INC.**  
**Window Cleaning, Carpet Cleaning, Power Washing**  
**2419 North Black Canyon Hwy-Suite 3**  
**Phoenix, Arizona 85009**  
**Telephone: 602-253-8551      Fax: 602-253-9321**  
**FEID#: 86-0917618**

**ESTIMATE**

**March 7, 2008**

**Robert Patterson**  
**City of Peoria**  
**Cell: 602-390-2472**  
**Phone: 623-773-7154**  
**Fax: 623-773-7223**

**Job Site: New Warehouse**

**On Request**

**Clean both sides of all exterior building windows, wipe down mullions.**

**Price per Cleaning: \$60.00**

**INVOICES ARE DUE UPON RECEIPT**

**After 30 days, a 3% service charge will be added, and an additional 3% for every 30 days following.**

**We carry a total of \$6,000,000.00 General Liability Insurance.**  
**If there is to be any special insurance requirements, such as special wording, Waiver of Subrogation or Primary/Non-Contributory coverage, there will be an additional minimum cost of \$250.00 per year for each requirement.**

**If terms and bid price are acceptable please sign acceptance below and fax back so we may schedule your work in a timely manner.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**If you have any questions regarding this bid please do not hesitate to call.**  
**Thank you for this opportunity.**

**Christine Finney**

---

**From:** Robert Patterson  
**Sent:** Monday, March 10, 2008 7:48 AM  
**To:** Christine Finney  
**Cc:** Robert Patterson  
**Subject:** FW: City of Peoria-New Warehouse 3-08.doc

Christine we need to add this to the contract, this is for the new warehouse at MOC. We are still taken of the old warehouse, which means we will have to warehouse on the list.

-----Original Message-----

**From:** Irene Zaborac [mailto:Irene@skylinewindowcleaning.com]  
**Sent:** Friday, March 07, 2008 5:15 PM  
**To:** Robert Patterson  
**Subject:** City of Peoria-New Warehouse 3-08.doc

**SKYLINE WINDOW CLEANING, INC.**  
**Window Cleaning, Carpet Cleaning, Power Washing**  
**2419 North Black Canyon Hwy-Suite 3**  
**Phoenix, Arizona 85009**  
**Telephone: 602-253-8551 Fax: 602-253-9321**  
**FEID#: 86-0917618**

**ESTIMATE**

**March 7, 2008**

**Robert Patterson**  
**City of Peoria**  
**Cell: 602-390-2472**  
**Phone: 623-773-7154**  
**Fax: 623-773-7223**

**Job Site: New Warehouse**

**On Request**

**Clean both sides of all exterior building windows, wipe down mullions.**

**Price per Cleaning: \$60.00**

**INVOICES ARE DUE UPON RECEIPT**

**After 30 days, a 3% service charge will be added, and an additional 3% for every 30 days following.**

**We carry a total of \$6,000,000.00 General Liability Insurance.**

**If there is to be any special insurance requirements, such as special wording,**

**Waiver of Subrogation or Primary/Non-Contributory coverage, there will be an additional minimum cost \$250.00 per year for each requirement.**

3/12/2008

**If terms and bid price are acceptable please sign acceptance below and fax back so we may schedule y  
work in a timely manner.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**If you have any questions regarding this bid please do not hesitate to call.  
Thank you for this opportunity.**



# CONTRACT AMENDMENT

Solicitation No: RFQ 06-11 Page 1 of 1  
 Description: Window Cleaning and Power Washing Services  
 Amendment No: Seven (7) Date: 7/22/08

Materials Management  
 Procurement  
 8314 W. Cinnabar Ave.  
 Peoria, AZ 85345  
 Telephone: (623) 773-7115  
 Fax: (623) 773-7118  
 Buyer: Christine Finney

ORIGINAL

The contract is hereby amended as follows:

- 1) Window cleaning services shall be reduced to *approximately* three (3) times a year at four (4) month intervals. Scheduling will be provided by City of Peoria, Facilities.
- 2) Attached price sheet replaces all previous price sheets for window cleaning services.

All other provisions of the contract shall remain in their entirety.

Nothing Further

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

*[Signature]*  
Signature

*7/22/08*  
Date

Phillip Sweeney, President  
Typed Name and Title

Skyline Window Cleaning, Inc.  
Company Name

2419 North Black Canyon Hwy., #3  
Address

Phoenix  
City

AZ  
State

85008  
Zip Code

Attested by:

*Rhonda Simmons*

Mary Jo Kief, City Clerk

*[Signature]* 8/4/08  
Requested by: Robert Patterson, Custodial Supervisor

*Christine Finney*  
Recommended by: Christine Finney, Buyer

Ellen Van Riper, Assistant City Attorney

*[Signature]*  
Approved as to Form: Stephen M. Kemp, City Attorney

The above referenced Contract Amendment is hereby Executed  
10/17/08, 2008, at Peoria, Arizona.

*[Signature]*  
Hermann F. Koebergen, Materials Manager



City Seal

CC Number  
 ACON 08706G  
 Contract Number:  
 Official File

A CON 08706G

Skyline Window Cleaning  
 Price Sheet for Window Cleaning (Reduction in Service)

Item No.	Item Description	Unit	QTY	Unit Price (per cleaning)	Extended Price (annual)
<b>I. <u>Window Cleaning Services:</u> Inside and Outside</b>					
	Building #1: City Hall	EA	3	\$ 765.00	\$ 2,295.00
	Building #2: City Court	EA	3	\$ 412.50	\$ 1,237.50
	Building #3: PSAB	EA	3	\$ 765.00	\$ 2,295.00
	Building #4: Council Chambers	EA	3	\$ 112.50	\$ 337.50
	Building #5: Public Library	EA	3	\$ 375.00	\$ 1,125.00
	Building #6: MOC - Admin Building	EA	3	\$ 234.00	\$ 702.00
	Building #7: MOC - Fleet	EA	3	\$ 22.50	\$ 67.50
	Building #8: Solid Waste Trailer (DELETED)	EA			
	Building #9: MOC - New Warehouse	EA	3	\$ 72.00	\$ 216.00
	Building #10: Community Center & Annex	EA	3	\$ 45.00	\$ 135.00
	Building #11: Women's Club	EA	3	\$ 37.50	\$ 112.50
	Building #12: Trailer Units (4 each)				
	A. Code Compliance	EA	3	\$ 45.00	\$ 135.00
	B. Utilities	EA	3	\$ 45.00	\$ 135.00
	C. Finance	EA	3	\$ 45.00	\$ 135.00
	D. City Hall Annex	EA	3	\$ 45.00	\$ 135.00
	Building #13: Pinnacle Peak Public Safety Facility	EA	3	\$ 262.50	\$ 787.50
	Building #14: IT Building	EA	3	\$ 247.50	\$ 742.50
	Building #15: Greenway Water Treatment Plant	EA	3	\$ 277.50	\$ 832.50
	Building #16: Sunrise Family Center	EA	3	\$ 192.00	\$ 576.00
	Building #17: Beardsley Ops Building	EA	3	\$ 408.00	\$ 1,224.00
	Building #18: Building Safety Annex	EA	3	\$ 26.40	\$ 79.20
	Building #19: Peoria Community Theater	EA	3	\$ 252.00	\$ 756.00
	Building #20: Rio Vista	EA	3	\$ 1,000.00	\$ 3,000.00
	Building #21: DCSB	EA	3	\$ 1,149.60	\$ 3,448.80
<b>Total</b>					<b>\$ 20,509.50</b>



# CONTRACT AMENDMENT

## Materials Management Procurement

8314 W. Cinnabar Ave.

Peoria, AZ 85345

Telephone: (623) 773-7115

Fax: (623) 773-7118

Solicitation No: RFQ 06-11 Page 1 of 2  
Description: Window Cleaning and Power Washing Service  
Amendment No: Eight (8) Ext #3 Date: 12/08/08

Buyer: Christine Finney

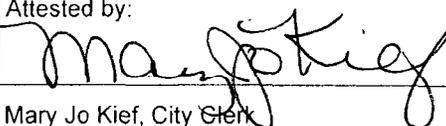
- A. In accordance with Special Terms and Conditions, Contract Extension, the above referenced contract is hereby extended. **The new contract term is 2/17/09 to 02/16/10.**
- B. Standard Terms and Conditions are amended to reflect the following changes: Paragraph 3, Applicable Law; Paragraph 19, Right to Audit Records; and Paragraph 32, Public Record, are hereby deleted and replaced with the following:
  - 3. **APPLICABLE LAW:** In the performance of this agreement, contractors shall abide by and conform to any and all laws of the United States, State of Arizona and City of Peoria including but not limited to federal and state executive orders providing for equal employment and procurement opportunities, the Federal Occupational Safety and Health Act and any other federal or state laws applicable to this agreement.

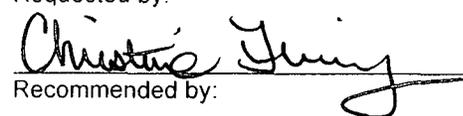
Contractor specifically understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986, and the Drug Free Workplace Act of 1989. In addition, if this agreement pertains to construction, Contractor must also comply with A.R.S. § 34-301, as amended (Employment of Aliens on Public Works Prohibited) and A.R.S. § 34-302, as amended (Residence Requirements for Employees).

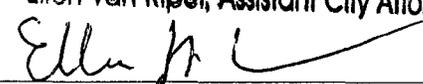
Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

	<u>1-2-09</u>	Phil Sweeney, President	Skyline Window Cleaning, Inc.
Signature	Date	Typed Name and Title	Company Name

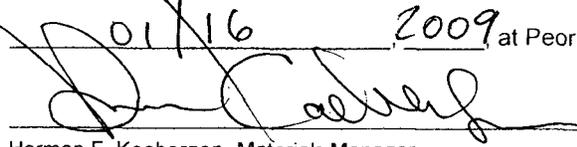
<u>2419 N. Black Canyon Hwy. #3</u>	<u>Phoenix</u>	<u>AZ</u>	<u>85009</u>
Address	City	State	Zip Code

Attested by:  
  
 Mary Jo Kief, City Clerk

 12/23/08  
 Requested by:  
  
 Recommended by:

**Ellen Van Riper, Assistant City Attorney**  
  
 Approved as to Form: Stephen M. Kemp, City Attorney

The above referenced Contract Amendment is hereby Executed  
01/16, 2009 at Peoria, Arizona.

  
 Herman F. Koebergen, Materials Manager



City Seal

\_\_\_\_\_  
 CC Number

\_\_\_\_\_  
 ACON08706H  
 Contract Number:

\_\_\_\_\_  
 Official File



# CONTRACT AMENDMENT

Solicitation No: RFQ 06-11      Page 2 of 2  
Description: Window Cleaning and Power Washing Service  
Amendment No: Eight (8)      Date: 12/08/08

**Materials Management  
Procurement**  
8314 W. Cinnabar Ave.  
Peoria, AZ 85345  
Telephone: (623) 773-7115  
Fax: (623) 773-7118

Buyer: Christine Finney

Under the provisions of A.R.S. § 41-4401, Contractor hereby warrants to the City that Contractor and each of its subcontractors ("Subcontractors") will comply with, and are contractually obligated to comply with, all Federal immigration laws and regulations that relate to their employees and A.R.S. § 23-214(A) (hereinafter, "Contractor Immigration Warranty").

A breach of the Contractor Immigration Warranty shall constitute a material breach of this agreement and shall subject Contractor to penalties up to and including termination of this agreement at the sole discretion of the City. The City may, at its sole discretion, conduct random verification of the employment records of Contractor and any Subcontractors to ensure compliance with the Contractor Immigration Warranty. Contractor agrees to assist the City in regard to any random verifications performed.

Neither Contractor nor any Subcontractor shall be deemed to have materially breached the Contractor Immigration Warranty if Contractor or the Subcontractor establishes that it has complied with the employment verification provisions prescribed by §§ 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214(A).

The provisions of this Paragraph must be included in any contract Contractor enters into with any Subcontractors who provide services under this agreement or any subcontract. "Services" is defined as furnishing labor, time or effort in the State of Arizona by a contractor or subcontractor. Services include construction or maintenance of any structure, building or transportation facility or improvement to real property.

Contractor warrants, for the term of this agreement and for six months thereafter, that it has fully complied with the requirements of the Immigration Reform and Control Act of 1986 and all related or similar legal authorities.

This contract shall be governed by the City and Contractor shall have all remedies afforded each by the Uniform Commercial Code, as adopted in the State of Arizona, except as otherwise provided in this contract or in statutes pertaining specifically to the City. This contract shall be governed by the laws of the State of Arizona and suit pertaining to this contract may be brought only in courts in the State of Arizona.

This contract is subject to the provisions of ARS §38-511; the City may cancel this contract without penalty or further obligations by the City or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the City or any of its departments or agencies, is at any time while the contract or any extension of the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.

**19. RIGHT TO AUDIT RECORDS:** The City may, at reasonable times and places, audit the books and records of any Contractor as related to any contract held with the City. This right to audit also empowers the City to inspect the papers of any Contractor or Subcontractor employee who works on this contract to ensure that the Contractor or Subcontractor is complying with the Contractor Immigration Warranty made pursuant to Paragraph 3 above.

**32. PUBLIC RECORD:** All offers submitted in response to this solicitation shall become the property of the City and shall become a matter of public record available for review, subsequent to the award notification, in accordance with the City's Procurement Code. However, subsequent to the award of the contract, any information and documents obtained by the City during the course of an audit conducted in accordance with Paragraph 19 above for the purpose of determining compliance by Contractor or a Subcontractor with the Contractor Immigration Warranty mandated by Paragraph 3 above shall remain confidential and shall not be made available for public review or produced in response to a public records request, unless the City is ordered or otherwise directed to do so by a court of competent jurisdiction.



# CONTRACT AMENDMENT

## Materials Management Procurement

8314 W. Cinnabar Ave.  
Peoria, AZ 85345

Telephone: (623) 773-7115  
Fax: (623) 773-7118

Solicitation No: RFQ 06-11 Page 1 of 1  
Description: Window Cleaning and Power Washing Services  
Amendment No: Nine (9) Date 8/28/2009

Buyer: Christine Finney

### The contract is hereby amended as follows:

- 1) Butler Water Reclamation Facility (WRF), 8660 N. 79<sup>th</sup> Avenue, 85345 is hereby added to the contract. Prices for this location are as shown below.

Description	Frequency	Price Per Cleaning	Annual Price
Both sides (all exterior windows)	Every 4 Mos.	\$ 120.00	\$ 360.00
Outside Only (all exterior windows)	upon request	\$ 80 00	
Inside Only (all exterior windows)	upon request	\$ 40.00	
<b>Annual Contract Increase</b>			<b>\$ 360.00</b>

Window Cleaning shall be performed in accordance with the Contract Specifications as amended. Scheduling will be provided by City of Peoria, Facilities

- 2) Attached price sheet replaces all previous price sheets for window cleaning services.

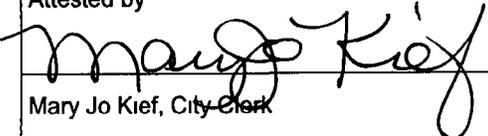
All other provisions of the contract shall remain in their entirety.

### Nothing Further

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division

 Signature	9/4/09 Date	Philip Sweeney, President Typed Name and Title	Skyline Window Cleaning, Inc. Company Name
2419 North Black Canyon Hwy , #3 Address	Phoenix City	AZ State	85009 Zip Code

Attested by

  
Mary Jo Kief, City Clerk



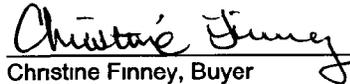
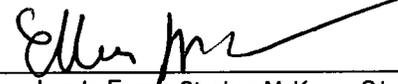
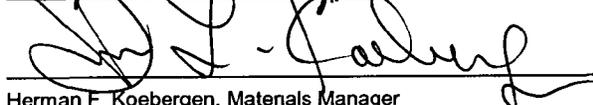
City Seal

CC Number

ACON08706I

Contract Number:

Official File

 Robert Patterson, Facilities Maintenance Supervisor	8/31/09
 Christine Finney, Buyer	8/28/09
Ellen Van Riper, Assistant City Attorney	
 Approved as to Form: Stephen M Kemp, City Attorney	
The above referenced Contract Amendment is hereby Executed	
September 17, 2009, at Peoria, Arizona	
 Herman F Koebergen, Materials Manager	

ACON08706I

**Skyline Window Cleaning  
Price Sheet for Window Cleaning**

Item No.	Item Description	Unit	QTY	Unit Price (per cleaning)	Extended Price (annual)
<b>I. <u>Window Cleaning Services: Inside and Outside</u></b>					
	Building #1: City Hall	EA	3	\$ 765.00	\$ 2,295.00
	Building #2: City Court	EA	3	\$ 412.50	\$ 1,237.50
	Building #3: PSAB	EA	3	\$ 765.00	\$ 2,295.00
	Building #4: Council Chambers	EA	3	\$ 112.50	\$ 337.50
	Building #5: Public Library	EA	3	\$ 375.00	\$ 1,125.00
	Building #6: MOC - Admin Building	EA	3	\$ 234.00	\$ 702.00
	Building #7: MOC - Fleet	EA	3	\$ 22.50	\$ 67.50
	Building #8: n/a	EA			
	Building #9: MOC - New Warehouse	EA	3	\$ 72.00	\$ 216.00
	Building #10: Community Center & Annex	EA	3	\$ 45.00	\$ 135.00
	Building #11: Women's Club	EA	3	\$ 37.50	\$ 112.50
	Building #12: Trailer Units (4 each)				
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	C. Finance	EA	3	\$ 45.00	\$ 135.00
	D. City Hall Annex	EA	3	\$ 45.00	\$ 135.00
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	Building #20: Rio Vista	EA	3	\$ 1,000.00	\$ 3,000.00
	Building #21: DCSB	EA	3	\$ 1,149.60	\$ 3,448.80
	Building #22: Butler WRF	EA	3	\$ 120.00	\$ 360.00
<b>Total</b>					<b>\$ 20,869.50</b>

*Butter*

# Transmittal

## SKYLINE WINDOW CLEANING, INC.

Date: July 9, 2009 Pgs: 1

To: Robert Patterson

Company: City of Peoria  
8401 W. Monroe St.  
Peoria, AZ 85345

Fax: 623-773-7223 Ph: 623-773-7154  
Cell: 602-390-2472

Job site: Water Reclamation Facility  
8660 N. 79<sup>th</sup> Ave.  
Peoria, AZ 85345

### Every 4 Months:

Clean both sides of all exterior building windows, wipe down mullions.

Price per Cleaning: \$120.00

On Request:

Clean outside only of all exterior building windows, wipe down mullions.

Price per Cleaning: \$80.00

On Request:

Clean inside only of all exterior building windows, wipe down mullions.

Price per Cleaning: \$40.00

**Please sign acceptance below and fax back so we may schedule your work in a timely manner.**

**SKYLINE**  
WINDOW CLEANING



*See contract Amendment #9*  
\_\_\_\_\_  
Signature Date





# CONTRACT AMENDMENT

## Materials Management Procurement

8314 W Cinnabar Ave  
Peoria, AZ 85345  
Telephone (623) 773-7115  
Fax (623) 773-7118

Solicitation No **RFQ 06-11** Page 1 of 1  
Description Window Cleaning and Power Washing Services  
Amendment No Ten (10) Date **11/25/09**

Buyer Christine Finney

In accordance with Special Terms and Conditions, **Contract Extension**, the above referenced contract shall expire on 2/16/10. **CONTRACT EXTENSION FOUR (4)**

### LAST YEAR OF CONTRACT TERM:

**Contract Term: 2/17/10 to 2/16/11**

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

 Signature	<u>1-19-10</u> Date	Philip Sweeney, President Typed Name and Title	Skyline Window Cleaning Company Name
2419 N Black Canyon Hwy , #3 Address	Phoenix City	AZ State	85009 Zip Code

Attested by  
  
Mary Jo Waddell, City Clerk



City Seal

CC Number
ACON 08706J Contract Number
Official File

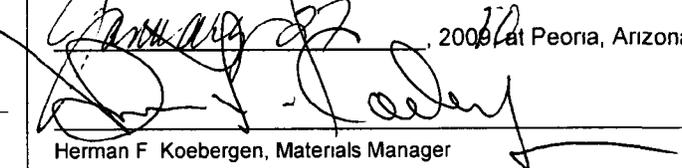
  
Requested by

12/11/09

Recommended by  
**Ellen Van Riper, Assistant City Attorney**

  
Approved as to Form, Stephen M Kemp, City Attorney

The above referenced Contract Amendment is hereby Executed  
at Peoria, Arizona

  
Herman F Koebergen, Materials Manager