

# REQUEST FOR PROPOSAL

## RFP #838

**COBBLESTONE FARM  
RENTAL SPACE EVENTS SERVICES**



Proposal Due Date: November 14, 2012  
By: 10:00 AM local time

Issued By:  
City of Ann Arbor  
Procurement Unit  
301 East Huron Street  
Ann Arbor, Michigan 48107-8647

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**SECTION I  
INSTRUCTION TO BIDDERS**

**A. OBJECTIVE**

The purpose of this Request for Proposal (RFP) is to select a qualified firm(s) to provide the Rental Space Services at Cobblestone Farm as specified within the specification/scope of work.

**B. TERM**

The term of the contract shall be three (3) years with the option to extend for two (2) additional years on an annual basis at the discretion of the City. The term shall commence on January 1, 2013.

**C. PRE-BID MEETING**

**A mandatory pre-bid meeting will be held on November 7, 2012 at 9:00 am at Cobblestone Farm, 2178 Packard Road, Ann Arbor, MI 48104.**

The purpose of this meeting is to discuss with the prospective vendors the RFP scope of work/specifications and to answer any questions or concerns. The pre-bid meeting is for information only. Any answers furnished will not be official until verified in writing by the Procurement Unit. Answers that change or substantially clarify the RFP will be affirmed in an addendum.

Access to Facilities will not be made available at any other time.

Failure to attend the meeting and sign the RFP sign-in sheet at the pre-bid meeting will automatically disqualify a bidder from submitting a valid Proposal. Any Proposal submitted by a party not attending and signing the roster at the pre-bid meeting will not be opened or considered.

**D. QUESTIONS AND ADDITIONAL INFORMATION**

All questions regarding this RFP shall be submitted via email. Emailed questions and inquiries will be accepted from any and all prospective Submitters in accordance with the terms and conditions of the RFP. All questions shall be due on or before November 8, 2012 by 4:30 p.m. and should be addressed as follows:

Specification questions emailed to Jessica Black, Parks & Recreation Service Facility Supervisor at: [Jblack@a2gov.org](mailto:Jblack@a2gov.org).

RFP Process and HR Compliance questions emailed to Linda Newton, Purchasing Officer at [Lnewton@a2gov.org](mailto:Lnewton@a2gov.org).

## E. PROPOSALS SUBMISSION

Bidders must submit one (1) original, three (3) copies of their proposals and two (2) hard copies of the fee proposal (in separate sealed envelope) within the Proposals.

Proposals must be delivered to the City of Ann Arbor, Purchasing Unit (5th Floor City Hall), Attn: Linda Newton, 301 East Huron Street, Ann Arbor, MI 48107 **on or before November 14, 2012 BY 10:00 AM**. Sealed envelopes must be addressed as follows: RFP 838 – Cobblestone Farm Rental Space Services, and vendor's name.

**Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile will not be considered or accepted.** All Proposals received on or before the Due Date will be publicly opened and vendor names recorded immediately. Fee proposal will be opened based on evaluation scores. No immediate decisions are rendered.

**Proposal will be disqualified if the Fee Proposal is not contained within a separate sealed and labeled envelope.**

Proposals hand delivered should be date/time stamped/signed by the Procurement Unit at the address above in order to be considered. Normal business hours are 9:00 a.m. to 3:00 p.m. Monday through Friday. The City will not be liable to any submitter for any unforeseen circumstances, delivery or postal delays. Postmarking to the Due Date will not substitute for receipt of the Proposal. Each Submitter is responsible for submission of their Proposal.

Additional time will not be granted to a single Submitter; however, additional time may be granted to all Submitters when the City determines that circumstances warrant it.

The proposal must be signed in ink by an official authorized to bind the submitter to its provisions. Each proposal must remain valid for at least ninety days (90) from the due date of this RFP.

## F. SELECTION EVALUATION CRITERIA

Responses to this RFP will be evaluated using the point system shown below. The evaluation will be completed by a selection committee from City staff members. See section four (4) for more details.

Professional Qualifications	25 points
Work Plan/Experience and Conformance to Specifications	25 points
Methodology/Work Program	30 points
Fee Schedule	20 points

## G. CHANGES IN THE RFP

Should any prospective proposer be in doubt as to the true meaning of any portion of this Request for Proposal, or should the proposer find any ambiguity, inconsistency, or omission therein, the Proposer shall make a written request for an official interpretation or correction. Such requests must be received by the Procurement Officer, not less than seven days prior to the final date of submittal of the proposals.

Such interpretation or correction, as well as any additional RFP provisions that the City may decide to include, will be made only as an official addendum, and will be sent to

each firm recorded as having received a copy of the RFP. Any addendum issued by the City shall become part of the RFP and will be incorporated in the proposal.

#### **H. TYPE OF CONTRACT**

A sample of the standard Professional Services Agreement (PSA) is included in Attachment A. Those who wish to submit a proposal to the City are required to carefully review the Professional Services Agreement. **The City will not entertain changes to the standard Professional Services Agreement.**

The City reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in the City's sole judgment, the best interests of the City will be so served.

#### **I. COST LIABILITY**

The City of Ann Arbor assumes no responsibility or liability for costs incurred by the consultant prior to the execution of a Professional Services Agreement. The liability of the City is limited to the terms and conditions outlined in the Agreement.

#### **K. OFFICIAL DOCUMENTS**

The City of Ann Arbor officially distributes proposal documents from the Procurement Unit or through the Michigan Intergovernmental Trade Network (MITN). Copies of the proposal documents obtained from any other source are not considered Official copies. Only those Vendors who obtain proposal documents from MITN system are guaranteed access to receive addendum information if any issued. If you obtained City of Ann Arbor Proposal documents from other sources, it is recommended that you register on [www.MITN.info](http://www.MITN.info) and obtain an official Request for Proposal documents.

#### **L. ADDENDA**

If it becomes necessary to revise any part of the PROPOSAL, notice of the Addendum will be posted to Michigan Inter-governmental Trade Network (MITN) [www.mitn.info](http://www.mitn.info), and/or City of Ann Arbor web site [www.A2gov.org](http://www.A2gov.org) for all parties to download.

Each Submitter must in its Proposal, to avoid any miscommunications, acknowledge all addenda which it has received, but the failure of a Submitter to receive, or acknowledge receipt of; any addenda shall not relieve the Submitter of the responsibility for complying with the terms thereof.

The City will not be bound by oral responses to inquiries or written responses other than written addenda.

#### **M. EXCEPTIONS**

Proposals must meet or exceed all specifications herein. Any and all deviations from specifications must be clearly detailed with the Proposal form in a section called Exception to Specifications; otherwise, it will be considered that items offered are in strict compliance with the specifications, and the successful bidder will be held responsible thereof.

**N. WITHDRAWAL OF PROPOSALS**

Any bidder may withdraw their proposal at any time prior to the opening of proposals. All proposals shall remain firm for acceptance for a period of 180 (one hundred eighty) days beyond the proposal opening. The awarded bidder shall honor the proposal pricing for a period of one hundred eighty (180) days.

**O. BIDDER INTERVIEWS AND DEMONSTRATIONS**

The City of Ann Arbor may, at its option, elect to conduct interviews and/or demonstrations with selected bidders, or request to visit the bidder's site for bidders that are under active consideration. The City of Ann Arbor is not required to hold such presentations and is not obligated to provide all bidders with such an opportunity.

**Q. MISREPRESENTATIONS**

If it is discovered, prior to an award, that a proposal contains false, misleading, or otherwise inaccurate information, the proposal will immediately be disqualified. If it is discovered, after a contract has been executed, that the contractor had provided false, misleading, or otherwise inaccurate information, the contract may be terminated.

**R. AWARD**

The City will award the Proposal based on the most responsive and responsible bidders who best meet the City's requirements and who offer the most advantageous combination of evaluation criteria and price as described within the RFP. The work may not be awarded to the lowest bidder(s).

## **SECTION II BACKGROUND AND SCOPE OF WORK**

### **BACKGROUND**

Cobblestone Farm is owned and operated by the City of Ann Arbor, Parks and Recreation services unit. The bank barn on the property is rented by the public for special events ranging from weddings to reunions. The barn is also used by many local businesses and organizations for off-site meetings. In addition to the bank barn, the property at Cobblestone Farm has a historic farm house, animal barn with livestock animals and gardens.

The bank barn has become increasingly popular as a rental space and is booked 7 days a week, up to 18 months in advance. The inside of the barn is approximately 3 stories tall and over 3000 square feet. There is a main floor, loft area, warming kitchen and food serving area. Over the past three years, there are on average 175 events held each year with a total visitor attendance of 26,250 people.

The City of Ann Arbor wishes to establish a contract with qualified firm(s) to provide the rental space services as identified in this RFP. This proposal covers the set-up and tear-down of tables and chairs in the event space as well as cleaning of the event space, bathrooms and office area in accordance with the following specifications and general conditions.

1. Vendor is responsible for acquiring and maintaining all necessary licenses, registrations, certifications and permits required for operation by local, state, and federal law.

### **SPECIFICATIONS/SCOPE OF WORK**

The scope of work outlines specific tasks to be completed by vendor, but is not limited to these tasks.

#### **Custodial Work**

These areas are to be cleaned at a minimum of 3 days (Monday, Wednesday, and Friday) during the work week.

#### **Bathrooms**

- Sweep floors – floors properly prepared, thoroughly swept all loose dirt and debris, gum, tar, and other foreign substances removed. Concentrate on corners and baseboards with a broom or mop.
- Mop floors – upon completion wet mopping or scrubbing the floors shall be clean, free of dirt, stains, spills, marks, mop marks, and properly rinsed and dry mopped to present a clean appearance.
- Safety precautions will be followed at all times, including but not limited to, placement of “wet floor” signs.
- Mops used in the bathroom may not be used in any other part of the building.
- Replenish all paper supplies- toilet paper is found in the large cleaning closet. Replenish each stall and the backup supply in the drawers.
- Clean toilets, partitions and sink using appropriate germicidal disinfectant cleaning products. Comet or similar appropriate product.
- Clean all surfaces – counter tops with disinfecting wipes or similar appropriate product.
- Take out all trash in both bathrooms (and individual stall trash in women’s) and replace with clean bags.
- Clean brown rubber trim once every 2 weeks similar appropriate cleaning product.

- Clean hand dryer and catch basin once weekly with similar appropriate cleaning product.
- Dust ceiling, pipes and walls for spider webs, bugs, etc. Concentrate on corners and behind toilets.

### **Entry & Hallway**

- Sweep & mop floors- floors properly prepared, thoroughly swept all loose dirt and debris, gum, tar, and other foreign substances removed
- All surfaces shall be dry with corners, cracks, and splice joints clean; cove base, walls, furniture, doors, etc shall be wiped clean to remove any streaks or splashes.
- Vacuum brown rugs – change rugs if needed.
- Dust window boxes weekly with clean rag and Pledge or Pledge and a Swiffer duster.
- Dust window screens once every 2 weeks with Swiffer duster.
- Clean glass panes on entry doors with Windex.

### **Large tile floor area**

- Sweep floors- floors properly prepared, thoroughly swept all loose dirt and debris, gum, tar, and other foreign substances removed
- mop floors with appropriate solutions - upon completion wet mopping or scrubbing the floors shall be clean, free of dirt, stains, spills, mars, mop marks, and properly rinsed and dry mopped to present a clean appearance
- All surfaces shall be dry with corners, cracks, and splice joints clean; cove base, walls, furniture, doors, etc. shall be wiped clean to remove any streaks or splashes.
- Clean sink, counter top and microwave with disinfectant/water mixture a similar appropriate product and a clean rag.
- Clean outside and inside of refrigerator. For outside doors and handle, use stainless steel cleaner and a clean rag to remove all streaks and water spots. For inside drawers and shelves, use disinfectant/water mixture or similar appropriate product
- Take out all trash and replace with clean bags. Wipe trash cans with appropriate cleaning product and dry before refilling with bags. Trash is located in the kitchen; bags are located in the hall closet. Only use large black trash bags.
- Dust wooden beams along the floor every 2 weeks with Pledge and a clean rag or Pledge and a Swiffer duster.
- Dust ceiling every 2 weeks with Swiffer duster. Concentrate on corners to remove bugs, cobwebs.
- Clean light fixtures every 2 weeks or as needed; replace light bulbs as needed
- Maintain organization of dirty and clean brown rugs. Dirty rugs should be stacked neatly by the side door. Clean rugs should all be stacked on the metal rack in the downstairs kitchen.
- Take out recycle items in kitchen (bin of pop cans/ bottles). Recycle items go in the large blue bins in the trash corral.

### **Offices**

- Vacuum carpet – All traffic areas and any obvious soil in area. Clean and remove all spots and stains from carpet.
- Take out all trash and replace with clean bags. Trash is under each desk and in the main office area. Replace with clear plastic bags from the hall closet.
- Change bag in shredder and replace with new bag once every 2 weeks. Bags used should be the green recycle bags in the hall closet.
- Take out recycling – under each desk and near copier. Recycling goes in the large blue bins in the outside trash corral.
- Dust tops of filing cabinets, work stations, and copier weekly; wipe down desk tops weekly.
- Dust ceiling and beams along the floor once every 2 weeks.



- Dust window sills with Pledge and a clean rag or Swiffer duster.

## **Event Space**

### **Kitchen**

- Clean oven surfaces and wipe out inside using appropriate cleaning product.
- Clean refrigerator inside and out – wipe door to remove water spots or streaks. Wipe inside using appropriate cleaning product to remove any spills or food debris.
- Clean triple sinks and water bowl under the sink using appropriate cleaning product. Be sure to remove water spots or streaks.
- Sweep and mop tile floor, concentrating on corners and underneath sinks, prep spaces. Move stainless steel tables to clean thoroughly under them.
- Take out any trash and replace with clean large trash bags. Wipe trash cans with appropriate cleaning product and dry before refilling with bags.
- Clean trash chute door to remove streaks or debris using appropriate cleaning product. Use a hose to rinse the chute free of any food or beverage spills.
- Clean dumbwaiter doors and wipe down the inside surface, including the accordion door using appropriate cleaning product.

### **Routine Cleaning – weekly or monthly**

- Clean oven every 2 months – self cleaning
- Clean trash chute with using appropriate cleaning product monthly.
- Empty ice machine and clean entirely, once per month.
- Replace bug light screen.

### **Wood floors (main and loft)**

- Sweep floors & stairs and remove all debris from events – report any unusual items to staff. Floors properly prepared, thoroughly swept all loose dirt and debris, gum, tar, and other foreign substances removed.
- Mop floors & stairs with appropriate solution - upon completion wet mopping or scrubbing the floors shall be clean, free of dirt, stains, spills, marks, mop marks, and properly rinsed and dry mopped to present a clean appearance.

### **Routine Cleaning – weekly or monthly**

- Clean baseboards and staircases – remove any substances and clean corners thoroughly.
- Report to staff condition of floor and evaluate need to deep cleaning, sand/screen, etc

### **Tables and Chairs**

- Maintain tables – all parts are working and in safe condition. Report to staff any damages and if new tables are needed.
- Report loss of rubber pads on chairs or tables to staff.
- Evaluate chairs for cleanliness and steam clean chairs as needed.

### **Walls**

- Evaluate banquet walls after each event – report any damages to staff.
- Remove any hangers, hooks, tape, fixtures left by rental party.
- Wipe down walls where spills have occurred.

### **Icicle Lights**

- Report any burnt-out lights to staff.
- Replace and/or adjust lights as needed.

## **Event Services**

Cobblestone hosts 7 days a week with the majority of events taking place Thursday – Sunday. Every event requires a set-up, tear-down and clean. Each event has a floor plan submitted which is specific to their event. The floor plan consists of tables sized 72” or 48” round or 6’ rectangular. There are up to 220 banquet chairs available to the event. Every event size is different, as is their floor plan. It is reasonable to expect an event set-up and tear-down to take a minimum of 1.5 hours each. A typical clean can take approximately 1 hour.

The supervisor of Cobblestone Farm will create an event calendar which is updated as event details are given. The event calendar will contain exact start and end times, and what is required for the event – tables and chairs set-up, tear-down, clean only, etc. It is reasonable to expect that information related to the event may change within 24 hours of the event day and as such, the contractor must have the flexibility to make adjustments and meet the needs of the event. Events are allowed to remain in the barn until 1am and cannot start again until 10am, unless approved by staff.

Each event set-up must be completed a minimum of 1 hour in advance of the rental start time. When there is no event the following day, the most recent event must be tore-down and cleaned within 24 hours of event end time.

### **Bathrooms**

- Sweep floors - floors properly prepared, thoroughly swept all loose dirt and debris, gum, tar, and other foreign substances removed
- Mop floors upon completion wet mopping or scrubbing the floors shall be clean, free of dirt, stains, spills, mars, mop marks, and properly rinsed and dry mopped to present a clean appearance
- All surfaces shall be dry with corners, cracks and splice joints clean; cove base, walls, furniture, doors, etc. shall be wiped clean to remove any streaks or splashes.
- Wet mops used in the restroom areas may not be used in any other part of a building.
- Reminder: Safety precautions will be followed at all times, including but not limited to, placement of “wet floor” signs at time of mopping in order to maintain a safe environment for employees and building visitors.
- Replenish all paper supplies in each individual stall and backup supplies in drawers or under sink.
- Clean toilets, partitions and sink using appropriate cleaning product.
- Clean all surfaces – counter tops, mirrors, hand dryer using appropriate cleaning product.
- Take out all trash and replace with clean large black trash bags. Wipe outside and inside of each trash bin before replacing bag using appropriate cleaning product.

### **Entry & Hallway**

- Sweep floors - floors properly prepared, thoroughly swept all loose dirt and debris, gum, tar, and other foreign substances removed
- mop floors - upon completion wet mopping or scrubbing the floors shall be clean, free of dirt, stains, spills, mars, mop marks, and properly rinsed and dry mopped to present a clean appearance
- Vacuum brown rugs in kitchen, lobby, stairs, and hallway– change rugs if needed
- Clean glass panes on entry doors, inside and out, using appropriate cleaning product.

### **Large tile floor area**

- Sweep floors - floors properly prepared, thoroughly swept all loose dirt and debris, gum, tar, and other foreign substances removed
- mop floors with appropriate solutions - upon completion wet mopping or scrubbing the floors shall be clean, free of dirt, stains, spills, mars, mop marks, and properly rinsed and dry mopped to present a clean appearance
- Take out all trash and replace with clean bags. Use only large black trash bags. Wipe inside and out of trash bins using appropriate cleaning product before replacing the trash bag.
- Maintain organization of dirty and clean brown rugs. Dirty rugs should be stacked neatly by the side door. Clean rugs should all be stacked on the metal rack in the downstairs kitchen.
- Take out recycle items as needed. Recycling goes in the large blue bins in the trash corral.

### **Bridal Changing Room**

- Vacuum carpet - floors properly prepared, thoroughly swept all loose dirt and debris, gum, tar, and other foreign substances removed.
- Wipe & vacuum couch and chairs weekly – before and after events.
- Move all furniture to vacuum thoroughly underneath.
- Take out all trash – wipe down outside of trash can and replace with a small clear plastic bag.
- Dust and polish furniture using appropriate cleaning product – report damages to staff.
- Clean mirrors using appropriate cleaning product.
- Replace light bulbs as needed and wipe down surface of lamps after each event using appropriate cleaning product.
- Check refrigerator and clean if needed using appropriate cleaning product.

### **Event set-up:**

- Evaluate floor plans with staff – make recommendations for changes if needed
- Check event calendar for timing of events – this may change daily
- Set-up 72” round, 6’ rectangular and 48” round tables per event floor plan
- Set-up banquet chairs per event floor plan. Standard set up is 10 chairs to a table unless otherwise noted on the floor plan.
- Set-up miscellaneous items per event floor plan (lectern).

### **Event tear-down:**

- Clean all table tops with a damp towel and appropriate cleaning product. Remove any wax, food spills, beverage spills, streaks, etc.
- Tear-down 72” round, 6’ rectangular and 48” round tables and either store appropriately or set-up based on event schedule
- Stack all banquet chairs behind white shutters and store appropriately or set-up based on event schedule
- Store all miscellaneous items in closet or set-up based on event floor plan

### **Garbage Disposal**

The Vendor is responsible to ensure that all garbage generated from the event and office space is placed into designated trash or recycling containers. Disposal costs shall be the responsibility of the City of Ann Arbor.

## **Building**

Upon the completion and during the sequence of their duties, custodial personnel will turn off all lights in the unoccupied areas unless otherwise directed. It is also the responsibility of the custodial personnel to check for open or unlocked windows, doors and to close and secure them. When difficulty is encountered in keeping areas locked or windows closed and locked, the City contract administrator shall be notified immediately (within one hour).

## **Safety**

The contractor is responsible for instructing their employees in appropriate safety measures. Custodial employees will not place mops, brooms, machines, and other equipment in traffic lanes or other locations in such a manner as to create safety hazards. Appropriate signs to indicate danger/hazardous floors, walk left or right, etc., shall be provided by the awarded vendor. Such signs will be displayed at all times in an area where cleaning requires the use of any equipment or supplies such as buckets, water, floor finish, etc., which could cause a traffic obstruction or personal hazard. Cleaning techniques will be implemented to minimize situations where personnel must cross a wet or slippery surface to gain access to other parts of the building.

## **Building Keys and Alarm**

Building keys and an alarm code will be given to the contractor when necessary. No duplicate keys will be made by awarded vendor unless prior written approval is given by City contract Administrator. If this policy is not adhered to, the contractor will be liable for any costs required in alarm code changes, lock change and/or re-keying for agency security purposes.

***\*Cobblestone Farm is open as the Parks & Recreation Customer Service office, Monday – Friday, 8am-5pm and for events, seven days a week with varying hours.***

**SECTION III**  
**General Terms and conditions**

**A. ASSIGNMENTS**

The Contractor(s) agrees not to assign or transfer this work or any part thereof without the written consent of the City of Ann Arbor, acting through the City Contact. Any unauthorized assignment may subject the Contractor(s) to immediate termination.

**B. SUBCONTRACTORS**

No contract may be sublet without the written consent of the City of Ann Arbor. Any subcontractor, so approved, shall be bound by the terms and conditions of this contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Ann Arbor for such acts or omissions.

**C. DISCLOSURES**

Under the Freedom of Information Act (Public Act 442), the City is obligated to permit review of its files, if requested by others. All information in a submitter's proposal is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

**D. NON- DISCRIMINATION BY CITY CONTRACTORS**

All contractors proposing to do business with the City of Ann Arbor, except those specifically exempted by regulations promulgated by the Administrator and approved by City Council, shall receive approval from the Procurement Unit prior to entering into a purchase agreement with the City. Said firms shall take affirmative action to ensure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate inequality based upon race, national origin or sex. See Appendix C for contract compliance forms.

Each prospective contractor shall submit to the City data showing current total employment by occupational category, sex and minority group. If, after verifying this data, the Procurement Unit concludes that it indicates total minority and female employment commensurate with their availability within the contractor's labor recruitment area, i.e., the area from which the firm can reasonably be expected to recruit, the prospective contractor shall be accepted by the Procurement Unit as having fulfilled affirmative action requirements for a period of six (6) months at which time the Procurement Unit will conduct another review. Other firms shall develop an affirmative action program in conjunction with the City of Ann Arbor's Human Resources Director. The program shall include specific goals and timetables for the hiring and promotion of minorities and females. Said goals shall reflect the availability for minorities and females within the firm's labor recruitment area.

## **E. LIVING WAGE**

All contractors proposing to do business with the City of Ann Arbor, except those specifically exempted by regulations promulgated by the Administrator and approved by City Council, agree to comply with the living wage provisions of Chapter 23 of the Ann Arbor City Code and, if a "covered employer" as defined therein to pay those employees providing services to the City under this agreement a "living wage" as defined in Chapter 23 of the Ann Arbor City code; and, if requested by the City, provide documentation to verify compliance. The contractor agrees to comply with the provisions of Section 1:1815 of Chapter 23 of the Ann Arbor City Code, Appendix D.

## **F. QUALIFICATIONS OF CONTRACTOR'S EMPLOYEES**

The contractor shall supply fully trained, competent staff. Any inability by the contractor to maintain a regular and consistent work force may result in default of contract. All employees shall be bonded under the contractor's company name.

## **G. WORK REQUIREMENTS**

The contractor is not allowed to employ illegal aliens to perform any services in City facilities.

## **H. LANGUAGE SKILLS**

All employees and representatives of the contractor's company must be fluent enough in the English language to read and understand signs as well as converse understandably with City management, other personnel and the general public. The contractor's supervisor must be fluent in the English language. The contractor shall not employ or allow to work in or around the building any person under the legal working age.

## **I. PROHIBITION OF POLITICAL AND RELIGIOUS ACTIVITIES**

There shall be no religious worship, instruction or proselytization as part of, or in connection with, the performance of this agreement. None of the funds, materials, property or services under this agreement shall be used in the performance of this agreement for any partisan political activity, including lobbying, as specified in Federal Circular A-122 Cost Principles for Nonprofit Organizations -- lobbying revisions, or to further the election, defeat, recall, impeachment, appointment or dismissal of any candidate for or from any public office.

These general requirements shall be incorporated in the entire agreement between the City of Ann Arbor and the Contractor. The contract shall be binding upon the parties hereto and their respective successors and assigns.

## **J. UTILITIES**

The City shall provide for lights, power, gas, and water used and consumed in connection with the specifications/scope of work of this agreement.

## **L. CONDITION AND SURRENDER OF PROPERTY**

The buildings, rooms, locations, and equipment, or all parts thereof, which are the property of the City shall remain the property of the City upon termination of the contract

by expiration or otherwise, the successful bidder shall surrender possession of all said premises and all parts thereof in as good condition as said premises were when first occupied by the successful proposer, under the terms of the contract, ordinary wear and tear, and damages caused by casualty or acts beyond the control of the successful proposer are damaged or destroyed by fire, act of God or otherwise so that same cannot be repaired or replaced within sixty (60) days, that at the option of the City, the contract shall terminate and each party shall be released from further obligations.

#### **M. REPAIRS AND MAINTENANCE**

The City shall provide for the repair and maintenance, other than routine daily cleaning/maintenance procedures, of all City owned fixed and non fixed equipment throughout the duration of this contract. The contractor shall not make any alterations in the premises without the written approval of the City. Repair costs resulting in abuse or neglect of daily routine cleaning and maintenance of the equipment shall be paid by the contractor.

The contractor shall repair any damages resulting from negligence on his/her part or on the part of any of his employees or agents, to City property or equipment. Failure to make said repairs after receiving written notice from the City will result in City repair, the reimbursement of which shall be paid by the vendor within fifteen (15) days after notice. Failure to make such payment shall place the vendor in default of their contract and subject to termination of the contract, at the discretion of the City.

#### **N. EQUIPMENT**

The City will provide all equipment and supplies to the contractor for the purposes outlined in this contract. It will be the responsibility of the contractor to notify the City when equipment or supplies are needed to be purchased. The Contractor may bring in their own equipment at the Contractor's expense if required, however the City reserves the right to evaluate equipment and its purpose prior to use.

#### **O. ADVERTISING**

The Contractor agrees not to advertise in any manner or form, on or about the premises, buildings or space licensed to him. The Contractor shall not employ or use any persons known as "criers" or other noise makers or means of attracting attention to the Contractor's business, not approved by the City, or to the extent of creating a nuisance.

#### **P. CITY FURNISHINGS**

Contractor's employees shall not utilize any City telephones, office equipment or furnishings. Violation of this subsection may result in a request of removal of said employee and reimbursement for fees associated with any use thereof.

#### **Q. DISCLOSURES**

All information in a submitter's Proposal is subjected to disclosure under the provisions of Public Act No. 442 of 1976 know as the "Freedom of Information Act". This act also provides for the complete disclosure of contracts and attachments thereto except where specifically exempted under the Freedom of Information Act.

## **R. PROPOSAL PROTEST**

All Proposal protests must be in writing and filed with the Purchasing Agent within five (5) business days of the award action. The vendor must clearly state the reasons for the protest. If a vendor contacts a City Service Area/Unit and indicates a desire to protest an award, the Service Area/Unit shall refer the vendor to the Purchasing Agent. The Purchasing Agent will provide the vendor with the appropriate instructions for filing the protest. The protest shall be reviewed by the City Administrator or designee who's decision shall be final.

## **S. INDEMNIFICATION**

To the fullest extent permitted by law, for any loss not covered by insurance under this contract, Contractor shall indemnify, defend and hold harmless the City, its officers, employees and agents harmless from all suits, claims, judgments and expenses including attorney's fees resulting or alleged to result, in whole or in part, from any act or omission, which is in any way connected or associated with this contract, by the Contractor or anyone acting on the Contractor's behalf under this contract. Contractor shall not be responsible to indemnify the City for losses or damages caused by or resulting from the City's sole negligence.

## **T. DEBARMENT**

Submission of a Proposal in response to this RFP is certification that the Bidder is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the City will be notified of any changes in this status.

## **U. INSURANCE**

All required insurances shall conform to the requirements listed below. Vendor must keep insurance current for the term of the contract.

1. Worker's Compensation Insurance in accordance with all applicable state and federal statutes. Further, Employers Liability Coverage shall be obtained in the following minimum amounts:

Bodily Injury by Accident - \$500,000 each accident

Bodily Injury by Disease - \$500,000 each employee

Bodily Injury by Disease - \$500,000 each policy limit

2. Commercial General Liability Insurance equivalent to, as a minimum, Insurance Services Office form CG 00 01 07 98. The City of Ann Arbor shall be named as an additional insured. There shall be no added exclusions or limiting endorsements including, but not limited to: Products and Completed Operations, Explosion, Collapse and Underground coverage or Pollution. Further, the following minimum limits of liability are required:

\$1,000,000 each occurrence as respect to Bodily Injury Liability or Property Damage Liability, or both combined.

\$2,000,000 per Job General Aggregate



\$1,000,000 Personal and Advertising Injury  
\$2,000,000 Products and Completed Operations Aggregate

3. Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, equivalent to, as a minimum, Insurance Services Office form CA 00 01 07 97. The City of Ann Arbor shall be named as an additional insured. There shall be no added exclusions or limiting endorsements. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles. Further, the limits of liability shall be \$1,000,000 for each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined.
4. Umbrella/Excess Liability Insurance shall be provided to apply excess of the Commercial General Liability, Employers Liability and the Motor Vehicle coverage enumerated above, for each occurrence and for aggregate in the amount of \$1,000,000.
  - a. Insurance required under Section A.2 and A.3 of this Contract shall be considered primary as respects any other valid or collectible insurance that the City may possess, including any self-insured retentions the City may have; and any other insurance the City does possess shall be considered excess insurance only and shall not be required to contribute with this insurance. Further, the Contractor agrees to waive any right of recovery by its insurer against the City.
  - b. In the case of all Contracts involving on-site work, the Contractor shall provide to the City before the commencement of any work under this Contract documentation demonstrating it has obtained the above mentioned policies. Documentation must provide and demonstrate an unconditional 30 day written notice of cancellation in favor of the City of Ann Arbor. Further, the documentation must explicitly state the following: (a) the policy number; name of insurance company; name and address of the agent or authorized representative; name and address of insured; project name; policy expiration date; and specific coverage amounts; (b) any deductibles or self-insured retentions which shall be approved by the City, in its sole discretion; (c) that the policy conforms to the requirements specified. An original certificate of insurance may be provided as an initial indication of the required insurance, provided that no later than 21 calendar days after commencement of any work the Contractor supplies a copy of the endorsements required on the policies. Upon request, the Contractor shall provide within 30 days a copy of the policy(ies) to the City. If any of the above coverage expires by their terms during the term of this Contract, the Contractor shall deliver proof of renewal and/or new policies to the Administering Service Area/Unit at least ten days prior to the expiration date.
  - c. Any Insurance provider of Contractor shall be admitted and authorized to do business in the State of Michigan and shall carry and maintain a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A" Overall and a minimum Financial Size Category of "V". Insurance policies and certificates issued by non-admitted insurance companies are not acceptable unless approved in writing by the City.

## **V. INVOICING**

An itemized invoice shall be submitted no less than five (5) days after each month end. All invoices shall be issued to City of Ann Arbor at address indicated on purchase order. Each invoice must include the address and type of work completed.

## **X. CHOICE OF LAW**

This Contract shall be construed, governed, and enforced in accordance with the laws of the State of Michigan. By executing this agreement, the Contractor and the City agree to venue in a court of appropriate jurisdiction sitting within Washtenaw County for purposes of any action arising under this Contract.

Whenever possible, each provision of the contract will be interpreted in a manner as to be effective and valid under applicable law. The prohibition or invalidity, under applicable law, of any provision will not invalidate the remainder of the contract.

## **Y. TERMINATION FOR CAUSE**

In the event the Vendor fails, at any time, to comply with, fully perform strictly adhere to any covenant, condition or representation contained within the Contract, all requirements contained within the RFP and the Vendor's Proposal, whether it be performed by the Vendor, its agents, or employees, the City shall have the right to give written notice to Vendor of such failure. If such failure is not cured to the City's satisfaction within ten (10) business days from the time of receipt of such notice the City shall have the right to terminate immediately without the requirement of a further notice.

## **Z. TERMINATION FOR CONVENIENCE**

Notwithstanding the above, the City, on at least thirty (30) days advance notice to the Vendor, may terminate the contract, or any portion thereof, for any reason, including convenience, without incurring any penalty, expense or liability to the Vendor except the obligation to pay for services actually performed under the Contract before the termination date.

## **AA. TERMINATION FOR NON APPROPRIATIONS**

In the event that public funds are unavailable and not appropriated for the performance of City's obligations under this contract, then this contract shall automatically expire without penalty to City thirty (30) days after written notice to Vendor of the unavailability and non-appropriation of public funds. It is expressly agreed that City shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as a fiscal measure.

## **BB. RESERVATION OF RIGHTS**

The City of Ann Arbor reserves the right to accept any Proposal or alternative Proposal proposed in whole or in part, to reject any or all Proposals or alternatives Proposals in whole or in part and to waive irregularity and/or informalities in any Proposal and to make the award in any manner deemed in the best interest of the City.

**SECTION IV  
EVAULATION CRITERIA**

**Professional Qualifications and Financial Information** **25 points**

Vendor Information Form – Exhibit C  
Vendor Questions Form

**Conformance to Specifications** **25 points**

Project list as defined in Exhibit D, question #2.

**Methodology/Work Plan** **30 points**

Provide methodology/work plan in Exhibit A

Detail work plan or methodology to meet the needs of the City.

Provide detailed information on Employee. Number of employees assigned, Titles and responsibilities of each employee, daily hours of labor per assigned employee, number of days each employee works, hourly wage per employee, and if medical coverage is provided per employee based on the monthly charges provided for Custodial and per event charge for Event Services.

Explain check and balance to ensure events will be set up by specified date and time.

Explain on call service procedure and response time.

Explain additional services your organization can provide not listed in scope of work.

Explain and green initiatives if applicable.

**Fee Schedule** **20 points**

Provide pricing on Exhibit B

**ALL FEE PROPOSALS MUST BE IN A SEPARATE SEALED ENVELOPE WITHIN THE SEALED PROPOSAL YOU ARE SUBMITTING. DO NOT PROVIDE FEE PROPOSAL IN ELECTRONIC FORMAT.**

**SECTION V**

**EXHIBIT A  
SCOPE OF SERVICES/WORK PLAN**

Describe in detail your work plan or methodology to meet the needs of the City.

**EXHIBIT B**  
**FEE SCHEDULE**

**Vendors Name** \_\_\_\_\_

**Fee Proposal**

Pricing shall be submitted as follows:

	<b>Custodial Services Monthly Cost</b>	<b>Event Services (includes Set, Tear and Clean) cost PER EVENT</b>
Year One (1)		
Year Two (2)		
Year Three (3)		
Year Four (4) - Extension		
Year Five (5) - Extension		

Pricing shall remain firm for the duration of the contract.

How many full-time employees are allocated for custodial service monthly cost provided?

\_\_\_\_\_

How many part-time employees are allocated for custodial services monthly cost provided?

\_\_\_\_\_

Name and phone number of person(s) in the organization authorized to negotiate on behalf of your organization \_\_\_\_\_

Name

Phone Number

**Exceptions – only exceptions listed here will be considered. It is at the City’s discretion to approve any or all exceptions listed below.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As an awarded contract, the above bidder agrees to provide the scope of work in this Request for Proposal, including all terms and conditions, instruction to bidders, special provisions, specifications, addenda, questions and corresponding answers, and the RFP as set forth in these Contract Documents. The parties intend for this to constitute the final and complete agreement between City of Ann Arbor Schools and the Vendor.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title of Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Signature

\_\_\_\_\_  
Email Address for Award Notice

**Exhibit C**  
**Vendor Information Form**

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Firm Established: Years in Business: \_\_\_\_\_

Business Structure ( ) Partnership ( ) Corporation ( ) Sole Proprietor

Number of years in business as current company named above? \_\_\_\_\_

Largest single contract this company has held \$ \_\_\_\_\_ With whom? \_\_\_\_\_

Annual gross income for last three (3) years:

2011 \_\_\_\_\_ 2010 \_\_\_\_\_ 2009 \_\_\_\_\_

Geographic area of operations for your firm? \_\_\_\_\_

How many employees does your company employ?

Full-time employees: \_\_\_\_\_ Part-time employees: \_\_\_\_\_

Have you been involved in any litigation during the past five years? If so, provide an explanation.

A list must be attached to this form with all the public sector (governmental) clients your company has served.

In addition to the client list you must provide at least three (3) references for companies you have provided similar service as in RFP.

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Company Name	Contact Name	Phone Number	Scope of Service
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Company Name	Contact Name	Phone Number	Scope of Service
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Company Name	Contact Name	Phone Number	Scope of Service
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**Exhibit C**  
**Vendor Questions Form**

1. How many years has your organization offered services?

Custodial services \_\_\_\_\_ Event services \_\_\_\_\_

2. Please attach a historical narrative of experience, scope of work and qualifications to this form on past work performed that is similar to the scope of work in RFP.

3. How many clients does your company currently serve with the type of services described?

\_\_\_\_\_

Explain the capacity of the services being provided.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Submit profiles of staff to be assigned to this project and examples of similar work performed by each staff member.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Describe methods of communication with your clients.

**ATTACHMENT A – SAMPLE CONTRACT  
AGREEMENT BETWEEN**

**AND THE CITY OF ANN ARBOR  
FOR PROFESSIONAL SERVICES**

The City of Ann Arbor, a Michigan municipal corporation, having its offices at 301 E Huron Avenue, Ann Arbor, Michigan 48103 ("City"), and \_\_\_\_\_

("Consultant") a(n) \_\_\_\_\_

(State where organized) (Partnership, Sole Proprietorship, or Corporation)

with its address at \_\_\_\_\_

agree as follows on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

The Consultant agrees to provide professional services to the City under the following terms and conditions:

**I. DEFINITIONS**

Administering Service Area/Unit means \_\_\_\_\_.

Contract Administrator means \_\_\_\_\_, acting personally or through any assistants authorized by the Administrator/Manager of the Administering Service Area/Unit.

Deliverables means all Plans, Specifications, Reports, Recommendations, and other materials developed for or delivered to City by Consultant under this Agreement

Project means \_\_\_\_\_.

Project name; File and Subfile No.

**II. DURATION**

This Agreement shall become effective on \_\_\_\_\_, 20\_\_\_\_, and shall remain in effect until satisfactory completion of the Services specified below unless terminated as provided for in this Agreement.

**III. SERVICES**

- A. The Consultant agrees to provide professional Background Investigation of Potential Safety Services employees in the City of Ann Arbor services ("Services") in connection with the Project as described in Exhibit A. The City retains the right to make changes to the quantities of service within the general scope of the Agreement at any time by a written order. If the changes add to or deduct from the extent of the services, the contract sum shall be adjusted accordingly. All such changes shall be executed under the conditions of the original Agreement.



- B. Quality of Services under this Agreement shall be of the level of professional quality performed by experts regularly rendering this type of service. Determination of acceptable quality shall be made solely by the Contract Administrator.
- C. The Consultant shall perform its Services for the Project in compliance with all statutory, regulatory and contractual requirements now or hereafter in effect as may be applicable to the rights and obligations set forth in the Agreement.
- D. The Consultant may rely upon the accuracy of reports and surveys provided to it by the City except when defects should have been apparent to a reasonably competent professional or when it has actual notice of any defects in the reports and surveys.

#### **IV. COMPENSATION OF CONSULTANT**

- A. The Consultant shall be paid in the manner set forth in Exhibit B. Payment shall be made monthly, unless another payment term is specified in Exhibit B, following receipt of invoices submitted by the Consultant, and approved by the Contract Administrator.
- B. The Consultant will be compensated for Services performed in addition to the Services described in Section III, only when those additional Services have received prior written approval of the Contract Administrator. Compensation will be on the basis of reasonable time spent and reasonable quantities of materials used, according to the schedule of rates in Exhibit B. The Contract Administrator shall be the sole arbitrator of what shall be considered “reasonable” under this provision.
- C. The Consultant shall keep complete records of time spent and materials used on the Project so that the City may verify invoices submitted by the Consultant. Such records shall be made available to the City upon request and submitted in summary form with each invoice.

#### **V. INSURANCE/INDEMNIFICATION**

- A. The Consultant shall procure and maintain during the life of this contract, such insurance policies, including those set forth below, as will protect itself and the City from all claims for bodily injuries, death or property damage which may arise under this contract; whether the acts were made by the Consultant or by any subvendor or anyone employed by them directly or indirectly. The following insurance policies are required:
  - 1. Professional Liability Insurance protecting the Consultant and its employees in an amount not less than \$1,000,000.

2. Worker's Compensation Insurance in accordance with all applicable state and federal statutes. Further, Employers Liability Coverage shall be obtained in the following minimum amounts:

Bodily Injury by Accident - \$500,000 each accident  
Bodily Injury by Disease - \$500,000 each employee  
Bodily Injury by Disease - \$500,000 each policy limit

3. Commercial General Liability Insurance equivalent to, as a minimum, Insurance Services Office form CG 00 01 07 98. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements including, but not limited to: Products and Completed Operations, Explosion, Collapse and Underground Coverage or Pollution. Further, the following minimum limits of liability are required:

\$1,000,000 Each occurrence as respect Bodily Injury Liability or  
Property Damage Liability, or both combined  
\$2,000,000 Per Job General Aggregate  
\$1,000,000 Personal and Advertising Injury

4. Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, equivalent to, as a minimum, Insurance Services Office form CA 00 01 07 97. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles. Further, the limits of liability shall be \$1,000,000 for each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined.

5. Umbrella/Excess Liability Insurance shall be provided to apply in excess of the Commercial General Liability, Employers Liability and the Motor Vehicle coverage enumerated above, for each occurrence and for aggregate in the amount of \$1,000,000.

B. Insurance required under V.A.3 and V.A.4 of this contract shall be considered primary as respects any other valid or collectible insurance that the City may possess, including any self-insured retentions the City may have; and any other insurance the City does possess shall be considered excess insurance only and shall not be required to contribute with this insurance. Further, the Vendor agrees to waive any right of recovery by its insurer against the City.

C. In the case of all contracts involving on-site work, the Consultant shall provide to the City, before the commencement of any work under this contract, documentation demonstrating it has obtained the above mentioned policies. Documentation must provide and demonstrate an unconditional 30 day written notice of cancellation in favor of the City of Ann Arbor. Further, the documentation must explicitly state the following: (a) the policy number; name of insurance company; name and address of the agent or authorized representative; name and address of insured; project name; policy expiration date; and specific coverage amounts; (b) any deductibles or self-insured retentions which shall be approved by the City, in its sole discretion; (c) that the

policy conforms to the requirements specified. An original certificate of insurance may be provided as an initial indication of the required insurance, provided that no later than 21 calendar days after commencement of any work the Consultant supplies a copy of the endorsements required on the policies. Upon request, the Consultant shall provide within 30 days a copy of the policy(ies) to the City. If any of the above coverages expire by their terms during the term of this contract, the Consultant shall deliver proof of renewal and/or new policies to the Administering Service Area/Unit at least ten days prior to the expiration date.

- D. Any insurance provider of Consultant shall be admitted and authorized to do business in the State of Michigan and shall carry and maintain a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" Overall and a minimum Financial Size Category of "V". Insurance policies and certificates issued by non-admitted insurance companies are not acceptable unless approved in writing by the City.
- E. To the fullest extent permitted by law, for any loss not covered by insurance under this contract, the Consultant shall indemnify, defend and hold the City, its officers, employees and agents harmless from all suits, claims, judgments and expenses including attorney's fees resulting or alleged to result, to its proportionate extent, from any negligent, grossly negligent, reckless and/or intentional wrongful or tortious acts or omissions by the Consultant or its employees and agents occurring in the performance of this Agreement.

## VI. COMPLIANCE REQUIREMENTS

- A. Nondiscrimination. The Consultant agrees to comply with the nondiscrimination provisions of Chapter 112 of the Ann Arbor City Code and to assure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate any inequality based upon race, national origin or sex. The Consultant agrees to comply with the provisions of Section 9:161 of Chapter 112 of the Ann Arbor City Code, **Exhibit C**.
- B. Living Wage. The Consultant is a "covered employer" as defined in Chapter 23 of the Ann Arbor City Code and agrees to comply with the living wage provisions of Chapter 23 of the Ann Arbor City Code. The Consultant agrees to pay those employees providing Services to the City under this Agreement a "living wage," as defined in Section 1:815 of the Ann Arbor City Code, as adjusted in accordance with Section 1:815(3) and specified in Exhibit D; to post a notice approved by the City of the applicability of Chapter 23 in every location in which regular or contract employees providing services under this Agreement are working; to maintain records of compliance; if requested by the City, to provide documentation to verify compliance; to take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee or person contracted for employment in order to pay the living wage required by Section 1:815; and otherwise to comply with the requirements of Chapter 23. A copy of selected provisions of Chapter 23 of the Ann Arbor City Code is **attached as Exhibit D**.

## **VII. WARRANTIES BY THE CONSULTANT**

- A. The Consultant warrants that the quality of its Services under this Agreement shall conform to the level of professional quality performed by experts regularly rendering this type of service.
- B. The Consultant warrants that it has all the skills, experience, and professional licenses necessary to perform the Services specified in this Agreement.
- C. The Consultant warrants that it has available, or will engage, at its own expense, sufficient trained employees to provide the Services specified in this Agreement.
- D. The Consultant warrants that it is not, and shall not become overdue or in default to the City for any contract, debt, or any other obligation to the City including real and personal property taxes.

## **VIII. TERMINATION OF AGREEMENT**

- A. If either party is in breach of this Agreement for a period of fifteen (15) days following receipt of notice from the non-breaching party with respect to a breach, the non-breaching party may pursue any remedies available to it against the breaching party under applicable law, including but not limited to, the right to terminate this Agreement without further notice.
- B. The City may terminate this Agreement if it decides not to proceed with the Project by notice pursuant to Article XII. If the Project is terminated for reasons other than the breach of the Agreement by the Consultant, the Consultant shall be compensated for reasonable time spent and reasonable quantities of materials used prior to notification of termination.
- C. Consultant acknowledges that, if this Agreement extends for several fiscal years, continuation of this Agreement is subject to appropriation of funds for this Project. If funds to enable the City to effect continued payment under this Agreement are not appropriated or otherwise made available, the City shall have the right to terminate this Agreement without penalty at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to the Consultant. The Contract Administrator shall give the Consultant written notice of such non-appropriation within thirty (30) days after it receives notice of such non-appropriation.
- D. The remedies provided in this Agreement will be cumulative, and the assertion by a party of any right or remedy will not preclude the assertion by such party of any other rights or the seeking of any other remedies.

## **IX. OBLIGATIONS OF THE CITY**

- A. The City agrees to give the Consultant access to the Project area and other City-owned properties as required to perform the necessary Services under this Agreement.
- B. The City shall notify the Consultant of any defects in the Services of which the Contract Administrator has actual notice.

## **X. ASSIGNMENT**

- A. The Consultant shall not subcontract or assign any portion of any right or obligation under this Agreement without prior written consent from the City. Notwithstanding any consent by the City to any assignment, Consultant shall at all times remain bound to all warranties, certifications, indemnifications, promises and performances, however described, as are required of it under the Agreement unless specifically released from the requirement, in writing, by the City.
- B. The Consultant shall retain the right to pledge payment(s) due and payable under this Agreement to third parties.

## **XI. NOTICE**

All notices and submissions required under this Agreement shall be by personal delivery or by first-class mail, postage prepaid, to the address stated in this Agreement or such other address as either party may designate by prior written notice to the other. Notice shall be considered delivered under this Agreement when personally delivered to the Contract Administrator or placed in the U.S. mail, postage prepaid to the Administering Service Area/Unit, care of the Contract Administrator.

## **XII. CHOICE OF LAW**

This Agreement will be governed and controlled in all respects by the laws of the State of Michigan, including interpretation, enforceability, validity and construction. The parties submit to the jurisdiction and venue of the Circuit Court for Washtenaw County, State of Michigan, or, if original jurisdiction can be established, the United States District Court for the Eastern District of Michigan, Southern Division, with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient and waive any claim of non-convenience.

### **XIII. OWNERSHIP OF DOCUMENTS**

Upon completion or termination of this Agreement, all documents (i.e., deliverables) prepared by or obtained by the Consultant as provided under the terms of this Agreement shall be delivered to and become the property of the City. Original basic survey notes, sketches, charts, drawings, partially completed drawings, computations, quantities and other data shall remain in the possession of the Consultant as instruments of service unless specifically incorporated in a deliverable, but shall be made available, upon request, to the City without restriction or limitation on their use. The City acknowledges that the documents are prepared only for the Project. Prior to completion of the contracted Services the City shall have a recognized proprietary interest in the work product of the Consultant.

Unless otherwise stated in this Agreement, any intellectual property owned by Consultant prior to the effective date of this Agreement (i.e., preexisting information) shall remain the exclusive property of Consultant even if such Preexisting Information is embedded or otherwise incorporated in materials or products first produced as a result of this Agreement or used to develop Deliverables. The City's right under this provision shall not apply to any Preexisting Information or any component thereof regardless of form or media.

### **XIV. CONFLICT OF INTEREST**

Consultant certifies it has no financial interest in the Services to be provided under this Agreement other than the compensation specified herein. Consultant further certifies that it presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, which would conflict in any manner with its performance of the Services under this Agreement.

### **XV. SEVERABILITY OF PROVISIONS**

Whenever possible, each provision of this Agreement will be interpreted in a manner as to be effective and valid under applicable law. However, if any provision of this Agreement or the application of any provision to any party or circumstance will be prohibited by or invalid under applicable law, that provision will be ineffective to the extent of the prohibition or invalidity without invalidating the remainder of the provisions of this Agreement or the application of the provision to other parties and circumstances.

**XVI. EXTENT OF AGREEMENT**

This Agreement, together with any affixed exhibits, schedules or other documentation, constitutes the entire understanding between the City and the Consultant with respect to the subject matter of the Agreement and it supersedes, unless otherwise incorporated by reference herein, all prior representations, negotiations, agreements or understandings whether written or oral. Neither party has relied on any prior representations, of any kind or nature, in entering into this Agreement. This Agreement may be altered, amended or modified only by written amendment signed by the Consultant and the City.

**FOR CONSULTANT**

**FOR THE CITY OF ANN ARBOR**

By \_\_\_\_\_

Type name

By \_\_\_\_\_

John Hieftje, Mayor

Its

\_\_\_\_\_

Administrator

By \_\_\_\_\_

Jacqueline Beaudry, City Clerk

**Approved as to substance**

\_\_\_\_\_

Steven D. Powers, City Administrator

\_\_\_\_\_

**Approved as to Form and Content**

\_\_\_\_\_

Stephen K. Postema, City Attorney

## APPENDIX B FAIR EMPLOYMENT PRACTICE

The consultant, its agents or sub-contractors, shall comply with all requirements of Chapter 112 of Title IX of the Code of the City of Ann Arbor and in particular the following excerpts there from:

### 9:161 NONDISCRIMINATION BY CITY CONTRACTORS

- (1) All contractors proposing to do business with the City of Ann Arbor shall satisfy the nondiscrimination administrative policy adopted by the City Administrator in accordance with the guidelines of this section. All contractors shall receive approval from the Director prior to entering into a contract with the City, unless specifically exempted by administrative policy. All City contractors shall take affirmative action to insure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate inequality based upon race, national origin or sex.
- (2) Each prospective contractor shall submit to the City data showing current total employment by occupational category, sex and minority group. If, after verifying this data, the Director concludes that it indicates total minority and female employment commensurate with their availability within the contractor's labor recruitment area, i.e., the area from which the contractor can reasonably be expected to recruit, said contractor shall be accepted by the Director as having fulfilled affirmative action requirements for a period of one year at which time the Director shall conduct another review. Other contractors shall develop an affirmative action program in conjunction with the Director. Said program shall include specific goals and timetables for the hiring and promotion of minorities and females. Said goals shall reflect the availability of minorities and females within the contractor's labor recruitment area. In the case of construction contractors, the Director shall use for employment verification the labor recruitment area of the Ann Arbor-Ypsilanti standard metropolitan statistical area. Construction contractors determined to be in compliance shall be accepted by the Director as having fulfilled affirmative action requirements for a period of six (6) months at which time the Director shall conduct another review.
- (3) In hiring for construction projects, contractors shall make good faith efforts to employ local persons, so as to enhance the local economy.
- (4) All contracts shall include provisions through which the contractor agrees, in addition to any other applicable Federal or State labor laws:
  - (a) To set goals, in conference with the Human Resources Director, for each job category or division of the work force used in the completion of the City work;
  - (b) To provide periodic reports concerning the progress the contractor has made in meeting the affirmative action goals it has agreed to;



- (c) To permit the Director access to all books, records and accounts pertaining to its employment practices for the purpose of determining compliance with the affirmative action requirements.
- (5) The Director shall monitor the compliance of each contractor with the nondiscrimination provisions of each contract. The Director shall develop procedures and regulations consistent with the administrative policy adopted by the City Administrator for notice and enforcement of non-compliance. Such procedures and regulations shall include a provision for the posting of contractors not in compliance.
- (6) All City contracts shall provide further that breach of the obligation not to discriminate shall be a material breach of the contract for which the City shall be entitled, at its option, to do any or all of the following:
  - (a) To cancel, terminate, or suspend the contract in whole or part and/or refuse to make any required periodic payments under the contract;
  - (b) Declare the contractor ineligible for the award of any future contracts with the City for a specified length of time;
  - (c) To recover liquidated damages of a specified sum, said sum to be that percentage of the labor expenditure for the time period involved which would have accrued to minority group members had the affirmative action not been breached;
  - (d) Impose for each day of non-compliance, liquidated damages of a specified sum, based upon the following schedule:

Contract Amount	Damages Per Assessed Day of Non-Compliance
\$ 10,000 - 24,999	\$ 25.00
25,000 - 99,999	50.00
100,000 - 199,999	100.00
200,000 - 499,999	150.00
500,000 - 1,499,999	200.00
1,500,000 - 2,999,999	250.00
3,000,000 - 4,999,999	300.00
5,000,000 - and above	500.00

- (e) In addition the contractor shall be liable for any costs or expenses incurred by the City of Ann Arbor in obtaining from other sources the work and services to be rendered or performed or the goods or properties to be furnished or delivered to the City under this contract.

## City of Ann Arbor Procurement Office

### INSTRUCTIONS FOR CONTRACTORS

### For Completing CONTRACT COMPLIANCE FORM

#### City Policy

The “non discrimination in contracts” provision of the City Code, (Chapter 112, Section 9:161) requires contractors/vendors/grantees doing business with the City not to discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, condition of pregnancy, marital status, physical or mental limitations, source of income, family responsibilities, educational association, sexual orientation, gender identity or HIV status against any of their employees, any City employee working with them, or any applicant for employment. It also requires that the contractors/vendors/grantees include a similar provision in all subcontracts that they execute for City work or programs.

This Ordinance further requires that each prospective contractor/vendor submit employment data to the City showing current total employee breakdown by occupation, race and gender. This allows the Human Rights Office to determine whether or not the contractor/vendor has a workforce that is reflective of the availability of women and under-represented minorities within the contractor’s labor recruitment area (the area where they can reasonably be expected to recruit employees). ***This data is provided to the City on the Human Rights Contract Compliance Forms (attached).***

#### To complete the form:

- 1) **If a company has more than one location, then that company must complete 2 versions of the form.**
  - **Form #1** should contain the employment data for the **entire corporation**.
  - **Form #2** should contain the employment data for those employees:
    - who will be working on-site;
    - in the office responsible for completing the contract; or,
    - in the case of non-profit grantees, those employees working on the project funded by the City grant(s).
- 2) If the company has only one location, fill out Form #1 only.
- 3) Complete all data in the upper section of the form including the name of the person who completes the form and the name of the company/organization’s president.
- 4) Complete the Employment Data in the remainder of the form. Please be sure to complete all columns including the Total Columns on the far right side of the form, and the Total row and Previous Year Total row at the bottom of the form.
- 5) Return the completed form(s) to your contact in the City Department for whom you will be conducting the work.

#### **For assistance in completing the form, contact:**

City of Ann Arbor Procurement Office at  
734-794-6576

If a contractor is determined to be out of compliance, the Procurement Office will work with them to assist them in coming into compliance.

**CITY OF ANN ARBOR PROCUREMENT OFFICE  
HUMAN RIGHTS CONTRACT COMPLIANCE FORM**  
*Entire Organization (Totals for All Locations where applicable)*

**Form #1**

Name of Company/Organization \_\_\_\_\_ Date Form Completed \_\_\_\_\_

Name and Title of Person Completing this Form \_\_\_\_\_ Name of President \_\_\_\_\_

Address \_\_\_\_\_ County \_\_\_\_\_ Phone # \_\_\_\_\_  
(Street address) (City) (State) (Zip) (Area Code)

Fax# \_\_\_\_\_ Email Address \_\_\_\_\_  
(Area Code)

**EMPLOYMENT DATA**

Job Categories	Number of Employees (Report employees in only one category)												
	Male						Female						TOTAL COLUMNS A-L
	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	
	A	B	C	D	E	F	G	H	I	J	K	L	
Exec/Sr. Level Officials													
Supervisors													
Professionals													
Technicians													
Sales													
Admin. Support													
Craftspeople													
Operatives													
Service Workers													
Laborers/Helper													
Apprentices													
Other													
<b>TOTAL</b>													
<b>PREVIOUS YEAR TOTAL</b>													

**CITY OF ANN ARBOR PROCUREMENT OFFICE  
HUMAN RIGHTS CONTRACT COMPLIANCE FORM**  
Local Office (Only those employees that will do local or on-site work, if applicable)

Form #2

Name of Company/Organization \_\_\_\_\_ Date Form Completed \_\_\_\_\_

Name and Title of Person Completing this Form \_\_\_\_\_ Name of President \_\_\_\_\_

Address \_\_\_\_\_ County \_\_\_\_\_ Phone # \_\_\_\_\_  
(Street address) (City) (State) (Zip) (Area Code)

Fax# \_\_\_\_\_ Email Address \_\_\_\_\_  
(Area Code)

**EMPLOYMENT DATA**

Job Categories	Number of Employees (Report employees in only one category)												
	Male						Female						TOTAL COLUMNS A-L
	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	
	A	B	C	D	E	F	G	H	I	J	K	L	
Exec/Sr. Level Officials													
Supervisors													
Professionals													
Technicians													
Sales													
Admin. Support													
Craftspeople													
Operatives													
Service Workers													
Laborers/Helper													
Apprentices													
Other													
<b>TOTAL</b>													
<b>PREVIOUS YEAR TOTAL</b>													

<b>CITY OF ANN ARBOR LIVING WAGE ORDINANCE</b>
----------------------------------------------------

**RATE EFFECTIVE MAY 1, 2012 - ENDING APRIL 30, 2013**

**\$12.17 per hour**

If the employer provides health care benefits\*

**\$13.57 per hour**

If the employer does **NOT** provide health care benefits\*

Employers providing services to or for the City of Ann Arbor or recipients of grants or financial assistance from the City of Ann Arbor for a value of more than \$10,000 in a twelve-month period of time must pay those employees performing work on a City of Ann Arbor contract or grant, the above living wage.

## ENFORCEMENT

The City of Ann Arbor may recover back wages either administratively or through court action for the employees that have been underpaid in violation of the law. Persons denied payment of the living wage have the right to bring a civil action for damages in addition to any action taken by the City.

Violation of this Ordinance is punishable by fines of not more than \$500/violation plus costs, with each day being considered a separate violation. Additionally, the City of Ann Arbor has the right to modify, terminate, cancel or suspend a contract in the event of a violation of the Ordinance.

\* Health Care benefits include those paid for by the employer or making an employer contribution toward the purchase of health care. The employee contribution must not exceed \$.50 an hour for an average work week; and the employer cost or contribution must equal no less than \$1/hr for the average work week.

**For Additional Information or to File a Complaint Contact:**

**Linda Newton, Procurement Officer  
734/794-6576 or [Lnewton@a2gov.org](mailto:Lnewton@a2gov.org)**

The Law Requires Employers to Display This Poster Where Employees  
Can Readily See It.

**CITY OF ANN ARBOR  
LIVING WAGE ORDINANCE  
DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that employers providing services to the City or recipients of grants for financial assistance (in amounts greater than \$10,000 in a twelve-month period of time) pay their employees who are working on the City project or grant, a minimum level of compensation known as the **Living Wage**. This wage must be paid to the employees for the length of the contract/project.

*Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from the Ordinance. If this exemption applies to your firm, please check below:*

- \_\_\_\_\_ This **company** is exempt due to the fact that we employ or contract with fewer than 5 individuals.  
 \_\_\_\_\_ This **non-profit agency** is exempt due to the fact that we employ or contract with fewer than 10 employees.

The Ordinance requires that all contractors/vendors and/or grantees agree to the following terms:

- a) To pay each of its employees performing work on any covered contract or grant with the City, no less than the living wage, which is defined as \$12.17/hour when health care is provided, or no less than \$13.57/hour for those employers that do *not* provide health care. It is understood that the Living Wage will be adjusted each year on April 30, and covered employers will be required to pay the adjusted amount thereafter. The rates stated above include any adjustment for 2012.
- b) Please check the boxes below which apply to your workforce:
  - Employees who are assigned to *any covered* City project or grant will be paid at or above the applicable living wage without health benefits Yes \_\_\_\_\_ No \_\_\_\_\_

**OR**

  - Employees who are assigned to *any covered* City project or grant will be paid at or above the applicable living wage with health benefits Yes \_\_\_\_\_ No \_\_\_\_\_
- c) To post a notice approved by the City regarding the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- d) To provide the City payroll records or other documentation as requested; and,
- e) To permit access to work sites to City representatives for the purposes of monitoring compliance, investigating complaints or non-compliance.

The undersigned authorized representative hereby obligates the contractor/vendor or grantee to the above stated conditions under penalty of perjury and violation of the Ordinance.

Company Name	Address, City, State, Zip
Signature of Authorized Representative	Phone (area code)
Type or Print Name and Title	Email address
Date signed	

**Questions about this form? Please contact:**  
 Procurement Office City of Ann Arbor  
 Phone: 734/794-6576

APPENDIX E - SAMPLE CALENDAR

Cobblestone Farm

<b>May</b>						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3	4 Wedding S/T/C 1p-1a  220	5 Tours10a-1p Wedding S/T/C 1p-1a 175
6	7 Tear/Clean For Tomorrow CFA Meeting 7-8:30p downstairs	8 Elections	9	10	11 Wedding S/T/C 10a-1p; 5p-1a  155	12 Tours10a-1p Wedding S/T/C 2p-12a  150
13 Wedding S/T/C 10a-12p 3:30p- 11:30p  220	14	15	16	17 Wedding S/T/C 2p-1a  200	18 Wedding S/T/C 4p-12a  150	19 Tours10a-1p Wedding S/T/C 1:30p-12a  100
20 Wedding S/T/C 10a-12p 2p-10p  100	21 ESCS-NIME S/T/C 3:30p-9p  200	22	23	24	25 Wedding S/T/C 10a-12a  180	26 Tours10a-1p Wedding S/T/C 11a-1p 3p-1a  200
27 Wedding S/T/C 2p-12a  220	28   <i>Memorial Day Office Closed</i>	29	30	31 Wedding S/T/C 1p-11p  150	<div style="border: 2px solid black; padding: 10px; display: inline-block; background-color: black; color: white; font-size: 2em; font-weight: bold;">2012</div>	

Cobblestone Farm

**July**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>1</b> <b>Wedding</b> <b>S/T/C</b> <b>11a-1a</b>  <b>75</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> <b>Wedding</b> <b>S/T/C</b> <b>3pm-1am</b>  <b>150</b>	<b>6</b> <b>Wedding</b> <b>S/T/C</b> <b>12:30am</b>  <b>100</b>	<b>7</b> Tours 10a-1p <b>Wedding</b> <b>S/T/C</b> <b>3pm-1am</b>  <b>120</b>
<b>8</b> <b>Staff</b> <b>Retreat</b> <b>S/T/C</b>  <b>200</b>	<b>9</b> <b>CFA</b> <b>Meeting</b> <b>(house)</b>	<b>10</b>	<b>11</b>	<b>12</b> <b>Fundraiser</b> <b>S/T/C</b> <b>4pm-11pm</b>  <b>200</b>	<b>13</b> <b>Wedding</b> <b>S/T/C</b> <b>12:30-2:30</b> <b>4:30-12:30</b>  <b>200</b>	<b>14</b> Tours 10a-1p <b>Wedding</b> <b>S/T/C</b> <b>3pm-1am</b>  <b>190</b>
<b>15</b> <b>Wedding</b> <b>S/T/C</b> <b>12p-11p</b>  <b>170</b>	<b>16</b>	<b>17</b>	<b>18</b> <b>Set up for</b> <b>Thursdays</b> <b>Event</b>	<b>19</b> <b>Wedding</b> <b>S/T/C</b> <b>8a-11a</b> <b>5p-1a</b>  <b>150</b>	<b>20</b> <b>Wedding</b> <b>S/T/C</b> <b>3-1pm</b>  <b>150</b>	<b>21</b> Tours 10a-1p <b>Wedding</b> <b>S/T/C</b> <b>12pm-11pm</b> <b>150</b>
<b>22</b> <b>Wedding</b> <b>S/T/C</b> <b>12p-11p</b>  <b>150</b>	<b>23</b>	<b>24</b>	<b>25</b> <b>Wedding</b> <b>S/T/C</b> <b>City Use</b> <b>5:30-9:30</b>	<b>26</b>	<b>27</b> <b>Wedding</b> <b>S/T/C</b> <b>Noon-1am</b>  <b>190</b>	<b>28</b> Tours 10a-1p <b>Wedding</b> <b>S/T/C</b> <b>2pm-1am</b>  <b>120</b>
<b>29</b> <b>Wedding</b> <b>S/T/C</b> <b>2-12am</b>  <b>175</b>	<b>30</b>	<b>31</b>				

**2012**



Cobblestone Farm

**June**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1 Wedding S/T/C 2:30pm- 12:30pm 150	2 Tours-10a-1p Wedding S/T/C 2p-12a 100
3 Wedding S/T/C 10a-1:30p 4:30p-1a  110	4 CFA Meeting 7-8:30p downstairs	5	6	7 School Retreat S/T/C 5p-11p  125	8 Wedding S/T/C 1p-11p  200	9 Tours-10a-1p Company Retreat Clean only  70
10 Wedding S/T/C 12p-12a  100	11	12	13	14 Staff Retreat S/T/C 2:30-9:30  100	15 Wedding S/T/C 3p-1a  80	16 Tours-10a-1p Wedding S/T/C 11:30a- 11:30p  150
17 Wedding S/T/C 11a-11p  150	18	19	20 Staff Retreat S/T/C 8a-2p  90	21 Grad Party S/T/C 5p-10p  150	22 Wedding S/T/C 10:30-12:30a 3:30p-12:30a  170	23 Tours-10a-1p Wedding S/T/C 11a-1p 3p-1a  175
24 Wedding S/T/C 10a-12p 2p-10p  80	25 Staff Meeting 5pm – 8pm S/T/C	26	27	28 Wedding S/T/C 10a-1a  220	29 Wedding S/T/C 2:30p- 12:30a  125	30 Tours-10a-1p Wedding S/T/C 10a-1p 3p-1a 100

**2012**

Cobblestone Farm

# August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2 Wedding S/T/C 10a-1a  180	3 Wedding S/T/C 10p-12p 4p-1a  140	4 Tours10a-1p Riddle S/T/C 2p-1a  150
5 Wedding S/T/C Noon-10p  150	6 Tear/Clean Only for Tomorrow	7 <b>Elections</b>	8 Staff Retreat S/T/C 10a-5p  120	9 Staff Retreat S/T/C 7:30a-4p  400	10 Wedding S/T/C 4p-1a  200	11 Tours10a-1p Wedding S/T/C 12p-1a  150
12 Wedding S/T/C 1p-11p 150	13	14	15	16 Public Mtg Clean Only 6p-8p	17 Wedding S/T/C 11a-11p  140	18 Tours10a-1p Wedding S/T/C 2p-1a  175
19 Wedding S/T/C 10a-Noon 2p-10  150	20	21 CFA Market 2p-7p	22 Staff Retreat S/T/C 8:30-3:30 No Staff Needed  40	23 Wedding S/T/C for tomorrow 1-6pm  150	24 Wedding 2p-Midnight  150	25 Tours10a-1p Wedding S/T/C 1:30p- 12:30p  150
26 Party S/T/C 10a-8p  300	27	28 CFA Market 2p-7p	29	30 Wedding S/T/C 10a-1a  200	31 Wedding S/T/C 10:30-1 5:30-1a  200	

**2012**

Cobblestone Farm

**September**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1 Tours 10a-1p Wedding S/T/C 3p-1a 200
2 Wedding S/T/C 1p-1a  220	3  <i>Labor Day!</i> Office Closed!	4	5	6 Nonprofit meeting S/T/C 6:30p- 11:30p	7 Wedding S/T/C 10a-12a  120	8 Tours 10a-1p Wedding S/T/C 1p-1a  220
9 Wedding S/T/C 11a-11p  160	10 CFA Meeting Downstairs	11	12	13 Staff Retreat S/T/C 3p-11p  70	14 Wedding S/T/C 10a-12p 3p-1a  150	15 Tours 10a-1p Wedding S/T/C 10a-1p  150
16 Wedding S/T/C 10a-8p  150	17	18 Public Mtg S/T/C 6p – 8p	19 Public Meeting S/T/C 2:30p – 10:30p  200	20 Public Meeting 8:30a-4:30p  Nonprofit Meeting S/T/C 6:30p- 11:30p	21 Wedding S/T/C 10a-12a  150	22 Tours 10a-1p Wedding S/T/C 10a-11a & 2:45p- 12:45a  175
23 CFA Craft Fair 11-5	24 Clean only for Wednesday	25	26 Public Mtg S/T/C 6p – 8p	27 Staff Retreat S/T/C 2:30p-9:30p  80	28	29 Tours 10a-1p Wedding S/T/C 10:30a- 12:30p 4:30p- 12:30a 175
30 Wedding S/T/C 11:30a- 10:30p 200						

**2012**

Cobblestone Farm

**October**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Clean only for tomorrow	3 Rehearsal for Reaume 3p-4:45p <hr/> Public Mtg 5:30p-9p	4 Nonprofit Meeting S/T/C 6:30p- 11:30p	5 Wedding S/T/C 1p-12a  250	6 Tours10a-1p Wedding S/T/C 2p-1a  140
7 Wedding S/T/C 1p-12a  125	8 Wedding S/T/C 10a-1p 4p-11p  150	9 Staff Retreat S/T/C 8a-5p  100	10 Nonprofit Meeting Downstairs	11	12 Wedding S/T/C 1p-1a  150	13 Tours10a-1p Wedding S/T/C 2p-12a  210
14 Wedding S/T/C 10a-12p & 3p-11p  125	15 Wedding S/T/C 1:30p- 11:30p  150	16	17	18 Nonprofit Meeting S/T/C 6:30p- 11:30p	19 Wedding S/T/C 2p-1a  105	20 Tours10a-1p Wedding S/T/C 1p-11p  150
21 Wedding S/T/C 12p-10p  100	22	23	24 Nonprofit Meeting Clean Only 2p-10p	25 Wedding S/T/C 4:30p-9:30p  150	26 Wedding No S/T/C 3p-1a  150	27 Tours10a-1p
28 Wedding S/T/C 12p-11p  150	29	30	31  <i>Halloween</i>			

**2012**

Cobblestone Farm

**November**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1 Booked	2 Booked	3 Tours 10a-1p Booked
4 Booked	5 Booked	6 Booked	7	8	9 Booked	10 Tours 10a-1p Booked
11 Booked	12	13	14	15 Booked	16 Booked	17 Tours 10a-1p Booked
18 Booked	19	20	21	22  Thanksgiving Day Office Closed	23 Booked  Office Closed	24 Tours 10a-1p Booked  Office Closed
25	26	27	28	29 Booked	30 Booked	

**2012**

Cobblestone Farm

# December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1 Tours 10a-1p  Booked
2	3	4	5	6	7	8 Tours 10a-1p  Booked
9	10	11	12  Booked	13  Booked	14  Booked	15 Tours 10a-1p  Booked
16	17	18	19  Booked	20  Booked	21  Booked	22 Tours 10a-1p  Booked
23	24  Christmas Eve Office Closed at 12p	25  <b>Closed</b>  Christmas Day	26	27	28	29 Tours 10a-1p  Booked
30	31 Booked New Year's Eve Office Closed at 12p					

**2012**

Cobblestone Farm

**January**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3	4	5 Tours10a-1p  Booked
6	7	8	9	10	11	12 Tours10a-1p
13	14	15	16	17	18	19 Tours10a-1p  Booked
20	21	22	23	24	25	26 Tours10a-1p  Booked
27	28	29	31	31		

**2013**

Cobblestone Farm

**February**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2 Booked
3	4 CFA Meeting 7p-9p	5	6	7	8 CFA Winter Evening 7p-9p	9 Booked
10 CLOSED	11 FOR	12 FLOORS	13 CLOSED  Ash Wednesday	14 FOR  Valentine's Day	15 FLOORS	16 CLOSED
17 FOR FLOORS	18	19	20	21 Booked	22	23 Booked
24	25	26	27	28		

**2013**



Cobblestone Farm

**March**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2 Tours 10a-1p  Booked
3	4	5	6	7 Booked	8	9 Tours 10a-1p
10	11	12	13	14	15	16 Tours 10a-1p  Booked
17	18	19	20	21 Booked	22	23 Tours 10a-1p  Booked
24	25	26	27	28	29	30
31					<i>Good Friday</i>	
<i>Easter</i>						

**2014**

# April

## Cobblestone Farm

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b> CFA Meeting 7p-9p	<b>2</b>	<b>3</b>	<b>4</b> AASC	<b>5</b>	<b>6</b> Booked
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> Booked	<b>13</b> Booked
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> Booked	<b>20</b> Booked
<b>21</b> CFA Annual Meeting 2p-4p In barn	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> Booked	<b>27</b> Booked
<b>28</b> Booked	<b>29</b>	<b>30</b>				

# 2013