

INVITATION TO BID

City of Ann Arbor
Guy C. Larcom Municipal Building
Ann Arbor, Michigan 48107

Ladies and Gentlemen:

The undersigned, as Bidder, declares that this Bid is made in good faith, without fraud or collusion with any person or persons bidding on the same Contract; that this Bidder has carefully read and examined the bid documents, including City Nondiscrimination requirements and Declaration of Compliance Form, Living Wage requirements and Declaration of Compliance Form, Vendor Conflict of Interest Form, Notice of Pre-Bid Conference, Instructions to Bidders, Bid, Bid Forms, Contract, Bond Forms, General Conditions, Standard Specifications, Detailed Specifications, all Addenda, and the Plans (if applicable) and understands them. The Bidder declares that it conducted a full investigation at the site and of the work proposed and is fully informed as to the nature of the work and the conditions relating to the work's performance. The Bidder also declares that it has extensive experience in successfully completing projects similar to this one.

The Bidder acknowledges that it has not received or relied upon any representations or warrants of any nature whatsoever from the City of Ann Arbor, its agents or employees, and that this Bid is based solely upon the Bidder's own independent business judgment.

The undersigned proposes to perform all work shown on the plans or described in the bid documents, including any addenda issued, and to furnish all necessary machinery, tools, apparatus, and other means of construction to do all the work, furnish all the materials, and complete the work in strict accordance with all terms of the Contract of which this Bid is one part.

In accordance with these bid documents, and Addenda numbered #1, the undersigned, as Bidder, proposes to perform at the sites in and/or around Ann Arbor, Michigan, all the work included herein for the amounts set forth in the Bid Forms.

The Bidder declares that it has become fully familiar with the liquidated damage clauses for completion times and for compliance with City Code Chapter 112, understands and agrees that the liquidated damages are for the non-quantifiable aspects of non-compliance and do not cover actual damages that may be shown and agrees that if awarded the Contract, all liquidated damage clauses form part of the Contract.

The Bidder declares that it has become fully familiar with the provisions of Chapter 23 (Living Wage) of the Code of the City of Ann Arbor and that it understands and agrees to comply, to the extent applicable to employees providing services to the City under this Contract, with the wage and reporting requirements stated in the City Code provisions cited. Bidder certifies that the statements contained in the City Living Wage Declaration of Compliance Form are true and correct. Bidder further agrees that the cited provisions of Chapter 23 form a part of this Contract.

The Bidder declares that it has become familiar with the City Conflict of Interest Disclosure Form and certifies that the statement contained therein is true and correct.

The Bidder encloses a certified check or Bid Bond in the amount of 5% of the total of the Bid Price. The Bidder agrees both to contract for the work and to furnish the necessary Bonds and insurance documentation within 10 days after being notified of the acceptance of the Bid.

If this Bid is accepted by the City and the Bidder fails to contract and furnish the required Bonds and insurance documentation within 10 days after being notified of the acceptance of this Bid, then the Bidder shall be considered to have abandoned the Contract and the certified check or Bid Bond accompanying this Bid shall become due and payable to the City.

If the Bidder enters into the Contract in accordance with this Bid, or if this Bid is rejected, then the accompanying check or Bid Bond shall be returned to the Bidder.

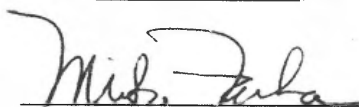
In submitting this Bid, it is understood that the right is reserved by the City to accept any Bid, to reject any or all Bids, to waive irregularities and/or informalities in any Bid, and to make the award in any manner the City believes to be in its best interest.

SIGNED THIS 27th DAY OF April, 2017.

RNA Facilities Management
Bidder's Name

2793 Plymouth Rd, Suite J
Ann Arbor, MI 48105
Official Address

877-762-7511
Telephone Number


Authorized Signature of Bidder

Mike Farha
(Print Name of Signer Above)

farha@rnafacilitiesmanagement.com
Email Address for Award Notice

LEGAL STATUS OF BIDDER

(The Bidder shall fill out the appropriate form and strike out the other three.)

Bidder declares that it is:

* A corporation organized and doing business under the laws of the State of Michigan, for whom Mike Farha, bearing the office title of COO, whose signature is affixed to this Bid, is authorized to execute contracts.

NOTE: If not incorporated in Michigan, please attach the corporation's Certificate of Authority

• A limited liability company doing business under the laws of the State of N/A, whom bearing the title of whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.

* A partnership, organized under the laws of the state of N/A and filed in the county of whose members are (list all members and the street and mailing address of each) (attach separate sheet if necessary):

* An individual, whose signature with address, is affixed to this Bid: N/A (initial here)

Authorized Official

Mike Farha Date April 27, 2017

(Print) Name Mike Farha Title Chief Operating Officer

Company: RNA Facilities Management

Address: 2793 Plymouth Rd, Suite J, Ann Arbor, MI 48105

Contact Phone () 877-762-7511 Fax () 888-762-8541

Email farha@rnafacilitiesmanagement.com

BID FORM

Section 1 – Schedule of Prices

Company: RNA FACILITIES MANAGEMENT

Project: **Janitorial Services**

PRICING OPTIONS:

If you do not check one of the following, your bid will be considered FIRM for the entire contract including renewals. (See option B)

- A. () Pricing per location is not subject to increase, but will be subject to reduction only in cases of identical prices being offered.
- B. () The price per location is firm for the entire contract period (including renewals).
- C. () The price per location is firm until June 30, 2018 and is then subject to adjustment with maximum allowable increases of _____% each year of the contract, including the three (3) one year renewal periods.
- D. (**X**) The price per location is firm until June 30, 2020 and is then subject to adjustment with maximum allowable increases of 3% for each of the three (3) one year renewal periods.

NOTE: Percentage figure must be shown to obtain consideration under options C or D above.

LOCATION PRICING:

A) 911 Dispatch Center (cleaned 7 days a week, including Holidays)

Monthly cost \$ 771.96 X 12 months = \$ 9,263.52 per year

B) Ann Arbor Municipal Center (cleaned 5 days a week, no Holidays)

Monthly cost \$ 12,735.77 X 12 months = \$ 152,829.24 per year

Additional Work Alternate: 2nd Floor of the Justice Center Police Department work areas to be cleaned weekends/holidays in addition to the 5 day a week cleaning listed above.

Monthly cost \$ 3,076.28 X 12 months = \$ 36,915.36 per year

C) Water Treatment Plant (cleaned 5 days a week, no Holidays)

Monthly cost \$ 2,254.69 X 12 months = \$ 27,056.28 per year

D) Wheeler Service Center, Public Works Operations and Vehicle Storage buildings only (cleaned 5 days a week, no Holidays)

Monthly cost \$ 1,799.24 X 12 months = \$ 21,590.88 per year

E) Wheeler Service Center, Fleet Services building only (cleaned 5 days a week, no Holidays)

Monthly cost \$ 666.49 X 12 months = \$ 7,997.88 per year

F) Veterans Memorial Park (cleaned 7 days a week, no Holidays)

Monthly cost \$ 1,622.39 X 12 months = \$ 19,468.68 per year

G) Senior Center (cleaned 4 days a week, no Holidays)

Monthly cost \$ 519.27 X 12 months = \$ 6,231.24 per year

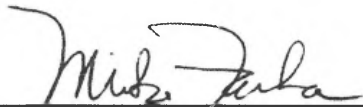
Additional Work Alternate: One-time cleaning of this location due to special events or rentals. cost \$ 75

H) Farmers Market (cleaning schedule changes by Season, see Service Times section)

Monthly cost \$ 103.94 X 12 months = \$ 1,247.28 per year

Total Annual Cost for All Locations \$ 282,600.37

(Excluding additional work alternate and any proposed yearly increases)



Signature of Authorized Representative of Bidder

BID FORM

Section 2 – Estimated Work Hours

Estimated Work Hours:

List the total estimated work hours to clean each location per day. (Example: 2 people working one hour each equals two total work hours)

A) 911 Dispatch Center

1 persons X 1 hours per day = Total Cleaning Hours 1 per day

B) Ann Arbor Municipal Center

6 persons X 5 hours per day = Total Cleaning Hours 30 per day

Additional Work Alternate: 2nd Floor Justice Center Police Department work areas

1 persons X 6.5 hours per day = Total Cleaning Hours 6.5 per day

C) Water Treatment Plant

2 persons X 2.25 hours per day = Total Cleaning Hours 4.5 per day

D) Wheeler Service Center – Public Work Operations and Vehicle Storage buildings

1 persons X 3 hours per day = Total Cleaning Hours 3 per day

E) Wheeler Service Center – Fleet Services building

1 persons X 2.5 hours per day = Total Cleaning Hours 2.5 per day

F) Veterans Memorial Park

1 persons X 2.5 hours per day = Total Cleaning Hours 2.5 per day

G) Senior Center

1 persons X 1 hours per day = Total Cleaning Hours 1 per day

H) Farmers Market

1 persons X .5 hours per day = Total Cleaning Hours .5 per day

The above numbers should be an estimate of the hours needed per day to complete **daily** task listed in the specifications. This is not a guaranteed staffing level.

Throughout the year, additional staffing will be needed to complete weekly, monthly, quarterly and semiannual tasks.

BID FORM

Section 3 - Time Alternate

If the Bidder takes exception to the required start time stipulated in the Contract, it is required to stipulate below its proposed time for starting the work. Consideration will be given to time in evaluating bids.

No exception. Please see below. Thank you.

If the Bidder does not suggest any time alternate, the Bidder **MUST** complete the following statement:

For the work outlined in this request for bid, the bidder does NOT propose any start time alternate under the Contract.

Signature of Authorized Representative of Bidder Mick Faha Date 4-27-2017

BID FORM

Section 4 - Major Subcontractors

For purposes of this Contract, a Subcontractor is anyone (other than the Contractor) who performs work (other than or in addition to the furnishing of materials, plans or equipment) at or about the site, directly or indirectly for or on behalf of the Contractor (and whether or not in privity of Contract with the Contractor), but shall not include any individual who furnishes merely the individual's own personal labor or services.

Contractor agrees that all subcontracts entered into by the Contractor shall contain similar wage provision to Section 4 of the General Conditions covering subcontractor's employees who perform work on this contract.

For the work outlined in these documents the Bidder expects to engage the following major subcontractors to perform the work identified:

<u>Subcontractor (Name and Address)</u>	<u>Work</u>	<u>Amount</u>
N/A		

If the Bidder does not expect to engage any major subcontractor, the Bidder **MUST** complete the following statement:

For the work outlined in this request for bid, the bidder does NOT expect to engage any major subcontractor to perform work under the Contract.

Signature of Authorized Representative of Bidder  Date 4-27-2017

BID FORM

Section 5 – References

On a separate sheet(s) provided with your Bid, each Bidder shall submit a minimum of three (3) References of agencies to which they have or are providing similar services as work require in this bid. At least one Reference should be a governmental agency.

Each Reference must include the information listed below:

- A) Business/Agency Name
- B) Point of Contact Name & Job Title
- C) Point of Contact Phone Number & Email Address
- D) Date Service Began
- E) Length of Service (# of years & months)
- F) Type of Service
- G) Numbers of Sites and Approximate Size of Sites that Bidder Services

Any major difference between the Bidder's provided information to the City and these References must be noted. Failure to list References without contacts will result in your Bid being disqualified. The City reserves the right to contact any Company for which Bidder has provided services, whether listed or not.

*Please see the following References page. Thank you.

ANN ARBOR DISTRICT LIBRARY

Address: 343 S. Fifth Ave, Ann Arbor (133,500 s.f.)

Contact: Len Lemorie, Facilities Manager

Phone: 734-395-2160, Email: lemoriel@aadl.org

Type of Work: Facilities / Custodial

WASHTENAW COUNTY

Address: 16 Facility Addresses

Contact: Nick Woods, Management

Phone: 734-260-2248, Email: woods@washtenaw.org

Type of Work: Facilities / Custodial

CITY OF YPSILANTI

Address: 1 S Huron St (57,000 s.f.)

Contact: Stan Kirton, Director of Public Services

Phone: 734-483-1421, Email: skirton@cityofypsilanti.com

Type of work: - Facilities / Custodial



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 an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here No. of employees _____

The Contractor or Grantee agrees:


- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$13.13/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$14.65/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance (Section 1:815(3)).

Check the applicable box below which applies to your workforce

- Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits
- Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

RNA FACILITIES MANAGEMENT
Company Name

Signature of Authorized Representative
4-27-2017
Date

2793 Plymouth Rd, Suite J
Street Address
Ann Arbor, MI 48105
City, State, Zip

Mike Farha, Chief Operating Officer
Print Name and Title

877-762-7511 / farha@rnafacilitiesmanagement.com
Phone/Email address



Vendor Conflict of Interest Disclosure Form

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Conflict of Interest Disclosure*	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee <hr/> <input type="checkbox"/> Interest in vendor's company <input type="checkbox"/> Other (please describe in box below)
N/A. RNA Facilities Management has no conflict of interest with the City of Ann Arbor. Thank you.	

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:		
RNA FACILITIES MANAGEMENT	877-762-7511	
Vendor Name	Vendor Phone Number	
	4-27-2017	Mike Farha
Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500, procurement@a2gov.org

**CITY OF ANN ARBOR
DECLARATION OF COMPLIANCE**

Non-Discrimination Ordinance


The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

The Contractor agrees:

- (a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy, including but not limited to an acceptable affirmative action program if applicable.
- (b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.
- (c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.
- (d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

RNA Facilities Management
Company Name

Signature of Authorized Representative
4-27-2017
Date

Mike Farha, Chief Operating Officer
Print Name and Title

2793 Plymouth Rd, Suite J, Ann Arbor, MI 48105
Address, City, State, Zip

877-762-7511 / farha@mafacilitiesmanagement.com
Phone/Email Address

Questions about the Notice or the City Administrative Policy, Please contact:
Procurement Office of the City of Ann Arbor
(734) 794-6500