DATE: NOVEMBER 20, 2019
BID NUMBER: B1900153
DESCRIPTION: CUSTODIAL SERVICES – DOWNTOWN BUILDINGS & CRIME LAB
DEPARTMENT: BUILDINGS & GROUNDS
MANDATORY PRE-BID CONFERENCE DATE: NOVEMBER 27, 2019
BID OPENING DATE: DECEMBER 9, 2019

1. NOTICE TO BIDDERS:

The Board of County Commissioners of Weld County, Colorado, by and through its Controller/Purchasing Director (collectively referred to herein as, “Weld County”), wishes to purchase the following:

CUSTODIAL SERVICES – DOWNTOWN BUILDINGS & CRIME LAB

A mandatory pre-bid conference will be held on November 27, 2019 at 4:00 PM at Weld County Buildings and Grounds, 1105 H Street, Greeley, CO 80631.

Bids will be received at the Office of the Weld County Purchasing Department in the Weld County Administration Building, 1150 O Street, Room #107, Greeley, CO 80631, until: 10:00 AM on December 9, 2019 (Weld County Purchasing Time Clock).

PAGES 1 – 8 OF THIS REQUEST FOR BIDS CONTAIN GENERAL INFORMATION FOR THE REQUEST NUMBER REFERRED TO ABOVE. NOT ALL OF THE INFORMATION CONTAINED IN PAGES 1-8 MAY BE APPLICABLE FOR EVERY PURCHASE. BID SPECIFICS FOLLOW PAGE 8.

2. INVITATION TO BID:

Weld County requests bids for the above-listed merchandise, equipment, and/or services. Said merchandise and/or equipment shall be delivered to the location(s) specified herein.

Bids shall include any and all charges for freight, delivery, containers, packaging, less all taxes and discounts, and shall, in every way, be the total net price which the bidder will expect the Weld County to pay if awarded the bid.

You can find information concerning this request at two locations: On the Weld County Purchasing website at https://www.weldgov.com/departments/purchasing/bids_proposals located under “Bids / Proposals / Tabulations”. And, on the Bidnet Direct website at www.bidnetdirect.com. Weld County Government is a member of BidNet Direct. BidNet Direct is an on-line notification system which is being utilized by multiple non-profit and governmental entities. Participating entities post their bids, quotes, proposals, addendums, and awards on this one centralized system.

Bid Delivery to Weld County – 2 methods:

1. Email. Emailed bids are preferred. Bids may be emailed to: bids@weldgov.com. Emailed bids must include the following statement on the email: “I hereby waive my right to a sealed bid”. An email confirmation will be sent when we receive your bid/proposal. If more than one copy of the bid is requested, you must submit/mail hard copies of the bid proposal.
2. **Mail or Hand Delivery.** Mailed (or hand delivered) bids should be sent in a sealed envelope with the bid title and bid number on it. Please address to: Weld County Purchasing Department, 1150 O Street, Room #107, Greeley, CO 80631. **Please call Purchasing at 970-400-4222 or 4223 if you have any questions.**

3. **INSTRUCTIONS TO BIDDERS: INTRODUCTORY INFORMATION**

Bids shall be typewritten or written in ink on forms prepared by the Weld County Purchasing Department. Each bid must give the full business address of bidder and be signed by him with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the legal name of the corporation, followed by the name of the state of the incorporation and by the signature and title of the president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A bid by a person who affixes to his signature the word "president," "secretary," "agent," or other title without disclosing his principal, may be held to be the bid of the individual signing. When requested by the Weld County Controller/Purchasing Director/Purchasing Director, satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished. A power of attorney must accompany the signature of anyone not otherwise authorized to bind the Bidder. All corrections or erasures shall be initialed by the person signing the bid. All bidders shall agree to comply with all of the conditions, requirements, specifications, and/or instructions of this bid as stated or implied herein. A bid by a person who affixes to his signature the word "president," "secretary," "agent," or other title without disclosing his principal, may be held to be the bid of the individual signing. When requested by the Weld County Controller/Purchasing Director/Purchasing Director, satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished. A power of attorney must accompany the signature of anyone not otherwise authorized to bind the Bidder. All corrections or erasures shall be initialed by the person signing the bid. All bidders shall agree to comply with all of the conditions, requirements, specifications, and/or instructions of this bid as stated or implied herein. All designations and prices shall be fully and clearly set forth. All blank spaces in the bid forms shall be suitably filled in. Bidders are required to use the Proposal Forms which are included in this package and on the basis indicated in the Bid Forms. The Bid Proposal must be filled out completely, in detail, and signed by the Bidder.

Late or unsigned bids shall not be accepted or considered. It is the responsibility of the bidder to ensure that the bid arrives in the Weld County Purchasing Department on or prior to the time indicated in Section 1, entitled, "Notice to Bidders." Bids received prior to the time of opening will be kept unopened in a secure place. No responsibility will attach to the Weld County Controller/Purchasing Director/Purchasing Director for the premature opening of a bid not properly addressed and identified. Bids may be withdrawn upon written request to and approval of the Weld County Controller/Purchasing Director/Purchasing Director; said request being received from the withdrawing bidder prior to the time fixed for award. Negligence on the part of a bidder in preparing the bid confers no right for the withdrawal of the bid after it has been awarded. Bidders are expected to examine the conditions, specifications, and all instructions contained herein, failure to do so will be at the bidders' risk.

In accordance with Section 14-9(3) of the Weld County Home Rule Charter, Weld County will give preference to resident Weld County bidders in all cases where said bids are competitive in price and quality. It is also understood that Weld County will give preference to suppliers from the State of Colorado, in accordance with C.R.S. § 30-11-110 (when it is accepting bids for the purchase of any books, stationery, records, printing, lithographing or other supplies for any officer of Weld County). Weld County reserves the right to reject any and all bids, to waive any informalities in the bids, to award the bid to multiple vendors, and to accept the bid that, in the opinion of the Board of County Commissioners, is to the best interests of Weld County. The bid(s) may be awarded to more than one vendor.

In submitting the bid, the bidder agrees that the signed bid submitted, all of the documents of the Request for Proposal contained herein (including, but not limited to the product specifications and scope of services), the formal acceptance of the bid by Weld County, and signature of the Chair of the Board of County Commissioners, together constitutes a contract, with the contract date being the date of signature by the Chair of the Board of County Commissioners.

4. **SUCCESSFUL BIDDER HIRING PRACTICES – ILLEGAL ALIENS**

Successful bidder certifies, warrants, and agrees that it does not knowingly employ or contract with an illegal alien who will perform work under this contract. Successful bidder will confirm the employment eligibility of all employees who are newly hired for employment in the United States to perform work under this contract.
Agreement, through participation in the E-Verify program or the State of Colorado program established pursuant to C.R.S. §8-17.5-102(5)(c). Successful bidder shall not knowingly employ or contract with an illegal alien to perform work under this Agreement or enter into a contract with a subcontractor that fails to certify with Successful bidder that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. Successful bidder shall not use E-Verify Program or State of Colorado program procedures to undertake pre-employment screening or job applicants while this Agreement is being performed. If Successful bidder obtains actual knowledge that a subcontractor performing work under the public contract for services knowingly employs or contracts with an illegal alien Successful bidder shall notify the subcontractor and County within three (3) days that Successful bidder has actual knowledge that a subcontractor is employing or contracting with an illegal alien and shall terminate the subcontract if a subcontractor does not stop employing or contracting with the illegal alien within three (3) days of receiving notice. Successful bidder shall not terminate the contract if within three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien. Successful bidder shall comply with reasonable requests made in the course of an investigation, undertaken pursuant to C.R.S. §8-17.5-102(5), by the Colorado Department of Labor and Employment. If Successful bidder participates in the State of Colorado program, Successful bidder shall, within twenty days after hiring a new employee to perform work under the contract, affirm that Successful bidder has examined the legal work status of such employee, retained file copies of the documents, and not altered or falsified the identification documents for such employees. Successful bidder shall deliver to County, a written notarized affirmation that it has examined the legal work status of such employee, and shall comply with all of the other requirements of the State of Colorado program. If Successful bidder fails to comply with any requirement of this provision or of C.R.S. §8-17.5-101 et seq., County, may terminate this Agreement for breach, and if so terminated, Successful bidder shall be liable for actual and consequential damages.

Except where exempted by federal law and except as provided in C.R.S. § 24-76.5-103(3), if Successful bidder receives federal or state funds under the contract, Successful bidder must confirm that any individual natural person eighteen (18) years of age or older is lawfully present in the United States pursuant to C.R.S. § 24-76.5-103(4), if such individual applies for public benefits provided under the contract. If Successful bidder operates as a sole proprietor, it hereby swears or affirms under penalty of perjury that it: (a) is a citizen of the United States or is otherwise lawfully present in the United States pursuant to federal law, (b) shall produce one of the forms of identification required by C.R.S. § 24-76.5-101, et seq., and (c) shall produce one of the forms of identification required by C.R.S. § 24-76.5-103 prior to the effective date of the contract.

5. GENERAL PROVISIONS

A. Fund Availability: Financial obligations of Weld County payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. By acceptance of the bid, Weld County does not warrant that funds will be available to fund the contract beyond the current fiscal year.

B. Trade Secrets and other Confidential Information: Weld County discourages bidders from submitting confidential information, including trade secrets, that cannot be disclosed to the public. If necessary, confidential information of the bidder shall be transmitted separately from the main bid submittal, clearly denoting in red on the information at the top the word, “CONFIDENTIAL.” However, the successful bidder is advised that as a public entity, Weld County must comply with the provisions of C.R.S. 24-72-201, et seq., the Colorado Open Records Act (CORA), with regard to public records, and cannot guarantee the confidentiality of all documents. The bidder is responsible for ensuring that all information contained within the confidential portion of the submittal is exempt from disclosure pursuant to C.R.S. 24-72-204(3)(a)(IV) (Trade secrets, privileged information, and confidential commercial, financial, geological, or geophysical data). If Weld County receives a CORA request for bid information marked “CONFIDENTIAL”, staff will review the confidential materials to determine whether any of them may be withheld from disclosure pursuant to CORA, and disclose those portions staff determines are not protected from disclosure. Weld County staff will not be responsible for redacting or identifying Confidential information which is included within the body of
the bid and not separately identified. Any document which is incorporated as an exhibit into any contract executed by the County shall be a public document regardless of whether it is marked as confidential.

C. **Governmental Immunity**: No term or condition of the contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections or other provisions, of the Colorado Governmental Immunity Act §§24-10-101 et seq., as applicable now or hereafter amended.

D. **Independent Contractor**: The successful bidder shall perform its duties hereunder as an independent contractor and not as an employee. He or she shall be solely responsible for its acts and those of its agents and employees for all acts performed pursuant to the contract. Neither the successful bidder nor any agent or employee thereof shall be deemed to be an agent or employee of Weld County. The successful bidder and its employees and agents are not entitled to unemployment insurance or workers’ compensation benefits through Weld County and Weld County shall not pay for or otherwise provide such coverage for the successful bidder or any of its agents or employees. Unemployment insurance benefits will be available to the successful bidder and its employees and agents only if such coverage is made available by the successful bidder or a third party. The successful bidder shall pay when due all applicable employment taxes and income taxes and local head taxes (if applicable) incurred pursuant to the contract. The successful bidder shall not have authorization, express or implied, to bind Weld County to any agreement, liability or understanding, except as expressly set forth in the contract. The successful bidder shall have the following responsibilities with regard to workers’ compensation and unemployment compensation insurance matters: (a) provide and keep in force workers’ compensation and unemployment compensation insurance in the amounts required by law, and (b) provide proof thereof when requested to do so by Weld County.

E. **Compliance with Law**: The successful bidder shall strictly comply with all applicable federal and state laws, rules and regulations in effect or hereafter established, including without limitation, laws applicable to discrimination and unfair employment practices.

F. **Choice of Law**: Colorado law, and rules and regulations established pursuant thereto, shall be applied in the interpretation, execution, and enforcement of the contract. Any provision included or incorporated herein by reference which conflicts with said laws, rules and/or regulations shall be null and void.

G. **No Third-Party Beneficiary Enforcement**: It is expressly understood and agreed that the enforcement of the terms and conditions of the contract, and all rights of action relating to such enforcement, shall be strictly reserved to the undersigned parties and nothing in the contract shall give or allow any claim or right of action whatsoever by any other person not included in the contract. It is the express intention of the undersigned parties that any entity other than the undersigned parties receiving services or benefits under the contract shall be an incidental beneficiary only.

H. **Attorney’s Fees/Legal Costs**: In the event of a dispute between Weld County and the successful bidder, concerning the contract, the parties agree that Weld County shall not be liable to or responsible for the payment of attorney fees and/or legal costs incurred by or on behalf of the successful bidder.

I. **Disadvantaged Business Enterprises**: Weld County assures that disadvantaged business enterprises will be afforded full opportunity to submit bids in response to all invitations and will not be discriminated against on the grounds of race, color, national origin, sex, age, or disability in consideration for an award.

J. **Procurement and Performance**: The successful bidder agrees to procure the materials, equipment and/or products necessary for the project and agrees to diligently provide all services, labor, personnel and materials necessary to perform and complete the project. The successful bidder shall further be responsible for the timely completion, and acknowledges that a failure to comply with the standards and requirements outlined in the Bid within the time limits prescribed by County may result in County’s decision to withhold payment or to terminate this Agreement.
K. **Term:** The term of this Agreement begins upon the date of the execution of this Agreement by County, and shall continue through and until successful bidder’s completion of the responsibilities described in the Bid.

L. **Termination:** County has the right to terminate this Agreement, with or without cause on thirty (30) days written notice. Furthermore, this Agreement may be terminated at any time without notice upon a material breach of the terms of the Agreement.

M. **Extension or Modification:** Any amendments or modifications to this agreement shall be in writing signed by both parties. No additional services or work performed by the successful bidder shall be the basis for additional compensation unless and until the successful bidder has obtained written authorization and acknowledgement by County for such additional services. Accordingly, no claim that the County has been unjustly enriched by any additional services, whether or not there is in fact any such unjust enrichment, shall be the basis of any increase in the compensation payable hereunder.

N. **Subcontractors:** The successful bidder acknowledges that County has entered into this Agreement in reliance upon the particular reputation and expertise of the successful bidder. The successful bidder shall not enter into any subcontractor agreements for the completion of this Project without County’s prior written consent, which may be withheld in County’s sole discretion. County shall have the right in its reasonable discretion to approve all personnel assigned to the subject Project during the performance of this Agreement and no personnel to whom County has an objection, in its reasonable discretion, shall be assigned to the Project. The successful bidder shall require each subcontractor, as approved by County and to the extent of the Services to be performed by the subcontractor, to be bound to the successful bidder by the terms of this Agreement, and to assume toward the successful bidder all the obligations and responsibilities which the successful bidder, by this Agreement, assumes toward County. County shall have the right (but not the obligation) to enforce the provisions of this Agreement against any subcontractor hired by the successful bidder and the successful bidder shall cooperate in such process. The successful bidder shall be responsible for the acts and omissions of its agents, employees and subcontractors.

O. **Warranty:** The successful bidder warrants that services performed under this Agreement will be performed in a manner consistent with the standards governing such services and the provisions of this Agreement. The successful bidder further represents and warrants that all services shall be performed by qualified personnel in a professional and workmanlike manner, consistent with industry standards, and that all services will conform to applicable specifications. In addition to the foregoing warranties, Contractor is aware that all work performed on this Project pursuant to this agreement is subject to a one-year warranty period during which Contractor must correct any failures or deficiencies caused by contractor’s workmanship or performance.

The bidder warrants that the goods to be supplied shall be merchantable, of good quality, and free from defects, whether patent or latent. The goods shall be sufficient for the purpose intended and conform to the minimum specifications herein. The successful bidder shall warrant that he has title to the goods supplied and that the goods are free and clear of all liens, encumbrances, and security interests.

Service Calls in the First One Year Period: The successful bidder shall bear all costs for mileage, travel time, and service trucks used in the servicing (including repairs) of any of the goods to be purchased by Weld County, Colorado, pursuant to this bid for as many service calls as are necessary for the first one (1) year period after said goods are first supplied to Weld County.

Bidder shall submit with their bids the following information pertaining to the equipment upon which the bids are submitted:

1. Detailed equipment specifications to include the warranty.
2. Descriptive literature.

P. **Non-Assignment:** The successful bidder may not assign or transfer this Agreement or any interest therein or claim thereunder, without the prior written approval of County. Any attempts by the successful
bidder to assign or transfer its rights hereunder without such prior approval by County shall, at the option of County, automatically terminate this Agreement and all rights of the successful bidder hereunder. Such consent may be granted or denied at the sole and absolute discretion of County.

Q. **Interruptions:** Neither party to this Agreement shall be liable to the other for delays in delivery or failure to deliver or otherwise to perform any obligation under this Agreement, where such failure is due to any cause beyond its reasonable control, including but not limited to Acts of God, fires, strikes, war, flood, earthquakes or Governmental actions.

R. **Non-Exclusive Agreement:** This Agreement is nonexclusive and County may engage or use other contractors or persons to perform services of the same or similar nature.

S. **Employee Financial Interest/Conflict of Interest – C.R.S. §§24-18-201 et seq. and §24-50-507.** The signatories to this Agreement agree that to their knowledge, no employee of Weld County has any personal or beneficial interest whatsoever in the service or property which is the subject matter of this Agreement. County has no interest and shall not acquire any interest direct or indirect, that would in any manner or degree interfere with the performance of the successful bidder’s services and the successful bidder shall not employ any person having such known interests. During the term of this Agreement, the successful bidder shall not engage in any business or personal activities or practices or maintain any relationships which actually conflicts with or in any way appear to conflict with the full performance of its obligations under this Agreement. Failure by the successful bidder to ensure compliance with this provision may result, in County’s sole discretion, in immediate termination of this Agreement. No employee of the successful bidder nor any member of the successful bidder’s family shall serve on a County Board, committee or hold any such position which either by rule, practice or action nominates, recommends, supervises the successful bidder’s operations, or authorizes funding to the successful bidder.

T. **Severability:** If any term or condition of this Agreement shall be held to be invalid, illegal, or unenforceable by a court of competent jurisdiction, this Agreement shall be construed and enforced without such provision, to the extent that this Agreement is then capable of execution within the original intent of the parties.

U. **Binding Arbitration Prohibited:** Weld County does not agree to binding arbitration by any extra-judicial body or person. Any provision to the contrary in the contract or incorporated herein by reference shall be null and void.

V. **Board of County Commissioners of Weld County Approval:** This Agreement shall not be valid until it has been approved by the Board of County Commissioners of Weld County, Colorado or its designee.

W. **Compensation Amount:** Upon the successful bidder’s successful completion of the service, and County’s acceptance of the same, County agrees to pay an amount no greater than the amount of the accepted bid. The successful bidder acknowledges no payment in excess of that amount will be made by County unless a “change order” authorizing such additional payment has been specifically approved by the County’s delegated employee, or by formal resolution of the Weld County Board of County Commissioners, as required pursuant to the Weld County Code.

X. **Taxes:** County will not withhold any taxes from monies paid to the successful bidder hereunder and the successful bidder agrees to be solely responsible for the accurate reporting and payment of any taxes related to payments made pursuant to the terms of this Agreement. Contractor shall not be entitled to bill at overtime and/or double time rates for work done outside of normal business hours unless specifically authorized in writing by County.

6. **INSURANCE REQUIREMENTS**

General Requirements: Successful bidders must secure, at or before the time of execution of any agreement or commencement of any work, the following insurance covering all operations, goods or services provided pursuant to this request. Successful bidders shall keep the required insurance coverage in force at all
times during the term of the Agreement, or any extension thereof, and during any warranty period. The required insurance shall be underwritten by an insurer licensed to do business in Colorado and rated by A.M. Best Company as “A” VIII or better. Each policy shall contain a valid provision or endorsement stating “Should any of the above-described policies be canceled or should any coverage be reduced before the expiration date thereof, the issuing company shall send written notice to the Weld County Controller/Purchasing Director/Purchasing Director by certified mail, return receipt requested. Such written notice shall be sent thirty (30) days prior to such cancellation or reduction unless due to non-payment of premiums for which notice shall be sent ten (10) days prior. If any policy is in excess of a deductible or self-insured retention, County must be notified by the Successful bidder. Successful bidder shall be responsible for the payment of any deductible or self-insured retention. County reserves the right to require Successful bidder to provide a bond, at no cost to County, in the amount of the deductible or self-insured retention to guarantee payment of claims.

The insurance coverages specified in this Agreement are the minimum requirements, and these requirements do not decrease or limit the liability of Successful bidder. The County in no way warrants that the minimum limits contained herein are sufficient to protect the Successful bidder from liabilities that might arise out of the performance of the work under this Contract by the Successful bidder, its agents, representatives, employees, or subcontractors. The successful bidder shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages. The successful bidder is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types. The successful bidder shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this Agreement. Any modification to these requirements must be made in writing by Weld County.

The successful bidder stipulates that it has met the insurance requirements identified herein. The successful bidder shall be responsible for the professional quality, technical accuracy, and quantity of all materials and services provided, the timely delivery of said services, and the coordination of all services rendered by the successful bidder and shall, without additional compensation, promptly remedy and correct any errors, omissions, or other deficiencies.

INDEMNITY: The successful bidder shall defend, indemnify and hold harmless County, its officers, agents, and employees, from and against injury, loss damage, liability, suits, actions, or claims of any type or character arising out of the work done in fulfillment of the terms of this Contract or on account of any act, claim or amount arising or recovered under workers’ compensation law or arising out of the failure of the successful bidder to conform to any statutes, ordinances, regulation, law or court decree. The successful bidder shall be fully responsible and liable for any and all injuries or damage received or sustained by any person, persons, or property on account of its performance under this Agreement or its failure to comply with the provisions of the Agreement, or on account of or in consequence of neglect of The successful bidder in its methods or procedures; or in its provisions of the materials required herein, from any claims or amounts arising or recovered under the Worker’s Compensation Act, or other law, ordinance, order, or decree. This paragraph shall survive expiration or termination hereof. It is agreed that the successful bidder will be responsible for primary loss investigation, defense and judgment costs where this contract of indemnity applies. In consideration of the award of this contract, the successful bidder agrees to waive all rights of subrogation against the County its associated and/or affiliated entities, successors, or assigns, its elected officials, trustees, employees, agents, and volunteers for losses arising from the work performed by the successful bidder for the County. A failure to comply with this provision shall result in County’s right to immediately terminate this Agreement.

Types of Insurance: The successful bidder shall obtain, and maintain at all times during the term of any Agreement, insurance in the following kinds and amounts:

Workers’ Compensation Insurance as required by state statute, and Employer’s Liability Insurance covering all of the successful bidder’s employees acting within the course and scope of their employment. Policy shall contain a waiver of subrogation against the County. This requirement shall not apply when a successful bidder or subcontractor is exempt under Colorado Workers’ Compensation Act., AND when such successful bidder or subcontractor executes the appropriate sole proprietor waiver form.
Commercial General Liability Insurance for bodily injury, property damage, and liability assumed under an insured contract, and defense costs, with the minimum limits must be as follows:
$1,000,000 each occurrence;
$2,000,000 general aggregate;
$2,000,000 products and completed operations aggregate;
$1,000,000 Personal Advertising injury

Automobile Liability: Successful bidder shall maintain limits of $1,000,000 for bodily injury per person, $1,000,000 for bodily injury for each accident, and $1,000,000 for property damage applicable to all vehicles operating both on County property and elsewhere, for vehicles owned, hired, and non-owned vehicles used in the performance of this Contract.

Successful bidders shall secure and deliver to the County at or before the time of execution of this Agreement, and shall keep in force at all times during the term of the Agreement as the same may be extended as herein provided, a commercial general liability insurance policy, including public liability and property damage, in form and company acceptable to and approved by said Administrator, covering all operations hereunder set forth in the Request for Bid.

Proof of Insurance: County reserves the right to require the successful bidder to provide a certificate of insurance, a policy, or other proof of insurance as required by the County's Risk Administrator in his sole discretion.

Additional Insureds: For general liability, excess/umbrella liability, pollution legal liability, liquor liability, and inland marine, Successful bidder’s insurer shall name County as an additional insured.

Waiver of Subrogation: For all coverages, Successful bidder’s insurer shall waive subrogation rights against County.

Subcontractors: All subcontractors, sub-subcontractors, independent contractors, sub-vendors, suppliers or other entities providing goods or services required by this Agreement shall be subject to all of the requirements herein and shall procure and maintain the same coverages required of Successful bidder. Successful bidder shall include all such subcontractors, independent contractors, sub-vendors suppliers or other entities as insureds under its policies or shall ensure that all subcontractors maintain the required coverages. Successful bidder agrees to provide proof of insurance for all such subcontractors, independent contractors, sub-vendors suppliers or other entities upon request by the County.

The terms of this Agreement are contained in the terms recited in this Request for Bid and in the Response to the Bid each of which forms an integral part of this Agreement. Those documents are specifically incorporated herein by this reference.
SPECIFICATIONS AND/OR SCOPE OF WORK AND PROPOSED PRICING:

Weld County is seeking bids to perform custodial services for its downtown buildings located in Greeley, CO.

Except for the Crime Lab, the buildings are expected to be cleaned five days per week (Monday through Friday) \textbf{after 6 PM} per the requirements detailed in this bid.

The Crime Lab must be cleaned during business hours when staff is present. You will need to schedule cleaning with the Lab Director. This facility is cleaned three days per week.

The buildings are:

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<thead>
<tr>
<th>Building</th>
<th>Location</th>
<th>Approximate Cleanable Sq. Ft</th>
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<tbody>
<tr>
<td>Court House</td>
<td>901 9th Ave., Greeley</td>
<td>47,298</td>
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<td>Centennial</td>
<td>915 10th St., Greeley</td>
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<td>Plaza West</td>
<td>910 10th Ave., Greeley</td>
<td>49,307</td>
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<td>West Annex – North</td>
<td>901 10th Ave., Greeley</td>
<td>3,728</td>
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<td>West Annex – South</td>
<td>903 10th Ave., Greeley</td>
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<tr>
<td>Veteran’s Services</td>
<td>1008 9th St., Greeley</td>
<td>1,862</td>
</tr>
<tr>
<td>Marlboro Building</td>
<td>934 9th Ave., Greeley</td>
<td>15,142</td>
</tr>
<tr>
<td>918</td>
<td>918 10th St., Greeley</td>
<td>9,750</td>
</tr>
<tr>
<td>Crime Lab</td>
<td>2329 115th Ave., Greeley</td>
<td>19,996</td>
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**BUILDING INFORMATION** for Carpet and VCT

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<th>BUILDING</th>
<th>Carpet</th>
<th>VCT</th>
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<td>Court House</td>
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<td>Centennial</td>
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<td>West Annex – South</td>
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<td>Veteran’s Services</td>
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<td>Marlboro Building</td>
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</tbody>
</table>
1. **Regular Services.** The following is the Task Schedule for Regular Services:

**A. General, Private Offices, Lobby and Lounges:**

**Daily**
- Empty wastebaskets and replace liners as needed
- Dust all exposed filing cabinets, tables, bookcases and shelves
- Clean and sanitize fountains
- Spot clean reception lobby glass including front door and any other partition or door glass
- Dust mop resilient and hard floors
- Vacuum carpeted floors in traffic lanes only
- Damp mop resilient/hard surface floors
- Spot clean spills and stains on carpeted and resilient/hard surface floors
- Remove bags of shredded paper left outside of the shredder machine

**Weekly**
- Low dust all horizontal surfaces below 36” including sills, ledges, moldings, shelves, picture frames, ducts, radiators, etc.
- High dust all horizontal surfaces above 72” including shelves, moldings, ledges, etc.
- Clean entire interior glass in partitions and doors
- Dust venetian blinds
- Remove dust and cobwebs from ceiling areas
- Vacuum wall-to-wall – including underneath desks in cubicles and offices
- Stairwells – dust all horizontal surfaces, spot clean walls, sweep and mop stairs and landings
- Wipe down chair mats

**Monthly**
- Machine scrub all resilient/hard surface floors
- Machine scrub and burnish all VCT flooring

**Quarterly**
- Machine scrub and add finish (2-coats, min. 18% solids) to all VCT floors

**B. Restrooms, Washrooms, Showers:**

**Daily**
- Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals, hand basins
- Clean all glass and mirrors
- Empty all containers and disposals, insert liners as required, spot clean and sanitize
- Empty and sanitize interior of sanitary container
- Spot clean all walls, doors, kick plates, light switches and partitions
- Refill all dispensers to normal limits (no air fresheners)
- Sweep, damp mop and sanitize hard floors

**Weekly**
- Low dust all horizontal surfaces below 36”
- High dust all horizontal surfaces above 72”
- Flush floor drains
- Full sanitization of hard floors, horizontal surfaces, stall divider walls and plumbing fixtures
Monthly
- Machine scrub hard surface floors
- Machine scrub and burnish VCT

Quarterly
- Machine scrub and add finish (2-coats, min. 18% solids) to all VCT

C. Eating Areas (Lunch room, cafeteria, dining room, kitchen, vending):

Daily
- Damp clean and sanitize table tops, seats and back of chairs
- Clean, polish and refill napkin holders
- Empty all containers and disposals – spot clean exterior
- Refill all dispensers to normal limits
- Clean and sanitize drinking fountain
- Spot clean doors, frames, light switches, kick and push plates, handles, walls and glass
- Dust mop resilient/hard surface floors
- Damp mop resilient/hard surface floors
- Vacuum entire carpeted areas
- Spot clean spills and stains on carpeted and resilient/hard surface floors

Weekly
- Damp clean pedestals or legs
- Low dust horizontal surfaces below 36”
- High dust horizontal surfaces above 72”
- Clean entire interior glass in partitions and doors

Monthly
- Machine scrub all resilient floors
- Machine scrub and burnish all VCT flooring

Quarterly
- Machine scrub and add finish (2-coats, min. 18% solids) to all VCT floors

D. Building Entrances (Up to 10 feet outside of entry doors):

Daily
- Sweep sidewalk
- Vacuum walk-off mats
- Clean entry door glass
- **Empty outside trash** (some of these are beyond 10 feet)
- Sweep/vacuum and spot clean stairwells

Weekly
- Clean trash containers

E. Elevators:

Daily
- Sweep/Vacuum
- Spot clean doors and walls
- Clean spots and spills from carpet/floors
Weekly
- Wipe down entire doors and walls (stainless steel clean as needed)

F. Special Cleaning:
- There are secured stairwells within the Plaza West building that require Weld County staff assistance for access. These areas need to be swept and dusted monthly.

2. General Operating Instructions. The following is a listing of General Operating Instructions:

A. Notify building contact (Custodial Supervisor or Security) of any irregularities (e.g. defective plumbing, unlocked doors, lights left on, etc.).
B. At the end of shift, turn off all lights except those to be left on, close windows and lock all doors, set alarm.
C. Contact Security each time you enter and exit all buildings after-hours.
D. You are NOT required to service Bio-Hazard trash containers or recycling containers.
E. You are NOT required to service shredding machines, but if the shredding is left outside the shredder, you need to take it out with the rest of the trash. If boxes or other small items are marked “trash,” you need to take it out with the rest of the trash.
F. If an individual office door is closed and locked, do not enter it; if it is closed but not locked, it must be entered and serviced.
G. Perform monthly building walk-through reviews with Weld County Custodial Supervisor.
H. Notify the Custodial Supervisor of the schedule for all monthly and quarterly floor work at least one week prior to the work being performed.
I. The Contractor will ensure that only assigned personnel will be permitted on County premises and no other personnel including, but not limited to, salesmen, friends, relatives, or minors will be allowed on County premises without prior notice and approval from the County.
J. Contractor shall provide a list of contractor supervisor(s) and personnel who will be working in which facility.
K. The Contractor shall establish and implement adequate methods of ensuring that all keys/access cards entrusted to the Contractor by the County are not lost or misplaced and are not used by unauthorized persons. No keys issued to the Contractor shall be duplicated. The Contractor shall report the occurrence of a lost key immediately to the Custodial Supervisor or Superintendent. Costs associated with key replacement and any need to re-key locks will be the sole responsibility of the Contractor.
L. The Contractor shall prohibit its employees from disturbing papers on desks, opening desk drawers or cabinets, or using telephones or equipment provided for County use only. When the Contractor’s employee is found in violation of the foregoing, the employee shall be escorted to the nearest exit, and the Contractor shall be notified that such employee shall not be allowed entrance to the facility in the future until reauthorized by the Director of Buildings and Grounds.
M. Contractor guarantees that an employee or supervisor will be fluent in English and be able to effectively communicate with all members of their staff so that there is no breakdown in passing work related requests/information between custodians and the Weld County staff. Contractor will ensure that all employees working within County facilities can read and understand warning signs that are written in English.
N. Any intentional or unintentional damage caused by Contractor’s employees to County property or theft of County property will be settled in accordance with the insurance carried by Contractor.
O. Employees of the contractor are not considered employees of the County. Therefore, the contractor shall provide workers’ compensation insurance coverage for all persons employed to perform the work to be done under the contract and assure that all workers will receive the compensation for compensable injuries. A copy of the workers compensation policy is required to be submitted to the County as part of this proposal.
P. Contractor shall be allowed job-related use (e.g. calling Security for check in/out procedures) of County telephones at no cost to the Contractor.
Q. Contractor may store supplies, materials, and equipment in storage areas within the County building facilities as designated by the Custodial Supervisor. Contractor agrees to keep his portion of this storage area in accordance with applicable fire and safety regulations.

3. Undocumented Workers and Criminal Record Verification. The following is a listing of requirements for undocumented workers and criminal record verification:

A. Contractor certifies that the Contractor shall comply with the provisions of section 8-17.5-101 et seq., C.R.S. The vendor/contractor shall not knowingly employ undocumented worker(s) to perform work under this contract, or enter into a contract with a subcontractor that fails to certify to the vendor/contractor that the subcontractor shall not knowingly employ or contract with an undocumented worker to perform work. If the vendor/contractor obtains actual knowledge work performing work under this contract knowingly employs or contracts with an undocumented worker, the vendor/contractor shall:

   a. Notify the subcontractor and the Buildings and Grounds Director within three days that the vendor/contractor has actual knowledge that the subcontractor is employing or contracting with an undocumented worker; and
   b. Terminate the subcontract if within three days of receiving actual notice the subcontractor does not stop employing or contracting with the undocumented worker, except that the vendor/contractor shall not terminate the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an undocumented worker.
   c. The vendor/contractor shall comply with any reasonable request by the Department of Labor and Employment made in the course of an investigation that the department is undertaking pursuant to C.R.S. § 8-17.5-102(5).

B. Successful respondent/vendor will be required to complete criminal record checks on all employees who work on County property for this contract. Employees who have been convicted of a theft in the past 5 years or a violent or serious felony will not be permitted to work in County facilities. Provide results of all background checks to the Buildings and Grounds Director for review. Provide background check results for any additional personnel hired during the course of this contract to the Buildings and Grounds Director for review. Background checks must be updated annually.

C. If the vendor/contractor violates the provisions of this section, the County may terminate the contract for breach and the vendor/contractor shall be liable for actual and consequential damages.

4. Sub-contracting. No portion of this proposal may be subcontracted without the prior written approval by the County.

5. Contractor Supplied Items. The contractor will supply:

   A. All cleaning supplies and equipment
   B. Supervision of cleaning crews
   C. Uniforms for cleaning staff with company logo and badge
   D. Notify Weld custodial supervisor at least one week in advance of floor work/schedule
   E. Safety Data Sheets (SDS) on all products used in buildings
   F. Vacuums with beater bars may be required if necessary.

6. Consumable items. A listing of current consumables is identified in the following table. You are required to maintain these items for each building that you service. This is to be done by completing an inventory of each item and submitting an order to Weld County Buildings and Grounds weekly. The order will be shipped to your buildings by our consumables’ supplier. You are required to meet their truck to receive these weekly shipments and see to it that they are secured inside the buildings.
Product
- Toilet tissue Jumbo Jr. 2-ply
- Toilet tissue Universal 2-ply
- Multi-Fold towels
- EnMotion Roll towels
- Cormatic Roll towels
- Hand Soap – GoJo Foam – 2 mil
- Sanitary Napkins (4")
- Tampons
- Wax Paper liners
- 24X33 trash liners
- 30X37 trash liners
- 40X48 trash liners
- Urinal Screens

A. Contractor is responsible for ordering, storing and receiving shipments
B. Contractor is NOT responsible for maintaining Air Fresheners

This bid is for a (1) year contract which can be renewed annually up to (3) three additional years at the County’s discretion. Contract start date is **February 1, 2020**.

**Pricing**

Provide total pricing for Custodial Services per month for all the buildings including moving, storing, receiving and managing consumables.

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
<th>Bid Price per Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Court House</td>
<td>901 9th Ave., Greeley</td>
<td></td>
</tr>
<tr>
<td>Centennial</td>
<td>915 10th St., Greeley</td>
<td></td>
</tr>
<tr>
<td>Plaza West</td>
<td>910 10th Ave., Greeley</td>
<td></td>
</tr>
<tr>
<td>West Annex – North</td>
<td>901 10th Ave., Greeley</td>
<td></td>
</tr>
<tr>
<td>West Annex – South</td>
<td>903 10th Ave., Greeley</td>
<td></td>
</tr>
<tr>
<td>Veteran’s Services</td>
<td>1008 9th St., Greeley</td>
<td></td>
</tr>
<tr>
<td>Marlboro Building</td>
<td>934 9th Ave., Greeley</td>
<td></td>
</tr>
<tr>
<td>918</td>
<td>918 10th St., Greeley</td>
<td></td>
</tr>
<tr>
<td>Crime Lab</td>
<td>2329 115th Ave., Greeley</td>
<td></td>
</tr>
</tbody>
</table>

**Custodial Services TOTAL monthly bid price for all buildings** $__________________

A mandatory pre-bid conference will be held on **November 27, 2019 at 4:00 PM**, at Weld County Buildings & Grounds located at 1105 H Street Greeley, CO 80631.

Bids will be received up to, but not later than **December 9, 2019 at 10:00 AM** (WELD COUNTY PURCHASING TIME CLOCK).
The undersigned, by his or her signature, hereby acknowledges and represents that:

1. The bid proposed herein meets all of the conditions, specifications and special provisions set forth in the request for proposal for Request No. #B1900153.
2. The quotations set forth herein are exclusive of any federal excise taxes and all other state and local taxes.
3. He or she is authorized to bind the below-named bidder for the amount shown on the accompanying proposal sheets.
4. The signed bid submitted, all of the documents of the Request for Proposal contained herein (including, but not limited to, product specifications and scope of services), and the formal acceptance of the bid by Weld County, together constitutes a contract, with the contract date being the date of formal acceptance of the bid by Weld County.
5. Weld County reserves the right to reject any and all bids, to waive any informality in the bids, and to accept the bid that, in the opinion of the Board of County Commissioners, is to the best interests of Weld County. The bid(s) may be awarded to more than one vendor.

FIRM ______________________________________________________________________________

BUSINESS ADDRESS ______________________________________________________________________

CITY, STATE, ZIP CODE ________________________________________________________________

TELEPHONE NO ___________________ FAX ______________________

TAX ID # ______________________

PRINTED NAME AND TITLE _____________________________________________________________

SIGNATURE __________________________________________________________________________

E-MAIL ______________________________________________________________________________

DATE______________________________________________

**ALL BIDDERS SHALL PROVIDE A W-9 WITH THE SUBMISSION OF THEIR BID**

WELD COUNTY IS EXEMPT FROM COLORADO SALES TAXES. THE CERTIFICATE OF EXEMPTION NUMBER IS #98-03551-0000. YOU DO NOT NEED TO SEND BACK PAGES 1 – 8.

ATTEST: Weld County Clerk to the Board

BY: Deputy Clerk to the Board

BOARD OF COUNTY COMMISSIONERS
WELD COUNTY, COLORADO

Barbara Kirmeyer, Chair

APPROVED AS TO SUBSTANCE:

Elected Official or Department Head

Controller/Purchasing Director