# SOLICITATION AMENDMENT

SOLICITATION: **QF09-006-C**

AMENDMENT NUMBER: ONE(1) Page 1 of 1

Arizona Game and Fish Department
Purchasing Office
5000 West Carefree Highway Road
Phoenix, Arizona 85086

Buyer: Cindy Arnold

AMENDMENT NUMBER ONE (1) SOLICITATION
QF09-006-C, CUSTODIAL SERVICES – REGION 4, YUMA

A signed copy of this amendment must be received by the Purchasing Office prior to the Solicitation Due Date and time. This Solicitation is amended as follows:

1. The Bid Due date is not changed. It remains as, October 10, 2008, 3:00 P.M. MST

2. It is the policy of the Arizona State Procurement Office that State Agencies shall ensure that contractors and subcontractors comply with Federal and State immigration laws relating to the hiring of unauthorized workers. To comply with this requirement the following is added to the contract Special Terms and Conditions:

   **"**Compliance Requirements for A.R.S. § 41-4401, Government Procurement: E-Verify Requirement

   1. The contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A. (That subsection reads: "After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program.)
   2. A breach of a warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of the contract and the contractor may be subject to penalties up to and including termination of the contract.
   3. Failure to comply with a State audit process to randomly verify the employment records of contractors and subcontractors shall be deemed a material breach of the contract and the contractor may be subject to penalties up to and including termination of the contract.
   4. The State Agency retains the legal right to inspect the papers of any employee who works on the contract to ensure that the contractor or subcontractor is complying with the warranty under paragraph 1."

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

NOTHING FURTHER

| | |
|---|---|
| Vendor hereby acknowledges receipt and understanding of above amendment. | The above referenced Solicitation Amendment is hereby executed this 2nd day of October 2008, at Phoenix, Arizona. |
| Signature Date | |
| Typed Name and Title | Tom Duval<br>Purchasing Manager |
| Name of Company | |

| | | |
|---|---|---|
| | **REQUEST FOR QUOTATION**<br>**FAX ON DEMAND** | Arizona Game and Fish Department<br>Purchasing Office<br>5000 West Carefree Highway<br>Phoenix, AZ 85086 |
| | SOLICITATION NO. QF09-006-C<br>Offers will be accepted until 5:00 p.m. on October 10, 2008. | Page 1 of 14 / Date: October 1, 2008 |

VENDOR NOTICE

THIS IS NOT A PURCHASE ORDER

**Vendor should quote his best net price, FOB destination, including all charges, including applicable taxes.** Delivery schedule should be indicated in spaces provided below. Return your quotation promptly to the requesting Region/Branch at the FAX number indicated below. **NOTE: The State of Arizona's Uniform Terms and Conditions, and Instructions to Offerors are hereby incorporated by reference. These documents may be accessed at www.azspo.az.gov or by manually calling the State Procurement Office at (602) 542-5511. A copy of these documents are on file and available for review in the Arizona Game and Fish Department Purchasing Office. It is the Offeror's responsibility to obtain the current revision of these documents.**

This procurement is expected to be between $1,000.00 and $50,000. In accordance with A.R.S. § 41-2535 and A.A.C. R2-7-335 purchase s under $50,000 are restricted to small businesses. A small business is one that, including its affiliates, is independently owned and operated, is not dominant in the type of business it conducts, and which employs fewer than 100 full-time employees or which had gross receipts of less than $4 million dollars in its last fiscal year (A.R.S §41-1001-14). BY SUBMITTING A QUOTE IN RESPONSE TO THIS SOLICITATION, AN OFFEROR CERTIFIES THAT IT IS A SMALL BUSINESS AS DEFINED ABOVE.

| | |
|---|---|
| **DELIVERY POINT:**<br>Arizona Game & Fish Dept/ Region 4<br>9140 East 28th Street<br>Yuma, AZ 85365 | Representative: Cindy Arnold<br>Phone No.: 623-236-7460<br>FAX No.: 623-236-7922. |

VENDOR QUOTATION

| Item | Qty | Unit | Description | Unit Price | Extended Price |
|---|---|---|---|---|---|
| 1 | 12 | Mo. | Custodial Services- Region 4, Yuma<br><br>Site visits shall be arranged by contacting:<br><br>Kenrick Brown at (928) 341-4053 between 8am-12pm<br>or<br>Rosemary Lopez at (928) 341-4060<br><br>**THIS IS NOT A PURCHASE ORDER** | $_____ | $_____ |

THIS SECTION MUST BE COMPLETED BY VENDOR

| Company Name | Address | City | State | Zip | Phone # |
|---|---|---|---|---|---|
| | | | | | |

Delivery is promised within _____ calendar days after receipt of an order. If payment is made within _____ days after receipt of goods or services, the buyer is entitled to a discount of _____% on the above-listed price(s).

_____ _____ _____

Signature Date Typed Name and Title

Tax ID No._____ "AN EQUAL OPPORTUNITY AGENCY" Fax No.:_____

| | | |
|---|---|---|
| | **REQUEST FOR QUOTATION**<br>**FAX ON DEMAND**<br>**(Continuation Sheet)** | Arizona Game and Fish Department<br>Purchasing Office<br>5000 West Carefree Highway<br>Phoenix, AZ 85086 |
| | SOLICITATION NO. QF09-006-C<br>Offers will be accepted until 5:00 p.m. on October 10, 2008. | Page 2 of 14 / Date: October 1, 2008 |

VENDOR QUOTATION

| | |
|---|---|
| **DELIVERY POINT:**<br>Arizona Game & Fish Dept/ Region 4<br>9140 East 28th Street<br>Yuma, AZ 85365 | Representative: Cindy Arnold<br>Phone No.: 623-236-7460<br>FAX No.: 623-236-7922 |

VENDOR QUOTATION

| Item | Qty | Unit | Description | Unit Price | Extended Price |
|---|---|---|---|---|---|
| | | | Price Increases: | | |
| | | | 1st RenewablePeriod_____% Maximum Increase | | |
| | | | 2ndRenewablePeriod _____% Maximum Increase | | |
| | | | 3rdRenewablePeriod _____% Maximum Increase | | |
| | | | 4thRenewablePeriod_____%Maximum Increase | | |
| | | | Vendor Certification:<br>Please check all blanks that apply:<br><br>_____ In accordance with A.R.S. § 35-397, the offeror hereby certifies that the offeror does not have scrutinized business operations in Iran.<br><br>_____ In accordance with A.R.S. § 35-397, the offeror hereby certifies that the offeror does not have scrutinized business operations in Sudan.<br><br>Small Business<br>A small business concern is defined as a business, including its affiliates, which is independently owned and operated; is not dominant in the field of operations in which it is bidding on State contracts; and can further quality under the criteria concerning number of employees, average annual receipts, or other criteria as prescribed by the Small Business Administrations.<br><br>_____This company is a small business concern.<br>_____This company is not a small business concern.<br><br>Minority Business Enterprise<br>A minority business enterprise is defined by Section 3 of the Small Business Act as a small business that is owned and controlled by one or more minorities or women. Owned and controlled means a business that is at least 51 percent owned by one or more minorities or women. In the case of a publicly owned business at least 51 percent of the stock must be owned by one or more minorities or women and the management and daily business operations must be controlled by one or more of said individuals. Minority group members shall consist of those groups defined under Section 8 (a) of the Small Business Act.<br><br>_____African American _____Native American<br>_____Asian _____Other<br>_____Hispanic _____Woman-Owned<br>**THIS IS NOT A PURCHASE ORDER** | SUB TOTAL | $_____<br><br>(_____%) |

| | | | | | |
|---|---|---|---|---|---|
| | | | | Tax<br><br>TOTAL AMOUNT | $ |

1. PURPOSE

This Request For Quotation (RFQ) is to establish a contract for the purchase of Custodial Services for FOR 4- Yuma for the Arizona Game and Fish Department (AGFD) in accordance with the requirements of the RFQ.

2. SIGNATURE OF OFFER

Complete pages 1 and 2 of this document. An authorized representative of the Offeror will sign where indicated on page 1. All information requested must be submitted. Failure to include all of the items may result in a bid being rejected.

3. CIVIL RIGHTS NOTIFICATION

The Arizona Game and Fish Department prohibits discrimination on the basis of race, color, sex, national origin, age, disability in its programs and activities. If anyone believes they have been discriminated against in any of the AGFD programs or activities, including its employment practices, the individual may file a complaint alleging discrimination directly with the AGFD Deputy Director, 5000 W. Carefree Highway, Phx., AZ 85086, (623) 236-7290, or the U.S. Fish and Wildlife Service, 4040 N. Fairfax Dr., Suite 130, Arlington, VA 22203. If you require this document in an alternative format, please contact the AGFD Deputy Director as listed above or call TTY at 1-800 367-8939.

4. CIVIL RIGHTS ASSURANCE STATEMENT

The Contractor and Subcontractors are subject to Title VI of the Civil Rights Act of 1964, Section 504 of Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Title IX of the Education Amendment of 1972, and offers all persons the opportunity to participate in programs or activities regardless or race, color, national origin, age, sex, or disability. Further, it is agreed that no individual will be turned away from or otherwise denied access to or benefit from any program or activity that is directly associated with a program of the recipient on the basis of race, color, national origin, age, sex (in educational activities) or disability.

NOTE: An Assurance Statement shall be required to be signed by an individual, private organization, or institution receiving U.S. Fish and Wildlife Service conservation assistance under the following circumstances:

A. If the premises are at any time opened to the public.

B. If Hunter or Aquatic Resource Education, or any other information/education program sponsored by AGFD, is held on private property.

5. INSURANCE

Vendor shall procure and maintain, until all of their obligations, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the purchase and or use of the commodity.

The Insurance Requirements herein are minimum requirements for this Contract and in no way limit the indemnity

covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Vendor from liabilities that might arise out of the purchase and use of the commodities sold under this Contract by the Vendor, his agents, representatives, employees or subcontractors and Vendor is free to purchase such additional insurance as may be determined necessary.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE: Contractor shall provide coverage at least as broad and with limits of liability not less than those stated below.

1. Commercial General Liability – Occurrence Form
Policy shall include bodily injury, property damage, personal injury and broad form contractual liability.

| | |
|---|---|
| General Aggregate | $1,000,000 |
| Products – Completed Operations Aggregate | $ 500,000 |
| Personal and Advertising Injury | $ 500,000 |
| Fire Legal Liability | $ 25,000 |
| Blanket Contractual Liability – Written and Oral | $ 500,000 |
| Each Occurrence | $ 500,000 |

2. Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) $ 500,000

The policy shall be endorsed to include the following additional insured language: "The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor."

3. Worker's Compensation and Employers' Liability

A.

| | |
|---|---|
| Workers' Compensation | Statutory |
| Employers' Liability | |
| Each Accident | $ 100,000 |
| Disease – Each Employee | $ 100,000 |
| Disease – Policy Limit | $ 100,000 |

Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

B. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. §23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

B. ADDITIONAL INSURANCE REQUIREMENTS: The policies are to contain, or be endorsed to contain, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.

2. The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.

3. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

C. NOTICE OF CANCELLATION: Each insurance policy required by the insurance provisions of this Contract shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to Cindy Arnold, *The Arizona Game and Fish Department, Purchasing Office, 5000 W. Carefree Highway, Phoenix, AZ 85086,* and shall be sent by certified mail, return receipt requested.

D. ACCEPTABILITY OF INSURERS: Insurance is to be placed with duly licensed or approved non-admitted insurers in the State of Arizona with an "A.M. Best" rating of not less that A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Vendor from potential insurer insolvency.

E. VERIFICATION OF COVERAGE: Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to: Cindy Arnold, *The Arizona Game and Fish Department, Purchasing Office, 5000 W. Carefree Highway, Phoenix, AZ 85086*. The State of Arizona project/contract number and project description are to be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.

F. APPROVAL: Any modification or variation from the Insurance Requirements in this Contract must have prior approval from the State of Arizona Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal contract amendment, but may be made by administrative action.

G. EXCEPTIONS: In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the contractor or

sub-contractor(s) is/are a State of Arizona agency, board, commission, or university then none of the above shall apply.

6. INDEMNITY

Contractor agrees to indemnify, defend, save and hold harmless the State of Arizona, and their respective directors, officers, officials, agents and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, costs, losses, or expenses, including reasonable attorney's fees, (hereinafter collectively referred to as "Claims") arising out of actual or alleged bodily injury or personal injury of any person (including death) or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of Contractor's directors, officers, agents, employees, volunteers or subcontractors. This indemnity includes any claim or amount arising or recovered under the Workers' Compensation Law or arising out of the failure of Contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all Claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable.

This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

7. CONTRACT TERM

The term of any resultant contract will commence on the date of award and will continue for one year unless canceled, terminated or extended as otherwise provided herein.

8. CONTRACT EXTENSION

The Department may unilaterally extend the period of any resultant contract for thirty-one (31) days beyond the stated expiration date. In addition, by mutual agreement, any resultant contract may be extended for a supplemental period up to maximum of forty-eight (48) months.

9. PRICE ADJUSTMENT

All prices and percentages in the contract shall remain firm for a one (1) year period after award of contract. The AGFD may review a fully documented request for a price or percentage adjustment only after the contract has been in effect for one (1) year. A price or percentage adjustment shall only be considered if the adjustment does not exceed the percent maximum increase approved at time of contract award

Provide the maximum percentages of increase for each renewal period on the price sheet in the spaces provided. The Offeror is cautioned that the percentages shall be computed against the **ORIGINAL CONTRACT PRICE** for each renewable period. (For example: for a 2% increase every year for the life of the contract, indicate 2,4,6,8 on the spaces below). If the blanks are not completed, prices during the renewal periods shall be the same as during the original.

Further, the Offeror is advised that the State of Arizona does not automatically grant any increase at the time of renewing

the contract and that if an increase is requested, documentation of need must be provided by the contractor at the time of renewal. The price or percentage adjustment, if approved, will be effective upon the first day of the month following approval.

10. PRICING

Pricing is all-inclusive including price for all products, delivery and taxes. Refer to Price Sheet, Page 1.

11. TAXES

The applicable State and local taxes will be listed on the price sheet.

12. LICENSES

Contractor will maintain in current status all federal, state and local licenses and permits required for the operation of the business conducted by the Contractor. The Contractor will be responsible for ensuring the current license and permit status of subcontractors, if any.

Failure of the Contractor to obtain or maintain approved federal, state and local licenses and permits required for the operation of the business and performance may be considered a failure to perform to expectations

13. CONTRACTS ADMINISTRATION

Following award, the Contractor(s) will contact the AGFD Purchasing Office assigned buyer for guidance or direction in contract interpretation or questions regarding the terms, conditions or scope of the contract.

14. CONTRACT ADMENDMENTS

The State and AGFD will reserve the right to modify this contract as circumstances may require without penalty to fulfill the AGFD needs. The Contractor (s) will be notified prior to any changes in the contract. This Contract is issued under the authority of the Procurement Officer who signed this Contract. The Contract may be modified only through a Contract Amendment within the scope of the Contract. Changes to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the procurement officer in writing or made unilaterally by the Contractor are violations of the Contract and of applicable law. Such changes, including unauthorized written Contract Amendments shall be void and without effect, and the Contractor shall not be entitled to any claim under this Contract based on those changes.

15. INCLUSIVE OFFERORS

Offeror(s) are encouraged to make every effort to utilize subcontractors that are small, women-owned and/or minority owned business enterprises. Offerors who are committing a portion of their work to such subcontractors shall do so by identifying the type of service and work to be performed by providing detail concerning your organization's utilization of

small, women-owned and/or minority business enterprises. Emphasis should be placed on specific areas that are subcontracted and percentage of contract utilization and how this effort will be administered and managed, including reporting requirements.

16. OFFSHORE PERFORMANCE OF WORK PROHIBITED

Due to security and identity protection concerns, all services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision applies to work performed by subcontractors at all tiers. Offerors shall declare all anticipated offshore services in the offer.

17. FEDERAL IMMIGRATION AND NATIONALITY ACT

The contractor(s) shall remain in compliance with all federal, state and local immigration laws and regulations relating to the immigration status of their employees during the term of the contract. Further, the contractor(s) shall flow down this requirement to all subcontractors utilized during the term of the contact. The State shall retain the right to perform random audits of contractor and subcontractor records or to inspect papers of any employee thereof to ensure compliance. Should the State determine that the contractor(s) and/or any subcontractor(s) be found noncompliant, the State may pursue all remedies allowed by law, including, but not limited to suspension of work, cancellation of contract and suspension and/or debarment of the contractor.

1. PURPOSE
   This Fax on Demand (FOD) is to establish a contract for the Custodial Services at Region 4- Yuma Office for the Arizona Game and Fish Department (AGFD) in accordance with the requirements of the FOD.

2. LOCATION
   Arizona Game & Fish Department
   9140 E. 28th St.
   Yuma, Arizona 85365

   Contact: Rosemary Lopez
   Phone: (928) 341-4060

3. The Contractor shall perform all of the cleaning services after 5:00 p.m. on Friday, and any time on Saturday or Sunday.

4. All cleaning supplies shall be supplied by the Contractor.

**A. Contractor shall perform the following cleaning tasks once every week.**

**OFFICES, CORRIDORS, LOBBIES**

-Vacuum all carpet floors.
-Spot clean spills & stains on carpet.
-Dust office furniture and cabinets.
-Empty waste baskets and replace liners as needed, deposit trash in outside dumpster.
-Empty, clean and replace liners in ash/trash cans outside front lobby doors.
-Spot clean doors, frames and counters.
-Clean entrance area glass doors and display cases.
-Clean and polish drinking fountain.
-Mop tiled floors.

**REST ROOMS**

-Polish metal fixtures and mirrors.
-Disinfect toilet bowls and fixtures.
-Clean sinks and counters.
-Wipe down walls.
-Mop floors with disinfectant.
-Check air deodorant dispensers.
-Check paper towel dispensers.
-Check toilet paper dispensers.
-Check and fill if needed, hand soap dispensers.

**B. Contractor shall perform the following cleaning task once every other week.**

-Clean and dust blinds.

**C. Contractor shall perform the following cleaning tasks once every month.**

-Perform high dusting (ledges, picture frames, cobwebs in corners, vents and door jams).
-Wash all windows inside and outside, including outside of entrance area glass doors.

**D. Contractor shall perform the following cleaning tasks every three (3) months.**
-Clean all carpets.
-Clean and wax floors in break room & fisheries office.

5. Discrepancy Logs (see attached) shall be utilized to inform Contractor of areas/tasks that are not meeting contract specifications, and of expected improvements. Issuance of ten (10) discrepancies during any given quarter will be considered substandard performance. The Contractor will then be required to respond to a Vendor Deficiency Report with a corrective action plan. A quarter shall be defined as the 3-month period beginning upon commencement of service, and each 3-month period thereafter. Any discrepancies shall be remedied within one (1) week. **NOTE: Services are not considered rendered, and invoices will not be paid until all discrepancies are corrected.**

6. Restroom supplies and plastic liners with be supplied by the AFGD's Yuma Office.

7. Site visits shall be arranged by contacting Kenrick Brown at (928) 341-4053 or Rosemary Lopez at (928) 341-4060.

DISCREPANCY LOG **Exhibit A**

| DATE | PROBLEM | DATE CORRECTED | INITIALS | AGFD APPROVAL |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | | | | |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**CUSTODIAL CHECKLIST** **Exhibit B Page 1 of 2**

| | |
|---|---|
| **Contractor:** | |
| **Location:** | **AGFD YUMA FIELD OFFICE** |
| **Put "X" When Completed** | **DESCRIPTION** |
| | **REQUIRED WEEKLY SERVICES - OFFICES, CORRIDORS, LOBBIES** |
| | |
| | Vacuum all carpeted areas. Clean all removable spots using dry foam on any soiled areas due to spillage or normal traffic. |
| | Clean conference room, including removing all soil marks and fingerprints from tables, counter tops, walls and doors. |
| | Spot clean all desks, chairs, cabinets, tables and other furniture. |
| | Dust computer screens, bases and printers when possible. |
| | Dust all copiers and exposed areas of filing cabinets, desks, bookcases, credenzas. |
| | Dust venetian blinds (every other week). |
| | Perform low dusting of windows, sills, baseboards, ledges, shelves, picture frames. |
| | Thoroughly clean all building entry doors, glass, handles, railings, hardware and door frames. |
| | Spot clean interior glass. |
| | Empty and clean all wastebaskets. Replace plastic liners, as necessary. Return all baskets to proper positions. All trash shall be removed from the building and emptied into the designated areas outside. |
| | Mop tiled floors in front lobby and break room floor. |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

**CUSTODIAL CHECKLIST** **Exhibit B Page 2 of 2**

| | **REQUIRED WEEKLY SERVICES – REST ROOMS** |
|---|---|
| | Refill all toilet tissue, towels, seat covers, toilet bowl deodorizer, deodorant containers, hand soap dispensers and waste receptacle liners as needed. |
| | Empty and wipe out all waste paper receptacles. Disinfect as needed. Replace plastic liners as necessary. |
| | Clean all mirrors with glass cleaner. |
| | Clean sinks and counters. |
| | Clean and polish all chrome fittings, mirrors, metal surfaces and dispensers. |
| | Wipe all walls and partitions, clean up all splashes, fingerprints, graffiti, smears and dirt. |
| | Clean and disinfect all wash basins, toilet bowls, and toilet seats. -Add chlorine tablets in all urinals where applicable. |
| | Disinfect underside and tops of all toilet seats. |
| | Clean shower in Fisheries Office. |
| | Sweep all floors and wet mop with germicidal solution. |
| Comments: | |
| Completed by: | (Contractor's Employee Signature) Date: |
| Approved by: | (AGFD Building Facilities Supervisor's Signature) Date: |

## ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

| INSURERS AFFORDING COVERAGE | NAIC # |
|---|---|
| INSURER A: | |
| INSURER B: | |
| INSURER C: | |
| INSURER D: | |
| INSURER E: | |

COVERAGES

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

| INSR LTR | ADDL INSRD | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS | |
|---|---|---|---|---|---|---|---|
| | | GENERAL LIABILITY | | | | EACH OCCURRENCE | $ 500,000 |
| | | X COMMERCIAL GENERAL LIABILITY | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | $ |
| | | CLAIMS MADE X OCCUR | | | | MED EXP (Any one person) | $ |
| | | | | | | PERSONAL & ADV INJURY | $ 500,000 |
| | | | | | | GENERAL AGGREGATE | $1,000,000 |
| | | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | PRODUCTS - COMP/OP AGG | $ 500,000 |
| | | ☐ POLICY ☐ PROJECT ☐ LOC | | | | | |
| | | AUTOMOBILE LIABILITY | | | | COMBINED SINGLE LIMIT (Ea accident) | $ 500,000 |
| | | ANY AUTO | | | | BODILY INJURY (Per person) | $ |
| | | X ALL OWNED AUTOS | | | | BODILY INJURY (Per accident) | $ |
| | | SCHEDULED AUTOS | | | | PROPERTY DAMAGE (Per accident) | $ |
| | | HIRED AUTOS | | | | | |
| | | NON-OWNED AUTOS | | | | | |
| | | GARAGE LIABILITY | | | | AUTO ONLY - EA ACCIDENT | $ |
| | | ANY AUTO | | | | OTHER THAN AUTO ONLY: EA ACC | $ |
| | | | | | | AGG | $ |
| | | EXCESS/UMBRELLA LIABILITY | | | | EACH OCCURRENCE | $ |
| | | ☐ OCCUR ☐ CLAIMS MADE | | | | AGGREGATE | $ |
| | | | | | | | $ |
| | | DEDUCTIBLE | | | | | $ |
| | | RETENTION $ | | | | | |
| | | RETENTION $ | | | | | $ |
| | | WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY | | | | WC STATUTORY LIMITS / OTHER | |
| | | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below | | | | E.L. EACH ACCIDENT | $ 100,000 |
| | | | | | | E.L. DISEASE - EA EMPLOYEE | $ 100,000 |
| | | | | | | E.L. DISEASE - POLICY LIMIT | $ 100,000 |
| | | OTHER | | | | | |

SAMPLE

SAMPLE

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

**The State of Arizona, The Arizona Game and Fish Department, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor. Waiver of subrogation against The State of Arizona, The Arizona Game and Fish Department, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor. Solicitation #:_____.**

| CERTIFICATE HOLDER | CANCELLATION |
|---|---|
| The State of Arizona and<br>The Arizona Game and Fish Department<br>Purchasing Office<br>5000 W. Carefree Highway<br>Phoenix, AZ 85086 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.<br>AUTHORIZED REPRESENTATIVE |