

MASTER SERVICES AGREEMENT

THIS MASTER SERVICES AGREEMENT (“Agreement”) is made and entered into effective this 31 day of December, 2023 (“Effective Date”), by and between the CITY OF COMMERCE CITY, a Colorado home rule municipality whose address is 7887 East 60th Avenue, Commerce City, Colorado (“City”), and THE KEY PEOPLE, LLC, a Colorado limited liability company whose principal business address is 1290 N Broadway, Ste 1150, Denver, CO 80203 (“Contractor”).

WHEREAS, the City desires to retain the services of Contractor and Contractor desires to provide services to the City.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained in this Agreement, the sufficiency of which is hereby acknowledged, the parties agree as follows:

I. SERVICES.

A. Services. At the City’s direction, on a non-exclusive, as-needed basis, Contractor will provide citywide custodial services as set forth in Exhibit A – “Scope of Services,” attached and incorporated by reference (“Services”). Contractor shall completely and promptly execute and perform all duties, obligations, and responsibilities which are described or reasonably implied from the Scope of Services set forth in Exhibit A, and pursuant to Work Orders, as defined below, if applicable. The terms and conditions of this Agreement shall apply to the performance of all Services under this Agreement, whether performed with or without a Work Order and notwithstanding the failure of any Work Order to incorporate this Agreement by reference. Contractor acknowledges that this Agreement does not grant any exclusive privilege or right to supply the Services to the City.

1. Work Order Services. A “Work Order” is an order agreed to by the City and Contractor to determine specific Services, within the Scope of Services defined in this Agreement, to be performed (including scope of Services, schedule, and total price) before the performance of the Services contained in the Work Order. Work Orders may be in the form of Exhibit B but must include a specific reference to this Agreement. Work Orders must be authorized and executed as follows: (a) Division Manager (up to \$10,000.00); (b) Department Director (\$10,000.00 - \$74,999.99); and (c) City Manager (\$75,000.00 and above). No terms or conditions contained in a Work Order shall serve to alter any provision of this Agreement. No Work Order shall be executed in violation of the City’s code, state laws, or the City’s Procurement Policy.

2. Invoiced Services. Contractor may perform Services without a Work Order if the scope of Services, rates, and total amount to be billed to the City for such Services are authorized and agreed to by the City before the performance of such Services. The performance of Services without a Work Order shall be limited to instances when obtaining an authorized Work Order is impractical or cannot be done in a timely fashion. No Services conducted without a Work Order shall be executed in violation of the City’s code, state laws, or the City’s Procurement Policy. Services to be performed without a Work Order must be authorized as follows: (a) Division Manager (up to \$10,000.00); (b) Department Director (\$10,000.00 - \$74,999.99); and (c) City Manager (\$75,000.00 and above).

B. Changes to Scope of Services. A change in the Scope of Services, any Work Order, or invoiced Service shall not be effective unless expressly authorized by an employee of the City with the requisite authority to do so. If Contractor proceeds without such formal authorization, Contractor shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum merit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the City is authorized to modify any term of this Agreement, either directly or implied by a course of action.

C. Controlling Terms. The terms of this Agreement will control if the terms of any exhibit, attachment, Work Order, proposal, quote, invoice, terms and conditions sheet, or other like or related document conflict with this Agreement. Additional terms and conditions not specifically relating to the Services (such as unnegotiated or form terms included in any related exhibit, attachment, Work Order, proposal, quote, invoice, terms and conditions sheet, or other related or like document, regardless of title), whether or not in conflict with this Agreement, are not agreed to by the City and are declared void and of no force or effect. This Agreement's terms and conditions may only be modified by an Amendment to this Agreement agreed to and executed by both parties.

D. Format and Ownership of Deliverables.

1. Format. Contractor will provide all reports, surveys, maps, plans, drawings or photographs, or any other materials that lend themselves to production in electronic format ("Deliverables") to the City in both hard copy and electronic formats acceptable to the City, unless otherwise directed by the City in writing. Contractor's failure to do so will constitute a material breach of this Agreement. Contractor will consult with the City to determine acceptable electronic formats before beginning the Services. All Deliverables and other tangible materials produced by Contractor pursuant to this Agreement will at all times be considered the property of the City.

2. Digital Images. Contractor will provide non-copyrighted, high resolution, illustrative, digital images of project site plans, elevations, renderings, photos, and other Deliverables, as directed by the City, suitable for reproduction of and dissemination in marketing materials and at City Council hearings and public presentations. Contractor will affirm that the images do not violate copyright laws and will indemnify and hold harmless the City from liability for any expense, cost, loss or damage resulting from any claim of copyright infringement arising from the City's use of the images. All images provided will become the property of the City.

3. Ownership. Any materials, items, and work specified in the Scope of Services or any Work Order, and any and all related documentation and materials provided or developed by Contractor in the course of performance of the Services shall be exclusively owned by the City. Contractor expressly acknowledges and agrees that all work performed under the Scope of Services constitutes a "work made for hire." To the extent, if at all, that it does not constitute a "work made for hire," Contractor hereby transfers, sells, and assigns to the City all of its right, title, and interest in such work. The City may, with respect to all or any portion of such work, use, publish, display, reproduce, distribute, destroy, alter, retouch, modify, adapt, translate, or change such work without providing notice to or receiving consent from Contractor.

E. Contractor Representations. Contractor represents that it has the requisite authority, capacity, experience and expertise to perform the Services in compliance with the provisions of this Agreement

and all applicable laws. Contractor acknowledges that the City is relying on Contractor's expertise, skill, and knowledge, and that the Contractor's obligations and liabilities will not be diminished by reason of any approval or review by the City.

F. Warranties. Contractor warrants that it is fully qualified to assume the responsibilities and render the Services described herein. Contractor further warrants that all work performed under this Agreement will be free from defects in workmanship, equipment, and materials. Upon acceptance of the work, Contractor will transfer the benefit of any applicable manufacturer's warranty to the City.

G. Prosecution of the Services. Contractor shall perform all work in a professional, workmanlike, and timely manner. Contractor shall monitor, supervise, and otherwise control and be solely responsible for all persons or entities performing work on its behalf, which shall be performed and supervised by competent, reliable, and qualified personnel. The Services performed by Contractor shall be performed in accordance with the generally accepted level of competency presently maintained by others in the same or similar type of work in the applicable community. The Services to be performed by Contractor hereunder shall be done in compliance with any and all applicable laws, ordinances, rules and regulations. All work, if related to construction, will be performed in accordance with the City's Engineering Standards and Specifications. The City's Engineering Standards and Specifications are available on the City's website.

H. Correction of Errors. Contractor will correct any errors or omissions in its work and any work deemed unsatisfactory or unacceptable by the City promptly, for no additional compensation, and without limiting any other express or implied remedies of the City.

I. Licenses, Permits & Taxes. Contractor and each subcontractor will be responsible to obtain all required licenses and permits, including a City Contractor's license, if required. Contractor will pay any and all license and permit fees. Contractor is responsible for the payment of applicable taxes, including the City's sales and use tax, if applicable.

J. Rate of Progress. Contractor shall fully perform, complete, or present all identified tasks, sub-tasks, and Deliverable items by the deadline(s) established in the Scope of Services, any Work Order, or as otherwise directed by the City, as applicable. Contractor's rate of progress is a material term of this Agreement. At the City's request, Contractor will provide a progress schedule for the performance of any Services subject to the City's approval.

K. Monitoring and Evaluation. The City reserves the right to monitor and evaluate the progress and performance of Contractor to ensure that the terms of this Agreement are being satisfactorily met in accordance with the City's and other applicable monitoring and evaluating criteria and standards. Contractor will cooperate with the City relating to such monitoring and evaluation.

L. Drugs, Alcohol, Workplace Violence, and Harassment; Compliance with Applicable Law. Contractor and its employees and agents, while performing the Services or while on City property for any reason during the Term, will adhere to the City's policies applicable to City employees regarding drugs, alcohol, workplace violence, and harassment. Policies will be made available to Contractor upon request. Contractor will comply with all applicable federal, state and local laws, ordinances and regulations.

M. Non-Exclusivity. The City may engage the services of other persons for the provision of Services that could be performed under this Agreement. Contractor acknowledges that it is not entitled to perform any work except as assigned under this Agreement and is not guaranteed any amount of work.

II. COMPENSATION.

A. Amount. As compensation for performance of the Services and any other obligations under this Agreement, the City will pay Contractor for work actually performed, in accordance with the rates set forth in Exhibit A and as may be set forth in Work Orders or invoices, provided such amounts set forth in any Work Order or invoice have been previously agreed to by the City pursuant to this Agreement. The compensation established by any Work Order or invoice shall include all of Contractor's costs and expenses to fully perform the Services and other obligations of this Agreement. The City will not consider or be obligated to pay or reimburse Contractor any other charges or fees and Contractor will not be entitled to any additional compensation or reimbursement. The maximum compensation payable under this Agreement is \$250,000.00.

B. Maximum Amount. The total amount of compensation paid for Services performed under this Agreement, as may be amended or extended, shall not exceed a maximum aggregate amount of \$250,000.00, unless this Agreement is approved by the City Council of the City.

C. Invoices.

1. Submission. Contractor will submit invoices for all Services performed pursuant to a Work Order on a monthly basis and will submit invoices for Services performed without a Work Order promptly upon the completion of such Services. Invoices shall be submitted to the department or division that authorized the performance of Services for which the invoice is submitted, with a copy to the department or division that procured this Agreement.

2. Content. All invoices shall be in a format approved by the City and shall indicate that Services were performed under this Agreement. All invoices shall identify the specific Services performed for which payment is requested, including a description of the Services, the applicable rates, hours worked by each employee, the applicable Work Order, if any, any costs for which Contractor seeks reimbursement, and the total amount that Contractor claims is due. Contractor will provide verification documentation as requested by the City.

3. Representation. By submitting an invoice, Contractor warrants that: (i) the work covered by previous invoices is free and clear of liens, claims, security interests or encumbrances, except for any interest created by retainage; and (iii) no work covered by the invoice is subject to an agreement under which an interest therein or an encumbrance thereon is retained by the seller or otherwise imposed by Contractor or any other person or entity. Contractor shall not include in its invoice any billing for defective work or for work performed by subcontractors or suppliers if it does not intend to pay the subcontractors or suppliers for such work.

D. Payment. The City will make payment to Contractor within thirty (30) days after receipt and approval of invoices submitted by Contractor. The City's obligation to make payment is contingent upon the Contractor's: (a) submission of a complete and accurate invoice; and (b) satisfactory performance of the Services and conditions of this Agreement. The City may withhold payment of any

disputed amounts, and no interest will accrue on any amount withheld pending the resolution of the dispute. The City's review, approval or acceptance of, or payment for any Services shall not be construed to operate as a waiver of any rights under this Agreement, or a waiver of any cause of action arising out of the performance of this Agreement

E. IRS Form W-9. If not on file with the City, Contractor will provide to the City a current, completed Internal Revenue Service Form W-9 with or before Contractor's first invoice. Failure to submit a W-9 may result in delay or cancellation of payment under this Agreement.

F. Subject to Annual Appropriation. This Agreement is expressly made subject to the limitations of the Colorado Constitution and Section 12, Chapter XII of the Charter of the City of Commerce City. Contractor acknowledges and accepts that nothing herein shall constitute or be deemed to constitute the creation of any kind of multiple fiscal-year debt, liability, or financial obligation of the City. Further, Contractor acknowledges and accepts that no provision of this Agreement shall be construed to create any kind of obligation of future monetary appropriations by the City Council of Commerce City that may run contrary to Article X, § 20 of the Colorado Constitution, or any other constitutional, statutory, or Charter debt limitation. Contractor acknowledges that the City has made no promise to continue to budget funds beyond the current fiscal year, and further acknowledges that the City has made no promise that it will pledge adequate cash reserves on a fiscal-year by fiscal-year basis, notwithstanding any provision of this Agreement that may be construed to the contrary. Consistent with Article X, § 20 of the Colorado Constitution, any financial obligation or liability of the City which may arise under this Agreement in any fiscal year after the date of execution, shall extend only to monies currently appropriated, and shall not constitute a mandatory charge, requirement, debt or liability beyond the current fiscal year.

G. Changed Conditions. Contractor agrees that, by careful examination, it is satisfied as to the nature and location of the Services, the conformation of the ground, the character, quality, and quantity of the materials to be encountered, the character of equipment and facilities needed before beginning and for the Services, the general and local conditions, and all other matters, which can in any way affect the performance of the Services. Contractor specifically waives any claim for additional compensation for any changed condition arising out of any one or more of the following, unless such changed condition is caused in whole or in part by acts or omissions within the City's control:

1. a physical condition of the site of an unusual nature;
2. any condition differing materially from those ordinarily encountered and generally recognized as inherent in work or services of the character and at the location provided for in this Agreement;
OR
3. any force majeure.

III. TERM AND TERMINATION.

A. Term. The term of this Agreement will be from the Effective Date until **6/1/2024**("Term"), unless the Term is extended by validly executed written amendment.

B. Termination.

1. For Convenience. Contractor agrees that the City may terminate this Agreement without cause at any time for convenience of the City. Contractor assumes all risks of being terminated for convenience, whether such risks are known or unknown, and acknowledges that the City's decision to terminate for convenience lies solely within the City's own discretion. Contractor represents that it is a sophisticated business, has entered into the Agreement voluntarily, and has calculated all business risks associated with this Agreement. In the event of a termination for convenience, the City will provide written notice of termination to Contractor at least fourteen (14) calendar days prior to the effective date of termination. Contractor expressly agrees to and assumes the risk that the City shall not be liable for any costs or fees of whatsoever kind and nature if termination for convenience occurs before Contractor begins any Services or portion of the Services. Once Contractor has commenced performance of the Services, Contractor expressly agrees that the City shall be liable only for work Contractor satisfactorily completed up to the point of the effective date of the notice of termination, consistent with Section III(C) of this Agreement. The Contractor shall have no claim of any kind whatsoever against the City for any termination for convenience, except for compensation for work completed to the satisfaction of the City.

2. For Cause. If, through any cause, Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, violates any provision of this Agreement, or violates any applicable law relating to the performance of this Agreement ("Breach"), the City may terminate this Agreement for cause immediately upon written notice of termination to Contractor. Contractor will not be relieved of liability to the City for any damages sustained by the City by virtue of any Breach, and the City may withhold payment to Contractor for the purposes of setoff until such time as the exact amount of damages due to the City from Contractor is determined. If Contractor challenges a termination for cause by the City and prevails on all grounds asserted as a basis for such termination, the termination for cause will be deemed to be a termination for convenience and will be effective fourteen (14) days from the date that the original written notice of termination for cause was given to Contractor; no further notice will be required. As an alternative to immediate termination of the Agreement, the City may, but is not required, to provide written notice of a Breach to the Contractor, and allow the Contractor a reasonable period of time to cure the Breach, subject to the discretion of the City.

The occurrence of any one or more of the following as set forth in this non-exhaustive list shall constitute a Breach:

- a) The Contractor fails or refuses to expeditiously and actively undertake or substantially or timely perform its responsibilities and obligations, or fails or refuses to make adequate progress in performing its responsibilities and obligations under this Agreement, including those stated in the Scope of Services, any Work Order, or otherwise directed by the City;
- b) There is substantial evidence that it has been or will be impossible for the Contractor to perform the Services required due to matters within the Contractor's control such as voluntary bankruptcy, strikes, boycotts, and labor disputes involving the Contractor's employees or closure or suspension of operations by regulatory order of a governmental entity or an order of a court due to violations or infractions by the Contractor or the Contractor's employees;

- c) The Contractor has submitted requests for payment under this Agreement that are fraudulent or persistently or flagrantly erroneous or misleading;
- d) The Contractor has made an assignment or transfer of, or subcontracts, any or all of its responsibilities and obligations under this Agreement in violation of the terms of this Agreement;
- e) The Contractor fails to obtain, renew, replace, or maintain the insurance coverage required by this Agreement, or causes or is at fault for damage to property or injury to persons that is not covered or not adequately covered by insurance and the Contractor fails to remedy the situation to the satisfaction of the City;
- f) The Contractor fails to obtain or properly and timely maintain any financial assurances required by this Agreement;
- g) Any lien is filed against City property because of any act or omission of the Contractor and is not timely discharged, unless the Contractor furnishes to the City such bond or other financial assurance reasonably acceptable to protect the interests of the City;
- h) The Contractor has failed to obtain or maintain any required permit or license, or has utilized personnel or workers not licensed or registered as required by law;
- i) The Contractor has failed to deliver title or warranties or has failed to honor warranties as required by this Agreement;
- j) The Contractor has flagrantly or persistently failed or refused to comply with any applicable laws or City policies, or fails or refuses to rectify any condition or situation in violation of applicable law or City policies;
- k) The Contractor or any of its officers or employees are convicted, plead nolo contendere, enter into a formal agreement in which they admit guilt, enter a plea of guilty, or otherwise admit culpability to criminal offenses of bribery, kickbacks, collusive bidding, bid rigging, antitrust, fraud, undue influence, theft, racketeering, extortion or any offense of a similar nature, in connection with the Contractor's business.

3. For Non-Appropriation. Notwithstanding any other provision of this Agreement, with respect to any financial obligation of the City which may arise under this Agreement in any fiscal year after the year of execution, in the event the budget or other means of appropriation for any such year fails to provide funds in sufficient amounts to discharge such obligation, such failure (i) shall act to terminate this Agreement at such time as the then-existing and available appropriations are depleted, and (ii) neither such failure nor termination shall constitute a default or breach of this Contract, including any Work Order, sub-agreement, attachment, schedule, or exhibit thereto, by the City.

C. Effect of Termination.

1. For termination pursuant to either Section III(B)(1) or (2), above, the City will be liable only for Services that Contractor performed that were actually requested by the City and completed to the City's satisfaction up to the date of the effective date of termination.
2. For termination pursuant to Section III(B)(3), above, the City will be liable only for Services that Contractor performed that were actually requested by the City and completed to the City's satisfaction up to the date of the effective date of termination, to the extent that the budget for the year of such termination provided sufficient funds to discharge such obligation.
3. Following termination for any reason, Contractor expressly agrees and assumes the risks that under no circumstances will the City be liable for any costs related to Services not performed to the satisfaction of the City, any Services not requested by the City, or any Services that the City directed the Contractor to not perform. Further, the City will not be liable to Contractor for any unperformed Services, anticipated profits, overhead, mobilization or demobilization costs, administrative costs, productivity costs, losses on disposal of equipment or materials, cost associated with the termination of subcontractors, costs associated with purchase orders or purchases, or any other costs or fees of any kind and nature.
4. Upon receipt of a notice of termination, Contractor will:
 - a) Immediately discontinue performance of the Services (unless otherwise instructed in writing);
 - b) Take reasonable actions necessary, or as the City may direct, for the protection and preservation of completed or partial work;
 - c) Provide the City with all drawings, specifications, photographs, data, and other pertinent documents and information relating to work completed or partially completed, in either their original format or such other commercially reasonable format as the City may direct; AND
 - d) Cooperate in all respects with the City, which cooperation shall include, but not be limited to, all of the foregoing obligations listed herein, as well as assisting the City during a transition to another contractor for the Services, if applicable.
5. The City may pursue any remedies available at law or equity. Contractor shall be liable to the City for any loss or damage sustained by the City because of failure to perform in accordance with this Agreement.

D. Contractor's Remedies for Breach.

1. Contractor may terminate this Agreement for non-payment of sums due under this Agreement except where non-payment is pursuant to the City's rights under this Agreement. Contractor will first provide the City written notice of Contractor's intent to terminate and allow the City thirty (30) days within which to make payment.

2. Notwithstanding any claim of a material breach by the City, Contractor shall not discontinue performance of the Services without the written consent of the City.

IV. INDEMNITY.

Contractor will be liable and responsible for any and all damages to persons or property caused by or arising out of the negligent or willful actions or omissions in the performance of the Services by Contractor, its employees, agents, or other persons acting under Contractor's direction or control, including any subcontractor performing any Services under this agreement on Contractor's behalf. Contractor will indemnify and hold harmless the City, as well as its elected and appointed officials, current and former officers and employees, servants, volunteers, agents, attorneys, representatives, insurance carriers, and self-insurance pools ("Indemnified Parties"), from any and all liability, claims, demands, actions, damages, losses, judgments, costs or expenses, including, but not limited to, attorney fees, which may be made or brought or which may result against any of the Indemnified Parties as a result or on account of the negligent, grossly negligent, willful and wanton, or intentional actions or omissions of or a failure to observe any applicable standard of care by Contractor and/or its employees, agents or representatives or other persons acting under Contractor's direction or control. Contractor will include the provisions of this Section in any such subcontracts engaged to perform any part of the Services. The provisions set forth in this Section will survive the completion of the Services and the satisfaction, expiration or termination of this Agreement.

V. WAIVER OF CONSEQUENTIAL DAMAGES; SUBROGATION

Notwithstanding any provision of this Agreement that may be construed to the contrary, in no event shall the City, including its elected and appointed officials, current and former officers and employees, servants, agents, attorneys, representatives, insurance carriers, and self-insurance pools, be liable to the Contractor for any exemplary, punitive, special, indirect, consequential, remote, or speculative damages arising out of or relating to, in any manner, this Agreement; whether arising in contract, tort, or otherwise, even if Contractor has been informed of the possibility thereof. Moreover, to the extent any damages arising under this Agreement may be covered by insurance, the Contractor agrees to waive all rights of subrogation against the City, its subsidiary, parent, associated and/or affiliated entities, successors, or assigns, its elected and appointed officials, current and former officers and employees, servants, volunteers, agents, attorneys, representatives, insurance carriers, and self-insurance pools for losses arising from the Services performed by the Contractor for the City.

VI. INSURANCE.

A. Required Policies. Contractor will procure and keep in force the following insurance subject to the conditions below, for the duration of this Agreement:

1. Commercial General Liability Insurance. Comprehensive general liability insurance insuring against any liability for personal injury, bodily injury or death arising out of the performance of the Services with minimum combined single limits of **One Million Dollars (\$1,000,000.00)** for each occurrence and **Two Million Dollars (\$2,000,000.00)** general aggregate.

2. Products and Completed Operations Insurance. Products and completed operations insurance insuring against any liability for bodily injury or property damage caused by the completed Services, with a combined single limit of at least One Million Dollars **(\$1,000,000)**.

3. Comprehensive Automobile Liability Insurance. Automobile Liability coverage with minimum combined single limits for bodily injury and property damage of not less than **One Million Dollars (\$1,000,000.00)** for any one occurrence with respect to each of Contractor's owned, hired or non-owned vehicles assigned to or used in connection with performance of the Services. If Contractor's insurance does not cover non-owned or hired vehicles, the requirements of this paragraph shall be met with respect to each such vehicle used in connection with performance of the Service, and Contractor agrees to assure compliance prior to allowing use of a vehicle not owned by Contractor for such purpose.

4. Professional Liability Insurance; Errors and Omissions Insurance. If Contractor is an architect, engineer, surveyor, appraiser, physician, attorney, accountant or other licensed professional, or if it is customary in the trade or business in which Contractor is engaged, or if the City otherwise deems it necessary, errors and omissions professional liability insurance insuring Contractor against any professional liability with a limit of at least **One Million Dollars (\$1,000,000.00)** per claim and annual aggregate.

5. Other Insurance. Workers' compensation insurance (unless Contractor provides a completed Declaration of Independent Contractor Status Form) and other insurance required by applicable law.

6. Excess or Umbrella Requirements. For the coverages required in Sections VI(A)(1-4), Contractor shall provide umbrella or excess coverage written on a "follow-form" basis to the underlying policy and in a coverage amount not less than **One Million Dollars (\$1,000,000.00)**. In so doing, the coverage shall provide complete protection to the City consistent with the liability limits that may be imposed upon the City pursuant to C.R.S. § 24-10-114, as may be amended.

The limits of any insurance required by this Agreement will not limit Contractor's liability.

B. Terms of Insurance.

1. Additional Insured. Except for the professional liability policy, if applicable, and workers' compensation policy, **all required insurance policies shall name the City as an additional insured** and will provide that the City, although named as an additional insured, will nevertheless be entitled to recovery under said policies for any loss occasioned to the City or its officers, employees or agents by reason of the negligence of Contractor or its officers, employees, agents, subcontractors or business invitees. The insurance policies will be for the mutual and joint benefit and protection of Contractor and the City. **Such policies will be written as primary policies not contributing to and not in excess of coverages the City may carry.**

2. Qualification; Deductible. Insurance required by this Section will be with companies qualified to do business in the State of Colorado and may provide for deductible amounts as Contractor

deems reasonable for the Services, but in no event greater than **Ten Thousand Dollars (\$10,000.00)**, and Contractor will be responsible for the payment of any such deductible.

3. Cancellation. No such policies will be cancelable or subject to reduction in coverage limits or other modification unless previously approved by the City in writing.

4. Coverage Type. Contractor will identify whether the type of coverage is “occurrence” or “claims made.” If the type of coverage is “claims made,” which at renewal Contractor changes to “occurrence,” Contractor will carry a twelve (12) month tail. Contractor will not do or permit to be done anything that will invalidate the policies.

5. Pollution Coverage. The insurance required by this Agreement will cover any and all damages, claims or suits arising out of the actual, alleged or threatened discharge, dispersal, seepage, migration, release or escape of pollutants, and will not exclude from coverage any liability or expense arising out of or related to any form of pollution, whether intentional or otherwise.

6. Evidence of Coverage. Before commencing work under this Agreement, Contractor will provide certificates of insurance policies and all necessary endorsements evidencing insurance coverage required by this Agreement. The City will not be obligated under this Agreement until Contractor provides acceptable such certificates of insurance and endorsements. If the Term extends beyond the period of coverage for any required insurance, Contractor will, at least ten (10) days before the expiration of any such insurance coverage, provide the City with new certificates of insurance and endorsements evidencing either new or continuing coverage.

7. Subcontracts. Contractor will include all insurance requirements generally considered standard in Contractor’s industry in all subcontracts. Said insurance requirements shall, at a minimum, include requirements for Commercial General Liability insurance coverage with minimum limits of \$500,000 per occurrence and \$1,000,000.00 general aggregate, Comprehensive Automobile Liability insurance, and any other insurance coverages generally required by the Contractor’s industry. Contractor will be responsible if any subcontractor fails to procure and maintain insurance meeting the requirements of this Agreement.

VII. SALES AND USE TAX.

Unless specifically exempt, all materials provided and equipment used in the performance of Services within the City are subject to City Sales & Use Tax, including services performed on behalf of the City.

A. Contractor Responsible for Tax. Contractor is subject to the tax on all purchases, fabrication, manufacture or other production of tangible personal property used, stored, or consumed in performance of the Services.

B. Specific Industry Standard. The Specific Industry Standard for Construction and Contractors (Regulation 20-S.I.15) can be provided upon request by contacting the City’s Finance Department, Sales Tax Division, at 303-289-3628, and is available on the City’s website.

C. Equipment. Prior to or on the date Contractor locates equipment within the City to fulfill this Agreement, Contractor will file a declaration describing each anticipated piece of equipment the purchase price of which was two thousand five hundred dollars (\$2,500) or greater, stating the dates on

which Contractor anticipates the equipment to be located within and removed from the boundaries of the City and stating the actual or anticipated purchase price of each such anticipated piece of equipment along with any other information deemed necessary by the City. When such declared equipment is located within the City for a period of thirty (30) days or less, Contractor may include sales and use tax calculated on one-twelfth (1/12) of the purchase price of such equipment in the contract amount, in compliance with Section 20-5-T of the Commerce City Sales & Use Tax Code. If Contractor fails to declare the equipment to the City prior to or on the date Contractor locates the equipment within the City, none of the sales and use tax due on the equipment will be allowed as a contract expense.

VIII. NOTICES.

Except for routine communications, written notices required under this Agreement and all other correspondence between the parties will be directed to the following and will be deemed received when hand-delivered or three (3) days after being sent by certified mail, return receipt requested:

If to the City:
Facilities Manager
Public Works
City of Commerce City
8602 Rosemary Street
Commerce City, CO 80022
Cc: City Attorney's Office
7887 E. 60th Avenue
Commerce City, CO 80022

If to Contractor:
Owner/Manager
The Key People, LLC
777 S Wadsworth Blvd, #3-102
Lakewood, CO 80226

The parties may agree to delivery of notices via electronic mail.

IX. INDEPENDENT CONTRACTOR.

A. Generally. The relationship between Contractor and the City will be as independent contractors, and neither the City nor Contractor will be deemed or constitute an employee, servant, agent, partner or joint ventures of the other. Contractor is obligated to pay federal and state income tax on any money earned pursuant to this Agreement, and neither Contractor nor Contractor's employees, agents or representatives are entitled to workers' compensation benefits, unemployment compensation benefits, sick and annual leave benefits, medical insurance, life insurance, or pension or retirement benefits from the City.

B. Representations. Contractor shall make no representation that either it or any of its employees, agents, or representatives are employees of the City for any purposes.

C. No Authority to Bind the City. Contractor does not have the authority to act for the City, or to bind the City in any respect whatsoever, or to incur any debts or liabilities in the name of or on behalf of the City.

D. Control and Supervision. Contractor has and retains control of and supervision over the performance of Contractor's obligations hereunder and control over any persons employed by Contractor for performing the Services hereunder

E. Non-Exclusivity. Contractor represents that it is engaged in providing similar services to other clients and/or the general public and is not required to work exclusively for the City.

F. Assumption of Risk. All Services are to be performed solely at the risk of Contractor and Contractor shall take all precautions necessary for the proper and sole performance thereof.

G. Separate Operations. Contractor will not combine its business operations in any way with the City's business operations and each party shall maintain their operations as separate and distinct.

X. GENERAL PROVISIONS.

A. Incorporation by Reference. Exhibit A to this Agreement and any Work Orders or invoices agreed to by the City are incorporated into this Agreement by reference.

B. No Assignment. Contractor will not assign or transfer any rights, interests, or obligations under this Agreement without the City's prior written consent.

C. Governing Law; Jurisdiction and Venue; Recovery of Costs. This Agreement will be governed by the laws of the State of Colorado without regard to its conflicts of laws provisions. For all claims arising out of or related to this Agreement, Contractor consents to the exclusive jurisdiction of and venue in the state courts in the County of Adams, State of Colorado. Contractor waives any exception to jurisdiction because of residence, including any right of removal based on diversity of citizenship. The prevailing party in any litigation to resolve a dispute between the parties arising from this Agreement will be entitled to recover from the non-prevailing party court costs, reasonable third party expenses, and reasonable attorney fees incurred in prosecuting or defending such action and enforcing any judgment, order, ruling or award. The prevailing party shall be determined based upon an assessment of which party's arguments or positions could fairly be said to have prevailed over the other party's arguments or positions on major disputed issues at trial. Such assessment should include evaluation of the following: the amount of the net recovery; the primary issues disputed by the parties; whether the amount of the award comprises a significant percentage of the amount sought by the claimant; and the most recent settlement positions of the parties, which the parties agree shall be admissible for purposes of determining the prevailing party. Any obligation of the City to pay court costs or attorney fees pursuant to this Section shall be subject to the appropriation of funds by the City Council for such purpose.

D. Governmental Immunity. No term or condition of this Agreement will be construed or interpreted as an express or implied waiver of any of the immunities, rights, benefits, protections, or other provisions of the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101, et seq.

E. COVID-19 and Other Public Health Emergencies. While on City property, Contractor and any employees and subcontractors will comply with all public health orders and laws related to the COVID-19 public health emergency and any other public health emergency in the City, and all City directives relating to any public health emergency, including distancing, face coverings, employee screening, and sanitation. Contractor will not permit any employee who has tested positive for COVID-19, who is exhibiting symptoms of COVID-19, or who has exhibited symptoms within the prior 10 days, to be present at any City facility.

F. Protections for Data Privacy. Contractor shall implement and maintain reasonable security procedures and practices compliant with C.R.S. § 6-1-713.5(2)(a-b) and C.R.S. § 24-73-102(2)(a-b) with respect to any personal identifying information, as defined in C.R.S. § 6-1-713(2)(b) and C.R.S. § 24-73-101(4)(b), disclosed to Contractor in the course of performing the Services. Contractor will notify the City within twenty-four (24) hours of Contractor's determination that a security breach has occurred, as defined in C.R.S. § 6-1-716(1)(c) and C.R.S. § 24-73-103(1)(b), with regard to any personal information, as defined in C.R.S. § 6-1-716(1)(g) and C.R.S. § 24-73-103(1)(g), disclosed to Contractor in the course of performing the Services, and will conduct such investigation and provide such notice as required by law in the event of such breach.

G. Rights and Remedies. The rights and remedies of the City under this Agreement are in addition to any other rights and remedies provided by law. The expiration of this Agreement shall in no way limit the City's legal or equitable remedies, or the period in which such remedies may be asserted, for Services negligently or defectively performed.

H. Time of the Essence. Contractor acknowledges that time is of the essence in the performance of this Agreement. Contractor's failure to complete any of the Services during the Term, or as may be more specifically set forth in an exhibit, notice to proceed, change order, or any approved progress schedule, will be deemed a breach of this Agreement.

I. No Third-Party Beneficiaries. Enforcement of the terms and conditions of this Agreement and all rights of action relating to such enforcement will be strictly reserved to the parties. Any person other than the City and Contractor will be deemed to be only an incidental beneficiary under this Agreement.

J. No Waiver. The waiver of any breach of a term of this Agreement, including the failure to insist on strict compliance or to enforce any right or remedy, will not be construed or deemed as a waiver of any subsequent breach of such term; any right to insist on strict compliance with any term; or any right to enforce any right or remedy with respect to that breach or any other prior, contemporaneous, or subsequent breach.

K. Rules of Construction. Neither party will be deemed to have drafted this Agreement. This Agreement has been reviewed by all parties and will be construed and interpreted according to the ordinary meaning of the words used so as to fairly accomplish the purposes and intentions of all parties. No term of this Agreement will be construed or resolved in favor of or against the City or Contractor on the basis of which party drafted the uncertain or ambiguous language. Where appropriate, the singular includes the plural and neutral words and words of any gender will include the neutral and other gender. Paragraph headings used in this Agreement are for convenience of reference and will in no way control or affect the meaning or interpretation of any provision of this Agreement.

L. Acknowledgement of Open Records Act. The City is a public entity subject to the Colorado Open Records Act, C.R.S. § 24-72-201, et seq., and this Agreement and any related documents are subject to public disclosure. The City will take reasonable steps to keep confidential only documents actually prevented from disclosure under the Colorado Open Records Act ("CORA" or "Act"), C.R.S. § 24-72-201, et seq., which efforts may include notifying the Contractor of a CORA request and allowing the Contractor to take steps to prevent disclosure, where and when it is reasonably possible to do so. The Contractor will indemnify and hold the City harmless from any claims arising from the release or

inadvertent disclosure of confidential or proprietary information, and from any claims arising from the withholding, or release of documents not protected from disclosure under the Act.

M. Authority. The parties represent and warrant that they have taken all actions necessary to legally authorize the undersigned signatories to execute this Agreement for the parties and to bind the parties to its terms. The signatories represent and warrant that each has legal authority to execute this Agreement for the party he or she represents and to bind that party to its terms.

N. Liability of City Representatives. All authorized representatives of the City are acting solely as agents and representatives of the City when carrying out and exercising the power or authority granted to them under the Contract. There shall not be any liability on them either personally or as employees of the City

O. Entire Agreement; Modification; Binding Effect. This Agreement contains the entire agreement of the parties relating to the subject matter of this Agreement and, except as expressly provided, may not be modified or amended except by validly executed written agreement of the parties. All prior and contemporaneous agreements and understandings, whether oral or written, are superseded by this Agreement and are without effect to vary or alter any terms or conditions of this Agreement. This Agreement will be binding upon, and will inure to the benefit of, the parties and their respective heirs, personal representatives, successors and assigns.

P. Severability. A holding by a court of competent jurisdiction that any term of this Agreement is invalid or unenforceable will not invalidate or render unenforceable any other term of this Agreement.

Q. Survivability. The following provisions of this Agreement shall survive termination of this Agreement for any reason: I(D); I(F); II; III; IV; V; VI; IX; X. The obligations of any surety under any bond provided pursuant to this Agreement will survive termination.

R. Counterparts; Execution. This Agreement may be executed in any number of counterparts, each deemed to be an original, and, taken together will constitute one and the same instrument. Signature pages may be executed via “wet” signature or electronic mark and the executed signature pages may be delivered using pdf or similar file type transmitted via electronic mail, cloud based server, e-signature technology or other similar electronic means.

[Remainder of this page intentionally left blank – signature page(s) follow(s).]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.



CITY OF COMMERCE CITY

DocuSigned by:
Jason Rogers
A1672F8B883F4CD...

Jason R. Rogers, City Manager
City Manager's Office

ATTEST:

DocuSigned by:
Dylan Gibson
798CD14FB5714B1...

Dylan A. Gibson, City Clerk

APPROVED AS TO FORM:

DocuSigned by:
John-Patrick Sansom
3FD42B5A710044F...

John-Patrick Sansom, Assistant City Attorney

THE KEY PEOPLE, LLC

DocuSigned by:
Leslie Cohen
EFD2A86EC0A4A8...

Signature
Leslie Cohen Sales & Customer Service Manager

Printed Name, Title

EXHIBIT A
Scope of Services; Rates

CONTRACTOR: The Key People, LLC

PROJECT LOCATION(S):

- Civic Center, 7887 E. 60th Ave.
- Eagle Pointe Recreation Center, 6060 Parkway Dr.
- Bison Ridge Recreation Center, 13905 E. 112th Ave.
- Municipal Service Center, 8602 Rosemary St.
- Commerce City Heritage and Cultural Center, 6505 E. 60th Ave.
- Derby Resource Center, 7270 Monaco St.
- Buffalo Run Golf Course, 15700 E. 112th Ave.
- Police Department Sub-Station, 18240 E. 104th Ave, #207.

GENERAL DESCRIPTION: Provide programmatic and as-needed custodial and janitorial services for the City on a non-exclusive basis at various City buildings and facilities.

COMPENSATION: Under no circumstances shall the compensation due and owing to the Contractor for performance of the Services described herein exceed the rates set forth herein.

| Facility | Rates |
|--|--------------------|
| Civic Center | \$12,927.00 |
| Eagle Pointe Rec Center | \$11,439.00 |
| Bison Ridge Rec Center | \$14,519.00 |
| Municipal Service Center | \$3,480.00 |
| Buffalo Run Golf Course | \$1,660.00 |
| Police Department Substation | \$1,004.00 |
| Heritage & Cultural Center | \$275.00 |
| Derby Resource Center | \$379.00 |
| | |
| Total base monthly cost | \$45,683.00 |
| | |
| Hourly Rates | |
| Supervisor, Emergency or Holiday Help | \$36.40 |
| Staff Cleaner | \$31.20 |
| Day Porter (8:00am-5:00pm) | \$30.00 |
| Travel Time Expenses | \$25.00 |
| | |
| Additional Services | |
| Spray Buff Hard Surface Floors | \$.20/sf |
| Strip and Refinish Hard Surface Floors | \$.35/sf |
| Scrub and Recoat Hard Surface Floors | \$.22/sf |

| | |
|---------------------------------------|----------|
| Carpet Steam Cleaning | \$.15/sf |
| Ceramic Tile/Grout Steam Cleaning 12" | \$.30/sf |
| Ceramic Tile/Grout Steam Cleaning 2" | \$.40/sf |
| Clean Fabric Chairs - Each | \$10.00 |
| Clean Mesh Fabric Chair - Each | \$10.00 |
| Off-Cycle Carpet Spot Cleaning | \$50.00 |
| Fridge Cleaning | \$50.00 |

MATERIALS AND EQUIPMENT TO BE USED: The Contractor shall be required to provide all labor required to perform the Services. The City will furnish the following supplies to be used by the Contractor in the course of performing the Services:

1. Can liners
2. Multifold paper towels
3. Liquid soap for soap dispensers
4. Can liners for existing trash cans
5. Urinal screens/ deodorizers
6. Floor cleaner
7. Toilet bowl cleaner

APPLICABLE STANDARDS, STANDARDS, GUIDELINES: All Services shall comply in every respect with all applicable City and State rules, regulations, and laws. All Services shall be completed in accordance with applicable City standards and applicable within the agreed upon timeline. The Contractor will coordinate with other City contractors as necessary.

The Contractor must dispose of all debris generated in an appropriate manner. The Contractor shall be responsible for all safety training, procedures, and requirements. Observance of any employees working in an unsafe manner shall be grounds for issuance of a suspension of work by the City and, possibly, termination of the contract. The Contractor must ensure that all employees working on Commerce City grounds to have passed all applicable health certifications. Such as handling Blood Borne Pathogens. The Contractor shall be required to have a bilingual supervisor or lead person at each building per each service day per property being serviced.

MISCELLANEOUS TERMS, CONDITIONS, OR OTHER SPECIFICS: Any equipment or supplies brought onto any property from the Contractor shall be of their own accord and shall meet all safety / OSHA approved regulations. The City will not be responsible for any loss of any kind. Any City-provided materials and equipment shall be maintained in good working order. If any City-provided materials or equipment is damaged or lost, the Contractor shall immediately replace and repair the damaged or lost materials to City specification and acceptance, at Contractor's cost. The Contractor shall track and audit all materials, tools and supplies required to perform the Services.

On-Call/Emergency Services; Work Orders

The Contractor will be available "on call" on a 24-hour basis for any emergency that may occur, including City Holidays. Response time to emergencies and routine requests is expected to be 4 hours from receiving the request. Where feasible, additional as-needed individual jobs or projects will be initiated by City staff as a Work Order, (see Attachment A). The Contractor shall provide an estimate of time and materials as well as an estimated schedule for completion upon evaluation and discussion with City staff. The Contractor shall only repair, replace, upgrade, or install work that is directed by the City and identified in the Work Order. If there are any questions regarding the work to be performed, the Contractor is responsible for

contacting the designated City representative and requesting clarification before proceeding. Extra/On-call Services that may be requested by the City shall include, but are not limited to the following:

- Top Scrub and Recoat Hard Surface Flooring
- Strip and Wax Hard Surface Flooring
- Spot Cleaning Carpet
- Spot Cleaning Upholstered Furniture
- Holiday Service to restock restrooms and empty trash in Police Department
- Extra Weekend Service to restock restrooms and empty trash in Police Department

Timeline and Budget

The Contractor must complete all Services within the agreed-upon schedule and timeframes, and within the limits provided by the executed contract. With respect to compensation, the Services shall be performed at rates that shall not exceed those set forth in the executed contract.

City Holidays

City Holidays currently include: New Year's Day; Martin Luther King Day; President's Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Veteran's Day; Thanksgiving Day; Day After Thanksgiving; Christmas Day.

Security and CJIS Authorization

Prior to beginning work under this Contract, the Contractor must be authorized through the CJIS Vendor Management Program operated by the Colorado Bureau of Investigation and entered into the CBI CJIS Vendor Management Program Agreement. A City picture identification to be issued to any of Contractor's employees performing the Services under the Agreement. Prior to issuance of any City picture identification, Contractor must provide sufficient and competent evidence that each employee of Contractor who will be performing Services within the facilities subject the CJIS security rules are lawfully authorized to be in such areas without an escort. Failure to provide employees so qualified to perform the Services shall constitute a material breach of the Agreement. Further, the City may deny clearance to any person who:

- Has an active criminal arrest warrant
- Has a felony arrest or conviction
- Has a drug-related misdemeanor or drug-related petty offensive conviction
- Has a non-drug-related misdemeanor or a petty offensive conviction within the past three (3) years
- Is a suspect in an active criminal investigation
- Was previously terminated from employment by the City of Commerce City
- Is determined to be a threat to the safety of persons or property or to the confidentiality of City information

Failure of Contractor to obtain and maintain authorization through the CJIS Vender Management Program operated by the Colorado Bureau of Investigation and compliance with the CBI CJIS Vendor Management Program Agreement, shall constitute basis for termination of the Agreement with cause.

Picture Identification

The City shall provide the Contractor with a picture identification tag for all persons given clearance. Such identification tags shall be displayed, in an easily seen manner, on all employees while working in City buildings. Identification tags and access fobs shall immediately be returned to the City Representative when

the employee no longer works for the Contractor in City Buildings. Any Contractor employee without a properly displayed identification card is subject to immediate eviction from the City Building. The Contractor shall provide the City with a current and complete list of the names, I.D. card numbers, address and telephone numbers of all Contractor personnel providing services under this agreement. The Contractor shall keep this list current and shall immediately inform the City of all personnel changes. If an employee assigned to perform the services is arrested for, or convicted of, any crime the employee and the contractor shall promptly notify the Facility Manager of the City of Commerce City. Failure to notify of an arrest or conviction shall be cause for permanent removal from City facilities.

Energy Conservation

Contractor shall instruct all employees performing work within the facility to utilize methods which will maximize energy conservation. This shall include the turning on of lights ONLY IN THE AREAS where work is in progress, and turning off all lights when work is completed.

Unauthorized Employees

Employees of the Contractor shall not be assisted nor accompanied by any individual that is not an employee of the Contractor, while performing duties related to the contract. This includes friends, children and/or other relatives. Employees of the Contractor that violate this stipulation shall be deemed objectionable to the City and shall not be allowed to work in City facilities.

Project Management; City Oversight

A designated individual will be responsible for management of the contract for the City (“Project Manager”). The City will provide reasonable assistance to the Contractor, such as in the scheduling of Services, meetings, interpretation of policy and procedural requirements, and coordination with other City contractors and City staff; provided however that any assistance rendered by the City shall not limit Contractor’s obligations to perform the Services. The City will rely on the personnel, experience, and expertise of the Contractor to ensure that all necessary components of the scope of work are completed.

DETAILED LIST OF PROPOSED TASKS; SCHEDULES/FREQUENCY

Daily Tasks:

1) COMMON AREAS

- a) Refuse Containers
 - i) *Empty Containers and Replace Liners* – All refuse containers shall be completely emptied, and a clean, appropriately sized liner installed. If the liner is clean and not torn, it does not need to be replaced.
 - ii) *Wipe Clean Containers* – Containers shall be damp wiped clean to remove stains, smudges, and dried refuse.
 - iii) *Recycling Containers* – Recycling containers for all recyclables are to be emptied into a large bin provided for the area.

- b) Clean & Disinfect
 - i) *Handles and Handrails* – Clean and disinfect all door handles and handrails.
 - ii) *Drinking Fountains* – Fountains are to be disinfected and free of water spots, stains, and smudges.

- c) Furniture
 - i) *Placement* – Furniture, chairs, refuse, and recycling containers are to be placed back in their appropriate places.
 - ii) *Damp Wipe* – Non-porous furniture shall be damp wiped with disinfectant to remove stains, smudges, and dried refuse.
 - iii) *Vacuum* – Upholstered furniture shall be vacuumed clean of debris.
- d) Windows, Glass, and Blinds
 - i) *Clean Entry Glass* – Entry glass shall be clean and streak free, inside and out to head height (six feet high.)
 - ii) *Blinds* – Blinds shall be dusted or wiped to be free of debris.
- e) Carpet
 - i) *Vacuum Carpet* – Carpeted areas of lobbies, hallways, corridors, dining rooms, entrances, entry mats and reception areas are to be vacuumed dirt free. Chairs and refuse containers in those areas are to be returned to their original locations after vacuuming.
- f) Hard Surface Flooring
 - i) *Sweep Flooring* – Hard surface flooring shall be swept to leave floor in a dirt (dust) free state.
 - ii) *Damp Mop Flooring* – Hard surface floor surfaces shall be damp mopped using a neutral floor cleaner.
- g) Stairs
 - i) *Sweep Stairs* – Stairs and landings shall be swept with a broom to leave the floor in a dirt (dust) free state.
 - ii) *Mop Stairs* - All stairwells shall be mopped to remove spills.

2) OFFICE AREAS

- a) Refuse Containers
 - i) *Empty Containers and Replace Liners* – All refuse containers shall be completely emptied, and a clean, appropriately sized liner installed. If the liner is clean and not torn, it does not need to be replaced.
 - ii) *Wipe Clean Containers* – Containers shall be damp wiped clean to remove stains, smudges, and dried refuse.
 - iii) *Recycling Containers* – Recycling containers for all recyclables are to be emptied into a large bin provided for the area.
 - iv) *Area Recycling Bins* – Checked to determine level of bin and empty into dumpster if needed.
- b) Clean & Disinfect
 - i) *Handles and Handrails* – Clean and disinfect all door handles and handrails.
 - ii) *Drinking Fountains* – Fountains are to be disinfected and free of water spots, stains, and smudges.
- c) Furniture

- i) *Placement* – Furniture, chairs, refuse, and recycling containers are to be placed back in their appropriate places.
 - ii) *Damp Wipe* – Non-porous furniture shall be damp wiped with disinfectant to remove stains, smudges, and dried refuse.
 - iii) *Vacuum* – Upholstered furniture shall be vacuumed clean of debris.
- d) Windows, Glass, and Blinds
- i) *Clean Entry Glass* – Entry glass shall be clean and streak free, inside and out to head height (six feet high.)
 - ii) *Blinds* – Blinds shall be dusted or wiped to be free of debris.
- e) Carpet
- i) *Vacuum Carpet* – Carpeted areas of office lobbies, hallways, corridors, entrances, entry mats and reception areas are to be vacuumed dirt free. Chairs and refuse containers in those areas are to be returned to their original locations after vacuuming.
- f) Hard Surface Flooring
- i) *Sweep Flooring* – Hard surface flooring shall be swept to leave floor in a dirt (dust) free state.
 - ii) *Damp Mop Flooring* – Hard surface floor surfaces shall be damp mopped using a neutral floor cleaner.

3) KITCHEN AREAS (excluding Buffalo Run Kitchen)

- a) Refuse Containers
- i) *Empty Containers and Replace Liners* – All refuse containers shall be completely emptied, and a clean, appropriately sized liner installed. If the liner is clean and not torn, it does not need to be replaced.
 - ii) *Wipe Clean Containers* – Containers shall be damp wiped clean to remove stains, smudges, and dried refuse.
 - iii) *Recycling Containers* – Recycling containers for all recyclables are to be emptied into a large bin provided for the area.
 - iv) *Area Recycling Bins* – Checked to determine level of bin and empty into dumpster if needed.
- b) Clean & Disinfect
- i) *Handles and Handrails* – Clean and disinfect all door handles and handrails.
 - ii) *Sinks & Drinking Fountains* – Surfaces are to be disinfected and free of water spots, stains, and smudges.
- c) Furniture
- i) *Placement* – Furniture, chairs, refuse, and recycling containers are to be placed back in their appropriate places.
 - ii) *Damp Wipe* – Non-porous furniture shall be damp wiped with disinfectant to remove stains, smudges, and dried refuse.
 - iii) *Vacuum* – Upholstered furniture shall be vacuumed clean of debris.
- d) Carpet

- i) *Vacuum Carpet* – Carpeted areas of kitchens, hallways, corridors, entrances, entry mats are to be vacuumed dirt free. Chairs and refuse containers in those areas are to be returned to their original locations after vacuuming.
- e) **Hard Surface Flooring**
 - i) *Sweep Flooring* – Hard surface flooring shall be swept to leave floor in a dirt (dust) free state.
 - ii) *Damp Mop Flooring* – Hard surface floor surfaces shall be damp mopped using a neutral floor cleaner.

4) **FITNESS ROOMS**

- a) **Refuse Containers**
 - i) *Empty Containers and Replace Liners* – All refuse containers shall be completely emptied, and a clean, appropriately sized liner installed. If the liner is clean and not torn, it does not need to be replaced.
 - ii) *Wipe Clean Containers* – Containers shall be damp wiped clean to remove stains, smudges, and dried refuse.
 - iii) *Recycling Containers* – Recycling containers for all recyclables are to be emptied into a large bin provided for the area.
 - iv) *Area Recycling Bins* – Checked to determine level of bin and empty into dumpster if needed.
 - v) *Clean & Disinfect Waste Receptacles* – Receptacles shall be cleaned and disinfected so as to remove stains, smudges, and dried refuse.
- b) **Clean & Disinfect**
 - i) *Handles and Handrails* – Clean and disinfect all door handles and handrails.
 - ii) *Sinks & Drinking Fountains* – Surfaces are to be disinfected and free of water spots, stains, and smudges.
- c) **Glass & Mirrors**
 - i) *Clean Entry Glass* – Entry glass shall be clean and streak free, inside building to head height (six feet high).
 - ii) *Mirror Cleaning* – Mirrors to be cleaned with a glass cleaner to leave glass in spot free, streak free condition.
- d) **Flooring**
 - i) *Sweep Rubber Floors* – Resilient rubber flooring shall be vacuumed or swept to leave the floor in a dirt (dust) free state.
 - ii) *Damp Mopping Rubber Flooring* – Resilient floor surfaces shall be damp mopped to remove any dirt or spills. Scuff marks or stains are not expected to be removed with damp mopping.
 - iii) *Sweep Hardwood Flooring* – Hardwood floor surfaces shall be swept with a broom or dust mopped as to leave the floor in a dirt (dust) free state.
 - iv) *Damp Mopping Hardwood Flooring* – Hardwood floor surfaces shall be damp mopped to remove any dirt or spills. Scuff marks are not to be removed with damp mopping.

5. **RESTROOMS AND LOCKER ROOMS**

- a) **Refuse Containers**

- i) *Empty Containers and Replace Liners* – All refuse containers shall be completely emptied, and a clean, appropriately sized liner installed. If the liner is clean and not torn, it does not need to be replaced.
 - ii) *Wipe Clean Containers* – Containers shall be damp wiped clean to remove stains, smudges, and dried refuse.
 - iii) *Recycling Containers* – Recycling containers for all recyclables are to be emptied into a large bin provided for the area.
- b) Clean & Disinfect
- i) *Cleaning* – Urinals, toilet bowls, female sanitary cans, wash basins and other fixtures.
 - ii) *Handles and Handrails* – Clean and disinfect all door handles and handrails.
 - iii) *Sinks & Drinking Fountains* – Surfaces are to be disinfected and free of water spots, stains, and smudges.
- c) Restroom Fixtures
- i) *Restocking Dispensers* – Restroom dispensers (paper towel, seat covers, toilet paper, soap, etc.) are to be checked daily. Dispensers shall be filled as needed or as directed by Facilities Manager. Paper rolls shall only be replaced when totally empty, not when paper partially remaining.
 - ii) *Clean Dispensers, Walls, and Partitions* – Clean dispensers, walls, and partitions to be free of soap scum, fingerprints, dirt, smudges and graffiti.
 - iii) *Clean and Disinfect Restroom Fixtures* – Clean and disinfect all porcelain and stainless-steel sinks, faucets, counters, lockers, handles, toilets, flush urinals, and ensure urinal partitions to be free of deposits, stains, soap, and odors.
 - iv) *Clean and Disinfect Fixture Exteriors* – Fixtures (sinks, faucets, toilets, and urinals) exteriors, undersides, and bases are to be cleaned and disinfected with an appropriate cleaner to remove any deposits which may occur.
 - v) *Clean and Polish Chrome and Stainless Steel* – Plumbing fixtures are to be cleaned and polished to product a shiny, fingerprint free appearance.
- d) Mirrors
- i) *Mirror Cleaning* - Mirrors to be cleaned with a glass cleaner to leave glass in spot free, streak free condition.
- e) Floor Drains
- i) *Flush Drains* – No more than one gallon of water to be poured down drain to prevent drying out and eliminate odors.
- f) Hard Surface Flooring
- i) *Sweep Flooring* – Hard surface flooring shall be swept to leave floor in a dirt (dust) free state. Materials being swept up shall not be swept into floor drains.
 - ii) *Damp Mop Flooring* – Hard surface floor surfaces shall be damp mopped using a disinfectant.
- g) Shower Facilities
- i) *Clean and Disinfect Shower Stalls* – Shower stalls and mats to be cleaned and disinfected to be free of deposits, stains, and soap scum.

6. CONFERENCE ROOMS, COURT ROOM, AND DINING ROOM

- a) Refuse Containers
 - i) *Empty Containers and Replace Liners* – All refuse containers shall be completely emptied, and a clean, appropriately sized liner installed. If the liner is clean and not torn, it does not need to be replaced.
 - ii) *Wipe Clean Containers* – Containers shall be damp wiped clean to remove stains, smudges, and dried refuse.
 - iii) *Recycling Containers* – Recycling containers for all recyclables are to be emptied into a large bin provided for the area.
 - iv) *Area Recycling Bins* – Checked to determine level of bin and empty into dumpster if needed.
- b) Clean & Disinfect
 - i) *Handles and Handrails* – Clean and disinfect all door handles and handrails.
 - ii) *Sinks & Drinking Fountains* – Surfaces are to be disinfected and free of water spots, stains, and smudges.
- c) Furniture
 - i) *Placement* – Furniture, chairs, refuse, and recycling containers are to be placed back in their appropriate places.
 - ii) *Damp Wipe* – Non-porous furniture shall be damp wiped with disinfectant to remove stains, smudges, and dried refuse.
 - iii) *Vacuum* – Upholstered furniture shall be vacuumed clean of debris.
- d) Windows, Glass, and Blinds
 - i) *Clean Entry Glass* – Entry glass shall be clean and streak free, inside and out to head height (six feet high.)
 - ii) *Blinds* – Blinds shall be dusted or wiped to be free of debris.
- e) Carpet
 - i) *Vacuum Carpet* – Carpeted areas of lobbies, hallways, corridors, entrances, entry mats are to be vacuumed dirt free. Chairs and refuse containers in those areas are to be returned to their original locations after vacuuming.
- f) Hard Surface Flooring
 - i) *Sweep Flooring* – Hard surface flooring shall be swept to leave floor in a dirt (dust) free state. Materials being swept up shall not be swept into floor drains.
 - ii) *Damp Mop Flooring* – Hard surface floor surfaces shall be damp mopped using a neutral floor cleaner.

Every other Week Tasks:

1. COMMON AREAS

- a) Clean & Disinfect

- i) *Doors, Walls, and Frames* – Remove finger marks, furniture rubs, and scuff marks from walls, doors, frames, and kick plates.
- ii) *Glass, Sills, and Blinds* – Interior glass shall be clean and streak free, inside the building. Blinds and Sills shall be dusted to remove dust and spider webs above head height (six feet high.)
- iii) *Vacuum* – Upholstered furniture shall be vacuumed, clean, and free of debris.

2. OFFICE AREAS

- a) Refuse Containers
 - i) *Clean & Disinfect Waste Receptacles* – Containers shall be cleaned and disinfected to remove stains, smudges, and dried refuse.
- b) Clean & Disinfect
 - i) *Doors, Walls and Frames* – Remove finger marks, furniture rubs, and scuff marks from walls, doors, frames and kick plates.
 - ii) *Glass, Sills, & Blinds* – Interior glass shall be clean and streak free, inside building. Blinds and Sills shall be dusted to remove dust and spider webs above head height (six feet high.)
 - iv) *Vacuum* – Upholstered furniture shall be vacuumed, clean, and free of debris.

3. KITCHEN AREAS

- a) Refuse Containers
 - i) *Clean & Disinfect Waste Receptacles* – Containers shall be cleaned and disinfected to remove stains, smudges, and dried refuse.
- b) Clean & Disinfect
 - i) *Doors, Walls and Frames* – Remove finger marks, furniture rubs, and scuff marks from walls, doors, frames and kick plates.
 - ii) *Glass, Sills, & Blinds* – Interior glass shall be clean and streak free, inside building. Blinds and Sills shall be dusted to remove dust and spider webs above head height (six feet high.)
 - iii) *Vacuum* – Upholstered furniture shall be vacuumed, clean, and free of debris.

4. FITNESS ROOMS

- a) Refuse Containers
 - i) *Clean & Disinfect Waste Receptacles* – Containers shall be cleaned and disinfected to remove stains, smudges, and dried refuse.
- b) Clean & Disinfect
 - ii) *Doors, Walls and Frames* – Remove finger marks, furniture rubs, and scuff marks from walls, doors, frames and kick plates.

5. RESTROOMS AND LOCKER ROOMS

- a) Refuse Containers
 - i) *Clean & Disinfect Waste Receptacles* – Containers shall be cleaned and disinfected to remove stains, smudges, and dried refuse.

- b) Clean & Disinfect
 - ii) *Doors, Walls and Frames* – Remove finger marks, furniture rubs, and scuff marks from walls, doors, frames and kick plates.

6. CONFERENCE ROOMS AND COURT ROOMS

- a) Refuse Containers
 - i) *Clean & Disinfect Waste Receptacles* – Containers shall be cleaned and disinfected to remove stains, smudges, and dried refuse.
- b) Clean & Disinfect
 - i) *Doors, Walls and Frames* – Remove finger marks, furniture rubs, and scuff marks from walls, doors, frames and kick plates.
 - ii) *Glass, Sills, & Blinds* – Interior glass shall be clean and streak free, inside building. Blinds and Sills shall be dusted to remove dust and spider webs above head height (six feet high.)
 - iii) *Vacuum* – Upholstered furniture shall be vacuumed, clean, and free of debris.

Quarterly Tasks

1. COMMON AREAS

- a) Dusting
 - i) *High Dusting: Vents, Grills, Lighting, Etc.* – High Dusting constitutes anything over 6 feet from the floor including vents, grills, exhaust fans, light fixtures, clocks, and door frames.
 - ii) *Horizontal Surfaces* – Window ledges and other similar surfaces are to be kept dust free.

2. OFFICE AREAS

- a) Dusting
 - i) *High Dusting: Vents, Grills, Lighting, Etc.* – High Dusting constitutes anything over 6 feet from the floor including vents, grills, exhaust fans, light fixtures, clocks, and door frames.
 - ii) *Horizontal Surfaces* – Window ledges and other similar surfaces are to be kept dust free.

3. KITCHEN AREAS

- a) Dusting
 - i) *High Dusting: Vents, Grills, Lighting, Etc.* – High Dusting constitutes anything over 6 feet from the floor including vents, grills, exhaust fans, light fixtures, clocks, and door frames.
 - ii) *Horizontal Surfaces* – Window ledges and other similar surfaces are to be kept dust free.

4. FITNESS ROOMS

- a) Dusting
 - i) *High Dusting: Vents, Grills, Lighting, Etc.* – High Dusting constitutes anything over 6 feet from the floor including vents, grills, exhaust fans, light fixtures, clocks, and door frames.

- ii) *Horizontal Surfaces* – Window ledges and other similar surfaces are to be kept dust free.

5. RESTROOMS AND LOCKER ROOMS

a) Dusting

- i) *High Dusting: Vents, Grills, Lighting, Etc.* – High Dusting constitutes anything over 6 feet from the floor including vents, grills, exhaust fans, light fixtures, clocks, and door frames.
- ii) *Horizontal Surfaces* – Window ledges and other similar surfaces are to be kept dust free.

6. CONFERENCE ROOMS AND COURT ROOMS

a) Dusting

- i) *High Dusting: Vents, Grills, Lighting, Etc.* – High Dusting constitutes anything over 6 feet from the floor including vents, grills, exhaust fans, light fixtures, clocks, and door frames.

7. STAIRWELLS

a) Dusting

- i) *High Dusting: Vents, Grills, Lighting, Etc.* – High Dusting constitutes anything over 6 feet from the floor including vents, grills, exhaust fans, light fixtures, clocks, and door frames.
- ii) *Horizontal Surfaces* – Window ledges and other similar surfaces are to be kept dust free.

b) Clean & Disinfect

- i) *Doors, Walls and Frames* – Remove finger marks, furniture rubs, and scuff marks from walls, doors, frames and kick plates.

For Every Other week and Quarterly Services; Contractor shall report to Facilities Manager the schedule of when these activities will be performed.

CUSTODIAL / JANITORIAL SCOPE OF WORK BY BUILDING

CIVIC CENTER & POLICE DEPARTMENT

Cleanable Square Footage: 90,000 SF

- a) Main Building; Monday – Friday (excluding holidays)
- b) Hours available for cleaning: 5:00PM – 8:00AM
- c) Day Porter provided by the Contractor, and included in the base price for this building, Monday – Friday 8:00AM – 5:00PM.
- d) Crime Lab, Property and Evidence, Clerk, City Attorney, and Courts office spaces are not to be entered unless City staff is in the room as an escort.
- e) SWAT Room, Armory, HR File Room, Finance Dept Vaults, and Passport Office are off-limits and not to be entered. Trash cans for those rooms will be left outside of the door if they need to be emptied.
- f) If Police are present in the Booking Area, do not enter.
- g) If an office door is found closed and locked, bypass that office. If the office door is found open, please complete normal duties for the day and close door when finished in that space. If trash can is left outside, please empty and leave trash can where it was left.

- h) Noise restrictions in Council Chambers are during court (Wednesday & Thursday), during City Council Meetings (1st thru 4th Monday of each month), Board, and Commission Meetings.

Daily Cleaning Expectations for Police Department

- a) Police Department Areas: Sunday – Saturday (including holidays)
- b) Clean Courts office space
- c) Police trash from Lobby Areas
- d) Vacuum and Dust Police Department Offices
- e) Clean and tidy Police Department Sleep Room
- f) Clean Police Department Locker Room
- g) Fitness Area
- h) Dust Blinds: Frequency; twice a year (June and December)
- i) Clean Lobby Furniture; twice a year (June and December)

EAGLE POINT RECREATION CENTER

Cleanable Square Footage: 78,000 SF

- a) Frequency: Sunday – Saturday
- b) Hours available for cleaning : Monday – Friday 9:30PM – 5:00AM; Saturday 7:00PM – 7:00PM; Sunday 6:00PM – 5:00AM
- c) Occasional special events at Recreation Center may require additional cleaning
- d) Racquetball, Group Fitness, Gymnasium, Gymnastics area, and track to be cleaned according to “Fitness Room” standards
- e) Multi-purpose Rooms, Pre-K, Senior Center, and similar rooms to be cleaned to “Conference Room and Court Rooms Standards
- f) No cleaning in Pool Area and Office Spaces
- g) Contractor may be requested to set up Rental Rooms. Contractor will provide rate for set up service
- h) The Recreation Center will be exempt from listed City Holidays and will require normal service on Martin Luther King Day, President’s Day, Juneteenth, Labor Day, Veteran’s Day, and the Day After Thanksgiving. All other holiday
- i) All other City Holidays will be observed and will require no service
- j) Clean Lobby Furniture; twice a year (June and December)
- k) Dust Blinds: Frequency; twice a year (June and December)

MUNICIPAL SERVICES CENTER, BUILDING A, B, AND C

Cleanable Square Footage: 40,000 SF

- a) Frequency: Monday – Friday
- b) Hours available for cleaning: 5:00PM – 5:00AM
- c) Kitchen areas included in Building A and B
- d) Empty trash cans behind Fleet Building C twice a week
- e) Clean Lobby Furniture; twice a year (June and December)
- f) Dust Blinds: Frequency; twice a year (June and December)

BUFFALO RUN GOLF COURSE

Cleanable Square Footage: 10,000 SF

- a) Frequency: Sunday - Saturday
- b) Hours available for cleaning: 10:00PM – 5:00AM
- c) Service only required in Dining Room, Foyer, Restrooms, and Conference Room
- d) This location is exempted from previously listed City Holidays and will require service on ALL City holidays except Christmas Day
- e) Clean Lobby Furniture; twice a year (June and December)
- f) Dust Blinds: Frequency; twice a year (June and December)

DERBY RESOURCE CENTER

Cleanable Square Footage: 2,160 SF

- a) Frequency: Tuesday and Friday
- b) Hours available for cleaning: 5:00PM – 7:00AM (unless in use)
- c) Clean Lobby Furniture; twice a year (June and December)
- d) Dust Blinds: Frequency; twice a year (June and December)

COMMERCE CITY HERITAGE AND CULTURAL CENTER

Cleanable Square Footage: 1,520 SF

- a) Frequency: Tuesday
- b) Hours available for cleaning: 8:00AM – 5:00PM (unless in use)
- c) Clean Lobby Furniture; twice a year (June and December)
- d) Dust Blinds: Frequency; twice a year (June and December)

POLICE DEPARTMENT SUB-STATION

Cleanable Square Footage: 1,260 SF

- a) Frequency: Sunday - Saturday
- b) Hours available for cleaning: Anytime
- c) Clean Lobby Furniture; twice a year (June and December)
- d) Dust Blinds: Frequency; twice a year (June and December)

BISON RIDGE RECREATION CENTER

Cleanable Square Footage: 90,000 SF

- a) Frequency: Sunday - Saturday
- b) Hours available for cleaning : Monday – Friday 9:30PM – 5:00AM; Saturday 7:00PM – 7:00PM; Sunday 6:00PM – 5:00AM
- c) Occasional special events at Recreation Center may require additional cleaning
- d) Racquetball, Group Fitness, Gymnasium, Gymnastics area, and track to be cleaned according to “Fitness Room” standards

- e) Multi-purpose Rooms, Community Rooms, Pre-K, Senior Center, and similar rooms to be cleaned to “Conference Room and Court Rooms Standards
- f) No cleaning in Pool Area and Office Spaces
- g) Contractor may be requested to set up Rental Rooms. Contractor will provide rate for set up service
- h) The Recreation Center will be exempt from listed City Holidays and will require normal service on Martin Luther King Day, President’s Day, Juneteenth, Labor Day, Veteran’s Day, and the Day After Thanksgiving. All other holiday
- i) All other City Holidays will be observed and will require no service
- j) Clean Lobby Furniture; twice a year (June and December)
- k) Dust Blinds: Frequency; twice a year (June and December)

Floor Cleaning Schedule

The Contractor will implement the following floor cleaning schedule and invoice the City at the following rates:

Civic Center

- 1) 2x/year (Jan/July): 1/2 of main level
 - Carpet steam clean: 21,070sf = \$3160.50
 - Restroom tile steam clean: 1500sf = \$450.00
 - PD Basement: 500sf = \$175.00

- 2) 2x/year (Feb/Aug): 2nd floor
 - Carpet steam clean: 19,524sf = \$2928.60
 - Restroom tile steam clean: 566sf = \$170.00
 - Stairs/landings steam cleaned: \$110.00

- 3) 2x/year (Apr/Oct): Civic Center- 1/2 of main level
 - Carpet steam clean: 14,904sf = \$2235.60
 - Lobby flooring waxed/refinished: 2750sf = \$962.50
 - Restroom tile steam clean: 420sf = \$126.00

Buffalo Run Golf Course

- 1) 2x/year (March/Sept):
 - Buffalo Run Carpet clean: 6000sf = \$900.00

PD Sub Station

- 2x/year (March/Sept) Carpet clean: 1200sf = \$180.00

MSC

- 1) 2x/year (May/Nov):
 - Carpet steam clean: 8058sf = \$1209.00
 - Restroom tile steam clean: Upon request

EXHIBIT B – SAMPLE WORK ORDER

WORK ORDER

This Work Order and any exhibit or attachment are subject to and incorporates all terms and conditions of the Master Services Agreement dated [Click here to enter a date](#).

Contractor shall perform the following Services:

-
-
-
-
- Cost: \$ Total Cost or Rate for Work Order
- Completion Date: [Click here to enter a date or type number of days](#)

Contractor shall obtain approval from Name prior to any changes in scope.

CONTRACTOR NAME

CITY OF COMMERCE CITY

Name, Title

Name, Title Based on Amount
Select Department

Date: _____

Date: _____

Recommended for approval:

Name, Title Based on Amount
Select Department

APPROVED AS TO FORM:

Choose an Attorney



7887 East 60th Avenue
Commerce City, Colorado 80022
Phone (303) 289-3627
Fax (303) 289-3661
www.c3gov.com

EQUIPMENT DECLARATION

Company: _____ Date: _____

Address: _____

State and Zip: _____

Note: Construction equipment that was not otherwise subjected to the Commerce City sales or use tax, and which is located within the boundaries of the City of Commerce City for a period of thirty (30) consecutive days or less, will be subjected to the use tax of Commerce City on a prorated basis if the equipment is declared in advance. **If the equipment is not declared in advance or is located within the City for over thirty (30) consecutive days, the amount of tax due will be calculated on 100% of the original purchase price.**

The tax on Declared Equipment will be calculated using the following method: **The original purchase price of the equipment will be multiplied by a fraction, the numerator of which is one (1) and the denominator which is twelve (12); and the result will be multiplied by four and one-half percent (4.5%) to determine the amount of Use Tax payable to the City.** Example: thirty (30) days or less = $\frac{1}{12}$ x purchase price of the equipment x 4.5%.

In order for a taxpayer to qualify for this exemption, the taxpayer must comply with the procedures described in Section 29-2-109(4) of the Colorado Revised Statutes by completing this form and remitting the tax due to the Finance Department of the City of Commerce City. **If the taxpayer does not file this form the exemption herein provided for will be deemed waived by the taxpayer.**

A separate declaration form must be used for each individual piece of equipment.

Construction Equipment Declared:

Description of Equipment and/or VIN number: _____

Purchase price of above equipment and date purchased: _____

Date equipment will enter the City: _____

Date equipment will be removed from the City: _____