

I-4 Standard Purchasing Resolution 8: Best Value Award – Janitorial Services
(Introduced by: Dennis Trantham, Facilities & Grounds Operations Manager)

Resolution #2020-03-051

Moved by Hamilton

Seconded by Erickson Gault

RESOLVED, That Troy City Council hereby **AWARDS** a contract to provide Janitorial Services – City Wide for three (3) years with the option to renew for three additional 3-year periods to *RNA Facilities Management of Ann Arbor, MI*, as a result of a best value evaluation process for an estimated annual amount of \$759,192 in year one, \$770,460 in year two and, \$781,896 in year three for Proposal A; an hourly rate of \$17.50 in year one, \$18.00 in year two, and \$18.50 in year 3 for casual labor and furniture moving over and above the requirements of the specifications and a not to exceed monthly rate of \$.13 per square foot for future locations requiring janitorial services for Proposal C; at prices contained in the bid tabulation opened December 5, 2019; a copy of which shall be **ATTACHED** to the original Minutes of this meeting, the cost of which shall not exceed annual budgetary limitations; with the contract expiring June 30, 2023.

BE IT FURTHER RESOLVED, That Troy City Council hereby **APPROVES** an amount of \$500.00 per month for an additional day of Janitorial Services at the Troy Public Library for Proposal F if services are required in the future.

BE IT FINALLY RESOLVED, That the award is **CONTINGENT** upon the contractor's submission of properly executed bid documents, including insurance certificates and all other specified requirements.

Yes: All-7

No: None

MOTION CARRIED

BLANKET ORDER

No. 2020-00001275

DATE: 04/22/2020

PAGE: 1 of 1

FOB DESTINATION

Ship To

CITY OF TROY
Building Operations
500 W BIG BEAVER RD
TROY, MI 48084

Bill To

CITY OF TROY
Building Operations
4693 ROCHESTER ROAD
TROY, MI 48085

COUNCIL RESOLUTION
2020-03-051

VENDOR NO. 174359

Vendor

RNA OF ANN ARBOR INCORPORATED
RNA FACILITIES MANAGEMENT
717 W ELLSWORTH
ANN ARBOR, MI 48108

QUANTITIES ARE ESTIMATED AND WILL BE ORDERED AS NEEDED

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
300	Hour	Janitorial - Casual Labor Additional	17.5000	\$5,250.00
200	Hour	Janitorial - Furniture Moving	17.5000	\$3,500.00
Entered By: MaryBeth Murz				\$8,750.00

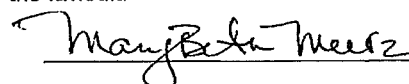
Special Instructions:

TERMS & CONDITIONS

1. Purchases of Municipalities are exempt from State Sales and Federal Excise Taxes.
2. Prior to acceptance, vendor agrees to provide City with information under the Right-to-Know Law, P.A. 1986, No. 80, and fully comply with all terms and conditions of the Michigan Occupational Safety and Health Act, MCL 408.1001, et seq. including vendor shall provide City with an "MSDS". Vendor also agrees to be responsible for all required labeling.
3. In cases of emergency/disaster, the City can purchase up to six(6) times the order amount for a period of six(6) months at the price contained in the contract.
4. Purchase Orders are signed electronically based upon computer generated "on-line" authorized approvals. Authentic signatures are on file in the City of Troy Purchasing Department.

NOTICE: The City could put the vendor on notice that vendors will be held financially responsible for any claims or awards made against the City as a result of the vendor's action. If the City has to defend the initial lawsuit, the City will bring in the vendor as a co-defendant or sue the vendor, either as the result of settling a claim or the conclusion of the lawsuit.

I HEREBY CERTIFY THAT THIS ORDER IS PROPERLY AUTHORIZED AND APPROVED.



BLANKET ORDER

Ship To

CITY OF TROY
Building Operations
500 W BIG BEAVER RD
TROY, MI 48084

Bill To

CITY OF TROY
Building Operations
4693 ROCHESTER ROAD
TROY, MI 48085

No. 2020-00001274
DATE: 04/22/2020
PAGE: 1 of 1
FOB DESTINATION

COUNCIL RESOLUTION
2020-03-051

VENDOR NO. 174359

Vendor

RNA OF ANN ARBOR INCORPORATED
RNA FACILITIES MANAGEMENT
717 W ELLSWORTH
ANN ARBOR, MI 48108

QUANTITIES ARE ESTIMATED AND WILL BE ORDERED AS NEEDED

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
12	Months	Janitorial Services - City Hall	11,359.0000	\$136,308.00
12	Months	Janitorial Services - Police Department	12,327.0000	\$147,924.00
12	Months	Janitorial Services - 52-4 District Court	8,339.0000	\$100,068.00
12	Months	Janitorial Services - Library	12,108.0000	\$145,296.00
12	Months	Janitorial Services - DPW	1,857.0000	\$22,284.00
12	Months	Janitorial Services - Parks Garage	465.0000	\$5,580.00
12	Months	Janitorial Services - Transit Center	470.0000	\$5,640.00
12	Months	Janitorial Services - Fire Stations 1-6	3,285.0000	\$39,420.00
12	Months	Janitorial Services - Fire/Police Training Center	982.0000	\$11,784.00
12	Months	Janitorial Services - Community Center	11,095.0000	\$133,140.00
12	Months	Janitorial Services - Stage Nature Center	979.0000	\$11,748.00

Entered By: MaryBeth Murz

\$759,192.00

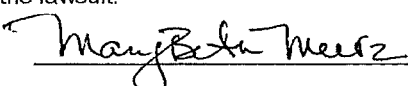
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I HEREBY CERTIFY THAT THIS ORDER IS PROPERLY AUTHORIZED AND APPROVED.



Opening Date: 12/05/2019
Reviewed Date: 12/5/2019

CITY OF TROY
BID TABULATION
JANITORIAL SERVICES - CITY WIDE

RFP-COT 19-51
Page 1 of 3

VENDOR NAME:	Kristel Group, Inc.	Interstate Corporation	DU-All Cleaning, Inc.
	Clawson, MI	Horsham, PA	Sterling Heights, MI
CHECK #:	#32393104	#4852706	#515899040-8

PROPOSAL: PROVIDE JANITORIAL SERVICES FOR VARIOUS CITY OF TROY LOCATIONS FOR THREE YEARS WITH TWO (2) THREE YEAR RENEWAL OPTIONS.

Proposal A - Janitorial Services for all Services:										
		Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Monthly Cost:		\$48,175.00	\$48,175.00	\$48,175.00	\$54,160.00	\$55,514.00	\$56,901.85	\$55,539.00	\$55,539.00	\$55,539.00
Annual Cost:		\$578,100.00	\$578,100.00	\$578,100.00	\$649,920.00	\$666,168.00	\$682,822.20	\$666,468.00	\$666,468.00	\$666,468.00
Three Year Total Cost:		\$1,734,300.00			\$1,998,910.20			\$1,999,404.00		
Proposal B - Baseline Deep Cleaning:		\$20,245.00			\$80,457.00			\$8,200.00		
Proposal C - Supplementary Services Pricing for all Locations:										
		Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Casual Labor Hourly Rate:		\$18.25	\$18.25	\$18.25	\$19.76	\$19.76	\$19.76	\$18.00	\$19.00	\$20.00
Furniture Moving Hourly Rate:		\$18.75	\$18.75	\$18.75	\$26.70	\$26.70	\$26.70	\$18.00	\$19.00	\$20.00
Price per Square Foot Future Locations:		\$0.10	\$0.12	\$0.12	\$0.97	\$0.99	\$1.01	\$0.11	\$0.11	\$0.11
Proposal D - Fire Locations <i>only</i> . Annual Exterior Cleaning (power wash walls, bay doors,										
		Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
		\$4,250.00	\$4,250.00	\$4,250.00	\$18,809.00	\$19,279.23	\$19,761.21	\$14,100.00	\$14,100.00	\$14,100.00
Proposal E - Pricing to Supply all Custodial										
		Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Monthly Cost:		\$2,925.00	\$2,925.00	\$2,925.00	\$11,086.81	\$11,363.98	\$11,648.08	\$1,846.00	\$1,906.50	\$2,000.50
Annual Cost:		\$35,100.00	\$35,100.00	\$35,100.00	\$133,041.72	\$136,367.76	\$139,776.96	\$22,152.00	\$22,878.00	\$24,006.00
Proposal F - Cost for Additional Day of Service at the Library:										
		Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Monthly Cost:		\$584.00	\$584.00	\$584.00	\$1,007.00	\$1,032.18	\$1,057.98	\$260.00	\$270.00	\$280.00
Annual Cost:		\$7,008.00	\$7,008.00	\$7,008.00	\$12,084.00	\$12,386.16	\$12,695.76	\$3,120.00	\$3,240.00	\$3,360.00
Mandatory Pre-Bid Meeting: Intent to Respond Ability to Provide Insurance: Signature Page: Exceptions: Forms Submitted: References: Acknowledgement Page:	Y or N	Y			Y			Y		
		Y				Y			Y	
	Y or N	Y				Y			Y	
	Y or N	Y				Y			Y	
	Y or N	None				None			None	
	Y or N	Y				Y			Y	
	Y or N	Y				Y			Y	
	Y or N	Y				Y			Y	

ATTEST:
Laura Campbell
Susan Riesterer
Kurt Bovenslep
Kristine Kallek

MaryBeth Murz,
Purchasing Manager

Opening Date: 12/05/2019
Reviewed Date: 12/5/2019

CITY OF TROY
BID TABULATION
JANITORIAL SERVICES - CITY WIDE

RFP-COT 19-51
Page 2 of 3

VENDOR NAME:	Giant Janitorial Service, Inc.	RNA Facilities Management	LGC Global Energy FM, LLC
	Detroit, MI	Ann Arbor, MI	Detroit, MI
CHECK #:	#001394410	#9037122067	#2074797

PROPOSAL: PROVIDE JANITORIAL SERVICES FOR VARIOUS CITY OF TROY LOCATIONS FOR THREE YEARS WITH TWO (2) THREE YEAR RENEWAL OPTIONS.

Proposal A - Janitorial Services for all Services:	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Monthly Cost:	\$56,068.00	\$57,754.00	\$59,483.00	\$63,266.00	\$64,205.00	\$65,158.00	\$62,206.80	\$64,073.00	\$65,995.19
Annual Cost:	\$672,816.00	\$693,048.00	\$713,796.00	\$759,192.00	\$770,460.00	\$781,896.00	\$746,481.60	\$768,876.00	\$791,942.28
Three Year Total Cost:	\$2,079,660.00			\$2,311,548.00			\$2,307,299.88		
Proposal B - Baseline Deep Cleaning:	\$39,504.00			\$70,950.00			\$44,788.89		
Proposal C - Supplementary Services Pricing for all Locations:	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Casual Labor Hourly Rate:	\$25.00	\$25.00	\$25.00	\$17.50	\$18.00	\$18.50	\$18.05	\$18.59	\$19.15
Furniture Moving Hourly Rate:	\$25.00	\$25.00	\$25.00	\$17.50	\$18.00	\$18.50	\$18.05	\$18.59	\$19.15
Price per Square Foot Future Locations:	\$0.12	\$0.12	\$0.12	\$0.13	\$0.13	\$0.13	\$2.69	\$2.77	\$2.85
Proposal D - Fire Locations only. Annual Exterior Cleaning (power wash walls, bay doors,	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
	\$25/man hour	\$25/man hour	\$25/man hour	\$13,810.00	\$13,810.00	\$13,810.00	\$12,211.00	\$12,577.33	\$12,954.65
Proposal E - Pricing to Supply all Custodial	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Monthly Cost:	\$3,350.00	\$3,450.00	\$3,450.00	\$2,815.00	\$2,823.00	\$2,823.00	\$2,312.00	\$2,381.36	\$2,452.80
Annual Cost:	\$40,200.00	\$41,400.00	\$41,400.00	\$33,780.00	\$33,876.00	\$33,876.00	\$27,744.00	\$28,576.32	\$29,433.60
Proposal F - Cost for Additional Day of Service at the Library:	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Monthly Cost:	\$800.00	\$825.00	\$850.00	\$500.00	\$500.00	\$500.00	\$420.00	\$432.60	\$445.58
Annual Cost:	\$9,600.00	\$9,900.00	\$10,200.00	\$6,000.00	\$6,000.00	\$6,000.00	\$5,040.00	\$5,191.20	\$5,346.96
Mandatory Pre-Bid Meeting:	Y or N	Y			Y			Y	
Intent to Respond:	Y or N	Y			Y			Y	
Ability to Provide Insurance:	Y or N	Y			Y			Y	
Signature Page:	Y or N	Y			Y			Y	
Exceptions:	Y or N	None			None			None	
Forms Submitted:	Y or N	Y			Y			Y	
References:	Y or N	Y			Y			Y	
Acknowledgement Page:	Y or N	Y			Y			Y	

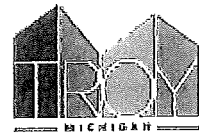
VENDOR NAME:	Master Maintenance Corporation	DM Burr Group	GDI Integrated Facility Services
	Ypsilanti, MI	Flint, MI	Southfield, MI
CHECK #:	#01470792	#69820	#65520757

PROPOSAL: PROVIDE JANITORIAL SERVICES FOR VARIOUS CITY OF TROY LOCATIONS FOR THREE YEARS WITH TWO (2) THREE YEAR RENEWAL OPTIONS.

Proposal A - Janitorial Services for all Services:	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Monthly Cost:	\$68,294.00	\$65,197.00	\$65,197.00	\$69,681.00	\$71,405.00	\$72,806.00	\$80,152.38	\$80,818.22	\$81,511.84
Annual Cost:	\$819,528.00	\$782,364.00	\$782,364.00	\$836,172.00	\$856,860.00	\$873,672.00	\$961,828.56	\$969,818.64	\$978,142.08
Three Year Total Cost:	\$2,384,256.00			\$2,566,704.00			\$2,909,789.28		
Proposal B - Baseline Deep Cleaning:	\$3,682.00			\$1,820.00			\$2,021.11		
Proposal C - Supplementary Services Pricing for all Locations:	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Casual Labor Hourly Rate:	\$35.00	\$35.00	\$35.00	\$20.00	\$21.00	\$22.00	\$22.21	\$22.39	\$22.58
Furniture Moving Hourly Rate:	\$65.00	\$65.00	\$65.00	\$20.00	\$21.00	\$22.00	\$22.21	\$22.39	\$22.58
Price per Square Foot Future Locations:	\$0.28	\$0.28	\$0.28	\$1.52	\$1.52	\$1.52	\$3.4672	\$3.4958	\$3.5253
Proposal D - Fire Locations only. Annual Exterior Cleaning (power wash walls, bay doors,	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
	\$7,040.00	\$7,040.00	\$7,040.00	\$560.00	\$560.00	\$560.00	\$750.00	\$785.00	\$820.00
Proposal E - Pricing to Supply all Custodial	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Monthly Cost:	*			\$3,025.00	\$3,182.00	\$3,346.00	\$1,722.00	\$1,805.00	\$1,889.00
Annual Cost:	\$0.00	\$0.00	\$0.00	\$36,300.00	\$38,184.00	\$40,152.00	\$20,664.00	\$21,660.00	\$22,668.00
Proposal F - Cost for Additional Day of Service at the Library:	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Monthly Cost:	\$1,943.00	\$1,943.00	\$1,943.00	\$1,907.00	\$1,945.00	\$1,984.00	\$2,804.88	\$2,834.46	\$2,862.30
Annual Cost:	\$23,316.00	\$23,316.00	\$23,316.00	\$22,884.00	\$23,340.00	\$23,808.00	\$33,658.56	\$34,013.52	\$34,347.60
Mandatory Pre-Bid Meeting:	Y or N	Y			Y			Y	
Intent to Respond		Y			Y			Y	
Ability to Provide Insurance:	Y or N	Y			Y			Y	
Signature Page:	Y or N	Y			Y			Y	
Exceptions:	Y or N	3M TwistnGo Products			3M TwistnGo Products			None	
Forms Submitted:	Y or N	Y			Y			Y	
References:	Y or N	Y			Y			Y	
Acknowledgement Page:	Y or N	Y			Y			Y	

* Without historical usage data, can only provide cost per case.

MaryBeth Murz,
Purchasing Manager



PRICE PROPOSAL A - JANITORIAL SERVICES FOR ALL SERVICES PER SCOPE OF WORK

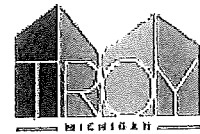
#	CITY FACILITY Location	Square ft cleaned	Estimated daily minimum hours	Monthly Cost Year 1 of 3	Monthly Cost Year 2 of 3	Monthly Cost Year 3 of 3
1.	CITY HALL 500 W Big Beaver	49,450	22	11,359	11,529	11,701
2.	POLICE DEPARTMENT 500 W Big Beaver	55,215	24	12,327	12,511	12,698
3.	52-4 DISTRICT COURT 520 W Big Beaver	29,000	14	8,339	8,464	8,590
4.	LIBRARY 510 W Big Beaver	44,500	21	12,108	12,288	12,471
5.	DEPARTMENT of PUBLIC WORKS 4693 Rochester	9,500	4	1,857	1,884	1,912
6.	PARKS GARAGE 4695 Rochester	1,800	2	465	471	478
7.	TRANSIT CENTER 1201 Doyle	2,600	1.5	470	477	484
8.	FIRE STATION 1 1019 E Big Beaver	2,175	2	413	419	425
9.	FIRE STATION 2 5600 Livernois	2,320	2	440	446	452
10.	FIRE STATION 3 2400 W Big Beaver	3,000	2	569	577	585
11.	FIRE STATION 4 2117 E Maple	5,900	3	1,120	1,136	1,153
12.	FIRE STATION 5 6399 John R	2,000	1.5	379	384	389
13.	FIRE STATION 6 5901 Coolidge	1,920	1.5	364	369	374
14.	FIRE/POLICE TRAINING CENTER 4850 John R	6,915	2.5	982	996	1,010
15.	COMMUNITY CENTER 3179 Livernois	53,045	33	11,095	11,261	11,429
16.	STAGE NATURE CENTER 6685 Coolidge	8,100	2.5	979	993	1,007
	MONTHLY COST FOR JANITORIAL SERVICES LOCATIONS 1-16			63,266	64,205	65,158
	ANNUAL COST FOR JANITORIAL SERVICES LOCATIONS 1-16			759,192	770,460	781,896



PRICE PROPOSAL B – BASELINE DEEP CLEANING

In order to establish an acceptable level of cleanliness throughout the City of Troy Facilities, a baseline cleaning may be required. If deemed necessary, bidders shall submit a separate price to perform a one-time baseline cleaning of each location after which the facilities are to be maintained as per the requirements specified.

#	CITY FACILITY Location	Cost to perform a One- Time Baseline Cleaning
1.	CITY HALL 500 W Big Beaver	10,000
2.	POLICE DEPARTMENT 500 W Big Beaver	11,000
3.	52-4 DISTRICT COURT 520 W Big Beaver	5,800
4.	LIBRARY 510 W Big Beaver	9,000
5.	DEPARTMENT of PUBLIC WORKS 4693 Rochester	1,900
6.	PARKS GARAGE 4695 Rochester	500
7.	TRANSIT CENTER 1201 Doyle	550
8.	FIRE STATION 1 1019 E Big Beaver	550
9.	FIRE STATION 2 5600 Livernois	550
10.	FIRE STATION 3 2400 W Big Beaver	550
11.	FIRE STATION 4 2117 E Maple	1,000
12.	FIRE STATION 5 6399 John R	550
13.	FIRE STATION 6 5901 Coolidge	550
14.	FIRE/POLICE TRAINING CENTER 4850 John R	1,400
15.	COMMUNITY CENTER 3179 Livernois	25,400
16.	STAGE NATURE CENTER 6685 Coolidge	1,650
	TOTAL COST FOR ONE-TIME BASELINE CLEANING FOR LOCATIONS 1-16	70,950



PRICE PROPOSAL C - SUPPLEMENTARY SERVICES PRICING FOR ALL LOCATIONS

1) CASUAL LABOR – Any time of day or night, including Saturdays, Sundays and Holidays

Casual Labor shall be defined as the labor required at specific locations to do tasks of a porter/custodial activity type including, but not limited to room/table set-up and take-down, chair placement, unloading of office supplies, custodial supplies, and other minor materials, and **custodial work over and above the requirements of the specifications** for locations as specified and other locations on an as needed basis. Under most circumstances, notice of 24 hours or more will be given. However, situations may develop that require immediate attention of one of more casual labor personnel. The City of Troy will not pay overtime charges for any casual labor.

Casual Labor Hourly Rate July 1, 2018 – June 30, 2019 Year 1 of 3	Casual Labor Hourly Rate July 1, 2019 – June 30, 2020 Year 2 of 3	Casual Labor Hourly Rate July 1, 2020 – June 30, 2021 Year 3 of 3
\$ \$17.50 per hour	\$ \$18.00 per hour	\$ \$18.50 per hour

2) FURNITURE MOVING – Provide hourly rate to perform office furniture moving and rearranging

Furniture moving is required for renovations, relocation of offices or to rearrange current furniture. Under most circumstances, notice of 24 hours or more will be given.

Furniture Moving Hourly Rate July 1, 2018 – June 30, 2019 Year 1 of 3	Furniture Moving Hourly Rate July 1, 2019 – June 30, 2020 Year 2 of 3	Furniture Moving Hourly Rate July 1, 2020 – June 30, 2021 Year 3 of 3
\$ \$17.50 per hour	\$ \$18.00 per hour	\$ \$18.50 per hour

3) PRICE per SQUARE FOOT – Future Locations

For any location added to the contract where a price has not been established, a **price per square foot** will be used to calculate the monthly charge for janitorial services. The City of Troy reserves the right to negotiate the final pricing of the location with the successful bidder. If the successful bidder and City cannot come to an agreement as to the amount to be charged, the City reserves the right to establish a contract with another provider.

Price per Square Foot Future Locations July 1, 2018 – June 30, 2019 Year 1 of 3	Price per Square Foot Future Locations July 1, 2019 – June 30, 2020 Year 2 of 3	Price per Square Foot Future Locations July 1, 2020 – June 30, 2021 Year 3 of 3
\$ 0.13 per sq ft	\$ 0.13 per sq ft	\$ 0.13 per sq ft

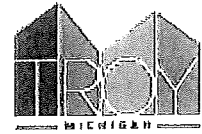


**PRICE PROPOSAL D - FIRE LOCATIONS ONLY ANNUAL EXTERIOR CLEANING -
POWER WASH WALLS, BAY DOORS, OVERHANGS, ETC.**

#	CITY FACILITY Location	Annual Cost Exterior Clean Year 1 of 3	Annual Cost Exterior Clean Year 2 of 3	Annual Cost Exterior Clean Year 3 of 3
8.	FIRE STATION 1 1019 E Big Beaver	\$1,815	\$1,815	\$1,815
9.	FIRE STATION 2 5600 Livernois	\$1,815	\$1,815	\$1,815
10.	FIRE STATION 3 2400 W Big Beaver	\$1,926	\$1,926	\$1,926
11.	FIRE STATION 4 2117 E Maple	\$2,507	\$2,507	\$2,507
12.	FIRE STATION 5 6399 John R	\$1,620	\$1,620	\$1,620
13.	FIRE STATION 6 5901 Coolidge	\$1,620	\$1,620	\$1,620
14.	FIRE/POLICE TRAINING CENTER 4850 John R	\$2,507	\$2,507	\$2,507
	ANNUAL COST FOR EXTERIOR CLEANING LOCATIONS 8-14	\$13,810	\$13,810	\$13,810

PRICE PROPOSAL E - PRICING TO SUPPLY ALL CUSTODIAL PRODUCTS

#	CITY FACILITY Location	Monthly Cost Year 1 of 3	Monthly Cost Year 2 of 3	Monthly Cost Year 3 of 3
1.	CITY HALL 500 W Big Beaver	\$599	\$607	\$607
2.	POLICE DEPARTMENT 500 W Big Beaver	\$618	\$618	\$618
3.	52-4 DISTRICT COURT 520 W Big Beaver	\$190	\$190	\$190
4.	LIBRARY 510 W Big Beaver	\$532	\$532	\$532
5.	DEPARTMENT of PUBLIC WORKS 4693 Rochester			
6.	PARKS GARAGE 4695 Rochester			
7.	TRANSIT CENTER 1201 Doyle	\$118	\$118	\$118
8.	FIRE STATION 1 1019 E Big Beaver	\$119	\$119	\$119
9.	FIRE STATION 2 5600 Livernois	\$119	\$119	\$119
10.	FIRE STATION 3 2400 W Big Beaver	\$119	\$119	\$119
11.	FIRE STATION 4 2117 E Maple	\$119	\$119	\$119
12.	FIRE STATION 5 6399 John R	\$119	\$119	\$119
13.	FIRE STATION 6 5901 Coolidge	\$119	\$119	\$119
14.	FIRE/POLICE TRAINING CENTER 4850 John R	\$44	\$44	\$44
15.	COMMUNITY CENTER 3179 Livernois			
16.	STAGE NATURE CENTER 6685 Coolidge			
	MONTHLY COST TO SUPPLY CUSTODIAL PRODUCTS	\$2,815	\$2,822	\$2,822
	ANNUAL COST TO SUPPLY CUSTODIAL PRODUCTS	\$33,780	\$33,864	\$33,864



PRICE PROPOSAL F – PROVIDE COST FOR ADDITIONAL DAY OF SERVICE AT LIBRARY

Provide monthly cost for additional day of Janitorial Services at Library (estimated hours are 10:00 AM – 6:00 PM)

#	CITY FACILITY Location	Monthly Cost Year 1 of 3	Monthly Cost Year 2 of 3	Monthly Cost Year 3 of 3
4.	LIBRARY 510 W Big Beaver	\$500	\$500	\$500
	ANNUAL COST FOR ADDITIONAL OPEN DAY AT LIBRARY	\$6,000	\$6,000	\$6,000

SIGNATURE PAGE

PRICES: Prices shall remain firm for 60 days or bid award, whichever comes first, except the successful bidder's whose prices shall remain firm through the term of the contract.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: Mike Farha

NOTE: The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addenda as issued.

TAX ID: 383286911

COMPANY: RNA FACILITIES MANAGEMENT

ADDRESS: 717 W ELLSWORTH ROAD CITY: ANN ARBOR STATE: MI ZIP: 48108

PHONE: (734) 260-3395 FAX NUMBER: (888) 762-8541

REPRESENTATIVE NAME: Mike Farha EMAIL: farha@rnafacilitiesmanagement.com

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: Mike Farha

PAYMENT TERMS: Net 30 WARRANTY: T.B.D.

BID DEPOSIT CHECK #: 9037122067 COMPLETION: T.B.D.

EXCEPTIONS: Any exceptions, substitutions, deviations, etc. from the City of Troy specifications and this bid proposal in Schedule 3. The reason for the exception(s), deviation(s), substitution(s) along with detailed explanations, are an integral part of this proposal offer.

☒ I have read the bid in it's entirety and take no exception to any provisions or requirements.

☐ Exceptions taken have been detailed as required in Schedule 3 of the Proposal Response.

ACKNOWLEDGEMENT:

I, Mike Farha, certify that I have read the Instructions to Bidders (2 Pages) and that the bid proposal documents contained herein were obtained directly from the City's Purchasing Department or the MITN website, www.mitn.info and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: Mike Farha

IMPORTANT: All City of Troy purchases require a MATERIAL SAFETY DATA SHEET, where applicable, in compliance with the MIOSHA "Right to Know" Law. Please include a copy of any relevant MSDS at the time of bid submission.

NOTE: The City of Troy, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

US FUNDS: All prices are to be quoted in U. S. Currency.



Legal Status of Bidder:

The Bidder shall fill out the appropriate form and strike out the other two:

RNA FACILITIES MANAGEMENT

A corporation duly organized and doing business under the laws of the State of MI for
whom Mike Farha, bearing the office title of Chief Operating Officer,
whose signature is affixed to this proposal, is duly authorized to execute contracts.

A partnership, all members of which, with addresses, is:

N/A

AN INDIVIDUAL, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:

N/A



CITY OF TROY
OAKLAND COUNTY, MICHIGAN
NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

Mike Farha, being duly sworn deposed, says that he/she
(Print Full Name)

is Chief Operating Officer. The party making the foregoing proposal or bid,
(State Official Capacity in Firm)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

Mike Farha
SIGNATURE OF PERSON SUBMITTING BID

Joshua Orvis
NOTARY'S SIGNATURE

Subscribed and sworn to before me this 1st day of December, 2019 in and
for Genesee County.

My commission expires:

JOSHUA ORVIS
NOTARY PUBLIC, STATE OF MICHIGAN
COUNTY OF GENESSEE
MY COMMISSION EXPIRES AUG 24, 2024



CERTIFICATION REGARDING

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, and declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2- Contracts.

☒ *I am able to certify to the above statements.*

RNA FACILITIES MANAGEMENT

Name of Agency/Company/Firm *(Please Print)*

Mike Farha, Chief Operating Officer

Name and title of authorized representative *(Please Print)*

Mike Farha

December 1, 2019

Signature of authorized representative

Date

☐ *I am unable to certify to the above statements. Attached is my explanation.*



VENDOR CERTIFICATION

THAT IT IS NOT AN

"IRAN LINKED BUSINESS"

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Vendor	
Legal Name	RNA FACILITIES MANAGEMENT
Street Address	717 W ELLSWORTH ROAD
City	ANN ARBOR
State, Zip	MI 48108
Corporate I.D. Number/State	MI: 383286911
Taxpayer I.D. #	383286911

The undersigned, with: 1.) full knowledge of all of Vendors business activities, 2.) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as require by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor's Authorized Agent:

Printed Name of Vendor's Authorized Agent:

Mike Farha, COO

Witness Signature:

Printed Name of Witness: Beverlee White, Assistant to COO




Proposer's Sworn and Notarized Familial Disclosure
(to be provided by the Proposer)

The undersigned, the owner or authorized officer of RNA FACILITIES MANAGEMENT (the "Proposer"), pursuant to the familial disclosure requirement provided in the Request for Proposal, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employees of _____
RNA FACILITIES MANAGEMENT and any member of the City of Troy City Council or City of Troy management.

List any Familial Relationships: n/a

BIDDER:
RNA FACILITIES MANAGEMENT

By: MIKE FARHA 

Its: COO

STATE OF MICHIGAN)

)ss.

JOSHUA ORVIS
NOTARY PUBLIC, STATE OF MICHIGAN
COUNTY OF GENESEE
MY COMMISSION EXPIRES AUG 24, 2024

COUNTY OF Genesee)

This instrument was acknowledged before me on the 1st day of December

by 



WOMEN'S BUSINESS ENTERPRISE
NATIONAL COUNCIL
5001 FARMER ROAD, SUITE 100, WASHINGTON, DC 20004

hereby grants

National Women's Business Enterprise Certification

to

**R.N.A. of Ann Arbor, Incorporated DBA RNA Facilities
Management**

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).
This certification affirms the business is woman-owned, operated and controlled; and is valid through the date herein.

WBENC National WBE Certification was processed and validated by
Great Lakes Women's Business Council, a WBENC Regional Partner Organization.

Certification Granted: March 27, 2019

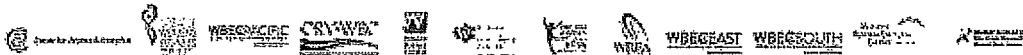
Expiration Date: March 27, 2020

WBENC National Certification Number: WBE1900000

M. A. Richards
Authorized By: M. A. Richards, President
Great Lakes Women's Business Council

Great Lakes
Women's
Business
COUNCIL
Accelerating business growth

NAICS: 58120
UNSPSC: 75110000





500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Date: March 11, 2020

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager
Rob Maleszyk, Chief Financial Officer
Lisa Burnham, Accounting Manager
Kurt Bovensiepe, Public Works Director
Dennis Trantham, Facilities and Grounds Operations Manager
MaryBeth Murz, Purchasing Manager

Subject: Standard Purchasing Resolution 8: Best Value Award – Janitorial Services
(Introduced by: Dennis Trantham)

History

- Janitorial Services are needed to provide cleaning at City Hall, Police Department, Library, Community Center, Fire and Police Training Center, Stage Nature Center, Department of Public Works, all 6 Fire Stations, Parks Maintenance Building, Transit Center, and the 52-4 District Court.
- On June 4, 2018, Troy City Council approved a three-year contract to provide Janitorial Services with three, three year renewal options (Resolution 2018-06-098).
- On October 3, 2019 *DM Burr* sent a letter notifying the City of Troy the *DM Burr* is losing money on the contract attributing it to an increase in supply costs and not capturing the needed hours to complete all tasks within each facility. *DM Burr* requested an annual increase of \$104,556 or \$8,713 per month.
- City management met and decided that it was not in the best interest of the City of Troy to accept a 15% increase on the original contract and to start the RFP process over again. *DM Burr* was allowed to participate in the process.
- Insourcing was examined as part of the RFP process and found not to be a cost effective option at this time.
- Included in the Request for Proposal were the following: Price Proposal A – Janitorial Services – City Wide; Price Proposal B – Baseline Deep Cleaning; Price Proposal C – Supplementary Services including Casual Labor Hourly Rate, Furniture Moving Hourly Rate, and Price per Square Foot for future locations; Price Proposal D – Fire Locations Annual Exterior Cleaning; Price Proposal E – Custodial Products; and Price Proposal F – Additional Day of Service at the Troy Public Library.

Purchasing

- October 28, 2019 a Request for Proposal was issued and posted on the Michigan Inter-governmental Trade Network (MITN) website; www.mitn.info.
- 276 firms were notified of this bid opportunity.
- November 7, 2019 a Mandatory Pre-Proposal meeting was held at City Hall. The Pre-Proposal meeting also included a site visit to the Police Department, Library, Fire Station #3, and the Community Center. The Request for Proposal document and the project timeline was reviewed. Clarifications were discussed and questions answered which necessitated the issuance of an Addendum summarizing the meeting. Thirteen (13) companies attended the Pre-Proposal meeting as listed below:



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CITY COUNCIL AGENDA ITEM

Purchasing (continued)

Master Maintenance Corp.
RNA Facilities Management
Giant Janitorial Services, Inc.
Professional Building Services
The DM Burr Group
Interstate Building Maintenance
Sparkle Janitorial
Kristel Group, Inc.
LGC Global, Inc.
Grand Rapids Building Services, Inc.
GDI Integrated Facility Services
Du-All Cleaning, Inc.
VHM Enterprises, Inc.

- December 5, 2019, a bid opening was conducted and Proposals were received as required by City Charter and Code for the Janitorial Services – City Wide. Below is a summary of potential firms:

Companies notified via MITN	276
Troy Companies notified via MITN	14
Troy Companies - Active email Notification	12
Troy Companies - Active Free	2
Companies that viewed the bid	52
Troy Companies that viewed the bid	2

MITN provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy. **Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City. **Active MITN non-paying members** are responsible to monitor and check the MITN website for opportunities to do business with the City. **Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.

- (9) Proposal responses were received as detailed:

Kristel Group, Inc.	Clawson, MI
Interstate Corporation	Horsham, PA
Du-All Cleaning, Inc.	Sterling Heights, MI
Giant Janitorial Service, Inc.	Detroit, MI
RNA Facilities Management	Ann Arbor, MI
LGC Global, Inc.	Detroit, MI
Master Maintenance Corporation	Ypsilanti, MI
The DM Burr Group	Flint, MI
GDI Integrated Facility Services	Southfield, MI
- Qualifying conditions of the Janitorial Firms were:
 - Experience, knowledge and reliability of Janitorial Services specifically for City entities. Each firm submitting a proposal was required to submit a complete list of similar projects and was required to include a *minimum* of three (3) similar City Contracts.
 - Positive References specifically relating to Janitorial Services for a Cities of similar size.
 - Qualifications of Firm to manage the contract as specified detailing personnel and project team led by a project manager.
 - Methodology, Approach and Staffing Plan
 - Overall response and completeness of the Proposal.



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CITY COUNCIL AGENDA ITEM

Purchasing (continued)

- Scoring criteria was as follows:
 - 40% Proposal Score
 - 20% Price Score
 - 40% Interview Score
- Seven (7) Committee Members reviewed and evaluated the proposals. The Committee Members were as follows:
 - Peter Hullinger, Assistant Fire Chief
 - Kurt Bovensiepe, Public Works Director
 - Laura Campbell, Facilities and Grounds
 - Dennis Trantham, Facilities and Grounds Operations Manager
 - Philip Kwik, Assistant Library Director
 - Brian Goul, Assistant Recreation Director
 - Joseph Haddad, Police Department
- Based on the Firms' qualifying conditions and scores for proposal and price; the top three (3) Companies were interviewed by the full committee on Tuesday, February 25, 2020 by the Selection Committee:
 - LGC Global FM
 - Giant Janitorial Service, Inc.
 - RNA Facilities Management
- Based on the scoring criteria, the Selection Committee unanimously recommends awarding a contract to *RNA Facilities Management of Ann Arbor, MI*.
- *RNA Facilities Management (RNA)* was founded in 1991 and is a full service company headquartered in Ann Arbor, MI.
- *RNA* has a wide range of Janitorial accounts including city and government buildings, libraries, schools, health clinics and various other businesses.
- *RNA* will assign a dedicated management team to the City of Troy.
- *RNA* also utilizes an APP to track quality of service by building and generate inspection reports. They also use a color coded cleaning system and offer detailed ongoing training.
- *RNA* ensures a smooth transition by effectively communicating with the City, meeting with the City's designated representative(s), hiring existing staff for key positions where applicable and having a dedicated HR Recruiter assigned to the City of Troy.
- *RNA's* references were checked and were positive. *RNA* is prepared to have a complete staff in place for a *targeted* May 1, 2020 start date.
- Note that *RNA* provided pricing in Proposal F to supply an additional day of service at the Library (if required) at a not to exceed monthly cost of \$500.00.

Financial

The resulting proposed increase exceeds the FY20 budgeted amount, however, a budget amendment will not be required because of several deductions taken throughout the year. The increase in costs will be charged to the various departments and funds. All fund budgets are adequately appropriated.

The increase in cost will be included in the FY21 Budget.

The costs for any additional casual labor or furniture moving are available in the various department operating/capital budgets as needed.



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CITY COUNCIL AGENDA ITEM

Recommendation

City management recommends awarding a three (3) year contract to *RNA Facilities Management of Ann Arbor, MI* with the option to renew for three 3-year periods as a result of a best value evaluation process for Janitorial Services – City Wide, at an estimated annual amount of \$759,192 in year one, \$770,460 in year two and, \$781,896 in year three for Proposal A; an hourly rate of \$17.50 in year one, \$18.00 in year two, and \$18.50 in year 3 for casual labor and furniture moving over and above the requirements of the specifications, and a monthly price not to exceed \$.13 per square foot for future locations requiring janitorial services for Proposal C; at prices contained in the bid tabulation opened December 5, 2019. Additionally, if it is determined in the future to open the Library for an additional day, City management recommends approving \$500.00 per month for Janitorial Services for Proposal F.

VENDOR NAME:	Kristel Group, Inc.	Interstate Corporation	DU-All Cleaning, Inc.
	Clawson, MI	Horsham, PA	Sterling Heights, MI
CHECK #:	#32393104	#4852706	#515899040-8

PROPOSAL: PROVIDE JANITORIAL SERVICES FOR VARIOUS CITY OF TROY LOCATIONS FOR THREE YEARS WITH TWO (2) THREE YEAR RENEWAL OPTIONS.

Proposal A - Janitorial Services for all Services:	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Monthly Cost:	\$48,175.00	\$48,175.00	\$48,175.00	\$54,160.00	\$55,514.00	\$56,901.85	\$55,539.00	\$55,539.00	\$55,539.00
Annual Cost:	\$578,100.00	\$578,100.00	\$578,100.00	\$649,920.00	\$666,168.00	\$682,822.20	\$666,468.00	\$666,468.00	\$666,468.00
Three Year Total Cost:	\$1,734,300.00			\$1,998,910.20			\$1,999,404.00		

Proposal B - Baseline Deep Cleaning:	\$20,245.00			\$80,457.00			\$8,200.00		
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Proposal C - Supplementary Services Pricing for all Locations:	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Casual Labor Hourly Rate:	\$18.25	\$18.25	\$18.25	\$19.76	\$19.76	\$19.76	\$18.00	\$19.00	\$20.00
Furniture Moving Hourly Rate:	\$18.75	\$18.75	\$18.75	\$26.70	\$26.70	\$26.70	\$18.00	\$19.00	\$20.00
Price per Square Foot Future Locations:	\$0.10	\$0.12	\$0.12	\$0.97	\$0.99	\$1.01	\$0.11	\$0.11	\$0.11

Proposal D - Fire Locations only. Annual Exterior Cleaning (power wash walls, bay doors,	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
	\$4,250.00	\$4,250.00	\$4,250.00	\$18,809.00	\$19,279.23	\$19,761.21	\$14,100.00	\$14,100.00	\$14,100.00

Proposal E - Pricing to Supply all Custodial	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Monthly Cost:	\$2,925.00	\$2,925.00	\$2,925.00	\$11,086.81	\$11,363.98	\$11,648.08	\$1,846.00	\$1,906.50	\$2,000.50
Annual Cost:	\$35,100.00	\$35,100.00	\$35,100.00	\$133,041.72	\$136,367.76	\$139,776.96	\$22,152.00	\$22,878.00	\$24,006.00

Proposal F - Cost for Additional Day of Service at the Library:	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Monthly Cost:	\$584.00	\$584.00	\$584.00	\$1,007.00	\$1,032.18	\$1,057.98	\$260.00	\$270.00	\$280.00
Annual Cost:	\$7,008.00	\$7,008.00	\$7,008.00	\$12,084.00	\$12,386.16	\$12,695.76	\$3,120.00	\$3,240.00	\$3,360.00
Mandatory Pre-Bid Meeting:	Y or N	Y			Y			Y	
Intent to Respond		Y			Y			Y	
Ability to Provide Insurance:	Y or N	Y			Y			Y	
Signature Page:	Y or N	Y			Y			Y	
Exceptions:	Y or N	None			None			None	
Forms Submitted:	Y or N	Y			Y			Y	
References:	Y or N	Y			Y			Y	
Acknowledgement Page:	Y or N	Y			Y			Y	

ATTEST:
Laura Campbell
Susan Riesterer
Kurt Bovensiepe
Kristine Kallek

MaryBeth Murz,
Purchasing Manager

Opening Date: 12/05/2019
Reviewed Date: 12/5/2019

CITY OF TROY
BID TABULATION
JANITORIAL SERVICES - CITY WIDE

RFP-COT 19-51
Page 2 of 3

VENDOR NAME:	Giant Janitorial Service, Inc.	RNA Facilities Management	LGC Global Energy FM, LLC
	Detroit, MI	Ann Arbor, MI	Detroit, MI
CHECK #:	#001394410	#9037122067	#2074797

PROPOSAL: PROVIDE JANITORIAL SERVICES FOR VARIOUS CITY OF TROY LOCATIONS FOR THREE YEARS WITH TWO (2) THREE YEAR RENEWAL OPTIONS.

Proposal A - Janitorial Services for all Services:									
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Monthly Cost:	\$56,068.00	\$57,754.00	\$59,483.00	\$63,266.00	\$64,205.00	\$65,158.00	\$62,206.80	\$64,073.00	\$65,995.19
Annual Cost:	\$672,816.00	\$693,048.00	\$713,796.00	\$759,192.00	\$770,460.00	\$781,896.00	\$746,481.60	\$768,876.00	\$791,942.28
Three Year Total Cost:	\$2,079,660.00			\$2,311,548.00			\$2,307,299.88		
Proposal B - Baseline Deep Cleaning:				\$39,504.00			\$70,950.00		
Proposal C - Supplementary Services Pricing for all Locations:									
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Casual Labor Hourly Rate:	\$25.00	\$25.00	\$25.00	\$17.50	\$18.00	\$18.50	\$18.05	\$18.59	\$19.15
Furniture Moving Hourly Rate:	\$25.00	\$25.00	\$25.00	\$17.50	\$18.00	\$18.50	\$18.05	\$18.59	\$19.15
Price per Square Foot Future Locations:	\$0.12	\$0.12	\$0.12	\$0.13	\$0.13	\$0.13	\$2.69	\$2.77	\$2.85
Proposal D - Fire Locations <i>only</i> . Annual Exterior Cleaning (power wash walls, bay doors,									
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
	\$25/man hour	\$25/man hour	\$25/man hour	\$13,810.00	\$13,810.00	\$13,810.00	\$12,211.00	\$12,577.33	\$12,954.65
Proposal E - Pricing to Supply all Custodial									
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Monthly Cost:	\$3,350.00	\$3,450.00	\$3,450.00	\$2,815.00	\$2,823.00	\$2,823.00	\$2,312.00	\$2,381.36	\$2,452.80
Annual Cost:	\$40,200.00	\$41,400.00	\$41,400.00	\$33,780.00	\$33,876.00	\$33,876.00	\$27,744.00	\$28,576.32	\$29,433.60
Proposal F - Cost for Additional Day of Service at the Library:									
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Monthly Cost:	\$800.00	\$825.00	\$850.00	\$500.00	\$500.00	\$500.00	\$420.00	\$432.60	\$445.58
Annual Cost:	\$9,600.00	\$9,900.00	\$10,200.00	\$6,000.00	\$6,000.00	\$6,000.00	\$5,040.00	\$5,191.20	\$5,346.96
Mandatory Pre-Bid Meeting:	Y or N	Y			Y			Y	
Intent to Respond:	Y or N	Y			Y			Y	
Ability to Provide Insurance:	Y or N	Y			Y			Y	
Signature Page:	Y or N	Y			Y			Y	
Exceptions:	Y or N	None			None			None	
Forms Submitted:	Y or N	Y			Y			Y	
References:	Y or N	Y			Y			Y	
Acknowledgement Page:	Y or N	Y			Y			Y	

Opening Date: 12/05/2019
Reviewed Date:12/5/2019

CITY OF TROY
BID TABULATION
JANITORIAL SERVICES - CITY WIDE

RFP-COT 19-51
Page 3 of 3

VENDOR NAME:		Master Maintenance Corporation			DM Burr Group			GDI Integrated Facility Services		
		Ypsilanti, MI			Flint, MI			Southfield, MI		
CHECK #:		#01470792			#69820			#65520757		
PROPOSAL: PROVIDE JANITORIAL SERVICES FOR VARIOUS CITY OF TROY LOCATIONS FOR THREE YEARS WITH TWO (2) THREE YEAR RENEWAL OPTIONS.										
Proposal A - Janitorial Services for all Services:										
		Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Monthly Cost:		\$68,294.00	\$65,197.00	\$65,197.00	\$69,681.00	\$71,405.00	\$72,806.00	\$80,152.38	\$80,818.22	\$81,511.84
Annual Cost:		\$819,528.00	\$782,364.00	\$782,364.00	\$836,172.00	\$856,860.00	\$873,672.00	\$961,828.56	\$969,818.64	\$978,142.08
Three Year Total Cost:		\$2,384,256.00			\$2,566,704.00			\$2,909,789.28		
Proposal B - Baseline Deep Cleaning:		\$3,682.00			\$1,820.00			\$2,021.11		
Proposal C - Supplementary Services Pricing for all Locations:										
		Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Casual Labor Hourly Rate:		\$35.00	\$35.00	\$35.00	\$20.00	\$21.00	\$22.00	\$22.21	\$22.39	\$22.58
Furniture Moving Hourly Rate:		\$65.00	\$65.00	\$65.00	\$20.00	\$21.00	\$22.00	\$22.21	\$22.39	\$22.58
Price per Square Foot Future Locations:		\$0.28	\$0.28	\$0.28	\$1.52	\$1.52	\$1.52	\$3.4672	\$3.4958	\$3.5253
Proposal D - Fire Locations only. Annual Exterior Cleaning (power wash walls, bay doors,										
		Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
		\$7,040.00	\$7,040.00	\$7,040.00	\$560.00	\$560.00	\$560.00	\$750.00	\$785.00	\$820.00
Proposal E - Pricing to Supply all Custodial										
		Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Monthly Cost:		*			\$3,025.00	\$3,182.00	\$3,346.00	\$1,722.00	\$1,805.00	\$1,889.00
Annual Cost:		\$0.00	\$0.00	\$0.00	\$36,300.00	\$38,184.00	\$40,152.00	\$20,664.00	\$21,660.00	\$22,668.00
Proposal F - Cost for Additional Day of Service at the Library:										
		Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Monthly Cost:		\$1,943.00	\$1,943.00	\$1,943.00	\$1,907.00	\$1,945.00	\$1,984.00	\$2,804.88	\$2,834.46	\$2,862.30
Annual Cost:		\$23,316.00	\$23,316.00	\$23,316.00	\$22,884.00	\$23,340.00	\$23,808.00	\$33,658.56	\$34,013.52	\$34,347.60
Mandatory Pre-Bid Meeting:	Y or N	Y			Y			Y		
Intent to Respond		Y			Y			Y		
Ability to Provide Insurance:	Y or N	Y			Y			Y		
Signature Page:	Y or N	Y			Y			Y		
Exceptions:	Y or N	3M TwistnGo Products			3M TwistnGo Products			None		
Forms Submitted:	Y or N	Y			Y			Y		
References:	Y or N	Y			Y			Y		
Acknowledgement Page:	Y or N	Y			Y			Y		

* Without historical usage data, can only provide cost per case.

MaryBeth Murz,
Purchasing Manager

Standard Purchasing Resolution 8: Best Value Award - Janitorial Services – City Wide

RESOLVED, That Troy City Council hereby **AWARDS** a contract to provide Janitorial Services – City Wide for three (3) years with the option to renew for three additional 3-year periods to *RNA Facilities Management of Ann Arbor, MI*, as a result of a best value evaluation process for an estimated annual amount of \$759,192 in year one, \$770,460 in year two and, \$781,896 in year three for Proposal A; an hourly rate of \$17.50 in year one, \$18.00 in year two, and \$18.50 in year 3 for casual labor and furniture moving over and above the requirements of the specifications and a not to exceed monthly rate of \$.13 per square foot for future locations requiring janitorial services for Proposal C; at prices contained in the bid tabulation opened December 5, 2019; a copy of which shall be **ATTACHED** to the original Minutes of this meeting, the cost of which shall not exceed annual budgetary limitations; with the contract expiring June 30, 2023.

BE IT FURTHER RESOLVED, That Troy City Council hereby **APPROVES** an amount of \$500.00 per month for an additional day of Janitorial Services at the Troy Public Library for Proposal F if services are required in the future.

BE IT FINALLY RESOLVED, That the award is **CONTINGENT** upon the contractor's submission of properly executed bid documents, including insurance certificates and all other specified requirements.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/19/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pacific Diversified Insurance Services CA Lic # #0K07568 363 Civic Dr. Suite 100 Pleasant Hill CA 94523	CONTACT NAME: Certificate Department	
	PHONE (A/C, No, Ext): 925-686-2860	FAX (A/C, No): 925-686-6118
INSURED RNA of Ann Arbor Inc. dba RNA Facilities Managemen 717 W Ellsworth Rd Ann Arbor MI 48108	E-MAIL ADDRESS: Certificates@pdins.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Landmark American Insurance Co	
	INSURER B: Burlington Insurance Company	
	INSURER C: Berkley Insurance Company	
	INSURER D: NorGUARD Insurance Company	
INSURER E: AmGUARD Insurance Company		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** 1033820194**REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	LHA112388	2/15/2020	2/15/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
E	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	RNAU136008	2/12/2020	2/12/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$		HFF0011891	2/15/2020	2/15/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	RNWC027370	4/26/2019	4/26/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Crime		BCCR45003577	4/30/2019	4/30/2020	Crime/Employee Theft 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

As required by written contract, the following endorsements apply to the Certificate Holder and/or any other entity named in this section: General Liability Additional Insured CG2033 04-13 and Completed Op's CG2037 04-13, Waiver of Subrogation RSG14048 10-08, Primary & Noncontributory CG2001 04-13; Auto Liability Additional Insured including Primary & Non-Contributory BA9904 06-18, Waiver of Subrogation BA9902 09-08; Workers' Compensation Waiver of Subrogation WC000313 04-84.

City of Troy, The Member, all elected and appointed officials, all employees and volunteers, agents, all boards, commissions and/or authorities and board members, including employees and volunteers.

CERTIFICATE HOLDER**CANCELLATION**

City of Troy
500 W. Big Beaver
Troy MI 48084

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.
ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – AUTOMATIC STATUS WHEN
REQUIRED IN CONSTRUCTION AGREEMENT WITH YOU

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. Section II – Who Is An Insured is amended to include as an additional insured any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured.

However, the insurance afforded to such additional insured:

1. Only applies to the extent permitted by law; and
2. Will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

A person's or organization's status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

1. "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

- a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
- b. Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional architectural, engineering or surveying services.

2. "Bodily injury" or "property damage" occurring after:

- a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

The most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement you have entered into with the additional insured; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
ANY PERSON(S) OR ORGANIZATION(S) REQUIRED BY WRITTEN CONTRACT OR AGREEMENT AND AS PER PARAGRAPHS A. AND B. BELOW	

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

This Endorsement Changes The Policy. Please Read It Carefully.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE FORM
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE FORM**

SCHEDULE

Name of Person or Organization:

Any Person or Organization As Required By Written Contract

The following is added to **SECTION IV – CONDITIONS, 8. TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US:**

We waive any right of recovery we may have against the person or organization shown in the SCHEDULE above because of payment we make for injury or damage arising out of your ongoing operations, "your product" or "your work" done under a written contract with that person or organization and included in the "product-completed operations hazard". This waiver applies only to the person or organization shown in the SCHEDULE above.

This endorsement effective 2/15/2020
forms part of Policy Number LHA112388
issued to RNA of Ann Arbor Inc.
by Landmark American Insurance Company

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.
PRIMARY AND NONCONTRIBUTORY –
OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and

- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED WHEN REQUIRED BY CONTRACT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This provision does not apply in regard to any ownership, maintenance or use of the additional insured's "autos."

Additional Insured When Required by Contract

- (1) Paragraph **A.1. – WHO IS AN INSURED – of Section II – Liability Coverage** is amended to add:

d. When you have agreed, in a written contract or written agreement, that a person or organization be added as an additional insured on your business auto policy, such person or organization is an "insured", but only to the extent such person or organization is liable for "bodily injury" or "property damage" caused by the conduct of an "insured" under paragraphs a. or b. of Who Is An Insured with regard to the ownership, maintenance or use of a covered "auto."

The insurance afforded to any such additional insured applies only if the "bodily injury" or "property damage" occurs:

- (1) During the policy period, and
- (2) Subsequent to the execution of such written contract, and
- (3) Prior to the expiration of the period of time that the written contract requires such insurance be provided to the additional insured.

(2) How Limits Apply

If you have agreed in a written contract or written agreement that another person or organization be added as an additional insured on your policy, the most we will pay on behalf of such additional insured is the lesser of:

- (a) The limits of insurance specified in the written contract or written agreement; or

- (b) The Limits of Insurance shown in the Declarations.

Such amount shall be a part of and not in addition to Limits of Insurance shown in the Declarations and described in this Section.

(3) Additional Insureds Other Insurance

If we cover a claim or "suit" under this Coverage Part that may also be covered by other insurance available to an additional insured, such additional insured must submit such claim or "suit" to the other insurer for defense and indemnity.

However, this provision does not apply to the extent that you have agreed in a written contract or written agreement that the insurance is primary and non-contributory with the additional insured's own insurance.

(4) Duties in The Event Of Accident, Claim, Suit or Loss

If another person or organization is added as an additional insured on your policy, the additional insured shall be required to comply with the provisions in **A. Loss Conditions 2. – Duties In The Event Of Accident, Claim, Suit Or Loss – of SECTION IV – BUSINESS AUTO CONDITIONS**, in the same manner as the Named Insured.



COMMERCIAL AUTO
BA 99 02 09 08

BLANKET WAIVER OF SUBROGATION

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

SECTION IV - BUSINESS AUTO CONDITIONS, A. Loss Conditions, 5. Transfer Of Rights Of Recovery Against Others To Us is amended by adding the following:

We waive any right of recovery we may have against any person or organization with whom you have a written contract that requires such waiver because of payments we make for damages under this Coverage Form.

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule**Blanket Waiver**

Person/Organization:	Blanket Waiver - Any person or organization for whom the Named Insured has agreed by written contract to furnish this waiver.
Job Description	Waiver Premium
All MI Operations	713.00

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement	Effective Policy No. RNWC027370	Endorsement No.
Insured RNA of Ann Arbor Inc. dba RNA Facilities Management EI		Premium

Insurance Company NorGUARD Insurance Company

Countersigned by

