

AN ORDINANCE TO AUTHORIZE CITY CONTRACT 16001EMPS – PROFESSIONAL SERVICES FOR BUILDING MANAGEMENT SERVICES AT THE EMERGENCY OPERATIONS CENTER – WITH ADVANTAGE BUILDING & FACILITY SERVICES, LLC.

WHEREAS, pursuant to Section 2-308 and Section 8-200 of the City Charter, the City of Wilmington is authorized to enter into contracts for the supply of property or the rendering of services for more than a period of one year if approved by City Council by Ordinance; and

WHEREAS, the City desires to obtain professional services for building management at the Emergency Operations Center; and

WHEREAS, the City publicly advertised a Request for Proposals ("RFP") for City Contract 16001EMPS - Professional Services for Building Management, Emergency Operations Center (EOC) ("the Contract") - in accordance with Section 8-200 of the City Charter, and subsequently awarded the Contract to Advantage Building & Facility Services, LLC ("the Contractor"), which submitted the lowest price and best overall proposal; and

WHEREAS, the term of the Contract is for a period of one year (1) year beginning on or about July 1, 2015, at a cost of Ninety Eight Thousand Six Hundred Twenty Eight Dollars and Seventy Eight Cents (\$98,628.78), with two (2) possible renewals of one year each at the option of the City; and

WHEREAS, it is the recommendation of the Office of Public Safety that the City enter into the Contract with the Contractor as stated above, a copy of which Contract, in substantial form, is attached hereto as Exhibit "A".

THE COUNCIL OF THE CITY OF WILMINGTON HEREBY ORDAINS:

SECTION 1. City Contract 16001EMPS - Professional Services for Building Management, Emergency Operations Center (EOC) – between the City and Advantage Building W0077438.

#4037

Sponsor:

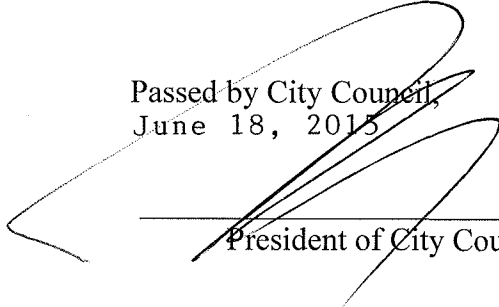
Council
Member
M. Brown

& Facility Services, LLC, for a period of one (1) year beginning on or about July 1, 2015, at a cost of Ninety Eight Thousand Six Hundred Twenty Eight Dollars and Seventy Eight Cents (\$98,628.78), with two (2) possible renewals of one year each at the option of the City, a copy of which, in substantial form, is attached hereto as Exhibit "A", is hereby approved, and the Mayor and the City Clerk are hereby authorized to execute as many copies of said contract, as well as all additional undertakings related thereto, as may be necessary.

SECTION 2. This Ordinance shall be effective upon its passage by City Council and approval of the Mayor.

First Reading April 2, 2015
Second Reading. April 2, 2015
Third Reading . . . June 18, 2015

Passed by City Council,
June 18, 2015



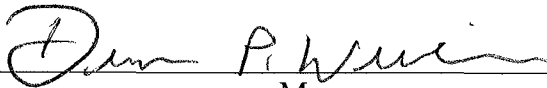
President of City Council

ATTEST: Maribel Seijo
City Clerk

Approved as to form this
11th day of March, 2015

Mark Pilnick
First Assistant City Solicitor

Approved this 26 day of June, 2015



Mayor

SYNOPSIS: This Ordinance authorizes City Contract 16001EMPS - Professional Services for Building Management, Emergency Operations Center (EOC) – with Advantage Building & Facility Services, LLC, for a period of one (1) year beginning on or about July 1, 2015, at a cost of Ninety Eight Thousand Six Hundred Twenty Eight Dollars and Seventy Eight Cents (\$98,628.78), with two (2) possible renewals of one year each at the option of the City.

Agenda No.

Impact Statement

This Ordinance authorizes City Contract 16001EMPS - Professional Services for Building Management, Emergency Operations Center (EOC) – with Advantage Building & Facility Services, LLC, for a period of one (1) year beginning on or about July 1, 2015, at a cost of Ninety Eight Thousand Six Hundred Twenty Eight Dollars and Seventy Eight Cents (\$98,628.78), with two (2) possible renewals of one year each at the option of the City.

**CITY CONTRACT 16001EMPS
BUILDING MANAGEMENT SERVICES @ EOC
BETWEEN
CITY OF WILMINGTON
AND
ADVANTAGE BUILDING & FACILITY SERVICES, LLC**

EXHIBIT "A"



The News Journal
Media Group

A GANNETT COMPANY

Street Address:
950 West Basin Road
New Castle, DE 19720

(302) 324-2500
(800) 235-9100

Mailing Address:
P.O. Box 15505
Wilmington, DE 19850

Legal Desk:
(302) 324-2676
Legal Fax:
302 324-2249

CITY OF WILMINGTON, PURCHASING DIV.
ATTN: PHILIP CERESINI
800 N. FRENCH ST., FL 5
WILMINGTON, DE 19801

AFFIDAVIT OF PUBLICATION

State of Delaware
New Castle County

Personally appeared **The News Journal**

Of the **The News Journal Media Group**, a newspaper printed, published and circulated in the State of Delaware, who being duly sworn, deposeth and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper 2 times, once in each issue as follows:

12/04/14, 12/11/14 A.D 2014

Kristin Segner

Wanda James
Sworn and subscribed before me, this 11 day of
December, 2014

Ad Number: 0000203030

Legal notification printed at larger size for affidavit.



Ad Number: 0000203030

Run Dates: 12/04/14, 12/11/14

The City of Wilmington will receive sealed proposals at the Division of Procurement & Records, 5th Fl., Louis L. Redding Bldg., 800 French St., Wilm., DE 19801 for:

**16001EMPS – BUILDING
MANAGEMENT SERVICES at the
EMERGENCY OPERATIONS
CENTER**

Pre-Proposal Meeting: Thursday, December 18, 2014, at 10:00 a.m., in the Emergency Operations Center, 22 S. Heald Street, Wilmington, DE 19801

Proposals are due at the end of business on: Tuesday, January 6, 2015 @ 5:00 p.m.

Philip Ceresini
Purchasing Agent II
Division of Procurement and
Records
Department of Finance

pceresini@wilmingtonde.gov
www.wilmingtonde.gov

12/4, 11-NJ

0000203030-01

REQUESTS FOR PROPOSALS

1. Proposals on **City Contract 16001EMPS – Professional Services for Building Management, Emergency Operations Center (EOC), 22 South Heald Street** will be received in the Division of Procurement and Records, 5th Floor, Louis L. Redding City/County Building, 800 French Street, Wilmington, Delaware, on **Tuesday, January 6, 2015 at 5:00 p.m.**

2. Proposals must be an original and five (5) copies, sealed in an envelope, and the envelope endorsed "**Proposal for City Contract 16001EMPS – Professional Services for Building Management, Emergency Operations Center (EOC)**" and addressed to the Department of Finance, Division of Procurement and Records, Fifth Floor, Louis L. Redding City/County Building, 800 French Street, Wilmington, Delaware.

3. Any proposal may be withdrawn prior to the schedule time for opening of proposals or authorized postponement thereof. No proposal may be withdrawn within sixty (60) calendar days after the actual opening thereof.

4. The successful proposer will be required to have or obtain an appropriate business license from the Department of Finance, Revenue Division, City of Wilmington, in order to be awarded the contract. Before obtaining a City of Wilmington Business License, all applicants must show proof of a current State of Delaware Business License.

5. The successful proposer will be required to withhold City of Wilmington Wage Tax from their employees and withheld taxes paid to the City of Wilmington pursuant to the provisions of the Wilmington Wage Tax Law. This law applies to people living and/or working in the City of Wilmington.

6. The U.S. Department of Commerce monitors Procurement transaction made to minority business enterprises by the City of Wilmington. The Minority Business Developments Agency's District Office reserves the right to contact the successful minority proposer and/or subcontractor to confirm any participation in the Procurement process.

7. The successful bidder certifies that they are not listed on the Federal Governmental, Excluded Parties List System (www.epls.gov). This will be verified by the City of Wilmington and if listed may be grounds for rejection of the bid or proposal.

8. Award and Execution of Contract

A. **Consideration of Proposals.** Before awarding the contract, a proposer may be required to show that he/she has the ability, experience, necessary equipment, experienced personnel, and financial resources to successfully carry out the work required by the contract.

The right is reserved to reject any and/or all proposals, to waive technicalities, to advertise for new proposals, or to proceed to do the work otherwise, if in the judgement of the department the best interest of the City will be promoted thereby.

B. **Award of Contract.** The award of the contract, if it be awarded, must be within sixty (60) calendar days after the opening of proposals to the qualified proposer whose proposal complies with all the requirements prescribed. The successful bidder will be notified by letter mailed to the address shown on his proposal that his proposal has been accepted and has been awarded the contract.

- C. **Cancellation of Award.** The City reserves the right to cancel the award of any contract at any time before the execution of said contract by all parties without any liability against the City.

9. Any person doing business or seeking to do business with the City shall abide by the following Global Sullivan Principles:

- A. Support universal human rights and particularly, those of employees, the communities within which you operate, and parties with whom you do business.
- B. Promote equal opportunity for employees at all levels of the company with respect to issues such as color, race, gender, age, ethnicity, or religious beliefs, and operate without unacceptable worker treatment such as the exploitation of children, physical punishment, female abuse, involuntary servitude, or other forms of abuse.
- C. Respect employee's voluntary freedom of association.
- D. Compensate employees to enable them to meet at least their basic needs and provide the opportunity to improve their skill and capability in order to raise their social and economic opportunities.
- E. Provide a safe and healthy workplace; protect human health and the environment; and promote sustainable development.
- F. Promote fair competition including respect for intellectual and other property rights, and not offer, pay, or accept bribes.
- G. Work with governments and communities in which you do business to improve the quality of life in those communities -- their educational, cultural, economic, and social well-being -- and seek to provide training and opportunities for workers from disadvantaged backgrounds.
- H. Promote the application of these principles by those with whom you do business.

Special Note: Effective January 1, 2015 Ordinance 14-042 requires that the minimum wage for any work performed for the City of Wilmington as a result of a competitive bid process is \$10.10 per hour.

PRE-PROPOSAL MEETING:

**Thursday, DECEMBER 18, 2014 @ 10:00 am
Emergency Operations Center
22 S. Heald Street
WILMINGTON, DE 19801**

CITY OF WILMINGTON

PUBLIC SAFETY EMERGENCY OPERATIONS CENTER

22 SOUTH HEALD STREET

WILMINGTON, DELAWARE

PROFESSIONAL SERVICES FOR BUILDING MANAGEMENT

16001EMPS

INSTRUCTIONS AND SPECIFICATIONS

The site, which is the subject of this agreement, is physically located at 22 South Heald Street, at the intersection of S. Heald St. and Christiana Av. in the City of Wilmington, Delaware. It is presently known as the City of Wilmington, Emergency Operations Center (EOC) and houses the Office of Emergency Management, the Emergency Operations Center, and the Wilmington Fire Department Administrative Staff.

INSTRUCTIONS

The following items should be considered by all vendors submitting proposals.

1. The facility, known as the EOC, consists of an L-shaped structure with two floors that contain a total of 23,000 square feet distributed on each of the two floors, 21,200 on the first floor and 1800 on the second floor. There are storage and maintenance areas on the first floor.
2. The site houses the Office of Emergency Management, Emergency Operations Center, and the Wilmington Fire department Administrative Staff. Typically, the building is occupied, Monday to Friday from 7:00 AM to 5:00 PM. During an emergency activation the building will remain open 24 hours a day and 7 days per week.

SPECIFICATIONS

PROFESSIONAL SERVICES TO BE PROVIDED BY THE VENDOR

A. General

This is a contract for Professional Services and intended to be awarded to the vendor who the City determines can best fulfill the City's needs. The price of the Contractor's services will be an important factor, but will not necessarily be determinative of the successful vendor. The City reserves the right to negotiate with any or all vendors after the proposals have been received and opened by the City or to reduce the scope of this agreement during the year as necessary. The City also reserves the right to request additional information and/or to interview any or all of the vendors.

Vendor shall be capable of providing sufficient staff and management personnel to provide professional services and meet the specified needs of the City of Wilmington, Public Safety Emergency Operations Center (PSEOC). The contractor shall furnish all supervision, labor, materials, supplies and operating expenses necessary and required for the safe and proper provision of the services listed below. This will include preventative maintenance, routine service, inspections, repairs, etc. The manufacturers recommended maintenance and repair specifications and intervals and all Federal, State, or Local governmental regulations, laws standards and codes will be followed at all times. A specific staff individual shall be identified and charged with the responsibility for conducting all of the services herein stated. The management company and/or its personnel, and any sub-contracted firm(s) hired by the selected management company, must have a minimum of five (5) years experience in the management and maintenance of office buildings which are a minimum of 23,000 square feet in size. All proposers will be required to furnish proof of this experience, along with a list of references for their firm and any subcontractors listed or utilized for the duration of this agreement. Vendor shall supply all maintenance equipment and tools necessary to carry out the terms of this agreement. The City of Wilmington will not reimburse for tools or equipment under this agreement. All preventative and routine maintenance shall be covered by this agreement. In the case of a minor repair that is outside of the specific scope of this agreement, the City may request that the contractor handle the repair either by using internal labor or a sub-contractor. This type of work will be limited to a maximum of \$1,000.00 per incident and \$1,200.00 per month. This will be the only thing that is to be reimbursable and will require receipts or invoices that will be invoiced to the City of Wilmington at cost. Any repairs that exceed this threshold will be handled through a separate purchase order following all City of Wilmington purchasing guidelines. Occasionally, the City may require the Superintendent to obtain written quotations to assist in this process.

B. Building Superintendent

Prior to the awarding of this contract, the vendor shall furnish the Director of Emergency Management with the identity of the proposed building superintendent. As the building superintendent may have access to strategic or sensitive areas of the building, the

proposed superintendent shall be subject to a pre-employment screening examination (including substance abuse testing) to be performed by or on behalf of the management company, the results of which shall be submitted to the Wilmington Office of Emergency Management and shall be subject to its approval. The management company shall inform the prospective superintendent prior to taking such pre-employment screening examination that the results will be forwarded to the Wilmington Office of Emergency Management for its review.

A copy of an executed contract and a Certificate of Insurance for all contracted services shall be maintained in the Building Superintendent's Office located in the PSEOC and shall be available for inspection upon reasonable notice by the City. Additionally, a copy of the City of Wilmington Business License for the successful vendor and any subcontractors will also be maintained in the Building Superintendent's Office.

The vendor shall provide a building superintendent on site four (4) hours each day, Monday through Friday, who shall be responsible for the overall management and maintenance of the building including but not limited to; the replacement of light bulbs and lamps throughout the building, unstopping toilets and urinals, minor repairs or painting as needed or any other related duties as requested by the Director of Emergency Management. Such individual shall be knowledgeable of the various mechanical and electrical systems which are installed in the building. He/she shall meet on a regular basis with the designated City personnel to discuss the operation and maintenance of the building. He/she shall be responsible for coordinating all of the services to be rendered under this agreement and for maintaining records of same. A written report of duties performed will be provided to the Director of Emergency Management weekly.

In addition to the times that the superintendent shall be on duty at the building location, he/she shall be on call on a 24-hour basis or the vendor will provide equally competent support staff. No additional charges shall be made to the City of Wilmington for the superintendent or support staff for this 24-hour on-call service.

C. Heating, Ventilating, and Air Conditioning

1. Vendor shall ensure that the individual selected as the Building Superintendent is knowledgeable of the mechanical system installed in the building. There shall be developed a regular service interval for the primary units located on the roof and platform as well as the various satellite units installed in the ceilings throughout the building. The units shall be serviced in accordance with this regular schedule and documented.
2. Maintenance on these units will be performed at least once every four (4) months, and will include the replacement of pleated air filters and any other materials needed. This maintenance including the filters and any required routine water treatment, chemicals, etc., will be included in the cost of this contract and should be included in the price listed on the proposal form section C.

D. Electrical, Security, and Monitoring Systems

1. The building is equipped with a card access security system that is controlled by various computer sites. Vendor shall become familiar with this system. Additionally, vendor shall take the necessary steps to ensure that only designated individuals have access to the computer control sites.
2. Vendor shall provide the City with a list of all employees or contractors who may have access to this system for security checks. The City retains the right to reject any individual or contractor access to this system with or without cause.
3. Vendor shall familiarize themselves and their staff with the electrical configuration of the building and the various control mechanisms. He shall ensure that all mechanisms are maintained in proper working order and serviced at the appropriate intervals. (all routine maintenance and testing, including once yearly infrared inspection of all switchgear and breaker panels are to be included). It shall be the vendors responsibility to supply and change all bulbs and lamps as necessary.
4. The building is equipped with a security visual monitoring system in addition to the other systems. Vendor shall ensure that he becomes familiar with the mechanics of such system and that it is properly serviced and maintained.

E. Exterior Window Cleaning

Vendor shall procure the services of a window cleaning firm or shall provide such services with its staff. Such services are to be rendered in a first-class manner in accordance with the specifications herein provided. However, the City reserves the right to reject the window cleaning firm if the services provided are not in accordance with acceptable standards by giving such notice to the Building Superintendent in writing. Such notice shall be effective upon receipt unless otherwise stated herein.

The inside of all regular exterior windows shall be washed semi-annually. The outside of all regular windows shall be washed quarterly.

F. Grounds, Site Maintenance (including all parking area's)

1. Vendor shall provide personnel to police the grounds on a regular basis. This shall include clearing any debris, litter, or trash that should be found on or in and around the premises.
2. The grounds shall be policed on Mondays, Wednesdays, and Fridays of each week; however, all entrance areas, inside and outside, will be checked and cleaned daily. This is to include removal of cobwebs around outside of entrances.

3. The vendor shall provide personnel to cut the grass areas on the grounds once a week during the growing season.
4. The vendor shall provide personnel to remove snow and apply salt, sand, etc. from areas of employee and public access to the Emergency Operations Center. Snow removal should be completed prior to the regular occupancy times.
5. Vendor shall provide lawn services as follows:

- a. Spring Clean-up - late March:

Clean all bed areas to remove accumulated leaves, debris, and any old weed growth. Spring clean-up is to occur prior to mulch application. Some fill might be necessary in these areas.

- b. Mulching:

Mulch all bed areas once per year, following spring clean-up with a minimum of two inch depth of hardwood mulch.

- c. Weed Control:

Apply pre-emergent weed control such as Treflan as per labeled directions. Application to be applied as needed, minimum of onetime per year, dependent on weather conditions and product residual.

- d. Bed Care:

Weed, edge and/or cultivate bed areas a minimum of every three weeks to maintain a consistently neat, clean bed area.

- e. Trimming and Pruning:

Trim and prune all ornamental trees, shrubs, and ground covers according to standard horticultural practice and timing consistent with specific tree, shrub, and ground cover varieties.

Trimming shall consist of removal of excessive seasonal growth to all hedge rows or sheared plant material. Trimming will be done a minimum of three times per year.

Pruning shall consist of removal of winter kill and damage due to wind and ice, removal of dead and crossing branching, rejuvenation of pruning to encourage new branching from base of deciduous shrubs, removal of excessive suckering shoot growth from the base of trees, and removal of

weakened insect and disease damaged wood.

Care shall be given to maintain natural plant form, flowering wood and buds shall not be removed prior to flowering state of plant growth.

f. Spraying:

Spray all trees and shrubs as required to control insect and disease damage, a minimum of three times per year. Spray applications would be targeted to control peak populations of insects and disease organisms.

g. Flower Installation (All beds butting and around the building):

Install annual flowers Spring and late Summer.

G. Sprinkler / Alarm Systems

The building is equipped with a basic sprinkler system that protects the entire structure. Additionally, the building is equipped with a fire alarm system and fire extinguishers.

Vendor shall provide regular service, testing and maintenance on the sprinkler system, fire alarm systems and fire extinguishers. Vendor shall document the existence of such service and maintenance. These documents shall be maintained in the Building Superintendent's Office, located in the PSEOC, and be available for inspection upon reasonable notice by the City.

H. Emergency Generator

The building has installed an emergency generator to provide electrical power to various areas in the event of a power failure from the local electrical source. Vendor shall maintain and test the generator in accordance with the manufacturer's specifications; however, at a minimum the generator will be tested quarterly with 1 full load test per year. A log of the service and maintenance intervals shall be maintained in the Building Superintendent's Office at the PSEOC. These documents shall be available for inspection by the City upon reasonable notice.

I. Exterminating

Vendor shall provide exterminating services as needed. At a minimum there will be 6 treatments and inspections per year. Additionally, there will be on termite inspection and possible treatment (based on results of inspection), yearly.

J. Elevator

The Building Superintendant shall be knowledgeable of elevator systems. Elevators are to be inspected and serviced in accordance with the manufacturer's standards and the applicable building code. Vendor is to establish a maintenance and inspection log that shall clearly indicate that the required level of service is performed. These documents shall be maintained in the Building Superintendant's Office located in the Emergency Operations Center, and be available for inspection by the City.

K. Flood Gates

The Superintendant will be become familiar with the Flood Gates for the building. He / She will be knowledgeable with the installation of gates and will install same when conditions warrant.

L. Janitorial Services

1. General

The PSEOC is to be cleaned in a first-class manner. General specifications must be adhered to.

2. Cost

The cost for this part of the contract is to be developed on a per square foot basis for cleaning all areas including corridors, rest rooms, elevators, lobbies, and all other building space that normally needs janitorial services. Cleanable square footage is defined as all tenant and public space measured from inside wall, including floor space taken by furniture, internal walls, columns, etc. All cleaning supplies, plastic trash bags, paper towels, toilet paper, soap, sanitary napkins, deodorant blocks, etc. will be furnished by the contractor without any additional charges to the City of Wilmington.

3. Work Hours

Janitorial services, as outlined herein, shall be provided five days a week, Monday through Friday (minimum). Changes to this schedule must be approved in advance by the Director of Emergency Operations or his/her designee.

4. Administration

The City of Wilmington reserves the right to reject the cleaning contract, prior to selection by the contractor and at any time during the duration of this agreement.

The same rules shall be applicable for any replacement of such contractor. The Building Superintendent will meet with the janitorial contractor prior to the start of work under this agreement to review the contract and expectations. Notification shall be given to the City prior to any changes in cleaning contractor.

5. Inspection and Review

Monthly reviews will be made with the Building Superintendent to determine that all required services outlined herein are being provided. The inspections shall be at the discretion of the appropriate City personnel. In addition to the monthly review with the contractor, the Building Superintendent will make daily tours of the building observing general maintenance. A daily log will be maintained of all cleaning requests and/or complaints. This log will be reviewed daily by the Building Superintendent. Major discrepancies between contract provisions and contractor's performance that cannot be settled by the Building Superintendent and the Janitorial Project Manager shall be taken up by the appropriate City officials with management personnel of the cleaning contractor. The Building Management Contractor agrees to provide a monthly report to the Director of Emergency Management listing the dates of all monthly, bi-monthly, and quarterly janitorial services. It should be noted that the frequencies shown in these specifications are designed to provide a satisfactory degree of cleanliness under normal conditions. In the case of inclement weather or other unforeseen circumstances, it may become necessary to change the frequency of cleaning in some areas to maintain satisfactory cleaning standards.

6. Daily for Vendor

- a. Empty wastebaskets, wash as needed, replace liners.
- b. Dust mop all resilient floors with treated dust mop.
- c. Vacuum all carpeting daily; use crevice tool for all hard to clean objects and areas.
- d. Wet mop entire lobby floor; vacuum entrance lobbies on floors.
- e. Clean and wipe countertops, stoves, walls, and appliances in the kitchen area.
- f. Clean all glass doors.
- g. Clean and sanitize all drinking fountains.
- h. Thoroughly clean all male and female locker areas and rest room fixtures, sinks, hoppers, and urinals with germicidal disinfectant (Tergisyl or approved equal). Chrome shall be polished and doors, dispensers, window sills, ledges, and mirrors shall be cleaned. Rest rooms, and all locker room floors, shall be mopped with germicidal disinfectant (Tergisyl or approved equal).
- i. Replace all rest room supplies; i.e., hand towels, toilet tissue, toilet seat covers, sanitary supplies, deodorant blocks in both men's and women's

rest rooms, and hand soap as needed. In addition, spray air fresheners and deodorizers will be applied by the janitorial attendant as needed.

- j. Sweep stairwells and landings.
- k. Remove trash and all obvious debris; i.e., trash around vending machines. Also clean microwave oven(s).

7. Weekly for Vendor

- a. Dust all furniture, window sills, filing cabinets, wall hangings, etc., with treated cloths.
- b. Spot clean crevices between carpet and wall wherever necessary, such as around power poles and electrical outlets.
- c. Remove all marks and smudges from doors, doorjamb, light fixtures, ceilings, and walls.
- d. Thoroughly clean all male and female locker areas to include all fixtures, floors, and walls with germicidal disinfectant. Dust the tops of all locker areas.

8. Monthly for Vendor

- a. Remove cobwebs from ceilings, shelving, etc.
- b. Wash rest room stall doors and stall walls with germicidal disinfectant (Tergisyl or approved equal). Wash kitchen walls on the first floor.
- c. Dust all blinds.
- d. Scrub rest room floors and all locker rooms.
- e. Remove all insects trapped in fluorescent lights in corridors, lobbies, all office areas, and executive suites.
- f. Clean all interior glass surfaces including glass door inserts, walls and interior windows throughout the building.

9. Quarterly for Vendor

- a. Clean light diffusers. Clean ceiling tiles around air vents as needed.
- b. Vacuum drapes.
- c. Vacuum upholstered furniture.
- d. Strip, re wax, and buff all non-carpeted floors.
- e. Wash rest room walls with germicidal disinfectant (Tergisyl or approved equal).
- f. Mop stairways and landings. Wash walls and doors as needed.

10. Yearly for Vendor

All carpeted areas of the PSEOC will be cleaned and shampooed at least once a year.

11. Added Conditions for Janitorial Personnel

- a. All personnel shall have picture identification cards or badges provided by the Building Superintendent or City of Wilmington.
- b. All heavy cleaning (e.g., floor mopping, etc.) shall be performed on a five-day week, Monday through Friday.
- c. One person is to work as a day worker five days a week, Monday through Friday.
- d. The Wilmington Office of Emergency Management has the right to demand removal from its premises, any employee of the contractor for whatever reason may be deemed sufficient.
- e. Damage and/or pilferage by employees of the contractor shall be the contractor's responsibility, and the owner's loss will be reimbursed.
- f. The contractor shall, at his expense, correct unsatisfactory work as directed.
- g. The contractor shall take every precaution for the safety of employees and tenants.
- h. All custodians are to enter and/or leave the building as directed.
- i. Any custodian leaving the building with bags, boxes, etc., where the contents are not visible to City personnel, will not be able to leave until the supervisor, in the presence of a designated City of Wilmington employee, surveys the contents.
- j. Custodians shall not eat in any office area.
- k. The custodial sign-in sheet will indicate where the custodian is assigned. Any changes during the shift must be communicated to the City.
- l. **All telephones in the building are off-limits.** In the event of an emergency, the telephone at the information desk may be used. This is for local calls only, no long distance calls.
- m. Custodians are responsible for turning off any light switches that are accessible to them when they clean an area.

GENERAL CONDITIONS

A. Hold Harmless

Contractor agrees to defend, indemnify, and hold harmless the City of Wilmington from and against any and all claims for injury to or loss of life or damage to or loss of use of property cause or alleged to be caused by acts or omissions of the contractor, the contractor's employees and any subcontractors.

B. Laws to be Observed

Contractor shall at all times observe and comply with all Federal, State, local and municipal laws, ordinances, rules and regulations that may apply to the services to be rendered under this agreement and shall defend, indemnify, and save harmless the City and all its officers, agents and servants against any claim or liability arising from such based upon the violation of any such law, ordinance, rule, regulation, order or degree.

C. Damage by Employees

Contractor, his subcontractors, agents, assignees, servants, and employees shall be responsible for any damage done to the property of the City that may occur during the rendering of services under this agreement. Contractor shall replace or compensate the City for the damage caused by such person(s) to property of the City.

D. Insurance

The contractor will be required to provide insurance of the prescribed types and minimum amounts as set forth herein. Evidence of such insurance shall be furnished to the City ten (10) days after contractor is given notice of award of contract. Such evidence shall be in the form of insurance certificates that shall contain a provision that provides that coverage afforded under the policies shall not be canceled until at least thirty (30) days prior written notice has been given to the City. All insurance contracts must name the City of Wilmington as an additional insured.

Minimum requirements of insurance to be carried by the contractor shall be as follows:

1. Workers' Compensation Insurance - statutory as required by the Workers' Compensation Law of Delaware. Employer's liability coverage must be provided with limit of \$100,000.00.
2. Comprehensive General Liability Insurance, including broad form property damage and contractual liability insurance - bodily injury and property damage liability with a combined single limit of \$2,000,000.00 for all damages because of bodily injury and property damage suffered by one or more persons or organizations as a result of any one occurrence. For all those parts of the work to be performed under this agreement by subcontractors, contractor shall require

them to carry such insurance coverage specified herein and name the City of Wilmington as an additional insured.

3. Comprehensive Automobile Liability Insurance (to provide coverage for all owned and rented vehicle) - bodily injury and property damage liability with a combined single limit of \$500,000.00 for all damages because of bodily injury and property damage suffered by one or more person(s) as a result of one or more accidents.

E. Licenses

All licenses required by State and/or City shall be obtained by the contractor. Contractor and all sub-contractors shall withhold City of Wilmington Wage Tax for all employees and withheld taxes shall be paid to the City of Wilmington pursuant to the provisions of the Wilmington Wage Tax Law. No agreement will be executed until evidence is presented of having obtained all necessary licenses and having applied for wage tax withholding. Corrective action will be taken against any Sub-contractors that do not remain in compliance with all City of Wilmington tax codes.

F. Cancellation

The provisions outlined in these specifications are the absolute basic and minimum requirements. The City of Wilmington must be satisfied with the services rendered hereunder before invoices are paid. Failure to meet these requirements as determined by the Chief of Police shall result in cancellation of this agreement upon seven (7) days notice to contractor and/or a reduction in the contractor's invoice for payment. Additionally, the City of Wilmington reserves the right to reject any individual or sub-contractor with or without cause at any time.

G. Payment of Services

Contractor shall submit a single invoice monthly for 1/12 of the total fixed cost plus any pre-approved reimbursable expenses (subject to the limits disclosed in section "A" of the specifications). Supporting documentation (copies of invoices, work orders, etc.) will be required for the reimbursable expenses

Where there is a dispute regarding the performance of unsatisfactory service, immediate notification shall be given of omissions of work or unsatisfactory performance of work. Failure to timely correct unsatisfactory work shall result in an appropriate deduction. Such deduction shall be determined exclusively by the Chief of Police in the exercise of good faith judgment regarding the contractor's performance.

LENGTH OF SERVICE

The term of this contract shall be one (1) year commencing on July 1, 2015. The term of this contract may be amended to one (1) year with two (2) renewal periods of one (1)

year each. Each renewal shall be at the sole discretion of the City of Wilmington. Should the City exercise either of its renewal options, all terms and conditions shall remain the same.

Questions can be directed to Phil Ceresini, Purchasing Agent at pceresini@wilmingtonde.gov, 302-576-2421. Questions will not be accepted within 1 week of proposal due date.

Advantage

BUILDING & FACILITY SERVICES, LLC

PROPOSAL Emergency Operations Center (EOC)
 C/O City of Wilmington
CONTRACT 16001EMPS
DATE January 5, 2015



Responsive. Meticulous. Solution Driven.
That's YOUR Advantage.





OVERVIEW

Established in 2005, Advantage Building & Facility Services, LLC ("Advantage") is a regional boutique real estate services company with a strong maintenance division. Advantage is a company built on integrity and commitment to providing outstanding service at an affordable price. Year over year, Advantage has grown through word of mouth due to our positive reputation, affording us financial stability. We provide flexible service offerings to enhance your building portfolio by ensuring curb appeal. Advantage provides our services 24/7/365.

Advantage staff makes a personal commitment to address all of the important details of caring for your property so that you experience fewer headaches, see fast results and are kept in the loop as we provide real estate services. Ultimately, this attention to detail will assist in protecting and hopefully, heighten the value of your property - while ensuring that your tenants and/or employees have the optimal working environment to do their jobs.

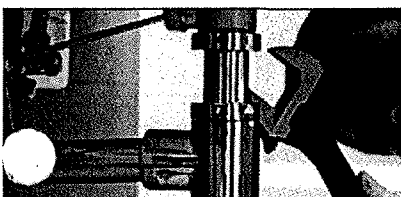
Advantage will provide full service building services in accordance with the highest standards of professionalism, skill, workmanship and applicable trade practices. These tasks can be successfully accomplished due to the strong foundation Advantage has built based on our procedures and policies, and our years of experience in all facets of real estate, as exemplified by our current team.

Our Maintenance Technicians exhibit a courteous attitude and a consultative nature, assisting our clients to understand the current and future needs of their buildings so they can plan accordingly. One of the highlights of Advantage's service offerings is our stellar response in emergency situations which has resulted in repeated accolades from our clients.

Finally to note: Advantage has been a certified **WBE** (Women Business Enterprise) for several years, and is also an **SBE** (Small Business Enterprise). As such, we are very cognizant of including qualified minority businesses (DBEs) and other diverse firms in our menu of subcontractors.

Responsive. Meticulous. Solution Driven.

That's Your Advantage.





KEY SERVICES: MAINTENANCE

Advantage has distinguished itself from other firms by providing reliable, timely and stellar service to our clients. On a daily basis, our clients' requests are handled swiftly and their building issues resolved right the first time.

For Advantage, **the way we do our work is what sets us apart.** Our Maintenance Technicians consist of a talented, hard working, committed team. Our staff is trained to evaluate effectively and act as consultants to our clients, providing insights as to what needs to be accomplished in what timeframe to assure that the building meets our clients' expectations. Simultaneously, our Maintenance Technicians are cost conscious and cognizant of budget and cash considerations.

Experienced in all the trades, our staff provides efficient and effective service. Advantage also cross trains multiple team members for each client site, assuring productive coverage at all times on long term assignments.

Following are Advantage's core services:

- 24 Hour Emergency Service
 - Customized call-handling and contact information
 - Ready to address any emergency with immediate dispatch capabilities

Preventive maintenance –interior and exterior maintenance services

- Maintenance Services
 - Plumbing
 - Painting
 - Interior Lighting
 - Exterior Lighting
 - Emergency Exit Lighting
 - Ceiling Tile Repair
 - Bucket Truck Services
 - Masonry
 - Locksmith Services
 - Minor Floor Repair
 - Retail & Office Closing
 - Wall & Door Repair
 - Leak Investigation
 - Grounds Maintenance
 - Construction Services
 - Flag Pole Repair





REPORTS

Advantage can provide written weekly and/or monthly reports, in addition to those already required within the RFP, with a description of services provided to each property, including specific tasks accomplished and costs associated with each task.

SAFETY

At Advantage, safety begins with training and ongoing programs for all of our employees. Our Safety Committee establishes monthly safety objectives and oversees the implementation of our plans. New employees are required to complete initial safety training through print, verbal and video formats. Random on the job spot checks are also part of our follow up.

Our Maintenance Technicians are keenly aware of the critical role that they play in this endeavor. Through following Advantage's mandatory safety practices, our staff and your tenants and employees will experience a job well done – and safely done.

Further, a primary objective of our Property Maintenance service is to be certain that each site is in compliance with applicable safety and health standards. Our goal is to consistently provide a safe, comfortable and productive work environment for our clients.

OUR LEADERSHIP TEAM

Trish Faidiga - Advantage's Founder - has 20+ years of experience in the property management and maintenance industry, and has created a solid foundation for the company.





Trish is the current President of the Chester County Industrial Investment Council and also a Board member of the Chester County Economic Development Council. Trish is also a member of the Building Owners & Managers Association (BOMA) of Philadelphia and the Co-Chair of their Emerging Leaders Committee as well as the Chair of BOMA MAC TOBY Committee. Also participating in the CREW Network Leadership Education Committee. Further, she has earned the prestigious RPA – Real Property Administrator and FMA- Facilities Management Administrator designations and a Bachelor Degree from St. Joseph's University.

She is a member of WBNEC, CoreNet, CREW and Tri-State Realtors Commercial Alliance, BOMA, CII Council and CCEDC.

Trish is a registered Real Estate Broker of Pennsylvania, New Jersey and Maryland.

Melissa Massimi – Senior Property Manager – provides management of the day to day operations of many of our clients' buildings. As such, Melissa is involved in the preparation and maintaining of the annual operating and capital budgets; vendor negotiation and selection; and in the review and approval of lease abstracts. Melissa has managed a wide array of building types including office buildings, flex space and retail sites. Through BOMA, she will soon be completing her RPA designation, and is a candidate for the FMA.

Michael Glover - Support Services Manager - provides operations support, managing our Maintenance Technicians. Mike is responsible for overseeing all building reporting activities, and renovation/construction projects related to building ownership. In addition, he has many years of experience working with building services, both in analyzing budgets as well as overseeing construction and relocation of operations. Mike earned his MBA at West Chester University.

Kelly Berwanger – Business Manager - with strong communications skills, keen organizational skills, and IS background, Kelly is well-able to multi-task as she oversees our office operations. In the past, Kelly has managed over two million square feet of multi-tenant commercial properties throughout Chester County and assisted in the development of several multi-building properties from conceptual planning, township approval and construction to final turnover and tenant occupancy.





Jason Sandoe – Quality Services Manager – is a seasoned lead maintenance mechanic with a wide variety of expertise in building systems, electrical and plumbing. Jason provides innovative on-site problem resolution and oversees the maintenance staff for our client properties. Jason recently earned his Certificate in Backflow preventers.

PROPOSED SCOPE OF WORK

A. General

Advantage is open to, and welcomes, any discussions with the City regarding any and all aspects of this proposal. We understand that this proposal is all inclusive of supervision, labor, materials, supplies and operating expenses. It also includes preventative maintenance, routine service, inspection and repairs, as well as additional services as stated throughout the Request for Proposal (RFP) 16001EMPS.

B. Building Superintendent

Advantage will have a consistent person act as Building Superintendent. Additional Advantage staff will be trained as a backup for the primary Building Superintendent. Advantage will continue to provide building coverage at all times.

C. Heating, Ventilating and Air Conditioning

The Building Superintendent will continue to be responsible for the regular service of the primary unit and satellite units, and will have a log to document when the units are serviced, according to a regular schedule.

Our subcontractor will be performing servicing at least once every quarter and will include replacement of pleated 40% heat pump filters and any other materials needed.

D. Electrical, Security and Monitoring Systems

Advantage staff has familiarity with the card access system and has provided a list of all employees and contractors to the EOC. We will continue to update these personnel lists, as needed.





In addition, Advantage will continue to ensure that all mechanisms are maintained in proper working order and serviced appropriately. All routine maintenance and testing, as well as regularly changing bulbs, will be included.

Advantage's subcontractor will conduct an infrared test annually. Testing will include all switchgear and breaker panels.

The building's security visual monitoring system will be serviced and maintained in accordance with its requirements.

E. Exterior Window Cleaning

Advantage's subcontractor will wash the inside of all windows semi-annually and the outside of the windows quarterly.

F. Grounds, Site Maintenance

Advantage will meet the following requirements:

- Police grounds on a regular basis, with all entrance areas being addressed daily.
- Remove snow and apply salt as needed.
 - Hours used to clear snow will be offset by altering regular shift, in coordination with the Director of Emergency Operations.
- Cut the grass weekly during growing season.
- Provide spring cleanup in late March.
- Mulch all beds annually.
- Apply pre-emergent weed control as needed, minimally once annually.
- Weed, edge and/or cultivate bed areas a minimum of every three weeks.
- Trim and prune all ornamental trees, shrubs and ground covers, consistent with appropriate care of each variety.
- Trim excess seasonal growth a minimum of three times per year.
- Spraying all trees and shrubs as required with a minimum of three times per year.
- Install annual flowers in the spring and late summer.

G. Sprinkler

Advantage's subcontractor will provide regular service, testing and maintenance of the sprinkler system, fire alarm system and fire extinguisher. All documentation regarding service and maintenance will be held.



H. Emergency Generator

Advantage will maintain a log of the service and maintenance performed on the emergency generator, which will be in accordance with the manufacturer's specifications.

Advantage's subcontractor will complete regular inspections quarterly, with one test to be a full load test.

I. Exterminating

Advantage's subcontractor will complete six treatments/inspections annually, as well as one termite inspection. Any termite treatment would be based on the results of inspection.

J. Elevator

Advantage will test the vertical lift on a monthly basis and maintain a log to show successful completion of test. Twice annually, Advantage's subcontractor, as per requirements, will inspect the lift and certify operation. Results will be kept with the regular maintenance log.

K. Flood Gates

Advantage is familiar with the installation of flood gates and has additional labor trained, should an emergency arise and the need to install the gates becomes necessary.

L. Janitorial Services

Our subcontractor has included the costs for all cleaning supplies, plastic trash bags, paper towels, toilet paper, soap, sanitary napkins, deodorant blocks, etc. Janitorial services will be provided five days a week, Monday through Friday. Any changes to the schedule will be approved in advance by the Director of Emergency Operations or his/her designee.

Monthly reviews will be held with the Building Superintendent and/or Property Manager. A daily log will be maintained for all cleaning requests and/or complaints. A monthly report will be provided to the Director of Emergency Management, listing the dates of all monthly, bi-monthly and quarterly janitorial services.

Advantage's vendor will provide all of the following, consistent with the RFP:





- Daily:
 - Empty wastebaskets, wash as needed, replace liners.
 - Dust mop all resilient floors with treated dust mop.
 - Vacuum all carpeting daily; use crevice tool for all hard-to-clean objects and areas.
 - Wet mop entire lobby floor; vacuum entrance lobbies on floors.
 - Clean and wipe countertops, stoves, walls and appliances in the kitchen area.
 - Clean all glass doors.
 - Clean and sanitize all drinking fountains.
 - Thoroughly clean all male and female locker areas and restroom fixtures, sinks, hoppers and urinals with germicidal disinfectant.
 - Chrome shall be polished and doors, dispensers, window sills, ledges and mirrors cleaned.
 - Restrooms and all locker room floors will be mopped with germicidal disinfectant.
 - Replace all restroom supplies as needed. Spray air fresheners and deodorizers as needed.
 - Sweep stairwells and landings.
 - Remove trash and all obvious debris; and clean microwave ovens.

- Weekly:
 - Dust all furniture, window sills, filing cabinets, wall hangings, etc. with treated cloths.
 - Spot-clean crevices between carpet and wall wherever necessary.
 - Remove all marks and smudges from doors, doorjamb, light fixtures, ceilings and walls.
 - Thoroughly clean all male and female locker areas, including all fixtures, floors and walls with germicidal disinfectant. Dust the tops of all locker areas.

- Monthly:
 - Remove cobwebs from ceilings, shelving, etc.
 - Wash restroom stall doors and stall walls with germicidal disinfectant. Wash kitchen walls on the first floor.
 - Dust all blinds.
 - Scrub restroom floors and all locker rooms.
 - Remove all insects trapped in fluorescent lights in corridors, lobbies, all office areas and executive suites.



- Clean all interior glass surfaces, including glass door inserts, walls and interior windows throughout the building.
- Quarterly:
 - Clean light diffusers and ceiling tiles around air vents as needed.
 - Vacuum upholstered furniture.
 - Strip, re-wax and buff all tile floors.
 - Wash restroom walls with germicidal disinfectant.
 - Mop stairways, landings, walls and doors as needed.
- Annually:
 - All carpeted areas will be cleaned and shampooed.

Advantage's subcontractor will comply with all "Added Conditions for Janitorial Personnel" as described in the RFP.

PROPOSAL FORM

DATE: 11/5/15

CONTRACT NO: 16001EMPS

City of Wilmington Business License Number is 12490

This proposal is submitted with the knowledge that the Department of Finance, Division of Procurement and Records, reserves the right to reject any and all proposals, when in its judgment, it is in the best interest of the City of Wilmington to do so.

We, the undersigned, hereby agree to furnish and deliver, per specifications, the item(s) listed below to the City of Wilmington, Emergency Operations Center, 22 South Heald Street, Wilmington, Delaware 19801.

Building Management services from one year after signing contract.

Category	Monthly Billing is Annual Total Divided by 12	Annual Total
A. Management Fee	\$ 200.62	\$ 9607.50
B. Building Superintendent	\$ 3,407.61	\$ 40,891.28
C. Heating Ventilation & Air Conditioning	\$ 330.75	\$ 3969.-
D. Electrical, Security, Monitoring	\$ 208.33	\$ 2500.-
E. Exterior Window Cleaning	\$ 27.33	\$ 328.-
F. Grounds Landscaping	\$ 487.83	\$ 5854.-
G. Sprinkler, Alarm, Extinguishers	\$ 58.25	\$ 699.-
H. Emergency Generator	\$ 150.-	\$ 1800.-
I. Exterminating	\$ 45.-	\$ 540.-
J. Elevator	\$ 8.33	\$ 100.-
K. Flood Gates	\$ 0	\$ 0
L. Janitorial	\$ 1,495.-	\$ 17940.-
	Total Fixed Costs	\$ 84,228.78
Reimbursable (Maximum)	\$1,200.00	\$14,400.00
	GRAND TOTAL	\$ 98,628.78

FIRM: ADVANTAGE BUILDING & FACILITY SERVICES
Corporation, Partnership, Individual

PER: TRISH FAIDIGA
Name (Type or Printed)

TITLE: PRESIDENT

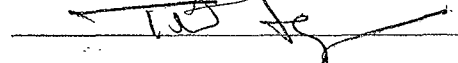
ADDRESS: 901 S. BOLMAN ST, BUILDING III
WEST CHESTER, PA 19382

PHONE: 610-701-0735

FAX #: 610-701-4362

FEDERAL ID NUMBER: 20-2963703

EMAIL ADDRESS: TRISH@ADVANTAGEBFS.COM

Signature: 

CITY OF WILMINGTON
DISADVANTAGED BUSINESS ENTERPRISE ("D.B.E.") CONTRACT # 16001EMPS
SUBCONTRACTOR LISTING

Failure to submit this completed form will be cause for rejection of your proposal

Bidder acknowledges that he has read the D.B.E. goal provisions of the City for this fiscal year and that bidder will expend the dollar amount of the contract for D.B.E. subcontractors through the use of the following disadvantaged business enterprises, subject to the certification by the City, as subcontractors and that Bidder has made good faith efforts* as evidenced by its listing of disadvantaged businesses that were contacted as detailed herein and on the following pages. (Must be completely filled out)

D.B.E. Firm Name IRS Number	Mailing Address & Contact Number	Type of Service	Dollar Amount of Contract
METROPOLITAN FACILITY SERVICES	780 5TH AVE, SUITE 115 KING OF PRUSSIA, PA 19406	JANITORIAL	\$ 17,940.-
APEX INSPECTIONS	PO BOX 63827 PHILADELPHIA, PA 19147	ELEVATOR	\$ 100.-
ADVANTAGE BUILDING & FACILITY SERVICES	901 S. BOLMAN ST BUILDING III WEST CHESTER, PA 19382	MANAGEMENT	\$ 9,607.50
"	"	BUILDING SUPER	\$ 40,891.28
Total Dollar Amount to be Expended for Disadvantaged Business Enterprises			
		\$ 68,538.78	
Total Amount of Contract			
		\$ 98,628.78	
Percentage of Contract used for D.B.E.			
		69.5%	

TRISH FAIDIGA PRESIDENT
Name of Authorized Official of Bidder Title

Company ADVANTAGE BUILDING & FACILITY SERVICES

* Good faith efforts shall be evidenced by listing each and every disadvantaged business enterprise (DBEs) contacted, showing the name and address of each, the names of contact persons, telephone numbers, sources used to identify DBEs, methods used to make contact, dates firms were contacted, responses, dates responses were received, type of subcontract, reasons for rejection, and estimated value of subcontract.

To Be Submitted with Bid

FORM DBE-5
(Rev. 10/09)

CONTRACT # 16001 EMPS

Failure to submit this completed form will be cause for rejection of your proposal

CITY OF WILMINGTON
SUBCONTRACTOR LISTING
(Do not include DBE Firms to be utilized)

Subcontractor Name IRS Numbers	Mailing Address Contact Number or Email	Type of Service	Dollar Amount of Contract
EAST COAST PLUMBING & HVAC	26-A BROOKHILL DR NEWARK, DE 19702	HVAC	\$ 3,969.-
GEORGE ROSS ICMG, INC	600 W GERMANTOWN PIKE SUITE 400 PLYMOUTH MEETING PA 19462	ELECT.	\$ 2,180.-
LWC SERVICES	PO BOX 1091 WILLOW GROVE, PA 19090	WINDOW	\$ 328.-
RUPPERT LANDSCAPING	249 CHAMBERS RD TOUGHKONAMON, PA 19374	LANDSCAPING	\$ 5,854.-
WHIMAN FIRE PROTECTION	403 MECO DR. WILMINGTON, DE 19804	SPRINKLER	\$ 699.-
AUPOWER GENERATOR	100 NAAMANS RD BUILDING 0C WILMINGTON, DE	GENERATOR	\$ 1,800.-
ZAP PEST	120 BOX 1853 MEDIA, PA 19063	EXTERMINATOR	\$ 540.-
Total Dollar Amount to Non Disadvantaged Business Enterprises	\$ 15,370.-		
	\$ 98,628.78		
Total Amount of Contract	15.6%		

Bidder acknowledges that he has identified all sub contractors that will be utilized as well as listing the amount of money that will be paid to each of the subcontractors as part of the contract. (Use additional pages if necessary)

TRISH FAIDIGA

Name of Authorized Official of Bidder

PRESIDENT

Title

Company ADVANTAGE BUILDING & FACILITY SERVICES Date 1/5/15

To Be Submitted with Bid

Failure to submit this completed form will be cause for rejection of your proposal

DBE Firm Name/Address	Contact Person(s) Email or Phone Number	Dates Contacted Initially and in Follow Up Methods Used	Type of Subcontractor plus Estimated Value	Reason for Rejection If Firm Not Used (If Bid Too High, also indicate value)
1. <u>JUST AWAY CLEANING</u>	<u>CARLIE</u> (302) 494-6576	<u>1/5/15</u> EMAIL & PHONE	<u>JANITORIAL</u> \$ 18,000.-	<u>FIRM NOT</u> <u>INTERESTED</u>
2. <u>BLACK BIRDS</u> <u>LANDSCAPING</u>	<u>KEVIN</u> (302) 397-8426	<u>1/5/15</u> EMAIL	<u>LANDSCAPING</u> \$ 6,000.-	<u>NO RESPONSE</u>
3. <u>CALPIO PEST</u>	<u>VINCENT</u> (302) 836-1163	<u>1/5/15</u> EMAIL & PHONE	<u>EXTERMINATING</u> \$ 550.-	<u>TOO HIGH</u> <u>\$ 713.-</u>

Were advertisements placed in general circulation media, trade association publications, and DBE media interested in DBE participation? If so, state details of the advertisement. If not, state why not.

SUBCONTRACTORS WERE CONTACTED DIRECTLY.

What efforts were made to use the services of organizations that provide assistance in recruitment and placement of DBEs?

ADVANTAGE IS A WBE AND WORKS WITH DBES AS STANDARD BUSINESS PRACTICE.
WE ATTEND A VARIETY OF CONFERENCES, ON A REGULAR BASIS, INVOLVING SBES AND WBEs.

The following are examples of actions that may not be used as justification by the contractor or bidder for failure to meet DBE participation goals:

1. Failure to contract with a DBE solely because the DBE was unable to provide performance and/or payment bonds.
2. Equipment idled by contract with DBE.
3. Rejection of a DBE because of its union or non-union status.

If more DBE firms have been contacted, please list with supplemental form(s) on additional pages.

To Be Submitted with Bid if DBE is not listed in City DBE Directory

CONTRACT # 16001 EMPS

FORM DBE-3

Failure to submit this completed form will be cause for rejection of your proposal (Rev. 10/09)

CITY OF WILMINGTON

DISADVANTAGED BUSINESS REGISTRATION VERIFICATION FORM

1.	NAME:		
2.	ADDRESS: <u>N/A</u>		
3.	PHONE:	PRODUCT OR SERVICE LINE:	
4.	TYPE OF FIRM: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Other _____		
5.	EMAIL:		
6.	DATE OF ORIGATION OF FIRM:	E-Mail:	
7.	BUSINESS LICENSES HELD:	City:	State: Other:
8.	DISADVANTAGED OWNERSHIP OF FIRM:		
	NAME	OWNERSHIP % OF FIRM	DISADVANTAGED BUSINESS
a.			
b.			
c.			
d.			
e.			
f.			
9.	NON-DISADVANTAGED OWNERSHIP OF FIRM:		
	NAME	OWNERSHIP % OF FIRM	
a.			
b.			
c.			
d.			
e.			
f.			
8.	I hereby certify that the information above is true and complete to the best of my knowledge and belief and that I have been duly authorized to make this certification on behalf of the firm.		

TRISH FAIDIGA
NAME (printed)

[Signature]
Signature
RESIDENT.
TITLE

1/5/15
DATE

TITLE

FOR OFFICE USE ONLY

DATE RECEIVED: _____
DATE APPROVED: _____
INFORMATION VERIFIED: _____

SUBCONTRACTORS

To be used under the conditions of this agreement. Nature of their services and their names and addresses are as follows (Proposer to fill in):

Nature of Service	Name and Address
C. Heating, Ventilating, Air Condition Services, including Chiller	<u>EAST COAST PLUMBING: HVAC</u> <u>NEWARK, DE</u>
D. Electrical, Security, Monitoring	<u>GEORGE POST</u> <u>PLYMOUTH MEETING, PA</u>
E. Exterior Window Cleaning	<u>LWC</u> <u>WILLOW GROVE, PA</u>
F. Grounds Landscaping	<u>RUPPERT LANDSCAPING</u> <u>TOUGHKONAMON, PA</u>
G. Sprinkler Maintenance	<u>WAINWOLD FIRE PROTECTION</u> <u>WILMINGTON, DE</u>
H. Emergency Generator	<u>ALLPOWER GENERATOR</u> <u>WILMINGTON, DE</u>
I. Exterminating	<u>ZAP PEST CONTROL</u> <u>MGDIA, PA</u>
J. Elevator	<u>APEX ELEVATOR</u> <u>PHILADELPHIA, PA</u>
J. Flood Gates	<u>ADVANTAGE BUILDING: FACILITY SERVICES</u> <u>WEST CHESTER, PA</u>
J. Janitorial	<u>METROPOLITAN FACILITY SERVICES</u> <u>KING OF PRUSSIA, PA</u>

Please list your company's previous five (5) years experience in the management and maintenance of office buildings, which are a minimum of 23,000 square feet in size. Also, list all references (use additional pages if necessary).

1. 1220 MARKET ST, WILMINGTON, DE 100,000 FT²
TRAVIS HOLSINGER (913) 491-0141
2. VERTEX, INC 1041 OLD CASSATT RD, BERWYN, PA 131,000 FT²
CRAIG PETERS (484) 595-6100
3. 777 TOWNSHIP LINE RD, VANDLEY, PA 110,000 FT²
DOUG TANCIK (609) 902-1920
4. TWO COUNTRY VIEW, MALVERN, PA 49,000 FT²
JIM GORMAN (610) 524-0220
5. ARBOR RIDGE, 70 E. SWENSFELD RD 125,000 FT²
MATT HAUSER (610) 525-7500
6. 950 OCTOMIA TRAIL, PAINESVILLE, PA 40,000 FT²
SHAWN LANGEN (610) 691-5700
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____


DENNIS P. WILLIAMS
MAYOR

City of Wilmington
Delaware

OFFICE OF EMERGENCY MANAGEMENT
EMERGENCY OPERATIONS CENTER
22 S. HEALD STREET
WILMINGTON, DELAWARE 19801

WWW.WILMINGTONDE.GOV



TO: Phil Ceresini
FROM: George Giles 
DATE: January 13, 2014
RE: 16001EMPS-Building Management EOC

A Committee made up of Emergency Management, Fire Department and Finance Personnel reviewed all proposals that were received for 16001EMPS and have Selected Advantage Building and Facility Services. This decision was based on the Committee evaluation process.

If you have any questions please contact me at 576-3914.

CERTIFICATE OF AWARD OF CONTRACT

I hereby certify that Contract No. 16001EMPS is on this 27th of January, 2015 awarded to Advantage Building Facility Services, in the amount of \$98,628.78 as per Proposal dated 1.5.15 and that this award is made in compliance with Wilm. Code (Charter), Section 8-200, to wit:

1. Plans and specifications for the work, supplies, or materials were filed with the Department of Finance, Division of Procurement and Records for public inspection on 12.4.14
2. The advertisement calling for sealed bids on this contract was published in the News Journal on 12.4.14 & 12.11.14 stated that bids would be submitted at 5:00 p.m. on 1/6/15
3. All proposals were received at the close of business in the office of the Department of Finance, Division of Procurement and Records, at 5:00 p.m. on 1.6.15 Department not represented
Bids were submitted by the following contractors in the following amounts:

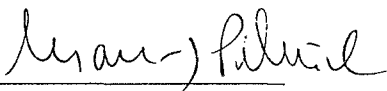
Contractor	Address	Date of Bid	Amount
Advantage Building & Facility	West Chester, PA	1.6.15	\$ 98,628.78
East Coast Minority Supply	Wilmington, DE	1.6.15	\$150,000.00
Asset Management Alliance	Wilmington, DE	1.6.15	\$117,832.73

5. City License Number _____


6. Upon recommendation of Director of Emergency Management and after due consideration, I determined that the contractor to whom this award is made was the lowest responsible bidder. In support of this determination I have received the following written recommendations, which are on file at my office:

<u>Author</u>	<u>Employment Position</u>	<u>Date</u>
George Giles	Director of Emergency Management	1.13.15

Approved as to Form



First Assistant City Solicitor



Department of Finance, Division of Procurement

----- CONTRACT-----

THIS AGREEMENT, made the 2 day of February in the year Two Thousand Fifteen by and between the City of Wilmington, a municipal corporation of the State of Delaware, acting through the agency of the Department of Finance, Division of Procurement and Records, party of the first part (hereinafter designated the Owner), and Advantage Building & Facility Services, party of the second part (hereinafter designated the Contractors)

WITNESSETH, that the Contractor, in consideration of agreements herein made by the Owner, agrees with the Owner as follows:

Article 1. The Contractor shall and will furnish and deliver per specifications, on contract **16001EMPS "Building Management Services, Emergency Operations Center"** for the Public Safety Department in accordance with Advertisement for Bids by the Department of Finance, Division of Procurement and Records date **12/4/14 & 12/11/14** and specifications identified as Contract No. **16001EMPS** and by the signatures of the parties hereto, are, together with the said Advertisement for Bids, Instructions to Bidders, Forms of Proposal, and/or other documents pertinent thereto, hereby acknowledge and incorporated into these presents and are to be taken as a part of this Contract.

Article 2. It is understood and agreed by and between the parties hereto that the amount of this Contract is in the estimated amount of **Ninety Eight Thousand Six Hundred Twenty Eight and 78/100 -----Dollars (\$98,628.78)** as per Proposal dated 1/5/15 to the Department of Finance, Division of Procurement and Records. **The term of this contract shall be (1) year commencing on July 1, 2015, with two (2) renewal periods of one (1) year each. Each renewal shall be at the sole discretion of the City of Wilmington.**

Article 3. In the performance of this Contract, the Contractor shall not discriminate or permit discrimination against any person because of his race, color, religion or his national origin.

Article 4. This Agreement shall bind the heirs, executors, administrators, successors and assigns to the respective parties hereto.

In witness whereof the party of the first part has, by recommendation of the **Director of the Emergency Management**, caused the hand of **Dennis P. Williams**, the Mayor, and the corporate seal of the City of Wilmington, attested by the City Clerk, to be hereunto affixed; and the party of the second part has caused the hand of its' President, (or his authorized representative) and its' corporate seal, attested by the Secretary or assistant Secretary, to be hereunto affixed.

Dated the day and year first above written in the City of Wilmington, County of New Castle, State of Delaware.

Signed, Sealed and delivered
in the presence of:

THE CITY OF WILMINGTON

Witness

By: _____
Dennis P. Williams, Mayor

ATTEST:

City Clerk

Advantage Building & Facility Services, LLC

Witness

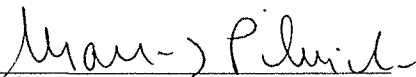
By: 
Patricia Fay
President (Seal)

ATTEST:

Secretary

Approved as to Form on this 6th

Day of March, 2015


Mary P. Smith
First Assistant City Solicitor