



**REQUEST FOR PROPOSAL
INVITATION TO BID
RFP 2023-1116-001 Commercial Janitorial Services**

The Board of County Commissioners will receive sealed bids for Commercial Janitorial Services, until 12:00 p.m. MST, Wednesday November 15, 2023 at the office of the County Commissioners, 218 West Kiowa Ave, Fort Morgan, Colorado, All responses will be publicly opened and read aloud 9:00 a.m. MST, Thursday, November 16th, 2023 at 218 W. Kiowa Ave., Fort Morgan, Colorado, the Morgan County Commissioners Office. Vendors and/or public will be able to view RFP opening via a Zoom meeting.

Morgan County is inviting you to a scheduled Zoom meeting.

Topic: RFP 2023-1116-001 Commercial Janitorial Services Bid Opening
Time: Nov 16, 2023 09:00 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88554824899?pwd=RkdBU3pwR2U5b1B0QXplU3pvSFc0UT09>

Meeting ID: 885 5482 4899

Passcode: 441855

One tap mobile

+17193594580,,88554824899#,,,*441855# US

+12532158782,,88554824899#,,,*441855# US (Tacoma)

Dial by your location

• +1 719 359 4580 US

• +1 253 215 8782 US (Tacoma)

• +1 346 248 7799 US (Houston)

• +1 669 444 9171 US

• +1 669 900 9128 US (San Jose)

• +1 253 205 0468 US

• +1 646 931 3860 US

Meeting ID: 885 5482 4899
Passcode: 441855

Find your local number: <https://us02web.zoom.us/j/kxBYBXaS9>

A mandatory pre-bid meeting will be held at Morgan County Department of Human Services, with additional buildings to be toured thereafter, on *October 26, 2023 at 9:00 a.m.* Please be prepared to sign in or leave a business card at the meeting.

The RFP is on file in the office of Administrative Services Department at 218 West Kiowa Avenue, Fort Morgan, CO and also on the Morgan County Website at www.co.morgan.co.us.

All Proposals can be submitted as follows:

- Email – Proposals (10 pages or less) may be emailed to: bccadmin@co.morgan.co.us. Emailed proposals must include the following statement on the email: **“I hereby waive my right to a sealed proposal”**. An email confirmation will be sent when the County receives the proposal within 24 hours of normal business hours.
- Hand delivery - Two (2) copies of the Bid may be hand delivered to the Office of the Board of County Commissioners, 218 W. Kiowa Ave. Fort Morgan, CO 80701.
- Mail - All Responses must be clearly marked on the envelope **RFP 2018-00524-001 – Commercial Janitorial Services**. Please address as follows:
Morgan County
Attn: Dusty Corliss, Administrative Services Manager
218 W Kiowa Ave
Fort Morgan, CO 80701

The Board of County Commissioners reserves the right to reject any or all bids and waive any formalities.

Dusty Corliss
Administrative Services Manager
Morgan County, Colorado

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Complete bid packet has 36 pages of documents

GENERAL INSTRUCTIONS TO BIDDERS

1. A “proposal” is a responsive, conforming, unconditional, complete, legible, and properly executed offer by a responder to provide the product/service specified in the Request for Proposal (RFP) for the compensation specified.
2. Responses shall be clearly marked with the **RFP 2023-1116-001**, Company Name, contact person, mailing address, telephone number of the responder, and contact email address.
3. It shall be the responsibility of the responder to ensure that the response is in proper form and in the County’s possession by or before the time and date designated in the RFP. Responses will not be accepted after the designated time and date. Any response received late will be returned to the responder unopened, if possible.
4. If a mistake is made or discovered during or after the County’s review of responses, the County reserves the right to determine which party made the mistake and whether the mistake is material and, after these determinations, the County, in its sole reasonable discretion, shall decide whether to accept or reject the proposal. No advantage shall be taken by any party of manifest clerical errors or omissions in any proposal. Responders shall notify the County immediately of any errors or omissions that are encountered.
5. Any item which does not meet all of the terms, conditions, or specifications of this package must be clearly indicated on the exceptions section of the Proposal Reply Form or on a separate sheet of paper and returned with the proposal.
6. The County shall not reimburse any responder for any cost incurred in preparing a proposal or attending equipment demonstrations, inspections, pre-proposal conferences, or interviews.
7. Any amplification, clarification, explanation, interpretation, or correction of a response shall be made only by written addendum, and a copy of the addendum shall be mailed or delivered to each person receiving a RFP. The County is not responsible for any amplification, clarification, explanation, or interpretation or correction of a proposal not contained in written addenda.
8. The County reserves the right to determine, in its sole reasonable discretion, whether any proposal meets the needs or purposes intended and is within the approved budget. The County does not base its award on prices alone. Also to be considered are: quality of product; past experience with the responder or any subcontractors, consultants, products or suppliers; qualifications of the responder and/or subcontractors or suppliers; services offered; warranties; maintenance considerations; long-range costs; delivery; and similar conditions.

9. The final award shall be made by the Board of County Commissioners in the best interests of Morgan County. **Morgan County may grant a 5% preference to local businesses. A local business shall be a business which maintains a physical place of business in Morgan County.**
10. The County reserves the right to conduct such investigations as it deems necessary to assist in the evaluation of any proposal to establish the experience, responsibility, reliability, references, reputation, qualifications, or financial ability of any responder, manufacturer or supplier. The purpose of such investigation is to satisfy the County that the responder has the ability to supply the specified product/service and to perform the necessary warranty and product support in accordance with the RFP in the prescribed manner and time.
11. The County reserves the right, if it deems such action to be in its best interests, to reject any and all responses or to waive any irregularities or informalities therein. Any incomplete, false, or misleading information provided by any responder shall be grounds for rejection of the proposal. If proposals are rejected, the County further reserves the right to investigate and accept the next best proposal in order of ranking, or to reject all proposals and re-solicit for additional proposals.
12. No proposal shall include federal excise taxes or state or local sales or use taxes.
13. Each proposal shall include a statement of standard warranty of the manufacturer if applicable.
14. Any response received as a result of this request is prepared at the responder's expense and becomes County property and is therefore a public record upon opening by the County.
15. If responder considers any of the information being submitted to be trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data, it is responder's responsibility to label the information as such. Otherwise, all information submitted shall be available as a public record for public inspection.
16. By submitting a proposal, the responder acknowledges that (a) the preparation of the proposal, and other quotations herein contained, does not obligate the County in any way; (b) the County assumes no obligation to enter into an agreement for the product; (c) all responsive documents are understood; and (d) the responder has the ability to deliver the product/equipment/service as specified herein in accordance with the RFP.
17. No proposal may be withdrawn for a period of sixty (60) days after the deadline for proposals.

18. Timeline

Activity	Timeline
Issue RFP	October 17, 2023
Mandatory pre-meeting	October 26, 2023
Deadline for questions	November 2, 2023
Deadline for answers to questions	November 9, 2023
Proposals Due	November 15, 2023 by 12:00 p.m.
Review of proposals	November 16th, 2023 at 9:00 a.m.
Select Contractor	December 5, 2023

REQUEST FOR PROPOSAL/BID REQUIREMENTS

“EXHIBIT A”

SCOPE OF WORK – ALL BUILDINGS

Daily

- Vacuum carpeted floors and mats.
- Dry mop to be used to clean all hard surface floors, wet mop to be used to clean as necessary but at least once a week.
- Restroom floors must be wet mopped to clean and sanitize daily.
- Dust all horizontal surfaces including: telephones, window frames and sills, file cabinets.
- Empty waste baskets – replace liners as necessary; a cart is provided to haul waste to the dumpsters in the all Buildings.
- Clean sinks in breakrooms and/or kitchens.
- Clean and sanitize drinking fountains.
- Clean and sanitize sinks, counters and toilets.
- Clean mirrors
- Fill paper dispensers as necessary
- Sweep entry ways, wet mop to clean as necessary but at least once a week.
- Clean entry doors and glass
- Clean outside ashtrays; empty outside wastebaskets and replace liners.
- Turn off all lights except those to be left on, close windows and lock all doors
- Wipe down restroom partitions and accessories

WEEKLY

- Dust and polish wooden furniture
- Wipe microwave ovens inside and out, and outside of refrigerators.

MONTHLY

- Dust baseboards, baseboard heaters, heater grills and high surfaces
- Dust ceilings and corners for cobwebs

SEMI-ANNUALLY

- Wash windows inside and out; includes removing storm windows and cleaning them. This is to be scheduled with the Building Maintenance representative.
- Vacuum fabric covered chairs
- Vacuum mini blinds and drapes

SCOPE OF WORK INDIVIDUAL BUILDINGS

Administration Building:

- Service daily.
- Cleaning staff will be responsible for checking that entry doors are locked at 4:00 p.m.
- Service to begin after business hours (4:00 p.m.)

Justice Center:

- Service daily.
- Cleaning staff will be responsible for locking the entry doors at 5:00 p.m.
- Service may begin after business hours (5:00 p.m.)
- For security, doors to the outside will not be propped open after business hours.
- Court Rooms need to be checked daily and cleaned as needed even though they are not used every day.

Extension Office:

- Service Monday, Wednesday, and Friday
- Service may begin after business hours. This building is used for evening and weekend meetings; please check with Extension Secretary for usage schedule.

Commissioners Office: 218 West Kiowa Avenue

- Service daily
- Service may begin after business hours (4:00 p.m.)
- Clean Basement/Empty Trash 1x weekly

Building Maintenance Office:

- Service Friday
- Service may begin after business hours (4:00 p.m. winter and 5:00 p.m. summer)

Fleet Maintenance/Road and Bridge Buildings:

- Service Tuesday and Friday
- Service may begin after business hours (4:00 p.m. winter and 5:00 p.m. summer)

Department of Human Services Building:

- Service daily
- Service may begin after business hours (4:00 p.m.)

East Point Building:

- Service daily
- Service may begin after business hours (4:00 p.m.)

Recommendations for Floor Care**Administration Building****Hard floors:**

- Machine scrub and recoat Terazzo in halls and on main floor every other month
- Machine scrub restrooms 1 time /yr. Leave ceramic tile unfinished

Carpets:

- Clean traffic areas 2 time/year
- Clean entire carpets 1 time/year

Justice Center**Hard floors:**

- Machine scrub all hard surface floors 1 time/yr., including entry ways and restrooms. Leave ceramic tiles and natural stone unfinished.

Carpet:

- Clean traffic areas 2 times/year
- Clean entire carpet 1 time/year

Extension Office**Hard floors:**

- Machine scrub tile floors in entryways and restrooms 1 time/yr. Leave ceramic tile unfinished

Carpet:

- Clean entire carpet 1 time/year
- Clean traffic areas 2 times/year

Department of Human Services

Carpet:

- Clean entire carpet 1 time/year
- Clean open areas 4 times/year

East Point:

Carpet:

- Clean entire carpet 1 time/year

Recommendations for Restroom Floor Cleaning

Pressure clean, with a touchless restroom cleaning system (Kai Vac or similar, the listed areas are below.

Justice Center

Lobby restrooms: quarterly
Sheriff's Locker Rooms: quarterly
COMM Center restroom: quarterly
Juvenile Holding cells: quarterly

Administration Building:

Ground floor restrooms: quarterly
Clerk and Recorder's restrooms: semi annually

Extension Office

Restrooms: semi annually

Department of Human Services

All restrooms: quarterly

Fleet

Restrooms: semi annually

JANITORIAL CONTRACTORS POLICY OF CONDUCT

Janitorial Contractors provide a valuable and professional service to the County. All policy of conduct problems or questions will be handled through the Building Maintenance Supervisor. The Building Maintenance Supervisor reports directly to the County Commissioners, therefore, any actions reflect upon them.

The following items shall be our guidelines of conduct in contracts with the other agencies of the County Government and the tax paying public.

- *Be courteous at all times to all people. If the other person is not, do not let this alter your conduct, but try to get their name and report the incident to the Building Maintenance Supervisor.

- *Do not agree to provide any other service that is not in your contract. All changes in work scope must go through the Building Maintenance Supervisor first. (unless the service is very minor and can be accomplished in minutes and at no material cost.)

- *Report any damage or irregularities (I.E. defective plumbing, unlocked doors, and inventory requirements) to the Building Maintenance Office.

- *During other than normal office hours, if you see a person that you do not recognize you may ask who they are and their business. County employees have ID cards that you may ask for. If the person(s) appear dangerous do not approach them but contact the Communications Center at 867-8531 immediately. Report any occurrence to the Building Maintenance Office.

- *Do not use or operate any office machines or equipment

- *Be extremely careful of papers on desks and surrounding areas (including floors) – **DO NOT DISTURB THEM.**

- *Contact the Building Maintenance Office to report any problems on the job, also for supply needs for which a request form will be provided.

- *Be aware that you are working in areas that may contain confidential material, and are responsible for its general security while in the immediate area (offices)**

GENERAL BIDDERS INFORMATION

Term of Contract – 1 year with the potential to renew automatically up to (4) four years

1. Morgan County Government supplies all trash liners, toilet paper, paper towels, and liquid soap for dispensers and toilet seat covers. All other cleaning supplies to be furnished by contractor.
2. Winning bidder MUST furnish proof of general liability insurance and appropriate worker's compensation insurance as indicated in the attached agreement for services – and list Morgan County as an Additional Insured on required policy.
3. All of the cleaning contractor's employees and management personnel working within Morgan County Buildings MUST pass a background check, provided by the Morgan County Sheriff's Office.
4. Each individual bid will be reviewed as to completeness and referenced reliability. Each bidder MUST furnish Morgan County with at least two (2) commercial cleaning references.
5. Any contractor being awarded the bid will be reviewed within a defined probationary work period that allows for review of cleaning performance. Defined period to be determined by the Board of County Commissioners.
6. Contractor MUST be available within one (1) hour of notification in the case of an emergency situation
7. Contractor MUST furnish Morgan County with a list of all equipment used in the performance of job
8. Training and Certification documentation for floor work must accompany bid submittal
9. Winning bidder MUST have accessible managers living within Morgan County. Additionally, winning bidder MUST maintain a staffed office located in Morgan County.
10. Winning bidder MUST understand and be able to comply fully with the enclosed General Services agreement that will be required to be signed at the time the bid is awarded.

QUALIFICATIONS AND INFORMATION QUESTIONNAIRE

(Submit with bid documents)

1. How many employees do you have available? _____

2. How long in this business? _____

3. List at least two (2) suppliers with whom you do business:

4. List at least three (3) of your current customers:

5. Have you, the owner or any of your employees ever been convicted of a felony?

Yes _____ No _____

If yes, please explain.

6. A clearance check must be completed by the Morgan County Sheriff's Office before any employee is allowed in any Morgan County Building. All employees will be asked to fill out a form and provide their name, address, date of birth, social security number and driver's license number.

7. Do you, on a regular basis. perform carpet and hard floor cleaning/finishing

Yes _____ No _____

8. If yes what type of equipment do you have to maintain these areas?



**REQUEST FOR PROPOSAL
INVITATION TO BID
RFP 2023-1116-001
Bidder Reply Form**

Name and Address of Bidder:

Name of Company_____

Address of Company_____

Phone Number_____ Fax Number_____

Representative_____ Title_____

Signature_____

Phone Number_____ Fax Number_____

Monthly Costs Per Locations/Buildings

Administration Building: _____ (monthly)

Justice Center: _____ (monthly)

Extension Office: _____ (monthly)

Commissioners Office: _____ (monthly)

Building Maintenance Office: _____ (monthly)

Fleet Maintenance/Road & Bridge Buildings: _____ (monthly)

Department of Human Services Building: _____ (monthly)

East Point Building: _____ (monthly)

TOTAL COST MONTHLY: _____

TOTAL COST QUARTERLY: _____

TOTAL COST SEMI MONTHLY: _____

TOTAL COST ANNUALLY: _____

Exceptions to Bid

AGREEMENT FOR SERVICES

THIS AGREEMENT is made and entered into this Choose an item. day of Choose an item., 20Choose an item. (the "Effective Date"), by and between Morgan County, Colorado, a Colorado county acting by and through its Board of County Commissioners with a principal place of business at 231 Ensign, Fort Morgan, Colorado 80701 (the "County"), and Click here to enter text., an independent contractor with a principal place of business at Click here to enter text., Colorado Click here to enter text. ("Contractor") (each individually a "Party" and collectively the "Parties").

WHEREAS, the County requires services; and

WHEREAS, Contractor has held itself out to the County as having the requisite expertise and experience to perform the required services.

NOW, THEREFORE, for the consideration hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

I. SCOPE OF SERVICES

A. Contractor shall furnish all labor and materials required for the complete and prompt execution and performance of all duties, obligations, and responsibilities which are described or reasonably implied from the Scope of Services set forth in **Exhibit A**, attached hereto and incorporated herein by this reference.

B. A change in the Scope of Services shall not be effective unless authorized as an amendment to this Agreement. If Contractor proceeds without such written authorization, Contractor shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum meruit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the County is authorized to modify any term of this Agreement, either directly or implied by a course of action.

II. TERM AND TERMINATION

A. This Agreement shall commence on the Effective Date, and shall continue until Contractor completes the Scope of Services to the satisfaction of the County, or until terminated as provided herein.

B. Either Party may terminate this Agreement upon seven (7) days advance written notice. The County shall pay Contractor for all work previously authorized and completed prior to the date of termination. If, however, Contractor has breached this Agreement, the County shall have any remedy or right of set-off available at law and equity.

III. COMPENSATION

A. In consideration for the completion of the Scope of Services by Contractor, the County

shall pay Contractor an amount not to exceed [Click here to enter text.](#) Dollars (\$[Click here to enter text.](#)). This maximum amount shall include all fees,

costs and expenses incurred by Contractor, and no additional amounts shall be paid by the County for such fees, costs and expenses. Contractor shall not be paid until the Scope of Services is completed to the satisfaction of the County.

B. Notwithstanding the maximum amount specified in this Section, Contractor shall be paid only for work performed. If Contractor completes the Scope of Services for less than the maximum amount, Contractor shall be paid the lesser amount, not the maximum amount.

IV. RESPONSIBILITY

A. Contractor hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and licenses in good standing, required by law.

B. The work performed by Contractor shall be in accordance with generally accepted practices and the level of competency presently maintained by other practicing contractors in the same or similar type of work in the applicable community. The work and services to be performed by Contractor hereunder shall be done in compliance with applicable laws, ordinances, rules and regulations.

C. The County's review, approval or acceptance of, or payment for any services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

V. OWNERSHIP

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

VI. INDEPENDENT CONTRACTOR

Contractor is an independent contractor. Notwithstanding any other provision of this Agreement, all personnel assigned by Contractor to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Contractor for all purposes. Contractor shall make no representation that it is a County employee for any purposes.

VII. INSURANCE

A. Contractor agrees to procure and maintain, at its own cost, a policy or policies of insurance

sufficient to insure against all liability, claims, demands, and other obligations assumed by Contractor pursuant to this Agreement. At a minimum, Contractor shall procure and

maintain, and shall cause any subcontractor to procure and maintain, the insurance coverages listed below, with forms and insurers acceptable to the County.

1. Worker's Compensation insurance to cover obligations imposed by applicable law for any employee engaged in the performance of work under this Agreement, and Employer's Liability insurance with minimum limits of five hundred thousand dollars (\$500,000) each accident, one million dollars (\$1,000,000) disease – policy limit, and one million dollars (\$1,000,000) disease – each employee. Evidence of qualified self-insured status may be substituted for the requirements of this Section.

2. Commercial General Liability insurance with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The policy shall be applicable to all premises and operations, and shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall include the County and the County's officers, employees, and contractors as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.

C. Such insurance shall be in addition to any other insurance requirements imposed by law. The coverages afforded under the policies shall not be canceled, terminated or materially changed without at least thirty (30) days prior written notice to the County. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Any insurance carried by the County, its officers, its employees, or its contractors shall be excess and not contributory insurance to that provided by Contractor. Contractor shall be solely responsible for any deductible losses under any policy.

D. Contractor shall provide to the County a certificate of insurance as evidence that the required policies are in full force and effect. The certificate shall identify this Agreement.

VIII. INDEMNIFICATION

Contractor agrees to indemnify and hold harmless the County and its officers, insurers, volunteers, representative, agents, employees, heirs and assigns from and against all claims, liability, damages, losses, expenses and demands, including attorney fees, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Agreement if such injury, loss, or damage is caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of Contractor, any subcontractor of Contractor, or any officer, employee, representative, or agent of Contractor, or which arise out of a worker's compensation claim of any employee of Contractor or of any employee of any subcontractor of Contractor.

IX. MISCELLANEOUS

A. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Morgan County, Colorado.

B. No Waiver. Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the County shall not constitute a waiver of any of the other terms or obligation of this Agreement.

C. Integration. This Agreement constitutes the entire agreement between the Parties, superseding all prior oral or written communications.

D. Third Parties. There are no intended third-party beneficiaries to this Agreement.

E. Notice. Any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first class United States Mail to the party at the address set forth on the first page of this Agreement.

F. Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

G. Modification. This Agreement may only be modified upon written agreement of the Parties.

H. Assignment. Neither this Agreement nor any of the rights or obligations of the Parties hereto, shall be assigned by either Party without the written consent of the other.

I. Governmental Immunity. The County and its officers, attorneys and employees are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the County and its officers, attorneys or employees.

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

K. Subject to Annual Appropriation. Consistent with Article X, § 20 of the Colorado Constitution, any financial obligation of the County not performed during the current fiscal year is subject to annual appropriation, shall extend only to monies currently appropriated, and shall not constitute a mandatory charge, requirement, debt or liability beyond the current fiscal year.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date first set forth above.

MORGAN COUNTY, COLORADO

Chair

Commissioner

Commissioner

ATTEST:

Clerk to the Board

CONTRACTOR

By: _____

General Services Contract Agreement # _____

EXHIBIT A SCOPE OF SERVICES

Contractor's Duties

During the term of this Agreement, Contractor shall perform the following duties, as directed by the County:

- Contractor shall
- Contractor shall
- Contractor shall

Contractor's Deliverables

In performance of the duties described above, Contractor shall deliver the following items to the County, during the timeframes established by the County: