

**CUSTODIAL SERVICES**  
**City of Ankeny, Iowa**

**EXHIBIT A**  
**BID SUBMITTAL FORMS**

You may legibly write your bid, or you may type your bid on the bid forms.

You must submit one (1) original, along with two (2) copies of your sealed bid by regular mail delivery or in person submission to be received (not postmarked) by the closing date and time.

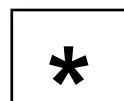
**Exhibit A – Bid Submittal Forms, Exhibit B – Information to Bidders and Exhibit C – Cleaning Schedules** are contractual items and will be included in the final agreement to be awarded to the successful bidders(s).

## **IMPORTANT DATES**

<b>DAY</b>	<b>DATE</b>	<b>ACTIVITY</b>
Wednesday	December 6	RFP posted on City website
Thursday	December 14	Building inspections from 9:00 a.m. to 11:00 a.m.
Friday	January 5	Bids due before 5:00 p.m.
Monday	January 8	Begin review of bids, including reference checks
Friday	January 26	Complete review of bids
By Wednesday	January 31	Contractors may be selected for interviews
Monday	February 5	Interviews
Monday	February 5	Recommendation for award to City Council
Monday	February 19	City Council considers agreement and if awarded, Mayor signs agreement
Tuesday	February 20	All bidders notified via email

At the City's sole discretion, the above timeline is subject to change.

Wednesday	February 28	Contractor's personnel to complete security review before the agreement start date; conducted by the Ankeny Police Department.
Thursday	March 1	Contractor starts per agreement.



## **BID SUMMARY – 2017**

**Please place a check mark (✓) in the appropriate space to the left of each item below to verify that you have returned this page and all of the required bid submittal forms with your bid:**

- ☐ 1 original, along with 2 copies of your bid forms
- ☐ Company Profile
- ☐ References / Client List
- ☐ Bid Requirements
- ☐ Contractor's Personnel & Wages
- ☐ Employee Safety Training
- ☐ Table I – Base Bid
- ☐ Any Addendums
- ☐ Proof of your current business insurance

**Please complete the following:**

<b>COMPANY NAME</b>	
Address	
City, State, Zip	
Company Website	
Telephone #	
<b>BIDDER's NAME</b>	
Title	
E-Mail Address	
Cell #	
Signature	
Date Submitted	



## **COMPANY PROFILE**

**Please complete and return this page with your bid.** This RFP form standardizes the information from each bidder.

<b>Please submit this page with your bid</b>	<b>Company Name:</b>
The year your company was established in the Des Moines metro area.	
The <b>number of full-time custodial</b> employees (as of December 2017) working for your company in the Des Moines metro area.	
The <b>number of part-time custodial</b> employees (as of December 2017) working for your company in the Des Moines metro area.	
The estimated <b>square feet of professional office space</b> (not commercial warehouse) (as of December 2017) that your company cleans on a daily basis in the Des Moines metro area.	
The estimated <b>number of commercial clients</b> (not governmental clients) your company cleans for on a daily basis in the Des Moines metro area.	
The estimated <b>number of governmental clients</b> (city, county, school district or state agency) that your company cleans for on a daily basis in the Des Moines metro area.	
During the past 24 months, has your company been threatened with termination or terminated by a client who was dissatisfied with your cleaning services?	
During the past 24 months, has your company terminated an employee for theft from a client?	
Briefly describe the best aspects of your company.	



## **REFERENCES / CLIENT LIST**

**Please complete and return the following pages with your bid.** Provide five (5) client references for which you perform/performed professional office building custodial services in the Des Moines metro area—three (3) current clients, and two (2) former clients. These should be your highest square footage clients and/or those cleaned the most number of days per week. Please include the most current contact information for each client, including your former clients, as we will use this list for a reference check. This RFP form standardizes the information received from each bidder. If your company currently provides or previously provided these services to the City of Ankeny, please do not list the City as a reference.

**Please submit this  
page with your bid**

**Company Name:**

### **Current Client #1**

Company Name

Contact Person

Phone Number

E-Mail

Month/Year service started

Square footage cleaned daily

Number days cleaned a week

Check-off / Write-in cleaning activities you perform at this location:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Entrances/Public Lobby  
Public Counter(s)  
Kitchens  
Lunch/Breakrooms  
Restrooms  
Showers

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Refilling Supplies  
Empty/Remove Trash  
Cubicles  
Private Offices  
Conference/Mtg Rms  
Locker Rooms

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Mop  
Sweep  
Vacuum



## REFERENCES / CLIENT LIST (Continued)

Please submit this  
page with your bid

Company Name:

<b>Current Client #2</b>		
Company Name		
Contact Person		
Phone Number		
E-Mail		
Month/Year service started		
Square footage cleaned daily		
Number days cleaned a week		
Check-off / Write-in cleaning activities you perform at this location:		
<input type="checkbox"/> Entrances/Public Lobby	<input type="checkbox"/> Refilling Supplies	<input type="checkbox"/> Mop
<input type="checkbox"/> Public Counter(s)	<input type="checkbox"/> Empty/Remove Trash	<input type="checkbox"/> Sweep
<input type="checkbox"/> Kitchens	<input type="checkbox"/> Cubicles	<input type="checkbox"/> Vacuum
<input type="checkbox"/> Lunch/Breakrooms	<input type="checkbox"/> Private Offices	
<input type="checkbox"/> Restrooms	<input type="checkbox"/> Conference/Mtg Rms	
<input type="checkbox"/> Showers	<input type="checkbox"/> Locker Rooms	

<b>Current Client #3</b>		
Company Name		
Contact Person		
Phone Number		
E-Mail		
Month/Year service started		
Square footage cleaned daily		
Number days cleaned a week		
Check-off / Write-in cleaning activities you perform at this location:		
<input type="checkbox"/> Entrances/Public Lobby	<input type="checkbox"/> Refilling Supplies	<input type="checkbox"/> Mop
<input type="checkbox"/> Public Counter(s)	<input type="checkbox"/> Empty/Remove Trash	<input type="checkbox"/> Sweep
<input type="checkbox"/> Kitchens	<input type="checkbox"/> Cubicles	<input type="checkbox"/> Vacuum
<input type="checkbox"/> Lunch/Breakrooms	<input type="checkbox"/> Private Offices	
<input type="checkbox"/> Restrooms	<input type="checkbox"/> Conference/Mtg Rms	
<input type="checkbox"/> Showers	<input type="checkbox"/> Locker Rooms	



## REFERENCES / CLIENT LIST (Continued)

Please submit this  
page with your bid

Company Name:

### Former Client #1

Company Name

Contact Person

Phone Number

E-Mail

Month/Year service started

Square footage cleaned daily

Number days cleaned a week

Check-off / Write-in cleaning activities you performed at this location:

☐ Entrances/Public Lobby  
☐ Public Counter(s)  
☐ Kitchens  
☐ Lunch/Breakrooms  
☐ Restrooms  
☐ Showers

☐ Refilling Supplies  
☐ Empty/Remove Trash  
☐ Cubicles  
☐ Private Offices  
☐ Conference/Mtg Rms  
☐ Locker Rooms

☐ Mop  
☐ Sweep  
☐ Vacuum  
☐  
☐  
☐

### Former Client #2

Company Name

Contact Person

Phone Number

E-Mail

Month/Year service started

Square footage cleaned daily

Number days cleaned a week

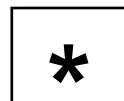
Check-off / Write-in cleaning activities you performed at this location:

☐ Entrances/Public Lobby  
☐ Public Counter(s)  
☐ Kitchens  
☐ Lunch/Breakrooms  
☐ Restrooms  
☐ Showers

☐ Refilling Supplies  
☐ Empty/Remove Trash  
☐ Cubicles  
☐ Private Offices  
☐ Conference/Mtg Rms  
☐ Locker Rooms

☐ Mop  
☐ Sweep  
☐ Vacuum  
☐  
☐  
☐





## **BID REQUIREMENTS**

As you prepare your bid, please review the following Bid Requirements and return this page with your bid.

<b>Please submit this page with your bid</b>	<b>Company Name:</b>
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1. **Examine Sites:** You are highly encouraged to visit and inspect each building location listed in this RFP in order to familiarize yourself with all conditions that may affect the bid. Buildings will be open on Thursday, December 14, 2017 from 9:00 a.m. to 11:00 a.m. Contractors are asked to check in at the front desk at each location. A building representative will escort those requesting a tour of the areas on the cleaning schedule.
2. **No Sub-Contractors:** Please note that the cleaning contract is between the City of Ankeny and the contractor. As such, the City will rely on the contractor to provide all cleaning services, without utilizing sub-contractors. The bid you prepare for custodial services will indicate that your company is the sole provider and will be able to independently fulfill the cleaning contract.
3. **Provide Insurance and Name City as Additional Insured:** Services outlined in the RFP cannot begin until a proper certificate of insurance has been reviewed and approved. A copy of your current certificate of insurance should be included with your bid. Insurance requirements are listed under the Insurance Information and General Contract Terms & Conditions.
4. Questions should be emailed to Sandy McClure, Purchasing Coordinator at [smcclure@ankenyiowa.gov](mailto:smcclure@ankenyiowa.gov). Responses will be sent via email to all bidders in the form of an Addendum. All Addendums must be signed and returned with the bid submittal.
5. I have read and understand the terms and expectations detailed in its Exhibits A, B and C.



## CONTRACTOR's PERSONNEL & WAGES

### Supervisory Personnel

The contractor must designate at least one (1) site supervisor directly responsible for supervising the day-to-day cleaning, who will be present at each cleaning.

<b>Please submit this page with your bid</b>	<b>Company Name:</b>
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Complete for **Supervisory Personnel** only:

**a. Will you designate one (1) on-site supervisor to be assigned to the City's account?**

This should be the person in a supervisory role immediately responsible for the non-supervisory cleaning personnel.

Check either: ☐ Yes ☐ No

**b. Will the on-site supervisor be a "working supervisor"?**

Check either: ☐ Yes ☐ No

**c. Will the supervisor for the first year of the City's agreement be an existing employee who is currently on your staff?**

Check either: ☐ Yes ☐ No

Complete the following table for the City's agreement for the first year:

SUPERVISORY PERSONNEL			WAGES Complete if above "c" was "YES"	WAGES Complete if above "c" was "NO"	
Job Title	Full-Time (Qty)	Part-Time (Qty)	Existing Staff- Current \$/Hour	New Hire- Starting \$/Hour	No Entry

Briefly describe below how this supervisor will oversee the work performance of other employees (for example, the supervisor's authority and role; communications; how cleaning crews are monitored; when and how cleaning is inspected; resolving cleaning concerns, etc.):

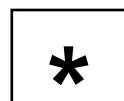
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## CONTRACTOR's PERSONNEL & WAGES

### Non-Supervisory Personnel

The contractor may utilize any combination of full-time and/or part-time cleaning personnel as the contractor determines best to perform the cleaning services. At least two (2) cleaning employees must be utilized at each site for all cleaning events.

<b>Please submit this page with your bid</b>	<b>Company Name:</b>
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Complete for cleaning personnel who are NOT supervisors:

**a. Which single item below best describes the cleaning personnel planned for the first year of the City's Agreement?**

- 1) \_\_\_ Most would be existing employees currently on our staff
- 2) \_\_\_ Most would be new employees hired for this Agreement

Please complete the following table for the City's agreement for the first year:

NON-SUPERVISORY PERSONNEL			WAGES Complete if above "a" was "1" (existing employees)	WAGES Complete if above "a" was "2" (new employee hires)	
Job Title	Full-Time (Qty)	Part-Time (Qty)	Existing Staff- Current \$ Hour	New Hire- Starting \$ Hour	No Entry

Briefly describe below how the cleaning personnel typically works (for example, do they work without the supervisor, work alone or with a team member, communications if issues arise, procedures to check in and check out when done, check job duties to contract requirements, etc.):

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## **EMPLOYEE SAFETY TRAINING**

Please identify all employee safety training provided by and paid for in full or in part by the contractor for full-time and part-time employees who would work (supervise or clean) at the City's facilities. For example, MSDS, blood borne pathogens, etc.

**Please submit this  
page with your bid**

**Company Name:**

Complete the following table for the City's agreement for the first year:

<b>FULL-TIME TRAINING</b>	<b>PART-TIME TRAINING</b>
<b>Full-Time</b> means 40 hours per week, 52 weeks per year.	<b>Part-Time</b> means 39 hours or less per week, 52 weeks per year.

## Instructions for Table I - Base Bid

### Itemized Base Bids

- See the next page for an **Example of Table I – Base Bid**.
- The Base Bid is based on cleaning up to all seven (7) buildings. Five (5) buildings are cleaned on a regular basis, while two (2) are occasional or on-call. The Base Bid services are the cleaning tasks and frequencies listed on the cleaning schedules for the assigned buildings in Exhibit C.
- The top portion shows regularly scheduled locations. The bid **must** be submitted as an “itemized” quote per building (the monthly amounts). Add and enter the “Total Base Bid Per Location” in the appropriate column.
- The lower portion shows on-call locations – those which services are performed at the request of the building representatives on an as needed basis. The bid must be submitted as a “**per occasion**” **quote**, with the sum of all four (4) years entered in the appropriate column (Total Base Bid per Location).

## EXAMPLE: Table I – BASE BID

This example is to clean up to all seven (7) buildings, either on a regular schedule or an “on call” schedule. Note, the following itemized dollar amount per building in the example below is provided to show the method only, and is not meant to influence the bidding process. You must submit an itemized (specific quote per building); do not submit only a grand total quote. Remember to enter your Company Name on the actual form for Table I – Base Bid.

Table I – BASE BID  
CUSTODIAL SERVICES CONTRACT

Please submit this page with your bid.	Company Name: <b><i>SAMPLE TABLE</i></b>
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REGULARLY SCHEDULED LOCATIONS Your bid must be itemized (quote per location).			2018-2019	2019-2020	2020-2021	2021-2022	TOTAL BASE BID PER LOCATION
Location	Address		MONTHLY AMOUNT YEAR #1	MONTHLY AMOUNT YEAR #2	MONTHLY AMOUNT YEAR #3	MONTHLY AMOUNT YEAR #4	
1. City Hall	410 W First Street		\$1,359	\$1,382	\$1,336	\$1,450	\$5,527
2. Fire Station #1	120 NW Ash Drive		\$419	\$426	\$450	\$475	\$1,770
3. Library	1210 NW Prairie Ridge Drive				\$97	\$2,250	\$9,259
4. Public Services	220 W First Str					\$500	\$6500
5. Police	411 SW Ordna				\$75	\$1,280	\$5,020

Enter a monthly quote for services to be provided at each location for every year of the agreement. The sum of YEAR 1, YEAR 2, YEAR 3 and YEAR 4 should be entered in the yellow column at right (TOTAL BASE BID PER LOCATION).

AS NEEDED (ON-CALL) LOCATIONS Your bid must be <u>per occasion</u> .							TOTAL BASE BID PER LOCATION
Location	Address		Per Occasion Amount YEAR #1	Per Occasion Amount YEAR #2	Per Occasion Amount YEAR #3	Per Occasion Amount YEAR #4	
6. Lakeside Center	400 NW Lakeshore Drive		\$100	\$125	\$150	\$175	\$550
7. Outdoor Ed Ctr	610 NE 36 <sup>th</sup> Street					\$25	\$900

These 2 locations are on an “on-call” basis, or when requested by the building representative for the Lakeside Center and Outdoor Ed Center. Quote amount to be entered will be for EACH OCCASION, with the sum of YEAR 1, YEAR 2, YEAR 3 and YEAR 4 entered in the yellow column at right (TOTAL BASE BID PER LOCATION).



## Table I – BASE BID BUILDINGS CUSTODIAL SERVICES CONTRACT

<b>Please submit this page with your bid.</b>	<b>Company Name:</b>
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REGULARLY SCHEDULED LOCATIONS Your bid must be itemized (quote per location).			2018-2019	2019-2020	2020-2021	2021-2022	TOTAL BASE BID PER LOCATION
Location	Address		MONTHLY AMOUNT YEAR #1	MONTHLY AMOUNT YEAR #2	MONTHLY AMOUNT YEAR #3	MONTHLY AMOUNT YEAR #4	
1	City Hall	410 W First Street					\$
2	Fire Station #1	120 NW Ash Drive					\$
3	Library	1210 NW Prairie Ridge Drive					\$
4	Public Services	220 W First Street					\$
5	Police	411 SW Ordinance Road					\$

AS NEEDED (ON-CALL) LOCATIONS Your bid must be <u>per occasion</u> .							TOTAL BASE BID PER LOCATION
Location	Address		Per Occasion Amount YEAR #1	Per Occasion Amount YEAR #2	Per Occasion Amount YEAR #3	Per Occasion Amount YEAR #4	
6	Lakeside Center	400 NW Lakeshore Drive					\$
7	Outdoor Ed Ctr	610 NE 36 <sup>th</sup> Street					\$

**See Exhibit C for the cleaning schedules per location.**

## INSURANCE INFORMATION – CITY OF ANKENY, IOWA

### **INSURANCE REQUIREMENTS**

For PRODUCTS or SERVICES requiring Contractor's presence on any Agency property, the Contractor shall, during the term of this Agreement and until completion thereof, provide and maintain the coverage set forth in this INSURANCE SECTION.

**Workers Compensation Insurance:** The Contractor shall carry and maintain during the term of this contract, workers compensation and employers liability insurance meeting the requirements of the Iowa Workers Compensation Law on all the Contractor's employees carrying out the work involved in this contract.

**General Liability Insurance:** The Contractor shall carry and maintain during the term of this contract, general liability insurance on a per occurrence basis with limits of liability not less than \$2,000,000 per occurrence for Bodily Injury and Property Damage. As a minimum, coverage for Premises, Operations, Products and Completed Operations shall be included. This coverage shall protect the public or any person from injury or property damages sustained by reason of the Contractor or its employees carrying out the work involved in this contract.

**Automobile Liability Insurance:** The Contractor shall carry and maintain during the term of this contract, automobile liability insurance with either a combined limit of at least \$2,000,000 per occurrence for bodily injury and property damage or split limits of at least \$2,000,000 for bodily injury per person per occurrence and \$2,000,000 for property damage per occurrence. Coverage shall include all owned, hired, and non-owned motor vehicles used in the performance of this contract by the Contractor or its employees.

**Subcontractors:** In the case of any work sublet, the Contractor shall require subcontractors and independent contractors working under the direction of either the Contractor or a subcontractor to carry and maintain the same workers compensation and liability insurance required of the Contractor.

**Qualifying Insurance:** The insurance required by this contract shall be written by non-assessable insurance companies licensed to do business in the State of Iowa and currently rated "B" or better by the A.M. Best Company. All policies shall be written on a per occurrence basis and not a claim made form.

**Additional Insured:** **The City of Ankeny, its officers and employees shall be named as additional insureds without restrictions on the Contractor's, subcontractor's, and independent contractor's liability insurance policies and certificates of insurance.**

### **CERTIFICATE OF INSURANCE REQUIREMENTS**

1. An original policy or **Certificate of Insurance** with an Original Penned Signature of the agent writing the policy or certificate must be submitted (Memorandums of Insurance and Stamped or Computer Generated Signatures will not be accepted).
2. The name of the agent signing the certificate must be typed under his/her Original Penned Signature as well as the business address and phone number of the agent.
3. All addresses on the certificate should list a street address (not a PO Box address).
4. *"The City of Ankeny, its officers and employees, shall be named as additional insured on the contractor's liability policies with regard to (Custodial Services – City of Ankeny, Iowa)"* must be specifically indicated on the certificate in the Description of Operations section.
5. A copy of a power of attorney or some other document showing the agent's authority to sign for the insurance company must be attached to the certificate (a copy of the agents' insurance license will be accepted).
6. The liability limits required by the City are \$2 Million (minimum). This must be **claims occurred** general liability coverage.
7. If the policy must be endorsed with respect to including the certificate holder as an additional insured, evidence must be attached to the certificate to indicate that the policy is endorsed.
8. The following address must appear in the Certificate Holder section: City of Ankeny, 410 West First Street, Ankeny IA 50023-1557.

ANY EXCEPTIONS MAY BE CONSIDERED AS AN EVALUATING FACTOR IN AWARDING THIS BID/PROPOSAL.



## GENERAL TERMS AND CONDITIONS OF SALE AND PURCHASE

1. The laws of the State of Iowa, U.S.A., shall govern in connection with the formation, performance and the legal enforcement of any purchase order placed.
2. The firm pricing stated on the bid and purchase order shall not be changed without the approval of the City of Ankeny Finance Department. If mutually agreed between Buyer and Seller, bid prices may be extended an additional twelve (12) months beyond the original expiration date.
3. Unless otherwise agreed between Buyer and Seller, the FOB point on any shipment to the City, in terms of loss or damage, is **Destination**. The Seller must confirm that charges for freight will be included in the price of the goods at the time of the quote/bid.
4. The City is not obligated to keep nor pay for over shipments of products; neither is the City obligated to make payments on goods which are shipped in a lesser quantity than was originally ordered or shipped in partial quantities, particularly if not having a complete shipment precludes the City from performing its work.
5. Payment is authorized by the City Council on the first and third Mondays of the month.
6. The City shall deem to receive goods procured hereunder when such goods have been deposited at the City's assigned place of delivery and all bills of lading or other shipping papers which require signature by the City have been signed.
7. In spite of physical receipt, the City shall deem to accept goods procured hereunder only after actual inspection for conformity or the passage of ten (10) days from receipt, whichever occurs first.
8. Goods are subject to City inspection upon arrival. Goods rejected due to failure to meet specifications, either when shipped or due to defects or damage in transit may be returned for credit and are not to be replaced except with the approval of the City department placing the original order.
9. Any ensuing purchase order is an ACCEPTANCE of your OFFER as stated in your quote/bid. When a purchase order is ACCEPTED as an OFFER TO BUY, you must provide us with a written or verbal acknowledgement of a promised ship date and freight carrier, or advise us that merchandise has shipped or will ship on a particular time and date and the method of shipment.
10. In the event of supplier's failure to deliver when specifically promised and as agreed between Buyer and Seller in terms of quantity, quality, price and other requirements, the City reserves the right to cancel the purchase order, or any part thereof, without prejudice to its other rights. It is further agreed that the City may return all or part of any shipment so made and may charge Seller with any loss or expense as a result of such failure to deliver as promised.
11. The City of Ankeny, Iowa is exempt from sales tax and certain other use taxes. Taxes which appear on invoices and for which the City is not responsible will be deducted from invoices before payment is made, without penalty to the City. Exemption numbers are available from the City of Ankeny Finance Department.
12. The Seller agrees not to refuse to hire, discharge, promote, demote, or to otherwise discriminate in matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry or physical disability.
13. Neither party to this contract may assign any portion of the agreement without prior written consent of the other party.
14. The supplier expressly warrants that all goods supplied hereunder shall be merchantable within the meaning of Article 2-314(2) of the Uniform Commercial Code in effect on the date of the quote/bid in the State of Iowa. Additionally, the goods shall conform to specifications, drawings, and other descriptions and shall be free from defects in materials and workmanship. All other applicable provisions and remedies of the Uniform Commercial Code relating to both implied and expressed warranties are herewith referred to and made part of these terms and conditions.
15. All parties to this bid and any ensuing purchase agree that the representatives of both Buyer and Seller are, in fact, bona fide and possess full authority to bind said parties.
16. All bid prices shall be shown in US Dollars (\$). All prices must remain firm for the duration of the contract regardless of the exchange rate. All bid responses must be submitted in English.
17. Each bidder shall submit an original Bid on the forms attached. The bidder shall sign his/her Bid correctly, and the Bid may be rejected if it shows any omissions, alterations of the form, additions not called for in the Bid, or any irregularities of any kind. The City reserves the right to reject any or all Bids. The City further reserves the right to waive technicalities and formalities in Bids, as well as to accept in whole or in part such Bids where it is deemed advisable in protection of the best interests of the City.
18. In case of a discrepancy between the unit price and the extended price, the unit price shall prevail.
19. Upon request, the results of this bid must be extended to any other City of Ankeny departments.
20. The supplier agrees to protect, defend, indemnify and hold harmless the City of Ankeny and its officers and employees from any and all claims and damages of every kind and nature made, rendered or incurred by or in behalf of every person or corporation whatsoever, including the parties hereto and their employees that may arise, occur, or grow out of any acts, actions, work or other activity done by the supplier, its employees, subcontractors or any independent contractors working under the direction of either the supplier or subcontractor in the performance of this contract.
21. For PRODUCTS or SERVICES requiring successful Bidder's presence on any City property, the successful Bidder shall, during the term of this Agreement and until completion thereof, carry and maintain both Workers Compensation and General Liability Insurance. The successful Bidder shall furnish the City with a copy of the Declaration page (normally page one of your policy) of their insurance policy if requested by the City.
22. All documents submitted with any bid or proposal shall become public documents and subject to Iowa Code Chapter 22, which is otherwise known as the "Iowa Open Records Law". By submitting any document to the City of Ankeny in connection with a bid or proposal, the submitting party recognized this and waives any claim against the City of Ankeny and any of its officers and employees relating to the release of any document or information submitted. Each submitting party shall hold the City of Ankeny and its officers and employees harmless from any claims arising from the release of any document or information made available to the City of Ankeny arising from any bid opportunities.



