



REQUEST FOR PROPOSALS

FOR

Custodial Services for Brownwood Campus

RFP No.: RFP-18-CP-001

Submittal Deadline: Friday, November 13, 2017 at 10:00 am CST

Issued: Monday, October 23, 2017

NIGP Code(s): 910-39

Hand Deliver or Express Mail (Overnight, 2nd day, etc) to:

Texas State Technical College
Service Support Center
Purchasing Department
1902 N. Loop 499
Harlingen, Texas 78550

Show RFP Number, Opening Date and Time on Return Envelope

NOTE: PROPOSAL must be time stamped at **Texas State Technical College Purchasing Department** before the hour and date specified for receipt of proposal.

Proposals shall be submitted in a sealed envelope plainly marked with the name and address of the entity submitting a response. The proposal envelope must contain the following: **Custodial Services for Brownwood Campus** and the date and time of the submittal deadline.

An award will not be made on opening day. TSTC will only make the award after study and consideration of the proposals received. Acceptance of the proposal shall not constitute or imply the College's acceptance of the suitability of the proposer or proposal. Prices and other proposal details will be divulged after the award, as allowed.

TABLE OF CONTENTS

	Page #
Section 1	Acknowledgement of Receipt of RFP4
Section 2	Introduction5
2.1	Background on TSTC5
2.2	Purpose of RFP5
Section 3	Instructions and Response Requirements.....6
3.1	Submittal and Acceptance of Proposals6
3.2	Proposal Preparation Instructions6
3.3	Alteration of Proposals6
3.4	Submittal Documents6
3.5	Submittal Deadline and Location and Timeline 6-7
3.6	TSTC Contacts7
3.7	Inquiries and Interpretations7
3.8	Addenda Acknowledgement7
3.9	Open Records7
3.10	Award of Contract7
3.11	Validity Period7
3.12	Response Irregularities8
3.13	Historically Underutilized Business Submittal Requirements8
3.14	Subcontracting Approval 8
Section 4	General Terms and Conditions.....9
4.1	Proposal Requirements9
4.2	Award of Contract9
4.3	Payment9
4.4	Patents or Copyrights.....9
4.5	Vendor Assignments10
4.6	Proposer Affirmation10
4.7	Pursuant of Section 231.00611
4.8	Note to Proposer11
4.9	Insurance11
4.10	Best Value Criteria12
Section 5	Scope of Work.....13
5.0	Overview13
5.1	Equipment and Supplies13
5.2	Qualifications of Vendor and Personnel13-14
5.3	Services15-17
5.4	Facility Access and Security17
5.5	TSTC to Provide17
5.6	Sub-Standard Work7-18
5.7	Pricing Information18
Section 6	Addenda Checklist.....20
Section 7	Execution of Offer21

Conflict of Interest Questionnaire.....22

Request for Taxpayer Identification Number and Certification23

Attachments:

4BWD Bldg. 2

4BWD Bldg. 5

SECTION 1
Texas State Technical College
SERVICE SUPPORT CENTER



Purchasing Department
1902 N. Loop 499
Harlingen, TX 78550
Fax (956) 364-5173
Date: October 23, 2017

RFP No. CP-001-18 Custodial Services for Brownwood Campus
Opening Date: November 13, 2017 @ 10:00 a.m.

To facilitate your firm's participation in TSTC's bid process, we ask that you fill in the requested information below as acknowledgement that you have received the RFP noted above. By doing this, we will also be able to provide notification to you of any addenda to this solicitation. A 'No Bid' response on this form will not preclude receipt of future invitations unless you request removal from the CMBL list by so indicating below.

Respondent/Vendor Name: _____

Contact Person: _____

Phone: _____ **Fax:** _____

Address: _____

Yes, our company does have an interest in responding.

We hereby submit a "No Bid" because:

- 1. We are not interested in selling through the competitive proposal/bid process.
- 2. We are unable to prepare the proposal/bid in time to meet the proposal/bid due date.
- 3. We do not wish to proposal/bid under the TSTC Terms and Conditions.

Objections: _____

4. We do not feel we can be competitive.

5. We cannot submit proposal/bid because of:

Objections: _____

6. We do not wish to sell to a state agency.

Objections: _____

7. We do not sell the item(s) as stated on the RFP document.

8. Other: _____

We wish to:

- Remain on the CMBL list
- Be deleted from the CMBL list

Please indicate if you are:

- HUB
- Interested in becoming a HUB
- Non - HUB

Signed: _____

SECTION 2 INTRODUCTION

2.1 Background on TSTC

Texas State Technical College (TSTC) was established in 1965 as the James Connally Technical Institute (JCTI) of Texas A & M University to meet the state’s evolving workforce needs. This college was located in Central Texas at the former James Connally Air Force Base in Waco. At the time, Governor John Connally predicted that it would be “the most sophisticated technical-vocational institute in the country.”

In 1967, JCTI expanded to include a South Texas campus in Harlingen. In 1969, the colleges separated from Texas A & M University and became an independent state system, with the name Texas State Technical Institute (TSTI) and its own Board of Regents. Additional campuses were created in 1970 in Amarillo in the Panhandle of Texas and in Sweetwater in West Texas. As the demand for quality technical education continued to grow, extension centers were established in McAllen (1983), Abilene (1985), Breckenridge (1989), Brownwood (1991), and Marshall (1991). In 1991, TSTI was renamed Texas State Technical College (TSTC). In 1999, the extension center in Marshall became an independent college of the system.

Today, the Texas State Technical College System includes four colleges: TSTC Harlingen, TSTC Marshall, TSTC Waco, and TSTC West Texas, which has campuses in Abilene, Breckenridge, Brownwood, Sweetwater, Red Oak, Hutto, Richmond and Fort Bend. More than 15,000 students attend TSTC on credit programs alone.

TSTC is the only state-supported technical college system in Texas. With a statewide role and mission, TSTC is efficiently and effectively helping Texas meet the high-tech challenges of today’s global economy, in partnership with business and industry, government agencies, and other educational institutions. TSTC has high graduation rates, exceptional postgraduate success rates, and an outstanding record in graduating individuals from diverse cultural and socioeconomic backgrounds.

2.2 Purpose of RFP

Texas State Technical College is soliciting proposals for Custodial Services for Brownwood Campus. The initial contract will be from date of execution until August 31, 2018, and may be renewed by extending the termination date for a maximum of one year per renewal for an additional three (3) consecutive renewal years at TSTC’s exclusive option.

Initial Year:	12- 1-17 to 8-31-18
First Optional Year:	09-1-18 to 8-31-19
Second Optional Year:	09-1-19 to 8-31-20
Third Optional Year:	09-1-20 to 8-31-21

SECTION 3
INSTRUCTIONS AND RESPONSE REQUIREMENTS

3.1 Submittal and Acceptance of Proposals

- A. TSTC reserves the right to accept or reject any or all proposals, to waive informalities and minor technicalities, and/or to cancel this RFP in part or in its entirety, according to what is in the best interest of TSTC.
- B. Only sealed proposals will be accepted. **FAXED PROPOSALS WILL NOT BE ACCEPTED.**
- C. Proposals received after the stated deadline for submittal may not be accepted under any circumstances and may be returned to the respondent unopened.
- D. Unsigned proposals will NOT be considered.
- E. Proposals qualified with conditional clauses, or alterations or irregularities of any kind are subject to disqualification by TSTC, at its option.
- F. All accepted proposals shall become the property of TSTC upon submission, whether or not a contract is awarded.

3.2 Proposal Preparation Instructions

- A. Each proposal shall be prepared simply and economically, providing a straightforward and concise description of respondent's ability to meet the requirements of this RFP. Emphasis shall be on completeness, clarity of content and responsiveness to the proposal requirements.
- B. Proposals must be typed or printed on letter size (8-1/2 x 11) white paper suitable for copies.
- C. All pages of the proposal should be numbered sequentially.
- D. Respondents must submit **one (1) original** and **one (1) identical electronic** copy of the complete proposal. The electronic copy can be submitted in a USB/Flash Drive or in a CD. An original signature must be included on the Proposal.

3.3 Alteration of Proposals

Proposals cannot be altered or amended after the submission deadline. However, a proposal may be withdrawn and re-submitted at any time prior to the deadline for submittals. The signer of the proposal, guaranteeing authenticity, must initial any interlineations, alterations, or erasures made on the proposal document.

3.4 Submittal Documents

The following documents, at a minimum, must be filled out, signed by an authorized representative, and returned as part of your proposal submittal:

- A. Pricing Information (Section 5)
- B. Addenda Checklist (Section 6)
- C. Signed Execution of Offer (Section 7)
- D. Conflict of Interest Questionnaire

3.5 Submittal Deadline, Location and Timeline

- A. All proposals must be received by TSTC no later than 10:00 A.M., November 13, 2017. Opening will be public.
- B. Hand delivered or mail to:

Texas State Technical College
Service Support Center
Purchasing Department
1902 N. Loop 499
Harlingen, Texas 78550

TSTC's estimated timeline by phase and completion date is as follows:

- RFP Release Date: Monday, October 23, 2017
- RFP Due Date : November 13, 2017 @ 10:00 a.m., CST
- Review RFP Submittals : Tentative November 14, 2017
- Tentative Awarding of RFP December 1, 2017

3.6 TSTC Contacts

Any questions or concerns regarding this Request for Proposal shall be directed to:

Carmen N. Perez, Buyer I
1902 N. Loop 499
Harlingen, Texas 78550
956-364-4430
Email: carmen.perez@tstc.edu

TSTC specifically requests that Respondents restrict all contact and questions regarding this RFP to the above named individual(s).

3.7 Inquiries and Interpretations

Responses to inquiries which directly affect an interpretation or change to this RFP will be issued in writing by addendum (amendment) and mailed and/or faxed to all parties recorded by TSTC as having received a copy of the RFP. All such addenda issued by TSTC prior to the time that proposals are received shall be considered part of the RFP, and the Respondent shall consider and acknowledge receipt of such in their response.

Only those TSTC replies to inquiries made by formal written addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

3.8 Addenda Acknowledgement

Addenda must be acknowledged with bid submittal. An addenda acknowledgement form is included as part of this RFP (Section 6) and must be returned with the response.

3.9 Open Records

TSTC considers all information, documentation and other materials submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure under the Texas Public Information Act (Texas Government code, Chapter 552). Notwithstanding the foregoing, disclosure of information related to this solicitation shall be made only after a contract is awarded.

3.10 Award of Contract

TSTC shall reserve the right to award a contract for all or any of the requirements in this Request for Proposals, to award, or to not award any contract, according to what is in the best interest of TSTC.

The General Terms and Conditions (Section 4) in this Request for Proposal shall become a part of and govern any contract and/or purchase order issued as a result of this RFP.

3.11 Validity Period

Proposals are to be valid for a minimum of 60 days from the submittal deadline date to allow time for evaluation, selection, and any unforeseen delays.

3.12 Response Irregularities

Proposals that are qualified with conditional clauses, alterations, and items not requested in the RFP documents, or irregularities of any kind are subject to disqualification by TSTC at its option.

3.13 Historically Underutilized Businesses Submittal Requirements

It is the policy of TSTC to promote full and equal opportunities for the contracting and subcontracting of Historically Underutilized Businesses (HUB) in accordance with Texas Government Code, Chapter 2161. This Chapter applies to all contracts for the purchase of goods and/or services with an expected value of \$100,000 or more. A HUB Subcontracting Plan Form (Included as Separate Attachment) must be filled out and returned with the Proposal to be considered responsive. **If the Proposal does not include a HUB Subcontracting Plan, it shall be rejected as a material failure to comply with advertised specifications.**

Search the State of Texas HUB Database for HUB vendors by the NIGP class and item at:

<https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>

Additional minority and women owned business association resources are available for subcontracting notices at: <http://comptroller.texas.gov/procurement/prog/hub/mwb-links-1/>

Additional information and training regarding how to complete a HUB Sub-Contracting Plan can be found on the CPA Website at the following link: <http://comptroller.texas.gov/procurement/prog/hub/hub-subcontracting-plan/>

3.14 Subcontracting Approval

The Respondent shall perform the Contract with its own resources and those subcontractors identified in the Respondent's HUB Subcontracting Plan. In the event that the Respondent should determine that it is necessary or expedient to execute additional or alternative subcontracts for any of the performances under the Contract, the Respondent shall submit a revised HUB Subcontracting Plan for prior approval before executing any subcontracts.

In any subcontracts entered into by Contractor for the performance of the work, Contractor shall require the Subcontractor, to the extent of the work to be performed by the Subcontractor, to be bound to Contractor by the terms of the contract between Contractor and TSTC and to assume toward Contractor all of the obligations and responsibilities that Contractor, by the contract between Contractor and TSTC, assumes toward TSTC.

The Respondent shall manage all quality and performance, project management, and schedules for subcontractors. The Respondent shall be held solely responsible and accountable for the completion of all work for which the Respondent has subcontracted.

**SECTION 4
GENERAL TERMS AND CONDITIONS**

ITEMS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF PROPOSAL AND CONTRACT. ANY EXCEPTIONS THERE TO MUST BE IN WRITING.

4.1. PROPOSAL REQUIREMENTS

- 1.1 Proposers must comply with all rules, regulations and statutes relating to purchasing in the State of Texas in addition to the requirements of this form.
- 1.2 Proposals must be signed by an individual having the authority to bind the firm in a contract.
- 1.3 Proposals should include Payee ID Number, full name and address of firm. The Payee ID Number is the taxpayer number assigned and used by the Comptroller of Public Accounts of Texas. If this number is not known, complete the following:

Enter Federal Employer's Identification Number

Sole owner should also enter Social Security Number

- 1.4 One original, along with five copies, should be submitted to the submittal address on page 1.
- 1.5 Proposals cannot be altered or amended after opening time. Alterations made before opening time should be initialed by proposer or his authorized agent. No proposal can be withdrawn after opening time without approval by TSTC based on an acceptable written reason.
- 1.6 TSTC reserves the right to accept a late proposal if it is deemed to be in the best interest of the State.
- 1.7 TSTC reserves the right to cancel this proposal if it is deemed to be in the best interest of the State.
- 1.8 TSTC reserves the right to accept or reject all or any part of proposal, waive minor technicalities and award the proposal to best serve the interests of TSTC.

4.2. AWARD OF CONTRACT

A response to this RFP is an offer to contract based upon the terms, conditions and specifications contained herein. Proposals do not become contracts until they are accepted through a signed contract. The contract shall be governed, construed and interpreted under the laws of the State of Texas. The factors listed in Texas Government Code, Title 10, Subtitle D, Section 2155.074, 2155.144, 2156.007, 2157.003 shall also be considered in making an award. Any legal actions must be filed in McLennan County, Texas.

4.3. PAYMENT

Vendor shall submit an itemized invoice showing TSTC's purchase order number. TSTC will incur no penalty for late payment if payment is made in 30 or fewer days from receipt of goods or services and an uncontested invoice. For restrictions regarding prepayment, see section 11, below.

4.4. PATENTS OR COPYRIGHTS

The vendor agrees to protect TSTC from claims involving infringement of patents or copyrights.

4.5. VENDOR ASSIGNMENTS

Vendor hereby assigns to ordering agency any and all claims for overcharges associated with this contract arising under the antitrust laws of the United States 15 U.S.C.A. Section 1, et seq. (1973), and the antitrust laws of the State of Texas, TEX. Bus. & Comm. Code Ann. Sec. 15.01, et seq. (1967).

4.6. PROPOSER AFFIRMATION

Signing this proposal with a false statement is a material breach of contract and shall void the submitted proposal or any resulting contracts, and the vendor shall be disqualified from all future proposals/bids.

- 6.1 The proposer has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted bid.
- 6.2 Neither the proposer nor the firm, corporation, partnership, or institution represented by the proposer, or anyone acting for such firm, corporation or institution has violated the antitrust laws of this State or the Federal Antitrust Laws (see section 9, above), nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business.
- 6.3 Pursuant to Section 2155.004 Government Code the proposer has not received compensation for participation in the preparation of the specifications for this RFP.
- 6.4 Pursuant to Section 231.006(d), Family Code (relating to child support), the proposer certifies that the individual or business entity named in this proposal is not ineligible to receive this specified payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.
- 6.5 Under Section 2155.004 Government Code the proposer certifies that the individual or business entity named in this bid is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and/or payment withheld if this certification is inaccurate.
- 6.6 The Contractor shall defend, indemnify, and hold harmless TSTC, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or commissions of contractor or any agent, employee, subcontractor, or supplier of contractor in the execution or performance of this contract.
- 6.7 Proposer agrees that any payments due under this will be applied towards any debt, including but not limited to delinquent taxes and child support that is owed to the State of Texas.
- 6.8 Proposer certifies that they are in compliance with section 669.003 of the Government Code, relating to contracting with executive head of a State agency. If section 669.003 applies proposer will complete the following information in order for the proposal to be evaluated:

Name of Former executive: _____

Name of State agency: _____

Date of separation from State agency: _____

Date of Employment with proposer: _____
- 6.9 Proposer agrees to comply with government Code 2155.4441, pertaining to service contract use of products in the State of Texas.

4.7. Pursuant to Section 231.006©, Family Code, Proposal must include names and Social Security Numbers of each person with at least 25% ownership of the business entity submitting the proposal. Attach name & social security numbers for each person. This information must be provided prior to contract award.

4.8. NOTE TO PROPOSER

Any terms and conditions attached to a proposal will not be considered unless specifically referred to on this proposal form and may result in disqualification of the proposal. The dispute resolution process provided for in chapter 2260 of the Texas Government Code must be used by the ordering agency and the contractor to attempt to resolve all disputes arising under this contract.

4.9 INSURANCE

Insurance Requirements

In any contract, which is awarded by Texas State Technical College at Sweetwater (The College), and in which exists the possibility for the risk of personal injury, the Vendor must agree to procure and keep in force insurance with companies acceptable to the College. Such insurance must conform to the following provisions and in amounts no less than those specified below:

- A. The Vendor must show proof of such insurance on or before 10 days after an award has been made or before such services or work can begin. Approval of the insurance by The College shall not relieve or decrease the liability of the Vendor.
- B. Unless otherwise provided for in the Supplementary Conditions, the Vendor shall provide and maintain, until the work covered in the Contract is completed and accepted by the college, the minimum insurance coverage in one of the following optional schedules. When the Vendor includes the excess liability coverage, the limits of other required coverage may be reduced to the amount shown within the parenthesis.

TYPE OF INSURANCE	LIMITS OF LIABILITY		
Workmen’s Compensation		Statutory Limits	
Employer’s Liability	100,000	300,000	(omit aggregate)
Comprehensive General Bodily Injury	(250,000) Ea. Occur.	500,000 Ea. Occur.	(250,000 aggregate)
Property Damage	100,000 Ea. Occur.	300,000 Ea. Occur.	(100,000 aggregate)
Comprehensive Auto Bodily Injury	300,000 (100,000) Ea. Person	500,000 (300,000 aggregate) Ea. Occur.	
Property Damage	300,000 Ea. Occur.		(100,000)

4.10 BEST VALUE CRITERIA

- the quality, availability, and adaptability of the supplies, materials, equipment, or contractual services to the particular use required;
- the number and scope of conditions attached to the RFP;
- the ability, capacity, and skill of the proposer to perform the contract or provide the service required;
- whether the proposer can perform the contract or provide the service promptly, or within the time required, without delay or interference; the character, responsibility, integrity, reputation, and experience of the proposer;
- the quality of performance of previous contracts or services;
- any previous or existing noncompliance by the proposer with specification requirements relating to time of submission of specified data such as samples, models, drawings, certificates, or other information;
- the sufficiency of the financial resources and ability of the proposer to perform the contract or provide the service; and the ability of the proposer to provide future maintenance, repair parts, and service for the use of the contract.

SECTION 5
Scope of Work

5.0 Overview

Texas State Technical College seeks custodial/housekeeping services for all buildings at the following locations.

301 Main Street – 4BW2 – Brownwood Building 2
307 Melwood Avenue – 4BW5 – Brownwood Building 5

The contract will be awarded for one (1) year (December 1, 2017 – August 31, 2018.). It is agreed that TSTC shall have the option to extend the contract for 3 additional years in one-year increments under the same terms and conditions. TSTC may exercise its option to extend via written agreement signed by both parties prior to the expiration of the then current term.

Total cleanable square footage for all the buildings is 41,006. See Attachment A and B.

The vendor shall furnish and maintain all equipment necessary. The vendor will provide a list of all equipment and supplies to be used in the performance of this contract. The vendor will provide a cell phone at the vendor's expense to the job manager to facilitate a quick response. This phone number will be provided to the TSTC designated representative.

5.1. Equipment and Supplies

- a. Selected vendor shall furnish, at their expense, all labor, equipment, cleaning supplies, plastic liners, and materials that may be necessary or appropriate to the satisfactory performance of work described in the specifications. This includes related management, supervisory and administrative services necessary to fulfill the terms of contract.
- b. Selected vendor will provide a list of all equipment to be used in execution of the contract. TSTC reserves the right to inspect equipment to be used in the performance of this contract. Any equipment found to be in unsafe operating condition must be replaced or repaired immediately to the Compliance Coordinator's satisfaction, at the vendor's expense. Failure to provide suitable equipment for the performance of this contract will be grounds for TSTC to terminate the contract for cause.
- c. Selected vendor shall supply all products that will be used in cleaning floors, restroom fixtures, break room fixtures, tile, windows, and carpet.
- d. Selected vendor will supply all consumable items such as liquid soap, deodorizers, toilet paper, plastic liners, tampons, feminine napkins, and dispensers if necessary.
- e. Selected vendor must use certified green products whenever possible. Green is defined as the use of certified natural products that reduce the negative impact on the environment and exposure to harmful chemicals that can endanger the health and safety of building occupants.
- f. No material shall be used that will damage floors, floor covering, toilet fixtures, woodwork, painted surfaces, furniture, or which will create health or safety hazards.
- g. Where a specific product is specified by TSTC, there shall not be deviation without the express written permission of TSTC, in which case samples of materials proposed to be used shall be submitted and approval thereof received before the material represented by the samples is used in the work to be performed. TSTC may approve or disapprove any product prior to or during the term of the contract period. Contract administrator will approve equality and type of product before implementation.

5.2 Qualifications of Vendor and Personnel

- a. The vendor's longevity is directly related to experience and successful completion of work for customers. As such, this will be used to further qualify the experience of bidders.

Original date of establishment or incorporation as a janitorial/cleaning services/housekeeping business:

Month: _____ Day: _____ Year: _____

Total Time in Qualifying Business _____ years

- b. The vendor's personnel are indicative of capability to deliver quality service to customers.

Job Manager: Bidder must name proposed Job Manager. The proposed job manager must have not less than five (5) years' experience in the custodial services industry and not less than three (3) years in supervisory capacity. Bidders must be required to substantiate any claims for experience.

Name: _____

Years' Experience in Custodial Industry: _____

Years' Experience in Supervision: _____

Custodians/Housekeepers: The average time in an employee works for a company is indicative of the satisfaction and opportunity the employee may realize and translates into quality work provided for customers. The average length of worker employment for a bidder to qualify must be six (6) months.

Average length of employment of all company employees in custodial/housekeeping is ____ months

- c. Vendor must provide a list of three (3) companies who have been using your company for similar or like services on a regular basis for the past 6-12 months. By listing references vendor agrees that TSTC may investigate these references and consider them as a basis to determine award of this bid.
- d. Selected vendor must provide sufficient personnel to ensure prompt and consistent custodial service to TSTC and must have adequately trained relief personnel to substitute for absent regular employees.
- e. Personnel of the selected vendor shall observe and be subject to all regulations of TSTC. Failure to do so may be grounds for TSTC to require that the selected vendor immediately remove and/or dismiss the employee from this account.
- f. Personnel relations of employees on the selected vendor's payroll shall be the selected vendor's responsibility. The selected shall comply with all applicable government relations related to the employment, compensation, criminal background checks, and payment of personnel.
- g. Selected vendor shall employ workers of good character. Selected vendor shall conduct criminal background checks on all employees before they begin work for the awarded contract. Selected vendor shall provide proof that all criminal background check information has been collected and is current for all employees assigned to TSTC. Criminal background check must be done yearly for the awarded vendor.
- h. Employees of the selected vendor shall wear uniforms provided by the selected vendor and will be required to carry a company identification card and wear a name badge at all times while on duty. Selected vendor shall be responsible for all costs associated with uniform and identification.
- i. The selected vendor shall provide a thorough orientation and on-going training for its employees at the selected vendor's expense. Training should include, but not be limited to, areas of sanitation, equipment operation, safety, security, emergency procedures customer relations, energy conservation, and recycling.
- j. Vendor must be able to communicate effectively with owner and contractor employees.

5.3 Services

The selected vendor will complete custodial and housekeeping services according to the agreed upon schedule with additional service completed during emergencies or special events as requested.

There are seven classes of service for this contract:

1. Daily Service – service required to be provided every day of the week that the building is in operation. Service will be provided between the hours of 10:00 PM and 7:00 AM, unless otherwise requested by TSTC.
2. Weekly Service – service required to be performed a minimum of once a week, every week in which the building is in operation.
3. Monthly Service – service is required to be performed a minimum of once a month, every month.
4. Quarterly Service – service is required to be performed a minimum of once every three months.
5. Semi-Annual Service – service is required to be performed a minimum of once within a six-month time period or twice a year.
6. Annual Service – service is required to be performed a minimum of once a year.
7. Non-specific service – services provided as required to accomplish the requirements.

A schedule for all services must be submitted at the time of the proposal. The following tasks and frequencies are the minimum anticipated to give the intended results.

1. Corridors, Foyers, Employee Work and Break Rooms, Student Lounges and Exterior Windows:
 - A. Daily
 - Empty all trash receptacles.
 - Clean and disinfect drinking fountains.
 - Empty recyclable containers maintaining separation of all specified recyclable materials.
 - Spot clean trash receptacles.
 - Move all furniture as required to clean, but put all pieces back to original area.
 - Spot clean furniture, fixtures, walls, partitions, glass surfaces, and doors, etc.
 - Pick up litter at all exterior doorways up to 25 feet to each side.
 - Sweep or dust mop non-carpeted floors.
 - Mop non-carpeted floors.
 - Vacuum entrance mats.
 - Spray buff entrance level foyers, and main corridors.
 - Sweep outside entrances, porches, sidewalks, and steps up to 25 feet to each side.
 - Removal of cigarette butts.
 - Entrance and lobby doors glass must be cleaned.
 - Completely vacuum carpeted floors.
 - B. One Time Weekly
 - Dust building and furniture surfaces.
 - Clean panic bars and door push plates.
 - Remove carpet stains.
 - Spray buff floors
 - Clean interior and exterior glass.
 - Dust all pendant and hanging lights and signs.
 - C. Quarterly
 - Strip and Re-wax floors
 - Damp clean baseboards
 - Shampoo carpeted floors

D. Semi-Annually

- Remove and clean all 2X4 light fixture lenses
- Wipe down all walls and clean ceiling vents
- Shampoo upholstered furniture

2. Restrooms

A. Daily

- Empty all trash receptacles.
- Clean, sanitize and polish trash receptacles.
- Clean stalls, fixtures, walls, partitions, glass surfaces, and stall doors, etc.
- Sweep and mop floors
- Clean floor with detergent and germicidal additive.
- Clean and sanitize urinals and toilets on both inside and outside.
- Clean mirrors
- Clean, sanitize, and polish chrome and stainless fixtures.
- Wipe walls clean.
- Dust and clean stall dividers.
- Clean and wipe dry all washbasins.
- Clean switches.
- Refill towel cabinets, tissue dispensers, soap dispensers, deodorant dispensers.
- Wipe clean doors and door handles.

B. Weekly

- Spray buff tile floors
- De-scale toilet bowls and urinals
- Refill soap dispensers
- Scrub all restroom floors and walls.
- Clean and sanitize floor drain covers.

C. Quarterly

- Strip and Re-wax floors

3. Classrooms, Library, and other areas.

A. Daily

- Empty all trash receptacles.
- Remove all waste from building.
- Sweep or dust mop non-carpeted floors
- Mop non-carpeted floors.
- Completely vacuum carpeted floors.

B. Weekly

- Dust furniture surfaces.
- Spot clean fixtures, walls, glass surfaces, doors, furnishings
- Completely vacuum carpeted floors

C. Monthly

- Vacuum upholstered furniture, drapes, blinds and shades
- Damp clean baseboards, corners, and behind doors

- D. Quarterly
 - Strip and re-wax resilient tile floors
 - Shampoo carpeted floors
- E. Semi-Annually
 - Remove and clean all 2X4 light fixture lenses
 - Wipe down all walls and clean ceiling vents
 - Shampoo upholstered furniture

5.4 Facility Access and Security

- A. The selected vendor is responsible for control of keys, access cards/codes, and combinations obtained by TSTC and the security of all areas when used by its representatives. TSTC shall furnish instructions and initially train selected vendor's representative in approved procedures of areas.
- B. Selected vendor will be held accountable for the monitoring and control of any keys received from TSTC that are necessary to perform the work described.
- C. The selected vendor, under the terms of this contract, shall not make, or allow to be made, duplicate copies of any keys issued to them. Should the vendor need additional keys beyond the number provided by TSTC, they must request such in writing and state why additional keys are necessary. If approved, the Maintenance Supervisor will provide the keys requested.
- D. All keys will remain the property of TSTC at all items and shall be surrender immediately to the Maintenance Supervisor upon request. Individual key checkout and return inventory will be by TSTC.
- E. All keys, which are not returned upon expiration or termination of the contract, the vendor, will be responsible for the cost of re-keying all locks accessed by the assigned key(s). A spot check of key inventory may be made at any time. If TSTC determines that the vendor has made additional keys, or allowed additional keys to be made, TSTC may immediately terminate the contract and assess actual damages and the cost of re-keying all affected locations.
- F. Should TSTC change locks on the building(s), for reasons other than the fault of the vendor, TSTC will provide the vendor with new keys as required for continuation of performance under the contract.
- G. Where property is damaged or stolen due to negligence of the vendor's employees in the performance of their duties, the vendor will be responsible for replacement or repair of said property.

5.5 TSTC to Provide

- F. TSTC will provide a designated representative to serve as a liaison with selected vendor on billing and payment issues and to insure the specifications outlined in the agreement are met.
- G. TSTC maintenance Supervisor will handle all daily questions, complaints, and concerns from building occupants and insure they are addressed and corrected by selected vendor in a timely manner.
- H. TSTC will provide reasonable storage space in the janitorial closets located within the building for storage of chemicals, supplies, materials, and equipment.
- I. TSTC will provide keys or access codes/cards to facility as needed to complete cleaning tasks during the specified times.
- J. TSTC will provide non-communication utilizes, water and electricity for cleaning purposes. TSTC may reduce heating and cooling while the building is not occupied for its intended use.
- K. TSTC will provide trash dumpster outside facility.

5.6 Sub-Standard Work

TSTC shall be the final authority in determine if work meets standards set forth in these specifications. If, in the opinion of the Maintenance Supervisor, the work performed does not meet the minimum standards, the selected vendor may be required to redo any work to correct noted to satisfaction within a reasonable time frame at no additional cost to TSTC.

- Show that the Contractual Liability Coverage is applicable to the Agreement, and set forth the address and specific location of the project. Address to be established during permit process.
- Set forth in full a hold harmless agreement acceptable to the Owner.
- Include a provision that the Owner will be given thirty (30) days written notice of cancellation, non-renewal or material changes of insurance coverage.

5.7 Pricing Information

Respondent may enter pricing information below, or on its own form, in accordance with the service requirements contained in this RFP. TSTC will not recognize any charges not specifically stated.

TSTC's normal workday (Monday – Friday, 8:00 am to 5:00 pm).

- A. The Job Manager will required to complete a successful interview with TSTC West Texas Director of Physical Plant and the Contract Administrator prior to the award of the contract.

Proposed Job Manager: _____
Years Experience in Custodial Industry _____
Years Experience in Supervision _____

- B. Company Organization: Bidders are required to submit a copy of its organizational chart.
- C. Chemical Brands: The Vendor shall include with RFP, technical specifications and material safety data sheets (MSDS) provided by the manufacturers which verify the proposed brands comply with requirements included in the Specifications.
- D. RFP Pricing: Pricing must be stated on a total cost per month and a unit cost per combined square footage cleanable.

Combined square footage, cleanable, per Schedule included herewith:

Total cost per month for 41, 006 square Feet \$ _____. (Price to include soap, toilet paper, paper towels, etc.).

Total cost per month for 41,006 square feet \$ _____. (With no consumable items).

SECTION 6
ADDENDA CHECKLIST

Any addenda issued by TSTC to this RFP will become part of the RFP. Addenda will be numbered sequentially. Respondent must indicate on this sheet the receipt of any and all addenda.

Receipt is hereby acknowledged of the following addenda to this RFP.

No. 1 _____

No. 2 _____

No. 3 _____

No. 4 _____

Company/Entity Name: _____

Authorized Signature

SECTION 7

EXECUTION OF OFFER

In compliance with this solicitation, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all commodities or services at the prices quoted. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contract, and the Respondent may be removed from TSTC vendor lists.

By signature hereon, the Respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

By signature hereon, the Respondent hereby certifies that the firm is not debarred, suspended or otherwise declared ineligible to contract by any federal, state or local public agency.

By executing this offer, Respondent affirms that he/she has not given, offered to give, nor intends to give at anytime hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.

By the signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership, or institution represented by the Respondent or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the offer made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent certifies that the individual signing this document and the documents made part of this solicitation is authorized to sign such documents on behalf of the company and to bind the company under any contract which may result from the submission of this proposal.

By signature hereon, Respondent affirms that he has not prepared, or assisted in the preparation of, the specifications or other requirements for this solicitation.

Proposal must include Taxpayer Identification Number, full firm name and address of Respondent. Failure to manually sign proposal will disqualify it. The person signing the proposal should show title or authority to bind his/her firm in contract.

Taxpayer Identification Number: _____

Sole Owner should also enter social security No.: _____

Respondent/Company: _____

Signature: _____

Name (Typed/Printed): _____

Title: _____

Street: _____

City/State/Zip: _____

Telephone No.: _____

Fax No.: _____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

Adopted 06/29/2007

Request for Taxpayer Identification Number and Certification

Give form to the
 requester. Do not
 send to the IRS.

Please print or type	Name (See Specific Instructions on page 2.)	
	Business name, if different from above. (See Specific Instructions on page 2.)	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the **Part I instructions on page 2**. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN on page 2**.

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number 	
or	
Employer identification number 	

List account number(s) here (optional)

Part II For U.S. Payees Exempt From Backup Withholding (See the instructions on page 2.)

Part III Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What is backup withholding? Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

- You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9**.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

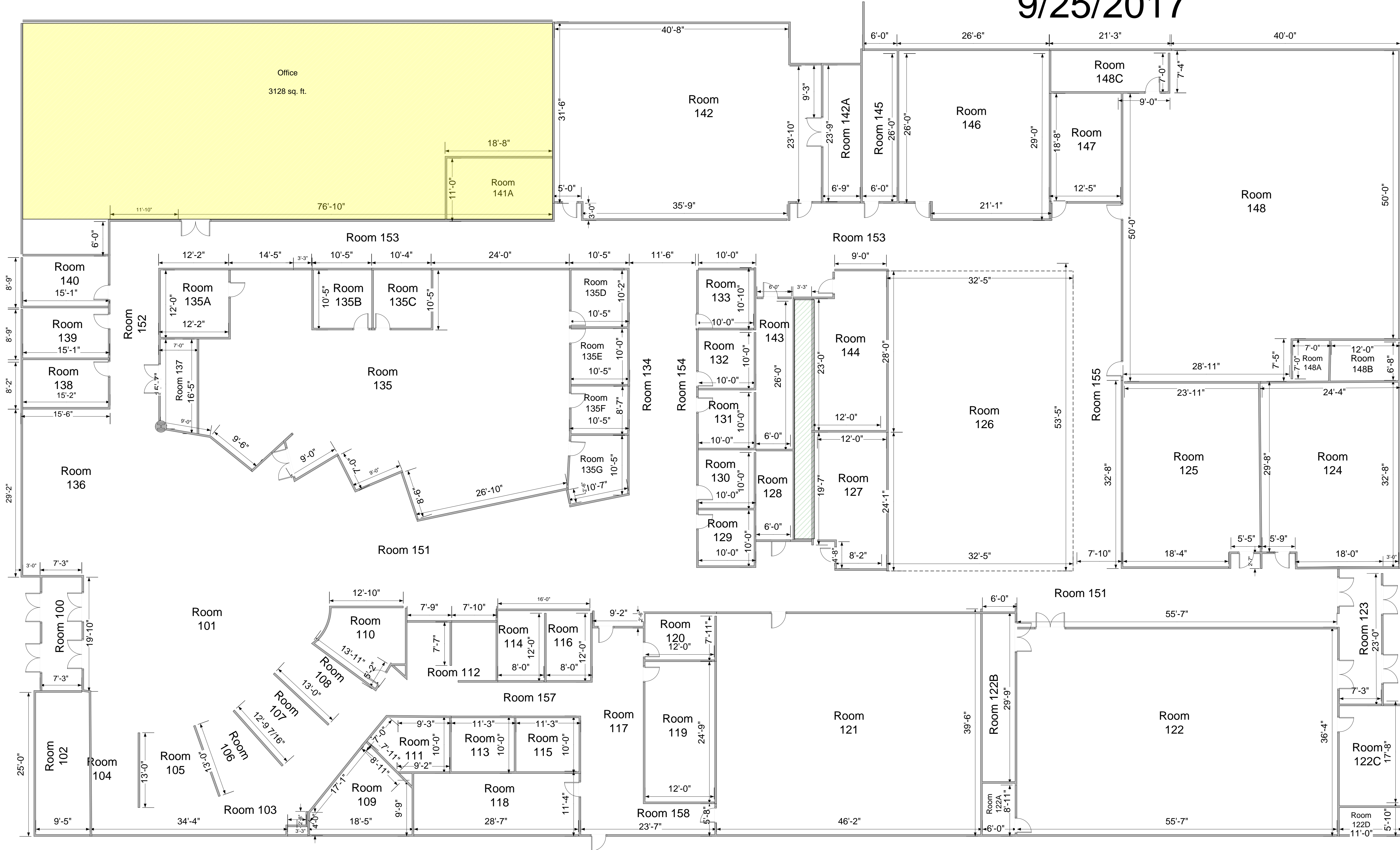
Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

4BWD Bldg 2

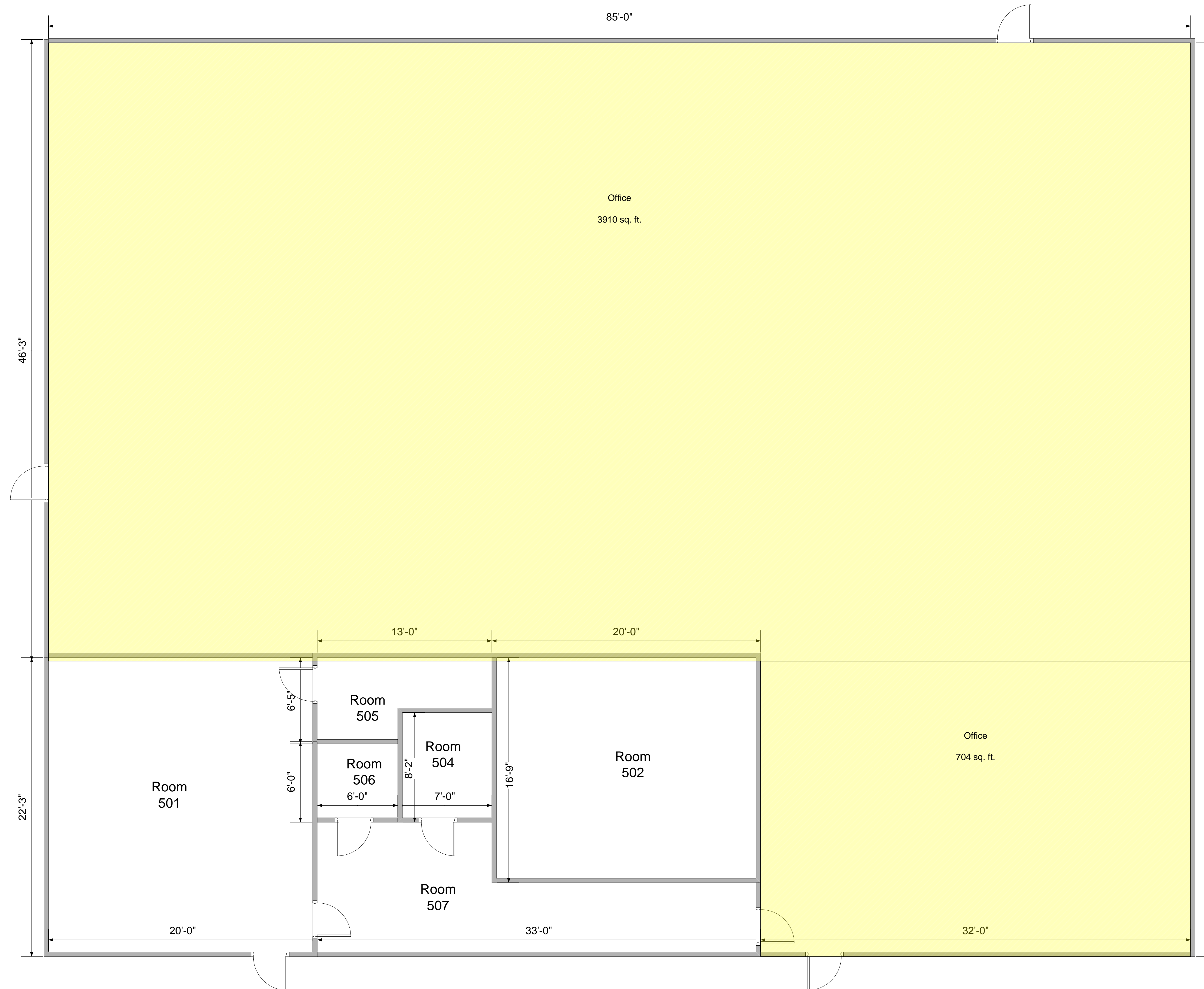
Brownwood Building 2

9/25/2017

Area in yellow – does not get cleaned.



Area in Yellow – Do not clean



4BWD
Building 5
Brownwood Welding
Technology
9/25/2017