



CITY OF LAKE JACKSON

May 25, 2018

Bid Documents and Specifications

Bid No. 18-05-003 – Custodial Services
in
CITY OF LAKE JACKSON

ADDENDUM NO. 2

This supplement to the Bid Documents and Specifications is issued prior to the receipt of bids.

1. Changes were made to the original bid documents. The bid documents and specifications have **all been replaced with revised sheets**. Please see attached for the revised bid packet, documents, and specification.

The bid documents and specifications attached are the corrected sheets. When submitting a sealed bid please include the corrected, updated bid documents and specifications.

Please sign and return by email to kkennedy@lakejacksontx.gov or by fax to the Lake Jackson Purchasing Department at 979-415-2520. ***Also indicate receipt of this addendum with your bid on the bid proposal form on page 19.***

Acknowledgment of Receipt of Addendum No. 2

Signature

Date

Company



City of Lake Jackson
25 Oak Drive
Lake Jackson, Texas 77566
www.lakejackson-tx.gov

SPECIFICATIONS FOR BID #18-05-003 – Custodial Services
(LJ Historical Museum, Recreation Center, Library, Civic Center)
BID OPENING DATE: Thursday June 7th, 2018

Notice is hereby given that the City of Lake Jackson will receive sealed bids for the purchase of the following item:

BID NO. 18-05-003 – Custodial Services
(LJ Historical Museum, Recreation Center, Library, Civic Center)

A **pre-bid meeting** and site visit will be conducted at 1:00 p.m. Thursday May 24, 2018 in City Hall Council Chambers located at 25 Oak Drive, Lake Jackson, Texas 77566 to answer questions regarding the bid requirements. Due to the importance of all bidders having a clear understanding of the specifications and scope of work requirements in this solicitation, attendance at **mandatory pre-bid meeting** and site visit is a prerequisite for submitting a bid. Attendance at the pre-bid meeting will be evidenced by the representative's signature on the attendance roster. Potential vendors are welcome and encouraged to take any measurements needed during site visit.

Sealed bids are due at 2:00 p.m. Thursday June 7, 2018 after which time all qualified bids will be opened and publicly read aloud at City Hall, 25 Oak Drive, Lake Jackson, TX. Bid information and specifications may be obtained from the City of Lake Jackson Purchasing Department at City Hall or by visiting our website at www.lakejackson-tx.gov. Bids received after the specified deadline will not be accepted.

Sealed bids shall be clearly marked with the bid number and title addressed to:

City of Lake Jackson
c/o Purchasing Department
25 Oak Drive
Lake Jackson, Texas 77566
BID NO. 18-05-003 – Custodial Services
(LJ Historical Museum, Recreation Center, Library, Civic Center)

Ads run: Sunday May 13, 2018 and May 20, 2018

Pre-bid meeting/site visit: Thursday May 24, 2018 at 1:00 p.m.

Bid opening: Thursday June 7, 2018 at 2:00 p.m.

BID SUBMITTAL CHECKLIST

One (1) original completed copy of vendor's bid submittal, one (1) electronic copy of vendor's bid submittal, and one (1) business card

Vendor's Drug and Alcohol Testing Policy

Completed Bid Proposal/Tabulation Sheet

Signed Specification Compliance Certification Form

Contractor References

Signed Conflict of Interest Questionnaire

STANDARD TERMS AND CONDITIONS

The City of Lake Jackson, Texas desires to enter into a contract, with a reliable firm(s) to provide custodial services for LJ Historical Museum, Recreation Center, Library, and Civic Center in accordance with the following specifications. Bids must be submitted on the forms provided herein.

Deviations from these minimum specifications are only acceptable when they tend to exceed specifications stated, or to make the product bid stronger and more reliable. The apparent silence of these specifications as to any detail or the apparent omission from them of a detailed description shall be regarded as meaning that only the best commercial practice shall prevail and that only material and workmanship of the first quality are acceptable. All interpretations of these specifications shall be made upon the basis of this statement.

It is understood that the Lake Jackson City Council reserves the right to reject any or all bids for any or all products covered in this bid request and to waive informalities of defects in such bids.

This document of minimum specifications shall be considered as the final performance contract. Adherence to these specifications shall be required except where expressly allowed. Any deviation not pre-approved by the City and found to be non-compliant with these minimum specifications shall be considered as grounds for release from contract.

General Instructions

Each part of the bid package is broken into sections and subsections. In the event a bidder cannot meet a specification, please state the exceptions for consideration on the SPECIFICATION COMPLIANCE CERTIFICATION FORM and furnish reason or rationale for non-compliance and specify alternatives offered, and why alternative has been selected.

Bidders should carefully examine all terms, conditions, specifications and related documents. Should a bidder find discrepancies in or omissions from the specifications or related documents, or should there be doubt as to their meaning, the Buyer should be notified immediately for clarification prior to submitting the bid. In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, the City of Lake Jackson's interpretation shall govern.

1. Bids should be submitted by mail or delivered to:

City of Lake Jackson
Attn: Purchasing Dept.
25 Oak Drive

Lake Jackson, Texas 77566

Bids must be submitted in a sealed envelope marked:

BID NO. 18-05-003 – Custodial Services (LJ Historical Museum, Recreation Center, Library, Civic Center)

2. Timeline and Due Date

Event	Date
1 st Advertisement	May 13, 2018
2 nd Advertisement	May 20, 2018
Mandatory pre-bid meeting	May 24, 2018 at 1:00 p.m.
Question submittals	May 30, 2018
Answers to submitted questions	June 1, 2018
Bid Opening	June 7, 2018 at 2:00 p.m.
City Council Bid Award	June 18, 2018

3. The bidder must complete and attach the “Specification Compliance Certification” form and the “Conflict of Interest Questionnaire”. **NO BID WILL BE ACCEPTED WITHOUT THESE COMPLETED AND SIGNED FORMS.**
4. One original completed copy of vendor’s bid and one electronic copy should be submitted to the city in bid package with current business card.
5. Three commercial references (preferably municipalities or other accounts of such size) must be provided. Each reference should include: customer who supervises contract, their position, address, phone number, scope of work provided to customer and length of time vendor has serviced customer.

Funding

Funds for payment have been provided through the City of Lake Jackson budget approved by the City Council for this fiscal year only. State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current City of Lake Jackson fiscal year shall be subject to budget approval by the City Council.

Late Bids

Bids received in the Purchasing Department after the submission deadline will be considered void and unacceptable. The City of Lake Jackson is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp in the Lake Jackson Purchasing Department shall be the official time of receipt.

Altering Bids

Bids cannot be altered or amended after submission deadline. Any alterations or erasures made before opening time must be initiated by the signer of the bid, guaranteeing authenticity.

Withdrawal of Bids

Any bid may be withdrawn prior to the scheduling time for opening. Notice to withdraw the bid must be in writing and submitted to the City prior to the scheduled time for opening bids. Any bid withdrawal notice which is received after the deadline for receiving bids shall not be considered.

Pricing

Bidders are instructed to bid the total unit price on the item(s) specified where indicated on the tabulation sheet and to extend and show the total. Bid price must be submitted on units of quantity specified and total shown. In the event of discrepancies in extensions, the unit price shall govern. Prices for all goods and/or services shall be firm for the duration of this contract and shall be stated on the bid sheets. Prices shall be all inclusive. No price changes, additions or subsequent qualifications will be honored during the course of the contract. Additional changes not shown on the bid will not be honored. All prices must be in ink.

Sales Tax

The City of Lake Jackson is exempt by law from payment of Texas Sales Tax and Federal Excise Tax. Do not include tax in the bid.

Bid Award

If a contract is awarded, it will be awarded to the lowest responsible bidder meeting or exceeding the terms, conditions and specifications of the bid. The City has the right to award a contract upon the conditions, terms and specifications contained in a bid submitted to the City for a period of up to one hundred twenty (120) days following the date specified for the opening of bids. In awarding a contract, the City may waive minor technicalities and informalities in the bid process and bids received if they are not material or alter any of the conditions, terms or specifications contained in the bid. In determining the lowest responsible bidder, the City may consider:

1. Whether the bidder has adequate financial resources to comply with the contract awarded.
2. Whether the bidder has a satisfactory record of performance with the City or other entities.
3. Any other factors that could be material to the bidder's ability to comply with the contract.

Split Award

The City of Lake Jackson reserves the right to award a separate contract to separate vendors for each item/group or to award one contract for the entire bid.

Rejection of Bids

The City Council may choose to reject all bids and not award any contract. If the City Council does not award a contract within one hundred (120) days following the date specified for the opening of bids, all bids are deemed to be rejected by the City Council.

Contract

Upon award of bid, a separate contract will be sent to the bidder. The contract will be good for one year with the option to extend for three (3) additional one (1) year terms with the approval of both parties. No invoices will be paid prior to a fully executed contract.

Conflict of Interest

No public official shall have interest in this contract in accordance with Chapter 171 of the Texas Local Government Code. The conflict of interest form must be completed and submitted with this bid.

Ethics

The bidder shall not offer or accept gifts or anything of value or enter into any business arrangement with any employee, official or agent of the City of Lake Jackson. More than one proposal on anyone contract from a firm or individual under different names shall be grounds for rejection of all proposals in which the firm or individual has an interest. One or all proposals will be rejected if there is any reason to believe that collusion exists between bidders.

Insurance

Prior to acceptance of contract by the City of Lake Jackson, the vendor must furnish a Certificate of Insurance with the City of Lake Jackson named as an additional insured together with a receipt showing the time period for which premium has been paid, from an approved insurance carrier for the coverage indicated below.

THE FOLLOWING COVERAGES ARE REQUIRED:

1. Statutory workers compensation in accordance with the State of Texas requirements.
2. Comprehensive general liability including owners and contractors protective Liability insurance for bodily injury, death, or property damages in the following amounts:

COVERAGE	PER PERSON	PER OCCURRENCE
Premises Product Liability	\$1,000,000	\$1,000,000
Aggregate policy limits	\$1,000,000	\$1,000,000

3. Comprehensive automobile and truck liability insurance (covering owned, hired and non-owned vehicles):

COVERAGE	PER PERSON	PER OCCURRENCE
Bodily injury (including death)	\$1,000,000	\$1,000,000
Property damage	\$1,000,000	\$1,000,000
Aggregate policy limits	\$1,000,000	\$1,000,000

Failure to maintain insurance coverage as required herein shall be grounds for immediate termination of contract.

All policies must provide, by endorsement to the policy that thirty (30) days prior written notice of cancellation or material change in coverage be given to Purchasing Dept. of Lake Jackson. Such insurance when accepted by the City in writing will become acceptable and shall remain unmodified until final acceptance of the work. Coverage provided must be on an occurrence basis.

No policy submitted shall be subject to limitations, conditions, or restrictions deemed inconsistent with the intent of the insurance requirements to be fulfilled by the successful bidder.

All policies shall be written through a company duly entered and authorized to transact that class of insurance in the State of Texas.

Neither approval by the City of Lake Jackson of an insurance supplied by the successful bidder, nor a failure to disapprove that insurance shall relieve vendor of full responsibility of liability, damages and accidents as set forth herein. No additional payment shall be made for insurance that the vendor may be required to carry.

Addenda

Any interpretations, corrections or changes to this bid and specifications will be made by addenda. Sole issuing authority of addenda shall be vested in the City of Lake Jackson purchasing department. Addenda will be mailed or emailed to all who are known to have received a copy of the bid. Bidders shall acknowledge receipt of all addenda.

Bids Must Comply

Bids must comply with all federal, state, county and local laws concerning this type of good or service.

Documentation

Bidder shall provide with this bid response, all documentation required by this bid. Failure to provide this information may result in rejection of bid.

Notice

Any notice provided by this bid shall be deemed to have been given and received on the next business day after such written notice has been deposited in the mail.

Invoices

Invoices submitted for payment shall be addressed to the City of Lake Jackson and shall reference the approved purchased order number. Periodic payments will be made within 30 days of invoice date or satisfactory delivery of the product or service, whichever is later, provided that all other requirements as detailed in the contract have been fulfilled.

Payment to the Contractor

Payments should be billed monthly. At the end of each calendar month, the contractor shall render to the purchasing department, their billing for work done during the month. City issued purchase order number must be referenced on all billing statements. **Payment will be made within 30 days as prescribed by state law.**

Indemnification

The bidder shall indemnify, defend, and hold the City, its officers, agents, and employees, harmless from any claim, loss, damage, suit and liability of every kind, including expenses of litigation, court costs, and attorney's fees, for injury to or death of any person, or for damage to any property, arising from or caused by any act or omission of bidder, its officers, employees, agents or subcontractors, in performing its obligations under this Contract.

Contractor Past Performance

Contractor shall not have significant performance deficiencies under City contracts in the last five (5) years, including but not limited to contract termination for cause, failure to maintain certain insurance requirements, failure to meet minimum contract requirements, or outstanding financial obligations to the City.

Drug and Alcohol Testing

The contractor shall provide a drug and alcohol testing policy with bid, outlining the contractor's drug testing procedures. The expense of the drug testing shall be that of the contractor. When reasonable cause exists to believe that a contractor's employee is violating the provisions of the City's Substance Abuse Guidelines, the City reserves the right to inspect all contractor work areas, which include any personal items brought onto City premises including personal vehicles. Any violation of the provisions of the City Substance Abuse Guidelines by a contractor or contract employee will result in the immediate removal from the work site.

Israel

In accordance with Chapter 2270, Texas Government Code, a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. The signatory executing this contract on behalf of company verifies that the company does not boycott Israel and will not boycott Israel during the term of this contract.

Questions and Answers

Questions concerning any aspect of the bid must be submitted by May 30, 2018 to the purchasing department in writing via fax or email. Any questions submitted after this date will not be answered. The purchasing department will compile all questions and provide answers to all interested bidders. The provided question and answers will also be located on the purchasing website. Answers will be posted by June 1, 2018.

CITY RESPONSIBILITIES

Contract Administrator

Under this contract, the City of Lake Jackson has designated Keelie Kennedy as the contract administrator with designated responsibility to ensure compliance with contract requirements, such as but not limited to, acceptance, inspection and delivery. The contract administrator will serve as liaison between the City of Lake Jackson City Manager (who has the overall contract administration responsibilities) and the successful bidder.

Scheduling and concerns that need to be addressed should be covered with the City of Lake Jackson Purchasing Department at (979) 415-2420.

Toiletries

The City will furnish from its stock, paper towels, and hand soap for dispensers, trash can liners and toilet tissue. These items are to be stocked by the contractor during regular cleaning service hours in each restroom and locker rooms.

- **Applies to the Recreation Center specifically:** Due to the types of distinctive flooring, equipment, and patron hypersensitivities, only certain cleaners and disinfectants may be used in the facility. The Assistant Parks and Recreation Director will provide the list of cleaners and disinfectants. NO SUBSTITUTION IS ALLOWED. Contractor will be held liable for the cost to repair/replace any damage done to facility or equipment due to failure to use the specified products.
- **Applies to the Civic Center and Recreation Center specifically:** Cleaners and disinfectants that may be used in the facility will be provided. Contractor will be held liable for the cost due to overuse of products provided.

Storage

As a courtesy, the City will try to provide storage space for all supplies and equipment for contractor supplies. In instances where supplies are stored with City supplies, the contractor supplies shall be appropriately identified. The City is not responsible for loss of contractor supplies.

City Contacts

Any concerns that need to be addressed should be covered with one of the individuals or their designee listed below:

Lake Jackson Historical Museum

Sandra Oliver, Manager
249 Circle Way
Lake Jackson, TX 77566
979-415-2600

Recreation Center

Jeremy Bubnick, Director
91 Lake Road
Lake Jackson, TX 77566
979-297-4533

Lake Jackson Library

Modesto Mundo, Assistant City Manager
250 Circle Way
Lake Jackson, TX 77566
979-415-2590

Civic Center

Sandra Oliver, Manger
333 E HWY 332
Lake Jackson, TX 7756
979-415-2600

TECHNICAL SPECIFICATIONS

The following areas are to be maintained at a high standard of cleanliness. The following standards are, therefore, intended to be included as the acceptable minimum level of service as directed in the cleaning specifications. Further, cleaning frequencies set forth in these specifications are meant to be working guidelines for specific areas, dependent upon type and frequency of use. **All items not specifically included but found necessary to properly clean the building, shall be included as though written into these specifications.**

Cleaning Hours

All requirements of these specifications are to be performed during the times as outlined below, unless otherwise approved by department head:

- A. LJ Historical Museum: One day per week as scheduled,
Times may vary occasionally to accommodate special events
- B. Recreation Center: after 9:00 p.m., Monday – Friday
after 6:00 p.m., Saturday – Sunday
- C. Library: 8:00 p.m. – 7:00 a.m., Monday – Saturday
- D. Civic Center: 12:00 a.m., as scheduled through staff

Description of Facilities

- A. Lake Jackson Historical Museum - 249 Circle Way
The Museum is a 2 story, 12,000-square foot facility. Areas to be cleaned include a large tiled rotunda, exhibit galleries on both floors, two public restrooms, two offices, two electrical service rooms, front and back porches, one elevator car, a small kitchen, and a gift shop. Facility Hours: Tuesday- Saturday, 10 a.m. - 4 p.m. The Museum generally receives between 7,000 and 8,000 visitors a year, as well as, guests from special events and programs.
- B. Recreation Center – 91 Lake Road
The Recreation Center is a 65,500-square foot facility. Areas to be cleaned include six racquetball courts, gymnasium, weight room, multipurpose room, nursery, conference room, offices, family restrooms, locker rooms, and showering facilities. The natatorium is not included in these specifications for cleaning. Facility Hours: Monday – Friday, 5:45 a.m. – 9:00 p.m. / Saturday, 8:00 a.m. – 6:00 p.m. / Sunday, 1:00 – 6:00 p.m.
- C. Library – 250 Circle Way
The Library is a 22,000-square foot facility. Areas to be cleaned include public areas, restrooms, conference room, employee break room, and public meeting room. Facility Hours: Monday, Wednesday & Thursday, 10:00 a.m. - 8:00 p.m. / Tuesday & Friday, 10:00 a.m. – 6:00 p.m. / Saturday, 10:00 a.m. - 5:00 p.m.
- D. Civic Center – 333 E Highway 332
The Civic Center is a 16,000-square foot rental facility. Areas to be cleaned include lobby areas and restrooms. Facility hours: open Monday-Sunday.

Emergency Cleaning Requests

The City reserves the right to request emergency cleaning to be provided by the contractor on an as needed basis with a quick response time. **Costs for these services will be paid at the cost per hour rate quoted in bid.**

Hourly Rates

Each bidder shall submit with their bid a statement of hourly rates for each class of employee to be used in the performance of each type of work of the contractor, such rates are to be used in computing additions to or deductions from the monthly payment to the contractor for changes to the specified duties and services, or for extra work required by the owner.

Contractor's Personnel

Prior to beginning of work, contractor must supply to the City a list of employees and/or supervisors to be used in performing services in the building. Also, phone numbers of contact persons including all supervisors and owners. The contractor shall be responsible for instructing its employees as to the rules and regulations governing the building, including all emergency equipment (alarm equipment) and phone numbers of emergency personnel.

A. Daily Review of Work

The contractor or their general foreman shall visit the building on a regular basis to review the work of their personnel and to discuss work schedules, complaints, and other details with the City designee assigned to this contract. **The contractor shall maintain an accurate log of routine duties performed and name of contractor who performed the tasks, which shall be available for inspection by the City.** The contractor shall provide a schedule of work to the City on a regular basis and/or upon request, e.g. (when bathroom floors are scheduled for scrubbing). Contractors shall remain at the facility until all required tasks are complete regardless of the number of contract staff available that day.

B. Requirements of Personnel

The contractor shall employ experienced personnel to adequately perform all of the specified duties and services. **All such personnel shall wear an identification badge** supplied by City and company uniform shirt while on duty. They shall become familiar with the particular requirements of the occupants of the various offices within their allotted areas. No contractor's employees are to have family, friends, or associates with them while they are working in the building.

Safety

The contractor shall be responsible for instructing their employees in safety measures considered appropriate.

A. Chemical Safety & MSDS Sheets

The contractor agrees not to use any cleaning materials or equipment for the work under this agreement that does not meet the necessary requirements for public safety and the safety of the City of Lake Jackson employees. Contractor shall have MSDS sheets readily available at the site for all cleaning supplies used in fulfilling the requirements of the contract.

B. Storage Room

The contractor shall be responsible for keeping the storage rooms provided by the City for their equipment and supplies neat and orderly at all times. At the completion of the contract, they shall remove all of their supplies and tools from the buildings, leaving the premises "broom clean".

Security

Two keys will be issued to the contractor for each facility. If additional keys need to be made, permission must be received from the supervisor assigned to each facility. A list of contractor employees issued keys shall be provided to the City. Should a key be lost by a contractor's employee, the contractor will be responsible for the cost of having all door locks associated with the lost key changed. The City will have the work done and will bill the contractor for all costs or subtract the cost from that month's invoice.

I. General Cleaning Requirements for Lake Jackson Historical Museum
(1 cleaning per week)

A. CLEANING AND DISINFECTION

1. Empty wastebaskets, all trash cans, recycle bins, and replace liners.
2. Dust furniture and equipment, i.e. office shelving, tables, printers, and computers.
3. Clean and sanitize telephones.
4. Empty and clean ashtrays/cigarette receptacles.
5. Clean and disinfect drinking fountains.
6. Clean and sanitize all sinks and counters, located in the restrooms, kitchen, and downstairs office.
7. Clean and dust all walls up to height of six feet.
8. Clean all interior glass.
9. Clean exterior and interior glass doors and partitions.
10. Clean kitchen appliances.
11. Vacuum and clean all floor mats top and underneath.
12. Sweep and mop all tile floors, to include the rotunda, restrooms, upstairs office and two electrical rooms.
13. Sweep and clean the front and back porches/entry ways.
14. Vacuum all carpeted floors.
15. Fill all paper and soap dispensers, located in the restrooms, kitchen, and downstairs office.
16. Empty, clean, and disinfect sanitary napkin receptacles.
17. Dust tops of exhibit cabinets.
18. Clean and disinfect toilets and urinals.
19. Maintain a neat and orderly janitorial storage room.
20. Dust and clean mirrors and shiny metal throughout the building including elevator controls and car interior, hand rails, and door handles.
21. Clean walls, doors, and partitions.
22. Wash all restroom walls from floor to ceiling.
23. Vacuum upholstered furniture including chairs and benches.
24. Dust and clean all window blinds and ledges.

II. General Cleaning Requirements for Recreation Center
(7 cleanings per week, Sunday through Saturday, excluding holidays)

Contractors shall remain at the facility until all required tasks are complete regardless of the number of contract staff available that day.

The contractors will follow the cleaning schedule provided by the Lake Jackson Recreation Center for daily/weekly/monthly duties and will provide and maintain an accurate daily log of the routine duties performed and name of contractor who performed the tasks. The log shall be available for inspection by the City.

A. DAILY

Racquetball Court Hallway/Racquetball Courts

1. Clean interior and exterior glass doors and partitions.
2. Clean and disinfect interior and exterior door handles.
3. Dust mop wood racquetball court floors.
4. Clean and disinfect mirrors in rooms 1 and 5.
5. Vacuum carpet in hallway by racquetball courts.
6. Clean and disinfect drinking fountain in racquetball hallway.

Front Entrance

1. Clean and disinfect interior and exterior front entrance door glass and handles.
2. Clean interior and exterior front entrance windows.
3. Pick up entrance rugs and sweep, clean and disinfect entrance tile floor in foyer.
4. Vacuum rugs in entrance foyer.
5. Empty exterior entrance trash can and replace liner.

Front Office Area

1. Empty all wastebaskets and replace liners.
2. Clean and sanitize telephones.
3. Dust file cabinets, polish cabinets and drawers, and disinfect counter tops.
4. Clean front desk counter tops and dust printers and computers.
5. Dust and polish kiosk counter and cabinets.
6. Lift mats behind front desk and sweep and mop. Wipe down mats.
7. Clean glass windows and dust window sills outside conference room.
8. Vacuum carpet by conference room entrance and director's office.

Conference Room

1. Empty all trashcans and replace liners.
2. Clean conference room table and wipe down chairs.
3. Dust other conference room furniture.
4. Clean interior conference room windows and dust window sills.
5. Clean and disinfect counter and sink in conference room.
6. Disinfect telephone, paper towel dispenser and door handles.
7. Vacuum carpet in conference room and move chairs and vacuum under the table.

Workroom

1. Dust and polish bookcases, mailboxes, cabinets.
2. Dust copy machine and first aid cabinet.
3. Clean workroom counter top and desk.
4. Vacuum carpets.
5. Disinfect door handles.

Kidzone Hallway

1. Clean and disinfect water fountain.
2. Clean entrance door glass and disinfect handles.
3. Pick up entrance rugs and sweep and clean tile floor and base boards with approved floor cleaner and automatic floor scrubber.
4. Clean office and exterior Kidzone windows and sills.

Kidzone Hallway Restrooms

1. Clean and disinfect toilets and urinals.
2. Clean and disinfect sinks, counters, and faucets.
3. Clean and disinfect soap dispensers, paper towel dispensers, and air dryers.
4. Clean base boards and electrical cord covers.
5. Clean mirrors.
6. Clean and disinfect changing tables.
7. Clean and disinfect tile floors with approved floor cleaners.
8. Disinfect door handles.

Kidzone

1. Clean and disinfect Kidzone entrance and restroom door handles.
2. Clean interior Kidzone Windows and sills.
3. Clean and disinfect exit door glass, panels and door handles.
4. Clean and disinfect counter tops, telephones, desk and sink.
5. Vacuum all carpets and black rubber floor around Ball Pit.
6. Clean and disinfect drinking fountain.
7. Empty all trash cans and replace liners.
8. Clean and disinfect toilet, sink, counter top, paper towel and soap dispensers in restroom.
9. Clean Kidzone restroom mirror.
10. Clean and disinfect tile bathroom floor.

Offices (all except the Directors)

1. Clean interior and exterior office windows and dust window sills.
2. Empty all trash cans and replace liners.
3. Vacuum carpets.
4. Dust all file cabinets, book cases and hutches.

Aerobics Room

1. Empty all trash cans and replace liners.
2. Dust mop wood floors (DO NOT MOP FLOORS OR USE ANY CHEMICALS ON THE FLOOR).
3. Clean and disinfect door handles, paper towel dispensers, ballet bars.
4. Dust cubbies and window sills.
5. Clean interior windows and glass mirrors.

Weight Room

1. Empty all trash cans and replace liners.
2. Sweep and vacuum under and around weight room equipment.
3. Clean interior windows, window sills and glass mirrors.
4. Dust cubbies and disinfect counter.
5. Clean and disinfect door handles, paper towel dispensers.
6. DO NOT CLEAN WEIGHT ROOM EQUIPMENT.

Hallway

1. Clean exterior door glass and disinfect door handles.
2. Disinfect aerobic and weight room door handles.
3. Clean hall windows and window sills.
4. Pickup mats and equipment and vacuum hallway carpet.

Gymnasium

1. Empty all trash cans and replace liners.
2. Clean and disinfect drinking fountains in hallway to Pool.
3. Dust mop wood gym floor only. DO NOT CLEAN FLOOR WITH MOP/WATER OR AUTOMATIC SCRUBBER.
4. Clean hallway to pool windows and window sills.
5. Clean and disinfect concrete floors surrounding basketball courts (Where people walk and not under bleachers) and hallway to pool with approved floor cleaners.
6. Disinfect door handles.

Central Hallway/Vending Area

1. Empty all trash cans and replace liners.
2. Clean all interior windows and window sills in hallway and vending area.
3. Clean and disinfect all drinking fountains.
4. Clean and disinfect hand rails on ramp in vending area.
5. Vacuum all interior rugs.
6. Pick up all rugs and clean tile floors and base boards in central hall and vending area with approved floor cleaner and automatic floor scrubber.
7. Dust, sweep and mop under vending machines.
8. Clean and disinfect all benches in hall and chairs and tables in vending area.
9. Clean all vending machine glass.
10. Disinfect vending machine key pads and buttons.

Locker Rooms/Family Restroom

1. Empty all trash cans and replace liners in family changing room and both locker rooms
2. Clean and disinfect toilets and urinals in family changing room and both locker rooms
3. Clean and disinfect sinks, counters, and faucets
4. Clean and disinfect soap dispensers, paper towel dispensers, air dryers, changing tables inside and out
5. Clean base boards and locker room benches, pedestals
6. Clean mirrors
7. Clean and disinfect shower stalls and handicap benches in showers with approved cleaner
8. Clean and disinfect all door handles (including restroom partitions)

B. WEEKLY

1. Dust all high areas above six feet including: top of door frames, tall book shelves and cabinets, cabinet doors
2. Dust and clean locker doors and tops
3. Clean window sills
4. Clean and disinfect restroom partitions in locker rooms
5. Clean baseboards throughout the facility
6. Push bleachers in and clean and disinfect concrete floors under bleachers with approved floor cleaners
7. Clean tops of vending machines

C. MONTHLY

Shampoo Carpets throughout the facility on Fridays as scheduled below:

- Week 1: Conference Room and Entrance Hall
- Week 2: Racquetball Court Hallway and Weight Room/Aerobic Room Hallway
- Week 3: KidZone
- Week 4: Workroom and Offices

III. General Cleaning Requirements for Lake Jackson Library

(6 cleanings per week, Monday – Saturday, excluding holidays)

A. DAILY

1. Empty wastebaskets and all trash cans and replace liners.
2. Dust furniture and equipment.
3. Clean and sanitize telephones.
4. Empty and clean ashtrays/cigarette receptacles.
5. Clean and disinfect drinking fountains.
6. Clean and sanitize sinks and counters.
7. Clean all walls up to height of six feet.
8. Clean all interior glass.
9. Clean exterior and interior glass doors and partitions.
10. Clean kitchen appliances.
11. Vacuum and clean all floor mats top and underneath.
12. Sweep and mop tile floors.
13. Sweep and clean front and side employee entrance.
14. Vacuum all carpeted floors.
15. Wipe down all door knobs.

B. DAILY RESTROOM CLEANING AND DISINFECTION

1. Empty trash cans and replace liners.
2. Fill paper and soap dispensers.
3. Empty, clean, and disinfect sanitary napkin receptacles.
4. Sweep and mop tile floors.
5. Clean and disinfect toilets and urinals.
6. Clean and sanitize sinks and counters.
7. Clean mirrors and bright metal.
8. Clean walls, doors, and partitions.

D. WEEKLY

1. Wash all restroom walls from floor to ceiling.
2. Vacuum upholstered furniture.
3. Dust all high areas above six feet.
4. Dust and clean all window ledges.

E. MONTHLY

1. Clean exterior porch glass.

F. QUARTERLY

1. Deep scrub, wax, and polish vinyl floor tile in meeting room.
2. Power wash and scrub front porch area tile, steps, porch area walls, eaves, metal railings, and doors. Once completed the area should be free of all cobwebs, insect nesting, and bird droppings. **Coordinate power washing with cleaning of exterior porch glass to ensure glass is clear after power washing.**

Please note: All window frames, door frames, railings and trim associated with or directly under shall be wiped clean and dry. A clear, polished glass window, without any haze or streaks, shall be the result of the cleaning process. Pressure washing of glass is not allowed.

General Cleaning Requirements for Civic Center

(7 Cleanings per week Monday through Sunday, excluding holidays)

A. DAILY

1. Empty wastebaskets and all trash cans and replace liners.
2. Dust furniture and equipment.
3. Clean and sanitize telephones.
4. Empty and clean ashtrays/cigarette receptacles and all cigarette litter discarded.
5. Clean and disinfect drinking fountains.
6. Clean and sanitize sinks and counters.
7. Clean all walls up to height of six feet.
8. Clean all interior glass.
9. Clean exterior and interior glass doors and partitions.
10. Clean kitchen appliances.
11. Vacuum and clean all floor mats top and underneath.
12. Sweep and mop tile floors.
13. Sweep and clean all entrances, including front and side employee entrances.
14. Vacuum all carpet floors.

B. DAILY RESTROOM CLEANING AND DISINFECTION

1. Empty trash cans and replace liners.
2. Fill paper and soap dispensers.
3. Empty, clean, and disinfect sanitary napkin receptacles.
4. Sweep and mop tile floors.
5. Clean and disinfect toilets and urinals.
6. Clean and sanitize sinks and counters.
7. Clean mirrors and bright metal.
8. Clean walls, doors, and partitions.

C. WEEKLY

1. Wash all restroom walls from floor to ceiling.
2. Vacuum upholstered furniture.
3. Dust all high areas above six feet.
4. Dust and clean all window ledges.

Please note: contractors are not responsible for cleaning the **rental rooms**.

BID PROPOSAL

Bidder must bid on all items to be considered for award.

Item No.	Item Description	Estimated Annual Quantity	Unit Price	Item Total
1.	Lake Jackson Historical Museum	52	\$ _____	\$ _____
	Please estimate number of man-hours to clean facility each time and how you propose to staff cleaning crew: _____ Custodians at _____ hours each for a total of _____ man-hours.			
2.	Recreation Center – Item A-B.	361	\$ _____	\$ _____
3.	Recreation Center – Item C.	12	\$ _____	\$ _____
	Please estimate number of man-hours to clean facility each time and how you propose to staff cleaning crew: _____ Custodians at _____ hours each for a total of _____ man-hours.			
4.	Lake Jackson Library - Items A-D.	312	\$ _____	\$ _____
5.	Lake Jackson Library – Item E.	12	\$ _____	\$ _____
6.	Lake Jackson Library - Items F. 1.	4	\$ _____	\$ _____
7.	Lake Jackson Library – Items F. 2.	4	\$ _____	\$ _____
	Please estimate number of man-hours to clean facility each time and how you propose to staff cleaning crew for items 3-6: _____ Custodians at _____ hours each for a total of _____ man-hours.			
8.	Civic Center	312	\$ _____	\$ _____
	Please estimate number of man-hours to clean facility each time and how you propose to staff cleaning crew: _____ Custodians at _____ hours each for a total of _____ man-hours.			
9.	Custodial hourly rate for extra cleaning services			\$ _____

In submitting this bid, contractor represents as more fully set forth in the agreement, that contractor has examined copies of all the bid documents and of the following addenda:

Addendum No. _____, Dated_____

Addendum No. _____, Dated_____

BIDDER:	
ADDRESS:	
PHONE:	
EMAIL:	

AUTHORIZED REPRESENTATIVE

TITLE

AUTHORIZED SIGNATURE

DATE

CONTRACTOR REFERENCES

Customer Name:	
Contact:	Title
Address:	Phone No.:
Scope of Work:	Length of Service:

Customer Name:	
Contact:	Title
Address:	Phone No.:
Scope of Work:	Length of Service:

Customer Name:	
Contact:	Title
Address:	Phone No.:
Scope of Work:	Length of Service:

SPECIFICATION COMPLIANCE CERTIFICATION FORM

The firm of _____ offers the City of Lake Jackson, for the price stated on the bid invitation (and assures intent to deliver within the specified time interval), the following unit(s) or item(s):

EXCEPTIONS TO SPECIFICATIONS (If Any)

Item No.

Explanation

The above item as detailed per specifications and any exceptions if offered (check one):

Without exceptions

With exceptions as noted above.

CERTIFICATION OF AUTHORIZED REPRESENTATIVE:

I hereby certify that I possess the authority to submit a bid on behalf of the firm I represent and by my signature hereon I certify that the services/unit(s) I propose to furnish will meet or exceed every specification contained herein, and that I have read each and every page of the Standard Terms and Conditions and Technical Specifications and Bid Sheets. Further, I agree that if my bid is accepted, I shall perform as required in these contract documents. I am aware that, once accepted by City of Lake Jackson, my bid becomes a binding contract in accordance with the provisions herein of the aforementioned contract documents, and that I will not be permitted to attempt enforcement of any other contract or contract provisions.

Firm Name:

Authorized Representative:

Signature:

Title:

Date:

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor 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 vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

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

OFFICE USE ONLY

Date Received:

If there is no relationship, write N/A in Box 1 and sign the form.

1 Name of vendor who has a family, business, or employment 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 on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the City of Lake Jackson officer or employee receiving or likely to receive taxable income, other than investment income from the vendor?

Yes

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the City of Lake Jackson officer or employee AND the taxable income is not received from the City of Lake Jackson?

Yes

No

C. Does the City of Lake Jackson officer or employee serve as an officer or director, or hold an ownership interest of one percent or more, in the vendor's company?

Yes

No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date