

INVITATION FOR BIDS

CITY OF CONROE

PARKS CLEANING/CUSTODIAL SERVICES BID # 081921



**CITY OF CONROE
P.O. BOX 3066
CONROE, TEXAS 77305**

BIDS DUE THURSDAY AUGUST 19, 2021 @ 2:00 PM

CITY OF CONROE PURCHASING DEPARTMENT

CITY OF CONROE

1. Preparation of Bids:

Unless otherwise directed in the Notice to Bidders, submit bids ***electronically through Vendor Registry*** in triplicate on the prescribed forms or copies thereof, in a sealed envelope marked **“Parks Cleaning/Custodial Bid # 081921”**. Prepare bids in accordance with the requirements of the Notice to Bidders, and any instructions on the Proposal or Bid Sheet.

2. Questions and Inquiries:

Information about this proposal should be directed to:

Bid Questions:
Christie Spath, Purchasing
Office: 936-522-3829
E-mail cspath@cityofconroe.org

Specification Questions:
Lauren Arnold, Parks Superintendent
Office: 936-522-3843
E-mail larnold@cityofconroe.org

3. Submission of Bids:

Three (3) copies of each proposal shall be ***CLEARLY MARKED*** **“Parks Cleaning/Custodial Bid # 081921”** and submitted by mail or in person to the address below by the time and date set forth. Responses received later than the due date will not be accepted, and returned unopened.

Due Date: August 19, 2021 @ 2:00 PM

Mailing Address: City of Conroe
Soco Gorjon, City Secretary
P.O. Box 3066
Conroe, TX. 77301

4. Owner:

The City reserves the right to award parts of bids, reject any or all bids and to waive technical irregularities in bidding. Contract award will be made on the basis of the lowest qualified responsible bidder or the bidder who provides the goods and services at the best value for the City, considering the evaluation selection criteria below. No bid may be withdrawn before 90 days after submittal.

Best Value Selection Criteria:

- | | |
|--|---------|
| a) Purchase price. | 20 Pts. |
| b) Meets all bid specifications. | 20 Pts. |
| c) Bidder’s principal place of business (§271.905). | 10 Pts. |
| d) Cities past history / experience with Manufacturer. | 20 Pts. |
| e) Delivery requirements are met | 30 Pts. |

5. Bidders:

Bidders desiring Purchasing information or interpretation must request such information or interpretation from Christie Spath, Purchasing, (936-522-3829). Should a Bidder discover a discrepancy or an omission in the plans or specifications, he should at once notify the Purchasing Department so that an addendum can be issued. No oral explanation or interpretation other than written addendum issued by the City will be considered official or binding. All such addendums shall become part of the contract documents and all bidders shall be bound by such addenda, whether or not received by the bidders.

6. Reservations:

The City of Conroe reserves the right to accept or reject any or all proposals as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety, this Bid Request if found in the best interest of the City.

All proposals and associated materials received with your response will become the property of the City of Conroe and will be returned at the discretion of the City.

The Laws of the State of Texas, County of Montgomery, and the City of Conroe, with any Rules and Regulations issued, prevail with regard to any contract documents, possible terms and conditions, arbitration or litigation.

7. Bid Evaluation and Award:

The bid award will be made on the basis of *Texas Local Government Code Section 252.043*. This section allows the City of Conroe to develop and apply award evaluation criteria for procurement in order to obtain goods or services that provide the *best value* to the City. Under these guidelines, a vendor is not automatically awarded a bid simply because they submit the lowest bid response. In the event that the selected bidder fails to enter into agreement to provide the goods or services which are the subject of this invitation the City retains the right to award the bid to the next qualified bidder.

8. Term of the Contract:

This Contract shall be for one (1) year with no change in price with the option to renew for up to four (4) years in one-year increments. Price increases will only be considered at the renewal time and will only be allowed upon approval by the City of Conroe Contract Administrator.

9. Communications:

The City of Conroe shall not be responsible for any verbal communication between any representative of the City and any potential firm. All modifications to this solicitation must be made in writing. A proposer's failure to examine relevant documents or specifications will not relieve proposer from any obligation with regard to their response to this invitation.

10. Substitutions:

Where services or equipment are specified by a trade or brand name, it is not the intention of the City to discriminate against an equal product of another manufacturer, but to set a definite standard of quality or performance, and to establish an equal basis for the evaluation of bids. In preparing his bid, each bidder is expected to include in his base bid the cost of the items so specified.

11. Default:

The City reserves the right to terminate the contract immediately for failure to meet delivery or completion schedules, or otherwise perform in accordance with the general conditions of this proposal.

12. References:

The City of Conroe may request bidders to supply, with this Invitation to Bid, a list of at least five (5) references where like equipment have been supplied by their firm. Include name of firm, contact person, address, telephone number and fax number. *The low bidder may be required to furnish Performance and Payment Bonds depending on references, reputation and State Laws.*

13. Delivery of Bids:

It is the bidder's responsibility to deliver his bid at the proper time to the proper place. The fact that a bid was dispatched will not be considered. The bidder must have the bid actually delivered before the time set and the start of opening of the bids. Any bids received after the time and date specified in the Notice to Bidders will be returned unopened.

14. Corrections:

Erasures or other corrections in the bid must be noted over with the bidder's initials.

15. Materials and Services:

The Bidder warrants that goods, materials or services delivered to the City will meet the minimum specifications set forth therein. Bidder shall furnish all data pertinent to specifications and warranties, which apply to items in the bid.

16. Conditions of Conduct:

At all times any agent, officer, or employee of Proposer shall be present upon property owned by the City of Conroe, the terms and conditions of the Drug and Alcohol Policy currently adopted by the City of Conroe, shall be deemed applicable to such persons. Violations of terms and conditions while present on the premises owned by the City of Conroe shall be grounds for termination of any contract between the City and Proposer. A copy of this policy is available for public inspection in the office of the City Secretary and copies may be obtained at a nominal charge.

17. Conditions of Work:

Bidders are expected to be fully informed of specifications and labor conditions under which the work will be performed, and to have thoroughly reviewed the plans, contract documents and specifications. Failure to do so will not relieve a successful bidder of any obligations to furnish material and labor necessary to complete the job.

18. Indemnification:

The Proposer shall, defend, indemnify, and hold harmless the City of Conroe, their officers, and agents from and against any and all claims, demands, causes of action, orders, decrees, or judgments for injury, death, damage to person or property, loss, damage, or liability of any kind (including without limitation liability under any federal, state, or local environmental law, Compensation and Liability Act; fees and costs (including all costs or settlements and reasonable attorney's fees incurred in defending any claim, demand, or cause of action) occasioned by, growing out of, or arising from (a) the performance of any product or service to be supplied by the Proposer, or (b) by any act, error or omission on the part of the Proposer, its agents, employees, or subcontractors, and or (c) any failure to fully comply with all applicable laws and regulations by the Proposer, its agents, employees, or subcontractors.

19. Insurance Requirements:

The Proposer shall procure and maintain, at its expense, during the term of this proposal, at least the following insurance, covering work performed. The City shall be an additional named insured under the Contractors policy, which may not be reduced or terminated without ten (10) days written notice to the City.

	COVERAGE	LIMITS
A.	Worker's Compensation	- Minimum required by Texas Law
B.	Employer's Liability	- \$ 500,000 each occurrence
C.	Public Liability (Bodily injury)	- \$1,000,000 combined single limit
D.	Public Liability (Property damage)	- \$1,000,000 combined single limit
E.	Automobile Liability (Bodily injury)	- \$ 200,000 each person
F.	Automobile Liability (Property damage)	- \$ 50,000 each occurrence

The Proposer agrees to furnish insurance certificates, showing the Proposer's compliance with this section prior to commencing any work under this agreement.

20. Independent Contractor Relationship:

The proposer is and shall perform these services as an independent contractor, and as such, shall have and maintain complete control over all of its employees, agents and operations. Neither the Proposer nor anyone employed by it shall be, represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the City of Conroe.

The proposer selected by this RFP will be working as an independent contractor and will be required to take out and keep in full force all permits, licenses, certifications, other approvals, and or insurance that may be required by the City of Conroe, any local or regional government agency, the State of Texas, or the Federal Government. Failure to comply with any of these items would be grounds for immediate cancellation of the contract.

21. Equal Employment Opportunity:

STANDARD PURCHASING TERMS AND GENERAL CONDITIONS

Attention is called to the requirements for ensuring that employees and applicants for employment are not discriminated against because of their age, race, color, creed, sex or national origin.

22. Price of Materials and Sales Tax:

Prices for all goods or services shall remain firm for the duration of this contract and shall be stated on the bid sheet. Prices shall be all inclusive. Any price not shown on the bid sheet will not be honored by invoice. No price changes, additions or subsequent qualifications will be honored during the course of this contract. All prices must be written in ink or typewritten. Transportation, freight or other charges are to be prepaid by the bidder and included in the bid price. If there are additional charges of any kind, other than those mentioned above, specified or unspecified, Bidder must indicate both items required and attendant cost or forfeit the right to payment. Invoices must be submitted by the vendor in duplicate to the City of Conroe Purchasing Dept., P.O. Box 3066, Conroe TX 77305.

This Contract is issued by an organization, which qualifies for exemption pursuant to the provisions of Article 20.04 (F) of the Texas Limited Sales, Excise and Use Tax Act.

23. Unit Prices:

The unit price of each of the bid items in the bid proposal shall include its pro-rata share of overhead so that the sum of the products obtained by multiplying the quantity shown for each item by the unit price bid represents the total bid. Any bid not conforming to the condition may be rejected. The unit prices will be used to determine the amount of any change orders resulting from an increase or decrease in quantities.

24. Change Orders:

The Owner may, at any time or from time to time, order additions, deletions or revisions to the Work; such changes will be authorized by written Change Order to be prepared by the PURCHASING DEPARTMENT for execution by the OWNER and the CONTRACTOR. The Change Order shall set forth the basis for any change in contract price as hereinafter set forth for Extra Work, and any change in contract time which may result from the change.

Any request by the CONTRACTOR for a change in Contract Price shall be made prior to beginning the work covered by the proposed change.

It is agreed that the basis of compensation to the CONTRACTOR for Work either added or deleted by a Change Order for which a claim for Extra Work is made shall be determined by one or more of the following methods:

Method (A) - By agreed unit prices; or Method (B) - By agreed lump sum

25. Ethical Standard:

No City official or employee shall have interest in any contract resulting from this bid. Individuals with a possible conflict will enact a public disclosure record by completing a "Statement of Financial Interest" form.

Refer to "Project Number and Title" on the 1295 form. Example forms are included with this Bid.

- **1295 certificate of Interested Parties**
- **Conflict of Interest Questionnaire**

STANDARD PURCHASING TERMS AND GENERAL CONDITONS

- **HB 89 Verification Form**
- **SB 252 Verification Form**

The four forms stated above **MUST** be returned as part of your Bid response. Failure to include these forms may result in your Bid being considered unresponsive and therefor disqualified. Sample copies of these forms are included in the Bid. The web address to the Texas Ethics Commission website with instructions is listed below:

(Sample Forms are attached)

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

26. Alternate Bid Item:

No alternate bids or bid items will be considered unless they are specifically requested by the bid .

27. Payment:

Payment will be scheduled within thirty (30) days upon complete delivery and acceptance of all equipment/material and receipt of an original invoice for the equipment/material complying with the terms and conditions of the award. The City reserves the right to withhold up to ten percent (10%) of the purchase price in the event there is a conditional acceptance.

28. Bid Agreements and Certification:

The Undersigned Agrees That:

- A. No Federal, State, County or Municipal taxes have been included in the bid prices and none will be added.
- B. Prices in this bid have not knowingly been disclosed with any other provider and will not be prior to award.
- C. Prices in this bid have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- D. No attempt has been made nor will be to induce any other person or firm to submit a bid for the purpose of restricting competition.
- E. The individual signing this bid certifies that he/she is a legal agent of the proposer, authorized to represent the proposer and is legally responsible for the offer with regard to supporting documentation and prices provided.

By my signature below I agree to comply with all the provisions, terms and conditions pertaining to this Bid.

(Company Name)

(Name of Authorized Agent – Printed)

(Street Address / P.O. Box)

(Authorized Agent Signature)

(City / State / Zip Code)

(Date)

STANDARD PURCHASING TERMS AND GENERAL CONDITONS

(Phone)

(E-Mail Address)

ANNUAL CLEANING SERVICES BID
CONROE PARKS & RECREATION DEPARTMENT, CONROE FIRE DEPARTMENT &
TRANSPORTATION DEPARTMENT

Scope of Work

1.0 Objective

1.1 The objective of this bid is to obtain cleaning services for the City of Conroe Parks and Recreation Department, Fire Department and Transportation Department. It is the intent of these specifications for the Contractor to provide a complete, timely, safe, and professional job during the duration of the contract. The purpose of these specifications is to describe the minimum requirements of the City of Conroe for an annual cleaning services contract.

2.0 General Specifications

2.1 Bids are based by function, frequency, and annual total of each function, as described by the annual Park Cleaning Service.

2.2 All bidders must meet or exceed the minimum specifications to be considered as a valid bid.

2.3 The Parks and Recreation Director or his representative will monitor contractor.

2.4 The Contractor is an independent contractor and not an agent or employee of the City. The Contractor shall provide all labor, materials and equipment necessary to provide the services required by this agreement. The Contractor shall have control over the execution of the work and shall have the sole responsibility and obligation for the hiring and supervision of its employees. **THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR THE SAFETY OF ITS EMPLOYEES.**

2.5 The Contractor shall provide its employees with high visibility safety vests while his/her employees are working near or adjacent to traffic zones.

2.6 The Director or his representative will have the right to add or delete any scheduled cleaning based on an as-needed basis (holiday, special events, league play, etc.). **The City of Conroe shall be continuously updating its city parks and facilities and therefore, new facilities, structures, playgrounds, and other amenities may be added or deleted by written amendment to the contract upon acknowledgment and execution of such amendment by both parties during the course of this contract.** The City, as needed, may add other cleaning duties as long as they do not change the scope of duties.

2.7 Cleaning services shall be completed between the hours of 7:00 A.M. and 5:00 P.M. CST unless approved otherwise by the Director or his representative.

2.8 The City shall provide bulk refuse and recycle containers at various sites for the purpose of off-loading bagged litter and recyclables generated from the cleaning of locations listed in this contract. The Contractor shall keep the area around and adjacent to refuse containers free of loose litter and debris.

2.9 The City shall provide three (3) sets of keys to facility doors, padlocks and/or dispensers. Additional, sets of keys will be the responsibility of the Contractor. The Contractor shall compensate the City for any lost keys. Where applicable, access to some locations may be via electronic keypad.

2.10 The Contractor is responsible for the behavior of his/her employees. The Contractor's employees will act and behave in a professional manner at all times while performing maintenance for the City. Any contact with the public must be courteous. The Contractor shall immediately remove any employee that is incompetent or endangers persons or property. The Contractor must have an employee or representative on site at all times who can communicate in the English language.

2.11 The Contractor and/or his/her employees shall have a clean and professional appearance. The Contractor and/or his/her employees shall be required to work in a clean uniformed shirt. Uniformed shirt shall indicate company's name in a manner that is clearly identifiable to the public. Cutoffs, torn or ripped clothing, or shirtless employees will not be acceptable. Contractor's vehicle/equipment which operates within the perimeters of any park shall have signage/decals that indicate the company's name and phone number that is clearly identifiable to the public.

2.12 The Contractor and/or his/her employees shall be expected to work in various weather conditions, including but not limited to excessive heat/cold, rain, standing water, slippery terrain, etc. in order to complete services.

2.13 Smoking is prohibited on all City properties. The Contractor and/or his/her employees shall refrain from using tobacco and non-tobacco (vaping) products while on City property.

2.14 The Contractor and/or his/her employees are required to adhere to all park rules and/or safety measures while within the boundaries of City of Conroe parks & facilities.

- 2.15 Any hazardous conditions or damaged City property observed during the normal maintenance or as the result of the Contractor's maintenance must be reported to the respective department representative immediately by the Contractor or his/her representative.
- 2.16 The Contractor and/or his/her employees will at no time be allowed to drive across concrete or asphalt pathways, the field of play of an athletic field or through any landscaped area of a park, including turf.
- 2.17 All measurements such as acreage, etc. are approximate only. The Contractor is responsible for visiting each site prior to submitting a bid for the contract. The Contractor is responsible for seeking clarification on any specification in which he/she is unclear.**
- 2.18 The City shall reserve the right to schedule performance meetings with the Contractor at any time during the duration of this contract.
- 2.19 The Contractor shall be advised that the use of City park facilities is seasonal and the level of service or services will vary. The Contractor shall have adequate staff and equipment to handle the varying work level demands of each site during the duration of this contract.
- 2.20 The contract will begin on October 1, 2021. This contract may be renewable at the discretion of the City of Conroe for four (4) additional one-year periods provided the successful bidder has performed satisfactorily. The City of Conroe reserves the right to end the contract at its discretion. A thirty (30) day written termination notice is required by either the Contractor or the City of Conroe to terminate a contract.
- 2.21 Invoices shall be submitted for completed work only. NO PAYMENT WILL BE MADE FOR INCOMPLETE WORK. Acceptance by the City of Conroe shall constitute all items bid being received and in good working order to the City of Conroe's satisfaction. If a site is determined to be unsatisfactory the Contractor will have 24 hours after notification by the City of Conroe to comply otherwise the site will be considered incomplete. The Contractor shall not invoice for return trips necessary to complete any deficiencies discovered by the contract administrator nor for any services not performed due to site conditions.
- 2.22 For additional information regarding Parks and Recreation facilities, please contact Lauren Arnold, Parks Superintendent, (936) 522-3843 or LArnold@cityofconroe.org. For additional information regarding the Fire Training Facility please contact Joe Craig, Deputy Chief/Training, (936) 522- 3094 or JCraig@cityofconroe.org. For additional information regarding Transportation facilities please contact De'andre Guin, Operations Coordinator, (936) 522-3533 or DGuin@cityofconroe.org.

3.0 Scope of Duties

All park grounds and facilities shall be cleaned in the same manner. Not all sites have the same amenities and therefore different conditions will apply at a particular park site. The Contractor shall perform his/her cleaning services by the following objectives **during each scheduled visit** to a park site according to the frequency chart (**Attachment A**).

- 3.1 **Litter** shall be defined as, but not limited to, all refuse, garbage, packaging, boxes, cigarette butts, cans, bottles, bottle tops, broken glass, food, and any other waste products including bio-hazardous materials such as diapers, condoms, syringes and articles of clothing which have been abandoned or discarded anywhere other than a proper garbage receptacle.
- 3.2 **Supplies** shall be defined as, but not limited to, cleansers, deodorizing disinfectant cleaners, brushes, brooms, mops, spray nozzles, hoses, gloves, toilet paper, paper towels, soaps, and other miscellaneous items as needed. The Contractor shall not use any product or products that will be damaging or harmful to City property, patrons, wildlife, or City staff. The Contractor must carry in his/her service vehicle at all times Safety Data Sheets on all products used or transported on to City property. Where practical, Contractor shall use cleansers that are eco-friendly to minimize the impact on the environment.
- 3.3 **Equipment** shall be defined as, but not limited to any device, tool, or vehicle necessary to perform this contract at or above the levels specified. The Contractor shall not use any equipment that may damage City property.
- 3.4 **Lost & Found** – All items of value (i.e. back packs, sports equipment, car keys, jewelry, sunglasses, etc.) found at City of Conroe facilities shall be turned in to the Parks & Recreation Administration office at 1504 Parkwood West, Conroe, Texas 77301.

3.5 Restrooms

- A. Sweep floor, removing all litter, dirt and foreign objects.
- B. Clean the entire surface area of all components of the toilets, urinals, and lavatories with cleanser and brush removing all stains and debris.
- C. Contractor shall tighten any toilet seat that is discovered to be loose during the normal course of cleaning the fixture.
- D. Clean, sanitize and wipe down baby changing stations.
- E. Spray deodorizing disinfectant cleaner over entire area, covering floors, walls, partitions, and all fixtures following manufacturer's direction for use. Rinse according to label directions. Rinse entire floor to remove any dirt or stains.
- F. Excess water on floors shall be removed using a squeegee or mop.
- G. All paper product rolls are to be removed prior to cleaning and returned after cleaning process is finished. Two rolls of paper shall be placed in each toilet paper holder. Paper product rolls that are $\frac{3}{4}$ used shall be removed and replaced with new rolls. *Typical dispenser: American Specialties, Inc. model 0040*
- H. Install a flexible translucent vinyl deodorizer screen in each urinal. Urinal screens shall be replaced monthly.
- I. Refill soap dispensers where provided. *Typical dispenser: GoJo model ADX-12.*
- J. All stainless-steel fixtures are to be wiped dry to prevent spotting.
- K. Spray all mirrors and windows with window cleaner and wipe dry leaving no streaks or spots.
- L. Empty trash receptacle and install new liner.
- M. Spider webs are to be removed with a broom weekly.
- N. Outside concrete areas are to be sprayed off removing any standing puddles. Interior walls are to have a clean appearance, free of any dirt, stains, fecal matter, graffiti, etc. Any graffiti or stains that are not removed by normal cleaning are to be reported to the Parks Superintendent at (936) 522-3843 immediately.
- O. Unclog lavatories, toilets, urinals, or floor drains during each site visit.
- P. Any stoppage in lavatories, toilets, urinals, or floor drains that cannot be unclogged after using a standard plunger shall be reported to the Parks Superintendent at (936) 522-3843 immediately.
- Q. Not all sites will have restrooms.

3.6 Park Grounds/Trails/Sport Courts

- A. Pavilion, Gazebo, Concession area and picnic table floors shall have a clean surface free of any dirt, paper, debris, food/drink spillage, human excrements or foreign objects.
- B. All ground litter must be picked up and removed from the site (including parking lots) following the frequency chart for that site.
- C. Where applicable, empty recycle receptacles and place in proper disposal container. Recycled content must be recycled in accordance with the City of Conroe recycling ordinance.
- D. All litter barrels are to be emptied following the frequency chart for that site. Liners of the appropriate size shall be placed in litter barrels for easier maintenance.
- E. Cigarette butts are to be removed from in and around all picnic areas, pavilions, gazebos, playgrounds, restrooms, etc. during each visit.
- F. Debris such as downed trees or tree limbs will be the responsibility of the Parks Department. The Contractor shall report any downed trees or tree limbs to the Parks Superintendent at (936) 522-3843 immediately.
- G. All cement/asphalt surfaces shall maintain a clean surface from leaves, pine straw, grass clipping, or other foreign objects. Tennis courts and basketball courts shall remain free of pine straw, leaves, trash, or other debris at all times.
- H. Any vandalism or graffiti on park property maintained in this contract shall be reported to the Parks Superintendent at (936) 522-3843 immediately.
- I. All drinking fountains are to be cleaned and sanitized during each visit. Any drain stoppage shall be reported to the Parks Superintendent at (936) 522-3843 immediately.
- J. Not all sites will have picnic areas, sports courts, walking trails, or drinking fountains.

3.6 Playground Beds/Sand Boxes & Courts

- A. All foreign objects are to be removed from playground surface fall material and sand boxes/courts.
- B. All playground areas and sand boxes shall remain litter free.
- C. All playground fall material surfaces shall be entirely raked smooth to maintain a level appearance. Dig outs in fall material under swings, at the exits of slides, and around playground structure are to be filled in and leveled during each visit. Fall material buildup under the exits of slides and under stairs and platforms are to be raked out. The contractor may be required to submit written documentation that this task has been completed during each visit.
- D. Transitions points where sidewalks meet playground area fall material surface must be raked level to allow wheelchair access during each visit. Fall materials on sidewalks at the transition point are to be swept back into playground area.**
- E. Cigarette butts around playgrounds shall be removed during each visit.
- F. Any vandalism, graffiti, or unsafe playground equipment discovered during the normal course of cleaning shall be reported immediately to the Parks Administrative office (936) 522-3842 or the Parks Superintendent at (936) 522-3843 office.
- G. Playground areas shall be maintained during each visit.
- H. Not all sites will have playground areas.

3.7 Bus Stops / Shelters / Park and Ride

- A. Sweep floor, removing all litter, dirt and foreign objects.
- B. All ground litter must be picked up and removed from the site following the frequency chart for that site.
- C. Any vandalism, graffiti, or unsafe equipment discovered during the normal course of cleaning shall be reported immediately to the Transportation Department (936) 522-3532.

3.8 Fire Training Facility

- A. Sweep floor, removing all litter, dirt and foreign objects.
- B. Clean the entire surface area of all components of the toilets, urinals, and lavatories with cleanser and brush removing all stains and debris.
- C. Spray deodorizing disinfectant cleaner over entire area, covering floors, walls, partitions, and all fixtures following manufacturer's direction for use. Rinse according to label directions. Rinse entire floor to remove any dirt or stains.
- D. Excess water on floors shall be removed using a squeegee or mop.

- E. All paper product rolls are to be removed prior to cleaning and returned after cleaning process is finished. Two rolls of paper shall be placed in each toilet paper holder. Paper product rolls that are $\frac{3}{4}$ used shall be removed and replaced with new rolls.
- F. Refill soap dispensers where provided.
- G. All stainless-steel fixtures, including grab bars, are to be wiped dry to prevent spotting.
- H. Spray all mirrors and windows with window cleaner and wipe dry leaving no streaks or spots.
- I. Clean & spray out showers. Spray deodorizing disinfectant cleaner over entire shower following manufacture's direction for use.
- J. Empty trash can and replace with new liner.
- K. Ensure the door is completely closed when exiting.
- L. Clean exterior stainless sink and remove debris as necessary.
- M. Empty outside trash receptacle and install new liner.
- N. Sweep or blow all leaves, pine straw, dirt and other debris from the ramp and stairs.

SITE SPECIFICATIONS

Candy Cane Park Complex – see map provided (27 ac.)

Location: 1200 – 1205 Callahan Street / 77301

- Pick up all loose litter on ground and in landscape beds
- Empty all trashcans and install new liners
- Empty recycle receptacles where present and install new liner
- Clean and sanitize restrooms
- Refill paper and soap dispensers
- Wipe dry fixtures and clean mirrors
- Clean pavilion floor and wipe down tables
- Clean gazebo floor
- Clean and sanitize drinking fountain(s)
- Rake playground areas and sand box
- Rake sand volleyball court
- Blow off trail / sidewalk
- Blow off tennis courts
- Blow off basketball court
- Blow off picnic table slabs
- Blow off entrances at all centers and museums
- Blow off all parking lots

Carl Barton Park (200 ac.)

Location: 2500 South Loop 336 E. / 77302

- Pick up all loose litter on ground, in landscape beds and around pond
- Empty all trashcans and install new liners
- Empty solar compactor & recycle receptacles where present and install new liner
- Clean and sanitize restrooms
- Refill paper and soap dispensers
- Wipe dry fixtures and clean mirrors
- Clean and sanitize drinking fountain(s)
- Clean pavilion floor and wipe down tables
- Rake playground areas
- Rake sand volleyball court
- Blow off tennis/pickleball courts
- Blow off basketball court
- Blow off trail / sidewalk
- Blow off picnic table slabs
- Blow off concession areas and wipe down outside counters
- Blow off bleacher and dugout areas
- Blow off all parking lots

McDade Park - including disc golf course, see map provided (42 ac.)

Location: 10310 FM 2854 / 77304

- Pick up all loose litter on ground and in landscape beds
- Empty all trashcans and install new liners
- Empty recycle receptacles where present and install new liner
- Clean and sanitize restrooms
- Refill paper and soap dispensers
- Clean pavilion floor and wipe down tables
- Clean and sanitize drinking fountain(s)
- Rake playground area
- Rake sand volleyball court
- Blow off trail / sidewalk
- Blow off basketball court
- Blow off picnic table slabs
- Blow off all parking lots

Kasmiersky Park (9.0 ac.)

Location: 889 Old Magnolia Road / 77304

- Pick up all loose litter on ground and in landscape beds
- Empty all trashcans and install new liners
- Empty recycle receptacles where present and install new liner
- Clean and sanitize restrooms
- Refill paper and soap dispensers
- Wipe dry fixtures and clean mirrors
- Clean pavilion floors and wipe down tables
- Clean and sanitize drinking fountain(s)
- Rake playground areas
- Blow off trail / sidewalk
- Blow off skate park
- Blow off all parking lots

Martin Luther King, Jr. Park (25 ac.)

Location: 1001 Dr. Martin Luther King Place South / 77301

- Pick up all loose litter on ground and in landscape beds
- Empty all trashcans and install new liners
- Empty recycle receptacles where present and install new liner
- Clean and sanitize restrooms
- Refill paper and soap dispensers
- Clean pavilion floor and wipe down tables
- Clean and sanitize drinking fountain(s)
- Blow off basketball courts
- Blow off futsal courts
- Blow off splash pad surface
- Blow off trail / sidewalk
- Blow off picnic table slabs
- Blow off parking lot
- Rake playground area
- Rake sand volleyball court

Lewis Park (5.0 ac.)

Location: 501 Park Place / 77301

- Pick up all loose litter on ground and in landscape beds
- Empty all trashcans and install new liners
- Refill paper and soap dispensers
- Wipe dry fixtures and clean mirrors
- Clean pavilion floor and wipe down tables
- Clean and sanitize drinking fountain(s)
- Blow off basketball courts
- Blow off bleacher and dugout areas
- Blow off picnic table slabs
- Blow off trail / sidewalk
- Blow off parking lot
- Rake playground area

Booker T. Washington Park (3.0 ac)

Location: 813 South First Street / 77301

- Pick up all loose litter on ground and in landscape beds
- Empty all trashcans and install new liners
- Clean and sanitize restrooms
- Refill paper and soap dispensers
- Clean and sanitize drinking fountain(s)
- Clean pavilion floor and wipe down tables
- Blow off concession area and wipe down outside counter
- Blow off basketball court
- Blow off trail / sidewalk
- Blow off all parking lots
- Rake playground area

Heritage Place (2.95 ac.)

Location: 500 Metcalf / 77301

- Pick up all loose litter on ground and in landscape beds
- Empty all trashcans and install new liners
- Clean and sanitize restrooms
- Clean and sanitize Green Room and restroom at stage
- Refill paper and soap dispensers
- Wipe dry fixtures
- Polish stainless-steel sinks and mirrors
- Clean pavilion floor
- Clean and sanitize drinking fountain(s)
- Blow off concrete surfaces
- Blow off brick paver sidewalk around perimeter of park

Conroe Tower / City Hall (0.5 ac.)

Location: 300 West Davis / 77301

- Pick up all loose litter on ground and in landscape beds
- Empty all trashcans and install new liners
- Empty solar compactor & recycle receptacles where present and install new liners
- Remove trash and debris from landscape planters
- Blow off sidewalks around property
- Blow off all entrances to facility

Oscar Johnson Community Center including vacant lots, map provided (3.8 ac.)

Locations: 100 Park Place; 119 East Ave. G; & Expansion Property / 77301

- Pick up all loose litter on ground and in landscape beds
- Empty all trashcans and install new liners
- Clean and sanitize drinking fountain(s)
- Blow off entrance to center
- Blow off basketball court
- Blow off trail / sidewalk
- Blow off picnic table slabs
- Blow off parking lot
- Rake playground areas

Roberson Park (1.6 ac.)

Location: 1301 Roberson Street / 77301

- Pick up all loose litter on ground and in landscape bed
- Empty all trashcans and install new liners
- Clean and sanitize drinking fountain(s)
- Blow off basketball court
- Blow off sidewalk
- Blow off picnic table slabs
- Blow off parking lot
- Rake playground area

Milltown Park (2.3 ac.)

Location: 600 York Street / 77301

- Pick up all loose litter on ground and in landscape beds
- Empty all trashcans and install new liners
- Clean pavilion floor and wipe down tables
- Clean and sanitize drinking fountain(s)
- Blow off basketball court
- Blow off trail / sidewalk
- Blow off picnic table slabs
- Blow off parking lot
- Rake playground area

Stewarts Creek Park (9.0 ac.)

Location: 1329 East Dallas Street / 77301

- Pick up all loose litter on ground and in landscape beds
- Empty all trashcans and install new liners
- Clean pavilion floor and wipe down tables
- Clean and sanitize drinking fountain(s)
- Blow off trail / sidewalk
- Blow off picnic table slabs
- Blow off parking lot
- Rake playground area

Flournoy Park (4.0 ac.)

Location: 413 10th Street / 77301

- Pick up all loose litter on ground and in landscape beds
- Empty all trashcans and install new liners
- Clean and sanitize drinking fountain(s)
- Blow off basketball court
- Blow off trail / sidewalk
- Blow off picnic table slabs
- Blow off parking lot
- Rake playground area

Lions Park (3.5 ac.)

Location: 1851 North Hampton / 77303

- Pick up all loose litter on ground and in landscape beds
- Empty all trashcans and install new liners
- Clean and sanitize restrooms
- Refill paper and soap dispensers
- Clean pavilion floor and wipe down tables
- Clean and sanitize drinking fountain(s)
- Blow off basketball court
- Blow off trail / sidewalk
- Blow off picnic table slabs
- Blow off parking lot
- Rake playground area

Dugan Park (0.6 ac.)

Location: 719 East Ave. G / 77301

- Pick up all loose litter on ground

White Oak Point Park (1.8 ac.)

Location: 3511 White Oak Point Drive / 77304

- Pick up all loose litter on ground and in landscape beds
- Empty all trashcans and install new liners
- Clean and sanitize drinking fountain(s)
- Blow off picnic table slabs
- Rake playground area

Wiggins Village Park (8 ac.)

Location: 565 Bryant Road / 77303

- Pick up all loose litter on ground
- Empty all trashcans and install new liners

Lone Star Monument & Historical Flag Park (2.0 ac.)

Location: 212 I-45 N. / 77301 (*next to Montgomery County Main Library*)

- Pick up all loose litter on ground and in landscape beds
- Empty all trashcans and install new liners
- Blow off sidewalks and plaza area

Montgomery County Veterans Memorial Park

Location: 925 I-45 North / 77301

- Pick up all loose litter on ground, in landscape beds and around ponds
- Empty all trashcans and install new liners
- Blow off trail/sidewalk and brick paver plazas

John Burge Park at Shadow Lakes (39 ac.)

Location: 11050 John Burge Park Street / 77304

- Pick up all loose litter on ground in in landscape beds
- Empty all trashcans and install new liners
- Empty all trashcans in disc golf parking lot
- Empty recycle receptacle and install new liner
- Clean and sanitize restrooms
- Refill hand sanitizer dispensers
- Clean and sanitize drinking fountain(s)
- Blow off pavilion floor and wipe down tables
- Blow off trail/sidewalk
- Blow off Learning Center (compass area)
- Blow off parking lot
- Rake playground area

Conroe Founders Plaza / Owen Theatre (1.2 ac.)

Location: 205 Metcalf Street / 77301

- Pick up all loose litter on ground and in landscape beds
- Empty all trash cans and install new liners
- Blow off stage
- Blow off sidewalk/plaza
- Wipe down tables

Downtown Area

Location: Downtown Conroe (*defined as the area between Phillips Street on the north, Hicks Street on the south, Pacific on the east, and N. Frazier on the west*)

- Empty trashcans and install new liners
- Remove trash and debris from landscape planters
- Remove loose trash and debris from sidewalks
- Remove all loose litter in Jury Parking lot
- Remove all loose litter in Owen Theatre Parking lot and in landscape beds

Faith Walston Memorial (0.2 ac.)

Location: Dallas Street at West Davis

- Pick up all loose litter on ground and in landscape beds

Dallas Street Medians (2.1 ac.)

Location: West Dallas Street between Frazier and West Davis

- Pick up all loose litter on ground and in landscape beds

W. Davis Medians & Triangles (3.0 ac.)

Locations: West Davis (*Medians from N. Frazier to I-45 including medians on west side in front of Target/Exxon; includes large triangle at West Davis & I-45; includes landscape beds on north and south sides of West Davis*)

- Pick up all loose litter on ground and in landscape beds

Froncell Reece Memorial and Extension

Locations: East Davis at Sixth Street and East Phillips at Fifth Street

- Pick up all loose litter on ground and in landscape beds

Hillcrest Drive Medians (0.1 ac.)

Location: Hillcrest Drive at N. Frazier

- Pick up all loose litter on ground and in landscape beds

Wilson Road Triangle (0.1 ac.)

Location: N. Frazier at Wilson Road

- Pick up all loose litter on ground and in landscape beds

South Frazier Medians (0.5 ac.)

Location: South Frazier at Gladstell

- Pick up all loose litter on ground and in landscape beds
- Remove litter on ground and in landscape at Moore Family Memorial

Maurel Drive Medians (.05 ac.)

Location: Maurel Drive at North Loop 336 W

- Pick up all loose litter on ground and in landscape beds

Montgomery Park Blvd (0.3 ac.)

Location: Montgomery Park Blvd at North Loop 336 W

- Pick up all loose litter on ground and in landscape beds

Westview Blvd. Medians (0.2 ac.)

Locations: Westview Blvd. at North Loop 336 W and Westview Blvd. at Wilson Road

- Pick up all loose litter on ground and in landscape beds

South Loop 336 Medians (4.0 ac.) (map provided)

Location: South Loop 336 at I-45

- Pick up all loose litter on ground and in landscape beds

Bus Stops / Shelters / (list provided)

Location: Various locations

- Pick up all loose litter on ground and adjacent vicinity
- Empty trashcans and install new liners
- Blow off concrete areas

Conroe Park & Ride (4.0 ac.)

Location: 131 ½ I-45 at FM 2854

- Empty trash cans and install new liners
- Pick up all loose litter on ground

Fire Training Facility

Location: 2357 Mike Meador Parkway / 77303

- Clean restroom facility according to section 3.8

Bus Stop / Shelters

Sign ID	Stop Name	Route ID	TRASH CAN
TC-1	Booker T. Washington Park	N,S,NE,W	2
N-2/S-13	Ave G/1st	N,S,W	1
N-3	Park Place OJCC	N	1
N-4	1st/Salvation Army	N,NE	1
N-5	1st/ Fiesta	N,NE	1
N-6	Phillips/ Main	N	1
N-7	Phillips/ San Jacinto	N	1
N-8	Frazier/ Lewis	N	1
N-9	Frazier/ Dallas	N	1
N-10	Frazier/ Wilson	N	1
N-11	Wilson/ Heritage Apt	N	1
N-12	Wilson/ Treehouse Apt	N	1
N-13	Plantation Dr/ Wilson	N	1
N-21	Lowe's and Sam's	N	1
N-22	Walmart	N	1
N-24	Plantation Dr/ Loop 336	N	1
N-26	Plantation Dr/ Hillcrest	N	1
N-30	Frazier/ Semands Ave	N	1
N-31	Frazier/ Dallas	N	1
N-32	Frazier/ Lewis	N	1
N-34	Davis / Thompson	N,W	1
N-35	Davis/ Main	N,W	1
S-8	7th/ MLK PI	S	1
S-11	Silverdale/ 5th	S	1
S-17	Frazier/ Mill Ave	S	1
S-18	Frazier/ Hickerson	S	1
S-20	Frazier/ Gladstell	S	1
S-22	Frazier/ Enterprise ROW	S	1
S-25	Loop 336/ Old Kroger	S	1
S-29	Conroe Regional Medical Center East	S	1
S-30	Conroe Regional Medical Center West	S	1
S-38	Frazier/ Mill Ave	S	1
S-39	Frazier/ Metcalf	S	1
		TOTAL	34

ATTACHMENT A
(Frequency Chart)

FACILITY	FREQUENCY OF CLEANING per WEEK	EST. # OF DAYS
Candy Cane Park Complex	M, T, W, Th, F, Sa, Su	365
Carl Barton Jr. Park	M, T, W, Th, F, Sa, Su	365
McDade Park	M, T, W, Th, F, Sa, Su	365
Kasmiersky Park	M, T, W, Th, F, Sa, Su	365
Martin Luther King, Jr. Park	M, T, W, Th, F, Sa, Su	365
Lewis Park	M, T, W, Th, F, Sa, Su	365
Booker T. Washington	M, T, W, Th, F, Sa, Su	365
Heritage Place	M, T, W, Th, F, Sa, Su	365
Conroe Tower (City Hall)	M, T, W, Th, F	260
Oscar Johnson Community Center	M, T, W, Th, F	260
Roberson Park	M, T, W, Th, F, Sa, Su	365
Milltown Park	M, T, W, Th, F, Sa, Su	365
Stewarts Creek Park	M, T, W, Th, F, Sa, Su	365
Flournoy Park	M, T, W, Th, F, Sa, Su	365
Lions Park	M, T, W, Th, F, Sa, Su	365
Dugan Park	M, T, W, Th, F, Sa, Su	365
White Oak Point Park	M, T, W, Th, F, Sa, Su	365
Wiggins Village Park	M, T, W, Th, F, Sa, Su	365
Lone Star Monument & Historical Flag Park	M, T, W, Th, F, Sa, Su	365
Montgomery County Veterans Memorial Park	M, T, W, Th, F, Sa, Su	365
John Burge Park <i>at Shadow Lakes</i>	M, T, W, Th, F, Sa, Su	365
Conroe Founders Plaza / Owen Theatre	M, T, W, Th, F, Sa, Su	365
Downtown Area	M, T, W, Th, F, Sa, Su	365
Faith Walston Memorial	M, Th	104
Dallas Street Medians	M, Th	104
West Davis Medians & Triangles	M, Th	104
Froncell Reece Memorial	M, Th	104
Hillcrest Drive Medians	M, Th	104
Wilson Road @ N. Frazier Triangle	M, Th	104
South Frazier @ Gladstell Medians	M, Th	104
Maurel Drive Medians	M, Th	104
Montgomery Park Blvd. Medians	M, Th	104
Westview Blvd. Medians	M, Th	104
Loop 336 South Medians	M, Th	104
Bus Stop / Shelters	M, W, F	156
Conroe Park & Ride	M, W, F	156
Fire Training Facility	Tu, F	104

The above "Estimate # of Days" is an **estimate only** and is subject to change. The number of cleanings may vary due to holidays, weather conditions, special events, league play, etc. If any facility is closed due to weather (freezing) conditions, the City of Conroe will notify Contractor that cleaning is not necessary. No payment will be made for those days. All cleaning shall be completed by 5:00 p.m. on the days scheduled.

BID BREAKDOWN SHEET

DEPT.	FACILITY	UNIT PRICE	EST. # OF CLEANINGS	TOTAL
1450	Candy Cane Park Complex		365	
1450	Carl Barton, Jr. Park		365	
1450	McDade Park		365	
1450	Kasmiersky Park		365	
1450	Martin Luther King, Jr. Park		365	
1450	Lewis Park		365	
1450	Booker T. Washington Park		365	
1450	Heritage Place		365	
1450	Conroe Tower (City Hall)		260	
1450	Oscar Johnson, Jr. Community Center		260	
1450	Roberson Park		365	
1450	Milltown Park		365	
1450	Stewarts Creek Park		365	
1450	Flournoy Park		365	
1450	Lions Park		365	
1450	Dugan Park		365	
1450	White Oak Point Park		365	
1450	Wiggins Village Park		365	
1450	Lone Star Monument & Historical Flag Park		365	
1450	Montgomery County Veterans Memorial Park		365	
1450	John Burge Park <i>at Shadow Lakes</i>		365	
1450	Conroe Founders Plaza / Owen Theatre		365	
1450	Downtown Area (Sidewalks, Trashcans and Parking lots)		365	
1450	Faith Walston Memorial		104	
1450	Dallas Street Medians		104	
1450	W. Davis Medians & Triangles		104	
1450	Francell Reece Memorial		104	
1450	Hillcrest Drive Medians		104	
1450	Wilson Road @ N. Frazier Triangle		104	
1450	South Frazier @ Gladstell Medians		104	
1450	Maurel Drive Medians		104	
1450	Montgomery Park Blvd. Medians		104	
1450	Westview Blvd. Medians		104	
1450	Loop 336 South Medians		104	
1044	Bus Stop / Shelters		156	
1044	Conroe Park & Ride		156	
1300	Fire Training Facility		104	
	TOTAL			

BID SHEET
ANNUAL PARK CLEANING SERVICES CONTRACT
CONROE PARKS AND RECREATION DEPARTMENT

Company Name: _____
(Print)

Address: _____

Phone: _____ Fax: _____

Email: _____

Owner or Representative: _____
(Print)

Signature: _____

TOTAL BID: _____





Downtown Trash Receptacles

1. 300 Simonton – near alleyway
2. 301 North Thompson – NW corner of N. Thompson at Simonton
3. 301 North Thompson – at entrance to James Keeshan Building
4. 301 North Thompson – SW corner of N. Thompson at W. Davis
5. 300 North Thompson – SE corner of N. Thompson at W. Davis
6. 300 North Thompson – in front of Montgomery County Courthouse
7. 300 North Thompson – in front of Montgomery County Courthouse
8. 300 North Thompson – NE corner of N. Thompson at Simonton
9. 225 Simonton – near E. Tay Bond Law Office
10. 200 Simonton – NW corner of Simonton at Main Street
11. 332 North Main – near Dishongh Law Office
12. 308 North Main – near Rachel Williams Law Office
13. 210 North Main – near Branding Iron Custom Goods
14. 227 North Main – near Campobella Bronze Sculptures

They all look similar to this.

