

REQUEST FOR PORPOSALS #0618-2020

**CITY OF CONROE
JANITORIAL SERVICES**



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

RESPONSES DUE JULY 23, 2020

CITY OF CONROE PURCHASING DEPARTMENT

NOTICE FOR REQUEST FOR PROPOSALS

The City of Conroe will receive Sealed Proposals electronically through Vendor Registry or one original and four copies for Janitorial Services, located in Montgomery County, Texas. The RFP's shall be appropriately marked "**RFP# 0618-2020 City of Conroe Janitorial Services**" and delivered to the City Secretary 300 West Davis, 3rd Floor, Conroe, Texas 77301.

RFPs are due on **Thursday, July 23, 2020 at 2:00 p.m.** at which time they will be publicly opened and proposers names read aloud in the 1st floor Council Chambers, 300 West Davis St. Conroe Texas. Proposals received after the specified time and date will be returned unopened.

The successful proposer will be required to obtain and maintain for the term of this contract a **Business Service Bond** in the amount of \$10,000 dollars. The proposer must provide a letter from Surety Company stating company is bondable with proposal.

Specifications and RFP documents may be reviewed and downloaded online at www.cityofconroe.org with instructions for Vendor Registry. Questions concerning this RFP should be directed to Jennifer Gilmore jgilmore@cityofconroe.org.

No bid may in any way qualify, modify, substitute or change any part of the specifications or contract documents.

RFP award is pursuant to Government Code Chapter 252.043. No statement may in any way qualify, modify, substitute or change any part of the instructions to respondents. The City of Conroe reserves the right to reject any and all RFP's and to award this RFP to the proposer that offers the best value to the City, taking certain evaluation factors into consideration as set forth in this request for proposals.

CC 6/29/20 & 7/6/20

CITY OF CONROE, TEXAS

CITY OF CONROE

1. Preparation of RFPs:

Unless otherwise directed in the Notice to Bidders, submit RFPs Electronically through Vendor Registry or submit manually or mail ***(one original and four copies)*** on the prescribed forms or copies thereof, along with Bid bond if required, in a sealed envelope marked "**City of Conroe Janitorial Services RFP# 0618-2020**". Prepare RFPs in accordance with the requirements of the Notice to Bidders, and any instructions in the Proposal.

2. Owner:

The City reserves the right to award parts of RFPs, reject any or all RFPs and to waive technical irregularities. Contract award will be made on the basis of the lowest qualified responsible respondent or the respondent who provides the goods and services at the best value for the City, considering the selection criteria below.

Best Value Selection Criteria:

- | | |
|---|---------|
| a) Cost of Service. | 30 Pts. |
| b) Experience and Qualifications to perform this type of service. | 30 Pts. |
| c) Past experience and relationship with the City. | 15 Pts. |
| d) References of current customers. | 15 Pts. |
| e) Respondents principle place of business (\$271.905). | 10 Pts. |

3. Questions and Inquires:

ALL questions regarding specifications must be asked through Vendor Registry. Answers will be posted on Vendor Registry. Proposer's desiring further information or interpretation must request such information or interpretation from:

Jennifer Gilmore, Admin. Asst. Service Center
jgilmore@cityofconroe.org
Office: 936-522-3888

4. Submission of RFPs:

Submit electronically or One (1) original and four (4) copies of each proposal shall be submitted 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. Names of Respondents will be read aloud at 2:00 PM in the 1st Floor Council Chambers, 300 West Davis Conroe Texas 77301.

Due Date: July 23, 2020 2:00 PM

Mail:	City of Conroe	Physical:	City of Conroe
	Soco Gorjon, City Secretary		Soco Gorjon, City Secretary
	P.O. Box 3066		300 W. Davis
	Conroe, TX. 77305		Conroe, TX. 77301

To visit the locations please contact the following:

CONTACT INFORMATION

Any questions including a request to tour the current facility may be directed to the following:

- C.K. Ray Recreation Center/Activity Center/Meals On Wheels, Mike Cantu, 936-522-3903
- Aquatic Center, Kyle Bartlett, Center Supervisor 936-522-3931
- Oscar Johnson, Jr. Community Center, Senior Center Scott Perry, 936-522-3962
- PARD Administration, LynnLi Gibson, Admin Assist 936-522-3842
 - Alternate Contact Rob Hamilton Rec. Ops Manager 936-522-3823
- Public Works and Wastewater Treatment Plant Jennifer Gilmore 936-522-3885
- Conroe Tower, Tammie Rushing 936-522-3033

Any **purchasing related** questions may be directed to Kristina Colville at kcolville@cityofconroe.org or 936-522-3830. All **Specification questions MUST** be asked on Vendor Registry.

5. Respondents:

Should a respondent discover a discrepancy or an omission in the RFP documents, they should at once notify the Purchasing Department so that an addendum can be issued. No explanation or interpretation other than an addendum issued by the City will be considered official or binding. Each interpretation made will be distributed to all parties holding contract documents no less than two (2) days prior to RFP opening. It is, however, the proposers responsibility to make inquiry as to any addendum issued. All such addendums shall become part of the Contract Documents and all respondents shall be bound by such addenda, whether or not received by the respondents.

6. RFP Evaluation and Award:

The City of Conroe will accept proposals until 2:00PM, Thursday July 23, 2020. AS required under Government Code 252.042, the Owner upon appropriate evaluation of all qualified candidates will rank up to three Candidates based on the criteria established below to determine the most qualified firm. After review of the proposals and prior to the final ranking, the committee will conduct interviews with the shortlisted firm(s). The committee will verify references and past work history for specific firms. The committee's decision will be submitted to the City Council for consideration.

7. Interviews

After written proposals are received and initially evaluated, the Owner may require one or more of the Candidates to provide an oral presentation as a supplement to their statements. Any Candidate required to interview should be prepared to discuss and substantiate any area of their proposal. The Owner is under no obligation to grant interviews to any Candidate receiving a copy of this RFP and/or submitting a written proposal in response to this RFP.

8. References:

The City of Conroe may request respondents to supply, with this Invitation to RFP, a list of at least eight (8) references where like services have been supplied by their firm. Include name of firm, contact person, address and telephone number.

9. Delivery of Proposals:

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

10. Materials and Services:

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

11. 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 pricing sheet. Prices shall be all inclusive. Any price not shown on the RFP 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. If there are additional charges of any kind, other than those mentioned above, specified or unspecified, proposer must indicate both items required and attendant cost or forfeit the right to payment. 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.

12. 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.

13. Insurance Requirements:

The proposer shall procure and maintain, at its expense, during the term of this RFP, at least the following insurance, covering work performed.

COVERAGE	LIMITS
A. Worker's Compensation	- As 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 respondents compliance with this section if required by the City.

14. Bonding:

The successful proposer will be required to obtain and maintain for the term of this contract a **Business Service Bond** in the amount of \$10,000 dollars. The proposer must provide a letter from Surety Company stating company is bondable with proposal.

15. Conditions of Work:

Respondents are expected to be fully informed of construction 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 proposer of any obligations to furnish material and labor necessary to complete the project.

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. 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**
- **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

18. RFPs:

All RFPs must be consistent in every respect and no special conditions may be made or included by the proposer.

If a contract is awarded, it will be awarded to the most responsible proposer having previous experience, meeting all the qualifications and specifications for this type of work and on the bases of the arrangement of selected RFP items that offer the best value to the City of Conroe.

19. Unit Prices:

The unit price of each of the items in the RFP 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 proposed represents the total RFP. Any RFP 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, if such applies.

20. Corrections:

Erasures or other corrections in the RFP must be noted over the signature of the proposer.

21. Withdrawal of RFPs:

RFPs may be withdrawn by written request dispatched for delivery in the normal course of business prior to the RFP opening. The RFP guaranty of any proposer withdrawing his RFP in accordance with the above will be returned promptly.

22. Award of Contract / Rejection of RFPs:

The City reserves the right to consider any proposer as unqualified to do the work or service, who does not habitually perform with his own forces, the major portions of the work specified and embraced in this contract.

23. Equal Employment Opportunity:

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.

24. Payment:

The City of Conroe is exempt from state sales tax and federal excise tax. These taxes shall not be included in the submitted pricing. The City will provide tax exemption certificate upon request.

Payment will be scheduled within thirty (30) days upon complete delivery and acceptance of all services and receipt of an original invoice complying with the terms and conditions of the award.

The City of Conroe will enforce a penalty for each cleaning specification that is not completed as required. All issues will be sent via email and will need to be corrected within 2 hours or that day of cleaning will be deducted from the monthly invoice. If there are more than 3 deductions in one month the Janitorial Contractor will be put on a two month probation period; more than two probations in one year will automatically void the contract. If there is not improvement within the two months the City can choose to cancel the Janitorial contract.

Invoices must be submitted by the vendor to the City of Conroe Purchasing Dept., P.O. Box 3066, Conroe Texas 77305 or by email at acctpay@cityofconroe.org. If invoices are subject to cash discount, discount period will be taken from the date of completion of order or date of receipt of invoice, whichever occurs last regardless of whether or not correct discount terms appear on invoice.

25. Default:

The City reserves the right to terminate this contract with 30 days written notice for any reason if found to be in the best interest of the City of Conroe.

26. Term of Contract

This contract will begin August 10, 2020 and will continue through September 31, 2021, with the option to renew for up to four (4) years in one-year increments at the sole discretion of the City of Conroe.

27. Renewals

The proposer shall indicate below the maximum percentage of price increase or the minimum percentage of price decrease applicable to renewal periods. Before completing these blanks, the proposer shall review the renewal periods stated above.

1st renewal period ____% maximum price increase or ____% minimum decrease
2nd renewal period ____% maximum price increase or ____% minimum decrease
3rd renewal period ____% maximum price increase or ____% minimum decrease
4th renewal period ____% maximum price increase or ____% minimum decrease

28. Special Conditions:

- Janitorial Staff must wear identifying company shirt and or name tag at all times.
- Each location must have a designated Site Supervisor.
- No children will be allowed to accompany staff members.

29. Facility Square Feet/Dimensions

Dimensions have been calculated by staff and are believed to be as accurate as possible. Potential vendors are welcome to perform measurements with advance permission through the site contact.

30. Time Allocations

The City understands that Contractor costs are based on square footage, required tasks, degree of difficulty, equipment required to perform tasks, and supplies. The Contractor will be expected and required to expend manpower hours in the facility as designated in the time allocations.

31. Supplies and Storage:

The vendor will furnish all equipment, cleaning products, and supplies to include hand soap, towels, toilet tissue, sanitary trash liners and trash bags to perform these services. All supplies must be of medium grade or better. The City will furnish a secure site to store supplies and equipment. Vendor shall "mark" all equipment and supplies with company name. Vendor will not use any equipment or supplies marked "City."

32. "Green" Compliance:

The City believes in the concept of Reduce-Recycle-Reuse. The City currently recycles paper, cardboard, plastic, aluminum, and glass. All Facilities have blue recycle bins (8 gallon sized or larger) for the purpose of collecting paper, cardboard, plastic, aluminum, and glass designated for

recycling. Material in these bins is not trash, and is to be placed in the recycle bins designated by each location contact.

33. Trash Bins:

Trash collected from the various sized trash cans in the complex shall be placed in the waste bins designated by each location contact.

34. Security of Facilities

The vendor shall be responsible for securing the facilities during and after service. Upon completion of service, all exterior doors shall be checked, latched, and locked and all gates closed. All lights shall be turned off. All program areas/rooms shall be locked after cleaning.

35. Methods of Cleaning

The preferred vendor will use modern cleaning technologies consisting of microfiber cleaning cloths and mops for all sites. The cleaning cloths will be color coded depending on the item being cleaned; ie: front desk counters- green, sinks/bathroom counters- blue, urinals and toilets- red. Mops shall be changed from one area to the next, ie: do not use the same mop in the lobby as was used in the restroom.

The preferred vendor will use a cleaning caddy for restroom and locker room floors, and showers at all sites. The caddy will have a disinfecting solution that can be sprayed on the floors, the solution will "sit" on the floors for the required time to disinfect, then scrubbed with a stiff bristled brush, rinsed, and the solution and water extracted with a wet vacuum system.

No acid or chlorine based cleaners or disinfecting solutions are to be used at any site.

Proposer must provide a detailed cleaning plan showing their process of using the Color Coded Microfiber Cloth and Restroom Caddy Cleaning System in order for RFP to be considered.

RESPONSE FORMAT

The items listed below shall be submitted with each proposal and should be submitted in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by a Proposer to include all listed items may result in their proposal being rejected.

❖ Tab 1 – Cover Letter

Provide a cover letter indicating your firm's understanding of the requirements relating to this proposal. The letter must be brief and formal from the proposer that provides information regarding the firm's interest in and ability to perform the requirements of this RFP. A person who is authorized by the organization to enter into an agreement with the City of Conroe will sign the letter.

Please include all contact information.

❖ Tab 2 – Acceptance of Conditions (Your proposal)

Include all required forms including insurance, bonds (letter from Surety Company stating your company is bondable and original bond is due at time of contract award), conflict of

interest form, Certificate of Interested Parties Form, HB 89 and SB 252 Forms, proposal check-off list and all required back up information describing your cleaning products, methods and etc.

Include pricing for all locations listed in the RFP.

Indicate any exceptions to the specifications, terms and conditions of this RFP, including the Scope of Services.

❖ **Tab 3 – Company Background**

1. Years in business under present name.
2. Name and address of each office location.
3. Ownership structure (Corporation / Partnership).
4. Names and titles of officers in the company.
5. Company trade organizations / associations / affiliations

❖ **Tab 4 – Qualifications**

1. Describe firm qualifications, experience and project understanding.
2. Provide resumes for key personnel that will be assigned to this project.
3. Demonstrate the firm's qualifications and experience in providing janitorial services to similar entities.

❖ **Tab 5 – Project Manager**

1. Identify the Project Manager, including experience and qualifications related to this project.
2. Show the organization of the proposed janitorial cleaning team.

❖ **Tab 6 – References**

1. Provide references of similar projects for which your company has, in whole, provided services. (8 references)

❖ **Tab 7 – List of Ongoing and Completed Projects**

1. Provide a list of similar projects in which your company is currently involved, or has been involved.
2. Please list project description and status.

❖ **Tab 8 – Customer Support**

1. Describe the firm's physical availability to the City of Conroe in terms of communication, meetings and fieldwork.
2. How will distance from the project site and the City of Conroe affect the response time to critical matters pertaining to the project?

Agreement and Certification:

The Undersigned Agrees That:

- A. No Federal, State, County or Municipal taxes have been included in the quoted prices and none will be added.
- B. Prices in this proposal have not knowingly been disclosed with any other provider and will not be prior to award.
- C. Prices in this proposal 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 proposal for the purpose of restricting competition.
- E. The individual signing this proposal 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.

SIGNATURE SHEET

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable by Texas Law.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the City of Conroe (House Bill 914), and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the City of Conroe.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Complete Legal Name of Firm: _____

Order From Address: _____

Remit To Address: _____

Fed ID No.: _____

Signature: _____

Name (type/print): _____

Title: _____

Telephone: (____) _____ **Fax No.:** (____) _____

Date: _____ **Minority:** _____ **Women Owned:** _____

To receive consideration for award, this signature sheet must be returned to the Purchasing Department as it shall be a part of your response.

Scope of Janitorial Services

Paper and Soap Dispensers

- Check and refill/reload to full all toilet tissue and paper towel dispensers and soap dispensers. Keep supplies organized and available on site if needed during daily operations.

Trash Cans

- Pick up all trash; Remove all trash bags/liners from trash cans. Check for drips and leaks. Clean and sanitize cans if necessary. Replace liners. Clean/sanitize tops, lids, and sides of can. Dispose of trash in a designated trash dumpster.

Feminine Hygiene Receptacles

- Remove all items in liners from receptacles. Clean and sanitize cans if necessary. Replace liners. Clean/sanitize tops, lids, and sides of can. Dispose of liners and trash in a designated trash dumpster.

Recycle Bins

- Remove all recycled material from individual recycle bins. Consolidate to one large bin. Dispose into designated recycle dumpster.

Surfaces

- Dust all surface areas to include but not be limited to all counters, shelves, desks, chairs, baseboards, railings, TV's, door frames, picture frames, trophy cases, file cabinets, storage cabinets, partitions, vanities, benches, bleachers, fans, blinds, window seals, cubbies, fitness equipment, games tables, office and vending machines, and any other item(s) that collect dust. Move furnishings as necessary.
- Use anti-microbial cloth(s) with industry standard solution to clean and sanitize all counters, drinking fountains, and lockers.
- Using glass cleaner, clean all mirrors, interior windows, and interior/exterior glass doors, and table tops.
- Vacuum all carpet and floor mats with HEPA filtered vacuum. Move furnishings as necessary. Spot clean as necessary. Vacuum or sweep stairwells.
- Dust-mop all hard floors. Use industry standard cleaning solution and anti-microbial mop to sanitize all hard floors.
- Clean with anti-microbial cloth(s) and industry standard cleaning solution all door hardware (handles) and light switches and panels.
- Clean scuff marks on walls and doors as necessary.
- Remove gum and clean area as necessary.

Outside Entrances and Breezeways

- Sweep/blow off all entry areas within 10' of front doors.
- Sweep/blow off all breezeways.
- Pick up all trash; remove all trash bags/liners from trash cans. Check for drips and leaks. Clean and sanitize cans if necessary. Replace liners. Clean/sanitize tops, lids and sides of cans. Dispose of trash in a designated trash dumpster.
- Sweep and clean all mats.
- Remove and dispose of cigarette debris.

Restrooms and Locker Rooms

- Using a cleaning caddy or similar method, spray disinfecting/cleaning solution on all surfaces. Allow to "sit" for several minutes. Use a scrub brush on urinals and toilets. Use a different scrub brush on showers. Remove any hair and other debris from sink and shower drains. Rinse away disinfecting/cleaning solution. Dry squeegee walls and floors.
- Using an anti-microbial cloth, polish all hardware- faucets, handles, sink basins, counters, hand dryers, and paper towel dispensers. **DO NOT USE** same cloths for toilets, urinals, and showers for hardware and surfaces.

Additional Building Services

- Deep clean and shampoo all carpets.
- Deep clean and scrub all tile.
- Dust all ceiling light fixtures, vents, and high items.

CONROE TOWER
300 W. DAVIS
CONROE, TEXAS 77301
FACILITY MANAGER: TAMMIE RUSHING
936-522-3033
trushing@cityofconroe.org

Location:

The Conroe Tower, located at 300 West Davis in Conroe, Texas is a six-story building containing approximately 53,000 square feet. The City of Conroe occupies the first, second and third floors. The remainder of the building is leased for private business. The building contains 13 Restrooms, 3 kitchens, 3 coffee/soda bars, 1 shower, 1 Council Meeting Chambers and 1 banquet room.

Service Time and Holidays:

The service will begin no earlier than 6:00 p.m. and no later than 2:00 a.m. every Monday through Friday with 2 exceptions. First exception is for holidays: Martin Luther King Jr, Good Friday, New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day. The 2nd exception will be for the banquet room which may require cleaning not to begin no earlier than 2:00 a.m. and no later than 6:00 a.m. An advanced notice will be provided for these events.

Council Chambers Cleaning Specifications:

The Council Chambers is to be checked/cleaned on a daily basis. This includes removing trash, debris, vacuum, spot clean carpet, dusting, leather and granite care. Chairs will need to be placed straight in a row after cleaning. The coffee bar will require sanitizing countertops, sinks and appliances. Events are held during the day only. The room may require cleaning after 9:00 pm to ensure that the room is clean for the next business day. Council meetings are held late evening beginning at 6:00 pm on the 2nd Thursday of each month. You will be notified of any changes or additions to this schedule.

6th Floor Banquet Room Cleaning Specifications:

The banquet room is to be checked/cleaned on a daily basis. This includes removing trash, debris, vacuum, spot clean carpet, (tables and chairs if out in room) cleaned, sanitized and dusted. The kitchen will require sanitizing countertops, sinks, and appliances along with mopping the tile floor. The carpet will need to be shampooed monthly with spot checks weekly. Events are held during the day and until 2:00 am on various weekends. The room may require cleaning after 2:00 am to ensure that the room is clean for the next business day. A schedule will be provided at the beginning of each month of activities scheduled in the room. There are no exceptions on the cleaning of this room unless notified in advance by the Facility Management Coordinator.

Underground Parking Cleaning Specifications:

The underground parking garage is to be checked/cleaned on a daily basis. This includes removing trash from receptacles, parking area and ash trays, vacuum of rugs at door and elevators, sweeping and mopping the porch around elevators.

Lobby Marble Flooring:

The Common area in the lobby of the Conroe Tower is a marble floor. This floor requires dusting and wet mop daily. Polishing weekly, Refurbish with diamond block cream polish quarterly. Strip, wax and buff twice yearly.

CONROE TOWER PRICING PAGE

AREA DESCRIPTION	SQUARE FEET	TOTAL COST PER MONTH	TIME ALLOCATION PER DAY
1 st Floor (Offices, 3 Restrooms, 3 Coffee Bars)	21,538		
2 nd Floor (Offices, 2 Restrooms, 1 Kitchen)	6,943		
3 rd Floor (Offices, 2 Restrooms, 1 Kitchen)	6,943		
4 th Floor (Offices, 2 Restrooms)	6,943		
5 th Floor (Offices, 2 Restrooms)	6,943		
6 th Floor (Banquet Room, 2 Restrooms, 1 Kitchen, 1 Shower)	3,665		
Conroe Tower Monthly Total	52,975		

**PARKS AND RECREATION DEPARTMENT
Recreation Operations/PARD Administration
JANITORIAL SERVICES CLEANING SPECIFICATIONS
AND PRICING PAGE**

Locations

The **C.K. Ray Recreation Center** is located at 1203 Candy Cane Lane and is comprised of a gymnasium, five offices and a conference room, childcare room, kitchen, locker rooms with showers and restrooms, classrooms, fitness center, aerobics and dance rooms, game room, racquetball courts, a lobby reception area with front desk, hallways, stairwell, elevator, common sitting areas, and coffee bar,

The **Activity Center** is located at 1204 Candy Cane Lane and is comprised of a large meeting room, 5 small meeting rooms, restrooms, kitchen, lobby, and hallways.

The **Senior Center** is located at 1202 Candy Cane Lane (behind the Activity Center) and is comprised of a large activity room, food preparation and service area, restrooms, and lobby.

The **Aquatic Center** is located at 1205 Candy Cane Lane and is comprised of eight offices and a conference room, large meeting room, restrooms, locker rooms with showers and restrooms, and a concession stand, a breezeway, and surrounding sidewalks.

The **Waterpark** is located at 1207 Candy Cane Lane and is comprised of one office, one admission area, a family restroom and shower, men's and women's restrooms with showers.

The **Oscar Johnson, Jr. Community Center** is located at 100 Park Place. The main building is comprised of a lobby and front desk, five offices, two classrooms, a large meeting room (can be divided into two rooms), restrooms, food prep area, and hallway, The Activity Building has a classroom, a game room, a large activity room and restrooms. June to August, there is a bath house that is comprised of an entry/exit point, front desk, restrooms and changing area.

The **Parks and Recreation Department (PARD) Administration Building** is located at 1504 Parkwood West. The building is comprised of a lobby and front desk, five offices, one conference room, two restrooms, kitchen, copy room, and hallway.

This proposal shall incorporate the cleaning of all facilities according the specifications herein.

Service Times and Holidays

All Centers have four holidays- New Year's Day, Easter Sunday, Thanksgiving Day and Christmas Day; unless otherwise communicated.

Service at the **C.K. Ray Recreation Center** will begin no earlier than 10:00 p.m., and end no later than 4:00 a.m. Monday through Sunday; unless otherwise communicated.

Service at the **Activity Center** will begin no earlier than 10:00 p.m., and end no later than 6:00 a.m. Monday through Sunday; unless otherwise communicated.

Service at the **Senior Center** will begin no earlier than 10:00 p.m., and end no later than 6:00 a.m. Monday through Sunday; unless otherwise communicated.

Service at the **Aquatic Center** will begin no earlier than 10:00 p.m., and end no later than 4:00 a.m., Monday through Saturday; unless otherwise communicated.

Service at the **Waterpark** will begin no earlier than 10:00 p.m., and end no later than 6:00 a.m., Tuesday through Sunday, June through mid-August; weekends in May and mid-August through September; unless otherwise communicated.

Service at the **Oscar Johnson, Jr. Community Center** will begin no earlier than 10:00 p.m., and end no later than 6:00 a.m., unless otherwise communicated. Seasonal service at the bath house shall coincide with the main building during the months of June-August; unless otherwise communicated.

Service at **PARD Administration** will begin no earlier than 9:00 p.m., and end no later than 6:00 a.m., unless otherwise communicated.

Note: Vendor will receive notice from the Center Supervisor, or designated representative, the Wednesday prior to the weekend with the schedule of events and activities in the facility for that weekend.

PARKS AND RECREATION

DESCRIPTION	Total Cost Per Month	Time Allocation Per Day
Recreation Center Office Area, Hallways, Break Room, and Reception Area (carpet/tile)		
Recreation Center Restroom and Locker Rooms with restrooms and showers (tile)		
Recreation Center Gymnasium (wood floor)		
Recreation Center Racquetball Courts (wood floor)		
Recreation Fitness Center (rubber floor)		
Recreation Center Kidz Zone/Child Care (tile floor)		
Recreation Center Game Room (carpet)		
Recreation Center Gymnastics Room (carpet)		
Recreation Center Downstairs Aerobics/Dance Rooms (vinyl)		
Recreation Center Upstairs Aerobics/Dance Rooms (wood)		
Recreation Center Multi-purpose Room (vinyl)		
C.K. Ray Recreation Center Total		
Activity Center Large Meeting Room (vinyl)		
Activity Center Art Room, Hallways, Restrooms, Food Prep Room, and Front Lobby (tile)		
Activity Center Meeting Small Meeting Rooms (carpet)		
Activity Center Total		
Senior Center Activity Room, Food Prep/Serving Area, Restrooms, and Lobby (tile)		
Senior Center Activity Rooms, Offices (carpet)		
Senior Center Total		
Aquatic Center Offices, Front Desk Area, Hallways (carpet)		
Aquatic Center Food Prep Room, Lifeguard Room, Copy Room, Restrooms (tile)		
Aquatic Center Locker Rooms, Restrooms and Showers (tile)		
Aquatic Center Total		

PARKS AND RECREATION

Waterpark office and admission area (concrete)		
Waterpark restrooms and showers (concrete)		
Waterpark Totals		
Oscar Johnson, Jr. Community Center Main Building Offices, Front Desk Area, Hallways (carpet)		
Oscar Johnson, Jr. Community Center Main Building Class Rooms, Activity Room, Food Prep Area, Rest Rooms (tile)		
Oscar Johnson, Jr. Community Center Activity Building Large Activity Room, Small Activity Room, Game Room, Rest Rooms (tile)		
Oscar Johnson, Jr. Community Center Bath House (Jun- Aug) (concrete)		
Oscar Johnson, Jr. Community Center Total		
Parks and Recreation Department Administration Building Downstairs Offices, Front Desk and Lobby Area, Conference Room, Food Prep Area, Hallways, Restrooms (tile/wood floor)		
Parks and Recreation Department Administration Building Upstairs Offices, Restroom (carpet/tile)		
PARD Administration Building Total		

PARKS AND RECREATION

PRICING PAGE

C.K. RAY RECREATION CENTER	PER SERVICE
Carpet Cleaning	
Floor Cleaning (tile, vinyl, carpet)	
High Dusting	
C.K. Ray Recreation Center Total	
ACTIVITY CENTER	PER SERVICE
Carpet Cleaning	
Floor Cleaning (tile, vinyl, carpet)	
High Dusting	
Activity Center Total	
SENIOR CENTER	PER SERVICE
Carpet Cleaning	
Floor Cleaning (tile, vinyl, carpet)	
High Dusting	
Senior Center Total	
AQUATIC CENTER	PER SERVICE
Carpet Cleaning	
Floor Cleaning (tile, vinyl, carpet, concrete)	
High Dusting	
Aquatic Center Total	
WATERPARK	PER SERVICE
Floor Cleaning (concrete)	
High Dusting	
Waterpark Total	
OSCAR JOHNSON, JR. COMMUNITY CENTER	PER SERVICE
Carpet Cleaning	
Floor Cleaning (tile, vinyl, carpet)	
High Dusting	
Oscar Johnson, Jr. Community Center Total	
PARD ADMINISTRATION BUILDING	PER SERVICE
Carpet Cleaning	
Floor Cleaning (tile, wood floor, carpet)	
High Dusting	
PARD Administration Building Total	

DEEP CLEAN AND/OR IMPACT CLEAN PRICING PAGE

SUMMER DAY PORTER SERVICES (daily June to mid-August)	COST PER MAN HOUR
RECREATION CENTER	
ACTIVITY CENTER	
SENIOR CENTER	
AQUATIC CENTER	
WATERPARK	
OSCAR JOHNSON, JR COMMUNITY CENTER	
PARD ADMINISTRATION BUILDING	

ALTERNATE BID PRICING PAGE

SUMMER DAY PORTER SERVICES (daily June to mid-August)	COST PER MAN HOUR
RECREATION CENTER	
ACTIVITY CENTER	
SENIOR CENTER	
AQUATIC CENTER	
WATERPARK	
OSCAR JOHNSON, JR COMMUNITY CENTER	
PARD ADMINISTRATION BUILDING	

(Company Name)

(Authorized Signature)

**DEAN TOWERY SERVICE CENTER
401 SGT ED HOLCOMB BLVD. SOUTH
CONROE, TEXAS 77304
FACILITY MANAGER: JENNIFER GILMORE
ALTERNATE: KATHY WALKER
936-522-3885
JGilmore@cityofconroe.org
KWalker@cityofconroe.org**

Location:

The Dean Towery Service Center is located at 401 Sgt. Ed Holcomb Blvd. S. in Conroe, Texas, and is an 11 building complex containing approximately 20,660 square feet of cleaning area. The approximate areas are: 11 Buildings, 34 Offices, 14 Restrooms, 8 Kitchen Areas with & without sinks, 5 Breakroom Areas, 1 Full Size Kitchen, 2 Locker Rooms/restrooms and 1 Training room.

Service Time and Holidays:

The service will begin no earlier than 6:00 p.m. and no later than 2:00 a.m. every Monday through Friday except for these holidays: Martin Luther King Jr, Good Friday, New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day.

Training Room Cleaning Specifications:

The training room is to be cleaned on a daily basis. This includes removing trash, debris, vacuum, spot clean carpet, tables and chairs cleaned and sanitized and dusting. Training room tables and chairs are to be put back in their proper place. The chalkboard and whiteboard **DO NOT** need to be cleaned by cleaning staff. Classes are held up until 10:00 pm and the room is to be cleaned after 10:00 pm to accommodate the classes and to ensure that the room is clean for the next business day. There are no exceptions on the cleaning of this room unless notified in advance by Jennifer Gilmore.

DEAN TOWERY SERVICE CENTER PRICING PAGE

AREA DESCRIPTION	SQUARE FEET	TOTAL COST PER MONTH	TIME ALLOCATION PER DAY
Administrative Building office areas, hallways, copy/kitchen area, restrooms, water fountains, and reception area.	4,060		
Training Building training room, kitchen, hallway, locker rooms/restrooms, and water fountains.	6,110		
Warehouse Building office areas, kitchen area, restrooms, and water fountains.	720		
Pump and Motor Building office areas, breakroom, kitchen area, water fountains, and restroom.	770		
Welding Shop Building office areas and restroom.	920		
Street Department Building office areas, breakroom, kitchen area and restroom.	1,200		
Water Department Building office areas, breakroom, kitchen area restrooms, and water fountains.	1,980		
Parks Operations Building office area, breakroom, kitchen area, restroom and shop water fountains.	1,100		
Traffic Signal Maintenance Building office areas, kitchen area and restroom.	500		
Sign Building office areas, restrooms, kitchen area, and water fountains.	1015		
Fleet Maintenance Building office areas, breakroom, restrooms, waiting area, and water fountains.	3,000		
All building entrance and breezeway areas as specified.	300		
Dean Towery Service Center Monthly Total	21,675		

AREA DESCRIPTION	PER SERVICE
Carpet Cleaning - Quarterly	
Tile Cleaning - Quarterly	
Dusting of all ceiling light fixtures, vents and high items - Per service, quarterly, and annually	
Dean Towery Service Center Total	

(Company Name)

(Authorized Signature)

**WASTEWATER TREATMENT PLANT
2400 SGT ED HOLCOMB BLVD. SOUTH
CONROE, TEXAS 77304
FACILITY MANAGER: JENNIFER GILMORE OR GREG HALL
JENNIFER: 936-522-3885 jgilmore@cityofconroe.org
GREG: 936-522-3836 ghalljr@cityofconroe.org**

Location:

The Wastewater Treatment Plant is located at 2400 Sgt. Ed Holcomb Blvd. S. in Conroe, Texas, and is a 3 building complex containing approximately 7,500 square feet of cleaning area.

Special Conditions:

All janitorial staff assigned to work and/or supervise at the Wastewater Treatment Plant will be required to attend a CL2 (chlorine) and SO2 (sulfur dioxide) Leak Response Training Certification class. No staff member will be allowed to work at this site without this training. All janitorial staff will be required to check-in and check-out with Superintendent and/or Foreman before beginning and ending their work shift at this site.

Service Time and Holidays:

The service will begin no earlier than 8:00 a.m. and no later than 3:00 p.m. every Monday through Friday except for these holidays: Martin Luther King Jr, Good Friday, New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day.

WASTEWATER TREATMENT PLANT PRICING PAGE

AREA DESCRIPTION	SQUARE FEET	TOTAL COST PER MONTH	TIME ALLOCATION PER DAY
Administrative Building and Lab office areas, hallways, reception area, kitchen area and restrooms.	5,000		
Operator Office Building office area.	1,000		
Wastewater Treatment Plant Monthly Total	6,000		

AREA DESCRIPTION	PER SERVICE
Carpet Cleaning	
Tile Cleaning	
Dusting of all ceiling light fixtures, vents and high items	
Wastewater Treatment Plant Total	

— (Company Name)

(Authorized Signature)

City of Conroe Janitorial Services RFP Checklist

- Provided 1 original and 4 copies of proposal
- Verified all Proposed Dollar Amounts are added correctly
- Bond Letter Included
- Insurance Certificate Provided
- Ethics forms 1295, CIQ, HB 89 and SB 252 provided
- 8 References Included
- Read, understand and agree to the Payment section of the Proposal
- Filled out Renewal section of proposal on price increase/decrease
- Can meet and abide to the Special Conditions section of the Proposal
- Agree to insure employees will follow the "Green Compliance" section of the Proposal
- Submitted Detailed Cleaning Plan showing Color Coded Microfiber Cloth and Restroom Caddy Cleaning System
- Read and understand Cleaning Method and Scope of Work and all Special Conditions supplied by each Facility
- Proposal has been submitted in the Response Format required

Company Name _____

Signature _____

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20 _____, to certify which, witness my hand and seal of office.

 Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

OFFICE USE ONLY

Date Received

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.

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

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date 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 local government officer or a family member of the officer 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 local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

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

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.

("Company or Business Name")
House Bill 89 Verification

I, _____ (Person name), the undersigned representative of _____ (Company or Business Name) hereafter referred to as "Company"; being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, Texas Government Code:

1. *"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
2. *"Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

On this the ____ day of _____, 20____, personally appeared _____, the above-named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL

NOTARY SIGNATURE

Date

**CITY OF CONROE
PURCHASING DEPARTMENT**

SENATE BILL 252 CERTIFICATION

On this day, I, _____, the Purchasing Representative for the City of Conroe, Texas, pursuant to Chapter 2252, Section 2252.152 of the Texas Government Code, certify that I did review the website list prepared, maintained, and made available to the City of Conroe by the Comptroller of the State of Texas of companies known to have contracts with or provide supplies or services to Iran, Sudan or any foreign terrorist organization. I have ascertained that the below-named company is not contained on said list of companies that do business with Iran, Sudan or any Foreign Terrorist Organization.

Company Name

RFP or Vendor number

CERTIFICATION CHECK PERFORMED BY:

Purchasing Representative

Date