



Vendor Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

JACK BEACHAM, C.P.M., A.P.P.
PURCHASING AGENT

ROB COX, C.P.M., A.P.P.
ASSISTANT PURCHASING AGENT

BID NO. 2015-085

**ANNUAL CONTRACT
FOR
JANITORIAL SERVICES**

**BIDS DUE MARCH 9, 2015
2:00 P.M.**

BID NO. 2015-085

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ANNUAL CONTRACT FOR JANITORIAL SERVICES

PRE-BID CONFERENCE

All bidders are encouraged to attend a Pre-Bid Conference to be held:

DATE: WEDNESDAY, FEBRUARY 25, 2015

TIME: 2:00 P.M.

**LOCATION: TARRANT COUNTY ADMINISTRATION BUILDING
PURCHASING DEPARTMENT CONFERENCE ROOM
100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76102**

RSVP: Vendors planning to attend the pre-bid conference should RSVP, in writing, via facsimile, no later than 5:00 p.m., Tuesday, February 24, 2015.

Send RSVP'S to Teresa Lobacz at (817) 884-2629.

Questions from bidders will be addressed at the pre-bid conference. Any vendor who submits a bid without attending the scheduled pre-bid conference does so at his own risk. Such applicant who submits a bid and does not attend the scheduled pre-bid conference waives any right to assert claims due to undiscovered conditions.

ANNUAL CONTRACT FOR JANITORIAL SERVICES

Tarrant County is requesting bids for the **ANNUAL CONTRACT FOR JANITORIAL SERVICES** for the **FACILITIES MANAGEMENT DEPARTMENT**. All bids must be submitted on the attached Bid Proposal Form. Bid award will be by group. Vendors may bid on any or all groups. Tarrant County will not enter into any contract where the cost is provisional upon such clauses as "escalator" or "cost-plus" clauses.

BY MAIL VIA US POSTAL SERVICE

ORIGINAL AND FIVE (5) COPIES

OF

**COMPLETED BID PROPOSALS
MUST BE RECEIVED IN THE
PURCHASING DEPARTMENT**

**AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76196-0104**

ON OR BEFORE MARCH 9, 2015 AT 2:00 P.M.

BY COURIER, FEDERAL EXPRESS, UPS

ORIGINAL AND FIVE (5) COPIES

OF

**COMPLETED BID PROPOSALS
MUST BE RECEIVED IN THE
PURCHASING DEPARTMENT**

**AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76102**

ON OR BEFORE MARCH 9, 2015 AT 2:00 P.M.

All bids, including a "NO BID", are due in the Purchasing Department by the due date in sealed envelopes or boxes. All bids must be clearly marked with the Bid Number, the name of the company submitting the bid, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. Original bid must be clearly marked "ORIGINAL" and contain all original signatures.

Any bid received after the date and/or hour set for bid opening will not be accepted. Bidder will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at bidder's expense, or destroyed with written authorization of the bidder. If bids/proposals are sent by mail to the Purchasing Department, the bidder shall be responsible for actual delivery of the bid to the Purchasing Department before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be disposed of as authorized.

Bids may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by bidder guaranteeing authenticity. After the official opening, bids become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Purchasing Agent and the approval of Commissioners' Court.

Tarrant County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in this bid.

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of the County.

ANNUAL CONTRACT FOR JANITORIAL SERVICES

No oral explanation in regard to the meaning of the bid specifications will be made and no oral instructions will be given before the award of the contract. Request from interested bidders for additional information or interpretation of the information included in the specifications and all questions should be directed in writing, via facsimile, to:

M. TERESA LOBACZ, SENIOR BUYER
FAX: (817) 884-2629

All documents relating to this bid, including but not limited to, the bid document, questions and their answers, addenda and special notices will be posted under the Bid number on the Tarrant County website and available for download by bidders and other interested parties. It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents up to the Bid due date.

The deadline for receipt of all questions is 12:00 (Noon), Fort Worth time, Friday, February 27, 2015. After the question deadline, all questions and their responses will be posted on the website and available for download by bidders.

All bids shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of bid. County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Bids which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

Invoices shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196. It is the intention of Tarrant County to make payment on completed orders within thirty days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.**

Continuing non-performance of the vendor in terms of Specifications shall be a basis for the termination of the contract by the County. The County shall not pay for work, equipment, or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written sixty (60) days notice prior to cancellation.

Bids will be considered irregular if they show any omissions, alteration of form, additions or conditions not called for, or irregularities of any kind. However, Tarrant County reserves the right to waive any irregularities and to make award in the best interest of the County.

ANNUAL CONTRACT FOR JANITORIAL SERVICES

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of the County. Bids may be rejected, among other reasons, for any of the following specific reasons:

1. Bids received after the time limit for receiving bids.
2. Bids containing any irregularities.
3. Unbalanced value of any items.

Bidders may be disqualified and their bids not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Bidders.
2. Reasonable grounds for believing that any Bidder is interested in more than one Bid for the work contemplated.
3. The Bidder being interested in any litigation against the County.
4. The Bidder being in arrears on any existing contract or having defaulted on a previous contract
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work, which in the judgment of the County, will prevent or hinder the prompt completion of additional work, if awarded.
7. Bidders shall not owe delinquent property tax in Tarrant County.

It is the bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and their responses, addenda and special notices. The Bid Proposal Signature Form must be signed and returned. Failure to provide signature on this form renders bid non-responsive. Failure to complete and the submission of all required forms, including but not limited to the Reference Page, Certification of Eligibility, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.

CONFIDENTIALITY: Any material that is to be considered confidential must be clearly marked as such and shall be treated as confidential to the extent allowable under Chapter 552, Government Code. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION.**" Note: **PRICING INFORMATION IS NOT CONSIDERED CONFIDENTIAL AND IF MARKED AS SUCH, WILL RESULT IN REJECTION OF YOUR BID.**

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the proposer. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the proposer to determine the full extent of the exposures.

The successful bidder may not assign their rights and duties under an award without the written consent of the Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

ANNUAL CONTRACT FOR JANITORIAL SERVICES

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **Contract Terms:** Successful vendor(s) will be awarded a thirty (30) month contract, effective from April 1, 2015 or notice to proceed as determined by Tarrant County Purchasing. **Prices must remain firm for the entire contract.**

2. **MINIMUM INSURANCE REQUIREMENTS**
 - A. The Contractor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
 - 1) Workers' Compensation/Employer's Liability
 - a. Worker's Compensation — statutory
 - b. Employer's Liability — \$500,000
 - 2) Comprehensive Commercial General Liability:
 - a. Bodily Injury/Personal Injury — \$1,000,000 per occurrence
\$2,000,000 aggregate
 - b. Property Damage — \$1,000,000 aggregate
 - 3) Professional Liability — \$1,000,000 per occurrence
\$2,000,000 aggregate
 - B. The County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by the County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Contractor.
 - C. Required Provisions:
 - 1) Proof of Carriage of Insurance - All certificates of insurance will be required in duplicate and filed with the Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street.
 - 2) All policies supplying required coverages shall contain endorsements providing Tarrant County with an unconditional thirty (30) days written notice of cancellation. Tarrant County must be notified in writing of any major change in policy conditions or coverages.
 - 3) As to all applicable coverage, Tarrant County and its officers, employees, and elected representatives shall be specifically endorsed onto the policies as an additional insured. A blanket additional insured endorsement will not satisfy this requirement. Contractor/vendor must provide, with bid, verification that additional insured requirements can be met upon award.

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

- 4) All copies of the certificates of insurance shall reference the project name and bid number for which the insurance is being supplied.
- 5) The Contractor agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.

3. **Criminal Background Check:**

Certain contracts may require vendors to enter sensitive security areas. These include, but are not limited to, Tarrant County Sheriff's Department, Tarrant County Courts, Tarrant County District Attorney's Offices, Tarrant County Information Technologies, etc.

If a particular contract requires your personnel to enter such a location the following could apply.

- a. The successful bidder shall provide information, including, but not limited to, name, date of birth, and driver's license number for each individual who will be performing work on Tarrant County property.
- b. Vendor personnel who perform work on Tarrant County property must submit to and pass a Criminal Background Check conducted by a Tarrant County 3rd party vendor. That status must be maintained by all vendor personnel entering County buildings for the duration of the contract.
- c. Criminal Background checks conducted by your firm may or may not be acceptable to certain departments depending on their particular requirements. The County reserves the right to conduct additional Criminal Background Checks as it deems necessary.
- d. Award of a contract could be affected by your firms' refusal to agree to these terms. Award could also be affected if your firm is unable to supply personnel who can pass a Criminal Background Check.

Note: The Criminal Background Check applies to the individual and not the Company.

ANNUAL CONTRACT FOR JANITORIAL SERVICES

Evaluation criteria shall include, but is not limited to the following:

- a. Total Price by Group
- b. Financial Stability
- c. References
- d. Vendor's past performance record with Tarrant County
- e. Tarrant County's evaluation of vendor's ability to perform
- f. Tarrant County's experience with services bid
- g. Special needs and requirements of Tarrant County.
- h. Vendor's agreement to extend pricing under this contract to other governmental entities

Quantities indicated on the Bid Proposal Forms are estimates based upon the best available information. The County reserves the right to increase or decrease the quantities to meet its actual needs without any adjustments in the bid price.

Any **catalog, brand name or manufacturer's reference** used is considered to be descriptive -- not restrictive -- and is indicative of the type and quality the County desires to purchase. Bids on similar items of like quality will be considered if the bid is noted and fully descriptive brochures are enclosed. If notation of substitution is not made, it is assumed vendor is bidding item specified. Successful vendor will not be allowed to make unauthorized substitutions after award.

ANNUAL CONTRACT FOR JANITORIAL SERVICES

TECHNICAL SPECIFICATIONS

1. BACKGROUND.

- A. Tarrant County is requesting bids to provide Janitorial Services at Tarrant County Facilities based on an **Hourly Labor Rate**. Services provided will be those normally associated with janitorial work and are described in this Bid Package. Bid will be awarded in two (2) groups, Group 1 and Group 2. A successful bidder may be awarded one (1) or both groups.
- B. The buildings in Group 1 are located in downtown Fort Worth and include:
1. Administration Building
 2. 1895 Courthouse
 3. Criminal Courts Building
 4. Criminal Justice Building
 5. Tim Curry Criminal Justice Center
 6. Taylor Parking Garage
 7. Calhoun Parking Garage
 8. Family Law Center
 9. Plaza Building
 10. Plaza Parking Garage
 11. Tom Vandergriff Civil Courts Building
 12. Tarrant County Corrections Center
- C. The buildings in Group 2 include:
1. Andersen Building
 2. Charles F. Griffin Building
 3. Lonnel E. Cooper Building
 4. Tarrant County Resource Connection, Buildings 1100, 1200, 1300, 1400, 1500, 2100, 2400 and 5041
 5. Dionne Phillips Bagsby Southwest Subcourthouse
 6. Miller Street Administration Building.

ANNUAL CONTRACT FOR JANITORIAL SERVICES

TECHNICAL SPECIFICATIONS

- D. Building addresses, square footage, number of hours per day, number of days per week, and total estimated annual hours are provided in Attachment "A".
- E. The County is also requesting separate pricing to provide Stripping & Waxing of Hard and Resilient Flooring, Propane Burnishing of Terrazzo Floors, and Hot Water Extraction Method of Cleaning Carpet, and Maintenance Technicians. Specifications for these Services are covered in "Section V., Additional Services."

2. GENERAL INFORMATION.

- A. Buildings to be serviced and work schedules. See Attachment "A".
 - 1. THE COUNTY RESERVES THE RIGHT TO REDUCE OR INCREASE HOURS (in half-hour increments) AT ANY FACILITY. THE COUNTY ALSO RETAINS THE OPTION TO ADD ADDITIONAL FACILITIES OR DISCONTINUE SERVICES AT ANY FACILITY SHOULD THE NEED ARISE.
- B. Service Times.
 - 1. Requesting approximately 100,114 labor hours annually for Group 1 buildings, and approximately 23,935.5 hours annually for Group 2 buildings. Service times for most facilities will be during the evening and night hours, in most cases after 5:00 p.m. Some facilities may require cleaning during business hours or weekends. See Attachment "A" for specifics.
 - 2. The County will allow the contractor flexibility in scheduling work loads in order to provide his/her employees with four (4) or eight (8) hour shifts, whenever possible. **It is the preference of the County, that on reduced days that the hours are shared among the employees as evenly as possible. When the schedules have been approved, and in place, additional changes will not be permitted without prior approval of the County.**
 - 3. Employees will be required to report for work promptly and remain on the job until their shift is completed. Employees may be required to report to a designated County employee upon arrival and departure.
 - 4. The County will pay only the maximum allotted hours for each individual building, based on time cards and clocks provided by Tarrant County. Excess hours are the sole responsibility of the contractor, unless the hours are agreed upon and approved by the County's contract representative prior to usage. The agreement must be stated in an email and a printed copy provided with monthly invoicing.

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C. Emergency Services.

1. **In the event of an emergency Tarrant County may require the awarded vendor to supply workers for additional hours exceeding a forty (40) hour work week. The County will pay overtime wage rates calculated at 1 and ½ times the hourly bid rate. Overtime hours must be approved in writing by the County's representative of the contract prior to the commencement of work.**

D. Length of Agreement:

1. Successful vendor(s) will be awarded a thirty (30) month contract, effective April 1, 2015 or from notice to proceed as determined by Tarrant County Purchasing. Prices must remain firm for the initial thirty (30) month contract period.
2. Tarrant County will contact the Contractor(s) one hundred twenty (120) days prior to the expiration of each contract period to notify them of any increase in the required minimum wage for the Contractor's employees. The Contractor(s) will then have thirty (30) days to respond in writing with a revised summary of labor cost per hour to be billed to Tarrant County. If the new hourly labor rate is acceptable to Tarrant County, the County will proceed with the renewal option.

E. Supplies, Materials and Equipment:

1. **The contractor shall furnish all supplies, materials and equipment necessary for the provision of complete janitorial services except Tarrant County will provide paper towels, toilet paper, hand soap, paper seat covers, and urinal aides.** These supplies, materials and equipment must be of a quality acceptable to the County. The County requires the usage of USGBC approved cleaners in buildings that have achieved LEED accreditation. The County recommends the usage of these products in all buildings. Green cleaning training should be completed by project managers and non-work supervisor. The following products from Procter and Gamble are currently approved: Mr. Clean, Comet, Comet with bleach and Spic and Span. Dispensers from Procter and Gamble are currently installed in all buildings. The contractor shall not use any material which the County's contract representative determines unsuitable or harmful to any part of the building, its contents or occupants. Equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the County's contract representative. Equipment deemed by the County's representative to be of improper type or design or inadequate for the purpose intended shall be replaced. Equipment must be kept clean and well maintained.

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2. Electrical power will be furnished by the County through existing power outlets for the contractor's use to operate such equipment as is necessary in the conduct of his/her work. Hot and cold water will also be made available as necessary for that purpose.
 3. A storage space will be made available for securing equipment and supplies. The County will not be responsible for lost or missing equipment and supplies.
- F. Conduct of Contractor's Employees:
1. The contractor shall prohibit his/her employees from disturbing papers on desks, opening desk drawers or cabinets and using telephones or office equipment.
 2. Identification Badges and Uniforms.
 - a. Janitorial employees will be assigned, and must clearly display a Tarrant County photo identification badge and a logoed vendor uniform readily identifying the worker as an employee of the contracting firm at all times while performing work County facilities. The vendor shall provide full time employees required to wear shirts with at least five (5) shirts, part time employees shall receive three (3) shirts. Workers that wear aprons will be issued two (2) aprons. No soiled or damaged uniforms of any type will be allowed. Workers are to report to work wearing pants or jeans; no shorts or open toed shoes are allowed.
 - b. Maintenance Technicians must clearly display a Tarrant County issued photo identification badge and a collared shirt with contractor logo. The vendor shall provide employee with at least five (5) shirts. No soiled or damaged uniforms will be allowed. Workers are to report to work wearing pants or jeans; no shorts or open toed shoes.
 3. Family members or friends of the contracting firm's designated employees are not permitted to accompany them on the job site.
 4. The County reserves the right to require permanent removal of any contractor Project Manager, Supervisor or employee from Tarrant County Buildings.

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TECHNICAL SPECIFICATIONS

G. Minimum Wage, Benefits and Incentives:

1. Contractor shall pay his/her Janitorial Staff Employees assigned to this contract a minimum wage of \$8.76 per hour, straight time. The County reserves the right to inspect the Contractor's payroll to verify this requirement.
2. Contractor shall pay his/her Maintenance Technicians assigned to this contract a minimum wage of \$10.30 per hour, straight time. The County reserves the right to inspect the Contractor's payroll to verify this requirement.
3. Contractor shall pay his/her non-working Supervisors assigned to this contract a minimum wage of \$12.03 per hour, straight time. The County reserves the right to inspect the Contractor's payroll to verify this requirement. These are supervisory personnel and the hourly labor rate for non-working Supervisors is not directly billable to the County and must be calculated into the hourly labor rate for Janitorial Services. The position must dedicate forty (40) hours per week to Tarrant County.
4. Contractor shall pay his/her Project Managers assigned to this contract a minimum wage of \$15.38 per hour, straight time. The County reserves the right to inspect the Contractor's payroll to verify this requirement. The hourly labor rate for Project Managers is not directly billable to the County and must be calculated into the hourly labor rate for Janitorial Services. The position must dedicate forty (40) hours per week to Tarrant County.
5. **The Bidders shall include, as a part of this bid proposal,** written details outlining benefits and incentives his/her employees working under this agreement shall receive. Examples being, insurance coverage, paid vacations, safety bonuses, performance incentives, perfect attendance rewards.
6. Tarrant County observes twelve (12) holidays per year. These holidays are:
 - a. New Year's Day
 - b. Martin Luther King Day
 - c. President's Day
 - d. Cesar Chavez Day
 - e. Good Friday
 - f. Memorial Day
 - g. Independence Day
 - h. Labor Day
 - i. Thanksgiving Day
 - j. Day after Thanksgiving

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- k. Christmas Eve
 - l. Christmas Day.
7. Tarrant County requires the successful contractor(s) to pay their full-time and part-time employees, who perform work under this contract, for these holidays at their current hourly pay rate for the number of hours that the employee typically works per day. (Example: Employees who typically work 8 hours per day would receive 8 hours of holiday pay and employees working 4 hours per day would receive 4 hours of holiday pay.) Tarrant County reserves the right to inspect the contractor's payroll records to verify compliance with this requirement. Holiday Hours are not directly billable to Tarrant County. **The costs for Holiday Hours for Janitorial Staff, non-working Supervisors, and Project Managers must be calculated into the hourly labor rate for Janitorial Services. The cost for Holiday Hours for Maintenance Technicians must be calculated into the hourly labor rate for Maintenance Technicians.**
8. It is the objective of Tarrant County to obtain a janitorial company which can supply reliable, highly motivated employees. This requirement will play a major role in determining the awarding of this contract.
- H. Supervision (Project Managers & Non-Working Supervisors):
- 1. The contracting firm shall provide supervision of employees working under this agreement at no additional cost to the County. Project Managers and Supervisors must speak and understand English.
 - 2. **Project Managers** are to be qualified individuals with experience in janitorial and management techniques. They will be responsible for training workers, on-site inspections, resolving situations and providing reports to the County representative. Project Managers will need to adjust their schedules to allow for interaction with Building Managers and/or Superintendents during normal working hours (8AM – 5PM) and building inspections while cleaning staff is present.
 - a. **Tarrant County currently uses two (2) Project Managers for each Group of buildings and bid pricing evaluations will be based on the price for two (2) Project Managers.**
 - b. As an Alternate Price, Tarrant County is requesting pricing for one (1) Project Manager for both Group of buildings. .
 - c. Each Project Manager must dedicate forty (40) hours per week to Tarrant County. These hours are non-billable to Tarrant County and must be factored into Contractor's Overhead on the Bid Pricing Forms.

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3. There will be four (4) on-site non-working **Supervisors** for Group 1 buildings. One (1) will be at The Tim Curry Criminal Justice Center, one (1) at the Tarrant County Plaza Building, one (1) at the Family Law Center/ Administration Building, and one (1) at Tom Vandergriff Civil Courts Building at all times. Each non-working Supervisor must dedicate forty (40) hours per week to Tarrant County. These hours are non-billable to Tarrant County and must be factored into Contractor's Overhead on the Bid Proposal Forms.
- I. Quality Control:
1. The County's contract representative will make periodic inspections of the facilities, documenting their findings and providing instructions to the contractor's employees as required. The County's contract representative will also inspect all specialty work for quality.
 2. The contractor or a representative shall be readily available to meet with the County's representative to review deficient or problems areas.
 3. Contractor shall provide a list of employees, hours worked and building assignment, including floor workers. Changes to list must be approved by the County representative prior to new employees start date.
 4. **ALL CLEANING PERSONNEL IN GROUP 2 BUILDINGS MUST SPEAK AND UNDERSTAND ENGLISH.**
- J. Background Checks:
1. Background checks will be conducted by Tarrant County's contracted third party vendor and paid for by the County. The successful contractor will submit signed forms on Tarrant County's format, for each employee they will have working in Tarrant County Facilities. These forms will list the persons name, address, social security number, driver's license number and/or other forms of identification with a picture ID. The person signing the application will give permission to do a background investigation on them. They must pass the background investigation before he or she may start work in Tarrant County Facilities. The backgrounds will be updated periodically and if anyone fails to meet Tarrant County requirements they will not be allowed to work in County Facilities.

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K. Protection of County Property:

1. The Contractor shall be liable for any and all damages to property, plants, equipment, etc., either accidental or deliberate. This shall include, but is not limited to, permanent stains on carpet, walls or floors, broken or damaged equipment, fixtures, furnishings, etc., resulting from any cleaning activity.
2. All keys will be maintained according to policies approved by the County's contract representative. Liability for lost keys, re-keying costs and other related expenses shall be the full responsibility of the contractor.
3. Hazardous conditions and items needing repair (such as leaky faucets, toilet stoppages, etc.) shall be promptly reported to the designated building manager.

L. **Subcontracting of Labor:**

1. **Subcontracting of labor will not be allowed. The only exception will be Floor Care Personnel with Pre-Approval from the County representative. Any bid received containing subcontracted labor (with the exception of Floor Care Personnel) will be considered non responsive. In the event the awarded vendor provides subcontracted labor to meet the requirement of this bid the County will consider such action as sufficient cause for cancellation of the agreement. Tarrant County will audit contractors' payroll records.**

M. Termination:

1. All work and services of this agreement shall be canceled by the County for any good and sufficient cause. The following by way of example, but not of limitation, may be considered grounds for cancellation.
 - a. Failure of the contractor to provide and maintain sufficient labor, supplies or equipment to properly execute the work.
 - b. Failure on the part of the contractor to observe any requirements of the agreement or to comply with any directive given by the County's contract representative provided for in the service specifications.
 - c. Failure to perform satisfactorily the duties as prescribed in this agreement.
 - d. Subcontracting work.

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TECHNICAL SPECIFICATIONS

3. SERVICE REQUIREMENTS.

A. The following are examples of services to be performed. Restrooms and common areas are cleaned daily and offices are cleaned three (3) times per week. These are only basic guidelines and are not exclusive of the work to be performed. Any work normally considered janitorial and requested by the County's contract representative shall be performed. The contractor will adhere to all provided procedures and schedules.

1. RESTROOMS:

- a. Sweep floor and mop with disinfectant cleanser.
- b. Thoroughly clean and sanitize all toilets, seats, urinals and exposed piping with a disinfectant, germicidal cleanser.
- c. Clean all washbasins with a non-abrasive cleaner.
- d. Clean and sanitize walls and stall partitions.
- e. Damp wipe and polish dry all counter surfaces, mirrors, dispensers, plumbing fixtures and piping.
- f. Empty waste receptacles, replace liners and remove trash to designated disposal area.
- g. Restock paper towels, toilet tissue, hand soap and seat cover dispensers.
- h. Promptly report dispenser malfunctions to the County's contract representative.

2. OFFICE SPACE, PUBLIC AREAS, LOBBIES, CORRIDORS, ETC.:

- a. Empty wastebaskets (replace liners as needed) and remove trash to designated disposal area.
- b. Sweep hard surface flooring with treated dust mop and spot damp mop to remove spillage or stains.
- c. Vacuum all carpet and rugs, spot clean stains.
- d. Bonnet clean carpets.
- e. Vacuum draperies.
- f. Dust horizontal and vertical surfaces, including desks, chairs, tables, file cabinets, shelving, credenzas, vertical blinds, ceiling fans, doors, door frames, walls, grills, ledges, handrails, etc., with treated dust cloths. Do not disturb papers or materials left on surfaces. Glass surfaces shall be cleaned with untreated cloths.
- g. Spray buff or burnish hard and resilient flooring to maintain a high gloss, scuff free finish.

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- h. Empty and clean outside ash receptacles.
 - i. Clean drinking fountains with non-abrasive cleaner.
 - j. Clean glass surfaces in doors, trophy cases, entrance areas, etc.
 - k. Clean all windows which are easily accessible and would not require the use of specialized equipment.
 - l. Clean appliances, counters, piping, fixtures, etc. in lunch rooms and break areas.
 - m. Clean and polish kick plates, push plates, doorknobs and metal thresholds.
 - n. Clean leather and plastic upholstered furniture, vacuum cloth upholstered furniture and spot clean stains.
 - o. Clean and polish elevator cab walls, doors and tracks.
 - p. Dust all ceiling fans (top and bottom of each blade) as required.
 - q. Empty desk side recycling containers (into designated containers).
3. OUTSIDE AREAS:
- a. Sweep landings, steps and sidewalks adjacent to the entrances and spot mop as necessary to maintain clean appearance.
 - b. Remove litter and debris from designated areas.

4. CLEANING QUALITY REQUIREMENTS.

A. FLOOR MAINTENANCE:

- 1. For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets or similar items shall be stacked on desks, tables, window sills, etc. Upon completion of work, all furniture and equipment must be returned to its original position.
- 2. Baseboards, walls, stair risers, furniture and equipment shall in no way be splashed, disfigured or damaged during these operations.
- 3. After sweeping and damp mopping, all floors shall be clean and free of dirt streaks. No dirt shall be left in corners, under furniture, behind doors or on stair landings or treads. Likewise, sidewalks, entrances and other assigned areas shall be swept clean of all dirt and trash.
- 4. Special attention shall be given to floors around urinals and toilets to prevent stains, eliminate odors and to provide a uniformly clean appearance throughout.

ANNUAL CONTRACT FOR JANITORIAL SERVICES

TECHNICAL SPECIFICATIONS

5. Currently Tarrant County owns and maintains floor maintenance equipment for the Janitorial Contractors use. Tarrant County will continue to own and maintain this equipment with the new contract at the following locations:
 - a. Tarrant County will own and maintain high-speed 2000 rpm or greater battery operated buffers (such as Nobles Speed Gleam Burnisher) at the following locations:
 - 1) 1895 Courthouse (Group 1).
 - b. Tarrant County will own and maintain battery powered floor scrubbers (such as speed scrub or Nobles 2601) at the following locations:
 - 1) Tom Vandergriff Civil Courts Building and Family Law Center (Group 1)
 - 2) Miller Administration (Group 2).
 - 3) Dionne Phillips Bagsby Southwest Subcourthouse (Group 2).
- B. MISCELLANEOUS:
1. Dusting – Dust shall not be moved from spot to spot, but removed directly from the area in which it lies by the most effective means (treated dust cloths, vacuum, etc). When doing high cleaning, dust shall not be allowed to fall onto equipment and furniture below.
 2. Damp wiping – This task consists of using a damp cloth or sponge to remove dirt, spots, streaks and smudges from walls, counters and other surfaces and then drying to provide a polished appearance. The wetting solution shall contain an appropriate cleaning agent. When damp wiping in restrooms, a multi-purpose disinfectant, germicidal cleanser shall be used.
 3. Bright metal polishing – May be performed by damp wiping and drying with a suitable cloth if a polished appearance is attained. If a polished appearance is not attained, the County's contract representative shall be contacted for direction as to the use of an appropriate metal polish.
 4. Window & glass cleaning – After each operation all glass shall be clean and free of dirt, dust, grime, streaks and excessive moisture. Window sashes, sills, woodwork and surrounding shall be thoroughly wiped free of drippings and watermarks.
 5. Porcelain ware cleaning – Porcelain fixtures (drinking fountains, washbasins, urinals, toilets, etc.) shall be kept clean and bright. There shall be no dust, spots, stains, rust, green mold or encrustation.

ANNUAL CONTRACT FOR JANITORIAL SERVICES

TECHNICAL SPECIFICATIONS

- 6. Spot cleaning – Following this operation, smudges, marks or spots shall have been removed without causing discoloration.

5. ADDITIONAL SERVICES.

- A. The following Additional Services shall be provided as needed.
- B. To be considered for award for a Group of Buildings, the bidder must bid on the Additional Services for that Group.
- C. Floor Care – The following service shall be provided as requested:
 - 1. STRIPPING AND WAXING OF FLOORS shall include the complete removal of all old finishes and the application of two (2) coats of *Butcher Iron Stone*, or equal Acrylic Sealer and six (6) coats of *Butcher High Noon*, or equal high quality finish, as approved by Tarrant County.
 - a. Flooring shall be finished the same day it is stripped and sufficient drying time shall be allowed between each coat. This does not mean that the Vendor must complete the entire building in one (1) day.
 - b. Floors that are complete will be free of imperfections such as dry spots, hazy or cloudy finish, hair, yellowing, bubbles, trash, wax on covebase and wall. Floor will have wet look shine
 - 2. Hot water extraction of carpets.
 - 3. Propane Burnishing of Terrazzo Floor.
 - 4. Over the past three (3) years, Tarrant County has averaged the following approximate square footages for Floor Care. These numbers are provided as best available estimates.

- a. Group 1:

	Annual Estimate
Strip and Wax, No Furniture Moving Required	54,000 square feet
Strip and Wax, Furniture Moving Required	73,000 square feet
Hot Water Extraction Carpet Cleaning, No Furniture Moving Required	4,300 square feet
Hot Water Extraction Carpet Cleaning, Furniture Removal Required	69,000 square feet
Propane Burnishing of Terrazzo Floors	0 square feet

ANNUAL CONTRACT FOR JANITORIAL SERVICES

TECHNICAL SPECIFICATIONS

b. Group 2:	Annual Estimate
Strip and Wax, No Furniture Moving Required	18,000 square feet
Strip and Wax, Furniture Moving Required	61,000 square feet
Hot Water Extraction Carpet Cleaning, No Furniture Moving Required	22,000 square feet
Hot Water Extraction Carpet Cleaning, Furniture Removal Required	300 square feet
Propane Burnishing of Terrazzo Floors	0 square feet

D. Maintenance Technicians – The following service shall be provided as requested:

1. Maintenance Technician:
 - a. Must be able to speak and understand English.
 - b. Cleans and stocks restrooms.
 - c. Stocks and distributes supplies
 - d. Moves furniture.
 - e. Assists building engineers with changing lamps and plumbing leaks.
 - f. Works with work release to complete various tasks.
 - g. Cleans carpets using commercial grade carpet cleaner.
 - h. Power washes porches and sidewalks using commercial grade power washer.
 - i. Vacuums, cleans spills and water fountains.
 - j. Cleans furniture and offices.
 - k. Empties trash.
 - l. Picks up building supplies from central supply.
 - m. Notes items requiring maintenance and reports to supervisor.
 - n. Checks grounds for trash and debris.
 - o. Other duties, as assigned.
2. Currently Tarrant County uses Maintenance Technicians for approximately 29,000 labor hours annually for Group 1 buildings and approximately 3,000 hours annually for Group 2 buildings.

ANNUAL CONTRACT FOR JANITORIAL SERVICES

TECHNICAL SPECIFICATIONS

3. Buildings in Group 1 currently using Maintenance Technicians are:
 - a. Administration Building (approximately 8 hours daily).
 - b. Tim Curry Criminal Justice Center (approximately 24 hours daily).
 - c. Family Law Center (approximately 16 hours daily)
 - d. Plaza (approximately 16 hours daily)
 - e. Plaza Garage (approximately 8 hours daily).
 - f. 1895 Courthouse (approximately 12 hours)
 - g. Calhoun Garage (approximately 8 hours)
 - h. City County Jail (approximately 8 hours)
 - i. Tom Vandergriff Civil Courts Building (approximately 16 hours)
4. Buildings in Group 2 currently using Maintenance Technicians are:
 - a. Charles F. Griffin Building (approximately 8 hours daily).
 - b. Dionne Phillips Basby Southwest Subcourthouse (approximately 4 hours)

6. BID PRICING EVALUATIONS:

- A. The Bid will be awarded by Group of Buildings. Bid pricing will be evaluated by Group as follows:
 1. Janitorial Staff Employee with two (2) Project Managers x Estimated Annual Hours.
 2. Maintenance Technician x Estimated Annual Hours.
 3. Floor Care x Estimated Annual Square Footage for Each Category. will be considered as optional work, at the County's discretion, and will not be included as part of Bid Pricing Evaluation.
- B. A1 and A2 will be totaled to give an Annual Total by Group. The low bidder meeting specifications for each Group will be recommended for award.



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County may recognize other agencies' certification processes recognized by the State of Texas. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
 3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide copies of bid specifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
 - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

ANNUAL CONTRACT FOR JANITORIAL SERVICES

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Bid Proposal Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, TX 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606

If your company is already certified, attach a copy of your certification to this form and return with bid.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO. _____

Indicate all that apply:

- _____ Minority-Owned Business Enterprise
- _____ Women-Owned Business Enterprise
- _____ Disadvantaged Business Enterprise

ANNUAL CONTRACT FOR JANITORIAL SERVICES

VENDOR REFERENCES

Please list five (5) references, **other than Tarrant County**, who can verify your performance as a vendor. Performance includes but shall not be limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine your firm's ability to provide the intended goods or service of this bid. The County prefers references to be from customers for whom your firm has provided the same items (sales and/or services) as those specified in this bid. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your bid.

*****DO NOT LIST TARRANT COUNTY AS A REFERENCE*****

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

THE ORIGINAL AND FIVE (5) COPIES OF THIS PAGE MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR JANITORIAL SERVICES

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE FOUR

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE FIVE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

THE ORIGINAL AND FIVE (5) COPIES OF THIS PAGE MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR JANITORIAL SERVICES

BIDDER SUPPLIER REFERENCES

Please provide two (2) principal supplier references that your company currently uses for the purchase of janitorial supplies. Inaccurate, obsolete or negative responses from the references provided could result in rejection of your bid.

SUPPLIER REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____
LOCATION: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

SUPPLIER REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____
LOCATION: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

THE ORIGINAL AND FIVE (5) COPIES OF THIS FORM MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR JANITORIAL SERVICES

VENDOR FINANCIAL REFERENCES

Please provide two (2) financial references, who can verify your company's financial stability. Inaccurate, obsolete or negative responses from the references provided could result in rejection of your bid.

FINANCIAL REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____
LOCATION: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

FINANCIAL REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____
LOCATION: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

THE ORIGINAL AND FIVE (5) COPIES OF THIS FORM MUST BE RETURNED WITH BID!

BID PROPOSAL SIGNATURE FORM

The undersigned agrees this bid becomes the property of Tarrant County after the official opening.

The undersigned affirms he has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of equipment and all other matters which may be incidental to the work, before submitting a bid.

The undersigned agrees, if this bid is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Bid Proposal will be ninety (90) calendar days.

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Bidder, nor any employee of Tarrant County, and that the contents of this bid have not been communicated to any other bidder or to any employee of Tarrant County prior to the official opening of this bid.

Vendor hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this bid package. **Failure to sign and return this form will result in the rejection of the entire bid.**

Signature _____ **X**

Authorized Representative

NAME AND ADDRESS OF COMPANY:

_____	Date _____
_____	Name _____
_____	Title _____
Tel. No. _____	FAX No. _____
E-Mail Address: _____	

AFTER HOURS EMERGENCY CONTACT:

Name: _____	Tel. No. _____
-------------	----------------

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID.



Did you sign your bid and/or
your addendum?

**If not, your bid will be
rejected**

ANNUAL CONTRACT FOR JANITORIAL SERVICES

COMPANY IS:

Business included in a Corporate Income Tax Return? _____YES _____NO

_____Corporation organized & existing under the laws of the State of _____

_____Partnership consisting of _____

_____Individual trading as _____

_____Principal offices are in the city of _____

CERTIFICATION OF ELIGIBILITY

By submitting a bid or proposal in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of bid/proposal submission and time of award, the bidder/proposer will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

Signature _____ X

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID.

ANNUAL CONTRACT FOR JANITORIAL SERVICES

BID FORMS/DOCUMENTS CHECKLIST

✓ Indicates Compliance	<p>A check mark (✓) in the space provided indicates these forms/documents have been completed and are included in your bid package. The original and one (1) copy of all forms/documents should be submitted. Failure to check all items could result in rejection of the entire bid. All deviations from specifications must be documented separately and included with bid package.</p>
	<p>1. <u>Vendor References.</u> Bidder has provided three (3) references, other than Tarrant County. References must be able to verify the quality of service your company provides and that your company has completed a project of similar size and scope of work to this bid.</p>
	<p>2. <u>Supplier References.</u> Bidder has provided two (2) supplier references.</p>
	<p>3. <u>Financial References.</u> Bidder has provided two (2) financial references who can verify bidder's financial ability.</p>
	<p>4. <u>Signatures.</u> All forms requiring a signature must be signed. Bids not signed will not be considered for award.</p>
	<p>5. <u>Bid Proposal Forms.</u> All sections of Bid Proposal Forms have been completed.</p>
	<p>6. <u>Insurance Certificates (If required).</u> Bidders must submit all Insurance Certificates with bid and endorsement verification. If no insurance requirements specified, mark N/A.</p>
	<p>7. <u>Addenda.</u> When applicable, Bidder acknowledges receipt of all addenda and has included the signed Addenda cover pages and any revised Bid Forms in their bid package.</p>
	<p>8. It is the bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and their responses, addenda and special notices. The Bid Proposal Signature Form must be signed and returned. Failure to provide signature on this form renders bid non-responsive. Failure to complete and the submission of all required forms, including but not limited to the Reference Page, Certification of Eligibility, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.</p>

THE ORIGINAL AND FIVE (5) COPIES OF THIS FORM MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR JANITORIAL SERVICES

BID FORMS/DOCUMENTS CHECKLIST

✓ Indicates Compliance	A check mark (✓) in the space provided indicates these forms/documents have been completed and are included in your bid package. The original and one (1) copy of all forms/documents should be submitted. Failure to check all items could result in rejection of the entire bid. All deviations from specifications must be documented separately and included with bid package.
	9. Bidder has read, understands, and agrees to Tarrant County's Criminal Background Check requirements.
	10. Accuracy for all mathematical and number entries is the sole responsibility of the bidder. Tarrant County will not be responsible for errors made by the bidder.
	11. Bidder's company is registered on TVORS (Tarrant On-Line Vendor Registration System)
	12. Failure to comply with the requirements set forth in this Request for Bid may result in rejection of bid and/or cancellation of contract after award.

THE ORIGINAL AND FIVE (5) COPIES OF THIS FORM MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR JANITORIAL SERVICES

**BID PROPOSAL
SECTION I – BID PRICING**

Please provide your bid response to the information requested in the spaces provided.

1. **ALTERNATE:** Itemize all costs associated with your hourly **Janitorial Staff Employee** rate for buildings in **Group 1 with one (1) Project Manager**.

**SUMMARY OF LABOR COST PER HOUR
BILLED TO TARRANT COUNTY**

Direct Wages to Employee (minimum of \$8.76)	\$ _____
Holiday pay for Janitorial Staff, non-working Supervisors, and Project Managers performing work or supervision under Tarrant County contract (12 holidays per year). Holiday pay will not be directly billed to Tarrant County and must be included in the per hour labor rate that is billed to Tarrant County.	\$ _____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	\$ _____
Workers' Compensation and General Liability on Employee	\$ _____
Medical, Dental, Life Insurance, per Employee, if applicable	\$ _____
Retirement, Pension, etc., per Employee, if applicable	\$ _____
Chemicals, Supplies, Equipment Depreciation	\$ _____
Contractor's Overhead, one (1) Project Manager, three (3) non-working Supervisors pay, Profit, etc.	\$ _____
Other	\$ _____
Total Labor Rate, Per Hour, Billed to Tarrant County	\$ _____

NOTE: TARRANT COUNTY RESERVES THE RIGHT TO AUDIT CONTRACTOR'S PAYROLL RECORDS.

**NO SUBCONTRACTING ALLOWED.
NO INDEPENDENT CONTRACTORS.**

THE ORIGINAL AND FIVE (5) COPIES OF THIS FORM MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR JANITORIAL SERVICES

**BID PROPOSAL
SECTION I – BID PRICING**

2. Itemize all costs associated with your hourly Janitorial Staff Employee rate for buildings in Group 1 with two (2) Project Managers.

**SUMMARY OF LABOR COST PER HOUR
BILLED TO TARRANT COUNTY**

Direct Wages to Employee (minimum of \$8.76)	\$ _____
Holiday pay for Janitorial Staff, non-working Supervisors, and Project Managers performing work or supervision under Tarrant County contract (12 holidays per year). Holiday pay will not be directly billed to Tarrant County and must be included in the per hour labor rate that is billed to Tarrant County.	\$ _____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	\$ _____
Workers' Compensation and General Liability on Employee	\$ _____
Medical, Dental, Life Insurance, per Employee, if applicable	\$ _____
Retirement, Pension, etc., per Employee, if applicable	\$ _____
Chemicals, Supplies, Equipment Depreciation	\$ _____
Contractor's Overhead, two (2) Project Managers, three (3) non-working Supervisors pay, Profit, etc.	\$ _____
Other	\$ _____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 82,285)	\$ _____

NOTE: TARRANT COUNTY RESERVES THE RIGHT TO AUDIT CONTRACTOR'S PAYROLL RECORDS.

**NO SUBCONTRACTING ALLOWED.
NO INDEPENDENT CONTRACTORS.**

THE ORIGINAL AND FIVE (5) COPIES OF THIS FORM MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR JANITORIAL SERVICES

BID PROPOSAL

SECTION I – BID PRICING

3. **ALTERNATE:** Itemize all costs associated with your hourly **Janitorial Staff Employee** rate for buildings in **Group 2 with one (1) Project Manager.**

**SUMMARY OF LABOR COST PER HOUR
BILLED TO TARRANT COUNTY**

Direct Wages to Employee (minimum of \$8.76)	\$ _____
Holiday pay for Janitorial Staff and Project Managers performing work or supervision under Tarrant County contract (12 holidays per year). Holiday pay will not be directly billed to Tarrant County and must be included in the per hour labor rate that is billed to Tarrant County.	\$ _____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	\$ _____
Workers' Compensation and General Liability on Employee	\$ _____
Medical, Dental, Life Insurance, per Employee, if applicable	\$ _____
Retirement, Pension, etc., per Employee, if applicable	\$ _____
Chemicals, Supplies, Equipment Depreciation	\$ _____
Contractor's Overhead, one (1) Project Manager, Profit, etc.	\$ _____
Other	\$ _____
Total Labor Rate, Per Hour, Billed to Tarrant County	\$ _____

NOTE: TARRANT COUNTY RESERVES THE RIGHT TO AUDIT CONTRACTOR'S PAYROLL RECORDS.

**NO SUBCONTRACTING ALLOWED.
NO INDEPENDENT CONTRACTORS.**

THE ORIGINAL AND FIVE (5) COPIES OF THIS FORM MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR JANITORIAL SERVICES

**BID PROPOSAL
SECTION I – BID PRICING**

4. Itemize all costs associated with your hourly Janitorial Staff Employee rate for buildings in Group 2 with two (2) Project Managers.

**SUMMARY OF LABOR COST PER HOUR
BILLED TO TARRANT COUNTY**

Direct Wages to Employee (minimum of \$8.76)	\$ _____
Holiday pay for Janitorial Staff and Project Managers performing work or supervision under Tarrant County contract (12 holidays per year). Holiday pay will not be directly billed to Tarrant County and must be included in the per hour labor rate that is billed to Tarrant County.	\$ _____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	\$ _____
Workers' Compensation and General Liability on Employee	\$ _____
Medical, Dental, Life Insurance, per Employee, if applicable	\$ _____
Retirement, Pension, etc., per Employee, if applicable	\$ _____
Chemicals, Supplies, Equipment Depreciation	\$ _____
Contractor's Overhead, two (2) Project Managers, Profit, etc.	\$ _____
Other	\$ _____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 20,306.50)	\$ _____

NOTE: TARRANT COUNTY RESERVES THE RIGHT TO AUDIT CONTRACTOR'S PAYROLL RECORDS.

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ANNUAL CONTRACT FOR JANITORIAL SERVICES

**BID PROPOSAL
SECTION I – BID PRICING**

5. **ADDITIONAL SERVICES:** Itemize all costs associated with your hourly **Maintenance Technician** (described in Section V. D. of Technical Specifications) rate for buildings in **Group 1.**

**SUMMARY OF LABOR COST PER HOUR
BILLED TO TARRANT COUNTY**

Direct Wages to Employee (minimum of \$10.30)	\$ _____
Holiday pay for Maintenance Technician performing work under Tarrant County contract (12 holidays per year). Holiday pay will not be directly billed to Tarrant County and must be included in the per hour labor rate that is billed to Tarrant County.	\$ _____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	\$ _____
Workers' Compensation and General Liability on Employee	\$ _____
Medical, Dental, Life Insurance, per Employee, if applicable	\$ _____
Retirement, Pension, etc., per Employee, if applicable	\$ _____
Chemicals, Supplies, Equipment Depreciation	\$ _____
Contractor's Overhead, Profit, etc.	\$ _____
Other	\$ _____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 13,994)	\$ _____

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ANNUAL CONTRACT FOR JANITORIAL SERVICES

**BID PROPOSAL
SECTION I – BID PRICING**

6. **ADDITIONAL SERVICES.** Itemize all costs associated with your hourly **Maintenance Technician** (described in Section V. D. of Technical Specifications) rate for buildings in **Group 2.**

**SUMMARY OF LABOR COST PER HOUR
BILLED TO TARRANT COUNTY**

Direct Wages to Employee (minimum of \$10.30)	\$ _____
Holiday pay for Maintenance Technician performing work under Tarrant County contract (12 holidays per year). Holiday pay will not be directly billed to Tarrant County and must be included in the per hour labor rate that is billed to Tarrant County.	\$ _____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	\$ _____
Workers' Compensation and General Liability on Employee	\$ _____
Medical, Dental, Life Insurance, per Employee, if applicable	\$ _____
Retirement, Pension, etc., per Employee, if applicable	\$ _____
Chemicals, Supplies, Equipment Depreciation	\$ _____
Contractor's Overhead, Profit, etc.	\$ _____
Other	\$ _____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 1,992)	\$ _____

NOTE: TARRANT COUNTY RESERVES THE RIGHT TO AUDIT CONTRACTOR'S PAYROLL RECORDS.

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ANNUAL CONTRACT FOR JANITORIAL SERVICES

**BID PROPOSAL
SECTION I – BID PRICING**

7. **ADDITIONAL SERVICES – FLOOR CARE** – For buildings in **Group 1**. Cost per square foot, to provide stripping and waxing, and hot water extraction of carpets as described in Section V.C. of the Technical Specifications for buildings in **Group 1**.
- a. Strip and Wax, no furniture moving required. \$_____/per sq. ft.
(Estimated 54,000 square feet)
 - b. Strip and Wax, no furniture moving required. \$_____/per sq. ft.
(Estimated 73,000 square feet)
 - c. Hot Water Extraction Carpet Cleaning, no furniture moving required. \$_____/per sq. ft.
(Estimated 43,000 square feet)
 - d. Hot Water Extraction Carpet Cleaning, no furniture moving required. \$_____/per sq. ft.
(Estimated 69,000 square feet)
 - e. Propane Burnishing of Terrazzo Floors. \$_____/per sq. ft.
(Estimated 0 square feet)

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ANNUAL CONTRACT FOR JANITORIAL SERVICES

**BID PROPOSAL
SECTION I – BID PRICING**

8. **ADDITIONAL SERVICES – FLOOR CARE** – For buildings in **Group 2**. Cost per square foot, to provide stripping and waxing, and hot water extraction of carpets as described in Section V.C. of the Technical Specifications for buildings in **Group 2**.
- a. Strip and Wax, no furniture moving required. \$_____/per sq. ft.
(Estimated 18,000 square feet)
 - b. Strip and Wax, no furniture moving required. \$_____/per sq. ft.
(Estimated 61,000 square feet)
 - c. Hot Water Extraction Carpet Cleaning, no furniture moving required. \$_____/per sq. ft.
(Estimated 22,000 square feet)
 - d. Hot Water Extraction Carpet Cleaning, no furniture moving required. \$_____/per sq. ft.
(Estimated 300 square feet)
 - e. Propane Burnishing of Terrazzo Floors. \$_____/per sq. ft.
(Estimated 0 square feet)

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ANNUAL CONTRACT FOR JANITORIAL SERVICES

BID PROPOSAL

SECTION II – ADDITIONAL REQUESTED INFORMATION

- A. The purpose of this section is to demonstrate that the bidder has the necessary technical expertise, management structure, and experience to meet the requirements of this contract.
- B. This information will be used to determine whether or not the bidder has reasonably demonstrated his/her qualifications to perform under this agreement.
- C. Answers to the following questions must be typed on 8-½" x 11" white paper and included with Bid Package. **Failure to include this information with bid could result in rejection of the bid.**
1. List the location of all offices, warehouses, etc. currently used by your company for Janitorial Services. Tarrant County reserves the right to visit each of these facilities.
 2. How many years has your company been in the janitorial business?
 3. Do you operate as an individual, corporation, partnership, or franchise?
 4. How many buildings in each of the following ranges do you currently provide services for?
 - a) 0 – 20,000 sq. ft.
 - b) 20,001 – 50,000 sq ft
 - c) 50,001 – 100,000 sq. ft.
 - d) 100,001 – 500,000 sq. ft.
 - e) 500,000+ sq ft.
 5. List your qualifications in detail.
 6. Provide an Organizational Chart and résumés of key people in your company.
 7. How many employees do you have by category, Management, Supervisors, Maintenance Personnel, etc. for Janitorial Services?
 8. What is your average annual turnover rate for Management and Non-Management?
 9. Provide a list of your current employees, showing years of service for each for Janitorial Services.
 10. What are your recruitment procedures?
 11. What type of training and education programs do you have for your employees?
 12. What are your supervision and control procedures?
 13. What are your minimum requirements for workers?

ANNUAL CONTRACT FOR JANITORIAL SERVICES

BID PROPOSAL

SECTION II – ADDITIONAL REQUESTED INFORMATION

14. What are your employee screening procedures (Who, How, When)?
15. What type of payroll procedure do you currently have? What type of payroll audit trail? Explain in detail.
16. If awarded this contract, you will have to cover up to two (2) months payroll prior to receiving a payment from Tarrant County. How do you plan to meet this requirement?
17. In order to assist Tarrant County in making a determination of the financial stability of the firm, the bidder may provide complete financial statements, for the past two (2) years prepared by an independent certified public accountant including:
 - a) Balance Sheet.
 - b) Income Statement.
 - c) Cash Flow Statement.
 - d) Notes to Financial Statements.
 - e) Accountant's Report.

The Auditor's report may either be an Accountant's Review Report (prepared in accordance with standards issued by the American Institute of Public Accountants) or Audit Report (prepared in accordance with standards issued by the American Institute of Certified Public Accountants). A bidder's financial stability may affect the outcome of an award recommendation of this bid.
18. List the benefits and incentives that will be provided to employees.
19. How will you procure personnel, equipment and materials for start-up if you are awarded this contract?
20. List all equipment and supplies that will be furnished, per facility, for buildings listed in Attachment "A".
21. What is your experience with an hourly versus monthly contracts?
22. Do you have a floor maintenance specialist/staff crew on your payroll or do you sub-contract the work? Explain in detail.
23. Are there any judgments, suits or claims pending against your firm? If yes, explain in detail.
24. Submit a copy of your current insurance certificate and endorsement verification. How do you plan to meet Tarrant County's insurance requirements as specified on page 5 if you don't already have this coverage?

ANNUAL CONTRACT FOR JANITORIAL SERVICES

BID PROPOSAL

SECTION II – ADDITIONAL REQUESTED INFORMATION

25. Submit a copy of your current policy book that includes, but is not limited to: training opportunities, dress codes and Lost/Found procedures. Vendor will provide an updated copy of the policy book to the County Representative each time a policy is changed.
26. How many current employees do you have that regularly work over thirty (30) hours per week?
27. If your company currently (before this bid solicitation) has over fifty (50) employees who work over thirty (30) hours per week, describe how your company is currently meeting the requirement of the federal regulations of the Affordable Care act. Are you providing health insurance to the employees as required by the Act? If not, please explain what your company is doing to meet the requirements of the Act?
28. If you are awarded Group 1, how many additional employees (that will work over thirty (30) hours per week) will you hire to meet the requirements of Tarrant County? Please count all cleaners, maintenance techs and managers/supervisors that will regularly work more than thirty (30) hours per week. How will you address meeting the requirements of the Affordable Care Act for these new employees?
29. If you are awarded Group 2, how many additional employees (that will work over thirty (30) hours per week) will you hire to meet the requirements of Tarrant County? Please count all cleaners, maintenance techs and managers/supervisors that will regularly work more than thirty (30) hours per week. How will you address meeting the requirements of the Affordable Care Act for these new employees?