



Texas Facilities Commission
P.O. Box 13047
Austin, Texas 78711-3047

REQUEST FOR PROPOSALS
CUSTODIAL SERVICES, P35, AUSTIN, TX
RFP #303-8-00009

Dated: June 14, 2017

Proposal Due Date / Opening: July 6, 2017

TABLE OF CONTENTS

Proposal Information

Attachment A	Custodial Services Contract (Hereinafter referred to as “Services Contract”) (to be executed by the parties upon award) (Posted as ‘Package 2’ on the ESBD)
Attachment B	Execution of Proposal
Attachment C	HUB Subcontracting Plan (To be included as Exhibit C to the Services Contract) (Posted as ‘Package 3’ on the ESBD)
Attachment D	Compensation and Fees (To be included as Exhibit A to the Services Contract)
Attachment E	Building List (To be included as Exhibit B to the Services Contract)
Attachment F	Contractor’s Qualifications Form
Attachment G	Criminal Background Checks and Application Guidelines (To be included as Exhibit F to the Services Contract) (Posted as ‘Package 4’ on the ESBD)
Attachment H	State of Texas Holiday Schedule (To be included as Exhibit E to the Services Contract)
Attachment I	Scopes (To be included as Exhibit B to the Services Contract)
Attachment J	Service Classes and Requirements (To be included as Exhibit C to the Services Contract)
Attachment K	RFP Checklist

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REQUEST FOR PROPOSAL Custodial Services, P35, Austin, TX

- 1) **SCOPE:** Pursuant to Texas Government Code Section 2165.001, Custodianship of State Property, and Section 2156.121, Use of Competitive Sealed Proposals, the Texas Facilities Commission is requesting responses to this Request for Proposal for the provision of custodial services at the Park 35 State Office Complex, located at 12100 N. IH 35, Austin, TX.
- 2) **CONTRACT TERM:** This service shall be for a period beginning on the date the contract, as defined below, is executed by both parties, and shall expire on August 31, 2019. The contract may be renewed for two (2) additional two (2) year period, provided that renewal is executed prior to expiration of the current contract term. Any renewals shall be in writing and at the same terms and conditions, plus any approved changes.

This contract is contingent upon the continued availability of funding. If funds become unavailable through lack of appropriations, legislative budget cuts, amendment of the Appropriations Act, state agency consolidations, or any other disruption of current appropriations, provisions of the Termination Article in the Services Contract shall apply.

- 3) **DEFINITIONS:** The following definitions apply to this Request for Proposal(RFP):

Addendum - A modification of the specifications issued by TFC.

Best and Final Offer (BAFO) - A formal request made to acceptable or potentially acceptable respondents for revision to the originally submitted proposal.

Contract - The Services Contract attached to this RFP as Attachment A.

Contract Administrator - The individual designated by TFC to represent TFC during the performance of the contract.

Contractor - The individual, partnership or corporation whose proposal is accepted and who enters into a contract with TFC.

Electronic State Business Daily (ESBD) – the designated website that state agencies, universities, and municipalities use to post formal solicitations (over \$25K), addenda to posted solicitations, and awards. The link to the ESBD is <http://esbd.cpa.state.tx.us/>

Good Faith Effort: Effort required by vendors when completing the Attachment A, HUB Subcontracting Plan, which demonstrates the Respondent has completed one of the following for the planned subcontracting needs: A) Using strictly HUBs for all subcontracting needs, B) Meeting stated agency goal for HUB subcontracted needs using both HUB and Non-HUB vendors, C) Performing “Traditional Good Faith Effort” of notifying two minority/women trade organizations and soliciting bids from three HUBs for each subcontracting opportunity, and allowing seven business days for response, D) Self-Performing Contract (performing all work with own materials and labor), or E) Utilizing a Mentor Protégé relationship (a formal agreement that is recognized by the State of Texas Comptroller of Public Accounts. For a listing of Mentor Protégé agreements click on link: http://esbd.cpa.state.tx.us/hubmenpro/menpro_pairs.cfm.

HUB Subcontracting Plan (HSP): The Historically Underutilized Business (HUB) Subcontracting Plan (HSP) required by Chapter 2161 of the Texas Government Code (TGC) and by Title 34, Chapter 20, Subchapter D, §20.281- §20.298 of the Texas Administrative Code (TAC).

Historically Underutilized Business (HUB) – A business who certified with the Comptroller of Public Accounts by meeting the following requirements: 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman, and/or United States Veteran with a minimum 20% Disability rating; is an entity with its principal place of business in Texas; and has an owner residing in Texas with a proportionate interest that actively participates in the control, operations and management of the entity’s affairs.

Respondent - An individual, partnership or corporation that responds to this RFP.

RFP – The Request for Proposal

TFC - The Texas Facilities Commission

- 4) **SCHEDULE OF EVENTS:** TFC reserves the right to change the dates in the Schedule of Events set forth below upon written notification to prospective respondents through a posting of an addendum on the ESBD.

- a) The solicitation process for this RFP will proceed according to the following schedule:

EVENT	DATE
Issue RFP	Wednesday, June 14, 2017
Pre-Proposal Conferences (Respondents are required to attend only one of the scheduled meetings)	Wednesday, June 21, 2017 @ 10:00 AM Thursday, June 22, 2017 @ 10:00 AM
Deadline for Submission of Questions	Tuesday, June 27, 2017 @ 12:00 PM
Deadline for Submission of Proposals/RFP Opening	Thursday, July 6, 2017 @ 3:00 PM
Expected Contract Start Date	September 1, 2017

- b) **PRE-PROPOSAL CONFERENCES:**

- i) The Pre-Proposal Conferences are scheduled for:

Wednesday, June 21, 2017 @ 10:00 AM
Thursday, June 22, 2017 @ 10:00 AM

The location of the Pre-Proposal conference is:

Park 35 State Office Complex (Texas Commission on Environmental Quality)
Building A, Room 165
12100 N. IH 35
Austin, TX

Attendance of at least one (1) of the two (2) scheduled pre-proposal conferences is mandatory. Only those respondents whose names and represented firm are on the pre-proposal conference sign-in sheet shall be allowed to submit a response. Please do not be late. Parking is available in the TCEQ visitor parking area by Building A.

- ii) A mandatory jobsite walkthrough will be conducted directly after each pre-proposal conference.

- 5) **PROPOSAL REQUIREMENTS:**

- a) **SUBMISSION REQUIREMENTS:**

- i) Respondents shall submit one (1) original:

- (1) Attachment B – Execution of Proposal;
- (2) Attachment C – HUB Subcontracting Plan;
- (3) Attachment D – Compensation and Fees;
- (4) Bid Bond
- (5) Litigation History
- (6) and References.

- ii) Along with one (1) original and three (3) copies of the respondent's proposal which shall include but not be limited to:

- (1) Company Information
 - (2) Relevant Experience and Qualifications
 - (3) Attachment F – Contractor’s Qualifications Form
 - (4) Proposed Methodology
 - (5) Quality Control and Safety Program
- iii) Additionally, respondent shall provide a formatted CD, or USB flash memory drive, containing a complete copy of the vendor’s response to this RFP. The format shall be Adobe Acrobat version 9.0 or higher.
- iv) Proposal pages should be numbered and contain an organized, paginated table of contents corresponding to the sections listed below.
- v) Respondents to this RFP are responsible for all costs of proposal preparation and delivery.
- b) **PUBLIC INFORMATION:** TFC will not consider any proposal that bears a copyright. As a state agency, TFC will strictly adhere to the requirements of Chapter 552 of the TGC (the "Texas Public Information Act") regarding the disclosure of public information. As a result, by participating in this solicitation process respondent acknowledges that all information, documentation, and other materials submitted in response to this solicitation may be subject to public disclosure under the Texas Public Information Act. TFC does not have authority to agree that any information submitted will not be subject to disclosure. Disclosure is governed by the Texas Public Information Act. Respondents are advised to consult with their legal counsel concerning disclosure issues resulting from this process and to take precautions to safeguard trade secrets and proprietary or otherwise confidential information. TFC assumes no obligation or responsibility relating to the disclosure or nondisclosure of information submitted by respondents. If it is necessary for respondent to include trade secrets or proprietary or otherwise confidential information in its submittal, respondent must clearly mark in bold red letters the term "**CONFIDENTIAL**" using at least **14 point font**, on that specific part or page of the submittal which respondent believes to be confidential. All submittals and parts of submittals that are not marked confidential will be automatically considered to be public information. Should trade secrets or proprietary or otherwise confidential information be included in the submitted CD, as referenced above, respondent should mark the CD with the word "**CONFIDENTIAL**." If TFC receives a public information request seeking information marked by respondent as confidential, respondent will receive notice of the request as required by the Texas Public Information Act. If TFC receives a public information request for submittals and parts of submittals that are not marked confidential, the information will be disclosed to the public as required by the Texas Public Information Act.
- c) **CONTENTS:** Listed below is a summary of all information to be included in a proposal submitted in response to this RFP. Proposals submitted without all of the required information may be rejected. TFC reserves the right, in its sole judgment and discretion, to waive minor technicalities and errors in the best interest of the State of Texas.
- i) **COMPANY INFORMATION:** <0 pts> Including, but not limited to the following:
- (1) company description;
 - (2) ownership information;
 - (3) physical and mailing address;
 - (4) other company locations/offices;
 - (5) primary contact;
 - (6) office and mobile telephone number and email of company’s primary contact;
- ii) **RELEVANT EXPERIENCE AND QUALIFICATIONS:** <25 pts>
- (1) Complete and submit Attachment F – Contractor’s Qualifications Form. Respondent should also provide a free-form narrative that describes, in detail, any additional qualifications not stated on Attachment F – Contractor’s Qualifications Form that is relevant to the scope of this solicitation.

- (2) Out of state respondent's doing business in the State of Texas shall have a Certificate of Authority to do business in Texas, a copy of which shall be submitted with the proposal;
 - (3) Demonstration that the respondent has successfully been in business or the principals shall have had ownership/executive management in a previous company with comparable type experience, for the services solicited in this RFP;
 - (4) Demonstration of a respondent's relevant experience for the type of work solicited in the RFP.
 - (5) Names of top management and key employees and each person's duties, including the background and experience of these employees; and
 - (6) An organizational chart which shows roles and responsibilities of key individuals assigned to provide services under the contract;
 - (7) Qualifications and experience of subcontractors that will be providing labor in support of this Contract.
 - (8) Describe local management team and structure of the office that will be supporting this Contract.
- iii) **PROPOSED METHODOLOGY:** <20 pts> A detailed plan outlining the methodology intended to be employed by the respondent that demonstrates the processes of implementation regarding the requirements of the contract. This shall include, but not be limited to:
- (1) processes and techniques used to understand the services to be provided under the contract;
 - (2) problem solving;
 - (3) value engineering;
 - (4) maintaining budgets;
 - (5) maintaining schedules;
 - (6) staff sizing and roles;
 - (7) company workload in proportion to the services outlined in the contract;
 - (8) coordination of work with subcontractors.
 - (9) provide a preliminary staffing plan;
 - (10) plans for coverage of TFC facilities in event of employee illness (employee cross-training);
 - (11) describe your firm's accessibility to supplies. Does your firm maintain a localized inventory? and
 - (12) Proposed task schedule.
- iv) **QUALITY & SAFETY PROGRAM:** <5 pts>
- (1) **Quality Assurance / Quality Control:** Respondent shall provide the name and job title of the person in the organization who oversees the quality assurance program. Respondent shall describe its quality assurance program, quality requirements and means of measurement. TFC reserves the right to require a copy of the Quality Control Manual and Quality Assurance Processes, which, if contracted, will become a contract document. Provide process flow charts on how quality is maintained and achieved. The respondent shall describe the firm's policy regarding establishing quality control processes similar to ISO 9000 and other in-place controls for adherence to budget, quality, safety and schedule.
 - (2) **Safety Program:** Respondent shall provide its workers' compensation experience modification rate (EMR) for the last five (5) years. This shall be included in the proposal on the insurance broker's letterhead. Provide a description of your firm's safety program and indicate the name and job title of the person in your organization who manages the program. TFC reserves the right to require a copy of your safety manual, which, if contracted, will become a contract document.

- (3) **Inspection:** The Respondent shall provide its process for self-inspection. Provide an inspection checklist.
 - (4) The Respondent shall explain its policies on OSHA compliance and MSDS protocols. Explain your labeling practices with regards to chemicals utilized under this contract.
 - (5) **Training:** Respondent shall explain its training policies and procedures, employee training program and refresher training frequency
- v) **ATTACHMENT D - COMPENSATION AND FEES:** <50 pts> Include pricing on the Attachment D – Compensation and Fees. **Respondent may not add qualifications, conditions, exceptions, variations or additional items to the proposal, or otherwise modify the pricing structure of the RFP in any manner.** Any such modifications will not be considered for evaluation, and may be cause for rejection of the proposal, at the full and sole discretion of TFC.
- vi) **ATTACHMENT B - EXECUTION OF PROPOSAL:** The Attachment B – Execution of Proposal shall be completed as directed, signed by the individual or an authorized agent of the business entity submitting the proposal, and returned with the proposal. Failure to sign where indicated will result in disqualification of proposal.
- vii) **REFERENCES:** <P/F> (on a separate sheet) Include a minimum of three (3) references from clients for whom similar services were performed or products were provided. Include project description, contact names, position, and company name, telephone number, and email address for each reference listed.
- viii) **LITIGATION:** <P/F>
- (1) Provide details of all litigation history, including but not limited to administrative claims and proceedings and arbitration within the past five (5) years.
 - (2) Respondents involved in litigation, depending upon the circumstances of the litigation, may be disqualified at the sole discretion of TFC.
- ix) **Bid Bond:** Proposal shall be accompanied by a bid security in the form of a bid bond, certified and/or cashier's check (on a solvent bank in the State of Texas) drawn to the order of the Texas Facilities Commission, in the sum of \$25,000.00. No other form of security will be accepted.
- (1) Should the contractor fail, neglect, or refuse to begin performance of the contract after receiving the award, said security will be forfeited to TFC. Performance shall be considered begun upon acknowledgement of the contract award and the furnishing of all required security bonds and insurance coverage.
 - (2) If TFC has not made an award within ninety (90) calendar days after responses are opened, respondents may withdraw their responses without prejudice; however, respondents have the option to extend the time in which their bids will be honored after this ninety (90) day period.
- x) **PRINCIPAL SUBCONTRACTORS:** Subcontractors with whom the respondent intends to utilize in performing 15% or more of the contract. Principal Subcontractors should be listed separately on the Attachment C – Execution of Proposal Form and the Attachment B – HUB Subcontracting Plan.
- xi) **ATTACHMENT C - HUB SUBCONTRACTING PLAN:** Submittal Requirements: In accordance with the Texas Government Code (TGC), Sections 2161.181-182 and Title 34, Part 1, Chapter 20, Subchapter D, §20.281- §20.298 of the Texas Administrative Code (TAC), the TFC shall make a Good Faith Effort to utilize HUBs in contracts for general services, construction services, professional and consulting services, and commodities contracts. Failure to complete and return the Attachment C, HUB Subcontracting Plan shall result in rejection of the response. The purpose of the HUB Program is to promote full and equal business opportunities for all businesses in State contracting in accordance with the following HUB utilization goals as specified in 34 TAC § 20.284:

- 11.2% for heavy construction other than building contracts,
- 21.1% for all building construction,
- 32.9% for all special trade construction contracts,
- 23.7% for professional services contracts,
- **26.0% for all other services contracts, and**
- 21.1% for commodities contracts

Statement of Probability: TFC has determined that subcontracting opportunities are probable in connection with this procurement Solicitation. Therefore, a HUB Subcontracting Plan (HSP) is required as a part of the Respondent's Proposal. The Respondent shall develop and administer a HSP as a part of the Respondent's Proposals.

- (1) As mandated by 34 TAC § 20.285 Respondents must submit an Attachment C, HSP that identifies all subcontracting items and complies with good faith effort requirements of the Attachment C, HSP, and in accordance with the Comptroller of Public Accounts HUB rules 34 TAC §20.285 (d)(1)(D)(iii).
- (2) Pursuant to TGC § 2161.252(B), the Texas Facilities Commission shall reject any response that does not include a fully completed HSP. An incomplete HSP is considered a material failure to comply with the solicitation requirements.
- (3) The HSP shall become a provision of the contract between the awarded Respondent and TFC. The awarded Respondent can only change the HSP if (a) the Respondent complies with 34 TAC Section 20.285; (b) the Respondent provides its proposed changes to TFC for review; (c) TFC approves the Respondent's proposed changes to its HSP; and (d) TFC and the Respondent amends their contract by submitting a revised HUB Subcontracting Plan containing the changes approved by TFC.
- (4) If TFC determines that the Respondent failed to implement the HSP in good faith, TFC, in addition to any other remedies, may report nonperformance to the Texas Comptroller in accordance with 34 TAC, Section 20.285, (g) (5).
- (5) HUB subcontracting opportunities may be available in the following commodity class/item codes and descriptions: The list below contains the 'Class' (three-digit) and 'Item' (two-digit) codes of potential subcontracting trades for this solicitation. These codes are defined by the National Institute of Governmental Purchasing (NIGP). A complete listing of all NIGP Class & Item Codes can be found at: <http://www.window.state.tx.us/procurement/tools/comm-book/>

Class/Item	Description
200-74	Silk Screened Shirts, Jackets, Hats, etc.
200-85	Uniforms, Blended Fabric
200-86	Uniforms, Cotton
200-87	Uniforms, Synthetic Fabric
200-88	Uniforms, Wool and Woolen Blends
201-13	Aprons, Bibs, Smocks - Non-disposable
201-41	Gloves, Neoprene and Rubber (All Types)
201-42	Gloves: Latex, Plastic, PVC, Poly, Synthetic, Vinyl, etc. (All Types)
365-10	Brushes and Pads, Floor Machine Type
365-15	Carpet Cleaning Machines (Foam, Hot Water, Steam, etc.), Parts and
365-30	Polishing and Scrubbing Machines, Commercial Type,
365-60	Scrubbing Machines (With Vacuum Pickup)
365-70	Shampoo and Spray Buffing Machines
365-80	Vacuum Cleaners, (Commercial, Wet or Dry)

485-08	Bottles, Plastic (For Cleaners, Detergents, and Janitorial Supplies)
485-68	Mop Buckets, Wringers, Bucket Trucks, and Attachments
485-72	Mops, Heads, and Handles, Wet Types
485-52	Dusting Cloths, Treated
485-53	Dusters: Feather, Lambswool, Split, etc.
485-64	Janitor Carts and Bags
485-65	Janitorial Equipment and Supplies (Not Otherwise Classified)
485-68	Mop Buckets, Wringers, Bucket Trucks, and Attachments
485-70	Mops, Heads, and Handles, Dry and Treated Types
485-72	Mops, Heads, and Handles, Wet Types
485-86	Soap, Hand: Bar, Liquid, and Powdered
485-88	Squeegees, Sponges, and Scrubbing Pads (For Manual Hard Surface Cleaning)
640-75	Toilet Tissues, Paper Towels, and Toilet Seat Covers
801-78	Signs, Janitorial (Wet Floor, Hazardous Spill, etc.) Accessories
910-09	Carpet Cleaning
910-39	Janitorial/Custodial Services
952-07	Drug Testing Services
983-86	Uniform Rental or Lease

(6) If assistance is needed in preparing the HUB Subcontracting Plan, potential respondents may contact Yolanda Strey by email at HUB@tfc.state.tx.us

6) **INQUIRIES:**

- a) All non-HUB related inquiries shall be submitted in writing to Colin Gresham by email to colin.gresham@tfc.state.tx.us by the date and time specified in the Schedule of Events above.
- b) All inquiries submitted by email shall be in an editable format, i.e. Microsoft Word, or standard email as opposed to an un-editable format such as Adobe Acrobat .pdf files.
- c) All inquiries will result in written responses with copies posted to the ESBD, available at <http://esbd.cpa.state.tx.us/>. If a respondent does not have Internet access, a copy of all written responses may be obtained through the point of contact listed above.
- d) It is the responsibility of the interested parties to periodically check the ESBD for updates to the solicitation prior to submitting a proposal. Respondent's failure to periodically check the ESBD will in no way release the selected vendor from "addenda or additional information" resulting in additional costs to meet the requirements of the RFP.
- e) Except as otherwise provided in this Section, upon issuance of this RFP, other employees and representatives of TFC will not answer questions or otherwise discuss the contents of the RFP with any potential respondent or its representatives. Failure to observe this restriction may result in disqualification of any subsequent response. This restriction does not preclude discussions unrelated to this RFP.

7) **PROPOSAL SUBMISSION:**

- a) All proposals shall be received and time stamped at TFC prior to 3:00 PM, Central Time, on the date specified in the Schedule of Events above. TFC reserves the right to accept late submittals; however no submittals shall be accepted once the submittal opening process has begun, notwithstanding acceptable evidence that the delivery of the submittal was the fault of the shipper or the submittal was under agency control at the time of the opening.

- b) Proposals should be placed in a separate envelope or package and correctly identified with the RFP number and submittal deadline/RFP opening date and time. It is respondent's responsibility to appropriately mark and deliver the proposal to TFC by the specified date and time.
- c) Telephone, facsimile, and email proposals will not be accepted.
- d) Receipt of all addenda to this RFP should be acknowledged by returning a signed copy of each addendum with the submitted proposal.

8) **DELIVERY OF PROPOSALS:** Proposals shall be submitted to TFC by one of the following methods:

U.S. Postal Service	Overnight/Express Mail	Hand Deliver
TFC – Bid Services ATTN: Colin Gresham RFP #303-8-00009 Central Services Building P.O. Box 13047 Austin, TX 78711-3047	TFC – Bid Services ATTN: Colin Gresham RFP #303-8-00009 Central Services Building, Rm. 176 1711 San Jacinto Blvd. Austin, TX 78701 Hours – 8:00 AM to 5:00 PM	TFC – Bid Services ATTN: Colin Gresham RFP #303-8-00009 Central Services Building 4 th Floor Receptionist 1711 San Jacinto Blvd. Austin, TX 78701 Hours – 8:00 AM to 5:00 PM

9) **PROPOSAL OPENING:**

- a) Proposals will be opened at the Central Services Building, 1711 San Jacinto Blvd., Austin, Texas 78701.
- b) All submitted Proposals become the property of TFC after the RFP submittal deadline/opening date.
- c) Proposals submitted shall constitute an offer for a period of ninety (90) days or until award is made by TFC, whichever occurs earlier.

10) **PROPOSAL EVALUATION AND AWARD:**

- a) TFC shall award the contract(s) to the respondent(s) whose proposal is considered to provide the best value to the State of Texas, as defined by TGC, Section 2155.074.
- b) When considering best value and award, TFC reserves the right to set a minimum requirement regarding the weighted criteria listed in Subsection (d) below.
- c) TFC also reserves the right to solicit any service that would normally be performed using this contract if it deems that by doing so would be in the best interest of the State of Texas.
- d) An evaluation committee will be established to evaluate the submitted proposals. The committee will include employees of TFC and may include other persons invited by TFC to participate. By submitting a proposal in response to this RFP, the respondent accepts the solicitation and evaluation process and acknowledges and accepts that scoring of the proposals may involve some subjective judgments by the Evaluation Committee. The Evaluation Committee will evaluate and score each proposal based upon the following criteria:

Criteria	Weight
Company Information	0%
Relevant Experience & Qualifications	25%
Methodology	20%
Quality Control/Quality Assurance/Safety	5%
Compensation and Fees	50%
References	P/F
Litigation	P/F
	100%

- e) The Evaluation Committee will determine if BAFOs are necessary. Award of the contract may be made without BAFOs. A request for a BAFO is at the sole discretion of TFC and will be extended in writing.
- f) In evaluating proposals to determine the best value for the State of Texas, TFC may consider information related to past contract performance of a respondent including, but not limited to, CPA's Vendor Performance Tracking System (available at <http://www.txsmartbuy.com/vpts>). Prior work performance with TFC, and other State agencies or governmental entities which are familiar with a respondent's performance, depending on problems encountered, may be grounds for disqualification. In addition, respondents involved in litigation with TFC or another State agency may be disqualified.
- g) Based on ranking determined by the scores, TFC may conduct interviews and/or oral presentations with those firms determined to be the most qualified. Such interviews are intended to:
 - i) confirm the information contained in the proposal submittal;
 - ii) evaluate respondent's methodology and work plan for the contract; and
 - iii) evaluate the structure of contract team including qualifications of individual team members and other subcontractors. Scoring of the interview may replace part or all of the scoring of the proposal.
- h) Based on these and other factors which may apply, TFC in accordance with the TGC, Section 2156.121, will enter into the contract with the respondent(s) that is determined to be most appropriate for the services to be provided, but if an agreement cannot be reached, may proceed with the next ranked respondent, and so on as provided by statute.
- i) TFC reserves the right to award or not award the contact if no responses are deemed acceptable and may re-solicit as determined necessary in the best interest of the State of Texas.
- j) Protests filed in accordance with this solicitation shall be governed by TAC Title 1, Administration, Part 5 Texas Facilities Commission, Chapter 111 Administration, Subchapter 1 Complaints and Dispute Resolution, §111.32 Protests/Dispute Resolution/Hearings.
- k) Order Precedence: In the event of conflicts or inconsistencies between this RFP and its attachments, such conflicts or inconsistencies shall be resolved by reference to the documents in the following order of priority: Attachment A - Services Contract, Request for Proposal (includes all remaining Attachments), and respondent's response to Request for Proposal.

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**ATTACHMENT A
SERVICES CONTRACT**

(TO BE EXECUTED BY TFC AND SELECTED RESPONDENT UPON AWARD)

Posted as Package '2' on the ESBD

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ATTACHMENT B
EXECUTION OF PROPOSAL FORM

NOTE: THIS ATTACHMENT MUST BE SIGNED AND RETURNED WITH THE PROPOSAL. PROPOSALS WHICH DO NOT INCLUDE THIS ATTACHMENT SHALL BE DISQUALIFIED. THE PROPOSAL SHALL BE DISQUALIFIED IF FALSE STATEMENTS ARE CONTAINED IN THIS ATTACHMENT.

Respondent's Name: _____

Address: _____

City, State, Zip: _____

Having carefully examined the RFP, the Contract, and all other Attachments, as well as the premises and conditions affecting the work, respondent hereby proposes to furnish all labor, materials, and equipment necessary to complete the work in the amounts proposed in Attachment D – Compensation and Fees.

ADDENDA.

Respondent acknowledges receipt of the following Addenda:

Number	Dated:	Date Received:

PRINCIPAL SUBCONTRACTORS:

List below all subcontractors who will perform at least 15% of the services to be provided under the contract. An Attachment F – Respondent's Qualifications Form shall be attached to this proposal form for each firm listed. Note any changes if an alternate is accepted.

Trade Name: _____ City: _____

RESPONDENT AFFIRMATIONS:

Provided the proposal is accepted, the respondent, signature herein, agrees to execute the Attachment A – Services Contract and obtain and furnish the required insurance certificates in accordance with the terms and conditions of the contract. Should the respondent fail to provide the required insurance certificates within fifteen (15) days after receipt of the Award Notification Letter, TFC may retain as forfeit

the enclosed Certified Check, Cashier's Check or Bid Bond in the sum of not less than \$25,000 and disqualify awarded respondent and proceed with the next ranked respondent, and so on as provided by statute.

All statements and information prepared and submitted in the response to this RFP are current, complete and accurate.

Respondent has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted response. Failure to sign this Execution of Proposal or signing it with a false statement shall void the submitted offer or any resulting contracts.

Neither the respondent nor the firm, corporation, partnership, or institution represented by the respondent or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the offer made to any competitor or any other person engaged in such line of business. The respondent's signature herein assigns to TFC any and all claims for overcharges associated with the contract which arise under the Antitrust Laws of the United States, 15 USCA, Section 1, Et. Seq. (1973).

By signing this submittal, respondent certifies that if a Texas address is shown as the address of the respondent, respondent qualifies as a Texas Resident Bidder as defined in TAC, Title 34, Part 1, Chapter 20.

Pursuant to TGC, Title 10, Subtitle D, Section 2155.004(a), the bidder has not received compensation for participation in the preparation of specifications for this solicitation.

Respondent is in compliance with TGC, Section 669.003, relating to contracting with an executive of a state agency. If Section 669.003 applies, respondent shall provide the following information as an attachment to this response: name of former executive, name of state agency, date of separation from state agency, position with respondent, and date of employment with respondent.

HB1295 of the 84th Legislature mandates that you must comply with the following:

TGC Section 2252.908, and new rules promulgated by the Texas Ethics Commission ("TEC") pursuant to Section 2252.908, require a disclosure of interested parties by contractors that enter into certain types of government contracts. To comply with the law and new rules, contractors must file a Disclosure of Interested Parties Form 1295 ("Form 1295") with the TEC and TFC

As of January 1, 2016, the TEC has made available on its website the new filing application that must be used to file Form 1295.

Go to: <https://www.ethics.state.tx.us/index.html>. Under the heading HOT TOPICS, click on "New Form 1295 Filing Application". Information on using the new filing application is also posted on the TEC's website as of January 1, 2016.

Questions concerning the Form 1295 may be directed to TFC Legal Services, Martin V. Blair; Martin.blair@tfc.state.tx.us

Respondent's signature herein certifies that respondent is not currently delinquent in the payment of any debt owed to the State of Texas; including but not limited to franchise taxes and child support, and that any payments due the firm under this contract will be applied to that debt.

System for Award Management (SAM): Prior to awarding state funds for goods and/or services rendered, the State of Texas will conduct a required search of your firm using the Federal System for Award Management (SAM). This is a Federal government maintained database that records and tracks

organizations either known to or suspected of contributing to terrorist organizations. No state funds may be paid to an individual or firm whose name appears on this list.

Texas Family Code Compliance Requirement:

Under TGC, Title 5, Subtitle D, Section 231.006, Family Code (relating to child support), the individual or business entity named in this solicitation is eligible to receive the specified payment and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate. The response includes the names of each person with a minimum of twenty-five percent (25%) ownership of the business entity submitting the response. Respondents that have pre-registered this information on the CPA Centralized Master Bidders List have satisfied this requirement. If not pre-registered, respondent shall provide the name(s) below. Upon award, respondent shall provide TFC Procurement the Social Security number(s) of the individual(s) listed below.

Firm Owner(s), Partners, Sole Proprietors, Share Holder(s)
of twenty-five percent (25%) interest:

Name: _____ Name: _____
Name: _____ Name: _____
Name: _____ Name: _____
(Respondent may use bottom of page if necessary.)

Respondent represents and warrants that the individual signing this Execution of Proposal is authorized to sign this document on behalf of respondent and to bind respondent under any contract resulting from this proposal.

RESPECTFULLY SUBMITTED:

Authorized Signature: _____

Printed Name and Title: _____

Telephone: _____

Respondent's Corporate Charter No.: _____

If a corporation, attach a corporation resolution or other official corporate documentation, which states that the person signing this proposal is an authorized person to sign for and legally bind the corporation.

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**ATTACHMENT C
HUB SUBCONTRACTING PLAN**

Posted as Package '3' on the ESBD

For electronic completion (RECOMMENDED) click here:
<http://www.window.state.tx.us/procurement/prog/hub/hub-forms/>

(TO BE ATTACHED AS "EXHIBIT G" TO SERVICES CONTRACT)

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**ATTACHMENT D
COMPENSATION AND FEES**

(TO BE ATTACHED AS "EXHIBIT D" TO SERVICES CONTRACT)

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Respondent Name: _____

COMPENSATION AND FEES

Scope	Monthly Cost
Base	\$
Mid	\$
Full	\$
Full Plus	\$

Carpet Shampoo – cost per sq. ft. \$ _____

Strip and Wax – cost per sq. ft. \$ _____

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**ATTACHMENT E
BUILDING LIST**

(TO BE ATTACHED AS "EXHIBIT A" TO SERVICES CONTRACT)

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TFC Custodial Program - Information Sheet							
Building	Park 35 A-E (P35A-E) [TCEQ]						
Address	12100 N. IH-35 (5 Bldgs)						
Property Mgr.	Lisa Birchfield						
Building Data							
Total CLEANABLE Square Feet	367,002 all combined						
Tenant Staff Population	2000						
Total Visitors/Month (Estimated)	3000						
Total Number of Floors	13 (combined)						
Estimate Percentage Carpeting	85%						
Total Number of Restrooms	35						
Hand Towel Dispenser Type	Multi-fold						
Toilet Tissue Dispenser Type	LgRoll & SmRoll						
							
				ESTIMATED Supply Usage / (Cases per month) [from previous contractors]			
				Hand Towels	150	Lg Can Liners	15
				Toilet Tissue	Lg-150/Sm-25	Sm Can Liners	20
Crew Size / ESTIMATED Manhours [from previous contractors]							
Day Crew Size	3						
Day Crew - Total Manhours	24						
Night Crew Size	18						
Night Crew- Total Manhours	116 mh						
Scope of Work Information							
1. P35A – Includes Cafeteria Dining Area Daily Cleaning – as per Contract Specs.							
2. Include as part of day porter duties M-W-F 8a-12p, grounds trash removal.							
3. P35A lab not cleaned. Tele/data closets are not cleaned or entered. P35B labs cleaned by request, except for annual floor schedule. Clean refrigerators (A-E) quarterly.							
4. Daily training classes held in Bldgs A, B, C & E. There are approximately 25 people daily in each building attending the classes (Number is included in visitor count.)							
Notes:							
A. Number of Employees Per Building (Average/Estimated): A: 785, B: 200, C: 400 Bldg D: 350, E: 265							
B. Estimated # of Central Collection Points Per Building (Trash/Recycling): A: 55 , B: 12 Bldg C: 36, D: 14, E: 20							
C. Lobby Floor Surface: A/B/E- Carpet, C/D- Tile & Carpet							
D. Upper Hallway Floor Surfaces: 80% Carpet, 20% Vinyl Tile							
E. Number of Break Rooms Per Bldg: A-4, B-4, C-5, D-2, E-2							
F. Showers/Lockers in P35A,C,D							
Security Requirements:							
Bldg keys and access cards are kept and returned at the P35A security desk.							
Bldg. access required after 5:15pm at all bldgs.							

ATTACHMENT F CONTRACTOR'S QUALIFICATIONS FORM

QUALIFICATIONS/REFERENCES: Contractor shall submit three (3) references for which the contractor has provided **services of similar size, scope and complexity within the last three (3) years**. Additional information may be submitted or attached at respondent's discretion to provide a detailed summary of Qualifications & Experience of similar/relevant scope.

A.	Client:			
	Point of Contact:			
	Telephone:			
	Facility Name:			
	Facility Address:			
	Start Date of Contract:		End Date of Contract:	
	Commercial Office Building (Y/N)		Day Cleaning (Y/N)	
	M-F Service (Y/N)		Crew Size	
	Occupancy		Full or Reduced Scope	
	Description of Scope of Work:			
B.	Client:			
	Point of Contact:			
	Telephone:			
	Facility Name:			
	Facility Address:			
	Start Date of Contract:		End Date of Contract:	
	Commercial Office Building (Y/N)		Day Cleaning (Y/N)	
	M-F Service (Y/N)		Crew Size	
	Occupancy		Full or Reduced Scope	
	Description of Scope of Work:			

C.	Client:			
	Point of Contact:			
	Telephone:			
	Facility Name:			
	Facility Address:			
	Start Date of Contract:		End Date of Contract:	
	Commercial Office Building (Y/N)		Day Cleaning (Y/N)	
	M-F Service (Y/N)		Crew Size	
	Occupancy		Full or Reduced Scope	
	Description of Scope of Work:			

ADDITIONAL COMPANY INFORMATION:

Number of Years in Business:		
Physical Office Presence in Austin Area? (Yes/No)		
Office Address:		
Current Number of Permanent, Full Time Employees:		
Current Number of Permanent, Part-Time Employees		
Current Total Number of Employees:		
Geographic Limits of Operations:		
List any Industry Certifications/Qualifications/Formal Training Programs that your staff (who will be servicing this account) have been certified in:		
Name	Certifications/Qualifications/Formal Training	
List any applicable licenses currently held by staff that will services this account		
Name	License	Number

PRESENT CONTRACTS:

A.	Client:			
	Point of Contact:			
	Telephone:			
	Facility Name:			
	Facility Address:			
	Start Date of Contract:		End Date of Contract:	
	Description of Scope of Work:			
B.	Client:			
	Point of Contact:			
	Telephone:			
	Facility Name:			
	Facility Address:			
	Start Date of Contract:		End Date of Contract:	
	Description of Scope of Work:			
C.	Client:			
	Point of Contact:			
	Telephone:			
	Facility Name:			
	Facility Address:			
	Start Date of Contract:		End Date of Contract:	
	Description of Scope of Work:			

Scoring Criteria and Procedure

Respondents will be evaluated on their Qualifications and Experienced based upon the above (and any additional/attached) information; according to the following process:

- 1) Determination of Experience with similar SCOPE/SERVICE. TFC will only consider references/experiences in facilities primarily listed as “office buildings” as suitable comparisons for evaluation. Banks, airports, arenas, commercial retail space, or other similar facilities will not be considered as suitable facilities for comparisons. Hospitals and public schools, while differing widely in overall scope, will be considered as suitable comparisons, as they have required/mandated cleaning requirements and formal/professionally-recognized levels of cleanliness requirements.

- a. TFC will first determine whether respondent has submitted relevant references according to similar SCOPE. If respondent has not submitted all references that are of similar scope, only those references that do meet these requirements will be considered. If respondent fails to submit any references that meet requirements for relevant scope – the respondent’s submission will be disqualified from further consideration.
- 2) Determination of Experience with similar SCALE. TFC will only consider bids for services which are no more than 25% larger than the highest scale (***total square footage for a single client***) of listed references or current accounts. [Example, if vendor is submitting a bid for a group of buildings totaling 200,000 square feet – respondent must establish qualified experience (of a similar scope) for a total of at least 150,000 square feet.]
- 3) Determination of Experience with similar contract TENURE. TFC will only consider references/experience in facilities/accounts that are for services that are delivered on a daily basis (M-F); are recent (within the last three years); and were for a minimum contract duration of at least one year.

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**ATTACHMENT G
CRIMINAL BACKGROUND CHECKS AND APPLICATION GUIDELINES**

(Posted as 'Package 4' on the ESBD)

(TO BE ATTACHED AS "EXHIBIT F" TO SERVICES CONTRACT)

**ATTACHMENT H
STATE OF TEXAS HOLIDAY SCHEDULE**

(TO BE ATTACHED AS "EXHIBIT E" TO SERVICES CONTRACT)

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ATTACHMENT H
STATE OF TEXAS HOLIDAY SCHEDULE

State Holiday Schedule for Fiscal Year 2017			
Holiday	Agency Status	Date	Day of Week
Labor Day	All agencies closed.	9-05-16	Monday
<i>Rosh Hashanah</i>	<i>Optional Holiday</i>	<i>10-03-16</i>	<i>Monday</i>
<i>Rosh Hashanah</i>	<i>Optional Holiday</i>	<i>10-04-16</i>	<i>Tuesday</i>
<i>Yom Kippur</i>	<i>Optional Holiday</i>	<i>10-12-16</i>	<i>Wednesday</i>
Veterans Day	All agencies closed.	11-11-16	Friday
Thanksgiving Day	All agencies closed.	11-24-16	Thursday
Day after Thanksgiving	All agencies closed.	11-25-16	Friday
Christmas Eve Day		12-24-16	Saturday
Christmas Day		12-25-16	Sunday
Day after Christmas	All agencies closed.	12-26-16	Monday
New Year's Day		1-01-17	Sunday
Martin Luther King, Jr. Day	All agencies closed.	1-16-17	Monday
Confederate Heroes Day	Skeleton crew required.	1-19-17	Thursday
Presidents' Day	All agencies closed.	2-20-17	Monday
Texas Independence Day	Skeleton crew required.	3-02-17	Thursday
<i>Cesar Chavez Day</i>	<i>Optional Holiday</i>	<i>3-31-17</i>	<i>Friday</i>
<i>Good Friday</i>	<i>Optional Holiday</i>	<i>4-14-17</i>	<i>Friday</i>
San Jacinto Day	Skeleton crew required.	4-21-17	Friday
Memorial Day	All agencies closed.	5-29-17	Monday
Emancipation Day	Skeleton crew required.	6-19-17	Monday
Independence Day	All agencies closed.	7-04-17	Tuesday
LBJ's Birthday		8-27-17	Sunday

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ATTACHMENT I

SCOPES

RFP #303-5-01267

(TO BE ATTACHED AS "EXHIBIT B" TO CUSTODIAL SERVICES CONTRACT)

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SCOPE 1 – BASE SCOPE

CLEANING SERVICES

1.0 DAILY TASKS are services that are performed every day of the week that a building is in operation.

Note: Collection of litter, trash and recycling shall be conducted at a minimum of once per day or as required.

A. Public areas:

- Collect litter and empty trash and recycling receptacles from designated central collection points only;
- Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- Replace all stained/used trash can liners in designated central collection point trash containers;

B. Restrooms

- Stock all dispensers at least two (2) times daily, or as required;
- Collect litter and empty trash;
- Remove all waste and transport to dock area dumpster sites;
- Replace all stained/used trash can liners in trash containers;
- Wipe clean and disinfect all countertops, sinks, faucet & flush/valve fixtures, door handles, and light switches (which may have hand contact) using a germicidal agent;

Note: Restrooms should not be closed for these cleaning services, unless absolutely necessary.

C. Office Areas (includes breakrooms within office suites only):

- Collect litter and empty trash and recycling receptacles from designated central collection points only;
- Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- Replace all stained/used trash can liners in designated central collection point trash containers;
- Wipe clean and disinfect break room countertops/cabinets and exterior surfaces (break rooms only);
- Restock hand towel and soap dispensers (break rooms only);

D. Utility Areas:

- Collect litter and empty trash and recycling receptacles from designated central collection points only;
- Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- Replace all stained/used trash can liners in designated central collection point trash containers;

E. Cafeterias and Breakrooms

- Collect litter and empty trash and recycling receptacles from designated central collection points only;

- Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- Replace all stained/used trash can liners in trash containers;
- Clean and disinfect trash receptacles as needed;
- Sweep or dust mop non-carpeted floors;
- Damp mop and disinfect non-carpeted floors;
- Vacuum carpet (spot clean and remove stains as needed);
- Spot clean furniture, fixtures, walls, partitions, glass, and doors, etc. (except areas & appliances cleaned by food service personnel);
- Re-stage chairs and tables in cafeteria as needed, to standard arrangement;
- Wipe down microwave ovens (exterior only);

1.1 THREE TIMES WEEKLY TASKS are services that are performed at a minimum of three (3) times a week, every week – in addition to above listed tasks.

A. Restrooms (& Drinking Fountains):

- Clean and disinfect fountains, toilets, urinals, sinks, fixtures, walls, mirrors, partitions, glass surfaces, countertops, doors, and furnishings;
- Polish all stainless and nickel fixtures;
- Replace deodorant urinal screens, as necessary;
- Damp mop non-carpeted floors with detergent and germicidal additive;
- Remove graffiti from any/all surfaces;
- Annotate Restroom Service Cards at the conclusion of each cleaning service, and note the date and time that all services were checked and completed, with legible initials. Contractors should leave completed cards with the Property Manager and contact him/her for additional cards, or when door holders are not available or are unserviceable.

Note: Restrooms are considered properly cleaned when all countertops and plumbing fixtures have been sanitized with an approved disinfectant and all toilets and urinals have been sanitized with an approved disinfectant and all urine or other stains have been removed. Contractor should routinely clean walls to eliminate smudges, film and graffiti and floors should be regularly maintained to eliminate dirty grout, dirt, and spills.

1.2 TWICE WEEKLY TASKS are services that are performed at a minimum of twice a week, every week – in addition to above listed tasks.

A. Public Areas:

- Sweep/dust mop hard surface floors, all public areas;
- Damp/wet mop and spray buff hard surface floors, on alternate days from dust mopping;
- Vacuum carpeted floors (entrance areas of ground level foyers, lobbies and corridors) and building entrance mats.

1.3 WEEKLY TASKS are services that are performed at a minimum of once a week, every week – in addition to above listed tasks.

A. **Public Areas:**

- Vacuum all carpeted floors;
- Clean ***entrance and lobby doors and interior lobby glass***;
- Sweep and remove litter and collect trash from trash cans for the outside entrances and steps leading to each building and collect litter in the area twenty five (25) feet around the perimeter of the building and/or any concrete patio;
- Clean ash containers outside of the building as well as the walk areas where cigarette butts may be scattered (this, and below service will likely be scheduled on Mondays);
- Dust horizontal building surfaces, including book cases, file cabinet tops, picture frames, wall-mounted fixtures, and furniture in common area hallways and common spaces;

B. **Office Areas:**

Note: Below noted tasks apply to only interior common area hallways and common work spaces – ***not including individual offices and workstations.***

- Sweep/dust mop hard-surface floors;
- Vacuum all carpeted floors;
- Spot clean fixtures, walls, partitions, glass surfaces, doors, and furnishings;
- Dust horizontal building surfaces, including book cases, file cabinet tops, picture frames, wall-mounted fixtures, and furniture;
- Damp wipe (trays only) on Dry-Boards & Chalkboards;

Note: Below task applies only to ***breakrooms*** in interior office areas.

- Damp/wet mop & spray buff hard surface floors (on alternate days from dust mopping);

C. **Utility Areas:**

- Sweep/dust mop hard surface floors;
- Remove litter & debris.

1.4 **TWICE MONTHLY TASKS** are services that are performed at a minimum of twice a month, every month - in addition to above listed tasks.

A. **Office Areas:**

- Damp/wet mop and spray buff hard surface floors, in all office spaces, including INDIVIDUAL offices and workstations;
- Vacuum all carpeted floors, **in all office spaces, including** INDIVIDUAL offices and workstations;

B. **Utility Areas:**

- Dust horizontal building surfaces, including book cases, file cabinet tops, picture frames, wall-mounted fixtures, and furniture;
- Spot clean fixtures, walls, partitions, glass surfaces, doors, and furnishings.

1.5 **MONTHLY TASKS** are services that are performed at a minimum of once a month, every month - in addition to

above listed tasks.

A. **Public Areas:**

- Clean **all interior glass** to a level of approximately six (6) feet, or the height of the main panel/wall glass, not to exceed eight (8) feet;
- Clean and disinfect trash and recycling containers as needed;
- Spot clean carpet stains as needed;
- Perform high-dusting of all surfaces not to exceed 8 feet;
- Vacuum HVAC ducts, grills, air intake vents and register surfaces;
- Dust mop stairwells, dust stairwell rails, remove litter, debris, cobwebs, clean door push plates, dust/clean wall mounted signs & fixtures;

B. **Restrooms:**

- Scrub bathroom floors with a detergent containing a germicidal additive using a low-speed buffer with brush or scrubbing pad to scrub emulsified dirt, urine, mold and bacteria that has become embedded in the porous surfaces of the grout;
- Descale toilet bowls and urinals;
- Clean/vacuum all ceiling vents, HVAC ducts, grilles and register surfaces;
- Clean and disinfect trash and recycling containers as needed;
- Clean floor drains, where applicable, and pour counteractant and/or water down drains to refill drain traps, preventing gas and odor entry;
- Spray buff tile floors;

Note: No restroom floor is to be left with a slippery surface, but should be lightly buffed.

C. **Office Areas:**

- Vacuum HVAC ducts, grills, air intake vents and register surfaces;
- Vacuum upholstered furniture, drapes, blinds and shades.

Note: In this scope of work, neither window cleaning nor dusting of individual offices is required; however, if debris falls on employee's desks, furnishings or fixtures during the vacuuming of blinds or grills – it must be removed by dusting lightly.

D. **Utility Areas:**

- Damp/wet mop and spray buff hard surface floors;
- Vacuum all carpeted floors;
- Vacuum exterior HVAC ducts, air vents and register and intake grill surfaces;
- Perform high-dusting of all surfaces not to exceed eight (8) feet;

E. **Elevators:**

- Vacuum carpet (spot clean and remove stains as needed);
- Clean door tracks and crevices;
- Clean as required all cab walls, ceilings, fixtures, glass, and any horizontal surfaces;
- Sweep or dust mop non-carpeted floors;

F. **Locker Rooms and Showers**

- Clean and disinfect walls, floors, drains and chrome fixtures;
- Wipe clean and disinfect horizontal surfaces including wall mounted fixtures and furniture.

1.6 ANNUAL TASKS are services that are performed at a minimum of once a year during the each year of the Contract – and will be accomplished within the first 3 months of beginning the contract, and in the same month on subsequent years.

A. **Hard Surface Floors in Public Areas**

- For the cleaning of floors that do not require a floor finish as specified by the TFC Contract Administrator or his/her designated representative, Contractor shall ***deep clean such floors using a low-speed buffer*** with a brush or scrubbing pad to scrub dirt that has become embedded in the tile and grout.
- Office Areas**
Perform high-dusting of all surfaces not to exceed eight (8) feet.

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SCOPE 2 – MID SCOPE

CLEANING SERVICES

2.0 DAILY TASKS are services that are performed every day of the week that a building is in operation.

Note: Collection of litter, trash and recycling shall be conducted at a minimum of once per day or as required.

A. Public Areas:

- Collect litter and empty trash and recycling receptacles from designated central collection points only;
- Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- Clean and disinfect trash and recycling containers as needed;
- Replace all stained/used trash can liners in designated central collection point trash containers;
- Sweep/dust mop hard surface floors, all public areas;
- Vacuum carpeted floors (entrance areas of ground level foyers, lobbies and corridors) and building entrance mats;
- Sweep and remove litter and collect trash and recycling from containers for the outside entrances and steps leading to each building in the area twenty five (25) feet around the perimeter of the building and/or any concrete patio;
- Clean ash containers outside of the building as well as the walk areas where cigarette butts may be scattered;

B. Restrooms & Drinking Fountains:

- Stock all dispensers at least two (2) times daily, or as required;
- Collect litter and empty trash;
- Remove all waste and transport to dock area dumpster sites;
- Replace all stained/used trash can liners in trash containers;
- Wipe clean & disinfect all counters, sinks, fixtures & equipment, doors, stalls, dividers, walls and light switches (which may have hand-contact) using germicidal agent;
- Clean and disinfect fountains, toilets, urinals, sinks, fixtures, walls, mirrors, partitions, glass surfaces, countertops, doors, and furnishings;
- Polish all stainless and nickel fixtures;
- Replace deodorant urinal screens, as necessary;
- Damp mop non-carpeted floors with detergent and germicidal additive;
- Remove graffiti from any/all surfaces;
- Annotate Restroom Service Cards at the conclusion of each cleaning service, and note the date and time that all services were checked and completed, with legible initials. Contractors should leave completed cards with the Property Manager and contact him/her for additional cards, or when door holders are not available or are unserviceable;

Note: Restrooms should not be closed for these cleaning services, unless absolutely necessary (except during mopping).

Note: Restrooms are considered properly cleaned when all countertops and plumbing fixtures have been sanitized with an approved disinfectant and all toilets and urinals have been sanitized with an approved disinfectant and all urine or other stains have been removed. Contractor should routinely clean walls to eliminate smudges, film and graffiti and floors should be regularly maintained to eliminate dirty grout, dirt, and spills.

C. Office Areas (Includes Breakrooms Within Office Suites Only):

- Collect litter and empty trash and recycling receptacles from designated central collection points only;
- Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- Replace all stained/used trash can liners in designated central collection point trash containers;
- Wipe clean and disinfect breakroom countertops/cabinets and exterior surfaces including conference rooms;
- Restock hand towel and soap dispensers (formal breakrooms only);
- Wipe down microwave ovens (exterior only).

D. Utility Areas:

- Collect litter and empty trash and recycling receptacles from designated central collection points only;
- Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- Replace all stained/used trash can liners in designated central collection point trash containers;

E. Cafeterias and Breakrooms

- Collect litter and empty trash and recycling receptacles from designated central collection points only;
- Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- Replace all stained/used trash can liners in trash containers;
- Clean and disinfect trash and recycling containers as needed;
- Sweep or dust mop non-carpeted floors;
- Damp mop and disinfect non-carpeted floors;
- Vacuum carpet (spot clean and remove stains as needed);
- Spot clean furniture, fixtures, walls, partitions, glass, and doors, etc. (except areas & appliances cleaned by food service personnel);
- Re-stage chairs and tables in cafeteria as needed, to standard arrangement;
- Wipe down microwave ovens (interior & exterior);

F. Elevators:

- Vacuum carpet (spot clean and remove stains as needed);
- Clean door tracks and crevices;
- Clean as required all cab walls, ceilings, fixtures, glass, and any horizontal surfaces;
- Sweep or dust mop non-carpeted floors;

2.1 THREE TIMES WEEKLY TASKS are services that are performed at a minimum of three (3) times a week, every week – in addition to above listed tasks.

A. **Public Areas:**

- Vacuum all carpeted floors;
- Clean entrance lobby doors and interior lobby glass.

B. **Office Areas:**

Note: Below noted tasks apply to only interior common area hallways, common work spaces and conference rooms— ***not including individual offices and workstations.***

- Sweep/dust mop hard-surface floors;
- Spot clean fixtures, walls, partitions, glass surfaces, doors, and furnishings;
- Dust horizontal building surfaces, including book cases, file cabinet tops, picture frames, wall-mounted fixtures, and furniture;
- Damp wipe (trays only) on Dry-Boards & Chalkboards;
- Vacuum carpet (spot clean and remove stains as needed);
- Remove trash and recycling as needed in conference rooms.

2.2 **TWICE WEEKLY TASKS** are services that are performed at a minimum of twice a week, every week – in addition to above listed tasks.

A. **Public Areas**

- Damp/wet mop and spray buff hard surface floors;
- Dust horizontal building surfaces, including book cases, file cabinet tops, picture frames, wall-mounted fixtures, equipment and furniture;

B. **Locker Rooms and Showers**

- Clean and disinfect walls, floors, drains and chrome fixtures;
- Wipe clean and disinfect horizontal surfaces including wall mounted fixtures and furniture.

C. **Office Areas:**

Note: Below noted tasks apply to only interior common area hallways and common work spaces – ***not including individual offices and workstations.***

- Vacuum all carpeted floors.

2.3 **WEEKLY TASKS** are services that are performed at a minimum of once a week, every week – in addition to above listed tasks.

A. **Public Areas:**

- Spot clean carpet stains as needed;
- Dust mop stairwells, dust stairwell rails, remove litter, debris, cobwebs, clean door push plates, dust/clean wall mounted signs & fixtures;

B. **Restrooms:**

- Scrub bathroom floors with a detergent containing a germicidal additive using a low-speed buffer with brush or scrubbing pad to scrub emulsified dirt, urine, mold and bacteria that has become embedded in the porous surfaces of the grout;
- De-scale toilet bowls and urinals;
- Clean/vacuum all ceiling vents, HVAC ducts, grilles and register surfaces;
- Clean and sanitize all trash containers;
- Clean floor drains, where applicable, and pour counteractant and/or water down drains to refill drain traps, preventing gas and odor entry;
- Spray buff tile floors;
-

Note: No restroom floor is to be left with a slippery surface, but should be lightly buffed.

C. **Office Areas:**

- Sweep or dust mop non-carpeted floors including INDIVIDUAL offices and workstations (on alternate days from dust mopping);
- Damp/wet mop and spray buff hard surface floors, in all office spaces, including INDIVIDUAL offices and workstations, on alternate days from dust mopping;
- Vacuum all carpeted floors, including INDIVIDUAL offices and workstations;
- Clean and disinfect trash and recycling containers as needed.

D. **Utility Areas:**

- Sweep/dust mop hard surface floors;
- Spot clean furniture, fixtures, walls, partitions, glass surfaces and doors;
- Dust horizontal building surfaces, including book cases, file cabinet tops, picture frames, wall-mounted fixtures, and furniture;
- Remove litter & debris;
- Vacuum carpet.

2.4 MONTHLY TASKS are services that are performed at a minimum of once a month, every month – in addition to above listed tasks.

A. **Public Areas:**

- Clean **all interior glass** to a level of approximately six (6) feet, or the height of the main panel/wall glass, not to exceed eight (8) feet;

- Vacuum upholstered furniture, drapes, blinds and shades;
- Vacuum HVAC ducts, grills, air intake vents and register surfaces;
- Perform high-dusting of all surfaces not to exceed eight (8) feet.

B. Office Areas:

- Dust horizontal surfaces & furnishings, including book cases, file cabinet tops, picture frames, wall-mounted fixtures, and furniture - ***including individual offices and workstations;***
- Vacuum HVAC ducts, grills, air intake vents and register surfaces;
- Vacuum upholstered furniture, drapes, blinds and shades;
- Perform high-dusting of all surfaces not to exceed eight (8) feet.

C. Utility Areas:

- Damp/wet mop and spray buff hard surface floors;
- Vacuum exterior HVAC ducts, air vents and register and intake grill surfaces;
- Perform high-dusting of all surfaces not to exceed eight (8) feet.

D. Cafeterias

- Scrub cafeteria floors with a detergent containing a germicidal additive using a low-speed buffer with brush or scrubbing pad to scrub emulsified dirt, mold and bacteria that has become embedded in the porous surfaces of the grout, where applicable.

2.5 ANNUAL TASKS are services that are performed at a minimum of once a year during the each year of the Contract

A. Hard Surface Floors in Public Areas

- For the cleaning of floors that do not require a floor finish as specified by the TFC Contract Administrator or his/her designated representative, Contractor shall ***deep clean such floors using a low-speed buffer*** with a brush or scrubbing pad to scrub dirt that has become embedded in the tile and grout.
- Strip and wax all hard surface floors with a minimum of 3 coats of wax and 2 coats of sealer.

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SCOPE 3 – FULL SCOPE

CLEANING SERVICES

3.0 DAILY TASKS are services that are performed every day of the week that a building is in operation.

Note: Collection of litter, trash and recycling shall be conducted at a minimum of once per day or as required.

A. Public Areas:

- Collect litter and empty trash and recycling receptacles from designated central collection points only;
- Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- Clean and disinfect trash and recycling containers as needed;
- Replace all stained/used trash can liners in designated central collection point trash containers;
- Sweep or dust mop non-carpeted floors (all levels);
- Vacuum carpet and clean entrance mats (Entrance Areas Ground-level Foyers, Lower Lobbies and Lower Main Corridors);
- Dust furnishings & surfaces (Entrance Areas Ground-level Foyers, Lower Lobbies and Lower Main Corridors);
- Clean entrance lobby doors and interior lobby glass;
- Clean and disinfect drinking fountains;
- Sweep and remove litter and collect trash from trash cans for the outside entrances and steps leading to each building and collect litter in the area twenty five (25) feet around the perimeter of the building and/or any concrete patio;
- Clean ash containers outside of the building as well as the walk areas where cigarette butts may be scattered.

B. Restrooms (& Drinking Fountains):

- Stock all dispensers at least two (2) times daily, or as required;
- Collect litter and empty trash;
- Remove all waste and transport to dock area dumpster sites;
- Replace all stained/used trash can liners in trash containers;
- Wipe clean & disinfect all counters, sinks, fixtures & equipment, doors, stalls, dividers, walls and light switches (which may have hand-contact) using germicidal agent;
- Clean and disinfect fountains, toilets, urinals, sinks, fixtures, walls, mirrors, partitions, glass surfaces, countertops, doors, and furnishings;
- Polish all stainless and nickel fixtures;
- Replace deodorant urinal screens, as necessary;
- Damp mop non-carpeted floors with detergent and germicidal additive;
- Remove graffiti from any/all surfaces;
- Annotate Restroom Service Cards at the conclusion of each cleaning service, and note the date and time that all services were checked and completed, with legible initials. Contractors should leave completed cards with the Property Manager and contact him/her for additional cards, or when door holders are not available or are unserviceable.

Note: Restrooms should not be closed for these cleaning services, unless absolutely necessary (except during

mopping).

Note: Restrooms are considered properly cleaned when all countertops and plumbing fixtures have been sanitized with an approved disinfectant and all toilets and urinals have been sanitized with an approved disinfectant and all urine or other stains have been removed. Contractor should routinely clean walls to eliminate smudges, film and graffiti and floors should be regularly maintained to eliminate dirty grout, dirt, and spills.

C. **Office Areas (Includes Breakrooms Within Office Suites Only):**

- Collect litter and empty trash and recycling receptacles from designated central collection points only;
- Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- Replace all stained/used trash can liners in designated central collection point trash containers;
- Sweep or dust mop non-carpeted floors in COMMON AREAS– ***not including individual offices and workstations;***
- Damp wipe (trays only) on Dry-Boards & Chalkboards;
- Wipe clean and disinfect breakroom countertops/cabinets and exterior surfaces (formal breakrooms only);
- Restock hand towel and soap dispensers (formal breakrooms only);
- Wipe down microwave ovens (exterior only).

D. **Utility Areas:**

- Collect litter and empty trash and recycling receptacles from designated central collection points only;
- Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- Replace all stained/used trash can liners in designated central collection point trash containers;
- Clean and disinfect in-room drinking fountains and wash basins;
- Sweep or dust mop non-carpeted floors;
- Clean loading dock /delivery areas, collect litter, sweep as needed;
- Clean exterior plazas and break areas, collect litter, sweep as needed;
- Vacuum carpeted floor.

E. **Cafeterias and Breakrooms**

- Collect litter and empty trash and recycling receptacles from designated central collection points only;
- Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- Replace all stained/used trash can liners in trash containers;
- Clean and disinfect trash and recycling containers as needed;
- Rearrange chairs and tables in cafeteria as needed.
- Spot clean furniture, fixtures, walls, partitions, glass, and doors, etc. (except areas & appliances cleaned by food service personnel);
- Police litter;
- Sweep or dust mop non-carpeted floors;
- Damp mop and disinfect non-carpeted floors;
- Spot clean and remove stains;

- Vacuum carpet;
- Wipe down microwave ovens (interior & exterior);

F. Elevators:

- Vacuum carpet (spot clean and remove stains as needed);
- Clean door tracks and crevices;
- Clean as required all cab walls, ceilings, fixtures, glass, and any horizontal surfaces;
- Sweep or dust mop non-carpeted floors.

3.2 THREE TIMES WEEKLY TASKS are services that are performed at a minimum of three (3) times a week, every week – in addition to above listed tasks.

A. Public Areas:

- Damp Mop & Spray Buff COMMON AREA non-carpeted floors (Entrance Areas Ground-level Foyers, Lobbies and Corridors);
- Completely vacuum COMMON AREA carpeted floors;
- Dust building and furniture surfaces.

B. Locker Rooms and Showers

- Clean and disinfect walls, floors, drains and chrome fixtures;
- Wipe clean and disinfect horizontal surfaces including wall mounted fixtures and furniture.

C. Office Areas:

- Dust building and furniture surfaces – ***not including individual offices and workstations;***
- Spot clean fixtures, walls, partitions, glass surfaces, doors, furnishings – ***not including individual offices and workstations;***
- Damp Mop & Spray Buff non-carpeted floors in COMMON AREAS– ***not including individual offices and workstations;***
- Vacuum carpet in all COMMON AREAS – ***not including individual offices and workstations;***
- Clean and disinfect trash and recycling containers as needed;
- Spot clean carpet as needed.

3.2 WEEKLY TASKS are services that are performed at a minimum of once a week, every week, in addition to above listed tasks.

A. Public Areas:

- Damp Mop & Spray Buff all public area non-carpeted floors (ALL hard surface floors, including Corridors/Halls on upper floors);
- Vacuum exterior HVAC duct, grills, air vents and register surfaces;
- Clean stairwells and hand railings, panic bars and door push plates;

- Spot clean furniture, fixtures, walls, partitions, surfaces and doors, etc;
- Spot clean carpet stains as needed;

B. Restrooms:

- Scrub bathroom floors with a detergent containing a germicidal additive using a low-speed buffer with brush or scrubbing pad to scrub emulsified dirt, urine, mold and bacteria that has become embedded in the porous surfaces of the grout;
- Descale toilet bowls and urinals;
- Clean/vacuum all ceiling vents, HVAC ducts, grilles and register surfaces;
- Clean and sanitize all trash containers;
- Clean floor drains, where applicable, and pour counteractant and/or water down drains to refill drain traps, preventing gas and odor entry;
- Spray buff tile floors;

Note: No restroom floor is to be left with a slippery surface, but should be lightly buffed.

C. Office Areas:

- Sweep or dust mop non-carpeted floors – ***INCLUDING individual offices and workstations;***
- Completely wet mop and BUFF all non-carpeted floors – ***INCLUDING individual offices and workstations;***
- Dust building and furniture surfaces – ***INCLUDING individual offices and workstations;***
- Completely vacuum all carpeted floors – ***INCLUDING individual offices and workstations;***
- Spot clean common area trash receptacles;

D. Utility Areas:

- Dust horizontal building surfaces;
- Spot clean furniture, fixtures, walls, partitions, glass surfaces and doors, etc;
- Wet mop and buff all non-carpeted floors;
- Completely vacuum carpeted floors.

3.4 MONTHLY TASKS are services that are performed at a minimum of once a month, every month, in addition to above listed tasks.

A. Public Areas:

- Completely clean all interior glass (to a level of approximately six (6) feet high);
- Perform High-Dusting of all surfaces not to exceed 8 ft;
- Vacuum upholstered furniture and blinds.

B. Office Areas:

- Vacuum HVAC duct, grills, air intake vents and register surfaces;
- Vacuum upholstered furniture, drapes, blinds and shades;
- Perform High-Dusting of all surfaces not to exceed 8 ft.

C. **Utility Areas:**

- Vacuum exterior HVAC ducts, air vents and register and intake grill surfaces;
- Perform High-Dusting of all surface not to exceed 8 ft;
- Scrub concrete areas with low speed buffer;

D. **Cafeterias**

- Scrub cafeteria floors with a detergent containing a germicidal additive using a low-speed buffer with brush or scrubbing pad to scrub emulsified dirt, mold and bacteria that has become embedded in the porous surfaces of the grout, where applicable.

3.5 ANNUAL TASKS are services that are performed at a minimum of once a year during the each year of the Contract – and will be accomplished within the first 3 months of beginning the contract, and in the same month on subsequent years.

- For the cleaning of floors that do not require a floor finish as specified by the TFC Contract Administrator or his/her designated representative, Contractor shall deep clean such floors using a low-speed buffer with a brush or scrubbing pad to scrub dirt that has become embedded in the tile and grout.
- Strip and wax all hard surface floors with a minimum of 3 coats of wax and 2 coats of sealer.

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SCOPE 4 – FULL PLUS SCOPE

CLEANING SERVICES

3.1 **DAILY TASKS** are services that are performed every day of the week that a building is in operation.

A. **Public Areas:**

- Collect litter and empty trash and recycling receptacles from designated central collection points only;
- Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- Clean and disinfect trash and recycling containers as needed;
- Replace all stained/used trash can liners in designated central collection point trash containers;
- Sweep or dust mop non-carpeted floors (all levels);
- Vacuum carpet and clean entrance mats (Entrance Areas Ground-level Foyers, Lower Lobbies and Lower Main Corridors);
- Dust furnishings & surfaces (Entrance Areas Ground-level Foyers, Lower Lobbies and Lower Main Corridors);
- Clean entrance lobby doors and interior lobby glass;
- Clean and disinfect drinking fountains;
- Sweep and remove litter and collect trash from trash cans for the outside entrances and steps leading to each building and collect litter in the area twenty five (25) feet around the perimeter of the building and/or any concrete patio;
- Clean ash containers outside of the building as well as the walk areas where cigarette butts may be scattered;

B. **Locker Rooms and Showers**

- Clean and disinfect walls, floors, drains and chrome fixtures.
- Wipe clean and disinfect horizontal surfaces including wall mounted fixtures and furniture.

C. **Restrooms (& Drinking Fountains):**

- Stock all soap, air freshener, and hand sanitizer dispensers at least two (2) times daily, or as required;
- Collect litter and empty trash;
- Remove all waste and transport to dock area dumpster sites;
- Replace all stained/used trash can liners in trash containers;
- Wipe clean & disinfect all counters, sinks, fixtures & equipment, doors, stalls, dividers, walls and light switches (which may have hand-contact) using germicidal agent;
- Clean and disinfect fountains, toilets, urinals, sinks, fixtures, walls, mirrors, partitions, glass surfaces, countertops, doors, and furnishings;
- Polish all stainless and nickel fixtures;
- Replace deodorant urinal screens, as necessary;
- Damp mop non-carpeted floors with detergent and germicidal additive;
- Remove graffiti from any/all surfaces;
- Annotate Restroom Service Cards at the conclusion of each cleaning service, and note the date and time that all services were checked and completed, with legible initials. Contractors should leave completed cards with the Property Manager and contact him/her for additional cards, or when door holders are not available

or are unserviceable;

Note: Restrooms should not be closed for these cleaning services, unless absolutely necessary (except during mopping).

Note: Restrooms are considered properly cleaned when all countertops and plumbing fixtures have been sanitized with an approved disinfectant and all toilets and urinals have been sanitized with an approved disinfectant and all urine or other stains have been removed. Contractor should routinely clean walls to eliminate smudges, film and graffiti and floors should be regularly maintained to eliminate dirty grout, dirt, and spills.

D. Office Areas (Includes Breakrooms Within Office Suites Only):

- Collect litter and empty trash and recycling receptacles from designated central collection points only;
- Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- Clean and disinfect trash and recycling containers as needed;
- Replace all stained/used trash can liners in designated central collection point trash containers;
- Sweep or dust mop non-carpeted floors in COMMON AREAS– ***not including individual offices and workstations;***
- Damp wipe (trays only) on Dry-Boards & Chalkboards;
- Wipe clean and disinfect breakroom countertops/cabinets and exterior surfaces (formal breakrooms only);
- Restock hand towel and soap dispensers (formal breakrooms only);
- Wipe down microwave ovens (exterior only).

E. Utility Areas:

- Collect litter and empty trash and recycling receptacles from designated central collection points only;
- Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- Replace all stained/used trash can liners in designated central collection point trash containers;
- Clean and disinfect in-room drinking fountains and wash basins;
- Sweep or dust mop non-carpeted floors;
- Clean loading dock /delivery areas, collect litter, sweep as needed;
- Clean exterior plazas and break areas, collect litter, sweep as needed;
- Vacuum carpeted floor.

F. Cafeterias and Breakrooms

- Collect litter and empty trash and recycling receptacles from designated central collection points only;
- Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- Replace all stained/used trash can liners in trash containers;
- Clean and disinfect trash and recycling containers as needed;
- Rearrange chairs and tables in cafeteria as needed;
- Spot clean furniture, fixtures, walls, partitions, glass, and doors, etc. (except areas & appliances cleaned by food service personnel);
- Police litter;
- Sweep or dust mop non-carpeted floors;
- Damp mop and disinfect non-carpeted floors;
- Spot clean and remove stains;

- Vacuum carpet;
- Wipe down microwave ovens (interior & exterior);

G. Elevators:

- Vacuum carpet (spot clean and remove stains as needed);
- Clean door tracks and crevices;
- Clean as required all cab walls, ceilings, fixtures, glass, and any horizontal surfaces;
- Sweep or dust mop non-carpeted floors.

3.2 THREE TIMES WEEKLY TASKS are services that are performed at a minimum of three (3) times a week, every week, in addition to above listed tasks.

A. Public Areas:

- Damp Mop & Spray Buff COMMON AREA non-carpeted floors (Entrance Areas Ground-level Foyers, Lobbies and Corridors);
- Completely vacuum COMMON AREA carpeted floors;
- Dust building and furniture surfaces;
- Spot clean carpet as needed.

B. Office Areas:

- Dust building and furniture surfaces – ***not including individual offices and workstations;***
- Spot clean fixtures, walls, partitions, glass surfaces, doors, furnishings, – ***not including individual offices and workstations;***
- Damp Mop & Spray Buff non-carpeted floors in COMMON AREAS– ***not including individual offices and workstations;***
- Vacuum carpet in all COMMON AREAS – ***not including individual offices and workstations;***
- Spot clean carpet as needed.

C. Grounds Areas:

- One grounds day porter shall remove trash and litter from all grounds and parking areas of the property from 8:00 a.m. – noon.

6.2 WEEKLY TASKS are services that are performed at a minimum of once a week, every week – in addition to above listed tasks.

A. Public Areas:

- Damp Mop & Spray Buff all public area non-carpeted floors (ALL hard surface floors, including Corridors/Halls on upper floors);
- Vacuum exterior HVAC duct, grills, air vents and register surfaces;
- Clean stairwells and hand railings, panic bars and door push plates;
- Spot clean furniture, fixtures, walls, partitions, surfaces and doors, etc;

B. Restrooms:

- Scrub bathroom floors with a detergent containing a germicidal additive using a low-speed buffer with brush or scrubbing pad to scrub emulsified dirt, urine, mold and bacteria that has become embedded in the porous surfaces of the grout;
- Descale toilet bowls and urinals;
- Clean/vacuum all ceiling vents, HVAC ducts, grilles and register surfaces;
- Clean and sanitize all trash containers;
- Clean floor drains, where applicable, and pour counteractant and/or water down drains to refill drain traps, preventing gas and odor entry;
- Spray buff tile floors;

Note: No restroom floor is to be left with a slippery surface, but should be lightly buffed.

C. Office Areas:

- Sweep or dust mop non-carpeted floors – ***INCLUDING individual offices and workstations;***
- Completely wet mop and BUFF all non-carpeted floors – ***INCLUDING individual offices and workstations;***
- Dust building and furniture surfaces – ***INCLUDING individual offices and workstations;***
- Completely vacuum all carpeted floors – ***INCLUDING individual offices and workstations;***
- Wipe down microwave ovens (interior & exterior) in formal breakrooms only;

D. Utility Areas:

- Dust horizontal building surfaces;
- Spot clean furniture, fixtures, walls, partitions, glass surfaces and doors, etc;
- Wet mop and buff all non-carpeted floors;
- Completely vacuum carpeted floors;

3.4 MONTHLY TASKS are services that are performed at a minimum of once a month, every month, in addition to above listed tasks.

A. Public Areas:

- Completely clean all interior glass (to a level of approximately six (6) feet high);
- Perform High-Dusting of all surfaces not to exceed (8) ft.
- Vacuum upholstered furniture and blinds.

B. Office Areas:

- Vacuum HVAC duct, grills, air intake vents and register surfaces;
- Vacuum upholstered furniture, drapes, blinds and shades;
- Perform High-Dusting of all surfaces not to exceed (8) ft.

C. Utility Areas:

- Vacuum exterior HVAC ducts, air vents and register and intake grill surfaces;
- Perform High-Dusting of all surfaces not to exceed (8) ft;

- Scrub concrete areas with low speed buffer;

D. **Cafeterias**

- Scrub cafeteria floors with a detergent containing a germicidal additive using a low-speed buffer with brush or scrubbing pad to scrub emulsified dirt, mold and bacteria that has become embedded in the porous surfaces of the grout, where applicable.

3.5 QUARTERLY TASKS are services that are performed at a minimum of once a quarter, every quarter, in addition to above listed tasks.

- Wipe down interior and exterior of all refrigerators in formal breakrooms.

3.6 ANNUAL TASKS are services that are performed at a minimum of once a year during the each year of the Contract – and will be accomplished within the first 3 months of beginning the contract, and in the same month on subsequent years.

- For the cleaning of floors that do not require a floor finish as specified by the TFC Contract Administrator or his/her designated representative, Contractor shall deep clean such floors using a low-speed buffer with a brush or scrubbing pad to scrub dirt that has become embedded in the tile and grout.
- Strip and wax all hard surface floors with a minimum of 3 coats of wax and 2 coats of sealer.

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ATTACHMENT J
SERVICE CLASSES AND REQUIREMENTS
RFP #303-8-00009

(TO BE ATTACHED AS "EXHIBIT C" TO CUSTODIAL SERVICES CONTRACT)

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ATTACHMENT J – SERVICE CLASSES AND REQUIREMENTS

I. SERVICE CLASSES AND REQUIREMENTS.

A. This Contract contains **seven (7) classes of service**, setting forth the service schedule to be followed by the Contractor; including the custodial requirements for building area types. **These service classes and requirements are standard for all buildings and shall be followed by the Contractor unless a variance for a specific task, building or area type is included in contract Attachment G – Building List.**

B. All tasks listed below are required to be accomplished as “Day Custodial” tasks (see requirements for Day Custodial Program in contract paragraph 1.01) unless specifically noted in **Attachment G – Building List**; or as agreed to by contractor and owner, prior to services being performed.

C. For weeks with holidays or closures, tasks that are required to be completed twice, or three times weekly will still be accomplished if there is only one closure day per week. If more than one closure day per week occurs – task schedule will be reduced as directed by Contract Administrator.

1. **DAILY TASKS** are services that are performed every weekday, except for holidays listed in contract **Attachment F – State Holiday Schedule**.
2. **THREE TIMES WEEKLY TASKS** are services that are performed at a minimum of three (3) times a week, every week.
3. **TWICE WEEKLY TASKS** are services that are performed at a minimum of twice a week, every week.
4. **WEEKLY TASKS** are services that are performed at a minimum of once a week, every week.
5. **TWICE MONTHLY TASKS** are services that are performed at a minimum of twice a month, every month.
6. **MONTHLY TASKS** are services that are performed at a minimum of once a month, every month.
7. **ANNUAL TASKS** are services that are performed at a minimum of once a year during each year of the Contract, and will be accomplished as per **Attachment H - Scopes** and as per the requirements of Section III below.

II. BUILDING AREA DESCRIPTIONS:

A. **Public Areas** are defined as **ground-level entry areas, foyers & lobbies** (may be two “ground level” areas on buildings with multiple level entrances); **main corridors & lobbies** on lower floors and upper floors – typically near elevator landings, and extending from elevators towards office work areas. Main corridors included in this category are typically 4-6 feet wide or more and are the main transit routes for both employees and visitors. **Elevators and elevator lobbies (all floors)** are included in this category, as they are common areas utilized by all building employees and visitors. **Cafeterias and break rooms** that are located within these same areas of the building, which see a high degree of visitor traffic, are also considered public areas. Break rooms that are located fully within employee office areas, and are intended solely for use by the employees in that office area, are not considered public areas. Public areas also include those **large meeting rooms/public hearing rooms** that are designed or designated for large meetings of over 100 people or more, most frequently found on ground levels, and which frequently host meetings that are open to the public or large visitor groups. (**Minor Hallways** that extend off the main corridors into office work areas **are NOT included** in this category, as they typically do not receive substantial visitor traffic, and are primarily used by building employees – these spaces are included below in Office Areas.)

Note: Elevators, Cafeterias and Break Rooms each have their own specific categories for additional clarification of tasks.

B. **Office Areas** are defined as offices (typically constructed with hard walls and locking doors), modular/cubicle workstations, computer rooms, conference rooms, library stacks, work rooms, employee lounges and break rooms, meeting rooms, study rooms and classrooms. This category covers all areas where employees typically work and meet, but receive minimal visitor traffic. This category also includes those **minor hallways** that connect interior work areas. These are most often found inside “office suites”, and connect areas within the suite. (Note: Although individual offices & individual workstations are included in this category, they may have slightly different specific requirements than the other more common areas in this category – which will be noted specifically in the scope of work requirements.)

Note: Additional clarification of tasks is included in this section for those informal and formal Break Rooms located with Office Area suites.

C. **Utility Areas** are defined as general work areas, shipping/receiving areas, mailrooms, file rooms, record rooms, supply rooms, active storage rooms and loading dock areas. These areas typically do not see visitor traffic, and are typically utilized by employees for work requiring substantial activity. These areas typically see a great deal of “wear & tear” and are **not intended** to receive the same level of service as the public or office areas due to the limited uses of these spaces, or the utility use of these spaces which would preclude higher finish levels.

D. **Restrooms** are defined as restrooms on any floor/level for employee or visitor use. This category also includes those buildings equipped with locker rooms – which shall receive the same schedule and scope of work as standard restrooms.

III. **ANNUALLY SCHEDULED REQUIREMENTS.** Contractor shall submit a draft schedule for all annual floor work projects, or similar required projects, to the TFC Contract Administrator – which is specific as to date and time such requirements are proposed to be performed. The TFC Contract Administrator will discuss with tenant organizations to ensure it meets their needs, and provide Contractor with any changes prior to the start of the project. Contractor shall not initiate these work projects without prior approval of final schedule. Contractor shall send written notice, by fax or email, to the TFC Contract Administrator within twenty-four (24) hours of completion of a project.

IV. **SCHEDULE VARIANCES.** The frequency of the Tasks defined in this section may be increased for a period of time if Contractor continually fails inspections. Frequency changes to the schedules set forth in this section must be approved by the TFC Contract Administrator.

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ATTACHMENT K RFP CHECKLIST

Checklist for RFP 303-8-00009
Title: Custodial Services, P35, Austin, TX
Opening Date: July 6, 2017 @ 3:00 P.M. CST

Respondent Name and Address:

Contact: _____

TX Taxpayer #: _____

Office Phone: _____

Mobile Phone: _____

Email: _____

Attended PPC: _____

1. Submitted one (1) original:

- Attachment B – Execution of Proposal _____
- Attachment C – HUB Subcontracting Plan _____
- Attachment D – Compensation and Fees _____
- Litigation History _____
- Bid Bond _____
- References _____
- Acknowledgment of Addenda _____

2. Submit one (1) original and three (3) copies:

- Company Information _____
- Relevant Experience and Qualifications _____
 - Attachment F – Contractor's Qualifications Form _____
- Methodology _____
- Quality & Safety Program _____

3. Complete Copy of Proposal on CD or USB Flash Drive _____

Chair
Robert D. Thomas

Commissioners
William D. Darby
Patti Jones
Mike Novak
Jack W. Perry
Betty Reinbeck
Joseph O. Slovacek



Executive Director
Harvey Hilderbran

Mailing address:
P. O. Box 13047
Austin, TX 78711-3047
(512) 463-3446
www.tfc.state.tx.us

ADDENDUM #1

DATE: 06/22/2017
REQ #: 303-8-00009
TITLE: Custodial Services, P35, Austin, TX
BID DEADLINE: 07/07/2017

Addendum item #1: to **RESPOND** to questions.

Question	Answer
1. Who is the incumbent contractor and how long have they been providing their services?	The incumbent is Pritchard Industries Southwest, Inc. The current contract has been in place since 9/1/15.
2. What is the current contracted monthly price and yearly price?	The current monthly bill rate is \$20,690.00 (\$248,280 annually) for the Full-Plus Scope.
3. Can you provide us with the bid tab sheet form the last bid opening?	See Addendum item #3 .
4. Is it possible to get the current supply usages from the current contractor?	See <u>Attachment E – Building List</u> of RFP 303-8-00009 .
5. Is the scope/size of this bid identical with the current contract? Have there been any changes from the previously awarded contract to current request for bid?	The current contract is at Full-Plus Scope. The only modification that has been made to this scope has been the removal of the annual Carpet Shampoo. The other scopes were not included in the previous RFP for P35.
6. Are there any significant changes from the last bid?	No.
7. What are the criteria for awarding the contract?	Respondents will be evaluated and scored on the following criteria: Relevant Experience and Qualifications (25%), Methodology (20%), Quality Control/Quality Assurance/Safety (5%) and Compensation and Fees (50%). If TFC conducts interviews with shortlisted firms, the interview score may replace the original evaluated score.
8. Is the contract being bid out due to poor performance from the incumbent contractor?	No.
9. What are the County's prevailing living wage rate? Can that be included in the bid spec?	The TFC is an agency of the State of Texas. We are not a county agency. There is no prevailing living wage rate associated with this solicitation.

10. Is there collective bargain Agreement with the County or current vendor?	The TFC is an agency of the State of Texas. We are not a county agency. There are no collective bargaining agreements.
11. Who is responsible for providing day porters' services? How many hours day porter services are required per day? What is the time frame for day porter's services?	Day porter services are the responsibility of the awarded Contractor. This is a performance-based contract. The Contractor is expected to perform the services outlined in the RFP, to the standards outlined in the RFP. The number of hours required to accomplish this is at the discretion of the Contractor. Per Section 1.1 of <u>Attachment A – Services Contract</u> , most services are to be performed during regular business hours, except for the final trash and recycle collection from central collection points, the final cleaning and restocking of restrooms, or tasks that are noisy, hazardous, or otherwise impede normal daily business of an agency. Regular business hours are considered to be between 7:00 am and 6:00 pm Monday through Friday.
12. Who is responsible for furnishing floor mats of the campus?	Floor mats will be provided by TFC.
13. Can you city provide carpet to tile % per location?	See <u>Attachment E – Building List</u> of RFP 303-8-00009 .
14. What is the previous winning bid price?	See question #2 above.
15. To receive further information, do you require an FOIA application? (TFC Note: "FOIA" refers to 5 U.S.C. § 552, otherwise known as the Freedom of Information Act).	There is no formal application process for the requested information. The Texas Facilities Commission (TFC) is subject to Texas Government Code Chapter 552, otherwise known as the Texas Open Records Act. TFC routinely releases this sort of information to prospective respondents during the solicitation cycle without the formality of an Open Records request. You may continue to submit your questions directly to the named TFC Purchaser, as directed in RFP 303-8-00009.

Addendum item #2: to **CLARIFY** the miniMAX program for trash and recycle materials.

The Texas Facilities Commission has implemented miniMAX, a centralized trash/recycling program, in all TFC-managed facilities. miniMAX entails each employee utilizing a miniature trash receptacle (mini-bin) at their deskside as well as a deskside recycling bin. In order to make employees feel responsible for the waste they produce, **they are required to empty their own mini-bins and recycling bins at conveniently located central collection stations, rather than relying on custodial staff for that service.**

The awarded Contractor shall collect trash and recycle materials at the central collection stations, rather than deskside. See **Attachment E - Building List**, Notes, #B for details of estimated number of central collection stations per building.

Addendum item #3: to **PROVIDE** the tabulation for the previous RFP. The tabulation is attached below.

Addendum item #4: to **PROVIDE** the sign-in sheets for the pre-proposal conferences. The sign-in sheets are attached below.

All other aspects of the **RFP 303-8-00009** remain as is.

Colin Gresham, CTPM, CTCM
TFC Procurement Department
Phone: 512-936-0647
Email: colin.gresham@tfc.state.tx.us

RECEIPT OF ADDENDUM #1 OF RFP 303-8-00009

IN YOUR SUBMITTAL THE RESPONDENT SHALL ACKNOWLEDGE RECEIPT OF THIS ADDENDUM.

Respondent Signature

Date

Printed Name

Company Name

Addendum Item #2 – Tabulation for RFP 303-5-01267

Tabulation - RFP 303-5-01267 - Custodial Services, Austin, TX - Full-Plus Scope

disqualified -
Execution of Proposal

	American Facility Services, Inc.	HBS National Corporation	Kleen-Tech Services Corporation	Members Business Maintenance, LLC	Mendoza Maintenance Group, Inc.	Pritchard Industries Southwest, Inc.	RAS Services, Inc.	Service Master Clean by Eagle Maintenance	Villeda Building Service, LLC	TIBH Industries, Inc. / Reliable Facilities Service, Inc.	TIBH Industries, Inc. / Easter Seals Central Texas - Vaughn House	International Building Services
VID	15819508423	17603393731	18412235394	17519683472	17429916756	17604197826	18707338804	17528162633	10436247216	17419760511	17419760511	12009420964
HUB	no	no	no	AS/F	no	no	no	HI/M	no	no	no	no
Security received?	bond	bond	bond	bond	check	bond	bond	2x checks	check	na	na	check
HSP Received?	yes	yes	yes	yes	yes	yes	yes	yes	yes	na	na	yes
HSP Approved?	yes	yes	yes	yes	yes	yes	yes	yes	yes	na	na	yes
Total Score - Full-Plus Scope - Group 7	77.25	83.61	73.66	65.47	81.06	94.67	69.18	44.64	89.08			

Scored Items: Colin Gresham

Group 7	Monthly Cost	Monthly Cost	Monthly Cost									
P35 A-E	\$27,500.00	\$21,744.00	\$24,944.00	\$24,319.74	\$20,900.00	\$20,690.00	\$22,236.00	\$28,975.00	\$22,387.12	\$36,700.20		
Total Group 7 Cost (Monthly Invoice Amount)	\$27,500.00	\$21,744.00	\$24,944.00	\$24,319.74	\$20,900.00	\$20,690.00	\$22,236.00	\$28,975.00	\$22,387.12	\$36,700.20		
Group 7 Monthly Score	40.25	56.94	47.66	49.47	59.39	60.00	55.52	35.97	55.08			
Additional Services												
Carpet Shampoo – cost per sq. ft.	\$0.12	\$0.10	\$0.10	\$0.10	\$0.05	\$0.08	\$0.12	\$0.10	\$0.09	\$0.20		
Strip and Wax – cost per sq. ft.	\$0.15	\$0.145	\$0.13	\$0.20	\$0.15	\$0.10	\$0.15	\$0.25	\$0.15	\$0.35		

scored items: Ann Kuykendall

0	Company Information	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
20	Relevant Experience & Qualifications	20.00	15.00	12.00	7.00	8.00	18.00	6.00	5.00	18.00		
15	Methodology	14.00	10.00	10.00	8.00	8.00	13.00	5.00	3.00	15.00		
5	Quality Control/Quality Assurance/Safety	5.00	4.00	4.00	2.00	2.00	5.00	2.00	1.00	4.00		
40	Total Points	39.00	29.00	26.00	17.00	18.00	36.00	13.00	9.00	37.00		

scored items: Pete Garcia

0	Company Information	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
20	Relevant Experience & Qualifications	19.00	15.00	15.00	9.00	16.00	17.00	8.00	4.00	16.00		
15	Methodology	13.00	10.00	10.00	4.00	10.00	12.00	5.00	1.00	12.00		
5	Quality Control/Quality Assurance/Safety	4.00	4.00	3.00	2.00	3.00	4.00	3.00	2.00	3.00		
40	Total Points	36.00	29.00	28.00	15.00	29.00	33.00	16.00	7.00	31.00		

scored items: Debra Moran

0	Company Information	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
20	Relevant Experience & Qualifications	20.00	10.00	15.00	10.00	8.00	15.00	7.00	5.00	20.00		
15	Methodology	12.00	9.00	7.00	4.00	8.00	15.00	3.00	4.00	10.00		
5	Quality Control/Quality Assurance/Safety	4.00	3.00	2.00	2.00	2.00	5.00	2.00	1.00	4.00		
40	Total Points	36.00	22.00	24.00	16.00	18.00	35.00	12.00	10.00	34.00		

Evaluation Items- Total Points	111.00	80.00	78.00	48.00	65.00	104.00	41.00	26.00	102.00			
Evaluator Averages	37.00	26.67	26.00	16.00	21.67	34.67	13.67	8.67	34.00			

Pritchard Industries Southwest, Inc - different pricing given for different methods of carpet shampoo, strip and wax

Addendum Item #3 – Sign-In Sheets

PRE-PROPOSAL CONFERENCE
RFP 303-8-00009 - CUSTODIAL SERVICES, P35, AUSTIN, TX
JUNE 21, 2017 @ 10:00 AM
JUNE 22, 2017 @ 10:00 AM _____

PLEASE WRITE LEGIBLY

Name: KURT SMITH

Firm: PBS, INC.

Phone: 817 560-1511 Fax: _____

Email: Ksmithpbs@yahoo.com

Prime? Subcontractor? _____ HUB Certified? Yes _____ No

Name: Shawn Hall

Firm: American Facility Services

Phone: 512 298 8458 Fax: 512 371 0023

Email: shall@amfacility.com

Prime? Subcontractor? _____ HUB Certified? Yes _____ No _____

Name: Angela Carreon

Firm: Entrust One Family Srvc

Phone: 512 839 9934 Fax: _____

Email: acarreon@entrust1.com

Prime? Subcontractor? _____ HUB Certified? Yes No _____

Name: Reginald Woods

Firm: Trixi Construction Builder LLC

Phone: (512) 282-2262 Fax: _____

Email: info@trixiconstructionbuilder.com

Prime? Subcontractor? HUB Certified? Yes No _____

PRE-PROPOSAL CONFERENCE
RFP 303-8-00009 - CUSTODIAL SERVICES, P35, AUSTIN, TX
JUNE 21, 2017 @ 10:00 AM
JUNE 22, 2017 @ 10:00 AM _____

PLEASE WRITE LEGIBLY

Name: David D. MARTINEZ
Firm: PBS
Phone: 214-766-3527 Fax: 214-853-9431
Email: dmartinezpbs@gmail.com
Prime? Subcontractor? _____ HUB Certified? Yes _____ No

Name: Scott Thornton
Firm: PCSI
Phone: (512) 820-1216 Fax: _____
Email: STHORNTON@PCSI.ORG
Prime? Subcontractor? HUB Certified? Yes _____ No _____

Name: Jo Ann Sepeda
Firm: Zlynx Enterprise, Inc
Phone: (512) 451-8828 Fax: _____
Email: Joann@zlynxenterprise.com
Prime? Subcontractor? _____ HUB Certified? Yes No _____

Name: Ronda Houston
Firm: Zlynx Enterprise, Inc
Phone: (512) 451-8828 Fax: _____
Email: ronda@zlynxenterprise.com
Prime? _____ Subcontractor? _____ HUB Certified? Yes No _____

PRE-PROPOSAL CONFERENCE
RFP 303-8-00009 - CUSTODIAL SERVICES, P35, AUSTIN, TX
JUNE 21, 2017 @ 10:00 AM
JUNE 22, 2017 @ 10:00 AM

PLEASE WRITE LEGIBLY

Name: Coysack, Geoffrey

Firm: BCMS

Phone: (210) 738-2394 Fax: (210) 738-2394

Email: geoffrey82@rocketmail.com

Prime? Subcontractor? HUB Certified? Yes No

Name: Samuel Salas

Firm: Unified Service Associates

Phone: 210-279-7752 Fax:

Email: Samnu175@aol.com

Prime? Subcontractor? HUB Certified? Yes No

Name: Kip Smith

Firm: PBS

Phone: 720-879-4795 Fax: 817-560-1511

Email: SmithKippy@yahoo.com

Prime? Subcontractor? HUB Certified? Yes No

Name: Sonia Solomon

Firm: Gem Solutions LLC

Phone: 713 2720004 Fax:

Email: Info@dGemSolutions LLC

Prime? Subcontractor? HUB Certified? (Yes) No

PRE-PROPOSAL CONFERENCE
RFP 303-8-00009 - CUSTODIAL SERVICES, P35, AUSTIN, TX
JUNE 21, 2017 @ 10:00 AM
JUNE 22, 2017 @ 10:00 AM

PLEASE WRITE LEGIBLY

Name: Jaimé Mendoza

Firm: Mendoza Maintenance Group Inc.

Phone: 956 7406 301 Fax: 956 728-0079

Email: ajmendoza@utexas.edu / ~~bjaviermendoza@~~
hotmail.com

Prime? Subcontractor? HUB Certified? Yes No

Name: Jorge Carcamo

Firm: UCS

Phone: 512-605-9150 Fax:

Email: Jcarcamo@UCScompanies.com

Prime? Subcontractor? HUB Certified? Yes No

Name: Max Rhorer #

Firm: UCS

Phone: 512-705-2501 Fax: 512-385-0320
512-385-6600

Email: mrhorer@UCScompanies.com

Prime? Subcontractor? HUB Certified? Yes No

Name: Javier Mendoza

Firm: mendoza Maintenance Group

Phone: 956 206 7637 Fax: 956 728-0079

Email: bjaviermendoza@hotmail.com

Prime? Subcontractor? HUB Certified? Yes No

PRE-PROPOSAL CONFERENCE
RFP 303-8-00009 – CUSTODIAL SERVICES, P35, AUSTIN, TX
JUNE 21, 2017 @ 10:00 AM
JUNE 22, 2017 @ 10:00 AM

PLEASE WRITE LEGIBLY

Name: Alai Villeda

Firm: Villeda Building Service, LLC

Phone: (512) 944 8260 Fax: (512) 840-0774

Email: VBSLLC@OUTLOOK.COM

Prime? Subcontractor? HUB Certified? Yes No

Name: _____

Firm: _____

Phone: _____ Fax: _____

Email: _____

Prime? Subcontractor? HUB Certified? Yes No

Name: _____

Firm: _____

Phone: _____ Fax: _____

Email: _____

Prime? Subcontractor? HUB Certified? Yes No

Name: _____

Firm: _____

Phone: _____ Fax: _____

Email: _____

Prime? Subcontractor? HUB Certified? Yes No

PRE-PROPOSAL CONFERENCE
RFP 303-8-00009 – CUSTODIAL SERVICES, P35, AUSTIN, TX
JUNE 21, 2017 @ 10:00 AM
JUNE 22, 2017 @ 10:00 AM

PLEASE WRITE LEGIBLY

Name: Lisa Birchfield

Firm: TFC

Phone: 512-563-9346 Fax: _____

Email: lisa.birchfield@tfc.state.tx.us

Prime? Subcontractor? HUB Certified? Yes No

Name: _____

Firm: _____

Phone: _____ Fax: _____

Email: _____

Prime? Subcontractor? HUB Certified? Yes No

Name: _____

Firm: _____

Phone: _____ Fax: _____

Email: _____

Prime? Subcontractor? HUB Certified? Yes No

Name: _____

Firm: _____

Phone: _____ Fax: _____

Email: _____

Prime? Subcontractor? HUB Certified? Yes No

PRE-PROPOSAL CONFERENCE
RFP 303-8-00009 – CUSTODIAL SERVICES, P35, AUSTIN, TX
JUNE 21, 2017 @ 10:00 AM
JUNE 22, 2017 @ 10:00 AM

PLEASE WRITE LEGIBLY

Name: Cole Graham

Firm: TFC

Phone: _____ Fax: _____

Email: _____

Prime? Subcontractor? HUB Certified? Yes No

Name: Pete Garcia

Firm: TFC

Phone: _____ Fax: _____

Email: _____

Prime? Subcontractor? HUB Certified? Yes No

Name: DEBRA MORAN

Firm: TFC

Phone: _____ Fax: _____

Email: _____

Prime? Subcontractor? HUB Certified? Yes No

Name: _____

Firm: _____

Phone: _____ Fax: _____

Email: _____

Prime? Subcontractor? HUB Certified? Yes No

PRE-PROPOSAL CONFERENCE
RFP 303-8-00009 - CUSTODIAL SERVICES, P35, AUSTIN, TX
JUNE 21, 2017 @ 10:00 AM
JUNE 22, 2017 @ 10:00 AM

PLEASE WRITE LEGIBLY

Name: BT Min

Firm: I. B. S.

Phone: 512-833-8466 Fax: 512-833-5299

Email: yosan80@hotmail.com

Prime? Subcontractor? HUB Certified? Yes No

Name: John Saad

Firm: TFC

Phone: 512-848-3109 Fax: _____

Email: jonathan.saad@TFC.state.tx.us

Prime? Subcontractor? HUB Certified? Yes No

Name: _____

Firm: _____

Phone: _____ Fax: _____

Email: _____

Prime? Subcontractor? HUB Certified? Yes No

Name: _____

Firm: _____

Phone: _____ Fax: _____

Email: _____

Prime? Subcontractor? HUB Certified? Yes No

PRE-PROPOSAL CONFERENCE
RFP 303-8-00009 – CUSTODIAL SERVICES, P35, AUSTIN, TX
JUNE 21, 2017 @ 10:00 AM
JUNE 22, 2017 @ 10:00 AM

PLEASE WRITE LEGIBLY

Name: Jacqui Alloway
Firm: Pritchard Industries
Phone: (512) 323-5059 Fax: _____
Email: jalloway@pritchardindustries.com
Prime? Subcontractor? _____ HUB Certified? Yes _____ No

Name: CESAR VARELA
Firm: PRITCHARD INDUSTRIES
Phone: (512) 323-5059 Fax: (512) 323-0491
Email: ~~CESAR~~ CVARELA@PRITCHARDINDUSTRIES.COM
Prime? Subcontractor? _____ HUB Certified? Yes _____ No

Name: _____
Firm: _____
Phone: _____ Fax: _____
Email: _____
Prime? _____ Subcontractor? _____ HUB Certified? Yes _____ No _____

Name: _____
Firm: _____
Phone: _____ Fax: _____
Email: _____
Prime? _____ Subcontractor? _____ HUB Certified? Yes _____ No _____

PRE-PROPOSAL CONFERENCE
RFP 303-8-00009 - CUSTODIAL SERVICES, P35, AUSTIN, TX
JUNE 21, 2017 @ 10:00 AM
JUNE 22, 2017 @ 10:00 AM

PLEASE WRITE LEGIBLY

Name: TERESA ESTRADA

Firm: AHI FACILITY SERVICES, INC

Phone: 214-497-2586 Fax: 800-250-8550

Email: TERESAESTRADA@AHIFS.COM

Prime? Subcontractor? HUB Certified? Yes No

Name: John Jimenez

Firm: L5 Services, LLC.

Phone: 210-222-1705 Fax: 210-738-2801

Email: jximenes@level5services.com

Prime? Subcontractor? HUB Certified? Yes No

Name: Lisa Birchfield

Firm: TFC - TCEQ Property Manager

Phone: _____ Fax: _____

Email: _____

Prime? Subcontractor? HUB Certified? Yes No

Name: Colt Gresham

Firm: TFC

Phone: _____ Fax: _____

Email: _____

Prime? Subcontractor? HUB Certified? Yes No

Chair
Robert D. Thomas

Commissioners
William D. Darby
Patti Jones
Mike Novak
Jack W. Perry
Betty Reinbeck
Joseph O. Slovacek



Executive Director
Harvey Hilderbran

Mailing address:
P. O. Box 13047
Austin, TX 78711-3047
(512) 463-3446
www.tfc.state.tx.us

ADDENDUM #2

DATE: 06/27/2017
REQ #: 303-8-00009
TITLE: Custodial Services, P35, Austin, TX
BID DEADLINE: 07/07/2017

Addendum item #1: to **RESPOND** to questions.

Question	Answer
1) Who is the current vendor?	The incumbent is Pritchard Industries Southwest, Inc. See Addendum #1, question #1.
2) Are you having any issues with your current vendor?	No. See Addendum #1, question #8.
3) Are you required to bid your services when the contract terms end?	TFC is required to conduct a formal solicitation when the contract term expires and no renewal options remain. The State reserves the right to solicit for contracted services at any time in the interest of Best Value, as defined by TGC, Section 2155.074.
4) Who are the other vendors involved in this bidding process?	The sign-in sheets for the pre-proposal conferences were included with Addendum #1 to RFP 303-8-00009, which was posted on the Electronic State Business Daily on 6/22/17.
5) Could you provide last proposal amounts for top selected vendors last RFP?	The bill rate for the incumbent and full tabulation for the previous solicitation are included in Addendum #1 RFP 303-8-00009, which was posted on the Electronic State Business Daily on 6/22/17.
6) What time do the buildings shut down, employee wise?	Regular business hours are considered to be between 7:00 am and 6:00 pm Monday through Friday, excluding holidays where state agencies are closed. See <u>Attachment A – Services Contract</u> , paragraph 1.1 for more details.
7) How late can night crew work?	Our goal is to have custodial services completed by 9:00 PM. In the event of a special project, flooring work, or similar event, the expectation is that services shall be completed by 10:00 PM.
8) Will the contractor be responsible for all consumables (toilet paper, paper towels, trash liners, soap, sanitizer, seat covers, urinal screens, air fresheners)?	The awarded Contractor is responsible for all consumables.
9) Will the same scope of service apply to all buildings?	Yes.
10) Will the contractor have an office and/or storage on the campus?	Contractor will have storage space in each facility. Office space is not provided.

11) Are services currently provided by state employees, or an outside contractor? If contracted, who currently provides services?	See question #1 above.
12) Does TFC require minimum wage rates for any of the job titles, other than the national minimum wage rate? As in living wage rates or endeavors by the city of Austin to set minimums.	The Federal minimum wage applies to this Contract. There are no additional restrictions regarding wages paid. Note that TFC is a State agency, and not affiliated with the City of Austin.
13) May we have digital copies of building floor plans?	Floor plans are currently not available.

All other aspects of the **RFP 303-8-00009** remain as is.

Colin Gresham, CTPM, CTCM
TFC Procurement Department
Phone: 512-936-0647
Email: colin.gresham@tfc.state.tx.us

RECEIPT OF ADDENDUM #2 OF RFP 303-8-00009

IN YOUR SUBMITTAL THE RESPONDENT SHALL ACKNOWLEDGE RECEIPT OF THIS ADDENDUM.

Respondent Signature

Date

Printed Name

Company Name

Chair
Robert D. Thomas

Commissioners
William D. Darby
Patti Jones
Mike Novak
Jack W. Perry
Betty Reinbeck
Joseph O. Slovacek



Executive Director
Harvey Hilderbran

Mailing address:
P. O. Box 13047
Austin, TX 78711-3047
(512) 463-3446
www.tfc.state.tx.us

ADDENDUM #3

DATE: 06/28/2017
REQ #: 303-8-00009
TITLE: Custodial Services, P35, Austin, TX
BID DEADLINE: 07/06/2017

Addendum item #1: to **CLARIFY** the deadline for submission of proposals. Addendum #1 and Addendum #2 both state that the deadline for submission of proposals is July 07, 2017, while the RFP itself and the posting on the Electronic State Business Daily state that the deadline for submission of proposals is July 06, 2017. The correct deadline for submission of proposals is July 06, 2017.

All other aspects of the **RFP 303-8-00009** remain as is.

Colin Gresham, CTPM, CTCM
TFC Procurement Department
Phone: 512-936-0647
Email: colin.gresham@tfc.state.tx.us

RECEIPT OF ADDENDUM #3 OF RFP 303-8-00009

IN YOUR SUBMITTAL THE RESPONDENT SHALL ACKNOWLEDGE RECEIPT OF THIS ADDENDUM.

Respondent Signature

Date

Printed Name

Company Name