

REQUEST FOR PROPOSAL

JANITORIAL SERVICES

RFP # 2021-0409HR

CITY OF ANGLETON REQUEST FOR PROPOSAL

Janitorial Services

Submit no later than April 9, 2021, 12:00 p.m. Central Standard Time

The City of Angleton (“City”) is soliciting proposals from individuals or firms (“Vendors”) interested in providing professional, customer-focused janitorial services for the City.

The City operates a total of seven (7) facilities at various locations throughout the City. Services are requested for three (3) of these facilities listed herein.

The term of this contract shall be one (1) year beginning on May 1, 2021. The contract shall automatically renew for up to four (4) additional one-year terms for a total possible contract life of five (5) years. Pricing shall remain fixed during the initial contract term and any subsequent renewal term, except for a cost adjustment to cover any increase or decrease in prevailing wages.

Timeline

RFP Released	03/23/2021
Last Date to Submit Questions	04/1/2021
Proposal Due Date	04/9/2021
Evaluation of Proposals	04/12/2021
City Council review/approval of contract	04/27/2021
Award of Contract	By 04/30/2021

Note: The above dates are approximate, are not binding and are subject to change

Scope of Work

The Scope of Work is expected to include, but not be limited to, the tasks identified in Exhibit A to this RFP. Exhibit A is a detailed list of the mandatory janitorial tasks, the frequency of each task, and the facility where the tasks shall be provided. Exhibit B outlines additional cleaning the City would like the Vendor to price but may be excluded from the final agreement.

While Exhibit A sets forth the Scope of Work anticipated by the City at this time, there is no guarantee by the City that this shall continue over the duration of the contract. The City reserves the right to add, modify, or delete tasks and facilities as necessary; any such action shall be formalized by a written amendment to the contract.

All cleanings will follow the CDC recommended COVID-19 cleaning protocols including surfaces, doorknobs, and touchpoints in common areas which should be sanitized daily.

Addenda and Acknowledgement of Addenda

All substantive questions and answers resulting from the tour session shall be formalized and issued as a written addendum to this RFP. Only written addenda should be utilized by Vendors when preparing a response to this RFP. Vendors submitting proposals shall acknowledge receipt of any addendum to this RFP by identifying such in the **Original Response Checklist**.

Basic Requirements

Equipment, Supplies, and Materials:

The City shall furnish all necessary equipment, materials, and supplies required in performing the janitorial tasks, including specialty cleaning and consumable supplies. The vendor shall notify the City ahead of time when supplies are low.

Registered Vendor:

The Vendor shall be registered as a vendor with the City of Angleton prior to performing any services.

Insurance:

The Vendor shall obtain Commercial General Liability insurance, per the City Standards and name the City as an additional insured with a waiver of Subrogation.

Bond

The Vendor should be bonded and must provide proof of bonding with the proposal.

Background Checks:

Background checks shall be required for all janitorial staff working in City

facilities. The level of the background check shall be dependent on which City facility the tasks are being provided at. Any employee assigned to the City of Angleton Police Station must first complete a CJIS course prior to performing any work in the facility.

Federal, State, and Local Compliance:

The Vendor shall comply with all applicable federal, state, and local laws, rules, and regulations affecting its performance.

The Vendor shall comply with the applicable provisions of the Federal Occupational Safety and Health Administration (OSHA)

The Vendor shall comply with OSHA Enforcement of Procedures for Occupational Exposure to Blood Borne Pathogens Standard (CFR 1910.1030). Vendor shall furnish to the City an Exposure Control Plan at the time of submittal of the RFP.

The Vendor shall certify that it has complied and shall continue to comply during the duration of this contract, with the United States Immigration and Control Act of 1986 in that every employee of the Vendor is eligible for employment in the United States.

Submittal Requirements

Proposals shall be submitted by e-mail only. The deadline for proposals by interested parties is April 9, 2021 by 12:00 p.m. Central Standard Time. Proposals shall be submitted in PDF format to cmartin@angleton.tx.us by the closing deadline. All respondents will receive an email confirmation within the next business day that their submittal has been received. Questions related to this solicitation may be directed to Colleen Martin, Director of Human Resources and Risk Management cmartin@angleton.tx.us, questions via phone shall not be accepted.

Proposals shall be limited to single spaced, 8 1/2" by 11" typewritten pages (min. 12-point font). The submittal shall be no more than (15) pages not including Pricing Sheets.

Supplemental information, such as brochures, may be submitted if desired. The following documentation shall be included in your proposal:

- Company History:
 - Years in janitorial business
 - Key personnel and their experience, including resumes of key company personnel that shall be involved with this contract.

- Employment:
 - Average length of employment for managers, supervisors, and janitors.
 - Describe your process to ensure quality cleaning personnel shall always

- be available to fulfill contract obligations without interruptions.
 - Ratio of field supervisors to workers.
 - Describe your process for integrating new staff into your organization and training them to properly perform quality cleaning. Include a copy of written information supplied to employees concerning firm philosophy, policies, and training.
 - Include how you handle equipment maintenance and equipment breakdowns.
- References:

List at least three current or within the past two years, janitorial contracts (include number of square feet cleaning, description of services and total dollar amount of each).

 - Provide point of contact and telephone number or e-mail address for each reference. The City may conduct a site visit of a reference for any Vendor during its selection process.
 - Provide a list of other Texas cities with which you do janitorial business and their point of contact.
- Work Plan:
 - A detailed work plan, for each facility for which the Vendor is submitting a proposal, showing how Vendor shall accomplish the requirements of Exhibit A.
 - Include a staffing chart for each facility. The staffing chart shall include number of personnel, tasks to be performed by each person, total number of hours to complete tasks and time scheduled for each facility.
- Quality Assurance Program.
 - Include your company's process for tracking and investigating complaints and include your resolution process.
 - Description for your company's process for customer-initiated changes in contracts and includes your communication plan for change orders.

Evaluation Criteria

The City's Evaluation Panel shall use the following criteria to evaluate each proposal:

- 1. Cost – 30 Points**
- 2. Capability, Qualifications, and References – 30 Points Work Plan**
- 3. HUB Certification– 10 Points**

4. Responsiveness and Understanding – 30 Points

Following the City Representatives evaluation of the proposals received, selected Vendors may be invited to make oral presentations before the City's Evaluation Panel. The City's Representative will provide additional details outlining the preferred content of the presentation to each Vendor that is invited to participate. Upon completion of the evaluation process, the City's Evaluation Panel will determine the most qualified individual or Vendor based on all materials and information presented. The City will then begin the negotiations for an agreement with the selected Vendor. The City may determine there is only one finalist at which time no presentations will be requested.

Any Vendor failing to submit information in accordance with the procedures set forth in the RFP may be subject to disqualification.

The City reserves the right to change the solicitation schedule, issues amendments to the solicitation, or cancel the solicitation at any time prior to the submittal deadline.

The City Reserves the right to award the janitorial services addressed by this RFP to Multiple Vendors. The City reserves the right, at its sole discretion, to waive immaterial irregularities contained in the solicitation. The City reserves the right to reject any and all proposals at any time, without penalty. The City reserves the right to refrain from contracting with any respondent. Vendors eliminated from further consideration will be notified by mail or email by the City as soon as practical.

Proposals remain confidential until closing deadline after which proposals are considered a public record subject to public disclosure.

Any Proposal may be withdrawn by written request, at any time prior to the time set for the Proposal submittal deadline.

The City of Angleton, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department

of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation, issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Attachments

- Response Checklist

- Response Pricing Sheets (1 – 3)
- Exhibit A: Scope of Services - Cleaning Tasks
- Exhibit B: Janitorial Services Supplemental Information

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Janitorial Services
RESPONSE CHECKLIST

The Vendor submitting this proposal is required to submit this page along with those items listed below in full as a part of the proposal package.

Failure to submit any of the documents listed below with your proposal, or failure to acknowledge any addendum, or submitting your proposal with any limitations, condition or provision not requested, may be cause for rejection of your proposal.

THIS CHECKLIST MUST ACCOMPANY YOUR PROPOSAL PACKAGE

PLEASE RETURN THE FOLLOW DOCUMENTS:	
	ONE (1) SUBMITTAL CHECKLIST
	ONE (1) PRICING SHEET 1 - ALL FACILITIES
	ONE (1) PRICING SHEET 3 - ADDITIONAL SPECIALTY CLEANING
	ONE (1) PRICING SHEET 5 - GRAND TOTAL
	ONE (1) PROPOSAL (RFP)
	HUB Certificate if Applicable

* Please check each item listed above indicating compliance.

Acknowledgement of Addenda:

Initial here _____ to verify your Proposal considers addenda: _____ through _____

COMPANY LEGAL NAME:	TELEPHONE NUMBER: FAX NUMBER:
MAILING ADDRESS:	TAX IDENTIFICATION NUMBER: EMAIL:
AUTHORIZED REPESENTATIVE (PRINT)	TITLE

AUTHORIZED SIGNATURE	DATE
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EXHIBIT-A

REQUEST FOR PROPOSALS RFP # 2021-0409HR

Janitorial Services

1. Pricing Sheet: Daily/Weekly All Facilities

	Facility	Est. Monthly Hours	Price Per Month	Annual Amount
	Angleton City Hall 121 South Velasco 9800 Sq Ft		\$	\$
	<p>Daily</p> <ul style="list-style-type: none"> • Sweep/Vacuum all common areas • Wet mop hallways and restrooms • Clean and sanitize all surfaces using germicidal cleaner • Clean and sanitize toilets, urinals, sinks, walls, mirrors, and partitions • Clean and restock restrooms, clean mirrors • Empty trash, replace liners, place, place trash in designated receptacle • Clean kitchen and restock paper towels • Clean all windows in Utility Collection area and Courts • Sanitize water fountain • Clean public area chairs • Clean kitchen countertops, chairs, and table; sanitize • Clean and disinfect sinks and chrome <p>Weekly</p> <ul style="list-style-type: none"> • Wipe hardware, doorknobs, and light fixtures • Wipe down cabinets (outside) • Clean front/visible sides of refrigerator • Wipe microwave inside and out • Disinfect all telephones • Vacuum floors & crevices of offices • Dust and polish all tables • Dust furniture, low moldings, sills, picture frames in the council chamber • Sweep porch and steps to facility • Dust high and low all workstations (ceiling to 			

<ul style="list-style-type: none"> • baseboard) – bi-weekly, perhaps on employees Fridays off. <p>Monthly</p> <ul style="list-style-type: none"> • Remove cobwebs from ceiling and base boards • Dust ceiling vent returns <p>Every Other Month</p> <ul style="list-style-type: none"> • Clean interior windows glass • Clean exterior window glass <p>Quarterly (weather permitting)</p> <ul style="list-style-type: none"> • Buff vinyl floors • Dust Blinds <p>As Needed</p> <ul style="list-style-type: none"> • Spot clean walls and carpets – as needed • Empties recycle as needed 			
<p>Angleton Police Station & Holding Cells 104 Cannan 12,000 Sq Ft</p>		\$	\$
<p>Daily</p> <ul style="list-style-type: none"> • Sweep/Vacuum all common areas • Wet mop hallways and restrooms • Clean and sanitize all surfaces using germicidal cleaner • Clean and sanitize toilets, urinals, sinks, walls, mirrors, and partitions • Clean and restock restrooms, clean mirrors • Empty trash, replace liners, place, place trash in designated receptacle • Clean kitchen and restock paper towels • Clean all glass windows in Dispatch • Sanitize water fountain • Clean public area chairs • Clean kitchen countertops, chairs, and table; sanitize • Clean and disinfect sinks and chrome <p>Weekly</p> <ul style="list-style-type: none"> • Wipe hardware, doorknobs, and light fixtures • Wipe down cabinets (outside) • Clean front/visible sides of refrigerator • Wipe microwave inside and out • Disinfect all telephones • Vacuum floors & crevices of offices • Dust and polish all tables • Dust furniture, low moldings, and sills 			

<p><u>Monthly</u></p> <ul style="list-style-type: none"> • Remove cobwebs from ceiling • Dust ceiling vent returns <p><u>Every Other Month</u></p> <ul style="list-style-type: none"> • Clean interior windows glass • Clean exterior window glass <p><u>Quarterly (weather permitting)</u></p> <ul style="list-style-type: none"> • Buff vinyl floors • Dust Blinds <p><u>As Needed</u></p> <ul style="list-style-type: none"> • Spot clean walls and carpets – as needed • Empties recycle as needed 			
<p>Angleton Public Works & Parks Center 901 S. Velasco 60 x 60 Sq Ft</p>			
<p><u>Daily</u></p> <ul style="list-style-type: none"> • Sweep/Vacuum all common areas • Wet mop hallways and restrooms • Clean and sanitize all surfaces using germicidal cleaner • Clean and sanitize toilets, urinals, sinks, walls, mirrors, and partitions • Clean and restock restrooms, clean mirrors • Empty trash, replace liners, place, place trash in designated receptacle • Clean kitchen and restock paper towels • Clean public area chairs • Clean kitchen countertops, chairs, and table; sanitize • Clean and disinfect sinks and chrome <p><u>Weekly</u></p> <ul style="list-style-type: none"> • Wipe hardware, doorknobs, and light fixtures • Wipe down cabinets (outside) • Clean front/visible sides of refrigerator • Wipe microwave inside and out • Disinfect all telephones • Vacuum floors & crevices of offices • Dust and polish all tables <p><u>Monthly</u></p> <ul style="list-style-type: none"> • Remove cobwebs from ceiling and base boards <p><u>Every Other Month</u></p> <ul style="list-style-type: none"> • Clean interior windows glass • Clean exterior window glass 		\$	\$

<p>Quarterly (weather permitting)</p> <ul style="list-style-type: none"> • Buff vinyl floors • Dust Blinds <p>Empties recycle as needed</p>			
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COMPANY LEGAL NAME: _____

EXHIBIT B

REQUEST FOR PROPOSALS RFP # 20021-0226HR

Janitorial Services

2. Pricing Sheet: Additional Specialty Cleaning

Angleton City Hall	Angleton Police Station	Fire Station #1	\$ Annual Cost
Shampoo Carpets once per year	Shampoo and Disinfect Carpets and Flooring Once per Year	Shampoo Carpets Once per Year	
	Jail Laundry-Daily		
Strip and Wax Flooring	Strip and Wax Flooring	Strip and Wax Flooring	

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Janitorial Services

3. Pricing Sheet – Annual Grand Total

Pricing Sheet	Annual Amount
Total Pricing Sheet 1: Daily/Weekly (Facilities A Thru I)	\$
Total Pricing Sheet 3: Additional Specialty Cleaning	\$
Total Pricing Sheet 4: Consumable Products & Supplies	\$
GRAND TOTAL	\$

Please write out above Annual Grand Total Amount \$ _____

COMPANY LEGAL NAME: _____

Exhibit B

Janitorial Services Supplemental Information

The following are base requirements identified in Request for Proposal (RFP) 2021-0226HR.

Prospective Vendors shall provide for these requirements when preparing their proposals.

Identification

Each employee shall carry an identification card issued by the Vendor to be always worn in a visible location on their person while performing services on City of Angleton's premises. Each employee must wear a uniform or shirt/blouse with the Vendor's name to visibly identify them as employees of the Vendor. Personnel hired by the Vendor awaiting security clearance shall wear ID tags stating "City of Angleton Vendor" furnished by the City. Vendor shall notify the City's Representative of the assignment of their employees to each facility by name and any subsequent changes.

Subcontract and Assignment

Not Permitted.

On-Site Supervision

The Vendor's on-site supervisors/leads must be literate and fluent in the English language. The Vendor may furnish as many people as, in its opinion, shall be necessary to perform the services specified by the contract within the time frame allotted, unless specified numbers of personnel are stipulated in the associated Exhibit(s).

Special Events / Emergency Call Out

The Vendor may be requested to provide additional janitorial services for special events and/or emergency callouts at City facilities throughout the year. If the Vendor agrees to provide these services, these services will be negotiated separately and provided for in an amendment to the contract.

Security

Keys, including key cards, to each facility and certain areas will be furnished by the City. It shall be the Vendor's responsibility for safe keeping of all keys in their custody. Any lost keys shall be reported immediately to the City's Representative. If the Vendor loses a key, Vendor shall be required to pay the City's cost to replace the key, plus a twenty percent (20%) administrative cost. If a breach of security results from the loss of keys, requiring locks to be changed or re-keyed, the Vendor shall be charged the City's cost-plus twenty percent (20%) for administrative cost. The charges shall be deducted from monthly payments due to the Vendor. If any keys issued to the Vendor during

the term of the contract is not returned at the expiration date of the contract, replacement keys or hardware replacement as described above shall be deducted from the final payment to the Vendor.

If Vendor employee is suspected of theft, violence, harassment, or other improper conduct while working at City facilities, the Vendor shall be required to cooperate fully with the City of Angleton Police Department investigation process. This shall include providing janitorial employees for investigative interviews in a timely manner. The Vendor shall be solely liable for any costs associated with an investigation and no costs shall be passed onto the City. Upon written notice from the City Representative, the Vendor shall remove any employee the City deems is guilty of improper conduct.

Vendor employees shall not prop open, block open, or leave unlocked any City facility door, window, or other access point and shall not allow anyone into a secured City facility without first checking with their supervisor and requesting to see their City identification. City employees authorized access to a secured area shall have keys, card key, etc. pre-issued to them for that purpose. Vendor employees observing anyone trying to enter a City facility shall report this to the Angleton Police Department immediately by calling 911. Vendor personnel observing suspicious people in or around City facilities shall report it to Angleton Police Department at once. Lost and found articles shall be turned into the City Representative.

Vendor employees are prohibited from the moving and reading of papers on desks, the opening of desk drawers and cabinets, the use of telephones and office equipment at City facilities.

Equipment, Materials, Supplies, and Utilities

The City shall furnish all necessary equipment, materials, supplies and products, required in performing services of the contract. The Vendor shall use prudent care in handling, storing, and using such items to assure economical and proper use of said items. The Vendor shall receive preapproval from the City for any equipment, materials, supplies, and products the Vendor may bring on sight prior to its use.

The City shall provide electrical power at designated outlets for Vendor to operate equipment as necessary in the conduct of work. The Vendor shall assure that its employees are instructed not to use electrical wall outlets where computers and other sensitive equipment are plugged in. The City shall provide hot and cold water as necessary.

Janitorial closets are located at various points throughout the City facilities for storing supplies and equipment including mops, brooms, dust cloths, and other items. These closets and the stored equipment shall be always kept clean and in an orderly manner by the Vendor. Vendor shall not store supplies or equipment on site that does not fit in designated custodial closets or storage rooms.

The Vendor shall provide to the City copies of all Safety Data Sheets (SDS) on all chemicals used in the work and stored in janitorial closets. The Vendor shall provide a copy of the Hazard Communication Program indicating the name of the person to contact.

Safeguarding City Property

The Vendor shall take all reasonable precautions to safeguard and protect City property. Any loss, theft, or damage shall be reported as soon as possible to the City Representative. In the event there is loss, theft or damage reported and there is reasonable cause to believe Vendor employee may have been involved, the City may turn this over to the Angleton Police Department for handling.

Use of City Property/Equipment

Vendor employees shall not to use any City property/equipment such as computers, copy machines, televisions, video machines, radios, telephones, etc. unless the use of such equipment is required as a job function. Vendor employees can use a City phone to call in to start their work shift by dialing 9 first. Any exception must be in writing and authorized by the City Representative. The use of a City phone during an emergency, such as dialing 911, is also allowed.

Cleaning Products

Disinfectant

The Vendor shall work closely with the City to develop and test products and equipment that can be systematically implemented into the janitorial service requirements for each facility. Vendor shall also implement industry standards required by the City with regard to cleaning products for COVID-19 and other such illnesses in accordance with recommendations for public health agencies, including the Center for Disease Control and Prevention (CDC), the

Texas Department of State Health Services.

Hygiene

Vendor shall implement industry best practices by requiring their employees to perform the following:

- Wash their hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching their eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Cover their mouth and nose with a tissue when coughing or sneezing, then throw the tissue in the trash and wash their hands.
- Clean and disinfect objects and surfaces.
- **Stay at home and away from others if they are feeling ill.**

City of Angleton Holidays

City facilities are closed on the following observed Holidays. The Vendor shall review with the City's Representative the work schedule around Holidays for each year a contract is approved to commence.

Angleton City Facilities including Police and Fire Stations are closed to the public on the following holidays.

New Year's Day

Martin Luther King's Birthday President's Day

Texas Independence Day

Good Friday

Memorial Day Independence Day Labor Day

Veteran's Day (observed) Thanksgiving

Day after Thanksgiving Christmas Day (observed)-2 days