Bidder Name:

_____

TARRANT COUNTY

PURCHASING DEPARTMENT

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

MELISSA LEE, C.P.M., A.P.P.
ASSISTANT PURCHASING AGENT

RFB NO. 2020-145

REQUEST FOR BID
FOR
ANNUAL CONTRACT
FOR
JANITORIAL SERVICES

BIDS DUE JULY 20, 2020
2:00 P.M.

RFB NO. 2020-145

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ATTACHMENT A – BUILDING LOCATIONS BY GROUP

This Table of Contents is intended as an aid to bidders and not as a comprehensive listing of the bid package. Bidders are responsible for reading the entire bid package and complying with all specifications.

ANNUAL CONTRACT FOR JANITORIAL SERVICES

PRE-BID CONFERENCE

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

DATE: **WEDNESDAY, JULY 8, 2020**

TIME: **2:00 P.M.**

LOCATION: **TARRANT COUNTY ADMINISTRATION BUILDING**
PURCHASING DEPARTMENT CONFERENCE ROOM
100 E. WEATHERFORD STREET, ROOM 303
FORT WORTH, TEXAS 76196-0104

Note: **There is No opportunity for remote attendance of this meeting.**

Tarrant County will not provide copies of RFB documents. Please download and print prior to meeting.

DUE TO COVID-19, TARRANT COUNTY PURCHASING PREFERS THAT FACE MASKS BE WORN, AND SOCIAL DISTANCING OBSERVED WHEN VISITING OUR OFFICE. EXCEPTIONS MAY BE GRANTED TO ANYONE WITH HEALTH ISSUES PREVENTING MASK USE, WHO HAS TROUBLE BREATHING, OR WHO IS UNABLE TO REMOVE THEIR OWN MASK WITHOUT ASSISTANCE.

RSVP: Vendors planning to attend the pre-bid conference should RSVP, <u>in writing, via facsimile</u>, no later than 5:00 p.m., Tuesday, July 7, 2020.

Send RSVPs to RITA C. PAULEY at (817) 884-2629.

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

***DUE TO COVID-19, RSVPS ARE EXTREMELY IMPORTANT FOR SPACE RESERVATION.**

ANNUAL CONTRACT FOR JANITORIAL SERVICES

Tarrant County is requesting bids for the **ANNUAL CONTRACT FOR JANITORIAL SERVICES** for **FACILITIES MANAGEMENT.** All bids must be submitted on the attached Price Forms. **Bid will be awarded in three (3) groups, Group 1, Group 2, and Group 3. A successful bidder may be awarded one (1), two (2) or all groups.** Tarrant County will not enter into any contract where the cost is provisional upon such clauses as "escalator" or "cost-plus" clauses.

Original and Five (5) Copies
OF
COMPLETED BID PROPOSALS
MUST BE RECEIVED IN THE
TARRANT COUNTY PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76196-0104
ON OR BEFORE JULY 20, 2020 AT 2:00 P.M.

All bids are due in the Tarrant County Purchasing Department by the due date in sealed envelopes or boxes. All bids must be clearly marked with the Bid Number, the name of the company submitting the bid, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. The original bid must be clearly marked **"ORIGINAL"** and contain all original signatures. "No-Bid" Response to be returned on the form included in the section under Forms.

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

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

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

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

No oral explanation or instructions will be given by Tarrant County officials or employees in regard to the meaning of the proposal specifications before the award of the contract unless authorized by the Tarrant County Purchasing Agent or their designee. Requests from interested bidders for additional information or interpretation of the information included in the specifications should be directed in writing, via facsimile, to:

RITA C. PAULEY, CPO, SENIOR BUYER
FAX: (817) 884-2629

All documents relating to the Bid, including but not limited to, the bid document, questions and responses, addenda and special notices will be posted under the Bid number on the Tarrant County website and available for download by Bidders and other interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. It is the Bidder's sole responsibility to review this site and retrieve all related documents up to the Bid due date.

The deadline for receipt of all questions is 12:00 (Noon), Fort Worth, Texas time, Thursday, July 9, 2020. After the question deadline, all questions and their responses will be posted on the website and available for download by interested parties.

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

Invoices shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196, or email to SAP-invoices@tarrantcounty.com. In accordance with the Prompt Payment Act, it is the intention of Tarrant County to make payment on completed orders within thirty (30) days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.**

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

The **contract may be terminated** by either party upon written thirty (30) day notice prior to cancellation.

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

Bids may be rejected, among other reasons, for any of the following specific reasons:

1. Bids containing any inconsistencies.
2. Unbalanced value of any items.

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

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

It is the Bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide a signature on the form renders bid non-responsive. Failure to complete and submit all required forms, including but not limited to References, Compliance With Federal and State Laws Form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of the entire bid.

CONFIDENTIALITY: Any material that is to be considered confidential must be clearly marked as such and shall be treated as confidential to the extent allowable under Section 552.136, Texas Government Code. Notice will be sent to you pursuant to Section 552.305 of the Texas Government Code should Tarrant County receive an open records request to inspect your bid. This notice will allow you to assert any objections to the release of confidential information in response to an open records request. It is your responsibility to assert any objections to the release of your bid in response to an open records request. Tarrant County cannot argue on your behalf that the information contained in your bid is exempt from public release. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION.**" Note: **PRICING INFORMATION IS NOT CONSIDERED CONFIDENTIAL AND IF MARKED AS SUCH, WILL RESULT IN REJECTION OF YOUR BID.**

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

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

TO THE EXTENT PERMITTED BY LAW, VENDOR AGREES TO DEFEND, INDEMNIFY AND HOLD TARRANT COUNTY, ITS OFFICIALS, AGENTS, SERVANTS, AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, ACTIONS, COSTS AND EXPENSES OF ANY KIND, INCLUDING BUT NOT LIMITED TO, THOSE FOR PROPERTY DAMAGE OR LOSS (INCLUDING ALLEGED DAMAGE OR LOSS TO OWNER'S BUSINESS AND ANY RESULTING LOST PROFITS), EMPLOYMENT MATTERS, AND/OR PERSONAL INJURY, INCLUDING DEATH, THAT MAY RELATE TO OR ARISE OUT OF OR BE OCCASIONED BY (I) VENDOR'S BREACH OF ANY OF THE TERMS OF PROVISIONS OF THIS AGREEMENT OR (II) ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF VENDORS, ITS OFFICERS, AGENTS, ASSOCIATES, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS, RELATED TO THE PERFORMANCE OF THIS AGREEMENT.

VENDOR(S) WILL COMPLY WITH ALL STATE, FEDERAL, AND LOCAL LAWS INCLUDING BUT NOT LIMITED TO THE AMERICANS WITH DISABILITIES ACT, TITLE VII OF THE CIVIL RIGHTS OF 1964, AGE DISCRIMINATION IN EMPLOYMENT ACT, CIVIL RIGHTS ACT OF 1991, FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA), FAIR LABOR STANDARDS ACT, EQUAL PAY ACT OF 1963 AND THE AFFORDABLE HEALTH CARE ACT, AS TO TREATMENT AND COMPENSATION OF ITS EMPLOYEES.

VENDOR(S) WILL PREPARE PAYROLL CHECKS, MAKE ALL NECESSARY DEDUCTIONS, AND PAY ALL TAXES, AND MAINTAIN INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. THE SUCCESSFUL VENDOR ACCEPTS FULL RESPONSIBILITY FOR THE PAYMENT OF WAGES, COMPENSATION, OVERTIME AND BENEFITS TO PERSONNEL. VENDOR ACCEPTS RESPONSIBILITY FOR PAYMENT OF ALL TAXES, ASSESSMENTS, FEES, AND FINES THAT MAY BE DUE AND OWING TO ANY LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES.

ANNUAL CONTRACT FOR JANITORIAL SERVICES

Prices shall include all charges for freight, F.O.B. destination inside delivered to:

VARIOUS TARRANT COUNTY LOCATIONS.

Hours of operation shall be between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Delivery date is important to Tarrant County and may be part of the bid and a factor in evaluation of each bid. Tarrant County considers delivery time to be that period elapsing from the time the individual order is placed until that order is received by Tarrant County at the specified delivery location. The delivery date indicates a guaranteed delivery to Tarrant County, Texas. Failure of the Vendor to meet guaranteed delivery dates or service performance could affect future Tarrant County orders.

Tarrant County reserves the right to demand bond or penalty to guarantee delivery by the date indicated. If the order is given and the Vendor fails to furnish the materials by the guaranteed date, Tarrant County reserves the right to cancel the order without liability on its part.

A **packing list** must accompany each shipment and must include but is not limited, to the following:

1. Tarrant County Purchase Order Number
2. Name and address of Vendor
3. Name and address of receiving department
4. Description of material shipped, including item numbers, quantity, etc.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **CONTRACT TERMS:** Vendor(s) will be awarded a twenty-four (24) month contract, effective October 1, 2020 or notice to proceed as determined by the Tarrant County Purchasing Department. At Tarrant County's option and approval by the Vendor, the contract may be renewed for two (2) additional twelve (12) month periods, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**

2. **RENEWAL OPTIONS:** Tarrant County reserves the right to exercise an option to renew the contract of the Vendor for two (2) additional twelve (12) month periods, provided such option is stipulated and agreed upon by both parties. If Tarrant County exercises the right in writing, the Vendor must update and submit any documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. Required documents must be in force for the full period of the option. If the updated documents are not submitted by the Vendor in complete form within the time specified, Tarrant County may rescind its option or seek a new solicitation.

3. **SECONDARY/ALTERNATE AWARD:** Secondary or Alternate Vendors serve in a backup capacity only. In the event the Primary is unable to honor the terms and conditions of the contract, the Secondary Vendor(s) may be called. If the Secondary Vendor is unable to honor the terms and conditions of the contract the Alternate Vendor(s) may be called. The Primary Vendor is the first contact. Use of the Secondary or Alternate Vendor(s) must be approved, in writing, by the Tarrant County Purchasing Agent or his designee in compliance with Texas Local Government Code 262.027(g).

   A. In the event the Secondary or Alternate Vendors are called upon, they will offer the materials and services at their awarded price(s), or better. Any attempt to increase their awarded price(s) may cause the removal of the Vendor from the contract. Calling upon the Secondary or Alternate Vendors does not necessarily affect the status of any awarded Vendor, including the Primary Vendor.

   B. If a Secondary or Alternate Vendor represents themselves as the Primary Vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the Secondary or Alternate Vendor may be removed from the contract.

   C. Would you, as the Vendor, be willing to accept a Secondary or Alternate Award based on the above?

   _____Yes _____No

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. **COOPERATIVE PURCHASING:** Tarrant County has the lead role in developing and encouraging Cooperative Purchasing efforts among governmental entities that participate in its Cooperative Purchasing Program. Cooperative Purchasing can be a great benefit to Tarrant County vendors by providing an avenue to offer materials and services to participating entities. A current list of participating entities is included in this solicitation and an up-to-date list can be found on the Tarrant County website.

A. Should other Governmental Entities decide to participate in this contract, would you, as the Vendor, agree that all terms, conditions, specifications, and pricing would apply? **A "NO" answer could result in complete rejection of the bid**.

_____Yes _____No

1) If you, the Bidder, checked Yes, the following will apply:

a) Governmental Entities utilizing Intergovernmental Contracts with Tarrant County will be eligible, but not obligated, to purchase materials and services under the contract(s) awarded because of the solicitation. All purchases by Governmental Entities other than Tarrant County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tarrant County will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their own material and services as needed.

b) Delivery to governmental entities located within Tarrant County will be at no charge or as otherwise provided for in the Award Document. Delivery charges, if any, for governmental entities located outside Tarrant County shall be negotiated between the Vendor and each governmental entity.

c) Tarrant County utilizes County Purchase Orders as its primary means of encumbering funds and pays for goods and services utilizing Vendor invoices. In the event Governmental Entities utilizing InterGovernmental Contracts use other payment methods, including but not limited to, purchasing cards, debit cards, check requests or other methods which cause the Vendor to incur service, processing, or other fees, these fees are the responsibility of that Governmental Entity, unless otherwise negotiated with the Vendor.

d) Vendor(s) awarded contract(s) resulting from bid will be responsible for providing to Tarrant County, at no additional charge, a complete list of all governmental entities currently utilizing the contract and their annual expenditures. This information should be provided ninety (90) days prior to the expiration of the contract, or as otherwise requested by Tarrant County.

ANNUAL CONTRACT FOR JANITORIAL SERVICES

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

1. Alamo Community College District
2. Alamo Heights ISD
3. Allen ISD
4. Alvarado ISD
5. Alvord ISD
6. Anna Fire Department
7. Anderson County
8. Andrews County
9. Aransas County
10. Argyle ISD
11. Arlington ISD
12. Armstrong County
13. Aspermont ISD
14. Atascosa County
15. Aubrey ISD
16. Azle ISD
17. Bastrop County
18. Bastrop ISD
19. Bell County
20. Benbrook Water Authority
21. Bethany Spec Utility Dist
22. Bexar County
23. Birdville ISD
24. Blue Ridge Fire Department
25. Bosque County
26. Branch Fire Department
27. Brazoria County
28. Brazos County
29. Brewster County
30. Briar Volunteer Fire Dept.
31. Brooks Cnty Cnstbls. Precs 1-4
32. Brown County
33. Bulverde Police Department
34. Burnet County
35. Bynum ISD
36. Cameron County
37. Canton ISD
38. Canyon ISD
39. Carroll ISD
40. Carrollton-Farmers Branch ISD
41. Castleberry ISD
42. Cedar Hill ISD
43. Chambers County
44. Cherokee County
45. City of Aledo
46. City of Allen
47. City of Alvord
48. City of Amarillo
49. City of Angleton
50. City of Anna
51. City of Arlington
52. City of Athens
53. City of Aubrey
54. City of Austin
55. City of Azle
56. City of Balch Springs
57. City of Bangs
58. City of Bastrop
59. City of Baytown
60. City of Bedford
61. City of Bells
62. City of Benbrook
63. City of Big Spring
64. City of Blue Mound
65. City of Bonham
66. City of Bovina
67. City of Bowie
68. City of Boyd
69. City of Bridge City
70. City of Bridgeport
71. City of Brownwood
72. City of Bryan
73. City of Buda
74. City of Burkburnett
75. City of Burleson
76. City of Caddo Mills
77. City of Canton
78. City of Carrollton
79. City of Castle Hills
80. City of Cedar Hill
81. City of Cedar Park
82. City of Celeste
83. City of Celina
84. City of Cibolo
85. City of Cleburne
86. City of Cockrell Hill
87. City of Colleyville
88. City of Columbus
89. City of Colorado City
90. City of Combine
91. City of Commerce
92. City of Converse
93. City of Coppell
94. City of Copperas Cove
95. City of Corinth
96. City of Corsicana
97. City of Crowley
98. City of Cumby
99. City of Dalworthington Grdn
100. City of De Leon
101. City of Decatur
102. City of Deer Park
103. City of Denison
104. City of Denton
105. City of DeSoto
106. City of Diboll
107. City of Duncanville
108. City of Early
109. City of Eastland
110. City of El Paso
111. City of Electra
112. City of Emory
113. City of Escobares
114. City of Euless
115. City of Everman
116. City of Farmers Branch
117. City of Farmersville
118. City of Ferris
119. City of Floresville
120. City of Floydada
121. City of Forest Hill
122. City of Forney
123. City of Fort Worth
124. City of Frisco
125. City of Fulshear
126. City of Gainesville
127. City of Galena Park
128. City of Galveston
129. City of Ganado
130. City of Garland
131. City of Gatesville
132. City of Georgetown
133. City of Glen Heights
134. City of Godley
135. City of Granbury
136. City of Grand Prairie
137. City of Grand Saline
138. City of Grapevine
139. City of Greenville
140. City of Haltom City
141. City of Harlingen
142. City of Haslet
143. City of Heath
144. City of Hewitt
145. City of Hitchcock
146. City of Horizon City
147. City of Hudson Oaks
148. City of Huntsville
149. City of Hurst
150. City of Hutchins
151. City of Hutto
152. City of Ingleside
153. City of Irving
154. City of Italy
155. City of Jacksboro
156. City of Jonestown
157. City of Jefferson
158. City of Justin
159. City of Katy
160. City of Keene
161. City of Keller
162. City of Kennedale
163. City of Kermit
164. City of Killeen
165. City of Krum
166. City of Kyle
167. City of La grulla
168. City of La Vernia
169. City of Lake Dallas
170. City of Lake Worth
171. City of Lancaster
172. City of Laredo
173. City of League City
174. City of Leander
175. City of Lewisville
176. City of Lindale
177. City of Little Elm
178. City of Littlefield
179. City of Live Oak
180. City of Lubbock
181. City of Lucas
182. City of Lufkin
183. City of Lumberton

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

184. City of Mansfield
185. City of Marshall
186. City of McAllen
187. City of McKinney
188. City of Melissa
189. City of Merkel
190. City of Mesquite
191. City of Midlothian
192. City of Mineola
193. City of Mineral Wells
194. City of Morgan's point resort
195. City of Murphy
196. City of Nacogdoches
197. City of Nederland
198. City of New Braunfels
199. City of North Richland Hills
200. City of Odessa
201. City of Ovilla
202. City of Palestine
203. City of Parker
204. City of Pasadena
205. City of Pelican Bay
206. City of Perryton
207. City of Pharr
208. City of Plano
209. City of Port Isabel
210. City of Poteet
211. City of Pottsboro
212. City of Princeton
213. City of Quinlan
214. City of Ralls
215. City of Red Oak
216. City of Rhome
217. City of Richardson
218. City of Richland Hills
219. City of Rio Grande City
220. City of River Oaks
221. City of Roanoke
222. City of Robinson
223. City of Rockwall
224. City of Round Rock
225. City of Rowlett
226. City of Royse City
227. City of Runaway Bay
228. City of Rusk
229. City of Sachse
230. City of Saginaw
231. City of San Angelo
232. City of San Benito
233. City of San Marcos
234. City of Sanger
235. City of Sansom Park
236. City of Seagoville
237. City of Sherman
238. City of Sour Lake
239. City of Southlake
240. City of Southmayd
241. City of Springtown
242. City of Stephenville
243. City of Sulphur Springs
244. City of Taft
245. City of Taylor
246. City of Temple
247. City of Terrell
248. City of Texarkana, AR
249. City of Texarkana, TX
250. City of The Colony
251. City of Universal City
252. City of University Park
253. City of Van Alstyne
254. City of Venus
255. City of Vernon
256. City of Waco
257. City of Watauga
258. City of Waxahachie
259. City of Weatherford
260. City of Westworth Village
261. City of White Settlement
262. City of Whitesboro
263. City of Whitewright
264. City of Wills Point
265. City of Wilmer
266. City of Winnsboro
267. City of Wylie
268. Clay County
269. Clear Creek ISD
270. Cleburne ISD
271. Cochran County
272. Collin County
273. Collin County Comm Coll Dist.
274. Comal County
275. Cooke County
276. Coryell County
277. Cottondale Vol Fire Dept
278. Crowley ISD
279. Dallas County
280. Dallas County Utility and Reclamation District
281. Dallas/Fort Worth International Airport Board
282. Dallas ISD
283. Decatur ISD
284. Denison ISD
285. Denton County
286. Denton County Fresh Water Supply Dist No. 1-A
287. Denton ISD
288. DeSoto ISD
289. Diana Special Utility District
290. Duncanville ISD
291. Duval County
292. Eagle Mountain-Saginaw ISD
293. East Texas Council of Govs.
294. Ector County
295. Ector County ISD
296. Eddy County, NM
297. El Paso County
298. El Paso Cnty Hosp Dist dba Univ Medical Center of El Paso
299. Electra ISD
300. Ellis County
301. Erath County
302. Everman ISD
303. Fannin County
304. Farmersville ISD
305. Floyd County
306. Fort Bend County
307. Fort Bend County ESD#2
308. Fort Worth Housing Authority
309. Fort Worth ISD
310. Fort Worth Transp Authority
311. Franklin County
312. Freestone County
313. Frisco ISD
314. Glasscock County
315. Goliad County
316. Gonzales County
317. Grand Prairie ISD
318. Grandview Police Dept.
319. Grapevine\Colleyville ISD
320. Grayson County
321. Greenville ISD
322. Gregg County
323. Grimes County
324. Guadalupe County
325. Hardin County
326. Harris-Fort Bend Emg Svcs Dist #100
327. Harris Cnty Emg Svcs Dist #7
328. Harris Cnty Emg Svcs Dist #10
329. Harris Cnty Emg Svcs Dist #24
330. Harris Cnty Emg Svcs Dist #48
331. Harrison County
332. Hawkins ISD
333. Hays County
334. Heart of TX Reg MHMR Center
335. Henderson County
336. Hill County
337. Hood County
338. Hopkins County
339. Housing Auth of City of Austin
340. Humble ISD
341. Hunt County
342. Hurst Euless Bedford ISD
343. Hutchinson County
344. Idea Public Schools
345. Irving ISD
346. Jack County
347. Jasper County
348. Jefferson County
349. Jefferson Cnty Drain. Dist. #7
350. Jim Wells County
351. Johnson County
352. Johnson County SUD
353. Joshua ISD
354. Karnes County
355. Kaufman County
356. Kaufman ISD
357. Keller ISD
358. Kennedale ISD
359. Kerens ISD
360. Kinney County
361. Krum ISD
362. Lake Dallas ISD
363. Lake Worth ISD
364. Lamar County

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

365. Lamb County
366. Lampasas County
367. Lavon Police Department
368. Leon County
369. Leonard ISD
370. Lewisville ISD
371. Limestone County
372. Little Elm ISD
373. Lovejoy ISD
374. Lowry Crossing Vol Fire Dept.
375. Lubbock County
376. Mansfield ISD
377. Maverick County
378. McKinney ISD
379. McLennan County
380. McLennan Comm. College
381. Marilee Special Utility Dist.
382. Medina Valley ISD
383. MHMR of Tarrant County
384. Midland County
385. Midland ISD
386. Midway ISD
387. Milam County
388. Mills County
389. Montgomery County
390. Montgomery County Emg Svcs Dist No. 10 (ESD 10)
391. Montgomery Cnty Hosp Dist.
392. Mount Pleasant Police Dept.
393. Mount Vernon Police Dept.
394. Nacogdoches County
395. Navarro County
396. Nevada Vol. Fire Dept.
397. New Caney ISD
398. Nolan County
399. Normangee ISD
400. North Central TX Cncl of Govs
401. North TX Municipal Water Dist
402. North Texas Tollway Auth
403. Northwest ISD
404. Nueces County
405. Olton Police Department
406. Orange County
407. Orange Cnty Drainage Dist
408. Palo Pinto County
409. Panola County
410. Paradise ISD
411. Parker County
412. Parker County Emergency Services District 1
413. Parmer County
414. Plano ISD
415. Potter County
416. Public Transit Service of Mineral Wells
417. Quinlan ISD
418. Rains County ESD #1
419. Rancho Viejo Police Dept.
420. Randall County
421. Red Oak ISD
422. Red River County
423. Refugio County
424. Region 9 Education Service Center of Wichita
425. Region 11 Education Service Center (ESC)
426. Richardson ISD
427. Rockwall County
428. Round Rock ISD
429. Sam Rayburn ISD
430. San Jacinto Com Coll Dist.
431. San Patricio County
432. Schleicher County
433. Seabrook Vol Fire Dept.
434. Senior Center Resource and Public Transit, Inc. of Hunt Cnty
435. Seven Points Fire Rescue
436. Sherman ISD
437. Smith County
438. Springtown ISD
439. South Montgomery Fire Dept
440. South Texas College
441. SPAN, Inc.
442. Starr County
443. Stephens County
444. Sterling County
445. Stonewall County
446. Tarleton State University
447. Tarrant Appraisal District
448. Tarrant County 9-1-1 Emg Assistance District
449. Tarrant County College Dist.
450. Tarrant County Emergency Services District 1
451. Tarrant County Hosp Dist
452. Tarrant County Workforce Development Board
453. Tarrant Regional Water Dist
454. Taylor County
455. Temple College
456. Terrell ISD
457. Texarkana ISD
458. Texas A&M University at Commerce
459. Texas A&M University-Kingsville
460. Texas A& M Univ.-Texarkana
461. Texas Alcoholic Beverage Comm.
462. Texas Dept. of Park/Wildlife
463. Texas Dept. of Public Safety
464. Texas Woman's University
465. The Woodlands Township
466. Titus County
467. TML MultiState Intergov Employee Benefits Pool
468. Tom Green County
469. Town of Addison
470. Town of Argyle
471. Town of Double Oak
472. Town of Edgecliff Village
473. Town of Fairview
474. Town of Flower Mound
475. Town of Hickory Creek
476. Town of Highland Park
477. Town of Lakeside
478. Town of Little Elm
479. Town of Northlake
480. Town of Pantego
481. Town of Pecos City
482. Town of Ponder
483. Town of Prosper
484. Town of Providence Village
485. Town of Sunnyvale
486. Town of Trophy Club
487. Town of Westlake
488. Town of Westover Hills
489. Travis County
490. Travis County Emergency Services District No.6
491. Travis County Healthcare District
492. Trinity River Authority
493. Tyler Junior College
494. U.S. Marshals Service
495. University of North Texas
496. University of North Texas Health Science Center
497. University of Texas at Arlington
498. University of Texas at Dallas
499. University of TX MD Anderson Cancer Center
500. Upper Trinity Reg Water Dist.
501. Upshur County
502. Upton County
503. Val Verde County
504. Van Alstyne ISD
505. Van Zandt County
506. Vernon ISD
507. Victoria County
508. Waco ISD
509. Walker County
510. Waller County
511. Ward County
512. Waxahachie ISD
513. Weatherford College
514. Weatherford ISD
515. Westminster Fire Dept.
516. Weston Volunteer Fire Dept
517. White Settlement ISD
518. Williamson County
519. Williamson Cnty Emg Svcs Dist #3
520. Wilson County
521. Winkler County
522. Winnsboro isd
523. Wise County
524. Wood County
525. YMCA of Metropolitan Dallas
526. Young County
527. Zapata County

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5. MINIMUM INSURANCE REQUIREMENTS:

A. Vendor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.

1) Workers' Compensation/Employer's Liability

a. Worker's Compensation — statutory

b. Employer's Liability — $500,000

2) Commercial General Liability:

a. Bodily Injury/Personal Injury/Property Damage — $1,000,000 per occurrence/$2,000,000 aggregate

3) Auto Liability:

a. Combined Single Limit (CSL) — $500,000 per occurrence

B. Tarrant County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by Tarrant County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Vendor.

C. Required Provisions:

1) Proof of Carriage of Insurance − All Certificates of Insurance will be required in duplicate and filed with the Tarrant County Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street, Suite 305, Fort Worth, Texas 76196 prior to work commencing.

2) All Certificates shall provide Tarrant County with an unconditional thirty (30) days written notice in case of cancellation or any major change.

3) As to all applicable coverage, policies shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.

4) All copies of the Certificates of Insurance shall reference the project name and solicitation number for which the insurance is being supplied.

5) Vendor agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.

6) If applicable, the Vendor is responsible for making sure any subcontractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

6. CRIMINAL BACKGROUND CHECK:

A. If this contract requires that Vendor personnel access Tarrant County Data (either on-site or remotely) or access secure areas of Tarrant County Facilities, then Vendor personnel may be required to undergo a Criminal Justice Information Services (CJIS) Background Check, a Human Resources Criminal Background Check, or a Sheriff's Criminal Background Check. Criminal Background Checks will be paid for by Tarrant County.

1. The Vendor must provide information, including, but not limited to, Employee Name, date of birth, and driver's license number for each individual required to pass a Criminal Background Check.
2. Award of a contract could be affected by the Vendor's refusal to agree to these terms.
3. Failure of the Vendor to supply personnel who pass a Criminal Background Check could affect the award of the contract or could result in the termination of the contract.
4. The Criminal Background Check applies to the individual and not the Company.
5. Passing status must be maintained by Vendor personnel for duration of the contract.

7. INFORMATION TECHNOLOGY HOSTED OR CLOUD SOLUTION:

A. The following is only applicable when Vendor is providing Information Technology hosted or cloud solution:

1. **Confidentiality, Integrity, Availability (CIA)**
   Vendor shall protect the Confidentiality, Integrity, and Availability (CIA) of all Tarrant County Data ensuring extra levels of security. All Tarrant County information must remain private and permit redaction of protected information before publication. Audit trails cannot be altered.
2. **Breach Notification**
   Vendor agrees that upon discovery of unauthorized access to Tarrant County Data, Vendor shall notify Tarrant County both orally and in writing. In no event shall the notification be made more than forty-eight (48) hours after Vendor knows or reasonably suspect unauthorized access has or may have occurred. In the event of a suspected unauthorized Access, Vendor agrees to reasonably coordinate with Tarrant County to investigate the occurrence.
3. **Data**
   All Tarrant County data will remain in the 48 contiguous United States at all times.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. **Right to Audit**
   Tarrant County reserves the right to audit vendor data centers which house Tarrant County Data or receive SSAE 16 SOC Type II audits from a reputable security advisory service firm (e.g. EY, Deloitte, KPMG, PWC, Coalfire, etc.).

8. There is no opportunity for remote attendance at the Pre-Bid Conference. Vendors not allowed to call in to attend this meeting.

Evaluation Criteria will include, but is not limited to the following:

1. Unit Price
2. Delivery
3. Bidder’s past performance record with Tarrant County
4. Tarrant County's evaluation of Bidder's ability to perform
5. Tarrant County's experience with products bid
6. Special needs and requirements of Tarrant County
7. Results of testing samples (if needed)

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

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

TECHNICAL SPECIFICATIONS

I. BACKGROUND

A. Tarrant County is requesting bids to provide Janitorial Services at Tarrant County Facilities based on an **Hourly Labor Rate.** Services provided will be those normally associated with janitorial work and are described in this Bid Package. **Bid will be awarded in three (3) groups, Group 1, Group 2, and Group 3. A successful bidder may be awarded one (1), two (2) or all groups.**

B. The buildings in Group 1 are located in downtown Fort Worth and include:

1. 1895 Courthouse
2. 350 Building
3. 350 Garage
4. Administration Building
5. Calhoun Parking Garage
6. Criminal Courts Building
7. Criminal Justice Building
8. Family Law Center
9. Plaza Building
10. Plaza Parking Garage
11. Tarrant County Corrections Center
12. Taylor Parking Garage
13. Tim Curry Criminal Justice Center
14. Tom Vandergriff Civil Courts Building

C. The buildings in Group 2 include:

1. Andersen Building
2. Charles F. Griffin Building
3. Dionne Phillips Bagsby Southwest Subcourthouse
4. Lonnel E. Cooper Building
5. Miller Avenue Administration Building
6. Resource Connection (ten [10] buildings)

TECHNICAL SPECIFICATIONS

D. The buildings in Group 3 include:

1. Support Services
2. Elections Center
3. Mansfield Subcourthouse
4. Medical Examiner’s Office
5. North Patrol
6. Northeast Annex
7. Northeast Courthouse
8. Northwest Annex
9. Northwest Subcourthouse
10. Precinct 1 Maintenance Facility
11. Precinct 2 Maintenance Facility
12. Precinct 4 Maintenance Facility
13. Records Management
14. Reproduction Building
15. Scott D. Moore Juvenile Justice Center
16. South Patrol
17. Southeast Annex
18. Subcourthouse in Arlington
19. Public Health WIC Clinics (eleven [11] locations).

E. Building addresses, square footage, number of hours per day, number of days per week, and total estimated annual hours are provided in Attachment “A”.

F. The County is also requesting separate pricing to provide Stripping & Waxing of Hard and Resilient Flooring, Propane Burnishing of Terrazzo Floors, and Hot Water Extraction Method of Cleaning Carpet, and Maintenance Technicians. Specifications for these Services are covered in "Section V., Additional Services”, pages 29-32 of this bid document.

TECHNICAL SPECIFICATIONS

II. GENERAL INFORMATION

A. Buildings to be serviced and work schedules. See Attachment "A".

1. THE COUNTY RESERVES THE RIGHT TO REDUCE OR INCREASE HOURS (in half-hour increments) AT ANY FACILITY. THE COUNTY ALSO RETAINS THE OPTION TO ADD ADDITIONAL FACILITIES OR DISCONTINUE SERVICES AT ANY FACILITY SHOULD THE NEED ARISE.

B. Service Times

1. Currently Tarrant County uses Janitorial Staff for approximately 112,600 labor hours annually for Group 1 buildings, approximately 31,948 hours annually for Group 2 buildings; and approximately 65,927 hours annually for Group 3 buildings. Service times for most facilities will be during the evening and night hours, in most cases after 5:00 p.m. Some facilities may require cleaning during business hours or weekends.

2. The County will allow the vendor flexibility in scheduling workloads in order to provide his/her employees with four (4) or eight (8) hour shifts, whenever possible. **It is the preference of the County, that on reduced days that the hours are shared among the employees as evenly as possible. When the schedules have been approved, and in place, additional changes will not be permitted without prior approval of the County.**

3. Employees will be required to report for work promptly and remain on the job until their shift is completed. Employees may be required to report to a designated County employee upon arrival and departure.

4. The County will pay only the maximum allotted hours for each individual building, based on time cards and clocks provided by Tarrant County. Excess hours are the sole responsibility of the vendor unless previously authorized by Tarrant County, in writing. Copy of written agreement must be submitted with invoice

C. Emergency Services

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

TECHNICAL SPECIFICATIONS

D. Length of Agreement

1. Successful vendor(s) will be awarded a twenty-four (24) month contract, effective October 1, 2020 or from notice to proceed as determined by Tarrant County Purchasing. At Tarrant County's option and approval by Commissioners Court, the contract may be renewed for two (2) additional twelve (12) month periods, as further explained in Renewal Options. (See Special Terms and Conditions.) Prices must remain firm for the initial contract period. For each subsequent year, Tarrant County may consider an increase in the minimum wage that the Vendor(s) is required to pay their employees. If Tarrant County determines that an increase in the minimum wage is allowable, then the County may consider an increase in the total labor rate per hour billed to Tarrant County that is not to exceed the percentage of the minimum wage increase. This will be cumulative based on each preceding year. If Tarrant County determines that no increase in minimum wage is required for a renewal option period, then prices must remain firm for that renewal option.

2. Tarrant County will contact the Vendor(s) one hundred twenty (120) days prior to the expiration of each contract period to notify them of any increase in the required minimum wage for the Vendor's employees. The Vendor(s) will then have thirty (30) days to respond in writing with a revised summary of labor cost per hour to be billed to Tarrant County. If the new hourly labor rate is acceptable to Tarrant County, the County will proceed with the renewal option.

E. Supplies, Materials and Equipment

1. **The Vendor shall furnish all supplies, materials and equipment necessary for the provision of complete janitorial services except Tarrant County will provide paper towels, toilet paper, hand soap, paper seat covers, and urinal aides.** Supplies may include items such as clear trash bags, towels, gloves, masks, coveralls, aprons, and protective eyewear. These supplies, materials and equipment must be of a quality acceptable to the County. The County requires the usage of USGBC approved cleaners in buildings that have achieved LEED accreditation. The County recommends the usage of these products in all buildings. Green/Leed training is to be completed for Project Managers and Non-Working Supervisors prior to the service start date. The following products from Procter and Gamble are currently approved: Mr. Clean, Comet, Comet with bleach and Spic and Span. Dispensers from Procter and Gamble are currently installed in all buildings. When needed the Vendor will provide the appropriate cleaning products for disinfection. These products will be of professional quality and approved by the EPA. The Vendor shall not use any material which the County's contract representative determines

unsuitable or harmful to any part of the building, its contents or occupants. Equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the County's contract representative. Vacuums used for daytime cleaning must be low decibel to allow continued business operations while cleaning. Equipment deemed by the County's representative to be of improper type or design or inadequate for the purpose intended shall be replaced. Equipment must be kept clean and well maintained.

2. Electrical power will be furnished by the County through existing power outlets for the Vendor's use to operate such equipment as is necessary in the conduct of his/her work. Hot and cold water will also be made available as necessary for that purpose.

3. A storage space will be made available for securing equipment and supplies. The County will not be responsible for lost or missing equipment and supplies.

F. Conduct of Vendor's Employees

1. The Vendor shall prohibit his/her employees from disturbing papers on desks, opening desk drawers or cabinets and using telephones or office equipment.

2. Identification Badges and Uniforms

a. Janitorial employees will be assigned and must clearly display a Tarrant County photo identification badge and a uniform with vendor’s logo readily identifying the worker as an employee of the contracting firm at all times while performing work in County facilities. The vendor shall provide full time employees required to wear shirts with at least five (5) shirts, part time employees shall receive three (3) shirts. Workers that wear aprons will be issued two (2) aprons. The vendor shall provide high visibility reflective safety vests to all employees assigned to parking garages and other areas where visibility can be a safety concern. No soiled or damaged uniforms of any type will be allowed. Workers are to report to work wearing pants or jeans; no shorts or open toed shoes are allowed.

b. Maintenance Technicians must clearly display a Tarrant County issued photo identification badge and a collared shirt with Vendor logo. The vendor shall provide employee with at least five (5) shirts. The vendor shall provide high visibility reflective safety vests to all employees assigned to parking garages and other areas where visibility can be a safety concern. No soiled or damaged uniforms will be allowed. Workers are to report to work wearing pants or jeans; no shorts or open toed shoes.

TECHNICAL SPECIFICATIONS

3. Family members or friends of the contracting firm's designated employees are not permitted to accompany them on the job site.

4. The County reserves the right to require permanent removal of any vendor's Project Manager, Supervisor or employee from Tarrant County Buildings.

G. Minimum Wage, Benefits and Incentives

1. Vendor shall pay his/her Janitorial Staff Employees assigned to this contract a minimum wage of $11.00 per hour, straight time. The County reserves the right to inspect the Vendor's payroll to verify this requirement.

2. Vendor shall pay his/her Maintenance Technicians assigned to this contract a minimum wage of $12.54 per hour, straight time. The County reserves the right to inspect the Vendor's payroll to verify this requirement.

3. Vendor shall pay his/her non-working Supervisors assigned to this contract a minimum wage of $14.27 per hour, straight time. The County reserves the right to inspect the Vendor's payroll to verify this requirement. These are supervisory personnel and the hourly labor rate for non-working Supervisors is not directly billable to the County and must be calculated into the hourly labor rate for Janitorial Services. The position must dedicate forty (40) hours per week to Tarrant County.

4. Vendor shall pay his/her Project Managers assigned to this contract a minimum wage of $17.62 per hour, straight time. The County reserves the right to inspect the Vendor's payroll to verify this requirement. The hourly labor rate for Project Managers is not directly billable to the County and must be calculated into the hourly labor rate for Janitorial Services. The position must dedicate forty (40) hours per week to Tarrant County.

5. **The Bidders shall include, as a part of this bid proposal,** written details outlining benefits and incentives his/her employees working under this agreement shall receive. Examples being, insurance coverage, paid vacations, safety bonuses, performance incentives, perfect attendance rewards.

6. Tarrant County observes twelve (12) holidays per year. These holidays are:
   a. New Year's Day
   b. Martin Luther King Day
   c. President's Day
   d. Cesar Chavez Day
   e. Good Friday

TECHNICAL SPECIFICATIONS

f. Memorial Day
g. Independence Day
h. Labor Day
i. Thanksgiving Day
j. Day after Thanksgiving
k. Christmas Eve
l. Christmas Day

7. Tarrant County requires the successful vendor(s) to pay their full-time and part-time employees, who perform work under this contract, for these holidays at their current hourly pay rate for the number of hours that the employee typically works per day. (Example: Employees who typically work eight (8) hours per day would receive eight (8) hours of holiday pay and employees working four (4) hours per day would receive four (4) hours of holiday pay.) There are to be no special conditions or pre-qualifiers for workers to receive holiday pay. Tarrant County reserves the right to inspect the vendor's payroll records to verify compliance with this requirement. Holiday Hours are not directly billable to Tarrant County. **The costs for Holiday Hours for Janitorial Staff, non-working Supervisors, and Project Managers must be calculated into the hourly labor rate for Janitorial Services. The cost for Holiday Hours for Maintenance Technicians must be calculated into the hourly labor rate for Maintenance Technicians.**

8. It is the objective of Tarrant County to obtain a janitorial company which can supply reliable, highly motivated employees. This requirement will play a major role in determining the awarding of this contract.

H. Supervision (Project Managers and Non-Working Supervisors)

1. The contracting firm shall provide supervision of employees working under this agreement at no additional cost to the County. Project Managers and Supervisors must speak and understand English.

2. **Project Managers** are to be qualified individuals with experience in janitorial and management techniques. They will be responsible for training workers, on-site inspections, resolving situations and providing reports to the County Contract Representative. Vendor will be responsible for making sure the management team has continued education and training on all new requirements and techniques necessary to deliver safe and clean buildings to Tarrant County. Project Managers will need to adjust their schedules to allow for interaction with Building Managers and/or Superintendents during

normal working hours (8:00 AM – 5:00 PM) and building inspections while cleaning staff is present.

a. **Tarrant County currently uses two (2) Project Managers for each Group of buildings and bid pricing evaluations will be based on the price for two (2) Project Managers.**

b. As an Alternate Price, Tarrant County is requesting pricing for one (1) Project Manager for each Group of buildings. Pricing for one (1) Project Manager may be used if a Project Manager position goes unfilled for a period of time, if Tarrant County has to reduce expenditures for service, or it may be used by the cooperative entities for Group 3.

c. Each Project Manager must dedicate forty (40) hours per week to Tarrant County. These managers should be assigned to Tarrant County solely for the purpose of this contract. These hours are non-billable to Tarrant County and must be factored into Vendor's Overhead on the Bid Pricing Forms.

3. There will be four (4) on–site non-working **Supervisors** for Group 1 buildings. One (1) will be at The Tim Curry Criminal Justice Center, one (1) at the Tarrant County Plaza Building, one (1) at the Tom Vandergriff Civil Courts Building, and one (1) at the Family Law Center/ Administration Building at all times. Each non-working Supervisor must dedicate forty (40) hours per week to Tarrant County. These supervisors should be assigned only to Tarrant County. These hours are non-billable to Tarrant County and must be factored into Vendor's Overhead on the Bid Proposal Forms.

I. Quality Control

1. The County's contract representative will make periodic inspections of the facilities, documenting their findings and providing instructions to the Vendor's employees as required. Inspections are to include specific work, such as floor maintenance. The Vendor's inspection reports for the month must accompany each monthly billing in order to process payment.

2. The Vendor or a representative shall be readily available to meet with the County's representative to review deficient or problems areas.

3. Vendor shall provide a list of employees, hours worked and building assignment, including floor workers. Changes to list must be approved by the County Contract Representative prior to new employees start date. These reports must accompany each monthly billing in order to process payment.

4. ALL CLEANING PERSONNEL IN GROUP 2 AND GROUP 3 BUILDINGS MUST SPEAK AND UNDERSTAND ENGLISH.

TECHNICAL SPECIFICATIONS

J. Background Checks

1. Background checks will be conducted by Tarrant County's contracted third-party vendor and paid for by the County. The successful vendor will submit signed forms on Tarrant County's format, for each employee they will have working in Tarrant County Facilities. These forms will list the individual's name, address, social security number, driver's license number and/or other forms of identification with a picture ID. The person signing the application will give permission to do a background investigation on them. They must pass the background investigation before he or she may start work in Tarrant County Facilities. The background checks will be updated periodically and if anyone fails to meet Tarrant County requirements they will not be allowed to work in County Facilities.

K. Protection of County Property

1. The Vendor shall be liable for any and all damages to property, plants, equipment, etc., either accidental or deliberate. This shall include, but is not limited to, permanent stains on carpet, walls or floors, broken or damaged equipment, fixtures, furnishings, etc., resulting from any cleaning activity.

2. All keys will be maintained according to policies approved by the County's contract representative. Liability for lost keys, re-keying costs and other related expenses shall be the full responsibility of the vendor. The Vendor is responsible to ensure that all staff understand the liability inherited when accepting keys. Tarrant County will provide lock boxes and card access clearances, when possible. Key cards and lock boxes will be used wherever possible. Vendor will ensure all staff understand the liability associated with accepting keys.

3. Hazardous conditions and items needing repair (such as leaky faucets, toilet stoppages, etc.) shall be promptly reported to the designated building manager.

L. **Subcontracting of Labor**

1. Subcontracting of labor will only be allowed in two (2) instances: 1) Emergency staffing situations beyond the control of the County and the Vendor and for 2) Floor Care Personnel with Pre-Approval from the County Contract Representative. Any bid received containing subcontracted labor (with the exception of Floor Care Personnel) will be considered non-responsive. In the event the awarded vendor provides subcontracted labor to meet the requirement of this bid the County will consider such action as sufficient cause for cancellation of the agreement. Tarrant County will audit vendors' payroll records.

TECHNICAL SPECIFICATIONS

M. Termination

1. All work and services of this agreement shall be canceled by the County for any good and sufficient cause. The following, by way of example, but not of limitation, may be considered grounds for cancellation:
   a. Failure of the Vendor to provide and maintain sufficient labor, supplies or equipment to properly execute the work.
   b. Failure on the part of the Vendor to observe any requirements of the agreement or to comply with any directive given by the County's contract representative provided for in the service specifications.
   c. Failure to perform satisfactorily the duties as prescribed in this agreement.
   d. Subcontracting work without written authorization.

N. Cooperative Purchasing Program

1. **Should other Governmental Entities decide to participate in this contract, they would be referred to the vendor awarded Tarrant County's Group 3 Buildings and would pay the hourly bid price for the Group 3 Buildings.**

O. Financial Stability

1. In order to assist Tarrant County in making a determination of the financial stability of the firm, the bidder may provide complete financial statements, for the past two (2) years, prepared by an independent certified public accountant, including:
   a. Balance Sheet
   b. Income Statement
   c. Cash Flow Statement
   d. Note to Financial Statements
   e. Accountant's Report
2. The Auditor's report may either be an Accountant's Review Report (prepared in accordance with standards issued by the American Institute of Public Accounts) or Audit Report (prepared in accordance with standards issued by the American Institute of Certified Public Accountants). Compilation Reports or Unaudited reports are not suitable reports for Tarrant County to use in making a determination of the financial stability of a firm.
3. Awarded vendor must be able to cover two (2) months payroll prior to award.
4. Bidder's financial stability may affect outcome of award determination.

TECHNICAL SPECIFICATIONS

III. SERVICE REQUIREMENTS

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

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

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

g. Spray buff or burnish hard and resilient flooring to maintain a high gloss, scuff free finish.

h. Empty and clean outside ash receptacles.

i. Clean drinking fountains with non-abrasive cleaner.

j. Clean glass surfaces in doors, trophy cases, entrance areas, etc.

k. Clean all windows which are easily accessible and would not require the use of specialized equipment.

l. Clean appliances, counters, piping, fixtures, etc. in lunch rooms and break areas.

m. Clean and polish kick plates, push plates, doorknobs and metal thresholds.

n. Clean leather and plastic upholstered furniture, vacuum cloth upholstered furniture and spot clean stains.

o. Clean and polish elevator cab walls, doors and tracks.

p. Dust all ceiling fans (top and bottom of each blade) as required.

q. Empty desk side recycling containers (into designated containers).

r. Clean and disinfect common touch points to prevent the spread of germs and disease.

3. OUTSIDE AREAS

a. Sweep landings, steps and sidewalks adjacent to the entrances and spot mop as necessary to maintain clean appearance.

b. Remove litter and debris from designated areas.

IV. CLEANING QUALITY REQUIREMENTS

A. FLOOR MAINTENANCE

1. For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets or similar items shall be stacked on desks, tables, window sills, etc. Upon completion of work, all furniture and equipment must be returned to its original position.

2. Baseboards, walls, stair risers, furniture and equipment shall in no way be splashed, disfigured or damaged during these operations.

3. After sweeping and damp mopping, all floors shall be clean and free of dirt streaks. No dirt shall be left in corners, under furniture, behind doors or on stair landings or treads. Likewise, sidewalks, entrances and other assigned areas shall be swept clean of all dirt and trash.

4. Special attention shall be given to floors around urinals and toilets to prevent stains, eliminate odors and to provide a uniformly clean appearance throughout.

TECHNICAL SPECIFICATIONS

5. Currently Tarrant County owns and maintains floor maintenance equipment for the Janitorial Vendor's use. Tarrant County will continue to own and maintain this equipment with the new contract at the following locations:

   a. Tarrant County will own and maintain high-speed 2000 rpm or greater battery-operated buffers at the following locations:

      1) 1895 Courthouse (Group 1)
      2) Northeast Courthouse (Group 3)

   b. Tarrant County will own and maintain battery powered floor scrubbers at the following locations:

      1) Family Law Center (Group 1)
      2) Tom Vandergriff Civil Courts Building (Group 1)
      3) Dionne Phillips Bagsby Southwest Subcourthouse (Group 2)
      4) Miller Avenue Administration Building (Group 2)
      5) Mansfield Subcourthouse (Group 3)
      6) Medical Examiner's Building (Group 3)
      7) Northwest Subcourthouse (Group 3)
      8) Precinct 2 Maintenance Facility (Group 3)
      9) The Subcourthouse in Arlington (Group 3)

B. MISCELLANEOUS

1. Dusting – Dust shall not be moved from spot to spot but removed directly from the area in which it lies by the most effective means (treated dust cloths, vacuum, etc.). When doing high cleaning, dust shall not be allowed to fall onto equipment and furniture below.

2. Damp wiping – This task consists of using a damp cloth or sponge to remove dirt, spots, streaks and smudges from walls, counters and other surfaces and then drying to provide a polished appearance. The wetting solution shall contain an appropriate cleaning agent. When damp wiping in restrooms, a multi-purpose disinfectant, germicidal cleanser shall be used.

3. Bright metal polishing – May be performed by damp wiping and drying with a suitable cloth if a polished appearance is attained. If a polished appearance is not attained, the County's contract representative shall be contacted for direction as to the use of an appropriate metal polish.

4. Window and glass cleaning – After each operation all glass shall be clean and free of dirt, dust, grime, streaks and excessive moisture. Window sashes, sills, woodwork and surrounding shall be thoroughly wiped free of drippings and watermarks.

5. Porcelain ware cleaning – Porcelain fixtures (drinking fountains, washbasins, urinals, toilets, etc.) shall be kept clean and bright. There shall be no dust, spots, stains, rust, green mold or encrustation.

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

V. ADDITIONAL SERVICES

A. The following Additional Services shall be provided as needed.

B. The pricing for the Additional Services will be included as part of the bid pricing evaluation for each Group of Buildings. To be considered for award for a Group of Buildings, the bidder must bid on the Additional Services for that Group.

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

1. Maintenance Technician:
   a. Must be able to speak and understand English.
   b. Cleans and stocks restrooms.
   c. Stocks and distributes supplies
   d. Moves furniture.
   e. Assists building engineers with changing lamps and plumbing leaks.
   f. Works with Labor Detail to complete various tasks.
   g. Cleans carpets using commercial grade carpet cleaner.
   h. Power washes porches and sidewalks using commercial grade power washer.
   i. Vacuums, cleans spills and water fountains.
   j. Cleans furniture and offices.
   k. Empties trash.
   l. Notes items requiring maintenance and reports to supervisor.
   m. Checks grounds for trash and debris.
   n. Other duties, as assigned.

2. Currently Tarrant County uses Maintenance Technicians for approximately 32,000 labor hours annually for Group 1 buildings, approximately 2,000 hours annually for Group 2 buildings, and approximately 14,000 hours annually for Group 3 buildings.

TECHNICAL SPECIFICATIONS

3. Buildings in Group 1 currently using Maintenance Technicians are:
   a. 1895 Courthouse (approximately sixteen (16) hours daily)
   b. 350 Building (approximately eight (8) hours daily)
   c. 350 Garage (approximately eight (8) hours daily)
   d. Administration Building (approximately eight (8) hours daily).
   e. Calhoun Parking Garage (approximately eight (8) hours daily)
   f. Family Law Center (approximately sixteen (16) hours daily)
   g. Plaza Building (approximately sixteen (16) hours daily)
   h. Plaza Garage (approximately eight (8) hours daily).
   i. Tim Curry Criminal Justice Center (approximately twenty-four (24) hours daily)
   j. Tom Vandergriff Civil Courts Building (approximately sixteen (16) hours daily)
4. Buildings in Group 2 currently using Maintenance Technicians are:
   a. Resource Connection (approximately eight (8) hours daily)
5. Buildings in Group 3 currently using Maintenance Technicians are:
   a. Support Services (approximately twenty-four (24) hours daily)
   b. Medical Examiner's Building (approximately eight (8) hours daily)
   c. Scott D. Moore Juvenile Justice Center (approximately twenty-four (24) hours daily)

D. Floor Care – The following service shall be provided as requested:

1. STRIPPING AND WAXING OF FLOORS is a full restoration that requires removal of all sacrificial coating down to the stone or base flooring surface, this is not a top coat service. Once the floor has been taken all the way down, the Vendor will apply two (2) coats of *Butcher Iron Stone,* or equal Acrylic Sealer and six (6) coats of *Butcher High Noon,* or equal high-quality finish, as approved by Tarrant County. The floor is to be free from visible imperfections such as but not limited to streaks, hair, fibers, air bubbles, trash, inconsistent shine, uneven wax, discoloration and dry spots. The floor must be properly clean and treated in the corners and along the base of the wall. When removing old finishes proper chemicals and tools such as scrapers, pads, etc., will be used for professional results. When applying finishes the application should be made with lint free, micro-fiber wax application tools.
   a. Flooring shall be finished the same day it is stripped, and sufficient drying time shall be allowed between each coat. Vendor may section

TECHNICAL SPECIFICATIONS

flooring within a single building in order to complete all flooring over multiple visits, provided that required work within each section is complete in the same day.

b. Propane buffing is to be included in price of strip and wax.

2. Hot water extraction of carpets.

3. Propane Burnishing of Terrazzo Floor.

4. Awarded vendor shall use all equipment and products for floor care services within listed manufacturer's directions.

5. If floors are not serviced to the satisfaction of Tarrant County Facilities Management, the awarded vendor shall provide additional floor service, at no additional cost to Tarrant County, until the floor is serviced to the satisfaction of Tarrant County.

6. Over the past three (3) years, Tarrant County has averaged the following approximate square footages for Floor Care. These numbers are provided as best available estimates.

a.

GROUP 1:	**ANNUAL ESTIMATE**
Strip and Wax, No Furniture Moving Required	710 square feet
Strip and Wax, Furniture Moving Required	207,870 square feet
Hot Water Extraction Carpet Cleaning, No Furniture Moving Required	0 square feet
Hot Water Extraction Carpet Cleaning, Furniture Removal Required	30,221 square feet
Propane Burnishing of Terrazzo Floors	208,580 square feet

TECHNICAL SPECIFICATIONS

b.

GROUP 2:	ANNUAL ESTIMATE
Strip and Wax, No Furniture Moving Required	56,184 square feet
Strip and Wax, Furniture Moving Required	48,284 square feet
Hot Water Extraction Carpet Cleaning, No Furniture Moving Required	0 square feet
Hot Water Extraction Carpet Cleaning, Furniture Removal Required	17,672 square feet
Propane Burnishing of Terrazzo Floors	104,468 square feet

c.

GROUP 3:	ANNUAL ESTIMATE
Strip and Wax, No Furniture Moving Required	56,894 square feet
Strip and Wax, Furniture Moving Required	495,595 square feet
Hot Water Extraction Carpet Cleaning, No Furniture Moving Required	0 square feet
Hot Water Extraction Carpet Cleaning, Furniture Removal Required	102,323 square feet
Propane Burnishing of Terrazzo Floors	49,476 square feet

VI. BID PRICING EVALUATIONS

A. **Bid will be awarded in three (3) groups, Group 1, Group 2, and Group 3. A successful bidder may be awarded one (1), two (2) or all groups.** Bid pricing will be evaluated by Group as follows:

1. Janitorial Staff Employee with two (2) Project Managers x Estimated Annual Hours.
2. Maintenance Technician x Estimated Annual Hours.
3. Floor Care x Estimated Annual Square Footage for Each Category.

B. The above will be totaled to give an Annual Total by Group. The low bidder meeting specifications for each Group will be recommended for award.

TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

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

II. DEFINITIONS

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

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

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

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

III. POLICY GUIDELINES

A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.

B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County does recognize other agencies' certifications. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.

C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.

1. Target goals should consider:
   - the availability of HUB firms within the specific category of goods or services to be procured; and
   - the diversity of the county's population.
2. The goals should be reviewed and amended periodically.
3. The program may apply to all County procurements including construction and professional services.
4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:

1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
2. Continuing to seek new communication links with HUB vendors, professionals and contactors to involve them in the procurement process.
3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
4. Continuing to provide bid notifications to minority Chambers of Commerce.

E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:

1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.

F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.

G. The Tarrant County Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

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

IV. ADMINISTRATIVE GUIDELINES

A. The Tarrant County Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.

1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.

2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.

3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.

4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.

5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy
Adopted: Court Order 64788 (December 17, 1990)
Amended: Court Order 69958 (December 7, 1993)
Amended: Court Order 99651 (December 28, 2006)
Amended: Court Order 127875 (June 19, 2018)

ANNUAL CONTRACT FOR JANITORIAL SERVICES

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

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

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

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

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

OR

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

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

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO . _____

Indicate all that apply:

_____Minority-Owned Business Enterprise
_____Women-Owned Business Enterprise
_____Disadvantaged Business Enterprise

ANNUAL CONTRACT FOR JANITORIAL SERVICES

REFERENCES

Please list five (5) references, **other than past or present employees of Tarrant County**, who can verify your performance as a Vendor. Performance includes, but is not limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine Vendor's ability to provide the intended goods or service of the bid. Tarrant County **PREFERS** references to be from Government customers. References must be able to verify the quality of service Vendor's company provides and that the Bidder has completed a project of similar size and scope of work in this response. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your bid.

Failure to supply the required references will deem the bid as non-responsive and will not be considered for award.

Bidder involvement with reference checks is not permitted. Only Tarrant County or its designee will conduct reference checks. Any deviation to this will result in rejection of your response.

JANITORIAL SERVICE REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

JANITORIAL SERVICE REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR JANITORIAL SERVICES

REFERENCES

JANITORIAL SERVICE REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

JANITORIAL SERVICE REFERENCE FOUR

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

JANITORIAL SERVICE REFERENCE FIVE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR JANITORIAL SERVICES

SUPPLIER REFERENCES

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

SUPPLIER REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

SUPPLIER SERVICE REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR JANITORIAL SERVICES

FINANCIAL REFERENCES

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

FINANCIAL REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

FINANCIAL REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH BID!

SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Bidder, agrees this bid becomes the property of Tarrant County after the official opening.

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

The undersigned agrees, on behalf of Bidder, that if the bid is accepted, Bidder will furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the specifications. The period for acceptance of this bid will be ninety (90) calendar days.

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

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

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

Signature _____X

Authorized Representative

LEGAL NAME AND ADDRESS OF COMPANY:

_____ Date _____

_____ Name _____

_____ Title _____

Tel. No. _____ FAX No. _____

E-Mail Address: _____

AFTER HOURS EMERGENCY CONTACT:

Name: _____ Tel. No. _____

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND FIVE (5) COPIES MUST BE RETURNED WITH BID!



Did you sign and submit all required forms?

If not, your Bid will be rejected!

ANNUAL CONTRACT FOR JANITORIAL SERVICES

COMPANY IS:

Business included in a Corporate Income Tax Return? _____YES _____NO

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

_____Partnership consisting of _____

_____Individual trading as _____

_____Principal offices are in the city of _____

DUNS Number: _____

CAGE Code: _____

COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a Bid in response to this solicitation, the Bidder certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

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

RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY KNOWN FOREIGN TERRORIST ORGANIZATIONS.

Bidder verifies that they do not boycott Israel and will not boycott Israel in accordance with Texas Government Code Sections 2270.001(2) and 808.001 during the term of this contract. Bidder further verifies that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization. The term "foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

DISCLOSURE OF INTERESTED PARTIES

The law states that a governmental entity may not enter into certain contracts with a nonexempt business entity unless the business entity submits a disclosure of interested parties to the governmental entity. By submitting a Bid in response to this solicitation, the Bidder agrees to comply with HB 1295, Government Code 2252.908. Bidder agrees to provide Tarrant County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

Signature _____X

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND FIVE (5) COPIES MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR JANITORIAL SERVICES

AFFIRMATIONS/FORMS/DOCUMENTS

✓Check Indicates Completion	
	1. **<u>References</u>.** Bidder has provided references, **other than Tarrant County.** References must be able to verify the quality of service the company provides and that the company has completed a project of similar size and scope of work in this bid.
	2. **<u>Signatures</u>.** All forms requiring a signature must be signed. Bids not signed will be rejected.
	3. **<u>Price Forms</u>.** All sections of Price Forms have been completed.
	4. Bidder has acknowledged Secondary/Alternate Award and Cooperative Purchasing opportunities in the Special Terms and Conditions on pages 7 and 8.
	5. **<u>Insurance Certificates (If required)</u>.** Bidders must submit all Insurance Certificates prior to commencement of work. If no insurance requirements specified, mark N/A.
	6. **<u>Addenda</u>.** When applicable, Bidder acknowledges receipt of all Addenda and any revised Forms. Bidder must sign and submit any required signature forms.
	7. **It is the Bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide a signature on the form renders bid non-responsive.** Failure to complete and submit all required forms, including but not limited to References, Compliance With Federal and State Laws Form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.
	8. Bidder has read, understands, and agrees to Tarrant County's Criminal Background Check requirements.
	9. **Accuracy for all mathematical and numerical entries is the sole responsibility of the Bidder.** Tarrant County will not be responsible for errors made by the Bidder.
	10. Bidder's company is registered on TVORS (Tarrant Vendor On-Line Registration System).
	11. Bidder has sealed and marked the envelope with the Company Name, RFB Number, Bid Title, and due date.

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

NO-BID RESPONSE

In the event that your organization chooses not to submit a bid/proposal for this solicitation, the Tarrant County Purchasing Department is interested in the reasons why vendors have chosen not to submit bids/proposals in order to better serve the taxpayers of Tarrant County. Please indicate your reason(s) by checking all applicable items below and return this form to the address shown below.

- ☐ Could not meet specifications.
- ☐ Items or materials requested not manufactured by us or not available to our company.
- ☐ Insurance requirements too restricting.
- ☐ Bond requirements too restricting.
- ☐ The scope of services not clearly understood or applicable (too vague, too rigid, etc.)
- ☐ The project not suited to our organization.
- ☐ Quantities too small.
- ☐ Insufficient time allowed for preparation of bid/proposal.
- ☐ Other (please specify).

_____

_____

_____

_____

_____

Vendor Name: _____

Contact Person: _____

Telephone: _____

Email: _____

Please send your response to:

Tarrant County Purchasing Department
100 E. Weatherford, Suite 303
Fort Worth, TX 76196-0104

PRICE FORM

SECTION I – GROUP 1

1. Itemize all costs associated with your hourly **Janitorial Staff Employee** (described in Section III and Section IV of Technical Specifications) rate for buildings in **Group 1 with two (2) Project Managers.**

SUMMARY OF LABOR COST PER HOUR BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of $11.00)	$_____
Holiday pay for Janitorial Staff, non-working Supervisors, and Project Managers performing work or supervision under Tarrant County contract (12 holidays per year). Holiday pay will not be directly billed to Tarrant County and must be included in the per hour labor rate that is billed to Tarrant County.	$_____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	$_____
Workers' Compensation and General Liability on Employee	$_____
Medical, Dental, Life Insurance, per Employee, if applicable	$_____
Retirement, Pension, etc., per Employee, if applicable	$_____
Chemicals, Supplies, Equipment Depreciation	$_____
Vendor's Overhead, two (2) Project Managers, four (4) non-working Supervisors pay, Profit, etc.	$_____
Other	$_____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 112,600)	$_____

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

NO SUBCONTRACTING ALLOWED WITHOUT WRITTEN AUTHORIZATION.
NO INDEPENDENT CONTRACTORS.

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

PRICE FORM

SECTION I – GROUP 1

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

SUMMARY OF LABOR COST PER HOUR BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of $12.54)	$_____
Holiday pay for Maintenance Technician performing work under Tarrant County contract (12 holidays per year). Holiday pay will not be directly billed to Tarrant County and must be included in the per hour labor rate that is billed to Tarrant County.	$_____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	$_____
Workers' Compensation and General Liability on Employee	$_____
Medical, Dental, Life Insurance, per Employee, if applicable	$_____
Retirement, Pension, etc., per Employee, if applicable	$_____
Chemicals, Supplies, Equipment Depreciation	$_____
Vendor's Overhead, Profit, etc.	$_____
Other	$_____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 32,000)	$_____

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

NO SUBCONTRACTING ALLOWED WITHOUT WRITTEN AUTHORIZATION.
NO INDEPENDENT CONTRACTORS.

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

PRICE FORM

SECTION I – GROUP 1

3. **ADDITIONAL SERVICES – FLOOR CARE** – for buildings in **Group 1.** Cost, per square foot, to provide stripping and waxing, and hot water extraction of carpets (described in Section V. D. of the Technical Specifications) for buildings in **Group 1**.

a.	Strip & Wax, no furniture moving required (Estimated 710 square feet)	$_____/per sq. ft.
b.	Strip & Wax, furniture moving required (Estimated 207,870 square feet)	$_____/per sq. ft.
c.	Hot Water Extraction Carpet Cleaning, no furniture moving required (Estimated 0 square feet)	$_____/per sq. ft.
d.	Hot Water Extraction Carpet Cleaning, furniture moving required (Estimated 30,221 square feet)	$_____/per sq. ft.
e.	Propane Burnishing of Terrazzo Floors (Estimated 208,580 square feet)	$_____/per sq. ft.

Bidders MUST bid on all items in each group.

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

PRICE FORM

SECTION I – GROUP 1

4. **ALTERNATE:** Itemize all costs associated with your hourly **Janitorial Staff Employee** rate for buildings in **Group 1 with one (1) Project Manager.** This item will not be used during evaluation and will only be used under certain circumstances (described in Section II. H. Technical Specifications) of this bid.

SUMMARY OF LABOR COST PER HOUR BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of $11.00)	$_____
Holiday pay for Janitorial Staff, non-working Supervisors, and Project Managers performing work or supervision under Tarrant County contract (12 holidays per year). Holiday pay will not be directly billed to Tarrant County and must be included in the per hour labor rate that is billed to Tarrant County.	$_____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	$_____
Workers' Compensation and General Liability on Employee	$_____
Medical, Dental, Life Insurance, per Employee, if applicable	$_____
Retirement, Pension, etc., per Employee, if applicable	$_____
Chemicals, Supplies, Equipment Depreciation	$_____
Vendor's Overhead, one (1) Project Manager, four (4) non-working Supervisors pay, Profit, etc.	$_____
Other	$_____
Total Labor Rate, Per Hour, Billed to Tarrant County	**$**_____

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NO INDEPENDENT CONTRACTORS.

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PRICE FORM

SECTION I – GROUP 2

1. Itemize all costs associated with your hourly **Janitorial Staff Employee** (described in Section III and Section IV of Technical Specifications) rate for buildings in **Group 2 with two (2) Project Managers.**

SUMMARY OF LABOR COST PER HOUR BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of $11.00)	$_____
Holiday pay for Janitorial Staff, non-working Supervisors, and Project Managers performing work or supervision under Tarrant County contract (12 holidays per year). Holiday pay will not be directly billed to Tarrant County and must be included in the per hour labor rate that is billed to Tarrant County.	$_____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	$_____
Workers' Compensation and General Liability on Employee	$_____
Medical, Dental, Life Insurance, per Employee, if applicable	$_____
Retirement, Pension, etc., per Employee, if applicable	$_____
Chemicals, Supplies, Equipment Depreciation	$_____
Vendor's Overhead, two (2) Project Managers, Profit, etc.	$_____
Other	$_____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 31,948)	$_____

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

NO SUBCONTRACTING ALLOWED WITHOUT WRITTEN AUTHORIZATION.
NO INDEPENDENT CONTRACTORS.

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PRICE FORM

SECTION I – GROUP 2

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

SUMMARY OF LABOR COST PER HOUR BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of $12.54)	$_____
Holiday pay for Maintenance Technician performing work under Tarrant County contract (12 holidays per year). Holiday pay will not be directly billed to Tarrant County and must be included in the per hour labor rate that is billed to Tarrant County.	$_____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	$_____
Workers' Compensation and General Liability on Employee	$_____
Medical, Dental, Life Insurance, per Employee, if applicable	$_____
Retirement, Pension, etc., per Employee, if applicable	$_____
Chemicals, Supplies, Equipment Depreciation	$_____
Vendor's Overhead, Profit, etc.	$_____
Other	$_____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 2,000)	$_____

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NO INDEPENDENT CONTRACTORS.

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

PRICE FORM

SECTION I – GROUP 2

3. **ADDITIONAL SERVICES – FLOOR CARE** – for buildings in **Group 2.** Cost, per square foot, to provide stripping and waxing, and hot water extraction of carpets (described in Section V. D. of the Technical Specifications) for buildings in **Group 2**.

a.	Strip & Wax, no furniture moving required (Estimated 56,184 square feet)	$_____/per sq. ft.
b.	Strip & Wax, furniture moving required (Estimated 48,284 square feet)	$_____/per sq. ft.
c.	Hot Water Extraction Carpet Cleaning, no furniture moving required (Estimated 0 square feet)	$_____/per sq. ft.
d.	Hot Water Extraction Carpet Cleaning, furniture moving required (Estimated 17,672 square feet)	$_____/per sq. ft.
e.	Propane Burnishing of Terrazzo Floors (Estimated 104,468 square feet)	$_____/per sq. ft.

Bidders MUST bid on all items in each group.

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

PRICE FORM

SECTION I – GROUP 2

4. **ALTERNATE:** Itemize all costs associated with your hourly **Janitorial Staff Employee** rate for buildings in **Group 2 with one (1) Project Manager.** This item will not be used during evaluation and will only be used under certain circumstances (described in Section II. H. Technical Specifications) of this bid.

SUMMARY OF LABOR COST PER HOUR BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of $11.00)	$_____
Holiday pay for Janitorial Staff, non-working Supervisors, and Project Managers performing work or supervision under Tarrant County contract (12 holidays per year). Holiday pay will not be directly billed to Tarrant County and must be included in the per hour labor rate that is billed to Tarrant County.	$_____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	$_____
Workers' Compensation and General Liability on Employee	$_____
Medical, Dental, Life Insurance, per Employee, if applicable	$_____
Retirement, Pension, etc., per Employee, if applicable	$_____
Chemicals, Supplies, Equipment Depreciation	$_____
Vendor's Overhead, one (1) Project Manager, Profit, etc.	$_____
Other	$_____
Total Labor Rate, Per Hour, Billed to Tarrant County	**$**_____

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NO INDEPENDENT CONTRACTORS.

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PRICE FORM

SECTION I – GROUP 3

1. Itemize all costs associated with your hourly **Janitorial Staff Employee** (described in Section III and Section IV of Technical Specifications) rate for buildings in **Group 3 with two (2) Project Managers.**

SUMMARY OF LABOR COST PER HOUR BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of $11.00)	$_____
Holiday pay for Janitorial Staff, non-working Supervisors, and Project Managers performing work or supervision under Tarrant County contract (12 holidays per year). Holiday pay will not be directly billed to Tarrant County and must be included in the per hour labor rate that is billed to Tarrant County.	$_____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	$_____
Workers' Compensation and General Liability on Employee	$_____
Medical, Dental, Life Insurance, per Employee, if applicable	$_____
Retirement, Pension, etc., per Employee, if applicable	$_____
Chemicals, Supplies, Equipment Depreciation	$_____
Vendor's Overhead, two (2) Project Managers, Profit, etc.	$_____
Other	$_____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 65,927)	$_____

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

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NO INDEPENDENT CONTRACTORS.

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PRICE FORM

SECTION I – GROUP 3

2. **ADDITIONAL SERVICES:** Itemize all costs associated with your hourly **Maintenance Technician** (described in Section V. C of Technical Specifications) rate for buildings in **Group 3.**

SUMMARY OF LABOR COST PER HOUR BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of $12.54)	$_____
Holiday pay for Maintenance Technician performing work under Tarrant County contract (12 holidays per year). Holiday pay will not be directly billed to Tarrant County and must be included in the per hour labor rate that is billed to Tarrant County.	$_____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	$_____
Workers' Compensation and General Liability on Employee	$_____
Medical, Dental, Life Insurance, per Employee, if applicable	$_____
Retirement, Pension, etc., per Employee, if applicable	$_____
Chemicals, Supplies, Equipment Depreciation	$_____
Vendor's Overhead, Profit, etc.	$_____
Other	$_____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 14,000)	$_____

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

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NO INDEPENDENT CONTRACTORS.

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PRICE FORM

SECTION I – GROUP 3

3. **ADDITIONAL SERVICES – FLOOR CARE** – for buildings in **Group 3.** Cost, per square foot, to provide stripping and waxing, and hot water extraction of carpets (described in Section V. D. of the Technical Specifications) for buildings in **Group 3**.

a.	Strip & Wax, no furniture moving required (Estimated 56,894 square feet)	$_____/per sq. ft.
b.	Strip & Wax, furniture moving required (Estimated 495,595 square feet)	$_____/per sq. ft.
c.	Hot Water Extraction Carpet Cleaning, no furniture moving required (Estimated 0 square feet)	$_____/per sq. ft.
d.	Hot Water Extraction Carpet Cleaning, furniture moving required (Estimated 102,323 square feet)	$_____/per sq. ft.
e.	Propane Burnishing of Terrazzo Floors (Estimated 49,476 square feet)	$_____/per sq. ft.

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PRICE FORM

SECTION I – GROUP 3

4. **ALTERNATE:** Itemize all costs associated with your hourly **Janitorial Staff Employee** rate for buildings in **Group 3 with one (1) Project Manager.** This item will not be used during evaluation and will be used under certain circumstances (described in Section II. H. Technical Specifications) of this bid.

SUMMARY OF LABOR COST PER HOUR BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of $11.00)	$_____
Holiday pay for Janitorial Staff, non-working Supervisors, and Project Managers performing work or supervision under Tarrant County contract (12 holidays per year). Holiday pay will not be directly billed to Tarrant County and must be included in the per hour labor rate that is billed to Tarrant County.	$_____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	$_____
Workers' Compensation and General Liability on Employee	$_____
Medical, Dental, Life Insurance, per Employee, if applicable	$_____
Retirement, Pension, etc., per Employee, if applicable	$_____
Chemicals, Supplies, Equipment Depreciation	$_____
Vendor's Overhead, one (1) Project Manager	$_____
Other	$_____
Total Labor Rate, Per Hour, Billed to Tarrant County	**$**_____

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

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NO INDEPENDENT CONTRACTORS.

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QUESTIONNAIRE

SECTION II – ADDITIONAL REQUESTED INFORMATION

A. The purpose of this section is to demonstrate that the bidder has the necessary technical expertise, management structure, and experience to meet the requirements of this contract.

B. This information will be used to determine whether or not the bidder has reasonably demonstrated his/her qualifications to perform under this agreement.

C. Answers to the following questions must be typed on 8-½" x 11" white paper, Arial 12-point font, and included with Bid Package. Failure to include this information with bid could result in rejection of the bid.

1. List the location of all offices, warehouses, etc. currently used by your company for Janitorial Services. Tarrant County reserves the right to visit each of these facilities.
2. How many years has your company been in the janitorial business?
3. Do you operate as an individual, corporation, partnership, or franchise?
4. How many buildings in each of the following ranges do you currently provide services for?
   a) 0 – 20,000 sq. ft.
   b) 20,001 – 50,000 sq. ft
   c) 50,001 – 100,000 sq. ft.
   d) 100,001 – 500,000 sq. ft.
   e) 500,000+ sq. ft.
5. List your qualifications in detail.
6. Provide an Organizational Chart and résumés of key people in your company.
7. How many employees do you have by category, Management, Supervisors, Maintenance Personnel, etc. for Janitorial Services?
8. What is your average annual turnover rate for Management and Non-Management?
9. Provide a list of your current employees, showing years of service for each for Janitorial Services.
10. What are your recruitment procedures?

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QUESTIONNAIRE

SECTION II – ADDITIONAL REQUESTED INFORMATION

11. What type of training and education programs do you have for your employees?
12. What are your supervision and control procedures?
13. What are your minimum requirements for workers?
14. What are your employee screening procedures (Who, How, When)?
15. What type of payroll procedure do you currently have? What type of payroll audit trail? Explain in detail.
16. If awarded this contract, you will have to cover up to two (2) months payroll prior to receiving a payment from Tarrant County. How do you plan to meet this requirement?
17. Is there any additional financial information that your firm would like to include beyond the required financial documents requested in Section II. O.?
18. List the benefits and incentives that will be provided to employees.
19. How will you procure personnel, equipment and materials for start-up if you are awarded this contract?
20. List all equipment and supplies that will be furnished, per facility, for buildings listed in Attachment “A”.
21. What is your experience with an hourly versus monthly contracts?
22. Do you have a floor maintenance specialist/staff crew on your payroll or do you sub-contract the work? Explain in detail.
23. Are there any judgments, suits or claims pending against your firm? If yes, explain in detail.
24. Submit a copy of your current insurance certificate. How do you plan to meet Tarrant County’s insurance requirements as specified on page 12 if you don’t already have this coverage?
25. Submit a copy of your current policy book that includes, but is not limited to: training opportunities, dress codes and Lost/Found procedures. Vendor will provide an updated copy of the policy book to the County Contract Representative each time a policy is changed.
26. How many current employees do you have that regularly work over thirty (30) hours per week?

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QUESTIONNAIRE

SECTION II – ADDITIONAL REQUESTED INFORMATION

27. If your company currently (before this bid solicitation) has over fifty (50) employees who work over thirty (30) hours per week, describe how your company is currently meeting the requirement of the federal regulations of the Affordable Care Act. Are you providing health insurance to the employees as required by the Act? If not, please explain what your company is doing to meet the requirement?

28. If awarded, how many additional employees (that will work over thirty [30] hours per week) will you hire to meet the requirements of Tarrant County? Please count all cleaners, maintenance techs, and managers/supervisors that will regularly work more than thirty (30) hours per week. How will you address meeting the requirements of the Affordable Care Act for these new employees?

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

Please cut out and affix to the outside of your response package

TARRANT COUNTY
SEALED BID/PROPOSAL/RESPONSE

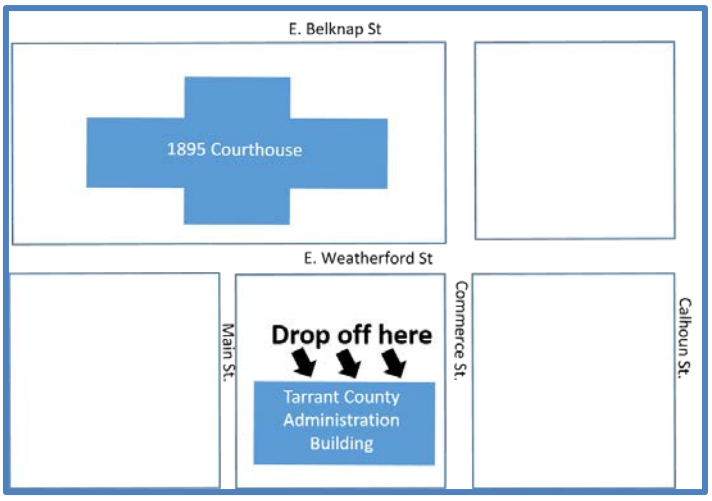
RFB No. 2020-145

ANNUAL CONTRACT FOR
JANITORIAL SERVICES

Due Date: July 20, 2020 at 2:00 p.m.

Tarrant County Administration Building
ATTN: Purchasing Department
100 E. Weatherford St., Third Floor, Suite 303
Fort Worth, Texas 76196-0104

Street View



Building View

