



City of La Marque

REQUEST FOR PROPOSAL

Proposal Reference Number: LM 02-23

Project Title: Janitorial Services

Proposal Closing Date: 10:00 A.M.(CST), Wednesday, August 31, 2022

No Proposals submitted after the above deadline will be accepted.

KEY EVENTS SCHEDULE

PROJECT NAME:	Janitorial Services
ISSUANCE OF RFP	August 17, 2022
PRE-PROPOSAL CONFERENCE:	<p>10:00 A.M (CST), Wednesday, August 24, 2022 - Zoom https://us06web.zoom.us/j/81417271340?pwd=Y3JaTktXTmtPd3NFMDlrczc5bW5tQT09</p> <p>The pre-proposal conference will allow all Proposers an opportunity to ask representatives relevant questions and clarify provisions of this RFP.</p>
DEADLINE FOR QUESTIONS:	<p>2:00 P.M (CST), Wednesday, August 24, 2022</p> <p>All questions will be answered in the form of an addendum, after the question deadline. All questions related to this RFP are to be directed to the following link: Upload Questions Here</p>
SUBMITTAL DEADLINE:	10:00 A.M (CST), Wednesday, August 31, 2022
SUBMITTAL REQUIREMENTS:	<p>Electronic submittals required Upload Submittal Here</p>
CITY OF LA MARQUE COUNCIL AWARD:	A final determination will be made at a future City of La Marque Council meeting. City of La Marque reserves the right to reject any and all request for proposals and waive any and all formalities and conditions.
TERM OF SERVICE/PROJECT:	A one (1) year Agreement with an option to automatically renew for two (2) additional years in one (1) year increments.

TERMS AND CONDITIONS
LM #
“Janitorial Services - City Facilities”

1. Specifications and bidding documents may be secured from the City of La Marque website at: www.bids.cityoflamarque.org
2. The City reserves the right to reject any or all bids and to waive informalities in bidding. In case of ambiguity or lack of clearness in stating the prices in any bid, the owner reserves the right to consider the most advantageous thereof, or to reject the bid. The award will be made to the responsible bidder submitting the lowest acceptable bid.
3. Before submitting a bid, each bidder must (a) examine the contract document thoroughly, (b) visit the site to familiarize himself with local conditions that may in any manner affect cost, progress or performance of the work (c) familiarize himself with federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost, progress or performance of the work and (d) study and carefully correlate bidders observations with this bid packet.
4. The submission of a bid will constitute an incontrovertible representation by the bidder that he has complied with every requirement scope and detail to indicate and convey understanding of all terms and conditions for performance of the work.
5. All prospective bids will not be discriminated against on the grounds of race, religion, color, national origin, age, sex, sexual orientation, gender identity, or disability in consideration for award of any contract entered into pursuant to this notice. A contract shall be entered into after all bids are evaluated, after the approval of City Council.
6. Bids will be rejected if:
 - A. It is received after the advertised closing date and time for receipt of bids.
 - B. It is submitted on a bid proposal form other than that provided by the City; is not completely filled in, is incomplete, conditional, or obscure or that contains any additions not called for in the specifications.
7. **PRICE OF MATERIALS AND SALES TAX:** This contract is issued by an organization which qualifies for exemption pursuant to the provision of Article 20.04 (f) of the Texas Limited Sales, Excise and the use tax act. The contractor performing this contract may purchase, rent or lease all materials, supplies, equipment

used or consumed in the performance of this contract by issuing to his supplier an exemption certificate in lieu of the tax, said exemption certificate complying with the State

Comptroller's Ruling No. 95-0.07. Any such exemption shall be subject to the provisions of the State Comptrollers Ruling Number 95-0.09 as amended to be effective October 2, 1968.

8. The City reserves the right to revise or amend the specifications prior to the date set for opening bids. Such revisions or amendments, if any will be announced by addenda or addendum to these specifications. Copies of such addenda so issued will be furnished to all prospective bidders.
9. Bid unit price should reflect all charges, i.e., bid unit price, quantity specified and the total charges. In case of errors in the extension, the **unit price will govern the bid**.
10. Payment on all invoices will be net 30 days.
11. Bids cannot be altered or amended after the opening time. Any alterations made before opening time must be initialed by the bidder or his authorized agent. No bid may be withdrawn after opening without approval, and based on a written acceptable explanation.
12. A catalog, brand name or manufacturer's referenced used in the bid invitation is **DESCRIPTIVE NOT RESTRICTIVE**, it is to indicate type and quality desired. Bids on brand of like nature will be considered. If bidding on other than referenced specifications, bidder must show manufacture, brand or trade name, lot number, etc., of the article offered.
13. **CONTRACT TERM:** This contract will be for a period of one (1) years beginning **October 1, 2022**. The City must obtain prices early in order to prepare for the upcoming fiscal year budget.
14. The vendor hereby assigns to purchase any and all claims for over-charges associated with this contract which arise under the Antitrust Laws of the United States, **15 U.S.C.A., ¶ 1, et. Seq. (1973)**.
15. The City of La Marque reserves the right to award all sections to a single bidder or separate bidders.
16. Bid received after the closing time will be returned unopened.
17. All shipping and delivery charges to be paid by supplier. FOB City of La Marque, 1111 Bayou Road, La Marque, Texas 77568 or other designated site.
17. Contractor will need to provide proof of insurance.

18. Contractor will prescreen (background checks) and train those employees who will be used in performing these services for our company.
19. Contract will provide a list of references (3 to 5) of businesses contractor is currently using.
20. Contractor will furnish all supplies, materials and equipment necessary for the proper performance of the janitorial service. Supplies and materials include, but are not limited to: brooms, brushes, dust cloths, mops, sponges, disinfectants, glass cleaner, floor polish, waxes, stripper, furniture polish and any other compounds necessary to properly maintain the premises. **Contractor will provide price list of all supplies including paper products and trash bags.**
21. Provide all necessary cleaning equipment including, but not limited to: buffing machines, vacuum cleaner, carpet extractors, etc. needed for the performance of the work of this contract.

PRICE REVISION CLAUSE:

Whenever possible, the City desires firm prices for the full contract period. It is recognized by the City that qualified bidders may be unwilling to guarantee each category of unit prices during the entire period of this contract because of price changes from the bidder's source of supply.

In such instances, an asterisk (*) must be placed by the item or items which the bidder is unwilling to guarantee the price for the full contract period, and the partial period of the contract price should be noted on a separate sheet. Such items will be subject to price changes due to increases or decreases in cost from the bidder source of supply during the term of the contract.

INCREASES:

Permissible price revisions in any event shall not exceed the actual unit cost or percentage cost revisions from the bidder's source of supply. It will ordinarily be the policy of the City to accept price increases which have been noted in the bid proposal when the amount of such increase is reasonable and does not exceed the limit set out in the preceding sentence. However, the City reserves the right to obtain a different source of items which have been increased in price.

DECREASES:

If a vendor does take advantage of this "price revision clause", the City will expect any decreases in cost from the bidders source of supply during the term of the contract to lower the City's price for such item or items.

NOTE: The City must have thirty (30) days written notice prior to any increase or decrease in existing prices.

A bid will not be considered where there is not price information offered, nor can bids be considered where prices in effect at the time of shipment are offered.

Janitorial Services

1. Entrance, Lobby and Office Areas (Including Common Areas)

A. Each Visit

Entrance glass doors will be cleaned
All ash urns will be cleaned (where applicable)
Outside entrance area will be swept and policed for trash
Entrance area furniture will be wiped or brushed to maintain a clean appearance at all times
All horizontal surfaces will be spot dusted for dust/debris that arises between the weekly detail dusting
All carpeted areas and mats will be vacuumed including areas under desks and chairs
Only designated sockets will be used to plug in vacuums
Hard surface floors will be swept and spot damp mopped using fresh/clean mop water. Plastic chair mats will be mopped as needed
Trash receptacles will be emptied and liners replaced as necessary
Interior glass will be spot cleaned as necessary
All drinking fountains will be polished and sanitized
All furniture and trash cans are to be properly arranged after cleaning and vacuuming is completed
Clean/sanitize the public use tables (Library)

B. Once A Week

Dust all desk tops, shelves, cubicle tops, file cabinets and ledges
Wall hangings will be dusted
Hard to reach areas of carpet will be vacuumed as necessary
Hard surface floors will be thoroughly wet mopped using fresh/clean mop water
Doors and kick plates will be cleaned to remove fingerprints and non permanent smudges
Light switch plates will be wiped and disinfected
Clean and disinfect telephone receivers
Dust tops of bookshelves (Library)

C. Once A Month

Blinds will be dusted
Window sills and ledges will be dusted
Baseboards will be dusted

Air vents will be dusted
Cobwebs will be removed

Note: Will not move or disrupt any items on desk
Will not disturb, move or in any way disrupt any computer equipment

II. Restrooms

A. Each Visit

All supplies will be restocked
All trash and sanitary napkin containers will be emptied
Fresh liners will be put in each receptacle
Hard surface floors will be swept and wet mopped using fresh/clean mop water
Commodos and urinals will be cleaned inside and out using a germicidal treatment
Sinks and countertops will be cleaned using a germicidal treatment
All mirrors and fixtures will be cleaned
Partitions and walls will be spot cleaned as necessary between the weekly detail clean
Disinfectant will be poured in drains to prevent odors (where applicable)
Exterior of paper towel dispensers will be wiped and disinfected
Wall areas that are below and near paper towel dispensers will be wiped to remove any water spots
Exterior of trash receptacles will be wiped down
All stainless steel will be wiped down using appropriate stainless steel treatment
Light switch plates will be disinfected

B. Once A Week

All chrome fixtures will be polished
Partitions will be thoroughly cleaned and wiped including tops using germicidal treatment
Doors and kick plates will be wiped to remove smudges and fingerprints
Air vents will be dusted
Cobwebs will be removed
Interior of trash receptacles will be wiped and disinfected as necessary

C. Once A Month

Note: For sanitation consideration all monthly detail cleaning duties have been incorporated into either daily or weekly schedule

II. Break Room(s) and Coffee Bars

A. Each Visit

All tables and chairs will be wiped and organized
Trash receptacles will be emptied and liners will be replaced
Counter tops and sinks will be cleaned, including splash guards
Interior and exterior of microwaves will be cleaned
Ice machine will be wiped down free of smudges
Hard surface floors will be swept and wet mopped using fresh/clean mop water
All carpeted areas and mats will be vacuumed
Coffee machines and pots will be cleaned. Grounds will be placed in trash
Exterior of refrigerator will be wiped and disinfected
Front of vending machines will be cleaned
Exterior of paper towel dispensers will be wiped and disinfected
Wall areas below dispensers will be cleaned to removed spots
Cabinet doors will be wiped to remove any smudges or fingerprints
Light switch plates will be wiped and disinfected
Interior of soiled trash receptacles will be wiped and cleaned as necessary

B. Once A Week

Doors and switch plates will be wiped to remove non-permanent smudges and fingerprints
Air vents will be dusted
Cobwebs will be removed
Water dispenser drip trays will be emptied and sanitized (where applicable)
Wall areas near trash receptacles will be wiped and disinfected
Interior of soiled trash receptacles will be wiped and disinfected
Paper Recycle Bin will be emptied and paper taken to recycle bin

C. Once A Month

Note: For sanitation consideration all monthly detail cleaning duties have been incorporated into either the daily or weekly schedule

Janitorial Closet

Closet will be kept clean and organized
All supplies will be neatly organized, labeled and MSDS sheets will be included
All mop buckets will be emptied after every use
All mop heads and cleaning clothes will be cleaned and sanitized or replaced on a regular basis

Other Services

Defective or inoperable building equipment shall be brought to the attention of City of La Marque such as:

Plumbing leaks
 Defective lights
 Doors or gates not properly working

PROPOSAL

BUILDING	MONTHLY RATE 1 TIMES/WEEK	MONTHLY RATE 2 TIMES/WEEK	MONTHLY RATE 3 TIMES/WEEK
CITY HALL 1111 BAYOU ROAD 2 TIMES/WEEK (TUES & FRIDAY)	X	X	X
COUNCIL CHAMBERS 1109-B BAYOU ROAD 2 TIMES/WEEK- (TUES & FRI)	X	X	X
POLICE DEPT. 431 BAYOU ROAD 3 TIMES/WEEK (TUES, THU, SAT)		X	X
LIBRARY 1011 BAYOU ROAD 3 TIMES/WEEK TUES. THURS. & SATURDAY		X	X
FIRE DEPARTMENT- ADMINISTRATION 1109-A BAYOU ROAD 1 TIMES/WEEK (FRI)		X	X

ECONOMIC DEVELOPMENT 1130 FIRST STREET 2 TIMES/WEEK (MON & WED)		X	X
PUBLIC WORKS 4916 FM 1765 TEXAS AVENUE 2 DAY/WEEK (MON & WED)		X	X
FIRE DEPARTMENT ADMINISTRATION 5715 TEXAS AVENUE 2 TIMES/WEEK (MON & WED)		X	X

*Company will provide cleaning products

Carpet Cleaning

Location

Carpet Cleaning - 2 times a year

****City Hall**

****Council Chambers**

****Community Room**

Wet Clean

SIGNATURE PAGE

**LM #
“Janitorial Services - City Buildings”**

BY SIGNATURE HEREON AFFIXED, the bidder certifies neither the bidder nor the firm, corporation, partnership, or institution represented by the bidder, or anyone acting for firm, corporation, or the institution has violated the Antitrust Laws and Commerce Code, or the Federal Antitrust, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business.

Total amount of Bid: \$ _____

Company Name

Signature

Printed Name & Title

E-mail Address

Address

City, State & Zip

Phone _____ Fax _____

Date

Acknowledgement of any and all addendum's received:

Addendum #1_____

Addendum #2_____

Addendum #3_____

DRAFT