



**REQUEST FOR PROPOSALS
FOR
JANITORIAL SERVICES
*Released on November 16, 2022***

SECTION 1 – GENERAL

1.1 GENERAL

Contractors are to provide janitorial services in accordance with the terms, conditions and requirements generally set forth in this Request for Proposals (RFP). The proposal shall include all personnel, labor, materials, and equipment to provide the defined service.

The City is looking for a qualified contractor with experience and proven past performance providing janitorial services for office buildings. Contractor will furnish and maintain all necessary cleaning equipment inclusive but not limited to: vacuums, maid carts, mop buckets, wringers, mops, brooms and appropriate cleaning agents for dusting, cleaning windows, disinfecting, etc. The City will provide toilet tissue, paper towels, trash liners, and hand soap necessary to re-stock dispensers.

Redwater City Hall's normal hours of operation are Monday-Friday, 8:00 am – 5:00 pm. Janitorial services shall be provided during non-operating hours, if possible.

1.2 REMUNERATION

The Contractor shall quote rates for both weekly and bi-weekly cleaning service. The City's decision to choose weekly service or bi-weekly service will depend on cost feasibility for the City.

Certain tasks are to be performed at each visit by the Contractor; while other tasks are only required to be performed on a monthly basis. (See Exhibit A) Please quote rates that will factor in the monthly tasks.

1.3 INQUIRIES AND INTERPRETATIONS

Responses to written inquiries which directly affect an interpretation or change to this RFP will be issued in writing by the City via email.

1.4 SUBMISSION OF PROPOSALS

Proposals must be delivered via email to city@redwatertexas.com on or before **November 30, 2022 at 12:00 pm (noon) CDT**. Proposals should include the following information:

- Letter of interest signed by appropriate person of authority;
- Scope of services to be performed, including methods for ensuring service quality and copies of related company policies;
- Background, qualifications and experience;
- References from offices of similar size or in closest proximity to Redwater;
- Evidence of insurance; and
- Pricing information for weekly service and pricing for bi-weekly service.

It is the responsibility of the Contractor to clearly mark and identify all portions of the proposal which, in the proposer's opinion, contain trade secrets, confidential information, and other proprietary information. The City intends that trade secrets and confidential information contained in the proposals and clearly identified as such will not be open for public inspection at any time.

The City will honor a Contractor's notations of trade secrets and confidential information and will decline to release such information initially, but note that the final determination of whether a particular portion of a Contractor's proposal is in fact a trade secret or commercial or financial information that may be withheld from public inspection will be made by the Texas Attorney General or a court of competent jurisdiction. In the event a public information request is received for a portion of the proposal that the Contractor has marked as being confidential information, Contractor contact will be notified of such request and Contractor will be required to justify Contractor's legal position in writing to the Texas Attorney General pursuant to Texas Government Code Section 552.305, as amended. In the event that it is determined by opinion or order of the Texas Attorney General or a court of competent jurisdiction that such information is in fact not privileged and confidential under Section 552.110 of the Government Code and/or Section 252.049 of the Local Government Code, then such information will be made available to the requester.

Marking entire proposal "CONFIDENTIAL"/"PROPRIETARY" is not in conformance with the Texas Public Information Act.

The City of Redwater reserves the right to accept any Proposal or to reject any or all Proposals, to waive irregularities and/or informalities in a Proposal, and to negotiate a contract with any Contractor in any manner, consistent with law, deemed in the best interests of the City.

1.5 TAXES

All proposals are required to be submitted without State Sales tax. The City is exempt from payment of such taxes and a Tax Exemption Certificate will be executed for the successful Contractor.

SECTION 2 – SCOPE OF SERVICES

2.1 GENERAL

The City is soliciting proposals from Contractors for either weekly or bi-weekly cleaning/janitorial services for Redwater City Hall, located at 120 Redwater Blvd W, in Redwater, Texas. Further, the Contractor shall furnish all personnel, labor, cleaning equipment and items necessary to provide said services.

2.2 SERVICE PLAN

Provide a plan with details on service methods and descriptions of services which will be provided at Redwater City Hall. The service plan should include, but not necessarily be limited to, the following:

- Details of all services, including frequency of each service, that will be provided to the City in accordance with this Request;
- List of equipment and supplies Contractor will provide to perform the services requested by the City;
- Day(s) of the week and approximate time(s) Contractor has availability for requested services;
- Contractor's holiday schedules and plans to work around City's holiday schedules, if necessary;
- How the Contractor will communicate with the City in case of delays, staffing shortages, or other need to reschedule a regularly scheduled service;
- Contractor's preferred method of notification if City should need to reschedule or request an additional service;

- Quality control methods, complaint management and resolution procedures; and
- Any other matters which you believe makes you the most qualified to perform the requested services.

2.3 COMPANY INFORMATION

Provide a brief description and history of your company, including current size, how many persons in the company are directly engaged in the cleaning/janitorial services, and how many will be assigned to complete the service requested at Redwater City Hall. Discuss the company's experience in providing the proposed service to other organizations of comparable size.

2.4 INSURANCE

Provide evidence of coverage of insurance or ability to obtain coverage in appropriate amounts for the following types of insurance:

- Comprehensive General Liability
- Property Damage
- Workers Compensation

SECTION 3 – PROPOSAL SELECTION

3.1 EVALUATION

The proposal selected by the City Administrator will be the one which best meets the needs of the City in the most cost-effective method possible.

Considerations for awarding a contract will include quality of service, company values, cost and company experience.

3.2 DISQUALIFICATION OF PROPONENTS

Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a proponent and the rejection of a proposal:

- Proposal not submitted before the deadline;
- Proposal not meeting all mandatory requirements;
- Evidence of collusion among Contractors;
- Lobbying of City Council members, Mayor, or staff; and/or
- Lack of responsibility as shown by past work, according to references.

3.3 RIGHTS, ACKNOWLEDGEMENTS AND OTHER

The City reserves the right to cancel this RFP with or without the substitution of another RFP.

The City reserves the right to take any action affecting this RFP, this RFP process, or the services to this RFP that would be in the best interests of the City.

The City reserves the right to negotiate changes in the nature of the proposal, and in prices, after proposals are received to obtain the best services at the best price.

The City reserves the right to accept or reject all or any part of any proposal, waive minor technicalities and award the purchase to best serve the interest of the City.

The City reserves the right to require any or all Contractors to supplement, clarify or provide additional information regarding experience, qualifications, abilities, equipment, facilities, financial stability, and other information in order for the City to evaluate the proposals submitted.

The City reserves the right to conduct investigations with respect to the Contractors, including but not limited to, qualifications and experience of each Contractor.

The City reserves the right to reject any or all proposals.

The City shall be the sole interpreter of any part of the RFP, including the General Requirements, Scope of Service, and Proposal Requirements, and all other requirements contained herein.

By submitting a proposal for the services, all Contractors acknowledge and agree that no enforceable Agreement, obligation to negotiate, or any other obligation arises until the City signs the Agreement(s), that no action shall require the City to sign such agreements at any time, and that each Contractor waives all claims to damages, lost profits, costs, expenses, reasonable attorneys' fees, etc.; as a result of the City not signing such Agreement.

By submitting a proposal, the Contractor acknowledges participation in this process may result in the City selecting the Contractor to engage in further discussions and that the commencement of such discussions does not signify intent by the City to execute an Agreement or to continue discussions. The City may terminate discussions at any time and for any reason.

By submitting a proposal for the services, Contractors acknowledge and agree that no recommendations or conclusions from the RFP process concerning Contractor(s) shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of Texas.

By submitting a proposal, Contractors agree not to identify or reference the City in any manner without prior written consent of the City in any advertising, sales promotion or other material of the Contractor.

The City accepts no liability for the costs and expenses associated with this RFP process incurred by the Contractors. Each Contractor cannot make any claims whatsoever for reimbursement from the City for the costs and expenses associated with the procurement process.

The City reserves the right to award none or any service option that is in the best interests of the City, with one or more of the Contractors responding.

Once the proposal has been awarded, if an item or process is to be substituted, such substitution shall be made only by furnishing an equal or better quality and/or grade product or process than originally specified at no additional cost to the City. The City shall be the sole interpreter as to the acceptance of any substitution. This substitution must be pre-approved by the City.

The Contractor awarded an Agreement, shall be the prime contractor and shall be solely responsible for contractual performance.

Exhibit A
Redwater City Hall
Janitorial Services Specifications

I. CITY HALL SPECS:

Overall Size	Approx. 1,600 sq ft
Entry/Foyer/Customer Service Area	1 area with 2 glass customer service windows
Offices/Work areas	4
Restrooms <ul style="list-style-type: none"> • Toilets Total: 3 • Sinks Total: 2 • Urinals Total: 1 	2
Kitchen (including 1 refrigerator, 1 water cooler, 1 ice machine, 1 oven/stove, 1 microwave, 1 sink, and upper/lower cabinets)	1
Meeting Room	1
File Room	1
Hallways	2
Exterior Windows	Front: 3 large (with tinting) Side: 1 sliding drive-through; 1 small, non-opening (office)
Interior Windows	2 (Entry/Foyer/Customer Service Area)
Exterior Doors	1 glass (front); 1 metal w/window (front); 2 metal, no window (side & back)
Inside Doors	1 w/glass & built-in blinds; 10 wooden
Ceiling Fans	3
Flooring	Linoleum & Vinyl w/a few rugs

II. CLEANING SPECS:

A. ENTRY/FOYER/CUSTOMER SERVICE AREA

Spot Clean Walls	Always
Clean/Sanitize Light Switches & Other Frequently Touched Surfaces	Always
Clean Glass (inside & outside) on Front Door, Inside Entrance Door, and Customer Service Windows	Always
Clean Metal Door Frame on Outside Door; Wipe/Spot Clean Inside Entrance Door	Always
Dust Mop, Sweep or Vacuum Linoleum Floor	Always
Mop Linoleum Floor with Floor Cleaner	Always
Vacuum Floor Mat	Always
Detail Dust High and Low Areas	Monthly

B. OFFICES/WORK AREAS

Spot Clean Walls & Doors	Always
Clean/Sanitize Light Switches, Telephones & Other High-Touch Areas (Calculators, Keyboards, etc.)	Always
Damp Wipe Horizontal Surfaces w/Appropriate Cleaner	Always
Clean Interior of Any Windows & Sills w/Appropriate Cleaner	Always

Empty & Remove Trash; Replace Liner if Needed	Always
Dust Mop, Sweep or Vacuum Linoleum Floor	Always
Mop Linoleum Floor with Floor Cleaner	Always
Vacuum Floor Mats/Rugs	Always
Vacuum or Brush Upholstered Furniture	Monthly
Dust/Clean Ceiling Fan & Light Fixture on Fan	Monthly
Detail Dust High & Low Areas	Monthly

C. RESTROOMS

Clean/Sanitize Light Switches & Restroom Fixtures (Sinks, Faucets, Toilets, Urinal)	Always
Clean Mirrors & Counters	Always
Spot Clean Walls & Doors	Always
Empty & Remove Trash; Replace Liner if Needed	Always
Refill Supply Dispensers, if Needed	Always
Dust Mop, Sweep or Vacuum Linoleum Floor	Always
Mop Linoleum Floor with Floor Cleaner	Always
Detail Dust Partitions, Dispensers and High & Low Areas	Monthly

D. KITCHEN

Clean/Sanitize Light Switches & Other High-Touch Areas (Faucet, Refrigerator Handles, Stovetop Dials, Microwave Handle)	Always
Clean Counters & Appliance Surfaces	Always
Clean Sinks with Appropriate Cleaner	Always
Spot Clean Walls & Cabinets	Always
Empty & Remove Trash; Replace Liner if Needed	Always
Refill Supply Dispensers, if Needed	Always
Dust Mop, Sweep or Vacuum Vinyl Flooring	Always
Mop Vinyl Flooring with Floor Cleaner	Always
Vacuum Floor Mats	Always
Detail Dust High & Low Areas	Monthly
Damp Wipe (with Cleaner) Exterior Door (inside & out)	Monthly
Clean Inside Microwave with Appropriate Cleaner	Monthly

E. MEETING ROOM (OPEN AREA ADJOINING KITCHEN)

Clean/Sanitize Light Switches	Always
Clean Tables & Horizontal Surfaces with Appropriate Cleaner	Always
Spot Clean Walls, Doors & Any Non-Upholstered Furniture	Always
Damp Wipe Television & Attached Devices	Always
Empty & Remove Trash; Replace Liner if Needed	Always
Dust Mop, Sweep or Vacuum Vinyl Flooring	Always
Mop Vinyl Flooring with Floor Cleaner	Always
Detail Dust High & Low Areas, Including Ceiling Fan & TV Cabinet	Monthly
Damp Wipe (with Cleaner) Exterior Door (inside & out)	Monthly
Vacuum or Brush Upholstered Furniture	Monthly

F. FILE ROOM

Clean/Sanitize Light Switches	Always
Clean Tables & Horizontal Surfaces with Appropriate Cleaner	Always
Spot Clean Walls, Doors & Cabinets	Always
Empty & Remove Trash; Replace Liner if Needed	Always
Dust Mop, Sweep or Vacuum Linoleum Floor	Always
Mop Linoleum Floor with Floor Cleaner	Always
Clean Window in Exterior Door + Interior & Sill of Large Window w/Appropriate Cleaner	Always
Detail Dust High & Low Areas, Including Ceiling Fan	Monthly
Damp Wipe (with Cleaner) Exterior Door (inside & out)	Monthly

G. HALLWAYS

Clean/Sanitize Light Switches	Always
Spot Clean Walls & Doors	Always
Dust Mop, Sweep or Vacuum Linoleum Floor	Always
Mop Linoleum Floor with Floor Cleaner	Always
Vacuum Rugs/Floor Mats	Always
Clean Air Intake Vent for A/C / Heating Unit (Both- there is another one in the UB Clerk's Office)	Monthly
Detail Dust High & Low Areas	Monthly