



Request for Proposal, 21MCO573 JANITORIAL SERVICES

Date Required: Wednesday July 28, 2021

Time Required: 10:00am Local Time

INTRODUCTION:

Midland County, hereafter called County, invites sealed proposals from interested qualified Vendors, hereinafter called Vendors, to provide janitorial services for Midland County properties. The following pages provide general information about the requirements and specifications for the package.

This request for proposal ("RFP") is part of a competitive procurement process which provides qualified vendors with a fair opportunity for their commodities and services to be considered, and to provide information concerning their expertise and experience in providing similar services to other customers. The RFP process provides a competitive negotiation platform, wherein price or cost is not the sole determinative factor. This process, designed to best serve the interests of the County, allows the County the flexibility to negotiate with interested, qualified Vendors (following designation by the Commissioners Court, one at a time) to arrive at a mutually agreeable relationship.

QUESTIONS:

If further information is required, please contact the Midland County Purchasing Department. All requests for information must be submitted in writing. Responses to all questions received will be sent to each Vendor known to have copies of the Request for Proposal. Requests for information may be faxed to 432-688-4914 or e-mailed to pur103@co.midland.tx.us. All questions should be submitted on or before **5:00pm on July 14, 2021**. Questions received after said date and time will not receive a response. Answers and clarifications which are considered to materially change the solicitation will be issued as written addenda to the original RFP and will be posted to the Midland County website at www.co.midland.tx.us. Solution providers are responsible for ensuring all answers to questions are reviewed prior to bid submittal and that all issued added are properly acknowledged with their submitted proposal response. Midland County will not be responsible for any verbal exchange between the vendor and an employee of Midland County.

COPIES AND RECEIPT:

Please submit one (1) original, three (3) copies, and an electronic copy on USB drive of the proposal. **An executed copy of the Proposal Affidavit SIGNED AND NOTARIZED (Page 8) must be included in each submission.** Please note that if no Proposal Affidavit is included, the response will be rejected. Midland County is exempt from all state and federal taxes. Tax exempt certificates are available upon request.

All responses should be submitted in a sealed envelope, marked on the outside,

JANITORIAL SERVICES 21MCO573

Company Name

Responses must be received by **10:00am Local Time on Wednesday July 28, 2021**. Late proposals will be rejected and returned without being opened. The clock in the Purchasing Agent's office is the official time piece for this submission. If interested, Vendors may use mail or express systems to deliver their proposal to the Purchasing Department; they should insure that they are tendered to the carrier in plenty of time to reach the Purchasing Department by the time and date required. Facsimile transmitted proposals shall not be accepted.

SUBMISSION LOCATION: All bids which are mailed, shipped, delivered, etc. should be addressed as follows:

Midland County Purchasing Department
Midland County Courthouse
Attention: Kristy Engeldahl, Purchasing Agent
500 N. Loraine Street, Suite 1101
Midland, Texas 79701

DOCUMENTATION SUBMISSION:

The respondent must submit all required documentation. Failure to provide requested information may result in rejection of the proposal.

ALTERATION OF PROPOSAL:

A proposal may be altered, modified or amended by a Vendor at any time, prior to the time and date set forth above as the submission deadline. Alterations, modifications or amendments to a proposal must be made in the offices of the Purchasing Department. Any interlineations, alteration or erasure made on a proposal before the submission deadline must be initialed by the signer of the proposal, guaranteeing authenticity. A proposal may not be altered, modified or amended after the submission deadline.

WITHDRAWAL:

A proposal may not be withdrawn or canceled by the respondent for a period of sixty (60) days following the date designated for the receipt of proposals, and respondent so agrees upon submittal of their proposal.

CONFLICT OF INTEREST:

No public official shall have interest in this contract, in accordance with Vernon's Texas Codes annotated Local Government Code Title 5, Subtitle C, Chapter 171. Vendor is required to sign affidavit form included in Proposal documents.

SILENCE OF SPECIFICATIONS:

The apparent silence of these specifications as to any detail of the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

CONFIDENTIALITY:

Contents of the proposals will remain confidential until the contract is awarded. At that time the contents will be made public under the Texas Public Information Act; except for any portion of a proposal which has been clearly marked as a trade secret or proprietary data (the entire proposal may not be so marked). Proposals will be opened, and the name of the firm submitting the proposal read aloud, acknowledged, at **10:05am on Wednesday July 28, 2021**, in the Purchasing Department Conference Room located in the Midland County Courthouse, Suite 1101. All respondents or other interested parties are invited to attend the opening.

Vendors are hereby notified that the Owner strictly adheres to all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of public information.

ADDITIONAL INFORMATION AND DEMONSTRATION, NEGOTIATIONS:

Prior to award, selected Vendors may be asked to provide further information concerning their proposal, up to and including presentations/demonstrations. The Midland County Commissioners Court reserves the right to reject any and all proposals or waive formalities as deemed in the best interests of Midland County. The County may also enter into discussions and revisions of proposals after submission and before award for the purpose of obtaining the best and final offer, and to accept the proposal deemed most advantageous to Midland County.

This request for proposal (RFP) is part of a competitive procurement process which is designed to best serve the interests of the County in obtaining complicated commodities and/or services. It also provides interested Vendors with a fair opportunity for their goods and services to be considered. The RFP process is designed to be a competitive negotiation platform, where price is not required to be the sole determinative factor. Also, the County has the flexibility to negotiate with interested vendors (one at a time) to arrive at a mutually agreeable relationship. Negotiations will be arranged with vendors in a hierarchal order, starting with the vendor selected as the primary. If a contract cannot be negotiated, negotiations will, formally and in writing, end with that Vendor and proceed to move to the second vendor, and so forth until a contract is negotiated.

RIGHTS OF THE CONTRACTING AUTHORITY:

Midland County reserves the right to withdraw this RFP at any time and for any reason. Midland County also has the right to terminate its selection process at any time and to reject all responses, or all proposals. Receipt of the proposal materials by Midland County or submission of a proposal to Midland County confers no rights upon the vendor nor obligates Midland County in any manner.

All costs associated with the preparation or submittal of proposals shall be borne by the vendor, and no cost shall be sustained by Midland County.

ORAL COMMITMENT:

Vendors should clearly understand that any verbal representations made or assumed to be made during any discussions held between representatives of a vendor and any Midland County personnel or official are not binding on Midland County.

WAIVER OF CLAIMS:

Submission of a proposal indicates Vendor's acceptance of the evaluation technique and Vendor's recognition that some subjective judgments must be made by the County during the determination of qualification.

SELECTION CRITERIA:

Price is a primary consideration, however, it is not the only consideration to be used in the selection. The product and/or service to be provided is also of major importance. Midland County will require that the successful vendor provide a representative for all County related business, service, billing, installation, activation and termination of said service.

ORDINANCES AND PERMITS:

The Vendor agrees, during the performance of the work, to comply with all applicable Federal, State, or local code and ordinances.

INVOICES:

Invoices are to be mailed to P.O. Box 421, Midland, Texas 79702 and should cite the applicable Purchase Order Number. Any and all notices or other communications required or permitted by any contract awarded as a result of this RFP shall be served on or given to Midland County, in writing, by personal delivery to the Purchasing Agent of Midland County, Texas, or by deposit with the United States Mail, postage prepaid, registered or certified mail, return receipt requested, addressed to the Midland County Purchasing Agent 500 N. Loraine Suite 1101 Midland, TX 79701, or at such other address as may have been specified by written notice to Vendor.

INSURANCE:

The awarded Vendor will maintain such insurance as will protect the Vendor and the County from claims under the Workers' Compensation Acts, and any amendments thereof, and from any other claims for damages from personal injury, including death, which may arise from operations under this agreement, whether such operations be by themselves or by any sub-contractor, or anyone directly or indirectly employed by either of them. Current Certificate of such insurance shall be furnished to Midland County and shall show all applicable coverage(s).

Other insurance requirements are:

-General Liability (including completed operations) with a \$1,000,000 per occurrence limit and \$2,000,000 general aggregate. Coverage should also apply within the general liability or by separate pollution liability policy for the liability arising out of the use of herbicides or other chemicals.

-Commercial Automobile Liability with a limit of no less than \$1,000,000. The coverage will also extend liability to hired and non-owned autos.

-Workers' Compensation with limit of \$1,000,000 for Employers Liability.

-We also require a minimum umbrella (or follow form excess policy covering over general liability, auto liability and workers compensation) of no less than \$2,000,000.

Midland County will require the selected Vendor to name Midland County as an additional for both the general liability and auto liability. A waiver of subrogation in favor of the County is required for the workers compensation. If the additional insured status or waiver of subrogation is not blanket, please send a copy of the actual endorsements prior to commencement of any work.

Midland County will require the selected Vendor to name Midland County as an additional insured and provide a waiver of subrogation prior to making a contract.

INDEMNIFICATION:

The Vendor shall defend, indemnify and save whole and harmless the County and all its officers, agents and employees from and against any and all demands, claims, suits, or causes of action of any character, name, kind or description brought for, or on account of, arising out of or in connection with the Vendor's performance or non-performance of any obligation of Vendor or any negligent act, misconduct or omission of the Vendor in the performance of its contractual obligations. The Vendor shall defend, indemnify, save, and hold harmless the County and its officers, agents, representatives and employees from and against any and all demands, claims, suits, or causes of action of any character, name, kind or description brought for, on account of, arising out of or in connection with Vendor's product or service.

STATUS OF INDEPENDENT CONTRACTOR:

Vendor shall be considered an independent contractor, for all purposes. Vendor will not at any time, directly or indirectly, act as an agent, servant, representative or employee of the County. Vendor will not take any action which is intended to create any commitments, duties, liabilities or obligations on behalf of the County, without prior written consent of the County.

SUBCONTRACTOR AND/OR SUPPLIER IDENTIFICATION:

Should the Bidder subcontract any work, the Bidder shall indicate below the name of each subcontractor and/or supplier the bidder will use in the performance of the contract. The Bidder shall specify the work to be performed by the subcontractor or the materials to be provided by the supplier. Any changes in subcontractor and/or supplier listed below shall require prior approval by the Purchasing Office.

PARTIAL INVALIDITY:

In the event any one or more of the provisions contained in this RFP or any contract resulting therefore, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this RFP or any contract resulting therefore and this RFP or the contract resulting therefore shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

CONTRACT TERMINATION:

Non-performance of the Vendor in terms of specifications or noncompliance with terms of this contract shall be basis for termination of the contract by the County. Termination in whole or in part, by the County may be made at its option and without prejudice to any other remedy to which it may be entitled at law or in equity, or elsewhere under this contract, by giving (60) sixty days written notice to the Vendor with the understanding that all work being performed under this contract shall cease upon the date specified in such notice. The County shall not pay for work, equipment, services or supplies which are unsatisfactory. Vendor may be given reasonable opportunity prior to termination to correct any deficiency. This, however, shall in no way be construed as negating the basis for termination for non-performance. The right to terminate the notice thereof is controlled by these proposal specifications and is not subject to being altered by contract.

LAW GOVERNING:

The parties under contract shall be subject to all Federal laws and regulations, and all rules and regulations of the State of Texas. The laws of the State of Texas shall govern the interpretation and application of the contract; regardless of where any disagreement over its terms should arise or any case of action arise.

REMEDIES:

The successful vendor and Midland County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

VENUE:

It is hereby agreed that the contract will be made in Midland, Midland County, Texas, and any dispute arising as a result of it shall be governed by the laws of the State of Texas for the purpose of any law suit, and the parties agree that such lawsuit shall be brought in Midland County, Texas.

FUNDING CONTINGENCY:

Any contract awarded pursuant to this RFP shall be contingent on sufficient funding and authority being made available in each fiscal period by the appropriate officials of Midland County. If sufficient funding or authority is not made available, the contract shall become null and void.

ASSIGNMENT:

The Vendor shall not sell, assign transfer or convey this contract in whole or in part, without the prior written consent of the County.

BUSINESS CHANGE DISCLOSURE:

The Vendor shall immediately disclose any knowledge of a business change (i.e., name change, change in ownership, etc.) that will take place during the duration of this contract.

**REQUIRED FORM
COMPANY AFFIDAVIT**

The affiant, _____ states with respect to this submission to County:

I (we) hereby certify that if the contract is awarded to our firm that no member or members of the governing body, elected official or officials, employee or employees of said County, or any person representing or purporting to represent the County, or any family member including spouse, parents, or children of said group, has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee or any other financial benefit on account of the act of awarding and/or executing a contract.

I hereby certify that I have full authority to bind the company and that I have personally reviewed the information contained in the RFP and this submission, and all attachments and appendices, and do hereby attest to the accuracy of all information contained in this submission, including all attachments and exhibits.

I acknowledge that any misrepresentation will result in immediate disqualification from any consideration in the submission process.

I further recognize that County reserves the right to make its award for any reason considered advantageous to the County. The company selected may be without respect to price or other factors.

Signature _____ Date _____

Name _____ Phone _____

Title _____

Firm Name _____

Type of business organization (corporation, LLC, partnership, proprietorship)

Address _____

County, State, Zip _____

Notary Seal Below

SPECIFICATION

PURPOSE:

Midland County is in need of various janitorial services for the coordinating Midland County locations (see pages 11-12). Midland County may award each property separately, therefore multiple vendors may be awarded on this RFP. We encourage all bidders to go take a look at the areas.

SPECIFICATIONS:

Vendor will furnish labor, supplies, and equipment to perform the following tasks at the locations listed on the following pages. Upon award and contract, vendor will provide Midland County Facilities the specific day of the week/month in which the services will take place at each property.

SCOPE OF WORK

Without limiting the responsibility of the Contractor for the proper conduct of its personnel and the cleaning of the areas to be serviced, the conduct of the cleaning personnel will be guided by rules and regulation as agreed upon from time to time between the County and the Contractor, and such additional special written instructions as may be issued by the County Contract Administrator to the Contractor through its designated agent.

The Contractor is responsible for the direct supervision of its personnel through its designated representative, and the representative will be available at all reasonable times to report and confer with the designated agent of the County with respect to services rendered. The Contractor will provide the County with a weekly performance report.

The Contractor agrees that the cleaning services to be provided shall be performed by qualified, careful and efficient uniformed employees, conforming to the best practices. The Contractor further agrees that upon the written request of the County, it will remove from services, any of its personnel who, in the reasonable opinion of the County, are guilty of improper conduct or are not qualified to perform the work assigned to them.

The Contractor will be required to furnish drug-free certification and any information necessary for security clearances, on its employees. The names, dates of birth, and a copy of driver's license must be submitted to the Courthouse Security office at least 24 hours prior to the individual being assigned to work in a county building. A list of substitutes may be provided for emergency fill in purposes.

The Contractor agrees to furnish all services as outlined. The Contractor agrees to abide by the County's selection of chemicals to be used in cleaning and to furnish same. The Contractor will provide all paper products, cleaning equipment and plastic liners required.

The Contractor will perform all services required, except when prevented, by lockout, Act of God, accident or other circumstances beyond its control.

Additional buildings, areas or services may be added or deleted from the contract. Payment or credit will be calculated on an average cost per square foot based on the original contract.

All personnel furnished by the Contractor will be its employees and the Contractor will pay all salaries and associated payroll taxes relating to such personnel. The Contractor will be considered an Independent Contractor, and will not at any time, directly or indirectly, act as an agent, servant, or employee of the County, or make any commitments or insure any liabilities on behalf of the County without its written consent. The Contractor shall not subcontract any part of the services to a third party.

Quality: The intent of this specification is that the Contractor will provide cleaning services of a character customarily provided in first class office buildings in Midland, whether such services are included in the specifications or are additional services requested by the County. The County to be sole judge of said quality and required frequency of services to be provided herein.

Supplies: Contractor must provide high quality US manufacture Georgia Pacific, Kimberly Clark paper, or equivalent, toilet tissue and hand towel products. Midland County reserves the right to determine what is equivalent.

Contractor must provide high quality Go Joe, Georgia Specific, or equivalent US manufactured antibacterial hand soap. Midland County reserves the right to determine what is equivalent.

Equipment: Contractor must provide a complete equipment list, including quantities of all commercial janitorial equipment and small tools they will commit to the contract. As this is a multiyear contract, contractor must also submit a sample maintenance record for all major equipment including floor machines, vacuums, and scrubbers etc.

Cleaning Chemicals: Contractor must provide a complete list of all commercial cleaning chemicals that will be used for the Midland County Portfolio. Chemicals must be LEED or CIMS GB compliant and carry a "green seal" certification. Any substitution of chemicals through our contract term must be approved prior to use by Midland County.

Schedule: All cleaning services shall be performed five (5) nights per week, Monday through Friday. No services (except make-up work required) need be performed on Saturday, Sunday, or legal holidays, unless directed by the County. Cleaning operations will begin (after 1:00 p.m. for suites with restricted access, these include the DA, County and District Clerks Offices) and after 5:00 p.m. for the common areas. Other hours can be arranged if suitable to both parties.

Supervision: Contractor must provide a local Project Manager that is available via cell phone 24 hours a day/7 days per week. Project Manager must have acceptable local back up in the event he or she is unavailable. In the event of an emergency, local project Manager must respond to Midland County via cell phone within 30 minutes, and if a physical presence on site is requested within 2 hours.

The Manager shall provide work schedules of all cleaning areas, inspect the buildings on a regular basis, investigate all complaints, report all items needing repair or maintenance, and generally supervise the entire cleaning of the building. They will also see to it that all employees report repairs needed, or any other unusual or unsafe condition they encounter to

the Facilities Management. During all cleaning periods a supervisor must be available who can communicate in English. This is imperative for safety and security reasons.

Personnel: The Contractor shall employ on the premises only persons skilled and trained in the work assigned to them. Contractor shall promptly furnish substitute qualified persons for any employees that, in the sole opinion of the County, are unsatisfactory.

Uniforms: The Contractor shall furnish uniforms in the appropriate style to all janitorial personnel. Uniforms will be of a consistent color, appearance and in good condition.

Storage: The County shall provide Contractor with free space on the premises for storage of cleaning materials, implements, and machinery.

Rules: Contractor shall at all times maintain good order among its employees and shall insure compliance with rules and regulations, copies of which shall be provided to the County by Contractor with RFP response.

Security: While cleaning the occupied areas, Contractor's personnel will not admit anyone into the suite, except authorized Contractor or County personnel having keys to the suite. On completion of nightly chores, all lights will be turned off, doors locked, draperies and blinds closed, and offices left in a neat and orderly condition. Lids or seats on all toilets will be left in a raised position. All mop sinks, locker areas and other service areas will be cleaned thoroughly, and all cleaning equipment neatly stored in a central location.

Janitorial Closets and Storage Rooms: All janitorial closets, mop sinks, storage rooms, and work areas provided by the County for the use of the Contractor personnel will be kept in a neat, clean, and orderly condition at all times. Mop sinks and the area immediately adjacent will be thoroughly cleaned immediately after each use. Before leaving the premises each night, all of the service area will be dust-mopped and spot-cleaned and dusted. Tile floors will be stripped and waxed, as necessary, but not less often than every sixty (60) days. Concrete floors will be dust-mopped and wet-mopped daily. All doors and walls will be spot cleaned daily.

Storage Areas: All concrete floors in storage areas and adjacent corridors will be kept in a neat, clean, and orderly condition, free of dirt, dust, and debris. These areas will be cleaned daily, the same as janitorial closets and storage rooms. Any discrepancies, safety or fire hazards will be reported to the Facility Manager.

Carpeted Floors: Carpeted floors shampooed, as needed, at no extra cost to the County, method of shampooing to be approved by the County. Shampooing will be required as necessary to cleaned soiled traffic areas and to remove spots from spills. A schedule for normal maintenance should also be maintained for the remaining floor space.

Offices and Courtrooms - Daily (5 days per week)

1. Carpeting and rugs vacuumed, spot cleaned and shampooed as needed to insure they are free of spots debris, and stains. High traffic areas and walkways should be cleaned daily.
2. Furniture and furnishings dusted.
3. Ashtrays emptied and wiped clean (Designated areas)
4. Trash receptacles emptied, wiped clean, relined (liner to be furnished by Contractor at Contractor's expense) and trash removed to designated areas.
5. Formica desk and counter tops damp cleaned and dry polished. (Contractor is not to disturb work paper, files, materials, etc., left out or on desks or counters.)
6. Wood desks and credenzas cleaned, waxed, and polished.
7. Telephones and cords to be cleaned and disinfected.
8. Glass desktops damp cleaned and dry polished.
9. Perform emergency cleaning (spillage, tracking, etc.) on hard surfaced floors and carpets.
10. Clean walls, doors, switch plates and door handles.
11. Clean partitions and entrance glass
12. Composition floors dust-mopped with treated mop and stripped and refinished as needed. Buffed at regular intervals to maintain scuff-free finish. (Minimum buffing allowed will be once weekly, minimum stripping allowed will be twice yearly.)
13. Mini and Venetian blinds dusted.
14. All high ledges and molding, low ledges, molding, and sills dusted daily.
15. Exterior of lighting fixtures dusted.
16. Diffusers and return vents dusted.
17. Upholstered furniture vacuumed as needed.

Main Lobbies, Corridors of all other Floors, Elevator Lobbies and Elevators - Daily (5 days per week).

1. Carpeting, rugs and mats vacuumed, spot cleaned and shampooed as needed.
2. Composition floors dust-mopped with treated mop and stripped and refinished as needed. Buffed at regular intervals to maintain scuff-free finish. (Minimum buffing will be twice weekly, minimum stripping will be twice yearly.)
3. Ashtrays and cigarette urns emptied and wiped clean, screen all sand urns, furnish new sand as necessary. (Designated areas).
4. Trash receptacles emptied, wiped clean, relined and trash removed to designated areas. (Liners to be furnished at Contractor's expense.)
5. All high ledges and molding, low ledges, molding, and sills dusted daily
6. Exterior of lighting fixtures dusted.
7. Diffusers and return vents dusted.
8. Upholstered furniture vacuumed as needed.
9. Clean walls, doors, switch plates and door handles.
10. Elevator doors spot cleaned and dry polished.
11. Elevator carpeted floors vacuumed. Composition floors dust-mopped with treated mop and stripped and refinished as needed. Buffed at regular intervals to maintain scuff-free finish.
12. Elevator tracks cleaned and polished.
13. Elevator walls (inside cab only) cleaned.
14. Clean and polish mirrors and bright metal work.
15. Drinking fountains cleaned, sanitized and dry polished.
16. Bright metal polished daily.
17. Clean all corridor glass and entrance glass to ceiling.
18. Perform emergency cleaning (spillage, tracking, etc.) on hard surfaced floors and carpets.

Stairwells and Landings- Once a month

1. Clean stairs and landing of debris.
2. Clean walls (accessible areas) and doors.
3. Carpeting, rugs and mats vacuumed, spot cleaned and shampooed as needed.
4. Composition floors dust-mopped with treated mop and stripped and refinished as needed. Buffed at regular intervals to maintain scuff-free finish. (Minimum buffing allowed will be twice weekly, minimum stripping will be twice yearly)
5. Dust Handrails.

PHASES:

Phase I – Lavatories

- Fill all paper towels, napkins, and soap dispensers.
- Clean all mirrors, basins, commodes, and urinals (clean hard water stains)
- Damp wipe shelves, partitions, and ledges
- Spot clean doors and walls
- Polish chrome and stainless-steel fixtures and plumbing
- Empty all trash bins/baskets and replace liners
- Sweep and mop vinyl floors
- Sweep, scrub, and vacuum grouted tile floors

Phase II – Office Areas

- Empty waste baskets and replace liners
- Thoroughly vacuum all carpet main and secondary corridors/traffic areas
- Vacuum cubicle and office carpets weekly
- Dust mop/sweep resilient floors/tile/concrete floors
- Spot clean walls, columns, carpet, and floors
- Dust windowsills and perimeter heaters
- Dust unencumbered horizontal surfaces (This does not include cubicle areas which shall be dusted weekly during the scheduled off hours)
- Wipe spills or smears from vending machines
- Wash vending area waste cans and replace liners

Phase III – Miscellaneous

- Clean all entrance door glass
- Clean all glass in interior doors
- Clean all windows and drapes/blinds
- Wash and polish drinking fountains
- Sweep entrances (porches, sidewalks, stoops and courtyards) and empty and clean ash urns
- Empty exterior trash bins and replace any liners necessary

REFERENCES:

Please provide at least 2 references for commercial projects, preferably any local/state government clients that the vendor has provided janitorial needs.

EVALUATION PROCESS:

The County will award to the respondents that submits a bid which represents the “best value” to the County. The best value shall not be based solely upon price but the bid which receives the highest cumulative score for each of the evaluation factors delineated herein.

CRITERIA:

Introduction (Executive Summary): 1 page maximum

Tab 1 Previous Related Experience: (20 points, maximum)

- Indicate experience with publicly funded facilities of same approximate size and type as the anticipated project.
- Indicate safety record on previous projects.
- Indicate whether Vendor has had similar contracts terminated prior to completion or whether a bonding company surety has had to pay funds under a bond of the Vendor.

Tab 2 Identity and Location of Vendor: (10 points, maximum)

- Indicate the exact legal name of Vendor, its type of legal organization, its state of organization, its mailing address, the office/business location of the Vendor from which the Project will be managed; and, address Vendor's availability to the County and the response time.

Tab 3 References: (Include name, address, and phone number of contact): (20 points, maximum)

- Indicate (2 minimum) general references who can attest to the Vendor's ability, performance, and safety record.

Tab 4 Cost: (50 points, maximum)

- Indicate the Vendor's proposed price for the janitorial services for each location on pages 17-18.

| PROPERTY NAME ADDRESS | SERVICES NEEDED | MONTHLY COST |
|---|--|-----------------|
| <p>COURTHOUSE 500 N. Loraine St. Midland, TX 79701</p> | <ul style="list-style-type: none"> • 2 Full Time day porters and evening cleaning (5 days a week) • Phase I, II, and III | <p>\$ _____</p> |
| <p>ANNEX & VIDEO VISITATION 2110 N. "A" St. Midland, TX 79705</p> | <ul style="list-style-type: none"> • 1 Part Time day porter and evening cleaning (5 days a week) • Phase I, II, III • Video Visitation – 2 x per week, day porter cleaning – empty trash bins and vacuum | <p>\$ _____</p> |
| <p>LIBRARY AT THE PLAZA 301 W. Missouri Ave. Midland, TX 79701</p> | <ul style="list-style-type: none"> • 1 Part Time day porter (5 days per week, 8am-3pm) • Evening cleaning (3pm-6pm) • Phase I, II, III | <p>\$ _____</p> |
| <p>CENTENNIAL LIBRARY 2503 W. Loop 250 N. Midland, TX 79705</p> | <ul style="list-style-type: none"> • 1 Part Time day porter (6 days per week) Monday – Friday 10am-5pm, evening cleaning Monday – Friday 5pm-11pm • Phase I, II, III | <p>\$ _____</p> |
| <p>JP 2/4 AND WARRANTS 707 W. Washington Ave Midland, TX 79701</p> | <ul style="list-style-type: none"> • Evening Cleaning 5pm-11pm • Phase I, II, III | <p>\$ _____</p> |
| <p>BARBARA CULVER JUVENILE CENTER 3800 N. Lamesa Rd. Midland, TX 79705</p> | <ul style="list-style-type: none"> • 1 Part Time day porter (5 days per week) 8am-12pm • Phase I, II | <p>\$ _____</p> |
| <p>PRETRIAL BONDING 507 S. Loraine St. Midland, TX 79701</p> | <ul style="list-style-type: none"> • 1 Par Time day porter (2 days per week, Tuesday, and Thursday) • Phase I, II, III | <p>\$ _____</p> |
| <p>MCE WELLNESS CLINIC 1403 W. Illinois Ave. Midland, TX 79701</p> | <ul style="list-style-type: none"> • 1 Part Time day porter (3 times per week - Monday, Wednesday, and Friday) • Phase I, II, III | <p>\$ _____</p> |

| PROPERTY NAME ADDRESS | SERVICES NEEDED | MONTHLY COST |
|--|--|---|
| <p>ROAD & BRIDGE/FLEET MAINTENANCE <u>2435 E. Hwy 80</u> <u>Midland, TX 79701</u></p> | <ul style="list-style-type: none"> • 1 Part Time day porter (3 times per week – Monday, Wednesday, and Friday) • Phase I, II, III | <p>\$ _____</p> |
| <p>AG EXTENSION <u>2445 E. Hwy 80</u> <u>Midland, TX 79701</u></p> | <ul style="list-style-type: none"> • 1 Part Time day porter (3 times per week – Monday, Wednesday, and Friday) • Phase I, II, III • Event Cleaning of Barn and/or Kitchen as requested; price per request | <p>\$ _____</p> <p>\$ _____</p> <p>Event Cleaning</p> |
| <p>LEB <u>400 S. MAIN</u> <u>Midland, TX 79701</u></p> | <ul style="list-style-type: none"> • 1 Part Time day porter (8am-12pm) • Phases I, II, III • Cleaning 1st Floor (Admin Area) & 2nd Floor JP Offices • Evening cleaning – Per Request (Scheduled through Facilities Department) | <p>\$ _____</p> |
| <p>CSCD (ADULT PROBATION) <u>215 W. Industrial</u> <u>Midland, TX 79701</u></p> | <ul style="list-style-type: none"> • 1 Part Time day porter (3 times per week – Monday, Wednesday, and Friday) • Phase I, II, III | <p>\$ _____</p> |
| <p>ANY & ALL LOCATIONS</p> | <ul style="list-style-type: none"> • Carpet cleaning upon request | <p>\$ _____</p> |
| <p>ANY & ALL LOCATIONS</p> | <ul style="list-style-type: none"> • Detail hard floor cleaning upon request (tile, terrazzo, concrete) | <p>\$ _____</p> |