



**REQUEST FOR BID**

**Bid No. 013-16 Closing Date: Wednesday, September 28th , 2016 2:00 P.M.**

**JANITORIAL SERVICES**

For further information contact: Mike Lowry, Purchasing Manager at (817) 685-1447.

**INSTRUCTIONS TO BIDDERS**

Bids are solicited for furnishing the merchandise, supplies, services and/or equipment set forth in this Bid Proposal. Completed Bid Proposals must be received in the Purchasing Department, 201 N. Ector Drive, Euless, Texas 76039, before 2:00 p.m. on the above "closing date". Bids must be in a sealed envelope, addressed to the Purchasing Manager, City of Euless and have the bid number and closing date clearly marked on the outside envelope. Late bids will be retained by the City; however, they will not be opened nor considered in the evaluation of the bid. Bids may be withdrawn at any time prior to the official opening. Bids may not be altered, amended or withdrawn after the official opening without the recommendation and approval of the Purchasing Manager.

The City is exempt from Federal Excise and State Sales Tax, therefore, tax must not be included in the bid price.

The City 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 the City.

Your bid must be submitted on this form. Items bid must meet or exceed City of Euless Specifications; however, alternate bids will be considered if accompanied by published specifications and a detailed listing of points that do not meet City Specifications. The City reserves the right, however, to hold to City Specifications and to determine "or equal" status.

The undersigned agrees, if the bid is accepted, to furnish any and all items upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specifications. The period for acceptance of this proposal will be \_\_\_\_\_ calendar days (60) calendar days unless a different period is inserted by the bidder) after the opening date.

I further affirm that I will adhere to such laws and instruct and require all agents, employees and sub-contractors to do the same. I am further aware that any violation of these rules subjects this agreement to revocation, my removal from bid lists, prohibiting future subcontract work, revocation of permits and prosecution.

Company Name & Address

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Company's Authorized Agent

Signature: \_\_\_\_\_

Name and Title (Typed or Printed) \_\_\_\_\_

Telephone No. (AC\_\_\_\_) \_\_\_\_\_ Date: \_\_\_\_\_

## **INSTRUCTIONS TO BIDDERS**

1. Be sure to read all conditions and verify amounts before submitting bids.
2. Guarantees and warranties should be attached as a part of the bid, as they may be a consideration in awarding a contract.
3. **UNIT PRICES AND EXTENSIONS:** If unit prices and extensions thereof do not coincide, the City may accept the bid for the lesser amount whether reflected by the extensions or by the correct multiple or the unit price.
4. **QUANTITIES:** The quantities appearing in this proposal are estimated as realistically as possible to be our requirements. However, the City of Euless reserves the rights to increase, decrease or delete any item or items to be furnished. The successful bidder shall have no claim against the City for anticipated profits for the quantities called for or diminished or deleted. If the quantities of materials to be furnished are increased, such increase shall be paid for according to the unit price established for the item.
5. **PRICES:** The prices quoted in the proposal shall be F.O.B. delivered, specified locations, City of Euless, Texas, and shall be firm for the full contract period.
6. **PRICE DECLINE:** Should there be a decline in the market price of these items during the period of this contract, then the City of Euless shall have benefit of such decline.
7. **STOCK AND DELIVERY:** The successful Bidder shall agree to furnish the materials called for in the specifications within a 30 day delivery period after release, or as otherwise specified in this quotation. If for any reason at any time the materials fall short of the required specifications or if at any time the contractor fails to deliver in the quantities desired by the City within a reasonable length of time from date of such order, the City reserves the right to purchase the materials, or obtain said service from another source. In the event said purchase is made at a price higher than the bid price, the bidder shall be liable to the City for an amount not to exceed the difference between the purchase price and the bid price. Bidder will not be held liable for failure to make delivery because of strikes, acts of God, or any other cause beyond his control; provided an extension of time is obtained from the Purchasing Agent.
8. **AWARD:** The successful bidder shall be determined by the selection of the most desirable quote of prices submitted in the proposal. The City of Euless reserves the right to reject any or all proposals, to waive any informality and to accept the proposal that is considered the most advantageous to the City of Euless.
9. **CONTRACT PERIOD:** The contract shall be for a predetermined period as specified on the quotation form.
10. **RENEWAL OPTIONS:** With a written request from awardee, this contract is subject to consideration for renewal for the same period of time and under the same terms and conditions as awarded. Written request should be received by purchasing 30 days prior to expiration of existing contract to insure renewal.
11. **CANCELLATION OF CONTRACT:** The City of Euless reserves the right to terminate the contract upon 30 days written notice if the vendor fails to perform in a manner deemed acceptable to the City. If the City chooses to terminate the contract, the second low bidder will be given an opportunity to complete the contract, given a 30-day notice.
12. **AWARD OF CONTRACT:** The City of Euless reserves the right to withhold the award of the contract for a period of (30) thirty days from the date of opening bids, but not before said City's next monthly meeting. No award will be made until after investigations are made as to the responsibilities of the low Bidders. Until final award of the contract, the City of Euless reserves the right to reject any or all Bids, to waive any informality or irregularity. It is the intent of the City of Euless to award a contract to the lowest responsible Bidder or to the bidder who provides goods or services at the best value to the municipality, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available.
13. **ASSIGNMENT:** The successful bidder may not assign his rights and duties under an award without the written consent of the City of Euless City Manager. Such consent shall not relieve the assignor of liability in the event of default by his assignee.

**201 N. Ector Drive, Euless, Texas, 76039-3595  
817/685-1447 - Fax 817/685-1440**

## VENDOR COMPLIANCE TO STATE LAW

The 1985 Session of the Texas Legislature passed House Bill 620 relative to the award of contracts to nonresident bidders (out-of-state contractors whose corporate offices or principal place of business are outside of the state of Texas). This law provides that, in order to be awarded a contract as low bidder, a nonresident bidder's response for construction, improvements, supplies or services in Texas be bid in amount lower than the lowest Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder in order to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

### NONRESIDENT BIDDERS

The appropriate blanks in Section A must be filled out by all out-of-state or nonresident bidders in order for your bid to meet specification. The failure of out-of-state or nonresident contractors to do so will automatically disqualify that bidder.

#### Section "A"

1. Nonresident vendors in \_\_\_\_\_ (give state), our principal place of business, are required to be \_\_\_\_\_ percent lower than resident bidders by state law. Please attach a copy the statute.

**OR**

2. Nonresident vendors in \_\_\_\_\_ (give state), our principal place of business, are not required to underbid resident bidders.

### RESIDENT BIDDERS

Resident bidders must check the box in Section B.

#### Section "B"

Our principal place of business or corporate offices are located in the State of Texas.

Yes: \_\_\_\_\_

#### BIDDER:

\_\_\_\_\_  
By: \_\_\_\_\_

Company

(please print)

\_\_\_\_\_  
Signature:

\_\_\_\_\_

\_\_\_\_\_  
Title:

\_\_\_\_\_

City

State

Zip

(please print)

## BID EVALUATION

This City reserves the right to accept or reject in part or in whole any bid submitted and to waive any technicalities for the best interest of the City. The City reserves the right to determine "or equal" status.

**AWARD OF CONTRACT:** Bids for goods and services may be awarded to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the municipality.

In determining the best value for the municipality, the City of Euless may consider:

1. The purchase price;
2. The reputation of the bidder and of the bidder's goods or services;
3. The quality of the bidder's goods and services;
4. The extent to which the goods or services meet the City of Euless' needs;
5. The bidder's past relationship with the City of Euless;
6. The impact on the ability of the City of Euless to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities;
7. The total long-term cost to the City of Euless to acquire the bidder's goods or services; and
8. Any relevant criteria specifically listed in the request for bids or proposals.

# CITY OF EULESS OFFICE OF PURCHASING

## ANNUAL AGREEMENT STANDARD PROVISIONS

Contractor and Buyer agree as follows:

1. Term. The term of this Service Agreement shall normally be for twelve months, with the option to extend for up to three twelve month periods, subject to the approval of the Contractor and the City. (Terms may vary as stated in the bid document)
2. Description – Sale of Services. Contractor shall transfer and deliver to the City and the City shall pay for and accept all of the City's requirements during the referenced term of the Agreement for all of the items listed and described on the Bid Sheet. Quantities shown on the Bid Sheets are merely estimates and do not obligate the City to order or accept more than the City's actual requirements during the period of this Agreement, nor do the estimates limit the City to ordering less than its actual needs during the period of this Agreement, subject to availability of appropriated funds.

**Annual Agreements - Issued by the Purchasing Division to create an annual agreement between the City and a vendor for specific items and/or services to be provided at a certain price, on an as-needed basis. Annual agreements do not encumber funds until a release against the blanket order is issued. Annual agreements are normally issued following a bid award by the City Council where the annual expenditure is expected to exceed \$50,000. Annual agreements may be for the exclusive use of an individual operating department or split between operating departments or may be established for citywide use.**

3. Release Order. The City shall exercise its right to specify time, place, and quantity to be delivered in the following manner: Department must reference a release order number when ordering off a contract. The release order will refer to this Blanket Agreement number and release number and will specify the item, quantity, delivery date, shipping instructions and receiving address of the ordering department or division.
4. Default In One Installment To Constitute Total Breach. Each installment or lot of this Agreement is dependent on every other installment or lot, and a delivery of Non-conforming goods or services, or a default of any nature under one installment or lot will impair the value of the whole Agreement and constitutes a total breach of the Agreement as a whole.
5. Independent Contractor. Contractor shall perform the services hereunder as an independent Contractor and shall furnish such services in its own manner and method, and under no circumstances or conditions shall any agent, servant, or employee of Contractor be considered as an employee of the City.

6. Insurance Requirements. Before activities can begin under this agreement, a Certificate of Insurance as proof of the required insurance coverages must be delivered to the Contract Administrator if specified in the Bid Invitation.

Additionally, the Certificate must state that the City will be given at least thirty (30) days notice of cancellation, material change in the coverages, or intent not to renew any of the policies. The City shall be named as an Additional Insured. The City may also ask for copies of the insurance policies.

7. Assignment – Delegation. No assignment of this Agreement or any right or interest herein by Contractor shall be effective unless the City shall first give its written consent to such assignment. The performance of this Agreement by Contractor is of the essence of this Agreement and the City's right to withhold consent to such assignment shall be within the sole discretion of the City on any grounds whatsoever.

8. Right to Assurance. Whenever one party to this contract in good faith has reason to question the other party's intent to perform, he may demand that the other party give written assurance of his intent to perform. In the event that a demand is made and no assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of the contract.

9. Applicable Law. This Agreement shall be subject to all Federal laws and laws of the State of Texas. All duties of the parties shall be performed in the City of Euless, Texas. The applicable law for any legal disputes arising out of this Agreement shall be the law of Texas and such forum and venue for such disputes shall be the appropriate City, county, or justice court in and for Tarrant County, Texas.

10. Hold Harmless. Contractor shall fully indemnify, save and hold harmless the City, its officers, employees, and agents (hereinafter "the Indemnities") against any and all liability, damage, loss, claims. Demands and actions of any nature whatsoever on account of personal injuries (including, without limitation on the foregoing, workers' compensation and death claims), or property loss or damage of any kind whatsoever, which arise out of or are in any manner connected with, or are claimed to arise out of or be in any manner connected with, the performance of this Agreement, unless such injury, loss or damage shall be caused by the sole negligence of Indemnities. Contractor shall at its own expense investigate all such claims and demands, attend to their settlement or other disposition, defend all actions based thereon and pay all charges of attorney and all other cost and expenses of any kind arising from any such liability, damage, loss, claims, demands, and actions.

11. Price Adjustment. All goods and services to delivered pursuant to the terms of this Annual Agreement, including any extensions thereof, shall be purchased at the prices set forth on Contractor's Bid Sheet; provided that, at the time of any renewal or extension of the Agreement for an additional twelve-month period, the prices for goods and services to delivered during the ensuing twelve-month period may be increased or decreased to the extent of changes in the cost of material to Contractor, as reflected in written documentation (Ex . Producer's Price Index) provided by Contractor to the City.

**JANITORIAL BID WORKSHEET**

**THE CITY OF EULESS**

<b>ITEM NUMBER</b>	<b>SERVICE LOCATIONS</b>	<b>UNIT PRICE PER MONTH</b>	<b>TOTAL AMOUNT PER YEAR</b>
1.	City Hall - Building A 201 N. Ector Drive	\$	\$
2.	Municipal Office Building B 201 N. Ector Drive	\$	\$
3.	Municipal Office Building C 201 N. Ector Drive	\$	\$
4.	Municipal Office Building D 205 N. Ector Drive	\$	\$
5.	Eules Family Life Center (EFLC) Center, 300 W. Midway Drive	\$	\$
6.	Simmons Activity Center 508 Simmons Drive	\$	\$
7.	Eules Historical Museum 201 Cullum Drive	\$	\$
8.	City Public Library 201 N. Ector Drive	\$	\$
9.	Vehicle Service Center 1314 Royal Parkway Suite A	\$	\$
10.	Texas Star Conference Centre 1400 Texas Star Parkway	\$	\$
11.	Police / Courts Building 1102 West Eules Blvd.	\$	\$
12.	Parks Maintenance Bldg. 1997C. West Pipeline Road	\$	\$
13.	Public Works Building 1517 Westpark Way	\$	\$
14.	Recreation Department 1314 Royal Parkway Suite B	\$	\$
	<b>Total:</b>		

***Bid must be submitted on this form. For additional information, contact Blake Cloud, Fleet & Facilities Supervisor at (817) 685-1599.***

## **CONTRACT PERIOD**

Quotations are requested for furnishing the items described below in accordance with terms set forth herein. Janitorial Services will be for a period of one-year beginning on or about November 1, 2016 through October 31, 2017. This contract shall have provision for three (3) additional one-year extensions, if agreeable with both the successful bidder and the City of Euless based on bidder's performance.

If however the city exercises it's, right to cancel the contract during the first year, the second bidder may be contacted and offered the right of first refusal on the remaining portion of the contract

## **CONTRACT DETAILS**

### **I. SCHEDULED WORK – LOCATION, DATES & START TIMES FOR SERVICE**

- A. Administration Building A – 13,200 sq. ft.  
All areas cleaned daily. Monday through Thursday – 6:00 p.m.
- B. Municipal Office Building B – 8,300 sq. ft.  
All areas cleaned daily. Monday through Thursday – 6:00 p.m.
- C. Municipal Office Building C – 7,500 sq. ft.  
All areas cleaned daily. Monday through Thursday – 6:00 p.m.
- D. Municipal Office Building D – 9,900 sq. ft.  
All areas cleaned daily. Monday through Thursday – 6:00 p.m.
- E. Euless Family Life Center (EFLC) – 74,336 sq. ft.  
All areas cleaned daily. Monday through Saturday - 9:00 p.m.
- F. Simmons Activity Center – 3,340 sq. ft.  
All areas cleaned daily as noted. Monday, Wednesday, Saturday.
- G. Euless Historical Museum – 3,700 sq. ft.  
All areas cleaned daily as noted. Monday, Wednesday, Saturday.
- H. City Public Library – 32,100 sq. ft.  
All areas cleaned daily. Monday through Saturday - 10:00 p.m.
- I. Vehicle Service Center – 1,600 sq. ft.  
All areas cleaned daily. Sunday, Tuesday, Thursday – 5:30 p.m.
- J. Texas Star Conference Center – 16,474 sq. ft.  
All areas cleaned Daily. (Kitchen area is not included) – 10:00 p.m.
- K. Police/Municipal Courts Bldg. – 33,000 sq. ft.  
All areas cleaned daily. Monday through Saturday. Jail/confinement areas not included. 24 hours Operations
- L. Parks Maintenance Building – 4,787 sq. ft.  
All areas cleaned daily. Sunday, Tuesday, Thursday – 5:00 p.m.

- M. Public Works Building – 6,100 sq. ft.  
All areas cleaned daily. Sunday, Tuesday, Thursday – 5:00 pm.  
Garage not included.
- O. Recreation Administration Building – 6,100 sq. ft.  
All areas cleaned daily. Monday through Friday – 5:00 pm.

**NOTE:** 'All Areas' are define as the offices, rooms, bathroom, kitchens, foyers, atriums, showers, meeting areas, chambers, breakrooms, and all other areas within that structure that are accessible.

## II. JANITORIAL SERVICES GENERAL CLAUSES AND CONDITIONS

### A. PERSONNEL

Janitorial Contractor and staff shall be of good moral character and temperament and all work shall be directed and supervised by experienced personnel. All provided cleaning and supervisory personnel must be employees of the company. The contractor must have one person per crew on-site that is proficient in the English language. The selected contractor will not be allowed to subcontract any part of this contract at any time during the full term of the contracted period, or any extension thereafter. A copy of these specifications must be with the lead employee for easy reference at all times. Personnel must wear company shirt or smock bearing company name. Personnel must wear I.D. badges or uniform at all times **NO EXCEPTIONS**. Any change of personnel during the contracted period must be reviewed with Fleet & Facilities Supervisor prior to assignment. New hires or crew additions/changes must pass a full police fingerprint background check before they will be allowed in any city facility.

### B. SUPERVISION

Successful bidder must furnish a working supervisor whose duty is to be on City premises to oversee work performed at all times during regular course of service. The supervisor will be available on callback without additional cost to the City where necessary, at any time, as result of failure to perform duties required. Successful bidder must furnish the city with a twenty-four hour contact number, i.e. telephone (mobile and regular). The contact number for the general manager of the successful bidding company will be furnished to the city with a twenty-four hour contact as well.

### C. SECURITY

Contractor's employees shall be instructed in the security of the buildings. City master keys shall be accounted for **AT ALL TIMES** and **NO** duplicate key shall be made by anyone other than the Fleet & Facility Supervisor.

### D. MISCELLANEOUS REQUIREMENTS

The City of Euleess requires the successful bidder to complete a comprehensive background check for each employee entering the campus or structure, both criminal and drivers license every six (6) months. This report shall be submitted to the City of Euleess, to the attention of Blake Cloud, Fleet & Facilities Supervisor or his successor within three (3) working days of its completion. This must be completed and submitted to the city prior to **ANY** new or replacement employee being allowed to work on city property. The contractor will not have any personnel who have been convicted of a felony in the last eight (8) years working in the City of Euleess. The semi-annual check must be submitted with the invoice for the sixth billing cycle. If this is not included the contractor's invoice will be held for payment until documentation is received by the city.

The contractor will **NOT** permit his employees to use the telephone, television, DVD/DVR or any other piece of equipment in any office or work area; nor are they permitted to eat or remove food, snacks or drinks from refrigerators or breakroom tables. Children and/or visitors are **NOT** permitted on the City premises at any time. **NO EXCEPTIONS**. The contractor may be required to have his employees take a polygraph test and undergo investigative interviews if theft of articles is reported.

#### **E. JANITORIAL SERVICE CLOSETS**

1. Check for and remove all obvious litter including cigarette butts, etc.
2. Collect and remove all trash from the service closet areas.
3. Empty bags on all vacuum cleaners; check belts and electrical cords to insure proper working conditions.
4. Clean and rinse all damp mops and hang properly to dry.
5. Clean, rinse and empty all mop buckets and wringers.
  - a. Dust mops are to be brushed to remove lint, dirt, dust, etc., and treated with dust mop treatment.
  - b. Dust mops will be properly stored to allow drying and ventilation.
  - c. Mop buckets will not be stored with standing water
6. Feather dusters will be cleaned properly to remove excess dust or dirt and treated with feather duster treatment.
7. Empty and clean interior and exterior of all trash collection carts.
8. Buffers and other equipment to be cleaned, electrical cords checked and properly placed on machine handles, etc., for storage.
9. Storage shelves to be dusted all janitorial supplies and paper products to be maintained in a neat and orderly arrangement.
10. Clean janitorial or slop sink, inside and out, and remove mop strings and other debris from strainer or drain cover.
11. Maintain an orderly arrangement of all equipment stored in these areas such as mops, buckets, brooms, vacuum cleaners, scrubbers, etc.
  - a. Brooms are to be stood upright on the handles and not on the bristled end.
  - b. Dustpans or any other cleaning supplies or tools are not to be left in the bottom of trash collection carts.
  - c. Cleaning cloths are to be rinsed, cleaned and hung properly for drying. When laundering is required return cloths to your supervisor.

- d. Dust mops requiring laundering and professional dust mop treatment should also be returned to your supervisor as needed or required.
12. Sweep and damp mop service closet floors. Deodorize and disinfect as required.
  - a. Avoid any moisture getting into electrical panels, telephone panels, and breaker boxes.
13. Care is to be taken while all trash is being moved through the hallway and elevator lobbies. Any spills or stains to tiles or carpet resulting from trash removals will be cleaned at the expense of the contractor.
  - a. Plastic liners or vinyl mats should be used at all trash collection points.
14. Turn off lights, secure doors, and reset security system upon departing service closets, equipment and storage closets.

#### **F. QUALITY CONTROL**

1. The successful bidder will be required to physically have a supervisor walk **ALL** the building sites bi-monthly with the Fleet & Facility Supervisor. All contracted cleaning violations will be documented with specific areas noted. A detailed report of these cleaning deficiencies will be distributed to cleaning crew and supervisors within two (2) working days and a copy sent to the city's Fleet & Facility Supervisor. The contractor shall correct deficiencies within twenty-four hours of receipt; if not corrected within twenty-four hours, the City will use its resources to gain compliance and will deduct a proportionate amount and any additional cleaning expenses from the next billing period.
2. Successful bidder shall furnish but not limited to; all necessary supplies and equipment required in cleaning the buildings such as, control products, cleaning chemicals and plastic trash can liners. All supplies shall be of the highest quality available. No additional charges shall be made for the above-mentioned items.
3. The City of Euless will furnish in a centralized on the city hall campus paper towels, toilet tissue, feminine hygiene supplies and hand soap for all rest rooms, and Contractor is to have employees stock these items from the centralized location to each buildings supply closets.
4. The successful bidder shall submit with his bid, proof of liability for his employees; worker's compensation, bodily injury, and property damage insurance. **All** vehicles driven onto City property, whether company owned or employee owned must provide proof of State required vehicle liability insurance.
5. Both parties shall have the right to terminate this contract at any time with thirty days written notice to the other party.
6. Each bidder shall furnish a minimum of six (6) verifiable janitorial and trade references with bid documents. References should be of the same size and nature of this bid.

7. If under certain circumstances, city staff are required to help the contractor meet the obligation of this contract (i.e. stock paper, dispensers, empty full trash can not emptied, etc.) a deduction from the monthly statement will be taken to compensate for this, at a rate of \$55.00 per hour.
8. Cleaning crew staff will strive to avoid bringing personal vehicles on to city property that leak excessive oil or fluids. Any noted large stains will be the responsibility of the janitorial company to treat in an eco-friendly manner and remove stain from parking area.

### **III. DAILY MAINTENANCE REQUIREMENTS & SERVICES (ALL AREAS)**

#### **A. TRASH CAN & RECYCLING REQUIREMENTS**

**BUILDING A:** All trash cans marked 'Recyclables' should be emptied into a separate collection container each night. After collections have been completed these materials shall be dumped into the container marked 'Recyclables Only' in fenced area behind Municipal Building D. Regular trash shall be emptied into the trash dumpster located in the same general area.

**BUILDING B:** All trash cans marked 'Recyclables' should be emptied into a separate collection container each night. After collections have been completed these materials shall be dumped into the container marked 'Recyclables Only' in fenced area behind Municipal Building D. Regular trash shall be emptied into the trash dumpster located in the same general area.

**BUILDING C:** All trash cans marked 'Recyclables' should be emptied into a separate collection container each night. After collections have been completed these materials shall be dumped into the container marked 'Recyclables Only' in fenced area behind Municipal Building D. Regular trash shall be emptied into the trash dumpster located in the same general area.

**BUILDING D:** All trash cans marked 'Recyclables' should be emptied into a separate collection container each night. After collections have been completed these materials shall be dumped into the container marked 'Recyclables Only' in fenced area behind Municipal Building D. Regular trash shall be emptied into the trash dumpster located in the same general area.

**FLEET, RECREATION, PUBLIC WORKS, PARKS, AND ADMINISTRATION OFFICES:**  
All trash cans marked 'Recyclables' should be emptied into separate collection container each night. After collections have been completed, these materials shall be dumped into the container marked 'Recyclables Only' in fenced area behind the main structure. Regular trash shall be emptied into the trash dumpster located in the same general area.

**LIBRARY:** All trash cans marked 'Recyclables' should be emptied into a separate collection container each night. After collections have been completed these materials shall be dumped into the container marked 'Recyclables Only' in fenced area behind Municipal Building D. Regular trash shall be emptied into the trash dumpster located in the same general area.

**EULESS FAMILY LIFE CENTER (EFLC):**

All trash cans marked 'Recyclables' should be emptied into separate collection container each night. After collections have been completed, these materials shall be dumped into the container marked 'Recyclables Only' in fenced area behind the main structure. Regular trash shall be emptied into the trash dumpster located in the same general area.

**POLICE/COURTS BUILDING:**

All trash cans marked 'Recyclables' should be emptied into separate collection container each night. After collections have been completed, these materials shall be dumped into the container marked 'Recyclables Only' in fenced area behind the Police & Courts Building. Regular trash shall be emptied into the trash dumpster located in the same general area.

1. Empty all trash/waste containers, ashtrays, and urns, interior and exterior and remove to collection point. Clean same thoroughly with disinfectant cleaning solution. Dry polish ashtrays, urns, and line waste containers as required.
2. If at any time it has been determined that personnel have combined recyclable and normal trash together into the trash or recycle dumpster, the contractor will be responsible for dispatching personnel to our location within four hours of the beginning of the next business day to sort items into the correct receptacles.
3. Any spots or drag marks left in carpeted areas by cleaning crew while emptying trash or recycling receptacles will be cleaned immediately. If this is not done, the City will use its resources to clean the affected areas with a deduction made from the next month's billing statement to recoup the expense to the City.

**B. GENERAL SERVICE SPECIFICATIONS**

1. Dust all office furniture, fixtures and accessories with treated dust cloth or feather duster taking care not to move or disturb paper work or cause any breakage of loose items. Glass top desk/tables are to be cleaned with glass cleaner, thoroughly dried, and wiped so that no fingerprints or smudges can be seen. Clean and dust tops of all dividers and partitions. All tables in the Library areas should be cleaned with a diluted mixture of Simple Green to avoid smears and smudges.
2. Dust under chairs and around chair legs. Dust credenza and desk bases. Remove cobwebs and insect nests from under chairs and around base cabinets.
3. Clean all horizontal and vertical surfaces of files, cabinets, desks, and furniture of fingerprints, smudges, etc.
4. Dust wall and ceiling vents to prevent build up.
5. Water/drinking fountains and sinks will be sanitized, cleaned, polished, and dry buff.
6. Sanitize, clean and polish as appropriate, and spot remove fingerprints, smudges and graffiti from baseboards, door frames; exit, entrance, and

passage doors, door handles/knobs, switch plates, thresholds, all wall surfaces; both metal and vinyl.

7. Floors – Ceramic tile and composite:

- a) Dust mop all resilient and composition floors with treated mop prior to damp moping. Sweep along all edges, around and under desks a, trash containers, chairs, air conditioners, etc.
  - b) Damp mop entire sections of all resilient composition floors and tile floor areas so that entire floor area has been mopped.
  - c) Damp mop hallways, main lobby and floor areas – mopping edges, baseboards, behind doors, under desks, tables, chairs, trash containers, etc., to remove spills, water marks, dust and dirt.
  - d) No dust, dirt, or soil buildup will be allowed on floors or baseboards.
8. Remove trash from floors to designated collection point. No boxes or shipping cartons should be removed or assumed to be trash unless properly marked as such or by instructions from the Janitorial Supervisor. **If in question, ask first.**
9. Vacuum all carpet areas nightly including edges, behind doors, under desks, chairs, trash containers, etc. Vacuuming shall be done in such a manner as to leave a criss-cross pattern or roller marks.
10. Spot clean carpets daily as needed.
11. Sweep stairwells, including edges and baseboards – daily.
12. Public corridor plant containers will be polished and cleaned as needed.
13. **All** chairs, couches, etc. will be free of dust, dirt, soil marks, etc., at all times; including arm backs, bases, or legs.
14. **ALL** Floor areas will be swept or vacuumed nightly.
15. Sinks will be cleaned, polished, buffed and free of debris.
16. Clean entrances, and approaches a minimum of 50 feet outside all building. Sweep entrances and staff doors free of all cigarette butts, trash, and dispose of properly. Empty **ALL** outside trashcans and outside ashtrays. Cleaned nightly. No exceptions will be permitted.
17. Dust and clean thoroughly with damp cloth using appropriate cleaning solution the interior and exterior of fire extinguisher cabinets.
18. **Secure** all interior and exterior doors and turn off all appropriate lights as soon as possible each night.

**C. REST ROOM SERVICE SPECIFICATIONS**

1. Empty trash receptacle and change liners in containers each night. Liners must be the appropriate size to fit trash receptacle.
2. Clean and sanitize all toilets, toilet seats, urinals, shower stalls, and sinks with non-scratch disinfectant cleaner. Wipe dry all sinks, urinals and toilet

seats. Toilet seats are to remain in upright position upon completion of cleaning as specified. All toilet bowls and urinals are to have disinfectant left in them each night after cleaning.

3. Remove stains, de-scale toilets, urinals and sinks as needed.
4. Empty, clean, sanitize, and polish **ALL** brushed aluminum or stainless steel dispensers and receptacles with appropriate metal polish; then thoroughly dry buff.
5. Restock toilet paper, paper towels, soap and other items as needed from supply room. Make sure that **ALL** dispensers function properly and that supplies have been installed correctly.
6. Clean, sanitize, and polish with appropriate metal polish; then thoroughly dry buff all faucets, flush meters, and bright work. This will include but is not exclusive of, pipe work to toilets and urinals, faucets and water taps, push plates and kick plates.
7. Clean and polish top to bottom all mirrors; taking care to clean and shine all edges.
8. Remove splash marks from walls and partitions, around sink bases, soap dispensers, toilets, and urinals nightly.
9. Dust and polish all partitions top to bottom. Partitions made of a polymeric material are to be cleaned with Armor-All and buffed dry.
10. Spot clean fingerprints, soil marks, graffiti, etc., from walls, partitions, glass, dispensers, bright work, and light switches. Take special care around toilet tissue dispensers and feminine hygiene product dispensers.
11. Sweep or vacuum thoroughly all restrooms and foyer floor area taking care to clean in corners, under toilet bowls and behind doors.
12. Thoroughly wet mop rest room floor area with a disinfectant germicidal solution, taking care to mop in corners, under toilet bowls and behind doors.
13. Entranceway doors are to be spot cleaned with disinfectant germicidal solution to eliminate fingerprints, soil marks, etc., to include all doorframe work.
14. Push plates, kick plates and door handles or knobs are to be cleaned, sanitized and polished with appropriate metal polish, then dry buffed thoroughly.
15. All rest room trash will be removed to the designated trash areas.

#### **D. PASSENGER ELEVATOR CLEANING SPECIFICATIONS**

1. Spot clean interior stainless steel surfaces or interior and exterior elevator walls and doors using appropriate stainless steel cleaner and polish then dry buff thoroughly.
2. Clean interior and exterior painted, chrome or glass surfaces with appropriate cleaning and/or polishing solutions of all elevator doors, walls,

or frames. Take care to rinse and dry thoroughly to eliminate streaking or smearing.

3. Dust mop or vacuum all cab floor areas thoroughly. Edge all corners, and crevices.
4. Clean all door saddles, thresholds, or tracks of dirt and debris.
5. Spot clean or machine buff elevator floors with proper chemical solutions and equipment applicable for the specific floor covering.

#### **E. BREAK ROOM AREA CLEANING SPECIFICATIONS**

1. Vending machines will be cleaned, sanitized, and dry polished on all accessible vertical and horizontal surfaces taking special care to clean thoroughly all aluminum or metal finishes to provide a level of cleanliness acceptable to the City of Euless.
2. Clean and sanitize sinks with non-scratch disinfectant cleaner. Wipe dry and polish with appropriate metal polish, if applicable, and thoroughly dry buff.
3. Clean, sanitize and polish with appropriate metal polish, if applicable, then thoroughly dry buff all dispensers, faucets, and bright work.
4. Counter tops and vertical sides of storage cabinets will be cleaned and sanitized including door handles.
5. Clean all cabinet faces and handles.
6. Clean all breakroom tables and chairs. Clean and polish chair legs and back supports.
7. Clean interior and exterior of **ALL** microwaves, stoves, and stove cook tops.
8. Clean and polish all surfaces on refrigerators, dishwashers, and ice machines.

#### **IV. WEEKLY MAINTENANCE REQUIREMENTS & SERVICES (ALL AREAS)**

##### **A. SERVICE SPECIFICATIONS FOR FLOORING IN OFFICE AND COMMON AREAS**

1. Clean and spray machine buff, all resilient and/or composition tile areas.
2. Entrance doors shall be thoroughly cleaned with a disinfectant germicidal solution including all sides of doors, including frames, hinges, handles, push plates, thresholds, etc., to remove all fingerprints, dirt smudges, stains, etc.
3. Trash receptacles are to be cleaned thoroughly, including all interior and exterior sides, with a disinfectant germicidal solution to eliminate dirt, germ, and odor buildup.

4. Floor drains are to be cleaned using a scrub brush to remove dirt and dust around edges and in drain openings.
5. Floor drains are to be flushed with one gallon of disinfectant germicidal solution. After flushing one gallon of tepid water is to be dispensed into the floor drain opening.

**V. MONTHLY MAINTENANCE REQUIREMENTS & SERVICES (ALL AREAS)**

**A. SERVICE SPECIFICATIONS FOR OFFICE AND COMMON AREAS**

1. Clean all interior glass partitions, inside and out.
2. Clean all washable wall partitions thoroughly to remove fingerprints, dirt smudges, spill marks, graffiti, etc.
3. Dust all high reach areas including, but not limited to tops of door frames, structural and furniture ledges, air condition/heating vents and return grills, tops of partitions, picture frames, metal shelf units, etc.
4. Dust and clean thoroughly all cloth and vinyl furniture with appropriate cleaning solutions and upholstery brush and cleaning cloths taking care to clean edges, arm rests, back and bases or leg supports.
5. Clean and sanitize telephones and dry thoroughly.
6. Dust **ALL** vertical or horizontal window blinds with appropriate duster extension. This includes the areas between exterior glass and window blinds.
7. Clean and sanitize thoroughly all strainers and drain covers on all water or drinking fountains.
8. Move **All** plastic carpet protectors and thoroughly vacuum under and around all desks and office furniture. Edge all carpeted areas including, but not limited to, baseboards, behind doors, around office furniture, etc., corners, crevices, both high and low.
9. Clean all vinyl or metal baseboard, door thresholds, and elevator tracks.

**B. REST ROOM SERVICE SPECIFICATIONS**

1. Thoroughly clean, sanitize, rinse and dry buff all tile, metal, vinyl or any other cleanable wall surface, including all partitions, wall or otherwise mounted dispensers, wall receptacles and switch plates, taking special care to clean in-between and all corners, crevices, including door hinges and locks.

**B. PASSENGER ELEVATOR CLEANING SPECIFICATIONS**

1. Clean entire cab ceiling above lighting diffusers.

2. Shampoo carpet and hot water extract with approved cleaning solutions and cleaning systems to provide a level of appearance acceptable to the City of Euless

**VI. QUARTERLY MAINTENANCE REQUIREMENTS & SERVICES (ALL AREAS)**

**A. Ceramic and composite floor tiles, VCT or sheet linoleum flooring – ALL APPLICABLE BUILDINGS.**

1. Thoroughly clean and machine or otherwise recondition and machine refinish all ceramic and composite tile floors, using approved cleaners,
2. Sealers and floor finishes as needed to provide a level of appearance equivalent to completely refinished floor (Strip and Wax).
3. **DO NOT** wax / seal ceramic or slate type tile floors.

**B. REST ROOM SERVICE SPECIFICATION**

1. Thoroughly clean and machine or otherwise recondition and machine refinish all ceramic and composite tile floors, using approved sealers and floor finishes to provide a level of appearance equivalent to completely refinished floor (Strip and Wax).

**VII. PROPOSAL EVALUATION AND CRITERIA**

**Evaluation and Criteria: The criteria to be used for the selection of a proposal are as listed:**

1. The purchase price.
2. The reputation of the vendor and the vendor's goods or services.
3. The quality of the vendor's goods and services.
4. The extent to which the goods or services meet the city's needs.
5. The vendor's past relationship with the city.
6. The impact on the ability of the city to acquire the vendor's goods and services; and
7. The total long-term cost to the city to acquire the vendor's goods and services; and
8. Any other relevant factor that a private business entity would consider in selecting a vendor.

***It should be noted that the low bid will not necessarily be selected. The city will use these criteria to award in the best interest of the city. The City of Euless reserves the right to reject any or all bids or any part of any bid.***



***City of Euless***  
***Fleet and Facility Operations***  
***Annual Contract for Janitorial Services***  
***Bid #013-16***

**ATTENTION: BIDDING CONTRACTORS**

September 22, 2016

Subject: *Pre-Bid Meeting*

To Whom It May Concern:

An informal meeting and walk - through of city buildings included in the proposed bid will be conducted on the morning of September 22, 2016. The meeting will begin at 9:00 am to review specifications and address any questions or concerns you may have. Please meet in the large conference room in the lower area of City Hall Building A, 201 N. Ector Drive, Euless, Texas.

**Kyle McAdams**  
**Fleet & Facility**  
**Administrator**  
**(817) 685-1598**