



Request for Proposal (RFP)

for

Janitorial Services

Issue Date: June 22, 2026
Due Date: July 31, 2026 at 5pm

I. OVERVIEW OF RFP

Gulf Bend Mental Health Mental Retardation Center d/b/a/ Gulf Bend Center (Gulf Bend or the Center) is seeking proposals from a janitorial services contractor with experience in providing daily janitorial services for small to mid-sized commercial office buildings. Gulf Bend offices are located at 6502 Nursery Drive, Victoria Texas and would encompass approximately 39,000 square feet. This contract would be effective September 1, 2026.

II. GENERAL INFORMATION

A. Background

Gulf Bend is Certified Community Behavioral Health Clinic as well as an agency of the State of Texas established to plan, coordinate, develop policy, develop and allocate resources, supervise, and ensure the provision of community based mental health and intellectual and developmental disability services. The Center is a community center under Chapter 534 of the Texas Health and Safety Code and is classified by the Internal Revenue Service as a 501(c)(3) tax-exempt organization. The Center is governed by a nine-member Board of Trustees. Gulf Bend provides services in a seven-county region that includes: Victoria, Jackson, Calhoun, Refugio, Goliad, DeWitt, and Lavaca Counties.

Gulf Bend primarily receives funding through an agreement with Health and Human Services Commission (HHSC) for the provision of community-based services. All contracts are dependent on the continuation of this grant agreement with HHSC.

B. Point of Contact (POC), Questions, and Clarifications

Any inquiries concerning this RFP should be directed to:

POC	Dianne Jernigan, Property Manager
Phone	361-676-6228
Email	jernigan@woolson.com

Written questions and requests for clarification regarding this RFP are permitted if submitted by email to the POC noted above. All email inquiries must include in the subject line: "Request for Proposal-Janitorial Services".

C. Terms of Contract

The terms of the contract, based on approval by the Board of Trustees, is expected to be for one (1) year with annual renewals up to four (4) additional years at the discretion of the Center. However, the agreement may be terminated for cause at any time.

D. Schedule of Events

Proposals must be received by the POC prior to the dates noted below.

Late proposals will not be considered.

Schedule of Events	
RFP is made available	June 22, 2026
Available for questions	July 6-24, 2026
Deadline for receipt of proposals	July 31, 2026 5 p.m.
Selection Committee to review proposals	August 3-14, 2026
Board approval of selected vendor	August 25, 2026
Anticipated contract start date	September 1, 2026

Proposals may be withdrawn from consideration or amended at any time prior to the deadline by submitting a written request by email to the POC. All dates are tentative and subject to change at the Center’s discretion. Changes to any of the dates noted above will be reported through an addendum posted to the Center’s website.

E. Changes and Modifications to RFP

Gulf Bend reserves the right to change, amend, modify, or cancel this RFP at any time which it deems to be in the best interest of the Center. All modifications will be posted to the Center’s website. This information will also be sent to any vendors who have already submitted their proposal at the time of the modification. It is the responsibility of each vendor to periodically check the website for additional information. Gulf Bend is not responsible or liable in any regard for the failure of any individual or entity to receive notification regarding RFPs posted to the website or for the failure of any vendor or awarded contractor to stay informed of any postings.

F. Cost Incurred

All vendors understand that the issuance of this RFP in no way constitutes an award or contract with Gulf Bend. Gulf Bend accepts no obligations for costs incurred in preparing and submitting a proposal. Proposals are submitted at the sole expense of the vendor.

III. RFP SUBMISSIONS & REQUIREMENTS

A. Submission / Questions

- a) Please submit an electronic response to the requested information no later than **July 31, 2026 at 5 p.m.** Your response must be in PDF format emailed using the subject line: RFP-Janitorial Services to the POC email address noted above.
- b) After reviewing written electronic responses, the Center could invite selected responders to make no more than one-hour presentations to the committee August 3 – 14, 2026.
- c) Please send any questions about this RFP to the POC noted above before July 24, 2026. We will respond directly to the person who submits the question. If a question asks for information that might be helpful to all, those responses will be compiled and sent to all responders as well as posted to the website.

- d) The Center reserves the right to accept or reject any and/or all proposals for any or all services covered in this RFP and to waive informalities or defects in proposals or to accept such proposals as deemed to be in the best interest of Center.

B. Requirements

- a) Proposers are responsible for examining and being familiar with all specifications, provisions, instructions, and terms and conditions of the solicitation and their responses.
- b) The proposer must attach all required forms with each submission copy. Forms must be signed by a representative who is authorized to bind the proposer contractually. Forms include:
 - 1) Cover letter: Please provide a cover letter that includes a brief overview of your company, including its history. Identify the principal or officer who will serve as the point of contact for clarifications.
 - 2) Signature page: This must be signed by an officer authorized to bind the proposer to all terms and conditions of this RFP.
 - 3) References: Please provide three (3) references where services of similar size and scope have been performed. References must include organizations names, addresses, names of contact person, and telephone numbers for references.
 - 4) Service approach: Please provide a comprehensive plan that details how you will staff and maintain services in accordance with the scope of services to be provided.
 - 5) Cost proposal: Please submit the expected cost of providing services in accordance with scope **per month**. The proposal should also include any costs that would be outside of the regular services.
 - 6) Miscellaneous: Please submit a W-9 and proof of insurance with proposal.
- c) Additionally, all organizations and related proposals must be compliant with all applicable state and federal regulations and be able to provide proof of compliance upon request.
- d) Proposals cannot be altered or amended after the submission deadline passes. Proposals may be modified prior to the deadline only by providing a written notice to POC noted above.

IV. SCOPE OF SERVICES TO BE PROVIDED

DAILY DUTIES:

- ❑ Empty trash cans and replace liners in all offices, break areas, restrooms, and building exterior
- ❑ Sweep main building entrance and around trash cans; clean exterior and interior benches
- ❑ Remove all trash from the building and properly dispose of it in designated trash compactor
- ❑ Clean all drinking fountains
- ❑ Clean glass entrance doors, sidelights, and interior glass doors
- ❑ Dust and clean all windowsills in entrances and common areas, including breakrooms
- ❑ Sweep/mop all LVT and other hard surface floors in break areas, meeting rooms, and other accessible areas
- ❑ Vacuum all carpeted floors in accessible areas
- ❑ Clean and disinfect all toilets and urinals
- ❑ Clean all bathroom fixtures and mirrors
- ❑ Refill all toilet tissue, paper towel, and soap dispensers
- ❑ Clean interior and exterior of elevators; mop elevator floors
- ❑ Clean and disinfect furniture in adult and children/adolescent lobbies
- ❑ Thoroughly clean all countertops and floors in nurses' station, exam rooms, and break areas
- ❑ Clean floors in all accessible offices as needed
- ❑ Clean all conference rooms – remove trash, sweep/mops/vacuum floors, and wipe down tables
- ❑ Monitor supplies and complete re-order forms to be given to management as needed
- ❑ Maintain cleanliness and organization in all janitorial work areas

WEEKLY/MONTHLY DUTIES:

- ❑ Remove fingerprints, dirt, and smudges from interior doors, windows, and walls (weekly)
- ❑ Dust and clean office furniture in accessible offices, common work areas, conference rooms, and break areas (weekly)
- ❑ Wipe down windowsills, shelves, cabinets, etc. in accessible areas (weekly)
- ❑ Perform high dusting including air vents and corners (monthly)
- ❑ Clean stairs and landings in both stairwells weekly or more frequently as needed

OTHER DUTIES:

- ❑ Shampoo carpets two times (2X) annually, scheduled in advance
- ❑ Machine scrub LVT floors two times (2X) annually, scheduled in advance

Gulf Bend Center will provide beath and trash supplies as needed. Contractor will provide list of needed supplies on a weekly or as needed basis. Contractor will provide all equipment, tools and cleaning supplies necessary to accomplish the assigned duties.

Gulf Bend Center will designate one or more secure areas for janitorial supplies and equipment.

V. EVALUATION QUESTIONS AND CRITERIA

Gulf Bend Center’s selection committee will evaluate proposing firms based upon the following criteria.

Criteria	Description	Maximum points
Experience and qualifications	Experience in the industry Quality of work based on references Experience with other public sector entities	40
Cost proposal	Cost of services	30
Service approach	Size and structure of company Timeline General direction and supervision	20
Compliance and miscellaneous Items	Proposal presentation Additional services offered outside the scope W-9 and proof of insurance is satisfactory	10

Attachment A: Condition, Disclosures and Assurances

Attachment B: Signature Page

Attachment A: Conditions, Disclosures and Assurances

1. Successful Proposer's goods and/or services will be of a standard quality and level of professionalism expected of those businesses engaged in the delivery of similar goods and/or services. The methods and means employed in the delivery of the services must be of a standard that will withstand both public and private scrutiny, and be in compliance with all applicable laws, statutes, regulations and ordinances as may be amended from time to time including, but not limited to, the Civil Rights Act of 1964, as amended, and the Americans with Disabilities Act.
2. Successful Proposer will ensure that no person, on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, genetic characteristics, age, disability, or political affiliation will be excluded from participation in, be denied the benefits of, or be subject to discrimination under any applicable law or regulation, or under any of the policies of the Texas Health and Human Services Commission or its related agencies (collectively, "HHSC") or Center.
3. Successful Proposer must have and maintain at all times during the existence of any contract any and all required federal, state, and/or local licenses as considered necessary with respect to the services covered by the Proposal.
4. Successful Proposer(s) must ensure that no person will provide services under a contract with the Center if that person has been convicted of any of the offenses listed in the Texas Health and Safety Code, Section 250.006(a).
5. Successful Proposer(s) shall ensure that it and each person who provides services under a contract is eligible to work in the United States at the time he/she provides services, and shall document such eligibility using USCIS Form I-9 for all such persons and maintain such documentation for at least six (6) years after the contract ends, and make such documentation available to Center upon request.
6. Successful Proposer shall maintain, at all times during its performance under the contract, insurance coverage in not less than the following amounts per policy year:
 - General Liability: Two million dollars (\$2,000,000) per claim and three million dollars (\$3,000,000) aggregate of all claims
 - General Liability policy shall also include a waiver of subrogation in favor of Center.
7. Any future contracts issued shall be governed, construed and interpreted under the laws of the State of Texas. Venue for any litigation arising under the contract shall lie in Victoria County, Texas.
8. Successful Proposer shall not advertise or publish without Center's prior written consent the fact that Center has entered into a contract, except to the extent necessary to comply with proper requests of information from an authorized representative of the federal, state or local government. Proposer is prohibited from using contract award information, sales/values/volumes in sales brochures or other promotions, including press releases, unless prior written consent is obtained from the Center.
9. The selected proposer agrees that they may be a Business Associate as that term is defined under 45 CFR 164.502(e), 164.504(e), 164.532(d) and (e), and as such, will execute a Business Associate Agreement with the Center concurrent with the execution of any contract or agreement for services.
10. Should the proposer not meet the requirements of the contract, the Center may terminate the contract within thirty (30) days with written notice. In this case, the Center may award the remainder of the

contract to the next best proposer.

11. The successful Proposer shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written consent of the Center.
12. The Center shall appoint a contract monitor with designated responsibility to ensure compliance with contract requirements. The contract monitor will serve as liaison between the Center and the successful Proposer.
13. No public official shall have interest in this contract, in accordance with Vernon's Texas Codes Annotated, Local Government code Title 5, Subtitled C., Chapter 171. Additionally, no contractor who develops or drafts specifications, requirements, statements of work and/or procurement documents will bid or submit a proposal for award.
14. Successful Proposer shall defend, indemnify and hold harmless the Center or its designee and its officers, directors and employees from any and all suits, claims, actions, losses, damages, liability and expenses, including attorney's fees arising from any negligent or willful act, error, omission or misrepresentation of Contractor or his employees, agents (including subagents) or servants. The provisions of the subparagraph shall continue and be ongoing in any contract resulting from this RFP.
15. Any written notice provided by this proposal (or required by Law) to be given to the successful Proposer by the Center shall be deemed to have been given and received on the next day after such written notice has been deposited in the US mail by Registered or Certified Mail with sufficient postage affixed thereto, addressed to the successful Proposer at the address so provided; provided this shall not prevent the giving of actual notice in any other manner.
16. The Center does not discriminate against any individual or Proposer with respect to his/her compensation, terms, conditions, or award of contract because of race, color, religion, sex, national origin, age, disability, political affiliation, or limit, segregate, or classify candidates for award of contract in any way which would deprive or tend to deprive any individual or company of business opportunities or otherwise adversely affect status as a Proposer because of race, color, religion, sex, national origin, age, disability, or political affiliation
17. Any Proposer currently held in abeyance from or barred from the award of a Federal or State contract may not contract with the Center.
18. The Center is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the proposal shall not include taxes.
19. Proposers shall not offer or accept any gifts or anything of value nor enter into any business arrangement with any employee, Trustee, official or agent of Center.
20. Submitted proposals become the property of the Center and will not be returned to the Proposer. Proposer agrees that the Center has the right to use, reproduce and distribute copies of and to disclose to the Center employees, agents and contractors and other governmental entities all or part of the Proposal, as the Center deems appropriate to complete the procurement process or comply with state or federal laws and regulations.

