

SOLICITATION OF OFFERS
ISSUED BY
THE CITY OF EL PASO
PURCHASING & STRATEGIC SOURCING DEPARTMENT

SOLICITATION NO: 2016-377

DATE ISSUED: OCTOBER 27, 2015

TITLE: GENERAL CLEANING - PARKS AND RECREATION FACILITIES (REBID)
PARKS AND RECREATION

An original, signed, sealed, OFFER to furnish the goods and/or services set forth in the SCHEDULE will be received at the place indicated below, until:
2:00 PM, local time, WEDNESDAY, NOVEMBER 18, 2015

NOTICE When used in formal bid solicitations, the terms 'offer' and 'bid', and 'offeror' and 'bidder' are interchangeable.

ADDRESS OFFERS TO:
PURCHASING DIRECTOR
PURCHASING & STRATEGIC SOURCING DEPARTMENT
CITY OF EL PASO

MAIL TO:

CITY OF EL PASO
PURCHASING & STRATEGIC SOURCING DEPARTMENT
300 N. CAMPBELL, 1st FLOOR
EL PASO, TX 79901-1153

OR

HAND DELIVER TO:

CITY OF EL PASO
PURCHASING & STRATEGIC SOURCING DEPARTMENT,
300 N. CAMPBELL, 1st Floor
EL PASO, TX 79901

FOR ADDITIONAL INFORMATION CONCERNING THIS SOLICITATION, CONTACT:
HAYDEE PENA, PURCHASING AGENT
Telephone: [915] 212-1184 FAX: [915] 212-0044 Email: penah@elpasotexas.gov

EXPIRATION OF OFFERS

The offeror agrees, to furnish all items [supplies or services] at the prices offered, and delivered at the designated point or points, within the time set forth in the SCHEDULE, if this offer is accepted within NINETY [90] consecutive days from the date set for the receipt of offers. All offers shall expire on the 90th day after the offers are open unless the City of El Paso requests an extension of the offers in writing and the offeror agrees to extend in writing.

AMENDMENTS TO SOLICITATION

Receipt of all numbered amendments to Solicitations must be acknowledged:

<u>AMENDMENT</u>	<u>DATED</u>	<u>AMENDMENT</u>	<u>DATED</u>	<u>AMENDMENT</u>	<u>DATED</u>	<u>AMENDMENT</u>	<u>DATED</u>
A001	_____	A002	_____	A003	_____	A004	_____
A005	_____	A006	_____	A007	_____	A008	_____

OFFER SUBMITTED BY

COMPANY NAME AS IT APPEARS ON ORGANIZATION CERTIFICATE ISSUED BY STATE IN WHICH COMPANY WAS ORGANIZED) _____

STREET ADDRESS _____

P.O. BOX NUMBER _____

CITY, STATE AND ZIP CODE _____

&

TELEPHONE NUMBER _____

FAX NUMBER _____

- HIRE EL PASO 1ST LOCAL VENDOR REGISTRATION ID# _____

E-Mail address _____

☐ PLEASE CHECK PREFERRED ADDRESS FOR RECEIVING SOLICITATION DOCUMENTS.

OFFER EXECUTED BY [PLEASE PRINT] _____

NAME AND TITLE OF PERSON AUTHORIZED TO OBLIGATE COMPANY _____

SIGNATURE AND DATE OF OFFER _____

WITHOUT AN ORIGINAL SIGNATURE ON THIS OR OTHER DOCUMENT BINDING THE OFFEROR, THE OFFER WILL BE REJECTED

NOTE: AWARD OF THE CONTRACT RESULTING FROM THIS SOLICITATION WILL BE MADE TO THE SUCCESSFUL OFFEROR BY AN AUTHORIZED WRITTEN NOTICE, WHICH MAY BE IN THE FORM OF A LETTER NOTICE OF AWARD OR A PURCHASE ORDER ISSUED BY THE CITY OF EL PASO. THIS IS A ONE TIME CONTRACT ☐

Table of Contents

PART 1 – GENERAL INFORMATION 4

1.1 Public Disclosure of Bid Information 4

1.3 Wage Theft 5

1.4 Cooperative Purchasing..... 8

1.5 Notes – Special Terms and Conditions 8

1.6 Cone of Silence 10

1.7 Requests for Clarifications..... 11

1.8 Schedule of Events 11

1.9 Copies Required..... 11

PART 2 - SCHEDULE OF ITEMS..... 13

2.1 Bid Form 13

2.2 Option to Extend To Extend Term of Agreement..... 18

2.3 Payment Terms and Conditions 18

2.4 Prompt Payment and Payment Terms 19

2.5 Federal Minimum Wage 19

2.6 Subcontractor and/or Supplier Identification 19

2.7 Evaluation Process..... 20

PART 3 - SPECIFICATIONS..... 24

3.1 General Conditions 24

3.2 Specifications..... 25

PART 4 - CONTRACT CLAUSES 91

4.1 Contract Clauses (Terms & Conditions)..... 91

Part 5: Required Forms 95

5.1 Business Information Certification 95

5.2 Non-Collusion and Business Disclosure Affidavit 97

5.3 Indebtedness Affidavit..... 99

PART 6 - NOTICES AND INSTRUCTIONS TO OFFERORS 111

BIDDER’S [COMPANY] NAME _____

PART 1 – GENERAL INFORMATION

1.1 Public Disclosure of Bid Information

Offerors are cautioned that once a bid is opened, all information contained therein will be available to the **PUBLIC** unless the information is excepted from the requirements of Government Code Section 552.021 pertaining to Open Records. The exception that allows the City to protect information that, if released, would give advantage to a competitor or bidder does not apply after the bidding is complete and the contract has been awarded. *Trade secrets, commercial or financial background data and privileged or confidential information* may be excepted from public inspection. If any information contained in your offer qualifies for an exception because it falls into one of the categories above it should be clearly marked "CONFIDENTIAL" and the basis of your claim of confidentiality should be stated. Data so identified will be maintained as a protected record. Offerors who claim that information contained in a bid should be protected from public disclosure after the award of the contract may be asked to support such claim if the City receives an Open Records request for the information and requests a determination by the Attorney General. [Rev. 04-03-98]

IMPORTANT NOTICE

NOTE: ANY CHANGES IN DUE DATE OR MATERIAL CHANGES FOR ANY RFP'S/SOLICITATIONS WILL BE POSTED ON THE SOLICITATIONS PAGE OF THE CITY OF EL PASO PURCHASING & STRATEGIC SOURCING DEPARTMENT'S WEBSITE: http://www.elpasotexas.gov/financial_services/invitations.asp

It is the bidder's responsibility to ensure that they have all pertinent information regarding solicitations, including all amendments prior to submitting their offer. Please check the website, even after submitting a bid, to ensure that you have all amendments as they may be posted at any time, up to and including the day of bid opening.

Recommendation(s) for formal awards shall be posted on the City's website the Thursday afternoons prior to the Tuesday City Council Meeting wherein the recommendation shall be presented. Vendors are responsible for monitoring the City's website for said postings.

BIDDER'S [COMPANY] NAME _____

1.3 Wage Theft

The City of El Paso Code – Chapter 346

346.010 Definition

1. **Wage Theft Adjudication** occurs when:
 1. Employer is criminally convicted as an employer pursuant to Section 61.019 of the Texas Labor Code for failure to pay wages; or
 2. Injunctive relief is granted in district court under Section 61.020 of the Texas Labor Code against the employer for repeated failures to pay wages as required by Chapter 61 of the Texas Labor Code; or
 3. A wage payment determination order becomes final under Section 61.055 or Section 61.060 of the Texas Labor Code; or
 4. The Texas Workforce Commission assesses an administrative penalty under Section 61.053 of the Texas Labor Code against the employer for acting in bad faith in not paying wages as required by Chapter 61 of the Texas Labor Code; or
 5. Employer is convicted for Theft of Service under Section 31.04 of the Texas Penal Code; or
 6. Court of competent jurisdiction finds that an employer engaged in wage theft.
2. **Employee** and **employer** have the meanings by Texas Labor Code, Section 61.001.
3. **Wages** means compensation owed by an employer for labor or services rendered by an employee, whether computed on a time, task piece, commission or other basis.
4. **Wage Enforcement Coordinator** shall mean the person designated by the City Manager to receive and investigate claims of wage theft and to create, maintain a Wage Theft database.
5. **Wage Theft Complaint** means a written complaint filed with the Wage Theft Coordinator alleging any instance of wage theft by an employer.

Section 3.46.020 WAGE THEFT COORDINATOR

- A. **Appointment.** The City Manager shall designate a Wage Theft Coordinator to perform the duties identified in this Section.
- B. **Duties.** The Wage Theft Coordinator shall:
 1. Wage Theft Adjudication Database- the Wage Theft Coordinator shall create and maintain a database of employers located or operating within the City of El Paso who have a Wage Theft Adjudication record. The Wage Theft Database will be created on a “complaint basis” and populated with information provided by third parties. The Wage Theft Coordinator shall be under no obligation to investigate wage theft or to prosecute complaints.

BIDDER'S [COMPANY] NAME _____

2. Substantiate whether a proposed party to a City Contract has a Wage Theft Adjudication record or part of the Wage Theft Adjudication Database.
3. Receive, review, and process wage theft complaint according to the process established in Section 3.46.040.
4. Coordinate with the Purchasing Director to ensure that the notice of the City's Wage Theft ordinance is included in all the City's bid documents.
5. Provide and present an annual report to City Council regarding the number of employers in the Wage Theft Adjudication Database and an update on the status of the enforcement of the City's Wage Theft ordinance.

Section 3.46.030 WAGE THEFT ADJUDICATION DATABASE

- A. Inclusion in Database.** No employer shall be included in the database until the Wage Theft Coordinator has:
 1. Confirmed that an employer has a Wage Theft Adjudication record;
 2. Provided written notice at the address provided by the complainant, or on the documents evidencing the wage theft adjudication of the inclusion of the employer in the Wage Theft Adjudication Database.
 3. Allowed the employer thirty (30) days from the date of the notice to protest the employer's inclusion in such database and provide the Wage Theft Coordinator evidence that the employer should not be included in the Wage Theft Adjudication Database. In the case of a wage theft judgment, the Wage Theft Coordinator shall not include the employer in the Database upon proof of full payment of outstanding wage theft adjudication judgment.
- B. Identity of Employer.** An employer operating as a business entity shall be listed by its corporate name, address and type of business organization. If the employer is an individual, the person's name, business address, type of business or occupation shall be included.
- C. Removal from Database.** An employer shall be removed from the database if:
 1. A Wage Theft Adjudication has been annulled, withdrawn, overturned, rescinded or abrogated, and such fact has been confirmed by the Wage Theft Coordinator; or
 2. Employer provides proof of full payment of an outstanding wage theft adjudication judgment; or
 3. Five (5) years or more has elapsed since the date of the employer's most recent Wage Theft Adjudication.

Section 3.46.040 WAGE THEFT COMPLAINTS PROCEDURE

- A. Non- City Contracts.** If no City contract is involved, the Wage Theft Coordinator shall assist persons with wage theft complaints by referring the complaint to the Texas Workforce Commission.

BIDDER'S [COMPANY] NAME _____

B. City Contracts.

1. **Filing a Complaint.** A person employed in connection with a city contract who has a good faith belief that he is the victim of wage theft may file a wage theft complaint with the Wage Theft Coordinator in writing. The complaint shall contain fact including but not limited to: identity of the employer, date(s) on or during which the wages were earned and were due to be paid, the amount of the wages alleged to have been withheld or unpaid.
2. **Notification and Resolution of the Complaint.** The Wage Theft Coordinator shall notify the employer of the receipt of the wage theft complaint. Employer shall attempt to resolve the alleged issue with the affected employee by written agreement within thirty (30) days from the receipt of the City notification. Employer shall notify the Wage Theft Coordinator if the issue was resolved between the Employer and the affected employee.
3. **Texas Workforce Commission.**
 1. If no resolution is achieved, the complainant shall be referred to the Texas Workforce Commission ("Commission").
 2. The Wage Theft Coordinator shall seek to determine status of the complaint at the commission. The Wage Theft Coordinator shall place Employer in the Wage Theft Adjudication Database if it appears that the Commission has made a finding that wage theft occurred.

Section 3.46.050 RETALIATION PROHIBITED

1. No City Contractor shall retaliate against any person who has filed a wage theft complaint pursuant to this Chapter. Retaliation means action to discharge from employment, discipline, or otherwise punish an employee for filing a wage theft complaint in good faith.
2. If the Wage Theft Coordinator determines that retaliation has occurred, the Wage Theft Coordinator shall refer the matter to the City Attorney for appropriate action.

Section 3.46.060. SANCTIONS AND PENALTIES- CITY CONTRACTS

1. **Existing City Agreement.**
 1. In the event the City becomes aware of the fact an Employer acting under a contract which was awarded prior to the effective date of this Ordinance has been adjudicated for wage theft, the City may terminate the contract.
 2. Prior to terminating the contract the City will provide Employer with thirty (30) days' notice and opportunity to provide full proof of payment of outstanding wage theft adjudication judgment.
 3. The award of future City contracts after termination of an existing contract due to an Employer's wage theft adjudication shall be managed as a New City Agreement in this section.
2. **New City Agreement.**
 1. In the event the City becomes aware an Employer with a wage theft adjudication record has submitted a bid or proposal for City work prior to the award of a contract, the City shall deem the

BIDDER'S [COMPANY] NAME _____

Employer non-responsible and refuse to enter into a City Agreement with such Employer for a period of five (5) years after the date of final adjudication.

2. Prior to deeming the Employer as non-responsible, the City will provide the Employer with thirty (30) days' notice and opportunity to provide full proof of payment of outstanding wage theft adjudication judgment.

1.4 Cooperative Purchasing

This contract may be utilized for purchases by other local government entities under an interlocal cooperation agreement, Texas Government Code Chapter 791. Any contract award by the City of El Paso on behalf of another local government entity shall be contingent upon the issuance of a purchase order or execution of a separate contract by the other local government entity. The Contractor must deal directly with the local government entity concerning the placement of orders, issuance of the purchase order, insurance certificates, contractual disputes, invoicing and payment or any other terms and conditions that the other local government entity may require. The actual utilization of this contract award by the other local government entity is at the sole discretion of that other local government entity.

The City of El Paso is acting on the behalf of other local government entities for the sole purpose of complying with Texas competitive bidding requirements and shall not be held liable for any costs, damages, etc. incurred by any bidder with regard to any purchase by another local government entity. The City of El Paso shall be legally responsible only for payment for goods and services in the quantities detailed in the City's own purchase order or contract.

1.5 Notes – Special Terms and Conditions

Note 1: Bidders are required to submit offers on the prescribed form(s) (unaltered). Offers submitted on other than the prescribed form(s) may be considered incomplete or non-responsive. Failure to furnish required documentation with the bid may result in the bid being deemed incomplete and non-responsive, resulting in rejection.

Note 2: The City is not responsible for locating or securing any information that is not identified in the offer and reasonably available to the City, and the City will not be responsible for locating or securing information not included with the offer. In conducting its assessment the City may use data provided by the bidder and data obtained from other sources, but while the City may elect to consider data obtained from other sources the burden of providing thorough and complete information rests with the bidder.

Note 3: The City may accept the lowest responsible and responsive bid based on the tabulation of any one, combination or all of the base bid(s), alternate bid(s), and/or optional bid(s) based on the most advantageous project bid that is desired by the city department involved and that the City Council in their sole judgment determines is in the City's best interest and benefit.

Note 4: At any time during the term of the contract the Purchasing Director or designated personnel may increase or decrease the scope of supplies and or services as he may find necessary to accomplish the general purpose of the contract.

Note 5: All goods and services delivered shall comply with the specifications set forth in Part 6. Descriptive literature containing sufficient information to determine product compliance with

BIDDER'S [COMPANY] NAME _____

specifications must accompany bid. The City of El Paso reserves the right to request samples from bidder(s) prior to award of contract.

- Note 6:** In addition to any other discount, the city is entitled to a deduction for federal excise tax if it is included on the manufacturer's published price list for applicable items, and contractor must invoice accordingly. A federal tax exemption certification will be provided by the City, upon request.
- Note 7:** Bidder must submit with his offer a copy of the company's organization certificate issued by the secretary of state of the state in which the bidder/proposer was organized. Also, a dba certificate must be provided if the bidder/proposer used a trade name in the solicitation documents other than the name under which the company was organized. Further, the bidder/proposer must fill out the affidavit in section d stating what names the company uses and has used in the past and attest that all such names describe the company currently submitting a bid or proposal.
- Note 8:** Accuracy of estimated quantities – the City believes that the numbers used as item quantities to be a reasonably accurate estimate; however, the actual quantity may be more or less than the estimate, and shall not be the basis for any change in the contract per unit price. Additionally, estimates are minimums, but not guaranteed minimums, and the contract cost can increase so long as the unit costs remain the same and increased funds are appropriated in the budget.
- Note 9:** Any manufacturer names, trade names, brand names, or catalog numbers used in these specifications are for the purpose of describing and establishing minimum requirements or level of quality and design required. They are in no way intended to prohibit the bidding of other manufacturers' items of equal material and quality or meant to exclude any other make and model from being considered. Vendors who wish to bid a functionally equivalent item(s) which meets or exceeds the specifications must furnish with the bid descriptive literature containing sufficient information to determine product compliance.
- Note 10:** All offers are subject to the terms and conditions of this solicitation. Material exceptions to the terms and conditions, or failure to meet the city's minimum specifications, shall render the offer non-responsive to the solicitation.
- Note 11:** Award will be made by group of items.
- Note 12:** Prompt payment discounts will be considered when determining the apparent lowest bidder, providing the city is allowed at least ten (10) days in which to take advantage of the discount.
- Note 13:** As part of the requirement to establish the responsibility of the offeror, the City of El Paso may perform a price analysis to determine the reasonableness of the price(s) at which the supplies and/or services are offered. Prices that are significantly lower than the mean of all offers and that appear to be unreasonably low may be determined to be evidence of non-responsibility, and cause the offer to be rejected.

BIDDER'S [COMPANY] NAME _____

1.6 Cone of Silence

Cone of Silence/Anti Lobbying Policy

The City's Cone of Silence/Anti Lobbying Policy was adopted to ensure a fair and competitive bidding environment by preventing communication between City officials, employees, or representatives and parties involved in the bidding process that could create an unfair advantage to any party with respect to the award of a city contract.

The Cone of Silence period begins on the day that the request for proposal (RFP), request for qualifications (RFQ), or highest qualified bid (including best value and competitive sealed proposals) is advertised, or the day a source selection or the giving of a notice of a proposed project is made, and ends on the day that a recommendation of a contract award is placed on the City Council agenda.

The Cone of Silence/Anti Lobbying Policy prohibits any communication or lobbying activities during the Cone of Silence period, by any person, including but not limited to, bidders, lobbyists or consultants of bidders, service providers or potential vendors and any the following:

- City Staff and City Consultants, including any employee of the City of El Paso, any person retained by the City of El Paso as a Consultant on the project, or any person having participated in the development, design, or review of documents related to the project.
- City Officials, including the Mayor, Council Representatives and their respective staff.
- Members of the City's Selection Committee, whether City employees or outside experts appointed or selected by the City.

The Cone of Silence/Anti Lobbying Policy does not apply to:

- 1) Questions of Process and Procedure, including oral communications with the Purchasing Director or Bid Administrator, provided the communications are strictly limited to matters of process or procedure already contained in the solicitation document. A minimum of ten days will be provided for questions during solicitation unless otherwise stated in the Solicitation Schedule of Events in the documents.
- 2) Pre-Proposal/Pre-Bid Conferences, including oral communications at pre-proposal or pre-bid conferences, oral presentations before selection committees, contract negotiations, and public presentations made to the Mayor and Council Representatives during a duly noticed public meeting.
- 3) Written Communications, to the Purchasing Analyst/Agent identified in the solicitation.

A person who knowingly or intentionally lobbies in violation of the provisions of this policy, or who shall knowingly obstruct or prevent compliance with this policy shall be guilty of a misdemeanor.

Furthermore, any person who knowingly or intentionally violates the provisions of this policy, with respect to the solicitation or award of a discretionary contract may be prohibited by the city council from entering into any contract with the city for a period not to exceed three years.

BIDDER'S [COMPANY] NAME _____

1.7 Requests for Clarifications

In order to meet the City's schedule for awarding this requirement it is extremely important that requests for clarification or additional information, or requests for a change in the specifications, be submitted in writing no later than ten calendar days prior to bid opening date. Each vendor submitting questions shall clearly address each question by reference to a specific section, page and item of this solicitation. Questions submitted after this date may not elicit a response. Please refer to Bid/Contract Number and Title in all correspondence.

BID ADMINISTRATOR CONTACT INFORMATION

Haydee Pena
Purchasing Agent
Fax: (915) 212-0044
Email: penah@elpasotexas.gov

City of El Paso
Purchasing & Strategic Sourcing Department
300 N. Campbell, 1ST Floor
El Paso, TX 79901-1153
Attn: Haydee Pena

It is the vendor's responsibility to follow up and make certain that the Purchasing & Strategic Sourcing Department received the request. Vendors shall promptly notify the Purchasing & Strategic Sourcing Department of any ambiguity or inconsistency which they may discover upon examination of a solicitation document. During the bid process, vendors shall not contact any City staff except those designated in the text of this solicitation or in subsequent documentation. Non-compliance with this provision may result in rejection of the offer involved.

1.8 Schedule of Events

The following Schedule of Events represents the City's estimate of the timetable that will be followed in connection with this solicitation:

EVENTS	DATE AND/OR TIME
Release Bids	10/27/2015
On site Visit	11/03/2015
Last Day for Offerors to Submit Written Questions	11/09/2015
Answers provided	11/12/2015
Bid Due Date	11/18/2015
Evaluations	Week of 11/23/2015
Contract Award Date	Approximately 12/8/2015

The City reserves the right, at its sole discretion, to adjust this Schedule of Events as it deems necessary. If necessary, the City will communicate adjustments to any event in the Schedule of Events in the form of an amendment. Amendment to this BID will only be issued and posted on the City's website at:

http://www.elpasotexas.gov/financial_services/invitations.asp

1.9 Copies Required

ONE COMPLETE ORIGINAL COPY (signed in blue ink), and ONE COPY of the BID PACKAGE are required, unless otherwise stated in Part 3. Bidders must provide enough information with their bid to constitute a definite, firm, unqualified and unconditional offer. The bidder shall submit the bid on the forms (UNALTERED) as furnished by the City. All bids shall contain the following:

BIDDER'S [COMPANY] NAME _____

1. Those pages on which you are required to fill in prices, furnish other information, or which call for a signature and those pages which include the City of El Paso Standard Contract Clauses (Part 4), and
2. Any other information requested.

The submission or attachment of company "Quotation Forms" or any other documents containing alternative terms and / or conditions is not acceptable and may result in your bid being deemed non-responsive. Unauthorized additions, serious omissions, bids that do not contain a unit price where required or irregularities of any kind which make the bid incomplete, indefinite, or otherwise ambiguous are not acceptable and may result in your bid being deemed non-responsive.

(Space intentionally left blank)

BIDDER'S [COMPANY] NAME _____

PART 2 - SCHEDULE OF ITEMS

GENERAL CLEANING - PARKS AND RECREATION FACILITIES (REBID) Parks and Recreation

BID NUMBER: 2016-377

BID OPENING DATE: 10/7/2015

The City of El Paso is soliciting bids for GENERAL CLEANING - PARKS AND RECREATION FACILITIES (REBID), primarily for the Parks and Recreation. The City shall order all of its supplies and/or services from one or more successful bidders (contractors) from time to time as needed. Only personnel from Parks and Recreation are authorized to directly place orders against this Contract. Personnel from other City departments may only utilize this contract with express written authorization from Parks and Recreation and only if the additional usage is within reasonableness given the total awarded amount of the Contract.

This is **best value** procurement (See Page 22)

The term of this contract shall be for: **Thirty Six (36) Months.**

2.1 Bid Form

BOND REQUIREMENTS – (See Bond Forms - Page 63 thru 66)

PERFORMANCE BOND - a Performance Bond on the part of the Contractor for one hundred percent (100%) of the contract price is required as part of the award of this contract. This Performance Bond is executed to secure fulfillment of all of the awarded contractor's obligations under the term of this contract. This Performance Bond must be and original Performance Bond with original signatures signed and sealed by both parties and surety.

PAYMENT BOND - a Payment Bond on the part of the Contractor for one hundred percent (100%) of the contract price is required as part of the award of this contract. This Payment Bond is executed to secure fulfillment of all of the awarded contractor's obligations under the term of this contract. This Payment Bond must be and original Payment Bond with original signatures signed and sealed by both parties and surety.

Failure to bid on all items within a group shall deem the bidder non-responsive.

BIDDER'S [COMPANY] NAME _____

Lot 1

Item	Site Name	Estimated Annual Qty (a)	Unit Cost (b)	Estimated Annual Total Cost (C) (a x b=c)	3 Year Total (d) (c x 3 = d)
A	Arlington Shelter	25			
B	Grandview Senior Center	12			
B-1	Grandview Senior Center – After Party Cleanup	25			
C	Grandview Shelter	15			
D	Nations Tobin Sports Center	12			
D-1	Nations Tobin Sports Center – After Party Cleanup	15			
E	Nolan Richardson Recreation Center	12			
E-1	Nolan Richardson Recreation Center – After Party Cleanup	18			
F	Rae Gilmore Recreation Center	12			
F-1	Rae Gilmore Recreation Center – After Party Cleanup	12			
G	Sunrise Shelter	11			
H	Veterans Recreation Center	12			
H-1	Veterans Recreation Center – After Party Cleanup	12			
I	Veterans Daycare	12			
J	Wellington Chew Senior Center	12			
J-1	Wellington Chew Senior Center- After Party Cleanup	21			
Total (Items A thru J)					

BIDDER'S [COMPANY] NAME _____

Lot 2

Item	Site Name	Estimated Annual Qty (a)	Unit Cost (b)	Estimated Annual Total Cost (C) (a x b=c)	3 Year Total (d) (c x 3 = d)
A	Marcos B. Armijo Recreation Center	12			
A-1	Marcos B. Armijo Recreation Center – After Party Cleanup	20			
B	Braden Aboud Shelter	61			
C	Chihauhuitta Recreation Center	12			
C-1	Chihuahuita Recreation Center – After Party Cleanup	20			
D	Don Haskins Recreation Center	12			
D-1	Don Haskins Recreation Center – After Party Cleanup	20			
E	Judge Roger Mooris A. Galatzan Recreation Center	12			
E-1	Judge Roger Mooris A. Galatzan Recreation Center – After Party Cleanup	24			
F	Judge Roger Morris A. Galatzan Daycare	12			
G	Pat O'Rourke Recreation Center	12			
G-1	Pat O'Rourke Recreation Center – After Party Cleanup	15			
H	Polly Harris Senior Center	12			
H-1	Polly Harris Senior Center – After Party Cleanup	14			
I	South El Paso Senior Center	12			

BIDDER'S [COMPANY] NAME _____

I-1	South El Paso Senior Center – After Party Cleanup	22			
Total (Items A thru I)					

Lot 3

Item	Site Name	Estimated Annual Qty (a)	Unit Cost (b)	Estimated Annual Total Cost (C) (a x b=c)	3 Year Total (d) (c x 3 = d)
A	Chalio Acosta Sports Center	12			
A-1	Chalio Acosta Sports Center – After Party Cleanup	15			
B	Hilos De Plata Senior Center	12			
B-1	Hilos De Plata Senior Center – After Party Cleanup	44			
C	Leona Ford Washington Recreation Center	12			
C-1	Leona Ford Washington Recreation Center – After Party Cleanup	12			
D	Memorial Garden Area	12			
E	Memorial Park Reserve	120			
F	Memorial Senior Center	12			
F-1	Memorial Senior Center – After Party Cleanup	34			
G	Multipurpose Recreation Center	12			
G-1	Multipurpose Recreation Center – After Party Cleanup	120			
H	San Juan Recreation Center	12			

BIDDER'S [COMPANY] NAME _____

H-1	San Juan Recreation Center – After Party Cleanup	24			
I	San Juan Senior Center	12			
I-1	San Juan Senior Center – After Party Cleanup	26			
J	Seville Recreation Center	12			
J-1	Seville Recreation Center – After Party Cleanup	20			
Total (Items A thru J)					

Lot 4

Item	Site Name	Estimated Annual Qty (a)	Unit Cost (b)	Estimated Annual Total Cost (C) (a x b=c)	3 Year Total (d) (c x 3 = d)
A	Carolina Recreation Center	12			
A-1	Carolina Recreation Center – After Party Cleanup	24			
B	Eastside Senior Center	12			
B-1	Eastside Senior Center – After Party Cleanup	34			
C	Reverend Peter Martinez Senior Center	12			
C-1	Reverend Peter Martinez Senior Center – After Party Cleanup	46			
D	Gary Del Palacio Recreation Center	12			
D-1	Gary Del Palacio Recreation Center – After Party Cleanup	24			
E	Happiness Senior Center	12			

BIDDER'S [COMPANY] NAME _____

E-1	Happiness Senior Center – After Party Cleanup	12			
F	Lionel Forti Shelter	60			
G	Marty Robbins Recreation Center	12			
G-1	Marty Robbins Recreation Center – After Party Cleanup	15			
H	Pavo Real Recreation Center	12			
H-1	Pavo Real Recreation Center – After Party Cleanup	18			
I	Thomas Manor Shelter	13			
Total (Items A thru I)					
Grand Total (Lot 1, 2, 3, & 4)					

2.2 Option to Extend To Extend Term of Agreement

NOTE: NOT AN AWARD FACTOR – CHECK ALL APPROPRIATE BOXES

The City at its sole discretion, may exercise any option to extend the term of the agreement, by giving the Contractor written notice within the time period noted on the selected options. The term of this contract shall be based on one of the selections below and under the same terms and conditions. The City Manager or designee may extend the option to extend.

Bidder offers the City the option of extending the term of the contract for:

- ☐ **Two** [2] additional years at the same unit price(s), if the option is exercised prior to the expiration of the original term of the Contract:
- ☐ **NO OPTION OFFERED**

2.3 Payment Terms and Conditions

NOTE: All vendors must accept an ACH payment effective immediately. Vendors must fill-out the attached Accounts Payable Direct Deposit Sign-Up Form located in Part 5 of this document to facilitate the Automated Clearing House (ACH) payment process.

Contract Payments

All contract payments shall be made in accordance with the Contract's invoice payment terms. The City of El Paso will make no advance payments for the goods and/or services that are subject of this bid, unless

BIDDER'S [COMPANY] NAME _____

otherwise noted in the Form of Contract. Invoices may be submitted on no more than a monthly basis. Invoices submitted for services rendered shall be forwarded to:

City of El Paso Parks & Recreation Department
 Attn: Business Finance Manager
 PO Box 1890
 El Paso, TX 79901

2.4 Prompt Payment and Payment Terms

Unless a prompt payment discount is offered and accepted by the City of El Paso, payments will be made to the Contractor within thirty (30) days following acceptance of goods or services, or receipt of a properly prepared invoice by the City Department identified in the Invoice Instructions set forth on the Purchase Order, whichever is later. Any discount for prompt payment will be calculated from the day goods or services are accepted or when a properly prepared invoice is received. Payments will be considered to have been made on the date of mailing (postmark) of the payment check or, for an electronic funds transfer, the specified payment date. Invoices are to be submitted in single copy to the appropriate Department.

PAYMENT TERMS: Please mark appropriate block.

- _____ % - 10 Days ☐
- _____ % - 20 Days ☐
- _____ % - 30 Days ☐
- Net - 30 Days ☐

Late Payment fees will incur at the State of Texas statutory rate.

2.5 Federal Minimum Wage

The current Federal minimum wage shall be required by the City of El Paso for any contracts requiring an hourly wage rate as part of the bid. In such cases, the awarded vendor's employees shall be paid, at a minimum, the federally mandated minimum wage and the vendor shall be required to submit certified payrolls, when requested, to verify the wage rate requirement.

If the federally mandated minimum wage is increased during the term of this contract, Contractor may submit a written request for a price adjustment. The City will consider an adjustment only to the extent shown by the Contractor to be necessary to meet increased federal requirements for minimum wage employees included in the bid.

2.6 Subcontractor and/or Supplier Identification

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 & Strategic Sourcing Department.

BIDDER'S [COMPANY] NAME _____

Name, Address & Phone Number	Service / Supplies

2.7 Evaluation Process

The City will award the contract to the bidder that submits a bid which represents the “best value” to the City. 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.

The award shall be based upon the evaluation criteria and process delineated herein.

- a. Evaluation Committee: All properly submitted bids will be reviewed by an Evaluation Committee.
- B. Weighted Evaluation Criteria: The following weighted criteria will be considered to determine which bid offers the “best value” to the City.
- C. Bidder must fill out the Best Value Evaluation Questionnaire and submit with Offer.

CRITERIA

Cost (low bid ÷ high bid x cost percentage or points = cost score)

30 Points

As part of the requirement to establish the responsibility of the offer, the City of El Paso may determine the reasonableness of the price(s) at which the services are offered. Prices which are significantly lower than the mean of all offers, and appear to be unreasonably low, may be determined to be evidence of non-responsibility, and cause the offer to be rejected. Formula for determining the cost score is divide the low bid by each higher bid multiplied by the cost criteria percentage or points which equals the corresponding percentage or points of each vendor's cost score.

Reputation & Quality of the Bidder's Service

15 Points

Bidder shall identify its full client history for the last two (2) years, including any local Government Services excluding the City of El Paso departments and employees. The bidder shall provide at least three (3) references for which they have provided continuous similar services for at least the past two (2) years. The agency shall provide the names and telephones numbers of the contract administrators for whom the work was performed. If you do not have three local Government contracts, then list Federal, State, or commercial contracts to complete this information.

BIDDER'S [COMPANY] NAME _____

Employee Medical Benefits and Incentives

10 Points

Identify employee benefits. Indicate if benefits are paid in full or in part by your business. (Examples: medical, dental, vision, retirement savings, education plans, paid vacation, etc.)

Past Performance

15 Points

Bidder shall identify previous contracts or purchases with the City of El Paso and/or any other Governmental entities or private sector firms in the past five (5) years.

Work Plan

30 Points

- Provide an overall executive summary, not to exceed two pages, outlining the major points of your bid and distinguish your services from competitors (5 points)
- Begin within one week of the award – All staff must be trained, background checks and proper equipment on hand. (25 Points)
- Begin within two weeks of award – All staff must be trained, background checks and proper equipment on hand. (15 Points)
- Begin with three weeks of award – All staff must be trained, background checks and proper equipment on hand. (5 Points)
- Begin after four weeks of award – All Staff must be trained, background checks and proper equipment on hand. (0 points)

Indicate in how many weeks you will be able to have all staff trained, background checks complete and proper equipment on hand _____

BEST VALUE EVALUATION QUESTIONNAIRE:

1. Reputation & Quality of the Bidder’s Services:

The bidder is responsible for ensuring the accuracy of the contact information for the references provided. The City shall not contact the bidder for replacement references and/or contact information if said e-mail addresses or telephones numbers are not valid or connected.

In addition to the above, the Bidder is encouraged to inform said references that they shall initially be contacted via e-mail at the e-mail address provided herein. If a response to the e-mail is not provided within the designated time frame, the City will attempt to contact the reference by telephone at the number provided below. If the reference does not respond after two attempts via telephone the bidder shall receive zero points for said reference.

The bidder shall provide three (3) references of projects comparable in size and complexity to the requirements delineated within this solicitation. The Bidder shall exclude City of El Paso’s departments and/or employees from the reference list. If the Bidder do not have references for three comparable projects with local governmental entities the Bidder shall list comparable contracts with Federal, State, or private sector or commercial contracts, in that order.

Note: Score for each reference will be determined by dividing the total score by 3 references (i.e. 30 total points ÷ 3 = 10 points per reference).

BIDDER’S [COMPANY] NAME _____

| List references (please include name and telephone number)

AGENCY NAME	CONTRACT NAME & PHONE #	EMAIL ADDRESS

2. Employee Medical Benefits and Incentives:

A. Identify employee benefits. Indicate if benefits are paid in full or in part by your business. (Examples: what percentage is paid by the company for medical, dental, and/or vision insurance, retirement savings, education plans, paid vacation, etc?)

B. Does your company provide paid medical benefits to its employees? If yes, please identify and provide documentation.

C. Does your company offer medical benefits? If yes, does your company pay a percentage of the cost? If so, what percentage? **Please identify and attach verification documentation.**

CHECK BOX

- Pays 100% of Medical Insurance ☐
- Offers to Pay more than 60% but less than 100% ☐
- Offers to Pay more than 40% but less than 60% ☐
- Offers to Pay more than 20% but less than 40% ☐
- Offers to Pay up 20% and/or offers other employment benefits ☐
- Does not offer Insurance ☐

BIDDER'S [COMPANY] NAME _____

Medical Insurance Scoring Matrix

SCORE	IF...
10	Provides medical insurance and pays 100%
8	Offers to Pay more than 60% but less than 100%
6	Offers to Pay more than 40% but less than 60%
4	Offers to Pay more than 20% but less than 40%
2	Offers to Pay up to 20% and/or offers other employment benefits
0	Does not offer insurance or other employment benefits

NOTE: If a vendor does not offer insurance to its employees but does offer other employment incentives then those incentives can be used to increase a bidder's score from 0 to 2. These incentives include workers' compensation benefits, retirement savings, education plans, paid vacation, sick leave, etc. Also, as noted in the matrix above, it is only possible for a bidder to score a 10 if they provide and pay for 100% medical insurance.

D. What is the current number of employees working for your firm who are covered by employer sponsored medical benefits?

3. Past Performance:

The bidder provide three (3) comparable contracts completed or in progress with the City and/or any other Government entities or private sector firms for the past five years. The bidder is responsible for ensuring the accuracy of the contact information for the references provided. The City shall not contact the bidder for replacement references and/or contact information if said e-mail addresses or telephones numbers are not valid or connected

CONTRACT NUMBER & TITLE	DEPARTMENT	POINT OF CONTACT (NAME AND PHONE NUMBER)	EMAIL ADDRESS

BIDDER'S [COMPANY] NAME _____

PART 3 - SPECIFICATIONS**GENERAL CLEANING - PARKS AND RECREATION FACILITIES (REBID)****Parks and Recreation****BID NUMBER: 2016-377****BID OPENING DATE: 10/05/2015****3.1 General Conditions**

1. **MINIMUM SPECIFICATIONS:** The specifications listed are to be interpreted as meaning the minimum required by the City. Offeror commits to provide goods/services that are consistent with the City's specifications in every regard unless an exception is clearly noted. The City may accept a bid subject to an exception if, in the sole judgment of the City, the bid meets or exceeds the City's specifications. If the goods/services offered do not meet or exceed the City's specifications because of the exception, the City will consider the bid non-responsive.
2. **SAFETY AND CAPACITY INSPECTIONS:** The City reserves the right to conduct safety and capacity inspections of facilities, equipment, and staff prior to the award and periodically during the contract term. If, in the sole discretion of the City, a vendor is deemed to have inadequate safety equipment and/or procedures, has a track record of safety violations, or has insufficient capacity to honor the contract requirements then the vendor may be declared non-responsible.
3. **EQUIPMENT, PERSONNEL AND RESPONSIBILITY DETERMINATION:** At the time of submission, the vendor must provide and/or identify the following as appropriate, 1) their primary equipment it intends to use in the execution of this contract to include quantity, brand, type, and model year; 2) the number of personnel it employs that can fulfill the contract requirements and; 3) responsibility determination (financial and technical - see end of Section B for specific information). **COMPLETE THE RESPONSIBILITY CHECK LIST AT THE END OF THIS PART 3.**
4. **CONTRACTING OFFICER (CO) AND CONTRACTING OFFICER'S REPRESENTATIVE (COR)**
Acceptance of services will be the responsibility of the Contracting Officer (CO), who also serves as City of Paso Purchasing Director, or designee. The Contracting Officer is responsible for final approval and acceptance of all services rendered. Upon contract execution, the Contracting Officer will delegate a Contracting Officer's Representative (COR) and Department Contracts Administrator(s) (DCAs) to assist with the administration of the resultant Contract.
5. **CONTRACT PERFORMANCE**
The Respondent shall be responsible for the completion of all work set out in the Contract and task orders. All work is subject to inspection, evaluation, and acceptance by City of El Paso. City of El Paso may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the Contract.

BIDDER'S [COMPANY] NAME _____

3.2 Specifications

1. PURPOSE OF BID:

The City of El Paso, Texas, is seeking proposals for Janitorial Services, as specified herein. The city contracts for janitorial services at several recreation, senior and sports centers.

2. AREA TO SERVICE

The areas of service are listed by lot, with subgroup identified by site name, location, number of employees working, and average number of visitors to each facility per week.

JANITORIAL SERVICES

Lot	Sub	Site Name	Site Address	Employees	Visitors per week
01	A	Arlington Shelter	4715 Junction Ave. El Paso, 79924	0	150
	B	Grandview Senior Center	3134 Jefferson Ave., 79930	2	200
	C	Grandview Shelter	3200 Jefferson Ave. El Paso, 79930	0	150
	D	Nations Tobin Sports Center	8831 Railroad Dr., 79904	15	4900
	E	Nolan Richardson Recreation Center	4435 Maxwell St., 79904	3	1637
	F	Rae Gilmore Recreation Center	8501 Diana Dr., 79904	2	891
	G	Sunrise Shelter	3800 Sunrise Ave. El Paso, 79904	0	150
	H	Veterans Recreation Center	5301 Salem Dr., 79924	4	2955
	I	Veterans Daycare	5301 Salem Dr., 79924	6	80
	J	Wellington Chew Senior Center	4430 Maxwell St., 79904	2	200

BIDDER'S [COMPANY] NAME _____

Lot 01 - Cleaning Surfaces by Category

Sub	Wood	Mondo	Linoleum	Ceramic	Rubber	Carpet	Concrete	Fans	Windows
A	SEE PARK SHELTER SCHEDULE								
B	240		6,407	2,234				16	32
C	SEE PARK SHELTER SCHEDULE								
D			7,372	1,607	20,577		4,583		
E		7,700	1,920	600			3,300		120
F			4,860	648					
G	SEE PARK SHELTER SCHEDULE								
H	6,000		5,642	5,637		3			45
I			3,222	1,703					
J			7,829	3,279		314		26	58

LOT 01- SUB A: SPECIFICATIONS FOR ARLINGTON SHELTER**INFORMATION FOR THE ARLINGTON SHELTER**

Location: 4715 Junction, El Paso, TX

Cleaning Area: Arlington Shelter 1,955 Sq. Ft.

Hours of Operation: Per Booking Schedule (ON AN AS NEEDED BASIS – 7 DAYS A WEEK)

Building Manager: Joe Rodriguez, Recreation Supervisor, 915-212-1730

Shelters require clean-up service after each rental and will be paid per visit. Provide price as a unit cost \$_____ (insert unit cost on bid form column "Unit Cost".)

LOT 01 SUB B & B-1: SPECIFICATIONS GRANDVIEW SENIOR CITIZEN CENTER**INFORMATION FOR THE GRANDVIEW SENIOR CITIZEN CENTER**

Location: 3134 Jefferson St., El Paso, TX

Cleaning Area: Grandview Senior Citizen Center 14,560 Sq. Ft.

Hours of Operation: Monday thru Friday 9:00 A.M. to 4:00 P.M.
Saturday & Sunday Closed

Building Manager: Joe Rodriguez, Recreation Supervisor, 915-212-1730

BIDDER'S [COMPANY] NAME _____

Grandview Senior Citizen Center requires Monday through Friday service and after party cleanup.

Monday through Friday: 4 hours 5:00 P.M. – 9:00 P.M.

____ Number of Porters X \$____ Hourly Rate X 20 hours/week x 4.35 weeks/month = \$____ Month

(After performing Calculation, input monthly rate in Bid form, Column “Unit Cost”)

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$____ (insert unit cost on bid form column “Unit Cost”).

LOT 01 SUB C: SPECIFICATIONS FOR GRANDVIEW SHELTER

INFORMATION FOR THE GRANDVIEW SHELTER

Location: 3200 Jefferson, El Paso, TX

Cleaning Area: Grandview Shelter 1,490 Sq. Ft.

Hours of Operation: Per Booking Schedule (ON AN AS NEEDED BASIS – 7 DAYS A WEEK)

Building Manager: Joe Rodriguez, Recreation Supervisor, 915-212-1730

Shelters require clean-up service after each rental and will be paid per visit. Provide price as a unit cost \$____ (insert unit cost on bid form column “Unit Cost”).

LOT 01 SUB D & D-1: SPECIFICATIONS FOR NATIONS TOBIN SPORTS CENTER

INFORMATION FOR NATIONS TOBIN SPORTS CENTER

Location: 8831 Railroad Dr., El Paso, TX

Cleaning Area: Nations Tobin Sports Center 37,380 Sq. Ft.

Hours of Operation: Monday thru Friday 11:00 A.M. to 8:00 P.M. (Regular Hours)
Saturday & Sunday 1:00 P.M. to 9:00 P.M. (Based on League Use)

Building Manager: Andrea Schiechl, Sports Manager, 915-351-1320

Nations Tobin Sports Center requires Monday through Sunday service and after party cleanup.

Monday through Sunday: 7 hours 5:00 A.M. – 12:30 P.M. (with 30 minute break)

____ Number of Porters X \$____ Hourly Rate X 49 hours/week x 4.35 weeks/month = \$____ Month

(After performing Calculation, input monthly rate in Bid form, Column “Unit Cost”)

BIDDER’S [COMPANY] NAME _____

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$_____ (insert unit cost on bid form column "Unit Cost".)

LOT 01 SUB E & E-1: SPECIFICATIONS FOR NOLAN RICHARDSON CENTER

INFORMATION FOR THE NOLAN RICHARDSON CENTER

Location: 4435 Maxwell, El Paso, TX

Cleaning Area: Nolan Richardson Center 14,780 Sq. Ft

Hours of Operation:	Monday thru Thursday	1:00 p.m. - 9:00 p.m.
	Friday	1:00 p.m. - 6:00 p.m.
	Saturday	9:00 a.m. - 2:00 p.m.
	Sunday	Rentals only

Building Manager: Veronica Myers, Recreation Manager, 915-544-0753

Nolan Richardson Center requires Monday through Saturday service and after party cleanup.

Monday through Friday:	4 hours	10:00 A.M. – 2:00 P.M.
Saturday:	4 hours	5:00 A.M. – 9:00 A.M.

____Number of Porters X \$_____Hourly Rate X 24 hours/week x 4.35 weeks/month = \$_____Month

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$_____ (insert unit cost on bid form column "Unit Cost")

LOT 01 SUB F & F-1: SPECIFICATIONS FOR RAE GILMORE RECREATION CENTER

INFORMATION FOR THE RAE GILMORE RECREATION CENTER

Location: 8501 Diana, El Paso, TX

Cleaning Area: Rae Gilmore Recreation Center 5,700 Sq. Ft.

Hours of Operation:	Monday thru Friday	1:00 P.M. to 8:00 P.M.
	Saturday & Sunday	Closed

Building Manager: Veronica Myers, Recreation Manager, 915-544-0753

Rae Gilmore Recreation Center requires Monday through Friday service and after party cleanup.

Monday through Friday: 3 hours 9:00 A.M. – 12:00 P.M.

____Number of Porters X \$_____Hourly Rate X 15 hours/week x 4.35 weeks/month = \$_____Month

BIDDER'S [COMPANY] NAME _____

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$_____ (insert unit cost on bid form column "Unit Cost").

LOT 01 SUB G: SPECIFICATIONS FOR SUNRISE SHELTER

INFORMATION FOR THE SUNRISE SHELTER

Location: 3800 Sunrise, El Paso, TX

Cleaning Area: Sunrise Shelter 1,879 Sq. Ft.

Hours of Operation: Per Booking Schedule (ON AN AS NEEDED BASIS – 7 DAYS A WEEK)

Building Manager: Joe Rodriguez, Recreation Supervisor, 915-212-1730

Shelters require clean-up service after each rental and will be paid per visit. Provide price as a unit cost \$_____ (insert unit cost on bid form column "Unit Cost").

LOT 01 SUB H & H-1: SPECIFICATIONS FOR VETERANS RECREATION CENTER

INFORMATION FOR THE VETERANS RECREATION CENTER

Location: 5301 Salem Dr., El Paso, TX

Cleaning Area: Veterans Recreation Center 21,688 Sq. Ft.

Hours of Operation:	Monday - Thursday	9:00 A.M. to 9:00 P.M.
	Friday	9:00 A.M. to 6:00 P.M.
	Saturday	9:00 A.M. to 2:00 P.M.
	Sunday	Closed

Building Manager: Veronica Myers, Recreation Manager, 915-544-0753

Veterans Recreation Center requires Monday through Saturday service and after party cleanup.

Monday through Saturday: 8 hours/day 7:00 A.M. – 3:30 P.M. (with 30 minute break)

____ Number of Porters X \$_____ Hourly Rate X 48 hours/week x 4.35 weeks/month = \$_____ Month

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$_____ (insert unit cost on bid form column "Unit Cost").

BIDDER'S [COMPANY] NAME _____

LOT 01 SUB I: SPECIFICATIONS FOR VETERANS DAYCARE CENTER

INFORMATION FOR THE VETERANS DAYCARE CENTER

Location: 5301 Salem Dr., El Paso, TX

Cleaning Area: Veterans Recreation Center (See above)

Hours of Operation: Monday - Friday 9:00 A.M. to 6:00 P.M.

Building Manager: Joe Rodriguez, Recreation Supervisor, 915-212-1730

Veterans Recreation Center requires Monday through Friday service.

Monday through Friday: 4 hours / day 6:00 PM – 10 PM

____ Number of Porters X \$ ____ Hourly Rate X 20 hours/week x 4.35 weeks/month = \$ ____ Month

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

LOT 01 SUB J & J-1: SPECIFICATIONS FOR WELLINGTON CHEW SENIOR CENTER

INFORMATION FOR WELLINGTON CHEW SENIOR CENTER

Location: 4430 Maxwell, El Paso, TX

Cleaning Area: Wellington Chew Senior Center 12,396 Sq. Ft.

Hours of Operation: Monday thru Friday 9:00 A.M. to 4:00 P.M.
Saturday & Sunday Closed except for rentals

Building Manager: Joe Rodriguez, Recreation Supervisor, 915-212-1730

Wellington Chew Senior Center requires Monday through Friday service and after party cleanup.

Monday through Friday: 4 hours/day 4:00 P.M. – 8:00 P.M.

____ Number of Porters X \$ ____ Hourly Rate X 20 hours/week x 4.35 weeks/month = \$ ____ Month

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$ ____ (insert unit cost on bid form column "Unit Cost".)

BIDDER'S [COMPANY] NAME _____

Lot	Sub	Site Name	Site Address	Employees	Visitors per week
02	A	Marcos B. Armijo Recreation Center	700 E. 7th Street, 79901	27	2240
	B	Braden Aboud Shelter	4325 Riverbend Dr. El Paso, 79922	0	150
	C	Chihauhuita Recreation Center	417 Charles Street, 79901	2	1014
	D	Don Haskins Recreation Center	7400 High Ridge, 79912	5	3461
	E	Judge Roger Mooris A. Galatzan Recreation Center	650 Wallenberg, 79912	4	3707
	F	Judge Roger Morris A. Galatzan Daycare	650 Wallenberg, 79912	6	80
	G	Pat O'Rourke Recreation Center	901 Virginia St., 79902	5	3350
	H	Polly Harris Senior Center	650 Wallenberg, 79912	2	200
	I	South El Paso Senior Center	600 S. Ochoa St., 79901	2	350

Lot 2 - Cleaning Surfaces by Category

Sub	Wood	Mondo	Linoleum	Ceramic	Rubber	Carpet	Concrete	Fans	Windows
A		4,641	14,276	8,927	1,056	713	2,538		98
B	SEE PARK SHELTER SCHEDULE								
C				2,280					16
D	3,840			13,895	3,265				456
E	5,594		9,434	319					24
F			4,409						24
G	8,422	2,622		2,404		592	4,000		275
H			5,208	3,408				15	23
I	340		14,410	1,591				4	64

BIDDER'S [COMPANY] NAME _____

LOT 02 SUB A & A-1: SPECIFICATIONS FOR MARCOS B. ARMIJO RECREATION CENTER

INFORMATION FOR THE MARCOS B. ARMIJO RECREATION CENTER

Location: 700 E. Seventh St., El Paso, TX

Cleaning Area: Marcos B. Armijo Recreation Center 35,000 Sq. Ft.

Hours of Operation:	Monday - Thursday	1:00 P.M. to 9:00 P.M.
	Friday	1:00 P.M. to 6:00 P.M.
	Saturday	9:00 A.M. to 2:00 P.M.
	Sunday	Closed

Building Manager: Veronica Myers, Recreation Manager, 915-544-0753

Marcos B. Armijo Recreation Center requires Monday through Saturday service.

Monday through Saturday: 8 hours 6:00 P.M. – 2:30 A.M. (with 30 minute break)

____ Number of Porters X \$____ Hourly Rate X 48 hours/week x 4.35 weeks/month = \$____ Month

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$____ (insert unit cost on bid form column "Unit Cost".)

LOT 02 SUB B: SPECIFICATIONS FOR BRADEN ABOUD SHELTER

INFORMATION FOR THE BRADEN ABOUD SHELTER

Location: 4325 Riverbend, El Paso, TX

Cleaning Area: Braden Aboud Shelter 2,169 Sq. Ft.

Hours of Operation: Per Booking Schedule (ON AN AS NEEDED BASIS – 7 DAYS A WEEK)

Building Manager: Joe Rodriguez, Recreation Supervisor, 915-212-1730

Shelters require clean-up service after each rental and will be paid per visit. Provide price as a unit cost \$____ (insert unit cost on bid form column "Unit Cost".)

LOT 02 SUB C & C-1: SPECIFICATIONS FOR CHIHUAHUITA RECREATION CENTER

INFORMATION FOR THE CHIHUAHUITA RECREATION CENTER

Location: 417 Charles Street, El Paso, TX

Cleaning Area: Chihuahita Recreation Center 2880 Sq. FT.

BIDDER'S [COMPANY] NAME _____

Hours of Operation: Monday thru Friday 11:00 A.M. to 6:00 P.M.
Saturday & Sunday Closed

Building Manager: Veronica Myers, Recreation Manager, 915-544-0753

Chihuahuita Recreation Center requires Monday through Friday service and after party cleanup.

Monday through Friday: 3 hours 9:00 A.M. – 12:00 P.M.

____ Number of Porters X \$____ Hourly Rate X 15 hours/week x 4.35 weeks/month = \$____ Month

(After performing Calculation, input monthly rate in Bid form, Column “Unit Cost”)

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$____ (insert unit cost on bid form column “Unit Cost”).

LOT 02 SUB D & D-1: SPECIFICATIONS FOR DON HASKINS RECREATION CENTER

INFORMATION FOR THE DON HASKINS RECREATION CENTER

Location: 700 E. Seventh St., El Paso, TX

Cleaning Area: Don Haskins Recreation Center 35,000 Sq. Ft.

Hours of Operation: Monday thru Thursday 9:00 A.M. to 9:00 P.M.
Friday 9:00 P.M. to 6:00 P.M.
Saturday 9:00 A.M. to 2:00 P.M.
Sunday Closed

Building Manager: Veronica Myers, Recreation Manager, 915-544-0753

Don Haskins Recreation Center requires Monday through Saturday service.

Monday through Saturday: 8 hours 6:00 P.M. – 2:30 A.M. (with 30 minute break)

____ Number of Porters X \$____ Hourly Rate X 48 hours/week x 4.35 weeks/month = \$____ Month

(After performing Calculation, input monthly rate in Bid form, Column “Unit Cost”)

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$____ (insert unit cost on bid form column “Unit Cost”).

BIDDER’S [COMPANY] NAME _____

LOT 02 SUB E & E-1: SPECIFICATIONS FOR JUDGE ROGER MOORIS A. GALATZAN RECREATION CENTER

INFORMATION FOR JUDGE ROGER MOORIS A. GALATZAN RECREATION CENTER

Location: 650 Wallenburg, El Paso, TX

Cleaning Area: Judge Roger Mooris A. Galatzan Recreation Center 24,760 Sq. Ft.

Hours of Operation: Monday thru Thursday 9:00 A.M. to 9:00 P.M.
Friday 9:00 A.M. to 6:00 P.M.
Saturday 9:00 A.M. to 2:00 P.M.
Sunday Closed

Building Manager: Veronica Myers, Recreation Manager, 915-544-0753

Judge Roger Mooris A. Galatzan Recreation Center requires Monday through Saturday service and after party cleanup.

Monday through Thursday: 9 hours/day, 5:00 P.M. – 2:30 A.M. (with 30 minute break)
Friday: 8 hours/day, 5:00 P.M. – 1:30 A.M. (with 30 minute break)
Saturday: 4 hours/day, 12:00 P.M – 4:00 P.M.

____Number of Porters X \$____Hourly Rate X 48 hours/week x 4.35 weeks/month = \$____Month

(After performing Calculation, input monthly rate in Bid form, Column “Unit Cost”)

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$____ (insert unit cost on bid form column “Unit Cost”).

LOT 02 SUB F: SPECIFICATIONS FOR JUDGE ROGER MOORIS A. GALATZAN DAYCARE CENTER

INFORMATION FOR THE JUDGE ROGER MOORIS A. GALATZAN DAYCARE CENTER

Location: 650 Wallenburg, El Paso, TX

Cleaning Area: Judge Roger Mooris A. Galatzan Daycare Center, Sq.Ft. (see above)

Hours of Operation: Monday - Friday 9:00 A.M. to 6:00 P.M.

Building Manager: Joe Rodriguez, Recreation Supervisor, 915-212-1730

Judge Roger Mooris A. Galatzan Daycare Center requires Monday through Friday service.

Monday through Friday: 4 hours 6:00PM – 10:00PM

____Number of Porters X \$____Hourly Rate X 20 hours/week x 4.35 weeks/month = \$____Month

(After performing Calculation, input monthly rate in Bid form, Column “Unit Price” Cost)

BIDDER’S [COMPANY] NAME _____

LOT 02 SUB G & G-1: SPECIFICATIONS FOR PAT O'ROURKE RECREATION CENTER
--

INFORMATION FOR PAT O'ROURKE RECREATION CENTER

Location: 901 Virginia Street, El Paso, TX

Cleaning Area: Pat O'Rourke Recreation Center 36315 Sq. Ft.

Hours of Operation: Monday thru Thursday 9:00 A.M. to 9:00 P.M.
 Friday 9:00 A.M. to 6:00 P.M.
 Saturday 9:00 A.M. to 2:00 P.M.
 Sunday Closed

Building Manager: Veronica Myers, Recreation Manager, 915-544-0753

Pat O'Rourke Recreation Center requires Monday through Saturday service and after party cleanup.

Monday through Thursday: 9 hours/day, 5:00 P.M. – 2:30 A.M. (with 30 minute break)
 Friday: 8 hours/day, 5:00 P.M. – 1:30 A.M. (with 30 minute break)
 Saturday: 4 hours/day, 12:00 P.M – 4:00 P.M.

_____Number of Porters X \$_____Hourly Rate X 48 hours/week x 4.35 weeks/month = \$_____Month

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$_____ (insert unit cost on bid form column "Unit Cost".)

LOT 02 SUB H & H-1: SPECIFICATIONS FOR POLLY HARRIS SENIOR CENTER
--

INFORMATION FOR POLLY HARRIS SENIOR CENTER

Location: 650 Wallenburg, El Paso, TX

Cleaning Area: Polly Harris Senior Center 7,586 Sq. Ft.

Hours of Operation: Monday thru Friday 9:00 A.M. to 4:00 P.M.
 Saturday & Sunday Closed except for rentals

Building Manager: Joe Rodriguez, Recreation Supervisor, 915-212-1730

Polly Harris Senior Center requires Monday through Friday service and after party cleanup.

Monday through Friday: 4 hours/day 4:00 P.M. – 8:00 P.M.

_____Number of Porters X \$_____Hourly Rate X 20 hours/week x 4.35 weeks/month = \$_____Month

BIDDER'S [COMPANY] NAME _____

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$_____ (insert unit cost on bid form column "Unit Cost".)

LOT 02 SUB I & I-1: SPECIFICATIONS FOR SOUTH EL PASO SENIOR CENTER

INFORMATION FOR SOUTH EL PASO SENIOR CENTER

Location: 600 S. Ochoa St., El Paso, TX

Cleaning Area: South El Paso Senior Citizen Center 14,560 Sq. Ft.

Hours of Operation: Monday thru Friday 9:00 A.M. to 4:00 P.M.
Saturday & Sunday Closed

Building Manager: Joe Rodriguez, Recreation Supervisor, 915-212-1708

South El Paso Senior Center requires Monday through Friday service and after party cleanup.

Monday through Friday: 7 hours 5:00 P.M. – 12:00 A.M.

____Number of Porters X \$_____Hourly Rate X 35 hours/week x 4.35 weeks/month = \$_____Month

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$_____ (insert unit cost on bid form column "Unit Cost".)

Lot	Sub	Site Name	Site Address	Employees	Visitors per week
03	A	Chalio Acosta Sports Center	4321 Delta Dr., 79905	26	5200
	B	Hilos De Plata Senior Center	4451 Delta St., 79905	2	300
	C	Leona Ford Washington Recreation Center	3400 E. Missouri, 79903	3	1342
	D	Memorial Garden Area	3105 Grant Avenue, El Paso, 79930	0	500
	E	Memorial Park Reserve	3100 Copper Ave. El Paso, 79930	0	600
	F	Memorial Senior Center	1800 Byron St., 79930	2	200
	G	Multipurpose Recreation Center	9031 Viscount Blvd., 79925	5	2796
	H	San Juan Recreation Center	701 N. Glenwood St., 79905	3	1684

BIDDER'S [COMPANY] NAME _____

	I	San Juan Senior Center	5701 Tamburo Ct., 79905	2	300
	J	Seville Recreation Center	6700 Sambrano, 79905	2	601

Lot 3 - Cleaning Surfaces by Category

Sub	Wood	Mondo	Linoleum	Ceramic	Rubber	Carpet	Concrete	Fans	Windows
A	426			600	13,291				69
B			14,304	1,110		192			63
C	2,484			3597	600	78		122 vents and fans	32
D	SEE PARK SHELTER SCHEDULE								
E	SEE PARK SHELTER SCHEDULE								
F	192		7,143	584				10	27
G	784		8,211		4,704				121
H			460	5,438	6,693				
I	426		0	9674				10	39
J			2,766	600		11			

BIDDER'S [COMPANY] NAME _____

LOT 03 SUB A & A-1: SPECIFICATIONS FOR CHALIO ACOSTA (DELTA) SPORTS CENTER

INFORMATION FOR THE CHALIO ACOSTA (DELTA) SPORTS CENTER

Location: 4321 Delta St., El Paso, TX

Cleaning Area: Chalio Acosta (Delta) Sports Center 23,380 Sq. Ft.

Hours of Operation: Monday thru Friday 11:00 A.M. to 8:00 P.M.
Saturday & Sunday 8:00 A.M. to 8:00 P.M. (Based on league use)

Building Manager: Andrea Schiechl, Sports Manager, 915-351-1320

Chalio Acosta (Delta) Sports Center requires Monday through Sunday service and after party cleanup.

Monday through Friday: 3.5 hours 8:00 A.M. – 11:30 A.M.

Saturday and Sunday: 3.5 hours 6:00 A.M. – 9:30 A.M.

____ Number of Porters X \$ ____ Hourly Rate X 24.5 hours/week x 4.35 weeks/month = \$ ____ Month

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$ ____ (insert unit cost on bid form column "Unit Cost".)

LOT 03 SUB B & B-1: SPECIFICATIONS FOR HILOS DE PLATA SENIOR CENTER
--

INFORMATION FOR HILOS DE PLATA SENIOR CENTER

Location: 4451 Delta St., El Paso, TX

Cleaning Area: Hilos De Plata Senior Center 14,412 Sq. Ft.

Hours of Operation: Monday thru Friday 9:00 A.M. to 4:00 P.M.
Saturday Closed except for rentals
Sunday 8:00 A.M. to 4:00 P.M.

Building Manager: Joe Rodriguez, Recreation Supervisor, 915-212-1730

Hilos De Plata Senior Center requires Monday through Friday service and after party cleanup.

Monday through Saturday: 6 hours/day 4:00 A.M. – 10:30 A.M.

____ Number of Porters X \$ ____ Hourly Rate X 36 hours/week x 4.35 weeks/month = \$ ____ Month

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$ ____ (insert unit cost on bid form column "Unit Cost".)

BIDDER'S [COMPANY] NAME _____

LOT 03 SUB C & C-1: SPECIFICATIONS FOR LEONA FORD WASHINGTON RECREATION CENTER

INFORMATION FOR THE LEONA FORD WASHINGTON RECREATION CENTER

Location: 3400 E. Missouri St., El Paso, TX

Cleaning Area: Leona Ford Washington Recreation Center 7,685 Sq. Ft.

Hours of Operation:	Monday thru Thursday	1:00 P.M. to 9:00 P.M.
	Friday	1:00 P.M. to 6:00 P.M.
	Saturday	9:00 A.M. to 2:00 P.M.
	Sunday	Closed

Building Manager: Veronica Myers, Recreation Manager, 915-544-0753

Leona Ford Washington Recreation Center requires Monday through Saturday service and after party cleanup.

Monday through Friday: 4 hours/day 10:30 A.M. – 2:30 P.M.

Saturday: 4 hours/day 7:00 A.M – 11:00 A.M.

____ Number of Porters X \$_____ Hourly Rate X 24 hours/week x 4.35 weeks/month = \$_____ Month

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$_____ (insert unit cost on bid form column "Unit Cost".)

LOT 03 SUB D: SPECIFICATIONS FOR MEMORIAL GARDEN CENTER
--

INFORMATION FOR THE MEMORIAL GARDEN CENTER

Location: 3105 Grant Ave, El Paso, TX

Cleaning Area: Memorial Garden Center

Hours of Operation: Per Booking Schedule (SUMMER CAMP 8 WEEKS: June - Aug)

Building Manager: Joe Rodriguez, Recreation Supervisor, 915-212-1730

Memorial Garden Center requires clean-up service after each day.

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$_____ (insert unit cost on bid form column "Unit Cost".)

BIDDER'S [COMPANY] NAME _____

LOT 03 SUB E: SPECIFICATIONS FOR MEMORIAL PARK RESERVE AREA

INFORMATION FOR THE MEMORIAL PARK RESERVE AREA

Location: 3100 N. Cooper Ave, El Paso, TX

Cleaning Area: Memorial Park Reserve Area (inside park)

Hours of Operation: Per Booking Schedule (ON AN AS NEEDED BASIS – 7 DAYS A WEEK)

Building Manager: Joe Rodriguez, Recreation Supervisor, 915-212-1730

Reserve requires clean-up service after each rental and will be paid per visit. Provide price as a unit cost \$_____ (insert unit cost on bid form column “Unit Cost”).

LOT 03 SUB F & F-1: SPECIFICATIONS FOR MEMORIAL SENIOR CENTER

INFORMATION FOR MEMORIAL SENIOR CENTER

Location: 1800 Byron, El Paso, TX

Cleaning Area: Memorial Senior Center 12,006 Sq. Ft.

Hours of Operation: Monday thru Friday 9:00 A.M. to 4:00 P.M.
Saturday & Sunday Closed except for rentals

Building Manager: Joe Rodriguez, Recreation Supervisor, 915-212-1730

Memorial Senior Center requires Sunday through Friday service and after party cleanup.

Monday through Friday: 4 hours/day 4:00 P.M. – 8:00 P.M.

____Number of Porters X \$_____Hourly Rate X 20 hours/week x 4.35 weeks/month = \$_____Month

(After performing Calculation, input monthly rate in Bid form, Column “Unit Cost”)

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$_____ (insert unit cost on bid form column “Unit Cost”).

BIDDER’S [COMPANY] NAME _____

LOT 03 SUB G & G-1: SPECIFICATIONS FOR MULTI-PURPOSE CENTER

INFORMATION FOR MULTI-PURPOSE CENTER

Location: 9031 Viscount, El Paso, TX

Cleaning Area: Multi-Purpose Center, 18,610 Sq. Ft.

Hours of Operation:	Monday thru Thursday	9:00 A.M. to 9:00 P.M.
	Friday	9:00 A.M. to 6:00 P.M.
	Saturday	9:00 A.M. to 2:00 P.M.
	Sunday	Closed except for rentals

Building Manager: Veronica Myers, Recreation Manager, 915-544-0753

Multi-Purpose Center requires Monday through Saturday service and after party cleanup.

Monday through Saturday: 8 hours/day 6:30 A.M. – 3:00 P.M. (with 30 minute break)

____ Number of Porters X \$____ Hourly Rate X 48 hours/week x 4.35 weeks/month = \$____ Month

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$____ (insert unit cost on bid form column "Unit Cost".)

LOT 03 SUB H: SPECIFICATIONS FOR SAN JUAN RECREATION CENTER

INFORMATION FOR THE SAN JUAN RECREATION CENTER

Location: 701 N. Glenwood, El Paso, TX

Cleaning Area: San Juan Recreation Center 17,684 Sq. Ft.

Hours of Operation:	Monday thru Thursday	1:00 P.M. to 9:00 P.M.
	Friday	1:00 P.M. to 6:00 P.M.
	Saturday	9:00 A.M. to 2:00 P.M.
	Sunday	Closed

Building Manager: Veronica Myers, Recreation Manager, 915-544-0753

San Juan Recreation Center requires Monday through Saturday service.

Monday through Friday: 6 hours/day 7:00 A.M. – 1:30 P.M. (with 30 minute break)
 Saturday: 3 hours/day 8:00 A.M – 11:00 A.M.

____ Number of Porters X \$____ Hourly Rate X 33 hours/week x 4.35 weeks/month = \$____ Month

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

BIDDER'S [COMPANY] NAME _____

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$_____ (insert unit cost on bid form column "Unit Cost".)

LOT 03 SUB I & I-1: SPECIFICATIONS FOR SAN JUAN SENIOR CITIZEN CENTER

INFORMATION FOR THE SAN JUAN SENIOR CITIZEN CENTER

Location: 5701 Tamburo Court, El Paso,

Cleaning Area: San Juan Senior Citizen Center 9,086 Sq. Ft.

Hours of Operation: Monday thru Friday 9:00 A.M. to 4:00 P.M.
Saturday & Sunday Closed

Building Manager: Joe Rodriguez, Recreation Supervisor, 915-212-1730

San Juan Senior Citizen Center requires Monday through Friday service and after party cleanup.

Monday through Friday: 3 hours 7:30 P.M. – 10:30 P.M.

____ Number of Porters X \$_____ Hourly Rate X 15 hours/week x 4.35 weeks/month = \$_____ Month

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$_____ (insert unit cost on bid form column "Unit Cost".)

LOT 03 SUB J J-1: SPECIFICATIONS FOR SEVILLE RECREATION CENTER

LOCATION INFORMATION FOR THE SEVILLE RECREATION CENTER

Location: 6700 Sambrano, El Paso, TX

Cleaning Area: Seville Recreation Center 5,700 Sq. Ft.

Hours of Operation: Monday thru Friday 1:00 P.M. to 8:00 P.M.
Saturday & Sunday Closed

Building Manager: Veronica Myers, Recreation Manager, 915-544-0753

Rae Gilmore Recreation Center requires Monday through Friday service and after party cleanup.

Monday through Saturday: 3 hours 11:00 A.M. – 2:00 P.M.

____ Number of Porters X \$_____ Hourly Rate X 18 hours/week x 4.35 weeks/month = \$_____ Month

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

BIDDER'S [COMPANY] NAME _____

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$_____ (insert unit cost on bid form column "Unit Cost".)

Lot	Sub	Site Name	Site Address	Employees	Visitors per week
04	A	Carolina Recreation Center	563 N. Carolina, 79915	5	4969
	B	Eastside Senior Center	3200 Fierro St., 79935	2	300
	C	Reverend Peter Martinez Senior Center	9311 Alameda Ave., 79905	2	400
	D	Gary Del Palacio Recreation Center	3001 Parkwood St., 79925	5	4437
	E	Happiness Senior Center	563 N. Carolina St., 79915	2	200
	F	Lionel Forti Shelter	7735 Phoenix Ave. El Paso, 79915	0	300
	G	Marty Robbins Recreation Center	11620 Vista Del Sol, 79935	5	5108
	H	Pavo Real Recreation Center	9301 Alameda Ave, 79907	5	3928
	I	Thomas Manor Shelter	7901 Knights Dr. El Paso, 79915	0	150

Lot 4 - Cleaning Surfaces by Category

Sub	Wood	Mondo	Linoleum	Ceramic	Rubber	Carpet	Concrete	Fans	Windows
A	5,900	4,410	6,666	2,245					29
B			5,872	1,367				17	19
C	476		9,325	618				28	41
D	8,295	6,432	6,816	1,410	296	233			185
E	140		5,828	580				14	26
F	SEE PARK SHELTER SCHEDULE								
G	7448		5,954	781	1,334	228			199
H	8,943		9,370						42
I	SEE PARK SHELTER SCHEDULE								

BIDDER'S [COMPANY] NAME _____

LOT 04 SUB A A-1: SPECIFICATIONS FOR CAROLINA RECREATION CENTER

INFORMATION FOR THE CAROLINA RECREATION CENTER

Location: 563 N. Carolina Street, El Paso, TX

Cleaning Area: Carolina Recreation Center 30,200 Sq. Ft.

Hours of Operation:	Monday thru Thursday	9:00 A.M. to 9:00 P.M.
	Friday	9:00 A.M. to 6:00 P.M.
	Saturday	9:00 A.M. to 2:00 P.M.
	Sunday	Closed

Building Manager: Veronica Myers, Recreation Manager, 915-544-0753

Carolina Recreation Center requires Monday through Saturday service and after party cleanup.

Monday through Saturday: 8 hours 6:30 A.M. – 3:00 P.M. (with 30 minute break)

____ Number of Porters X \$____ Hourly Rate X 48 hours/week x 4.35 weeks/month = \$____ Month

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$____ (insert unit cost on bid form column "Unit Cost".)

LOT 04 SUB B & B-1: SPECIFICATIONS FOR EASTSIDE SENIOR CITIZEN CENTER

LOCATION INFORMATION FOR THE EASTSIDE SENIOR CITIZEN CENTER

Location: 3200 Fierro, El Paso, TX

Cleaning Area: Eastside Senior Citizen Center 8,300 Sq. Ft.

Hours of Operation:	Monday thru Friday	9:00 A.M. to 4:00 P.M.
	Saturday & Sunday	Closed

Building Manager: Joe Rodriguez, Recreation Supervisor, 915-212-1708

Eastside Senior Citizen Center requires Monday through Friday service and after party cleanup.

Monday through Friday: 4 hours 7:00 P.M. – 11:00 P.M.

____ Number of Porters X \$____ Hourly Rate X 20 hours/week x 4.35 weeks/month = \$____ Month

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$____ (insert unit cost on bid form column "Unit Cost".)

BIDDER'S [COMPANY] NAME _____

LOT 04 SUB C & C-1: SPECIFICATIONS FOR REVEREND PETER MARTINEZ SENIOR CENTER

INFORMATION FOR REVEREND PETER MARTINEZ SENIOR CENTER

Location: 9311 Alameda St., El Paso, TX

Cleaning Area: Reverend Peter Martinez Senior Center 8,393 Sq. Ft.

Hours of Operation: Monday thru Friday 9:00 A.M. to 4:00 P.M.
Saturday & Sunday Closed except for rentals

Building Manager Joe Rodriguez, Recreation Supervisor, 915-212-1730

Reverend Peter Martinez Senior Center requires Monday through Friday service and after party cleanup.

Monday through Saturday: 6 hours/day, 4:00 P.M. to 10:30 P.M. (with 30 minute break)

____ Number of Porters X \$____ Hourly Rate X 36 hours/week x 4.35 weeks/month = \$____ Month

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$____ (insert unit cost on bid form column "Unit Cost".)

LOT 04 SUB D & D-1: SPECIFICATIONS FOR GARY DEL PALACIO RECREATION CENTER
--

INFORMATION FOR GARY DEL PALACIO RECREATION CENTER

Location: 3001 Parkwood St., El Paso, TX

Cleaning Area: Gary Del Palacio Recreation Center 24,441 Sq. Ft.

Hours of Operation: Monday thru Thursday 9:00 A.M. to 9:00 P.M.
Friday 9:00 A.M. to 6:00 P.M.
Saturday 9:00 A.M. to 2:00 P.M.
Sunday Closed

Building Manager: Veronica Myers, Recreation Manager, 915-544-0753

Gary del Palacio Recreation Center requires Monday through Saturday service and after party cleanup.

Monday through Saturday: 8 hours 6:30 A.M. – 3:00 P.M. (with 30 minute break)

____ Number of Porters X \$____ Hourly Rate X 48 hours/week x 4.35 weeks/month = \$____ Month

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$____ (insert unit cost on bid form column "Unit Cost".)

BIDDER'S [COMPANY] NAME _____

LOT 01 SUB E & E-1: SPECIFICATIONS FOR HAPPINESS SENIOR CENTER

INFORMATION FOR HAPPINESS SENIOR CENTER

Location: 563 North Carolina, El Paso, TX

Cleaning Area: Happiness Senior Center 4,928 Sq. Ft.

Hours of Operation: Monday thru Friday 9:00 A.M. to 4:00 P.M.
Saturday & Sunday Closed except for rentals

Building Manager: Joe Rodriguez, Recreation Supervisor, 915-212-1730

Happiness Senior Center requires Monday through Friday service and after party cleanup.

Monday through Friday: 4 hours/day 4:00 P.M. – 8:00 P.M.

____ Number of Porters X \$____ Hourly Rate X 20 hours/week x 4.35 weeks/month = \$____ Month

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$____ (insert unit cost on bid form column "Unit Cost".)

LOT 04 SUB F: SPECIFICATIONS FOR LIONEL FORTI SHELTER

INFORMATION FOR THE LIONEL FORTI SHELTER

Location: 7735 Phoenix, El Paso, TX

Cleaning Area: Lionel Forti Shelter 2,143 Sq. Ft.

Hours of Operation: Per Booking Schedule (ON AN AS NEEDED BASIS – 7 DAYS A WEEK)

Building Manager: Joe Rodriguez, Recreation Supervisor, 915-212-1730

Shelters require clean-up service after each rental and will be paid per visit. Provide price as a unit cost \$____ (insert unit cost on bid form column "Unit Cost".)

LOT 04 SUB G & G-1: SPECIFICATIONS FOR MARTY ROBBINS RECREATION CENTER

INFORMATION FOR MARTY ROBBINS RECREATION CENTER

Location: 11600 Vista Del Sol., El Paso, TX

BIDDER'S [COMPANY] NAME _____

Cleaning Area: Marty Robbins Recreation Center 21,453 Sq. Ft.

Hours of Operation: Monday - Thursday 9:00 A.M. to 9:00 P.M.
 Friday 9:00 A.M. to 6:00 P.M.
 Saturday 9:00 A.M. to 2:00 P.M.
 Sunday Closed

Building Manager: Veronica Myers, Recreation Manager, 915-544-0753

Marty Robbins Recreation Center requires Monday through Saturday service and after party cleanup.

Monday through Saturday: 8 hours 2:00 P.M. – 10:30 P.M. (with 30 minute break)

____ Number of Porters X \$____ Hourly Rate X 48 hours/week x 4.35 weeks/month = \$____ Month

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$____ (insert unit cost on bid form column "Unit Cost".)

LOT 04 SUB H & H-1: SPECIFICATIONS FOR PAVO REAL RECREATION CENTER

INFORMATION FOR THE PAVO REAL RECREATION CENTER

Location: 9301 Alameda Ave, El Paso, TX

Cleaning Area: Pavo Real Recreation Center 21,688 Sq. Ft

Hours of Operation: Monday - Thursday 9:00 A.M. - 9:00 P.M.
 Friday 9:00 A.M. - 6:00 P.M.
 Saturday 9:00 A.M. - 2:00 P.M.
 Sunday Closed

Building Manager: Veronica Myers, Recreation Manager, 915-544-0753

Pavo Real Recreation Center requires Monday through Saturday service and after party cleanup.

Monday through Saturday: 8 hours 6:30 A.M. – 3:00 P.M. (with 30 minute break)

____ Number of Porters X \$____ Hourly Rate X 48 hours/week x 4.35 weeks/month = \$____ Month

(After performing Calculation, input monthly rate in Bid form, Column "Unit Cost")

After party clean-up service is required after each rental and will be paid per visit. Provide price as a unit cost \$____ (insert unit cost on bid form column "Unit Cost".)

LOT 04 I: SPECIFICATIONS FOR THOMAS MANOR SHELTER

BIDDER'S [COMPANY] NAME _____

INFORMATION FOR THE THOMAS MANOR SHELTER

Location: 7901 Knights, El Paso, TX

Cleaning Area: Thomas Manor Shelter 1,490 Sq. Ft.

Hours of Operation: Per Booking Schedule (ON AN AS NEEDED BASIS – 7 DAYS A WEEK)

Building Manager: Joe Rodriguez, Recreation Supervisor, 915-212-1730

Shelters require clean-up service after each rental and will be paid per visit. Provide price as a unit cost \$_____ (insert unit cost on bid form column "Unit Cost".)

BIDDER'S [COMPANY] NAME _____

Park Shelter Schedule Cleaning Surfaces

Name	Size - Sq. Ft.	Flooring	Walls	Overhead Doors	Windows	Ceiling Fans
Arlington	1,769	Cement	Cinder Block	4	1	n/a
Braden Aboud	1,940	Cement	Cinder Block	4	n/a	5
Grandview	1,316	Cement	Cinder Block	1	2	6
Lionel Forti	1,904	Tile	Cinder Block	4	n/a	6
Sunrise	1,680	Cement	Cinder Block	4	1	n/a
Thomas Manor	1,296	Mondo Resilient	Cinder Block	3	2	2
Memorial Reserve	252	Cement	Cinder Block	n/a	n/a	n/a
Memorial Garden Center	1,334	Vinyl Tile	Brick/Cinder Block	n/a	27	n/a

Contact for more information - Laura Garcia, Business/Finance Manager 915-212-1715

Information on the number of visitors and employees, and the current service schedule is provided to assist bidders in estimating the requirement for consumable supplies. These estimates are averages only, and are not binding or guarantees.

3. PROBATIONARY PERIOD

The Successful Bidder will be on a probationary period for the first ninety (90) calendar days of the contract, to allow for performance evaluation. The City may terminate the contract for any reason during the probationary period by written notice of the termination to the Successful Bidder at least ten (10) calendar days prior thereto.

4. TERMINATION OF CONTRACT AFTER PROBATIONARY PERIOD

In the event at any time the work performed by the Successful Bidder is unsatisfactory, the Successful Bidder will be notified by the City and will be given one (1) day to correct the work. If the problem is not corrected after one (1) day, the Successful Bidder will be given a written notice of Material Breach of Contract.

- 1) The Material Breach of Contract will give notice to the Successful Bidder that the breach must be cured within five (5) calendar days or the contract will be terminated. If the Successful Bidder fails to cure the breach within five (5) calendar days, the contract is null and void, and the Successful Bidder must immediately vacate the premises.
- 2) If, at any point during the contract, the Successful Bidder has received three (3) Breach of Contract notices, even if the first two breaches were corrected, the contract may be terminated.
- 3) The City shall decide all questions and interpretations, which may arise as to the quality and acceptability of any work performed under the contract.

5. TERM OF CONTRACT:

The term of this contract shall be for thirty-six (36) months.

BIDDER'S [COMPANY] NAME _____

6. BIDDER'S QUALIFICATIONS AND REFERENCE:**a) Executive Summary:**

Please provide an overall executive summary, not to exceed two pages, outlining the major points of the proposal and distinguishing your services from competitors.

7. DAMAGES:

Any installation or other services performed by the Successful Bidder shall in no way modify, void, or compromise the Manufacturer's Warranty, features, serviceability, or normal operation of any City property or equipment. Any services that result contrary to these conditions shall be remedied at the sole cost of the successful Bidder, up to and including replacement of the equipment.

8. STOCK:

The successful Bidder shall agree to maintain access to sufficient labor and sufficient stock of any items or equipment required in the award of this Bid.

9. INVOICING

Monthly invoices are to be sent to City of El Paso, Attn: Parks and Recreation Dept.- Business/Finance Manager, P.O. Box 1890, El Paso, Texas, 79901. Payment of invoices will be made within thirty (30) calendar days, unless otherwise specified, after receipt of an accurate invoice that has been reviewed and approved by the applicable department's authorized representative.

10. EQUIPMENT

The Successful Bidder shall furnish and maintain all equipment required to perform the janitorial servicing of the modular buildings.

All equipment furnished by the Successful Bidder shall be engraved or otherwise permanently identified, so that ownership can be readily determined.

11. MATERIAL FURNISHED

Upon submission of a purchase request form from the Successful Bidder to the City's designated contact, as referenced in Section 6 of the General Condition, the City will provide from its storeroom: toilet tissue, toilet seat covers, soap refills, sanitary napkin receptacle liners, trash receptacle liners, and multifold paper towels. The Successful Bidder shall furnish all other labor, materials, and equipment required to perform the janitorial services in these facilities.

12. STORAGE OF MATERIALS

Storage of any materials shall be the Successful Bidder's responsibility, and the City will not be responsible for loss or damage to materials, tools, appliances, or work arising from acts of theft, vandalism, malicious mischief, or other causes.

13. INDEPENDENT CONTRACTORS

Successful Bidder represents that it is fully experienced and properly qualified to perform the class of work provided for herein, and that it is properly licensed, equipped, organized, and financed to perform such work. Successful Bidder shall act as an independent contractor and not as the agent of the City in performing the contract. The Successful Bidder shall maintain complete control over its employees and all of its subcontractors. Nothing contained in the contract, or any subcontract awarded by Successful Bidder, shall alleviate Successful Bidder from performance of this work. Successful Bidder shall perform all work in accordance with its own methods, subject to compliance with the contract.

14. DISPUTES

Any dispute relating to the contract after award shall be resolved through good faith efforts on the part of the

BIDDER'S [COMPANY] NAME _____

Successful Bidder and the City. At all times, the Successful Bidder shall carry on the work and maintain the progress schedule in accordance with the requirements of the contract and the determination of the City, pending resolution of the dispute.

15. RESPONSIBILITY FOR WORK SECURITY

Successful Bidder shall at all times conduct all operations under the contract in a manner to avoid the risk of loss, theft, or damage to any property by vandalism, sabotage, or other means. Successful Bidder shall promptly take all reasonable precautions which are necessary and adequate against any conditions which involve a risk of loss, theft, or damage to its property, the City's property, and the work site. Successful Bidder shall continuously inspect all its work, materials, and equipment facilities to discover and determine any such conditions and shall be solely responsible for discovery, determination, and correction of such conditions.

Successful Bidder shall comply with all applicable laws and regulations. Successful Bidder shall cooperate with the City on all security matters and shall promptly comply with any project security requirements established by the City. Such compliance with these security requirements shall not relieve Successful Bidder of its responsibility for maintaining proper security for the above-noted items, nor shall it be construed as limiting in any manner Successful Bidder's obligation to undertake reasonable action as required to establish and maintain secure conditions at the site.

Successful Bidder shall prepare and maintain accurate reports of incidents of loss, theft, or vandalism, and shall furnish these reports to the City in a timely manner.

16. LABOR

The Successful Bidder and subcontractors shall be bound by and comply with all federal, state, and local laws with regard to minimum wages, overtime work, hiring and discrimination. All work necessary to be performed after regular working hours, on Sundays or legal holidays shall be performed without additional expense to the City.

17. POST-AWARD WALK-THROUGH

Prior to the commencement of the contract, the City will conduct a walk-through of all the facilities, with the Successful Bidder. The purpose of the walk-through will be to familiarize the Successful Bidder with the facilities and to establish the level of service expected. The City reserves the right to correct any deficiencies discovered or to allow for additional payment to an approved contractor or the Successful Bidder to correct the deficiencies and to bring the facility up to the City's expected standards.

18. USE OF EQUIPMENT

The Successful Bidder shall accomplish the cleaning of the buildings listed herein in a manner such that it shall not interfere with other scheduled activities, and shall confine equipment and the operation of personnel to the locations established by these specifications. The work shall be performed after scheduling the days and hours with the Recreation Coordinator of the facility being serviced.

Special care shall be taken by the Successful Bidder to prevent damage to the interior of the buildings in which its employees are working.

The Successful Bidder shall be responsible for the repair of damage to building interiors or exteriors, which may be caused by workmen or equipment being used during the course of their duties.

19. SUCCESSFUL BIDDER RESPONSIBILITIES

The Successful Bidder shall comply with the following requirements and any deviation from them must have the City's approval:

BIDDER'S [COMPANY] NAME _____

The Successful Bidder will be furnished keys to the buildings included in the contract and shall be held responsible for their use or misuse. The Successful Bidder will pay for any lost key. Any re-keying of buildings will be done at the expense of the Successful Bidder.

The Successful Bidder's employees shall observe the City's smoking policy at all times.

The Successful Bidder shall ensure that its employees do not operate or tamper with office equipment, radios, televisions, or other equipment located in the facility.

The Successful Bidder shall ensure all City fire, safety and security procedures are followed by its employees. Procedures will be thoroughly explained to all employees.

The Successful Bidder shall report all stopped drains, broken fixtures, glass, etc., to the City representative through the established Facility Management work order system.

The Successful Bidder's employees will maintain a neat appearance at all times and shall wear an identification badge. The badge shall have a picture of the employee with his name and the company name on the face of the badge. This identification badge must be worn in plain sight at all times while the employee is on the premises.

The Successful Bidder shall maintain control of its employees while they are on the City's property. The Successful Bidder shall immediately remove any employee whose work performance or conduct is objectionable.

The Successful Bidder shall maintain a work force sufficient in size to do all the work as scheduled. The Successful Bidder at no additional cost to the City shall schedule the minimum number of man-hours, which the Successful Bidder believes necessary to correct all unsatisfactory work by the end of the next shift.

The time frame for all janitorial work in the facilities is to be in accordance with the chart in Item 18. No work is to be conducted outside of these hours without specific permission from the City, such as in the use of Date Time Janitors.

20. USE OF FACILITY TELEPHONES

Use of telephones in these facilities will be allowed on an emergency basis for local calls only. Under NO circumstances will long distance calls be allowed using City telephones.

21. USE OF FACILITY TELEVISIONS, RADIOS AND ELECTRONIC EQUIPMENT

Use of facility televisions, radios, computers and other electronic equipment is prohibited.

22. SMOKE FREE FACILITY

All City of El Paso buildings are smoke-free facilities. All facilities to be maintained under this contract are smoke-free, and employees and agents working under this contract are specifically prohibited from smoking in the building. Designated smoking areas are located outside each building; questions should be referred to the designated contact person in Section 6.

BIDDER'S [COMPANY] NAME _____

TECHNICAL INFORMATION

EXHIBIT A

1. MATERIAL SAFETY DATA SHEETS

The Successful Bidder shall provide Material Safety Data Sheets (MSDS) that comply with OSHA Title 29 CFR, section 1910.1200, for all chemicals intended for use in City facilities, with a copy installed at each work location. If new chemical products are introduced or new janitorial employees are hired, the Successful Bidder is responsible for reviewing the MSDS with employees and ensuring that all employees understand and are trained in the safe use of all materials. The MSDS sheets must be legible, and printed in English and Spanish, and available in format to accommodate those who are unable to read. Only MSDS for chemicals/cleaners used on site are to be displayed. Complete booklets of all industry MSDS sheets are NOT acceptable.

All containers of cleaning materials must be properly labeled as per OSHA requirements.

Successful Bidder shall be responsible for any fines imposed by OSHA for lack of its performance regarding MSDS sheets.

2. CHEMICALS

All chemicals and floor finishes, *i.e.*, cleaning materials, scouring powders, etc., shall be labeled and identified as to content and shall be transported or placed at eye level or lower to prevent accidental spilling into the eyes or face.

All chemicals to be used on the premises for the purpose of performing the janitorial services shall be approved by the City prior to use. If any chemicals are inadvertently left on City property at the end of the contract or termination thereof, and the City has to pay for the removal and disposal of Successful Bidder's materials, the Successful Bidder will be held liable for any and all charges incurred by the City as a result thereof. The City will deduct the expense incurred from the Successful Bidder's final payment.

3. RUBBER GLOVES

Janitorial workers will use disposable non-sterile rubber gloves when handling any solution that warns of skin irritation. Gloves must be changed between cleaning the restrooms and other areas of the facility. The gloves are to be removed prior to restocking paper supplies and hand soap. The gloves are to be disposed of in a proper manner.

4. VACUUMING EQUIPMENT

All vacuum cleaners shall have an enclosed hard case with a disposable bag system.

5. ENFORCEMENT OF "LOCK-DOOR" POLICY

All locked doors are to remain locked at all times and Successful Bidder's employees are not allowed to open any doors for anyone.

6. ANNUAL WORK SCHEDULE

After Successful Bidder receives the City's Purchase Order and before the commencement of work, the Successful Bidder shall provide to the City a proposed annual work schedule to accomplish the services pursuant to the contract along with the names of the person or persons to contact. The schedule shall be set on an annual calendar identifying tasks and frequency of work as detailed in paragraph 19 of Exhibit A, Technical Information.

BIDDER'S [COMPANY] NAME _____

7. SUBMITTAL OF MONTHLY REPORTS

The Successful Bidder shall submit monthly reports of work performed to contract. Said reports shall be submitted in duplicate and certified by the Successful Bidder or its designee certifying the adherence of the Successful Bidder to the performance of services and agreed-upon specifications. The monthly report will include, but not be limited to, the following:

- a. Any problems encountered during the past month. If the Successful Bidder finds problems based on the specifications of the contract, they should be addressed in the monthly report.
- b. Provide dates on which periodic work was completed for the previous month. A report should be included if any scheduled periodic work was not completed, stating the reason and when it will be completed.
- c. Schedule for the next month's periodic work should be based on Annual Work Schedule plus any periodic work scheduled for the last month, which was not completed.
- d. Supervisor's contacts at the work place and instructions given to employees regarding deficient conditions, including the date.
- e. Invoices listing corrected amounts due to deductions for deficient conditions left uncorrected by re-inspection date, as follows:

Bid Amount	\$ _____
Less Deficient Condition Deduction	\$ _____
Invoice Amount	\$ _____

8. FURNISHING SUPERVISION OF EMPLOYEES

The Successful Bidder shall furnish, at Successful Bidder's expense, the supervision required to ensure the necessary management of its personnel and the functions involved in the specifications.

9. DAMAGE TO CITY PROPERTY

The Successful Bidder shall carry on the above specifications in such manner that does not damage City property. In the event damage to City property occurs by reason of janitorial service operations performed by the Successful Bidder, the Successful Bidder shall replace or repair the same at no cost to the City. If damage caused by the Successful Bidder has to be repaired or replaced by the City, the cost of such work shall be deducted from monies due the Successful Bidder.

Examples of possible damages: improper control of floor machine, causing machine to slam into baseboards, splitting, cracking, or penetrating wall; improper use of carpet cleaners that cause bleaching of colors or staining; washing of painted wall that causes discoloration or staining.

10. CRIMINAL BACKGROUND CHECK AND CITY OF EL PASO VENDOR IDENTIFICATION BADGES/UNIFORMS

The successful Bidder is subject to a criminal background check on all of the Bidder's employees providing service at any City facilities under this contract. The successful Bidder shall furnish a list of those employees within five business days of the City's request, complete with the name, social security number, and date of birth. The cost of background checks for employees will be deducted from the successful Bidder's invoice. The City reserves the right to require a background check on subject employees annually and/or prior to any contract renewal.

Upon successful clearance of the background check, each employee will be issued a City Contractor ID badge, which must be displayed whenever the employee is on City property. The City reserves the right to

BIDDER'S [COMPANY] NAME _____

refuse a Successful Bidder's employee to work on the City's site if there is an unsatisfactory result on the Criminal Background Check of that employee.

After the employees have been approved by the City to work at the City's sites by the designated City Contact, the Successful Bidder shall be responsible for ensuring approved employees obtain and maintain City of El Paso Contractor Identification Badges. Successful Bidder's employees shall wear their badges in a conspicuous place on their persons at all times when on City property. Successful Bidder will be responsible for all fees associated with obtaining the background checks and badges.

All Successful Bidder's employees shall wear uniforms that bear the company name/logo. Successful Bidder also shall be responsible for obtaining new Records Checks and City of El Paso Vendor Identification Badges for any new employees who will be working at the City's sites, and shall collect badges from employees who are no longer working at City sites. Successful Bidder shall obtain badges through the City's designated contact as referenced above.

11. WORK NOT INCLUDED IN BID

Exterior landscaping and groundskeeping are not a part of this bid. However, the exterior exit areas surrounding the building will be swept and trash removed for a distance of ten (10) feet.

12. CHANGES TO SCHEDULE OF SERVICE

The City reserves the right to vary the established service schedule from time to time according to the needs of the facility.

13. REMOVAL OF EMPLOYEE

The City reserves the right to request removal of any Successful Bidder's employee upon submitting proper justification, should such action be considered necessary to the best interests of the City.

14. INSPECTION OF EQUIPMENT USED

All equipment used to perform the required services shall be subject to the City's inspection and test prior to and during the performance of the contract, to ensure the use of equipment is in safe, suitable and in good working conditions. If unsatisfactory equipment is found to be in use, it will be considered to be unsatisfactory performance.

15. INTENT

To provide a source for janitorial services at the City, for the sites listed on a per-lot basis.

This is a 100% performance contract, requiring cleaning services to be performed to the total expectations of the specifications without regard to number of janitors/hours (other than minimum coverage identified)needed to perform the contract specifications set forth, and perform the requirements with expertise, knowledge, and capability with minimal monitoring by the City. The Successful Bidder shall perform janitorial services for the City and shall provide the necessary personnel, cleaning supplies, and equipment to clean the specified site in accordance with the contract requirements. The City will supply all paper products.

16. MINIMUM CLEANING STANDARDS

It is the intent of the City that all premises be maintained at a high standard of cleanliness. The following standards, therefore, are intended to be included as the acceptable minimum level of service as directed in the cleaning specifications. Further, cleaning frequencies set forth in these specifications are meant to be working guidelines for specific areas, dependent upon type and frequency of the use. These standards are not to be construed as complete, and all items not specifically included, but found necessary to properly clean the building, shall be included as though written into these specifications.

BIDDER'S [COMPANY] NAME _____

17. GENERAL CLEANING SPECIFICATIONS

Restrooms/locker rooms/showers:

Restroom cleaning is understood to have the highest priority in the building. Clean and service all employee and public restrooms as specified. Wash urinals, mirrors and lavatories with approved cleaners and disinfectants. Floors in these rooms shall be mopped with an approved disinfectant and cleaner which will not harm or remove special floor finishes. Urinals and lavatories shall be cleaned with quality materials, using techniques that will remove and prevent any formation of crustations or stains under lids, ledges or rims without harming the finish.

Towel dispensers, soap dispensers, toilet paper holders, cabinet seat cover dispensers, and sanitary napkin dispensers shall be checked and refilled to a full level daily. Stocking of refill supplies in the area of the dispensers is not permitted. The term "clean" as defined herein shall be construed to mean that no film, odors, stains, dust, lint or spots can be detected on floors, walls, partitions, ledges, trim, doors, moldings, or fixtures within the restroom. The use of highly scented disinfectants, objectionable or odoriferous cleaners, air fresheners and deodorant blocks shall not be permitted.

Office Areas:

General cleaning of office areas shall include the removal of trash from wastebaskets, and other material labeled as trash taken to the nearest dumpster; dusting, glass cleaning and removal of dust, soil, stains, smudges and marks from furniture, walls, partitions, etc.; removal of the recycling containers to the pick-up location.

Floor Care:

1. Floors shall be maintained in such a manner as to promote longevity and safety. Upon completion of the work, all floors shall be left in a clean, orderly and safe condition.
2. **Floors, at all times, shall remain slip-resistant.**
3. Upon completion of daily and weekly routine work, floors shall be free of dirt, dust, film, streaks, debris and standing water, and shall present a uniform appearance when dry.
4. Floor finish is understood to be used as a preservative and also as a safety (non-slip) factor. Finish shall be applied only to appropriate areas free of residual dirt and buildup.
5. Proper carpet spot cleaning shall result in a carpet free from all types of airborne soil, dry dirt, water-soluble soils, and petroleum-soluble soils. The cleaned carpet shall be uniform in appearance when dry and vacuumed.
6. The Successful Bidder shall remove and replace furniture, as required, to perform the work, exercising necessary safety precautions and following procedures designed to prevent damage to the City's property.
7. Wood floors in dance rooms, racquetball courts and gymnasiums will be maintained in accordance with Hilyard wood floor maintenance products and maintenance specifications. Wood floors will be free of dust and dirt, all spills or soiled areas damp mopped, and all wood surfaces dust-mopped daily.

Windows:

All windows are to be cleaned to acceptable standards of the industry. All interior windows will be spot cleaned daily. Ground floor exterior windows will be cleaned at least once per week.

BIDDER'S [COMPANY] NAME _____

Air Conditioning and Heating Registers:

Must be kept clean and free of dust, cobwebs, and buildup that detracts from the overall appearance.

Walls and Doors:

Must be kept clean and free from spots and handprints.

18. TECHNICAL SPECIFICATIONS**A. Entrance, Lobbies, Office Areas, Elevators, Corridors:**

[NOTE: Computer keyboards and screens, typewriter keyboards, and calculators shall not be cleaned in any manner by the janitorial service provided. The users of the equipment shall be responsible for its cleaning. The remainder of the unit will be dusted by the janitorial service provided.]

1. Daily:

- a. Wastebaskets and trash receptacles, unless otherwise directed, are to be lined with plastic bags each time they are emptied. Wastebaskets are to be cleaned, as needed, before placing new liners. Dirty liners must be removed daily.
- b. Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges, from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.
- c. Clean and sanitize countertops and spot clean counter fronts.
- d. Clean and sanitize telephones with a damp cloth using disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.
- e. Clean, sanitize, and polish drinking fountains.
- f. Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas, elevators, and lobby. Thoroughly vacuum and spot clean all carpeted executive offices.
- g. Dust mop and spot damp mop all resilient and ceramic tile floor areas.
- h. Vacuum all rubber/carpeted mats.
- i. Vacuum upholstered surfaces on an as-needed basis.
- j. Clean elevators, remove unsightly marks, fingerprints, and soil spots.
- k. Spot clean all interior glass and glass doors.
- l. Police all stairwells used for normal egress for trash and debris; pan sweep as necessary.
- m. Secure doors and turn off unnecessary lights after completion of work in the immediate area, unless otherwise instructed.
- n. Empty recycling in provided bins.

2. Weekly:

- a. Clean soil marks, dust and fingerprints from all exposed furniture tops and sides, including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed, the surface should have no oily residue feel or streaking.
- b. Completely vacuum and spot clean all carpeted areas beneath desks, tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.
- c. Vacuum and spot clean all upholstered surfaces.

BIDDER'S [COMPANY] NAME _____

- d. Dust picture frames and wall ornaments.
- e. Dust lower one half of doors and doorjambs.
- f. Spot clean to remove all spots and marks from walls around light switches and doorjambs.
- g. Squeegee clean all interior glass doors, ground floor exterior windows along public accessible walkways, where no safety equipment will be required. Clean and polish door plates, jambs, thresholds, handles, and hardware.
- h. Police all fire escape stairwells for trash and debris; pan sweep as necessary.
- i. Clean all resilient and ceramic tiles, to restore to a uniform appearance free of dirt, grime, or marks, in high foot-traffic corridors and lobby areas.

B. Restrooms, locker rooms, showers:

1. Daily:

- a. Refill hand soap, toilet paper, paper towels, and seat cover dispensers to full capacity.
- b. Empty trash containers, spray and damp-wipe with disinfectant, and change liner.
- c. Empty sanitary napkin disposal units, spray and damp-wipe with disinfectant.
- d. Wash mirrors with glass cleaner.
- e. Remove spots from partitions and walls.
- f. Clean, polish, and sanitize basins and trim.
- g. Clean and sanitize toilets, seats, and trim.
- h. Clean and sanitize urinals and trim.
- i. Damp mop and sanitize tile floors.
- j. Remove any graffiti that will scrub off.
- k. Clean and sanitize shower stalls and remove soap scum.
- l. Damp wipe locker door faces and tops.
- m. Clean and sanitize locker benches.
- n. Clean and sanitize baby changing stations.

2. Weekly:

- a. Wash and sanitize walls and floor tile.
- b. Wash and sanitize partitions and railings.
- c. Damp-wipe and clean doors and jambs.
- d. Remove lime and scale buildup from plumbing fixtures.
- e. Spray-buff all resilient and ceramic tile to restore a "just waxed" look.
- f. Clean and sanitize locker bench pedestals or supports.

3. Monthly:

- a. Brush and vacuum air returns, vents, and area around vents.
- b. Vacuum brush or dust all high areas, including walls and ceilings.
- c. Apply a coat of floor finish on resilient flooring where spray buffing will not bring back a "just waxed" look. Refinish resilient tile floors where a wax buildup or a yellowing appearance is present. Refinishing is not necessary if applying a coat of wax will return the clear, clean appearance.
- d. Damp wipe wall tiles for a clean, non-streak appearance.

C. Classrooms, Gameroom, Vending Area, Kitchen

1. Daily:

- a. Damp mop resilient and ceramic tile in vending area, foyer, classrooms, corridors, drinking fountain access, and entrance to restrooms.

BIDDER'S [COMPANY] NAME _____

- b. Vacuum all rubber/carpeted mats.
 - c. Vacuum all carpet areas thoroughly.
 - d. Remove fingerprints and smudges from both sides of interior windows, doors and casings (inside and out), door hardware and exterior windows.
 - e. Damp wipe counters and cabinet faces.
 - f. Empty trash receptacles, damp wipe, replace liner, and clean area surrounding trash receptacle.
 - g. Damp wipe and sanitize tabletops in vending area.
 - h. Clean sinks and counters in classrooms, shine brightwork.
 - i. Clean, sanitize and polish drinking fountains.
 - j. Spot clean walls, remove unsightly marks, fingerprints, and soil spots.
 - k. Spot clean all interior glass doors.
 - l. Clean sinks in all areas, damp wipe appliance fronts.
 - m. Damp wipe locker faces in vending area.
 - n. Spot clean carpet stains in all traffic areas.
 - o. Spot clean fixed appliance; i.e., stove, refrigerator, etc.
2. Weekly:
- a. Dust ledges, sills and flatwork within reach (84").
 - b. Spot clean folding partitions in classrooms.
 - c. Damp wipe rails and banisters.
3. Monthly:
- a. Damp wipe cabinet fronts.
 - b. Vacuum air return vents.
 - c. Damp wipe doors and casings inside and out.

D. Gymnasium, Aerobic, Dance Room, Racquetball Courts

1. Daily:
- a. On and under bleachers, removing all trash, sweep, damp mop to remove spills and apply dust mop with treated mop.
 - b. Remove any food or gum, damp mop and remove spills, dust treatment.
 - c. Damp wipe bleachers to maintain clean and uniform appearance.
 - d. Remove black marks and scuff marks with treated cloth.
 - e. Remove black smudge marks from glass in racquetball courts.
 - f. Use non-abrasive cleaner to remove ball marks from racquetball walls.
 - g. Spot clean walls in gymnasium.
 - h. Use only City-approved cleaning chemicals and mop treatments.
2. Weekly:
- a. Damp mop cove base to maintain clean and uniform appearance, removing any black marks as well.
 - b. Complete glass cleaning, inside and out.
3. Monthly:
- a. Damp mop entire floor with treated string mop.
 - b. Remove black marks and scuff marks with treated cloth.

BIDDER'S [COMPANY] NAME _____

E. Park Shelters, Reserve, Garden Center**Each Event Cleaning**

1. Front approach way must be swept, clean/wipe frames remove spider webs, mud and dirt from entrance.
2. Clean/wipe down tables and chairs; remove any masking or scotch tape
3. Fold up chairs and tables and stack against wall
4. Remove any leftover tape, staples, nails and/or decorations from walls, doors and ceilings
5. Clean kitchen countertops, stove, sink, refrigerator and freezer with disinfectant cleaner. To include rubber seals on refrigerator, crisper and knobs/handles. Clean stove burner bowls, inside of oven and knobs/handles.
6. Dust/polish cabinets and clean knobs/handles
7. Quarterly Defrost refrigerator – to avoid ice build up
8. Clean top of refrigerator, Exit signs, fire extinguisher, Entrance door and any other ledges
9. Clean restroom air vents and stove air vent
10. Top of ceiling fans to be dust free (using an extender where possible)
11. Clean, scrub, disinfect bathrooms, fixtures, water cabinet, flush handles, commodes, basins, walls, and wall switches
12. Sweep and mop floors minimizing streak marks
13. Remove all trash from receptacles; 2 dumpsters are located in the parking lot
14. Remove any graffiti from interior walls of building, damp wipe and spot clean. The City will be responsible for removing all excessive graffiti that cannot be removed by the process of spot removal.
15. Keep janitorial closet clean and orderly, do not leave any standing water in closet
16. Keep mop heads clean and odor free
17. Contractor must provide a mop bucket and mop; and all other cleaning chemicals
18. Sweep debris inside/outside around bay doors and remove dirt/mud

F. After Party Cleaning**Each After Party Rental**

1. Applies only for cleaning required outside of specified porter hours.
2. Only areas used for party/rental are to be cleaned.
3. Cleaning standards as described in Section 18 – Technical Specifications must be applied to after party cleaning.

5. PERFORMANCE STANDARDS

- A. If any services performed are deemed to not conform to the specifications and requirements of the contract, the City shall have the right to require the Successful Bidder to perform the services again in conformance with said specifications and requirements, with no increase in the total contract amount. Upon notification from the City, the Successful Bidder shall have twenty-four (24) hours to correct the deficiency.
- B. Each month, the City's representative will conduct an inspection. The Successful Bidder will be notified and requested to participate. During the inspection a "Housekeeping Quality Assurance Inspection Form" (as specified in Exhibit B) will be filled out and discussed with the Successful

BIDDER'S [COMPANY] NAME _____

Bidder. The Successful Bidder's representative should write in his/her comments and sign the document. These reports and inspections will be utilized to monitor the performance of the Successful Bidder, and could reduce the contract price due to substandard performance, pursuant to the following:

1. If the Successful Bidder is performing all services to the absolute minimum requirements of the contract, the rating total would be between 95 and 100 percent. Any rating below 95 percent is considered substandard.
2. If the rating falls below 95 percent or the Successful Bidder disputes the rating, a re-inspection can be requested and will be conducted within one working day. City's representatives and Successful Bidder will conduct the re-inspection on the day and at the time set, and the result will be submitted as final for that month.
 - a. If the total rating falls between 85 and 94.99 percent, the Successful Bidder's monthly bid price for that building or office will be reduced by 15 percent.
 - b. If the total rating falls between 70 and 84.99 percent, the Successful Bidder's monthly bid price for that building or office will be reduced by 30 percent.
 - c. If the total rating falls between 50 and 69.99 percent, the Successful Bidder's monthly bid price for that building or office will be reduced by 50 percent.
 - d. Consistent substandard performance and substandard ratings could result in termination of the contract. If three (3) consecutive inspections reveal the same repeating problem(s), it will be considered a Material Breach of Contract.

BIDDER'S [COMPANY] NAME _____

EXHIBIT B

**“HOUSEKEEPING QUALITY CONTROL INSPECTION PROCEDURE”
“QUALITY DEFINITIONS AND INSTRUCTIONS”
“QUALITY ASSURANCE INSPECTION FORM”**

1. INSPECTION PROCEDURES:

The Inspection Procedures will be followed to ensure adherence to the General Cleaning Standard. Inspections will be conducted by the designated Inspector, who will complete the “Housekeeping Quality Control Inspection Form.” A score and grade will be determined based on the Quality Definitions. The Inspector must make specific written comments for any items listed below “Excellent.” The Inspector will show the employee/contractor all deficient conditions noted on the form. Both parties will then sign the form. A copy of the form will be made for the employee/contractor. Disputes may be settled by making a written appeal on the inspection to the Parks Superintendent for a final determination of score and grade. Failure to correct “Poor” items within one (1) working day, if through the fault of the employee/contractor, will be grounds for disciplinary action penalties.

A. GRADING:

Grades of “Excellent” (E) or “Good” (G) in all graded areas are considered passing and acceptable, and will generate a numerical rating of [3].

A grade of “Fair” (F) in any graded area is considered to be the minimum passing grade and will generate a numerical rating of [2]. Improvement within three (3) working days is warranted.

A grade of “Poor” (P) in any graded area is considered to be a failure and generates a numerical rating of [1]. Correction will be completed within one (1) working day.

B. JANITORIAL CLOSET INSPECTION:

Janitorial closets will be inspected at the same time as the area assignment.

The grade of “Passed” is acceptable. Receiving a grade of “Failed” could require the Inspector to re-inspect the deficient condition daily, until it is corrected. Failure to correct failed items within three (3) working days, if through fault of the employee/contractor, may be grounds for disciplinary action penalties.

Receiving a failed grade on five (5) or more occasions, totaling fifteen (15) working days during the preceding twelve (12) months, if through fault of the employee/contractor, may be grounds for disciplinary action penalties.

C. THE INSPECTORS:

The Inspectors are evaluated on their accuracy in completing the inspection forms, based on the technical specifications and quality definitions. Grades or frequency of Inspections that are determined to be inappropriate, either high or low, may be grounds for disciplinary action penalties.

D. QUALITY DEFINITIONS AND INSTRUCTIONS:

Work quality designations are:

- E = Excellent (Numerical rating of 3)
- G = Good (Numerical rating of 3)
- F = Fair (Numerical rating of 2)
- P = Poor (Numerical rating of 1)

BIDDER’S [COMPANY] NAME _____

1. ENTRANCE**A. Mat, Carpet**

- E While on mat: unable to raise airborne dust with foot; clean, uniform appearance. May have minor particles only noticeable while on hands and knees.
- G While on mat: unable to raise airborne dust with foot, light soiling and/or a combination of lint, spots, hair, etc. Free from trackable grease.
- F Approximately two paces away from mat: able to see light soiling and/or a combination of lint, spots, hair, etc. While standing on mat: able to raise dust with foot, free from trackable grease. Needs shampoo/bonnet or dry powder cleaning.
- P Approximately four paces away from mat: noticeably dirty, heavily soiled, and/or a combination of dust, lint, spots, hair, trackable grease, etc. Needs shampoo/bonnet or dry powder cleaning and/or wet extraction.

B. Glass, Wall Surfaces

- E Three feet away: unable to see spots, dust, and handprints.
- G Three feet away: able to see light spots and/or dust and handprints, no streaks.
- F Six feet away: able to see light spots and/or dust and hand prints, no streaks.
- P Six feet away: able to see heavy spots and/or dust and handprints, and streaks caused by improper cleaning.

C. Resilient and Ceramic Flooring

- E From three feet away: able to see clean, uniform appearance, buffed, may be lightly scuffed, finish clear, free from waxed-in dirt and wax buildup. Unable to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc.
- G From three feet away: able to see clean appearance, may need buffing and have light dust, free from waxed-in dirt and wax buildup. Able to draw finger to thumb at floor and pick up light dirt, hair, lint, dust, etc.
- F From three feet away: able to see that it needs buffing and waxing, has light dust, free from waxed-in dirt and wax buildup. Able to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc. Noticeable difference at floor's edge where picked up.
- P From three feet away: able to see that it needs to be swept, mopped, buffed and/or refinished. Able to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc. Noticeable difference at floor's edge and/or center where picked up.

D. Carpeted Flooring

BIDDER'S [COMPANY] NAME _____

- E Unable to raise airborne dust with foot. Clean, uniform appearance; may have minor particles only noticeable while on hands and knees. Unable to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc.
- G Unable to raise airborne dust with foot; light soiling and/or a combination of lint, spots, hair, etc.; free from trackable grease. Able to draw finger to thumb at floor and pick up light dirt, hair, lint, dust, etc. Needs vacuuming.
- F Approximately six feet away: able to see light soiling and/or a combination of lint, spots, hair, etc.; able to raise dust with foot; free from trackable grease, etc. Able to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc. Noticeable difference at floor's edge where picked up. Needs shampoo/bonnet or dry powder cleaning.
- P Approximately twelve feet away: noticeably dirty, heavily soiled and/or a combination of dust, lint, spots, hair, trackable grease, etc. Able to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc. Noticeable difference at floor's edge and/or center where picked up. Needs shampoo/bonnet or dry powder cleaning and/or wet extraction.

2. **LOBBIES**

A. **Dusting**

- E Unable to see dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, unable to see dust on fingertip or on surface.
- G Able to see light dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, able to see light dust on fingertip or on surface. Writing the current date in the dust, able to see writing but unable to read and/or no dust piles up on finger.
- F Able to see light dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, able to see dust on fingertip and/or on surface. Writing the current date in the dust, able to see writing but unable to read or dust piles up on finger.
- P Able to see heavy dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface three inches, able to pile up dust on fingertip or on surface. Writing the current date in the dust, able to read the date and/or dust piles up on finger.

B. **Floors**

1. **Resilient and Ceramic Flooring**

- E Able to see clean, uniform appearance, buffed, may be lightly scuffed. Finish clear, free from waxed-in dirt and wax buildup.
- G Able to see clean appearance. May need buffing and have light dust. Free from waxed-in dirt and wax buildup.
- F Needs buffing and waxing, has light dust. Free from waxed-in dirt and wax buildup.
- P Needs to be swept, mopped, buffed and/or refinished.

BIDDER'S [COMPANY] NAME _____

2. Carpeted Flooring

- E Unable to raise airborne dust with foot; clean, uniform appearance. May have minor particles only noticeable while on hands and knees.
- G Unable to raise airborne dust with foot, light soiling and/or a combination of lint, spots, hair, etc.; free from trackable grease. Correctable by vacuuming and spot cleaning.
- F From approximately six feet away: able to see light soiling and/or a combination of lint, spots, hair, etc.; able to raise dust with foot. Free from trackable grease. Needs shampoo/bonnet or dry powder cleaning.
- P From approximately twelve feet away: noticeably dirty, heavy soiling and/or a combination of dust, lint, spots, hair, trackable grease, etc. Needs shampoo/bonnet or dry powder cleaning and/or wet extraction.

C. Spot Cleaning

- E From three feet away: unable to see spots, washable marks and handprints or footprints on walls, with none around light switches. There is no streaking from washing.
- G From three feet away: able to see light spots and/or handprints or footprints, with none around light switches. There is no streaking from washing.
- F From six feet away: able to see light spots and/or handprints or footprints, with some around light switches. There is no streaking from washing.
- P From six feet away: able to see heavy spots and/or dust and handprints or footprints, dirty buildup around light switches, and/or streaks caused by improper cleaning.

D. Fixtures

- E From approximately three feet: no visible cobwebs, dead bugs, or dust in lenses. Free from streaks on lenses, uniform in appearance.
- G From approximately three feet: no visible cobwebs or streaks on lenses. May have dead bugs or light dust in lenses.
- F From approximately six feet: no visible streaks on lenses. May have dust, dead bugs and/or cobwebs.
- P From approximately six feet: visible streaks on lenses from improper cleaning. May have dust, dead bugs, and/or cobwebs.

E. Water Fountains

- E From approximately three feet: no visible scale around discharge unit. No scale or streaks on basin or drains and uniform in appearance from scouring.

BIDDER'S [COMPANY] NAME _____

- G From approximately three feet: visible water spots scale. No scale buildup around discharge unit, no scale buildup or streaks on basin or drains, and uniform in appearance from scouring.
- F From approximately six feet: visible water spots scale. Light scale buildup around discharge unit, no streaks on basin or drains, and uniform in appearance from scouring.
- P From approximately six feet: visible water spots scale. May have heavy scale buildup around discharge unit, streaks on basin or drains and no uniform appearance from scouring.

F. Water Fountains

- E From approximately three feet: no visible scale around discharge unit, no scale or streaks on basin or drains, and uniform in appearance from scouring.
- G From approximately three feet: visible water spots scale. No scale buildup around discharge unit, no scale buildup or streaks on basin or drains, and uniform in appearance from scouring.
- F From approximately six feet: visible water spots scale, light scale buildup around discharge unit, no streaks on basin or drains, and uniform in appearance from scouring.
- P From approximately six feet: visible water spots scale. May have heavy scale buildup around discharge unit, streaks on basin or drains, and no uniform appearance from scouring.

G. Air Vents

- E From three feet away: unable to see dust and cobwebs around vents and surrounding ceiling area. No streaks from wiping on ceiling or vents.
- G From three feet away: able to see light dust and/or cobwebs. No streaks on vent from wiping, and none on surrounding ceiling area.
- F From six feet away: able to see light dust and/or cobwebs. No streaks on vent from wiping and none on surrounding ceiling area.
- P From six feet away: able to see heavy dust and/or cobwebs and streaks caused by improper cleaning on vents and/or on surrounding ceiling area.

3. ELEVATORS

A. Floors

- E From three feet away: able to see clean, uniform appearance. Buffed, may be lightly scuffed, finish clear, free from waxed-in dirt and wax buildup. Unable to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc.
- G From three feet away: able to see clean appearance. May need buffing and have light dust, free from waxed-in dirt and wax buildup. Able to draw finger to thumb at floor and pick up light dirt, hair, lint, dust, etc.

BIDDER'S [COMPANY] NAME _____

- F From three feet away: needs buffing and waxing, has light dust, free from waxed-in dirt and wax buildup. Able to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc. Noticeable difference at floor's edge where picked up.
- P From three feet away: needs to be swept, mopped, buffed and/or refinished. Able to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc. Noticeable difference at floor's edge and/or center where picked up.

B. Walls, Doors

- E From three feet away: unable to see spots, washable marks and handprints or footprints on walls, with none around call buttons. No streaking from washing, and stainless polished.
- G From three feet away: able to see light spots and/or handprints or footprints, with none around call buttons. No streaking from washing, and stainless polished.
- F From six feet away: able to see light spots and/or handprints or footprints, with some around call buttons. There is no streaking from washing, and stainless needs to be polished.
- P From six feet away: able to see heavy spots and/or dust and handprints or footprints, dirty buildup around call buttons and/or streaks caused by improper cleaning; stainless needs to be polished; may have buildup.

4. CORRIDORS

A. Sweeping, Vacuuming

1. Resilient and Ceramic Flooring

- E From three feet away: able to see clean, uniform appearance. Buffed, may be lightly scuffed, finish clear, free from waxed-in dirt and wax buildup. Unable to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc.
- G From three feet away: able to see clean appearance. May need buffing and have light dust, free from waxed-in dirt and wax buildup. Able to draw finger to thumb at floor and pick up light dirt, hair, lint, dust, etc.
- F From three feet away: needs buffing and waxing. Has light dust, free from waxed-in dirt and wax buildup. Able to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc. Noticeable difference at floor's edge where picked up.
- P From three feet away: needs to be swept, mopped, buffed and/or refinished. Able to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc. Noticeable difference at floor's edge and/or center where picked up.

2. Carpeted Flooring

BIDDER'S [COMPANY] NAME _____

- E Unable to raise airborne dust with foot. Clean, uniform appearance, may have minor particles only noticeable while on hands and knees. Unable to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc.
- G Unable to raise airborne dust with foot, light soiling and/or a combination of lint, spots, hair, etc.; free from trackable grease. Able to draw finger to thumb at floor and pick up light dirt, hair, lint, dust, etc.; needs vacuuming.
- F From approximately six feet away: able to see light soiling and/or a combination of lint, spots, hair, etc. Able to raise dust with foot; free from trackable grease, etc. Able to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc. Noticeable difference at floor's edge where picked up. Needs shampoo/bonnet or dry powder cleaning.
- P From approximately twelve feet away: noticeably dirty, heavily soiled, and/or a combination of dust, lint, spots, hair, trackable grease, etc. Able to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc. Noticeable difference at floor's edge and/or center where picked up. Needs shampoo/bonnet or dry powder cleaning and/or wet extraction.

B. Baseboards

- E Unable to see dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, unable to see dust on fingertip or on surface; no cleanable marks on surface.
- G Able to see light dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, able to see light dust on fingertip or on surface. Writing the current date in the dust, able to see writing but unable to read and/or no dust piles up on finger. There are faint and few cleanable marks on surface.
- F Able to see light dust when looking at appropriate angle at arm's length. When using fingertip and wiping surface six inches, able to see dust on fingertip and/or on surface. Writing the current date in the dust, able to see writing but unable to read or dust piles up on finger. There are numerous cleanable marks on surface.
- P Able to see heavy dust when looking at appropriate angle at arm's length. When using fingertip and wiping surface three inches, able to see dust pile up on fingertip or on surface. Writing the current date in the dust, able to read the date and/or dust piles up on finger. There are numerous cleanable marks on surface.

C. Spot Cleaning

- E From three feet away: unable to see spots, washable marks and handprints or footprints on walls, with none around light switches. There is no streaking from washing.
- G From three feet away: able to see light spots and/or handprints or footprints, with none around light switches. There is no streaking from washing.

BIDDER'S [COMPANY] NAME _____

- F From six feet away: able to see light spots and/or handprints or footprints, with some around light switches. There is no streaking from washing.
- P From six feet away: able to see heavy spots and/or dust and handprints or footprints, dirty buildup around light switches, and/or streaks caused by improper cleaning.

D. Water Fountains

- E From approximately three feet: no visible scale around discharge unit, no scale or streaks on basin or drains, and uniform in appearance from scouring.
- G From approximately three feet: visible water spots scale. No scale buildup around discharge unit, no scale buildup or streaks on basin or drains, and uniform in appearance from scouring.
- F From approximately six feet: visible water spots scale, light scale buildup around discharge unit, no streaks on basin or drains, and uniform in appearance from scouring.
- P From approximately six feet: visible water spots scale. May have heavy scale buildup around discharge unit, streaks on basin or drains, and no uniform appearance from scouring.

E. Walls, Doors

- E From three feet away: unable to see spots, washable marks and handprints or footprints on walls, with none around switches. No streaking from washing, and stainless polished.
- G From three feet away: able to see light spots and/or handprints or footprints, with none around switches. No streaking from washing, and stainless polished.
- F From six feet away: able to see light spots and/or handprints or footprints, with some around switches. There is no streaking from washing, and stainless needs to be polished.
- P From six feet away: able to see heavy spots and/or dust and handprints or footprints; dirty buildup around switches and/or streaks caused by improper cleaning. Stainless needs to be polished and may have buildup.

F. Door Kick Plates

- E From three feet away: unable to see spots, washable marks or footprints on kick plates. No streaking from washing, and stainless polished.
- G From three feet away: able to see light spots and/or footprints, no streaking from washing, and stainless polished.
- F From six feet away: able to see heavy spots and/or footprints, no streaking from washing, and stainless needs to be polished.

BIDDER'S [COMPANY] NAME _____

- P From six feet away: able to see heavy spots and/or footprints, dirty buildup and/or streaks caused by improper cleaning; stainless needs to be polished.

G. Air Vents

- E From three feet away: unable to see dust and cobwebs around vents and surrounding ceiling area. No streaks from wiping on ceiling or vents.
- G From three feet away: able to see light dust and/or cobwebs. No streaks on vent from wiping, and none on surrounding ceiling area.
- F From six feet away: able to see light dust and/or cobwebs. No streaks on vent from wiping and none on surrounding ceiling area.
- P From six feet away: able to see heavy dust and/or cobwebs and streaks caused by improper cleaning on vents and/or on surrounding ceiling area., spots, hair, trackable grease, etc. Able to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc. Noticeable difference at floor's edge and/or center where picked up. Needs shampoo/bonnet or dry powder cleaning and/or wet extraction; major trash - more than five pieces per flight.

5. OFFICE-EQUIPMENT AREAS

A. Furniture, Equipment

- E From three feet away: unable to see spots, dust, washable marks and handprints or footprints on furniture and equipment. There is no streaking from wet or dry cleaning. Does not need to be polished on tops or sides.
- G From three feet away: able to see light spots and/or dust, handprints or footprints on furniture and equipment. There is no streaking from wet or dry cleaning. Does not need to be polished on tops or may need to be polished on sides.
- F From six feet away: able to see light spots and/or dust, handprints or footprints on furniture and equipment, some streaking from wet or dry cleaning. May need to be polished on tops or on sides.
- P From six feet away: able to see heavy spots and/or dust, handprints or footprints, dirty buildup around edges of furniture and equipment, some streaking from wet or dry cleaning. Needs to be cleaned to remove buildup, or polished on tops or on sides.

B. Door Kick Plates

- E From three feet away: unable to see spots, washable marks or footprints on kick plates. No streaking from washing, and stainless polished.

BIDDER'S [COMPANY] NAME _____

- G From three feet away: able to see light spots and/or footprints, no streaking from washing, and stainless polished.
- F From six feet away: able to see heavy spots and/or footprints, no streaking from washing, and stainless needs to be polished.
- P From six feet away: able to see heavy spots and/or footprints, dirty buildup and/or streaks caused by improper cleaning; stainless needs to be polished.

C. Phones, Lamps

- E Surface should be wiped clean and uniform in appearance. No buildup of dust, body oils; is not sticky.
- G Surface should be wiped clean and uniform in appearance. Light dust, with no buildup of body oils; is not sticky.
- F Surface needs wiped clean and/or light dust and/or dirt buildup; not sticky.
- P Needs to be cleaned; dirty, streaked and/or heavy dirt buildup and/or sticky.

D. Walls, Doors, and Spot Cleaning

- E From three feet away: unable to see spots, washable marks and handprints or footprints on walls, with none around light switches. There is no streaking from washing.
- G From three feet away: able to see light spots and/or handprints or footprints, with none around light switches. There is no streaking from washing.
- F From six feet away: able to see light spots and/or handprints or footprints, with some around light switches. There is no streaking from washing.
- P From six feet away: able to see heavy spots and/or dust and handprints or footprints, dirty buildup around light switches and/or streaks caused by improper cleaning.

E. Wastebaskets

- E Surface should be clean and uniform in appearance. Inside liner should be tied or fit tightly around rim and is the appropriate size for can. Liner should be clean.
- G Surface should be clean and uniform in appearance. Liner needs to be changed, should be tied or fit tightly around rim and be the appropriate size for can. Liner should be clean.
- F Outside of can needs light cleaning, may need liner changed, has correct liner and/or needs tied.

BIDDER'S [COMPANY] NAME _____

- P Needs to be cleaned; dirty, streaked and/or liner needs to be changed, or no liner, or wrong size liner for can.

F. Partitions

- E From three feet away: unable to see spots, dust, washable marks and handprints or footprints on upholstered partitions. There is no streaking from wet or dry cleaning.
- G From three feet away: able to see light spots and/or dust, handprints or footprints on upholstered partitions. There is no streaking from wet or dry cleaning.
- F From six feet away: able to see light spots and/or dust, handprints or footprints, on upholstered partitions. There is some streaking from wet or dry cleaning.
- P From six feet away: able to see heavy spots and/or dust, handprints or footprints, dirty buildup around edges on upholstered partitions. There is some streaking from wet or dry cleaning.

G. Low Dusting

- E Below six feet: unable to see dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, unable to see dust on fingertip or on surface.
- G Able to see light dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, able to see light dust on fingertip or on surface. Writing the current date in the dust, able to see writing but unable to read and/or no dust piles up on finger.
- F Able to see light dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, able to see dust on fingertip and/or on surface. Writing the current date in the dust, able to see writing but unable to read or dust piles up on finger.
- P Able to see heavy dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface three inches, able to pile up dust on fingertip or on surface. Writing the current date in the dust, able to read the date and/or dust piles up on finger.

H. High Dusting

- E Above six feet: unable to see dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, unable to see dust on fingertip or on surface.

BIDDER'S [COMPANY] NAME _____

- G Able to see light dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, able to see light dust on fingertip or on surface. Writing the current date in the dust, able to see writing but unable to read and/or no dust piles up on finger.
- F Able to see light dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, able to see dust on fingertip and/or on surface. Writing the current date in the dust, able to see writing but unable to read or dust piles up on finger.
- P Able to see heavy dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface three inches, able to pile up dust on fingertip or on surface. Writing the current date in the dust, able to read the date and/or dust piles up on finger.

I. Floors

1. Resilient and Ceramic Flooring

- E Able to see clean, uniform appearance, buffed. May be lightly scuffed, finish clear, free from waxed-in dirt and wax buildup.
- G Able to see clean appearance. May need buffing and have light dust, free from waxed-in dirt and wax buildup.
- F Needs buffing and waxing, has light dust, free from waxed-in dirt and wax buildup.
- P Needs to be swept, mopped, buffed and/or refinished.

2. Carpeted Flooring

- E Unable to raise airborne dust with foot; clean, uniform appearance. May have minor particles only noticeable while on hands and knees.
- G Unable to raise airborne dust with foot; light soiling and/or a combination of lint, spots, hair, etc. Free from trackable grease. Correctable by vacuuming and spot cleaning.
- F Approximately two paces away: able to see light soiling and/or a combination of lint, spots, hair, etc. Able to raise dust with foot; free from trackable grease. Needs shampoo/bonnet or dry powder cleaning.
- P Approximately four paces away: noticeably dirty, heavily soiled, and/or a combination of dust, lint, spots, hair, trackable grease, etc. Needs shampoo/bonnet or dry powder cleaning and/or wet extraction.

BIDDER'S [COMPANY] NAME _____

J. Sweeping, Vacuuming

1. Resilient and Ceramic Flooring

- E From three feet away: able to see clean, uniform appearance including edges and corners. Unable to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc.
- G From three feet away: able to see clean appearance. May have light dust and soiling, etc., around edges and corners. Able to draw finger to thumb at floor and pick up light dirt, hair, lint, dust, etc.
- F From three feet away: has light dust and soiling. Needs sweeping and/or vacuuming around edges and corners. Able to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc. Noticeable difference at floor's edge where picked up.
- P From three feet away: has heavy dust and soiling. Needs sweeping and/or vacuuming around edges and corners. Able to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc. Noticeable difference at floor's edge and/or center where picked up.

2. Carpeted Flooring

- E Unable to raise airborne dust with foot; clean, uniform appearance. May have minor particles only noticeable while on hands and knees. Unable to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc.
- G Unable to raise airborne dust with foot. Light soiling and/or a combination of lint, spots, hair, etc. Able to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc.
- F Approximately two paces away: able to see light soiling and/or a combination of lint, spots, hair, etc. Able to raise dust with foot. Able to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc. Noticeable difference at floor's edge where picked up.
- P Approximately four paces away: noticeable dirty, heavily soiled, and/or a combination of dust, lint, spots, hair, etc. Able to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc. Noticeable difference at floor's edge and/or center where picked up.

K. Baseboards

BIDDER'S [COMPANY] NAME _____

- E Unable to see dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, unable to see dust on fingertip or on surface; no cleanable marks on surface.
- G Able to see light dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, able to see light dust on fingertip or on surface. Writing the current date in the dust, able to see writing but unable to read and/or no dust piles up on finger. There are faint and few cleanable marks on surface.
- F Able to see light dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, able to see dust on fingertip and/or on surface. Writing the current date in the dust, able to see writing but unable to read or dust piles up on finger. Numerous and few cleanable marks on surface.
- P Able to see heavy dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface three inches, able to see dust pile up on fingertip or on surface. Writing the current date in the dust, able to read the date and/or dust piles up on finger. Numerous cleanable marks on surface.

L. Corners

- E From one foot away: unable to see cobwebs, dust, dirt, wax buildup or dead bugs, etc.
- G From one foot away: able to see light dust and/or cobwebs, and unable to see dirt, wax buildup or dead bugs, etc.
- F From six feet away: able to see light dust and/or cobwebs, and unable to see dirt, wax buildup or dead bugs, etc.
- P From six feet away: able to see heavy dust and/or cobwebs, dirt, wax buildup or dead bugs, etc.

M. Windows

1. Glass

- E From three feet away: unable to see spots, dust and handprints.
- G From three feet away: able to see light spots and/or dust and handprints, no streaks.

BIDDER'S [COMPANY] NAME _____

- F From six feet away: able to see light spots and/or dust and handprints, no streaks.
- P From six feet away: able to see heavy spots and/or dust and handprints, and streaks caused by improper cleaning.

2. Sills, Frames

- E Unable to see dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, unable to see dust on fingertip or on surface. No dirty buildup of hand oil, etc.; no streaking.
- G Able to see light dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, able to see light dust on fingertip or on surface. Writing the current date in the dust, able to see writing but unable to read and/or no dust piles up on finger. Light buildup of hand oil, etc.; no streaking.
- F Able to see light dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, able to see dust on fingertip and/or on surface. Writing the current date in the dust, able to see writing but unable to read or dust piles up on finger. Light buildup of hand oil, etc., no streaking.
- P Able to see heavy dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface three inches, able to pile up dust on fingertip or on surface. Writing the current date in the dust, able to read the date and/or dust piles up on finger. Heavy buildup of hand oil, etc., and/or streaking.

N. Blinds

- E Unable to see dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, unable to see dust on fingertip or on surface.
- G Able to see light dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, able to see light dust on fingertip or on surface. Writing the current date in the dust, able to see writing but unable to read and/or no dust piles up on finger.
- F Able to see light dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, able to see dust on fingertip and/or on surface. Writing the current date in the dust, able to see writing but unable to read or dust piles up on finger.
- P Able to see heavy dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface three inches, able to pile up dust on fingertip or on surface. Writing the current date in the dust, able to read the date and/or dust piles up on finger.

BIDDER'S [COMPANY] NAME _____

6. RESTROOM

A. Dispensers, Hardware

- E From three feet away: unable to see spots, dust, washable marks and handprints. There is no streaking from washing. Stocked to proper level with appropriate paper products or soap.
- G From three feet away: able to see light spots and/or dust, handprints. There is no streaking from washing. Stocked slightly high or low with appropriate paper products or soap.
- F From six feet away: able to see light spots, dust and/or handprints, with some buildup around opening of dispenser. There is no streaking from washing. Stocked extremely high or low with appropriate paper products or soap.
- P From six feet away: able to see heavy spots and/or dust and hand prints, dirty buildup around dispenser opening, and/or streaks caused by improper cleaning. Out of stock or extremely high or low with incorrect paper products or soap and/or refill products stored in the restroom without being in a dispenser.

B. Basins

- E From approximately three feet: no visible scale around discharge unit, no scale or streaks on basin or drains, and uniform in appearance from scouring.
- G From approximately three feet: visible water spots scale, no scale buildup around discharge unit. No scale buildup or streaks on basin or drains, and uniform in appearance from scouring.
- F From approximately six feet: visible water spots scale, light scale buildup around discharge unit. No streaks on basin or drains and uniform in appearance from scouring.
- P From approximately six feet: visible water spots scale. May have heavy scale buildup around discharge unit, streaks on basin or drains, and no uniform appearance from scouring.

C. Floors

- E From three feet away: able to see clean, uniform appearance. Buffed, may be lightly scuffed, finish clear, free from waxed-in dirt and wax buildup. Unable to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc.
- G From three feet away: able to see clean appearance. May need buffing and have light dust, free from waxed-in dirt and wax buildup. Able to draw finger to thumb at floor and pick up light dirt, hair, lint, dust, etc.
- F From three feet away: needs buffing and waxing, has light dust, free from waxed-in dirt and wax buildup. Able to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc. Noticeable difference at floor's edge where picked up.

BIDDER'S [COMPANY] NAME _____

- P From three feet away: needs to be swept, mopped, buffed and/or refinished. Able to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc. Noticeable difference at floor's edge and/or center where picked up.

D. Mirrors

- E From three feet away: unable to see spots, dust and handprints.
- G From three feet away: able to see light spots and/or dust and handprints, no streaks.
- F From six feet away: able to see light spots and/or dust and handprints, no streaks.
- P From six feet away: able to see heavy spots and/or dust and handprints, and streaks caused by improper cleaning.

BIDDER'S [COMPANY] NAME _____

E. Partitions

- E From three feet away: unable to see spots, graffiti, washable marks and handprints or footprints on walls, with none around hand latch. There is no streaking from washing.
- G From three feet away: able to see light spots and/or handprints or footprints, with none around hand latch. There is no streaking from washing.
- F From six feet away: able to see light spots and/or handprints or footprints, with some around hand latch. There is no streaking from washing.
- P From six feet away: able to see heavy spots and/or dust and handprints or footprints. Dirty buildup around hand latch and/or streaks caused by improper cleaning. May have buildup.

F. Toilets, Urinals

- E Unable to see scale around flush valve, or dust. Bowl and rim free from discoloration and buildup inside; outside clean and no streaks.
- G Unable to see scale around flush valve, or dust. Bowl and rim may have slight discoloration and no heavy buildup inside; outside clean, with no streaks.
- F Able to see slight discoloration in bowl; outside of bowl may have runs and slight discoloration. There is no scale on flush valve.
- P Able to see scale around flush valve and/or heavy dust on valve; bowl and rim have heavy buildup; outside of bowl streaked and discolored.

G. Waste Can

- E Surface should be clean and uniform in appearance. Inside liner should be tied or fit tightly around rim and is the appropriate size for can. Liner should be clean.
- G Surface should be clean and uniform in appearance. Liner needs to be changed, should be tied or fit tightly around rim and be the appropriate size for can. Liner should be clean.
- F Outside of can requires light cleaning, may need liner changed, has correct liner and/or needs to be tied.
- P Surface needs to be cleaned, dirty, streaked and/or liner needs to be changed, or no liner, or wrong size liner for can.

H. Walls, Doors

BIDDER'S [COMPANY] NAME _____

- E From three feet away: unable to see spots, washable marks, graffiti, and handprints or footprints on walls, with none around switches. No streaking from washing, and stainless polished.
- G From three feet away: able to see light spots and/or handprints or footprints, with none around switches. No streaking from washing, and stainless polished.
- F From six feet away: able to see light spots and/or handprints or footprints, with some around switches. There is no streaking from washing, and stainless needs to be polished.
- P From six feet away: able to see heavy spots and/or dust and handprints or footprints; dirty buildup around switches and/or streaks caused by improper cleaning. Stainless needs to be polished, may have buildup.

7. CLASSROOMS, GAMEROOM, VENDING AREA, KITCHEN

A. Floors

1. Resilient and Ceramic Flooring

- E Able to see clean, uniform appearance, buffed. May be lightly scuffed, finish clear, free from waxed-in dirt and wax buildup.
- G Able to see clean appearance. May need buffing and have light dust, free from waxed-in dirt and wax buildup.
- F Needs buffing and waxing, has light dust, free from waxed-in dirt and wax buildup.
- P Needs to be swept, mopped, buffed and/or refinished.

BIDDER'S [COMPANY] NAME _____

2. Carpeted Flooring

- E Unable to raise airborne dust with foot; clean, uniform appearance. May have minor particles only noticeable while on hands and knees.
- G Unable to raise airborne dust with foot; light soiling and/or a combination of lint, spots, hair, etc. Free from trackable grease. Correctable by vacuuming and spot cleaning.
- F Approximately two paces away: able to see light soiling and/or a combination of lint, spots, hair, etc. Able to raise dust with foot; free from trackable grease. Needs shampoo/bonnet or dry powder cleaning.
- P Approximately four paces away: noticeably dirty, heavily soiled, and/or a combination of dust, lint, spots, hair, trackable grease, etc. Needs shampoo/bonnet or dry powder cleaning and/or wet extraction.

B. Walls, Doors

- E From three feet away: unable to see spots, washable marks and handprints or footprints on walls, with none around switches. No streaking from washing, and stainless polished.
- G From three feet away: able to see light spots and/or handprints or footprints, with none around switches. No streaking from washing, and stainless polished.
- F From six feet away: able to see light spots and/or handprints or footprints, with some around switches. There is no streaking from washing, and stainless needs to be polished.
- P From six feet away: able to see heavy spots and/or dust and handprints or footprints; dirty buildup around switches and/or streaks caused by improper cleaning. Stainless needs to be polished, may have buildup.

C. Fixtures

- E From approximately three feet: no visible cobwebs, dead bugs, or dust in lenses. Free from streaks on lenses, uniform in appearance.
- G From approximately three feet: no visible cobwebs or streaks on lenses. May have dead bugs or light dust in lenses.
- F From approximately six feet: no visible streaks on lenses. May have dust, dead bugs and/or cobwebs.
- P From approximately six feet: visible streaks on lenses from improper cleaning. May have dust, dead bugs, and/or cobwebs.

BIDDER'S [COMPANY] NAME _____

D. Furniture, Equipment

- E From three feet away: unable to see spots, dust, washable marks and handprints or footprints on furniture and equipment. There is no streaking from wet or dry cleaning. Does not need to be polished on tops or sides.
- G From three feet away: able to see light spots and/or dust, handprints or footprints on furniture and equipment. There is no streaking from wet or dry cleaning. Does not need to be polished on tops or may need to be polished on sides.
- F From six feet away: able to see light spots and/or dust, handprints or footprints on furniture and equipment, some streaking from wet or dry cleaning. May need to be polished on tops or on sides.
- P From six feet away: able to see heavy spots and/or dust, handprints or footprints, dirty buildup around edges of furniture and equipment, some streaking from wet or dry cleaning. Needs to be cleaned to remove buildup, or polished on tops or on sides.

E. Spot Cleaning

- E From three feet away: unable to see spots, washable marks and handprints or footprints on walls, with none around light switches. There is no streaking from washing.
- G From three feet away: able to see light spots and/or handprints or footprints, with none around light switches. There is no streaking from washing.
- F From six feet away: able to see light spots and/or handprints or footprints, with some around light switches. There is no streaking from washing.
- P From six feet away: able to see heavy spots and/or dust and handprints or footprints, dirty buildup around light switches, and/or streaks caused by improper cleaning.

F. Dusting

- E Unable to see dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, unable to see dust on fingertip or on surface.
- G Able to see light dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, able to see light dust on fingertip or on surface. Writing the current date in the dust, able to see writing but unable to read and/or no dust piles up on finger.
- F Able to see light dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface six inches, able to see dust on fingertip and/or on surface. Writing the current date in the dust, able to see writing but unable to read or dust piles up on finger.
- P Able to see heavy dust when looking at appropriate angle at arm's length. Using fingertip and wiping surface three inches, able to pile up dust on fingertip or on surface. Writing the current date in the dust, able to read the date and/or dust piles up on finger.

BIDDER'S [COMPANY] NAME _____

G. Waste Can

- E Surface should be clean and uniform in appearance. Inside liner should be tied or fit tightly around rim and is the appropriate size for can. Liner should be clean.
- G Surface should be clean and uniform in appearance. Liner needs to be changed, should be tied or fit tightly around rim and be the appropriate size for can. Liner should be clean.
- F Outside of can requires light cleaning, may need liner changed, has correct liner and/or needs to be tied.
- P Surface needs to be cleaned, dirty, streaked and/or liner needs to be changed, or no liner, or wrong size liner for can.

H. Air Vents

- E From three feet away: unable to see dust and cobwebs around vents and surrounding ceiling area. No streaks from wiping on ceiling or vents.
- G From three feet away: able to see light dust and/or cobwebs. No streaks on vent from wiping, and none on surrounding ceiling area.
- F From six feet away: able to see light dust and/or cobwebs. No streaks on vent from wiping and none on surrounding ceiling area.
- P From six feet away: able to see heavy dust and/or cobwebs and streaks caused by improper cleaning on vents and/or on surrounding ceiling area.

8. GYMNASIUM, AEROBIC, DANCEROOM, RACQUETBALL COURTS**A. Wood Flooring**

- E From three feet away: able to see clean, uniform appearance. May be lightly scuffed, free from dust or dirt buildup. Unable to draw finger to thumb at floor and pick up dirt, hair, lint, dust, etc. No gum or spills visible anywhere on flooring.
- G From three feet away: able to see clean appearance. May need dust mopping to remove light dust. May be lightly scuffed. Able to draw finger to thumb at floor and pick up light dirt, hair, lint, dust, etc. No gum or spills visible anywhere on flooring.
- F From three feet away: needs dust mopping to remove accumulated dust, dirt, trash, debris. Able to draw finger to thumb at floor and pick up light dirt, hair, lint, dust, etc.

BIDDER'S [COMPANY] NAME _____

- P From three feet away: needs dust mopping to remove accumulated dust, dirt, trash, debris. Able to draw finger to thumb at floor and pick up light dirt, hair, lint, dust, etc. Gum or spills visible on flooring.

B. Trash Containers

- E Entrance area is free from exposed trash, cigarette butts, large deposits of dust or dirt, etc. No gum or spills visible on concrete or approach within 10 feet of building entrance.
- G Entrance area has less than two pieces exposed trash, cigarette butts, or gum, etc., within a 10-foot radius; may have light deposits of dust or dirt.
- F Entrance area has less than six pieces exposed trash, cigarette butts, or gum, etc., within a 10-foot radius.
- P Entrance areas have more than six pieces exposed trash, cigarette butts, gum, etc., within a 10-foot radius.

C. Walls, Doors

- E From three feet away: unable to see spots, washable marks and handprints or footprints on walls, with none around switches. No streaking from washing, and stainless polished.
- G From three feet away: able to see light spots and/or handprints or footprints, with none around switches. No streaking from washing, and stainless polished.
- F From six feet away: able to see light spots and/or handprints or footprints, with some around switches. There is no streaking from washing, and stainless needs to be polished.
- P From six feet away: able to see heavy spots and/or dust and handprints or footprints; dirty buildup around switches and/or streaks caused by improper cleaning. Stainless needs to be polished, may have buildup.

D. Glass

- E From three feet away: unable to see spots, dust and handprints.
- G From three feet away: able to see light spots and/or dust and handprints, no streaks.
- F From six feet away: able to see light spots and/or dust and handprints, no streaks.
- P From six feet away: able to see heavy spots and/or dust and handprints, and streaks caused by improper cleaning.

BIDDER'S [COMPANY] NAME _____

E. Air Vents

- E From three feet away: unable to see dust and cobwebs around vents and surrounding ceiling area. No streaks from wiping on ceiling or vents.
- G From three feet away: able to see light dust and/or cobwebs. No streaks on vent from wiping, and none on surrounding ceiling area.
- F From six feet away: able to see light dust and/or cobwebs. No streaks on vent from wiping and none on surrounding ceiling area.
- P From six feet away: able to see heavy dust and/or cobwebs and streaks caused by improper cleaning on vents and/or on surrounding ceiling area.

9. EXTERIOR AREAS**A. Sweeping, Picking Up Litter**

- E Entrance area is free from exposed trash, cigarette butts, large deposits of dust or dirt, etc. No gum or spills visible on concrete or approach within 10 feet of building entrance.
- G Entrance area has less than two pieces exposed trash, cigarette butts, or gum, etc., within a 10-foot radius; may have light deposits of dust or dirt.
- F Entrance area has less than six pieces exposed trash, cigarette butts, or gum, etc., within a 10-foot radius.
- P Entrance areas have more than six pieces exposed trash, cigarette butts, gum, etc., within a 10-foot radius.

BIDDER'S [COMPANY] NAME _____

HOUSEKEEPING QUALITY CONTROL INSPECTION FORM

Facility: _____ Date: _____

(Circle letter to indicate grade: E = Excellent [3]; G = Good [3]; F = Fair[2]; P = Poor [1])

A.		ENTRANCE					RATING
	(1)	Mat, Carpet	E	G	F	P	
	(2)	Glass, Wall surface	E	G	F	P	
	(3)	Corners	E	G	F	P	
	(4)	Floor Appearance	E	G	F	P	
		LOBBIES					
	(5)	Dusting	E	G	F	P	
	(6)	Flooring	E	G	F	P	
	(7)	Spot Cleaning	E	G	F	P	
	(8)	Fixtures	E	G	F	P	
	(9)	Water Fountain	E	G	F	P	
	(10)	Vents	E	G	F	P	
		ELEVATORS					
	(11)	Walls, Doors	E	G	F	P	
	(12)	Flooring	E	G	F	P	
		CORRIDORS					
	(13)	Flooring	E	G	F	P	
	(14)	Baseboards	E	G	F	P	
	(15)	Spot Cleaning	E	G	F	P	
	(16)	Water Fountain	E	G	F	P	
	(17)	Walls, Doors	E	G	F	P	
	(18)	Door Kickplates	E	G	F	P	
	(19)	Vents	E	G	F	P	
		OFFICE AREAS					
	(20)	Furniture, Equipment	E	G	F	P	
	(21)	Phones, lamps	E	G	F	P	
	(22)	Walls, doors, spot cleaning	E	G	F	P	
	(23)	Wastecans	E	G	F	P	
	(24)	Partitions	E	G	F	P	
	(25)	Low Dusting	E	G	F	P	
	(26)	High Dusting	E	G	F	P	
	(27)	Floor Appearance	E	G	F	P	
	(28)	Baseboards	E	G	F	P	
	(29)	Corners	E	G	F	P	
	(30)	Glass	E	G	F	P	
	(31)	Sills, Frames	E	G	F	P	
	(31)	Blinds	E	G	F	P	
B.		RESTROOMS, LOCKER ROOMS, SHOWERS					
	(32)	Dispensers, Hardware	E	G	F	P	
	(33)	Basins	E	G	F	P	
	(34)	Floors	E	G	F	P	
	(35)	Mirrors	E	G	F	P	

BIDDER'S [COMPANY] NAME _____

	(36)	Partitions	E	G	F	P	
	(37)	Toilets, Urinals	E	G	F	P	
	(38)	Wastecans	E	G	F	P	
	(39)	Walls, Doors	E	G	F	P	
	(40)	Vents	E	G	F	P	
C.		CLASSROOMS, GAMEROOM, VENDING AREA, KITCHEN					
	(41)	Flooring	E	G	F	P	
	(42)	Walls, Doors	E	G	F	P	
	(43)	Fixtures	E	G	F	P	
	(44)	Furniture, equipment	E	G	F	P	
	(45)	Spot Cleaning	E	G	F	P	
	(46)	Dusting	E	G	F	P	
	(47)	Wastecans	E	G	F	P	
	(48)	Vents	E	G	F	P	
D.		GYMNASIUM, AEROBIC, DANCEROOM, RAQUETBALL COURTS					
	(49)	Flooring – wood	E	G	F	P	
	(50)	Wastecans	E	G	F	P	
	(51)	Walls, Doors	E	G	F	P	
	(52)	Glass	E	G	F	P	
	(53)	Vents	E	G	F	P	
E.		EXTERIOR AREAS					
	(54)	Sweeping, picking up litter	E	G	F	P	
F.	(55)	MINIMUM PORTERS HOURS MET	E	G	F	P	
		TOTAL POINTS SCORED:					
		DIVIDED BY TOTAL POSSIBLE					165
		MULTIPLIED BY 100 = TOTAL PERCENTAGE					

Janitorial Contractor _____
(Print Name)

Date _____

(Signature)

City Inspector _____
(Print Name)

Date _____

(Signature)

HOUSEKEEPING QUALITY CONTROL JANITORIAL CLOSET INSPECTION
(Circle word that applies)

- | | | | |
|---|--------|--------|-----|
| 1. ARE THE MAXIMUM QUANTITIES EXCEEDED? | PASSED | FAILED | N/A |
| 2. ARE ALL THE CONTAINERS LABELED? | PASSED | FAILED | N/A |
| 3. IS THERE AN M.S.D.S. ON THE CONTAINER? | PASSED | FAILED | N/A |

BIDDER'S [COMPANY] NAME _____

4. ARE THERE ANY UNAUTHORIZED PRODUCTS?	PASSED	FAILED	N/A
5. ARE THE LIDS ON THE CONTAINERS?	PASSED	FAILED	N/A
6. IS THE CLOSET CLEAN AND ORDERLY?	PASSED	FAILED	N/A
7. IS THE EQUIPMENT CLEAN AND SAFE TO USE?	PASSED	FAILED	N/A
8. DID THE JANITORIAL CLOSET MEET ALL REQUIREMENTS?	PASSED	FAILED	N/A

COMMENTS:

Inspection Location: _____ Inspection Date: _____

Janitorial Contractor _____ Date _____
(Print Name)

(Signature)

City Inspector _____ Date _____
(Print Name)

(Signature)

BIDDER'S [COMPANY] NAME _____

EXHIBIT C**"DAY TIME JANITOR"****1. JANITOR:**

These tasks are supplemental to the services identified in Exhibit A and B.

A. JANITOR SERVICE HOURS:

1. Janitorial Contractor is to furnish a cell phone for the Janitorial Supervisor. This cell number will be given to the designated City representative.
2. The working hours each facility will vary by location and are listed in Section I.

B. GENERAL DUTIES:

1. Day Time Janitors are to complete a time card and clock in and out using a timeclock at each facility.
2. Day Time Janitors are not to perform duties or tasks that will inhibit day to day operations within each facility; i.e., mopping floors in lobby, etc.
3. A specific location and task schedule will be developed, and signed off between the janitorial contractor and the designated City representative.
4. The first responsibility will be to check all the public restrooms assigned, to make sure there is sufficient toilet paper, paper towels, and soap.
5. At all times while cleaning restrooms, the janitor will be required to block the door open and place a "janitor at work" sign in the center of the doorway.
6. The restrooms are to be tidied up. This entails picking up of papers and scrap from the floors, and making sure the toilets and urinals are clean.
7. Keep lobby and foyer areas tidied up of trash and debris, spills cleaned.
8. Clean up glass doors at all main entrances and interior doorways. Clean glass in racquetball courts.
9. Check vending areas and keep clean of papers and trash.
10. Be prepared at all times to respond to emergency spills. These spills are to be cleaned up immediately. The spills include any beverage or substance that will cause damage or a safety hazard on carpets and floors.
11. Any available time left is to be spent tidying up elevators, railings, and in general checking for trash or debris to be removed.
12. It is understood that all supplies and equipment for the daytime janitor will be furnished by the janitorial contractor.

BIDDER'S [COMPANY] NAME _____

C. SCHEDULE:

The Janitor will work the hours established by the City. The City reserves the right to change the schedule with reasonable notice.

3.3 Exceptions to Specifications

Except as set forth below, the Offeror agrees it will perform the services under this Solicitation to the minimum standards set forth in Paragraph 1 of these Specifications (Part 3).

OFFEROR TAKES THE FOLLOWING EXCEPTIONS TO THE SPECIFICATIONS SET FORTH ABOVE:

(Attach additional pages if needed)

TAKING EXCEPTION)

SIGNATURE OF COMPANY REPRESENTATIVE (ONLY NEEDED IF

3.4 Responsibility Check List

- RESPONSIBILITY CHECK LIST -

**EQUIPMENT, PERSONNEL AND RESPONSIBILITY DETERMINATION
(Vendor must provide and/or identify the following as applicable)**

NOTE: Failure to provide the following documents will deem the bid non-responsive.

1.
- Submit a list of primary equipment the vendor intends to use in the execution of this contract to include quantity, brand, type, and model year.

Submitted - YES ☐ - NO ☐

2.
- Submit the number of personnel it employs that can fulfill the contract requirements.

Number of Personnel - # _____

BIDDER'S [COMPANY] NAME _____



PART 4 - CONTRACT CLAUSES

designate the Contractor or any of his employees as employees of the City. Neither the Contractor nor his employees will be entitled to any of the benefits established for City employees, nor be covered by the City's Workers' Compensation Program.

4.1 Contract Clauses (Terms & Conditions)

1. TYPE AND TERM OF CONTRACT

This is a Requirements Best Value Contract under which the City shall order all of its supplies and/or services described in Section A from the successful bidder, hereinafter referred to as the Contractor, for the duration of the contract.

In the event the City has not obtained another service contractor by the expiration date of the term contract, the City, at its discretion, may extend the contract on a month-to-month basis not to exceed six (6) months until such time as a new contract is awarded.

The term of this agreement shall be for thirty six (36) months commencing on the date the Contractor receives a written notice of award. Delivery of the notice of award shall be by email or US Postal Service.

2. INVOICES & PAYMENTS

1. The Contractor will submit invoices, in single copy, on each contract after each delivery. Invoices covering more than one purchase order will not be accepted.
2. Invoices will be itemized, including serial number of unit; transportation charges, if any, will be listed separately.
3. Invoices will reflect the Contract Number and the Purchase Order Number.
4. Do not include Federal Tax, State Tax, or City Tax. The City will furnish a tax exemption certificate upon request.
5. Discounts will be taken from the date of receipt of goods or date of invoice, whichever is later.
6. A copy of the bill of lading and the freight waybill when applicable will be attached to the invoice.
7. Payment will not be due until the above instruments are submitted after delivery and acceptance.
8. Mail invoices to the City Department indicated in the Invoice Instructions set forth on the Purchase Order.
9. Contractor shall advise the Comptroller of any changes in its remittance addresses.

3. CONTRACTUAL RELATIONSHIP

Nothing herein will be construed as creating the relationship of employer and employee between the City and the Contractor or between the City and the Contractor's employees. The City will not be subject to any obligations or liabilities of the Contractor or his employees incurred in the performance of the contract unless otherwise herein authorized. The Contractor is an independent Contractor and nothing contained herein will constitute or

4. INDEMNIFICATION [Rev. 04-15-99] [Rev. 01-04-04]

Contractor or its insurer will INDEMNIFY, DEFEND AND HOLD the City, its officers, agents and employees, HARMLESS FOR AND AGAINST ANY AND ALL CLAIMS, CAUSES OF ACTION, LIABILITY, DAMAGES OR EXPENSE, (INCLUDING BUT NOT LIMITED TO ATTORNEY FEES AND COSTS) FOR ANY DAMAGE TO OR LOSS OF ANY PROPERTY, OR ANY ILLNESS, INJURY, PHYSICAL OR MENTAL IMPAIRMENT, LOSS OF SERVICES, OR DEATH TO ANY PERSON ARISING OUT OF OR RELATED TO THIS AGREEMENT. Without modifying the conditions of preserving, asserting or enforcing any legal liability against the City as required by the City Charter or any law, the City will promptly forward to Contractor every demand, notice, summons or other process received by the City in any claim or legal proceeding contemplated herein. Contractor will 1) investigate or cause the investigation of accidents or occurrences involving such injuries or damages; 2) negotiate or cause to be negotiated the claim as the Contractor may deem expedient; and 3) defend or cause to be defended on behalf of the City all suits for damages even if groundless, false or fraudulent, brought because of such injuries or damages. Contractor will pay all judgments finally establishing liability of the City in actions defended by Contractor pursuant to this section along with all attorneys' fees and costs incurred by the City including interest accruing to the date of payment by Contractor, and premiums on any appeal bonds. The City, at its election, will have the right to participate in any such negotiations or legal proceedings to the extent of its interest. The City will not be responsible for any loss of or damage to the Contractor's property from any cause.

5. GRATUITIES

BIDDER'S [COMPANY] NAME _____

The City may, by written notice to the Contractor, cancel this contract without liability to Contractor if it is determined by the City that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of the City of El Paso with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making or any determinations with respect to the performing of such a contract. In the event this contract is canceled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Contractor in providing such gratuities.

terminate the contract setting forth the manner in which the Contractor is in default. The Contractor will be given an opportunity to correct the problem within a reasonable time before termination notice is rendered. The Contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract. The City shall have the right to immediately terminate the Contract for default if the Contractor violates any local, state, or federal laws, rule or regulations that relate to the performance of this Agreement.

6. WARRANTY-PRICE

- A. The price to be paid by the City will be that contained in the Contractor's bid which the Contractor warrants to be no higher than Seller's current prices on orders by others for products of the kind and specification covered by this contract for similar quantities under similar or like conditions and methods of purchase. In the event Contractor breaches this warranty the prices of the items will be reduced to the Contractor's current prices on orders by others, or in the alternative, the City may cancel this contract without liability to Contractor for breach or Contractor's actual expense.
- B. The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty the City will have the right in addition to any other right or rights to cancel this contract without liability and to deduct from the contract price, or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

7. 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) calendar days, the demanding party may treat this failure as an anticipatory repudiation of the contract.

8. TERMINATION [Rev. 06/07/97]

A. Termination for Convenience

The City of El Paso may terminate this contract, in whole or in part, at any time by written notice to the Contractor. The Contractor will be paid its costs, including the contract close out costs, and profit on work performed up to the time of termination. The Contractor will promptly submit its termination claim to the City of El Paso to be paid the Contractor. If the Contractor has any property in its possession belonging to the City of El Paso, the Contractor will account for the same, and dispose of it in the manner the City of El Paso directs.

B. Termination for Default

If the Contractor fails to comply with any provision of the contract the City of El Paso may terminate this contract for default. Termination shall be effected by serving a notice of intent to

9. ADDITIONAL REMEDIES [New 12/96]

If the City terminates the contract because the Contractor fails to deliver goods as required by the contract, the City shall have all of the remedies available to a buyer pursuant to the *UNIFORM COMMERCIAL CODE* including the right to purchase the goods from another vendor in substitution for those due from the Contractor. The cost to cover shall be the cost of substitute goods determined by informal or formal procurement procedures as required by the Local Government Code. The City may recover the difference between the cost of cover and the contract cost by deducting the same from amounts owed to Contractor for goods delivered prior to termination or any other lawful means.

10. TERMINATION FOR DEFAULT BY CITY [Rev. 06/09/97]

If the City fails to perform any of its duties under this contract, Contractor may deliver a written notice to the Purchasing Director describing the default, specifying the provisions of the contract under which the Contractor considers the City to be in default and setting forth a date of termination not sooner than 90 days following receipt of the Notice. The Contractor at its sole option may extend the proposed date of termination to a later date. If the City fails to cure such default prior to the proposed date of termination, Contractor may terminate its performance under this Contract as of such date.

11. FORCE MAJEURE [Rev. 06/07/97]

If, by reason of Force Majeure, either party hereto will be rendered unable wholly or in part to carry out its obligations under this Contract then such party will give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, will be suspended for only thirty (30) days during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party will try to remove or overcome such inability with all reasonable dispatch.

The term Force Majeure as employed herein, will mean acts of God, strikes, lockouts, or other industrial disturbances, acts of public enemies, orders of any kind of government of the United States or the State of Texas or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquake, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraint of government and people, civil disturbances, explosions, breakage or accidents to machinery, pipelines, or canals. It is understood and agreed that the settlement of strikes and lockouts will be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure

BIDDER'S [COMPANY] NAME _____

will be remedied with all reasonable dispatch will not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty. If a party is unable to comply with the provisions of this contract by reason of Force Majeure for a period beyond thirty days after the event or cause relied upon, then upon written notice after the thirty (30) days, the affected party shall be excused from further performance under this contract.

12. ASSIGNMENT-DELEGATION

No right or interest in this contract will be assigned or delegation of any obligation made by the Contractor without the written permission of the City. Any attempted assignment or delegation by the Contractor will be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.

13. WAIVER

No claim or right arising out of a breach of this contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.

14. INTERPRETATION-PAROL EVIDENCE

This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their contract. No course of prior dealings between the parties and no usage of the trade will be relevant to supplement or explain any term used in this contract. Acceptance or acquiescence in a course of performance rendered under this contract will not be relevant to determine the meaning of this contract even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in this contract, the definition contained in the Code is to control.

15. APPLICABLE LAW

The law of the State of Texas will control this contract along with any applicable provisions of Federal law or the City Charter or any ordinance of the City of El Paso.

16. ADVERTISING

Contractor will not advertise or publish, without the City's prior consent, the fact that the City has entered into this contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local government.

17. AVAILABILITY OF FUNDS

The awarding of this contract is dependent upon the availability of funding. In the event that funds do not become available the contract may be terminated or the scope may be amended. A 30-day written notice will be given to the vendor and there will be no penalty nor removal charges incurred by the City.

18. VENUE

Both parties agree that venue for any litigation arising from this contract will lie in El Paso, El Paso County, Texas.

19. ADDITIONAL REMEDY FOR HEALTH OR SAFETY VIOLATION

If the Purchasing Director determines that Contractor's default constitutes an immediate threat to the health or safety of City employees or members of the public he may give written notice to Contractor of such determination giving Contractor a reasonable opportunity to cure the default which shall be a period of time not less than 24 hours. If the Contractor has not cured the violation within the time stated in the notice, the City shall have the right to terminate the contract immediately and obtain like services as necessary to preserve or protect the public health or safety from another vendor in substitution for those due from the Contractor at a cost determined by reasonable informal procurement procedures. The City may recover the difference between the cost of substitute services and the contract price from Contractor as damages. The City may deduct the damages from Contractor's account for services rendered prior to the Notice of Violation or for services rendered by Contractor pursuant to a different contract or pursue any other lawful means of recovery. The failure of the City to obtain substitute services and charge the Contractor under this clause is not a bar to any other remedy available for default.

20. COMPREHENSIVE GENERAL LIABILITY INSURANCE

For the duration of this contract and any extension hereof, Contractor shall carry in a solvent company authorized to do business in Texas, comprehensive general liability insurance in the following amounts:

\$1,000,000.00 – Per Occurrence
\$1,000,000.00 – General Aggregate
\$1,000,000.00 - Products/Completed Operations-Occurrence & Aggregate

With respect to the above-required insurance, the City of El Paso and its officers and employees shall be named as additional insured as their interests may appear. The City shall be provided with sixty (60) calendar days advance notice, in writing, of any cancellation or material change. The City shall be provided with certificates of insurance evidencing the above required insurance prior to the commencement of this contract and thereafter with certificates evidencing renewal or replacement of said policies of insurance at least fifteen (15) calendar days prior to the expiration or cancellation of any such policies.

Notices and Certificates required by this clause shall be provided to:

City of El Paso
Purchasing & Strategic Sourcing Department
300 N. Campbell, 1st Floor
El Paso, Texas 79901-1153
Attn: Haydee Pena, Purchasing Agent

Please refer to Bid Number/Contract Number and Title in all correspondence.

Failure to submit insurance certification may result in contract cancellation.

21. WORKERS' COMPENSATION

For the duration of this contract and any extension hereof, Contractor shall carry Workers' Compensation and Employers' Liability Insurance in the amount required by Texas law: \$500,000.00. Out-of-state Contractors that provide goods through US mail, UPS, etc. are exempt from this requirement.

22. CONTRACT ADMINISTRATION

BIDDER'S [COMPANY] NAME _____

The point of contact for the administration of this Contract, on behalf of the City of El Paso, is:

Laura F. Garcia
 Administrative Services Manager
 Telephone: (915) 212-1715
 Email: GarciaLF@elpasotexas.gov

Note any contact with the Contract Administrator prior to award of this contract is a violation of the Cone of Silence (2.3.1 Cone of Silence/Anti Lobbying Policy) and your submission may be subject to disqualification.

Mail correspondence should be addressed to:

City of El Paso
 Purchasing & Strategic Sourcing Department
 300 N. Campbell, 1st Floor
 El Paso, TX 79901-1153
 Attn: Haydee Pena, Purchasing Agent

Please refer to Bid Number/Contract Number and Title in all correspondence

23. COMPLIANCE WITH NON-DISCRIMINATION LAWS

The Contractor agrees that it, its employees, officers, agents, and subcontractors, will comply with all applicable federal and state laws and regulations and local ordinances of the City of El Paso in the performance of this Contract, including, but not limited to, the American with Disabilities Act, the Occupational Safety and Health Act, or any environmental laws.

The Contractor further agrees that it, its employees, officers, agents, and subcontractors will not engage in any employment practices that have the effect of discriminating against employees or prospective employees because of sex, race, religion, age, disability, ethnic background or national origin, or political belief or affiliation of such person, or refuse, deny, or withhold from any person, for any reason directly or indirectly, relating to the race, gender, gender identity, sexual orientation, color, religion, ethnic background or national origin of such person, any of the accommodations, advantages, facilities, or services offered to the general public by place of public accommodation.

24. RIGHT TO AUDIT

The Contractor agrees that the City shall, until the expiration of three (3) years after final payment under this Contract, have access to and the right to examine and copy any directly pertinent books, computer and digital files, documents, papers, and records of the Contractor involving transactions relating to this Contract. Contractor agrees that the City shall have access during normal working hours to all necessary Contractor facilities, and shall be provided adequate and appropriate workspace in order to conduct audits in compliance with the provisions of this section. The City shall give Contractor reasonable advance notice of intended audits. The City will pay Contractor for reasonable costs of any copying the City performs on the Contractor's equipment or requests the Contractor to provide. The Contractor agrees to refund to the City any overpayments disclosed by any such audit.

The Contractor agrees that it will include this requirement into any subcontract entered into in connection with this Contract.

BIDDER'S [COMPANY] NAME _____

**Part 5: Required Forms****5.1 Business Information Certification**

Mark all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Manufacturer or Producer | <input type="checkbox"/> Disadvantaged Business Enterprise |
| <input type="checkbox"/> Wholesaler | <input type="checkbox"/> Asian - Pacific American |
| <input type="checkbox"/> Retailer | <input type="checkbox"/> Black American |
| <input type="checkbox"/> Franchised Distributor | <input type="checkbox"/> Hispanic American |
| <input type="checkbox"/> Factory Representative | <input type="checkbox"/> Native American |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Woman Owned Business |
| <input type="checkbox"/> Large Business | <input type="checkbox"/> Handicapped |
| <input type="checkbox"/> Small Business | <input type="checkbox"/> Local Business Enterprise |
| | <input type="checkbox"/> HUB State Certified Historically Underutilized Business
(please furnish copy of Certification) |

SMALL BUSINESS CONCERN: Less than \$1,000,000.00 in annual receipts or fewer than one hundred [100] full time employees.

DISADVANTAGED BUSINESS ENTERPRISE: At least fifty-one percent [51%] owned by one or more socially disadvantaged individuals, or a publicly held corporation with at least fifty-one percent [51%] of the stock owned by one or more such individuals.

WOMAN-OWNED BUSINESS: At least fifty-one percent [51%] owned by a woman, or women, who also control and operate the business. "Control" in this context means making policy decisions. "Operate" in this context means actively carrying on day to day management

HANDICAPPED: At least fifty-one percent [51%] owned by a person or persons with an orthopedic, otic [hearing], optic [visual], or mental impairment which substantially limits one or more of their major life activities.

LOCAL BUSINESS: A business with a Tier 1 or Tier 2 principal place of business within the incorporated city limits of El Paso, Texas.

Tier 1 Principal place of business: means a business whose primary headquarter is located within the incorporated city limits of El Paso, Texas and at least 10 percent the total number of full time employees reside within the incorporated city limits of El Paso, Texas. A temporary construction trailer or temporary structure shall not be construed as the headquarter structure.

Tier 2 Principal place of business: means a business that:

(1) Has been physically present and operating for at least one (1) year in the incorporated

limits of the City of El Paso; and

(2) A minimum of fifty (50) of its full time employees reside within the incorporated city limits of El Paso, Texas; and

(3) Owns or leases real property or owns or leases space in a structure in which primary business is conducted in the incorporated limits of the City of El Paso; and

BIDDER'S [COMPANY] NAME _____

(4) The Property or space owned or leased is used as an office, plant, store, warehouse, or other function that is fully operational and has sufficient equipment, supplies, and personnel to provide the product or service of the business without significant reliance on the resources of another entity, affiliate, or an auxiliary facility of the business which is located outside the incorporated limits of the City of El Paso; and

- 1. A temporary construction trailer or temporary structure shall not be construed as a real property for purposes of meeting the ownership or lease requirement.

HUB [HISTORICALLY UNDERUTILIZED BUSINESS]: A Business Enterprise, which has been granted a Certificate by the State of Texas, as a Historically Underutilized Business. The City of El Paso utilizes information on Historically Underutilized Businesses (HUB), from the State of Texas Comptroller of Public Accounts (CPA), HUB Program, 1711 San Jacinto Ave, P.O. Box 13186, Austin, Texas 78711. The City encourages you to contact the State if you feel you may qualify.

I certify that the foregoing information is a full, true and correct statement of the facts.

Signature of Person Authorized to Sign Application

Title Date

BIDDER'S [COMPANY] NAME _____



**City Of El Paso
Purchasing & Strategic Sourcing Department**

5.2 Non-Collusion and Business Disclosure Affidavit

THIS IS AN OFFICIAL PURCHASING DOCUMENT – RETAIN WITH PURCHASE ORDER FILE

Before me, the undersigned official, on this day, personally appeared _____, a person known to me to be the person whose signature appears below; whom after being duly sworn upon his/her oath deposed and said:

1. I am over the age of 18, have never been convicted of a crime and am competent to make this affidavit.
2. I am a duly authorized representative of the following company or firm (the "Bidder") which is submitting a response to
2016-377 GENERAL CLEANING - PARKS AND RECREATION FACILITIES (REBID) - PARKS AND RECREATION:

_____ (Name of Bidder).

3. **BY SUBMITTING THIS BID, I CERTIFY THAT BIDDER AND ITS AGENTS, OFFICERS OR EMPLOYERS HAVE NOT DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENTS, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FREE COMPETITIVE BIDDING IN CONNECTION WITH THIS PROPOSAL OR WITH ANY CITY OFFICIAL.**
 4. I have listed in ***Paragraph 10*** below all the names the Bidder uses and has used in the past and certify that I have disclosed all such names, including any assumed (DBA) names.
 5. **Certificate of Organization.** In completing this Affidavit, I have attached a copy of the organization certificate issued by the Secretary of State of the state in which the company was organized (i.e. Certificate of Formation, Certificate of Good Standing, Statement of Operation or Registration and/or a copy of Assumed Name Certificate if the bidder/proposer used a trade name in the Solicitation documents is other than the name under which company was organized).
 6. **Material Change in Organization or Operation.** ***Except as described in Paragraph 10 below,*** I certify that Bidder is not currently engaged nor does it anticipate that it will engage in any negotiation or activity that will result in the merger, transfer of organization, management reorganization or departure of key personnel within the next twelve (12) months that may affect the Bidder's ability to carry out the contract with the City of El Paso.
 7. **Debarment/Suspension.** ***Except as described in Paragraph 10 below,*** I certify that Bidder and its subcontractors, officers or agents are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from any covered transactions by any federal, state or local department or agency. If such an event has occurred, state in ***Paragraph 10*** below, the reason for or the circumstances surrounding the debarment or suspension, including but, not limited to, the name of the governmental entity, the period of time for such debarment or suspension and provide the name and current phone number of a governmental contact person familiar with the debarment or suspension.
- I understand the Bidder is obligated to immediately inform the City in the event that the Bidder is included in such a debarment/suspension list during the performance of this Contract with the City of El Paso.
8. **Default/Termination of Contracts.** ***Except as described in Paragraph 10 below,*** I certify that, within the last 24 months, there are no Contract(s) between the Bidder and a governmental entity that have been terminated, with or

BIDDER'S [COMPANY] NAME _____

without the Bidder's default. If such a contract has been terminated within the last 24 months, state in **Paragraph 10** below the reason for or circumstances surrounding the termination.

9. **Taxpayer Identification.** In completing this Affidavit, I have also attached a copy of a completed Form W-9 that shows the Bidder's taxpayer identification number (Employer Identification Number or Social Security Number). I understand that failure to provide this information may require the City to withhold 20% of payments due under the contract and pay that amount directly to the IRS.

10. Additional Information (state the number of paragraph above which corresponds to the information provided)

(Attach additional pages if needed)

Attached are the following:

- Certificate of Organization (required by **Paragraph 5**)
- Taxpayer Identification (required by **Paragraph 9**)

I understand that by providing false information on this Affidavit, I could be found guilty of a Class A misdemeanor or state jail felony under the Texas Penal Code, Section 37110. In addition, by providing false information on this Affidavit, the Bidder it could be considered not responsible on this and future solicitations, and such determination could result in the discontinuation of any/all business or contracts with the Bidder by the City of El Paso.

Signature

SUBSCRIBED AND SWORN to before me on this day of , 20_____.

Notary Public

Printed Name

Commission Expires

(Rev. Sept. 2009)

BIDDER'S [COMPANY] NAME _____



**City Of El Paso
Purchasing & Strategic Sourcing Department**

5.3 Indebtedness Affidavit

THIS IS AN OFFICIAL PURCHASING DOCUMENT – RETAIN WITH PURCHASE ORDER FILE

Before me, the undersigned authority, on this day personally appeared _____
[FULL NAME] (hereafter “**Affiant**”), a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed stated as follows:

- A. Affiant is authorized and competent to give this affidavit and has personal knowledge of the facts and matters herein stated.
- B. Affiant is an authorized representative of the following company or firm:
_____ [Contracting Entity's Corporate or Legal Name] (hereafter,
“**Contracting Entity**”).
- C. Affiant is submitting this affidavit in response to the following bid: *Solicitation No. 2016-377 GENERAL CLEANING - PARKS AND RECREATION FACILITIES (REBID) - PARKS AND RECREATION*, which is expected to be in an amount that exceeds \$50,000.00.
- D. Contracting Entity is organized as a business entity as noted below (check box as applicable):

For Profit Entity (select below):

- ☐ Sole Proprietorship
☐ Corporation
☐ Partnership
☐ Limited Partnership
☐ Joint Venture
☐ Limited Liability Company
☐ Other (Specify type in space provided below):

For Non-Profit Entity or Other (select below):

- ☐ Non-Profit Corporation
☐ Unincorporated Association

- E. The information shown below is true and correct for the Contracting Entity. If Contracting Entity is a sole proprietorship or partnership, list all owners of 5% or more of the Contracting Entity. Where the Contracting Entity is an unincorporated association, the required information has been shown for each officer. [Note: In all cases, use FULL name, business and residence addresses and telephone numbers.]

Contracting Entity:

Name	
Business Address [No./Street]	
City/State/Zip Code	
Telephone Number	
Resident Address (if applicable)	
City/State/Zip Code	
Telephone Number	
Federal Tax ID Number	
Texas Sales Tax Number	

BIDDER'S [COMPANY] NAME _____

5% Owner(s) or Officers of Unincorporated Association ** (If none, state "None"):

Name	
Business Address [No./Street]	
City/State/Zip Code	
Telephone Number	
Resident Address (if applicable)	
City/State/Zip Code	
Telephone Number	

**Attach additional pages if necessary to supply the required names and addresses.

F. Affiant understands that in accordance with Ordinance No. 016529 of the City of El Paso (the "**City**"), the City may refuse to award a contract to or enter into a transaction with Contracting Entity that is an apparent low bidder or successful proposer that is indebted to the City.

G. Affiant understands that the term "**Debt**" shall mean any sum of money, which is owed to the City by a Contracting Entity, Owner, or Vendor, that exceeds one hundred dollars (\$100.00) and that has become Delinquent, as defined hereinafter. Such Debt shall include but not be limited to: (i) property taxes; (ii) hotel/motel occupancy taxes; and (iii) license and permit fees.

H. Affiant understands that the term "**Delinquent**" shall mean any unpaid Debt that is past due for sixty (60) days or more and, which is not currently subject to challenge, protest, or appeal.

I. Affiant represents that to the best of its knowledge, the Contracting Entity is not indebted to the City in any amounts as described in Item No. 7 above, as of the date of the submittal. If the Contracting Entity is indebted to the City, the following represents the type and estimated amount of indebtedness:

J. If the Contracting Entity is indebted to the City, describe any payment arrangements that have been entered into to settle the Debt.

K. In the event that the City refuses to do business with a Contracting Entity due to any indebtedness listed above or as determined by the City Financial Services Department, the Contracting Agency may appeal this determination in accordance with the appeal regulations in Ordinance 016529.

Affiant certifies that he is duly authorized to submit the above information on behalf of the Contracting Entity, that Affiant is associated with the Contracting Entity in the capacity noted above and has personal knowledge of the accuracy of the information provided herein; and that the information provided herein is true and correct to the best of Affiant's knowledge and belief. Affiant understands that providing false information on this form shall be grounds for debarment and discontinuation of any/all business with the City of El Paso.

Signature _____
 SUBSCRIBED AND SWORN to before me on this _____ day of _____, 20_____.

Notary Public _____
 Printed Name _____
 Commission Expires _____

BIDDER'S [COMPANY] NAME _____

**CITY OF EL PASO PURCHASING DEPARTMENT
VENDOR INFORMATION FORM**

This form must be accompanied by an IRS Form W-9 and Conflict of Interest Questionnaire.

___ Add ___ Update ___ Inactivate ___ Vendor ___ Contractual Employee ___ City of El Paso Employee

Send To: Suky Flores, Sr. Office Asst. – Purchasing Telephone #: 915-541-4179 Fax #: 915-541-4347

From: Name: _____ City Department: _____ Tel. # _____

VENDOR SALES ADDRESS: If same as W-9 check box ☐

Company Name: _____

Street: _____

City: _____ State _____ Zip Code _____

Contact Name & Title: _____

Telephone # (_____) _____ Fax # (_____) _____

E-Mail Address: _____ Web Page: _____

VENDOR STATUS:

- (Yes ___) (No ___) Small business concern (Less than \$1,000,000.00 Annual Receipts or 100 employees.)
- (Yes ___) (No ___) Disadvantage business concern (At least 51% owned by one or more socially disadvantaged individuals; or, a publicly-owned business at least 51% of the stock owned by one or more of such individuals.) If your company is certified please send us a photo copy. We must have an updated copy of the certificate on file. DBES include (Please mark one):
- (___) Black Americans (___) Hispanic Americans
- (___) Native Americans (___) Asian-Pacific Americans
- (Yes ___) (No ___) Woman-owned business (At least 51% owned by a woman or women who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management.)
- (Yes ___) (No ___) Handicapped (At least 51% owned by a person or persons with an orthopedic, hearing, mental or visual impairment which substantially limits one of more of his/hers/their major life activities.)
- (Yes ___) (No ___) Local business enterprise (At least 51% of which is owned by a resident or residents of El Paso County and the principal place of business is in El Paso County.)
- (Yes ___) (No ___) Hub (Historically underutilized business) If your company is certified please send us a photo copy. We need to have an updated copy of the certificate on file.

CITY OF EL PASO EMPLOYEES (IRS-Withholding not required for the following items)

___ Pension ___ Refund ___ Mileage ___ Reimbursement ___ Settlement ___ Travel Request ___ Tuition Reimbursement

CONTRACTUAL EMPLOYEES OR VENDORS

- Based on W-9, Individual/Sole Proprietor or Partnership are marked as withholding. Corporation is not marked as withholding.
- Vendors for Rent, Medical Services, Attorney Fees are **always** marked as withholding, even if they are a Corporation

IRS-Withholding required information – Mark one of the following which applies to the type of payment that will be made to the vendor: (Incomplete forms will be returned to requester),

___ Wages (Withholding / Default Class 7)	___ Juror (No Withholding / No Default Class)
___ Goods (No Withholding / No Default Class)	___ Services (Withholding / Default Class 7)
___ Settlement / Attorney Proceeds (Withholding / Default Class 14)	___ Rental Property (Withholding / Default Class 1)
___ Medical & Healthcare (Withholding / Default Class 6)	___ Stipend (No Withholding / No Default Class)
___ Garnishment Vendor (No Withholding / No Default Class)	___ Corporation (No Withholding / No Default Class)

01/12/10

BIDDER'S [COMPANY] NAME _____

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	OFFICE USE ONLY	
<p>1 Name of person who has a business relationship with local governmental entity.</p>	<p>Date Received</p>	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>		
<p>3 Name of local government officer with whom filer has employment or business relationship.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p> <p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>		
<p>4</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of person doing business with the governmental entity Date</p>		

Adopted 06/29/2007



City of El Paso
ACCOUNTS PAYABLE
DIRECT DEPOSIT SIGN-UP FORM

This form is used to collect important information to enroll, update or change your Direct Deposit request. Please complete and return to the Purchasing & Strategic Sourcing Department; see contact information provided below. For assistance, please call 915-212-1185.

Part I – Vendor / Employee Information

Name of Payee (Print) _____
Federal Taxpayer ID Number or Employee KRONOS ID# _____
Address: _____
City, State, and Zip Code _____
Telephone _____
E-mail (Print) _____

Part II – Direct Deposit Information

Action Requested: ☐ Start Direct Deposit ☐ Stop Direct Deposit ☐ Change Direct Deposit
Name of Financial Institution: _____
Routing Number (must be nine digits): _____
Bank Account Number: _____
Account Type: ☐ Checking ☐ Savings

For convenience, you may attach a voided check.

Do not use a deposit slip as some banking institutions do not display the correct routing number on deposit slips.

Part III – Terms and Conditions

I hereby authorize and request the City of El Paso to initiate credit entries and if necessary, a debit entry in accordance with National Automated Clearing House Association (NACHA) rules reversing a credit entry made in error, to my account at the financial institution named. The electronic payment is to remain in effect until withdrawn by written notification to the City of El Paso. Funds that are sent to a closed bank account are returned by the banking institutions within five (5) business days. Re-issued payments will be made when funds are returned to City of El Paso.

Signature

Date

Purchasing & Strategic Sourcing Department
300 N. Campbell, 1st floor – EL PASO TX 79901
Fax 915-212-0044
Email: SilvaML@elpasotexas.gov



BIDDER'S [COMPANY] NAME _____

PERFORMANCE BOND
(Value of this Bond must be 100% of Contract amount)

KNOW ALL MEN BY THESE PRESENTS:

THAT _____, hereinafter called the "Principal", as Principal and _____, a Corporation organized and existing under the laws of the State of _____ with its principal office in the City of _____, hereinafter called the "Surety", as Surety, are held and firmly bound unto THE CITY OF EL PASO, TEXAS, hereinafter called the "Obligee", in the amount of _____ Dollars and _____ Cents (\$ _____), for the payment whereof, the said Principal and Surety bind themselves and their heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into a certain written Contract with the Obligee, dated the _____ day of _____, 20____ to construct _____, Contract No. _____, which Contract is hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH that, if the said Principal shall faithfully perform the work in accordance with the plans, specifications and contract documents, then this obligation shall be void; otherwise, to remain in full force and effect.

PROVIDED, HOWEVER, that this Bond is executed pursuant to the provisions of Chapter 2253, Texas Government Code, as amended, and all liabilities on this Bond shall be determined in accordance with the provisions of said Chapter to the same extent as if it were copied at length herein. The Surety hereby waives notice of any change, including changes of time, to the construction contract, related subcontracts and purchase orders, which is made in accordance with Section 252.048, Texas Local Government Code.

IN WITNESS, WHEREOF, the said Principal and Surety have signed and sealed this instrument this _____ day of _____, 20____.

WITNESS: _____

ATTEST: _____

	(Seal)
Principal - Company Name	Signed By (Principal Agent)

Address	Principal Agent's Name (Printed or Typed)

City, State, Zip Code	

Telephone No.	Fax No.

	(Seal)
Surety - Company Name	Signed By (Surety Agent)

Address	Surety Agent's Name (Printed or Typed)

City, State, Zip Code	

Telephone No. _____ **Fax No.** _____

BIDDER'S [COMPANY] NAME _____

INSERT

POWER OF ATTORNEY

AFTER

PERFORMANCE BOND

NOTE:

- **DO NOT SUBSTITUTE BOND FORM**
- **BOND MUST BEAR FOUR (4) SIGNATURES: (1) WITNESS, (2) ATTEST, (3) CONTRACTOR AND (4) ATTORNEY-IN-FACT**
- **DATE ON POWER OF ATTORNEY MUST BE SAME AS DATE ON BOND**
- **SEPARATE POWER OF ATTORNEY FORMS MUST BE PROVIDED FOR EACH BOND (PERFORMANCE & PAYMENT BOND)**
- **AGENT RESIDENT DESIGNATION MUST CONTAIN SURETY'S SEAL, ASSIGNMENT BY SURETY AGENT, AND ACKNOWLEDGMENT OF SUCH ASSIGNMENT BY AGENT RESIDENT.**

BIDDER'S [COMPANY] NAME _____

AGENT RESIDENT DESIGNATION

**General Cleaning – Parks and Recreation Facilities (Re-bid)
Solicitation No. 20XX-XXX**

SURETY INFORMATION

_____, as Surety on the Performance and Payment Bonds for this contract, hereby appoints the following resident agent who resides within the County of El Paso and to whom any requisite notices may be delivered and on whom service of process may be had in matters arising out of suretyship, pursuant to Article 7.19-1 of the Texas Insurance Code and Chapter 2253, Texas Government Code.

Assigned By:

_____(Seal)
Surety Agent

Surety Agent's Signature

Date

AGENT INFORMATION

Agent Resident: _____

Business Address: _____

Telephone & Fax Nos. _____

Acknowledged By:

Agent Resident's Name (Printed or Typed)

Agent Resident's Signature

BIDDER'S [COMPANY] NAME _____

PAYMENT BOND
(Value of this Bond must be 100% of Contract amount)

KNOW ALL MEN BY THESE PRESENTS:

THAT _____, hereinafter called the "Principal", as Principal and _____, a Corporation organized and existing under the laws of the State of _____ with its principal office in the City of _____, hereinafter called the "Surety", as Surety, are held and firmly bound unto THE CITY OF EL PASO, TEXAS, hereinafter called the "Obligee", in the amount of _____ Dollars and _____ Cents (**\$_____**), for the payment whereof, the said Principal and Surety bind themselves and their heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into a certain written Contract with the Obligee, dated the _____ day of _____, 20____, to construct _____, Contract No. _____, which Contract is hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH that, if the said Principal shall pay all claimants supplying labor and materials to him, or a subcontractor in the prosecution of the work provided for in said Contract, then this obligation shall be void; otherwise, to remain in full force and effect.

PROVIDED, HOWEVER, that this Bond is executed pursuant to the provisions of Chapter 2253, Texas Government Code, as amended, and all liabilities on this Bond shall be determined in accordance with the provisions of said Chapter to the same extent as if it were copied at length herein.

IN WITNESS, WHEREOF, the said Principal and Surety have signed and sealed this instrument this _____ day of _____, 20____.

WITNESS: _____

ATTEST: _____

 (Seal)
 Principal - Company Name

 Address

 City, State, Zip Code

 Telephone No.

 (Seal)
 Surety - Company Name

 Address

 City, State, Zip Code

 Telephone No.

 Signed By (*Principal Agent*)

 Principal Agent's Name (Printed or Typed)

 Fax No.

 Signed By (*Surety Agent*)

 Surety Agent's Name (Printed or Typed)

 Fax No.

BIDDER'S [COMPANY] NAME _____

INSERT

POWER OF ATTORNEY

AFTER

PAYMENT BOND

NOTE:

- **DO NOT SUBSTITUTE BOND FORM**
- **BOND MUST BEAR FOUR (4) SIGNATURES: (1) WITNESS, (2) ATTEST, (3) CONTRACTOR AND (4) ATTORNEY-IN-FACT**
- **DATE ON POWER OF ATTORNEY MUST BE SAME AS DATE ON BOND**
- **A SEPARATE POWER OF ATTORNEY FORM MUST BE PROVIDED FOR EACH BOND (PERFORMANCE & PAYMENT BOND)**
- **AGENT RESIDENT DESIGNATION MUST CONTAIN SURETY'S SEAL, ASSIGNMENT BY SURETY RESIDENT.AGENT, AND ACKNOWLEDGMENT OF SUCH ASSIGNMENT BY AGENT**

BIDDER'S [COMPANY] NAME _____

AGENT RESIDENT DESIGNATION

**Deep Cleaning Services – Parks and Recreation Facilities
Solicitation No. 2016-377**

SURETY INFORMATION

_____, as Surety on the Performance and Payment Bonds for this contract, hereby appoints the following resident agent who resides within the County of El Paso and to whom any requisite notices may be delivered and on whom service of process may be had in matters arising out of suretyship, pursuant to Article 7.19-1 of the Texas Insurance Code and Chapter 2253, Texas Government Code.

Assigned By:

_____(Seal)
Surety Agent

Surety Agent's Signature

Date

AGENT INFORMATION

Agent Resident: _____

Business Address: _____

Telephone & Fax Nos. _____

Acknowledged By:

Agent Resident's Name (Printed or Typed)

Agent Resident's Signature

BIDDER'S [COMPANY] NAME _____

PART 6 - NOTICES AND INSTRUCTIONS TO OFFERORS

A. SIGNATURE OF OFFER BY PERSON AUTHORIZED TO SIGN

All offers shall bear an original signature, in ink, of a responsible officer or agent of the company. Failure to sign the OFFER portion of the SOLICITATION, OFFER AND AWARD form, or to include a substitute signed document binding the offeror, will be the basis for declaring a bid non-responsive.

B. REQUIRED NUMBER OF COPIES

Offer (bid or proposal) must be submitted in original form with one additional copy, unless otherwise stated in Section B.

C. OFFER SUBMISSION INSTRUCTIONS

Offer must be sealed when presented to the Purchasing & Strategic Sourcing Department. Offers will be received by the City of El Paso until **2:00 P.M., local time, on Wednesday, October 7, 2015. Bids will be publicly opened and read; proposals will be announced.**

THE CITY DOES NOT PROVIDE ENVELOPES FOR THE PURPOSE OF SUBMITTING OFFERS.

D. ADDRESSING INSTRUCTIONS

The envelope containing the offer must be addressed as follows:

CITY OF EL PASO
PURCHASING & STRATEGIC SOURCING DEPARTMENT
300 N. CAMPBELL, 1st FLOOR
EL PASO, TEXAS 79901-1153
ATTN: PURCHASING DIRECTOR

Also, write the **BID NUMBER**, **BID TITLE**, and **BID OPENING DATE** clearly on a visible section of the envelope.

E. LABELING OF BIDS [Rev 6/15/05]

The Due Date and Solicitation Number must be written on the outside of the package containing the offer. The City Purchasing & Strategic Sourcing Department may open any unlabeled submittal to identify it properly. Offerors are required to identify their package to protect the integrity of their sealed bids and to fully avail themselves of the sealed bid process.

F. OFFERER DELIVERY RESPONSIBILITY

Bids received at the Purchasing & Strategic Sourcing Department after the specified date and time will not be accepted. Package delivery services such as FedEx, UPS, etc. deliver packages addressed to the Purchasing Director directly to the Purchasing & Strategic Sourcing Department. U.S. Postal Service deliveries, including Express Mail, are only delivered to the Mail Room at City Hall Bldg. #2 and may or may not be delivered by the Mail Room to the Purchasing & Strategic Sourcing Department by the time and place bids are opened. The offeror accepts all responsibility for delivering its offer to address stated above within

the specified time or the offer will be considered non-responsive and will be mailed back unopened. If the envelope does not reflect a return address, it will be opened for the sole purpose of obtaining the return address.

G. DESCRIPTIVE LITERATURE

Descriptive literature, where applicable, containing complete specifications or other information sufficient for the City to determine compliance with the specifications must accompany each bid, in **DUPLICATE**. If an offeror wishes to furnish additional information more sheets may be added.

H. OFFER DOCUMENTS, SUPPORTING LITERATURE AND RELATED DATA

Related data, where applicable, will be made part of the bid. All documents, literature and related data submitted as an offer become the property of the City of El Paso.

I. ALTERNATE OFFERS

Alternate offers may be submitted if they meet the minimum requirements of the specifications. For full consideration all necessary technical data will be furnished with such alternate bids so proper evaluations can be made.

J. SOLICITATION CHANGES OR CLARIFICATIONS

Requests for changes or clarifications to this solicitation are welcomed by the Purchasing & Strategic Sourcing Department for its consideration, provided the requests are made in writing and received at least ten calendar days before the bid opening date. Requests received after that time may not elicit a response. Refer to REQUESTS FOR CLARIFICATION in Section B for more details.

K. ACKNOWLEDGMENT OF SOLICITATION AMENDMENTS

All Amendments will be acknowledged on the *Solicitation of Offers* form (first page of this bid). Failure to do so may cause the bid to be rejected.

L. BID PREPARATION COSTS

This solicitation does not commit the City of El Paso to pay any costs incurred in preparing and submitting the proposal or to contract for the services specified.

M. DEFINITION OF COMPLETE

The word "complete" means that each proposed unit of equipment will include all appurtenances, fasteners, parts, accessories and services ordinarily catalogued.

N. ADDITIONAL INFORMATION

For further procedural information concerning this Invitation for Bids contact the point of contact for contract administration (refer to CONTRACT ADMINISTRATION in Section C for contact details).

O. ACCEPTANCE OR REJECTION OF BIDS

BIDDER'S [COMPANY] NAME _____

The City reserves the right to accept or reject any or all bids, to waive all minor technicalities, and to accept the bid or bids determined to be the most favorable to the City. Additionally, the City may accept a bid subject to an exception if, in the sole judgment of the City, the bid meets or exceeds the City's specifications.

P. TIME AND PLACE OF OPENING

Offers will be opened and read in Council Chambers, Second Floor, City Hall, shortly after 2:00 p.m. on opening day. However, you are cautioned that offers must be received in the Purchasing & Strategic Sourcing Department, before the time stated in item #3 above.

Q. NOTICE TO NONRESIDENTS

Offers received from nonresidents (bidders whose principal place of business is not in the State of Texas) must be lower than offers from Texas bidders by the same amount that a Texas bidder would be required to underbid a resident bidder, to obtain a comparable contract, in the state in which a nonresident bidder's business is located. This paragraph does not apply to contracts involving federal funds.

R. ROUNDING

Except those commodities normally priced to four decimal places, bids submitted beyond two decimals will be rounded off to the nearest cent.

S. UNIT PRICES

In the event of a discrepancy between the unit price offered, and the extension thereof, the unit price shall prevail.

T. TIE BIDS [REV. 06/14/12]

In case of a tie, the successful bid will be determined by lot unless the principal place of business of one, but not more than one, of the parties to the tie is located in the City of El Paso in which case the award will be made to the local vendor. The casting of lots is to be conducted in the presence of the governing body, Council. The qualified bidders or legal representatives can be present at the casting of lots.

U. BID RESULTS

Any questions concerning bid results should be directed to the point of contact for contract administration.

V. BID TABULATIONS

The point of contact for contract administration will accept requests for a copy of the completed tabulated report of bid results after 2:00 P.M., Tuesday of the week following bid opening (refer to CONTRACT ADMINISTRATION in Section C for contact details). The bid tab results will also be made available on the City web site at http://www.elpasotexas.gov/financial_services/bid_tabs.asp. No results will be given over the phone.

W. FAILURE TO RESPOND TO SOLICITATIONS

Any offeror who fails to respond to three consecutive solicitations

BIDDER'S [COMPANY] NAME _____

will be purged from the mailing list. It is the offeror's responsibility to remain on the mailing list under his requested commodity classes.

X. TIME

Time of delivery is of the essence.

Y. DEBRIEFING REQUESTS

A written request for a debriefing should be directed to the Analyst identified in CONTRACT ADMINISTRATION in Section C within five (5) days after the date of award. Debriefing requests will be scheduled with the appropriate evaluation committee and Purchasing representative.

Z. PROTEST/DISPUTE PROCEDURE

Only a bidder who has actually submitted a bid response/proposal may appeal an award decision.

Failure to follow the requirements of the Protest procedures established by the City of El Paso, Texas, shall constitute a waiver of all protest rights.

Protest must be made after the Council agenda has been posted and by 5 p.m. the day before the Council meeting in which the award will be made. The bidder must write a letter to the Purchasing Director using the phrase "Bid Protest" to the address listed above. Protest must be sent by certified or registered mail or delivered in person. Note: the recommendation for award is posted on the City's website at least 72 hours before each Tuesdays Council meeting.

The written protest should include 1) the bid number and should clearly state, with particularity, the relevant facts believed to constitute an error in the award recommendation, or desired remedy; 2) a specific identification of the statutory or regulatory provision that the Protesting Bidder alleges has been violated and the provisions entitling the Protesting Bidder to relief; 3) a specific factual description, with particularity, of each action by the City that the Protesting Bidder alleges to be a violation of the statutory or regulatory provision that the Protesting Bidder has identified pursuant to item (2) of this paragraph (mere disagreement with the decisions of City employees does not constitute grounds for protest). If there is no disputed issue of the material fact, the Protest must indicate this as well.

Only the information provided within the protest period will be considered in making a recommendation to Council.