

EXHIBIT
"A"

CITY OF ROUND ROCK
AGREEMENT FOR JANITORIAL SERVICES
WITH
PBS OF TEXAS, LLC

THE STATE OF TEXAS

§

CITY OF ROUND ROCK

§

KNOW ALL BY THESE PRESENTS:

COUNTY OF WILLIAMSON

§

COUNTY OF TRAVIS

§

§

§

THAT THIS Agreement for purchase of janitorial services (referred to herein as the "Agreement"), is made and entered into on this the _____ day of the month of August, 2018, by and between the CITY OF ROUND ROCK, TEXAS, a home-rule municipality whose offices are located at 221 East Main Street, Round Rock, Texas 78664 (referred to herein as the "City") and PBS OF TEXAS, LLC, whose offices are located at 3430 Alameda #448, Fort Worth, Texas 76126 (referred to herein as the "Vendor").

RECITALS:

WHEREAS, City desires to purchase janitorial services, and City desires to procure same from Vendor; and

WHEREAS, City has issued its "Invitation for Bid" for the provision of said goods and services, and City has selected the Bid submitted by the Vendor; and

WHEREAS, the parties desire to enter into this Agreement to set forth in writing their respective rights, duties, and obligations;

NOW, THEREFORE, WITNESSETH:

That for and in consideration of the mutual promises contained herein and other good and valuable consideration, sufficiency and receipt of which are hereby acknowledged, it is mutually agreed between the parties as follows:

1.01 DEFINITIONS

A. **Agreement** means the binding legal contract between City and Vendor whereby City is obligated to buy specified services and Vendor is obligated to pay for said services. The Agreement includes the following: (a) City's Invitation for Bid, designated Solicitation Number 18-028 (b) Vendor's Response to the IFB; (c) contract award; and (d) any exhibits, addenda, and/or amendments thereto. Any inconsistencies or conflicts in the contract documents shall be resolved by giving preference in the following order:

- (1) This Agreement;
- (2) Vendor's Response to IFB;
- (3) City's Invitation for Bids, exhibits, and attachments.

B. **City** means the City of Round Rock, Williamson and Travis Counties, Texas.

C. **Effective Date** means the date upon which the binding signatures of both parties to this Agreement are affixed.

D. **Force Majeure** means acts of God, strikes, lockouts, or other industrial disturbances, acts of the public enemy, orders of any kind from the government of the United States or the State of Texas or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, restraint of the government and the people, civil disturbances, explosions, or other causes not reasonably within the control of the party claiming such inability.

E. **Goods and services** mean the specified services, supplies, materials, commodities, or equipment.

2.01 EFFECTIVE DATE; TERM

A. This Agreement shall be effective on the date it has been signed by both parties hereto, and shall remain in full force and effect, unless and until it expires by operation of the term stated herein, or until terminated as provided herein.

B. The term of this Agreement is for sixty months (60) months from the effective date hereof. City reserves the right to review the relationship at any time, and may elect to terminate this Agreement, with or without cause, or may elect to continue.

3.01 CONTRACT DOCUMENTS AND EXHIBITS

City selected Vendor to supply the services as outlined in the IFB and Response to IFB submitted by Vendor, all as specified in Exhibit "A," attached hereto and incorporated herein by reference. The intent of these documents is to formulate an Agreement listing the responsibilities of both parties as outlined in the IFB and as offered by Vendor in its Response to the IFB.

The services which are the subject of this Agreement are described in Exhibit "A" and, together with this Agreement, comprise the total Agreement and they are fully a part of this Agreement as if repeated herein in full.

4.01 ITEMS AWARDED; SCOPE OF WORK

A. All bid items listed on “Attachment A – Bid Sheet” in Exhibit “A” are awarded to Vendor.

B. For purposes of this Agreement, City has issued documents delineating the required services (specifically Invitation for Bid Solicitation Number 18-028). Vendor has issued its response agreeing to provide all such required service in all specified particulars. All such referenced documents are included in Exhibit “A.” When taken together with the appended exhibits, this Agreement shall evidence the entire understanding and agreement between the parties and shall supersede any prior proposals, correspondence or discussions.

C. Vendor shall satisfactorily provide all services described under the attached exhibits within the contract term specified in Section 2.01. Vendor’s undertakings shall be limited to performing services for the City and/or advising City concerning those matters on which Vendor has been specifically engaged. Vendor shall perform its services in accordance with this Agreement, in accordance with the appended exhibits, in accordance with due care, and in accordance with prevailing industry standards for comparable services.

5.01 COSTS

A. The bid costs listed on Attachment A – Bid Sheet of Exhibit “A,” which are specifically relevant to the referenced bid items, shall be the basis of any charges collected by Vendor.

B. City may not expend in excess of **Four Hundred Twenty-Two Thousand One Hundred and No/100 Dollars (\$422,100.00) per year** for Vendor’s services for a total not to exceed amount of **Two Million One Hundred Ten Thousand Five Hundred and No/100 Dollars (\$2,110,500.00)** for the term of this Agreement.

6.01 INVOICES

All invoices shall include, at a minimum, the following information:

- A. Name and address of Vendor;
- B. Purchase Order Number;
- C. Description and quantity of items received or services provided; and
- C. Delivery or performance dates.

7.01 INTERLOCAL COOPERATIVE CONTRACTING/PURCHASING

Authority for local governments to contract with one another to perform certain governmental functions and services, including but not limited to purchasing functions, is granted under Government Code, Title 7, Chapter 791, Interlocal Cooperation Contracts, Subchapter B and Subchapter C, and Local Government Code, Title 8, Chapter 271, Subchapter F, Section 271.101 and Section 271.102.

Other governmental entities within the State of Texas may be extended the opportunity to purchase off of the City's bid, with the consent and agreement of the successful vendor(s) and the City. Such agreement shall be conclusively inferred for the vendor from lack of exception to this clause in the vendor's response. However, all parties hereby expressly agree that the City is not an agent of, partner to, or representative of those outside agencies or entities and that the City is not obligated or liable for any action or debts that may arise out of such independently-negotiated "piggyback" procurements.

8.01 NON-APPROPRIATION AND FISCAL FUNDING

This Agreement is a commitment of City's current revenues only. It is understood and agreed that City shall have the right to terminate this Agreement at the end of any City fiscal year if the governing body of City does not appropriate funds sufficient to purchase the services as determined by City's budget for the fiscal year in question. City may effect such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.

9.01 PROMPT PAYMENT POLICY

In accordance with Chapter 2251, V.T.C.A., Texas Government Code, payment to Vendor will be made within thirty (30) days of the day on which City receives the performance, supplies, materials, equipment, and/or deliverables, or within thirty (30) days of the day on which the performance of services was complete, or within thirty (30) days of the day on which City receives a correct invoice for the performance and/or deliverables or services, whichever is later. Vendor may charge interest on an overdue payment at the "rate in effect" on September 1 of the fiscal year in which the payment becomes overdue, in accordance with V.T.C.A., Texas Government Code, Section 2251.025(b); however, this Policy does not apply to payments made by City in the event:

- A. There is a bona fide dispute between City and Vendor, a contractor, a subcontractor or supplier about the goods delivered or the service performed that cause the payment to be late; or
- B. The terms of a federal contract, grant, regulation, or statute prevent City from making a timely payment with federal funds; or
- C. There is a bona fide dispute between Vendor and a subcontractor or between a subcontractor and its supplier about the goods delivered or the service performed

that causes the payment to be late; or

- D. Invoices are not mailed to City in strict accordance with instructions, if any, on the purchase order or the Agreement or other such contractual agreement.

10.01 GRATUITIES AND BRIBES

City may, by written notice to Vendor, cancel this Agreement without liability to Vendor if it is determined by City that gratuities or bribes in the form of entertainment, gifts, or otherwise were offered or given by Vendor or its agents or representatives to any City officer, employee or elected representative with respect to the performance of this Agreement. In addition, Vendor may be subject to penalties stated in Title 8 of the Texas Penal Code.

11.01 TAXES

City is exempt from Federal Excise and State Sales Tax; therefore, tax shall not be included in Vendor's charges.

12.01 ORDERS PLACED WITH ALTERNATE VENDORS

If Vendor cannot provide the goods as specified, City reserves the right and option to obtain the products or services from another supplier or suppliers.

13.01 INSURANCE

Vendor shall meet all requirements as stated in the attached IFB, including all attachments and exhibits thereto, and Vendor's bid response.

14.01 CITY'S REPRESENTATIVE

City hereby designates the following representatives authorized to act in its behalf with regard to this Agreement:

Pam Keltgen
212 Commerce Cove
Round Rock, Texas 78664
512-341-3353
pkeltgen@roundrocktexas.gov

15.01 RIGHT TO ASSURANCE

Whenever either party to this Agreement, in good faith, has reason to question the other party's intent to perform hereunder, then demand may be made to the other party for written assurance of the intent to perform. In the event that no written assurance is given within the

reasonable time specified when demand is made, then and in that event the demanding party may treat such failure as an anticipatory repudiation of this Agreement.

16.01 DEFAULT

If Vendor abandons or defaults under this Agreement and is a cause of City purchasing the specified goods elsewhere, Vendor agrees that it may be charged the difference in cost, if any, and that it will not be considered in the re-advertisement of the service and that it may not be considered in future bids for the same type of work unless the scope of work is significantly changed.

Vendor shall be declared in default of this Agreement if it does any of the following:

- A. Fails to make any payment in full when due;
- B. Fails to fully, timely and faithfully perform any of its material obligations under this Agreement;
- C. Fails to provide adequate assurance of performance under the "Right to Assurance" section herein; or
- D. Becomes insolvent or seeks relief under the bankruptcy laws of the United States.

17.01 TERMINATION AND SUSPENSION

A. City has the right to terminate this Agreement, in whole or in part, for convenience and without cause, at any time upon thirty (30) days' written notice to Vendor.

B. In the event of any default by Vendor, City has the right to terminate this Agreement for cause, upon ten (10) days' written notice to Vendor.

C. Vendor has the right to terminate this Agreement only for cause, that being in the event of a material and substantial breach by City or by mutual agreement to terminate evidenced in writing by and between the parties.

D. In the event City terminates under subsections (A) or (B) of this section, the following shall apply: Upon City's delivery of the referenced notice to Vendor, Vendor shall discontinue all services in connection with the performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders and contracts are chargeable to this Agreement. Within thirty (30) days after such notice of termination, Vendor shall submit a statement showing in detail the goods and/or services satisfactorily performed under this Agreement to the date of termination. City shall then pay Vendor that portion of the charges, if undisputed. The parties agree that Vendor is not entitled to compensation for services it would have performed under the remaining term of the Agreement except as provided herein.

18.01 INDEMNIFICATION

Vendor shall defend (at the option of City), indemnify, and hold City, its successors, assigns, officers, employees and elected officials harmless from and against all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorney's fees, and any and all other costs or fees arising out of, or incident to, concerning or resulting from the fault of Vendor, or Vendor's agents, employees or subcontractors, in the performance of Vendor's obligations under this Agreement, no matter how, or to whom, such loss may occur. Nothing herein shall be deemed to limit the rights of City or Vendor (including, but not limited to the right to seek contribution) against any third party who may be liable for an indemnified claim.

19.01 COMPLIANCE WITH LAWS, CHARTER AND ORDINANCES

A. Vendor, its agents, employees and subcontractors shall use best efforts to comply with all applicable federal and state laws, the Charter and Ordinances of the City of Round Rock, as amended, and with all applicable rules and regulations promulgated by local, state and national boards, bureaus and agencies.

B. Vendor acknowledges and understands that City has adopted a Storm Water Management Program (SWMP) and an Illicit Discharge Ordinance, Sections 14-139 through 14-152 of the City's Code of Ordinances, to manage the quality of the discharges from its Municipal Separate Storm Sewer System (MS4) and to be in compliance with the requirements of the Texas Commission on Environmental Quality (TCEQ) and the Texas Pollutant Discharge Elimination System (TPDES). The Vendor agrees to perform all operations on City-owned facilities in compliance with the City's Illicit Discharge Ordinance to minimize the release of pollutants into the MS4. The Vendor agrees to comply with of the City's stormwater control measures, good housekeeping practices and any facility specific stormwater management operating procedures specific to a certain City facility. In addition, the Vendor agrees to comply with any applicable TCEQ Total Maximum Daily Load (TMDL) Requirements and/or I-Plan requirements.

C. In accordance with Chapter 2270, Texas Government Code, a governmental entity may not enter into a contract with a company for goods and services unless the contract contains written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of this contract. The signatory executing this Agreement on behalf of Vendor verifies Vendor does not boycott Israel and will not boycott Israel at any term of this Agreement.

20.01 ASSIGNMENT AND DELEGATION

The parties each hereby bind themselves, their successors, assigns and legal representatives to each other with respect to the terms of this Agreement. Neither party shall assign, sublet or transfer any interest in this Agreement without prior written authorization of the other party.

21.01 NOTICES

All notices and other communications in connection with this Agreement shall be in writing and shall be considered given as follows:

1. When delivered personally to the recipient's address as stated in this Agreement; or
2. Three (3) days after being deposited in the United States mail, with postage prepaid to the recipient's address as stated in this Agreement.

Notice to Vendor:

PBS of Texas
3430 Alameda #448
Fort Worth, Texas 76126

Notice to City:

City Manager
221 East Main Street
Round Rock, TX 78664

AND TO: Stephen L. Sheets, City Attorney
309 East Main Street
Round Rock, TX 78664

Nothing contained herein shall be construed to restrict the transmission of routine communications between representatives of City and Vendor.

22.01 APPLICABLE LAW; ENFORCEMENT AND VENUE

This Agreement shall be enforceable in Round Rock, Texas, and if legal action is necessary by either party with respect to the enforcement of any or all of the terms or conditions herein, exclusive venue for same shall lie in Williamson County, Texas. This Agreement shall be governed by and construed in accordance with the laws and court decisions of the State of Texas.

23.01 EXCLUSIVE AGREEMENT

This document, and all appended documents, constitutes the entire Agreement between Vendor and City. This Agreement may only be amended or supplemented by mutual agreement of the parties hereto in writing, duly authorized by action of the City Manager or City Council.

24.01 DISPUTE RESOLUTION

City and Vendor hereby expressly agree that no claims or disputes between the parties arising out of or relating to this Agreement or a breach thereof shall be decided by any arbitration proceeding, including without limitation, any proceeding under the Federal Arbitration Act (9 USC Section 1-14) or any applicable state arbitration statute.

25.01 SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this section shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

26.01 MISCELLANEOUS PROVISIONS

Standard of Care. Vendor represents that it employs trained, experienced and competent persons to perform all of the services, responsibilities and duties specified herein and that such services, responsibilities and duties shall be performed in a manner according to generally accepted industry practices.

Time is of the Essence. Vendor understands and agrees that time is of the essence and that any failure of Vendor to fulfill obligations for each portion of this Agreement within the agreed timeframes will constitute a material breach of this Agreement. Vendor shall be fully responsible for its delays or for failures to use best efforts in accordance with the terms of this Agreement. Where damage is caused to City due to Vendor's failure to perform in these circumstances, City may pursue any remedy available without waiver of any of City's additional legal rights or remedies.

Force Majeure. Neither City nor Vendor shall be deemed in violation of this Agreement if it is prevented from performing any of its obligations hereunder by reasons for which it is not responsible as defined herein. However, notice of such impediment or delay in performance must be timely given, and all reasonable efforts undertaken to mitigate its effects.

Multiple Counterparts. This Agreement may be executed in multiple counterparts, any one of which shall be considered an original of this document; and all of which, when taken together, shall constitute one and the same instrument.

[Signatures appear on the following page.]

IN WITNESS WHEREOF, City and Vendor have executed this Agreement on the dates indicated.

City of Round Rock, Texas

PBS of Texas, LLC

By: _____
Printed Name: _____
Title: _____
Date Signed: _____

By: _____
Printed Name: _____
Title: _____
Date Signed: _____

Attest:

By: _____
Sara White, City Clerk

For City, Approved as to Form:

By: _____
Stephan L. Sheets, City Attorney

Exhibit "A"



City of Round Rock, Texas
Purchasing Division
221 East Main Street
Round Rock, Texas 78664-5299
www.roundrocktexas.gov

INVITATION FOR BID (IFB)

JANITORIAL SERVICES

SOLICITATION NUMBER 18-028

JUNE 2018

Exhibit "A"
JANITORIAL SERVICES
PART I
GENERAL REQUIREMENTS

1. **PURPOSE:** The City of Round Rock, herein after "the City" seeks a bid from firms experienced in providing janitorial services. Janitorial services are required to maintain City of Round Rock facilities.
2. **SOLICITATION PACKET** – This solicitation packet is comprised of the following:

Description	Index
Part I – General Requirements	Pages 2 – 5
Part II – Definitions, Standard Terms and Conditions and Insurance Requirements	Page 6
Part III – Supplemental Terms and Conditions	Pages 7 – 9
Part IV – Specifications	Pages 10 – 13
Attachment A – Bid Sheet	Page 14
Attachment B – Reference Sheet	Page 15
Attachment C – Cleaning Standards	Page 16
Attachment D – Cleaning Specifications	Pages 17 – 18
Attachment E – Product Specifications	Pages 19 – 23
Attachment F – Bidder Questionnaire	Page 24

3. **AUTHORIZED PURCHASING CONTACT:** For questions or clarification of specifications, you may contact:

Yvonne Hopkins, CTPM
Purchaser
Purchasing Division
E-mail: yhopkins@roundrocktexas.gov

OR

Oscar Wise, CTCM
Purchasing Technician
Purchasing Division
E-mail: owise@roundrocktexas.gov

Exhibit "A"

The individuals listed above may be contacted by e-mail for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Round Rock through the Purchasing Department.

4. SCHEDULE OF EVENTS – It is the City’s intention to follow the solicitation timeline below:

EVENT	DATE
Solicitation released	June 8, 2018
MANDATORY PRE-BID MEETING AND SITE VISIT TOUR	WEDNESDAY, JUNE 13, 2018 9:00AM – 5:00PM, CST
Deadline for submission of questions	June 15, 2018 @ 5:00PM, CST
City responses to questions or addendums	June 19, 2018 @ 5:00PM, CST
Deadline for submission of responses	TUESDAY, JUNE 26, 2018 @ 3:00PM, CST

All questions regarding the solicitation shall be submitted in writing by 5:00PM, CST on the due date noted above. A copy of all questions submitted and the City’s response to the questions shall be posted on the City’s webpage in the form of an addendum at:

<https://www.roundrocktexas.gov/businesses/solicitations/>.

Questions shall be submitted in writing to the “Authorized Purchasing Contact”. The City reserves the right to modify these dates. Notice of date change will be posted to the City’s website:

<https://www.roundrocktexas.gov/businesses/solicitations/>.

5. SOLICITATION UPDATES: Bidders shall be responsible for monitoring the City’s website at <https://www.roundrocktexas.gov/business/solicitations/> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancellations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.

6. MANDATORY PRE-BID MEETING AND SITE VISIT TOUR/INSPECTION: A mandatory pre-bid meeting and site visit tour / inspection will be conducted to fully acquaint Bidders with the facilities, and difficulties and/or restrictions inherent in the services specified. The pre-bid meeting and site visit will be conducted on the date specified in PART I Section 4 – Schedule of Events.

6.1 Attendance at the pre-bid meeting and site visit is **mandatory**. Bidders shall sign-in at the pre-bid meeting to document their attendance. Immediately following the pre-bid meeting, a site visit tour will be conducted to enable Bidders to determine labor, equipment, supplies and materials necessary to perform the services specified herein. Bidders shall sign-in at each site of the tour to document their attendance. The City reserves the right to determine a response “not available for award” if the Bidder fails to attend the MANDATORY pre-bid meeting and site visit tour which shall initially begin at:

**City of Round Rock
 Admin Training Room (in the Rock Care lot)
 901 Round Rock Ave.
 Round Rock, Texas 78681**

Cell Phones: (512) 801-4547 or (512) 748-4861

City representatives will carry the above listed cell phones during the pre-bid meeting and site visit tour.

6.2 Bidders are strongly encouraged to bring a copy of the solicitation document with them to the pre-bid meeting / site visit.

6.3 It is the responsibility of the Bidder to examine each facility and determine quantity and amounts, take precise measurements, determine material requirements, equipment requirements, labor requirements and other solicitation related details during said inspections.

Exhibit "A"

7. **RESPONSE DUE DATE:** Signed and sealed responses are due at or before 3:00 PM, on the due date noted in PART I, Section 4 – Schedule of Events. Mail or hand deliver sealed responses to:

**City of Round Rock
Attn: Yvonne Hopkins
Purchasing Department
221 E. Main Street
Round Rock, Texas 78664-5299**

- 7.1 Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and "DO NOT OPEN".
- 7.2 Facsimile or electronically transmitted responses are not acceptable.
- 7.3 Responses cannot be altered or amended after opening.
- 7.4 No response can be withdrawn after opening without written approval from the City for an acceptable reason.
- 7.5 The City will not be bound by any oral statement or offer made contrary to the written specifications.
- 7.6 Samples and/or copies shall be provided at the Bidder's expense, and shall become the property of the City.
8. **BIDDER REQUIREMENTS:** The City of Round Rock makes no warranty that this checklist is a full comprehensive listing of every requirement specified in the solicitation. This list is only a tool to assist participating Bidders in compiling their final responses. Bidders are encouraged to carefully read the entire solicitation.

Bidder shall submit one (1) evident signed "Original" and four (4) copies of the IFB response and one (1) electronic copy of the IFB response on a flash drive. The submittal is required to include all addendums and requested attachments. The bid response along with samples and/or copies shall be provided at the Bidder's expense, and shall become the property of the City.

This invitation for bid (IFB) does not commit the City to contract for any supply or service. Bidders are advised that the City will not pay for any administrative costs incurred in response preparation to this IFB; all costs associated with responding to this IFB will be solely at the interested parties' expense. Not responding to this IFB does not preclude participation in any future RFP/RFQ/IFB.

For your bid to be responsive, addendums and the attachments identified below must be submitted with your bid.

ADDENDUMS: Addendums may be posted to this solicitation. Bidders are required to submit signed addendums with their sealed response. The Bidder shall be responsible for monitoring the City's website at <http://www.roundrocktexas.gov/bids> for any updates pertaining to the solicitation.

ATTACHMENT A – BID SHEET: The bid response shall be submitted on itemized, signed Bid Sheet provided in the solicitation packet. Failure to complete and sign the bid sheet may result in disqualification. If there is a conflict between the unit price and extended price, the unit price will take precedence. Submission of responses on forms other than the City's Solicitation Document may result in disqualification of the response.

ATTACHMENT B – REFERENCE SHEET: Provide the name, address, telephone number and **E-MAIL** for at least two (2) valid Municipal, Government agencies or firms of comparable size that are currently utilizing your company's services. City of Round Rock references are not applicable. References may be checked prior to award. If references cannot be confirmed or if any negative responses are received it may result in the disqualification of submittal. **Only provide references for active contracts that will allow a site visit. The City of Round Rock reserves the right to conduct a site visit of all reference check locations.**

ATTACHMENT F – BIDDER QUESTIONNAIRE: Complete the Bidder questionnaire and submit with bid packet. Attach additional pages as needed. Failure to complete the bidder questionnaire may result in disqualification.

Exhibit "A"

9. BEST VALUE EVALUATION AND CRITERIA: The City reserves the right to reject any or all responses, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City. All solicitations received may be evaluated based on the best value for the City. In determining best value, the City may consider:

- 9.1 Purchase price;
- 9.2 Reputation of Bidder and of Bidder's goods and services;
- 9.3 Quality of the Bidder's goods and services;
- 9.4 The extent to which the goods and services meet the City's needs;
- 9.5 Bidder's past performance with the City;
- 9.6 The total long-term cost to the City to acquire the Bidder's goods or services;
- 9.7 Any relevant criteria specifically listed in the solicitation.

Bidders may be contacted for clarification of bid and/or to discuss details of the services they are proposing. This may include a presentation and/or the request for additional material/information.

9.8 EVALUATION FACTORS:

Total 100% Points

- Cost – 60% Points
- Attachment F – Bidder Questionnaire, Contractor Qualifications and Experience – 40% Points broken down as follows:
 - Employee Training Procedure – 15% Points
 - Equipment List – 10% Points
 - Company and Individual Work Experience – 15% Points

10. CONFIDENTIALITY OF CONTENT: As stated in Section 16 of City of Round Rock Purchasing Definitions, Standard Terms and Conditions, all documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.

10.1 Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.

10.2 If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Bidder shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.

11. CERTIFICATE OF INTERESTED PARTIES: Section 2252.908 of the Texas Government Code requires the successful offeror to complete a Form 1295 "Certificate of Interested Parties" that is signed for a contract award requiring council authorization. The "Certificate of Interested Parties" form must be completed on the Texas Ethics Commission website, printed, signed and submitted to the City by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury prior to final contract execution. Link to Texas Ethics Commission Webpage:
https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

Exhibit "A"

PART II DEFINITIONS, STANDARD TERMS AND CONDITIONS AND INSURANCE REQUIREMENTS

1. **DEFINITIONS, STANDARD TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Bidder agrees that the City's Definitions, Standard Terms and Conditions, in effect at the time of release of the solicitation, shall govern unless specifically provided otherwise in a separate agreement or on the face of a purchase order. Said Definitions, Terms and Conditions are subject to change without notice. It is the sole responsibility of Bidders to stay apprised of changes. The City's Definitions, Standard Terms and Conditions can be viewed and downloaded from the City's website at:
<https://www.roundrocktexas.gov/departments/purchasing/>
2. **INSURANCE:** The Bidder shall meet or exceed all insurance requirements set forth in Standard Insurance Requirements. The City's Standard Insurance Requirements document can be viewed and downloaded from the City's website at:
<https://www.roundrocktexas.gov/departments/purchasing/>

Exhibit "A"

PART III SUPPLEMENTAL TERMS AND CONDITIONS

1. **AGREEMENT TERM**: The terms of the awarded agreement shall include but not be limited to the following:
 - 1.1 The term of the Agreement shall begin from date of award and shall remain in full force for sixty (60) months.
 - 1.2 Upon expiration of the contract term, the Contractor agrees to hold over under the terms and conditions of this agreement for such a period as is reasonably necessary to re-solicit and/or complete the project up to 90 days.
2. **BIDDER QUALIFICATIONS**: The City has established the following minimum qualifications. Bidders who do not meet the minimum qualifications will not be considered for award. The Bidder shall:
 - 2.1 Be firms, corporations, individuals or partnerships normally engaged in providing janitorial services as specified herein and have adequate organization, facilities, equipment, financial capability, and personnel to ensure prompt and efficient service to the City;
 - 2.2 Provide all labor, supplies and materials required to satisfactorily perform the services as specified herein and own or acquire at no cost to the City all construction aids, appliances, and equipment Bidder deems necessary and maintain sole responsibility for the maintenance and repair of Bidder's vehicles, equipment, tools and all associated costs. The City shall not be responsible for any Bidder's tools, equipment or materials lost or damaged during the performance of the services specified herein;
 - 2.3 Be domiciled in or have a home office inside the United States. Bidders domiciled outside the United States, or not having a home office inside the United States will not be included for consideration in this procurement process.
 - 2.4 The Commercial Business location from which work crews are dispatched is required to be in a 35-mile radius of downtown Round Rock.
3. **SUBCONTRACTORS**: Bidder shall not subcontract or otherwise engage subcontractors to perform required services. The City seeks to do business directly with a company experienced in Janitorial Services.
4. **REASSIGNMENTS**: The contractor shall not assign, or sub-lease any part of the awarded contract without the written approval from the City. Any reassignment or sub-leasing of the contract without written approval from the City shall void the agreement.
5. **SAFETY**: The City reserves the right to remove any employee from City property for violation of federal, state, and local health, safety and environmental laws, ordinances, rules and regulations.

The Bidder shall:

 - 5.1 Ensure that all employees comply with all Occupational Safety and Health Administration (OSHA), State and City safety and occupational health standards and other applicable federal, state, and local health, safety, and environmental laws ordinances, rules and regulations in the performance of these services;
 - 5.2 Be held responsible for the safety of their employees and unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site. In case of conflict, the most stringent safety requirement shall govern;
 - 5.3 Indemnify and hold the City harmless from and against all claims, demands, suits, actions, judgments, fines penalties and liability of every kind arising from the breach of the Successful Bidders' obligations under this paragraph.
6. **WORKFORCE**: Successful Bidder shall:
 - 6.1 Ensure Bidder's employees perform the services in a timely, professional and efficient manner;
 - 6.2 Ensure Bidder's employees, while working on City property, wear a company uniform that clearly identifies them as the Bidder's employee;

Exhibit "A"

- 6.3** Employ all personnel for work in accordance with the requirements set forth by the United States Department of Labor. The City reserves the right to verify citizenship or right to work in the United States.
- 7. PRICING:** The Bidder shall determine and submit a fixed cost for the work and shall include all incidental costs, labor, overhead charges, travel, payroll expenses, freight, equipment acquisition and maintenance, demurrage, fuel surcharges, delivery charges, costs associated with obtaining permits, insurance, bonds and risk management. No separate line item charges shall be permitted for either response or invoice purposes.
- 8. PRICE INCREASE:** Contract prices for janitorial services shall remain firm throughout the initial twelve (12) month term of the contract. A price increase to the agreement may be considered on the anniversary date of the Contract each year.
- 8.1** The City may permit upward or downward price adjustments when correlated with the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), U.S. City Average, (all items) published by the Bureau Labor Statistics (BLS), Washington D.C. The price adjustment may be considered at the agreement renewal period. The baseline index shall be the index announced for the month in which the solicitations opened. Unit prices may be adjusted for each renewal period and extension period in accordance with changes in index.
- 8.2** The procedure to request a price increase is as follows: Mail the written price increase request with the rate detail comparison and comprehensive calculation and any supporting documentation to the designated City Contract Specialist a minimum of 45 days prior to the annual Contract anniversary date. The detailed written calculation will be verified and confirmed. All written requests for increases must include the City of Round Rock contract number, solicitation reference information and contact information for the authorized representative requesting the increase. Price increase requests shall be sent by mail to:
- City of Round Rock
Purchasing Department
Attn: Contract Specialist
221 East Main Street
Round Rock, TX 79664-5299**
- 8.3** Upon receipt of the request, the City reserves the right to either, accept the escalation and make change to the purchase order within 30 days of the request, negotiate with the Vendor or cancel the agreement or purchase order if an agreement cannot be reached on the value of the increase.
- 9. PERFORMANCE REVIEW:** The City reserves the right to review the awarded Bidders' performance anytime during the contract term.
- 10. ACCEPTANCE/INSPECTION:** Acceptance inspection should not take more than five (5) working days. The awarded Bidder will be notified within the time frame if the services delivered are not in full compliance with the specifications. In the event the services are not performed to the satisfaction of the City; the vendor shall agree to reperform services to specification at no additional cost to the City. If any agreement or purchase order is cancelled for non-acceptance, the needed services may be purchased elsewhere and the vendor may be charged liquidated damages.
- 11. ORDER QUANTITY:** The quantities shown on the solicitation are estimates only. No guarantee of any minimum or maximum purchase is made or implied. The City will only order the services/goods needed to satisfy requirements within budgetary constraints, which may be more or less than indicated.
- 12. PERMITS:** The Successful Bidder shall verify and obtain all necessary permits, licenses, and/or certificates required by federal, state and local laws, ordinances, rules or regulations for the completion of the services as specified if required for the project.
- 13. INVOICING REQUIREMENTS:** The Vendor shall invoice the City Monthly for actual services provided. The invoice shall include the following information:

Exhibit "A"

- 13.1** Description and line item charge by location serviced and number of visits at each location during the month.
- 13.2** Description of services provided for each location in accordance with Attachment D – Cleaning Specification.
- 14. AWARD:** The City reserves the right to enter into an Agreement or a Purchase Order with a single award, split award, primary and secondary award, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at <https://www.roundrocktexas.gov/businesses/solicitations/>.
- 15. POST AWARD MEETING:** The City and Successful Bidder(s) may have a post award meeting to discuss, but not be limited to the following:
- 15.1** The method to provide a smooth and orderly transition of services performed from the current contractor;
- 15.2** Provide City contact(s) information for implementation of agreement.
- 15.3** Identify specific milestones, goals and strategies to meet objectives.
- 16. POINT OF CONTACT / DESIGNATED REPRESENTATIVE:**
- 16.1 Contractor's point of contact:** In order to maintain consistent standards of quality work performed across the City, the City shall be provided with a designated and identified point of contact upon award of the contract to include contact information. The City's designated representative shall be notified by the Bidder immediately should the point of contact change.
- 16.2 The City's designated representative shall be:**
- Pam Keltgen, Custodian Supervisor**
General Services
Phone: 512-341-3353
E-mail: pkeltgen@roundrocktexas.gov
- 17. INTERLOCAL PURCHASING AGREEMENTS:**
- 17.1** The City has entered into Interlocal Agreements with other Governmental agencies pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Contractor agrees to offer the same price and terms and conditions to other eligible agencies that have an interlocal agreement with the City.
- 17.2** The City does not accept any responsibility or liability for the purchases by other government agencies through an interlocal cooperative agreement.

Exhibit "A"

PART IV SPECIFICATIONS

1. **BACKGROUND**: The City currently has 15 facilities that will require janitorial services under this contract.
2. **SCOPE OF SERVICES**: This is a 100% performance contract, requiring the Contractor to consider the Cleaning Standards, Cleaning Specifications and Product Specifications as the minimum requirements and standards of performance.

The Contractor shall:

- 2.1 Provide all equipment, supplies, labor and transportation;
 - 2.2 Be staffed to maintain optimum conditions of cleanliness. If the level of cleaning at any time is considered unacceptable to the City, the Contractor shall be required to increase his staff or take whatever measures are required to provide acceptable cleanliness;
 - 2.3 Take immediate action to remedy non-compliance issues. Upon notice of unsatisfactory cleaning performance, the Contractor shall have one (1) hour from time of notice to start a corrective action at no expense to the City;
 - 2.4 Ensure that all employees shall perform the services in a timely, professional and efficient manner;
 - 2.5 Shall provide GPS tracking of employee time and location;
 - 2.6 Shall check and report burned out light bulbs to the City's Custodian Supervisor;
 - 2.7 Shall empty labeled recycle bins located in open areas, breakrooms, copier rooms, offices and cubicles, with the exception of locked recycle bins. Disposal site for recycled material will be provided by the City.
3. **FACILITIES**: The City reserves the right to add or delete facility locations and/or additional services during the contract term. The Contractor shall provide the City with a cost for these additional facilities or services based upon the cost structure utilized in establishing the cost for the areas that were initially contracted. The City reserves the right to increase or decrease the square footage covered by the awarded contract and/or change the type of floor covering at any time. All dimensions and square footage are approximate. In the event a City location should move to a new location, the contract shall transfer to that new location with the cost adjusted based upon the same price per square foot in effect at the time of the move.
 4. **SECURITY**: The City reserves the right to remove any employee from City property for violation of federal, state and local health, safety and environmental laws, ordinances, rules and regulation.

The Contractor shall:

- 4.1 Conduct a background check for all personnel and provide said check to the Custodian Supervisor prior to assignment to any City facility;
- 4.2 Assign a Supervisor representing the Contractor to be on site at all times Monday through Sunday according to the Hours of Work Schedule. The City's Custodian Supervisor, upon approval shall provide site access to the Contractor and all required personnel;
- 4.3 Require all employees be attired in, at a minimum, a uniform shirt and an identification badge with the Firm's name on both, provided by the Contractor. The badge and uniform must be worn at all times while on City property;
- 4.4 Provide at least one employee per each site that must be able to read, speak and write proficiently in the English language;
- 4.5 Not allow any employees to bring any kind of intoxicants or illegal drugs onto City property;
- 4.6 Not allow any employees to bring visitors, including wives, husbands or children in any City facility, unless they are employees of the Contractor;
- 4.7 Not allow any employees to use office equipment to include copy machines, fax machines, and telephones except in the case of an Emergency;
- 4.8 Ensure that all City facilities remain secure during cleaning times. Contractor shall not allow employees

Exhibit "A"

to "prop open" outside doors at any time for any facility;

- 4.9 Ensure that employees not allow access to any facility, persons other than the Contractor's employees assigned to that location;
- 4.10 Ensure that all City facilities (doors and windows locked) when leaving the facility.

The City Shall:

- 4.11 Provide security badges for each site. If lost, Contractor shall report immediately to the Custodial Supervisor for replacement badge. Contractor shall pay the replacement cost of \$5.00 to reissue a security badge to their employee.
- 4.12 Provide keys for each site. If lost, Contractor shall report immediately to the Custodial Supervisor for replacement keys. Contractor shall pay for the replacement of locks, and all sets of replacement keys.

5. **PERSONNEL REQUIREMENTS:** In order to maintain consistent standards of quality work performed across the city, the Contractor shall:

- 5.1 Have a minimum of five (5) years' experience in commercial janitorial services.
- 5.2 Provide the City a designated contact name and telephone number. The use of a recording / answering device or answering service is only acceptable after normal business hours, which are between 7:00 am and 6:00 pm, Monday through Friday;
- 5.3 Designate and identify a Job Manager, Site Supervisors, and a sufficient quantity of qualified trained personnel to perform services as requested in the specifications herein;
- 5.4 Designate at least one (1) person per site who is able to read, write and speak English;
- 5.5 Employ all personnel for work in accordance with the requirements set forth by the United States Department of Labor. The City reserves the right to verify citizenship or right to work in the United States;
- 5.6 Assign to the City only courteous, neat, orderly and competent workers, skilled in the performance of the services which they shall perform under the Agreement;
- 5.7 Maintain personnel listing for all personnel. This listing shall be provided to the City's Custodian Supervisor prior to commencement of any work. All changes in personnel shall be provided immediately upon change to the Custodian Supervisor.

5.8 Contractor's Job Manager Requirements

Contractor's Job Manager shall:

- 5.8.1 Be knowledgeable of all the specifications of the contract and shall be available to accompany Custodian Supervisor during monthly inspections if requested to evaluate the performance of all the Contractor's personnel;
- 5.8.2 Meet with the Custodian Supervisor as needed to discuss service changes and / or work-related issues;
- 5.8.3 Promptly notify the Custodian Supervisor of needed repairs and / or damages to fixtures, building and appurtenances. In case of Emergency call Facility Maintenance on-call phone @ (512) 563-0783.
- 5.8.4 Ensure that all employees comply with the City's safety and security standards and requirements.

5.9 Site Supervisor Requirements

Contractor's Supervisor shall:

- 5.9.1 Be on site during cleaning to supervise Janitorial Personnel;
- 5.9.2 Be knowledgeable of all the specifications of the contract and shall inspect the performance of the Janitorial Personnel to assure compliance with the services listed herein;
- 5.9.3 Promptly notify the Custodian Supervisor or Job Manager of needed repairs and/or damages to fixtures, building and appurtenances;

Exhibit "A"

- 5.9.4 Report to the Custodian Supervisor or Job Manager any infestation of insects or rodents;
- 5.9.5 Ensure that all employees comply with the City's safety and security standards and requirements.
- 5.10 **Janitorial Personnel Requirements:** Contractor's Janitorial Personnel shall:
 - 5.10.1 Comply with all the City's safety and security standards and requirements;
 - 5.10.2 Promptly notify the Site Supervisor of needed repairs, damages to fixtures, buildings and appurtenances and any infestation of insects or rodents.
- 6. **JANITORIAL SCOPE OF SERVICES:** The following task frequencies are the minimums anticipated to give the intended results. The frequencies may be changed by mutual agreement of the Contractor and the City. (SEE ATTACHMENT D – Cleaning Specifications).
- 7. **SUPPLIES FURNISHED BY CITY:** The City will supply hand towels, toilet tissue, wastebasket liners, disposable bags for sanitary disposal, hand soaps, hand cleaners/conditioners, urinal screens, air fresheners and lights.
- 8. **SCHEDULE OF SERVICES:** All work shall be scheduled at the convenience of the City as not to interfere with the City's conduct of business. The City reserves the right to approve and make suggested changes to the scheduled set up by the Contractor.

The Contractor shall:

- 8.1 Provide janitorial services according to the following schedules:

Location	Days	Times	Frequency	Comment
City Hall	Monday-Saturday	b/w 9 PM- 2 A M	5 days/week	If Contractor does not enter the facility by 11:59 pm on Friday, the day becomes Saturday at midnight. City Hall shall be cleaned 5 days/week. Contractor shall not clean the facility on Saturday evening, or Sunday evening.
Business Center	Monday-Saturday	b/w 9 PM- 2 AM	5 days/week	If Contractor does not enter the facility by 11:59 pm on Friday, the day becomes Saturday at midnight. Business Center shall be cleaned 5 days/week. Contractor shall not clean the facility on Saturday evening, or Sunday evening.
Library	Sunday-Saturday	b/w 9 PM- 2 AM	7 days/week	
Public Works A&B	Monday-Saturday	b/w 6 PM- 2 AM	5 days/week	If Contractor does not enter the facility by 11:59 pm on Friday, the day becomes Saturday at midnight. Public Works A&B shall be cleaned 5 days/week. Contractor shall not clean the facility on Saturday evening, or Sunday evening.

Exhibit "A"

Location	Days	Times	Frequency	Comment
Clay Madsen Rec Center	Sunday-Saturday	b/w 10:30 PM-5 AM	7 days/week	
McConico Building	Monday-Friday	b/w 6 PM- 2 AM	5 days/week	
Streets/Waterline Maintenance	Monday-Friday	b/w 6 PM – 2 AM	5 days/week	
BACA	Monday-Friday	b/w 9 PM- 2 AM	7 days/week	
Intermodel Ticket Booth	Monday-Friday	b/w 6 PM-2 AM	5 days/week	
Vehicle Maintenance	Monday-Friday	b/w 8 PM- 2 AM	5 days/week	
Rock Care Clinic	Monday-Friday	b/w 6 PM-12 AM	5 days/week	
Multi-Purpose Complex	N/A	N/A	Once per Month	Detail clean office area only
Multi-Purpose Complex	N/A	N/A	Bi-Annual	Clean and power wash building exterior
Kintingham Park	As needed	As needed	As needed	Only be cleaned when camps are in session. Exact dates will be provided 30 days prior to each camp session. See section 7.2 below.
Rabb House	Thursday	b/w 9 AM – 3 PM	1 day/week	In addition to Thursday cleaning, special cleanings will be scheduled after each use of the Rabb house including Saturdays and Sundays
Brushy Creek East Wastewater Treatment Plant	Monday-Friday	b/w 4 PM-9 PM	5 days/week	

7.2 The Kintingham Park location requires additional cleaning services as follows:

- 7.2.1** Winter Break: Each December will include a detail clean including a carpet shampoo and hard floor machine scrubbing prior to camp and then each Friday after 7:00PM during the session.
- 7.2.2** Spring Break: March will include a detail clean including carpet shampoo and hard wood machine scrubbing prior to camp and then each Friday after 7:00PM.
- 7.2.3** Summer Break: May to September will include a detail clean including carpet shampoo and hard floor machine scrubbing prior to camp and then a clean every Friday after 7:00PM.

Exhibit "A"

ATTACHMENT A BID SHEET

1. **ATTACHMENT A – BID SHEET** is posted in Solicitation Documents for IFB No. 18-028 Janitorial Services in an Excel format on the City of Round Rock website at:
<https://www.roundrocktexas.gov/departments/purchasing/purchasing-active-solicitations/>
 - 1.1 In order to be considered responsive Attachment A – Bid Sheet must be completed, signed by an authorized representative and returned by the deadline for submission of response indicated in Part I Section 4 – Schedule of Events.
 - 1.2 The Bidder, by submitting and signing Attachment A – Bid Sheet, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.
 - 1.3 In order to do business with the City of Round Rock you must be registered with the City's Vendor Database. To register, go to: <https://roundrock.munisselfservice.com/Vendors/default.aspx>.
 - 1.4 By the signature affixed on Attachment A – Bid Sheet, the Bidder hereby certifies that neither the Bidder nor the entity represented by the Bidder, or anyone acting for such entity has violated the antitrust laws of this State, codified in Section 15.01 et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly, the response made to any competitor or any other person engaged in such line of business.
 - 1.5 The Bidder agrees, if this Offer is accepted within 120 calendar days after the Due Date, to fully comply in strict accordance with the Solicitation, specifications and the amounts shown on bid sheet.

Attachment A - Bid Sheet
IFB No. 18-028 for Janitorial Services

Exhibit "A"

The Bidder represents by their signature below that he/she is submitting a binding bid and is authorized to bind the Bidder to fully comply with the solicitation documents contained in IFB No. 18-028 for Janitorial Services. The Bidder acknowledges that he/she has received and read the entire solicitation packet, attachments and all documents incorporated by reference, and agrees to be bound by the terms therein.

Special Instructions: All prices must be quoted in order to be considered responsive, be advised that exceptions taken to any portion of the solicitation may jeopardize acceptance of the bid. Pricing should take into account the average cost of providing daily, weekly, monthly and quarterly janitorial services per cleaning as specified in Attachment D. The City reserves the right to purchase more or less than the quantities indicated below.

NEW Attachment A - Bid Sheet per Addendum No. 1

Signature required on Page 2 of this Bid Sheet

Cost - Up to 60 % Points

Item No.	Facility Name and Address Square Footage	Estimated Cleanings per Year	Unit of Measure	Cost per Cleaning	Extended Total Cost
1	City Hall / 221 East Main Street 79664 24,000 Sq Ft	260	EA	\$102.00	\$26,520.00
2	Business Center / 231 East Main Street, 78664 18,500 Sq Ft	260	EA	\$75.00	\$19,500.00
3	Library / 216 East Main Street 78664 42,000 Sq Ft	364	EA	\$165.00	\$60,060.00
4	Public Works A&B / 2008 Enterprise Drive 78664 13,322 Sq Ft	260	EA	\$60.00	\$15,600.00
5	Clay Madsen Rec Center / 1600 Gattis School Road 78664 38,000 Sq Ft	364	EA	\$170.00	\$61,880.00
6	McConico Building / 301 West Bagdad Ave. 78664 26,382 Sq Ft	260	EA	\$ 110.00	\$ 28,600.00
7	Streets/Waterline Maintenance / 910 Luther Peterson Place 78665 5,100 Sq Ft	260	EA	\$ 30.00	\$ 7,800.00
8	Allen R. Baca Center / 301 West Bagdad Ave. Building 2, 78664 28,435 Sq Ft	364	EA	\$ 125.00	\$ 45,500.00
9	Intermodel Ticket Booth / 300 W. Bagdad Ave. 78664 550 Sq Ft	260	EA	\$ 12.00	\$ 3,120.00
10	Vehicle Maintenance / 901 Luther Peterson Place 78664 1,400 Sq Ft	260	EA	\$ 34.00	\$ 8,840.00
11	Rock Care Clinic / 901 Round Rock Ave, Ste 300-B 78681 1,500 Sq Ft	260	EA	\$ 37.00	\$ 9,620.00
12	Multi-Purpose Complex / 2011 N Kenney Fort Blvd 78665 INTERIOR: Detail clean of interior office area only 9,208 Sq Ft	12	EA	\$ 400.00	\$ 4,800.00
13	Multi-Purpose Complex - 2011 N Kenney Fort Blvd 78665 EXTERIOR: Clean and power wash building exterior	4	EA	\$ 750.00	\$ 3,000.00
14	Kinningham Park / 1000 South Creek Drive 78664 1,500 Sq Ft	300	EA	\$ 10.00	\$ 3,000.00
15	Rabb House / 151 N A W Grimes Blvd 78664 4,000 Sq Ft	300	EA	\$ 175.00	\$ 52,500.00
16	Brushy Creek East Wastewater Treatment Plant / 3939 Palm Valley Blvd 9,000 Sq Ft	260	EA	\$ 38.00	\$ 9,880.00
17	Sports Center / 2400 Chisholm Trail 78681 82,800 Sq Ft	104	EA	\$ 595.00	\$ 61,880.00
ANNUAL TOTAL					\$ 422,100.00

INFORMATION ONLY

18	The City may wish to add additional new facilities in the future Quote cost per square foot to provide future janitorial services: \$.092 Cost per sq ft
19	The City may require carpet steam cleaning services on a as needed basis. Quote cost per square foot to provide carpet steam cleaning services: \$.18 Cost per sq ft
20	The City may wish to procure additional janitorial services not specifically listed. Quote % off of catalog for additional services. 5% Discount
21	Emergency Services - Hourly Rate \$ 25.00 per hour
	\$17.00 Hourly Rate Regular Service (day porter fill in, etc...)

Exhibit "A"

Return Attachment F - Bidder Questionnaire - Total 40% Points

- * 15% Points for employee training procedures
- * 10% Points for vehicle and equipment list
- * 15% Points company and individual work experience

COMPANY NAME: PBS of Texas

SIGNATURE OF AUTHORIZED REPRESENTATIVE



PRINTED NAME: Kurt Smith

PHONE NUMBER: (817) 235-3008

EMAIL ADDRESS: ksmithpbs@yahoo.com

Exhibit "A"

ATTACHMENT B REFERENCE SHEET

PLEASE COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE

SOLICITATION NUMBER: 18-028

BIDDER'S NAME: PBS of Texas DATE: June 25, 2018

Provide the name, address, telephone number and **E-MAIL** of at least two (2) valid Municipal, Government agencies or firms of comparable size that are currently utilizing your company's services. City of Round Rock references are not applicable. References may be checked prior to award. If references cannot be confirmed or if any negative responses are received it may result in the disqualification of submittal.

Only provide references that will allow a site visit. The City of Round Rock reserves the right to conduct a site visit of all reference check locations.

- | | |
|-----------------------|--|
| 1. Company's Name | <u>City of Georgetown</u> |
| Name of Contact | <u>Trish Long</u> |
| Title of Contact | <u>Facilities Manager</u> |
| E-Mail Address | <u>trish.long@georgetown.org</u> |
| Present Address | <u>300-1 Industrial Ave</u> |
| City, State, Zip Code | <u>Georgetown, Texas 78226</u> |
| Telephone Number | <u>(512) 931-7714</u> Fax Number: () <u>N/A</u> |

- | | |
|-----------------------|--|
| 2. Company's Name | <u>City of Cedar Park</u> |
| Name of Contact | <u>Mark Shelnett</u> |
| Title of Contact | <u>Facilities Maintenance Manager</u> |
| E-Mail Address | <u>mark.shelnett@cedarparktexas.gov</u> |
| Present Address | <u>450 Cypress Creek Road, Bldg.1</u> |
| City, State, Zip Code | <u>Cedar Park, Texas 78613</u> |
| Telephone Number | <u>(512) 608-3484</u> Fax Number: () <u>N/A</u> |

FAILURE TO PROVIDE THE REQUIRED INFORMATION WITH THE SOLICITATION RESPONSE MAY AUTOMATICALLY DISQUALIFY THE RESPONSE FROM CONSIDERATION FOR AWARD.

Exhibit "A"

ATTACHMENT C

CLEANING STANDARDS

1. **Dusting:** A properly dusted surface is free of all dirt and dust, streaks, lint and cobwebs. Dusting shall be accomplished with properly treated cloths.
2. **Plumbing Fixture and Dispenser Cleaning:** Plumbing fixtures and dispensers are clean when free of all deposits and stains so that the item is left without dust, streaks, film, odor or stains.
3. **Sweeping / Vacuuming:** A properly swept / vacuumed floor is free of all stains, deposits, and is substantially free of cleaning marks.
4. **Spot Cleaning:** A surface adequately spot cleaned is free of all stains, deposits, and is substantially free of cleaning marks.
5. **Damp Mopping:** A satisfactorily damp mopped floor is without dirt, dust, marks, film, streaks, debris or standing water. Clean water must be used in all areas.
6. **Metal Cleaning:** All cleaned metal surfaces are without deposits or tarnish and with a uniformly bright appearance. The cleaner used is to be removed from adjacent surfaces.
7. **Glass Cleaning:** Glass is clean when all glass surfaces are without streaks, film, deposits and stains, and have a uniformly bright appearance and adjacent surfaces have been wiped clean.
8. **Floor Finish Removal (Stripping):** Removal is accomplished when surfaces have all finish removed down to the flooring materials, are free of all dirt, stains, deposits, debris, cleaning solutions and standing water, and the floor has a uniform appearance when dry. Plain water rinse and pick-up shall follow finish removal operation immediately.
9. **Finish Floor (Application):** A floor is satisfactorily finished when all old wax / polish has been completely removed, including in corners and along edges and sufficient coats of sealer and wax / polish have been properly applied with enough drying time between each coat to assure no streaking, bubbling or yellowing and is not splashed on wall or furniture.
10. **Scrubbing:** Scrubbing is satisfactorily performed when all surfaces are without embedded dirt, cleaning solution, film, debris, stains and marks, or standing water and floor has a uniformly clean appearance. A plain water rinse shall follow the scrubbing process immediately.
11. **Wall Washing:** After cleaning, the surfaces of all walls, ceilings, exposed pipes and equipment shall have a uniformly clean appearance, free from dirt, stains, streaks, lint and cleaning marks. Painted surfaces shall not be unduly damaged. Hard finish wainscot or glazed ceramic tile surfaces shall be bright, free of film streaks and deposits.
12. **Buffing of Finished Floor Surfaces:** All finished floor areas shall be spray buffed sufficiently for maximum gloss, removal of surface dirt and have a uniform appearance. Only non-skid and City approved spray-buff products shall be used.
13. **Spot Cleaning Carpets:** A carpet adequately spot cleaned is free of all stains, deposits, gum, and spills. Care shall be taken to use a product that shall not harm or discolor the carpet fibers.

Exhibit "A"

ATTACHMENT D – CLEANING SPECIFICATIONS

Page 1

Services to be completed at all City locations unless designated otherwise in scope of individual locations.

Maximum care shall be taken by the Contractor on a daily basis to maintain the highest quality appearance of hard surface floors and hard surface walls. Wax shall not be used on Ceramic floors.

1. Daily Requirements – Each day the following shall be done:

- Spot clean all interior glass frames, glass panels, side glass panels and entry doors including door exterior and glass immediately touching door.
- Empty and spot clean all trash receptacles, and replace liners as required. Includes recycling containers. Remove all trash and refuse to designated areas.
- Clean and polish all bright work / metal trim removing fingerprints, smudges, water and other marks.
- Sweep/dry-mop non-carpeted floors, including stairs and landings. Damp mop floors and stairs with clean water and solutions required by manufacturer's standards. Remove all foreign substances such as gum or tar.
- Spot clean all hard surface walls to hand height of fingerprints, dust, soil, gum, etc., utilizing clean water or solutions required by manufacturer's standards.
- Detail; clean/polish all threshold plates and elevator tracks removing soil.
- Clean, disinfect, and polish drinking fountains, removing all water residue from top, mouthpiece and sides. Spot clean adjacent walls and floor due to water splash.
- Spot clean light switches. Remove fingerprints from switches and adjacent wall.
- Vacuum entire carpeted area (wall to wall), including elevators, beyond normal traffic lanes including under and around all furniture. Care shall be taken not to bang walls when moving furniture. Spot clean all carpets. Remove stains, deposits, gum and spills.
- Wipe clean all tables, counters, and shelves.
- Clean floor, walls and doors of elevator in Parking Garage.

2. Weekly – Once per week, the following shall be done:

- Corners and edges of floor shall be swept or vacuumed to remove all dirt and dust.
- Thoroughly dust all chair and table legs and baseboards.
- Buff/polish non-carpeted floors as required by manufacturer's standards to retain a uniform bright appearance. Attention shall be paid to edges, corners, and behind doors. At all times, the Contractor shall utilize non-slip floor finishes.
- Wipe clean all baseboards upon completion of once weekly floor treatment.
- Thoroughly dust with treated cloth window frames and sills.
- Dust high and low fixtures.
- Ensure all walls, ceilings, fixtures, and corners are free of cobwebs.
- Clean custodian closet/storage areas to include washing sink, dust mop and wet floor, restocking supplies and equipment.
- Floor mats – remove gum and spots, wash with mild detergent/soap, rinse, and let dry before placing back on floor.
- Fabric chairs and couches – remove gum and spot clean.
- Clean stairwell steps. Apply non-slip cleaner to restore new-look finish.

3. Monthly – Once per month, the following shall be done:

- Thoroughly vacuum all upholstered furniture.
- Thoroughly clean all wall, ceiling and floor vents, return vents and ceiling diffusers.
- Spot clean baseboards, removing heel marks and soil.
- Remove smudges from walls.
- Thoroughly clean interior windows and blinds. Spot wash as needed.

Exhibit "A"

ATTACHMENT D – CLEANING SPECIFICATIONS

Page 2

- Damp wipe telephones using disinfectant.
- Machine strip and apply wax to vinyl flooring, including elevator floors, so as to present the best possible appearance at all times.
- Dust bookshelves in library.
- Machine scrub all ceramic tile restroom and break room floors and disinfect. (No wax)
- Machine scrub ceramic tile floors in hallways. (No wax)

4. Quarterly – Work to be done within the 1st, 4th, 7th and 10th months of the contract.

- Strip non-ceramic hard surface floors and refinish with two (2) coats of sealer and three (3) coats of floor wax/polish with products per this specification. All old "wax" build-up; especially in corners and along baseboards shall be removed.
- Thoroughly clean all light fixtures and lenses.
- Thoroughly clean all windows and blinds.

5. BREAKROOMS:

Daily – In addition to the daily tasks for all other City facilities. Each day, the following shall be done:

- Wipe clean and sanitize all counter tops, tables, chairs, vending machines, and paper towel dispensers.
- Wipe clean and sanitize EXTERIORS of all refrigerators, cabinets, coffee makers, microwave ovens and trash receptacles.
- Clean, polish and sanitize all surfaces of sinks with germicidal detergent, wiping excess liquid off faucet and adjacent walls. Polish all.
- Sweep between and around vending machines, refrigerators, cabinets, etc.
- Sweep and damp-mop with germicidal detergent all non-carpeted floors.
- Spot clean walls and carpets removing stains, deposits, gum and spills.

Weekly, Monthly and Quarterly: Perform the same tasks as other City facilities.

6. RESTROOMS:

Daily – In addition to the daily tasks for all other City facilities; each day, the following shall be done:

Maximum care shall be taken to remove and prevent staining to floor surface and grout.

- Sweep and damp-mop restroom floors with germicidal detergent and clean water, including baseboard.
- Clean all surfaces of basins, bowls, toilet seats, and urinals with germicidal detergent, wiping excess liquid off adjacent walls, fixtures and partitions.
- Clean empty restroom dispensers and refill with supplies, making sure that there is no soap residue at spout of dispenser. Remove wrapper from toilet paper. Contractor shall not leave extra rolls of toilet paper or paper towels in restrooms.
- Wash and polish mirror, basin shelves/counters, bright work, soap dispensers, piping and push plates on doors, making sure there is no residue build-up anywhere on bright work.
- Dust ledges and doors. Spot clean light switches, doors and walls.
- Spot clean restroom wall ceramic tile, removing streaks, smudges and graffiti.
- Waste receptacles are to be emptied and spot cleaned; liners, provided by the City, are to be replaced. Trash is to be removed to a pre-designated area.
- Showers are to be completely cleaned with germicidal detergent and free of soapy water residue build-up.
- Fill floor drains with water and pour a capful of enzyme bacteria product daily in drains.
- Wash all restroom partitions on both sides, including doors, hinges, and partition seams.

Weekly, Monthly and Quarterly: Perform the same tasks as other City facilities.

Exhibit "A"

ATTACHMENT E – PRODUCT SPECIFICATIONS

Page 1

ALL chemicals must have MSDS labels including spray bottles; each chemical must also be listed in the MSDS log book in each closet where supplies and equipment are stored. The City reserves the right to approve all cleaning products used by the Contractor in advance.

- 1. Water Emulsion Metal-Lind Polymer Floor Finish:** This specification covers a self-polishing, slip resistant, all synthetic water emulsion floor finish intended for use on, and not detrimental to, sealed and finished wood surfaces, asphalt tile, linoleum, rubber, vinyl composition, painted concrete, terrazzo and cement surfaces. The product is to be used without dilution except as may be recommended by the manufacturer. Acid sensitive emulsions are excluded. Product shall not contain oil or be oil-based in nature.
 - The finish shall consist of all synthetic components. It shall contain no natural waxes.
 - The finish shall contain a minimum of fifteen percent (15%) non-volatile material.
 - The finish shall consist of poly-acrylic and polyethylene components. Polymers shall be metal-linked to provide excellent detergent resistance.
 - The product shall be safe for use on all kinds of floors, including asphalt, vinyl, linoleum, terrazzo, marble, sealed wood, cork, rubber and other composition tile surfaces.
 - The product shall produce a colorless, rough, non-slip, water resistant coating having a high gloss.
 - The finish shall be re-coatable within fifteen (15) minutes, or as recommended by manufacturer, after prior coat has dried. Second coat shall not whiten or lift the first coat – it shall produce enhanced gloss.
 - The product shall resist scuffing, powdering and scratching under traffic to a satisfactory degree and shall respond to buffing.
 - The finish shall level well on application without streaking or puddling.
 - The finish shall resist wet cleaning with alkaline detergents without being removed from the floor and without destroying gloss. However, it shall be easily removable by common stripping methods.
 - The product shall not be acid sensitive and shall resist acidic cleaners and strippers, including acidic soft drinks and fruit juices.
 - The finish shall be non-yellowing on the floor and shall be milk white in the original container, rather than yellow.
 - The finish shall bear the UL seal of approval for slip resistance on the label.
 - The finish shall be film forming at usual temperatures and shall produce no powdering and no hazing.
 - The finish shall be waterproof within twelve (12) hours after application. Product shall have good-to-excellent water resistance.
 - The finish shall be free from objectionable odor and shall not develop an offensive odor upon storage in the original unopened container.

- 2. Water Emulsion Type Floor Wax or Finisher Remover (Stripper):** This specification covers commercial wax remover for use in stripping water-emulsion floor wax or finish (including the metal-link polymers) from vinyl, rubber, asphalt and other composition floor surfaces. This remover can also be used as a heavy duty cleaner for ceramic and conductive floors. The compound shall be a liquid of one grade only. Product shall not contain oil or be oil-based in nature.
 - The compound shall be homogeneous, highly concentrated free-flowing liquid, and so formulated that it may be diluted with clear water. It shall be composed of synthetic detergents, alkaline builders and sequestering agents. It shall not cause skin irritations when used in accordance with directions.
 - The compound shall be free rinsing and free from odor, which might be objectionable under conditions of use.

Exhibit "A"

ATTACHMENT E – PRODUCT SPECIFICATIONS

Page 2

- The compound shall not contain any fatty acid soaps.
- The compound shall be stable and not lose its original effectiveness or otherwise deteriorate when stored for nine (9) months in a closed shipping container at room temperature.
- The non-volatile content shall not be less than 6.5% at 105 degrees C.
- The pH value of a 1.0% by weight solutions shall be between 2.6 and 12.0.
- The compound shall be completely mixed with tap water in all proportions.

3. Quaternary Ammonium Chloride Detergent/Disinfectant: This specification covers one type of synthetic detergent and germicide liquid cleaner designed for general cleaning, sanitizing and deodorizing in one operation.

- The cleaner disinfectant shall be a balanced blend of synthetic organic detergents, inorganic alkaline builders, water softening agents and synthetic quaternary ammonium germicide. Color shall be optional.
- The cleaner disinfectant shall not contain any soap, mercury compounds, chlorine, peroxide or formaldehyde, or materials that release such compounds when diluted according to directions. The product shall be safe to use in food preparation areas, 100% biodegradable.
- Anti-microbial requirements: The disinfectant shall have a phenol coefficient of about 10.0 against *S. Typhosa* and *Staphylococcus Aureus* by the A.O.A.C. confirmation test at one to sixty-four (1:64) dilution. The disinfectant shall kill *Pseudomonas Acroginosa* at one to sixty-four (1:64) dilutions and shall be effective against both Gram positive and Gram-negative organisms.
- Odor: A one to sixty-four (1:64) dilutions of the cleaner disinfectant in distilled water shall be odorless and shall not develop and unpleasant odor on surfaces cleaned.
- Quaternary ammonium content shall be 3.8% active, minimum.
- Non-volatile content at 150 degrees C shall be 12.0% minimum.
- Hard Water Tolerance: Effective within thirty (30) seconds in waters up to and including 750 p.p.m. of hardness.
- Cleaning Efficiency: A one to sixty-four (1:64) dilutions of the cleaner shall exhibit a cleaning efficiency of not less than eighty percent (80%) when tested as described in Paragraph 4.4.6 of Federal Specification PC-431a. In solutions, the cleaner shall provide adequate, but not excessive, suds.
- Approval: The product shall be approved by the USDA, Be EPA registered for use in Federally Inspected Meat Packing and Poultry Processing establishments. The disinfectant shall be acceptable for medical and non-medical uses.

4. Lotion Cleanser: This specification covers a lotion type abrasive disinfectant cleanser for the cleaning of porcelain surfaces and for general maintenance use. Product shall not contain oil or be oil-based in nature.

- The cleanser shall be made from high quality soap, abrasive and disinfectant agents, uniformly mixed. Small amounts of other ingredients may be added to improve the quality of the cleanser.
- The cleanser shall be a white or an attractive, pleasing color, scented or unscented, and of uniform composition.
- Rinse ability: Complete.
- The moisture content shall not exceed fifty-five percent (55%).
- Anhydrous synthetic detergent content - five-percent (5%) minimum to ten-percent (10%) maximum.
- Abrasive content shall not be less than thirty percent (30%)
- PH value of this liquid shall be between seven (7) and ten (10).
- Product shall not separate when stored at fifty (50) degrees C for seven days.

Exhibit "A"

ATTACHMENT E – PRODUCT SPECIFICATIONS

Page 3

- 5. Non-Acid Type Bowl Cleaner:** This specification covers a non-acid-type bowl cleaner for de-scaling and disinfecting toilet bowls and urinals. Cleaner shall be a thick liquid formula that shall cling to bowl and urinal surfaces it cleans.
- Compound shall contain no hydrochloric acid.
 - The compound shall be a stable liquid and not lose effectiveness or otherwise deteriorate when stored in a closed container at room temperature.
 - Compound shall be safe on porcelain and chrome, one-hundred-percent (100%) biodegradable, non-flammable.
 - Compound shall remove rust, water minerals, lime, soap scum, body oils, grease, with excellent hard water tolerance.
 - Compound shall be free of harmful alkaline or abrasives.
 - Liquid product shall be packaged in thirty-two ounce (32 oz.) container with flip-open cap.
 - Use of two ounces (2 oz.) shall be sufficient to remove soil, rust, lime scale and uric incrustation as well as disinfect and deodorize under normal conditions.
 - Product shall not be detrimental to china and glass surfaces at full strength. Product shall not be detrimental to glazed and ceramic tile, carpeting. Product shall not interfere with the digestive operation in septic tank systems. Product shall be non-fuming. Product shall have minimum viscosity of 200 cps.
- 6. Glass Cleaner:** Non-aerosol liquid glass cleaner covered by this specification is intended primarily for use on windows, mirrors and other glass surfaces. Product shall not contain oil or be oil-based in nature.
- The compound shall be a blend of synthetic organic detergents, alcohol, solvents and germicidal components; it shall not contain any perfume, ammonia or inorganic alkalis.
 - Cleaning efficiency - when the compound is properly applied to glass surfaces and polished, it shall leave the surface free from dust, grime, and ordinary soil material.
 - Flash point: The flash point of the liquid shall be not less than 105 degrees F.
 - PH value: The pH value of the liquid shall be not less than 11.0 or more than 11.5 at 25 degrees C.
 - Glass cleaner must be safe for use on tinted windows.
- 7. Concentrated Synthetic Cleaner:** This specification covers one grade of a liquid concentrated compound suitable for wet cleaning for both painted and unpainted surfaces where hard or soft water prevails. It shall be an effective cleaning agent for use on wood, rubber, asphalt tile, terrazzo marble or concrete floors. Product shall not contain oil or be oil-based in nature.
- Compound shall be composed of low suds cleaner to be used on floors, floor finishes, and have a mild odor.
 - The ingredients shall be assembled to form a homogeneous liquid with no more than a trace of suspended matter. It shall be biodegradable.
 - The compound shall be non-caustic and contain no soap, inorganic materials.
 - The compound shall be completely multiple-water soluble in distilled water at room temperature.
 - Compound shall contain no free alkali or ammonia.
 - Compound shall contain no free oil, abrasives or other harmful ingredients and shall not be irritating to the skin.
 - Compound shall be non-flammable. The compound shall be stable and not let its original effectiveness or otherwise deteriorate when stored for nine (9) months in a closed shipping container at room temperature.
 - PH of the compound shall be 6.0 - 8.0 PHS at one-percent (1%) concentration.

Exhibit "A"

ATTACHMENT E – PRODUCT SPECIFICATIONS

Page 4

- Emulsification of grease, oil and dirt - very good.
 - Free rinsing: Excellent.
 - Foaming: Moderate with excellent stability in the presence of grease and oil.
 - Use dilution for normal finished floor mopping - about sixty to one (60:1).
- 8. Stainless Steel Cleaner/Polisher:** This specification covers a product, which is designated to clean and protect metal surfaces. Product shall not contain oil or be oil-based in nature.
- Solution shall be a blend of solvents and polishing agents, which shall remove grease, fingerprints and light soil.
 - It shall provide protective water resistance; prevent rusting, corrosion and discoloration.
 - It shall contain no harsh abrasives.
 - It shall be non-aerosol and safe to use on drinking fountains and eyewashes.
- 9. Furniture Polish:** This specification covers a non-aerosol agent designed to clean and polish wood and wood product surfaces.
- It shall be a blend of silicone, oils, waxes and cleaning agents.
 - It shall remove dust, smudges, fingerprints and stains. It shall protect surfaces and does not smear.
 - It shall have a pleasant odor and be water based with no harmful solvents.
 - It shall be safe on all-wood surfaces, leather, vinyl and counter/table tops.
 - Solution shall not leave a film and not attract dirt particles.
- 10. Graffiti Remover:** This specification covers a product designed to remove ink, pencil, crayon, lipstick, adhesives, grease and other agents on painted and unpainted surfaces such as walls, wood surfaces, floor, Formica and fiberglass.
- Solution shall not harm or remove finishes from surface.
 - It shall be non-aerosol.
 - It shall be non-flammable.
- 11. All-Purpose Cleaner:** This specification covers one grade of a liquid cleaning compound suitable for cleaning all types of surfaces.
- Solution shall be a concentrated water-soluble ingredient with pH factor of 11.0 to 12.5.
 - Solution shall be biodegradable.
 - Solution shall be applied and wiped off with no rinsing required.
 - Solution shall remove all common soils from most surfaces.
 - It shall not streak or leave a film. Product shall not contain oil or be oil-based in nature.
 - Solution shall contain no phosphates, ammonia or other abrasive materials.
 - Solution shall be pleasant smelling.
- 12. Enzyme Bacteria Products:** This specification covers a non-aerosol enzyme digesting agent that dissolves odors in floor drains.
- Solution shall have a pleasant odor.
 - Solution shall work to neutralize odors with use of high activity enzymes and bacterial cultures.
 - Solution shall be non-acid and non-corrosive and shall not harm plumbing.
 - Solution shall be used to neutralize odors under and around toilets, sinks and urinals.
 - Solution shall continue to neutralize odors even after product has dried on surface.

Exhibit "A"

ATTACHMENT E – PRODUCT SPECIFICATIONS

Page 5

- Solution shall have active bacterial count of at least 37 billion per gallon.
- PH range shall be 7.0 to 8.5.
- Solution shall have no flash point.

13. Degreaser: This product covers a non-butyl cleaner and degreaser designed to remove a wide variety of grease and soil on any surface not harmed by water.

- Solution shall be water based, biodegradable product containing rust inhibitors.
- Solution shall remove soap scum and body oils in showers and washroom surfaces.
- Solution shall be non-flammable, free rinsing and non-filming and contain no fumes.
- Dilution rate shall be sixteen to one (16:1) for general cleaning, one to eight (1:8) for heavy duty cleaning.
- Solution may be used with pressure washers and foam guns.
- Solution shall be USDA approved.
- PH value shall not exceed 12.0.
- Solution shall be suitable for use on floors and walls in soft or hard water.
- Composition shall consist of a blend of synthetic detergents, solvents and alkalis.

14. Hard-Water Deposit Remover: This product concerns an extra strength cleaner designed to remove hard water scale and discoloration.

- Solution shall be designed to cling to surfaces.
- It shall be safe to use on chrome, ceramic tile, and porcelain surfaces.
- Solution shall be biodegradable and contain no hydrochloric acid.
- It shall be pleasant scented.

15. Spot Remover: This product is designated to remove stains and spots from most types of carpets.

- Solution shall be safe for use on most carpet surfaces.
- Solution shall be used on upholstery, textiles, vinyl, leathers, and synthetics.
- Solution shall be effective in the removal of red dye and products containing this dye.
- Solution shall remove gum and other adhesives.
- Solution shall be a deodorizer and enzyme digestant.
- Solution shall be pH balanced and be effective on most types of stains found in commercial buildings.
- Product shall not contain oil or be oil-based in nature.

Exhibit "A"

ATTACHMENT F BIDDER QUESTIONNAIRE 40% Points

Name of Business:	PBS of Texas
Physical Address of Headquarters (HQ):	3456 Alameda Street, Suite 451 Fort Worth, Texas 76126
Physical Address of Serving Branch: (if different address from HQ)	301 Hesters Crossing, Suite 204 Round Rock, Texas 78681

1. On a separate sheet of paper, describe in detail employee training procedures. (15% Points)
See response following this attachment.
2. **EQUIPMENT LIST:** Attach a separate sheet of paper that describes the type and quantity of vehicles and equipment that will be used to support this contract. (10% Points)
See response following this attachment.
3. Number of full-time employees that are eligible to provide janitorial services to City of Round Rock facilities:

Number of Employees:	75 eligible 24 FTE currently
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4. How many years has your company been in the commercial janitorial services business?

Number of years in the commercial janitorial service business:	29 years
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5. **EXPERIENCE:** On separate sheets of paper describe in detail, relevant company and individual experience for the personnel who will be actively engaged in the performance of this contract. (15% Points)
 - Company work experience: Describe recent company work experience (2 years or less) for at least two (2) commercial contracts for Janitorial Services provided to customers of similar size as compared to the City of Round Rock requirements.
 - Individual Work Experience- Include the resume of the owner and lead personnel as well as supporting documentation as applicable; such as certifications, licenses and years of experience.

See response following this attachment.

Exhibit "A"

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Exhibit "A"

EXECUTIVE SUMMARY

PBS of Texas is a privately-owned Texas LLC. Founded in 1989, the company is headquartered in Fort Worth, Texas. Over the past 29 years, PBS has become a highly regarded leader in the janitorial industry because of its high-quality performance and value-added services. PBS does not intend to be everything to everybody and we have earned our excellent reputation because we focus on the Government/Municipality, Educational and Medical/Laboratory segments of our industry.

PBS services many different markets throughout the State of Texas and maintains branch offices in Round Rock, Austin, Dallas, Houston and Lubbock. PBS is still providing services for its first client which started in 1989, our client retention rate is 98% and our team member turnover is less than 10% which places PBS of Texas in the top 1% of all commercial custodial companies in the United States. There is not another janitorial company in the state that can boast those statistics!

PBS's philosophy is based on two important standards, **Partnership and Quality**. At PBS we do not seek to be just another vendor providing services to The City of Round Rock. Conversely, we strive to become an extension of The City of Round Rock's facilities management team, working side by side to confront challenges and to accomplish the highest levels of service and satisfaction. PBS is a "can do" organization from the bottom to the top and we demonstrate this every day in the workplace.

Some of the major highlights of what PBS offers:

- Highly trained employees that deliver the service we promise
- Cleaning and disinfecting your facility environments utilizing Clorox 360 and Kiavac restroom cleaning systems.
- PBS utilizes Chronotech employee login using landline and cell phones to check in employees at the workplace with GPS verification
- Color-coded mopping and microfiber towel systems to prevent cross-contamination ensuring a healthy working environment in all facilities
- PBS Quality Control System, a web-based inspection and communication system that delivers real-time inspection reports and ticket resolution.

PBS has provided the City of Round Rock with our service excellence for the past five years, so we are keenly aware of the high expectations that are required.

PBS appreciates the opportunity to present our proposal for our services and we look forward to being considered a continuing partner with The City of Round Rock.

Exhibit "A"



COMPANY HISTORY AND OVERVIEW

PBS of Texas, LLC is a privately-owned Texas LLC. Founded in 1989, the company is headquartered in Fort Worth, Texas. Over the past 29 years, PBS has become a highly regarded force in the janitorial industry. PBS services many different markets throughout the State of Texas and maintains branch offices in Round Rock, Dallas, Houston and Lubbock.



At PBS, our goal is to develop a **long-term partnership** with our clients. And we realize that to develop these relationships we must provide professional management and quality supervision to meet our goals in a labor-intensive operation. In addition, we also must provide our clients with highly trained, professional staffing at a competitive rate. Our employees are supported by a strong support system that provides individual attention to each property we serve. We are committed to providing superior service in an expedient manner. Productivity is key and is enhanced by our ability to deliver strong, moral and effective employees that respond to our clients' needs and requests immediately. We provide every property with a supervisor that is keenly interested in servicing the property to attain the high standards our clients and their tenants expect.

PBS's success is due, in great part, to our employees who consistently demonstrate the company's standards of excellence. Our employees are recruited through a number of sources and thoroughly screened. This process includes personal and professional reference checks, police background checks, citizenship or eligibility to work in the United States confirmation and E-verify. Once accepted for employment, the employee is enrolled in the appropriate courses in PBS's training program.

PBS's philosophy is based on two standards, **Partnership and Quality**...it begins with the individual cleaner and is reflected throughout our entire organization. We at PBS do not seek to be just another vendor to our clients. Rather we strive to be an extension of the facilities management team, working hand in hand to achieve the excellence that our clients expect from us.

PBS has grown and built its reputation through high-quality work with courteous service. PBS's dedication to ongoing Quality Control and communication with our clients provides superior levels of performance and responsiveness. Our entire staff is proud of what PBS does, and that pride will be evident to you, your occupants, and your visitors.



TECHNICAL ABILITIES

PBS is a uniquely qualified, **full service** janitorial firm providing the highest quality commercial cleaning services available. We provide complete cleaning services during day, evening or nighttime hours – whatever is required to satisfy your needs. We service all sizes and types of commercial facilities, including; multi-tenant and single tenant buildings, laboratories, medical facilities, schools, municipalities and many more types. **Specialty and emergency services** teams are readily available.



Our day shift employees are fully uniformed, wear photo ID's and can be equipped with pagers, two-way radios or cellular telephones.

Because PBS provides a wide array of additional services in addition to our standard commercial cleaning program, our clients have the option of **single sourcing** many building related services through PBS and its network of qualified service partners:



For those clients utilizing our evening cleaning services, PBS also offers the option of Day Porters and Maids, Assistant Engineers, Utility Porters (e.g., Movers, General Laborers) and Specialty Porters during building operating hours. All PBS employees assigned to your building during regular daytime work hours will be able to communicate in English.

- Carpet care: spot cleaning, dry cleaning and power extraction
- Specialized marble and stone care restoration
- Window washing: interior and exterior
- Post-construction cleaning
- Trash and debris removal
- Recycling services
- Parking Garage/Lot Cleaning
- Power Washing
- General Landscape Services
- 24-hour emergency response services



Exhibit "A" QUALITY CONTROL PROGRAM

For years, delivering and ensuring quality service was about paper outlines and checklists. And you know what? It didn't work. Slick sales presentations followed up with clipboards and contracts don't ensure quality service. PBS' Quality Control (PBSQC) tackles service delivery and quality control from an entirely different angle: a focus on transparency, real-time data, and collaboration. PBSQC brings people together and is your real-time dashboard for tracking and monitoring our service.

Full transparency and accountability.

We don't just TALK about quality—we PROVE quality. No gimmicks or cover ups. You see the quality of our service in real-time as inspections are performed, complete with photos and GPS location for additional verification. Everything that happens is documented, logged and easily accessible. Whether it's an inspection or a complaint from building occupants -- you have a complete audit trail for future reference.

Quantify how effective our service is.

Our analytics help identify weak spots BEFORE they turn into problems, and track corrections and improvement over time. View the complete performance history of our service. With your own personal online dashboard, you can quantify exactly how effective our service is.

Customer support.

Our customer support system funnels all communication about our services into one central location so we can handle requests and feedback from you and your facilities' occupants in an organized manner. Requests may be submitted by voice, email, or text message. All communication is captured and stored centrally so you can participate in every conversation and be notified when issues are resolved.

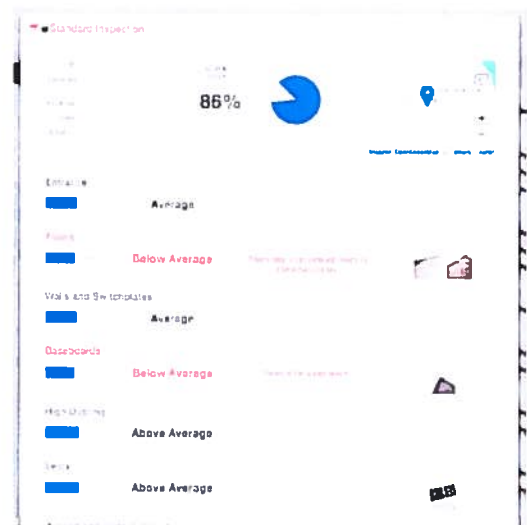
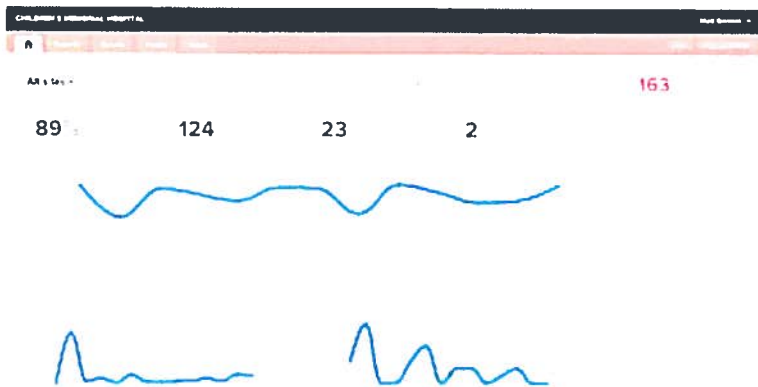


Exhibit "A" SPECIALTY SERVICES

Medical Center Cleaning



PBS's experience in the health care cleaning industry is broad-based and extensive. PBS is positioned to provide full specialty services to virtually every type of medical facility – hospitals, nursing and convalescent centers, primary care centers, emergency care centers, radiology centers, physician and dental offices, and ambulatory surgical centers.

We thoroughly understand the treatment and proper care procedures needed in all areas of such facilities, including the use of proper germicidal and quaternary chemicals for effective bacteria control. We can assure our clients of the highest environmental service standards, which consistently meet or exceed the specifications of the local Boards of Health and the JCAHO, among other regulatory agencies. Our medical Quality Assurance programs include both regular and non-scheduled inspections at routine intervals by PBS management personnel. Our medical services QA program ensures that the highest quality services and standards are consistently provided to our medical clients and their patients.

The PBS employees assigned to medical facilities are experienced and fully qualified. PBS staffs Certified Executive House-keepers with extensive backgrounds in environmental service management. Since our medical services employees are specialists in health care cleaning, our clients are assured that PBS is in full compliance at all times with the Federal Occupational Health and Safety Administration (OSHA) Final Rule regarding Occupational Exposure to Bloodborne Pathogens. Our staff is fully compliant on HIPAA regulations as well.

Data Center Cleaning

PBS's Data Cleaning services are uniquely designed around your facility, encompassing state of the art equipment and procedures. We understand how critical Data Centers are and we ensure that our team is well trained and experienced in the technical requirements of cleaning a Data Center.

Our data center cleaning specifications include sub-floor cleaning, top of floor cleaning (tile and/or carpeted surfaces), and cleaning of computer equipment exteriors including CRT terminals.



Educational Facilities Exhibit "A"



PBS understands that educational facilities require far more detailed planning than a typical office building. With educational facilities, traffic patterns and cleaning needs vary widely based on population, on-site events, holidays, weather and other variables. They are open longer hours, and cleaning tasks vary from hour to hour and day to day. Our cleaning staff is able to work around students and staff while addressing safety, daily needs and quality issues. Of course, our major cleaning tasks are scheduled during low traffic periods, such as evenings and overnight. Our staff is prepared for the diverse challenges they will encounter in the classroom setting, including the variety of surfaces (carpeting, vinyl and hard-surface tile, marble/stone, brass/metal finishes) as well as the necessity for alertness and proactive communication with school administration.



PBS can work alongside your in-house staff, cleaning and maintaining your school facilities...or we can provide complete housekeeping and maintenance services as an alternative to your in-house services. We will study your housekeeping operations and develop a plan as individual as your facilities. PBS's solutions will enable you to predict and control your housekeeping costs, and we will service your property with meticulous attention.



Consider PBS to provide a cost-efficient alternative to what can lead to an overly expensive in-house custodial team.



Exhibit "A" Municipal Building Services



PBS can work alongside city and government staff, cleaning and maintaining a place of public government... we can provide complete custodial and maintenance services for the various public events that municipalities require. We will study your custodial operations and develop a plan as individual as your entity. PBS's solutions will enable you to predict and control your custodial costs, and we will service your property with meticulous attention.

Consider PBS to provide a cost-efficient alternative with experience in handling the day to day public uses of city government. PBS also screens every employee with a certified security background check.



Exhibit "A" SUPPLIES AND EQUIPMENT

PBS pledges to do our part to utilize environmentally safe products, equipment, and procedures. We commit to implement cleaning solutions that respect and preserve our natural resources.

All equipment and supplies used by PBS are of the type used in Class "A" building environments, meeting or exceeding all local, state and federal codes as established by UL, OSHA, ASTM E-84, and the NFPA 702 Codes.



Chemicals

PBS routinely provides Property Management with a Material Safety Data Sheet (MSDS) Manual, listing every chemical we use in our commercial cleaning operations. All chemicals used are of the highest quality. PBS gladly stocks additional specialty products at the request of Facility Management, and ***all materials to be used in your building are subject to your prior approval.*** All of our employees are thoroughly trained in the use, care and storage of commercial cleaning chemicals prior to their assignment.

Equipment

All equipment assigned to your building will be in new or like-new condition. PBS's entire inventory of mechanized equipment is rotated to undergo periodic preventive maintenance. Any equipment removed from your building by PBS, whether for regular scheduled maintenance or for repair, will be replaced immediately in order to maintain a full inventory of equipment on your site.

Safety Equipment

PBS stocks each and every building with safety equipment to protect our employees as well as your building occupants. First-Aid kits are standard equipment in every building we service. Safety equipment assigned to our personnel includes latex gloves, safety goggles and ventilators for employees working in areas requiring such protective gear. In addition, PBS employees are trained to use public safety equipment such as "Wet Floor" and "Closed for Service" signage as required.



TYPICAL PROJECT / EQUIPMENT INVENTORY

Exhibit A

The following is a list of equipment typically utilized by PBS in the performance of our services. Not all listed equipment may be suitable for use in your building. PBS shall submit a finalized inventory, including quantities, prior to the commencement of the Contract.

Equipment

Low Speed 175 RPM Floor Buffer
Ultra High Speed 1500-2000 RPM Floor Burnisher
Buffer Attachment: Pad Holder
Buffer Attachment: Scrub Brush
Carpet Power Extractor – Complete
Three-Gallon Sprayer
Wet/Dry Vacuum & Attachments
Hoover Heavy Duty Portable Vacuum
Clarke Upright Vacuum
ProTeam Super Coach Vacuum
Clarke Wide Area Vacuum
Rubbermaid #6150 Maid's Cart
Rubbermaid #6111-88 Mop Bucket 26 qt.
Rubbermaid Utility Bucket 14 qt.
Wet Floor Sign - Med.
Wet Floor Sign - Lg. (Cone)
Rubbermaid #2643 Brute Trash Container
Rubbermaid #2649 Carrying Caddy
Push Broom
Floor Brush and Handle
Dust Mop 18"
Floor Fan
Extension Cord 50'
Extension Cord 100'
Water Hose 100'



HUMAN RESOURCES OVERVIEW

Corporate Philosophy/Capabilities

PBS recognizes that the most valuable asset of our business is our **people**. It is for this reason PBS is dedicated to hiring, training, encouraging and retaining the industry's best, from our cleaning team members on up to the executive level.



Our managers have gained their knowledge of the commercial cleaning industry through years of "hands-on" involvement. In addition, PBS expends a great deal of time, energy and resources in developing our field personnel. In so doing, we have been able to reap the benefits of a stable and highly skilled staff.

PBS currently employs over 315 highly trained technicians. We are able to promptly provide replacements for any employees who are out on leave to ensure that each facility maintains a full staff at all times. In addition, PBS Emergency Response Teams are available 24 hours a day, seven days a week to assist in cleaning emergencies related to fire, flood and other disasters.

Recruitment and Hiring Policies & Procedures

PBS employs a number of recruitment tools: employee referral, classified advertising, internet advertising and other methods.

All applicants are required to apply in person, and to supply positive photo identification and proof of their legal right to work in the United States. PBS's processing of applications for employment consists of thorough personal and employment reference checks. In addition, all applicants are screened and background checks performed, in accordance with our clients' specifications. Drug and alcohol testing is also available, if required.

PBS provides **new-hire Orientation** training for new employees. This course covers administrative policies and procedures, work practices, employee conduct, work schedules, performance evaluations, disciplinary action, facility security, employment benefits, etc. In addition, courses in advanced skills and/or specialized job training are required for certain positions such as supervisory roles.



Exhibit "A" STAFFING AND MANAGEMENT

PBS provides cleaning services to commercial facilities in accordance with Management's requirements for their tenants. Our staff of trained technicians is available around the clock – **daytime, evening and nighttime hours**. We currently provide cleaning services 24 hours a day in facilities that require three full shifts.

All daytime personnel are **fully uniformed**, and display a **PBS photo ID badge**. Daytime personnel are required to be **English-speaking** and can be equipped with pagers, cellular phones or radios for your convenience.

Our cleaning personnel typically work in **teams** rather than individually. The team concept provides a secondary level of supervision in the Team Leader, who is directly responsible for the assigned areas and for key control.

A specific **staffing plan** has been custom-designed by PBS's Operations management personnel for your facility (see Staffing Chart included in bid). Of course, the proposed staffing plan is subject to the final approval of the Property Manager.



To ensure strict adherence to the Cleaning Specifications by our cleaning Teams, PBS utilizes a **management structure** based on a system of checks and balances:

Supervisory personnel are highly trained and are prepared to note and immediately correct any deficiencies in the work. Quality Assurance personnel, working entirely autonomously from Operations Management, rigorously inspects and reports on the cleanliness of each facility and the adherence to the scope of work. An Operations Manager is responsible for the overall services in your building.



Employment

Exhibit "A" TRAINING

All of PBS's employment training programs are based on Quality Assurance and emphasize safety and security. Our programs ensure that each and every PBS employee uses proper cleaning procedures. Some of our training programs are designed specifically for newly hired personnel, while other PBS programs provide ongoing long-term instruction with the purpose of improving the skills and knowledge of current team members. Each and every employee of PBS is continually encouraged, offered advancement opportunities and made to feel that they are invaluable to our team.

In addition, all employees are required to attend on-site instruction in building fire and evacuation procedures, or other procedures as required and provided by Property Management.

PBS offers the following Employee Training Courses:

Standards of Customer Service
Chemicals in Commercial Cleaning (MSDS)
Security: Your own, fellow employees and the environment
Floor Care: Equipment and Chemicals
Carpet Care: Equipment and Chemicals
Health and Safety in the workplace
Cardiopulmonary Resuscitation (CPR)
Bloodborne pathogens



PBS constantly reviews staff performance against these training standards and additional training courses are added for general and specialize areas.

It is important to note that the PBS cleaning approach involves cross-training for each of our crew members. We utilize this approach because it does not limit the skill sets of each cleaner to only specific tasks as employed in team cleaning. By utilizing our cross-trained approach, each crew member has the ability, knowledge and training to perform many of the cleaning tasks throughout the specifications. This enable PBS to complete all the tasks in the specification in the event of absenteeism of any one crew member in contrast to the team cleaning approach.

In addition, we conduct monthly safety classes on site covering a variety of subjects. These courses are provided by PBS and our insurance carrier in order to keep our staff up to date on current safety topics and training. Training courses are signed by all participants, filed in our Human Resources office and available for review by our clients.

Exhibit "A" EMPLOYEE BENEFITS

PBS can offer a **comprehensive benefits package** for all employees, both full- and part-time. Employee benefits at present can include, but are not limited to, the following:

Medical insurance for the employee and his/her dependents (includes dental benefits)
Paid Vacation
Paid Sick Leave
Paid Holidays
Free Training/Education Programs

PBS prides itself as being **employee-oriented**, and therefore, in addition to our Employee Benefits package, we offer our employees the following:

Competitive Wages – Both full and part-time employees are paid hourly wages, which are above the industry standard in the Dallas/Fort Worth area. PBS employees are also considered for pay raises upon the successful completion of their initial 90-day (new-hire) probationary period, and are considered annually thereafter at the time of their performance evaluations.

Opportunities for Advancement – We have found that by encouraging our employees to improve their skills, by offering them the means to do so, and by providing them with opportunities for advancement, we maintain a highly motivated, stable, low-turnover staff. PBS, therefore, offers a full curriculum of training courses at no charge to its employees. PBS's training managers administer a wide range of training services, including classroom education, hands-on training in mock-up settings, and on-site instruction.

Incentive Plans – Incentives are offered to employees who demonstrate good attendance, leadership qualities and cost savings against budgets, among other attributes. Awards such as plaques and certificates are given in recognition, in addition to cash bonuses and gift certificates. PBS also sponsors dinners and parties for entire building staffs that have collectively achieved certain pre-determined performance goals.

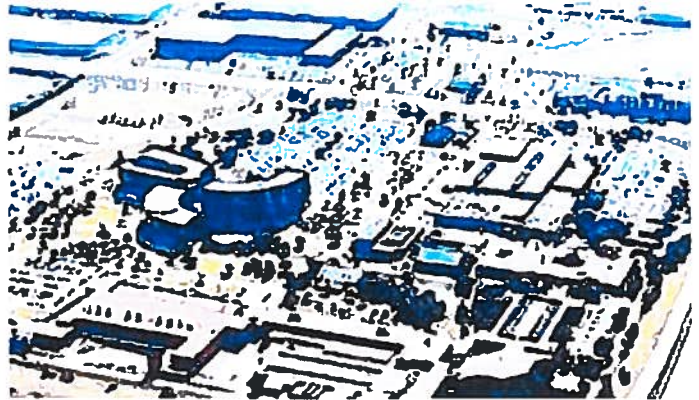


Exhibit "A"
COMPANY CERTIFICATIONS



Exhibit "A" REFERENCES

Alcon Laboratories
6201 South Freeway
Fort Worth, Texas 76134
3,500,000+ sq. ft.
Dick Lee – Facilities Manager
817-517-9104
Dick.Lee@am.jll.com



City of Lubbock
1625 13th Street
Lubbock, Texas 79457
53 Buildings – 980,000 sq. ft.
Sid Beach – Facilities Manager
806-775-2276
sbeach@mail.ci.lubbock.tx.us

City of Georgetown
300-1 Industrial Ave
Georgetown, Texas 78226
18 Buildings – 583,000 sq. ft.
Trish Long – Facilities Manager
512-931-7714
trish.long@georgetown.org



Exhibit "A"



City of Round Rock
221 E. Main St.
Round Rock, Texas 78664
14 Buildings – 330,181 sq. ft.
Pete Dominguez – Facilities Manager
512-341-3144
pdominguez@roundrocktexas.gov

City of Cedar Park
450 Cypress Creek Rd, Bldg. 1
Cedar Park, Texas 78613
13 Buildings – 235,630 sq. ft.
Mark Shelnett – Facilities Manager
512-608-3484
Mark.Shelnett@cedarparktexas.gov



Texas Workforce Commission
101 E. 15th Street
Austin, Texas 78778
6 Buildings – 310,382 sq. ft.

Contact: Leroy Wittenburg - Facility Mgr.
512-463-2997 office
512-952-1680 cell
Leroy.wittenburg@twc.state.tx.us

Exhibit "A"



THE UNIVERSITY OF TEXAS SYSTEM

The University of Texas
System Administration Building
210 W. 7th Street
Austin, Texas 78701
365,000 sq ft
David Kruse – Sr. Facilities Manager
512-499-4736
dkruse@utsystem.edu



uplift education



Uplift Education is the largest public charter school network in North Texas. Established in 1996 with one school in Irving, we have now grown to a network serving nearly 16,000 scholars in pre-k through 12th grade on 17 campuses across the D/FW metroplex. Our schools have received national recognition and 100% of our graduates have been accepted to college.

17 Locations with over 1 million square feet served by PBS:

Uplift Meridian – Fort Worth
Uplift Summit – Arlington
Uplift Infinity – Irving
Uplift Heights Primary – Dallas
Uplift Triumph – Dallas
Uplift Hampton – Dallas
Uplift Pinnacle Primary – Dallas
Uplift Luna Primary – Dallas
Uplift White Rock Hills – Dallas

Uplift Mighty – Fort Worth
Uplift Grand – Grand Prairie
Uplift Ascend – Fort Worth
Uplift Heights Secondary – Dallas
Uplift Peak – Dallas
Uplift Gradus – Desoto
Uplift Pinnacle Secondary – Dallas
Uplift Luna Secondary – Dallas

Contact: Gibran Torres – Facility Director
8915 S. Hampton Road
Dallas, Texas 75232
817-233-5818 gitorres@uplifteducation.org

Exhibit "A"

INTERNATIONAL LEADERSHIP OF TEXAS



iltexas.org



The mission of International Leadership of Texas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

17 Locations with over 1,655,740 square feet in the Dallas-Fort Worth Metroplex, Houston and College Station.

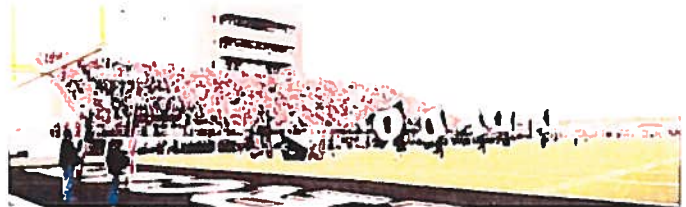
ILT – Arlington	ILT – Garland (2 Locations)	ILT – Grand Prairie (2 Locations)
ILT – Lancaster	ILT – North Richland Hills	ILT – Fort Worth (3 Locations)
ILT – Saginaw	ILT – Katy	ILT – Houston (3 Locations)
ILT – Richmond	ILT – College Station	

Contact: Frank Crabill – Executive Director of Maintenance & Facilities
1601 Summit Avenue, Suite 110
Plano, Texas 75074
214-647-1478 fcrabill@iltexas.org



Aledo
Independent School District

A Past To Remember, A Future To Mold



Aledo Independent School District is a K-12 public school district, located in Parker and Tarrant Counties. AISD is a fast-growth district and one of the top-rated public school districts in Texas with more than 5,700 students and nearly 600 employees.

The district has five elementary schools along with an intermediate, middle, 9th grade campus, high school and learning center. The newest campus in the district is Walsh Elementary, which opened at the start of the 2017-2018 school year.

Contact: Earl Husfeld – CFO: 817-441-8327, ehusfeld@aledoisd.org
1008 Bailey Ranch Road
Aledo, Texas 76008

Exhibit "A"



Elementary & Middle Schools
1545 S. Ewing Avenue
Dallas, Texas 75216

Contact: Gus Feliciano
972-323-4215
gfeliciano@kippdfw.org



Elementary & Middle Schools
3663 W. Camp Wisdom Rd.
Dallas, TX 75237

Contact: Elmore Shoto
214-707-5974
Eshoto@kippdfw.org



BROCK ISD

Brock ISD is a 3A school district with approximately 1350 students in grades Pre-K – 12. The district covers about 105 square miles and is located in southwest Parker County.

Contact: Scott Drillette – Superintendent
410 Eagle Sprit Lane
Brock, Texas 76087
817-374-9614 sdrillette@brockisd.net

Exhibit "A"



Winfree Academy's mission is to create a supportive, safe environment that motivates, educates, and trains students so they can graduate from high school prepared with the skills and abilities needed for higher education, employment, and life.

6 Campus Locations and Administrative Offices with over 160,000 square feet:

Dallas Campus
Lewisville Campus

Grand Prairie Campus
N. Richland Hills Campus

Irving Campus
Richardson Campus

Contact: D.J. Elkin – Director of Purchasing & Facilities
1555 Valwood Parkway, Suite 160
Carrollton, Texas 75006
972-869-3250 djelkin@wacsd.com



RIO VISTA ISD

The Mission of Rio Vista Independent School District is to provide students quality of instruction through diverse and challenging curriculum in a nurturing environment, while integrating the unique resources of our community.

Contact: Tim Wright – Superintendent
100 Capps Street
Rio Vista, Texas 76093
662-402-8930
twright@rvisd.net

Exhibit "A"



UME PREPARATORY ACADEMY

K-12 schools based on the University Method of Education (UME) have been in existence for almost two decades in the private sector, with over 50 private UME schools open across the country (21 in Texas and 9 in the Dallas/Fort Worth vicinity). UME Prep is the first public charter UME school to be established.

Contact: Calvin Trim Facilities Manager
3838 Spur 408
Dallas, Texas 75236
469-662-7334
Calvin.trim@umeprep.org



ALED0 CHRISTIAN SCHOOL

The mission of Aledo Christian School is to prepare students academically and equip them spiritually to become Christian leaders who will live their commitment to Christ and fulfill God's purpose for their lives.

Contact: Kay Ross – Principal
400 Queen Street
Aledo, Texas 76008
817-929-3893
kross@aledochristianschool.com

Exhibit "A"



Texas State Technical College – Breckenridge and Brownwood Campuses

Texas State Technical College (TSTC) serves Texas through ten campuses in Abilene, Breckenridge, Brownwood, Fort Bend County, Harlingen, Marshall, North Texas, Sweetwater, Waco and Williamson County. TSTC is the only college in Texas to adopt a funding model based on student employment outcomes – aligning with its purpose of strengthening Texas with a highly skilled, technically-competent workforce. Founded in 1965, TSTC has provided more than 50 years of service to the state of Texas.

Contacts: Breckenridge Campus
Vernon Akins – Facilities Mgr
307 N. Breckenridge Ave.
Breckenridge, Texas 76424
325-201-1098
vernon.akins@tstc.edu

Brownwood Campus
Monica Wagner – Director Physical Plant
305 Booker Street
Brownwood, Texas 76801
325-235-7448
monica.wagner@tstc.edu



LakeShore Baptist Church and School – Hudson Oaks, TX

Contact: Johnny Saunders – Facilities Manager
200 S. Lakeshore Drive
Hudson Oaks, Texas 76087
817-596-0100

Exhibit "A"

1. EMPLOYEE TRAINING PROCEDURES

All of PBS's employment training programs are based on Quality Assurance and emphasize safety and security. Our programs ensure that each and every PBS employee uses proper cleaning procedures. Some of our training programs are designed specifically for newly hired personnel, while other PBS programs provide ongoing long-term instruction with the purpose of improving the skills and knowledge of current team members. Each and every employee of PBS is continually encouraged, offered advancement opportunities and made to feel that they are invaluable to our team.

All employees are required to attend on-site instruction in building fire and evacuation procedures, or other procedures as required and provided by The City of Round Rock. The training is conducted by the Regional manager and the Project Supervisors.

PBS offers the following Employee Training Courses:

Standards of Customer Service

Chemicals in Commercial Cleaning (MSDS)

Security: Your own, fellow employees and the environment

Floor Care: Equipment and Chemicals

Carpet Care: Equipment and Chemicals

Health and Safety in the workplace

Cardiopulmonary Resuscitation (CPR)

Bloodborne pathogens

PBS constantly reviews staff performance against these training standards and additional training courses are added for general and specialize areas.

It is important to note that the PBS cleaning approach involves cross-training for each of our crew members. We utilize this approach because it does not limit the skill sets of each cleaner to only specific tasks as employed in team cleaning. By utilizing our cross-trained approach, each crew member has the ability, knowledge and training to perform many of the cleaning tasks throughout the specifications. This enable PBS to complete all the tasks in the specification in the event of absenteeism of any one crew member in contrast to the team cleaning approach.

In addition, we conduct monthly safety classes on site covering a variety of subjects. These courses are provided by PBS and our insurance carrier in order to keep our staff up to date on current safety topics and training. Training courses are signed by all participants, filed in our Human Resources office and available for review by our clients.

Exhibit "A"

DISINFECTING AND CROSS-CONTAMINATION AVOIDANCE

An essential component of PBS training

The true name for what our custodial staff does is health care — after all, it's their efforts that manage and prevent disease and infection transfer. Cleaning is the first and biggest step to keeping a facility and its occupants healthy. Sanitizing or disinfecting is one of the important steps toward this goal. Another very important step to avoid cross-contamination, is the use of the color-coded mop buckets system and microfiber cleaning towel system.

The system is broken down to the following color-coded supplies and equipment:

- Red mop buckets and towels are used for restroom floors.
- Yellow buckets and towels are used for general cleaning including restroom sinks, dispenser, countertops and other surfaces.
- Green mop buckets and towels are used for general cleaning areas, such as office space, hallways, fixtures, etc...
- Blue towels are usually used for glass and mirrored surfaces.

In addition, our periodic disinfecting using the Kiavac restroom cleaning machine ensures each facility maintains its healthy working environment.

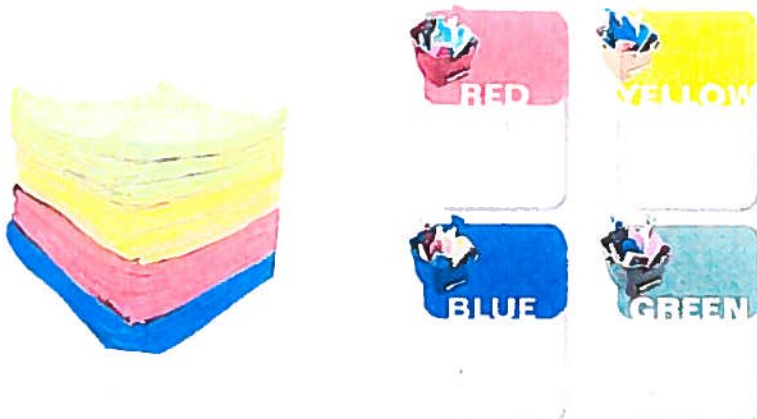


Exhibit "A"

2. EQUIPMENT LIST

The following equipment has been allocated for use in the City of Round Rock Account:

- 32 – 44-gallon Brute Barrels with Caddies
- 8 – Restroom Carts
- 78 - Mop Buckets: 26 Red, 26 Blue, 26 Yellow
- 18 – BackPack Vacuums
- 10 – Upright Vacuums
- 6 – Minute Man Tile Cleaners
- 2 – Large Auto Scrubbers
- 3 – Kiavac Restroom Cleaning Machines
- 1 – Clorox 360 Disinfectant Machine
- 3 – Low Speed Floor Buffers w/tank
- 2 – High Speed Floor Burnishers
- 1 – Carpet Extractor
- 6 – Floor Fans
- 4 – Wet Vacs
- 36 – Wet Floors Signs



Exhibit "A" **5. EXPERIENCE**

Individual Work Experience

All personnel listed below are assigned to your account and are hands-on participants with working knowledge of the City of Round Rock facilities and facilities management team. Half have been servicing the City of Round Rock account since October 2013.

Kurt G. Smith – President

Kurt has over 29 years' experience in the janitorial industry and joined PBS as a partner in 2009. Since then he and has overseen the growth and expansion of the company into a variety of environments including; major laboratories, medical, multi and single tenant, educational and municipalities. Prior to 2009 he has been involved in the sales and operations of some of the most prestigious facilities in the country.

Marty Mabry – Executive Vice President

Marty has over 17 years' experience started his career janitorial career in 2001. He has successfully managed client accounts in a variety of facilities in the Dallas/Fort Worth, Houston and Tulsa, Oklahoma markets. He brings his expertise in all aspects of the janitorial field to the and will be constantly involved with the execution of our service for the City of Round Rock.

David D. Martinez – Senior Vice President

David has over 15 years experience in the janitorial industry and nearly 35 years in the service industry serving some of the largest and well-known companies in the Dallas/Fort Worth area. His depth of experience in the service industry makes him uniquely qualified to bring excellence and outstanding service to our clients in a variety of environments. David is in charge of business development and the administrator of PBS Quality Control System. David is a certified LEED Green Associate.

Kody Smith – Regional Manager for Round Rock

Kody Smith has worked with PBS since 2010. He started out cleaning schools and performing floor work while going to school and moved into a supervisor position from 2013-2015. Once graduating Oklahoma State, he stayed in Stillwater to work in information technology for the athletics program. Kody joined the PBS team once again in early 2018 to manage the Central Texas area, helping service the City of Round Rock for the last 5 months.

Carlos Gonzales – Project Supervisor for Round Rock

Carlos Gonzalez has been in Janitorial since 2009, cleaning several buildings for the City of Georgetown. When PBS took over cleaning for Georgetown, he assumed a supervisor role which he has kept for close to 5 years. Carlos has been a supervisor for several of the downtown Round Rock buildings for 2 years.

Conrad Suarez – Project Supervisor for Round Rock

Conrad Suarez has been a janitorial supervisor with PBS for 4 and a half years. He has been both a cleaner and supervisor for the City of Round Rock as long as PBS has serviced the city.

Jeniffer Trevino – Project Supervisor for Round Rock

Jennifer Montoya has served with PBS for close to 5 years. She initially cleaned at City Hall, but has been in a supervisor role for close to 3 years for the city of Round Rock.

5. EXPERIENCE

Exhibit "A"

Company Work Experience

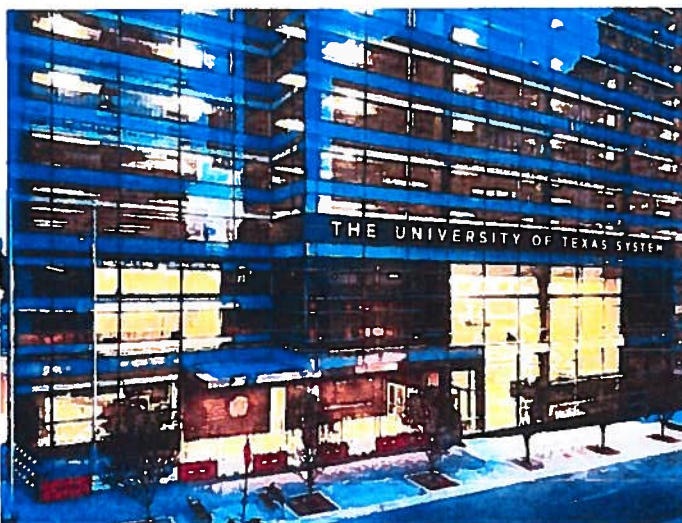
PBS started The Texas Workforce Campus on the state capitol grounds on December 1, 2017. The previous service company quit service and left with no notice. TWC called PBS on Wednesday November 29, 2017 and asked if we could start this project by Friday December 1st, giving PBS a 2 day notice to commence services in 6 individual buildings comprising over 310,000 square feet. PBS started the project as requested with no interruption or delays in service!



Texas Workforce Commission
101 E. 15th Street
Austin, Texas 78778
6 Buildings – 310,382 sq. ft.

Contact: Leroy Wittenburg - Facility Mgr.
512-463-2997 office
512-952-1680 cell
Leroy.wittenburg@twc.state.tx.us

PBS started the University of Texas System on March 1, 2018. UT combined the occupants of 5 separate buildings into this facility. The facility houses the Board of Regents and administers to all 14 University of Texas campuses around the state. It is an extremely high profile property and the pride of The University of Texas.



THE UNIVERSITY of TEXAS SYSTEM

The University of Texas
System Administration Building
210 W. 7th Street
Austin, Texas 78701
365,000 sq. ft.
David Kruse – Sr. Facilities Manager
512-499-4736

Exhibit "A"

COMPANY OFFICES IN ROUND ROCK, TEXAS
(3 MILES FROM DOWNTOWN ROUND ROCK)

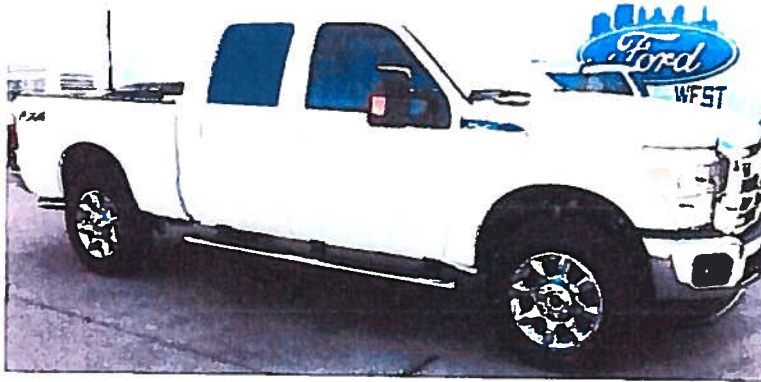


Exhibit "A"

COMPANY VEHICLES UTILIZED FOR CITY OF ROUND ROCK

(housed at our 301 Hesters Crossing Round Rock, TX)

2014 Ford F250



2016 Ram Promaster Cargo Van



2012 Ford F150





**CITY OF ROUND ROCK
INVITATION FOR BID (IFB) - JANITORIAL SERVICES**

IFB No. 18-028 Addendum No. 1 Date of Addendum: 6/19/2018

Addendum No. 1, dated Tuesday, 6/19/2018 is being issued to respond to all questions submitted by the deadline of Friday, 6/15/2018 @ 5:00PM for IFB No. 18-028 – Janitorial Services, as outlined below:

Section A: Questions and Answers

1. Question: Who is the current vendor and how long have they had the Contract?
Answer: The current vendor is PBS of Texas. The current contract is a 5 year term.
2. Question: What is the current contract price and the number of staff and hours they are scheduled to work each day?
Answer: The current vendor's contract pricing, number of staff, and man-hours is posted to the Janitorial Services solicitation page as Attachment G – Current Vendor Bid Form.
3. Question: Can we see the pre-bid sign in sheet?
Answer: The sign-in sheet for the mandatory pre-bid meeting is posted to the City's Janitorial Services solicitation page as Attachment H – Mandatory Pre-Bid Sign-In Sheet.
4. Question: What is the square footage of Vinyl Composite Tile (VCT) for carpet and tile?
Answer: The square footage of VCT is posted to the Janitorial Services solicitation page as Attachment I – Facility Flooring – Square Footage.
5. Question: Does the City have its own product for graffiti cleaning?
Answer: The City will work with the awarded vendor to identify appropriate graffiti cleaning products.
6. Question: How often will Carpet cleaning need to be done for spot cleaning and for full carpet cleaning?
Answer: Spot cleaning shall be done as part of the regular cleaning service. Full carpet cleaning will be ordered as needed.
7. Question: Will there be storage space for our equipment in the City's various buildings?
Answer: Yes, there are storage rooms designated for janitorial supplies in the City's buildings.
8. Question: Where should we enter rates for Emergency cleaning?
Answer: The City has added Emergency Service Hourly Rate on line# 21 of the Bid Sheet.
9. Question: Will the ceramic tile require scrubbing?
Answer: Please see Attachment D - Cleaning Specifications, #3 – Monthly, page 18 of 24.
10. Question: What types of references are you looking for? Will a school count as a good reference?
Answer: References should be for current Municipal, Government agencies, or firms of comparable size.



**CITY OF ROUND ROCK
INVITATION FOR BID (IFB) - JANITORIAL SERVICES**

IFB No. 18-028 Addendum No. 1 Date of Addendum: 6/19/2018

- 11. Question: Is it okay if the references are located in Dallas?
Answer: Yes.
- 12. Question: Do you have square footages of the facilities to be cleaned?
Answer: The square footage for each facility is located on the line item detail of the Attachment A – Bid Sheet.
- 13. Question: Commercial business location, can this be a 'Regus' type of office space or do you need a certain type office front building with a minimum of square footage?
Answer: The City requires the contractor to have an existing Commercial business office within a 35-mile radius of downtown Round Rock from which work crews are dispatched. A residential office is not acceptable.

Section B: Attachment A – Bid Sheet Amendments

- 1. The City hereby replaces in its entirety the original Attachment A – Bid Sheet posted to the Solicitation with a NEW Attachment A – Bid Sheet, which can be viewed in an Excel format on the City of Round Rock website at:
<https://www.roundrocktexas.gov/businesses/solicitations/>

- 2. The City hereby amends the Attachment A – Bid Sheet to add line # 17 for the Sports Center.

Location	Days	Times	Frequency	Comment
Sports Center	2 days per week: Every Thursday night and Sunday night	Starting after 10:00PM	2 days per week	

- 3. The City hereby amends the Attachment A – Bid Sheet, for the Multi-Purpose Complex Exterior Clean and Power Wash. Estimated cleanings per year changed from two (2) to up to four (4) times a year, to be ordered as needed.

Location	Days	Times	Frequency	Comment
Multi-Purpose Complex	When ordered	To be determined when ordered	Up to 4 times a year / to be ordered as needed	



CITY OF ROUND ROCK
INVITATION FOR BID (IFB) - JANITORIAL SERVICES

IFB No. 18-028 Addendum No. 1 Date of Addendum: 6/19/2018

Section C: Attachment A - Bid Sheet - INFORMATION ONLY

- 1. The City hereby amends the Attachment A - Bid Sheet - INFORMATION ONLY section to include Emergency Services Hourly Rate.

Table with 2 columns: Item No. (21), Description (Emergency Services - Hourly Rate), and Rate (\$ Hourly Rate for Emergency Services)

Section D: Additional Attachments

- 1. The City hereby amends this Invitation for Bid to include three (3) additional attachments which can be viewed on the City of Round Rock website at:

https://www.roundrocktexas.gov/businesses/solicitations/

- Attachment G - Current Vendor Bid Form
Attachment H - Mandatory Pre-Bid Sign-In Sheet
Attachment I - Facility Flooring Sq. Ft.

Approved by: [Signature]
Yvonne Hopkins, Purchaser

Date: 6/19/18

By the signatures affixed below this addendum is hereby incorporated into and made a part of the above referenced solicitation.

ACKNOWLEDGED:

PBS of Texas

Vendor

[Signature]
Authorized Signature

DAVID D. MARTINEZ
Printed Name

JUNE 20, 2018
Date

RETURN ONE SIGNED COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE WITH YOUR SEALED PROPOSAL. FAILURE TO DO SO MAY AUTOMATICALLY DISQUALIFY YOUR RESPONSE FROM CONSIDERATION FOR AWARD.

Exhibit "A"



CITY OF ROUND ROCK INVITATION FOR BID (IFB) - JANITORIAL SERVICES

IFB No. 18-028 Addendum No. 2 Date of Addendum: 6/20/2018

Addendum No. 1, dated Wednesday, 6/20/2018 is being issued to respond to all questions submitted by the deadline of Friday, 6/15/2018 @ 5:00PM for IFB No. 18-028 – Janitorial Services, as outlined below:

Questions and Answers

1. Question: On the prior RFP for Custodial Services that is currently in effect there was a mandated scope of service based off the ISSA Cleaning Standards which included a base nightly cleaning production rate of 2500 square foot per hour. Supervision, restrooms and floor care were added on top of this production rate. You stated in the pre-bid meeting for this current RFP that the current cleaning level is the "expected level of service" under the new contract. Does this mean that the City of Round Rock is mandating the ISSA cleaning standards (2500 sq ft per hour) for this proposal? Is there any minimum requirements on labor production rates?

Answer: No, there is no minimum requirement on labor production rates.
2. Question: Should the carpet cleaning and the window cleaning be included in the overall production rate or a separate production rate?

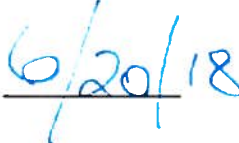
Answer: The Carpet spot cleaning and window cleaning should be included in the overall production rate. The Carpet shampooing will be per square foot and ordered as needed.
3. Question: Periodicals such as high dusting, floor care and other detail cleaning will be scheduled as per the current scope. Will these be tracked by a City of Round Rock "Work Order System" or as it the responsibility of the contractor to provide the City with both the schedule and the documentation for the City's approval of completion?

Answer: It is the contractor's responsibility to schedule all required cleanings, including detailed dusting, floor care and other detailed cleaning per the contract's specifications.

Approved by


Yvonne Hopkins, Purchaser

Date:





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INVITATION FOR BID (IFB) - JANITORIAL SERVICES**

IFB No. 18-028 Addendum No. 2 Date of Addendum: 6/20/2018

By the signatures affixed below this addendum is hereby incorporated into and made a part of the above referenced solicitation.

ACKNOWLEDGED:

PBS of Texas
Vendor

David D. Martinez
Authorized Signature

DAVID D MARTINEZ
Printed Name

-JUNE 20, 2018
Date

RETURN ONE SIGNED COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE WITH YOUR SEALED PROPOSAL. FAILURE TO DO SO MAY AUTOMATICALLY DISQUALIFY YOUR RESPONSE FROM CONSIDERATION FOR AWARD.